

# Blackboard





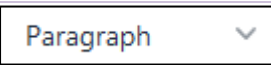



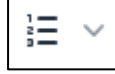








## Textbox Editor Icons

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When using the textboxes in Blackboard, there are multiple icons that each do something different. This document will show you the different icons and what they mean.

#### Textbox Editor Icons

















1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Open any textbox.

Icon	Icon Name	What Icon means
	Bold	This icon <b>bolds</b> the selected text.
	Italic	This icon <b>italicizes</b> the selected text.
	Underline	This icon <b>underlines</b> the selected text.
	Strikethrough	This icon displays text with a horizontal line ( <b>strike out</b> ) through the letters.
	Paragraph style	This menu allows you to change the <b>paragraph style</b> of the text.
	Font	This menu allows you to change the <b>font</b> of the text.
	Font size	This menu allows you to change the <b>font size</b> of the text.
	Bulleted List	This icon creates a <b>bulleted list</b> .
	Numbered List	This icon creates a <b>numbered list</b> .
	Text color	This icon allows you to change the <b>color</b> of the text.
	Highlight	This icon allows you to change the <b>highlight (background)</b> color of the text.
	Clear formatting	This icon allows you to <b>clear any formatting</b> from the selected text.
	Expand/Collapse	This icon allows you to <b>expand</b> or <b>collapse</b> the textbox editor options.
	Cut	This icon <b>cuts</b> any selected text.
	Copy	This icon <b>copies</b> any selected text.
	Paste	This icon <b>pastes</b> the most recent cut or copied text.
	Find	This icon allows you to search through the textbox for specific words or phrases.

Blackboard: Textbox Editor Icons

Icon	Icon Name	What Icon means
	Undo	This icon allows you to <b>undo</b> the previous action.
	Redo	This icon allows you to <b>redo</b> the previous action.
	Left align	This icon aligns the text to the <b>left</b> .
	Center align	This icon aligns the text to the <b>center</b> .
	Right align	This icon aligns the text to the <b>right</b> .
	Justify	This icon aligns the text to both the <b>left and right margins</b> .
	Indent	This icon <b>indents</b> the text.
	Decrease Indent	This icon <b>decreases the indent</b> of the text.
	Superscript	This icon allows you to add <b>superscript</b> text.
	Subscript	This icon allows you to add <b>subscript</b> text.
	Hyperlink	This icon creates a <b>hyperlink</b> to another webpage.
	Break Hyperlink	This icon <b>breaks a hyperlink</b> to another webpage.
	Direction Left to Right	This icon changes the <b>direction of the text</b> from left to right.
	Direction Right to Left	This icon changes the <b>direction of the text</b> from right to left.
	Add Line	This icon <b>adds a line</b> across the width of the text.
	Insert Nonbreaking Space Character	This icon adds a <b>nonbreaking space character</b> at the current cursor position.
	Spellcheck	This icon turns <b>spellcheck</b> on or off, and allows you to choose the language for spellcheck.
	Launch Math Editor	This icon <b>launches the math editor</b> so you can enter mathematical or scientific text.
	Show Invisible Characters	This icon <b>shows non-printing characters</b> , including paragraph breaks.
	Block Quote	This icon <b>formats the text</b> as a block quote.
	Special Character	This icon allows you to enter <b>special characters</b> into the textbox.
	Insert Emoticon	This icon <b>inserts an emoticon</b> in the textbox.
	Anchor	This icon <b>anchors</b> inserted items to a specific place in the textbox.
	Insert/Edit Table	This icon <b>inserts a table</b> or <b>edits</b> a previously created table.
	Delete Table	This icon deletes a previously created table.

Blackboard: Textbox Editor Icons

Icon	Icon Name	What Icon means
	Table Properties	This icon opens the table properties.
	Table Row Properties	This icon opens the <b>table row properties page</b> .
	Table Cell Properties	This icon opens the <b>table cell properties page</b> .
	Insert Row Above	This icon <b>inserts a row above</b> the current row you are in.
	Insert Row Below	This icon <b>inserts a row below</b> the current row you are in.
	Delete Row	This icon <b>deletes the row</b> you are in.
	Insert Column Before	This icon <b>inserts a column before</b> the current column you are in.
	Insert Column After	This icon <b>inserts a column after</b> the current column you are in.
	Delete Column	This icon <b>deletes the column</b> you are in.
	View Source Code	This icon opens the <b>Source Code editor</b> .
	Accessibility Checker	This icon opens the accessibility checker and helps you fix any accessibility issues.
	Insert/Edit Code Sample	This icon allows you to use different coding languages to test and insert code.
	Preview	This icon shows you a <b>preview</b> of how the text will look once the page is submitted.
	Help	This icon provides more information about editing text, the individual icons, and the textbox editor.
	Full Screen	This icon makes the textbox editor <b>full screen</b> .
	Add Content	This icon allows you to <b>add additional content</b> , including Panopto videos, YouTube videos, or inserting files.