Classic Apps Editor Best Practices

Blackboard Web Community Manager

Blackboard

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This guide covers all available features and functionality. Features included in your contract may vary.

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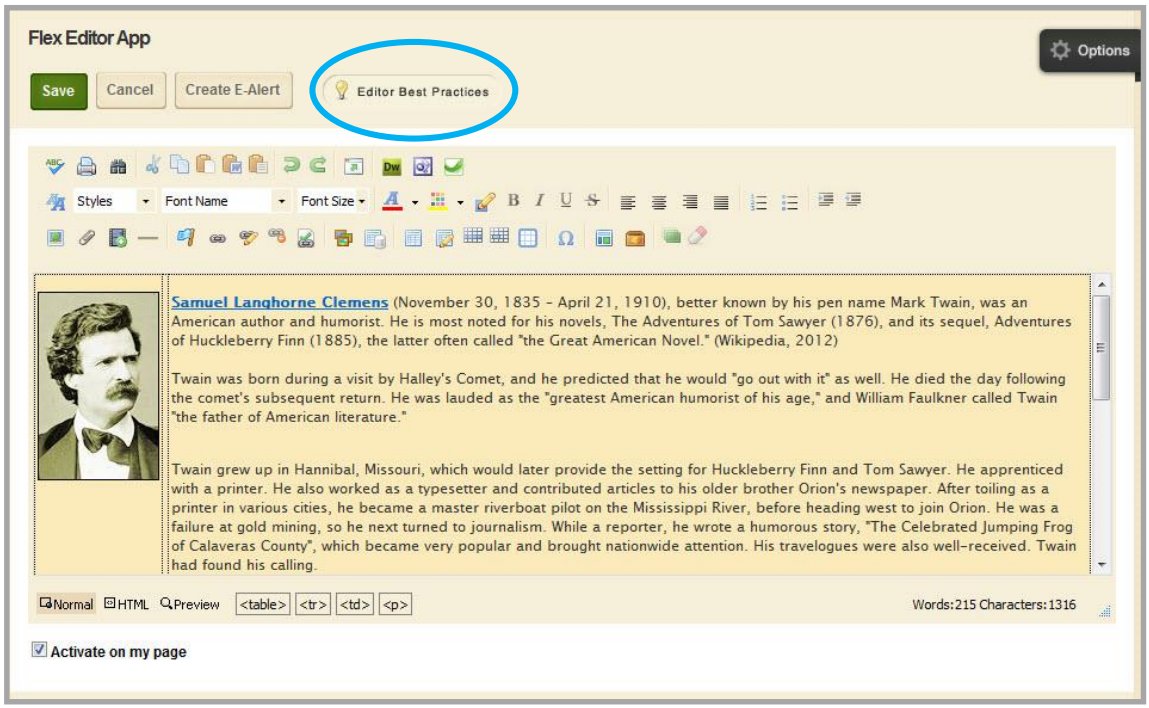
Introduction

Within this document, we provide you with best practices for working in the Classic Apps Editor**.**

The Classic Apps Editor is a *What You See is What You Get* (WYSISYG) Editor. WYSISYG editors behave differently in different browsers and browser versions. Therefore, the behavior of WYSISYG editors may change with browser updates.

You access this document on the **How Do I** tab and within the Flex Editor App by clicking **Editor Best Practices**.



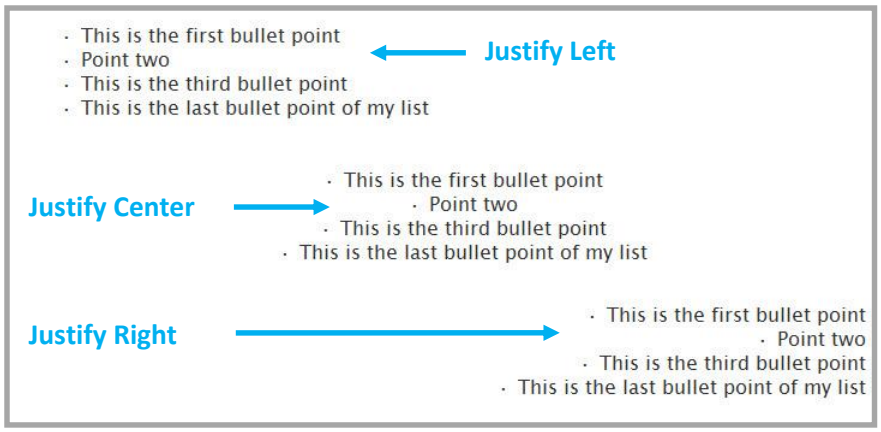
Practices for All Browsers

These best practices apply when working in any of the supported browsers for Blackboard Web Community Manager, which are specified in the End User Technical Requirements.

Bullets—Left Justify Bullets

Practice: Left justify bulleted items.

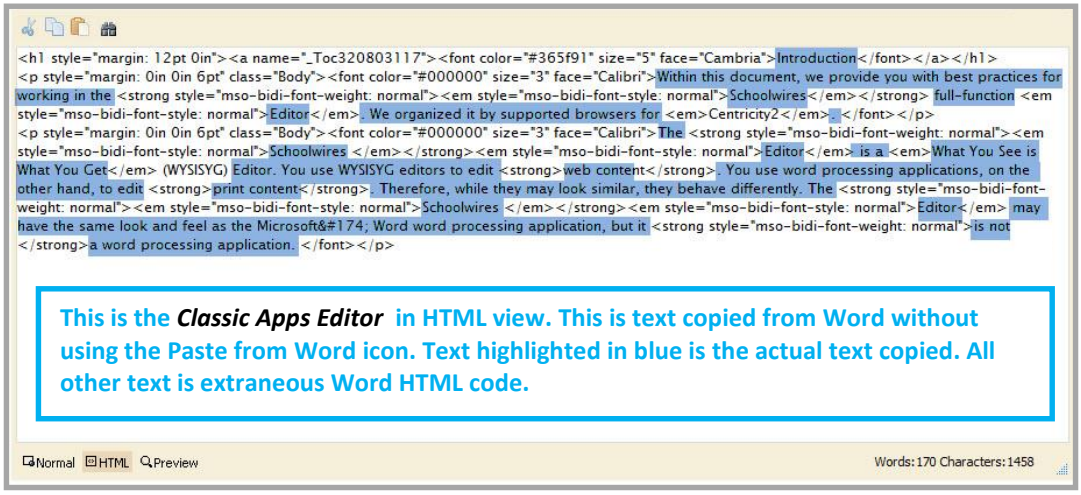
Justification: When you center justify bullets, each bulleted item is centered. When you right justify bullets, each bulleted item aligns to the right margin. In each instance, the bullets do not align with each other. This skews your bulleted list.



General Editing—Use Paste from Word to Insert Text from a Word Document

Practice: Use Paste from Word to insert text from a Microsoft Word document.

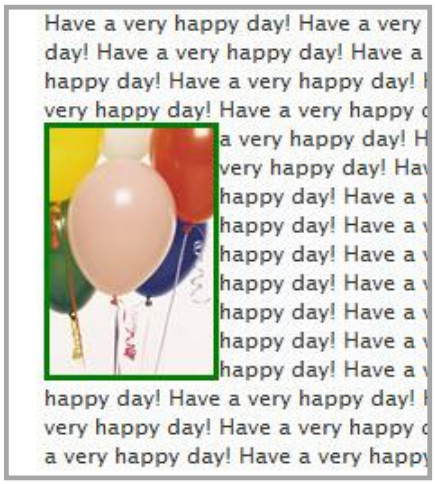
Justification: When editing a Microsoft Word document, extraneous HTML code is inserted into the document. This unnecessary code is copied into the editor when you copy text from a Word document unless you use Paste from Word.

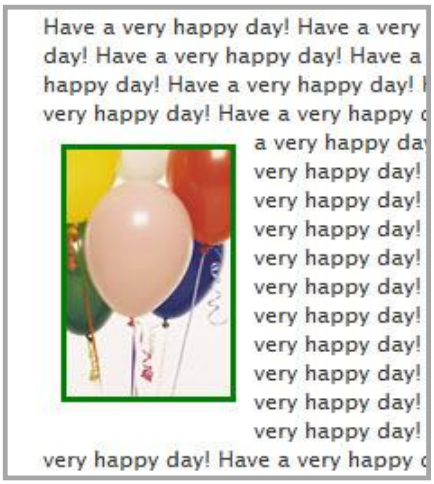


Image—Set Horizontal and Vertical Spacing Around Images

Practice: Set Horizontal and Vertical Spacing around images.

Justification: Set spacing to insert white space around an image and set it off from text within the editor. The Horizontal value you specify is applied to each side of the image. The Vertical value that you specify is applied to the top and bottom of the image.

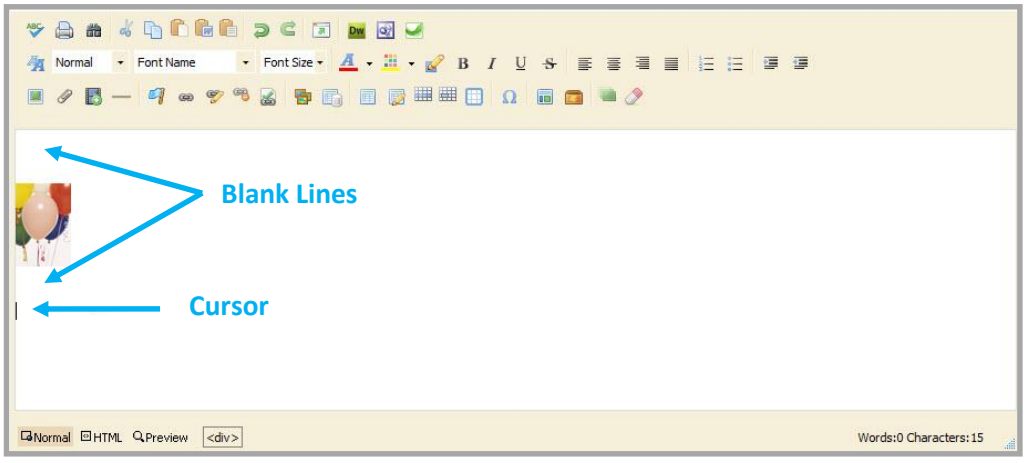




Image—Insert Image between Blank Lines

Practice: Insert an image between blank lines.

Justification: Insert several blank lines into the editor and then insert your image so that there is at least one blank line above and below the image.



Image—Bookmark the Space before or after an Image

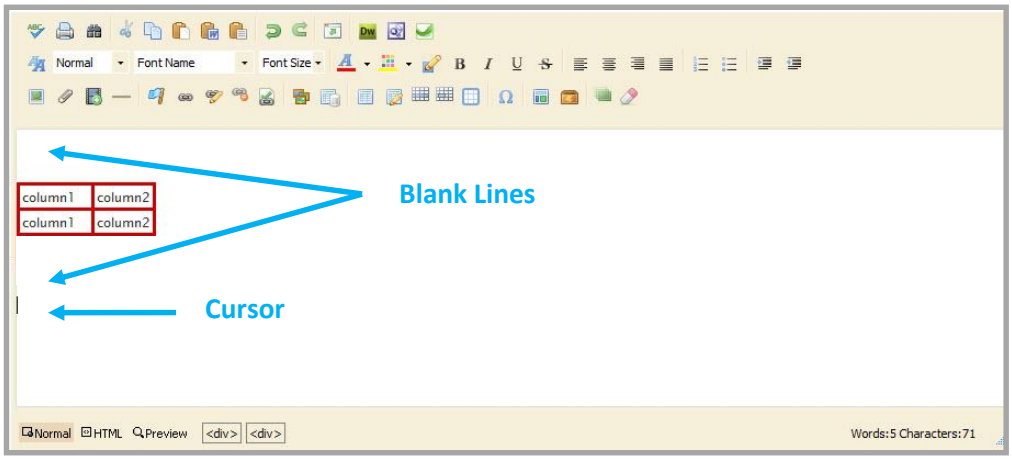
Practice: Bookmark the space before or after an image to bookmark the image.

Justification: Because you cannot bookmark an image, you need to bookmark the space before or after it.

Table—Insert Table between Blank Lines

Practice: Insert a table between blank lines.

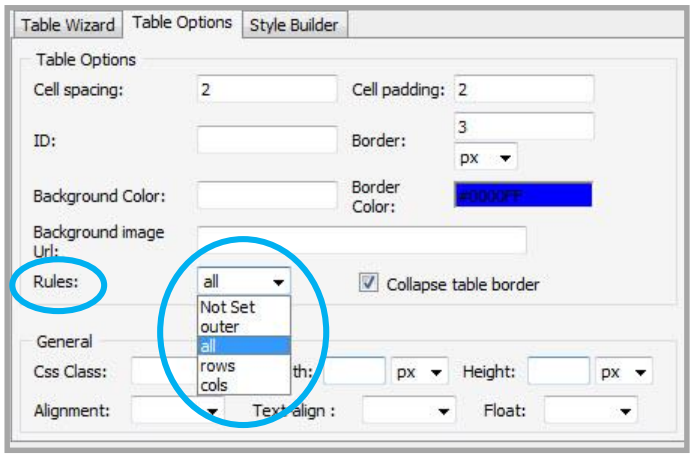
Justification: Insert several blank lines into the editor and then insert your table so that there is at least one blank line above and below the table.



Table—Select a Rules Option for the Table Border

Practice: Select a Rules option for the table.

Justification: When you create a table and add a border to it, be sure to set a value for the *Rules* field.



Rules drop-down list options include *outer, all, rows, columns* and *Not Set*.

Table—Insert Background Image

Practice: Insert a background image for the entire table.

Justification: You cannot insert Background images within individual table cells. You insert an image for the entire table. If the background image is smaller than the size of the table, the image is repeated. You may want to size your table to match that of the image you are using.

Table sized to fit image size

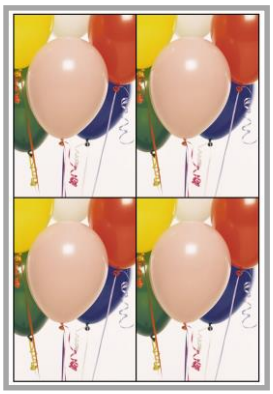


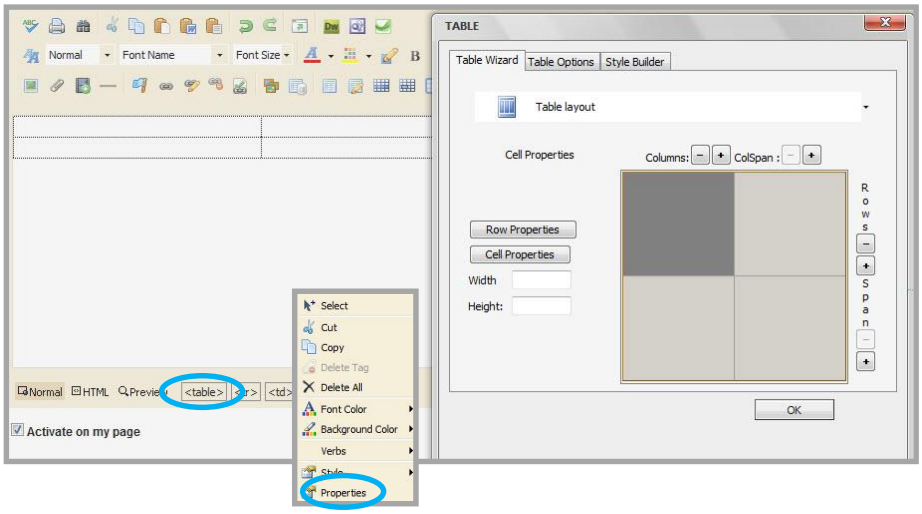
Table sized for clean image repeat

Table—Access all Table, Row and Column Settings

Practice: Position the cursor in the table and click the table tag *<table>*. Select *Properties* from the pop-up menu.

Justification: This displays the Table window, which has tabs for the Table Wizard, Table Options and Style Builder, and requires fewer mouse-clicks to access these settings.

- On the **Table Wizard** tab, you have buttons for row and cell properties and buttons to add and delete columns and rows. You also have buttons to span (or merge) rows and columns. Select columns or rows in the tab display and apply changes.
- On the **Table Options** tab, you set table border and other table options.



- On the **Style Builder** tab, you access more advanced tasks.