

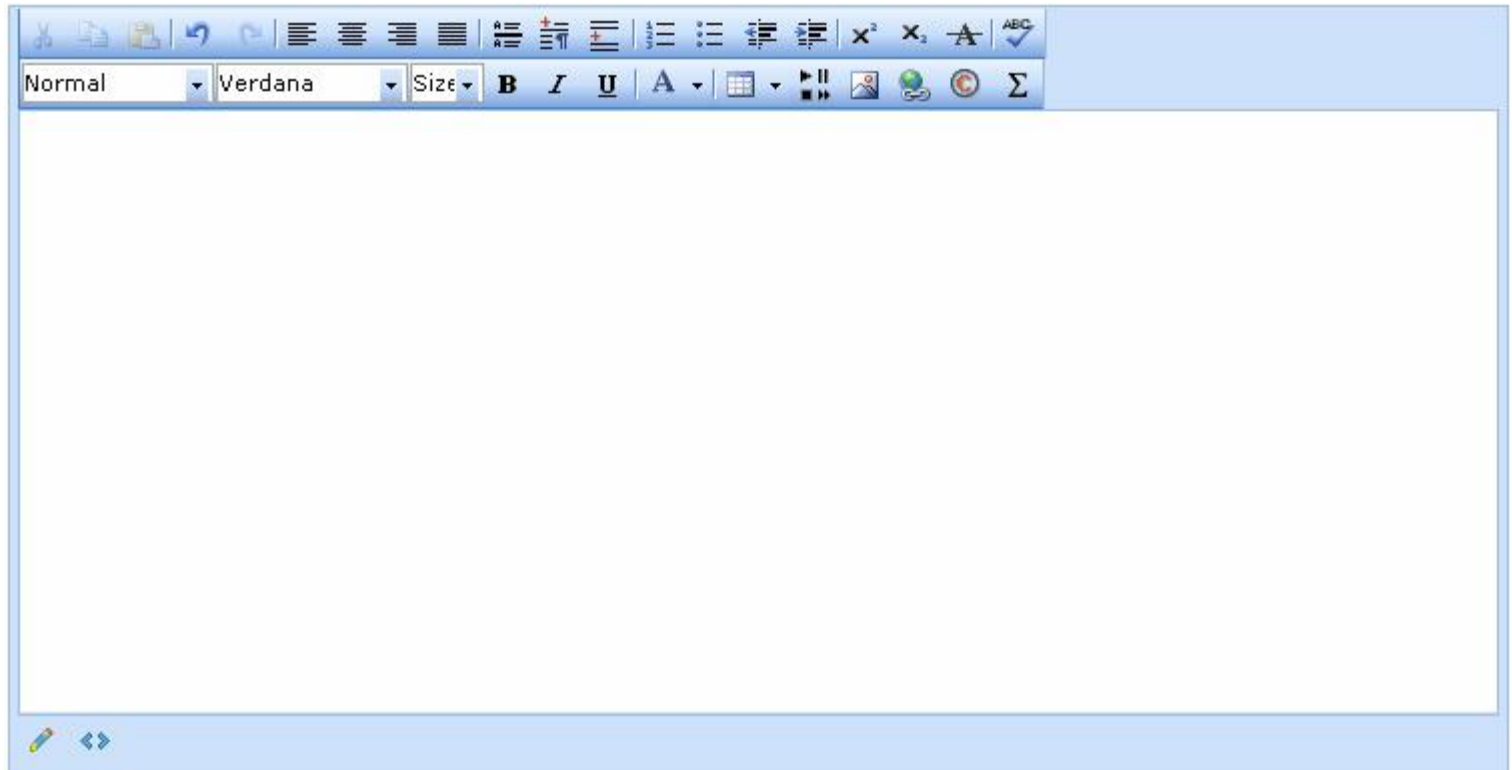



D2L104	<i>Desire2Learn: HTML Editor Basics (Content Tools 1):</i>
Introduction	<p>D2L Content Tools 1 consists of three parts: Copying Course Components, File Structure – Best Practices, and HTML Editor Basics.</p> <p>The HTML Editor is not only available in the Content Tool but in many D2L tools. The ability to use the HTML Editor will greatly enhance your interactive course materials for your student.</p> <p>Note: These instructions are based on using Internet Explorer 6.0 SP2. The HTML Editor may appear slightly different in another browser.</p> <p>This document includes basic entry level HTML instructions for:</p> <p>Accessing the HTML Editor</p> <p>HTML Editor Tools</p> <p>Inserting an image from Course files</p> <p>Inserting an image from a disk</p> <p>Inserting a table</p>
Step 1 Accessing the HTML Editor	<ol style="list-style-type: none">1. Access the HTML Editor by SELECTING the HTML Editor Icon () from any D2L tool.2. To create content using the HTML Editor, SELECT Content from the Course Header.3. SELECT the Manage Content link from the Administration menu on the right side of the screen.4. From any Module you have created, SELECT the Add Topic icon ( Add Topic)5. The New Topic Window will open.

































6. SELECT the **Create New File** link
7. The HTML Editor screen will open: (Note: When creating a new file in Content you must enter a Title in order to save it. This does not apply when using the HTML Editor in other tools)



8. Content can be added on of several ways.
 - a. Text - CLICK inside the **white screen** and start typing.
 - b. Image - SELECT the **upload image** icon ()

**Step 2
HTML Editor
Buttons**




1.  Cut Tool – Cuts the selected content to the clip board.	2.  Copy Tool – Copies the selected content to the clip board.	3.  Paste Tool – Pastes the last content added to the clip board to the HTML Editor.
4.  Undo Tool – Select to undo the last action.	5.  Redo Tool – Select to redo the last action.	6.  Left Align Tool – Left aligns selected text.
7.  Center Align Tool – Center aligns selected text.	8.  Right Align Tool – Right aligns selected text.	9.  Justify Tool – Aligns selected text on right and left side.
10.  Insert Horizontal Rule Tool – Inserts a horizontal line.	11.  Paragraph Tool – Starts a new paragraph.	12.  Insert Line Break Tool – Inserts a line break.
13.  Number List Tool – Inserts a numbered list or numbers selected text.	14.  Add Bullets Tool – Inserts a bulleted list or bullets selected text.	15.  Outdent Tool – Moves margin to the left.
16.  Indent Tool – Moves margin to the right.	17.  Superscript Text Tool – Makes the selected text superscript.	18.  Subscript Text Tool – Makes the selected text subscript.
19.  Strikethrough Tool – Places a line through selected text.	20.  Spell Check Tool – Check HTML Editor for spelling errors.	21.  Insert Equation Tool – Launches Equation Editor which allow you to insert an equation
22.  Bold Text Tool – Makes selected text bold.	23.  Italicize Text Tool – Makes selected text italicized.	24.  Underline Text Tool – Underlines selected text.
25.  Text Color Tool – Changes the color of the selected Text.	26.  Insert Object Tool – Allows you to insert audio, video and flash animation files.	27.  Insert Image Tool – Allows you to insert an image into the HTML Editor.
28.  Insert Table Tool – Allows you to insert a table into the HTML Editor	29.  Insert Link Tool – Inserts to another course component or to an outside URL.	30.  Insert Symbol Tool – Allows you to insert symbols and other special characters.

Step 3a
Inserting an image from a course file

Inserting an image from a course file

To insert an image in the HTML Editor

1. SELECT the **Insert Image** icon ().
2. The insert image screen will open.




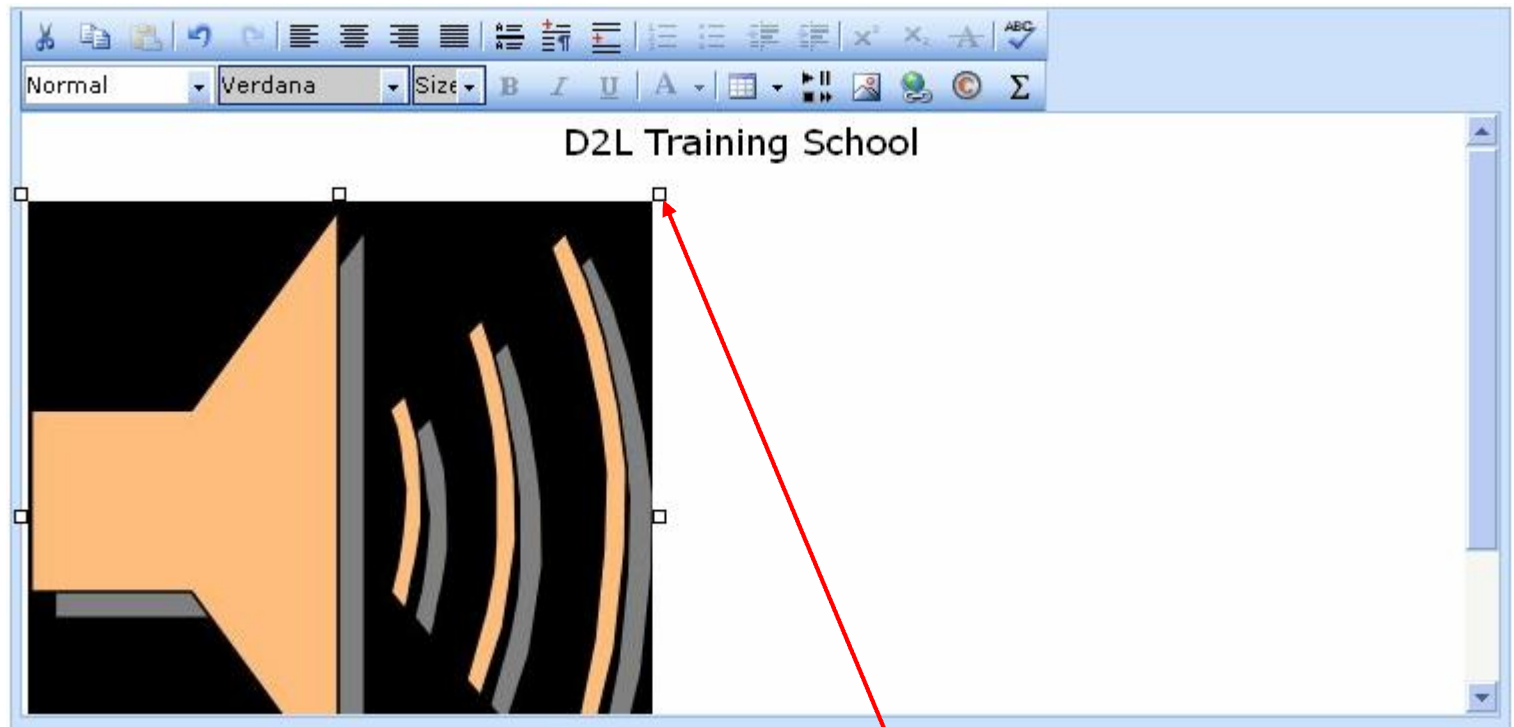
3. On the Insert Image page SELECT the **Course Image** link([Course Image](#)).
4. SELECT the **Browse** button () to browse course files and select image to upload.



- The image should now appear in the Course Image: box. Type an Alternate Text if you want alternate text to show up when the the user rolls their mouse over the image.



- SELECT the **Insert** button ().
- The image should now appear in the HTML Editor.




8. SELECT the **squares** on the outside of the image to resize the image.
9. CLICK inside the **image** and drag to move it to a different location.


Step 3b
Inserting an
Image from a
disk

Inserting an image from a disk (including your computer)

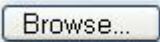

To insert an image in the HTML Editor

1. SELECT the **Insert Image** icon ().
2. The insert image screen will open.




3. On the Insert Image page SELECT the **Upload Image** link ().
4. The Insert Image screen will appear



5. SELECT the **Browse** button () to search for a image file on your computer.
6. SELECT **your image** from the Choose file... screen.
7. **SELECT** the **Open** button.
8. ENTER **Alternate Text:** for text that will appear when the user rolls their mouse over the image.
9. SELECT the **Insert** button ().
10. This will open the course file folder.




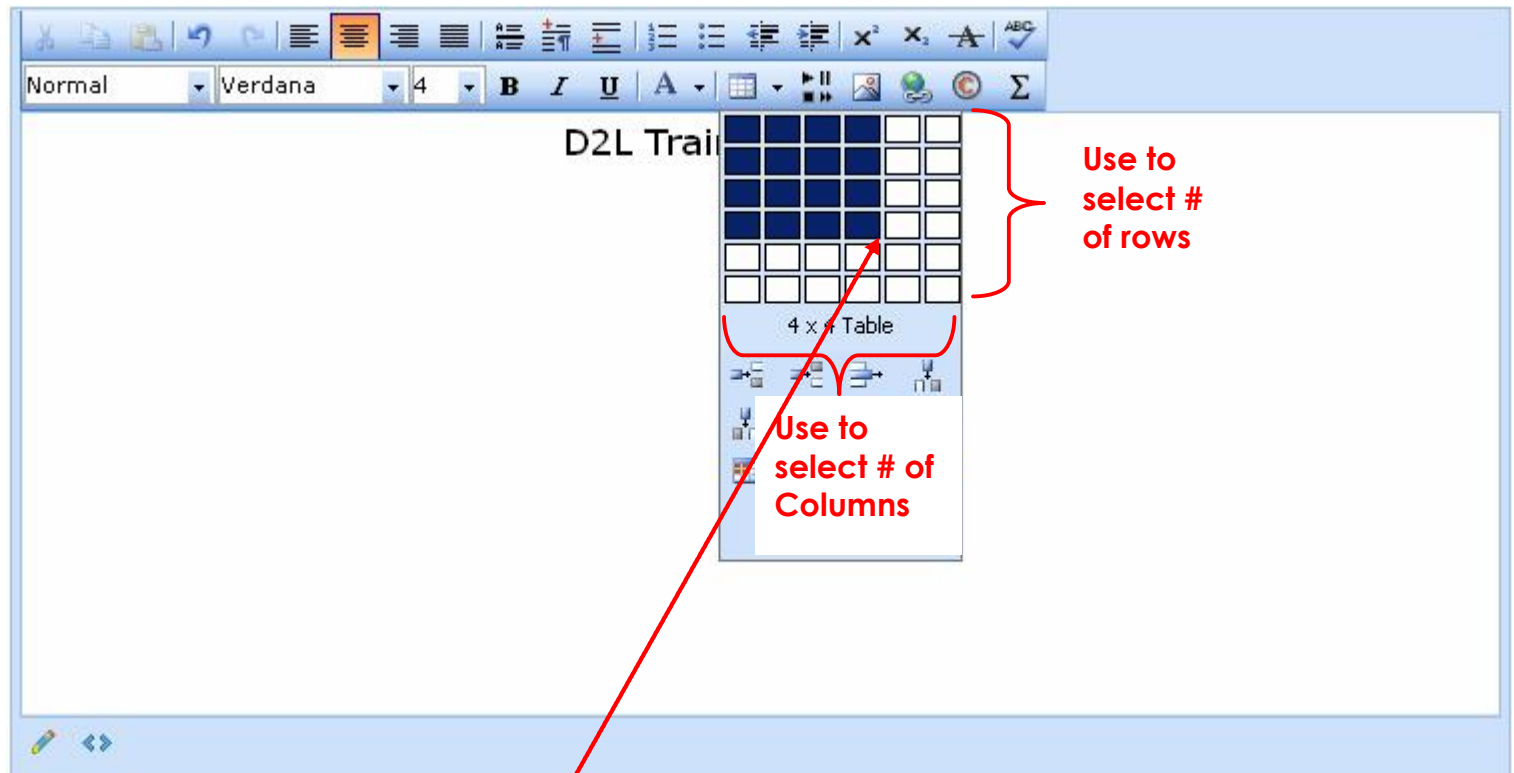
11. You will need to save the image to the course files by SELECTING the **Save** () button.

12. The image should now appear in the HTML Editor.

Step 4
Inserting a
Table

Inserting a Table

1. From inside the HTML Editor SELECT the **Insert Table** button ().
2. SELECT the number of **rows** and **columns** you desire by highlighting with your mouse the number of squares. The number of squares you select across will equal the number of columns. The number of squares you select down will equal the number of rows. For example: The table below will have 4 rows and 4 columns.



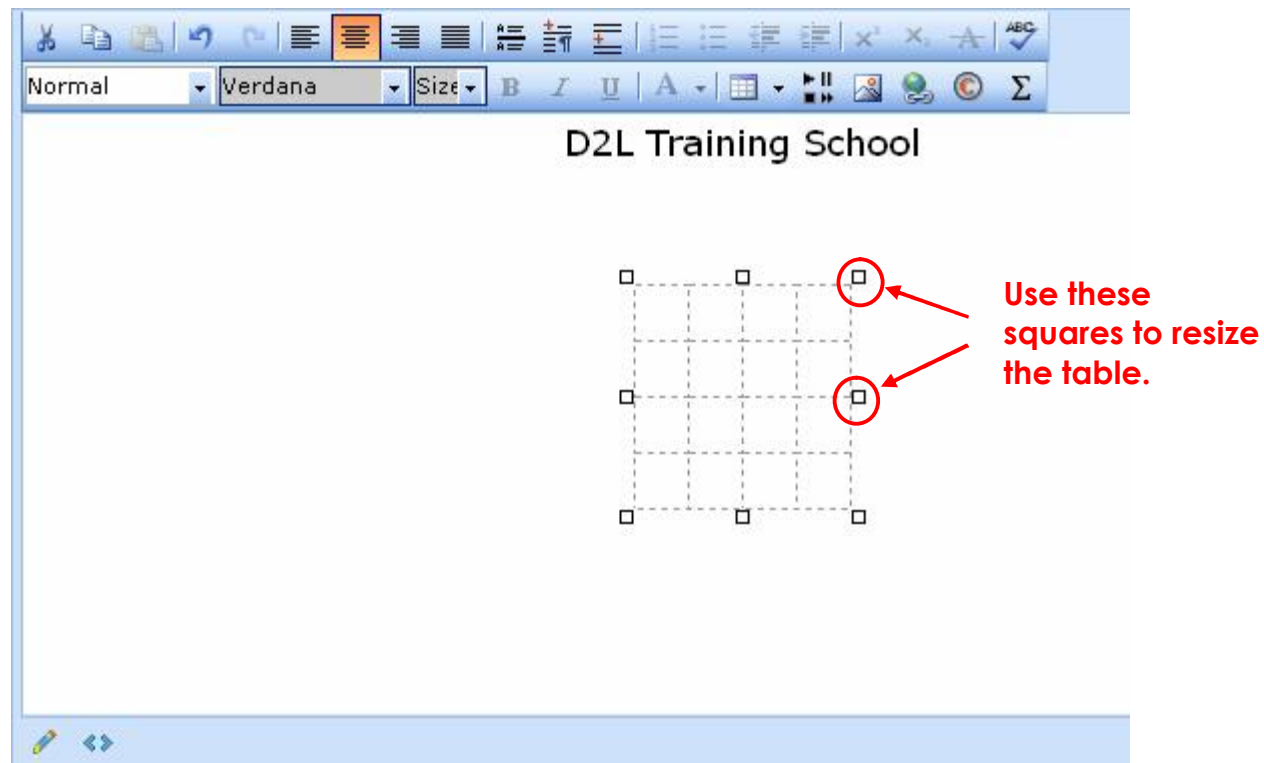
3. CLICK your mouse on the **last row and column** to set the table into the HTML Editor.

Your table should now appear in the HTML Editor











Step 5

Editing a Table

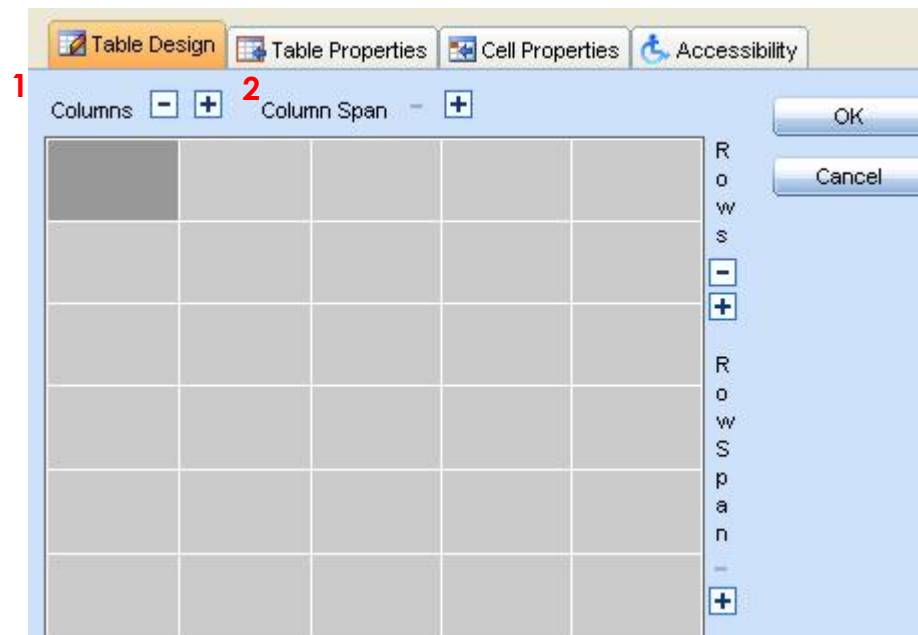
To resize your table



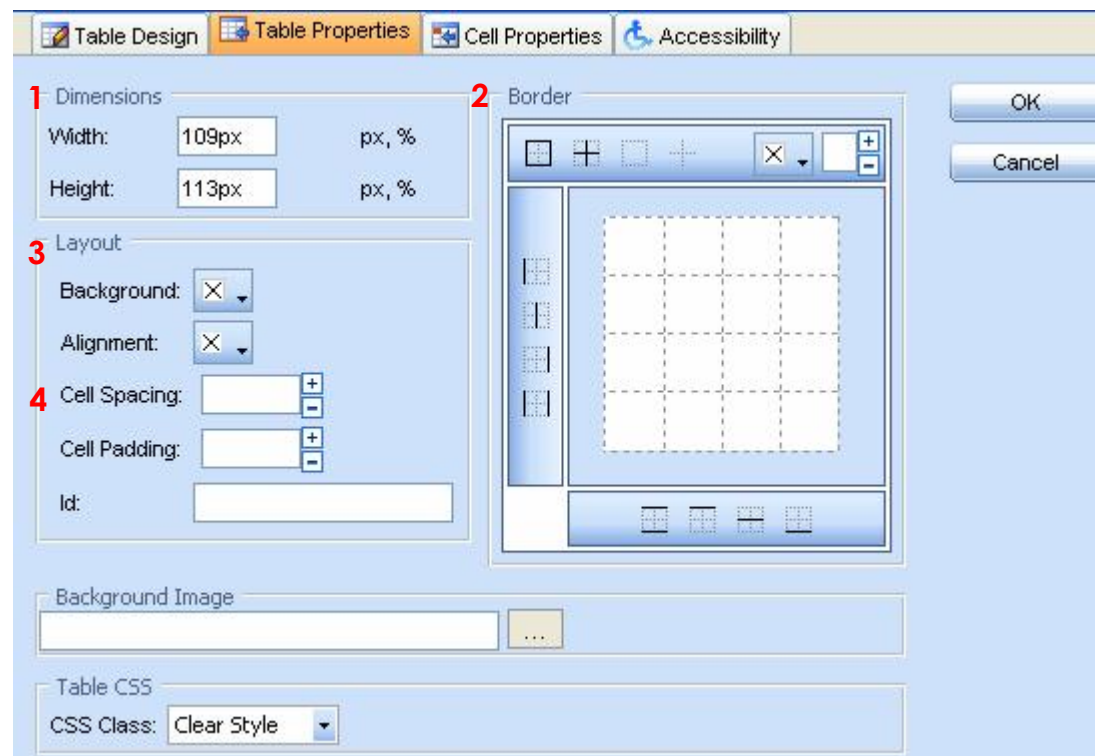
1. CLICK anywhere **in the table**.
2. SELECT the **squares** and move the table to the size you want (see above).
3. Or, as you start entering information into a cell in the table and it will resize the cell automatically to fit the content.
4. SELECT in the **table**, then SELECT the, **table icon** for additional formatting options such as:

- a. Inserting rows above () and below ().
- b. Inserting columns before () and after ()
- c. Deleting rows () and columns ()
- d. Merging Across Cells () default current cell + cell to right.
- e. Merging Down Cell () default current cell + cell below
- f. Set specific cell properties () or table properties ().

1. Table Properties Screen

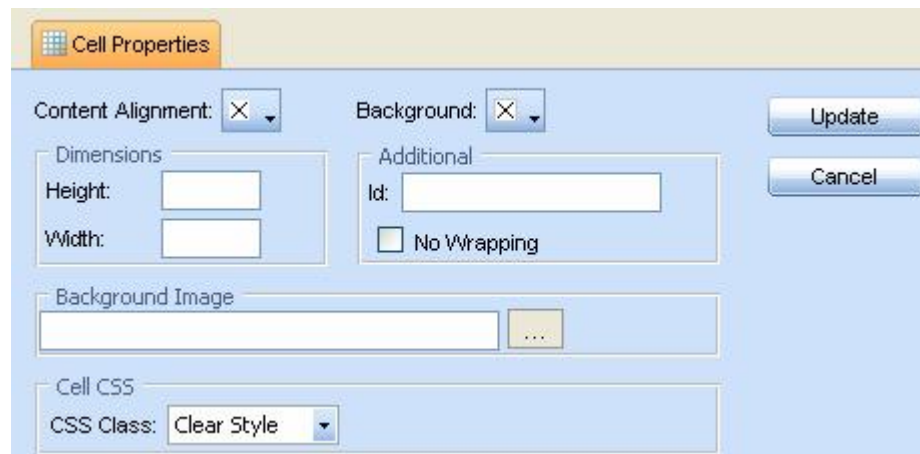


- Use the Table Design tab to:**
- 1. Add/delete columns and rows**
 - 2. and merge columns and rows**



Use the Table Properties tab to:
1. Change the overall size of your table
2. Add/delete borders
3. Add/delete the Background
4. Change cell spacing


2. Cell Properties Screen



The screenshot shows a dialog box titled "Cell Properties". It contains several sections for configuring a cell:

- Content Alignment:** A dropdown menu with a close button (X).
- Background:** A dropdown menu with a close button (X).
- Dimensions:** Input fields for "Height" and "Width".
- Additional:** An "Id" input field and a checkbox labeled "No Wrapping".
- Background Image:** An input field with a browse button (three dots).
- Cell CSS:** A dropdown menu for "CSS Class" currently set to "Clear Style".

Buttons for "Update" and "Cancel" are located on the right side of the dialog.

g. Splitting Cells 

h. Deleting Cells 