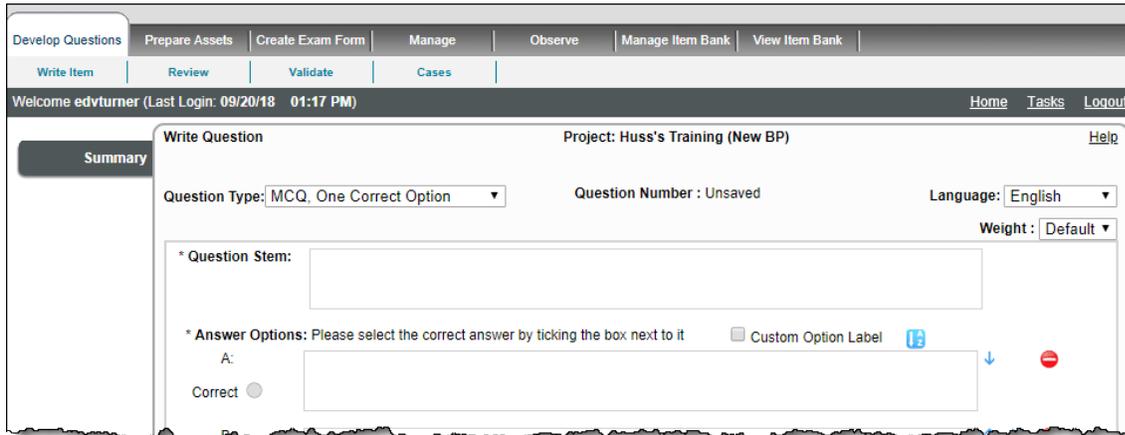


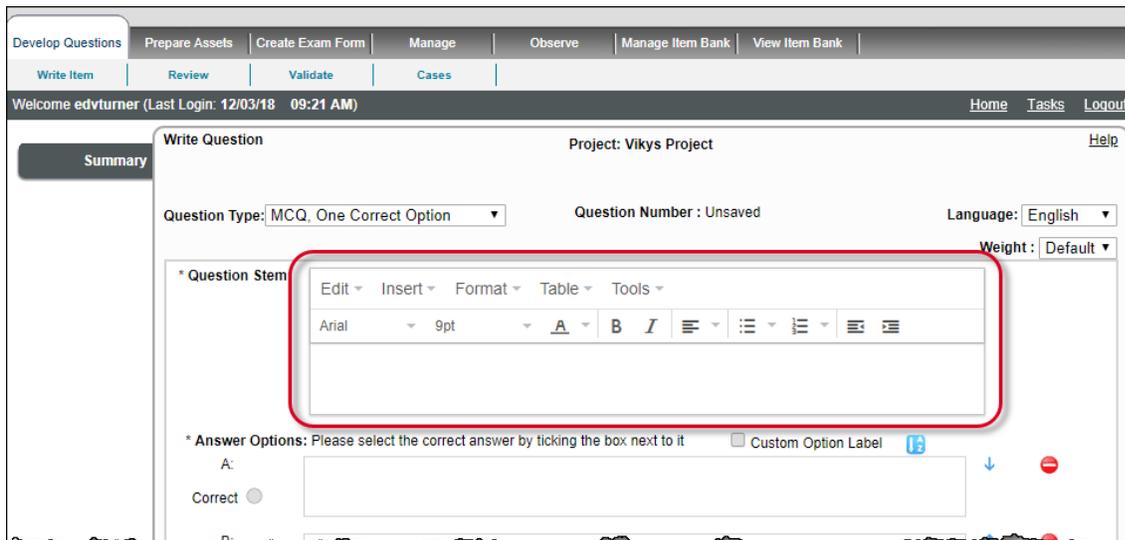
2.6 Formatting Options

The Question Stem and Answer Options can be formatted using the formatting toolbar just above the text, which is the Rich Text editor. The Rich Text editor controls do not auto-load by default when a user opens the **Write Question** page.

The Rich Text editor toolbar present near the top of all the dialogue boxes on the **Write Question** page is hidden by default when the page is opened. It only becomes available you click inside one of the text boxes, and only for that particular text box. You can then enter rich text content into the text box. Once you click on another such text box on the page, the Rich Text editor controls appear in the newly selected text box and it is hidden in the previous text box.



Rich Text editor controls are hidden in the text fields



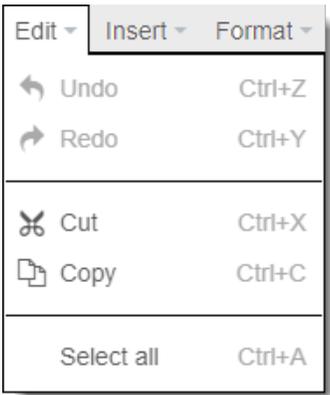
Rich Text editor controls become visible in the text fields being used



The content you type in and format for the item and answer area is saved in HTML code. If you are familiar with HTML, you can **edit the HTML code**.

You can **insert tables** for better explanation of items, if required, which can be introduced in the Question Stem or even in the Answer Options for some item types.

Rich Text Editor functions:

Menu	Option	Description
Edit 	Undo	Undo the last action.
	Redo	Redo the last action.
	Cut	Cut the selected content.
	Copy	Copy the selected content. 

There is no longer a **Paste** option from either a menu or a button in the new Rich Text Editor. You must use the keyboard shortcut **Ctrl + V** in order to paste content into the rich text editor.

You can now copy formatted content from a Word document and paste it into the text editor. ExamDeveloper strips out the formatting that is not supported by QTI. For example, if you have a table in Word with purple table and cell borders, you have increased the height of the rows, and the text font is colored. When you paste the table into the rich text editor, the table has standard black borders with no increased height for the rows, but the text retains the font colors.

red
pink
fuchsia

Hel

Enter Text:

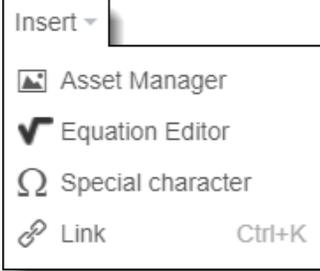
Edit ▾ Insert ▾ Format ▾

Arial ▾ 9pt ▾

red	bl
pink	aq
fuchsia	te

Done

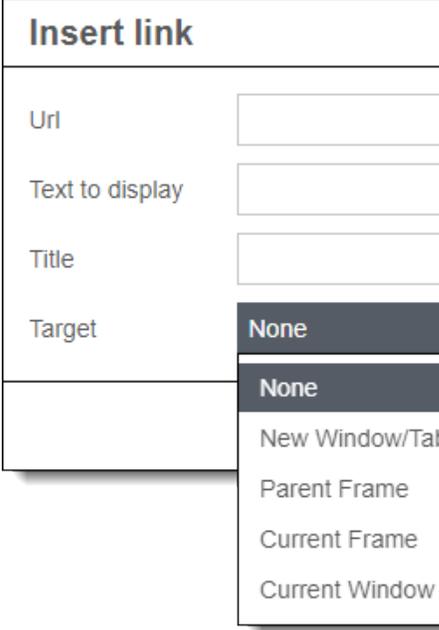
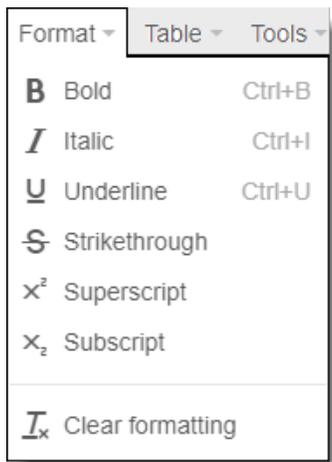
Insert

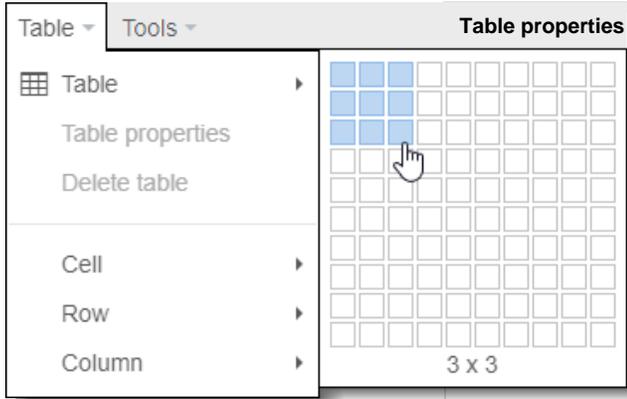


Select All	Select all the content in the editor.																																																																																																																																															
Asset Manager	Add assets to the text editor as required.																																																																																																																																															
Equation Editor	Add mathematical formulas. For more details see the Writing for a Project topic.																																																																																																																																															
Special character	Insert a special character. This icon opens a window that shows all the available custom characters: <div data-bbox="1052 422 1495 1010" data-label="Image"><table border="1"><caption>Special character</caption><tr><td></td><td></td><td>"</td><td>¢</td><td>€</td><td>£</td><td>¥</td><td>©</td><td>®</td><td>™</td><td>%</td><td>μ</td><td>·</td></tr><tr><td>'</td><td>“</td><td>”</td><td>,</td><td>„</td><td><</td><td>></td><td>≤</td><td>≥</td><td>-</td><td>—</td><td>–</td><td>…</td></tr><tr><td>×</td><td>¹</td><td>²</td><td>³</td><td>¼</td><td>½</td><td>¾</td><td>f</td><td>∫</td><td>∑</td><td>∞</td><td>√</td><td>≈</td></tr><tr><td>U</td><td>∂</td><td>∇</td><td>∃</td><td>∅</td><td>∇</td><td>*</td><td>α</td><td>∠</td><td>´</td><td>˘</td><td>ª</td><td>º</td></tr><tr><td>É</td><td>Ê</td><td>Ë</td><td>È</td><td>Ì</td><td>Í</td><td>Î</td><td>Ī</td><td>Đ</td><td>Ñ</td><td>Ò</td><td>Ó</td><td>Ô</td></tr><tr><td>Ý</td><td>ÿ</td><td>ƒ</td><td>à</td><td>á</td><td>â</td><td>ã</td><td>ä</td><td>å</td><td>ä</td><td>æ</td><td>ç</td><td>è</td></tr><tr><td>ò</td><td>ó</td><td>ô</td><td>õ</td><td>ø</td><td>ö</td><td>œ</td><td>š</td><td>ù</td><td>ú</td><td>û</td><td>ü</td><td>ı</td></tr><tr><td>Θ</td><td>Ι</td><td>Κ</td><td>Λ</td><td>Μ</td><td>Ν</td><td>Ξ</td><td>Ο</td><td>Π</td><td>Ρ</td><td>Σ</td><td>Τ</td><td>Υ</td></tr><tr><td>ι</td><td>κ</td><td>λ</td><td>μ</td><td>ν</td><td>ξ</td><td>ο</td><td>π</td><td>ρ</td><td>ς</td><td>σ</td><td>τ</td><td>υ</td></tr><tr><td>→</td><td>↓</td><td>←</td><td>↲</td><td>⇐</td><td>⇑</td><td>⇒</td><td>⇓</td><td>⇔</td><td>∴</td><td>∕</td><td>∕</td><td>∕</td></tr><tr><td>◇</td><td>♠</td><td>♣</td><td>♥</td><td>♦</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>			"	¢	€	£	¥	©	®	™	%	μ	·	'	“	”	,	„	<	>	≤	≥	-	—	–	…	×	¹	²	³	¼	½	¾	f	∫	∑	∞	√	≈	U	∂	∇	∃	∅	∇	*	α	∠	´	˘	ª	º	É	Ê	Ë	È	Ì	Í	Î	Ī	Đ	Ñ	Ò	Ó	Ô	Ý	ÿ	ƒ	à	á	â	ã	ä	å	ä	æ	ç	è	ò	ó	ô	õ	ø	ö	œ	š	ù	ú	û	ü	ı	Θ	Ι	Κ	Λ	Μ	Ν	Ξ	Ο	Π	Ρ	Σ	Τ	Υ	ι	κ	λ	μ	ν	ξ	ο	π	ρ	ς	σ	τ	υ	→	↓	←	↲	⇐	⇑	⇒	⇓	⇔	∴	∕	∕	∕	◇	♠	♣	♥	♦								
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Users can insert a **non-breaking space** using the very first option in the **Special character** pop-up window, or using the **Ctrl+Shift+Spacebar** keyboard combination. The HTML code looks like this:

```
<p>junk&nbsp;stuff</p>
```

<p>Link</p>	<p>Insert a Hyperlink in BlockText type metadata. This menu option opens a window that allows you to enter the URL, Text to display for the candidate, Title (the title that appears when users hover over the URL), and specify how to open the Target URL (new window/tab, parent frame, current frame, or current window).</p> 														
<p>Dynamic Text</p>	<p>Only available if the item type = Display Type in a DT template itembank.</p>														
<p>Format</p> 	<table border="1"> <tr> <td data-bbox="1039 1102 1266 1144">Bold</td> <td data-bbox="1266 1102 1502 1144">Apply bold formatting to the selected text.</td> </tr> <tr> <td data-bbox="1039 1144 1266 1186">Italic</td> <td data-bbox="1266 1144 1502 1186"><i>Italicize</i> the selected text.</td> </tr> <tr> <td data-bbox="1039 1186 1266 1228">Underline</td> <td data-bbox="1266 1186 1502 1228"><u>Underline</u> the selected content.</td> </tr> <tr> <td data-bbox="1039 1228 1266 1312">Strikethrough</td> <td data-bbox="1266 1228 1502 1312">Apply strikethrough formatting to the selected content.</td> </tr> <tr> <td data-bbox="1039 1312 1266 1396">Superscript</td> <td data-bbox="1266 1312 1502 1396">Apply ^{superscript} formatting to the selected content.</td> </tr> <tr> <td data-bbox="1039 1396 1266 1480">Subscript</td> <td data-bbox="1266 1396 1502 1480">Apply _{subscript} formatting to the selected content.</td> </tr> <tr> <td data-bbox="1039 1480 1266 1648">Clear formatting</td> <td data-bbox="1266 1480 1502 1648">Clear all the formatting on the selected content.</td> </tr> </table>	Bold	Apply bold formatting to the selected text.	Italic	<i>Italicize</i> the selected text.	Underline	<u>Underline</u> the selected content.	Strikethrough	Apply strikethrough formatting to the selected content.	Superscript	Apply ^{superscript} formatting to the selected content.	Subscript	Apply _{subscript} formatting to the selected content.	Clear formatting	Clear all the formatting on the selected content.
Bold	Apply bold formatting to the selected text.														
Italic	<i>Italicize</i> the selected text.														
Underline	<u>Underline</u> the selected content.														
Strikethrough	Apply strikethrough formatting to the selected content.														
Superscript	Apply ^{superscript} formatting to the selected content.														
Subscript	Apply _{subscript} formatting to the selected content.														
Clear formatting	Clear all the formatting on the selected content.														
<p>Table</p>	<p>Table</p> <p>Insert a table. Click and drag across the grid to select the desired number of columns and rows.</p>														



Use the **General** table properties to adjust the **table width** (all cells are the same width), **cell spacing** (the space, in pixels between cells), **cell padding** (amount of space inside cells between the cell border and the cell content), **table border width**, and **alignment of the table** within the text editor. Use **Caption** to add a table caption. The grayed out table properties are not supported by QTI, therefore they have been disabled in the properties window.

Table properties

General	Advanced	
Width	<input type="text" value="475px"/>	Height
Cell spacing	<input type="text"/>	Cell padding
Border	<input type="text" value="1"/>	Caption
Alignment	<input type="text" value="None"/>	

Use the **Advanced table properties** to apply a **background color** to the entire table. See **Color Selector** instructions listed below for instructions on using the color selector.

Table properties

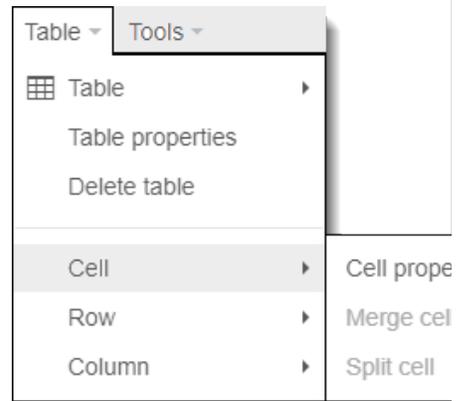
General	Advanced	
Style	<input type="text" value="width: 475px; border-collaps"/>	
Border style	<input type="text"/>	
Border color	<input type="text"/>	
Background color	<input type="text"/>	

Delete table

Place your cursor anywhere within the table and select Delete table. The entire table is deleted.

Cell

Use the **Table Cell** menu to **merge cells**, **split cells**, and open the **Cell properties** pop-up window.



Use the **General Cell properties** to adjust the **width** of selected cells, and to change the **horizontal alignment** of the text within the selected cells. Use the **Cell type** to specify either **Cell** or **Header Cell**. Selecting Header Cell generates the <th> tag in QTI. The grayed out table properties are not supported by QTI, therefore they have been disabled in the properties window.

Cell properties

General	Advanced	
Width	<input type="text" value="237.5pt"/>	Height
Cell type	<input type="text" value="None"/>	Scope
H Align	<input type="text" value="None"/>	V Align

Use the **Advanced Cell properties** to apply a **background color** to the selected cells. See **Color Selector** instructions listed below for instructions on using the color selector.

Cell properties

General **Advanced**

Style width: 153px;

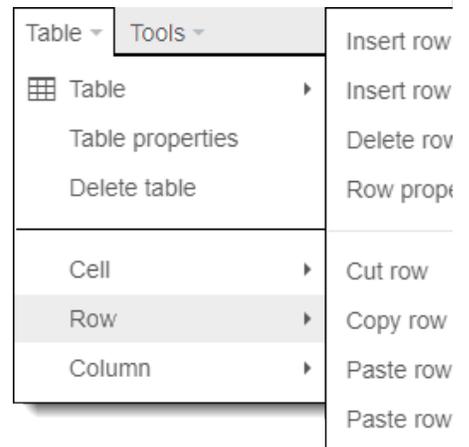
Border style

Border color

Background color

Row

Use the **Table Row** menu to **insert rows before or after** the selected row, **delete** the selected row, and open the **row properties** pop-up window. You can also **cut** or **copy** the selected row, as well as **paste a row before** or **after** the selected row.



Use the **General Row properties** to specify the type of row: **Header**, **Body**, or **Footer**. The grayed out table properties are not supported by QTI, therefore they have been disabled in the properties window.

Row properties

General

Advanced

Row type

Body

Alignment

Select...

Height

Ok

Ca

Use the **Advanced Row properties** to change the **background color** of the row. See **Color Selector** instructions listed below for instructions on using the color selector.

Row properties

General

Advanced

Style

Border style

Select...

Border color

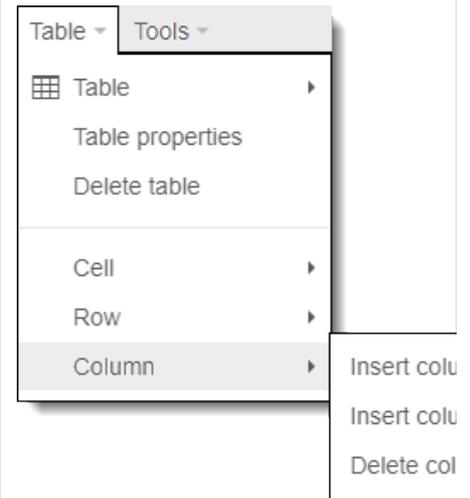
Background color

Ok

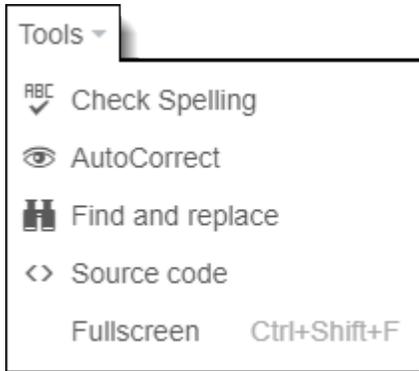
Ca

Column

Use the **Table Column** menu to **insert columns before or after** the selected column, and **delete** the selected column. You can select a column and **Copy** it. If you want to paste the column you must use the keyboard shortcut **Ctrl+V**. Use caution with pasting. It pastes the contents over the top of the selected column. If you want a duplicate column of text, insert a new column and then paste the content into the newly inserted column.



Tools



Check Spelling

Check the spelling of the selected text against the built-in dictionary.

AutoCorrect

Select the desired text and click the **Tools AutoCorrect** menu. If there is an auto correct entry that matches the selected text, the system replaces the selected text with the auto correct text. If no auto correct entries match the selected text, a message notifies you that no replacement is available for the selected text. See the **Auto-Correct Tab** topic for details on creating Auto-correct entries.

Find and replace

Find or find/replace the selected text.

Source code

Edit the HTML source code of the entered text.

See the **Work with HTML Content** topic for more details on working with HTML content.

See **Supported HTML Elements and Attributes** for details on supported HTML tags.

Fullscreen

Toggle between full screen and regular view of the selected field.

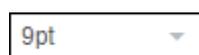
Toolbar

Font Family

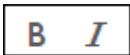
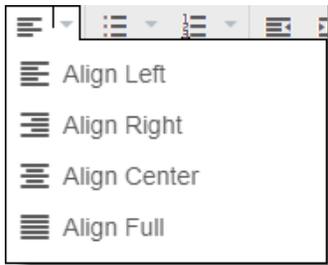


Change the font style of the selected text.

Font Sizes



Change the font size of the selected text.

<p>Text Color</p> 	<p>Change the font color of the selected text. Select one of the predefined colors in the grid or click the Custom link. See Color Selector instructions listed below for instructions on using the color selector.</p>
<p>Bold & Italic</p> 	<p>Apply bold or <i>italic</i> formatting to the selected text.</p>
<p>Alignment</p>	<p>Change the alignment of the selected text: left, right, center, or full alignment.</p> 
<p>Bullet list & Numbered list</p> 	<p>Place the selected text in a bulleted or numbered list.</p> <p>For Bullets you can choose from Circle, Disk (default), or Square.</p> <p>For Numbered lists you can choose from Default (1, 2, 3, etc.), Lower Alpha (a, b, c, etc.), Lower Roman (i, ii, iii, etc.), Upper Alpha (A, B, C, etc.), and Upper Roman (I, II, III, etc.).</p>

Decrease & Increase indent



Decrease or **increase** how much the selected text is indented.

If you increase the indent for Numbered lists, the indented level automatically renumbers using the same numbering style (see image below). You can select the indented numbers and change to a different numbering format (for example, a,b, c, etc.).

Enter Text:

Edit ▾ Insert ▾ Format ▾ Table

Arial ▾ 9pt ▾ A

- 1. Red
 - 1. Pink
 - 2. Fuchsia
- 2. Blue
 - 1. Aqua

If you increase the indent for bulleted lists, the indented level automatically switches to the other bullet styles.

Enter Text:

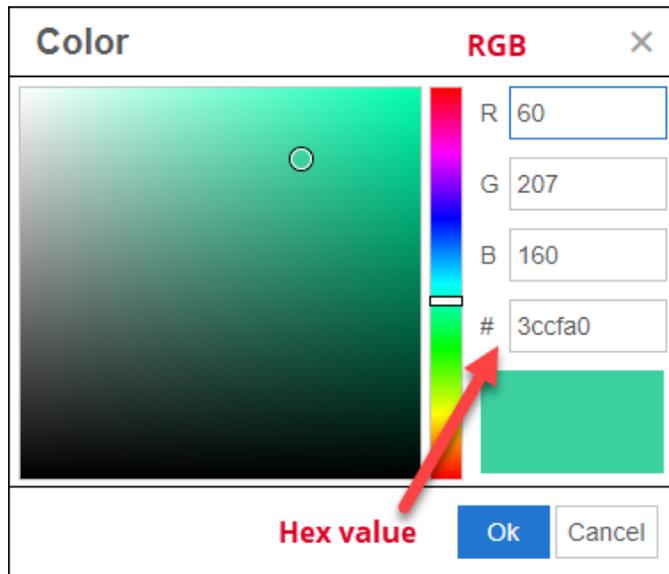
Edit ▾ Insert ▾ Format ▾ Table

Arial ▾ 9pt ▾ A

- red
 - pink
 - fuchsia
- blue
- aqua

Work with the Color selector

In order to use the color selector, you have 3 options to identify the desired color:



1. **Click and Drag**

- a. Open the color selector pop-up window.
- b. First click on the desired color in the rainbow band in the middle of the window.
- c. Click and drag the circle in the color pane on the left side of the window until you get the desired color. The color is displayed in the big color box in the lower right corner above the **OK** button.
- d. Click **OK**

2. Enter **RGB values**

- a. Enter the **Red**, **Blue** and **Green** values for the desired color.
- b. Click **OK**.

3. Enter the **Hex color value**

- a. Enter the **Hex** value for the desired color. You do not need to enter the #, just type in the Hex number.
- b. Click **OK**.