



The New Rich Content Editor

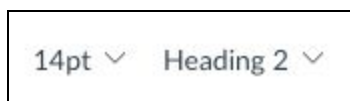
Starting January 16, 2021, the current version of the Rich Content Editor (RCE) will be replaced with an enhanced, newer version. This support guide will walk you through the new interface and provide some recommendations for how to best navigate and use this new tool within Canvas.

- [Canvas Community Instructor Guide - New Rich Content Editor](#)
- [Video Guide/Tour - New Rich Content Editor](#)

Toolbar (Icons)

The new RCE has a simplified set of icons in the toolbar to help you surface content for your students. The sections included are: **Paragraph Styles**, **Text Formatting**, **Inserting Content**, **Apps**, **Page Formatting**, and **Additional Options**.

Paragraph Styles



The Paragraph Styles area includes font sizes and paragraph styles that signal to screen readers different types of text, increasing accessibility for users. The default font size is 12 pt but 14 pt is recommended to help in ease of reading content on the Page in Canvas. *Paragraph* is the default paragraph style selected when editing in the new RCE. This style is perfect for general text and content on a Page. When you want to call out text (i.e. “Directions” or “Get Started Here”) it is best to use *Header 2* as this auto-formats the text to make it visually easier for readers to see these call-outs. *Header 1* on the Page is always the Title box of the Page (or Assignment, Discussion, etc.).

Text Formatting




The Text Formatting area includes additional customization options for formatting text in the RCE window. *Bold*, *Italics*, and *Underline* are the first three icons in this section. The next two icons allow users to select the *Font Color* and *Background Color* of the text. Be careful not to overuse colors in the content that you build in Canvas. Lots of color on one page can be distracting to readers. Additionally, depending on the font color choice and the background color, accessibility and contrast issues can make it difficult for students with low or impaired vision to read the text. Use the built in **Accessibility Checker** (more information below) to avoid any of these pitfalls. Finally, clicking the *Super/Subscript* icon lets users add these text formatting options (example: x^2).






Content: Links, Images, Media, and Documents



The Content area is where users link in a variety of content into the RCE. The dropdown icons show you the options you have for inserting or linking that content type.

-  Course links (i.e. linking a Navigation button image to the Modules page) exist in this drop down icon under *Links*. This is also how you insert an external link within the RCE.

-  Under the *Images* icon, uploading images into the RCE is easier than ever. When uploading, you can now add Alt Text directly to your image. Unsplash replaces Flickr as the native image database in Canvas, allowing users to quickly embed copyright free images into the RCE window.
-  *Media* allows users to access the built in record media tool to record audio/video directly into the RCE window. This is also where you can access media files that you have uploaded to your course files.
-  Lastly, *Documents* is the area where you can upload a document such as a PDF directly into the RCE via your course files.

To see additional options for content that you insert/upload, click on the item within the RCE window to view the options. For images and videos embedded with the record/upload media tool, these options include resizing the media as well as uploading closed caption files. For document links, click the link options to autoload an in-line preview of the document.

Apps: External Tools



The *Apps* icon houses all of the external tools that you or your institution has installed which can be used in the RCE. When you open one of the apps in the list, this app will appear in the list of most recent apps for easier access. Up to two apps can be “favorited”.



Page Formatting

The *Page Formatting* area includes text alignment options (left, center, right); bullet and numbering formatting options; and increase/decrease indentation.



It's recommended to use bullets or numbered lists when separating content out in a list format to improve readability with screen readers and overall layout of the page.

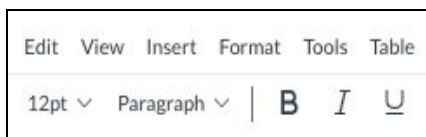
Additional Options (three dots)



Depending on the size of the browser window you are in, some parts of the new RCE toolbar may be hidden or condensed. Click on the three dots to see additional tools available to you, including *Clear Formatting*, *Table*, *Insert Math Equation*, and *Embed*. **Embed** is a super easy way to embed HTML objects from other tools outside of Canvas into the RCE

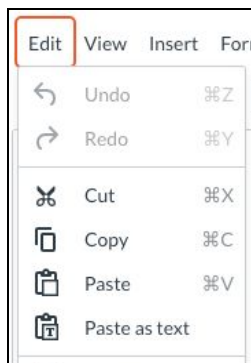
instead of using the HTML editor. Lastly, a reminder that tables should be used in the Canvas RCE only to include tabular content like data/numbers. Otherwise, there can be some issues with accessibility and screen readers if text and other non-numerical content is included.

Menubar



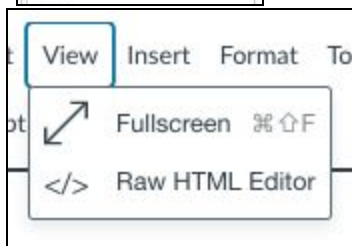
The *Menubar* is primarily designed to assist users who require keyboard navigation. The sections included are: **Edit, View, Insert, Format, Tools, and Table**. The *Menubar* displays above the Rich Content Editor toolbar icons. The menubar allows for the same functionality as options in the toolbar, just in a different format.

Edit



To view the *Edit menu*, click the **Edit** link on the menu bar. From the Edit menu, you can **undo** content changes, **redo** content changes, **cut**, **copy**, **paste**, **paste as text**, and **select all** content. When applicable, keyboard shortcuts for each of these commands are indicated to the right of individual commands with the ⌘ symbol (ie. ⌘Z is the shortcut for **undo** content changes). The menu items function much like they do in other platforms (Word, Google Docs, etc.), including the option to *paste* or *paste as text* to remove formatting.

View



Using the *View menu*, you can choose to adjust your view to **fullscreen** mode for a MUCH larger workspace. To exit fullscreen, hover over the



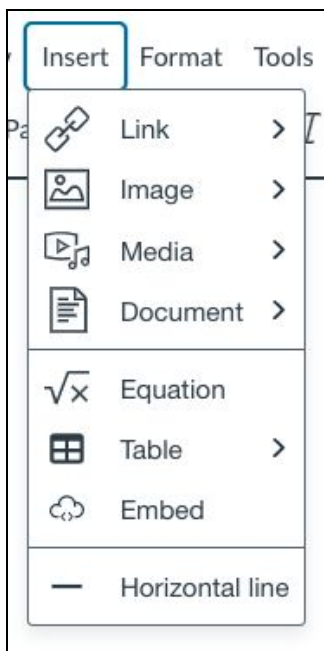
CONSULTING

View menu and de-select the fullscreen view. If you routinely switch between the RCE and the **HTML editor**, this is one option you can use to switch to that view.

Note: Located on the *bottom right* of the New RCE, you will also find two shortcuts for the view menu functions. The **</> icon** will switch you in and out of HTML, while the **⌕ icon** will activate fullscreen mode.



Insert



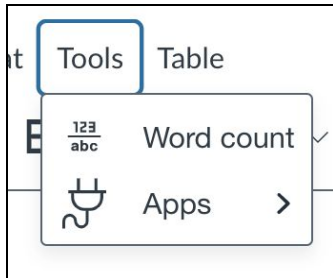
The *Insert menu* provides many of the same options as the toolbar (icons) listed below the menubar. From either place, you can **Link** to external URLs or other course content. If you select **Image**, you can easily place images through direct upload or selecting Course or Canvas user files that are not course specific, but still stored in your Canvas account. The same goes for **Documents**. You can upload or record **Media** directly within the RCE, or select media that has been stored in your course or user files. To insert math symbols, select the **Equation** option. Here you will find symbols that range from basic to more specialized (think: addition/subtraction all the way to the Greek alphabet and beyond!). You will also find the ability to insert a quick **Table** as well as the opportunity to utilize an **Embed** code. Embed codes are popular ways of embedding media (such as Youtube, podcasts) or other third party content. Last, but by no means least, the horizontal line! With the New RCE, you can insert a **Horizontal Line** directly from the menu; no HTML needed!

Format

At the top of the *Format menu*, you will find formatting shortcuts for popular formatting options. These choices are also, for the most part, included in the toolbar (icons) and can be accessed either way. The options, including **bold**, **italic**, **underline**, etc., provide quick and easy ways to individualize or emphasize your content. The next set of menu options give content creators the ability to format not only the page itself (through the **formatting** selection), but also the **font**, **font sizes**, and **alignment**. The **directionality** feature enables you to begin typing on the left or right side of the RCE. Directionality of text is important to consider when working with HTML or with languages that are written right to left. Additionally, you can select the **text** and/or **text background color** in this menu, as well as **clear all formatting** options so you can begin again with a clean slate.



Tools



To determine an accurate **word count**, click on the *Tools menu* and select word count. Additionally, from Tools, you can access the **apps** menu. As noted above, **apps** list the external tools your institution has installed which you can integrate using the RCE.

Table



To view the *Table menu*, click the Table link. This menu will allow you to quickly add, but also easily format tables in Canvas. For specific table formatting, click on the **cell, row, or column** options. Once you have a table nested into your page, you can select **table properties** in the table menu to locate general and advanced table features. These include adjusting the overall **height, width or border**, and also **border styles or colors**. You can also **delete your table** and start again. It is recommended that tables be primarily used for expressing numerical data. Using text in tables sparingly will help prevent accessibility issues. *Note:* All of the table specific functions can also be activated by clicking inside your table in the RCE. That menu includes the shortcuts for many of the functions listed in the Table menu in the menubar. See image below.



Other Tools



Keyboard Shortcuts

Canvas users can use keyboard navigation in the New Rich Content Editor. To view the *Keyboard Shortcuts* menu, click the **Keyboard** icon located at the bottom right of the RCE. You can also open the menu by pressing the ALT+F8 keys on a PC or Option+FN+F8 keys on a Mac - simultaneously.



Accessibility Checker

To help Canvas users create content that is accessible to all, use the *Accessibility Checker* to search for common accessibility errors. You can check out the [Canvas guides](#) for more detailed information, but listed below are just a few of the accessibility rules that are verified by the Accessibility Checker:

- Table captions: Tables should include a caption describing the contents of the table.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.

Accessibility Checker

Issue 1/2 ?

Tables should include a caption describing the contents of the table.

Add a caption

Prev Next Apply

If any issues are discovered, they are presented one at a time, with a brief description of the problem, along with a sidebar area to insert changes immediately. Just be sure to click **apply** after making changes.

Word Count

To view a running total of words, you can refer at any time to the **word count** listed at the bottom right of the RCE. It is nestled in between the accessibility checker and the HTML icon.