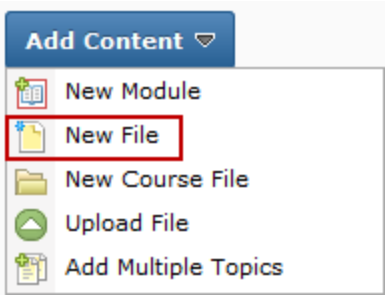
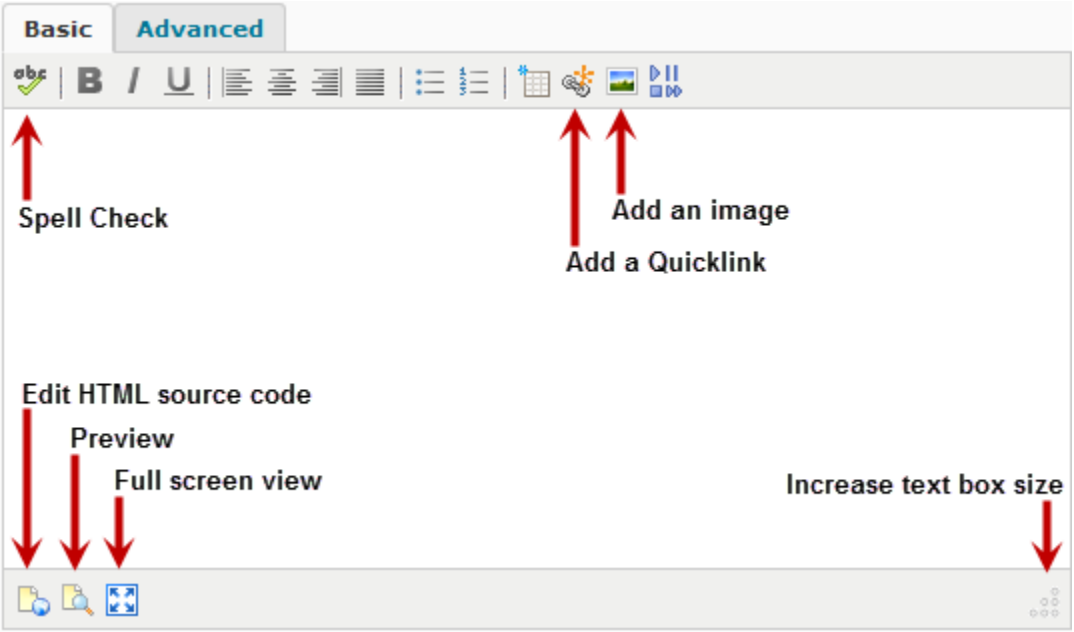
Using the HTML Editor

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 in the Add Topic dialog box.



The HTML Editor Environment

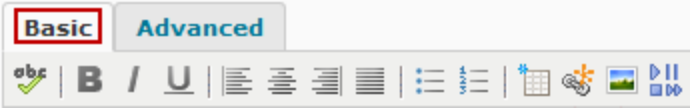
The HTML Editor window is shown here.



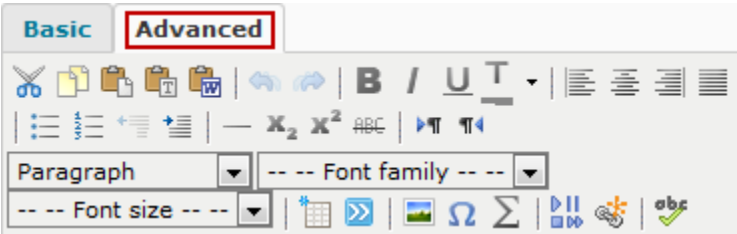
Using the HTML Editor

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:
    1. Select the Advanced tab. Advanced tab features include the ability to change font types and size, add images, custom characters, formulas, media, Quicklinks and spell check.



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

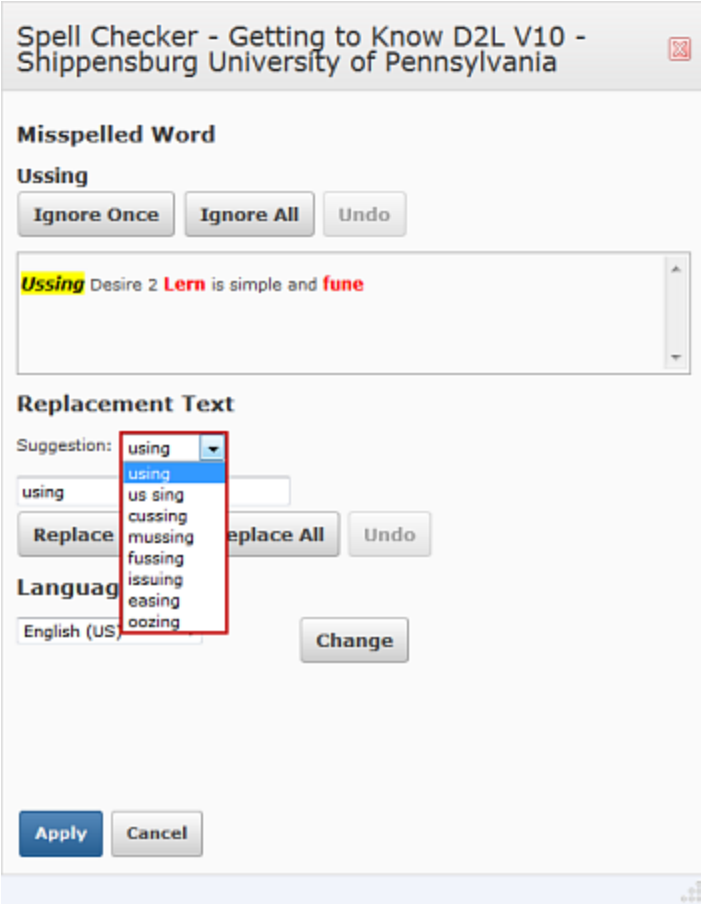
Copying and Pasting Content into the HTML Editor

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

Using Spell Check

1. Click on the **Toggle Spellchecker** icon.
2. Select the desired language from the pull-down menu on the pop-up and click **Change**. The misspelled words will appear in red.



3. For each word that appears in red, you can either ignore the correction, or choose a replacement suggestion from the suggestion drop-down menu and click **replace** to replace the word a single time or **Replace All** to replace each similarly misspelled word.
4. When finished, click **Apply**.
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 **Inserts a new 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 **Table properties**.
3. Using the various properties settings in both the Basic tab and Advanced tab, instructors can format a table's dimensions, color, borders, alignment, insert images, and more.

Cell properties

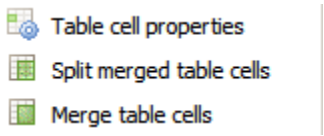
You can specify the appearance of a single cell inside a table from the table cell properties screen.

1. Edit cell properties
2. Right-click inside the cell that you want to modify.
3. Click Table cell properties.
    - 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.
    - 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.
4. Click the Update button to apply your changes.

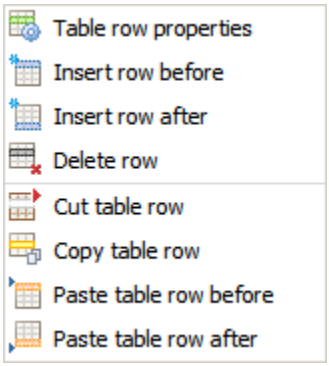
Add, edit, move and delete rows, columns and cells

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.

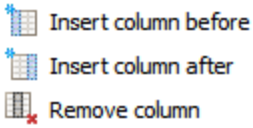
1. Place the cursor in the appropriate position in your table.
2. Hover over the applicable cell and right-click to reveal the action menu.
3. Select the appropriate action from the action menu:
    - Cell

    - Row

    - Column



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.
2. Select the type of item you want to link to from the Category drop-down list (for example, a quiz, a course content item, an external URL).

Do one of the following:

CD-ROM File

1. Enter the name of the CD in the Volume field, and the file name (and its path on the CD, if applicable) in the File Name field.

Course File

1. Click on the Add a File button and select the applicable file in the Submit a File window that appears.
2. Click on the Select File button.

URL Link

1. Type the URL (web address) into the URL field. Tip: you can insert a link to an email address by typing “mailto:” followed by the address (e.g. “mailto:bob.smith@somewhere.edu”).

Anything else

1. Select the item to link to from the drop-down list beneath the **Type** heading.
2. In the text box, type the link text (for example, “Click here” or “Unit 1 quiz”) in the Link Caption field. This text is inserted into in the content area as a link to the specified item.
3. For the Open In options, select whether to open in the Whole Window, in the Same Frame (keeping elements such as navbars, that might be present when a user is viewing the content), or in a New Window.
4. Click on the **Insert** button.

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:
2. Insert a media file from within your current org unit file path.
3. Insert a media file from within your current organization file path.
4. Insert a media file from within your shared files root path.

Insert a media file

1. Click the Insert Stuff button.
2. Choose to upload/insert a media file from the following options:
    - 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.
    - Click the Course Offering Files link to browse and select a file from within a current org unit file path. Select a directory link where the file is located. 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. Click the **Insert** button to insert the file.
    - 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. Click the **Insert** button to insert the file.
    - 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. 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.
    - Click the **YouTube** or **Flickr** link to browse and select a video from YouTube or a picture from Flickr. Enter a name into the search field and click **Search**. Click on the video or picture you want to use and click **Next**. On the Media Properties screen, preview the video or picture, change any options that you wish to change, and click **Insert**.

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.