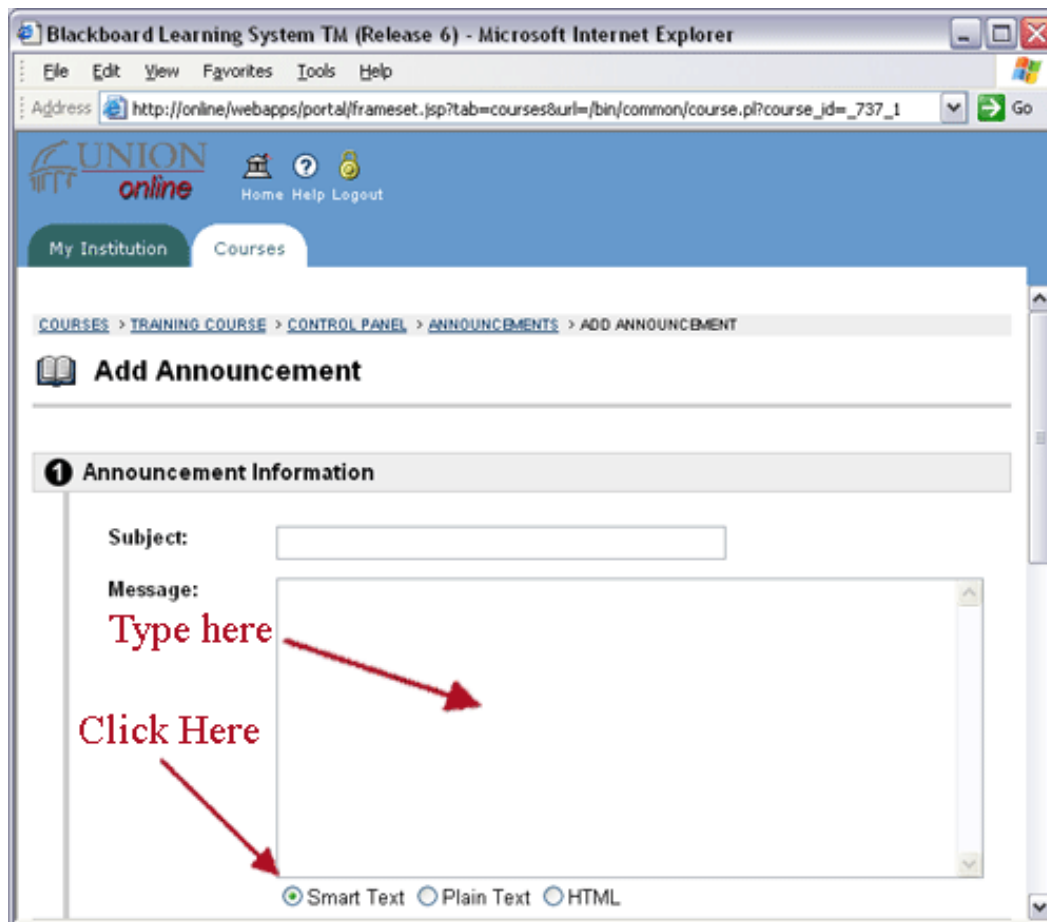


## Formatting Text in Blackboard

If you want to spice up your blackboard announcements with different text colors, bold, italic decoration, lists, tables and images you can do so by typing HTML in your announcements. Hyper Text Markup Language or HTML is the language of the web. HTML is composed of many tags that appear in angle brackets like this, <B>. These tags allow you to control the way that text is formatted in your web browser. HTML is a large set of these tags, but in order to get started formatting text in blackboard, you only need to learn a few of the most common ones.

### How to use tags

When you enter information into blackboard click on smart tags on the bottom. This will allow you enter html tags into your text.



### Here are a list of common tags

<b> - makes bold

<i> - makes italic

<a href="site"> - adds a link

<li> - list item for an list

<ol> - an ordered list (with numbers)

<ul> - and unordered list (with bullets)

<hr> - adds a horizontal rule (horizontal line)

<p> - marks the beginning and ending of a paragraph

<h1> <h2> <h3> - makes the text into a heading

<br> - ads a break (carriage return) to a line.

<blockquote> - allows you to indent text

<font color="color" size="size"> -allows you to change the size and color of text

#### **Available Colors**

aqua, black, blue, fuchsia, grey, green, lime, maroon, navy, olive, purple, red, silver, teal, white, and yellow

#### **Available Sizes**

1,2,3,4,5,6,7

## Tag

## Code

## Example

<b>

<b>Some Bold Text</b>

**Some Bold Text**

<i>

<i>Some Italicized Text</i>

*Some Italicized Text*

<a>

<a href="http://www.google.com">Google</a>

[Google](http://www.google.com)

<ol>

<ol>  
<li>item 1</li>  
<li>item 2</li>  
<li>item 3</li>  
</ol>

1. item 1  
2. item 2  
3. item 3

```
<ul>
<li>item 1</li>
<li>item 2</li>
<li>item 3</li>
</ul>
```

- item 1
- item 2
- item 3

```
<hr>
```

---

This is the beginning of paragraph one. It can continue for a while. This is the end of paragraph one.

```
<p>This is the beginning of paragraph one.
It can continue for a while. This is the end of
paragraph one. </p>
```

```
<p>This is the beginning of paragraph two.
It can continue for a while. This is the end of
paragraph two. </p>
```

This is the beginning of paragraph two. It can continue for a while. This is the end of paragraph two.

```
<h1>Heading 1</h1>
```

# Heading 1

```
<h2>Heading 2</h2>
```

## Heading 2

```
<h3>Heading 3</h3>
```

### Heading 3

```
this is some text<br>
this is some more text
```

this is some text  
this is some more text

```
<font color="aqua">aqua</font> <br>
<font color="black">black</font> <br>
<font color="blue">blue</font> <br>
<font color="fuchsia">fuchsia</font> <br>
<font color="grey">grey</font> <br>
<font color="green">green</font> <br>
<font color="lime">lime</font> <br>
<font color="maroon">maroon</font> <br>
<font color="navy">navy</font> <br>
<font color="olive">olive</font> <br>
<font color="purple">purple</font> <br>
<font color="red">red</font> <br>
<font color="silver">silver</font> <br>
<font color="teal">teal</font> <br>
<font color="white">white</font> <br>
<font color="yellow">yellow</font>
```

aqua  
black  
blue  
fuchsia  
grey  
green  
lime  
maroon  
navy  
olive  
purple  
red  
silver  
teal  
white  
yellow

<font>  
color

<font>

size

```

<font size="1">size 1</font><br>
<font size="2">size 2</font><br>
<font size="3">size 3</font><br>
<font size="4">size 4</font><br>
<font size="5">size 5</font><br>
<font size="6">size 6</font><br>
<font size="7">size 7</font><br>

```

size 1  
size 2  
size 3  
size 4  
size 5  
size 6  
size 7

<blockquote>

```

<p>This is text that is not indented<p>
<blockquote>This is text that is indented </
blockquote>

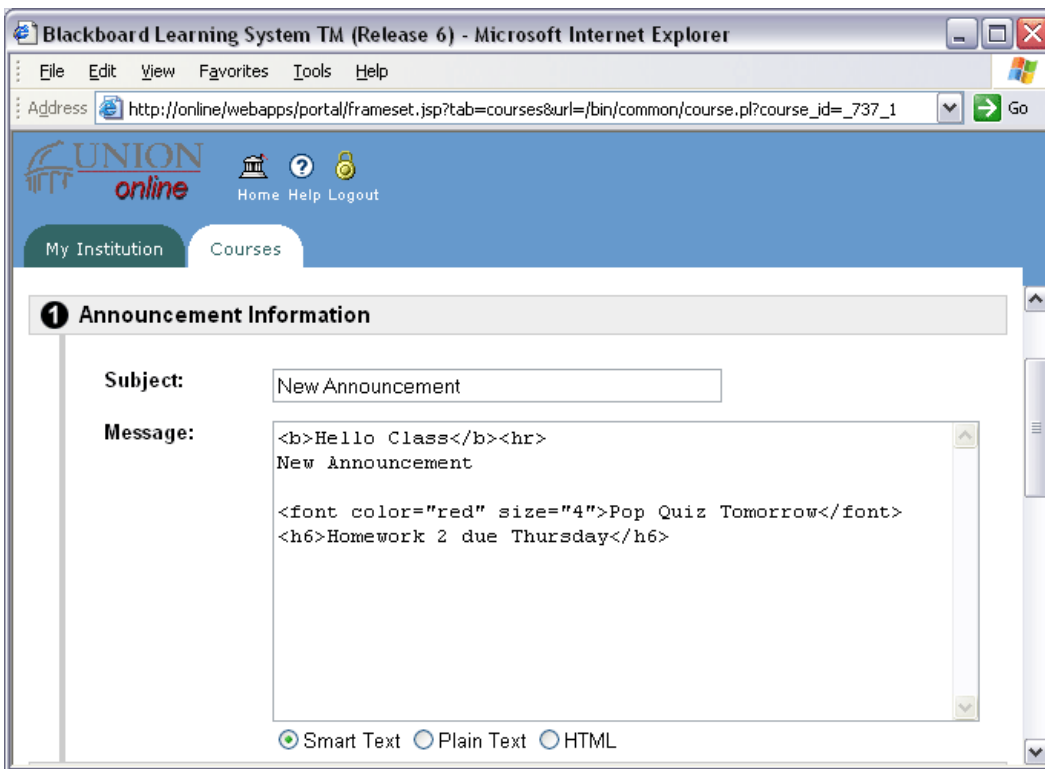
```

This is text that is not indented

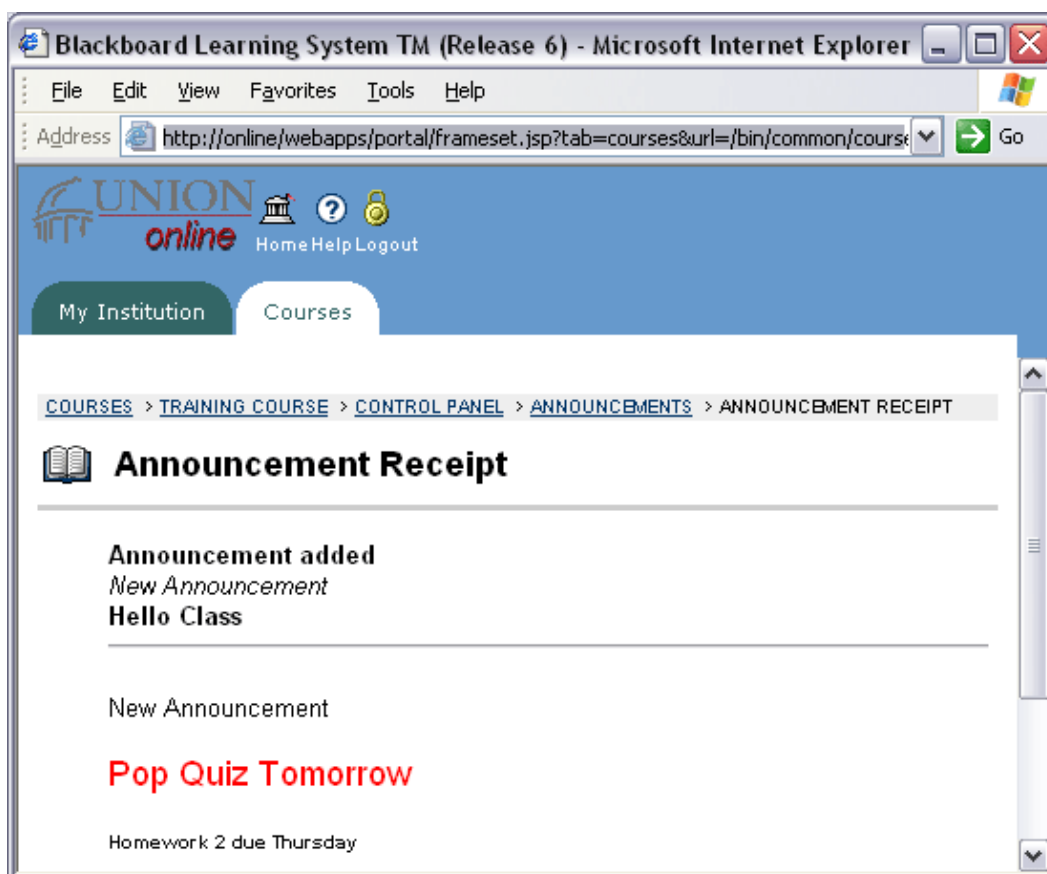
This is text that is indented

Note: any combination of the following tags can be used .

## Example



Typing into the message box with tags will give you a formatted message that looks like this:



You can use combinations of tags to make important information stand out more.

## Remember to close your tags

If you do not remember to close your tags the attributes of the tag will continue through the whole selection that you write. For example if you only want to bold one word in a paragraph, but you do not close the bold tag, every word in the paragraph and the rest of the paragraphs will be bold because it was never closed.

## Adding Images

You can use HTML to add images to blackboard also using the IMG tag. An example of how the IMG tag is used as follows:

```

```

This displays the file "filename.jpg" at a width and height of 100 pixels. If the width and height are not specified, the image's dimensions will be used.

You can set different attributes of the image using the "equals" sign. Here is a list of some of the attributes. The value should be placed between quotation marks

Attribute	Values	Example
<b>align</b>	bottom, middle, top, left, right	align="right"
<b>width</b>	numerical value measured in pixels or percent (of the page)	width="10px" or "10%"
<b>height</b>		
<b>border</b>	numerical value measured in pixels	border="3px" hspace="10px"
<b>hspace</b>		
<b>vspace</b>		

You can add images to any of the items in the Content Areas. To add an image, add an item to any of the content areas in Blackboard. In the text area, enter an image tag and set the attributes you want. Make sure that the "Smart Text" circle is filled, and click submit. Blackboard will alert you that you are trying to link to an image that doesn't exist, and then allow you to upload your picture.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Blackboard Learning System interface. The browser title is "Blackboard Learning System TM (Release 6) - Microsoft Internet Explorer". The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation buttons (Back, Forward, Stop, Home, Search, Favorites, Media, Print). The main content area shows the "UNION online" logo and navigation tabs for "My Institution" and "Courses".

In the text editor, there is a field for "or specify your own name:" containing the text "Image Example". Below this is a "Choose Color of Name:" section with a black color swatch and a "Pick" button. The "Text:" area contains the following HTML code:

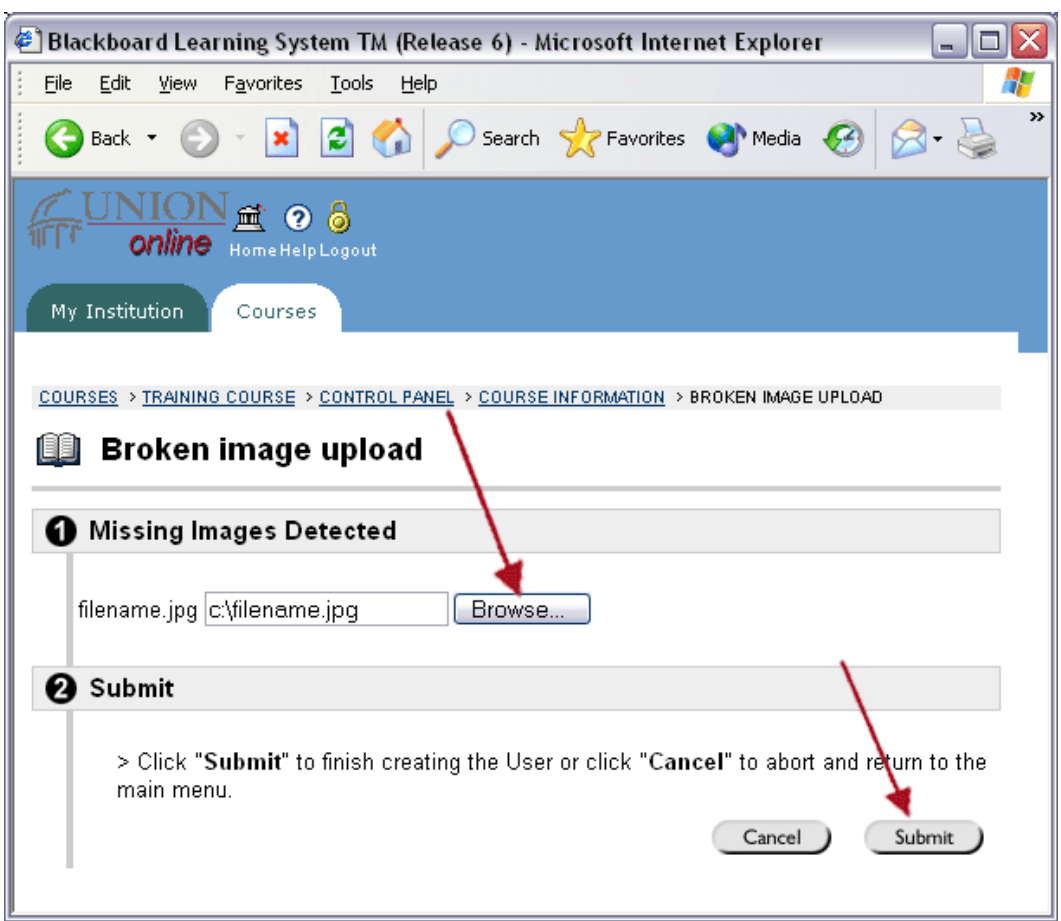
```

```

Below the code, there is explanatory text: "Here is an image that aligns to the right side of the page. The text wraps around before it gets to the image (setting the hspace attribute adds even more space!)"

At the bottom of the text editor, there are radio buttons for "Smart Text" (selected), "Plain Text", and "HTML", along with a "Preview" button. Red arrows point to the "Image Example" text field, the "Smart Text" radio button, and the "Text:" area.

Click *Browse* to locate the image file on your hard drive. Then click *Submit* to finish creating the item.



You will see your new content, and the image is embedded within it.

The screenshot shows a Microsoft Internet Explorer browser window titled "Blackboard Learning System TM (Release 6) - Microsoft Internet Explorer". The address bar shows a path: COURSES > TRAINING COURSE > CONTROL PANEL > COURSE INFORMATION > IMAGE EXAMPLE > CONTENT RECEIPT. The page content includes a "Content Receipt" header, a "Content updated" status, and a section titled "Image Example". Below this, there is a paragraph of text: "Here is an image that aligns to the right side of the page. The text wraps around before it gets to the image (setting the hspace attribute adds even more space!)". To the right of this text is a rectangular image of a red brick wall. A red arrow points from the text to the image. At the bottom left, there is a timestamp: "2003-08-14 8:29:15 AM". At the bottom right, there is an "OK" button.