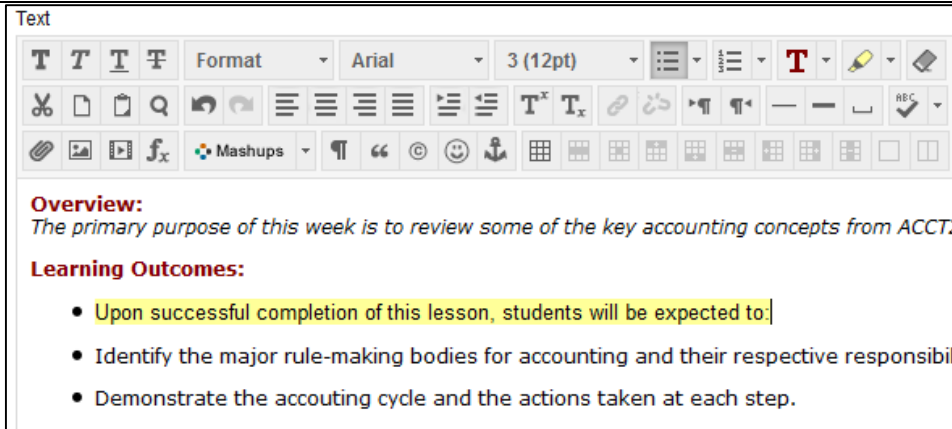


Formatting Text in ulearn

Color and format of text helps students identify important information. Ulearn provides a text editor in every element with tools to change the formatting of text.

Example



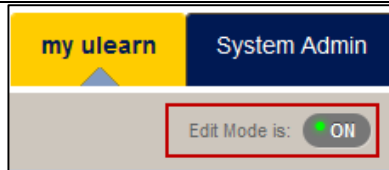
Text

Overview:
The primary purpose of this week is to review some of the key accounting concepts from ACCT.

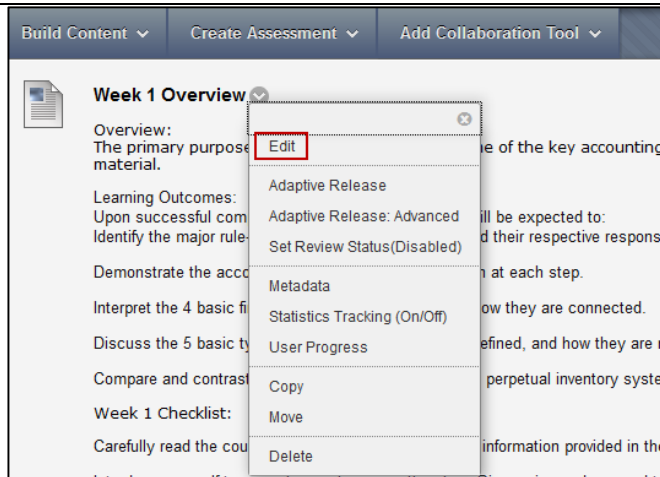
Learning Outcomes:

- Upon successful completion of this lesson, students will be expected to:
- Identify the major rule-making bodies for accounting and their respective responsibilities.
- Demonstrate the accounting cycle and the actions taken at each step.

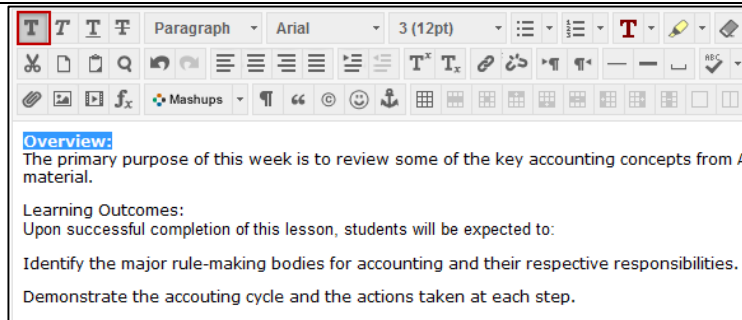
1. Turn on **Edit Mode**.



2. Choose the area you want to format and click **Edit**.



3. To make text bold, highlight the text and click the bolded **T**.



Overview:
The primary purpose of this week is to review some of the key accounting concepts from A material.

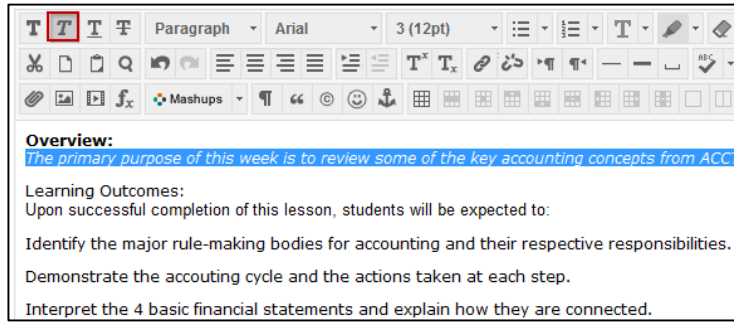
Learning Outcomes:
Upon successful completion of this lesson, students will be expected to:

Identify the major rule-making bodies for accounting and their respective responsibilities.

Demonstrate the accounting cycle and the actions taken at each step.

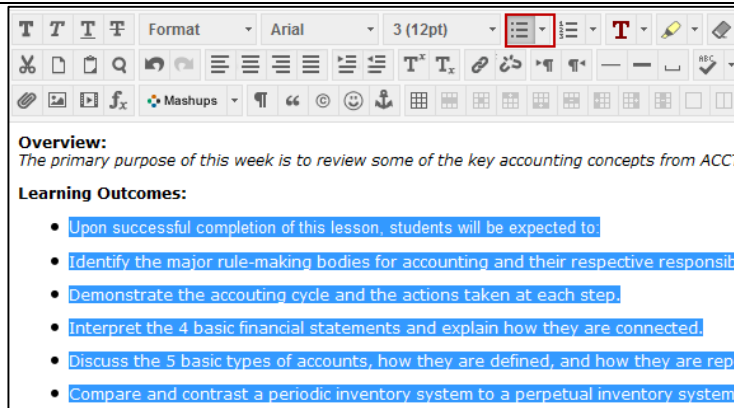
Formatting Text in ulearn

4. To italicize text, highlight the text and click the italicized T.



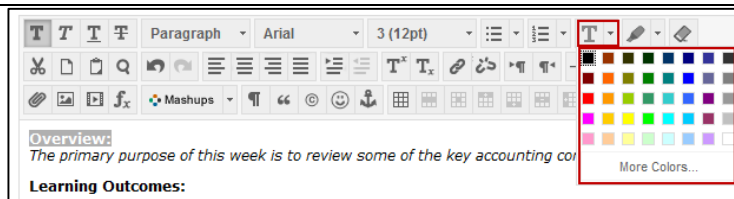
5. To add bullets, highlight the text and click on the bullet icon.

Note: To change the look of the bullets, click the arrow to the right of the bullet icon.



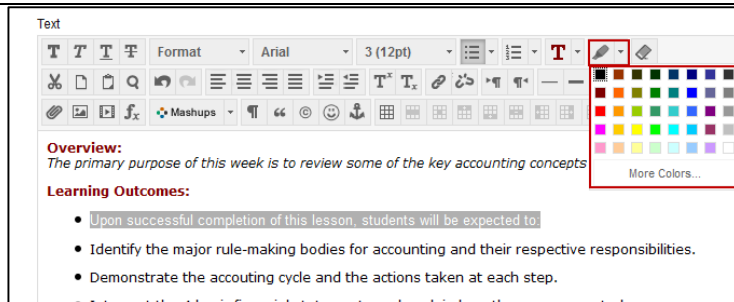
6. To change the text color, highlight the text and click on the arrow next to the color icon.

Choose the color you want.



7. To highlight text, select the text and click on the arrow next to the highlight icon.

Choose the color you want.



For additional help please contact the Online Education Team at onlinehelp@jwu.edu or (401) 598-4429.