The Visual Textbox Editor (VTBE) has several options to help you format text as well as to add content. Below is a description of each row’s options.

**Row 1**

1. **Bold**: Make the text bold.
2. **Italic**: Make the text italic.
3. **Underline**: Underline the text.
4. **Strike Through**: Display text with a horizontal line (strike out) through the letters.
5. **Paragraph Style**: Select a paragraph style for the text. Click the down arrow next to the displayed current style to see a selectable list of all available styles.
6. **Font Face**: Select a font face for the text. Click the down arrow next to the displayed current font to see a selectable list of all available fonts.
7. **Font Size**: Select a font size for the text. Click the down arrow next to the displayed current font size to see a selectable list of all available font sizes.
8. **Bullet List**: Create an unordered or bullet list, or add a bullet list item. Click the down arrow next to the bullet list button to select a different bullet list symbol.
9. **Numbered List**: Create an ordered or numbered list, or add a numbered list item. Click the down arrow next to the numbered list button to select a different list-ordering scheme.
10. **Text Color**: Set the text color. Click the down arrow next to the text color button to select a different text color.
11. **Highlight Color**: Set the text highlight (background) color. Click the down arrow next to the highlight button to select a different highlight color.
12. **Clear Formatting**: Clear all formatting, leaving only the plain text.
13. **Preview Window**: Opens a preview window to enable you to see how the content will appear once published.
14. **Help Window**: Open this Help information window.
15. **Expand Window**: Expand the Content Editor window to fill the entire browser display.
16. **Simple Formatting**: Switch to the simple formatting and content entry button set.
Row 2

17. 
: Cut the selected items.

18. 
: Copy the selected items.

19. 
: Paste the most recently copied or cut items.

20. 
: Search for and replace text.

21. 
: Undo the previous action.

22. 
: Redo the previous action.

23. 
: Align text to the left.

24. 
: Align text in the center.

25. 
: Align text to the right.

26. 
: Align text to both the left and right margins.

27. 
: Move the text or object to the right (indent). Click again to indent further.

28. 
: Move the text or object to the left (outdent). Click again to outdent further.

29. 
: Make the text into a superscript.

30. 
: Make the text into a subscript.

31. 
: Add or edit a hyperlink. You can specify a link to a website, a file from your computer, or an item in the course content collection.

32. 
: Remove any hyperlinks from the selected text, or from the text at the current cursor position.

33. 
: Enter text to the right of the current cursor location (default).

34. 
: Enter text to the left of the current cursor location.

35. 
: Add a thin horizontal line to the current cursor position, spanning the entire width of the text area.

36. 
: Add a thin centered line. You can set the width in pixels or as a percentage of the total available width of the text area.

37. 
: Insert a nonbreaking space at the current cursor position.

38. 
: Toggle the automatic Spell Check function on or off. Click the down arrow next to the Spell Check button to select a different spell check language dictionary.
39. ![recording icon] Allows you to record from a webcam.

40. ![file icon] Add a file to the text area. The following file types are supported: .doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip.

41. ![image icon] Add an image to the text area, or edit an existing selected image. Most of the common image types are supported, including .gif, .jpg, .bmp, .png, .tif, and many others.

42. ![media clip icon] Add a media clip to the text area, or edit an existing selected media item. Supported media types include Flash (default), HTML 5 video, QuickTime, Shockwave, Windows Media, and Real Media.

43. ![equation editor icon] Click this button to open the mathematics equation editor.

44. ![mashup icon] Click this button to insert a Mashup object. Supported Mashup object types include Flickr Photo, SlideShare Presentation, and YouTube Video.

45. ![non-printing characters icon] Click to show all non-printing characters. Click again to hide them from view.

46. ![block quote icon] Format the text as a block quote.

47. ![symbol insert icon] Open the Select Symbol page. Select the symbol to insert at the current cursor position.

48. ![emoticon insert icon] Open the Insert Emoticon page. Select the emoticon to insert at the current cursor position.

49. ![anchor insert icon] Position the cursor where you want the anchor to appear, and click to open the Insert/Edit Anchor page. Anchors are used to position (anchor) other items and objects, such as images.

50. ![table create icon] Click to open the Create/Modify Table page. You can set the properties for the table, including number of rows and columns, spacing, alignment, borders, and more.

51. ![table row properties icon] Click to open the Table Row Properties page. You can set formatting options to control how the contents of a given table row will appear.

52. ![table cell properties icon] Click to open the Table Cell Properties page. You can set formatting options to control how the contents of a given table cell will appear.

53. ![blank row above icon] Insert a blank row above the current cursor position.

54. ![blank row after icon] Insert a blank row after the current cursor position.

55. ![blank row delete icon] Delete the current row from the table. If multiple rows are selected, all of them are deleted.

56. ![blank column left icon] Insert a blank column to the left of the current cursor position.

57. ![blank column right icon] Insert a blank column to the right of the current cursor position.
58. □: Delete the current column from the table. If multiple columns are selected, all of them are deleted.

59. □: Merge two or more selected cells into a single table cell.

60. □: Split previously merged table cells. If the cell or cells are not ones that were merged, nothing happens.

61. □: Click to open an HTML Code View page, where you can edit the content HTML code directly. This feature is intended only for experienced web developers.

62. □: Edit the Cascading Style Sheet (CSS). This feature is intended only for experienced web developers.