



Use the Edit Properties Tool

Introduction

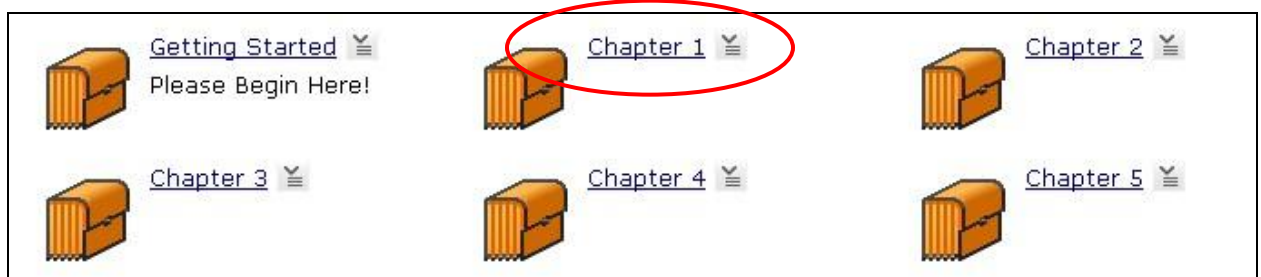
In this tutorial you will learn how to access and use the Blackboard Vista HTML Creator tool which offers an easy, graphical interface for making text-based, formatting changes to your existing lesson content files.

Use the Edit Properties Tool

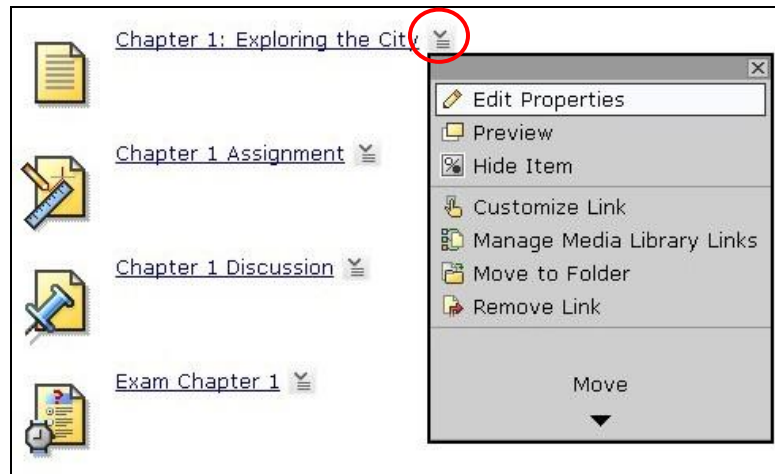
Step 1: To begin, click on the **Build** tab after you have logged into your course.



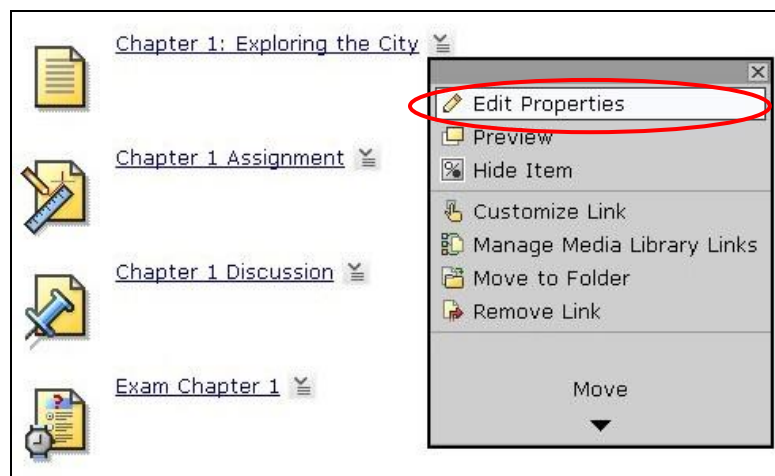
Step 2: Next, from the Course Home Page, click on the **Folder name** to access the content file you want to edit. In this example, we will select *Chapter 1*.



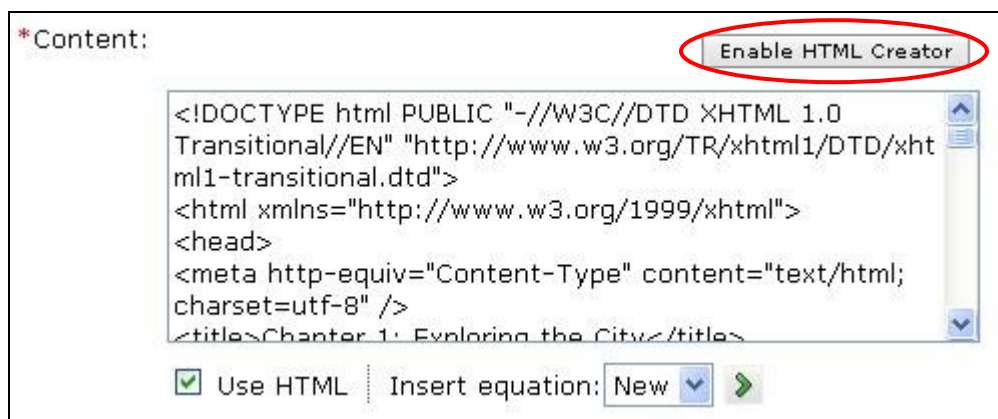
Step 3: Click on the **Action Link** for the file you want to edit. The Action Link Item menu will appear.



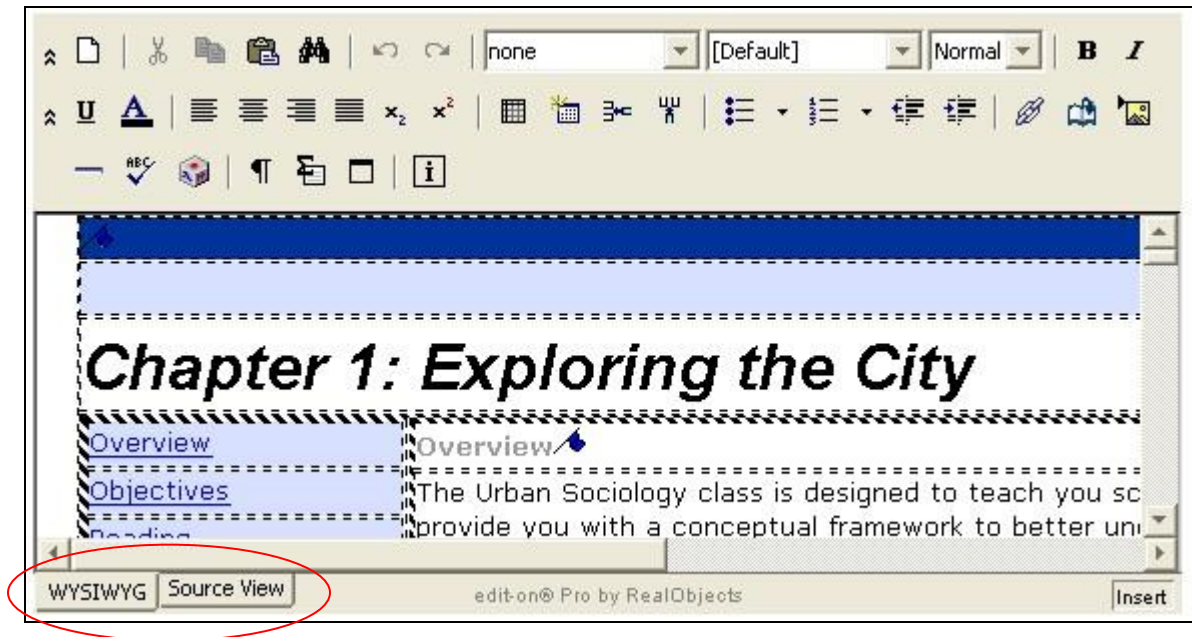
Step 4: Next, click **Edit Properties**.



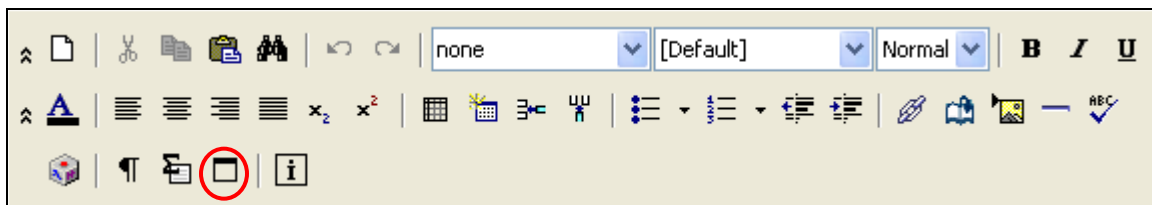
Step 5: Click **Enable HTML Creator**, from the *Edit File Page*.



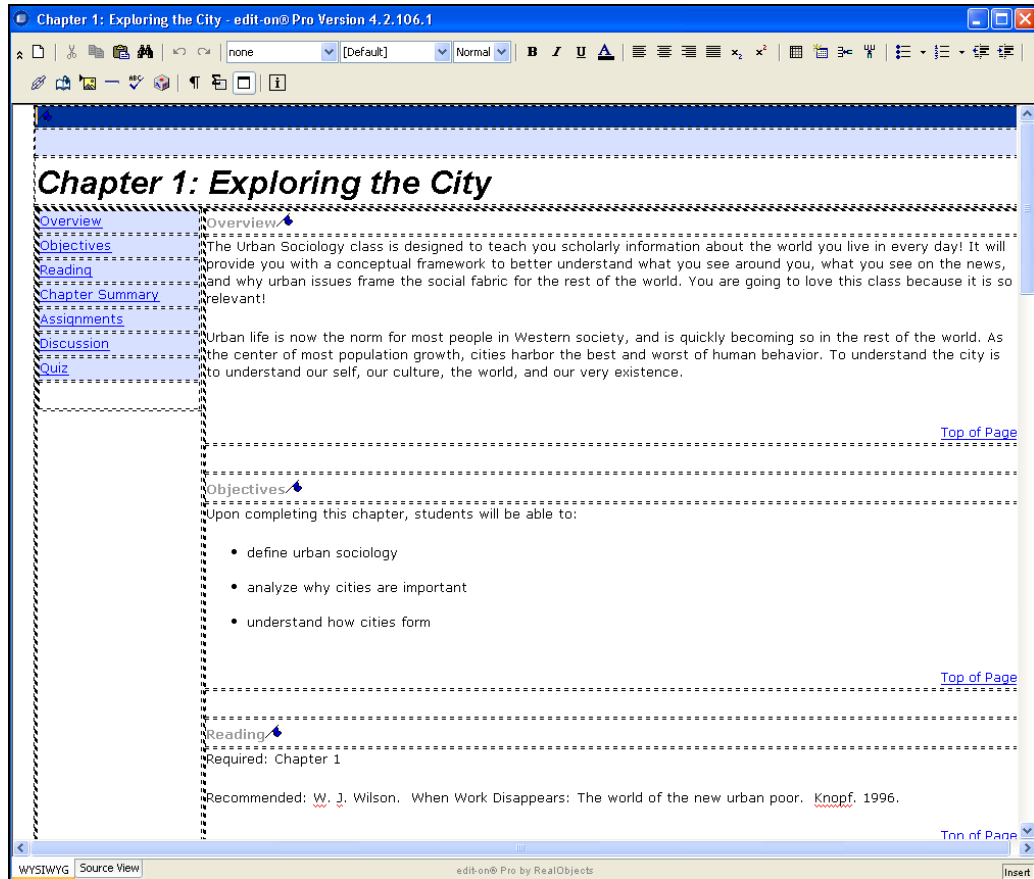
Notice that the HTML Creator consists of a Microsoft Word-like set of editing/formatting tools for formatting content; such as bolding, italicizing, and underlining text, among other options.



Step 6: Click the **Maximize/Restore-Down** button to edit the text in a maximized window view. A new, larger window will appear.



Step 7: Make your desired changes as needed by typing directly into the new, maximized edit window.



Step 8: When finished editing your document, **close** the maximized **window** and return to the *Edit File Window*.

Step 9: Click **Save**, when finished.

Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.