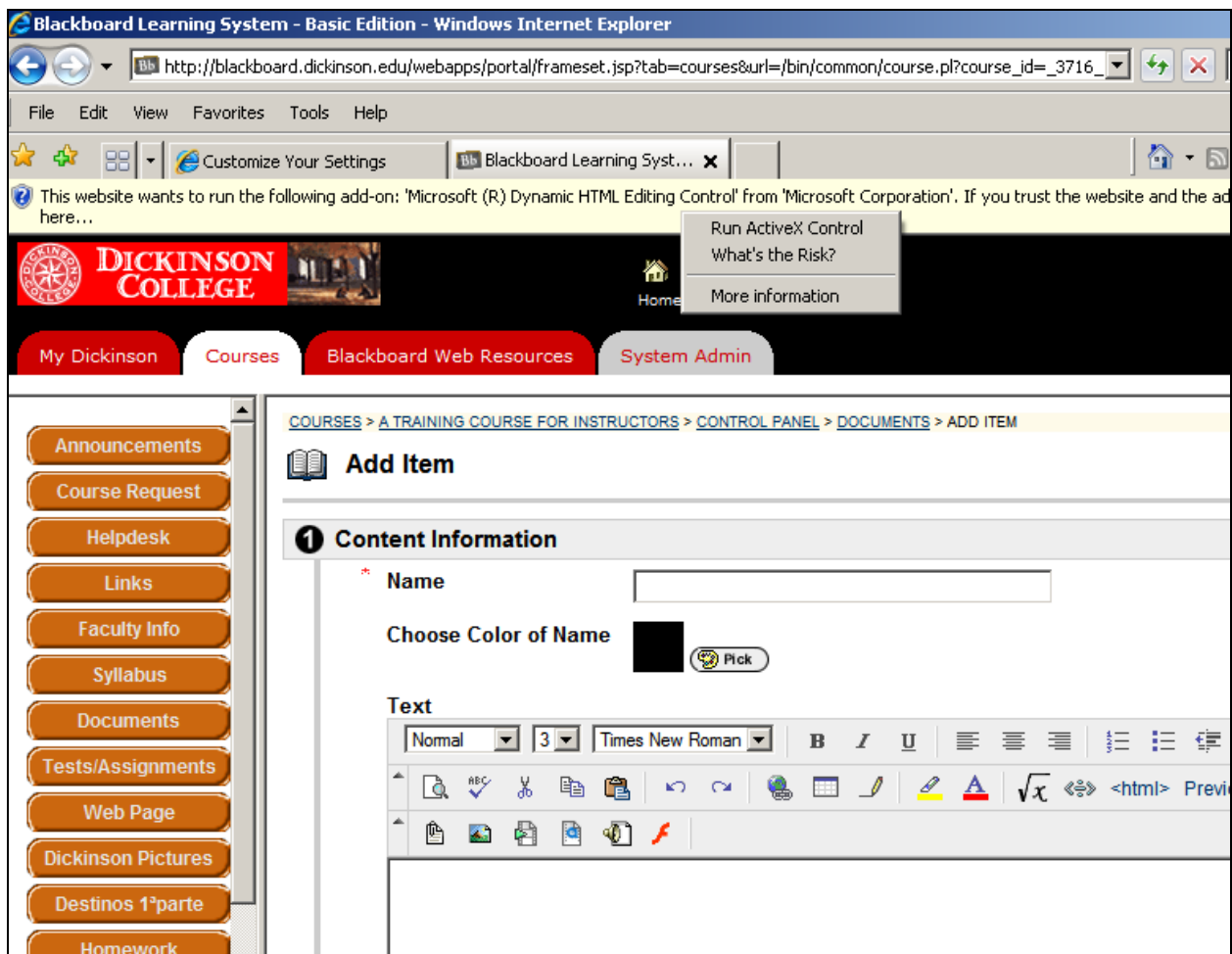


## Using Internet Explorer 7 for Blackboard Text Editing Functions

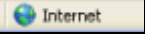
*If you are using Windows XP and Internet Explorer 7 and Blackboard you will need to Run Active X or add Blackboard to your trusted sites in Internet Explorer. This is needed to be able to use the editing function when adding text to area in which the Visual Text Box Editor is present. This is any where text can be typed into a text box, such short answer and essay questions, discussion board postings, announcements and content items. This is for pc computers only. If you are using Windows Vista and Internet Explorer 7, follow [these procedures](#).*

To Run ActiveX Control, click on the yellow bar and click on Run ActiveX Control two times as shown below. Once this is done you will be able to edit the text box section as show in the example below.



The screenshot shows a Windows Internet Explorer browser window displaying the Blackboard Learning System interface. The address bar shows the URL: `http://blackboard.dickinson.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_3716_`. A yellow security warning bar is visible, stating: "This website wants to run the following add-on: 'Microsoft (R) Dynamic HTML Editing Control' from 'Microsoft Corporation'. If you trust the website and the ad here...". A context menu is open over the warning bar with options: "Run ActiveX Control", "What's the Risk?", and "More information".

The Blackboard interface includes the Dickinson College logo and navigation tabs: "My Dickinson", "Courses", "Blackboard Web Resources", and "System Admin". The breadcrumb trail is: "COURSES > A TRAINING COURSE FOR INSTRUCTORS > CONTROL PANEL > DOCUMENTS > ADD ITEM". The main content area is titled "Add Item" and contains a "Content Information" section with a "Name" field and a "Choose Color of Name" color picker. Below this is a "Text" editor with a rich text toolbar including options for font face (Times New Roman), size (3), bold, italic, underline, list, and other editing functions.

To add Blackboard to your trusted sites in Internet Explorer,  click on the Internet icon on the bottom right area of Internet Explorer. In the **Internet Security Properties** dialog box click on the **Sites** button. A **Trusted sites** dialog box appears, uncheck the **Require server verification (https:) for all sites in this zone** and click on the **Add** button to add the Blackboard web address. Click the **Close** button then click the **OK** button on the two dialog boxes to complete this process.

