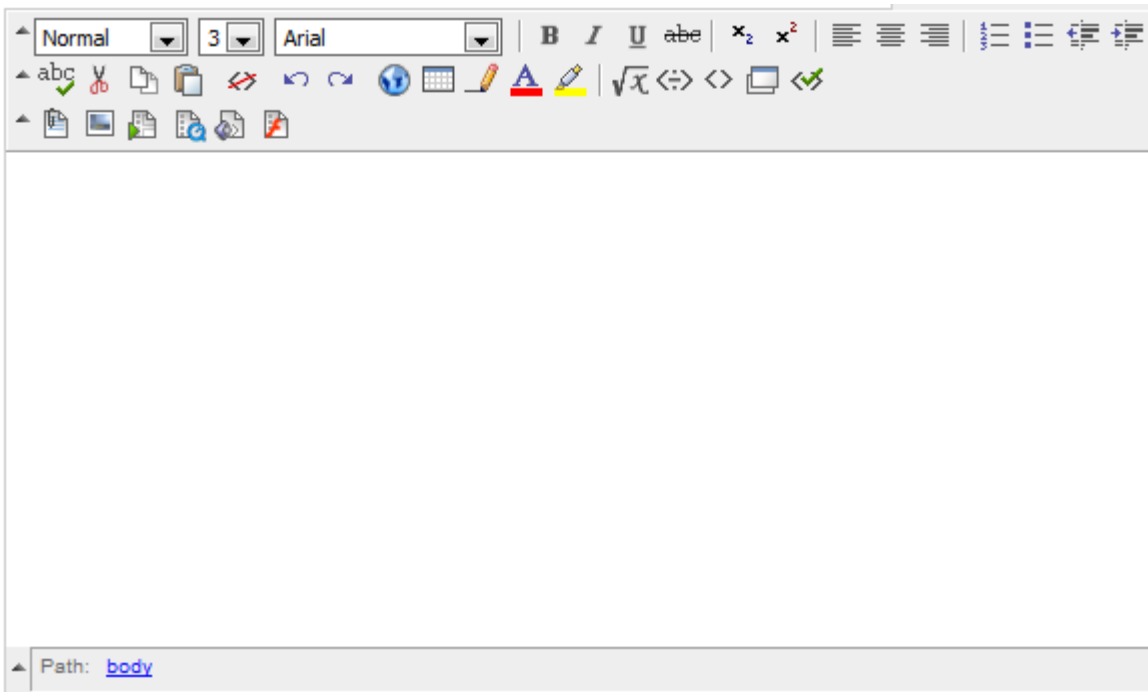
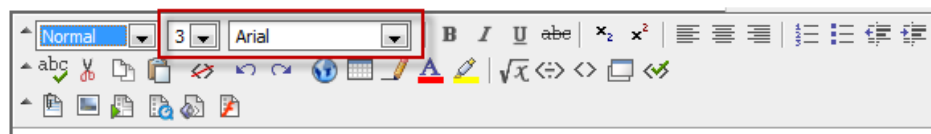


Using the WYSIWYG Editor

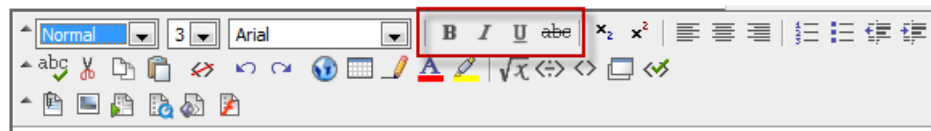
The **WYSIWYG** (What You See Is What You Get) **Editor** allows you to adjust the format of the text that you enter in Blackboard 9.



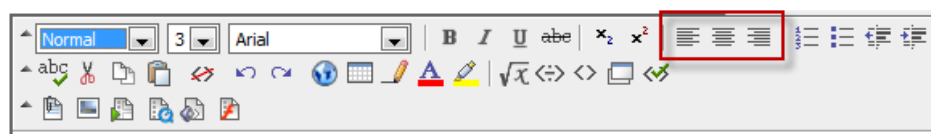
1. Use these drop down menus to adjust the font and size of your text.



2. Use these buttons to format your text as bold, italic, underline and strikethrough.



3. Use these buttons to set the left, center or right text justification.



4. Use these buttons to add numbered lists and bulleted lists, as well as adjust their indentation.



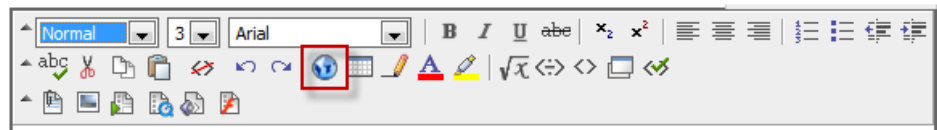
5. Use this button to spell check the text you have entered.



6. Use these buttons to cut, copy and paste text.



7. Use this button to add a hyperlink to highlighted text.



Insert Link

Cancel Submit

1. Hyperlink Properties

Type: HTTP

URL: http:// Insert URL Here

Title (tooltip)

Open link in new window

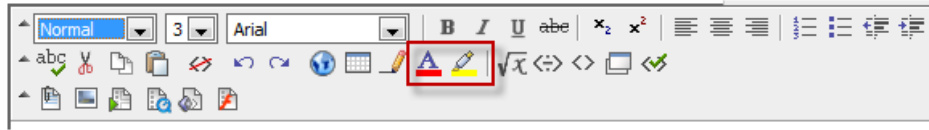
Click **Submit** when finished

2. Submit

Cancel Submit

The 'Insert Link' dialog box is shown with a yellow header and a white body. It contains a 'Type' dropdown menu set to 'HTTP', a 'URL' text box containing 'http://', and a 'Title (tooltip)' text box. There is an unchecked checkbox for 'Open link in new window'. At the bottom, there are 'Cancel' and 'Submit' buttons. Red arrows and text annotations are present: one arrow points to the 'URL' field with the text 'Insert URL Here', and another arrow points to the 'Submit' button with the text 'Click Submit when finished'.

8. Use these buttons to change the color of the text or to highlight text.



9. Use this button to attach a document.



Insert Content Link

Insert the appropriate file information here.

Cancel Submit

1. Select Content Link

Browse

Browse...

or Link from Content Collection

Browse...

or Specify Source URL

For example, <http://www.myschool.edu/>

2. Content Link Options

Name of Link to File

Launch in new window Yes No

Alt Text

Click **Submit** when finished.

3. Submit

Cancel Submit