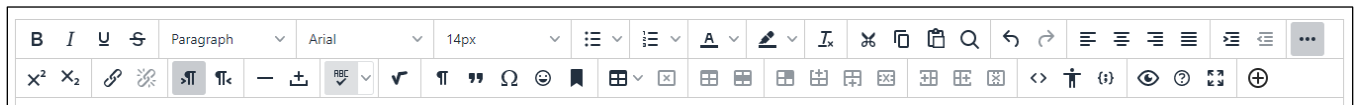




# Using the Content Editor

## Overview

The Content Editor lets you format text, attach web links or files, add images or embed video. It is available anywhere you see a text box in Learn—composing an email, posting to discussion forums, journals or blogs, answering essay questions in quizzes, or submitting text in the Assignment tool.



This is the full toolbar. Instructions for how to do common tasks are provided below. For a complete description of all the icons and options, see [What does the Editor do?](#)

For the comprehensive set of instructions specific to UNM Learn, see [Using the Content Editor](#).

## Copy and paste text to prevent loss.

The text editor does not save automatically. To avoid losing work, use a text editor on your device to do your writing, then go to Learn, and use keyboard shortcuts to copy and paste Ctrl/Cmd + C to copy, Ctrl/Cmd + V to paste.



The text editor does not save automatically. To avoid losing work, use a text editor on your device to do your writing, then go to Learn, copy and paste.

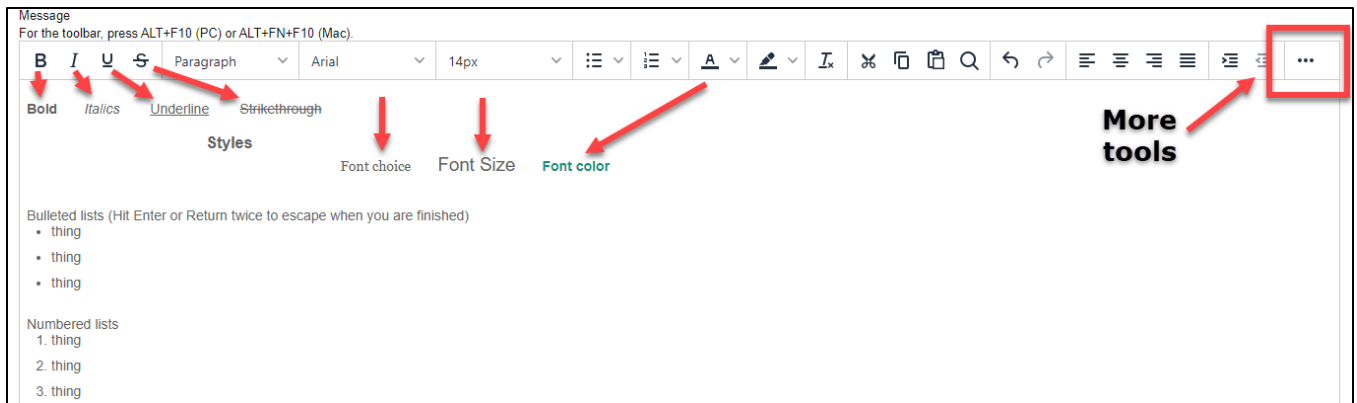
**Windows:** Ctrl + A to select all the text.  
Ctrl + C to copy.  
Ctrl + V to paste.

**Mac:** Command + A to select all the text.  
Command + C to copy.  
Command + V to paste.

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## Format your work

To enter text, click inside the box and begin typing. Or copy and paste. Highlight the desired text, then click one of the icons to apply a style. From left to right, there is bold, italics, underline, strikethrough, headings/subheadings, font family, font size, bulleted lists and numbered lists, font color, highlight color and remove formatting (Tx).



## Remove or keep formatting.

When copying and pasting from a webpage or Word document etc., you are given the option to remove or keep the source formatting. **Remove formatting** retains basic HTML, e.g., heading sizes, font styles like bold and italics, but removes the extraneous formatting from sources such as Microsoft Word. *Note: the remove formatting option is not the same as pasting text only.*



- For text only, highlight and use the **Remove formatting** button (Tx).

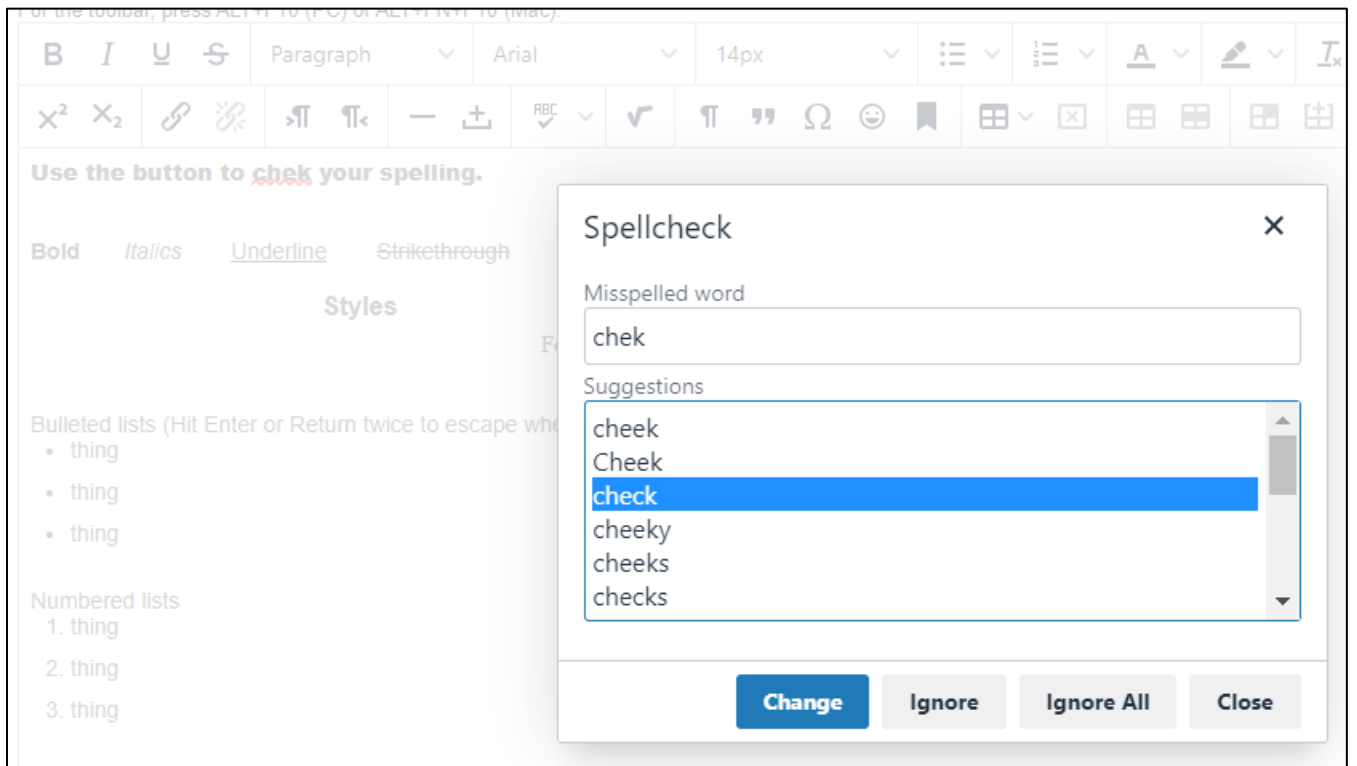
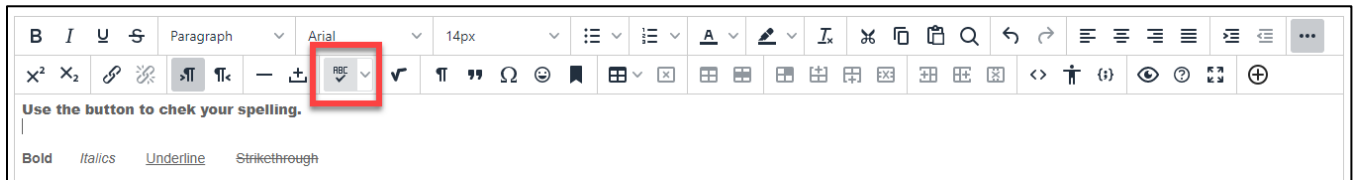


- Neither option will import images; those must be added manually: **Add Content (plus) icon > Insert Local Files or Insert from Content Collection.**

## Check your spelling

The previous content editor performed spell-checking as you typed. The new one is on-demand—you need to run it manually.

If necessary, click  to see the entire toolbar. Then click .



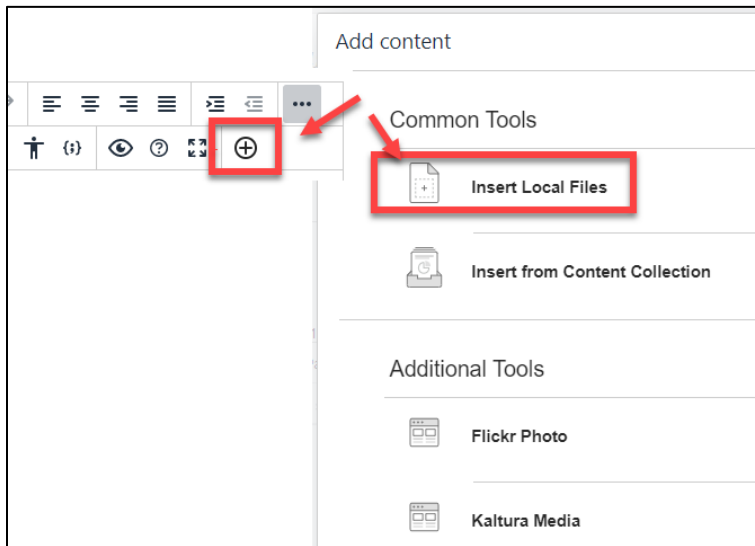


## Add an image.

To add an image, click **Add Content** (plus sign) > **Insert Local Files** > **Browse** to find then select the desired image. The image should now appear in the editing window.

You can use **Attachments** > **Attach File** > **Browser Local Files** below the editing window to add a photograph to a discussion post, but it will show as a file (ex. lucy-lobo.jpg); others will need to click to open it in order to view it. If you click **Insert/Edit Image** instead, others will be able to see your photograph immediately, in the same window with any text you are adding.

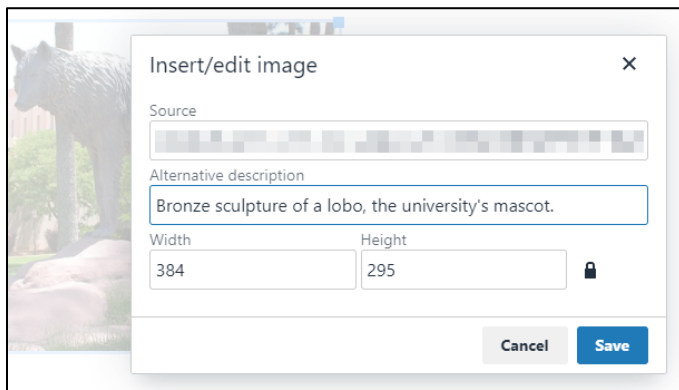
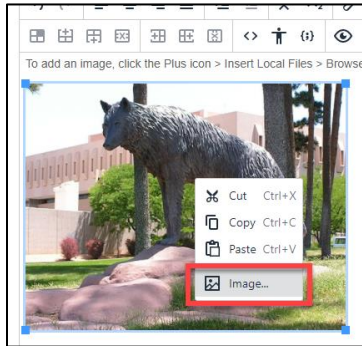
1. Add text as usual: click in the text box and type. Or copy and paste from MS Word.
2. Add a photo: click the **Add Content** (plus) icon.



3. Click **Insert Local Files** to browse and find the file you want.
4. Click **Open** to select it (.jpg, .png or .gif files work nicely). A note on size: with today's equipment images tend to be huge. Your file will load much faster and display better if you resize it **BEFORE** you upload it to Learn: <http://www.reduceimages.com> or Tiny PNG <https://tinypng.com>. Try ~500px.
5. Once your image appears in the text editor, right-click on it. Choose **Image**, then add an **Alternative description** for anyone using software to help them read the



screen. You can also make changes to the display size of the image. When finished, click **Save**.




6. Optional: Still too big? Click to select the image, then drag a corner handle.



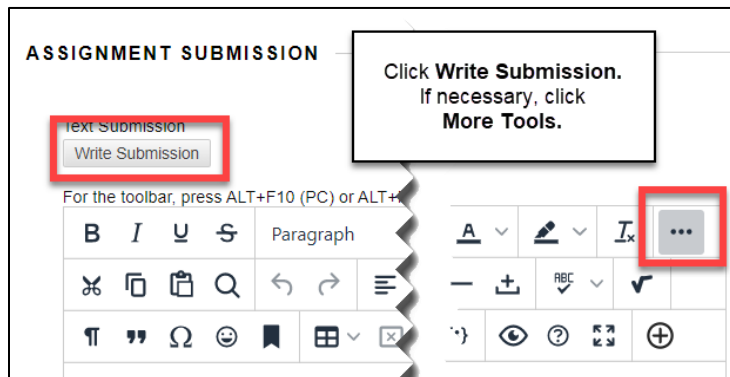
7. When ready, click **Submit**.




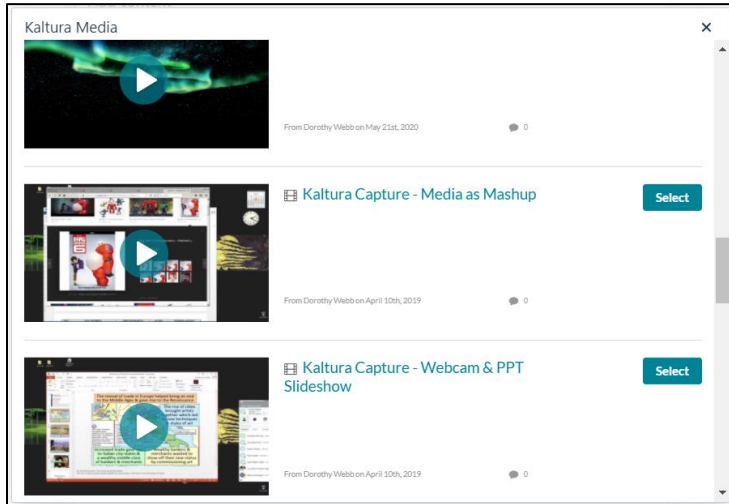
## Add a Kaltura Media file (video).

Use the content editor to share videos from your Kaltura (My) Media library. For discussion, journal or blog posts, be sure you are seeing the complete toolbar; if not, click More .

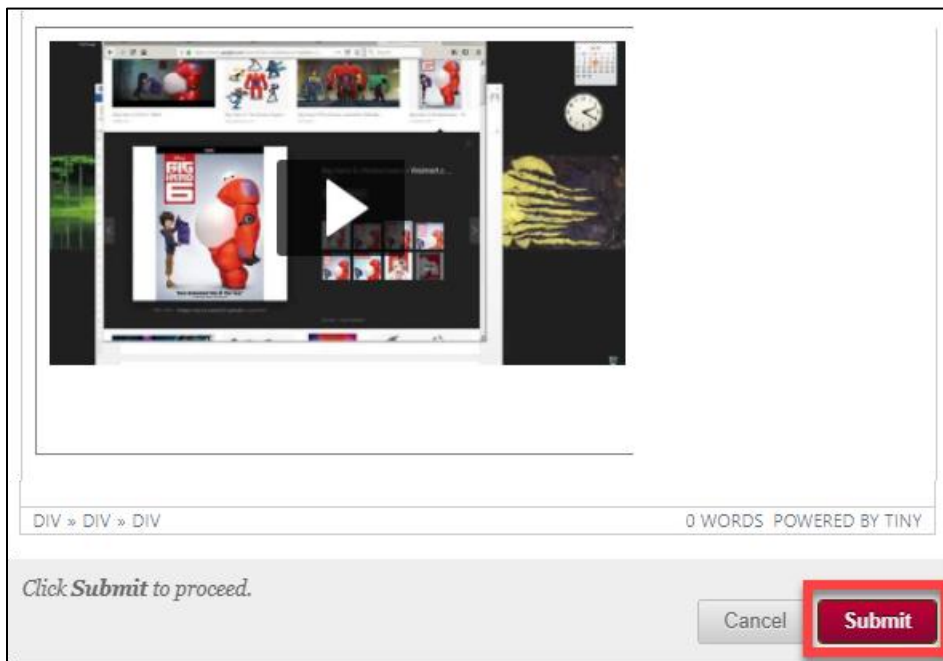
To add a Kaltura media file to an **Assignment**, from the submission screen, click the **Write Submission** button to reveal the editor.



1. Click Add Content .
2. Click Kaltura Media.
3. Your Kaltura My Media library will open. Click **Select** next to the desired video.



4. The preview will populate in the editor window. When ready, **Submit**.



*Note: there is a known issue regarding extra spaces after adding a media file, meaning that any text entered below the video is padded by several lines. As a workaround, add desired text first, then add the media file.*



UNM LEARN

Learn Support: 505.277.0857  
Toll Free: 1.877.688.8817  
Inside Learn - Create A Support Ticket

The Kaltura media tools have their own help pages. See: [Add Media as Mashup](#)

For additional topics: e.g., how to add a YouTube or other web link, how to build and format a table, or how to adjust line spacing, see [Using the Content Editor](#).