

How to Add and Edit Text Using a Rich Text Module

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to add text to their ePortfolio.

Step 1: In your ePortfolio click the "Add Content" button or the (+) sign. (See image 1)

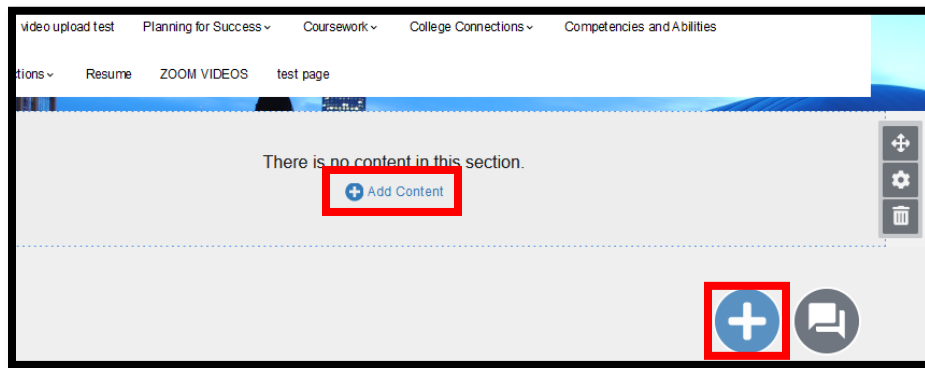


Image 1

Step 2: In the Library, click on the "Rich Text" module to be able to add text to your ePortfolio. (See Images 2 and 3)

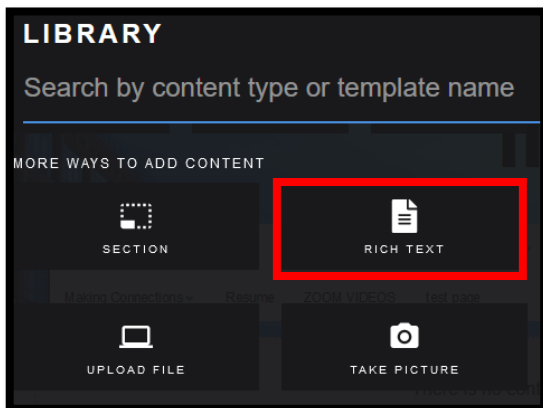


Image 2

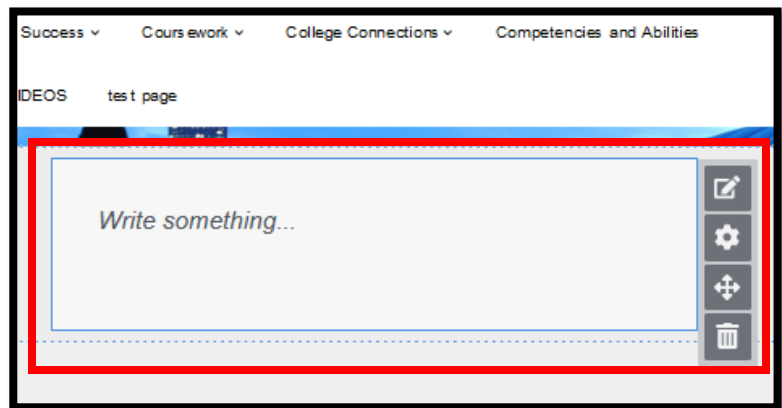


Image 3

Step 3: To edit or add content to the module, double click inside the module or hover your mouse pointer over the module and select the pencil icon. When you click on the pencil icon, a toolbar will appear at the top of the Rich Text module containing tools that can be used to format a selection of text, such as bolding text, underlining text, changing font style, etc. (See image 4)

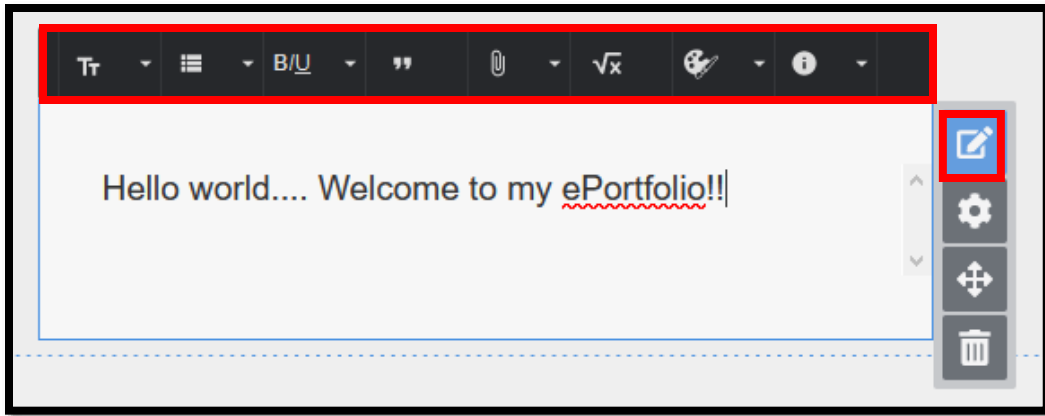


Image 4

Step 4: To format all the text in the module at once, click the gear icon which will open the “Module Settings.” Here you can edit the text from the “Text” option. You can format the font family, font size, font color, etc. There are also some advanced formatting options in the “Advanced Customization” section. (See images 5, 6 and 7)

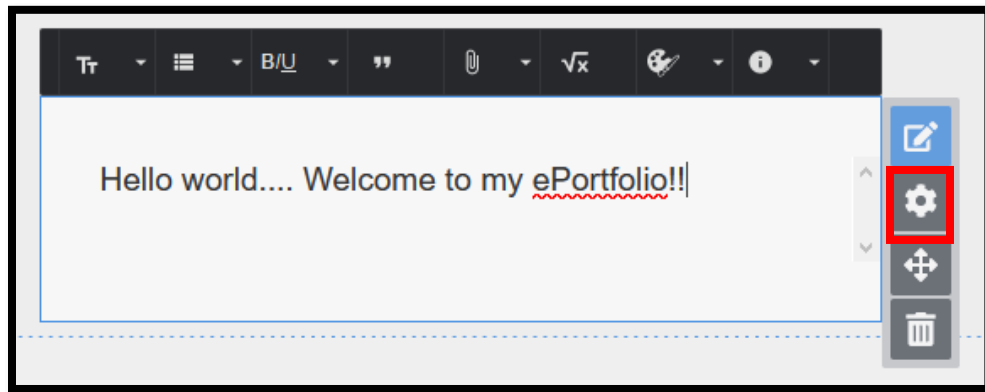


Image 5

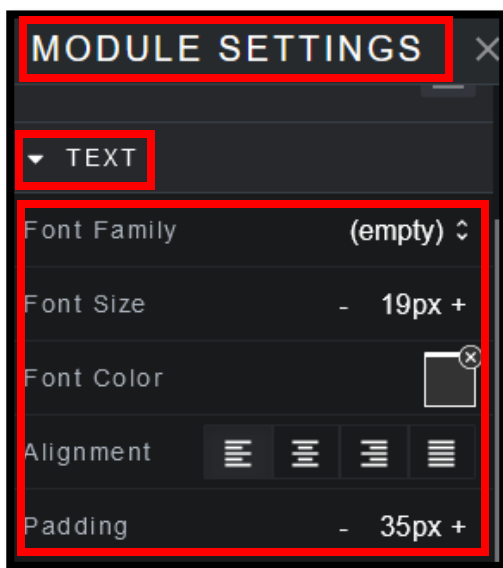


Image 6

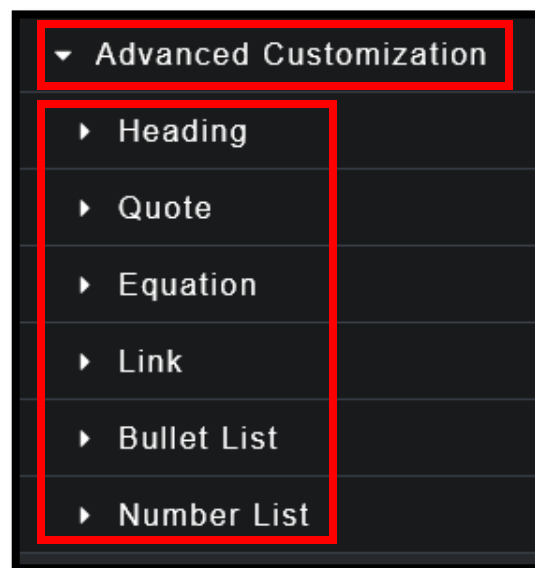


Image 7

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.