

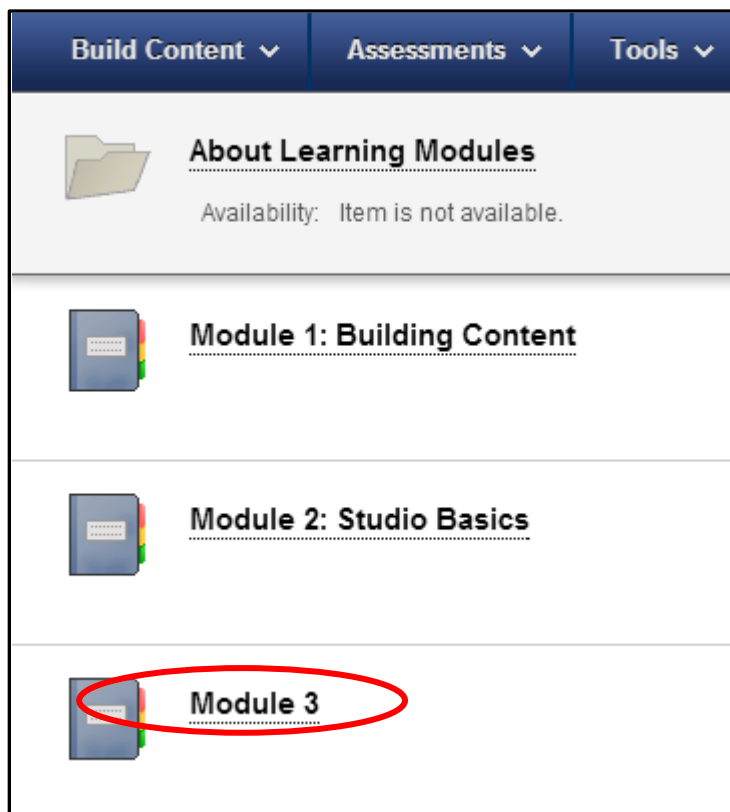
## Using the Text Editor

### To access the Text Editor on Blackboard:

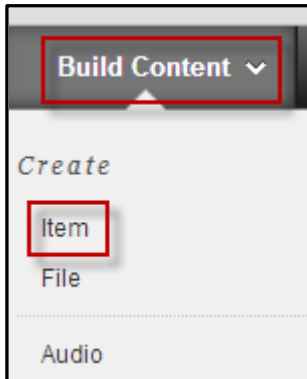
1. Click **Learning Materials** on the course menu.



2. Click a Module Name to access the folder



- ### 3. Click **Build Content** and create **Item**



- Under **Name**, enter the name of the item.
- Underneath, you will see a textbox. This is the **Text Editor**.

## Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

\* Indicates a required field.

**Cancel Submit**

### 1. Content Information

**4 \*** Name

Color of Name v Black



**5. this is the Text Editor**

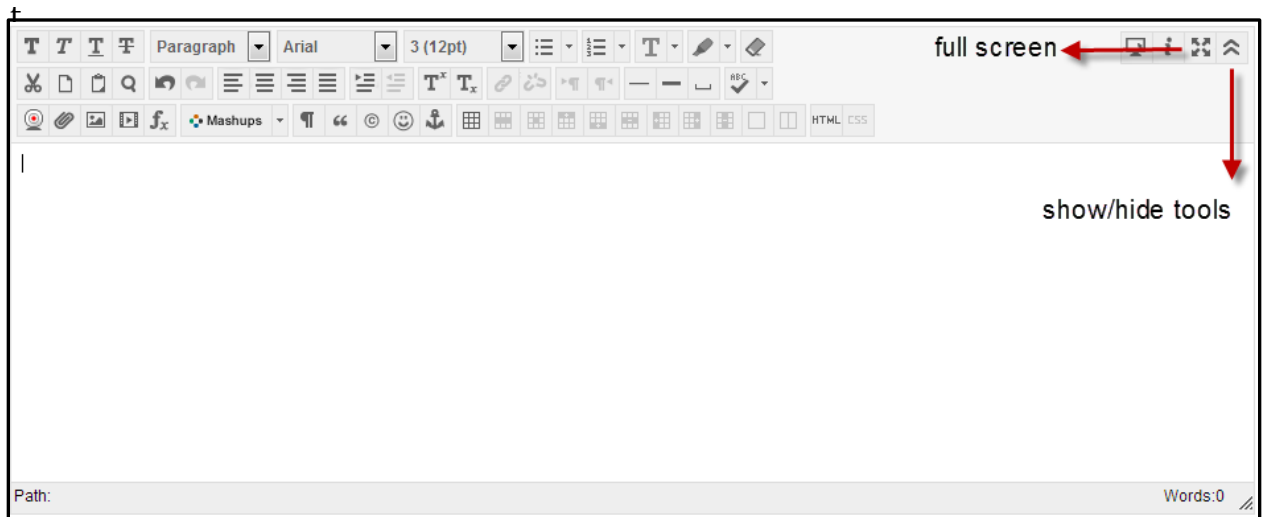
**Text**

T T T Paragraph Arial 3 (12pt)

[Rich Text Editor Icons]

Path: p Words:0

6. Use the  button to utilize the **full screen** function of the text editor.  
(**NOTE:** Remember to **exit** full screen once you are finished in order to see the **Submit** button.)
7. If you do not see a full list of tools, click the  button in order to **show or hide**



For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>  
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>