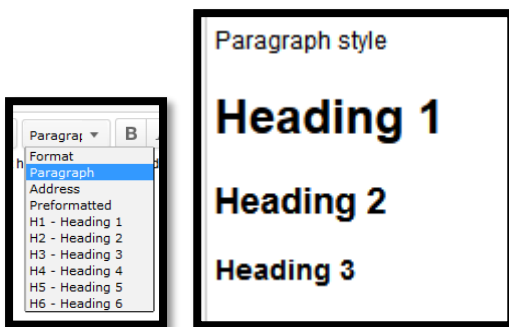
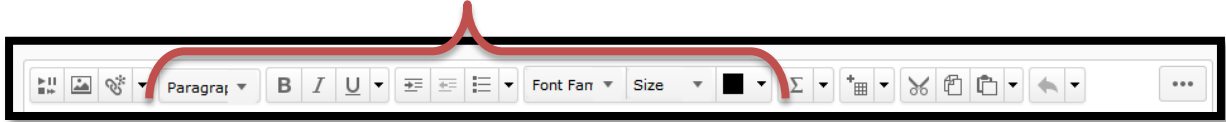


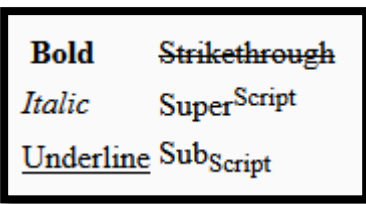
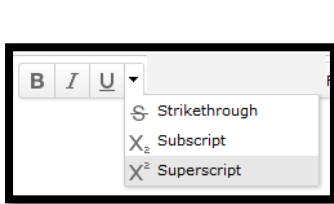
The Page Tool: The Formatting Options

This document outlines the various formatting options in the D2L Text Editor

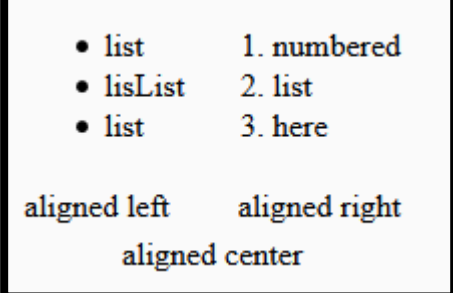
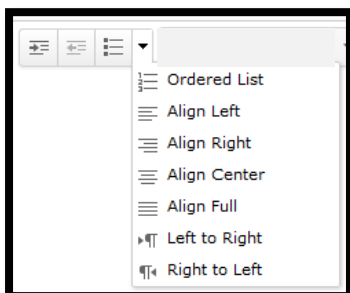
The D2L Text Editor appears in a number of places in D2L, generally being anywhere that you would type text onto the page such as discussion posts, news items, HTML pages, etc. All of the formatting options available appear in a toolbar at the top of the editor's window. To use any of these formatting options first select the text you wish to format then click one of these options.



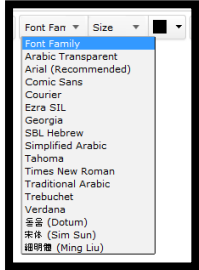
The 'Style' dropdown menu contains some useful pre-made formats for use with organisational formatting such as heading styles and the standard paragraph style. If you are using a template or your page has been set up to use CSS these styles may have other formatting applied than shown here. They are also useful for people who use screen-readers.



These buttons allow you to apply formatting options such as Bold, italic etc as seen in the screenshot to the left. The small black triangle next to the "U" button contains options for superscript and subscripts as shown in the screenshot also.



These buttons are paragraph level formatting. The first button is 'Indent' and the next is 'Outdent' and behind the dropdown menu are options for ordered list and various options for paragraph alignment.



These three dropdown menus enable you to choose from a list of supplied fonts, font sizes and colours. Please keep readability and accessibility in mind when you are choosing both font and colour.