

Inline Editing

Blackboard Web Community Manager

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

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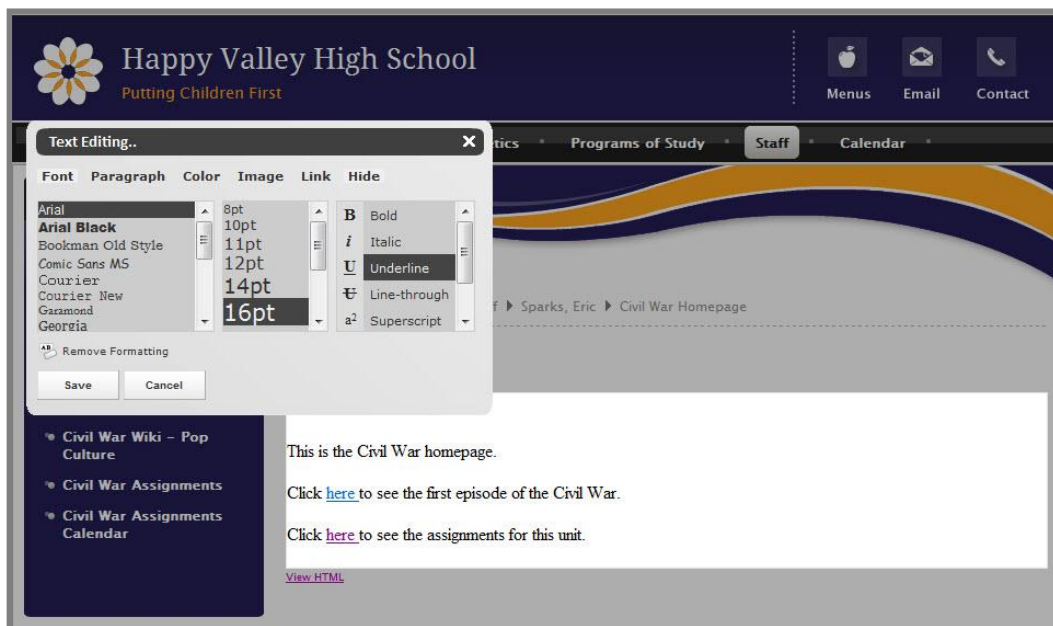
Hide 5

Introduction

You can use Inline Editing to edit a Flex Editor App on the end-user website. You must, however, have editing privileges for the workspace in which the app resides. You do not need to switch to Site Manager to make changes. We recommend that you use Inline Editing mainly for simple edits. Edits you make inline are also reflected in the app within Site Manager.



When you click the Edit icon on the end-user website, Inline Editing is activated. A Text Editing dialog also displays. Use this dialog to edit text attributes and to insert images and links.



Text Editing Attributes

When working with Text Editing attributes, first highlight the text to which you wish to apply an attribute. When you select an attribute, you see it applied to the text immediately.

To remove an attribute you have applied, repeat the steps that you used to apply it. For example, if you highlighted text and applied the font style Underline, click the font style Underline again to remove it.

You can select multiple attributes and then click **Save** to apply them all - you do not need to apply and save attributes individually.

When editing, you can toggle the Inline Editing workspace between two different views. The *WYSIWYG Editor* is the default view. Here you see text exactly as it will display. If you click *View HTML*, you see the HTML code applied to the text. Click *WYSIWYG Editor* to return to the default view. You can edit in either view.



```
<p align="left"><strong>
<span style="COLOR: #115eab; FONT-SIZE: 14pt"><em>Welcome Class!</em></span></strong></p>
```

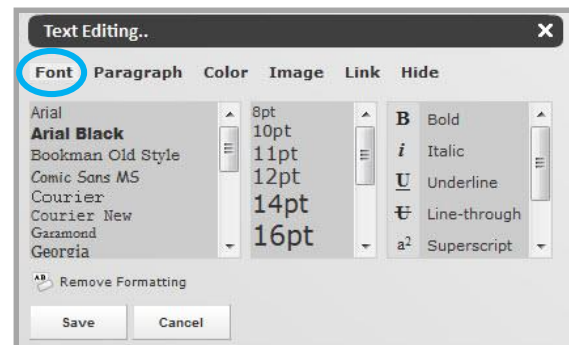
WYSIWYG Editor

For all Text Editing attributes except for Hide, click the attribute name to toggle between a maximized or minimized view of the dialog.

Font

Here's how you edit Font attributes.

1. On the end-user website, click the Edit icon. A Text Editing dialog displays.
2. Click Font. The available Font attributes display.
3. Highlight the text to which you wish to apply modifications.
4. In the Text Editing dialog, select a font, font size and font style. To apply multiple styles (e.g., Bold and Italics), click each style in the list.
5. Click **Save**.

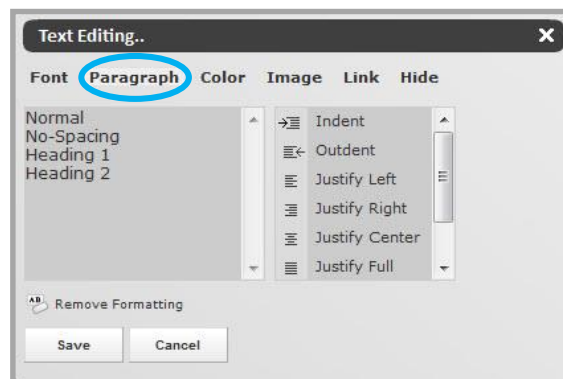


To remove an attribute, repeat the steps you used to apply it. If you highlight the text and click Remove Formatting, all formatting is removed from the text.

Paragraph

Here's how you edit Paragraph attributes.

1. On the end-user website, click the Edit icon. A Text Editing dialog displays.
2. Click Paragraph. The available Paragraph attributes display.
3. Highlight the text to which you wish to apply modifications.
4. In the Text Editing dialog, select a style tag and format options. To apply multiple format options (e.g., Bulleted List and Justify Right), click each format in the list.
5. Click **Save**.



If you highlight text and click Remove Formatting, all formatting is removed from the text.

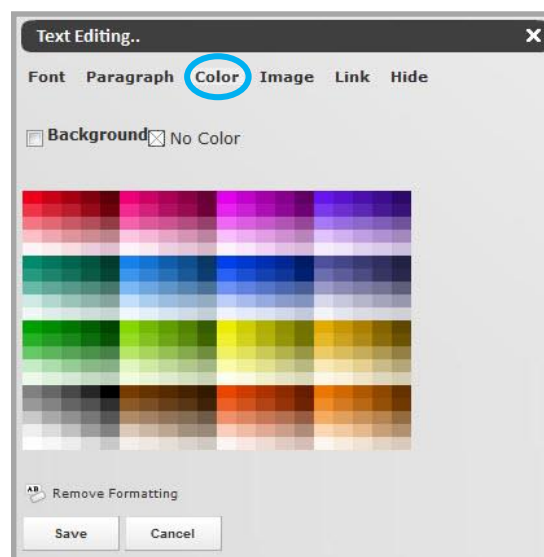
Color

With this option, you can set the color of your text as well as the background color of lines of text.

Text

Here's how you edit text color.

1. On the end-user website, click the Edit icon. A Text Editing dialog appears.
2. Click Color. The available Color attributes display.
3. Highlight the text you wish to change color.
4. Be sure that the Background checkbox is not checked. Click a color within the color pallet.
5. Click **Save**



To remove the color that you applied, highlight the text and click the No Color checkbox. If you highlight text and click the Remove Formatting icon, all formatting is removed from the text.

Text Background

Here's how you edit text background color.

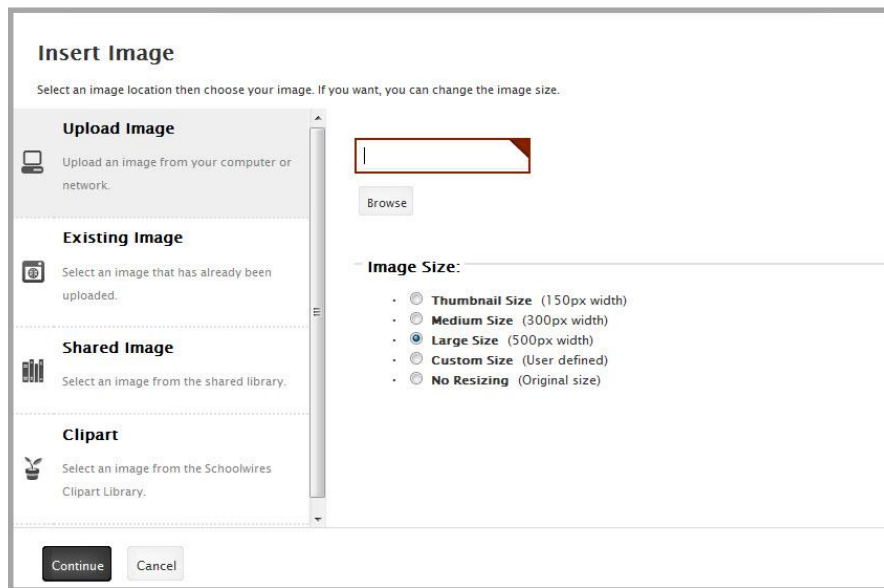
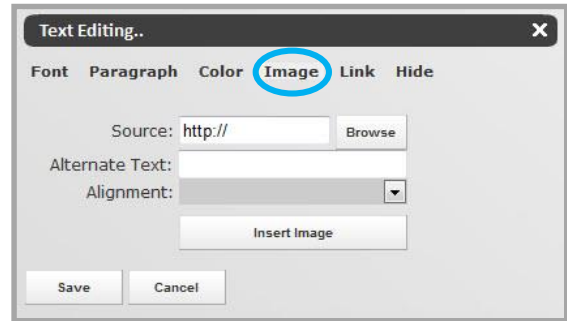
1. On the end-user website, click the Edit icon. A Text Editing dialog appears.
2. Click Color. The available Color attributes display.
3. Highlight area to which you wish to apply background color.
4. Click the Background checkbox.
5. Click on a color within the color pallet.
6. Click **Save**.

To remove the background color, highlight the area and click the No Color checkbox. If you highlight text and click the Remove Formatting icon, all formatting is removed from the text.

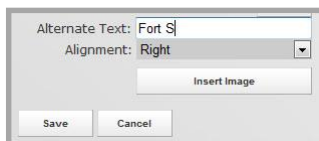
Image

Here's how you insert an image.

1. On the end-user website, click the Edit icon. A Text Editing dialog appears.
2. Position the cursor where you wish to insert an image.
3. Click Image. Image attributes display.
4. Click **Browse** and choose one of the four available options: Upload Image, Existing Image, Shared Image or Clipart.
 - a. Upload Image: Click **Browse** to locate the image and navigate the Insert Image wizard.
 - b. Existing Image: Click Existing Image and choose a folder using the drop-down list. Click the radio button corresponding to the image you wish to insert and navigate the Insert Image wizard.
 - c. Shared Image: Click Shared Image and choose a folder using the drop-down list. Click the radio button corresponding to the image you wish to insert and navigate the Insert Image wizard.
 - d. Clipart: Click Clipart and search for a Clipart image. Click the radio button corresponding to the image you wish to insert and navigate the Insert Image wizard.



5. In the Text Editing dialog, select an Alignment attribute from the drop-down list.
6. In the Text Editing dialog, click **Insert Image**.
7. In the Text Editing dialog, click **Save**.

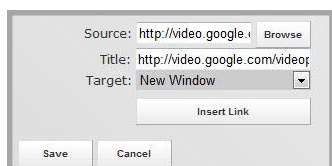
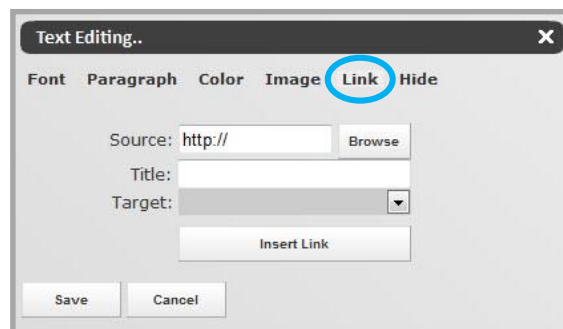


To delete an image, select the image and press the *<Delete>* key.

Link

Here's how you insert a link.

1. On the end-user website, click the Edit icon. A Text Editing dialog appears.
2. Position the cursor where you wish to insert a link. This is where the full URL for the link is inserted. Alternatively, you can highlight text and then insert a link. The highlighted text serves as the URL.
3. Click Link. Link attributes display.
4. Click **Browse** and choose one of the four available link options: Your Site, Email Address, Web Address or Bookmark.
 1. Your Site: Link to a page within your site by selecting options from a series of drop-down lists provided.
 2. Email Address: Enter a valid email address. Note that the email address you enter is checked for proper format.
 3. Web Address: Enter a web address. Use the Web Address drop-down list to select an option other than *http://* and then enter the remainder of the address in the field box. Use the *Target* drop-down list to choose the option to have the link open in a new (Open in New Window (*_blank*) or the same (Open in Same Window (*_parent*) window.
 4. Bookmark: Enter the name of a bookmark you have previously inserted in this app.
5. On the Text Editing dialog, click **Insert Ink**.
6. On the Text Editing dialog, click **Save**.



To delete a link, highlight the link and press the *<Delete>* key.

Hide

Use Hide to minimize the content of the Text Editing dialog. Once hidden, when you next launch Inline Editing, the Text Editing dialog displays minimized. Clicking on an option (e.g., Font, Paragraph, etc.) expands the dialog. You must hide the dialog each time you exit the dialog in order for it to open minimized.

Here's how you hide (minimize) the Text Editing dialog.

1. On the end-user website, click the Edit icon.
2. Click the Hide option.
3. Click **Save**.

