When adding or editing a class page message, class page agenda item, or blog post, the content editor appears. The content editor provides you with text editing tools and the ability to upload and add media to your text. Media can be sent from your desktop to your web page or you may add media from YouTube or TeacherTube.
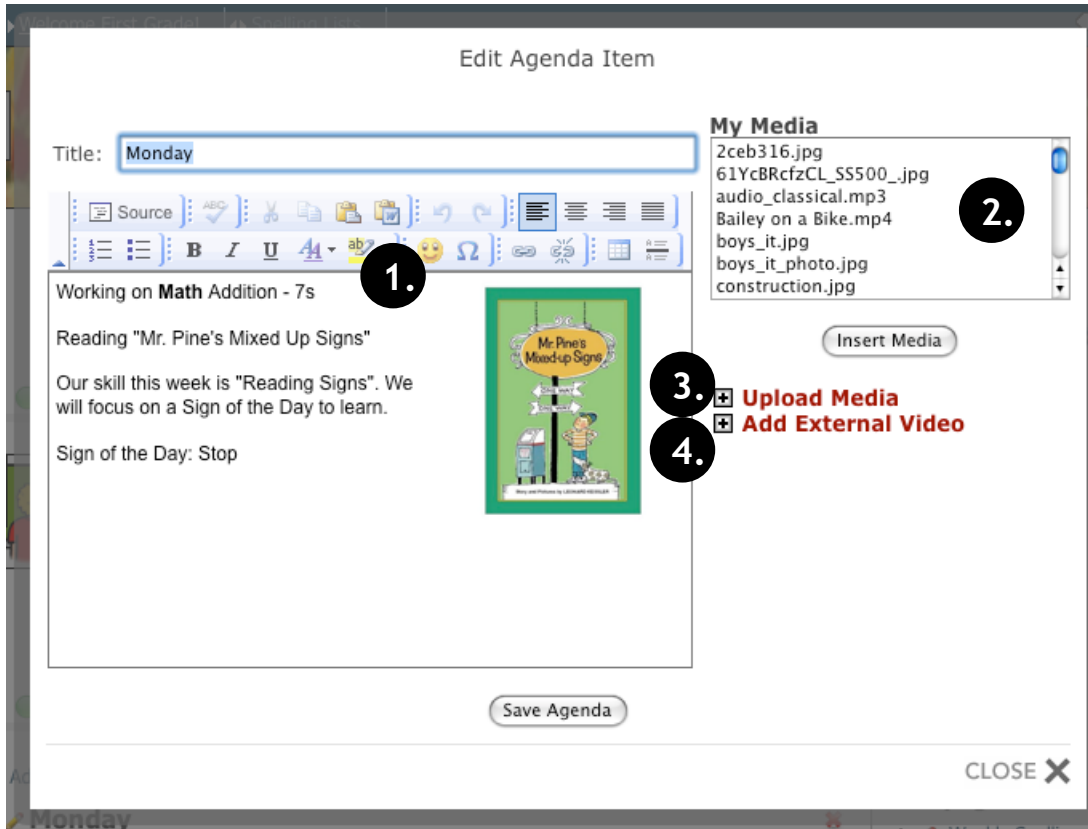
The content editor has four main areas.

1. **Editor**. Type text within the editor window. Add images, audio, and video to your text.

2. **My Media**. A directory listing of your media files. You may click at any media file and insert it into your editor window.

3. **Upload Media**. Clicking the expand icon will allow you to upload media files: image, audio, video. These files will be added to your "My Media" directory.

4. **Add External Video**. Clicking the expand icon will allow you to embed a YouTube or Teachertube video within your editor window.

The Editor: Click inside the editing window to type text information. Use the editing tools to format text, check spelling, add web links, tables, and lines. *It is recommended that all text be entered into the editing window before highlighting text to embellish or add media.*

The Editing Tools:

Source - Advanced tool. Allows embedding of widgets and custom HTML authoring.

Spell Checker

Cut, Copy, & Paste

Paste from Word - Removes offensive hidden characters from MS Word text.

Undo & Redo

Change Justification - Left, Center, Right, Both Sides

Add automatic numbering and bullets.

Boldface, Italics, and Underline

Text Color & Background Color

Add Emoticon

Add Special Character

Add and Remove Web Link

Add Table

Add Horizontal Line