# VALENCIA COLLEGE

Edit  View  Insert  Format  Tools  Table

# New Rich Content Editor

p    0 words

EFFECTIVE JAN 2021

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## ADDITIONAL RESOURCES

Canvas Release: New Rich Content Editor

What is the New Rich Content Editor?

New Rich Content Editor: Instructor Guide

New Rich Content Editor: Video Tutorial

# How to Insert a Course Link

The New Rich Content Editor (RCE) Toolbar provides quick access to the most common options used in the Rich Content Editor. Many features included in the toolbar can also be accessed via the new Menu bar located above the toolbar. Inserting links can be done through (01) the Insert tab in the new RCE Editor Menu above the Toolbar or (02) the Links icon in the Toolbar Menu.

## OLD RCE

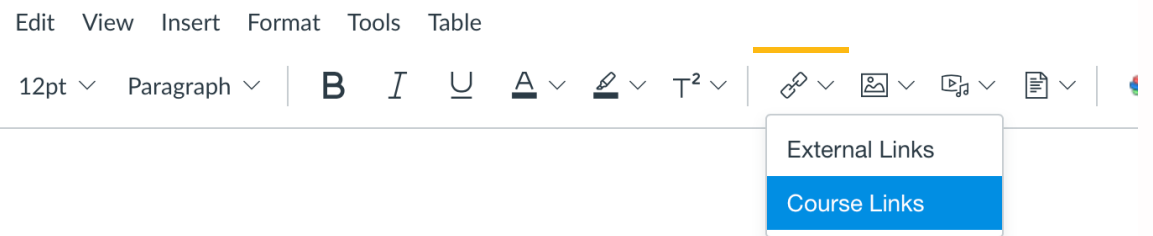## NEW RCE

# How to Insert a File

Files can be inserted into your course from course files (with permission) or the User Files via the Editor Menu and Toolbar Menu.
To use the RCE Editor Menu (01), click the Insert tab then go to Document to choose 1 of 3 document types. To use the Toolbar Menu (02), click the  Document icon. The Document icon is split;  the right side (down arrow next to icon) displays the entire content menu and allows a user to find a specific content item while the left side (icon) opens the first option in the menu.

**OLD RCE**

**NEW RCE**

# How to Insert an Image

Images can be uploaded from a computer, added from course files (with permission), or added from images in the User Files folder. To use the RCE Editor Menu (01), click the Insert tab then go to Image and choose how the image will be uploaded. To use the Toolbar Menu (02), click the Image icon. The Image icon is split; the right side (down arrow next to icon) displays the entire content menu and allows a user to find a specific content item while the left side (icon) opens the first option in the menu.

## OLD RCE

## NEW RCE



Links   Files   Images

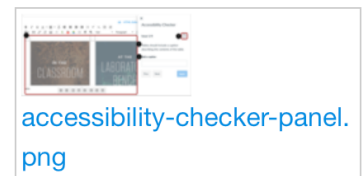Click any image to embed the image in the page.

🔍 Search Flickr

⊖ Cancel image upload

[Choose File]   no file selected

**Folder**

course files   ⌄

Upload

accessibility-checker-panel. png

**01**

Edit   View   Insert   Format   Tools   Table

12pt ⌄   Pa   I   U   A ⌄   ✏ ⌄

Link   >
Image   >   Upload Image
Media   >   Course Images
Document   >   User Images
Equation
Table   >
Embed
— Horizontal line

**02**

Edit   View   Insert   Format   Tools   Table

12pt ⌄   Paragraph ⌄   B   I   U   A ⌄   ✏ ⌄   T²  ⌄   🔗 ⌄   🖼 ⌄   🎵 ⌄   📄 ⌄

Upload Image
Course Images
User Images

# How to Insert Media

Media can be an audio or video recording and can be uploaded from a computer, recorded, or embedded; added from course files (with permission); or added from media in the User Files folder. To use the RCE Editor Menu (01), click the Insert tab then go to Media. To use the Toolbar Menu (02), click the Media icon. The Media icon is split; the right side (down arrow next to icon) displays the entire content menu and allows a user to find a specific content item while the left side (icon) opens the first option in the menu.
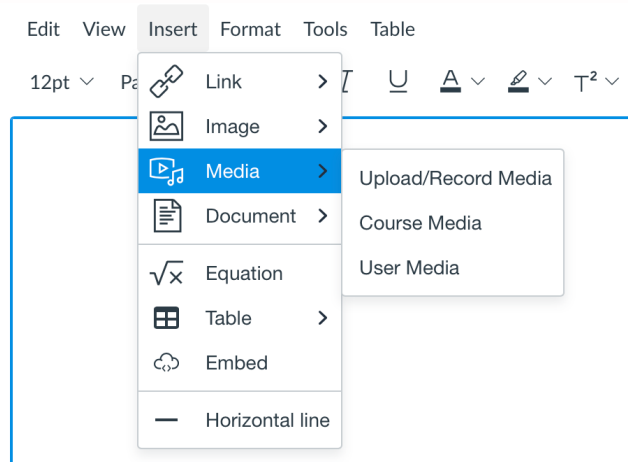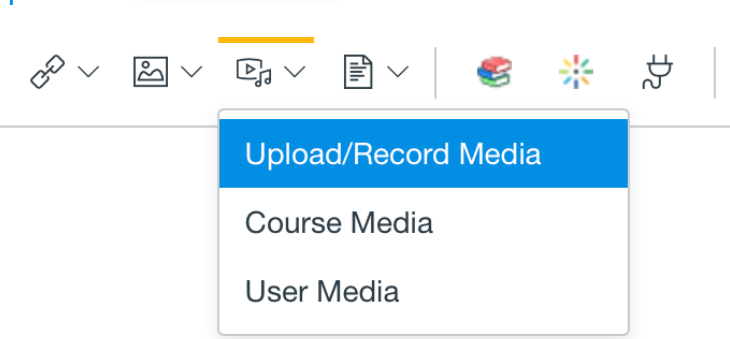
**OLD RCE**

**NEW RCE**

**01**

Edit    View    Insert    Format    Tools    Table

Link
Image
Media          Upload/Record Media
Document       Course Media
               User Media
Equation
Table
Embed
Horizontal line
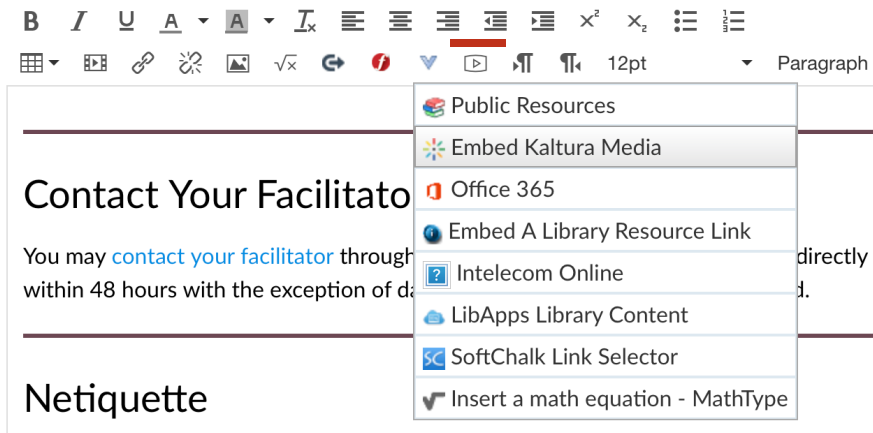
**02**

Upload/Record Media
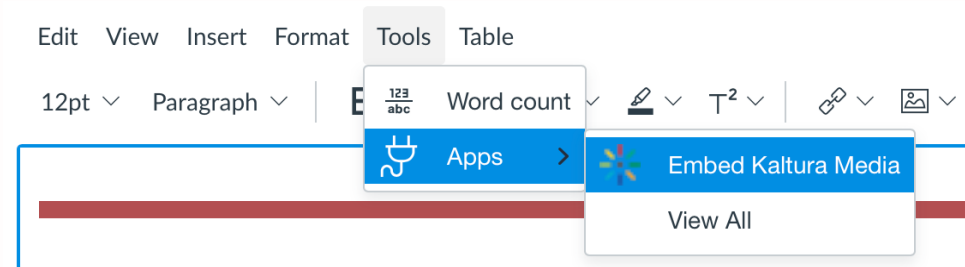
Course Media

User Media

# How to Insert Kaltura Media

Embedding Kaltura Media can be done through the Editor Menu or the various icons in the Toolbar Menu. To use the RCE Editor Menu (01), click the Tools tab then go to Apps and Embed Kaltura Media. To use the Toolbar Menu (02), click either the Kaltura Media icon or the Apps icon beside it.
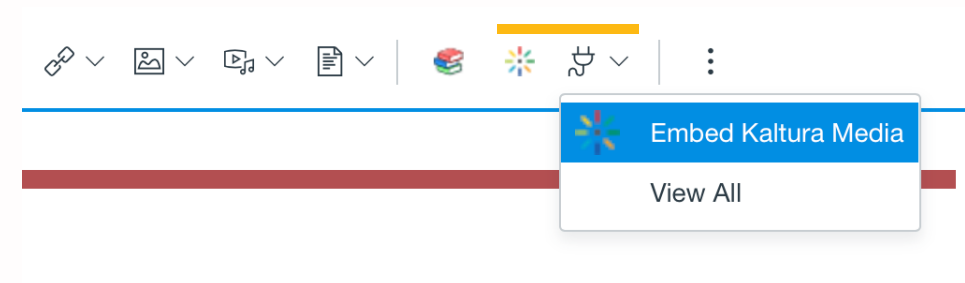
## OLD RCE

## NEW RCE



**01**

**02**

# Formatting – Lists, Indenting, and More

Various text formatting options can be found both through the (01) Toolbar Menu or (02) the Editor Menu under the Format tab. (03) The text alignment options have been consolidated into a single menu. Additionally, the Rich Content Editor includes a consolidated bullet and numbering menu with additional bullet display options. This toolbar section also includes options for increasing and decreasing indents and paragraph spaces.
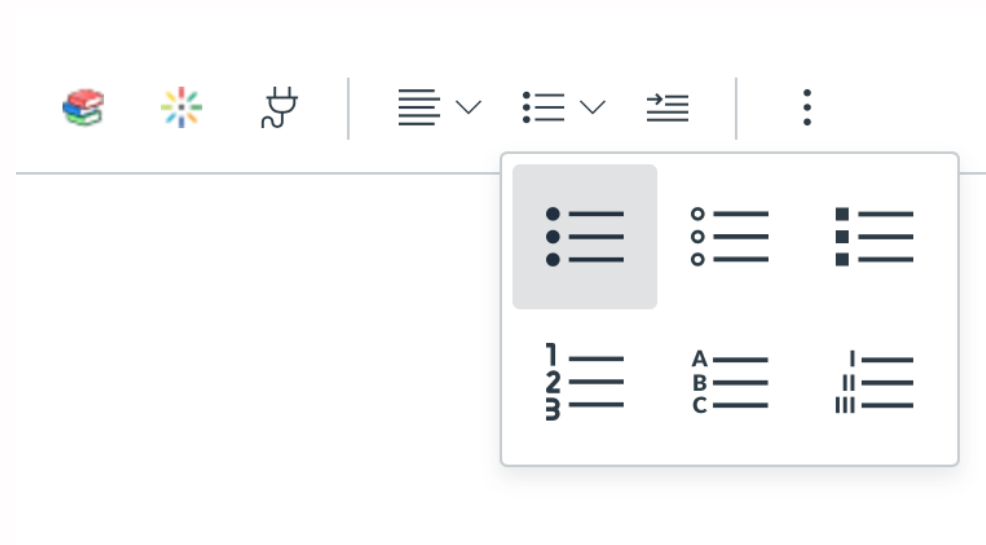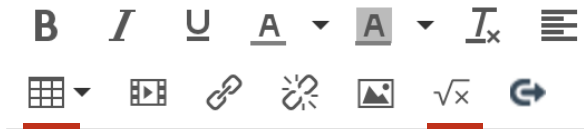
## NEW RCE
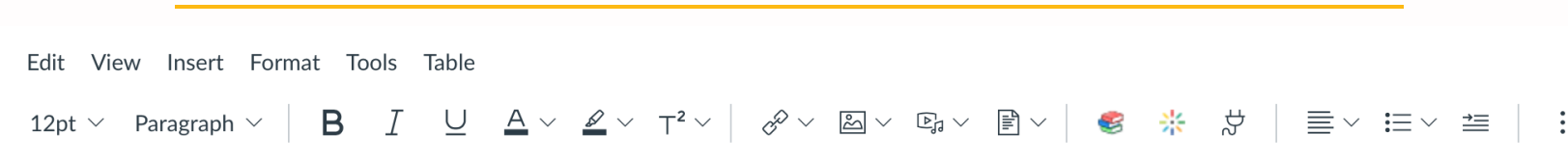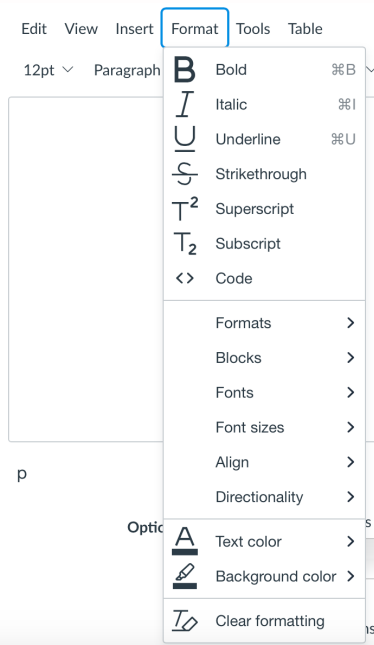
# Equations and Tables

Equations and Tables can be accessed both through the Editor Menu and Toolbar Menu. To use the RCE Editor Menu (01), click the Insert tab then go to either Equation or Table. (02) If the browser window isn't fully expanded, the toolbar may hide some toolbar items. The Options menu (3 vertical dots) includes the remaining toolbar items, here you will find the Table icon and Equation icon.
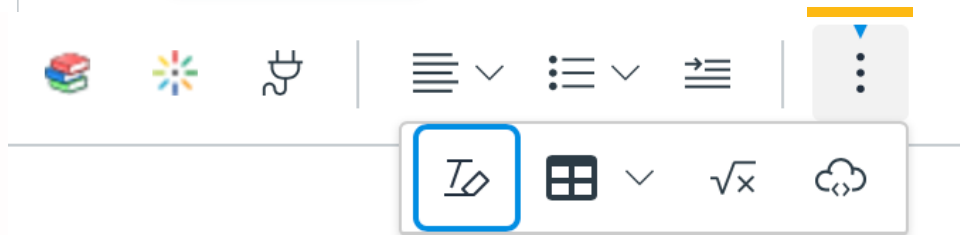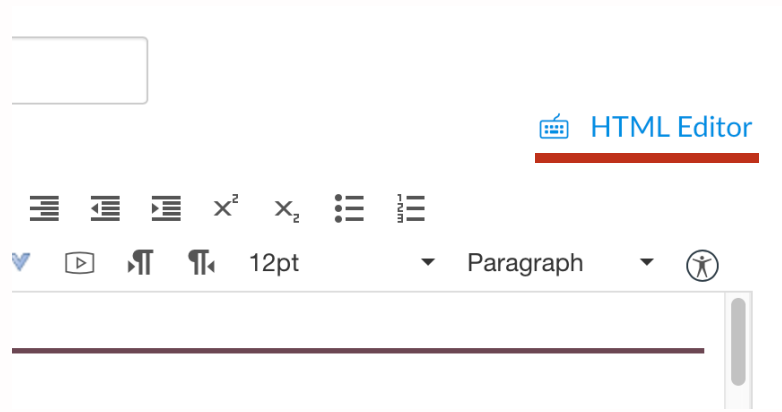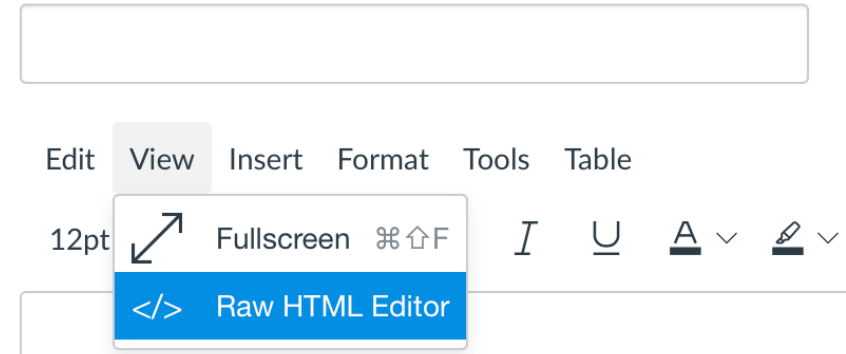
**OLD RCE**

**NEW RCE**

01
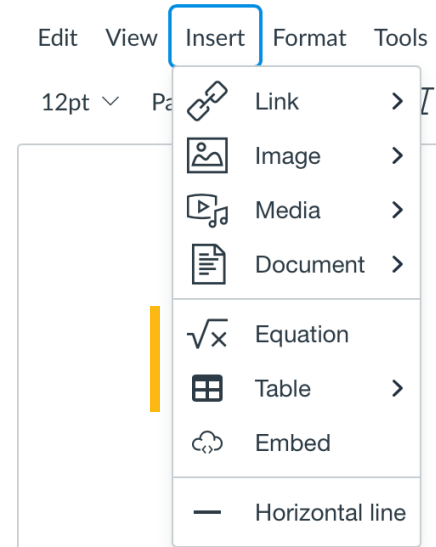
02

# HTML Editor

The HTML Editor can now be accessed both through the Editor Menu and bottom Toolbar Menu. To use the RCE Editor Menu (01), select the View tab then go to Raw HTML Editor. (02) Alternatively, you can access the HTML Editor by selecting the HTML Editor icon in the bottom toolbar.

## OLD RCE

## NEW RCE



**01**

**02**