

Rich Text Editor

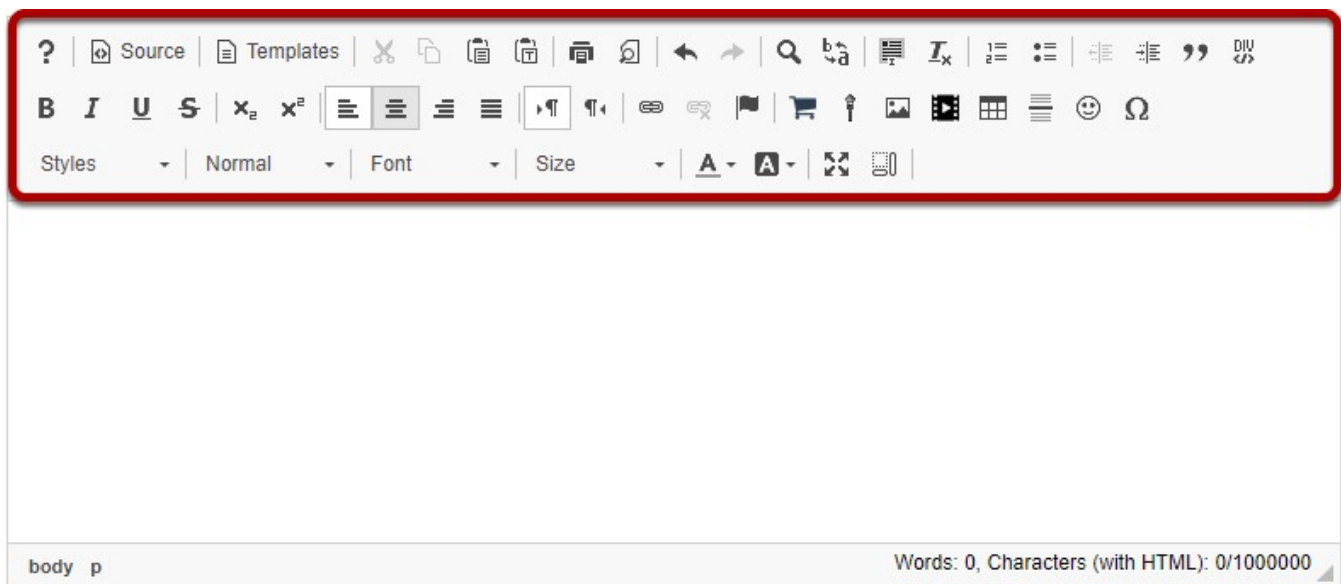
What is the Rich Text Editor?

In most areas of the system where text can be entered, you can control the appearance of your text using the Rich Text Editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich text toolbar has icons for editing and formatting your text. You may use the rich text editor to include images, links, audio, and video as well as text.

Note: Pasting text into the Rich Text Editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

The Rich Text Editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the [CKEditor 4 Documentation Site](#).

Rich Text Editor Toolbar



The Rich Text Editor toolbar contains an array of icons. See [What actions can I perform using the Rich Text Editor icons?](#) for more information on individual icon functionality.

Note: Some configurations may not have all of the above tools and some may have additional tools.

What actions can I perform using the Rich Text Editor icons?

Note: Depending on your implementation, you may have more icons or fewer icons available to you in the Rich Text Editor. There are several third-party tools that integrate with the editor and display as additional icons in the editing toolbar (e.g., equation editors, video management applications, etc.). Also, some institutions hide seldom-used icons to make the appearance of the editing toolbar more compact.

Standard Rich Text Editor icons allow the following features:

Source



View or edit the document source code (for advanced users).

Templates



Select a layout template.

Cut



Cut the highlighted text to the clipboard.

Footer

Copy



Copy the highlighted text to the clipboard.

Paste



Paste the data copied to the clipboard.

Paste as Plain Text



Paste the data copied to the clipboard (without formatting).

Print



Print the current document.

Preview



Preview the current document.

Footer

Undo



Undo the most recent action taken.

Redo



Redo the most recent action taken.

Find



Find a word or phrase within the document.

Replace



Find and replace a word or phrase within the document.

Select All



Select all of the text in the document.

Footer

Remove Format



Remove the formatting from the highlighted text.

Insert/Remove Numbered List



Create Numbered Lists.

Insert/Remove Bulleted List



Create Bulleted Lists.

Decrease Indent



Decrease the paragraph indent.

Increase Indent



Increase the paragraph indent.

Block



Format a block of text to identify quotations.

Create DIV Container



Creates a container to apply formatting beyond one block of text.

Bold



Applies Bold formatting to highlighted text.

Italic



Applies Italic formatting to highlighted text.

Underline



Applies Underline formatting to highlighted text.

Strike Through



Footer

Applies Strike Through formatting to highlighted text.

Subscript



Subscripts the highlighted text.

Superscript



Superscripts the highlighted text.

Align Left



Set text alignment left.

Align Center



Set text alignment center.

Align Right



Set text alignment right.

Footer

Justify



Justify text alignment.

Text Direction Left to Right



Displays text left to right.

Text Direction Right to Left



Displays text right to left.

Link



Create hyperlink.

Unlink



Remove hyperlink.

Anchor



Footer

Inserts or modifies a link anchor.

Insert Content Item



Inserts an external tool (i.e., LTI tool) as a content item.

Record Audio Clip



Create and display a voice recording.

Image



Inserts images into the document.

Insert/Edit Movie



Inserts an HTML5 movie/audio player.

Table



Creates a table with the defined number of columns and rows.

Footer

Insert Horizontal Line



Inserts a divider line (horizontal rule).

Smiley



Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).

Insert Special Character



Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).

Styles



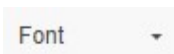
Applies special styles to a block of text.

Format



Applies paragraph formatting to a block of text.

Font



Footer

Applies a specific font to a block of text.

Size



Applies a specific size to a block of text.

Text Color



Changes the color of the text.

Background Color



Changes the background color of the text.

Maximize



Maximizes the editor size inside the browser.

Show Blocks



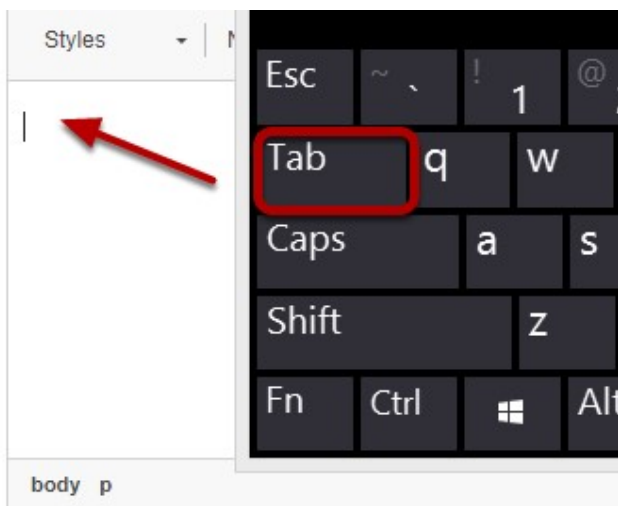
Shows where there are block element boundaries in the text.

Footer

What are some keyboard shortcuts for the Rich Text Editor?

You can operate the Rich-Text Editor using a computer keyboard with the shortcuts and hotkeys below. For a full list of keyboard commands in the Rich Text Editor, you may also refer to the [CKEditor list of shortcut keys](#).

Keyboard Navigation to the Editing Area



From your course/project site, **tab** or **arrow down** into the editor's text box to place focus in the text box and edit content. When you are done, you can tab or arrow down out of the editor.

Accessibility Help for the Rich-Text Editor



Alt + 0 opens the *Accessibility Instructions* dialog for the Rich-Text Editor.

Hotkeys Inside the Editing Text Box

Formatting Shortcut Keys

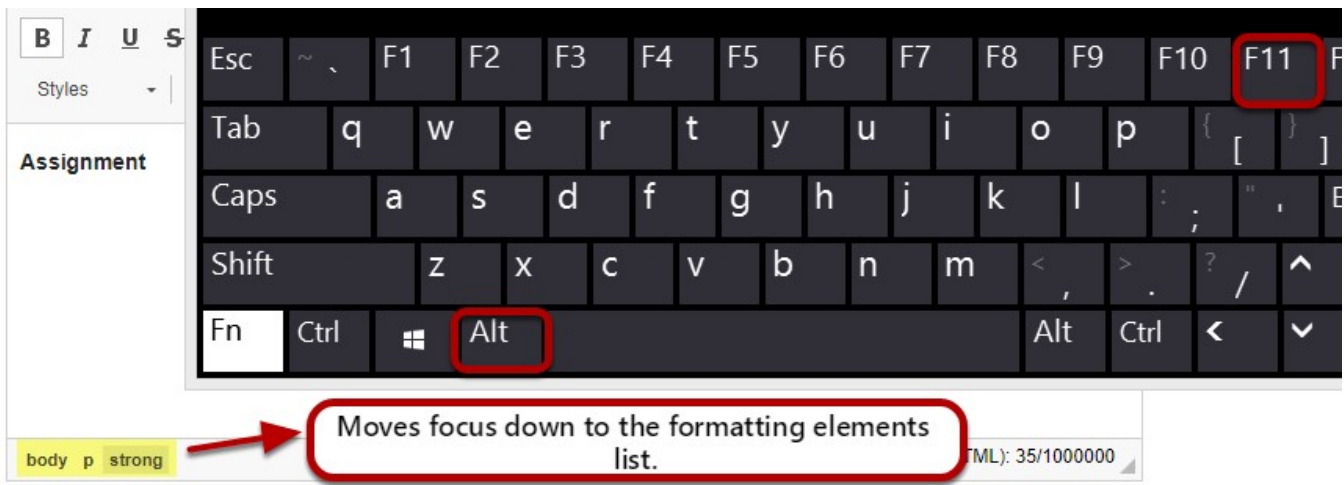


When focus is in the editor, you can use formatting shortcut keys similar to those used in most word processors, such as Microsoft Word. Some examples include the following:

- **Bold** - **Ctrl + B** (in Windows) or **Command + B** (on a Mac)
- *Italics* - **Ctrl + I** (in Windows) or **Command + I** (on a Mac)
- Underline - **Ctrl + U** (in Windows) or **Command + U** (on a Mac)

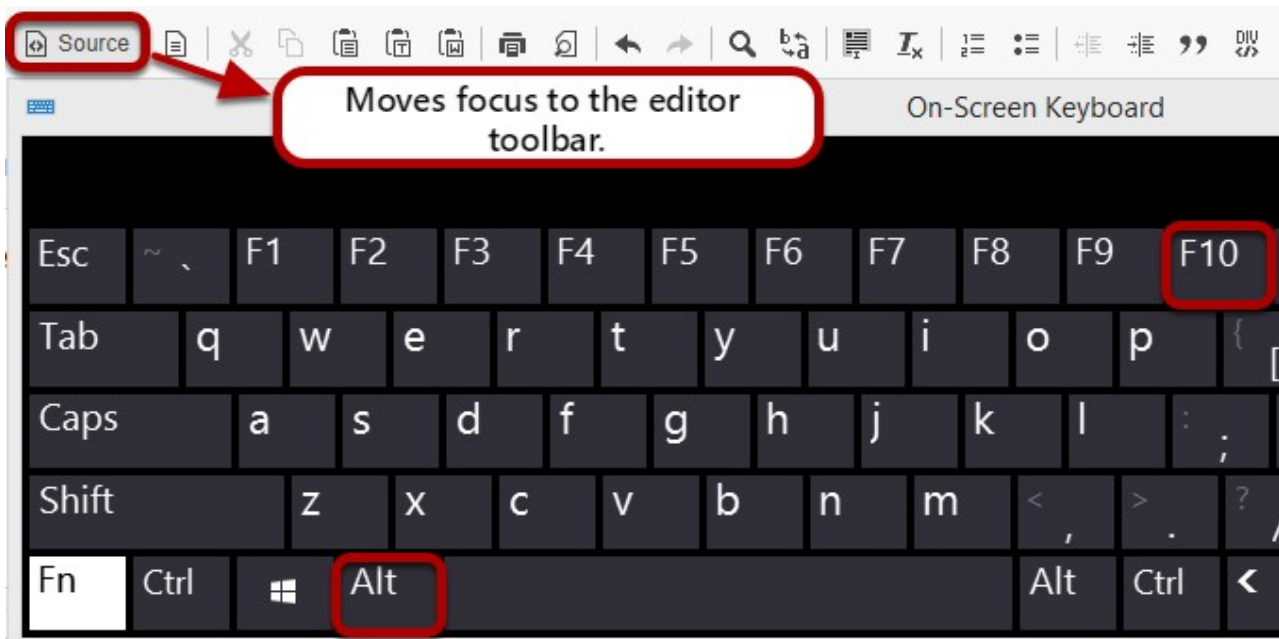
In the example pictured above, **bold** text was added.

Navigate away from the editing text box to the list of formatting elements.



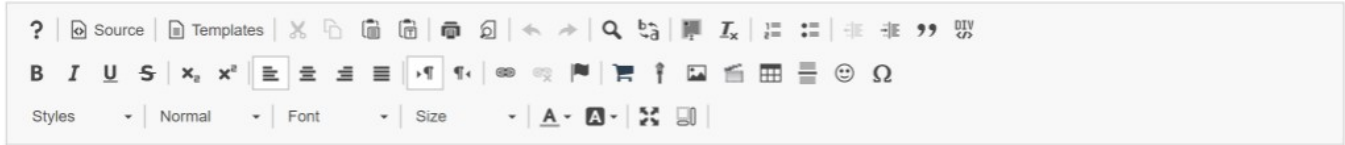
Type **Alt + F11** to navigate to the list of formatting elements and styles that have been used in the text where your cursor was positioned.

Navigate away from the editing text box to the Editor toolbar.



Type **Alt + F10** to select the first button in the editor toolbar (i.e., **Source**) and begin using the toolbar.

Navigate within the Editor toolbar.



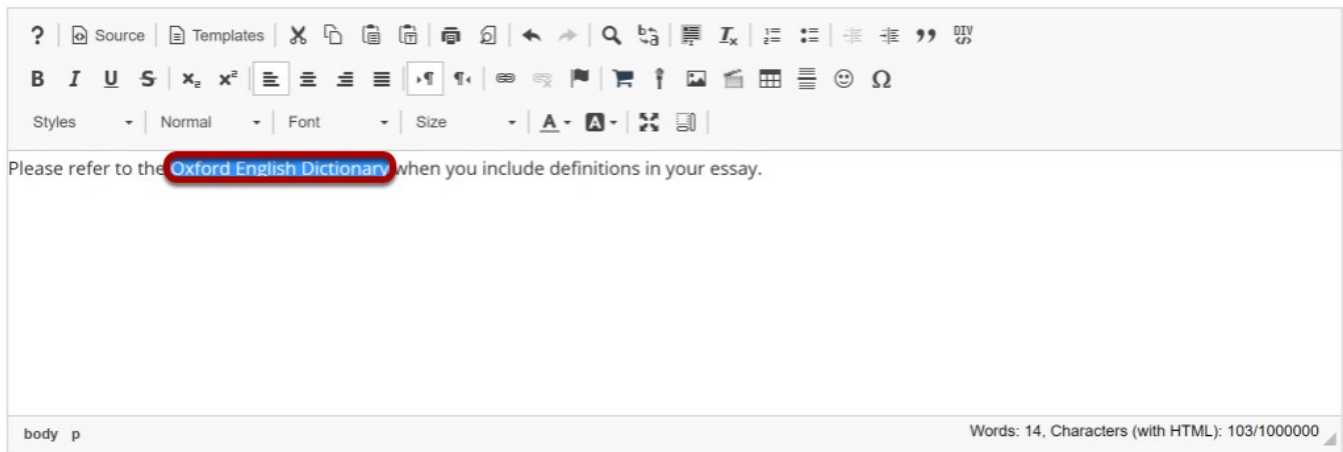
When focus is in the Editor toolbar, you can navigate it as follows:

- **Tab** and **Shift + Tab** – move focus forward and backward among the toolbar button groups.
- **Left Arrow** and **Right Arrow** – move focus forward and backward among the toolbar buttons within a group, respectively.
- **Enter** and **Space** – activates a selected toolbar feature.
- **Escape** – puts the focus back to the editing area without executing any commands.

How do I create a link to a web site in a text box?

Note: To link to an HTML page you have stored in [Resources](#), see [How do I create a link to a Resources item in a text box?](#)

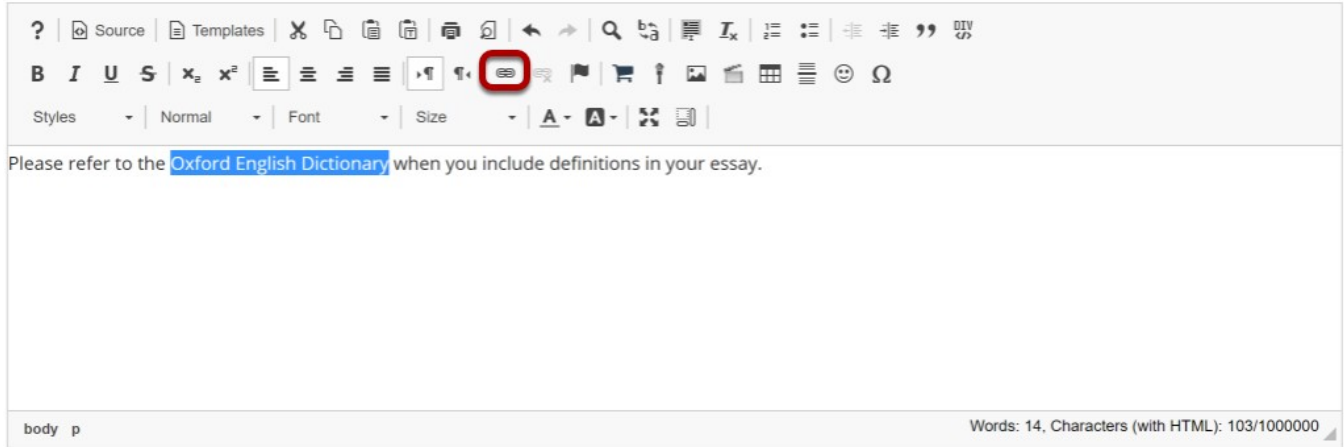
Select the text.



In the text box, select the text you would like to serve as a link to a web site. For accessibility, you should use [meaningful text](#) to describe your link.

Note: If you do not select text, the text of the link will display in full, linked to the site (e.g., <http://www.oed.com>).

Click the Link icon.



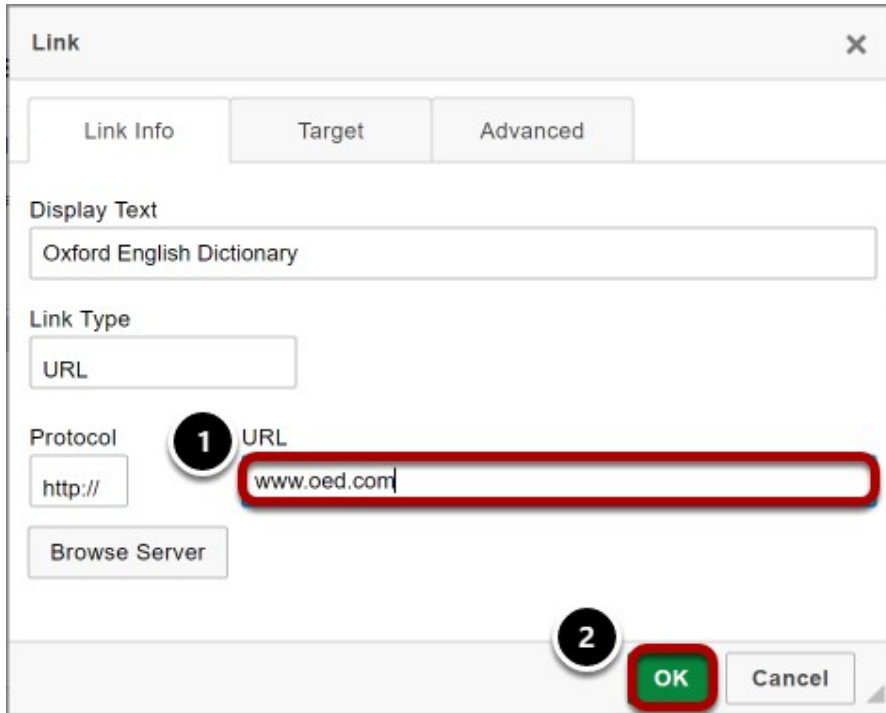
The **Link** icon looks like a chain link.

Or use Ctrl/Command-L on the keyboard to open the Link dialog box.



Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

Enter the URL.



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains the following fields and controls:

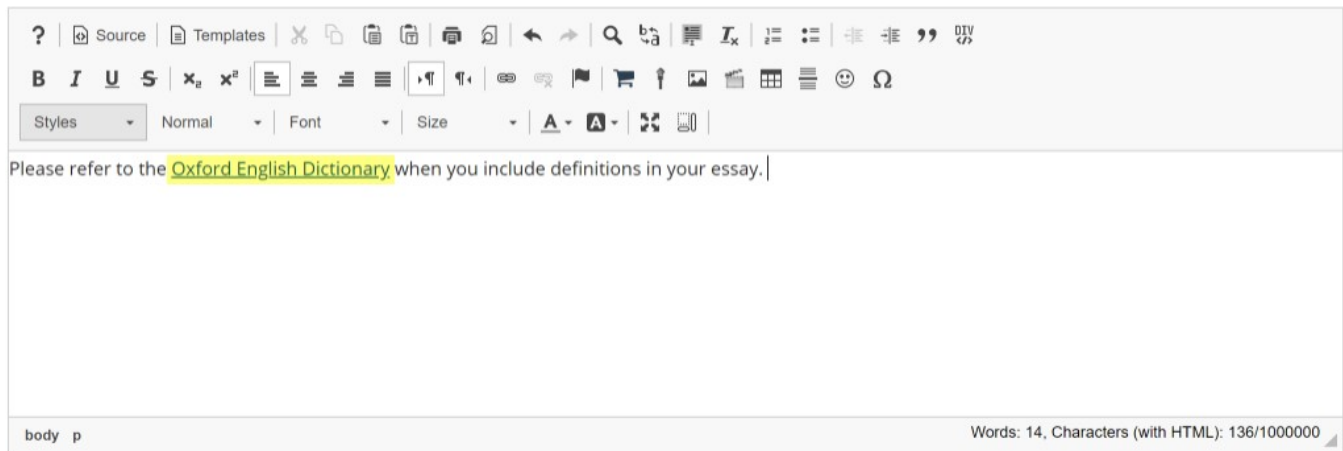
- Display Text:** A text box containing 'Oxford English Dictionary'.
- Link Type:** A dropdown menu set to 'URL'.
- Protocol:** A dropdown menu set to 'http://'.
- URL:** A text box containing 'www.oed.com', which is highlighted with a red circle and labeled with a '1' in a black circle.
- Buttons:** 'Browse Server', 'OK' (highlighted with a red circle and labeled with a '2' in a black circle), and 'Cancel'.

The *Link* window will pop up for you to enter the link (URL).

1. Enter or paste (**CTRL-V** on PC or **COMMAND-V** on Mac) the **URL** for the web page to which you are linking in the box marked **URL**.
2. Click **OK** to confirm the addition of the link.

Note: To link to an HTML page you have stored in [Resources](#), see [How do I create a link to a Resources item in a text box?](#)

View link in editor.

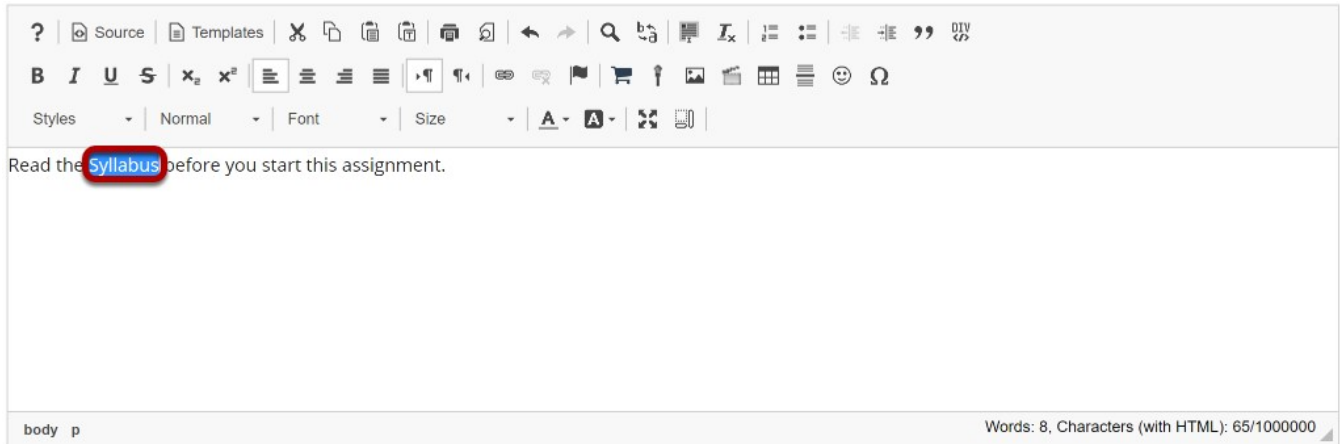


The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for editing, including undo, redo, search, and text formatting. Below the toolbar is a text area containing the sentence: "Please refer to the [Oxford English Dictionary](#) when you include definitions in your essay." The text "Oxford English Dictionary" is underlined and highlighted in yellow. At the bottom of the editor, there is a status bar showing "body p" on the left and "Words: 14, Characters (with HTML): 136/1000000" on the right.

The linked text will be underlined.

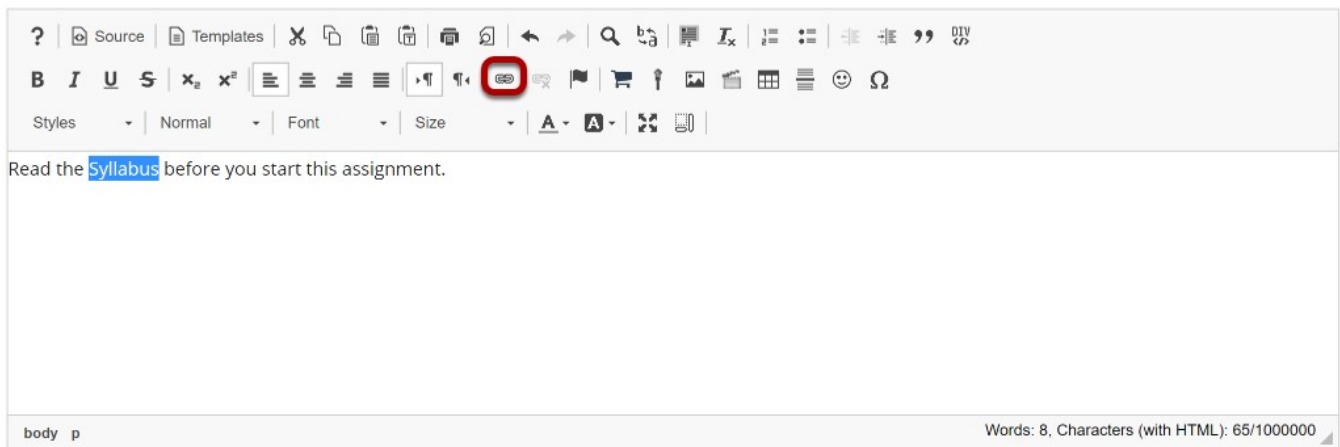
How do I create a link to a Resources item in a text box?

Go to the Rich-Text Editor and select your text.



In the text box, **select** the text you would like to serve as a link to the folder or file. For accessibility, you should use [meaningful text](#) to describe the folder or file you are linking.

Click the Link icon.



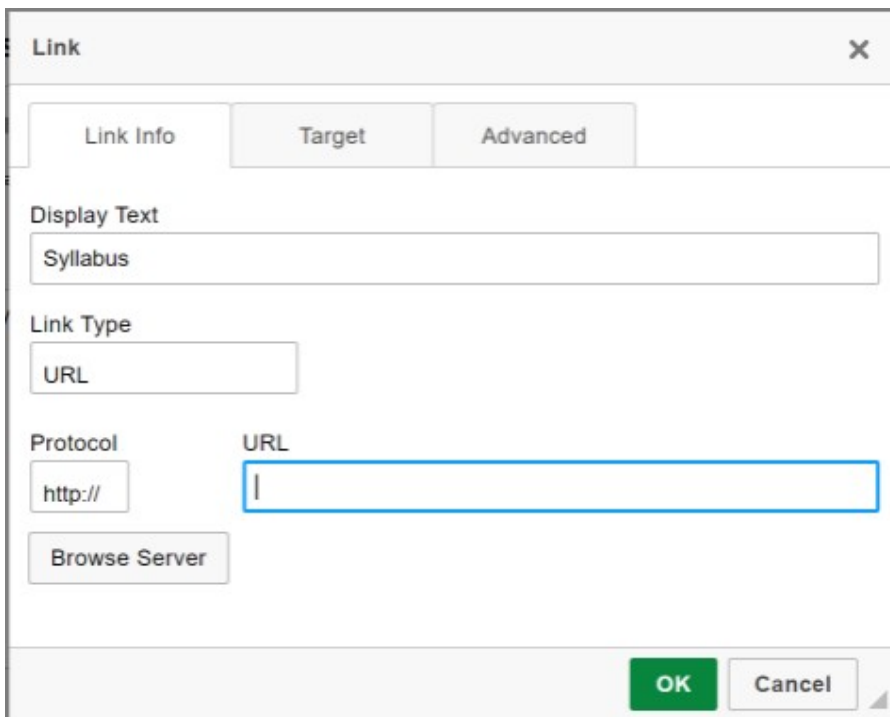
The **Link** icon looks like a chain link.

Or use Ctrl/Command-L on the keyboard to open the Link dialog box.



Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

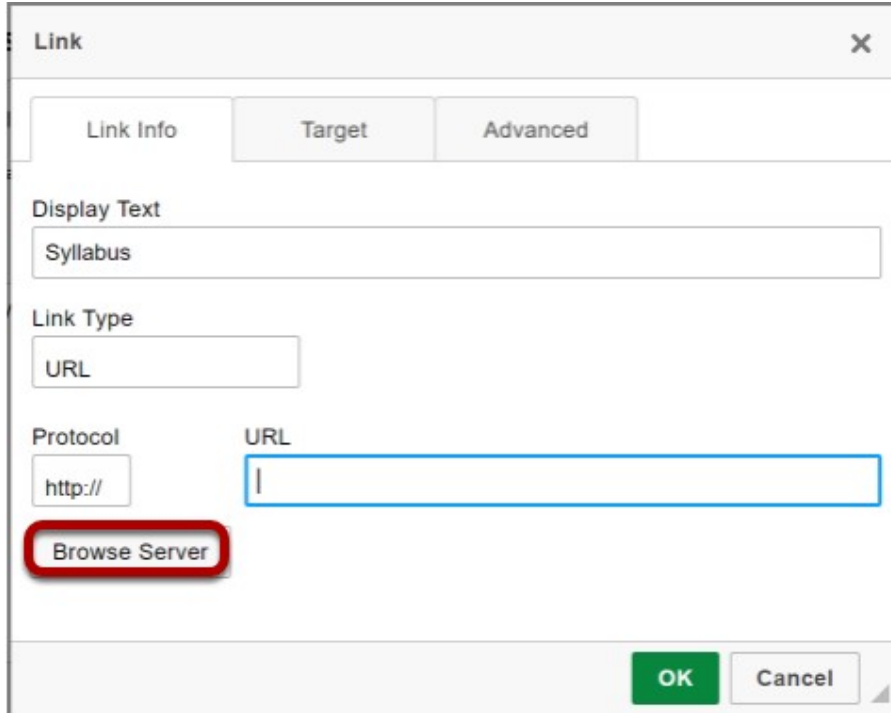
Insert the link.



A window will pop up to allow you to enter a URL or select an item using the *Server Browser*.

*Note: If you copy a link in Resources and paste it into the [Rich Text Editor](#) in another tool (e.g., [Lessons](#)) rather than using the *Server Browser* to select the item in the editor, the link will not change when you [import content](#) from the site.*

1. Click the Browse Server link.



Link

Link Info Target Advanced

Display Text
Syllabus

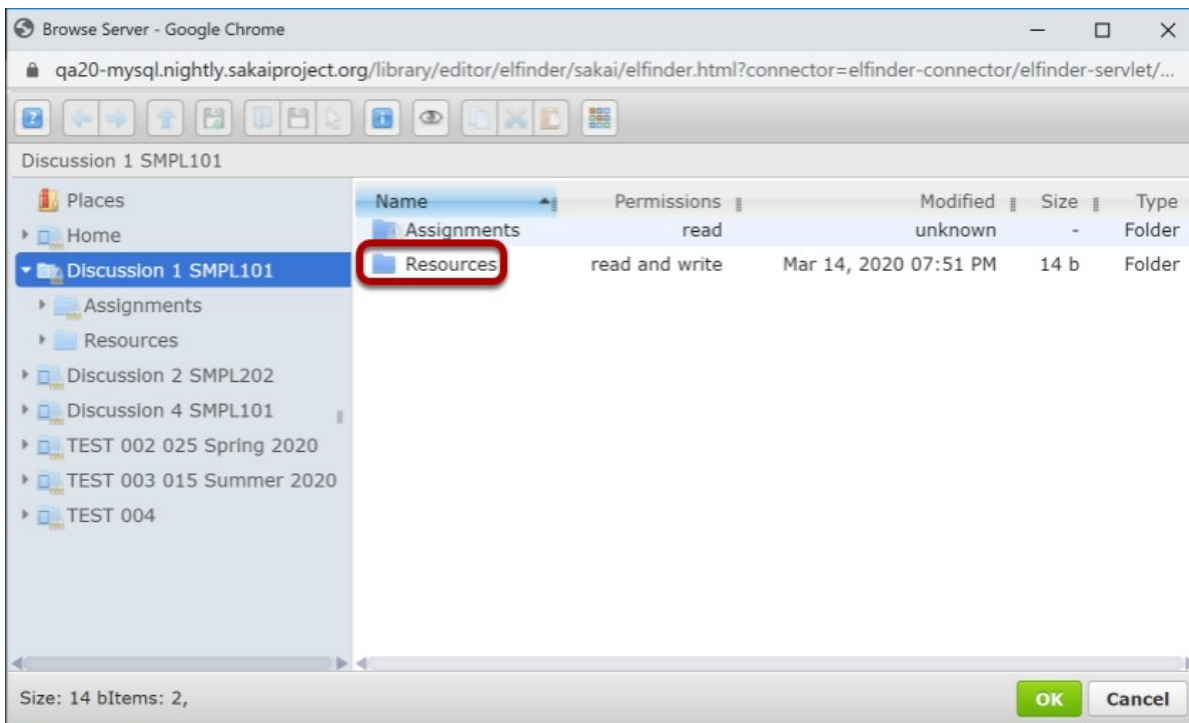
Link Type
URL

Protocol http:// URL

Browse Server

OK Cancel

2. Double-click Resources.



Browse Server - Google Chrome

qa20-mysql.nightly.sakaiproject.org/library/editor/elfinder/sakai/elfinder.html?connector=elfinder-connector/elfinder-servlet/...

Discussion 1 SMPL101

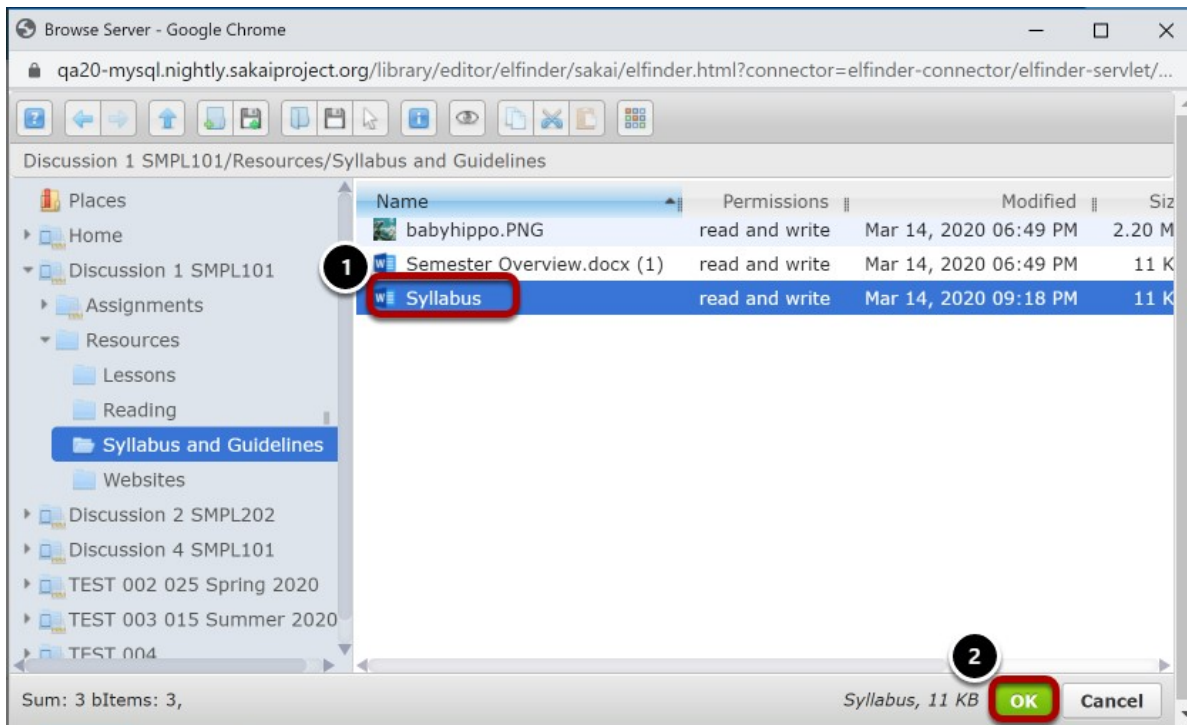
Name	Permissions	Modified	Size	Type
Assignments	read	unknown	-	Folder
Resources	read and write	Mar 14, 2020 07:51 PM	14 b	Folder

Size: 14 bItems: 2, OK Cancel

The *Server Browser* will open. It displays items on your site to which you can link.

Double-clicking **Resources** will expand the list of the site's **Resources**.

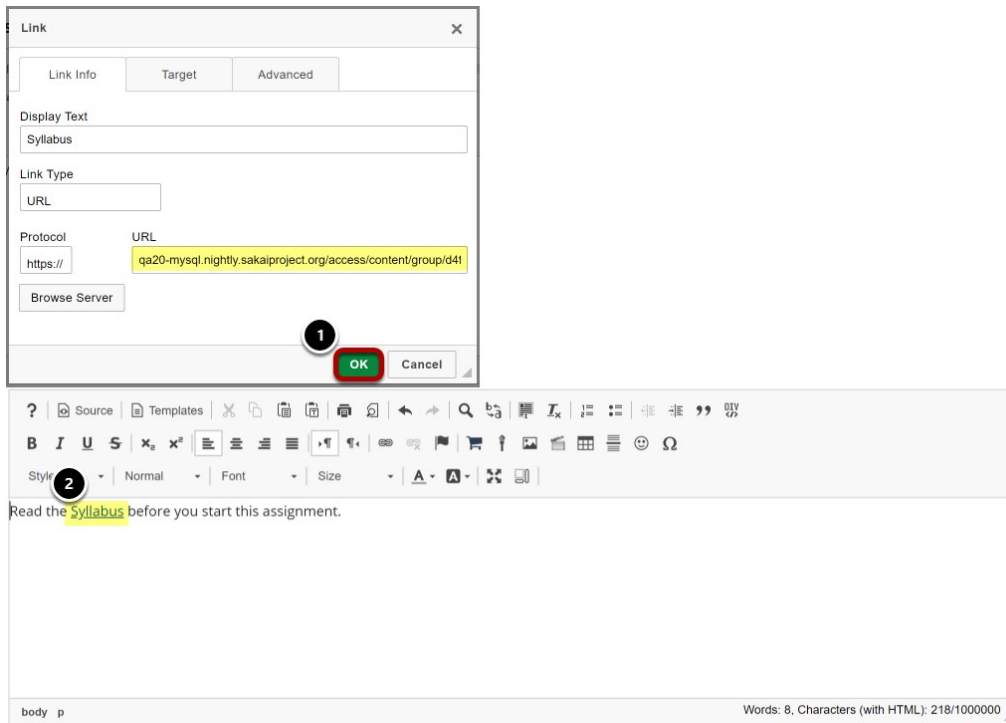
3. Navigate to the item to which you would like to link and click on the checkbox next to the file name.



1. Select the item to which you would like to link by clicking the checkbox next to the file name.
2. Click OK.

*Note: There may be additional folders in **Resources** in which the item is located. Double-click each folder to display its contents.*

Click OK to create the link.

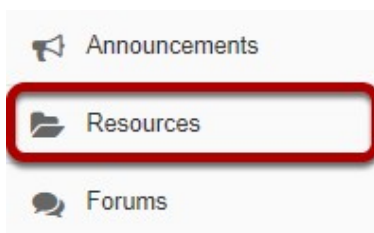


The *Link* dialog box will display the link to the item in the **URL** box.

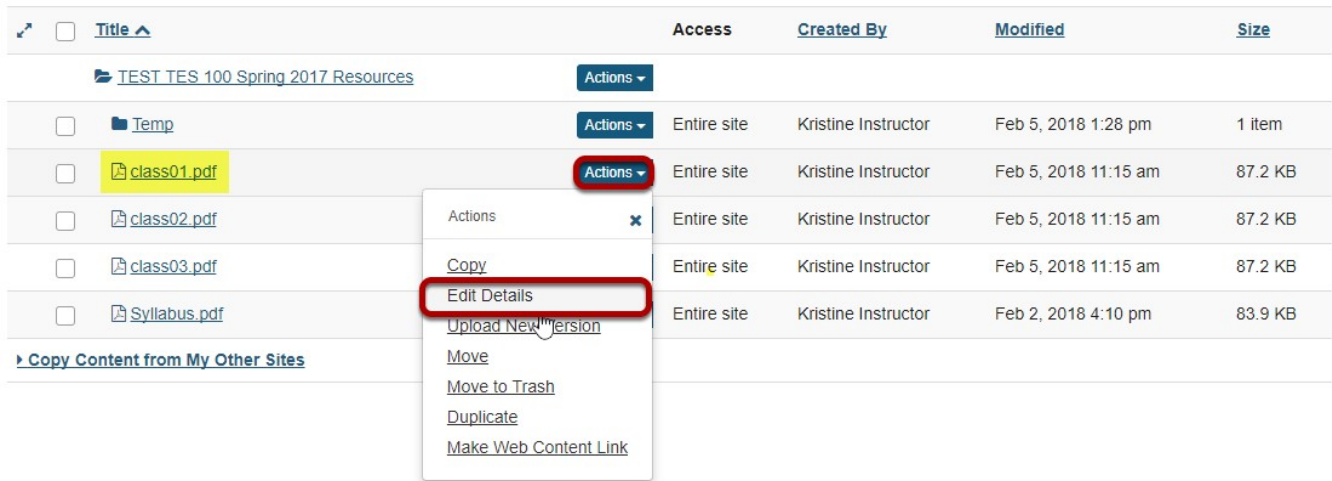
1. Click **OK** to create the link.
2. The text linked to the *Resources* item will be underlined.

Alternatively, you may go to Resources to locate the item URL.

Select the **Resources** tool from the Tool Menu in your site.



Click Actions, then Edit Details for the item.

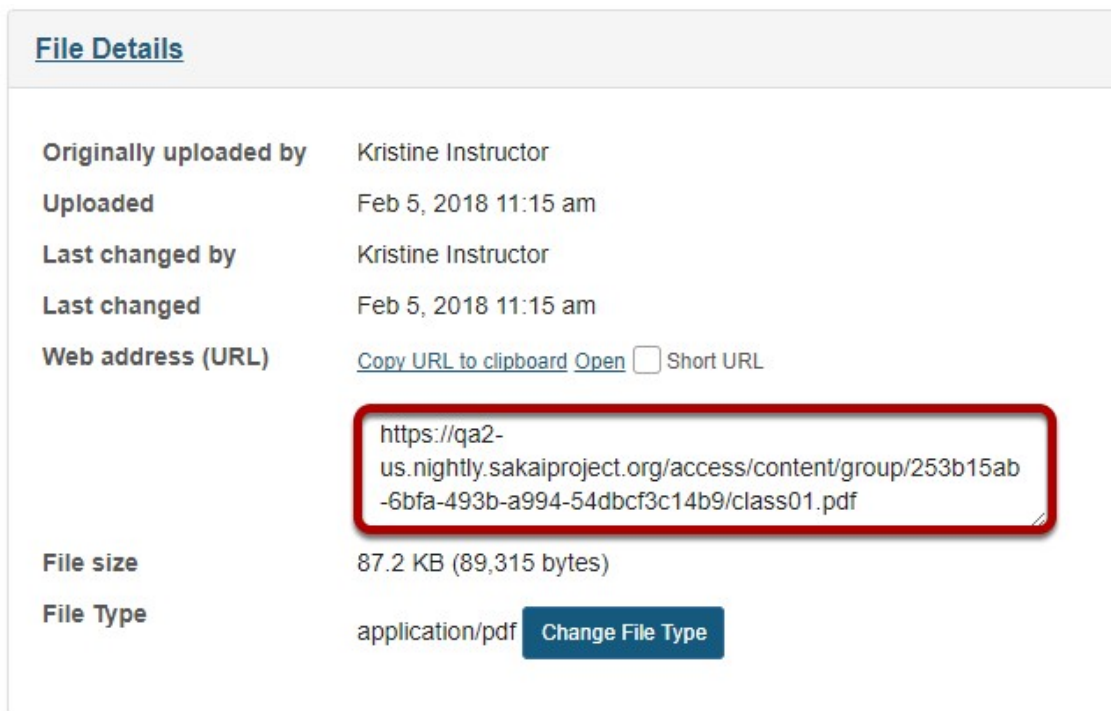


<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size	
TEST TES 100 Spring 2017 Resources Actions ▾						
<input type="checkbox"/>	Temp	Actions ▾	Entire site	Kristine Instructor	Feb 5, 2018 1:28 pm	1 item
<input type="checkbox"/>	class01.pdf	Actions ▾	Entire site	Kristine Instructor	Feb 5, 2018 11:15 am	87.2 KB
<input type="checkbox"/>	class02.pdf	Actions ▾	Entire site	Kristine Instructor	Feb 5, 2018 11:15 am	87.2 KB
<input type="checkbox"/>	class03.pdf	Actions ▾	Entire site	Kristine Instructor	Feb 5, 2018 11:15 am	87.2 KB
<input type="checkbox"/>	Syllabus.pdf	Actions ▾	Entire site	Kristine Instructor	Feb 2, 2018 4:10 pm	83.9 KB
Copy Content from My Other Sites						

Locate the item you want to link to in Resources and from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page.

Copy the item URL.



File Details

Originally uploaded by Kristine Instructor

Uploaded Feb 5, 2018 11:15 am

Last changed by Kristine Instructor

Last changed Feb 5, 2018 11:15 am

Web address (URL) [Copy URL to clipboard](#) [Open](#) Short URL

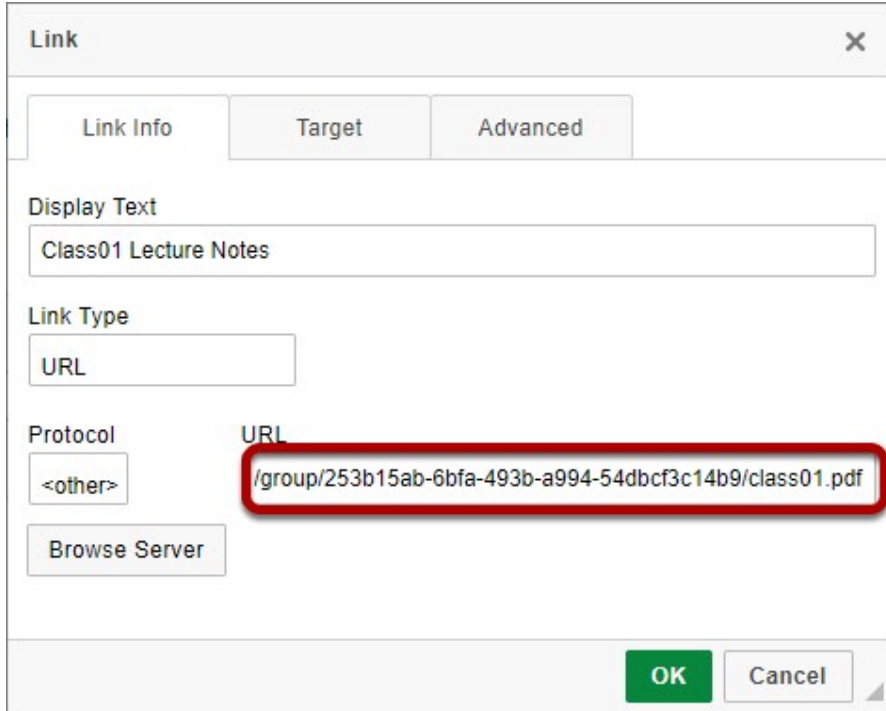
<https://qa2-us.nightly.sakaiproject.org/access/content/group/253b15ab-6bfa-493b-a994-54dbc3c14b9/class01.pdf>

File size 87.2 KB (89,315 bytes)

File Type application/pdf [Change File Type](#)

Copy the item URL to your computer's clipboard (CTR-C for PC or COMMAND-C for MAC).

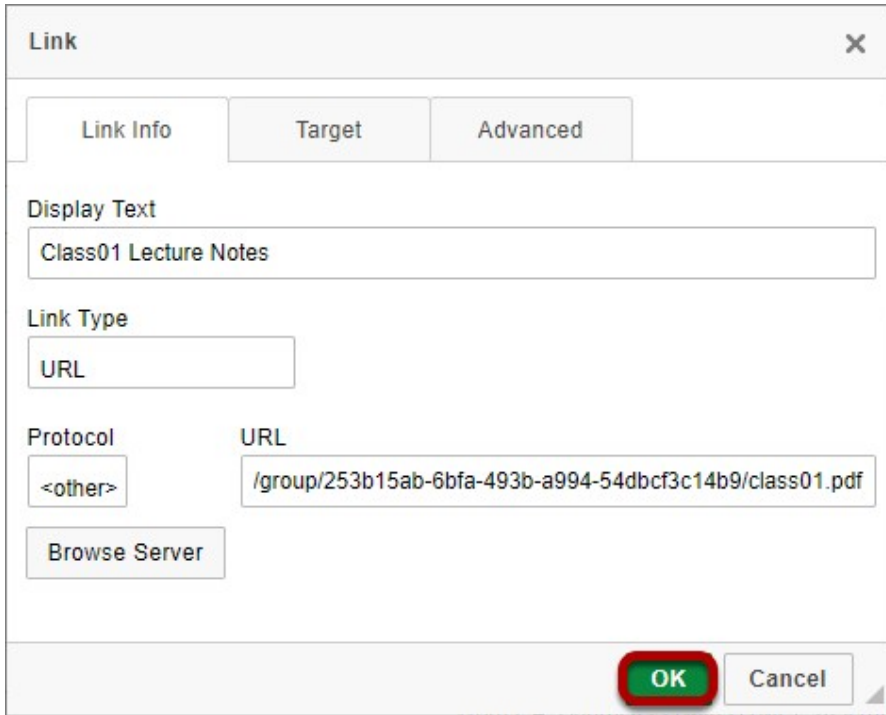
Paste the item URL.



The image shows a 'Link' dialog box with a close button (X) in the top right corner. It has three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. The 'Display Text' field contains 'Class01 Lecture Notes'. The 'Link Type' dropdown is set to 'URL'. The 'Protocol' dropdown is set to '<other>'. The 'URL' field contains the path '/group/253b15ab-6bfa-493b-a994-54dbcf3c14b9/class01.pdf', which is highlighted with a red rectangular border. Below the URL field is a 'Browse Server' button. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Paste (CTRL-V for PC or COMMAND-V for MAC) the URL for the Resources item in the box marked **URL**.

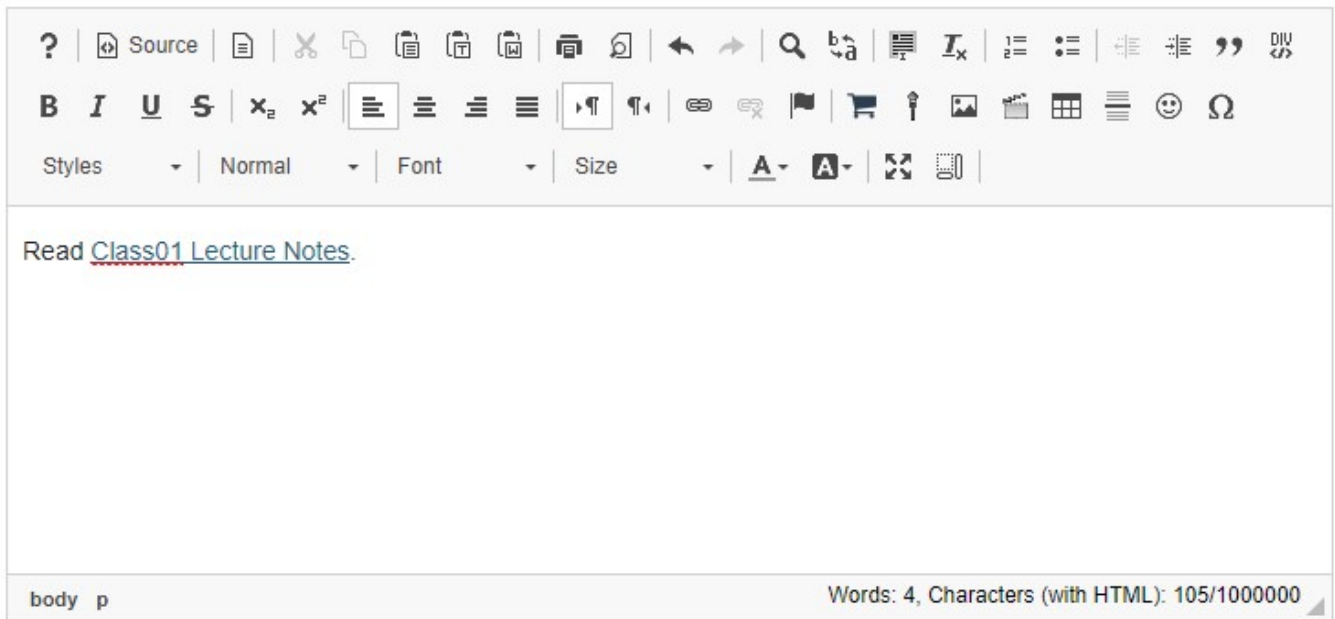
Click OK.



The image shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains the following fields and controls:

- Display Text:** A text box containing 'Class01 Lecture Notes'.
- Link Type:** A dropdown menu set to 'URL'.
- Protocol:** A dropdown menu set to '<other>'. Below it is a 'Browse Server' button.
- URL:** A text box containing '/group/253b15ab-6bfa-493b-a994-54dbcf3c14b9/class01.pdf'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right. The 'OK' button is highlighted with a red circle.

View link.



The image shows a rich text editor interface. At the top is a toolbar with various icons for editing and formatting. Below the toolbar, the text 'Read [Class01 Lecture Notes](#).' is displayed, where the link text is underlined and blue. At the bottom of the editor, there is a status bar showing 'body p' on the left and 'Words: 4, Characters (with HTML): 105/1000000' on the right.

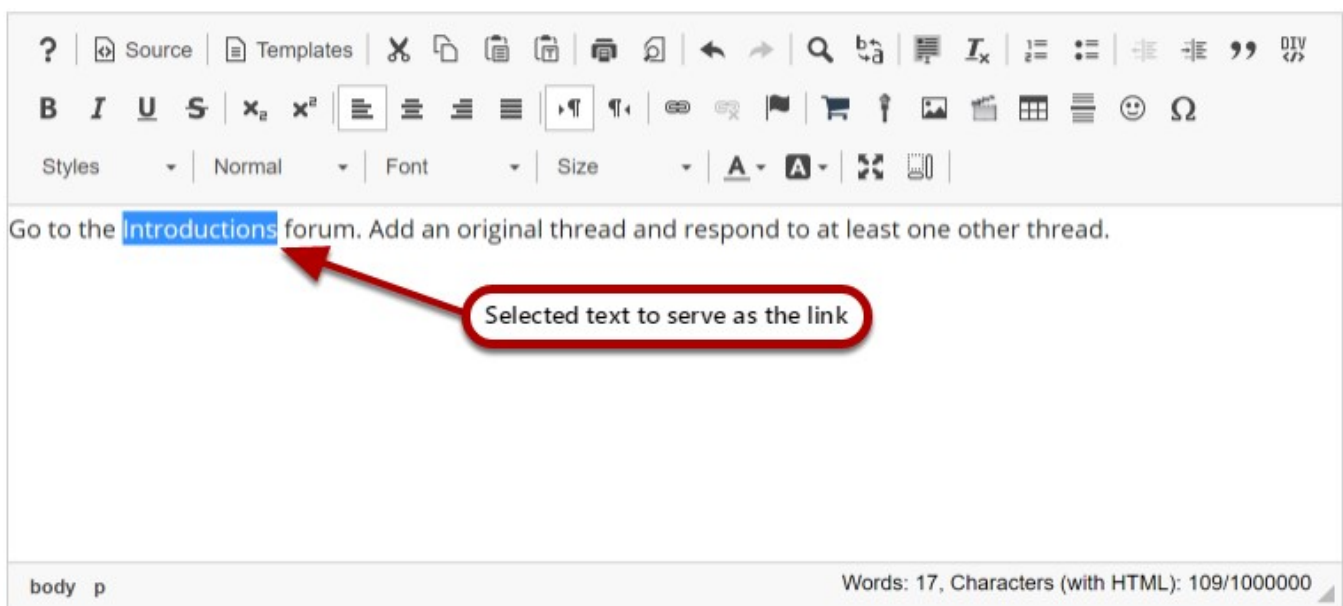
When the item that contains the text box is posted, the selected text will display as an underlined link to the Resources item.

Footer

How do I create a link to an activity in a text box?

Tip: If you are creating a text box in the Lessons tool, you may also insert activities directly as individual items on the page, rather than within the Rich Text Editor. See [How do I add assignments to Lessons?](#) for more information.

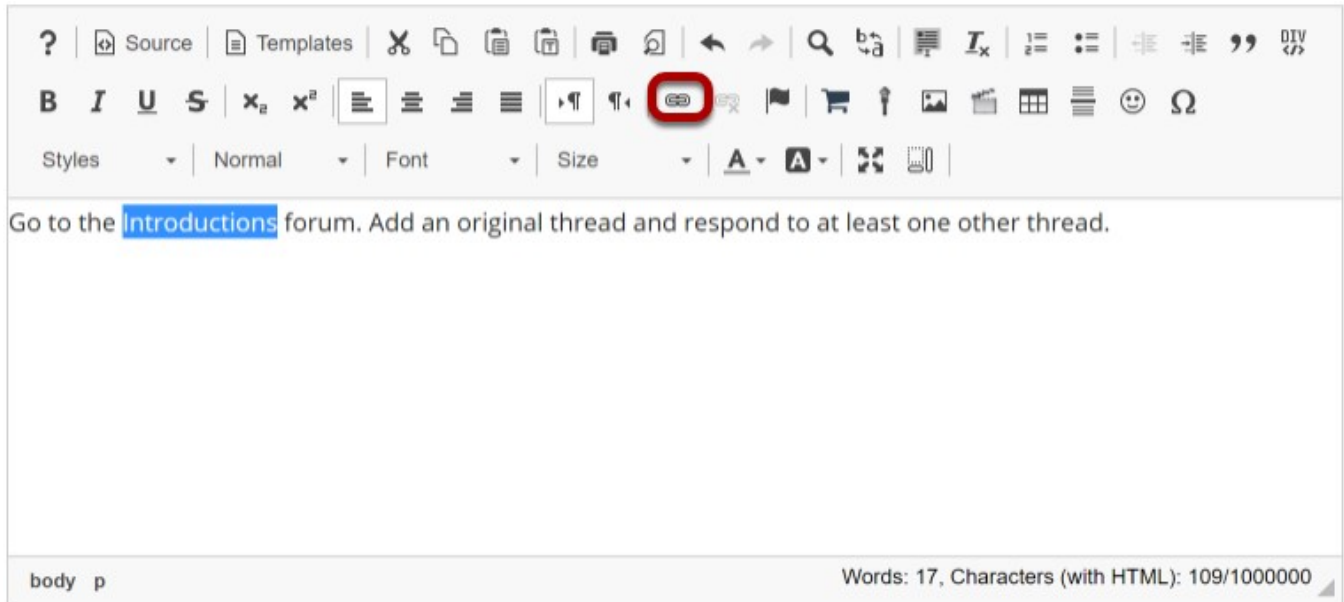
Select the text to be linked.



The screenshot shows a rich text editor interface. The top toolbar includes options for Source, Templates, and various text formatting tools like Bold, Italic, Underline, and Strikethrough. Below the toolbar, the text "Go to the **Introductions** forum. Add an original thread and respond to at least one other thread." is displayed. The word "Introductions" is highlighted in blue. A red arrow points from a red-bordered callout box containing the text "Selected text to serve as the link" to the highlighted word. At the bottom of the editor, the status bar shows "body p" and "Words: 17, Characters (with HTML): 109/1000000".

In the text box, select the text you would like to serve as a link to the activity. For accessibility, you should use [meaningful text](#) to link to the activity.

Click the Link icon.



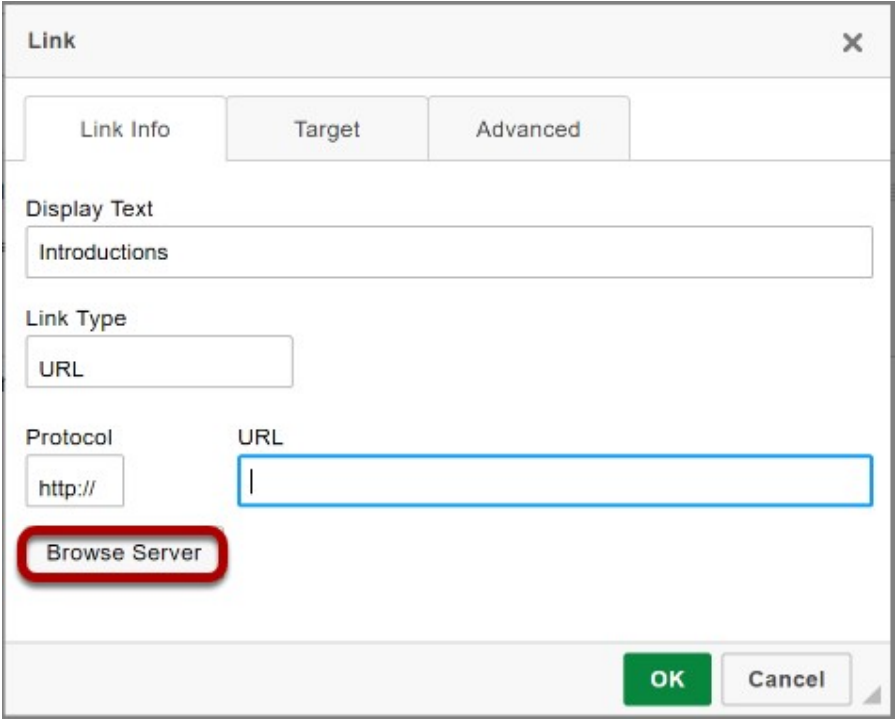
The **Link** icon looks like a chain link.

Or use Ctrl/Command-L on the keyboard to open the Link dialog box.



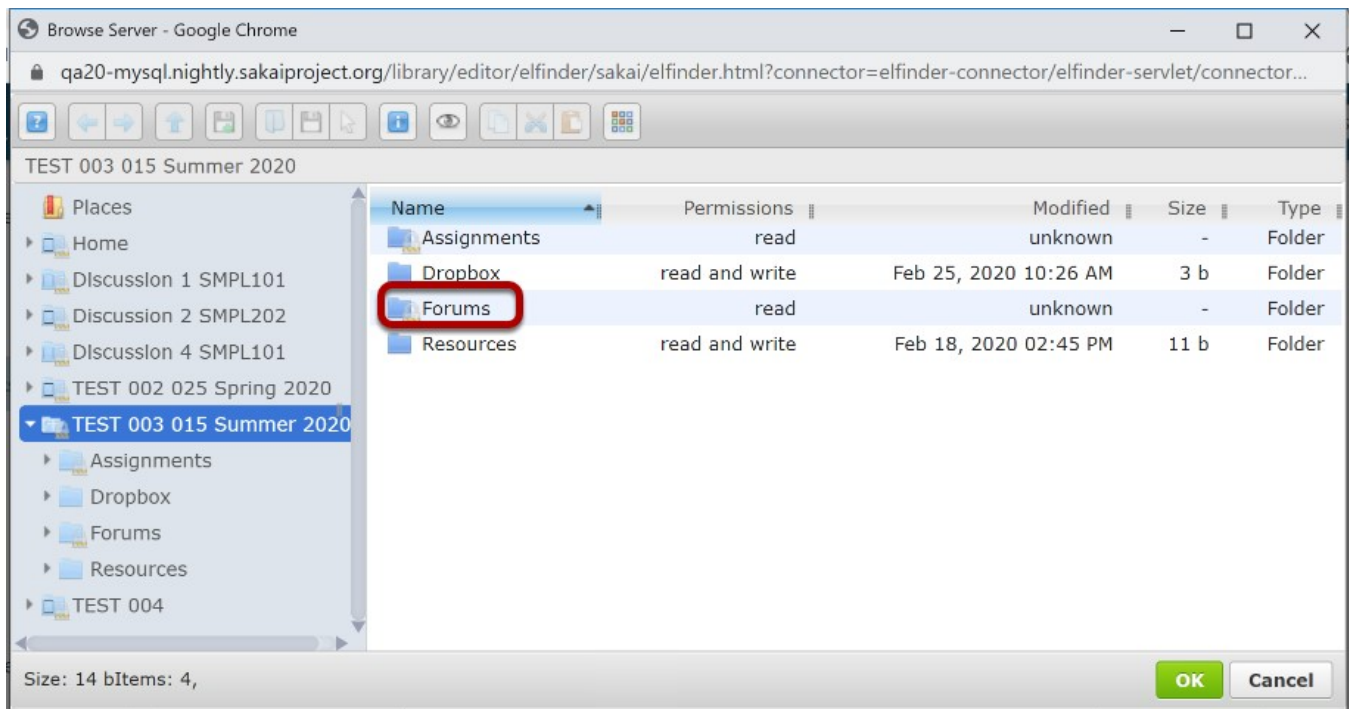
Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

Click Browse Server.



The *Link* dialog box will pop up. Click **Browse Server**.

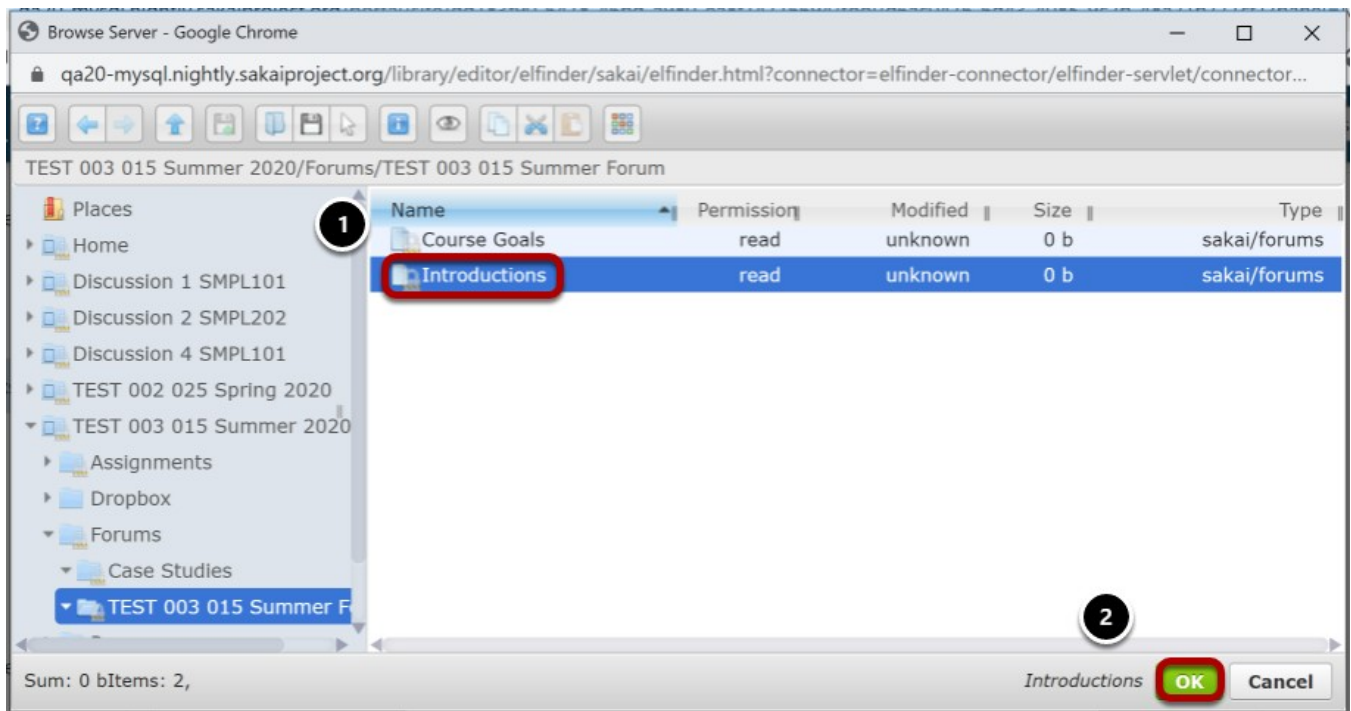
Double-click the name of the tool with the activity to which you want to link.



The *Server Browser* will display in a pop-up window. If you have any items posted in tools such as *Forums*, *Assignments*, or *Tests & Quizzes*, they will be displayed in the *Server Browser*.

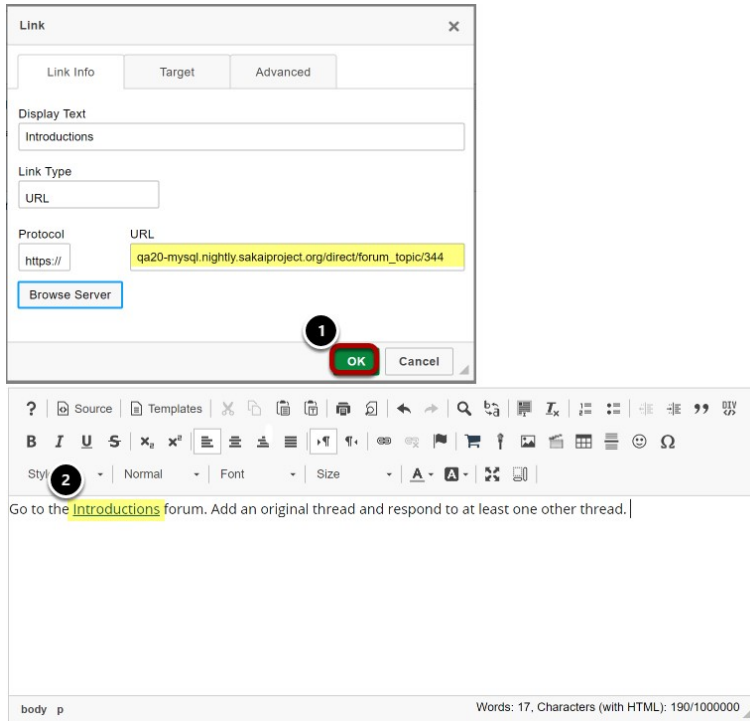
Double-click the name of a tool to expand the list of items available in that tool, for example, *Forums*.

Click the checkbox next to the activity to which you want to link.



1. Click the checkbox next to the activity to which you want to link.
2. Click OK.

Click OK to create the link.

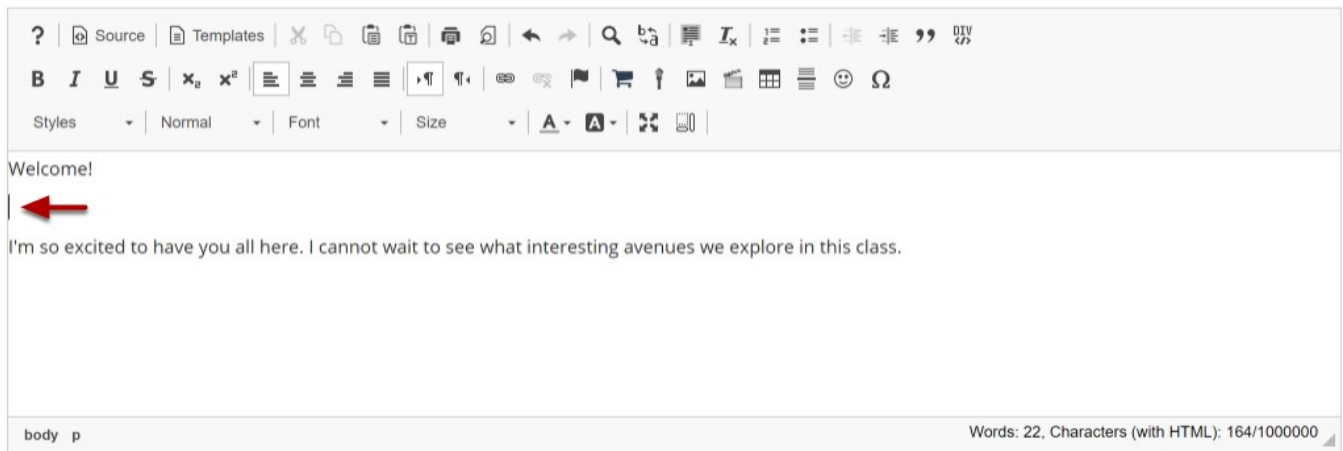


The *Link* dialog box will display the URL of the activity in the **URL** box.

1. Click **OK** to create the link.
2. The text linked to the activity will be underlined.

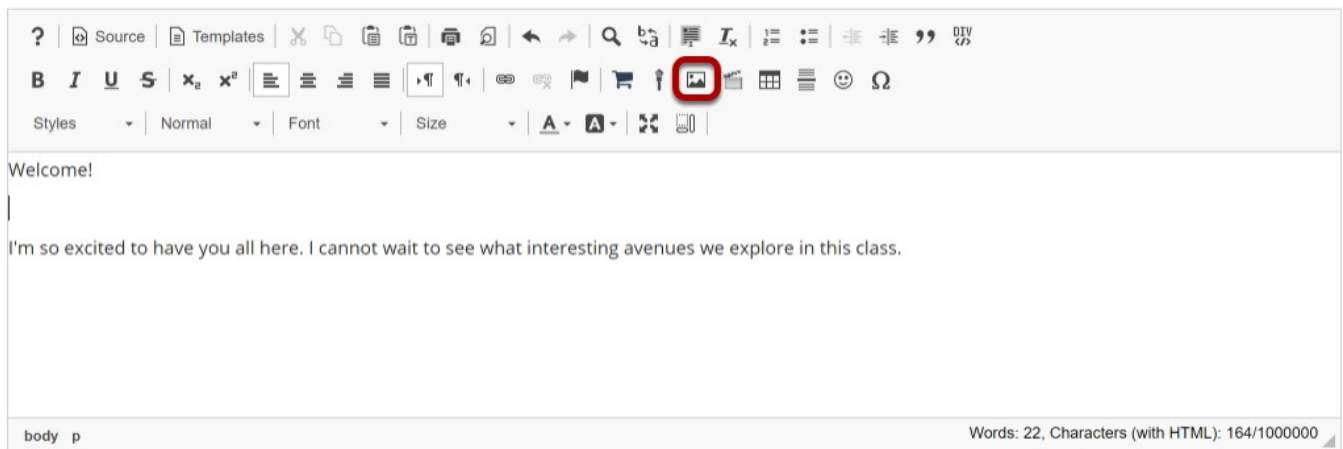
How do I embed an image in a text box?

Position the cursor.



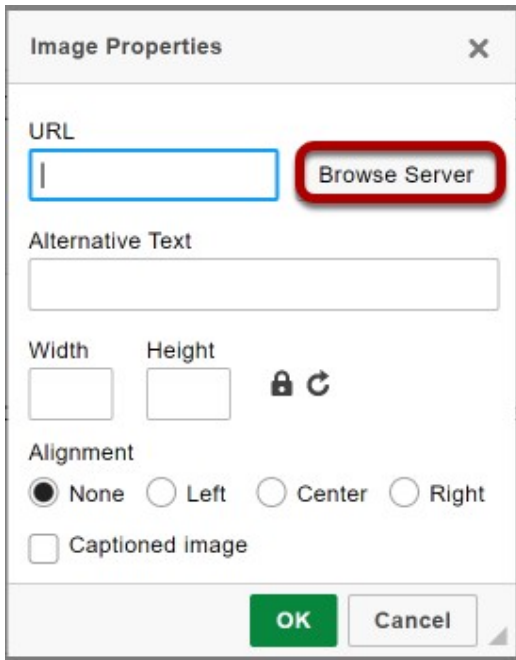
Position your cursor in the text box at the point you want to embed the image.

Click on the Insert/Edit Image icon.

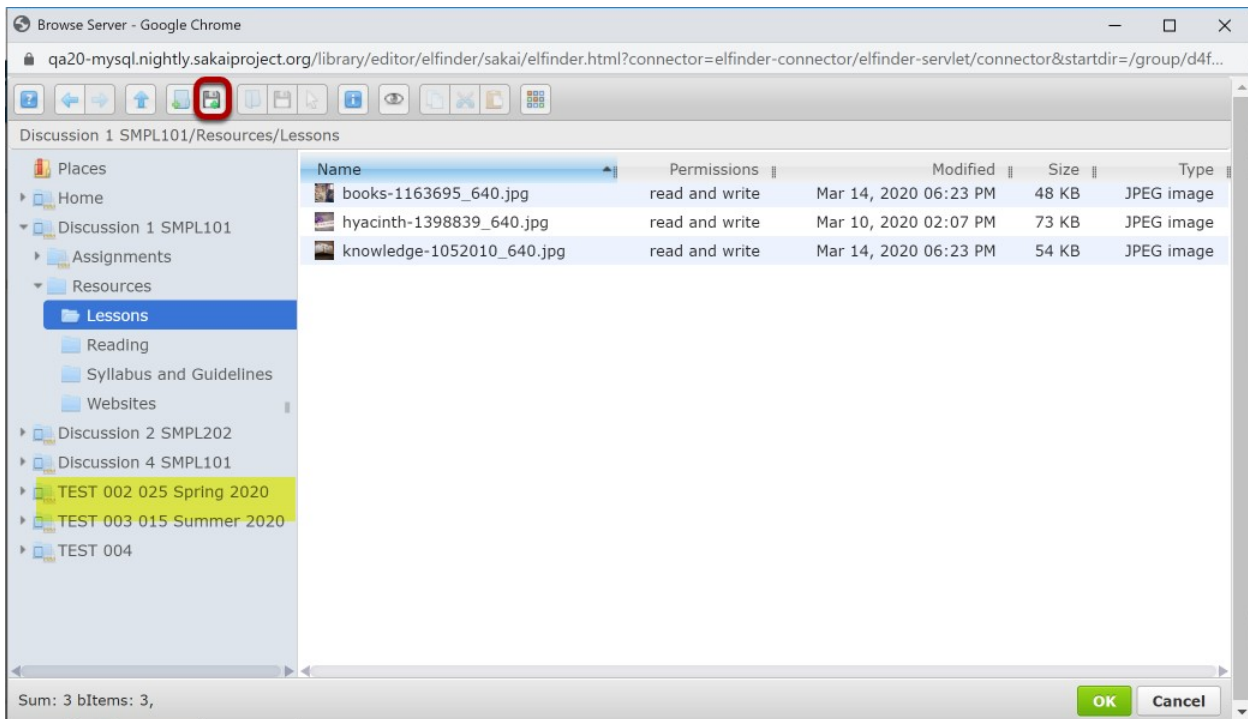


This displays the image properties dialog box.

Click Browse Server.

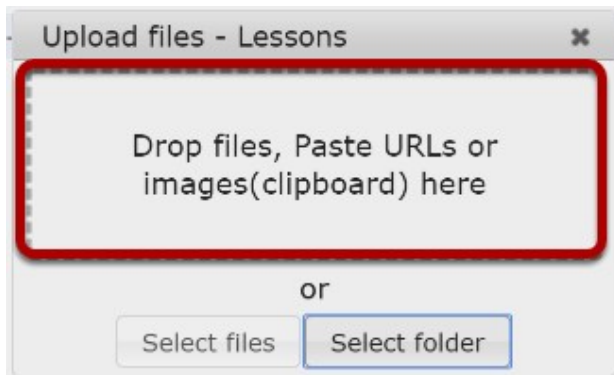


Upload the image file.

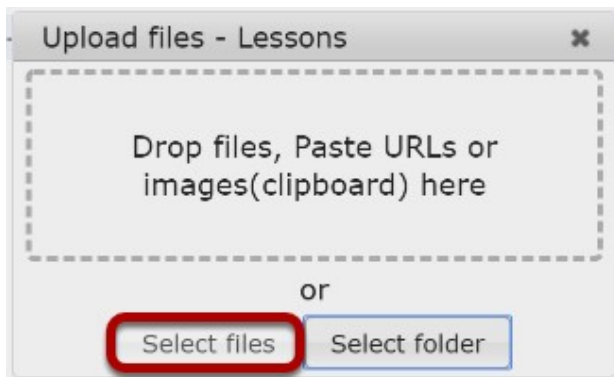


Select the folder where you want to store the image file (i.e., Resources or Lessons) then click on the **Upload File** icon.

Drop files or paste URLs or clipboard images.

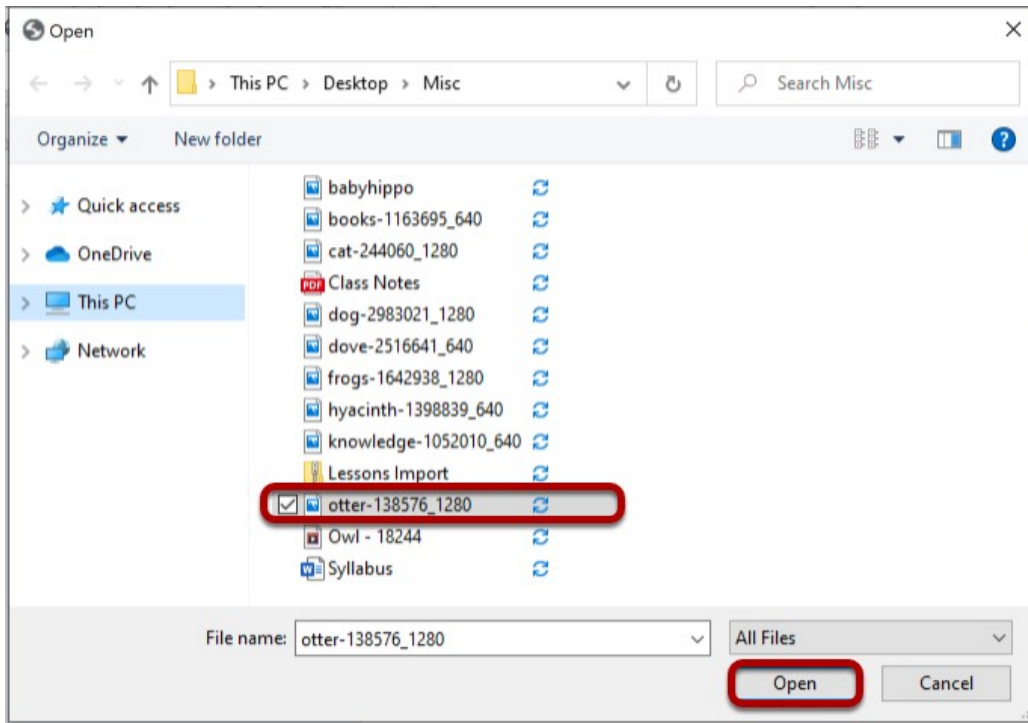


Or, click Select files.

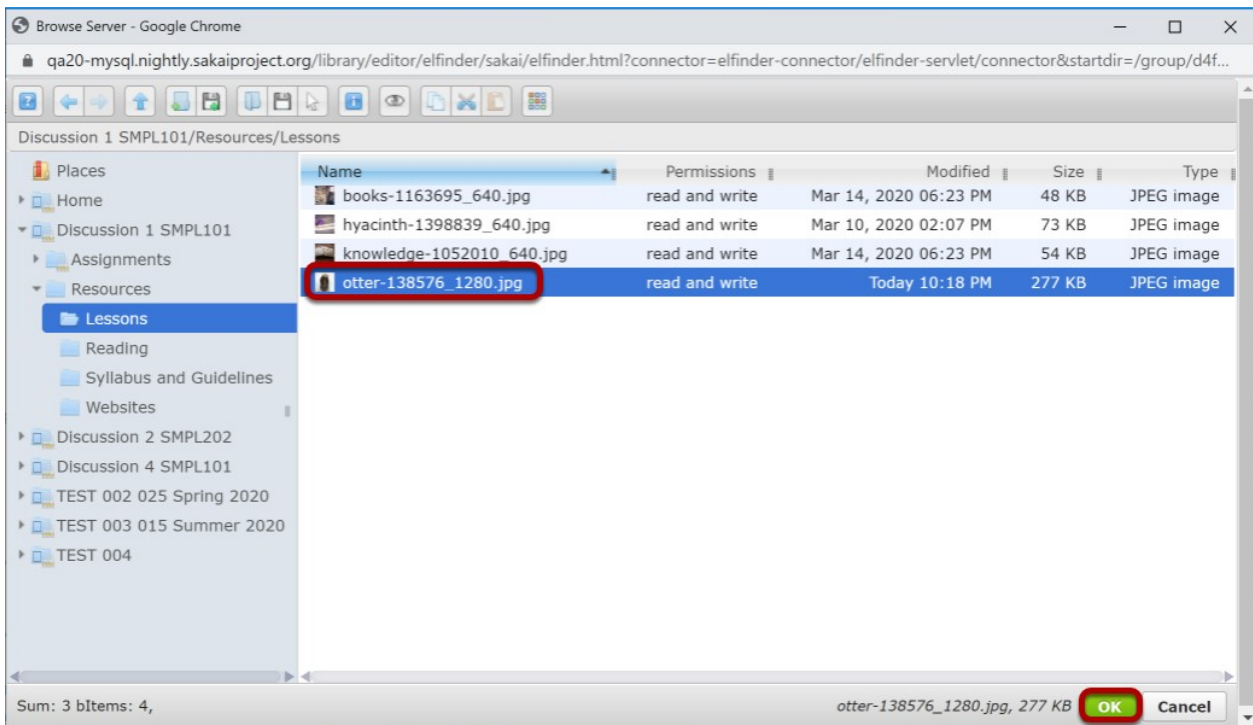


This displays an upload file dialog box.

Locate and select the image file on your computer, and then click Open



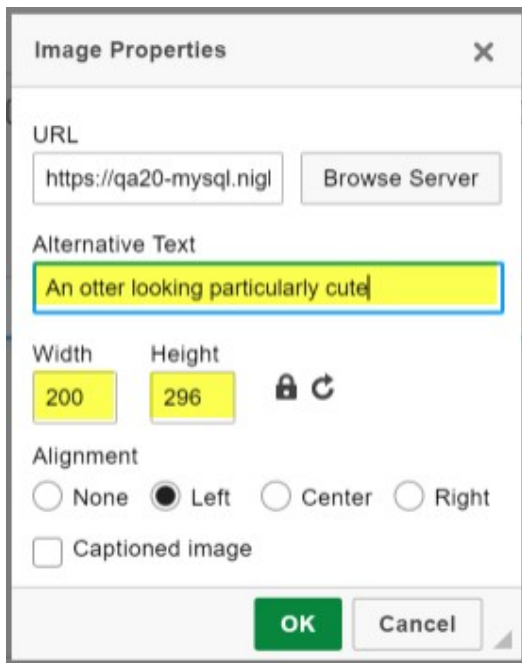
Click OK.



Footer

This returns the display to the file browser window. The uploaded file will be selected. Click **OK** to continue.

Modify image properties. (Optional)

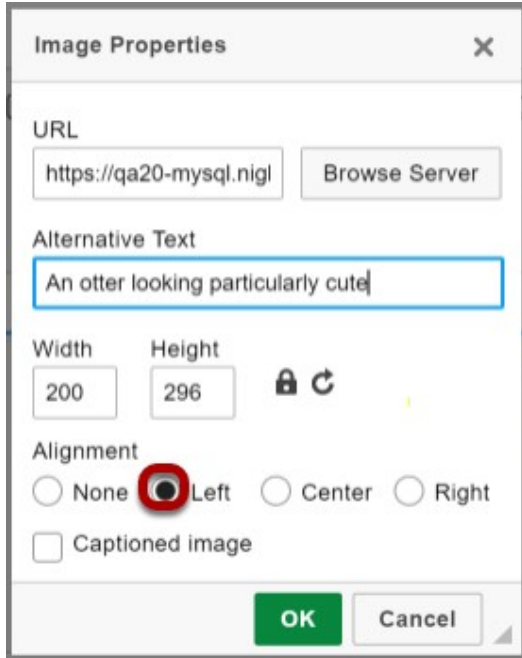


The screenshot shows a dialog box titled "Image Properties" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- URL:** A text input field containing "https://qa20-mysql.nigl" and a "Browse Server" button to its right.
- Alternative Text:** A text input field containing "An otter looking particularly cute".
- Width:** A text input field containing "200".
- Height:** A text input field containing "296".
- Lock/Unlock:** A lock icon and a refresh icon.
- Alignment:** Four radio buttons labeled "None", "Left", "Center", and "Right". The "Left" radio button is selected.
- Captioned image:** A checkbox labeled "Captioned image" which is currently unchecked.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

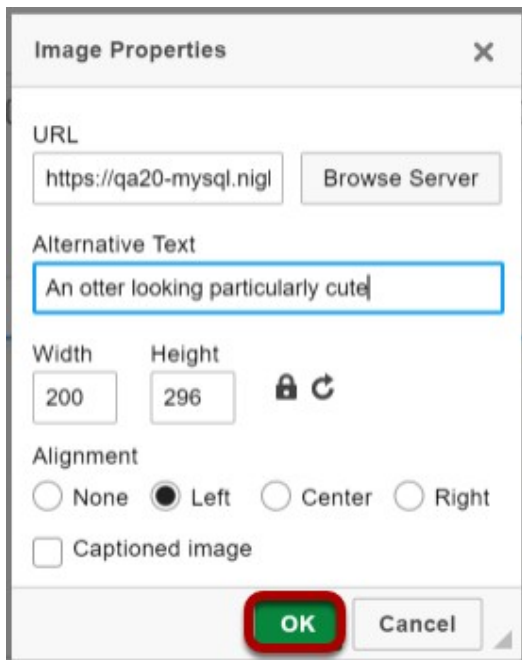
Adjust the image width and height if needed and add an alternative text for screen readers.

Set the Alignment.



Set the Alignment (left or right) for the image if you want to surround the image with text.

Click OK.

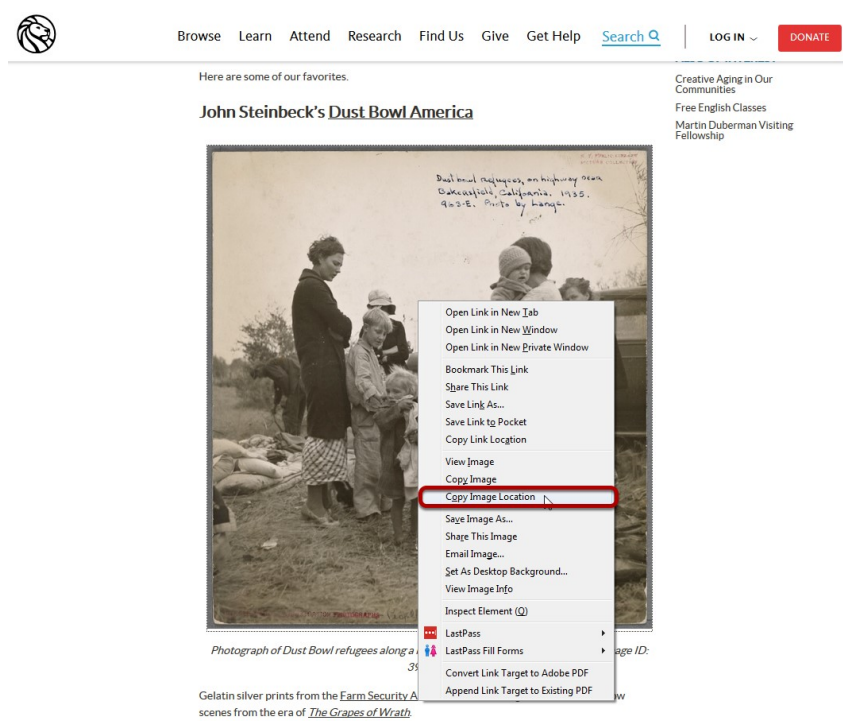


This returns the display to the text box with the embedded image.

Footer

How do I embed a linked web image in a text box?

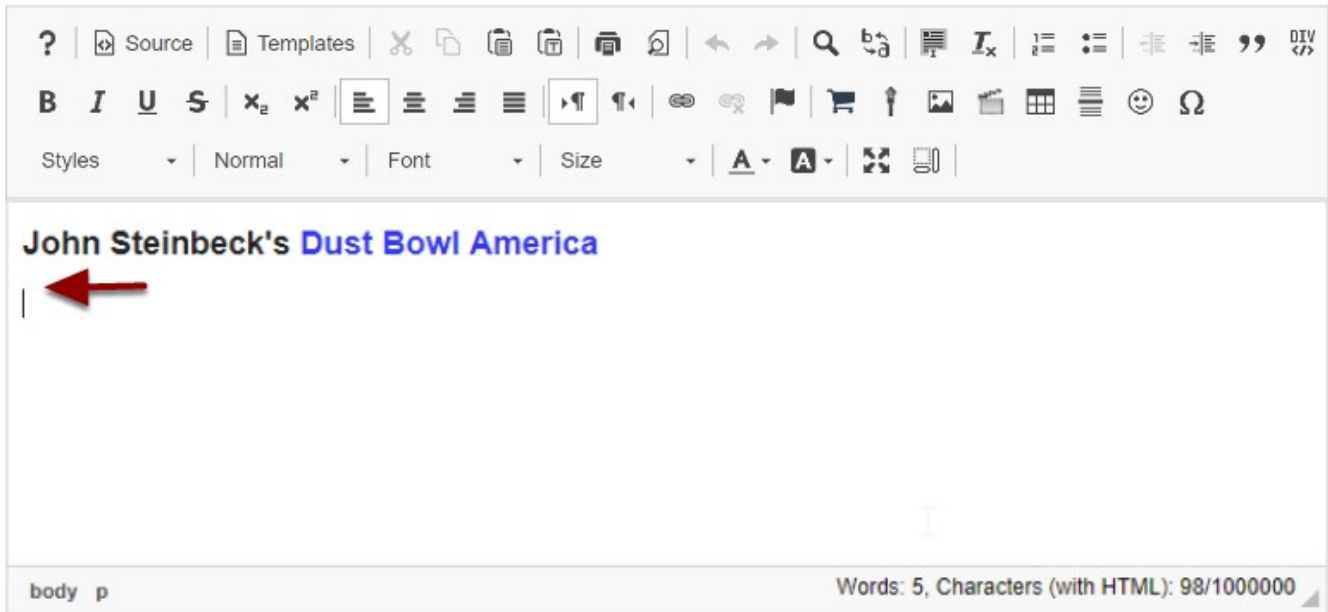
Locate and copy the image link.



Locate the image on the web that you want to embed.

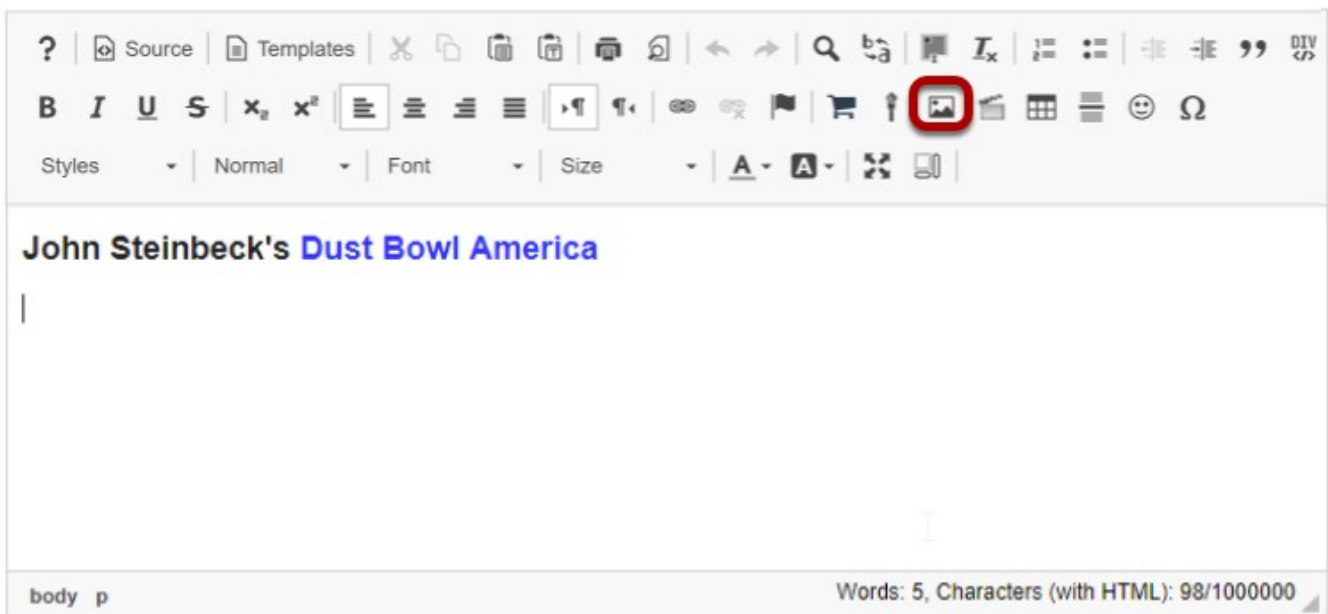
Right-Click the Image (PC) or CTRL-Click (MAC) the image and copy the image URL to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

Position the cursor.



Position your cursor in the text box at the point you want to embed the web linked image.

Click Insert/Edit Image icon.



This displays the Image Properties dialog box.

Paste the URL.

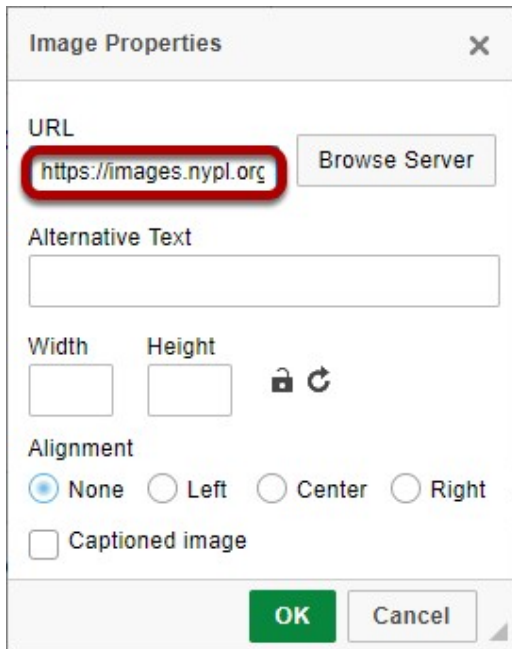


Image Properties

URL

Alternative Text

Width Height

Alignment
 None Left Center Right

Captioned image

Paste the copied URL into the box marked **URL**. (Use CTRL-V for PC or COMMAND-V for MAC to paste.)

Modify image properties. (Optional)

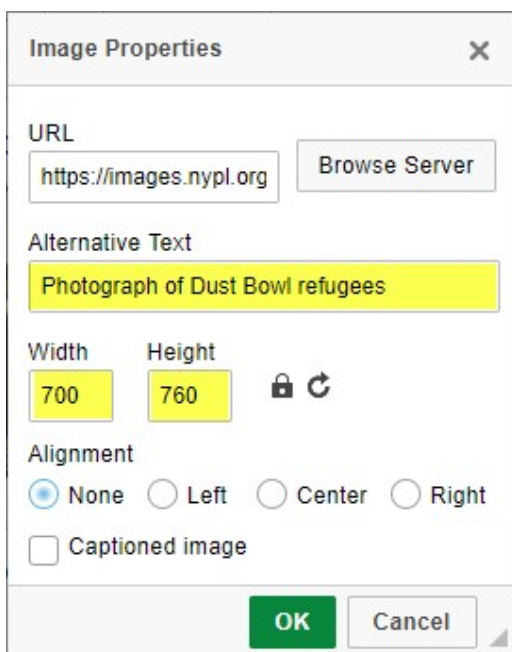


Image Properties

URL

Alternative Text

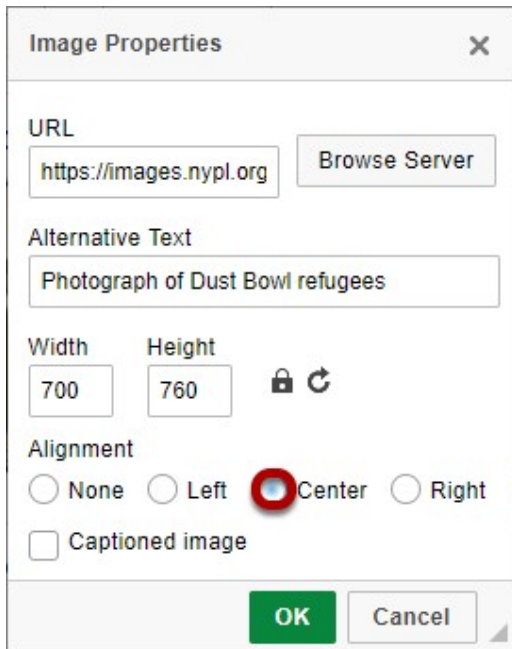
Width Height

Alignment
 None Left Center Right

Captioned image

Adjust the image width and height if needed and add an alternative text for screen readers.

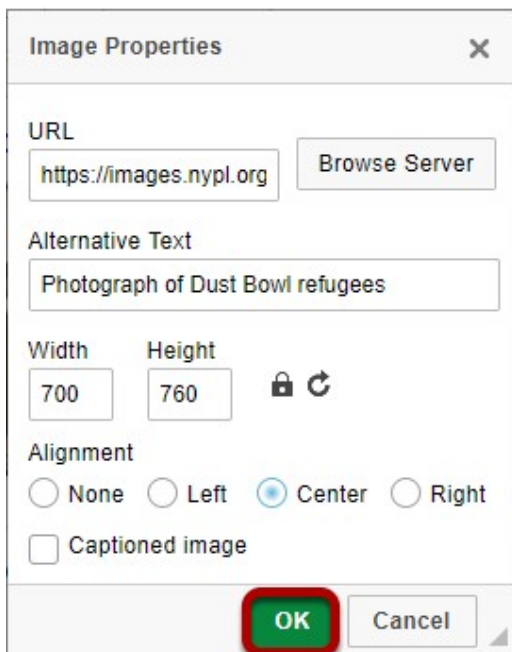
Set alignment. (Optional)



The screenshot shows the 'Image Properties' dialog box. The 'URL' field contains 'https://images.nypl.org' and the 'Alternative Text' field contains 'Photograph of Dust Bowl refugees'. The 'Width' is set to 700 and the 'Height' is set to 760. In the 'Alignment' section, the 'Center' radio button is selected and highlighted with a red circle. The 'Captioned image' checkbox is unchecked. The 'OK' button is highlighted in green.

Set the Alignment (left, right, or center) for the image.

Click OK.

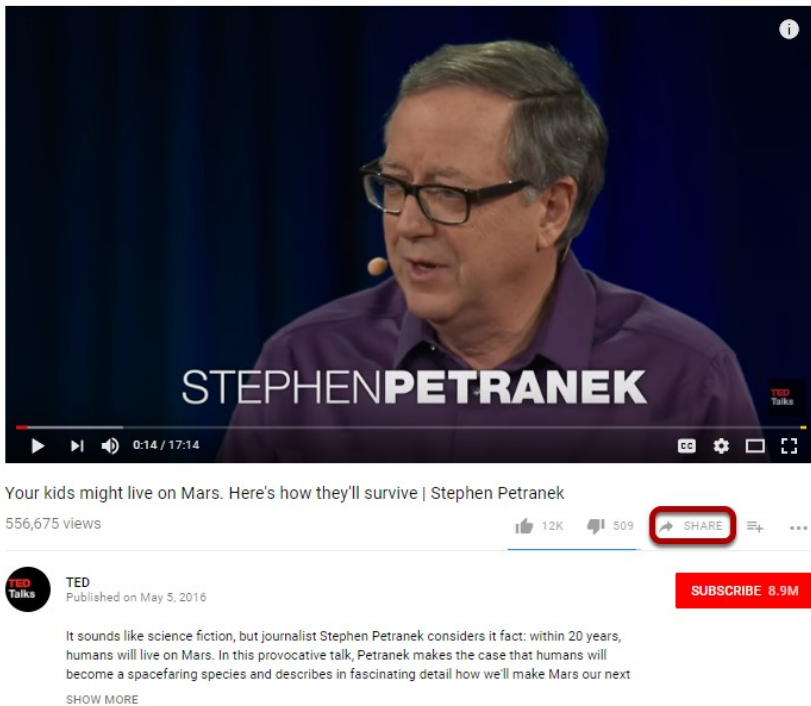


This screenshot is identical to the previous one, but the 'OK' button is now highlighted with a red square, indicating it should be clicked to save the changes.

How do I embed a YouTube video in a text box?

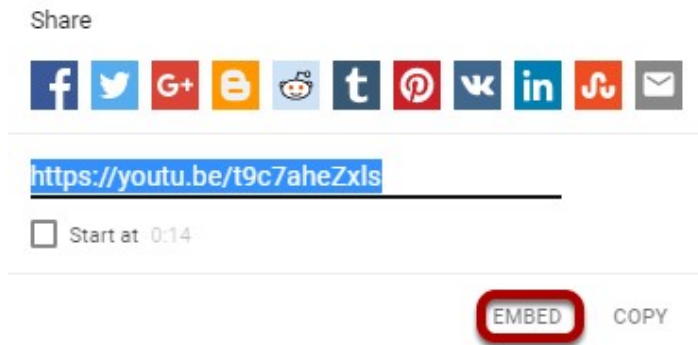
Locate the Youtube video you would like to embed in a text box.

Click Share.



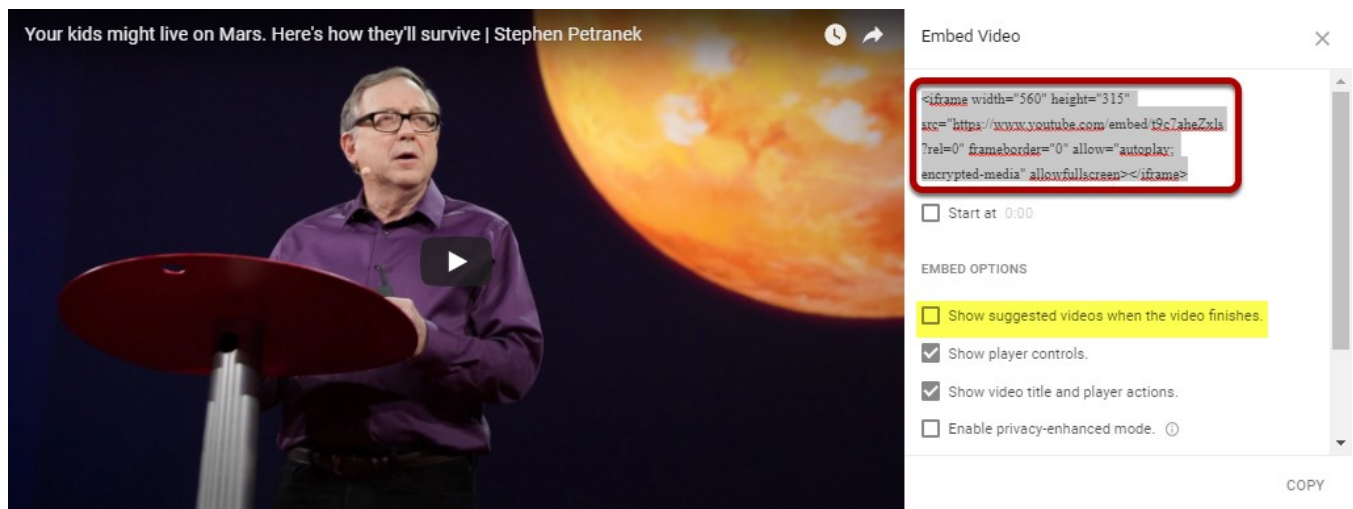
This displays the YouTube sharing panel.

Click Embed.



This displays the YouTube video embed code.

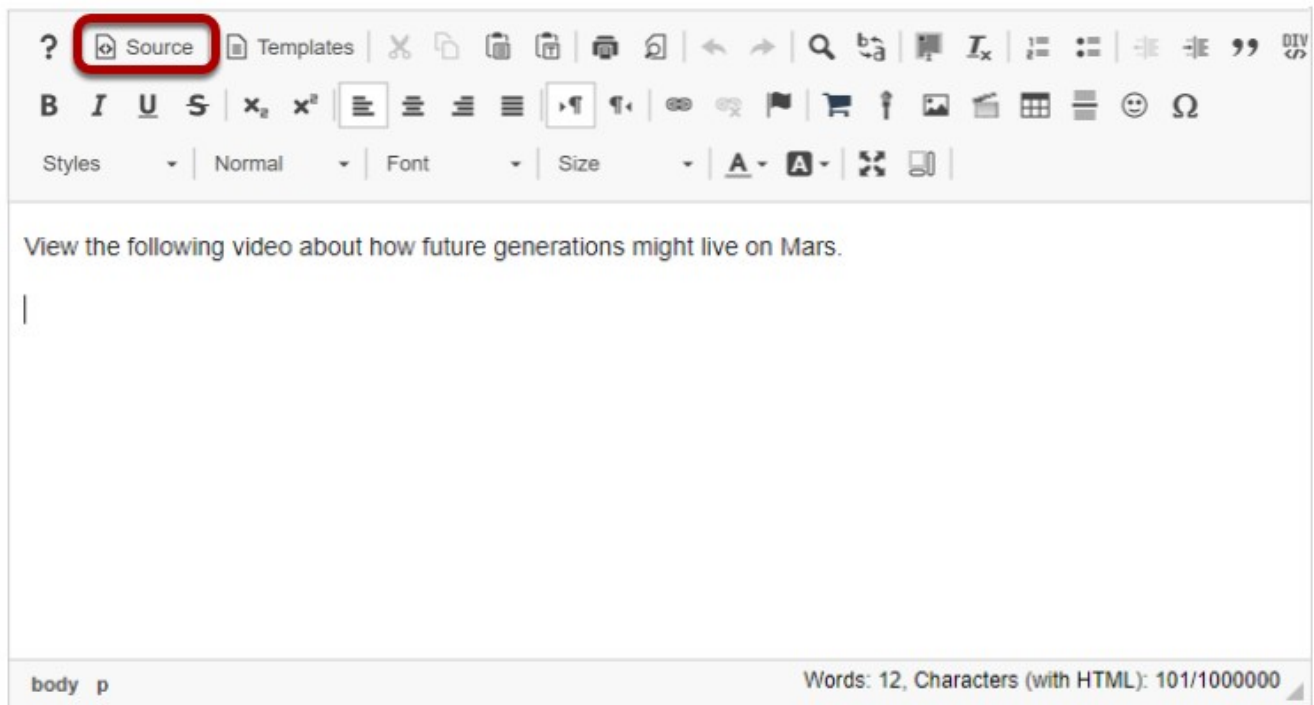
Copy the embed code.



Copy the YouTube embed code to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

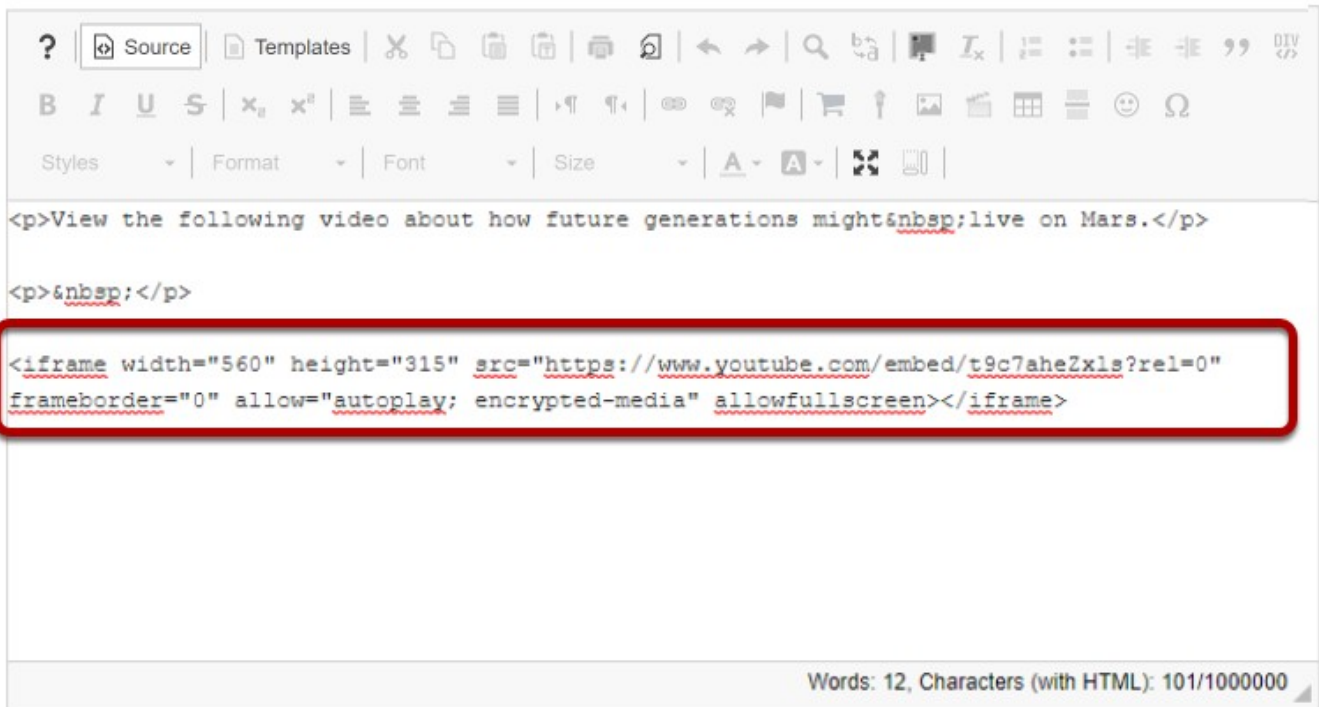
Tip: Remove the check mark next to "Show suggested videos when the video finishes"

In the text box, click Source.



This displays the HTML code for the text box.

Position the cursor.



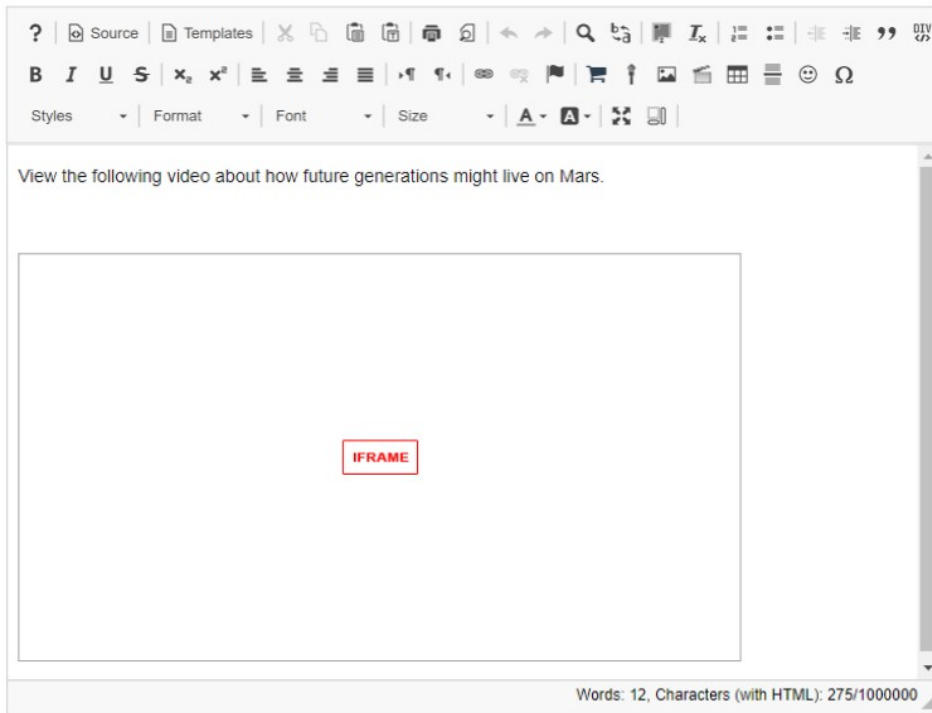
The image shows a screenshot of a rich text editor's source code view. The editor's toolbar is visible at the top, including options for Source, Templates, and various text formatting tools. The main content area displays the following HTML code:

```
<p>View the following video about how future generations might live on Mars.</p>  
<p> </p>  
<iframe width="560" height="315" src="https://www.youtube.com/embed/t9c7aheZxls?rel=0" frameborder="0" allow="autoplay; encrypted-media" allowfullscreen></iframe>
```

The `<iframe>` code is highlighted with a red rectangular box. At the bottom right of the editor, a status bar indicates "Words: 12, Characters (with HTML): 101/1000000".

Position your cursor where you would like the video embedded, then paste the YouTube embed code (CTRL-V for PC or COMMAND-V for MAC).

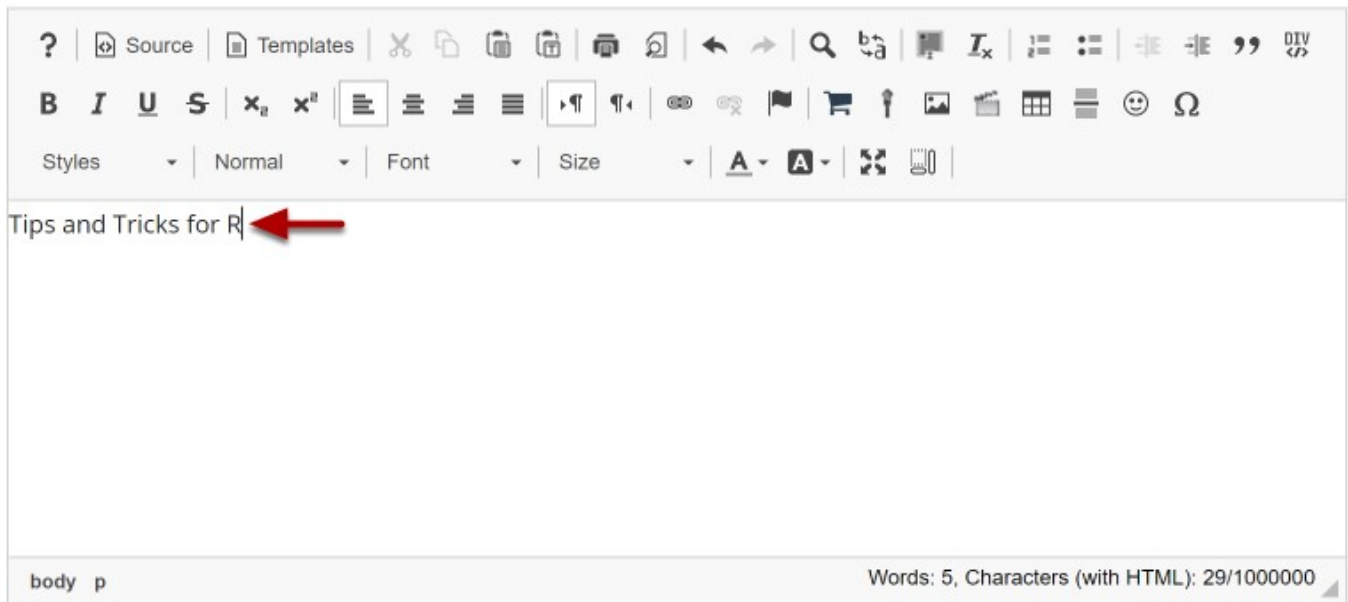
Click Source again.



This returns the text box display to normal editing mode. The embedded YouTube video will display as a box marked "iframe." When the item using the text box is posted or saved, it displays the embedded YouTube video.

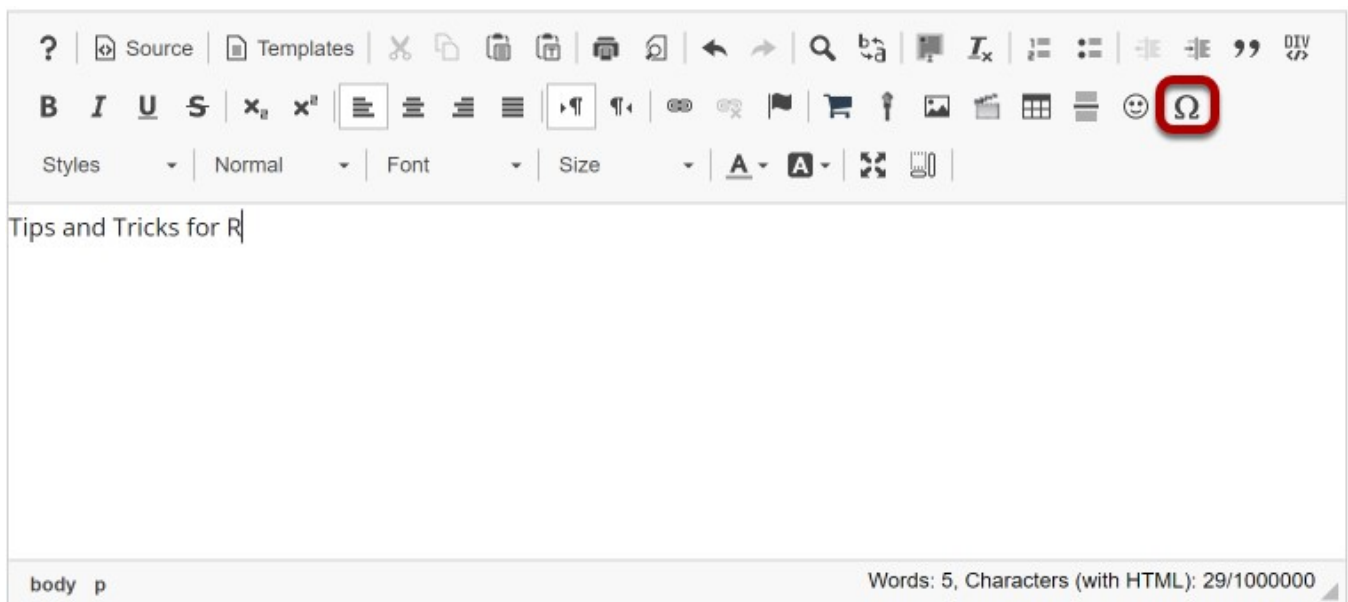
How do I add special characters to a text box?

Position the cursor.



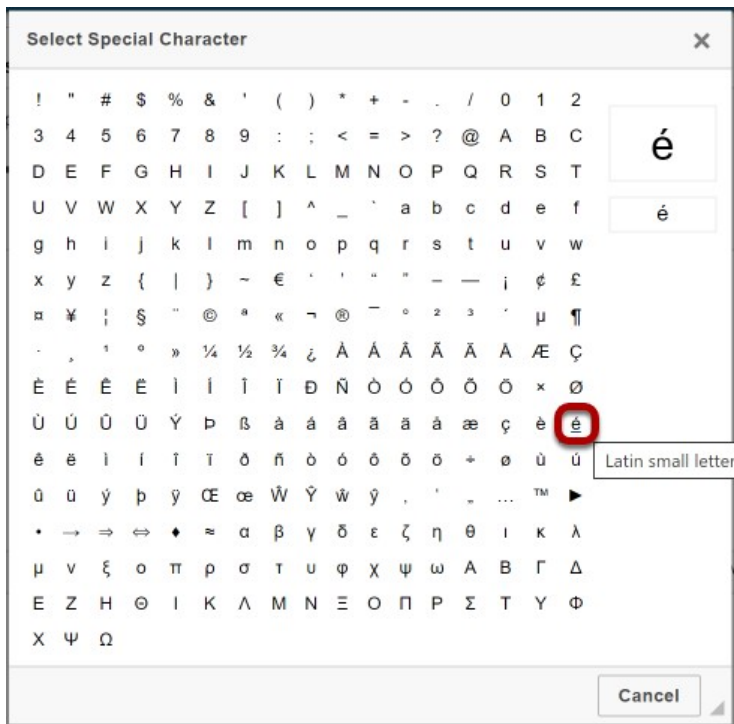
Position your cursor where you want to insert the special character or diacritical mark.

Click the Insert Special Characters icon.

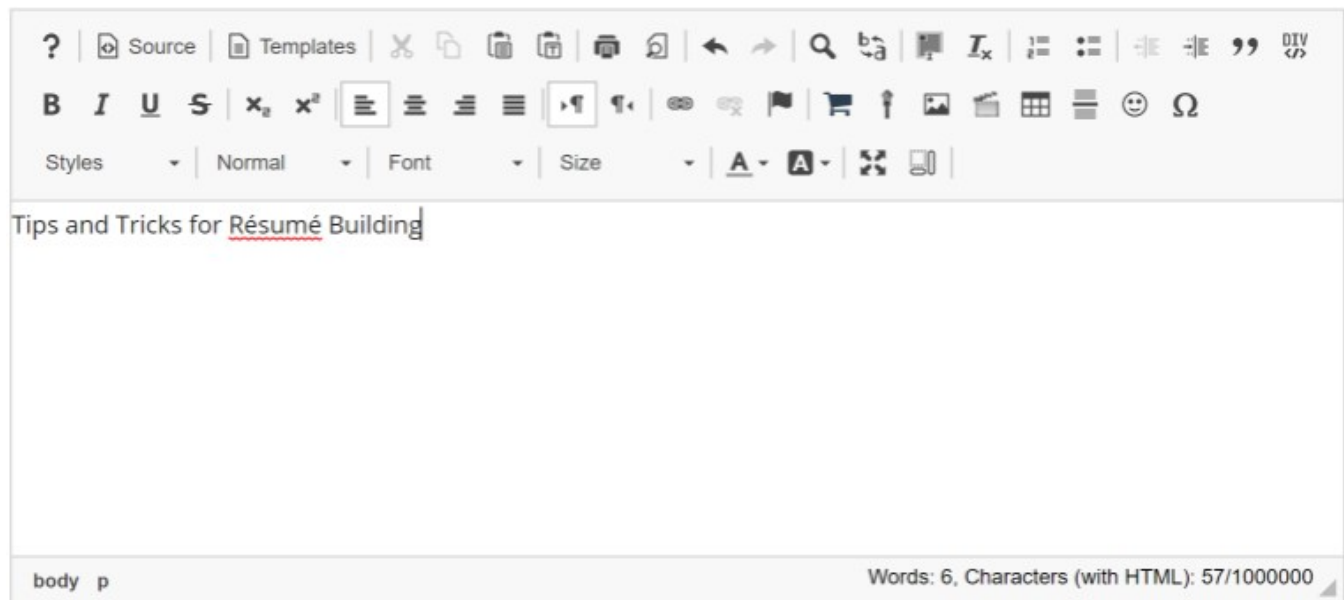


This displays the Select Special Character box.

Select the special character or diacritical mark you want to insert.



View special character.



The special character/diacritical mark will now be displayed in the text box.

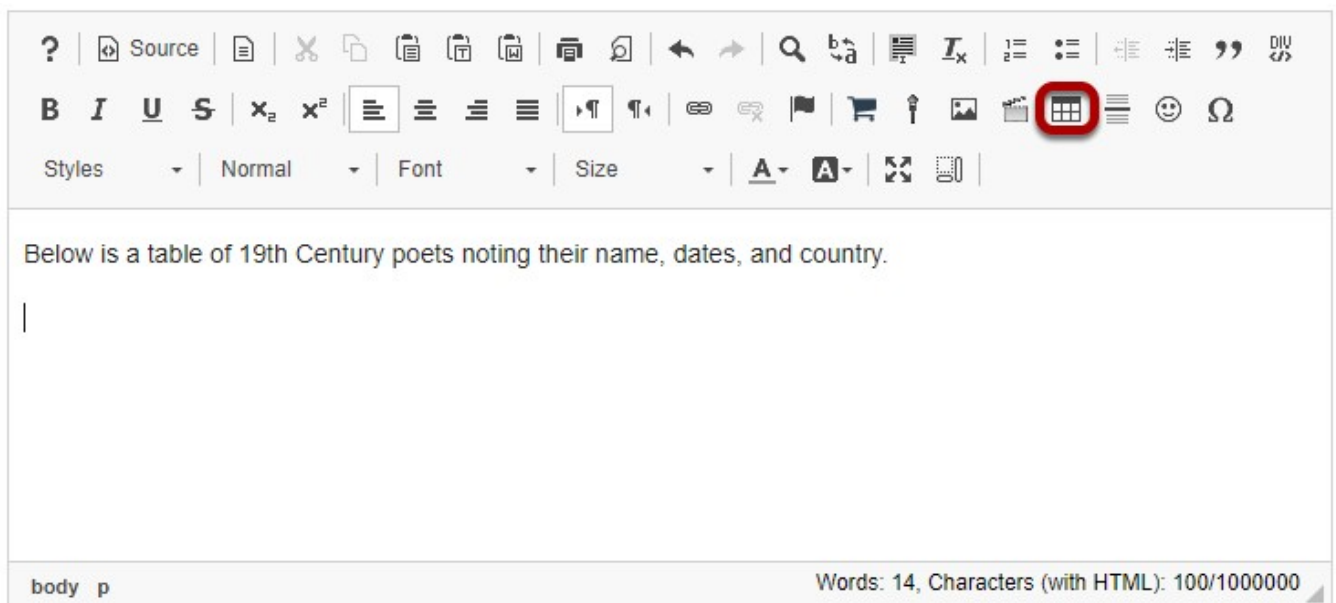
How do I add/edit a table in a text box?

Position the cursor.



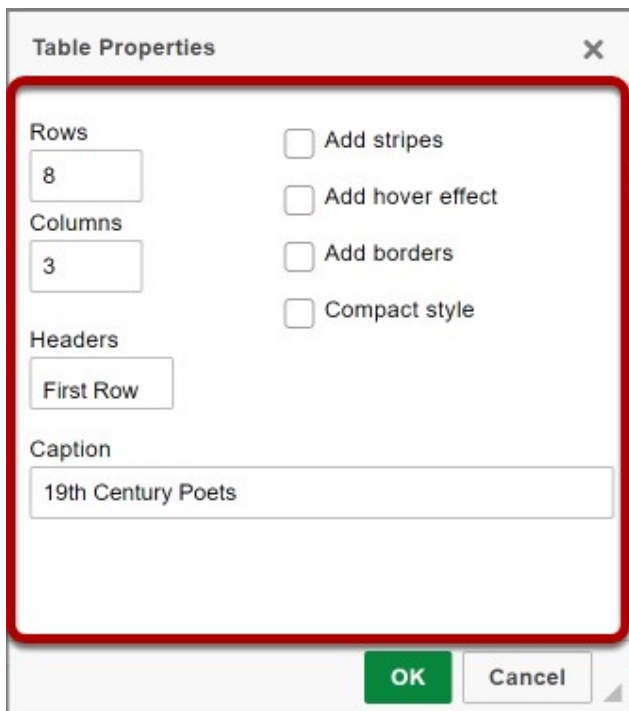
Position your cursor in the text box where you want the table to display.

Click Table icon.



This displays the Table Properties dialogue box.

Set the number of Rows, Columns and any other table properties needed.

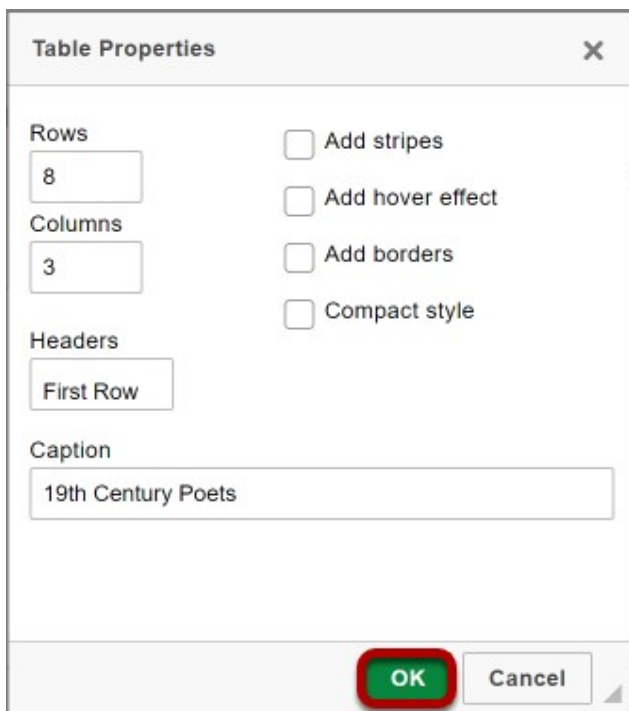


The screenshot shows a 'Table Properties' dialog box with a red border around the main content area. The dialog has a title bar with 'Table Properties' and a close button. The main content area contains the following fields and options:

- Rows:** A text input field containing the number '8'.
- Columns:** A text input field containing the number '3'.
- Headers:** A dropdown menu currently showing 'First Row'.
- Caption:** A text input field containing '19th Century Poets'.
- Options:** Four checkboxes are listed on the right side:
 - Add stripes
 - Add hover effect
 - Add borders
 - Compact style

At the bottom of the dialog, there are two buttons: a green 'OK' button and a white 'Cancel' button.

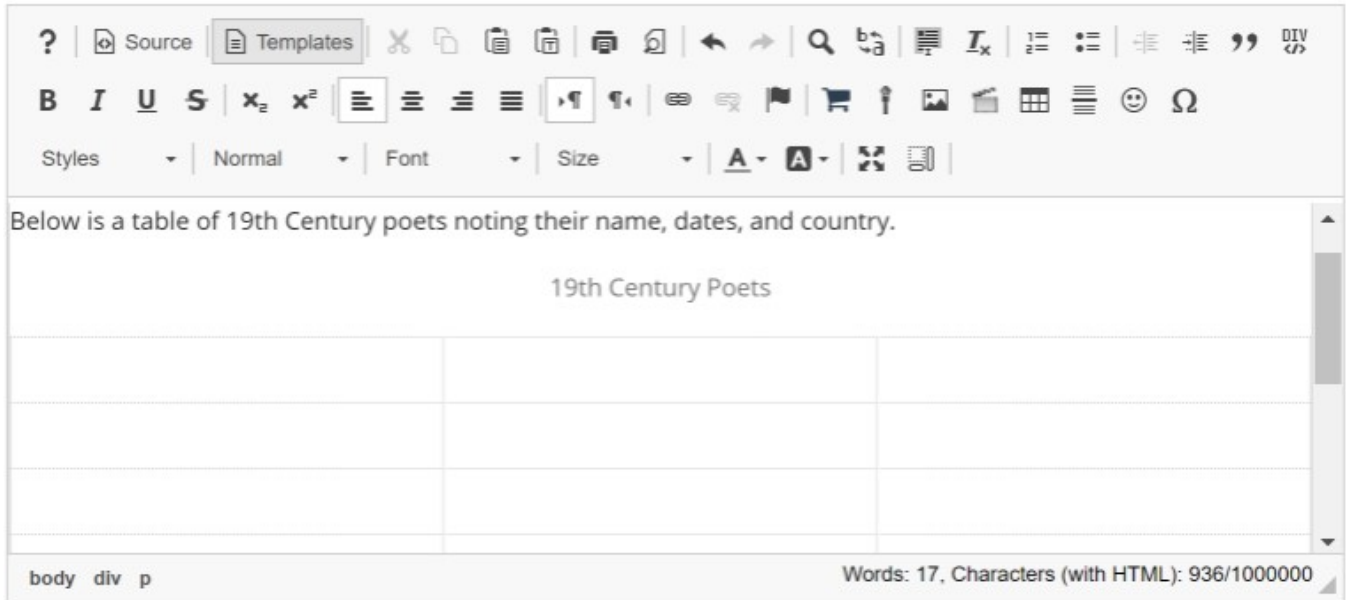
Click OK.



This screenshot is identical to the one above, showing the 'Table Properties' dialog box. The only difference is that the green 'OK' button at the bottom is now highlighted with a red border, indicating it has been clicked.

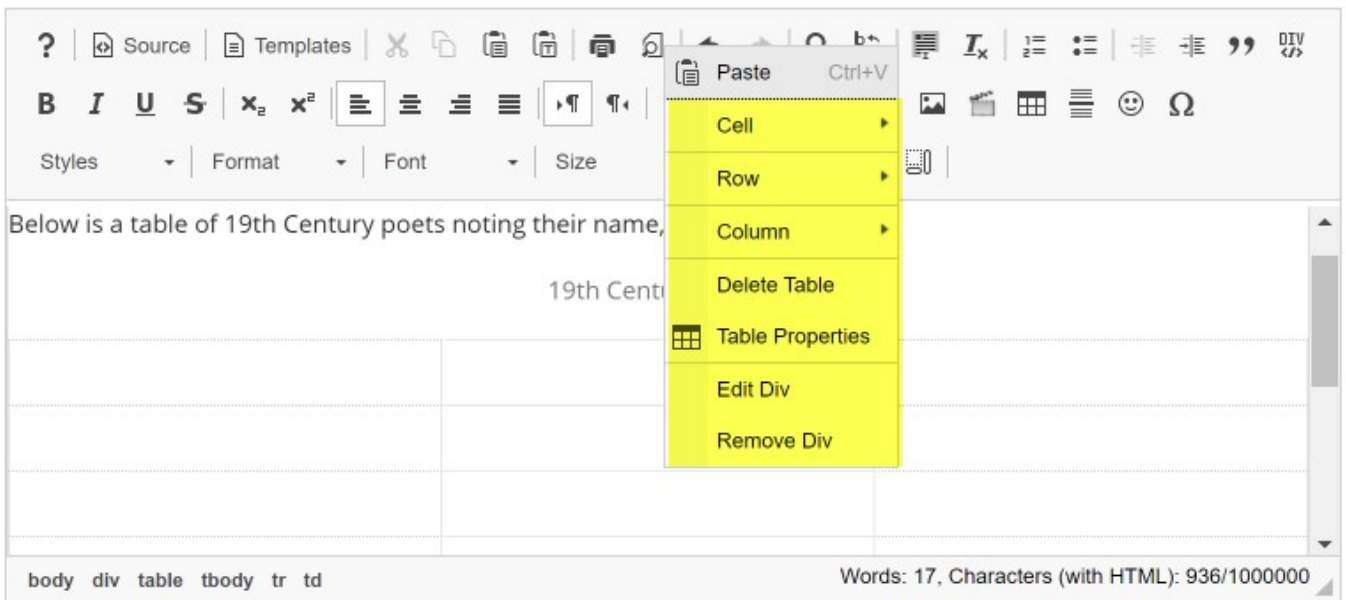
Footer

View the table.



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting and editing. Below the toolbar, the text reads: "Below is a table of 19th Century poets noting their name, dates, and country." Below this text is a table with the title "19th Century Poets" centered above it. The table is currently empty. At the bottom of the editor, the status bar shows "body div p" on the left and "Words: 17, Characters (with HTML): 936/1000000" on the right.

Edit the table properties. (Optional)



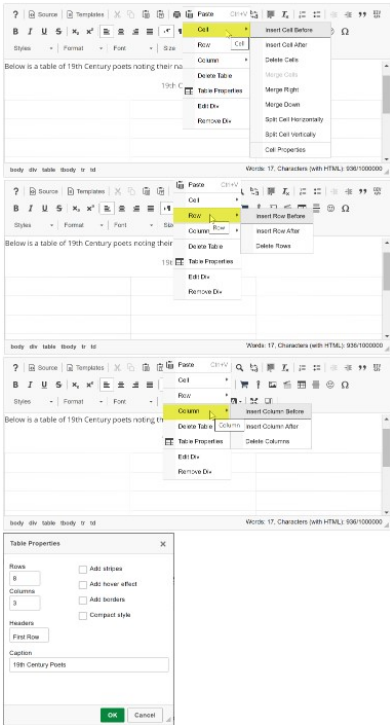
This screenshot shows the same rich text editor as above, but with a context menu open over the table. The menu options are: Paste (Ctrl+V), Cell, Row, Column, Delete Table, Table Properties, Edit Div, and Remove Div. The status bar at the bottom now shows "body div table tbody tr td" on the left, indicating that the table element is selected.

To edit the table properties, right-click (CTRL-click for MAC) on the table.

This displays the Edit Table dialog box.

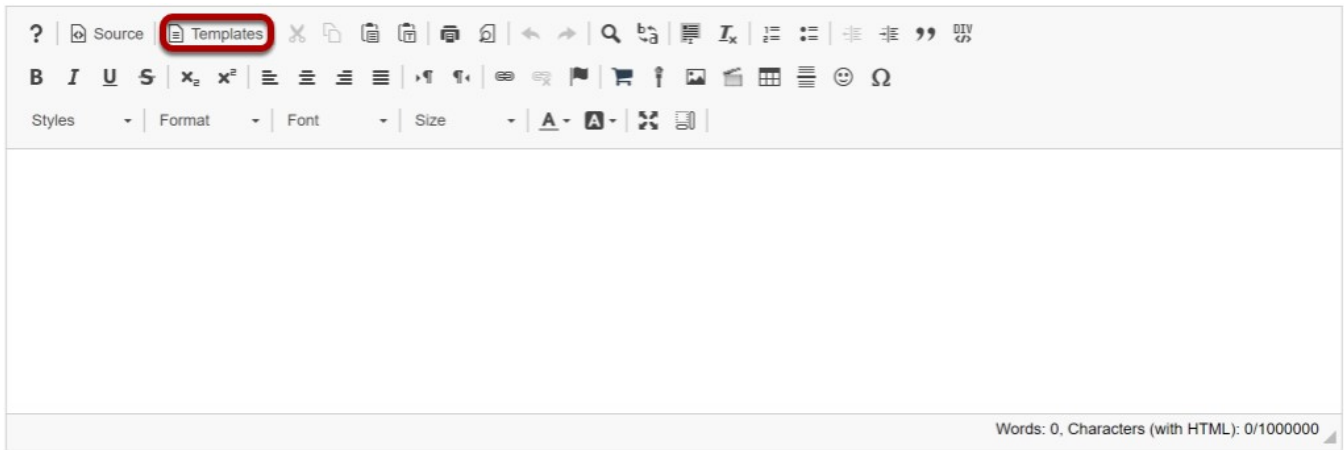
Select the Table Element that you want to edit (Cell, Row, Column,

Delete Table, Table Properties, Edit Div, or Remove Div).



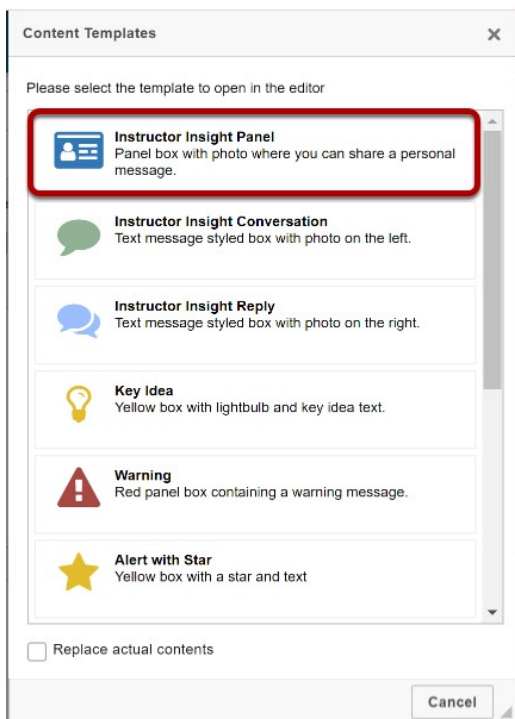
How do I add a content template to a text box?

Click the Template icon.



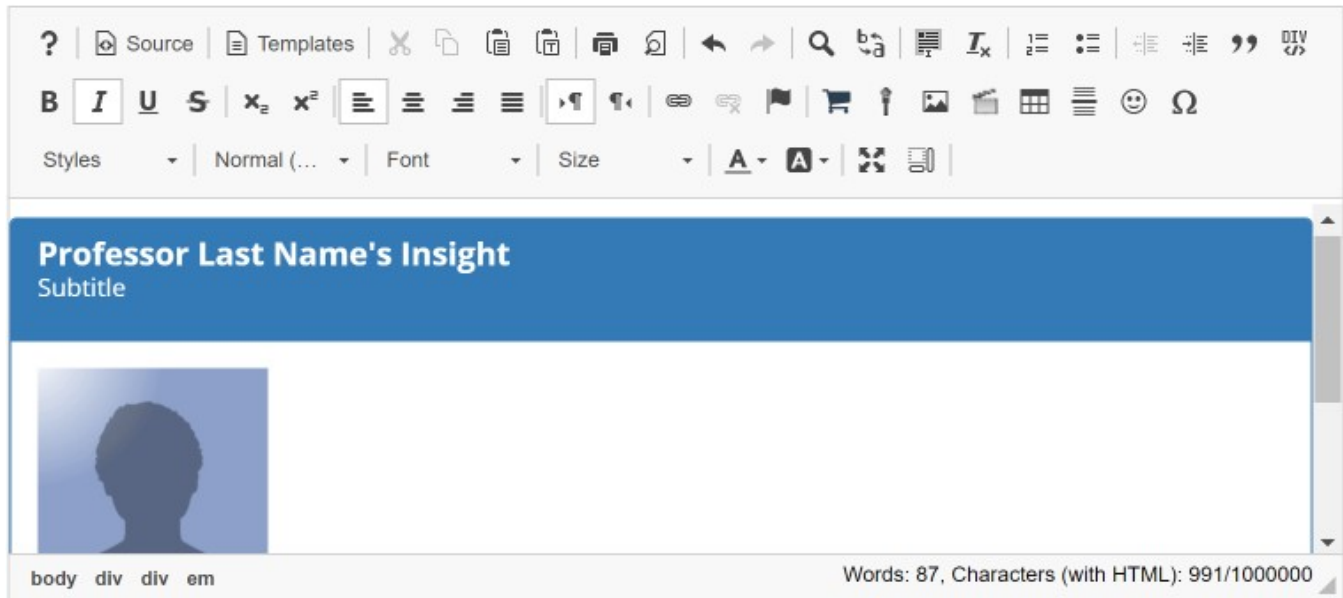
This displays the Content Template dialog box.

Select the content template.



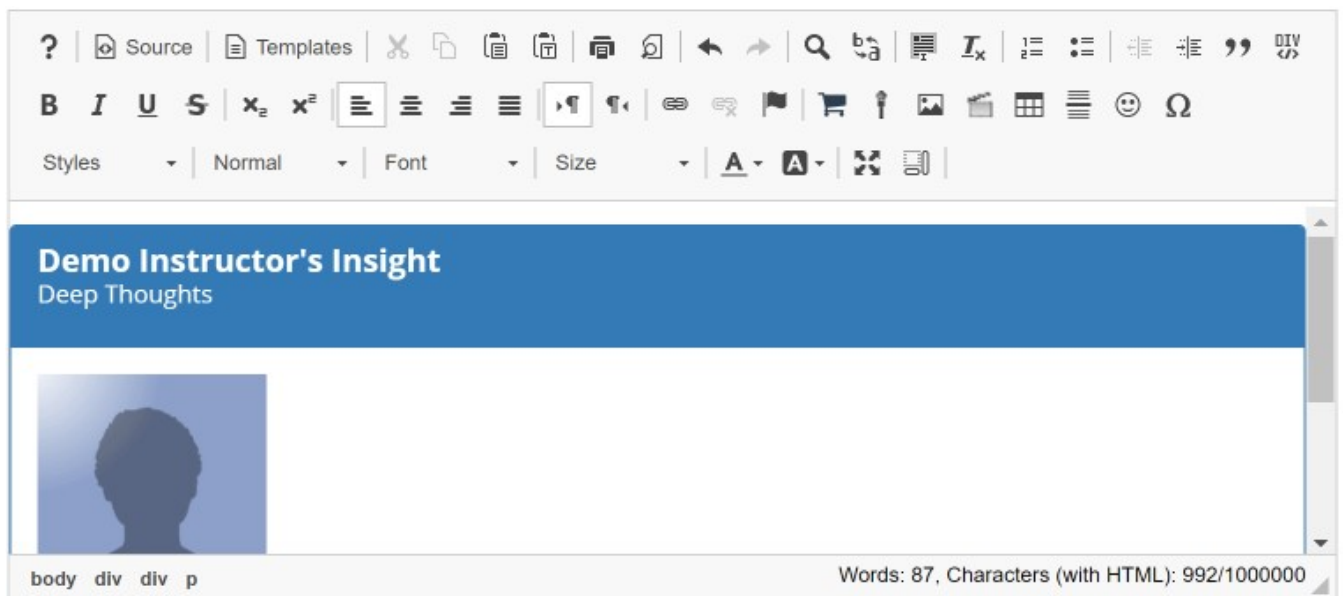
This displays the selected content template in the text box.

Add content to the content template.



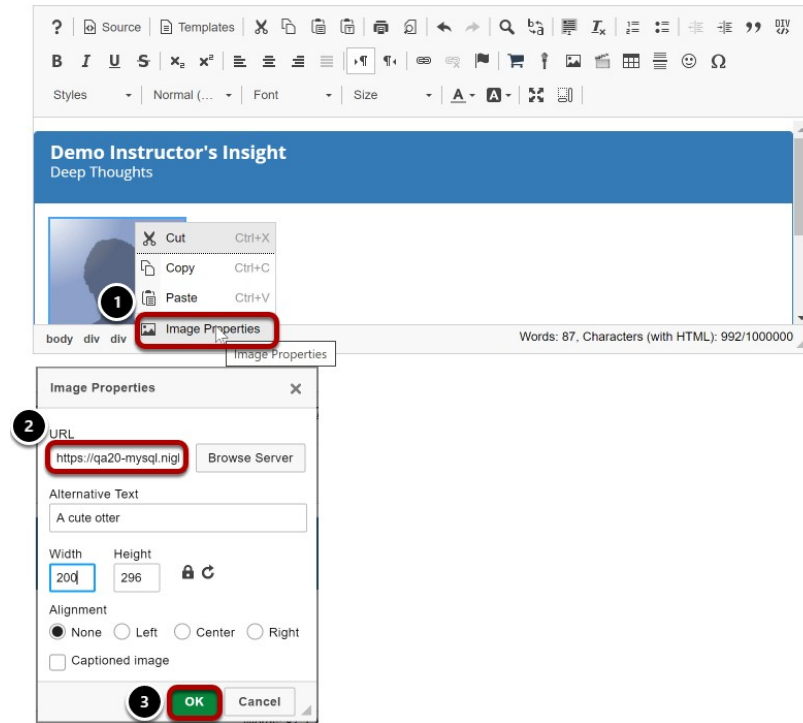
The screenshot shows a content editor interface. At the top is a toolbar with various icons for editing, including undo, redo, search, and text formatting. Below the toolbar are dropdown menus for 'Styles' (set to 'Normal'), 'Font', and 'Size'. The main content area features a blue header with the text 'Professor Last Name's Insight' and a subtitle 'Subtitle'. Below the header is a placeholder image of a person's silhouette. At the bottom of the editor, the HTML structure is shown as 'body div div em' and the word/character count is 'Words: 87, Characters (with HTML): 991/1000000'.

Type the title and text.



The screenshot shows the same content editor interface as above, but with updated content. The blue header now contains the text 'Demo Instructor's Insight' and the subtitle 'Deep Thoughts'. The placeholder image remains. At the bottom, the HTML structure is shown as 'body div div p' and the word/character count is 'Words: 87, Characters (with HTML): 992/1000000'.

Insert image.



Insert an image as follows:

1. Right-Click (CTRL-Click for MAC) the image and select Image properties.
2. Enter the URL of the image in the box marked URL.
3. Click OK.


Example Page

Rich text editor toolbar with icons for Source, Templates, Cut, Copy, Paste, Undo, Redo, Find, Spell Check, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Flag, Shopping Cart, Key, Image, Video, Table, Text Color, Font Color, Font Size, Bold, Italic, Underline, Strikethrough, and a DIV icon.

Styles | Normal (...) | Font | Size | A | A | [Icons]

Demo Instructor's Insight

Deep Thoughts



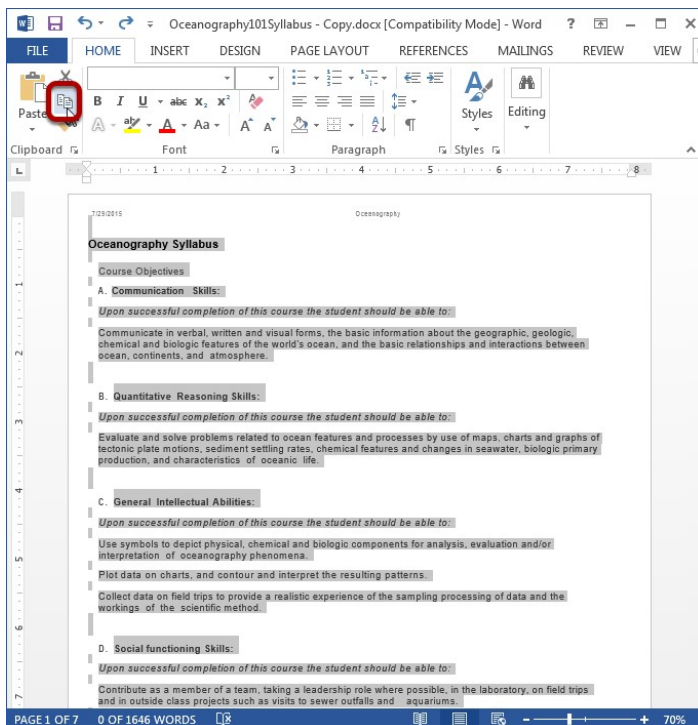
body div div

Words: 40, Characters (with HTML): 848/1000000

How do I paste text from a Microsoft Word document to a text box?

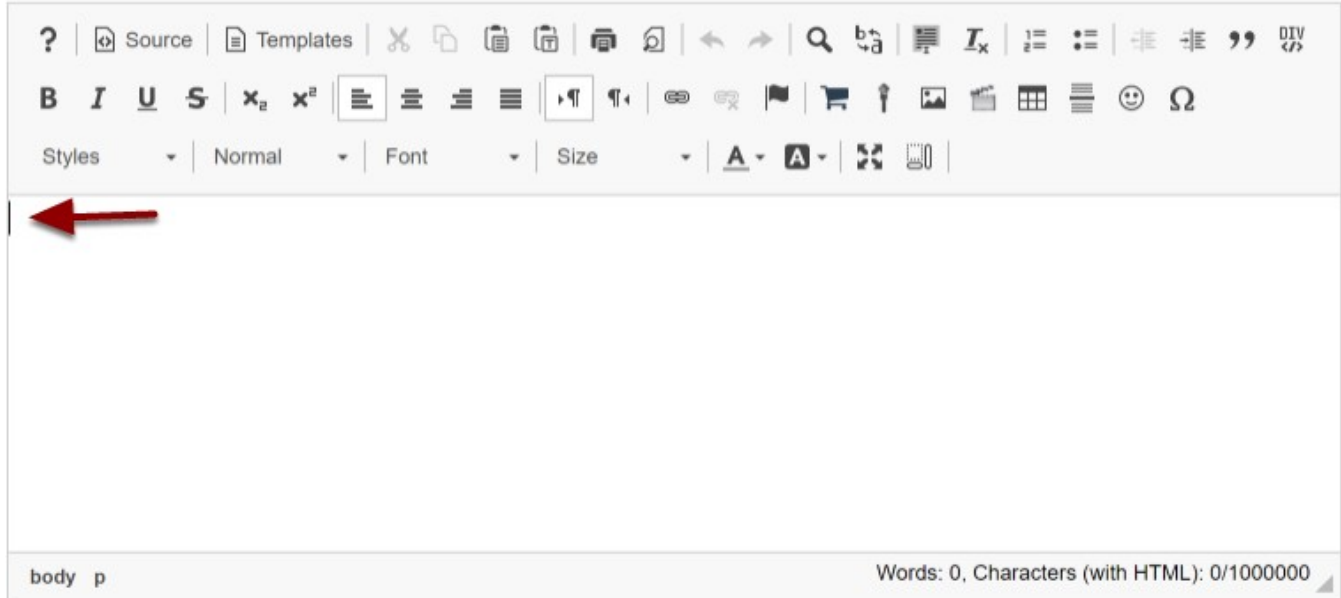
Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.

Copy the text from Word.



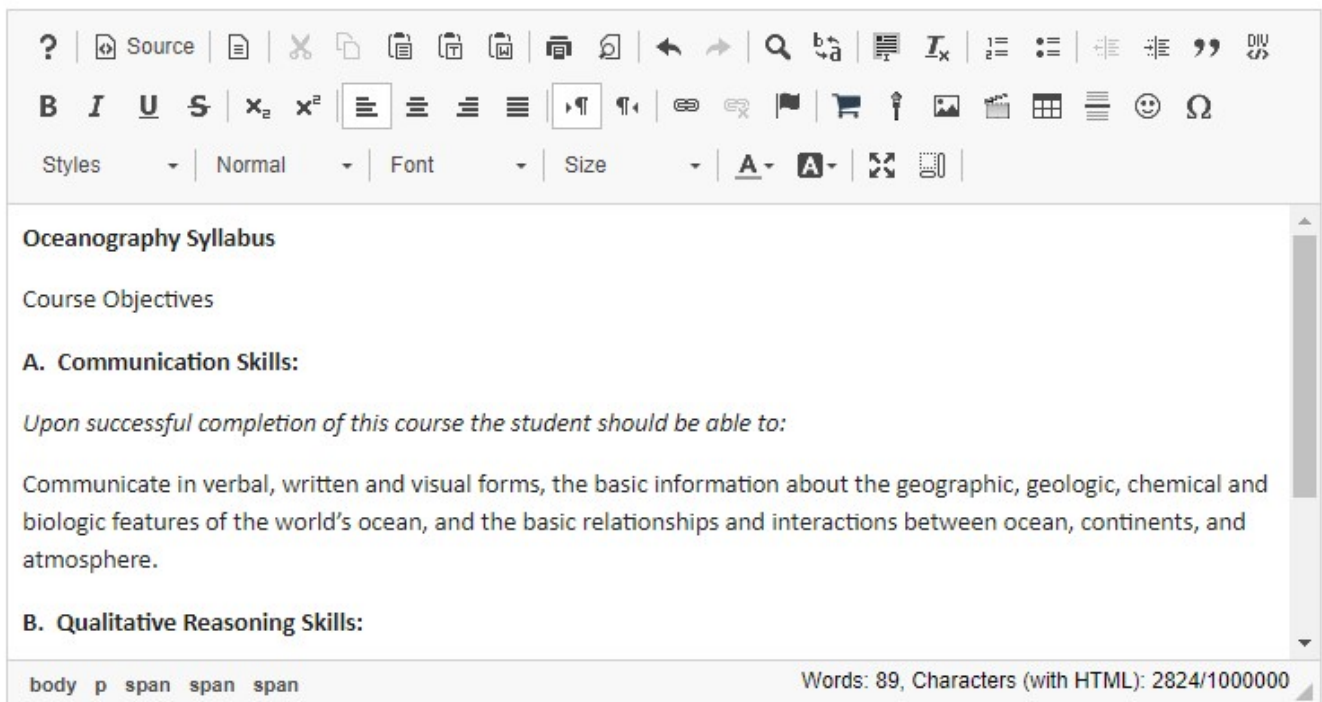
Copy the text in your MS Word document to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

In the Rich Text Editor, paste the text.



Place your cursor where you wish to paste the text. You must paste your text using the keyboard shortcuts (CTRL-V for PC or COMMAND-V for MAC).

View Word content in the editor.

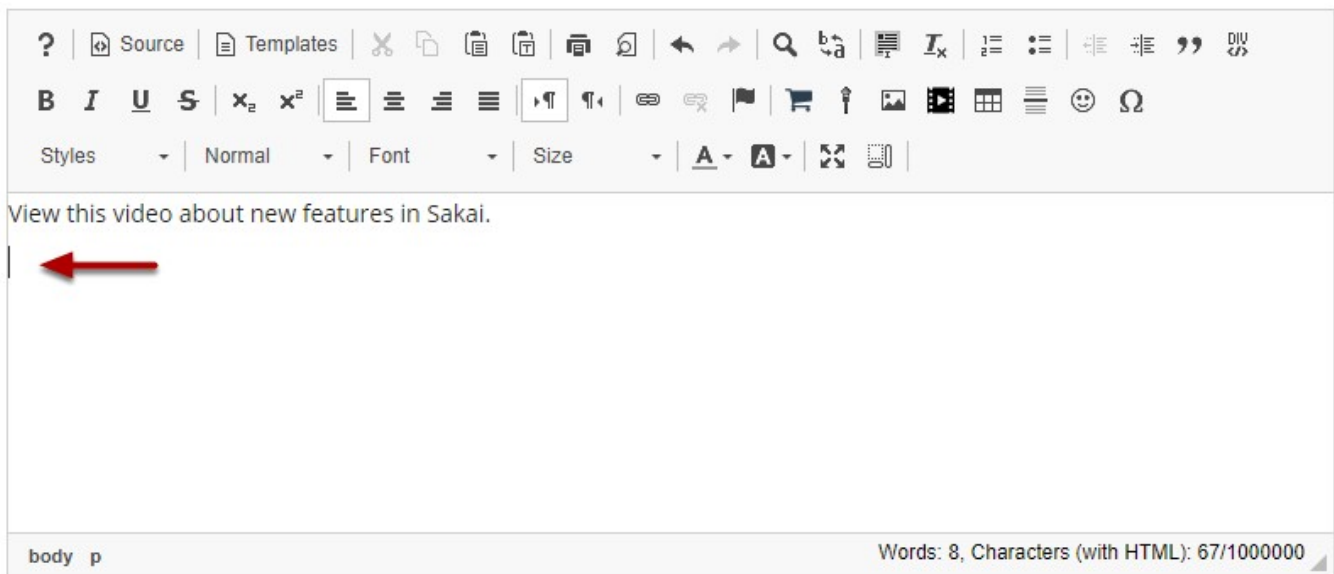


The pasted content will now appear in the Rich Text Editor and you may edit it there to display the desired formatting.

How do I embed an mp4 video in a text box?

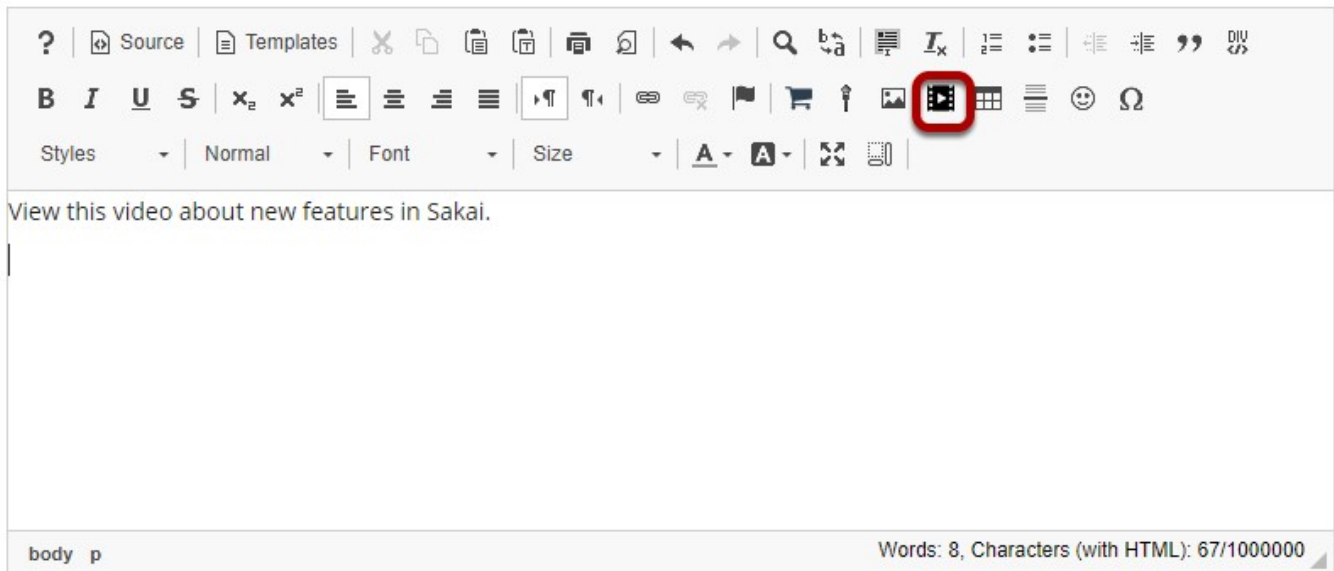
MP4 videos can be embedded in a text box using the **Rich Text Editor**. Other file types that can be embedded in a text box are .FLA, .F4V, .3GPP, .M4V, or .MOV files.

In the text box, position your cursor where you want to embed the mp4 video.



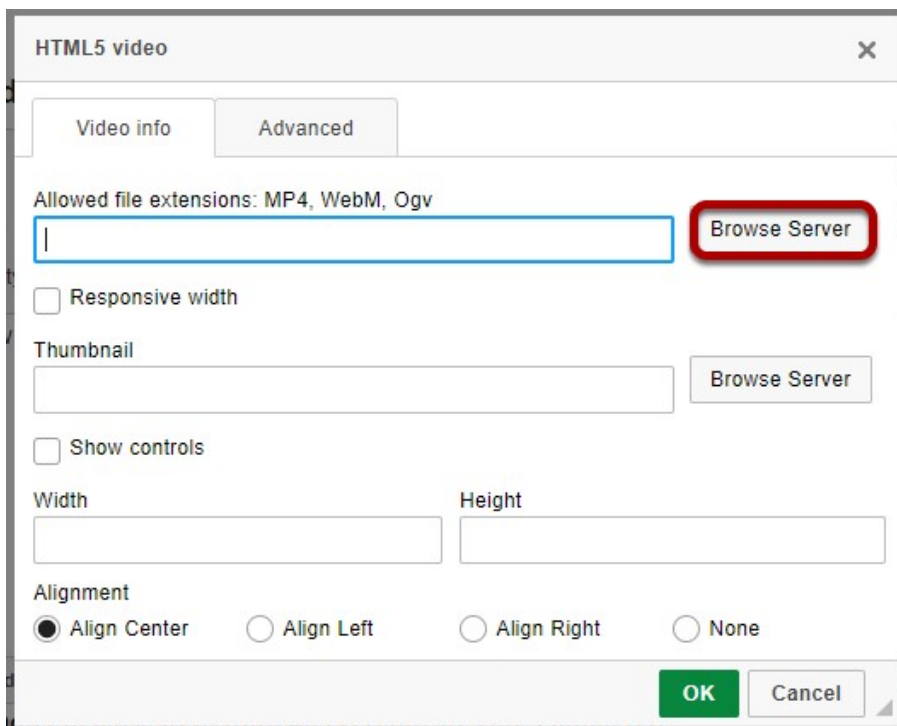
The screenshot displays a Rich Text Editor interface. At the top, there is a toolbar with various icons for editing, including undo, redo, search, and text alignment. Below the toolbar, there are dropdown menus for Styles (set to 'Normal'), Font, and Size. The main text area contains the text "View this video about new features in Sakai." and a red arrow pointing to the start of the text. At the bottom of the editor, there is a status bar showing "body p" and "Words: 8, Characters (with HTML): 67/1000000".

Click the Insert/Edit Movie icon.



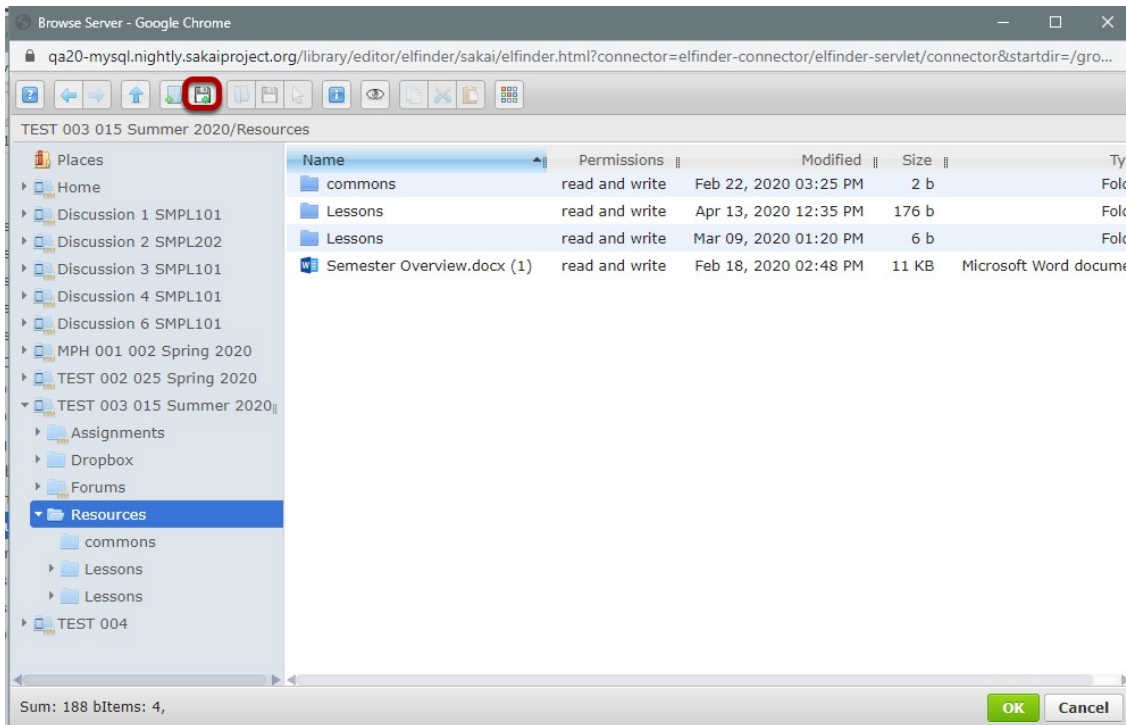
This displays the Movie Properties dialog box.

Click Browse Server.

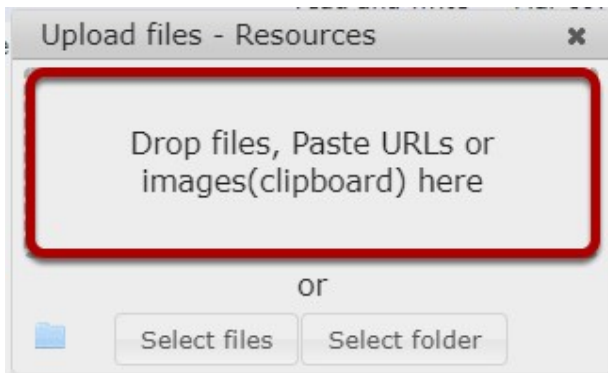


This displays the Entity Picker dialog box.

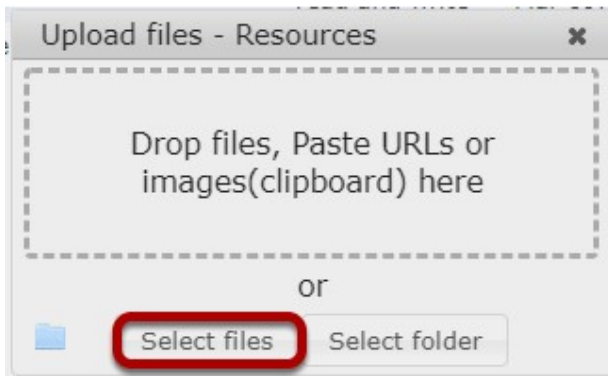
Click the Upload file icon.



Drop files or paste URLs or clipboard images.

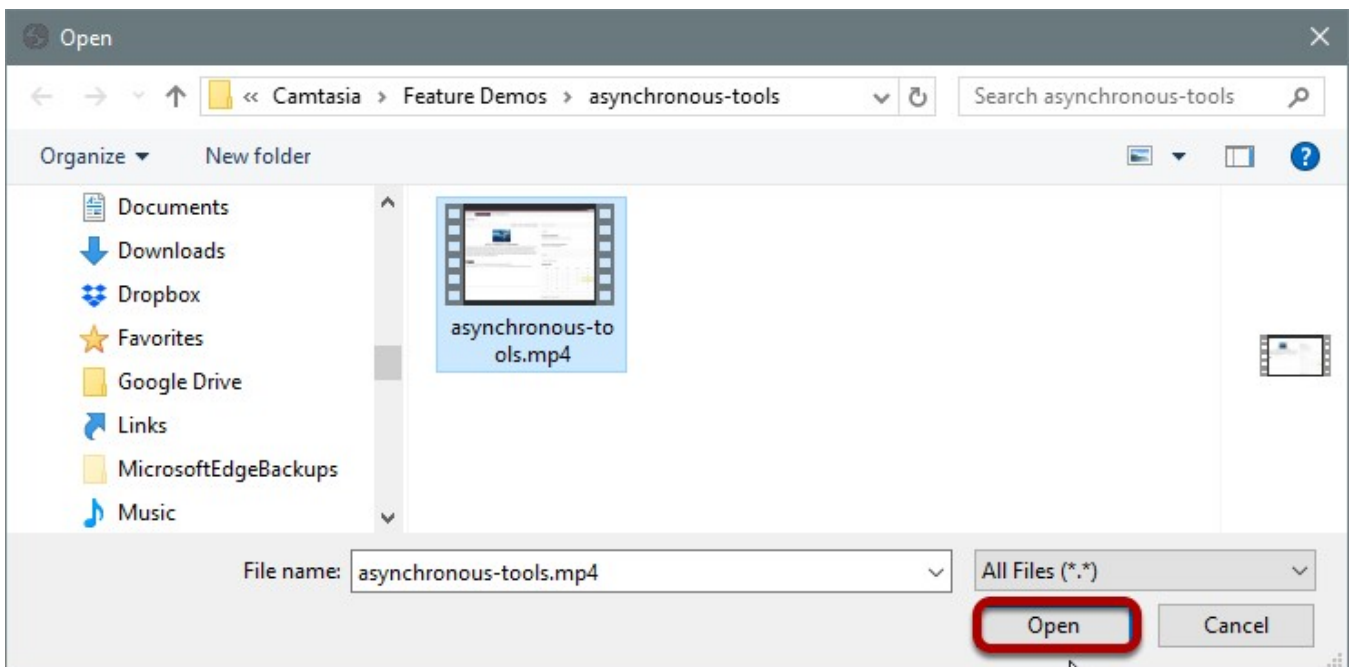


Or, click Select files.



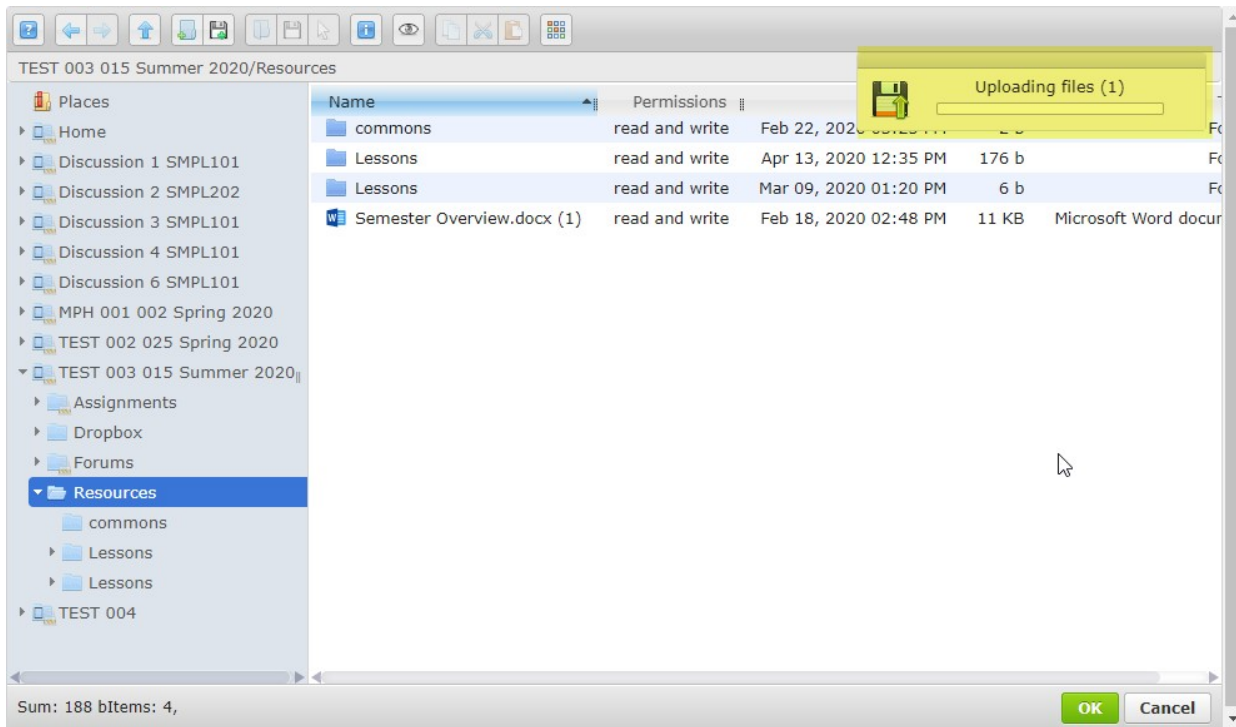
This displays an upload file dialog box.

Locate and select the mp4 video file that you want to embed in the text box.



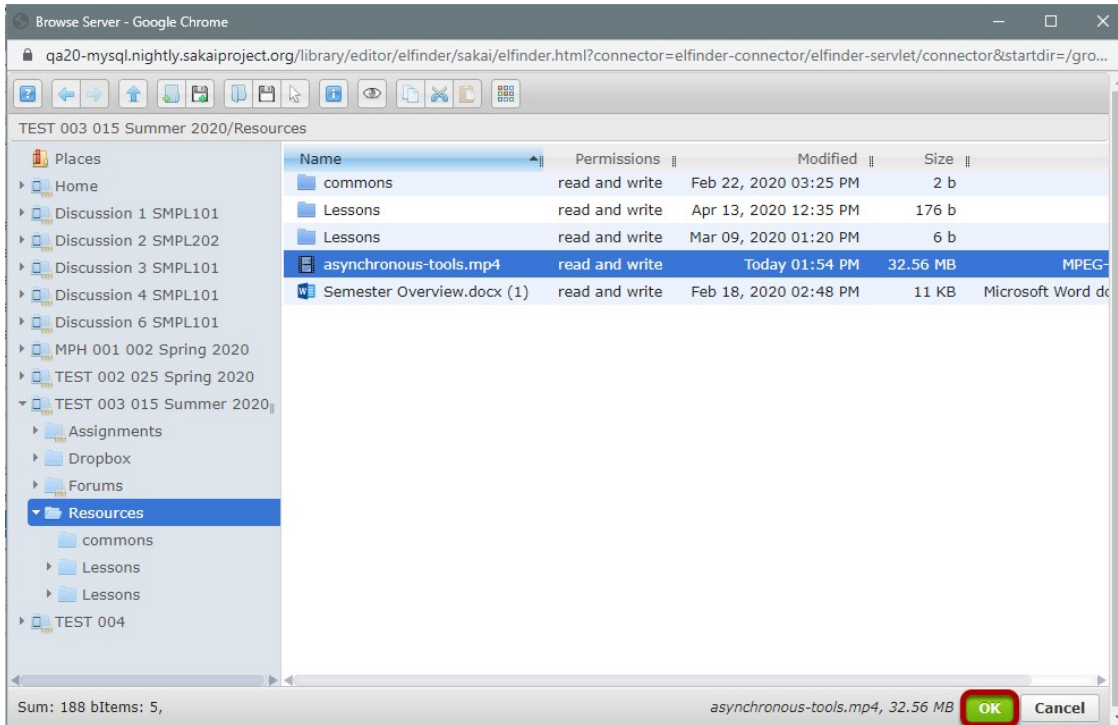
Once you have located and selected the file, click **Open** to upload it.

The file will upload.



Your file will be uploaded to the server. This may take a while if it is a large file.

Click OK to embed the video on the page.



Once the file has finished uploading, it will appear in Resources and will be selected by default. Click **OK** to add the video to the Rich Text Editor.

Click OK to continue.

HTML5 video ✕

Video info **Advanced**

Allowed file extensions: MP4, WebM, Ogv

Responsive width

Thumbnail

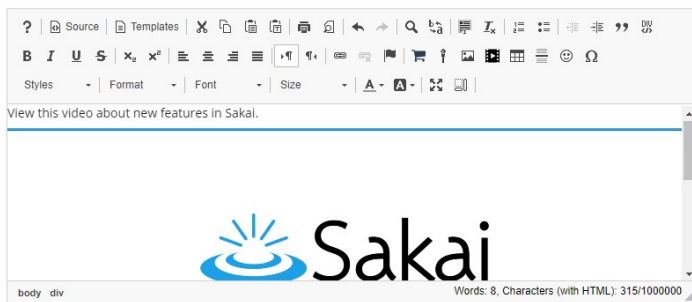
Show controls

Width Height

Alignment

Align Center Align Left Align Right None

View embedded video file.



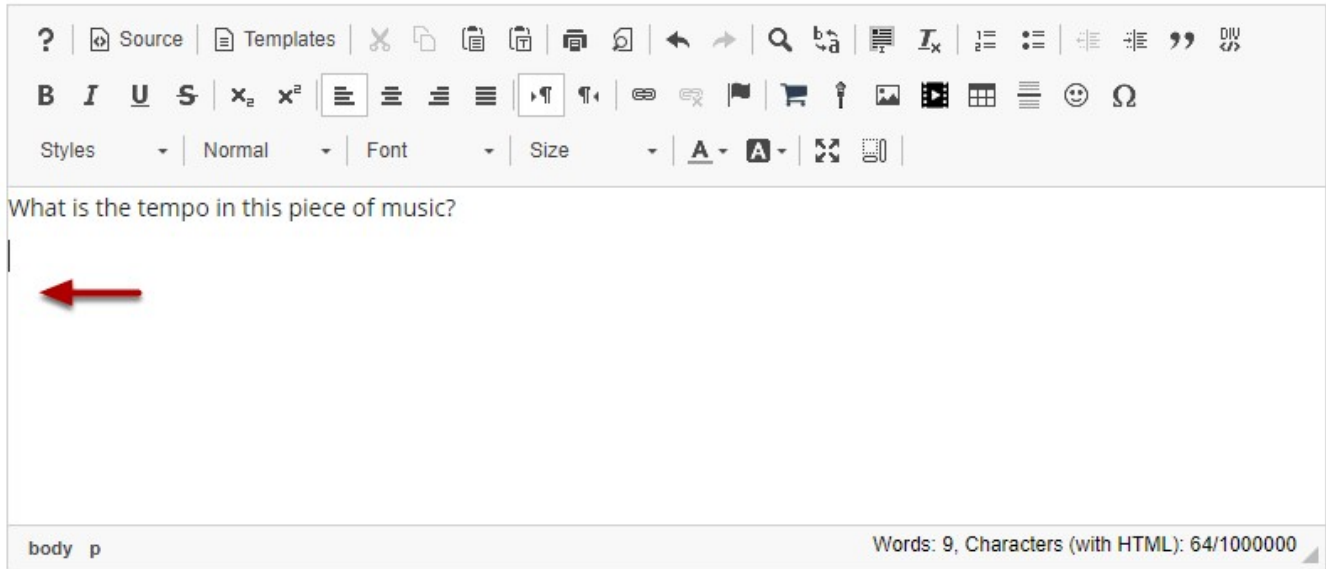
View this video about new features in Sakai.



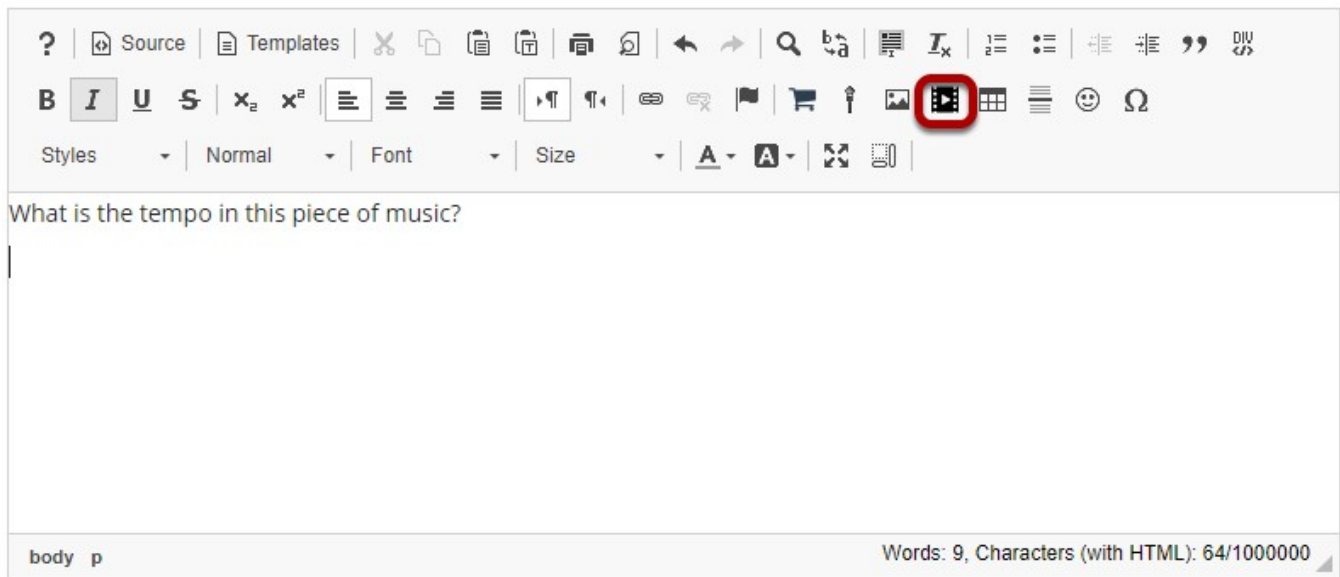
The embedded video will display in the editing view. When the text box is posted or saved, it will display the video on the page.

How do I embed an mp3 audio in a text box?

In the text box, position your cursor where you want to embed the mp3 audio file.

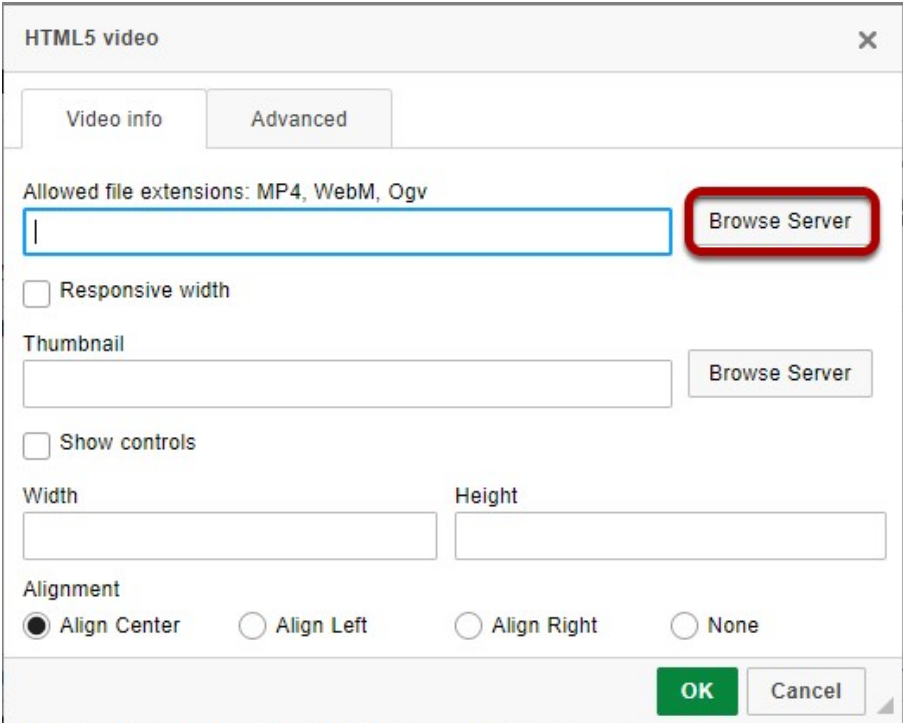


Click Insert/Edit Movie.



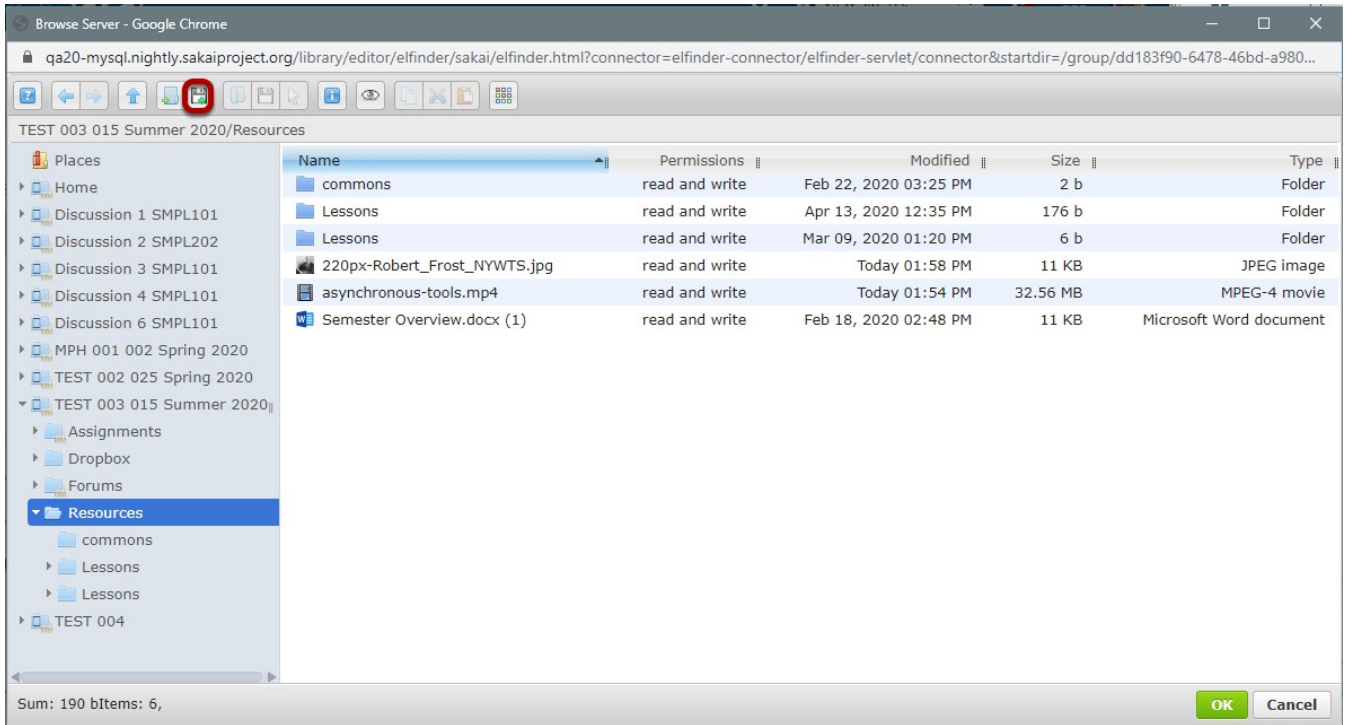
This displays the Movie Properties dialog box.

Click Browse Server.

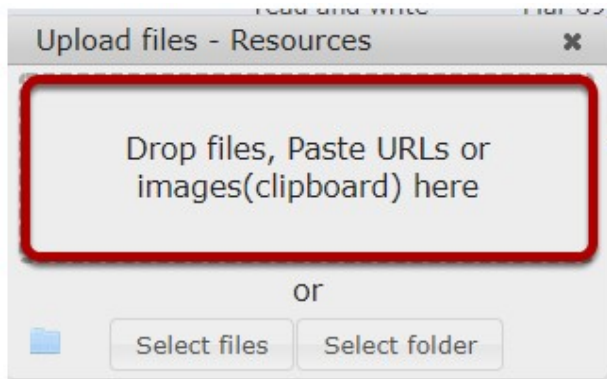


This displays the Entity Picker dialog box.

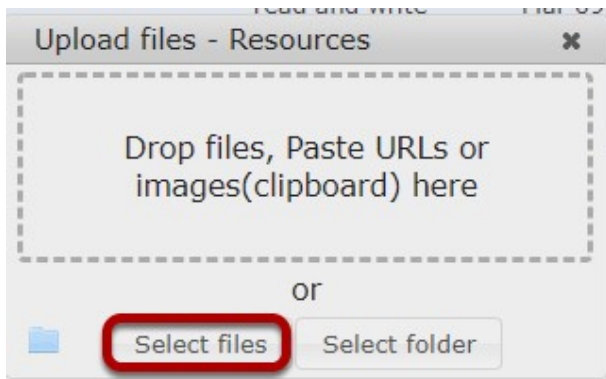
Click the Upload file icon.



Drop files or paste URLs or clipboard images.

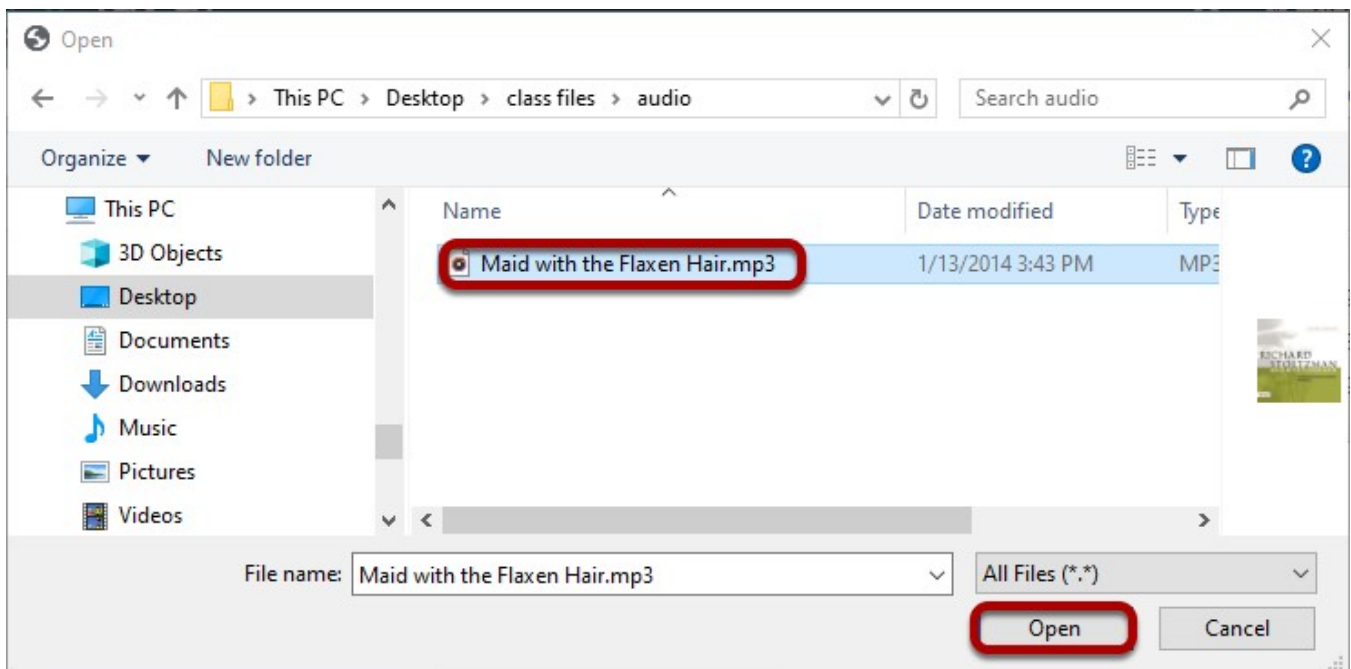


Or click Select files.



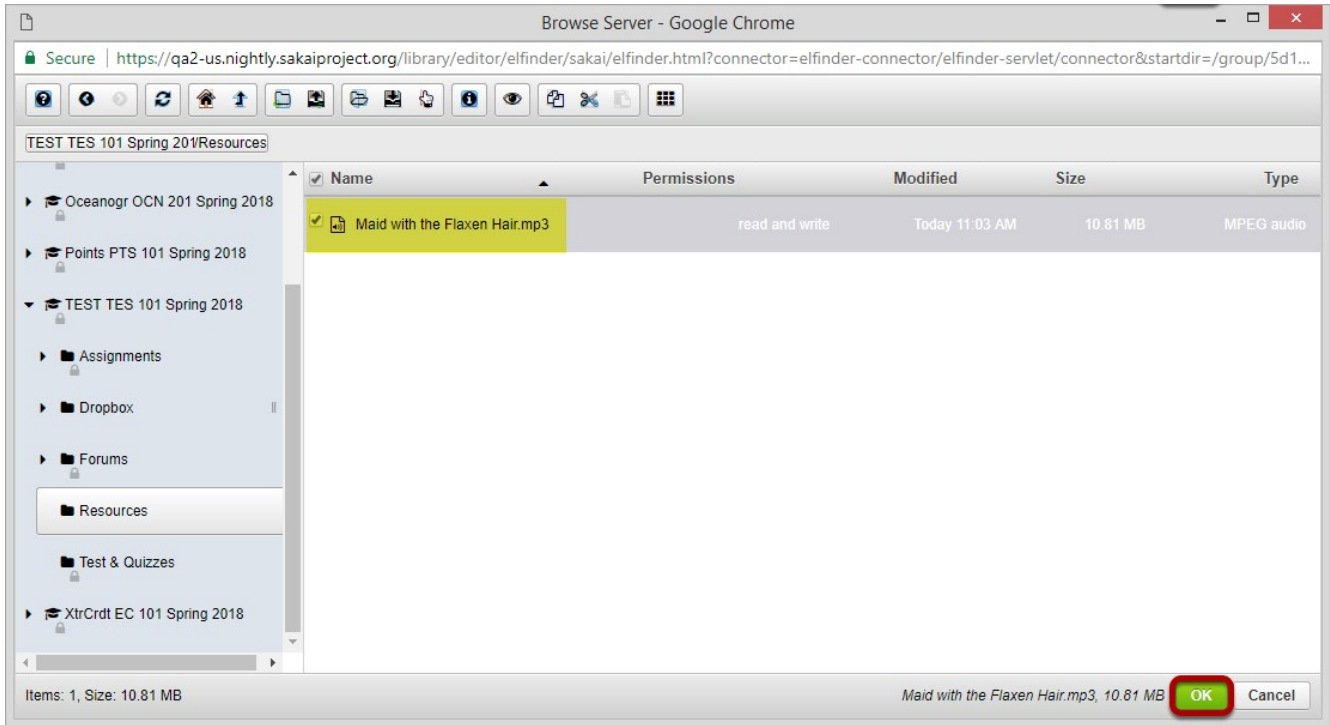
This displays an upload file dialog box.

Select the mp3 audio file you want to embed in the text box.



Once you have located and selected the audio file, click **Open** to upload it.

Click OK.

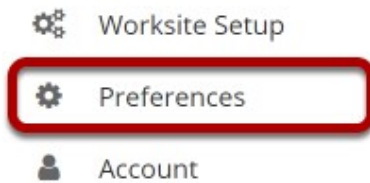


Once the file finishes uploading, it will show in the file directory listing and will be selected by default. Click **OK** to continue.

How do I set my preference for the Rich Text Editor mode?

You may set your preference for the rich text editor toolbar display throughout the system if desired.

Go to Preferences.



From your **Home** area, select the **Preferences** tool.

Select the Editor tab.



Choose your default preference.

PREFERENCES

Notifications	Time Zone	Language	Sites	Editor
---------------	-----------	----------	-------	---------------

Editor Options

Default Rich Text Editor toolbar layout

- Auto detected based on browser size
- Force basic/mobile mode (Limited set of buttons and features)
- Force full/desktop mode (Full set of buttons, all features)

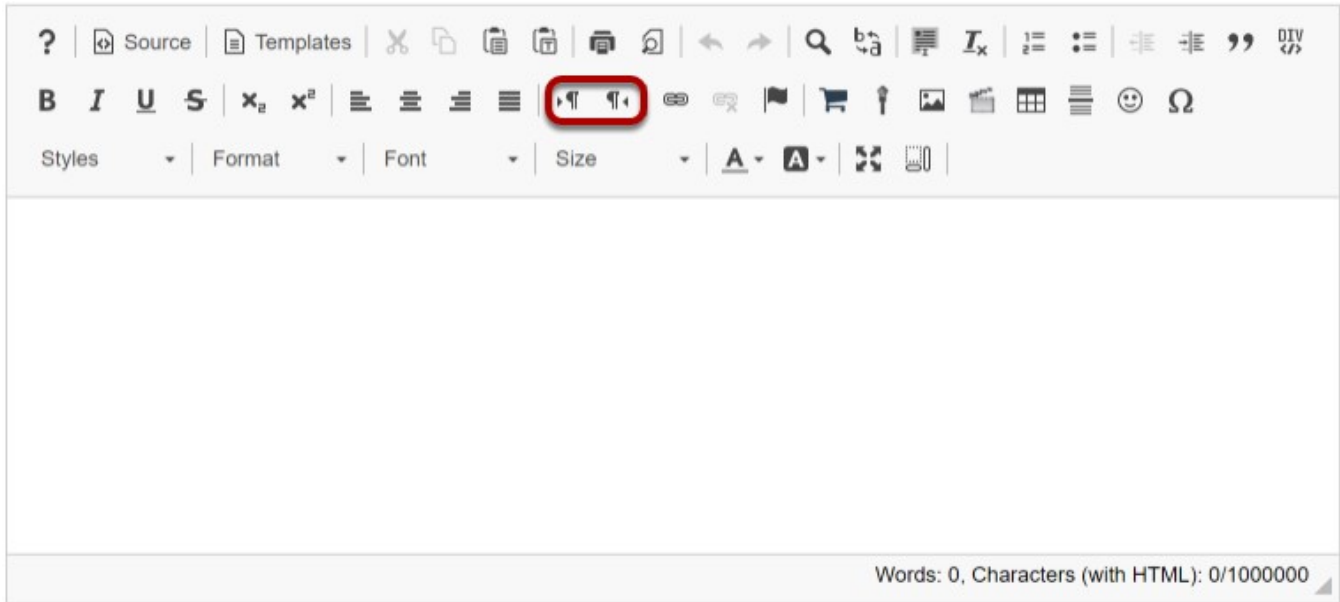
UPDATE PREFERENCES	Cancel Changes
---------------------------	----------------

Click Update.

UPDATE PREFERENCES	Cancel Changes
---------------------------	----------------

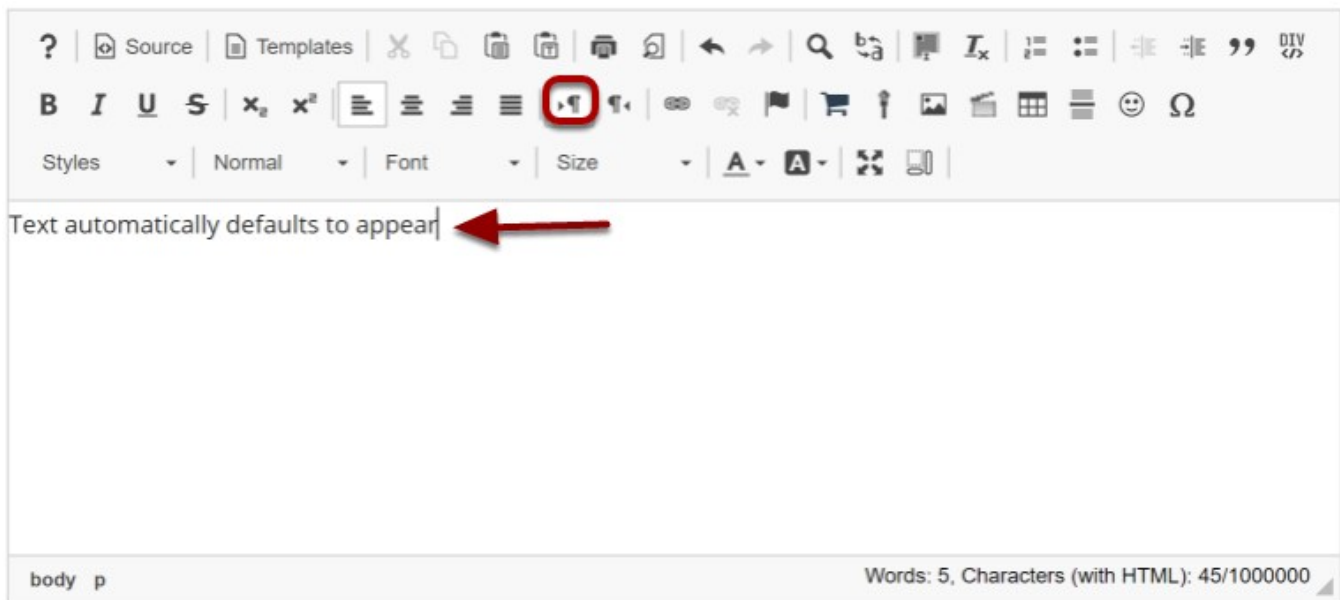
How do I change the left to right language direction?

Locate text direction tool icons.



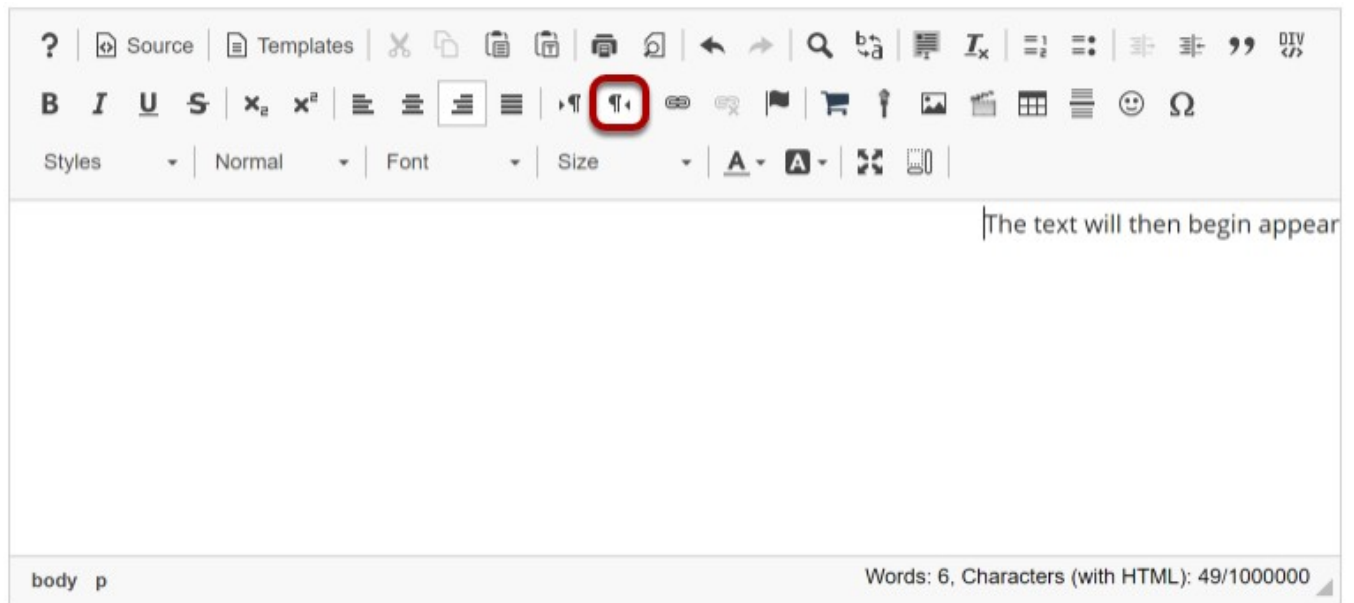
In the Rich Text Editor, locate the text direction icons.

Begin typing to display the default.



Text will automatically default to appearing left to right as you type. You will notice the left-to-right icon appears selected.

Change the direction of the text by selecting the right-to-left icon.



To change the direction of the text, simply select the right-to-left icon and the text will then begin appearing at the right side of the text box.