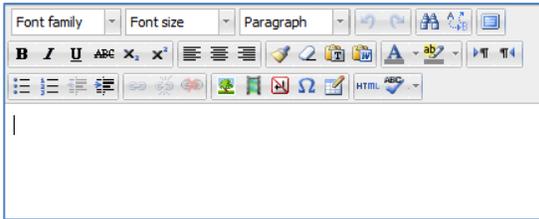


Why Do This

The text and page editor toolbar is used throughout the CC environment to add and format text, images and tables to your course topic/weekly sections and most resources and activities. This text/webpage editor is especially useful when adding a Page resource or working within assignments such as the Wiki, Forum, Workshop, OU blog, online text assignments or quizzes. This text and page editor functions much like Microsoft Office products.

1. If necessary **Turn editing on** and click the **edit icon** next to the resource or activity you want to edit.
2. In the white area click to set your cursor in the empty area below the toolbar.

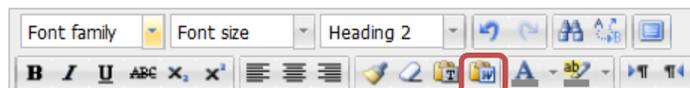


Adding/Editing Text

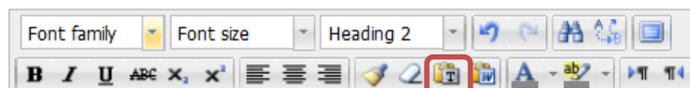
1. Toggle to full screen mode to increase the size of your work area.
2. Type your text directly into the page content area and use the text editing functions on the toolbar to **adjust font type, size and style, or select from preformatted styles, align or modify paragraph styles.**
3. Change the **font color or background.**



3. If reusing text from a Word or other word processing software, you may get some unpredictable or inaccessible results. To avoid this, perform these easy extra steps:
 - To keep Word formatting -click the **Paste from Word Icon**. In the new window, **paste your text** and click **Insert**.



- To paste your text without any formatting - click the **Paste as plain text** icon. Paste your text into the page content window and format using the web editing toolbar.



- If this does not achieve the desired results, try selecting the text and using the **Cleanup Messy Code** or **Remove formatting** options.

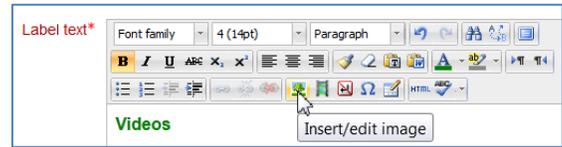


- When done, click the **Toggle full screen mode** button to return to the full view.
- Scroll to the bottom of the page and click **Save and return to course** or see below to add images or tables.

Adding Images

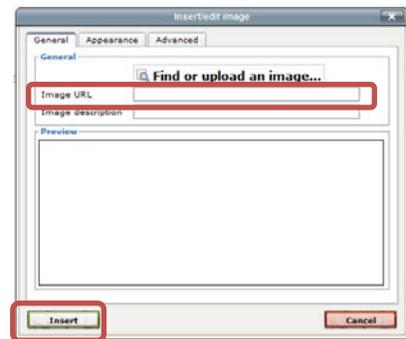
- To add an image to your resource or activity, place your cursor where you want the image to appear in the white area.
- Click the **Insert/Edit image** icon (small green tree) in the toolbar.

Note: To fit into the content area of your course without requiring the students to scroll to see the full image, make sure your image is not wider than ~ 450 pixels. Use an image editing program such as Microsoft Paint or Google's Picasa to reduce the size if necessary.



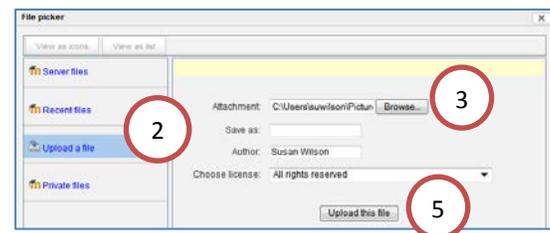
TO ADD AN IMAGE FROM THE WEB:

- In another browser or browser tab, locate the image on the webpage and, **right-click on the image**.
- In the pop-up menu, locate the option that allows you to copy the URL (address) of the picture. For example, in Internet Explorer 8, you would select Properties and then copy the address of the image. In Firefox 3+, select Copy Image Location.
- Switch back to your CC, where you are editing the Page.
- In the Insert/edit Image window, paste the address of the image into the Image URL field.
- Click in the white area in the content window where you want the picture to appear.
- Click **Insert** Image button.

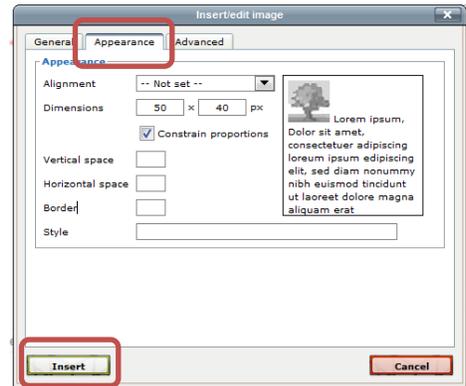


TO ADD AN IMAGE SAVED TO YOUR COMPUTER

- Click **Find or upload an image**.
- In the File picker window, select **Upload a file**.
- Click **Browse** button and locate the image on your computer.
- Click on the desired image and click **Open** (PC).
- When the file name displays in the Attachment field, click **Upload this file**. Once uploaded, the Image will appear in the preview window. To modify the size slightly, click and drag a corner of the image.



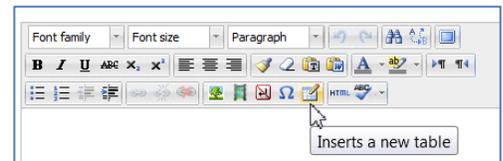
6. **Optional** - Click the **Appearance** tab to further adjust the size, set the image alignment, add vertical or horizontal white space around the image or add a black border around the image.
7. Click **Insert** button.
8. Scroll to the bottom of the page and click **Save and return to course**.



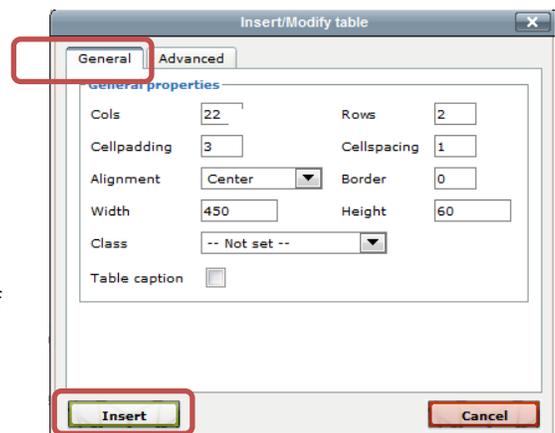
Adding Tables

A table label can help group and sort content, while maximizing the use of content space. Tables can contain links to other resources, such as URLs or uploaded files.

1. In the webpage a topic or weekly area, click the drop down menu next to "Add a Resource" then choose "Label" from the options.
2. Click the **Insert new table** icon (table and pencil) in the toolbar.

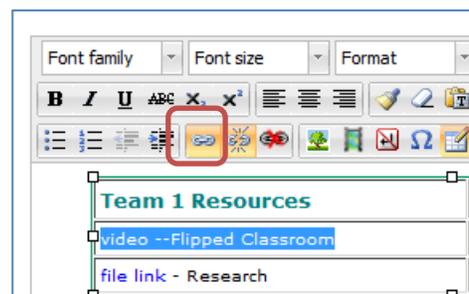


3. Use the General properties tab to set:
 - the number of columns and rows.
 - Cellpadding - determines the space, in pixels, between the text and the cell border.
 - Cellspacing - sets the space, in pixels, between the cells.
 - Alignment - sets the location of the table within the topic.
 - Border - sets the width, in pixels of the outer table border. If set to 0, there is no visible border.
4. Click **Insert**.
5. Place your cursor in any table cell to **add text, links or images**.
6. Scroll to the bottom of the page and click the "**Save and return to course**" or continue to add links.

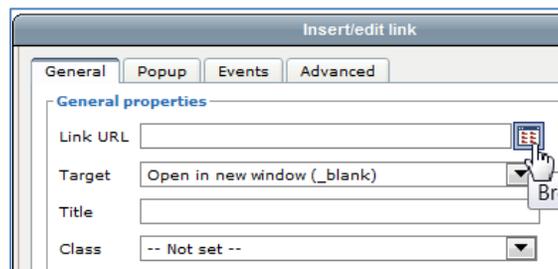


Adding Links to Web Pages or Files

1. Enter or select the text to link.
2. Click the **link icon**.



3. Enter the URL of a webpage or click the browse icon to open the File picker and locate a file on your computer to upload.
4. Set the target to Open in a new window.
5. Click Insert.
6. Scroll to the bottom of the page and click the "Save and return to course" button.



9

Student view

Team 1 Resources 	Team 2 Resources 
video --Flipped Classroom	Video--Salman Kahn
file link - Research	