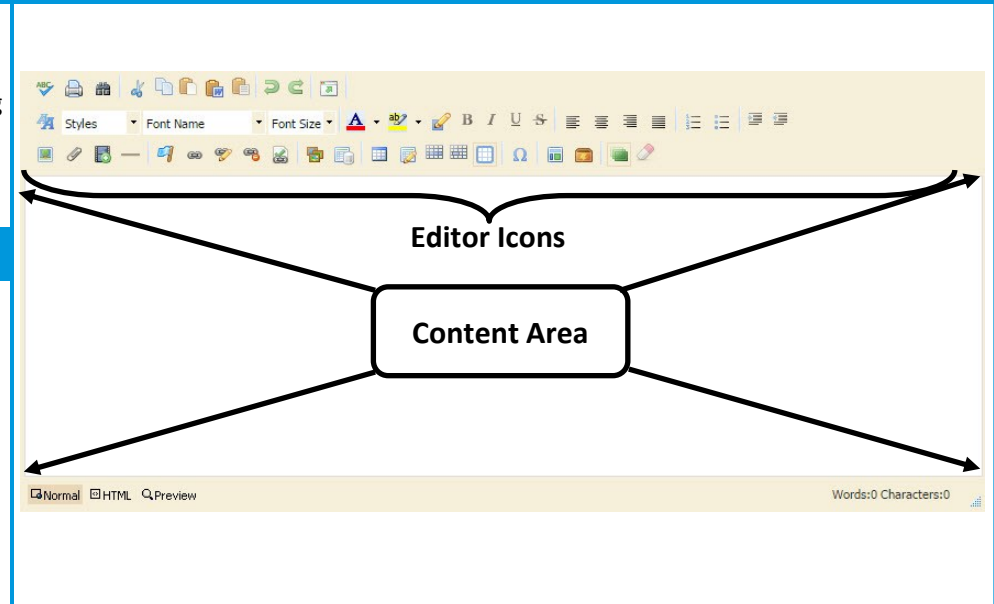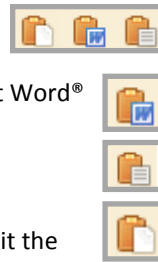# Blackboard®

Classic Apps Editor Help Card

Classic Article Library and Headlines & Features Editor

- You can add text, images, and other items using the Classic Apps Editor, which is displayed to the right.
- When working in the editor, you'll see icons similar to those in most word processing programs.
- To add text, just click into the Content Area and begin typing.

Editor Icons

Content Area

Cut, Copy, and Paste Text

- You can cut, copy, and paste text from documents, websites, and other sources by using the icons in the Editor.
- Use Paste from Word when copying and pasting text from Microsoft Word® documents. This strips out non-web-friendly Word code.
- Use Paste Text to paste text you copied without formatting.
- Use Paste when you want to retain original formatting. We do not recommend using this method, it may cause problems when you edit the text.

Insert a Link

You can turn text or images into links to another page on your site, another website, an email address or a bookmark.

1. Highlight the text or image and click the Insert Link icon.
2. Select the type of link you would like to create.
3. Enter or select the desired link information.
4. Choose a target for your link.
5. Click **Insert Link**.

If you have multiple links you wish to display, you can also use the Link Library App.

Link to a Specific Page Location (Bookmark)

You can use a bookmark to link to a specific location.
1. Enter the text you wish to display for the link and highlight it.
2. Click the **Insert Link** icon.
3. Choose to insert a link to a Bookmark and enter the bookmark name.
4. Click **Insert Link**.

Insert an Image

You can use the Insert Image icon to insert images into the Editor. You can upload an image from your computer, an image you have already uploaded to Files & Folders, an image from the Shared Library or from the Clipart Library.

1. Click the Insert Image icon.
2. Using the Insert Image Wizard, select the location of the image.
3. Choose the size of the image to be inserted and click **Continue**.
4. Enter Alternative Text.
5. Adjust the height, width and alignment of the image as necessary.
6. Click Insert Image.

You can also use the Image App to insert a photo on a page. If you have multiple photos to display, you can use the Photo Gallery App.

Insert a File Link

You can insert files of many types into the Editor using the Insert File icon.

1. Place your cursor in the Content Area where you would like to insert the file.
2. Click the Insert File Link icon.
3. Select a file source.
4. Follow the wizard prompts to select a file, then click **Continue**.
5. Enter the text you would like to display as the file link in the Link Text field.
6. From the **Target** dropdown, select "Open in a New Window."
7. Click **Insert File**.

This will create a text link to the file.

If you have multiple files you wish to display you can also use the File Library App.

Blackboard® — Classic Apps Editor Help Card

Insert ActiveBlocks™

You can use **ActiveBlocks™** to add dynamic content to your website. They will display in the Classic Apps Editor as code that looks something like "[$LongDate$]." Here's how to insert an ActiveBlock into the Editor.

1. Place your cursor where you'd like your content to display.
2. Click the Toolbox icon.
3. Select an ActiveBlock from the drop-down list.
4. Click **Save**.

Embed Content from other Websites

You can also use **ActiveBlocks™** to embed content from another location on your website or another website in the Editor. This can be helpful if you want to display content from one section of your website in another section (e.g., embedding a Current Events page in several different sections). Any edits to the original content displays everywhere it is embedded.

1. Click the Open Toolbox icon.
2. Scroll down and select *Embed Simple Content*.
3. Enter the URL of the website you wish to display (e.g., http://www.schoolwires.com).
4. Click **Insert**.
5. Click **Save**.

If you want to embed a web page that requires user interaction (e.g., search engines like Google.com) choose 'Embed Complex Content'. This displays the target URL in an frame that allows the user to interact with its content.
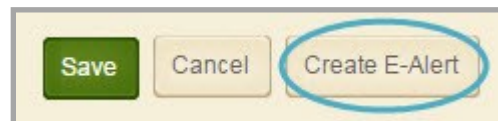
You can use the Embed Code App to embed content on a page or the Document Viewer App allows you to display a document on a page without embedding and adjusting code within the Editor.

Special Use Icons

- The Special Characters icon allows you to enter symbols, special characters and more.

- Position by Pixel lets you position images exactly where you want them.

- Format Eraser allows you remove formatting from highlighted text and objects.

- Full Screen expands your Content area to a full screen view.

- Formatting allows you to apply text formatting, borders, backgrounds and more.

Send a Content E-Alert

You can use Content E-Alerts to easily communicate with students, parents and other community members who have subscribed to your area of the website. You can send a Content E-Alert to let your subscribers know that you have updated content on a page.

- Click **Create E-Alert** to send an email to your subscribers.
- You may edit the sender name and email address as well as subject and body.
- The E-Alert body contains a link to the page you created it on; do not edit this.

Insert a Table

1. Place your cursor where you wish to insert the table.
2. Click on the Insert Table icon.
3. From the drop-down list, select the number of rows and columns you want in the table or select Table Wizard to build a custom table.
4. Click on the Table Options icon .
- Insert or delete rows, columns, or cells.
- Merge cells or split merged cells.
- Edit the properties (e.g., borders or background images) of a cell or row.

5. To edit the Table Properties, click the table tag and select Table Properties from the pop-up menu.

Note that these tables are not adaptive and may be askew when displayed on the end-user website. Use the Table App instead to create responsive tables.

Adding a Border to a Table

1. Insert a table.
2. Edit the Table Properties.
3. Click the **Table Options** tab.
4. Enter a value in the Border field and select *px* from the drop-down list.
5. Click the Border Color field and select a color.
6. Select an option from the Rules drop-down list.
7. Click **OK**.