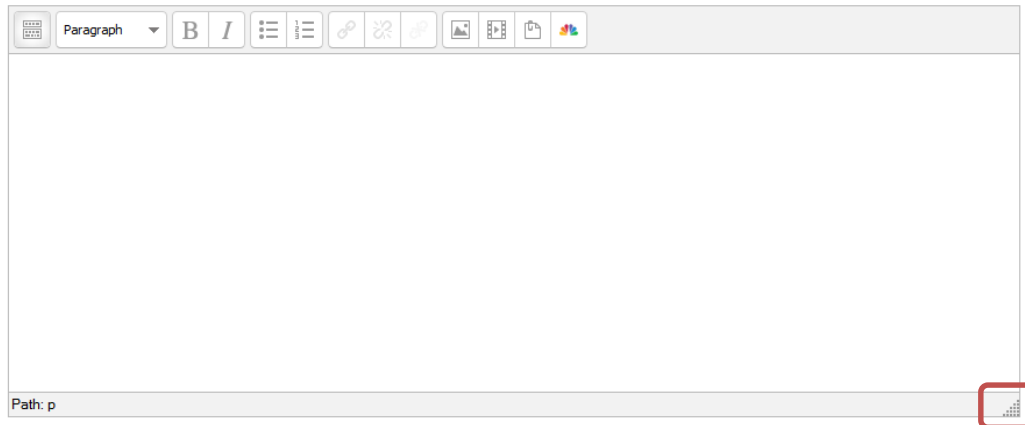# Using the Text Editor Toolbar

Why Do This

The text editor toolbar is used throughout the CC environment to add and format text, images, links, and tables within activities such as Forums, Wikis, Assignment, etc. This text editor toolbar contains many of the same functions as Microsoft Word.

Note: Drag the bottom right corner to increase the size of your work area.

Adding/Editing Text

1. Select the "toggle toolbar" icon to expand the formatting and content options available.

2. Type your text directly into the page content area and use the text editing functions on the toolbar to:

   a. **Bold, italicize, and/or underline**

   b. **Change font, size, and/or style**

   c. **Align and/or indent text**

   d. **Change the font or background color**

   e. **Add equations or special characters**

Cutting and Pasting from Microsoft Word:

1. To keep Word formatting, click the **Paste from Word** icon.

2. In the new window, **paste your text** and click **Insert**.
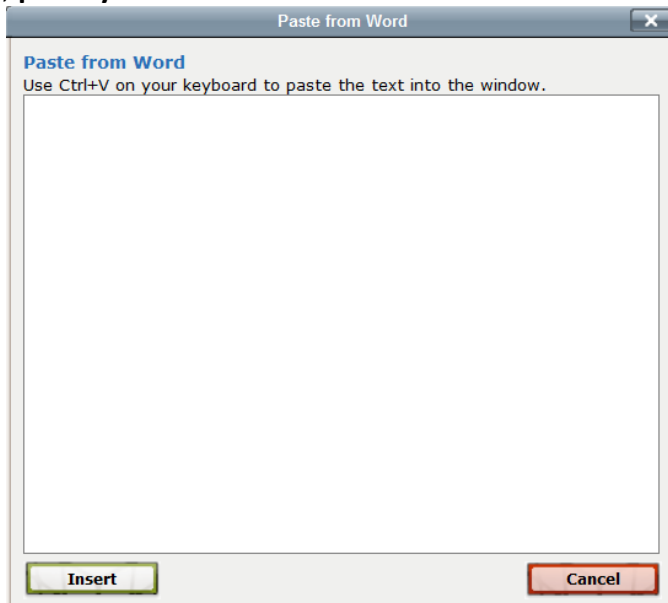
3. To paste your text without any formatting, click the **Paste as plain text** icon immediately to the left of the Paste from Word icon.

4. Paste your text into the page content window and format using the tools described in the section above.

5. If this does not achieve the desired results, try selecting the text and using the **Cleanup Messy Code** or **Remove formatting** options (to the left of Paste from plain text).

Adding Images

1. To add an image, click where you want the image to appear in the content area.
2. Click the **Insert/Edit image** icon (mountain inside a frame) in the toolbar.


TO ADD AN IMAGE FROM THE WEB:

1. In another browser window or browser tab, locate the desired image on the web and **right-click on the image**.
2. In the pop-up menu, locate the option that allows you to **copy the URL (address/location)** of the image.
3. Switch back to Cougar Courses, and in the Insert/edit image popup window, paste the address of the image into the Image URL field.
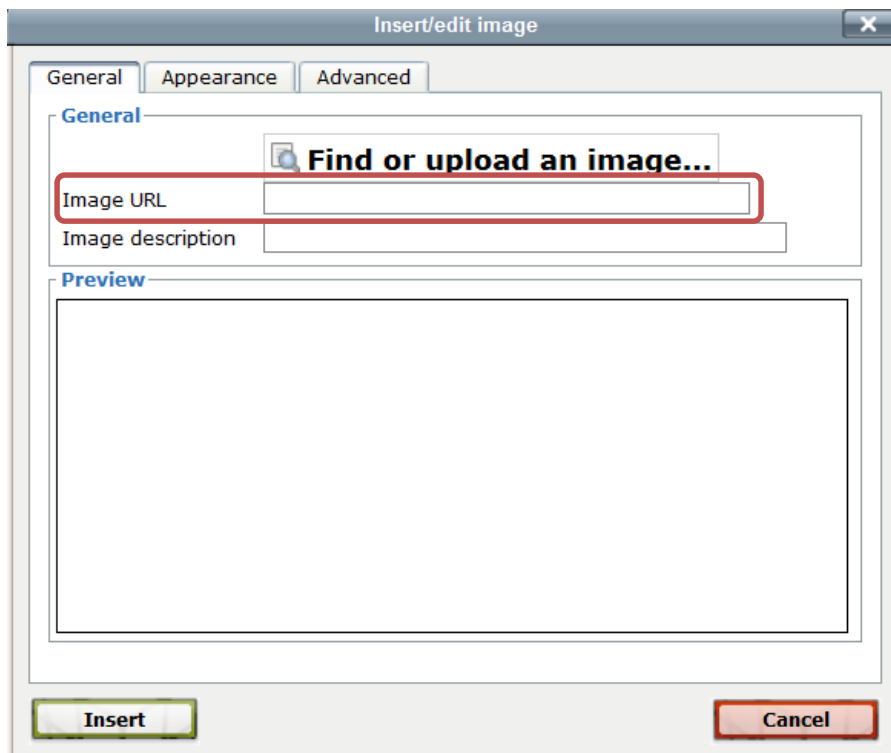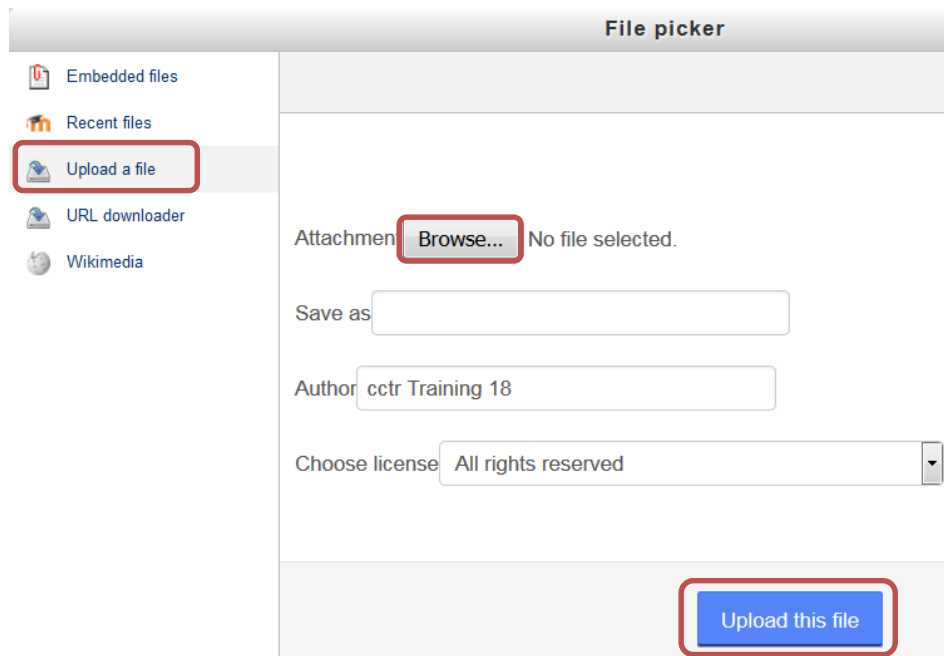

4. Click the **Appearance** tab to further adjust the size, set the image alignment, add vertical or horizontal white space around the image, or add a black border around the image.
5. Click the **Insert** button.

To add an image saved to your computer

1. In the Insert/edit image window, click **Find or upload an image**…
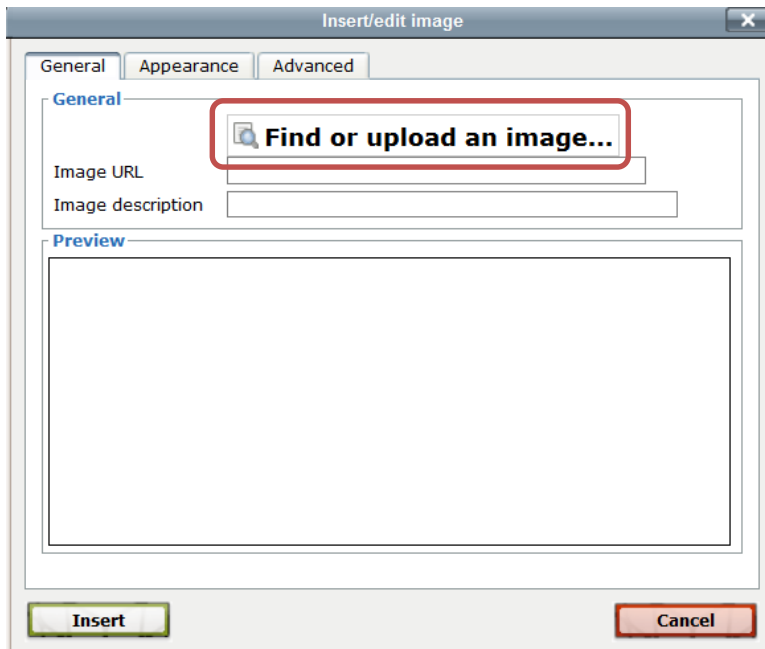
2. In the File picker window, select **Upload a file** on the left.
3. Click the **Browse** button, and locate the image on your computer.
4. Click **Upload this file**.

5. 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.
6. Click the **Insert** button.

Adding Tables

1. Click the **Insert/edit table** icon in the toolbar.
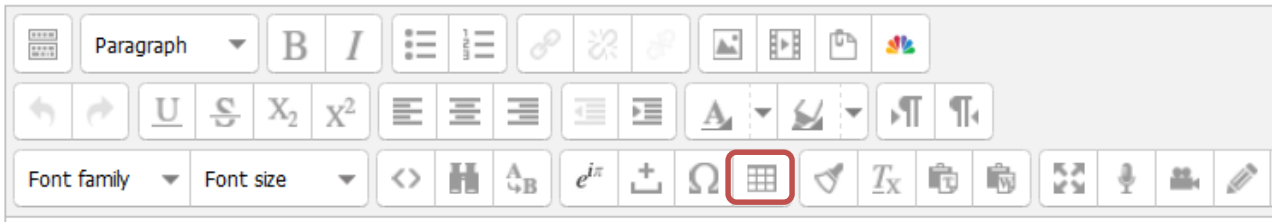
2. Use the General properties tab to set:
   - The number of columns and rows
   - Cell padding - determines the space, in pixels, between the text and the cell border
   - Cell spacing - sets the space, in pixels, between the cells
   - Alignment - sets the location of the table within the content area
   - Border - sets the width, in pixels, of the outer table border. If set to 0, there is no visible border
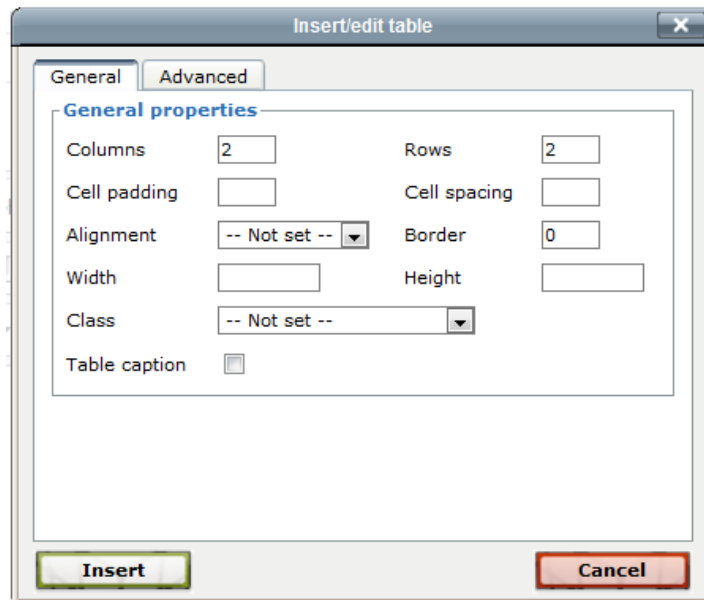
3. Click **Insert**.
4. Place your cursor in any table cell to **add text, links, or images**.

Adding Links to Web Pages or Files

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

3. For a link to a webpage: enter the URL of the webpage in the **Link URL** space
4. For a link to a file: click the **Browse** icon to open the File picker and locate a file on your computer to upload.

5. Set the target to **Open in a new window.**
6. Click **Insert**.