

Functions of the Rich Text Module

When using the “**Rich Text**” module you should have an understanding of its functions. In this tutorial we will explain the different functions and how they work to add content to your ePortfolio. The “**Rich Text**” module is similar to “**MS Word**” in how you add and edit content.

1. When adding content, whether it be text, media files or links to a rich text module, note the different tools and tool functions available. (See image 1.1)

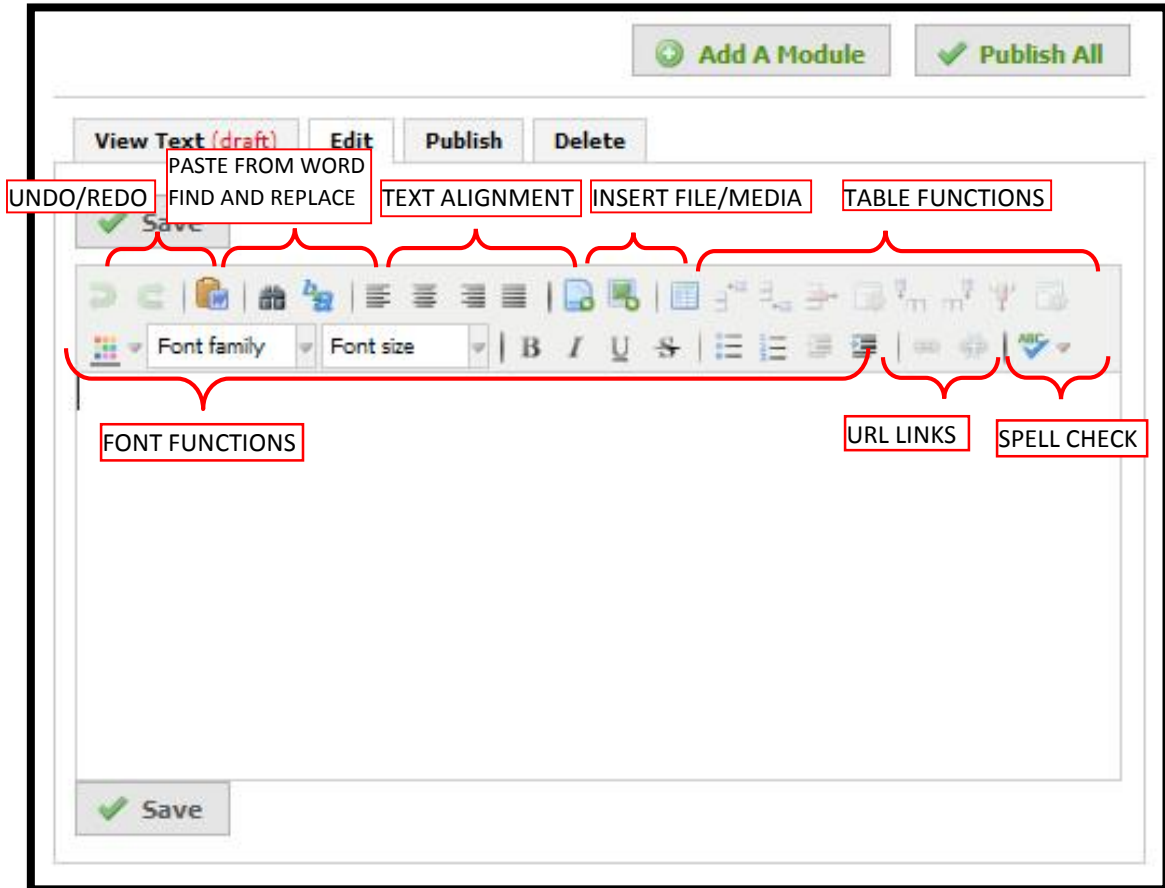




Image 1.1

2. The “**Undo/Redo**” function  will allow you to undo/redo changes you made to your content.
3. The “**Paste from Word**” function  will allow you to keep the original formatting from your Word document that you copy and paste. Click “**Insert**” when finished and the text will be added. (See image 1.2)

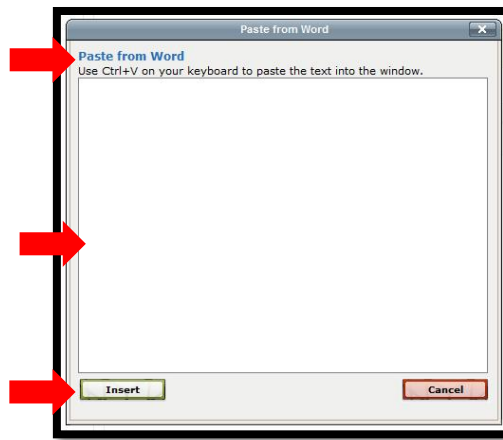


Image 1.2


4. The **“Find and Replace”** function  will allow you to search for text and replace it. (See images 1.3 and 1.4)



Image 1.3

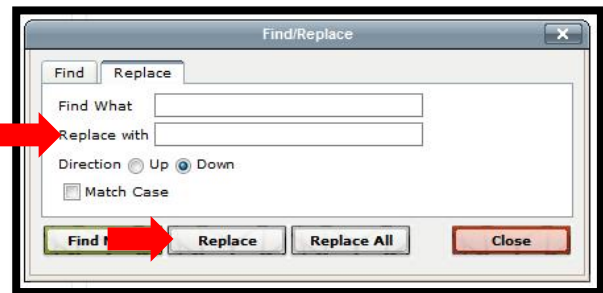





Image 1.4

5. The **“Text Alignment”** functions  will allow you to align your text to the left, center, right or justified.

6. The **“Font”** functions  will allow you to format your text (change color, font, size, bold, italicize, add bullet points and indent)

7. The **“Spell Check”** function  will allow you to check your spelling and highlight any misspelled words.

8. The **“URL”** functions  will allow you to turn text into hyperlinks or unlink text. To create a link, highlight your text and then select the **“Insert/Edit Links”** icon. You will be prompted to add the URL for the hyperlink and select a target. Click **“Insert”** when finished. (See images 1.5 and 1.6)

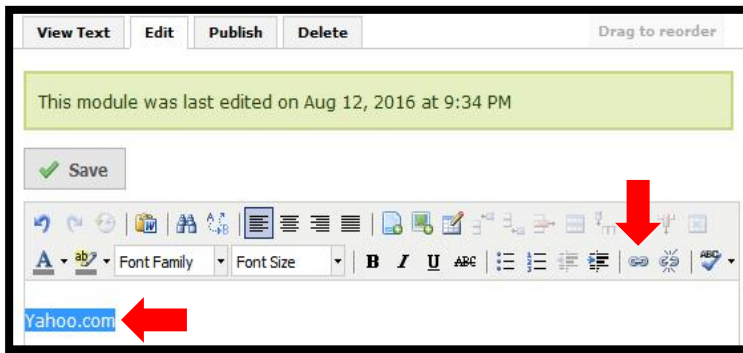


Image 1.5

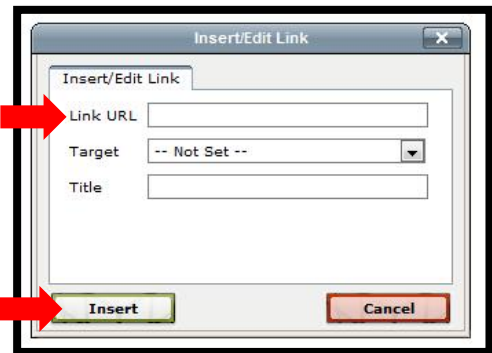



Image 1.6

9. The **“Table”** function  will allow you to add/edit a table to organize your content. Click the **“Table”** icon and you will be prompted to edit the settings of the table. Click **“Insert”** when finished and the table will be added to your ePortfolio. Additional table functions will become active once you have added a table. After adding your content to the table, click **“Save”** and then **“Publish.”** (See image 1.7 and 1.8)

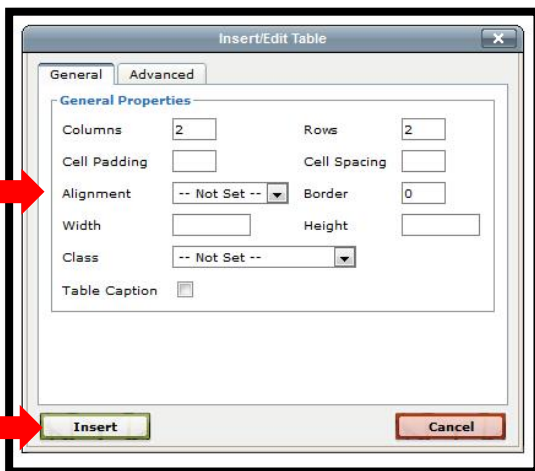


Image 1.7

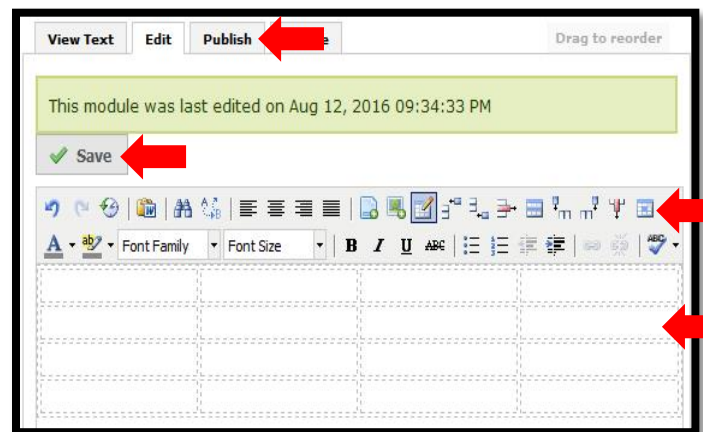



Image 1.8

10. The **“Insert file”** function  will allow you to upload any digital document to your ePortfolio, however, they must be under 20MB and will be added as a *link* no matter what type of file it is. Click the **“Browse”** button to select your file to upload. Once uploaded, select **“Insert”** and the file will be add to your ePortfolio. Click **“Save”** and **“Publish.”** (See Images 1.9 and images 1.10)

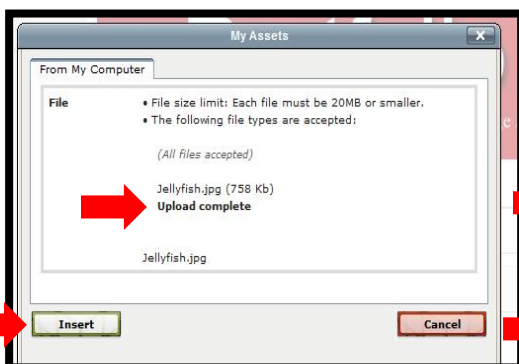


Image 1.9

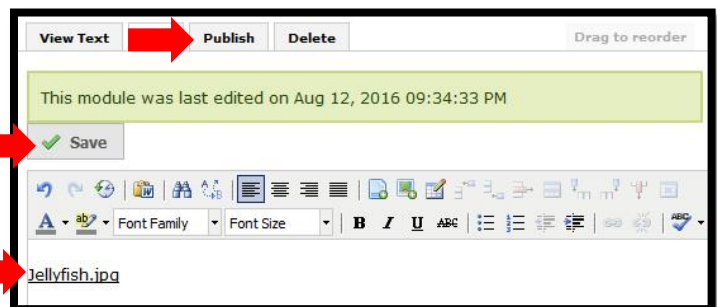



Image 1.10

11. The **“Insert Media”** function  will allow you to upload various media files to your ePortfolio, however, they must be under 20MB and will be embedded in your ePortfolio. To upload media files you have two options, upload media from the **“Your Computer”** or **“Media from the Web (new).”** (See image 1.12)

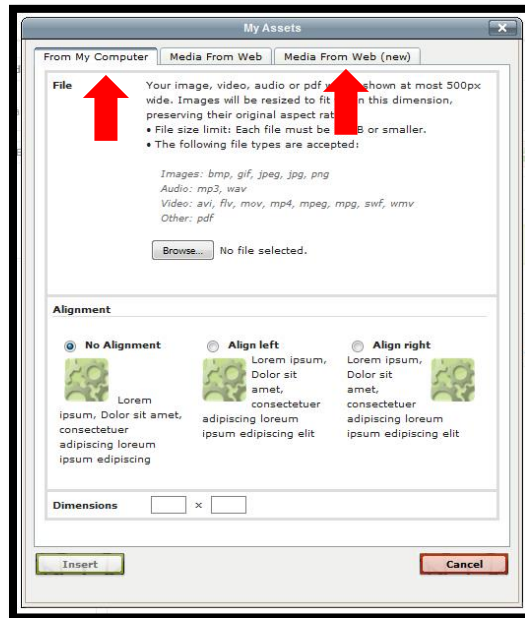


Image 1.12

12. To upload media files using the **“From My Computer”** option, you will have to click the **“Browse”** button to locate the file on your computer. Once the file is located click the **“Insert”** button and the media file will be added to your ePortfolio (See images 1.13 and 1.14)

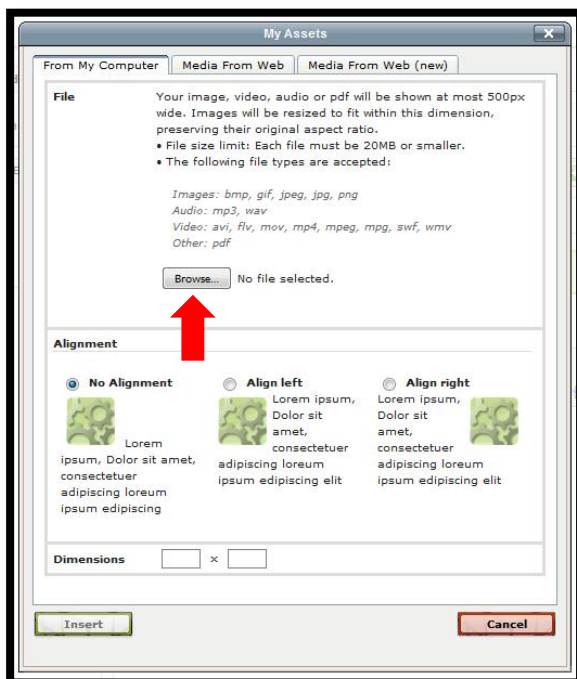


Image 1.13

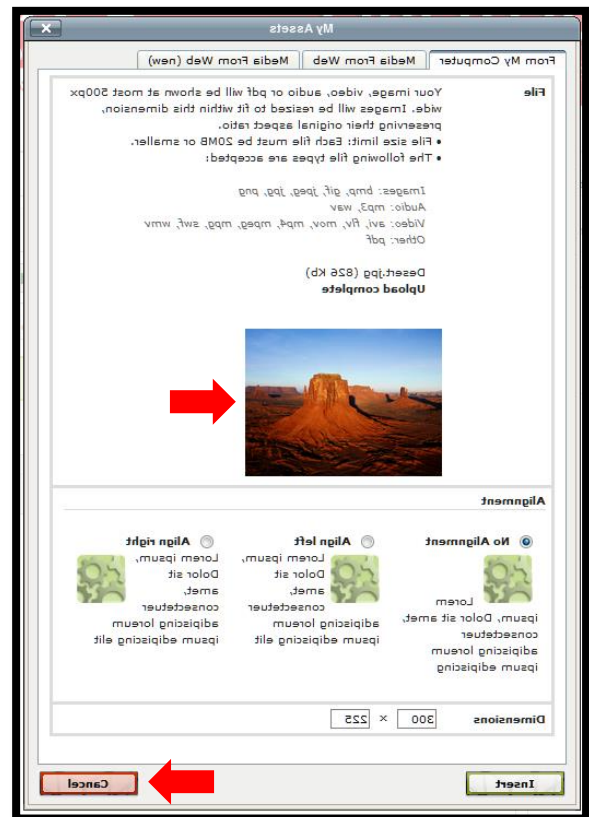


Image 1.14

13. To upload media files using the **“Media From Web (New)”** option, you will have to paste the URL from where you are getting the media file from. Click the **“Preview”** button to see a preview of your media file and finally, click the **“Insert”** button to embed it in your ePortfolio. (See image 1.15)



14. Because you are in the edit mode of the module, the media file will look like a blank yellow box. To view the media file, click **“Save”** and then **“Publish.”** Once it has been published, select the **“View Text”** to see the embedded media file. (See images 1.16 and 1.7)

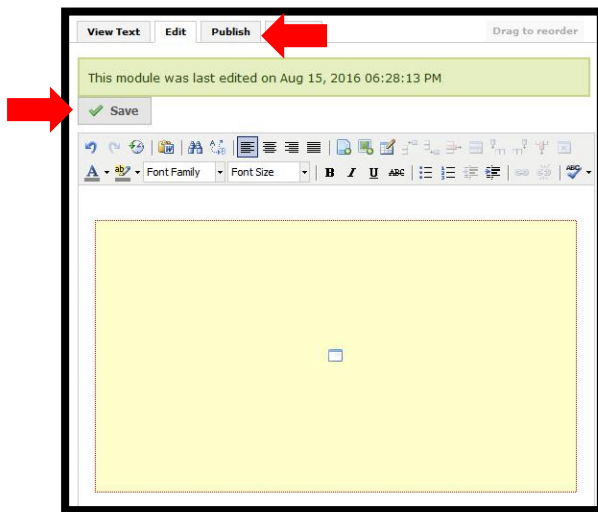


Image 1.16



Image 1.17