



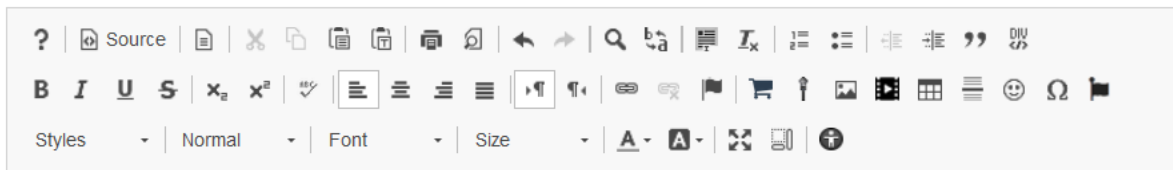
CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Using the Editor

Video - [Pasting to ReggieNet From Word](#)

ReggieNet allows instructors and students to type, insert and paste information into text boxes in many places. The editor used is referred to as either the Rich-Text editor or CK editor. You can add text and images to the text box.

The default toolbar layout of the editor is based on screen-size. On a larger screen, the full toolbar is displayed



On a smaller screen, a basic toolbar will be displayed



You can choose to override the default by making a change at **Home > Preferences > Editor**.

Formatting


There are various templates, styles and font formatting options available in the editor such as

- Text formatting
 - Text and background colors
 - Font name, style and size
 - Basic formatting (bold, italic, underline)
 - Font effects (strikethrough, superscript, subscript)
 - Heading levels
 - Text alignment
- Lists
 - Numbered and bulleted lists
 - Multilevel lists
 - Different numbering formats (Roman, decimal, alphanumeric)
 - Custom start number (e.g. you can start the list from number 4)

- Tables
 - Borders and shading
 - Cell size (width and height)
 - Cell alignment


Pasting Text

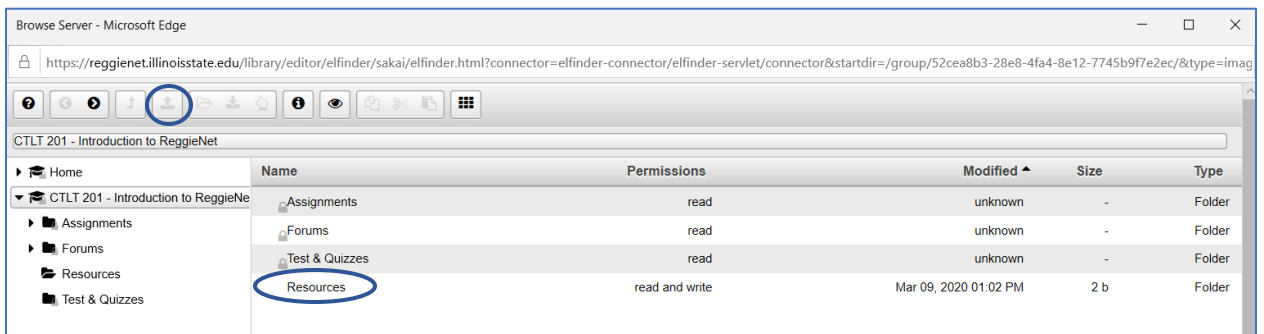
You can paste text into the editor in two different ways: paste and paste as plain text.


1. First, copy your text from your source location by highlighting the text.
2. Right click your mouse and select copy or by select **ctrl + C** on your keyboard.
3. Once the text is copied, navigate to the text editor box in your ReggieNet tool.
4. To paste, click on one of the **Paste** icons . A new window will open to allow you to paste your text. You may be instructed to use **Ctrl-V** on your keyboard to add the text to the box.
5. To paste as plain text, click on the **paste as plain text** icon. You may be instructed to use **ctrl shift V** on your keyboard to add the text to the box.
6. After your text has been added click **OK**. The copied text will now display in the text box. All formatting will be preserved if you use **paste**, formatting will be lost if you use **paste as text**.

Inserting an Image

To insert an image in the editor, the image must either be uploaded to the Resources tool or be stored on a web server for which you have the URL. The image can be uploaded before working in the editor, or “on the fly” while in the editor.

1. Navigate to the text editor box in your ReggieNet tool.
2. Click on the **image** icon , an image properties box will open.
3. Click on **Browse Server**. (If you are using an image stored on a web server, paste the web address in the **URL** box.)



4. In the Browse Server window, select Resources. If the file has already been added to Resources, you can select it and then click **OK**. If not, you can add it by clicking on the Upload Files icon in the browser Server toolbar .
5. Once the image has been selected, insert Alternative Text for accessibility. You can modify the width and height, and align the image as needed.

- If you want to provide a caption for the image, check the **captioned image** box. You will be able to provide a caption for the image in the **caption** box below the image once it is inserted.
- Click **OK** to insert the image in the text editor.

Accessibility

The Accessibility Checker is an innovative solution that lets you inspect the accessibility level of content created in the CKEditor and immediately solve any accessibility issues that are found.

You can enable Accessibility Checker by clicking the **Check Accessibility** icon. Once the icon is clicked, Accessibility Checker will perform the content checking process. Depending on the result, Accessibility Checker will switch to checking mode or inform you that the document contains no accessibility issues.

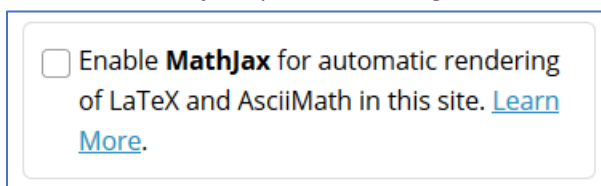
When Accessibility Checker finds some issues, it will list all issues found and highlight them in the document. It will also display a panel containing the tools needed for understanding and solving the problem. Use the **Previous** or **Next** buttons in the Accessibility Checker panel to move between issues.

Math Equations

ReggieNet can display equations using mathematical notation in the rich text editor. Instructors and students can simply write or copy LaTeX or AsciiMath in an enabled tool and the resulting equation will be displayed.

You must first enable Mathjax for the site.

- Select **Site Info** in the left-hand navigation.
- Select **Manage Tools** in the toolbar
- Locate the **Mathjax** option on the right side of the page, and check the box



- Click **Continue** at bottom of page, then **Finish** on the following confirmation page.

Once this is enabled, you can write or copy LaTeX notation into the editor. For example, the following notation added into an announcement `$$ \int_0^\infty e^{-x^2} dx = \frac{\sqrt{\pi}}{2} $$` will produce the following:

Equation example

Saved By: zzDemo11 zzInstructor1

Modified Date: Apr 24, 2020 3:08 pm

Groups: site

Message

$$\int_0^\infty e^{-x^2} dx = \frac{\sqrt{\pi}}{2}$$