



## Course Basics - 3.2 – Using the Text Editor Toolbar

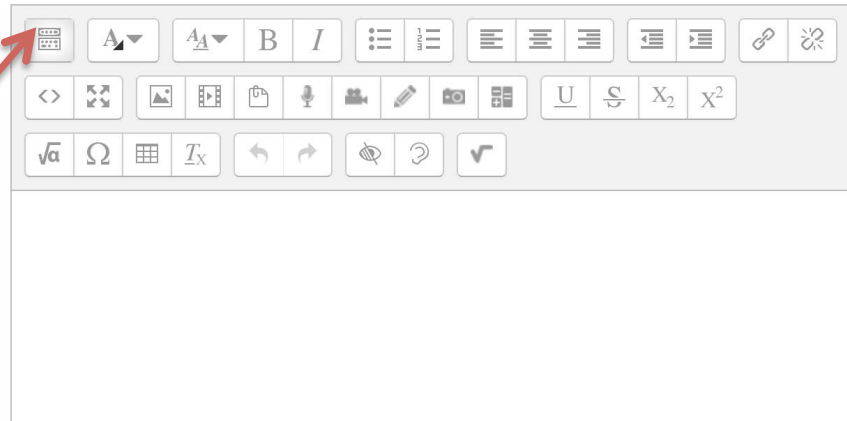
### Why Do This?

The text editor toolbar is used throughout the CC environment to add and format text, images, links, and tables within activities such as Forums, Wikis, Assignment, etc. This text editor toolbar contains many of the same functions as Microsoft Word

Note: Drag the bottom right corner to increase the size of your work area.

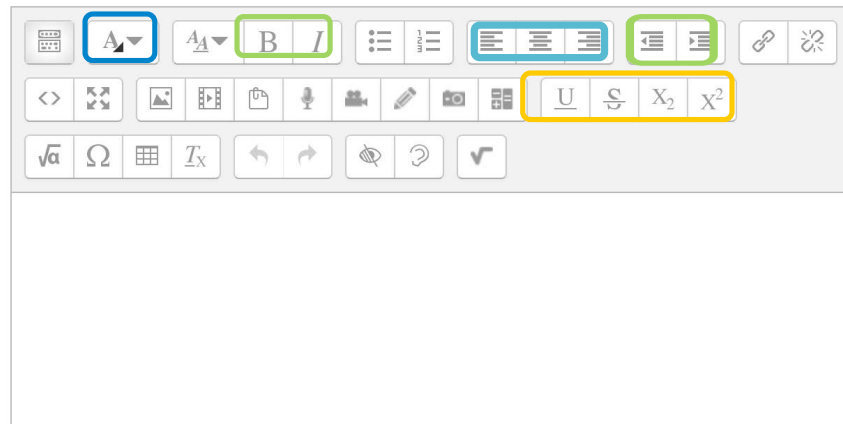
### Adding/Editing Text

1. Select the “toggle toolbar” icon to expand the formatting and content options available.



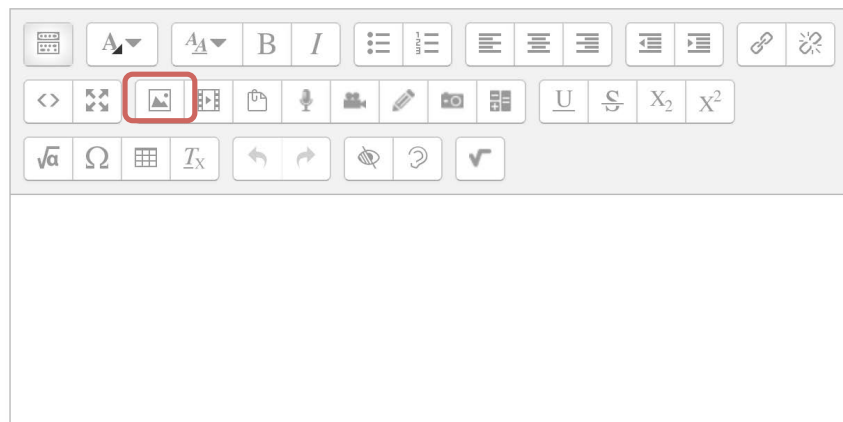
2. Type your text directly into the page content area and use the text editing functions on the toolbar to:

- a. **Bold, italicize, and/or underline**
- b. **Align and/or indent text**
- c. **Change the font or background color**
- d. **Add equations or special characters**



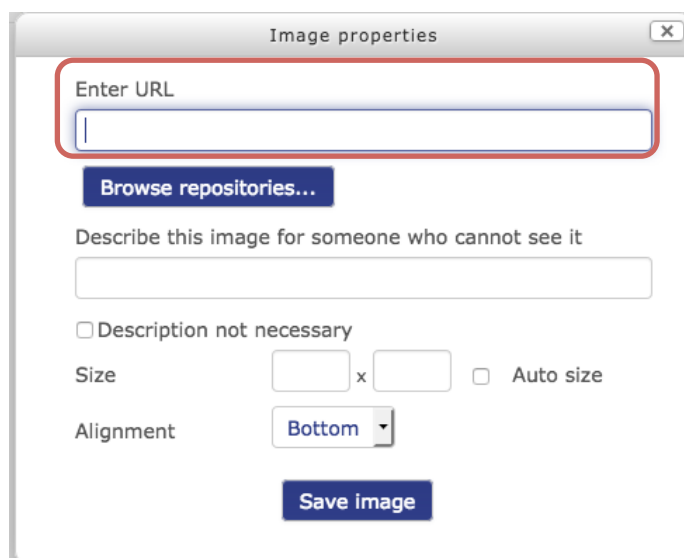
### Adding Images

1. To add an image, click where you want the image to appear in the content area.
2. Click the **Insert/Edit image** icon (mountain inside a frame) in the toolbar.



### TO ADD AN IMAGE FROM THE WEB:

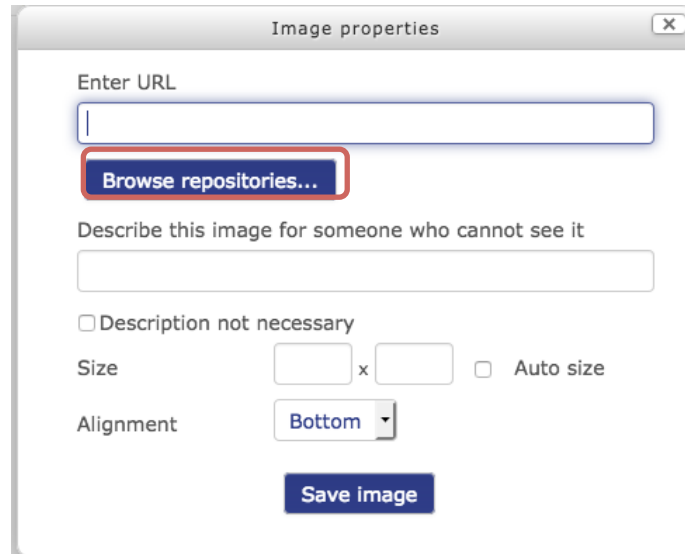
1. In another browser window or browser tab, locate the desired image on the web and **right-click on the image**.
2. In the pop-up menu, locate the option that allows you to **copy the URL (address/location)** of the image.
3. Switch back to Cougar Courses, and in the Insert/edit image popup window, paste the address of the image into the Image URL field.



4. Click the **Save Image** button.

**1. TO ADD AN IMAGE SAVED TO YOUR COMPUTER**

1. In the Insert/edit image window, click **Browse repositories...**

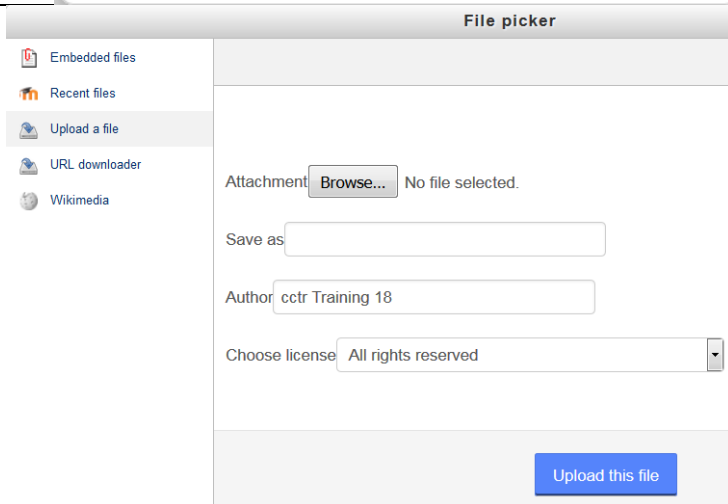


2. In the File picker window, select **Upload a file** on the left.

3. Click the **Browse** button, and locate the image on your computer.

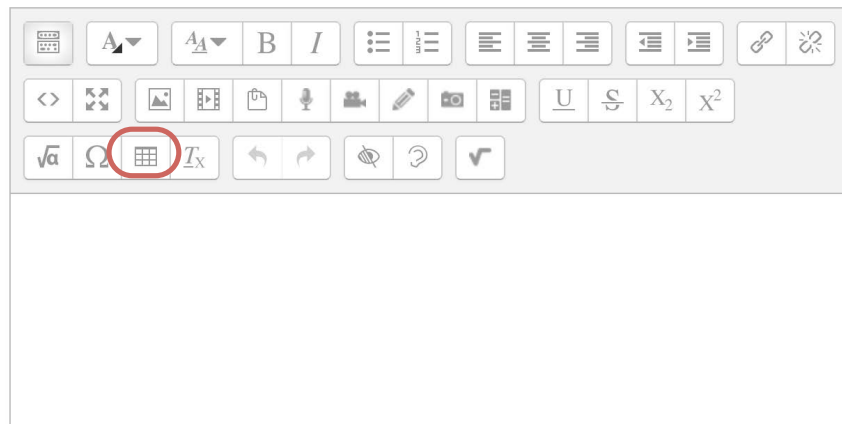
Click **Upload this file**.

4. Click the **Save Image** button.



**Adding Tables**

1. Click the **Insert/edit table** icon in the toolbar.



2. Use the new window to set:
  - The caption
  - The number of columns and rows
  - Border - sets the width, in pixels, of the outer table border. If set to 0, there is no visible border

3. Click **Create Table**.

Create table

Caption

Caption position

Define headers on Columns

Number of rows 3

Number of columns 3

Appearance

Borders Theme default

Style of borders None

Size of borders 1 px

Border colour

Background colour

Table width (in %)

Create table

### Adding Links to Web Pages or Files

1. Enter or highlight the text to link.
2. Click the **link** icon.
3. For a link to a webpage: enter the URL of the webpage in the **Link URL** space
4. For a link to a file: click the **Browse repositories** to open the File picker and locate a file on your computer to upload.
5. Set the target to **Open in a new window**.
6. Click **Insert**.

Rich text editor toolbar showing the link icon circled in red.

Create link

Enter a URL

Browse repositories...

Open in new window

Create link