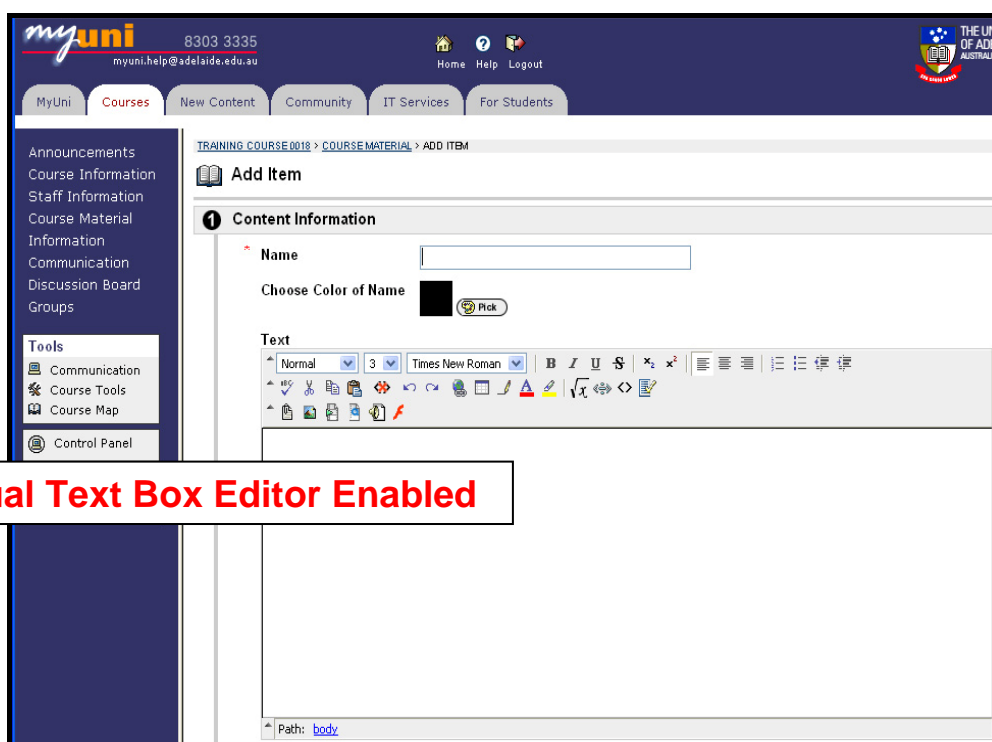
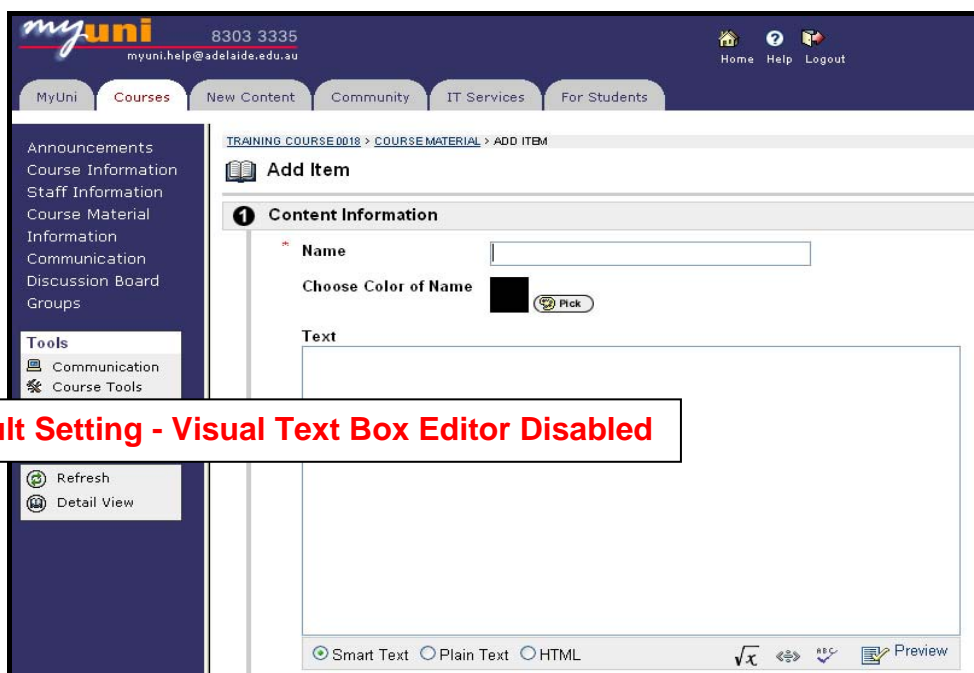
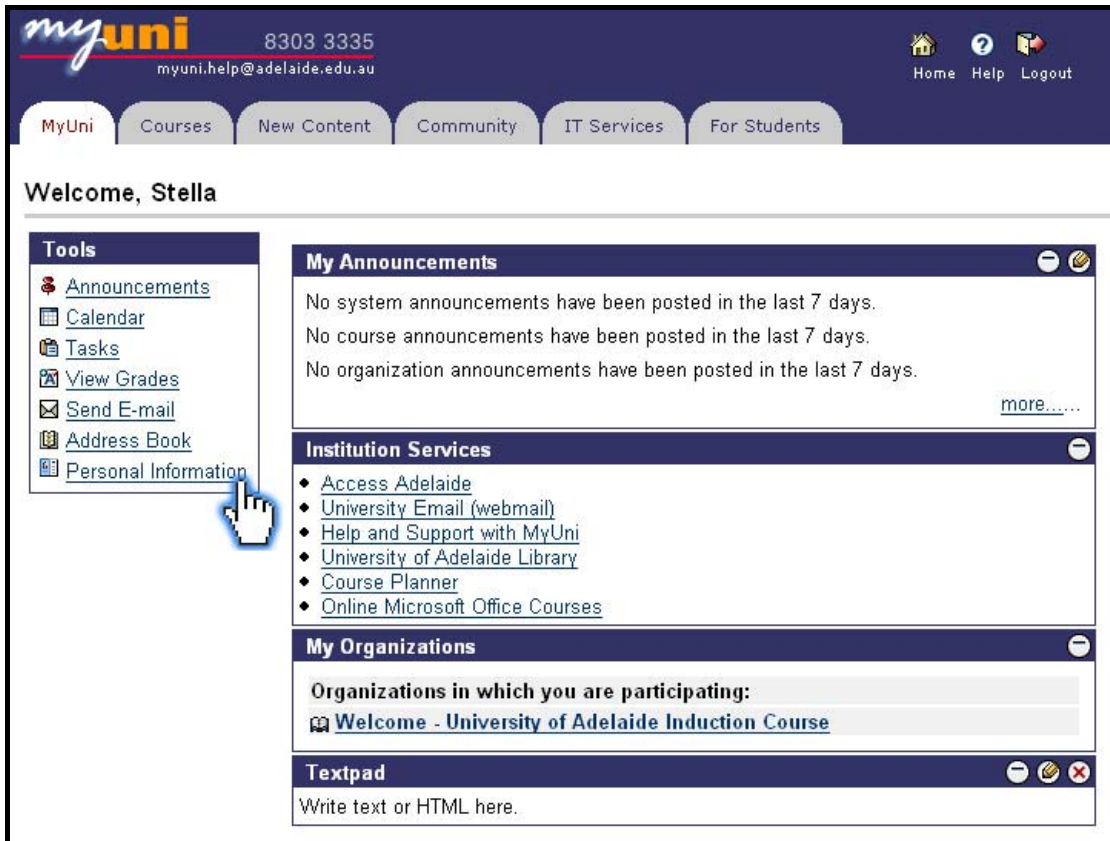


How To: Enable the Visual Text Box Editor

The Visual Text Box Editor provides users with the ability to format content items within MyUni. You can use the Visual Text Box Editor to insert tables, colour and style text and add files and attachments to content items. When it is enabled, it appears throughout the system as the default editor when adding text through a text box. This feature has been turned off in *MyUni* by default as some staff and students may find it does not work in their computing environment. To make the Visual Text Box Editor feature available, please follow the steps in this document.

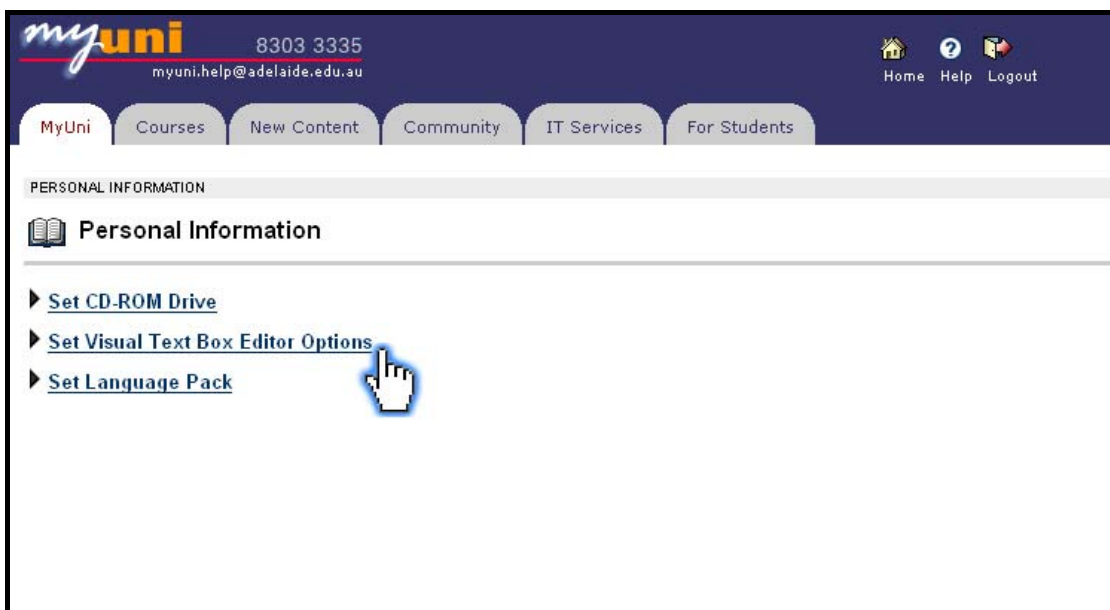


1. After logging into MyUni, click on the “Personal Information” link in the Tools menu.



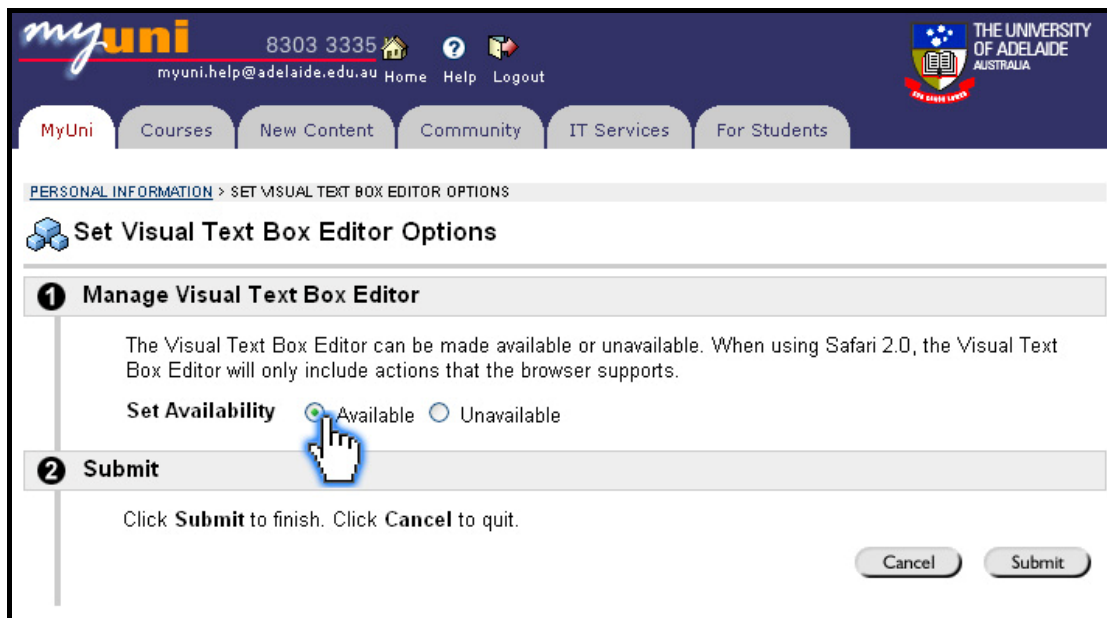
The screenshot shows the MyUni dashboard for a user named Stella. The top navigation bar includes the MyUni logo, contact information (8303 3335, myuni.help@adelaide.edu.au), and links for Home, Help, and Logout. Below the navigation bar are tabs for MyUni, Courses, New Content, Community, IT Services, and For Students. The main content area is titled "Welcome, Stella" and contains several sections: "Tools" (with links for Announcements, Calendar, Tasks, View Grades, Send E-mail, Address Book, and Personal Information), "My Announcements" (stating no announcements in the last 7 days), "Institution Services" (listing links for Access Adelaide, University Email, Help and Support, University of Adelaide Library, Course Planner, and Online Microsoft Office Courses), "My Organizations" (listing "Welcome - University of Adelaide Induction Course"), and a "Textpad" area for writing text or HTML.

2. Click on “Set Visual Text Box Editor Options”



The screenshot shows the "PERSONAL INFORMATION" section of the MyUni dashboard. The page title is "Personal Information" with a book icon. Below the title are three expandable options: "Set CD-ROM Drive", "Set Visual Text Box Editor Options", and "Set Language Pack". A mouse cursor is pointing at the "Set Visual Text Box Editor Options" link.

3. Select the “Available” option to activate the Visual Text Box Editor. Then click “Submit” in the bottom right corner to finish.



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MyUni Courses New Content Community IT Services For Students

PERSONAL INFORMATION > SET VISUAL TEXT BOX EDITOR OPTIONS

Set Visual Text Box Editor Options

1 Manage Visual Text Box Editor

The Visual Text Box Editor can be made available or unavailable. When using Safari 2.0, the Visual Text Box Editor will only include actions that the browser supports.

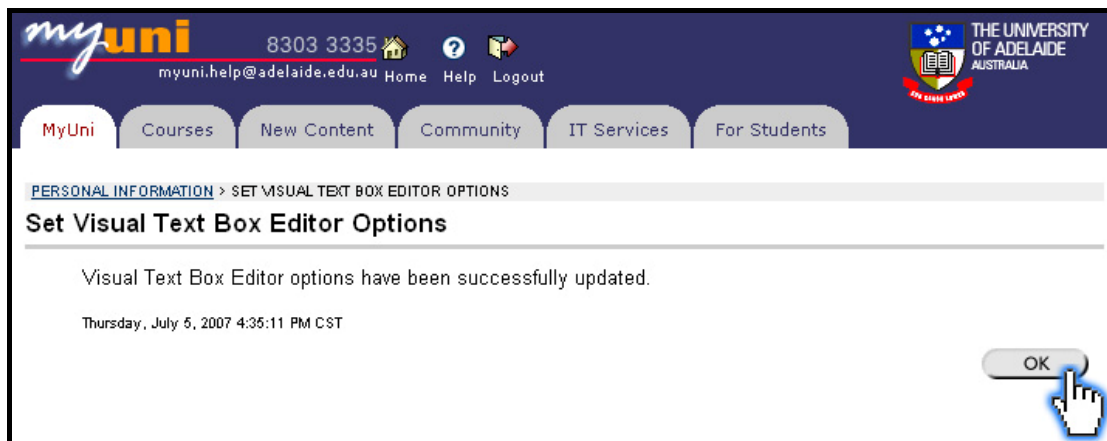
Set Availability Available Unavailable

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

4. The Visual Text Box Editor has now been activated, click “OK”.



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MyUni Courses New Content Community IT Services For Students

PERSONAL INFORMATION > SET VISUAL TEXT BOX EDITOR OPTIONS

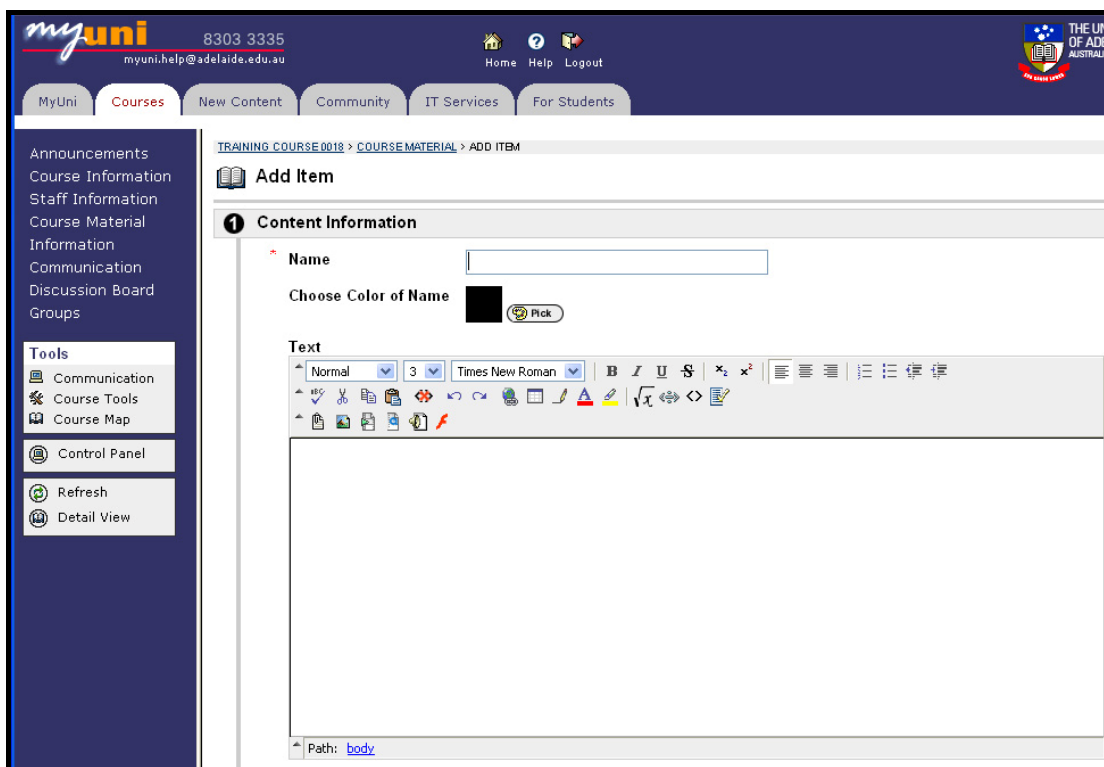
Set Visual Text Box Editor Options

Visual Text Box Editor options have been successfully updated.

Thursday, July 5, 2007 4:35:11 PM CST

OK

5. The next time you add content to your *MyUni* courses, you will see the Visual Text Box Editor which can be used to format text in a similar fashion to Microsoft Word.



The screenshot displays the MyUni interface for adding a new item to a course. The top navigation bar includes the MyUni logo, contact information (8303 3335, myuni.help@adelaide.edu.au), and links for Home, Help, and Logout. Below this is a secondary navigation bar with tabs for MyUni, Courses, New Content, Community, IT Services, and For Students. A left-hand sidebar contains a menu with categories like Announcements, Course Information, Staff Information, Course Material, Information, Communication, Discussion Board, and Groups. Under the 'Tools' section, there are links for Communication, Course Tools, and Course Map, along with buttons for Control Panel, Refresh, and Detail View. The main content area is titled 'TRAINING COURSE0018 > COURSE MATERIAL > ADD ITEM' and features a 'Add Item' button. Below this is a 'Content Information' section with a 'Name' input field and a 'Choose Color of Name' color picker. The primary feature is a 'Text' editor with a rich toolbar containing options for font style (Normal), size (3), font face (Times New Roman), bold (B), italic (I), underline (U), strikethrough (ABC), text color, background color, bulleted list, numbered list, indent, and outdent. A large text area is provided for content entry. At the bottom, the path is shown as 'Path: body'.