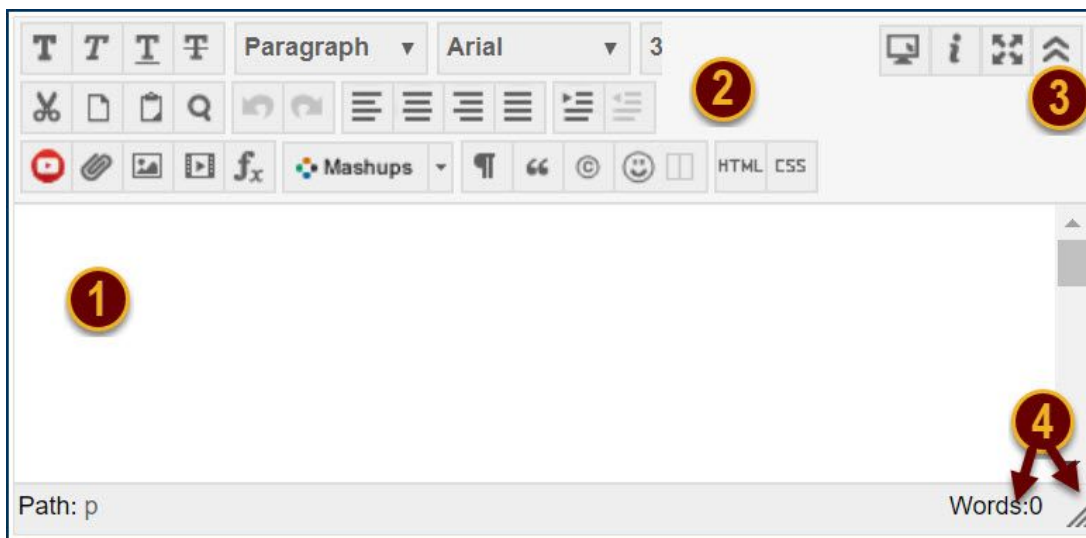


## The Content Editor

### Overview

Use the content editor to type or paste text into assignment, test, discussion, blog, or journal submissions. The content editor has a number of features, which will be outlined in this tutorial.



### Step 1

Type or copy and paste text into the main text area using the keyboard shortcut CTRL+V or COMMAND+V.

### Step 2

Use the toolbar options in the editor to format the text, attach files, embed multimedia, insert equations, links, and tables, or access the HTML editor.

### Step 3

Click the Show More button on the far right to expand the Toolbar to display three rows.

### Step 4

A word count appears at the lower right. Click and drag the lower right corner to expand the text area.



*To protect against loss of work, save a draft of your work in a separate document, then copy and paste your work into the Blackboard content editor. You will need to use your keyboard shortcut to paste into the content editor.*