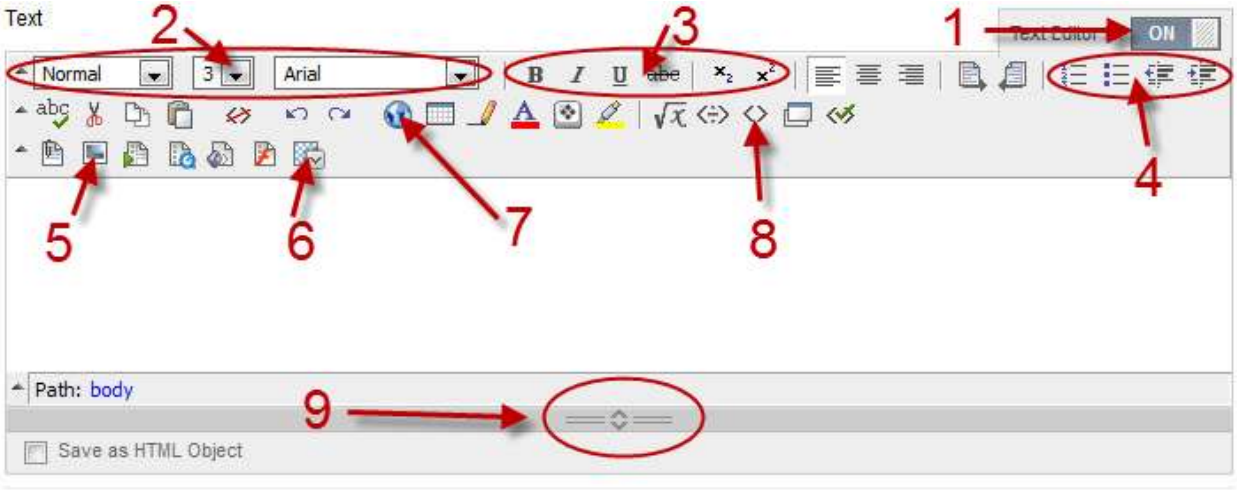
BLACKBOARD: THE VISUAL TEXT BOX EDITOR (VTBE)

1. The Text Editor switch. Some devices (such as the iPad using Safari) require the editor be switched off.
2. Text size, and font menus. Note that the text size menu is very different than that of word processors; “3” is a normal text size.
3. Text style tools: Bold, Italics, Underline, Strikethrough, Subscript, and Superscript. Recommendation: type your text, then go back and use the markup tools after everything is already typed.
4. List controls. Ordered and unordered lists, as well as indentation controls. Pro-tip: Indenting a list item causes it to be a nested sub-list.
5. Add an Image.
6. Menu of the Mashup Tools available. (See below for details.)
7. Create a Hyperlink. This tool is only useful if you start with some text selected, the text will be converted into a link to some web address.
8. HTML Mode. Sometimes you need to muck about with the actual hyper-text markup language; when you do, just click here to toggle over to the HTML.
9. Resize bar. If the area for text is too large, or (more likely) too small, just click and drag this bar up or down to resize the text area.



The entries on the Mashup Tool menu may change frequently, depending on which tools are enabled on our Blackboard systems. However, the tools presented here can be invaluable, from adding content from other web sites to allowing easy recording of audio messages. For details on those processes, check out the other documents on “How to **X** using the VTBE”.