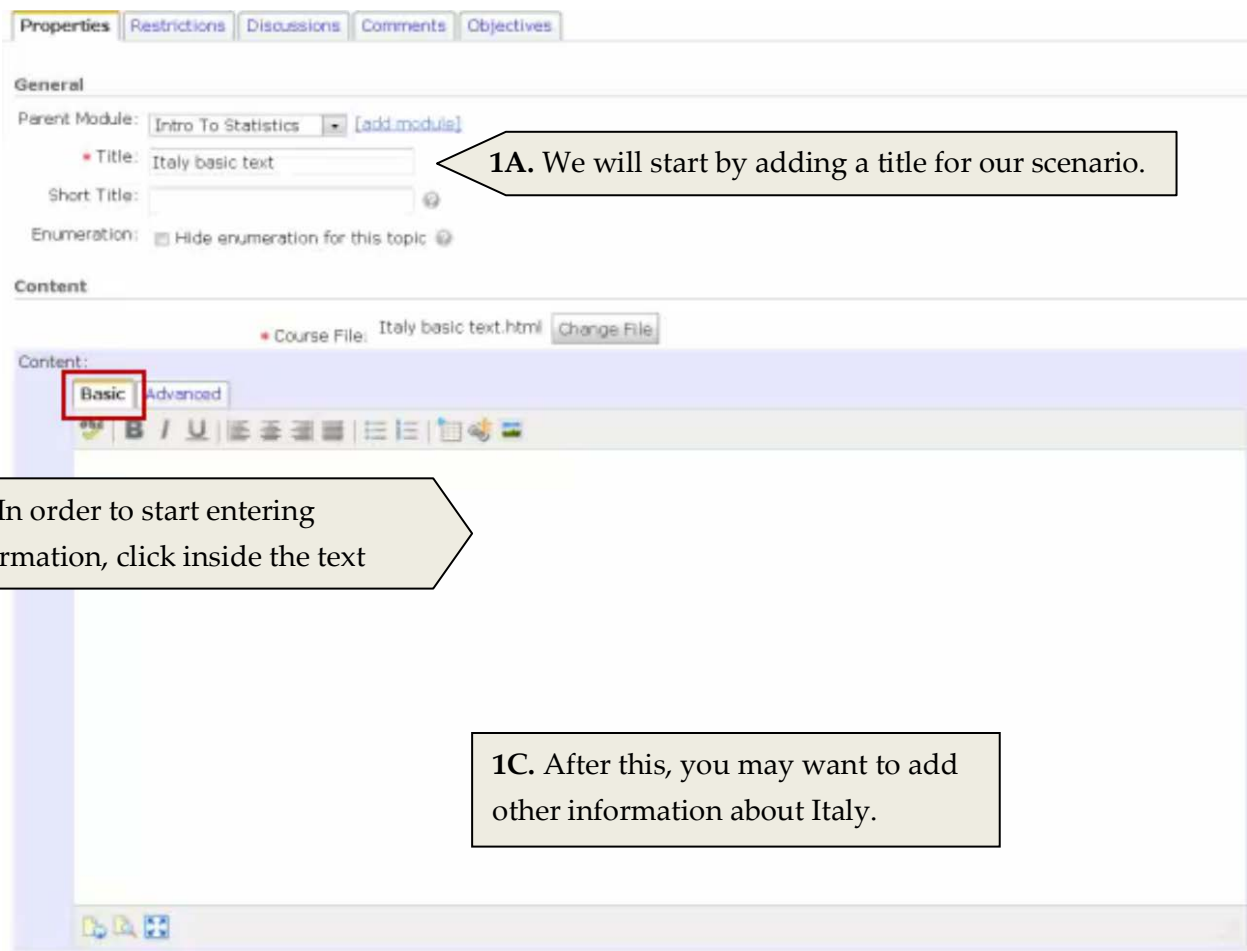


In this tutorial we will learn how to utilize the Basic Tab of text editor.

Step 1. Adding Text in Text Editor

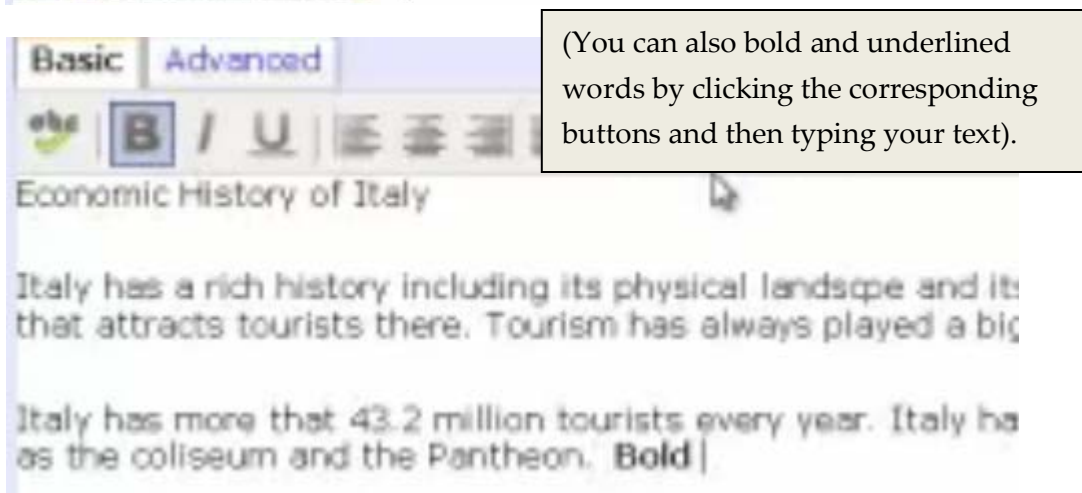
Suppose you teach an economic class about Italy and you wish to enter information including titles, pictures, tables and other textual information for your students.



1A. We will start by adding a title for our scenario.

1B. In order to start entering information, click inside the text

1C. After this, you may want to add other information about Italy.



Step 2. Creating Lists in Text Editor



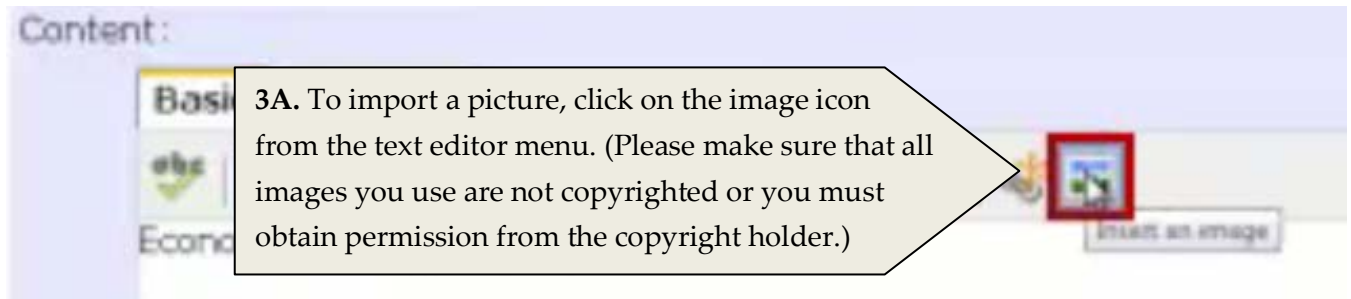


2B. If there is any information that can be numbered, such as steps, years and dates you may use the “Numbered list” button to list them.

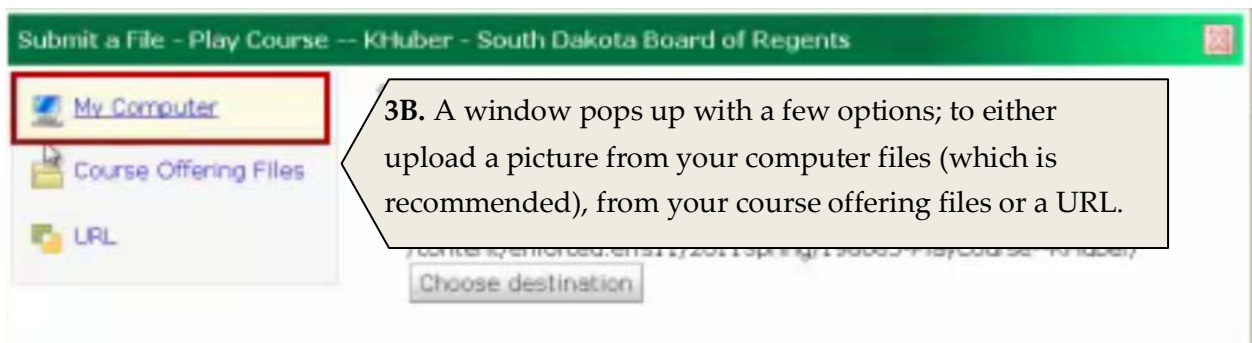
2C. This makes your content appear very clean to the users. To use a numbered list, click “numbered list” and then simply click where you want #1 to be, add the text, and then hit return to place #2 and so on. Once you complete the numbered list, click the “numbered list” button to stop numbering and start a new paragraph. Same instructions apply to bullet lists.

Step 3. Adding Pictures in Text Editor

After you finish adding your desired information, you may want to import a picture. Since the topic here is of Italy, a picture of Italy could be imported to be add color to your content.



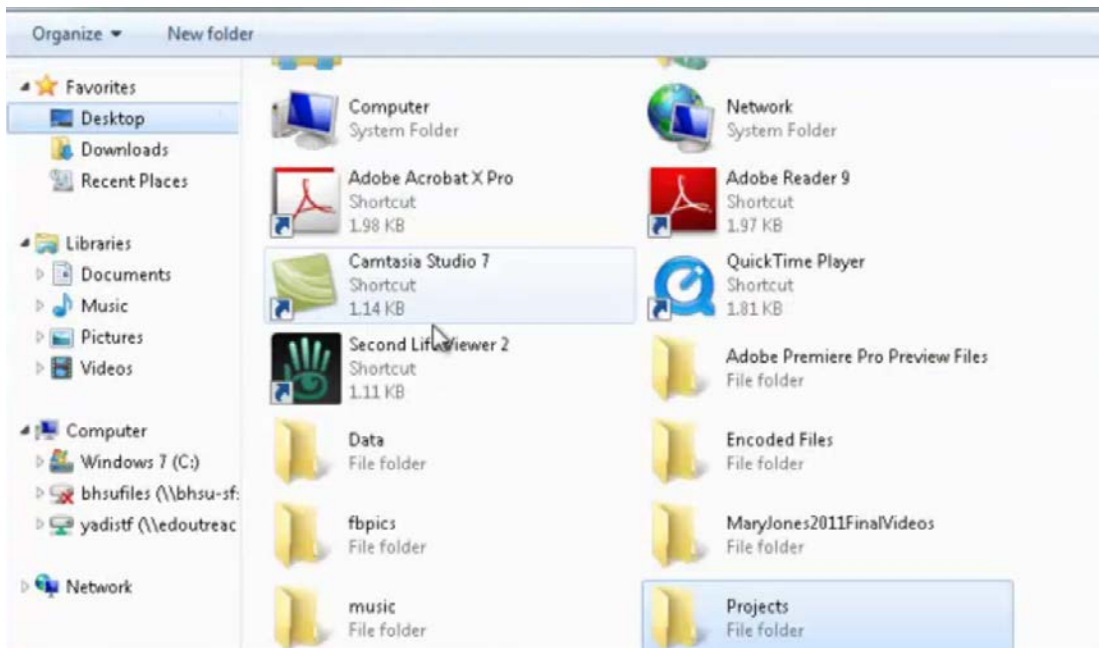
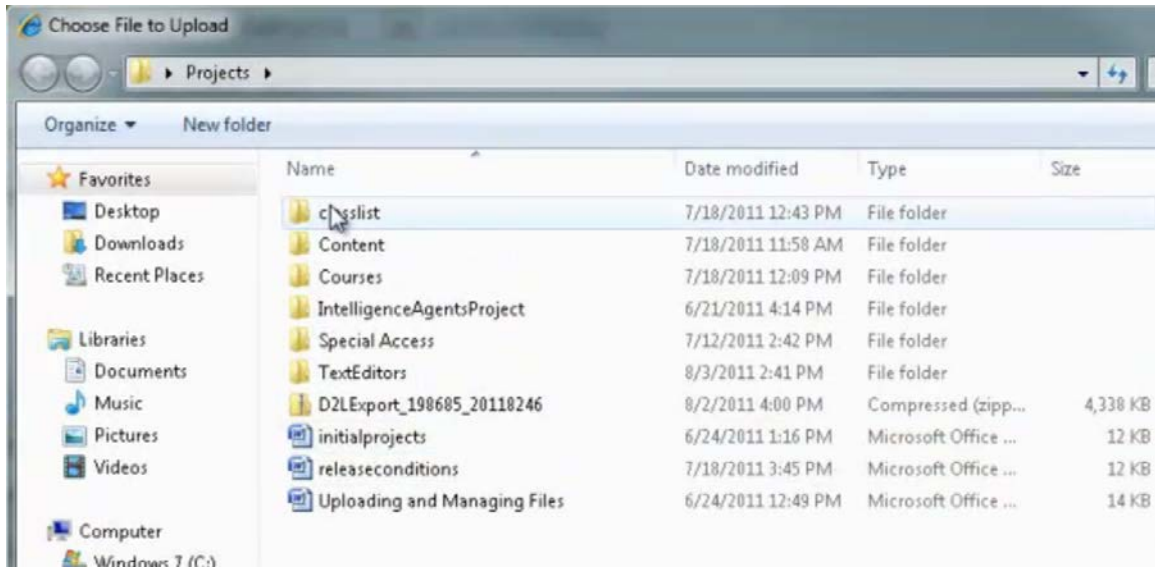
3A. To import a picture, click on the image icon from the text editor menu. (Please make sure that all images you use are not copyrighted or you must obtain permission from the copyright holder.)

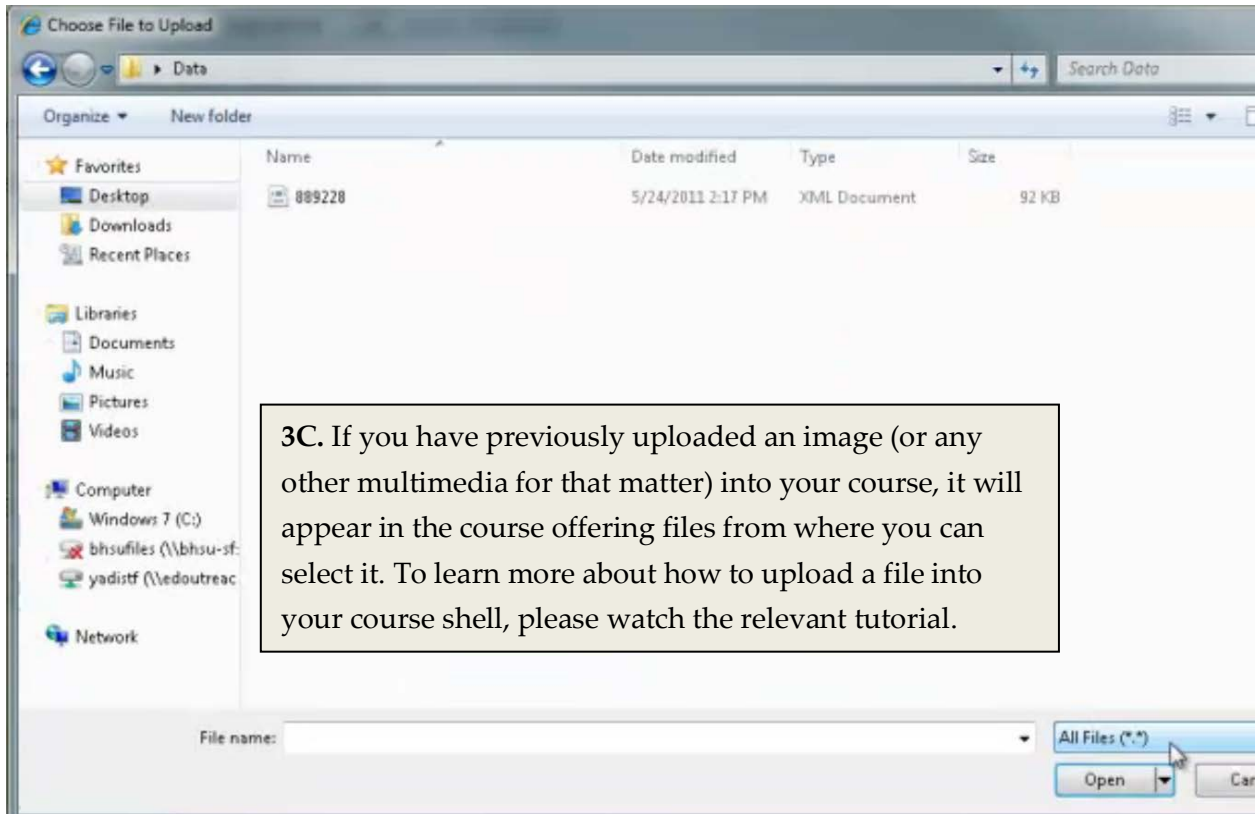


3B. A window pops up with a few options; to either upload a picture from your computer files (which is recommended), from your course offering files or a URL.

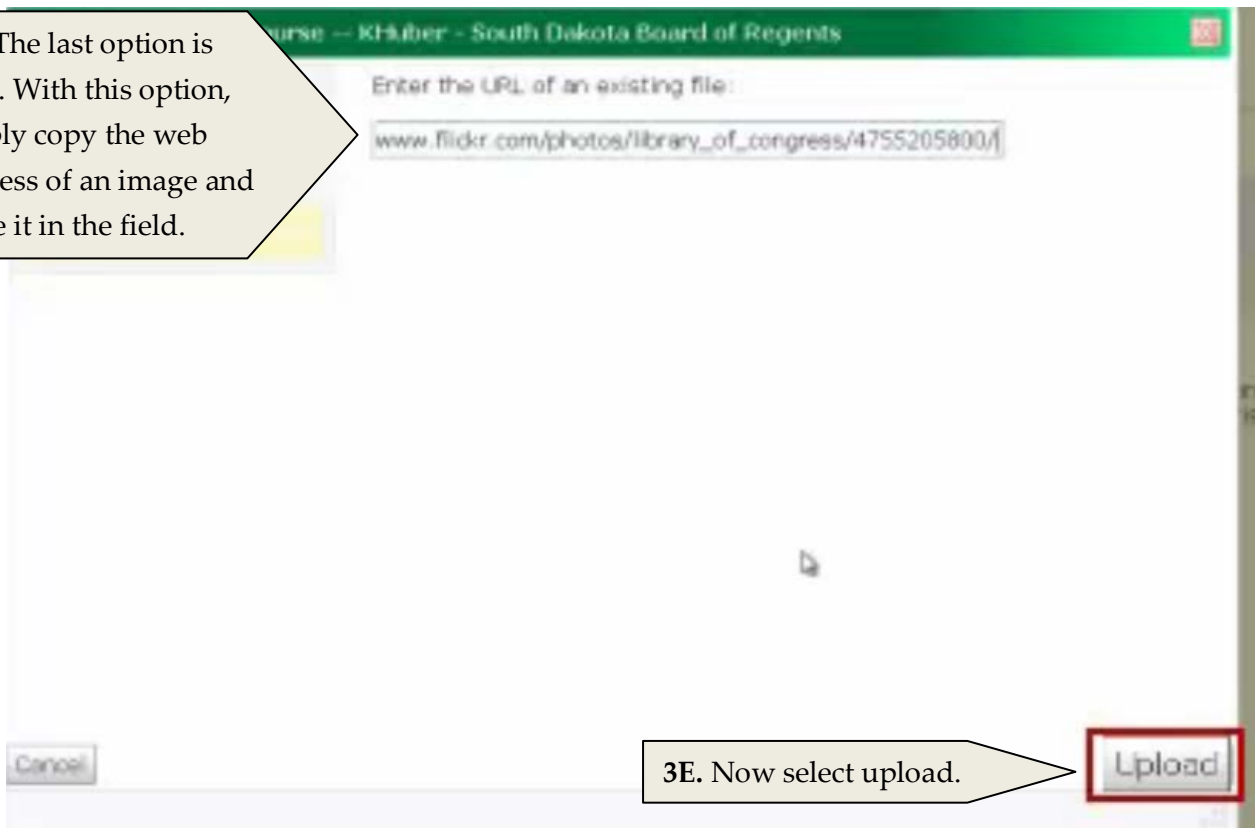


Selecting an image from your computer is recommended as to make sure you won't lose the image since it is located on your computer.





3D. The last option is URL. With this option, simply copy the web address of an image and paste it in the field.





(For internet explorer users, please note that you may receive a security warning asking your permission to display content from external websites. Please click “no” to display the content. You may recommend your students to do the same or they may use a different web browser such as firefox.)



Provide Alternative Text



Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

OK

3F. Another window will pop up asking if you want your image to have alternative text. Alternative text is alternative to the image that will appear when you hover the mouse over the image (It is for those students who are not able to see the image but may utilize text-to-speech recognition tools to read the alternative text for the image so they will know what type of image is located there.

Provide Alternative Text



Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

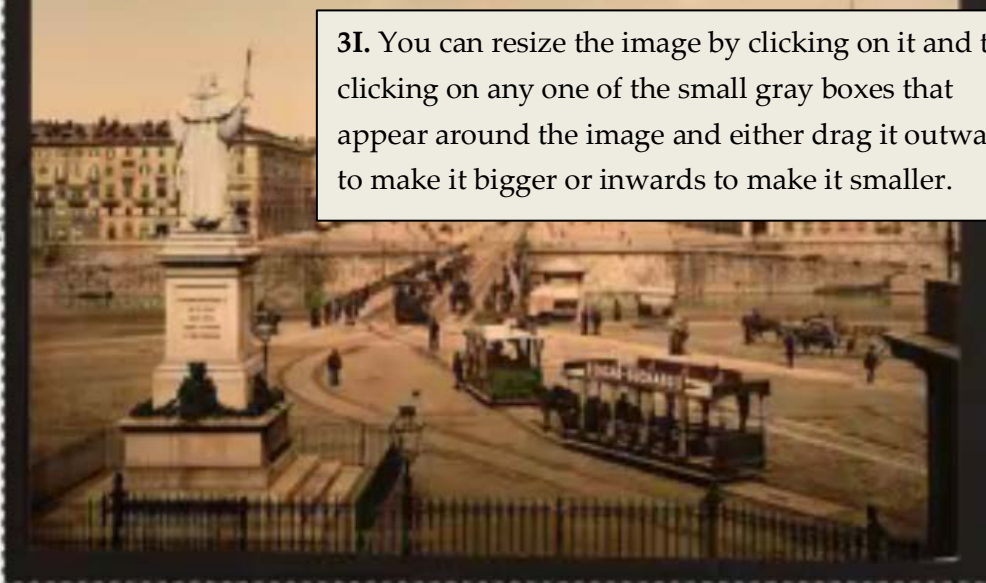
OK

3G. If you believe that the image is decorative you may check the box "Image is decorative" and skip adding alternative text.

3H. Then click "upload".

Upload

Now your image appears in the text editor.



3I. You can resize the image by clicking on it and then clicking on any one of the small gray boxes that appear around the image and either drag it outwards to make it bigger or inwards to make it smaller.


Step 4. Aligning Text and Images in Text Editor

Basic Advanced

Economic History of Italy

Italy has a rich history including its physical landscape and its economy. Italy is world renowned for its "Boot" shape. It is a very unique there. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about it's tourism:

1. **Italy has more than 43.2 million tourists every year.**
2. **Italy has a tourism revenue of 47.2 billion dollars.**
3. **Italy has many busy tourism spots such as the coliseum and the Pantheon.**



- Italy has a very competitive tourism industry.
- It ranks amongng the highest in the world for tourist visits every year.
- Here is a table documenting tourism over the years

I


4A. After importing an image, you may want to add more textual information.

Basic Advanced

Italy has a rich history including its feature that attracts tourists there.

4B. Then you may want to align text to the left, middle or right side of the page. Go through and format the text and images to your preference by using the 4 buttons in the middle of the menu.

- Italy has more than 43.2 million tourists every year.
- Italy has a tourism revenue of 47.2 billion dollars.
- Italy has many busy tourism spots such as the coliseum and the Pantheon




- Italy has a very competitive tourism industry.
- It ranks among the highest in the world for tourist visits every year.
 - Here is a table documenting tourism over the years

Advanced

Economic History of Italy

Italy has a rich history including its physical landscape and its economy. Italy is world renowned for its "Boot" shape. It is a very unique physical feature that attracts tourists. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about Italy's tourism

- Italy has more than 43.2 million tourists every year.
- Italy has a tourism revenue of 47.2 billion dollars.
- Italy has many busy tourism spots such as the coliseum and the Pantheon



- Italy has a very competitive tourism industry.
- It ranks among the highest in the world for tourist visits every year.
 - Here is a table documenting tourism over the years

Step 5. Adding a Table to Text Editor

Following this, you may want to add a table with information of Italy's tourism rates.



rich history including its physical landscape and its economy. Italy is world renowned for its "Boot" shape. It is a very unique physical feature that attracts tourists. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about its tourism:

1. **Italy has more than 43.2 million tourists every year.**
2. **Italy has a tourism revenue of 47.2 billion dollars.**
3. **Italy has many busy tourism spots such as the coliseum and the Pantheon.**



a very competitive tourism industry, among the highest in the world for tourist visits every year. A table documenting tourism over the years

Italy's tourism arrivals over the years

5A. First you are going to need to choose a topic for the table. For instance, "Italy's tourism arrivals over the years." After you decide of an appropriate topic, you are going to need to enter the table.

5B. To do this, click the table icon in the text editor menu.

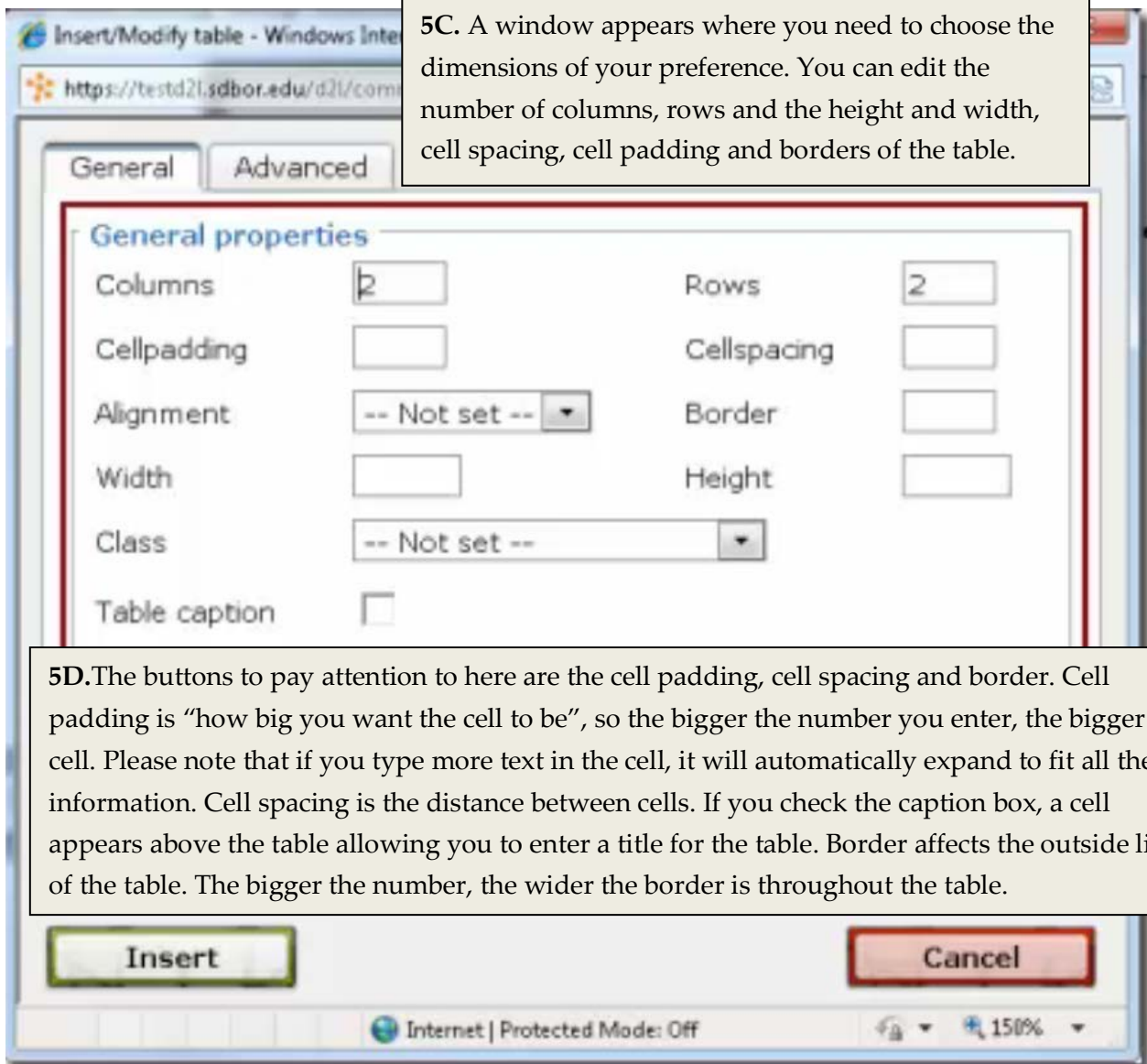
rich history including its physical landscape and its economy. Italy is world renowned for its "Boot" shape. It is a very unique physical feature that attracts millions of tourists every year. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about Italy's tourism:

1. **Italy has more than 43.2 million tourists every year.**
2. **Italy has a tourism revenue of 47.2 billion dollars.**
3. **Italy has many busy tourism spots such as the coliseum and the Pantheon.**



a very competitive tourism industry, among the highest in the world for tourist visits every year. I have created a table documenting tourism over the years

Italy's tourism arrivals over the years



General **Advanced**

Advanced properties

Id

Summary

Style

Language code

Frame -- Not set --

Rules -- Not set --

Language direction -- Not set --

Border color

Background color

Insert **Cancel**

5E. If you click the "Advanced" tab, you will be brought to another list of options. The two fields to pay attention to here are the border color and the background color.

The Background color affects the inside color of the table and the border color affects the border.

General Advanced

5F. With this table, we would like it to have 9 columns and 3 rows so enter the appropriate dimensions into the fields.

General properties

Columns	<input type="text" value="9"/>	Rows	<input type="text" value="3"/>
Cellpadding	<input type="text"/>	Cellspacing	<input type="text"/>
Alignment	-- Not set --	Border	<input type="text"/>
Width	<input type="text"/>	Height	<input type="text"/>
Class	-- Not set --		
Table caption	<input type="checkbox"/>		

Insert 5G. Then select "insert". **Cancel**

5H. You may resize by following the same steps as with images.

Year									
Amount of tourists (thousands)									
Percent change									

5I. For the first row we are going to enter in the year

5J. the second we will enter the amount of tourists (in thousands)

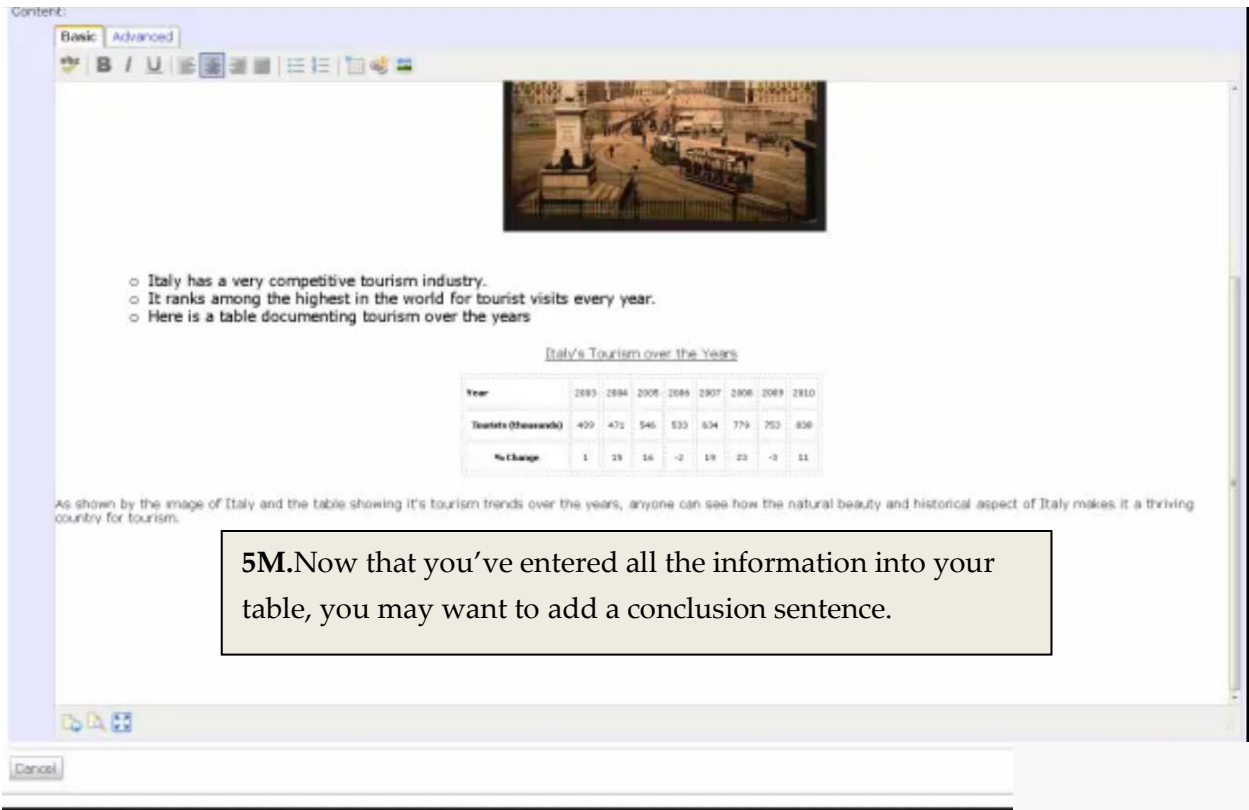
5K. and in the third we will enter in the percent change from year to year.

5L. After you enter in these titles you will enter the rest of the data into the other cells of the table.






Italy's Tourism over the Years


Year	2003	2004	2005	2006	2007	2008	2009	2010
Tourists (thousands)	409	471	546	533	634	779	753	838
% Change	1	15	16	-2	19	23	-3	11

Content:



Basic Advanced

B / U     



- Italy has a very competitive tourism industry.
- It ranks among the highest in the world for tourist visits every year.
- Here is a table documenting tourism over the years

Italy's Tourism over the Years

Year	2083	2084	2006	2084	2007	2008	2089	2810
Tourists (thousands)	409	472	545	533	534	779	752	838
% Change	1	28	16	-2	19	23	-3	11

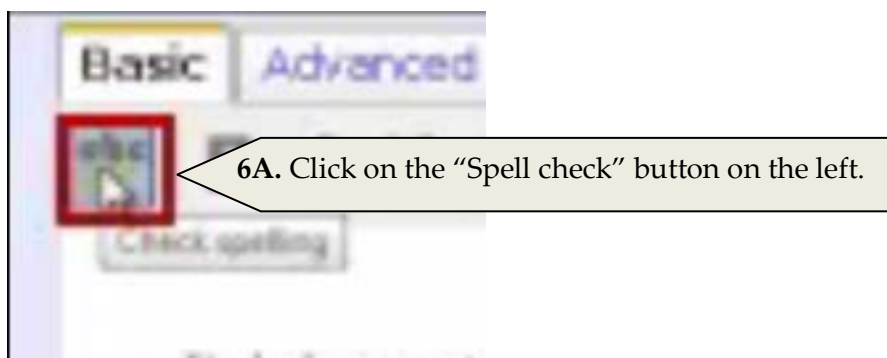
As shown by the image of Italy and the table showing it's tourism trends over the years, anyone can see how the natural beauty and historical aspect of Italy makes it a thriving country for tourism.

5M. Now that you've entered all the information into your table, you may want to add a conclusion sentence.



Cancel

Step 6. Spell Checking the Text Editor

Following entering all of your information, may want to go back and spell check your text. This is where the menu above comes into play. The first thing you want to do is spell check your entire content.



Basic Advanced

6A. Click on the "Spell check" button on the left.



Misspelled Word

competitive

6C. You can ignore them

Ignore Once

6B. A window appears with misspelled words highlighted in your document.

Economic History of Italy

Italy has a rich history including its physical landscape and its economy. Italy is world renowned for its "Boot" shape. It is a very unique physical feature that attracts tourists there. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about it's tourism:

Replacement Text

Suggestion: competitive

competitive

Replace Once

6D. or replace them by clicking the appropriate buttons.

Language

English (US)

Change

Apply

Cancel



Misspelled Word

competitive

6E. The word being corrected will be highlighted.

Economic History of Italy

Italy has a rich history including its physical landscape and its economy. Italy is world renown for its "Boot" shape. It is a very unique physical feature that attracts tourists there. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about it's tourism:

Replacement Text

Suggestion: competitive

competitive

6F. If it is misspelled, click on the box next to the "suggestion" field and scroll down to the right word.

Language

English (US)

Change

Apply

Cancel

Misspelled Word

amongng

Ignore Once

Ignore All

Undo

- Italy has a very competitive tourism industry.
- It ranks **amongng** the highest in the world for tourist

Replacement Text

Suggestion: No suggestions available.

among

Replace Once

Replace All

Undo

6G. If it is not there, you can simply type the right spelling of the word in the field and then click “replace once” or “replace all” if there are more instances throughout the document.

Apply

Cancel



Misspelled Word

No Misspelled Word

6H. After you ignore or replace a word, spell checker will automatically go to the next misspelled word. Spell checker will go through your entire document until every questionable word is dealt with.

- Italy has a very competitive tourism industry.
- It ranks among the highest in the world for tourist

Replacement Text

Suggestion: No suggestions available.

Replace Once

Replace All

Undo

Language

English (US)



Change

Apply

6I. Select "apply" and now your document is spell checked.

Cancel

Step 7. Inserting a Link in Text Editor

7A Lastly, if you want to insert a link bringing a user to another part of your course or an external website, you can click the "insert quicklink" button.



- o Italy has a very competitive tourism industry.
- o It ranks among the highest in the world for tourist visits every year.
- o Here is a table documenting tourism over the years

Italy's Tourism over the Years

Year	2003	2004	2005	2006	2007	2008	2009	2010
Tourists (thousands)	409	471	546	533	634	779	753	838
% Change	1	15	16	-2	19	23	-3	11

As shown by the image of Italy and the table showing it's tourism trends over the years, anyone can see how the natural beauty and historical aspect of Italy makes it country for tourism.

Insert a Quicklink - Play Course -- KHuber - South Dakota Board of Regents

Category

* Category: -- Pick Category --

Link Details

-- Pick an Item

Link Option

* Link Caption

Open I

- Pick Category --
- Calendar
- CD-Rom File
- Chat
- Checklist
- Content
- Course File
- Discuss
- Dropbox
- External Learning Tools
- Learning Object Repository
- LiveRoom
- Quizzes
- Self Assessments
- Surveys
- Url

Cancel

Insert



Category

* Category:

7B. For example, if you have a discussion topic created about Italy and assign your students to look over the information,

Link Details

-- Pick an Item --

Link Options

* Link Caption:

- Open In:
- Whole Window ?
 - Same Frame ?
 - New Window ?

7C. you can insert a link here to bring your students to the discussion section or a website dealing with Italy.



Category

* Category:

Link Details

* Url:

7D. Please make sure that you add "Http://'" to the beginning of the address for the external websites.

Link Options

* Link Caption:

- Open In:
- Whole Window ?
 - Same Frame ?
 - New Window ?


Cancel

Insert

Content:

Basic Advanced

B / U [List] [Table] [Image] [Link] [Unlink] [Undo] [Redo]



- o Italy has a very competitive tourism industry.
- o It ranks among the highest in the world for tourist visits every year.
- o Here is a table documenting tourism over the years

Italy's Tourism over the Years

Year	2083	2084	2009	2084	2007	2008	2083	2010
Tourists (thousands)	409	472	545	533	524	779	752	838
% Change	1	28	16	-2	19	23	-1	11

As shown by the image of Italy and the table showing it's tourism trends over the years, anyone can see how the natural beauty and historical aspect of Italy makes it a thriving country for tourism.

[Please review this.](#)

Cancel Save

7E. When you are satisfied with the content in your text editor, select "Save" to save your content.

Discuss Dropbox Quizzes Classlist Grades Surveys Edit Course Logout

Edit Topic - Italy basic text

Manage Content Edit Topic

Preview

Properties Restrictions Discussions Comments Objectives

General

Parent Module: Intro To Statistics [Add module]

Title: Italy basic text

Short Title: [?]

Enumeration: Hide enumeration for this topic [?]

Content

Course File: Italy basic text.html [Change File]

Content:

Basic Advanced

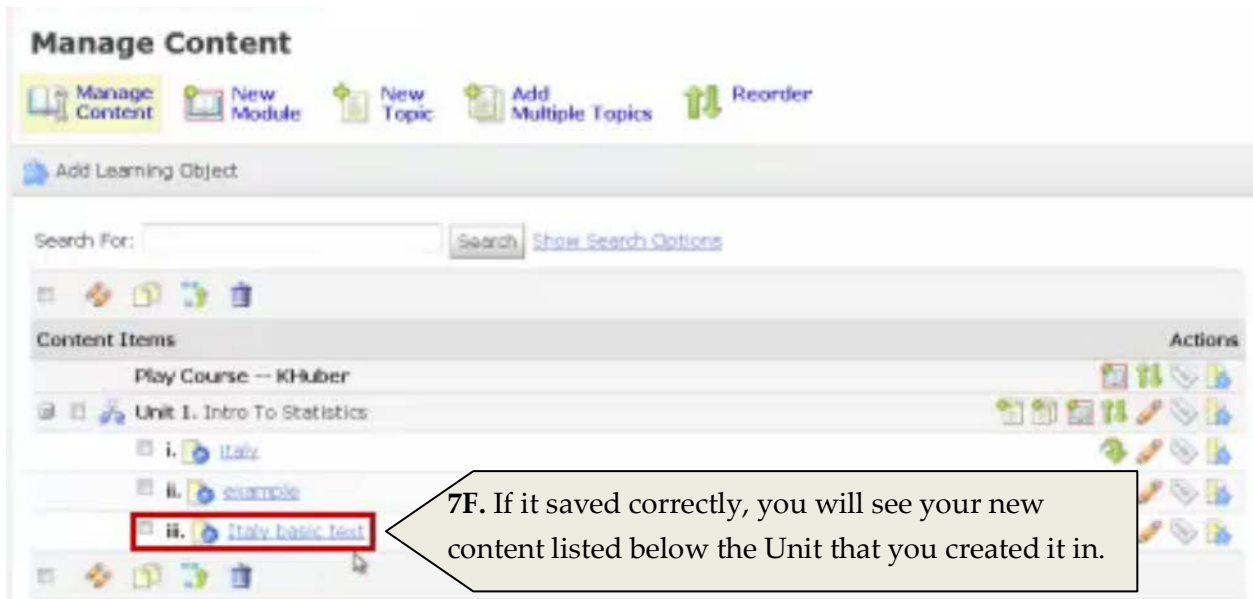
B / U [List] [Table] [Image] [Link] [Unlink] [Undo] [Redo]

Economic History of Italy

Italy has a rich history including its physical landscape and its economy. Italy is world renowned for its "Boot" shape. It is a very unique physical feature that attracts tourists there. Tourism has always played a big part in Italy's economy. Here are 3 interesting facts about it's tourism:

1. **Italy has more than 43.2 million tourists every year.**
2. **Italy has a tourism revenue of 47.2 billion dollars.**
3. **Italy has many busy tourism spots such as the coliseum and the Pantheon.**

Saved successfully



In this tutorial, we learned to add and edit content into the basic text editor.