



Canvas – Rich Content Editor



The Rich Content Editor is used to add and format content for several areas in Canvas, including Announcements, Assignments, Discussions, Quizzes, the Syllabus, Calendar Events, and Pages.



B I U **Bold, Italicize, Underline.** Use these to **bold**, *italicize*, or underline highlighted text.



Select Text color*. Changes the color of highlighted text.



Select Background color*. Changes the background color of the highlighted area.



Remove Formatting. This will strip all formatting (bold, italics, underline, text/background color, bullets, etc.) from the highlighted text, rendering it as you originally typed it.



Align Left, Align Center, Align Right. This will align your highlighted text to the left, center, or right of the document, respectively.



Bulleted List. This will add bullets to the highlighted text, creating a bullet for each line break (basically, for every “return key” there will be a bullet.)



Numbered List. Same as the above *Bulleted List* except the items are numbered.



Increase/Decrease Indent. Indents or un-indents selected text.



Superscript/Subscript. Renders selected text as either superscript or subscript, respectively.



Insert/Edit Table. Creates a table at the current location of the cursor. Rows, Columns, Spacing, and many other variables can be defined and adjusted.



Link to URL/Unlink. Link to URL will turn the highlighted text into a link to an external URL which can be input. Unlink removes any links from highlighted text.



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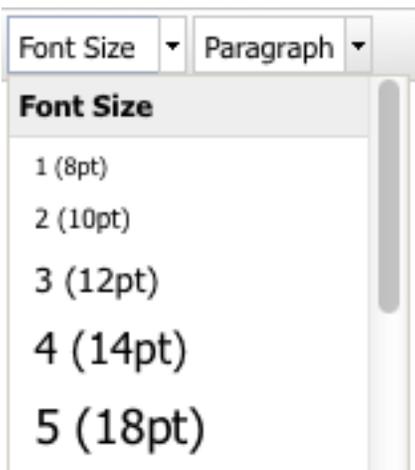


Embed Image. You can add images from a URL, or from the Files section of your course. Dimensions can be defined and adjusted, as well as the *Alt text*. (*Alt text* is the text that appears when a user hovers over an image.)

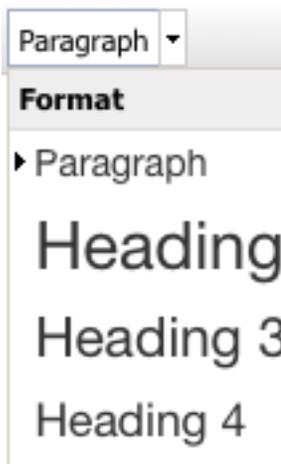
NOTE: For adding images to your Pages (or Page-like content, like Announcements, Assignments, the Syllabus, etc), we recommend adding the images via the *Images* tab under the *Insert Content into the Page* section on the right.



Record/Upload Media. This allows you insert audio or video into the Page. You can record your media on the spot (if you have a microphone and/or webcam), or upload an existing media file.



Font Size. This will adjust the size of your highlighted text.



Format. This will adjust the style of your highlighted text. The text in the body of your page should use the *Paragraph* style. Use the *Heading* styles to differentiate content by section.