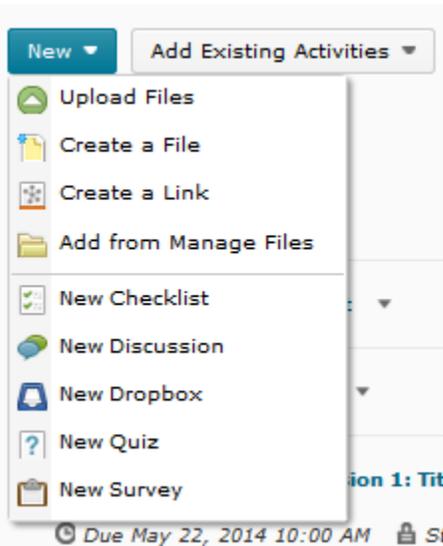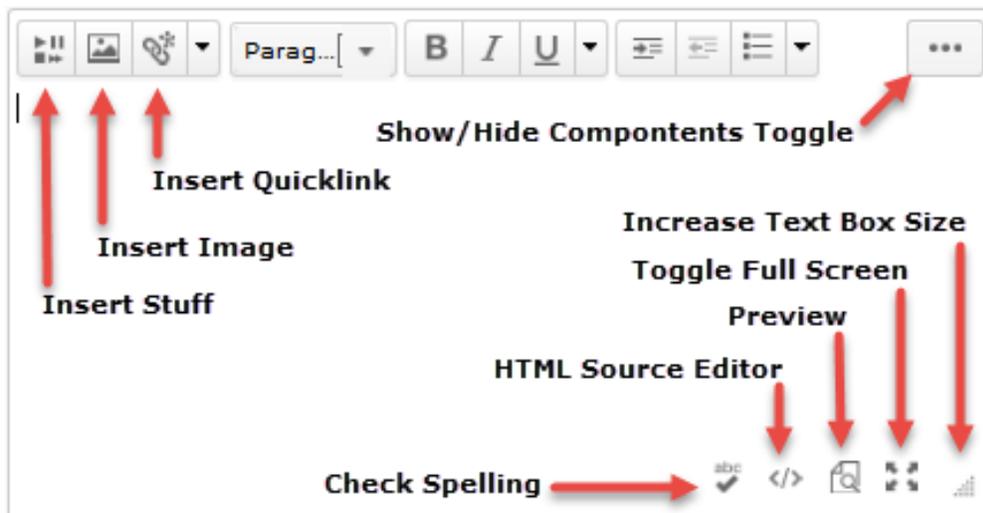# Using the HTML Editor

The textbox area used to enter text is actually a WYSIWYG (What you see is what you get) editor. The editor can appear anywhere in the D2L platform. In the Content area, the editor is used to create HTML pages that appear when you use the Create New File option from the **New** drop-down menu.

The HTML Editor Environment

The HTML Editor window is shown here.

Using the HTML Editor

1. To increase the size of the text area, click on the dotted triangle at the bottom right-hand corner of the screen or click on the **Toggle Full Screen Mode** icon to see the text box in the entire window.

2. To apply basic formatting to text, use the toolbar buttons:

3. To apply advanced formatting to text, use these tool bar buttons:

4. To exit full-screen mode, click on the **Toggle Full Screen Mode** button.
5. When finished, click on the **Save** or **Update** button. These button are not visible in full screen mode.

Copying and Pasting Content into the HTML Editor

Copying from a word processing program can sometimes cause unintended results when pasting the text in a WYSIWYG editor because the coding from the word processing program is often copied with the text. For best results, follow these guidelines:

1. Copy the desired text.
2. In the HTML Editor select the drop-down menu next to the Cut, Copy and Paste icons

   o To paste text that contains no formatting click on the **Paste** icon.
   o To paste text that contains some formatting click on the **Paste as Plain Text** icon.
   o To paste text that has been copied from Microsoft Word click on the **Paste from Word** icon.
3. Click on the **Save** or **Update** button.

Using Spell Check

1. Click on the **Check Spelling** icon.

2. Select the desired language from the drop-down menu on the dialog box and click **Change**. The current word is highlighted in yellow. The misspelled words will appear in red.
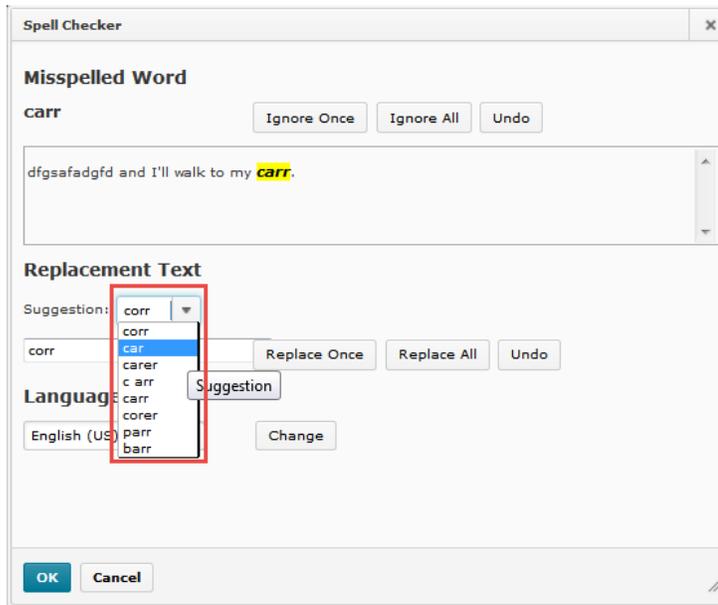
3. For each word that appears in red, you can either ignore the correction once or for all instances, or choose a replacement suggestion from the suggestion drop-down menu and click **Replace Once** to replace the word a single time or **Replace All** to replace each similarly misspelled word.
4. When finished, click **OK**.
5. Repeat these steps as you add more text that you wish to spellcheck.
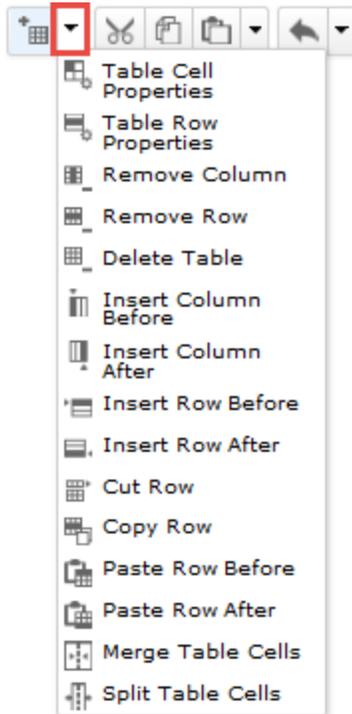
Insert a table

1. Place your cursor where you want the table to appear in your content.
2. Click the **Insert Table** icon.
3. Adjust the general properties, such as the number of columns and rows, and click Insert. A table, with the rows and columns that you have specified, is inserted into the HTML Editor ready for content and formatting.

Table properties

After a table is inserted into the HTML Editor, instructors can modify its appearance by using the table properties screen.

Edit table properties:

1. Right-click anywhere in the table.
2. Click on the **Insert Table** icon's context (drop-down) menu.

3. Using the various properties settings, instructors can format a table's dimensions, color, borders, and more.


Cell properties:

You can specify the appearance of a single cell inside a table from the table cell properties screen.

1. Click inside the cell that you want to modify.
2. Click on the **Insert Table** icon's context (drop-down) menu and select **Table Cell Properties**.
    o Using the various properties settings in both the Basic tab and Advanced tab, you can format your cell's dimensions, color, borders, alignment, and more.
    o Use the Update drop-down menu to choose whether to update the current cell only, all cells in the current row, or all cells in the table.
3. Click the Update button to apply your changes.

Add, edit, move and delete rows, columns and cells:

Once you have created a table, you can add additional rows and columns to your table and remove existing ones, merge or split cells, and delete individual cells.

1. Place the cursor in the appropriate position in your table.
2. Click on the **Insert Table** icon's context (drop-down) menu and select **Table Cell Properties**.
3. Select the appropriate action from the action menu:
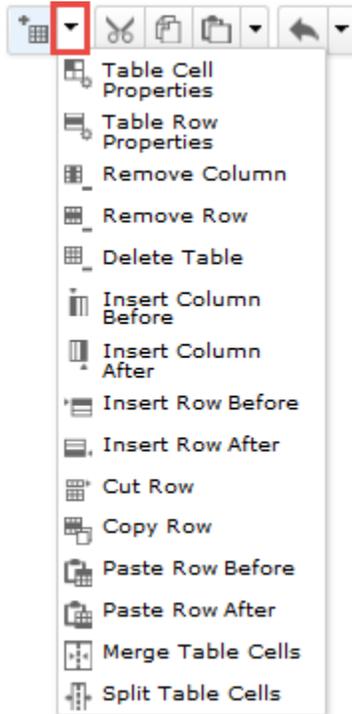
Inserting Quicklinks in the HTML Editor

Note: Permission to edit course content is required to insert Quicklinks to course files, ePortfolio items, LORs, CD-ROM Files, etc. Without this permission, the standard permission enables you to insert links to web resources (URLs).

1. Click the Insert Quicklinks icon. The Insert Quicklink dialog box appears.
2. Select the type of item you want to link to from the Category List.
3. Click the item to insert.

Do one of the following:

Course File

1. Click the Insert Quicklinks icon. The Insert Quicklink dialog box appears.
2. Select Course Files from the Category List.

3. Browse to the appropriate folder/files to locate the desired course file.
4. Click on the file name.

URL Link

1. Type the URL (web address) into the URL field and the title in the Title fie.d. Tip: you can insert a link to an email address by typing "mailto:" followed by the address (e.g. "mailto:bob.smith@somewhere.edu").
2. Select the appropriate target option.
3. Click **Insert.**

Inserting audio and video files in the HTML Editor

Instructors can insert media files into the HTML Editor using the **Insert Stuff** button. Depending upon your needs you can upload and insert a media file in the following ways:

1. Upload a media file from your computer by browsing to the file's location.
2. Insert a media file from within your course offering files.
3. Insert a media file from shared files across the organization.
4. Insert a link to a media file.
5. Enter embed code to embed a media file.

Insert a media file

1. Click the Insert Stuff button.
2. Choose to upload/insert a media file from the following options:
   o Click the **My Computer** link to select a file to upload from your computer. Click the **Browse** button to select a file to upload. Click the **Choose Destination** button to select a location in which to store the file. Click the **Upload** button to upload the file from your computer.
   o Click the **Course Offering Files** link to browse and select a file from within a current org unit file path. Browse through the directory to locate the file.
   o Select the type of file you want to select from the **Media Type:** drop-down menu. Click the radio button beside the file you want to upload. Click the **Next** button. On the Media Properties screen preview the file and enter Link and/or Alternate Text. Click the **Insert** button to insert the file.
   o Click the Shared Files link to browse and select a file from within your shared files root path. Select a directory link where the file is located. Select the type of file you want to insert from the **Media Type:** drop-down menu. Click the radio button beside the file you want to insert. Click the **Next** button. On the Media

Properties screen preview the file and enter Link and Alternative Text. Click the **Insert** button to insert the file.

o   Click the **Insert Link** option to enter or paste a URL corresponding to a media file located on the internet. Enter a URL in the **URL** text box and click the **Next** button. On the Media Properties screen preview the link and enter Link Text, if desired. Click the **Insert** button to insert the file. Note: Entering this URL will result in successfully embedded media only if the URL ends in a file with an extension that this function recognizes, or if the URL matches a specific pattern corresponding to websites for which there is specific support.

o   Click the **Enter Embed Code** link to enter embed code for an object from the web. Enter the embed code in the **Embed Code** text box and click the **Next** button. When the **Next** button is clicked the Media Properties page simply displays the result of the code entered in the Embed Code text field. There is no validation and there are no modifications made to the code. Click the **Insert** button to embed the media.