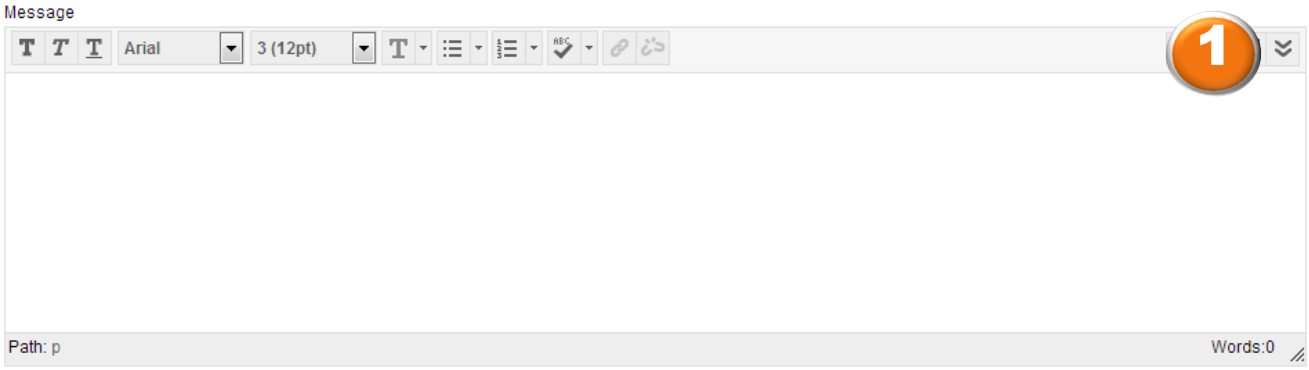
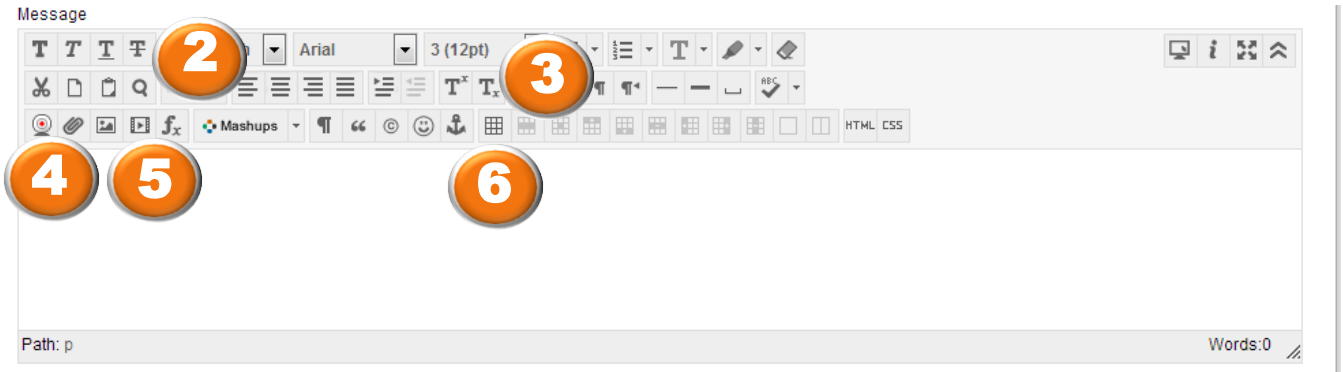
Advanced Text Editing

When entering text in Blackboard, you have more formatting options in the Advanced Mode. If a textbox is in Simple Mode, you will only see a minimal set of the most used text formatting features.

1. To switch to Advanced Mode, click on the show more icon (looks like two down arrows).

Some of the advanced features include:

2. Change the alignment of your text to centered, right, or justified using the alignment icons
3. Change text to superscript or subscript
4. Add a link to a file in the text box
5. Embedded an image or media clip
6. Insert or edit a table

To see a description of all the functions of the Simple and Advanced Mode, click here:
https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student/040_Tools/Content_Editor