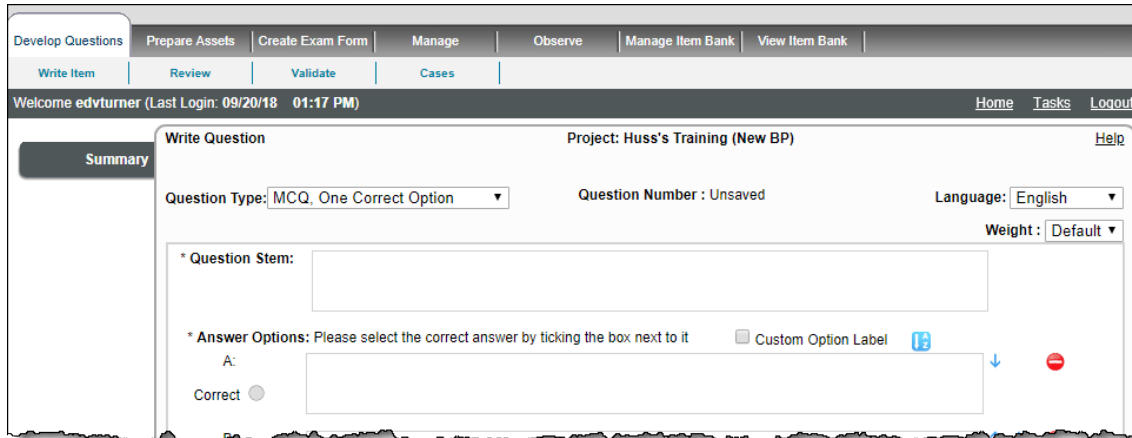


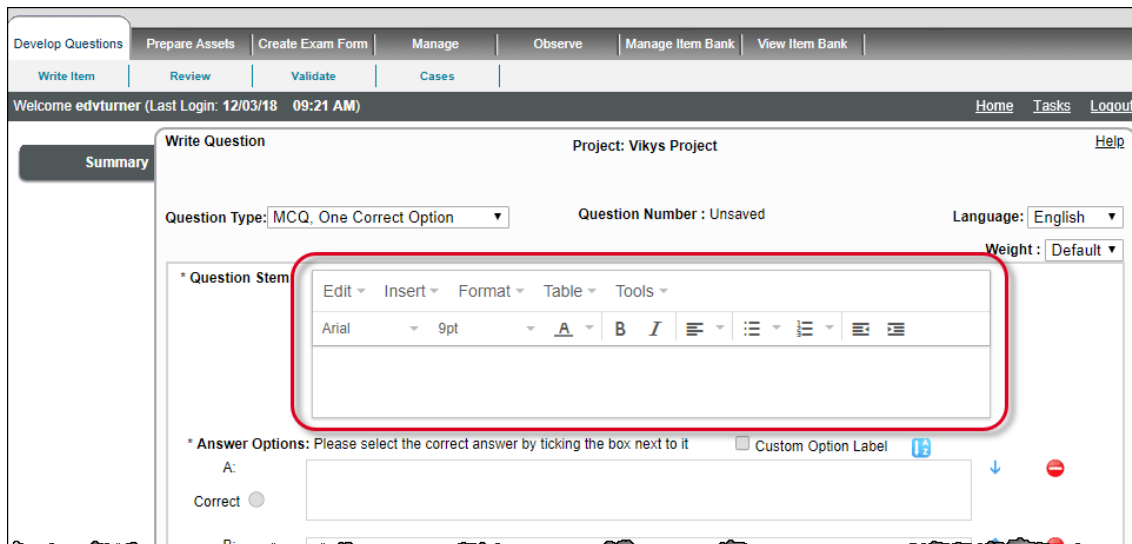
## 2.6 Formatting Options

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*



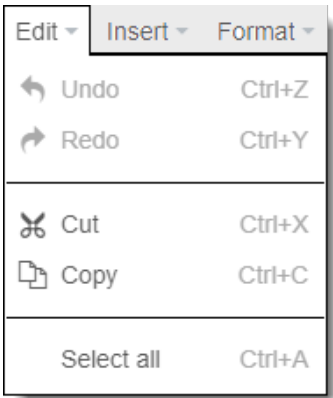

*Rich Text editor controls become visible in the text fields being used*



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
<b>Edit</b> 	<b>Undo</b>	Undo the last action.
	<b>Redo</b>	Redo the last action.
	<b>Cut</b>	Cut the selected content.
	<b>Copy</b>	Copy the selected content. <div data-bbox="1052 390 1479 1969" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  </div>

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 Word table with purple border, increased row height, colored fonts
pink
fuchsia

Help

Enter Text:

Edit Insert Format

Arial 9pt

red	bl
pink	aq
fuchsia	te

r  
r

Done

## Insert



<b>Select All</b>	Select all the content in the editor.
<b>Asset Manager</b>	Add assets to the text editor as required.
<b>Equation Editor</b>	Add mathematical formulas. For more details see the <a href="#">Work with Equation Editor</a> topic.
<b>Special character</b>	Insert a special character. This icon opens a window that shows all the available custom characters: <div data-bbox="1052 420 1502 1008" data-label="Image">A screenshot of the 'Special character' pop-up window. It has a title bar 'Special character' and a grid of 10 rows and 20 columns of various symbols and characters. The first row includes symbols like '€', '£', '¥', '©', '®', '™', '%', 'μ', and '·'. The second row includes punctuation like '‘', '”', '„', '&lt;', '&gt;', '≤', '≥', '—', '–', and '·'. The third row includes mathematical symbols like '×', '¹', '²', '³', '¼', '½', '¾', '∫', '∫', '∑', '∞', '√', '≈', and 'ε'. The fourth row includes Greek letters like 'U', 'β', 'γ', 'ε', 'θ', '∇', '*', 'α', '∠', '´', '˘', 'ª', 'º', and '·'. The fifth row includes accented letters like 'É', 'Ê', 'Ë', 'È', 'Ì', 'Í', 'Î', 'Ï', 'Ð', 'Ñ', 'Ò', 'Ó', and 'Ô'. The sixth row includes more accented letters like 'Ý', 'ÿ', 'ÿ', 'ƒ', 'à', 'á', 'â', 'ã', 'ä', 'å', 'æ', 'ç', and 'è'. The seventh row includes more accented letters like 'ò', 'ó', 'ô', 'õ', 'ø', 'ö', 'œ', 'š', 'ù', 'ú', 'û', 'ü', and 'ı'. The eighth row includes Greek letters like 'Θ', 'Ι', 'Κ', 'Λ', 'Μ', 'Ν', 'Ξ', 'Ο', 'Π', 'Ρ', 'Σ', 'Τ', 'Υ', and 'Φ'. The ninth row includes Greek letters like 'ι', 'κ', 'λ', 'μ', 'ν', 'ξ', 'ο', 'π', 'ρ', 'ς', 'σ', 'τ', 'υ', and 'φ'. The tenth row includes arrows and other symbols like '→', '↓', '←', '↵', '⇐', '⇑', '⇒', '⇓', '⇔', '∴', '⊂', '⊃', '⊄', and '⊅'. The eleventh row includes symbols like '◇', '♠', '♣', '♥', and '♦'.</div>

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>
```

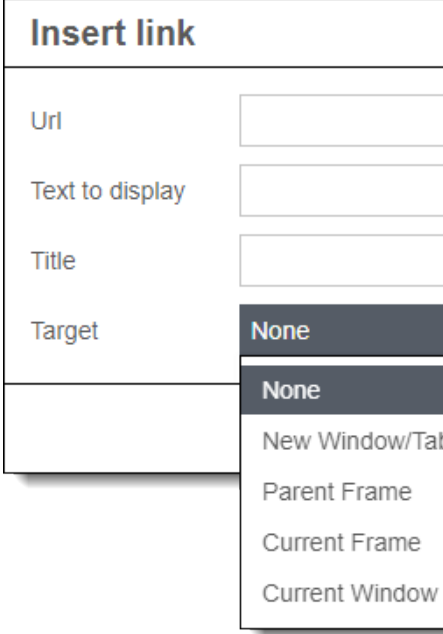
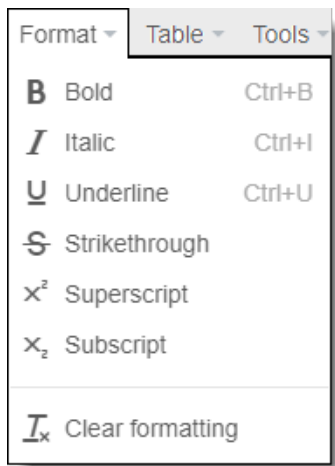
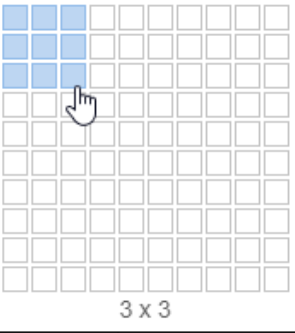
<p><b>Link</b></p>	<p>Insert a <b>Hyperlink</b> in BlockText type metadata. This menu option opens a window that allows you to enter the <b>URL</b>, <b>Text</b> to display for the candidate, <b>Title</b> (the title that appears when users hover over the URL), and specify how to open the <b>Target URL</b> (new window/tab, parent frame, current frame, or current window).</p> 
<p><b>Dynamic Text</b></p>	<p>Only available if the item type = Display Type in a DT template itembank.</p>
<p><b>Format</b></p> 	<p><b>Bold</b> Apply <b>bold</b> formatting to the selected text.</p> <p><b>Italic</b> <i>Italicize</i> the selected text.</p> <p><b>Underline</b> <u>Underline</u> the selected content.</p> <p><b>Strikethrough</b> Apply <del>strikethrough</del> formatting to the selected content.</p> <p><b>Superscript</b> Apply <sup>superscript</sup> formatting to the selected content.</p> <p><b>Subscript</b> Apply <sub>subscript</sub> formatting to the selected content.</p> <p><b>Clear formatting</b> Clear all the formatting on the selected content.</p>
<p><b>Table</b></p>	<p><b>Table</b> Insert a table. Click and drag across the grid to select the desired number of columns and rows.</p>

Table ▾ Tools ▾ **Table properties**

Table ▸  
 Table properties  
 Delete table

Cell ▸  
 Row ▸  
 Column ▸



3 x 3

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

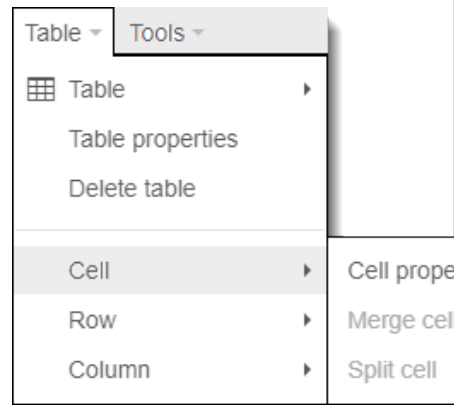
General	Advanced	
Style	<input type="text" value="width: 475px; border-collaps"/>	
Border style	<input type="text"/>	
Border color	<input type="text"/>	
Background color	<input type="text"/>	

#### 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;

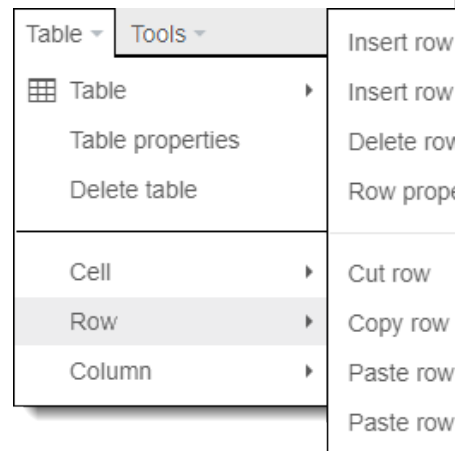
Border style

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

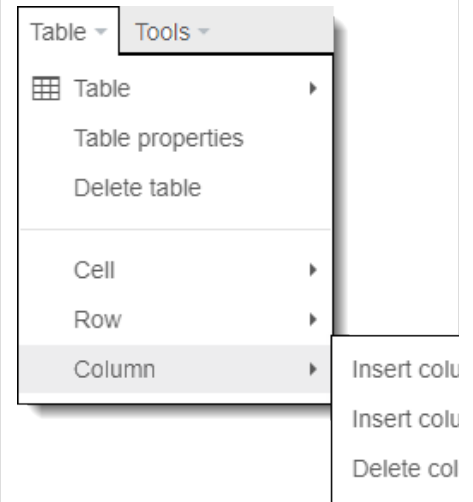
Background color

Ok

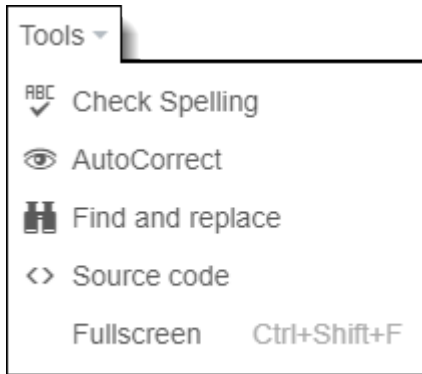
Ca

**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.

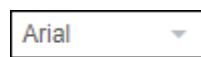
See **Supported HTML Elements and Attributes** for details on supported HTML tags.

**Fullscreen**

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

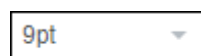
**Toolbar**

**Font Family**


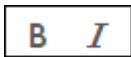
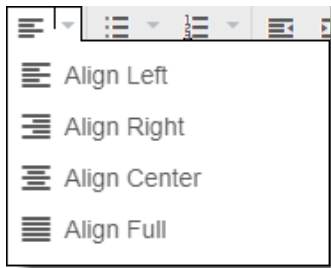



Change the font style of the selected text.

**Font Sizes**



Change the font size of the selected text.

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

### Audio/Video



Configure QTI attributes for audio and video assets. This button is only visible when an audio or video asset is selected in the Rich Text Editor.

## Audio/Video Attributes

- |  |   |
|--|---|
| <input type="checkbox"/> Auto Play                 | <input type="checkbox"/> Auto Loop              |
| <input checked="" type="checkbox"/> Pause Button   | <input checked="" type="checkbox"/> Play Button |
| <input checked="" type="checkbox"/> Volume Control | <input checked="" type="checkbox"/> Progress    |

Playback Maximum

Countdown Seconds

- **Auto Play:** Automatically plays the audio or video clip when the item is presented (not selected by default)
- **Auto Loop:** Automatically replays the audio or video clip when the clip reaches the end (not selected by default)



- **Loop Button:** Display the Loop button on the media control panel (selected by default)

- **Pause Button:** Display the Pause button on the media control panel (selected by default)



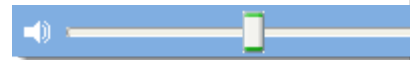
- **Play Button:** Display the Play button on the media control panel (selected by default)



- **Stop Button:** Display the Stop button on the media control panel (selected by default)

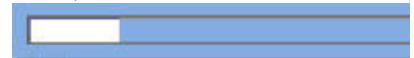


- **Volume Control:** Display the Volume control



on the media control panel (selected by default)

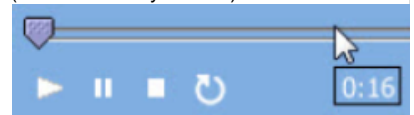
- **Progress Bar:** Display the Progress bar on the media control panel (selected by default)



- **Seek:** Changes the progress bar to an interactive slider control that allows the candidate to select the playback position in the audio or video clip.



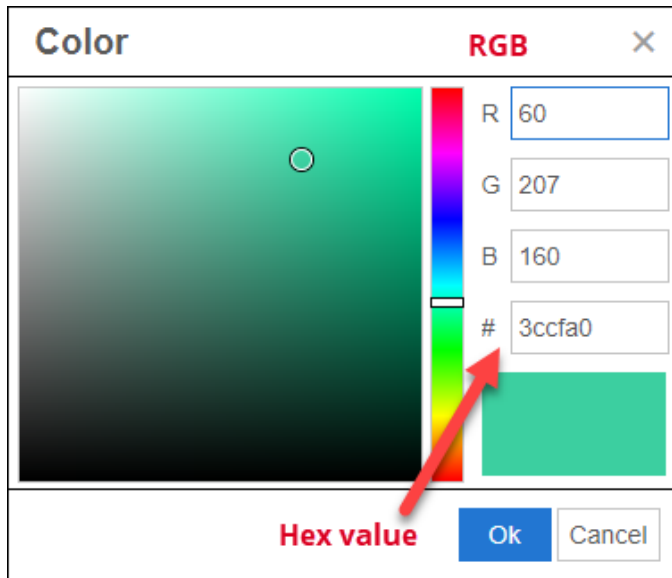
To move directly to a specific time location, the candidate can hover the cursor over the progress bar to see a tool tip containing the playback time, and then click at that specific location. (not selected by default)



- **Playback Maximum:** Enter the maximum number of times you will allow the candidate to playback the audio or video clip. When playback maximum is selected, the Seek and Stop playback functions are disabled by the test driver.
- **Countdown Seconds:** Use countdown seconds in conjunction with auto play. You can specify the number of seconds to delay the playback. You may enter values 1 through 300. If no value is entered (default=0) the playback starts immediately when the item is presented.

## 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**.