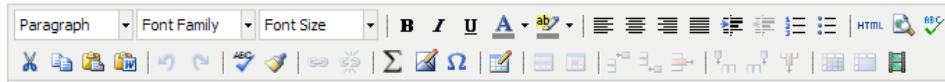




# Instructional Materials Text Editor Reference Sheet

## Instructional Materials Text Editor

Use the text editor to add tables, images, or equations to an instructional material. Use the toolbar for formatting.



### Basic Editing Options

Icon	Purpose
	Choose a style, such as Heading 1 or Normal.
	Choose a font type, such as Times New Roman or Arial.
	Choose a font size, such as 10 or 12.
	Make text bold.
	Italicize text.
	Underline text. (Be judicious in underlining text as most users recognize it as a hyperlink.)
	Choose a font color other than the default (black).
	Choose a color for highlighting your text.

	Align text to the left, center, right, or justify.
	Indent text.
	Add numerals or bullets.

### Using Editing Tools

The following tools are useful shortcuts for editing your work.




Icon	Purpose
	Undo your most recent edit or redo/repeat your most recent edit.
	Check the spelling of selected text or all text.
	Grammar check
	Clean up unnecessary HTML tags that can cause formatting issues.

### Cutting, Copying, and Pasting Content

Copy and paste content to/from your editing window or a Word document.







Icon	Purpose
	Cut text from your editing window.


# Instructional Materials Text Editor

	Copy text in your editing window.
	Paste into your editing window.
	Paste from a Word document into your editing window.

## Inserting Hyperlinks, Graphics and Special Characters

Place your cursor in the editing window where the graphic or special character should appear, and click the corresponding icon in the toolbar.

Icon	Purpose
	Enter the text to link, highlight the text, and click the Link icon. Enter the URL and click <b>Insert</b> .
	Click to remove a hypertext link.
	Access the Equation Editor to insert a math or science equation. Click the equation type image to insert the code for the equation. The preview window displays your equation in real-time. Click <b>Save</b> .
	Insert an image. Do not copy and paste an image from the Clipboard.
	Insert special characters, such as for a foreign language.
	Insert a table.

Icon	Purpose
	Embed media.