

Visual Editor Toolbar

This toolbar is similar to many word processing toolbars. The toolbar is built into the course authoring mode. Therefore, you will see this toolbar throughout the course as you author your content.

Some of the buttons on this toolbar are not available to instructors or students for some of the Course Tools, such as Journal, Threaded Discussion, and Dropbox. Additionally, the student version does not include access to the Math Equation Editor, HTML View, or the ability to add links, images, and files. These are instructor features only.

The table below provides a description and image of each of the buttons on the Visual Editor Toolbar.

| Button | Description |
|----------------------------------|---|
| Print |  This button is used to print the content currently displaying in the editor as it will appear to students. |
| Find and Replace |  Use this button to search for text within the Visual Editor and replace it with other text. |
| Cut |  To remove selected text from the Visual Editor and place it on the clipboard, use this button. The text can then be inserted into another area of the editor. |
| Copy |  Click this button to copy selected text to the clipboard. The text will be stored on the clipboard and can then be pasted into another area of the editor. |
| Paste |  This button is used to paste text that has been stored on the clipboard into another area in the editor. If text is being copied from Word, the formatting codes will also be copied. |
| Paste Plain Text |  Use this button to paste the content of the clipboard into the editor without any formatting or display properties. The text can then be formatted within the Text Editor. |
| Paste as HTML |  To paste the content of the clipboard into the editor as HTML or Web code, click this button. |
| Paste from Word |  This paste feature should be used when text is being inserted that was created in a Word document. The formatting of the text will be retained when this feature is used. |
| Undo |  Click this button to undo an action, such as applying bold formatting, in the editor. |
| Redo |  When an action has been undone, this button is used to redo the same action again. |
| Link Wizard: Insert Link |  To create a link to a file or Website, click this button. The file that is being linked to may be located on any type of storage device. |
| Link Wizard: Insert Image |  This button is used to insert an image into the Text Editor. The image may be located on any type of storage device. |
| Math Equation Editor |  Use this button to access the Math Equation Editor. This feature is used to build and edit complex mathematical equations within a course. |

| Button | Description |
|--|---|
| Spell Checker  | Click this button to check the spelling in the current content within the editor. |
| XHTML Validator  | This checks the validity of the HTML codes in the Visual Editor. This is the language in the background of the area that controls how the information displays on the eCollege page. |
| Insert Symbol  | To insert a special character or symbol into the editor, click this button. A gallery of different symbols will display. Just click the item in the gallery to insert the symbol. |
| Insert Date  | This button is used to insert the current date into the editor window. A date cannot be selected using this button. Only the current date will be inserted. |
| Insert Time  | When the current time is to be inserted into the editor, click this button. Only the current time will be inserted. There isn't an option to select the time. |
| Insert Table  | To insert a table into the editor, click this button. Clicking this button opens a table wizard which will help with the creation of the table. Clicking the arrow on the right side of the button will display a grid where the number of columns and rows may be specified. |
| Foreground Color  | To change the color of the font for selected text in the editor, click the arrow at the end of this button. A gallery of different colors will display. |
| Background Color  | Use this button to change the background color for selected text in the editor. This allows the author to highlight words within the text of the document. Click the arrow on the right side of the button to display a gallery of different colors. |
| Paragraph Style  | Click this button to select a heading style from the list. The options are Normal, Heading 1, Heading 2, or Heading 3. |
| Font Name  | This button is used to change the name of the font that will be used for selected text in the editor. |
| Font Size  | Click this button to change the font size for selected text in the editor. It is best to select a size that isn't any smaller than three (3). This makes it easier for students to read the material. |
| Bold  | To apply bold formatting to selected text, click this button. |
| Italic  | Click this button to italicize selected text in the editor. |
| Underline  | Use this button to underline selected text in the editor. It is best not to underline text as underlined text on a Web page indicates a link to another Web page or item. |
| Align Left  | This button is used to align paragraphs at the left margin. The aligned text will have a ragged right margin. |
| Align Center  | To center paragraphs of text between the left and right margin of the editor, click this button. |

| Button | Description |
|------------------------|---|
| Align Right |  Use this button to align paragraphs at the right margin. The left margin will have a ragged left edge. |
| Justify |  To align paragraphs where the left and right margins are straight lines, click this button. The spacing between words will be adjusted to accommodate the extra spacing. |
| Outdent |  Click this button to move a paragraph of text to the left approximately one-half inch. Each time the button is clicked the text will move to the left the same number of spaces. |
| Indent |  This button is used to move a paragraph of text to the right approximately one-half inch. Each time the button is clicked the text will move to the right the same number of spaces. |
| Numbered List |  To insert numbers for selected paragraphs in the editor, click this button. Numbering will continue until the button is clicked a second time or the Enter key is pressed twice. If the button is clicked where a line of text is to be numbered, the number will disappear. Enter must be pressed one time before the number button is clicked to turn it off. |
| Bullet List |  Use this button to insert a bulleted list into the editor. The bullets will continue until the button is clicked a second time or until the Enter key is pressed twice. If the button is clicked where a bullet is to appear, the bullet will disappear. Enter must be pressed one time before the bullet button is clicked to turn it off. |
| Horizontal Rule |  Click this button to insert a horizontal line into the editor. These lines are usually used to separate sections of text. The color of the line can be changed by selecting the line and changing the Foreground Color. |
| Strikethrough |  To place a line into the middle of selected text in the editor, click this button. This is a toggle button that will insert the line and then remove the line. |