

# Visual Text Box Editor

Learn how to turn on/off the Visual Text Box Editor within Blackboard.

## Visual Text Box Editor

The screenshot displays the Blackboard user interface. At the top, the header includes the Grossmont-Cuyamaca Community College District logo and navigation links for Home, Help, and Logout. Below the header, there are tabs for 'Welcome' and 'My Courses'. A red arrow points to the 'My Courses' tab. The main content area shows a breadcrumb trail: 'INTRODUCTION TO TEACHING WITH BLACKBOARD (RODGERS) > (BB WORKSHOP RODGERS) > CONTROL PANEL > START HERE > ADD ITEM'. The 'Add Item' section is active, showing a 'Content Information' tab. Under this tab, there is a 'Name' field, a 'Choose Color of Name' section with a black color swatch and a 'Pick' button, and a 'Text' section. The 'Text' section contains a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and insert code. A red arrow points to the 'Visual Text Box Editor' icon (a document with a pencil) in the toolbar. At the bottom of the editor, the path is shown as 'Path: body >> p'.









The Visual Text Box Editor is a very powerful feature within Blackboard. However, in certain cases there may be a time when it is best to turn this toolbar off. To turn off the Visual Text Box Editor click on

the Welcome tab within your Blackboard course.

## Personal Information

### Welcome, Chris

#### Tools

-  [Announcements](#)
-  [Calendar](#)
-  [Tasks](#)
-  [View Grades](#)
-  [Send Email](#)
-  [User Directory](#)
-  [Address Book](#)
-  [Personal Information](#)

#### Quick Tutorials Catalog

Learn more about the short clips that demonstrate functionality. To obtain more information, click on the link available for download.

#### My Announcements

No system announcements have been posted.

#### CD 125 - Child Growth & Development

- [New grading scale](#)

#### CD 125 - Child Growth and Development

- [Week 7](#)
- [CD Activities](#)

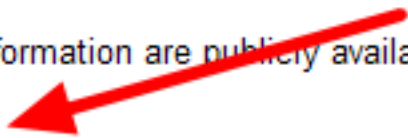
Within the Tools Box, click on Personal Information.

## Visual Text Box Editor Options

### PERSONAL INFORMATION



## Personal Information


- ▶ [Edit Personal Information](#)  
Edit personal information.
- ▶ [Change Password](#)  
Choose a new password.
- ▶ [Set CD-ROM Drive](#)  
Set the CD-ROM drive used to access content on your local computer.
- ▶ [Set Privacy Options](#)  
Select which fields of your personal information are publicly available.
- ▶ [Set Visual Text Box Editor Options](#)   
Set the options for using the Visual Text Box Editor.
- ▶ [Set Language Pack](#)  
Set your User Language Pack

Click on the Set Visual Text Box Editor Options

## Set Availability

Welcome My Courses

PERSONAL INFORMATION > SET VISUAL TEXT BOX EDITOR OPTIONS

 Set Visual Text Box Editor Options

**1 Manage Visual Text Box Editor**  
The Visual Text Box Editor can be made available or unavailable. When using Safari 2.0, the Visual Text Box Editor will only include actions that the browser supports.  
Set Availability  Available  Unavailable **1**

**2 Submit**  
Click **Submit** to finish. Click **Cancel** to quit. **2**

Cancel Submit

1. Decide whether or not you want to make the Visual Text Box Editor Available or Unavailable
2. Click Submit.

## Questions, Comments, Requests

The screenshot shows a web browser window with the address bar displaying <http://www.grossmont.edu/chrisrodgers/contact.asp>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar. The page content features the Grossmont College logo and a navigation menu with links for Apply & Enroll, Departments, Help for Students, Find People, Online Services, Campus Information, and Student Activities. The main heading is "Chris Rodgers - Instructional Design Technology Specialist". A sidebar on the left contains links for Home, Workshops, Blackboard, FrontPage, and Contact. The "Contact Information" section includes a message: "Need assistance with your website, Frontpage, or Blackboard? I will be more than happy to answer any questions you may have. Feel free to contact me with the information listed below. My hours are Monday thru Friday 8am to 5pm." Below this message is a list of contact details: Phone: (619)644-7385, Email: [chris.rodgers@gcccd.edu](mailto:chris.rodgers@gcccd.edu), and Location: Room 70-215 on the second floor of the Tech Mall. At the bottom of the page, there are footer links for navigation, contact information (8800 Grossmont College Dr., El Cajon, CA 92020, (619) 644-7000), a feedback link, and a legal disclaimer. The page was last revised on 03/03/2008.

Have any questions regarding Blackboard or would like to request a tutorial to be written. Feel free to contact me and I will be more than happy to assist you.

**Phone:** 619-644-7395

**Email:** [chris.rodgers@gcccd.edu](mailto:chris.rodgers@gcccd.edu)

**Website:** <http://www.grossmont.edu/chrisrodgers>