Best Practices for Using the Rich Text Editor

Overview

Many pages in Sakai contain large text-entry boxes along with many icons and pull-down lists (located above the actual text entry area). These icons and pull-down lists make up what is known as a **Rich Text Editor**. Most of the tools in sakai use the Rich Text Editor to enter text and other multimedia information.

The Rich Text Editor contains numerous buttons for you to use. However, you will find only the most commonly used buttons outlined in this document. Should you need information regarding the buttons not specifically outlined, a full detailed list of the buttons and their functions follow this document.

New Feature: Mathematical Markup Language (MathML)

- MathML is an application of XML for describing mathematical notations and capturing both its structure and content. It aims at integrating mathematical formulae into content.

- Click on Σ icon in the Rich Text Editor tool to use the feature. To learn more about how to use the tool, please visit www.fmath.info
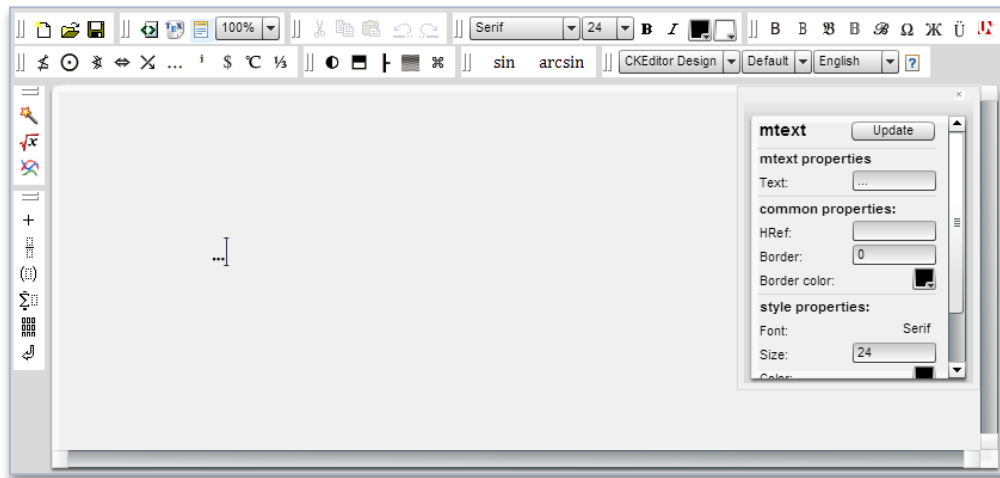

- Math data that is added will be automatically saved in Resources in .png format, in a folder named 'fmath'.
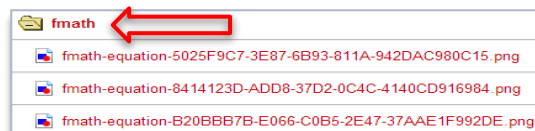
New Feature: Browse & Insert Links to Assignments, Forums, Resources, and Tests & Quizzes

Now you can browse and insert links to Assignments, Forums, files, and quizzes in tools using the Rich Text Editor in the Announcements, Messages, and Lessons tools.
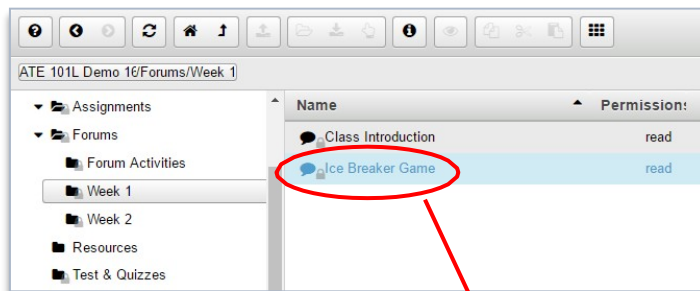
- When inserting links in the Rich Text Editor, click "Browse Server."
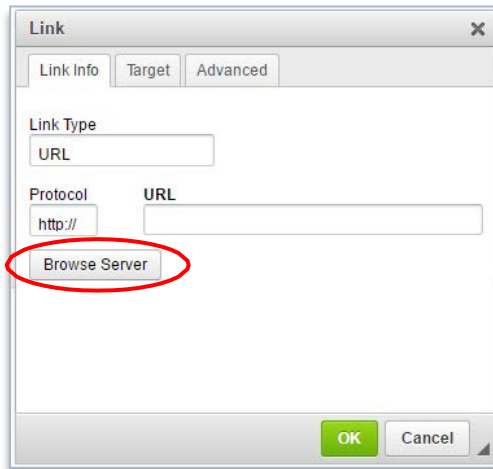
- Server browser window opens.
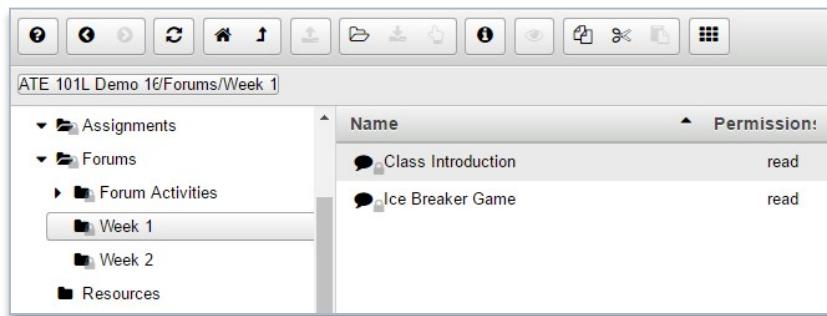
- Select the item you want to link to by clicking on it.

- Click "OK" to insert the link.

IMPORTANT: The "UPLOAD" button is not there anymore. You need to upload files to the Resources, publish assignments, forums, topics, and quizzes before you can see them in the server browser window.
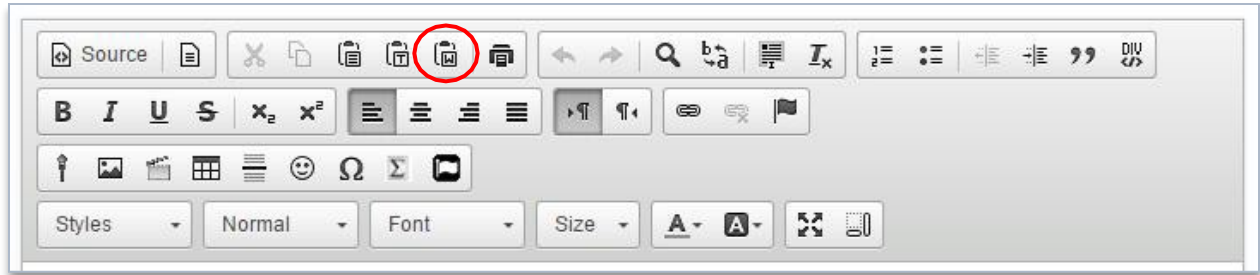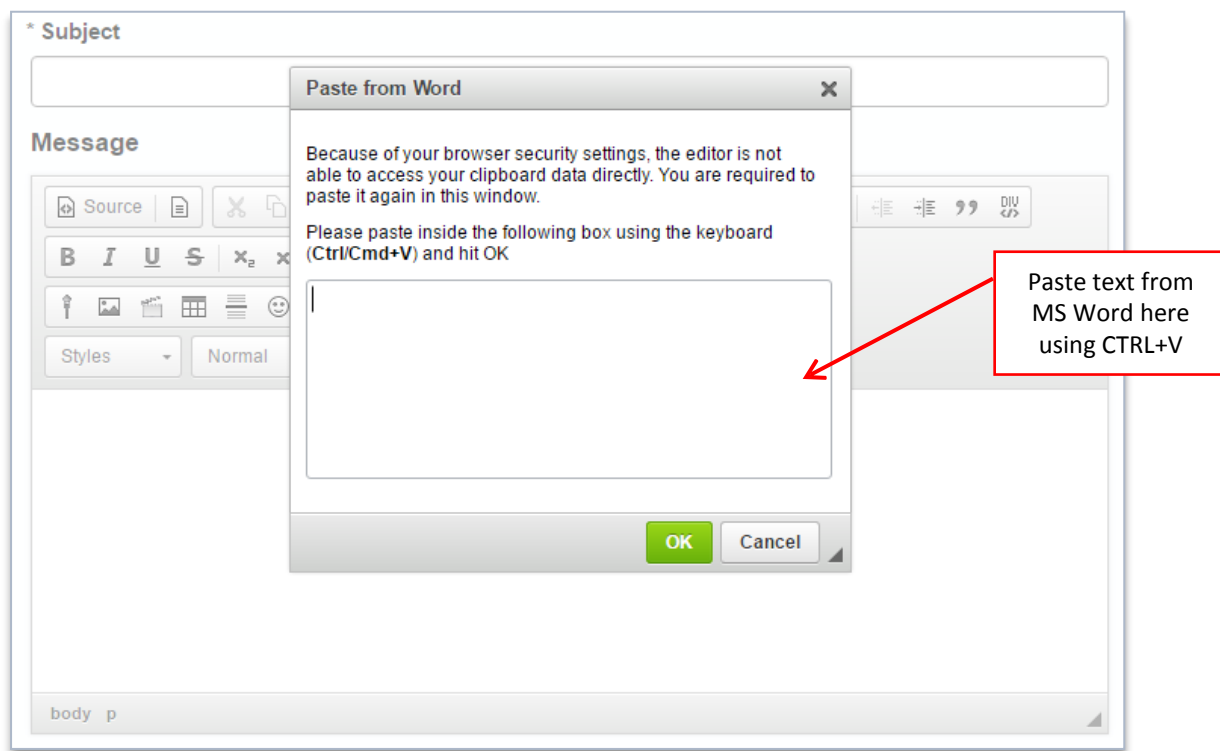
Commonly Used Icons

Paste from Word

Reminder: This button is to be used when pasting from Word documents because it preserves your formatting. **DO NOT** paste directly into the text box because this will lead to unwanted code and symbols.

      1. Copy content/text from Word document

      2. Click on Paste from Word button

   3. Paste copied text into pop up box using CTRL+V

REMINDER: The Paste from Word button is useful when students are writing long messages in Word offline and would like to insert them into Forums, Messages, or many other tools that use the Rich Text Editor.

Insert or Change Link

This button is used to add a web address to a word or phrase in the Rich Text Editor. It is **important to check** your web address to make sure it is still active and pointing to the correct website.

1. Type or paste your text into the text editor.

2. Highlight the word/phrase you want to link and select the Insert Link button.

Insert or Change Link Icon
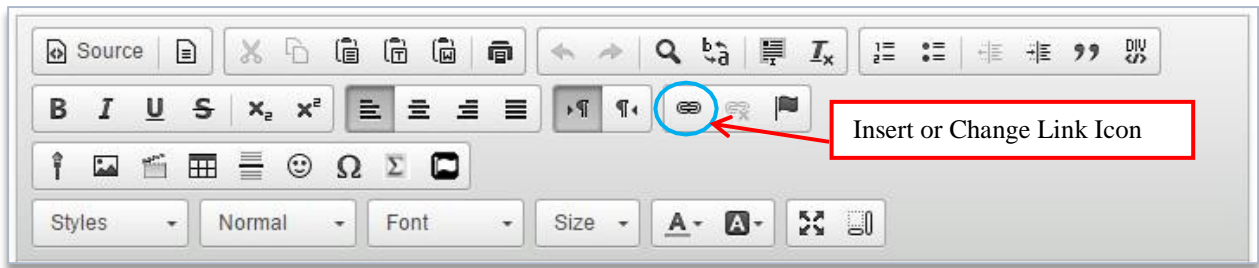
3. Finally, type or paste your web address into the bar that says **URL.**

Type/Paste your web address into this bar.
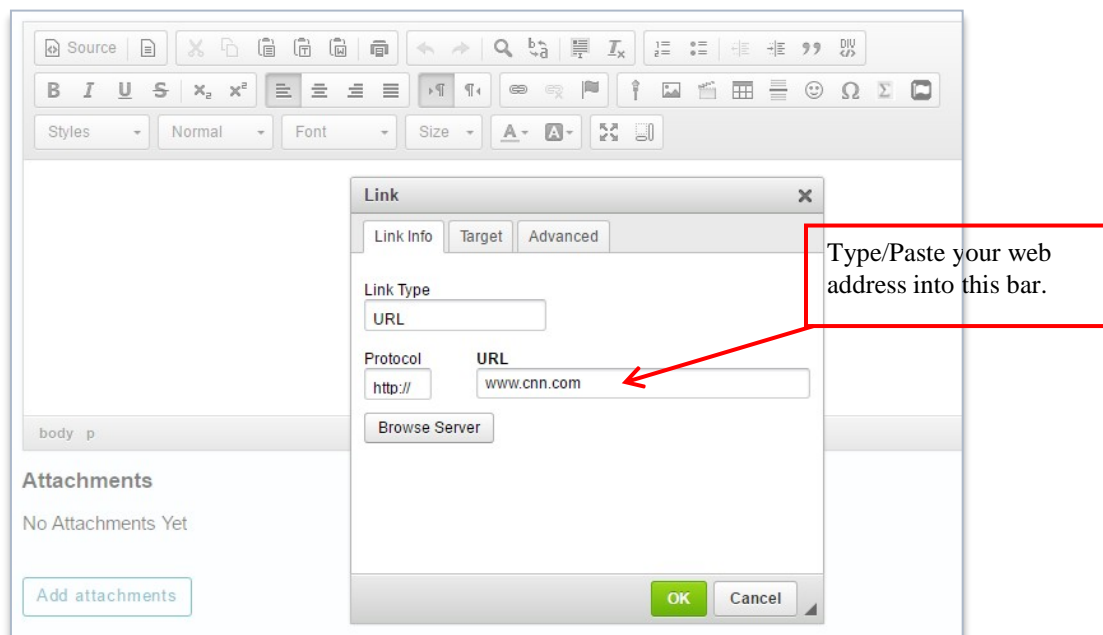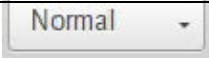
4. Once you are done, hit **OK**. The link will not be active until the message has been posted, so you will not be able to test it while editing the message.
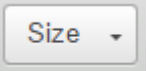
REMINDER: The Insert Link button is useful when you want to point the reader to a different web source. **Remember** to check the web address to make sure that it is pointing to the correct website.

> **NOTE:** Some of the buttons (and their functions) in the editor are not available in all tools in Sakai. If you see a button, you can use it.
>
> Spell Check: Press Ctrl (Command on Mac) + Right-click on misspelled words to bring up the browser spell checker.

Detailed List of Rich Text Editor Buttons and Their Functions
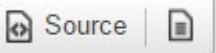
Text Formatting Activities

To do this:	Use this icon or field:	Notes
Select all		Selects everything in the white box.
Remove formatting	I_x	Removes formatting from the selected text.
Undo the last operation		Will undo typing, color changes, and alignment; does not undo functions such as replace, apply style, and insert image; cannot be used repetitively.
Redo the last operation		Cannot be used repetitively.
Use a **template** to create this material		Displays a window where you can select the template you want. Three pre-defined templates are available.
Apply **bold** formatting	B	**Text will look like this.**
Apply **italic** formatting	I	*Text will look like this.*
Underline text	U	Text will look like this.
Apply strikethrough formatting	S	Text will look like this.
Make text **subscript**	x_2	Text will look like this: x_2
Make text **superscript**	x^2	Text will look like this: x^2
Insert **numbered list**		1. Text will 2. Look like 3. This.
Insert **bulleted list**		• Text will • Look like • This.
Move **margin left**		Moves text to the left margin.
Move **margin right**		Moves text to the right margin.
Align text at **left** margin		Aligns the text from left margin.
Align text at **right** margin		Aligns the text at right
Center text		Aligns the text in the center.
Align text at both **left** and **right** margins		Aligns the text at both left and right margins.
Change **text color**	A ▾	If you choose red, text will look like this.
Change **background color**	A ▾	If you choose green, text will look like this.
Apply one of seventeen formatting **styles**	Styles ▾	Selects Block styles and Inline styles for the text.
Apply one of nine **formats** to text	Normal ▾	Selects the Paragraph Format for the text.
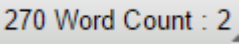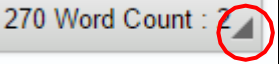
To do this:	Use this icon or field:	Notes
Change the **font type**	Font ▾	Change the Fonts.
Change the **font type size**	Size ▾	Change the Font sizes.

Adding and Removing text, Non-text Items, and Special Characters

To do this:	Use this icon or field:	Notes
Cut selected text	✂	Removes the selected text and places it on the 'clipboard'.
Copy selected text	⎘	Copies the selected text.
Paste selected text	📋	Pastes the selected text.
Paste selected text as **plain text**	📋	Opens a window in which you paste text from a text file, and click OK to insert the text into the editor.
Paste selected text **from Word**.	📋	Opens a window where you paste text from a Word document, indicate whether to remove style definitions and/or remove fonts, click OK to insert the text into the editor; inserts text/tables only; does not insert images from the Word source.
Insert or change a **link**	🔗	Allows you to link to a URL or FTP site, an anchor in the text, or an email address. Display text for the link will look like this: click here.
Remove selected **link**	🔗✗	Removes the selected link from the editor.
Insert an **anchor**	🚩	When entering a large amount of information, you can use an anchor to link to a location in another part of the current page.
Insert or edit an **image**	🖼	Insert or edit an image. You may also choose aligning the image to the left or right of the text.
Insert or edit a **video**	🎬	**NEW FEATURE:** Insert or edit a video. You may also choose to select auto play.
Record audio clip	🎤	**NEW FEATURE:** Insert audio recording using audio recorder. You have 180 seconds.
Use a Block Quote	❞	Format the text or non-text material as a block quote.
Use Creative Div Container	DIV <>	Formatting for HTML.
Insert a Add MathML Formula	Σ	**NEW FEATURE:** Describing mathematical notations and capturing both its structure and content. It aims at integrating mathematical formulae into content.
Insert or edit a **table**	⊞	Opens a window to select the number of rows and columns to insert a table, select the width, height, headers, border size, cell spacing, cell padding, alignment, caption and summary for the table to insert into the editor.

To do this:	Use this icon or field:	Notes
Insert a **horizontal line**	≡	Inserts a horizontal line into the editor.
Insert a **smiley** face	☺	Inserts an emoticon into the editor.
Insert a **special character**	Ω	Inserts special characters into the editor.
Edit HTML codes	Source	See and edit the HTML codes of the text and non-text information on the page .

Miscellaneous activities

To do this:	Use this icon or field:	Notes
See the Word Count of the text	270 Word Count : 2	Look at the lower right corner of the Rich Text Editor box.
Extend the box vertically	270 Word Count : 2	Drag the very lower right corner of the Rich Text Editor box to extend the box vertically.
Maximize the box	⤢	Click it to maximize the Rich Text Editor box to the entire page. Click again to come back to the original size.
Show blocks	▤0	Show blocks of the HTML codes