

HTML Editor 8.3.0

User Guide
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About this guide

The Desire2Learn HTML Editor is a powerful tool found throughout the Learning Environment that aids in the creation of formatted HTML content.

Audience

This guide is intended for all users of the Desire2Learn Learning Environment who would like further information about the HTML Editor and its features.

Important Access to features in the Desire2Learn Learning Environment is dependent on your permissions. Depending on your permissions, you may not have access to all of the features described in this guide.

Related guides

This is a supplemental guide that provides information on a specific tool within the Desire2Learn Learning Environment.

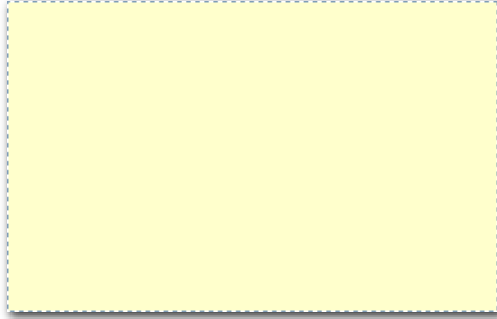
Desire2Learn documentation is available in the Documentation Library on the Desire2Learn Community website: <http://community.desire2learn.com>. (Enrollment in the Desire2Learn Community is required to access this site. Information about enrollment can be found on the Community login page.)

HTML Editor Overview


Accessing the HTML Editor

The HTML Editor is integrated with all tools in the Learning Environment where HTML content is created. This includes editing Discussions topics, creating custom instructions for Dropbox folders and creating Content topics.

- ▶ **To access the HTML Editor, do one of the following:**
 - Click on any applicable text field. The background of an HTML compatible text field changes to yellow when you move your cursor over it.



HTML Editor text field hover effect

- Click the  **Edit** icon beside a text field.
- Some tools, such as Content and Widget Management, activate the HTML Editor automatically. Click in the main window of the HTML Editor and begin adding content.



HTML Editor tabs


The HTML Editor features two tabs:

- **Basic** The basic tab displays the most basic controls for common word processing tasks, including controls to insert images, tables and QuickLinks.
- **Advanced** The Advanced tab displays all available controls including controls to insert course objects such as Flash animation files and videos.

HTML Editor Views

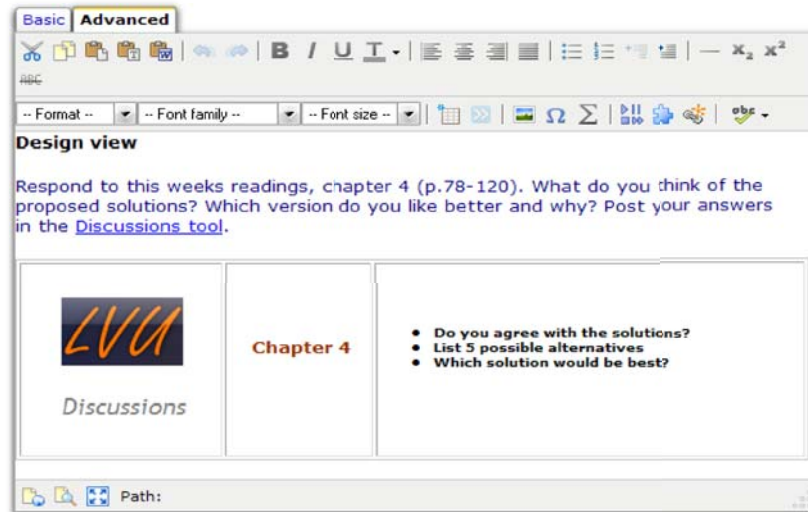
The HTML Editor has three ways in which you can view content: the Design view, HTML Source view, and Preview.

The Design view loads automatically when you access the HTML Editor. To open HTML Source view or Preview, click the  **Edit HTML Source**, or  **Preview** icons in the bottom left of the HTML Editor page. A new window opens with the selected view.

Tip Use the  **Toggle fullscreen mode** icon in the bottom left corner of the HTML Editor to maximize or minimize the default view. You can also click and drag the bottom right corner of the HTML Editor to resize the HTML Editor.



Design view

Use the HTML Editor to easily and quickly create and format content without prior knowledge of HTML. Simply type your content and use the available controls in either the **Basic** tab or **Advanced** tab toolbar to apply formatting to your text, insert images and tables, and create links.




Design view

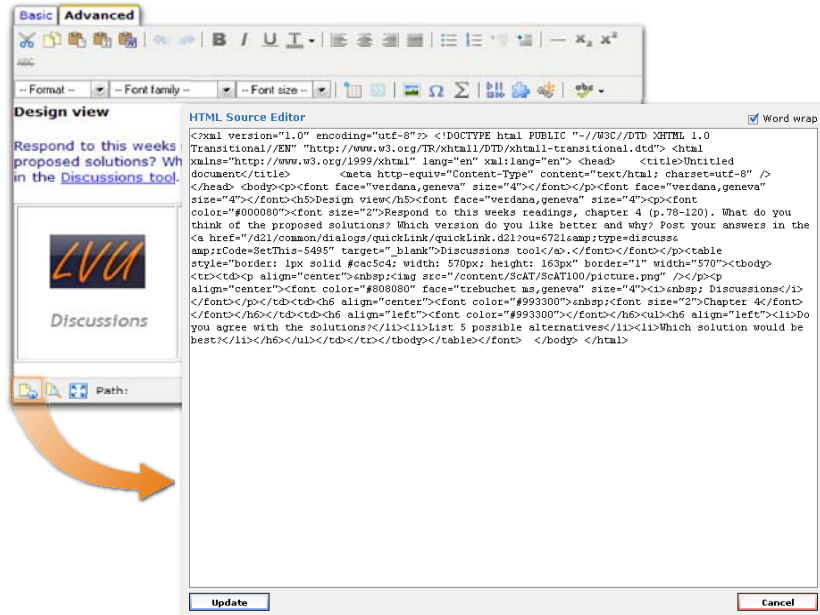
If you have already composed your content as text (without HTML codes) in another application (such as a word processor) you can copy and paste unformatted content into the HTML Editor.

Alternatively, use the  **Paste as plain text** icon to paste formatted content as plain text. To copy and paste content directly from Microsoft Word, use the  **Paste from Word** icon.

Caution It is strongly recommended that you remove any formatting before copying and pasting text into the HTML Editor, especially numbered or bulleted lists, tabs, headers and footers, page numbers, and text with similar formatting. Copying formatted text from word processing applications and pasting it into the HTML Editor, may add disruptive code to the application.

HTML Source view


Click the  **Edit HTML Source** icon to display the HTML Source Editor. This view shows you the HTML code that is used to create your content. You will most likely only use this view if you have experience with HTML code. If you have created HTML code in another application, you can also copy and paste the code into the HTML Source view of the HTML Editor. Ensure that your HTML code is well formed to prevent any unexpected behavior.

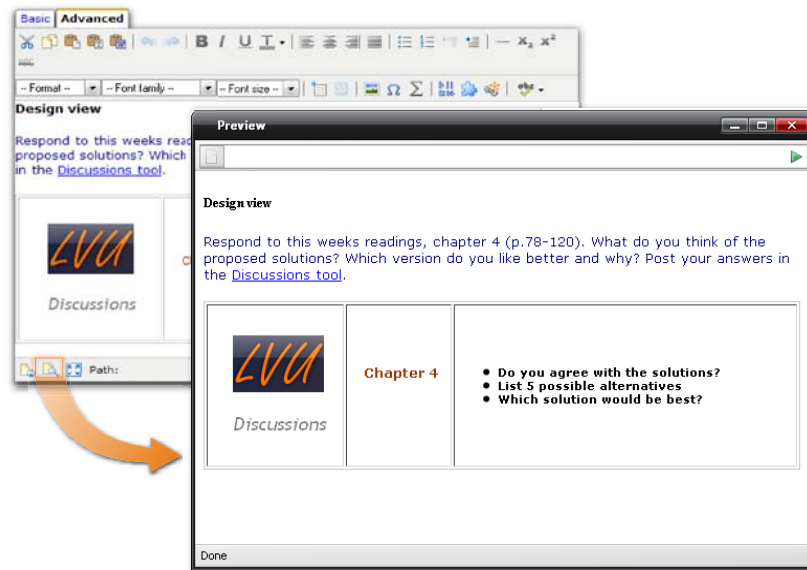


HTML Source view

Note The HTML tag `<title>` and text associated with that tag is not applicable to content in Desire2Learn and is removed from user created web documents.

Preview


Click the  **Preview** icon to display a preview of your HTML content in a new window. This allows you to preview content and ensure that it displays as expected, prior to saving any changes.




Preview

Creating content in design view





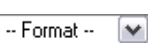
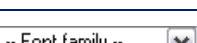
► To create content using the HTML Editor

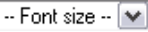
















- 1 Navigate to the location in Desire2Learn in which you wish to insert or edit your content.
- 2 If necessary, click the  **Edit** icon beside any applicable text field. The HTML Editor displays in design view by default.
- 3 Type your content into the HTML Editor window.
- 4 Click the **Basic** and **Advanced** tabs to toggle the displayed formatting and insert controls.
- 5 To format your content in Design view, select the applicable text and click the appropriate formatting icon.
- 6 To insert tables, images, links, audio/video/animation files, special characters, and equations, use the **Insert** icons.
- 7 Click the **Save** button apply your changes.











► To create a Content topic from a Word file

- 1 Save the Word file as a web page, Filtered.
- 2 Upload the file to  **Files**.
- 3 Create a new topic using the course file.

HTML Editor Icons



Button	Name	Function/Description
Text Formatting Icons		
	Bold	Makes the selected text bold.
	Italic	Makes the selected text italic.
	Underline	Underlines the selected text.
	Select text color	Changes the color of the selected text.
	Format drop-down list	Applies the selected style to the selected text.
	Font family drop-down list	Changes the selected text to the font of your choosing.

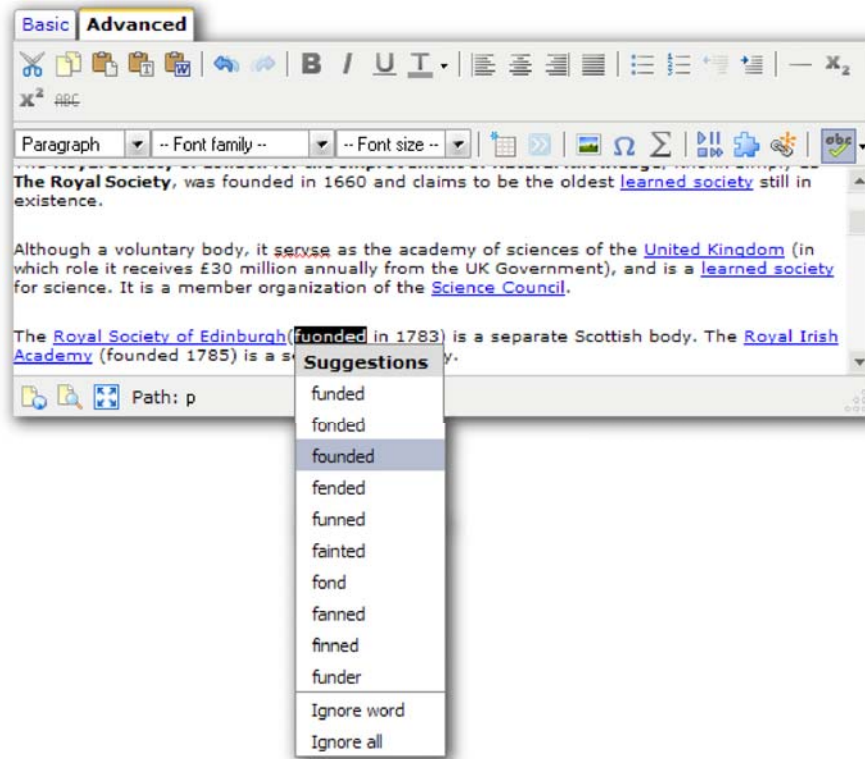
Button	Name	Function/Description
	Font size drop-down list	Changes the selected text to the size of your choosing.
	Align Left	Aligns the selected paragraph to the left.
	Align Middle	Aligns the selected paragraph in the center of the page.
	Align Right	Aligns the selected paragraph to the right.
	Justify	Aligns the selected paragraph to the left and the right (creating flush margins on both sides)
	Numbered List	Inserts a numbered list.
	Bullet List	Inserts a bulleted list.
	Outdent	Moves the margin of the current paragraph to the left.
	Indent	Moves the margin of the current paragraph to the right.
	Superscript	Makes the selected text superscript.
	Subscript	Makes the selected text subscript.
	Strikethrough	Puts a line through the selected text (as if it had been crossed out).
Insert Icons		
	Insert Image	Inserts an image at the current location of your cursor.
	Insert Object	Enables you to insert audio and video files, as well as flash animation.
	Insert Table	Inserts a table at the current location of your cursor.
	Insert/Edit Attributes	Enables you to insert and edit the Title, ID, Class, Style, Text Direction, Language, TabIndex and AccessKey.
	Insert Link/Insert QuickLink	Enables you to insert a hyperlink to an external website or a QuickLink to a resource inside the Learning Environment.

Button	Name	Function/Description
	Insert Symbol	Enables you to insert symbols and other special characters.
	Insert Equation	Launches the Equation Editor, allowing you to insert equations.
	Insert Horizontal ruler	Inserts a horizontal line separating paragraphs.
	Insert Image/Object from Repository	Enables you to insert an image or object from a Learning Object Repository.
Other Icons		
	Spellchecker	Checks the spelling of your content.
	Cut	Cuts the selected content to the clipboard.
	Copy	Copies the selected content to the clipboard.
	Paste	Pastes the content of the clipboard into the HTML Editor.
	Paste as Plain Text	Pastes the plain text content of the clipboard in the HTML Editor.
	Paste from Word	Pastes the content of the clipboard in the HTML Editor and maintains Word formatting.
	Undo	Undoes the last action.
	Redo	Redoes the last action.

Spellchecker

► To use the Spellchecker

- 1 Use the Spellchecker  **Languages** drop-down menu to select the applicable language. The default language is English.
- 2 Click the  **Spellchecker** icon. Spelling errors are identified automatically by a squiggly red underline.
- 3 Click on a misspelled word to display the **Suggestions** drop-down menu
- 4 Select the correct word from the **Suggestions** drop-down menu.



Spellchecker Suggestions drop-down menu

- 5 Click the **Save** button to apply your changes.

Tables

► To 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 you have inserted a table into the HTML Editor, you can modify its appearance by using the table properties screen.

► To edit table properties


- 1 Right-click anywhere in your table.
- 2 Click  **Table properties**.

- 3 Using the various properties settings in both the **General** tab and **Advanced** tab, you can format your 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.









► To edit cell properties

- 1 Right-click inside the cell that you want to modify.
- 2 Click  **Table cell properties**.
- 3 Using the various properties settings in both the **General** tab and **Advanced** tab, you can format your cell's dimensions, color, borders, alignment, and more.
- 4 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.
- 5 Click the **Update** button to apply your changes.

Manage 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:

-  **Insert row before**
-  **Insert row after**
-  **Delete row**
-  **Insert column before**
-  **Insert column after**
-  **Remove column**
-  **Merge table cells**
-  **Split merged table cells**

Images

► To insert an image


- 1 Place your cursor where you want the image to appear in your content.

- 2 Click the  **Insert an Image** icon.
- 3 Do one of the following:
 - To upload an image from your computer, click the **Browse** button, select an image and click the **Upload** button to insert it into your content.
 - To insert an image from your course files, click the  **Course Offering Files** icon in the left panel, select an image, and click the **Select file** button to insert it into your content.
- 4 Click the **Save** button to apply your changes.

QuickLinks

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

► To insert a QuickLink:

- 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).
- 3 Do one of the following:



If you chose	Do this
CD-ROM File	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	Click the Add a File button and select the applicable file in the Submit a File window that appears. Click the Select File button.
Learning Object Repository	Click the Select an Object button, and search for the applicable item in the search page that appears. Select the radio button beside the desired object and click Next . Choose from the options provided whether you want to create a locked or a dynamic link, and click Insert .
URL Link	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	Select the item you want to link to from the drop-down list beneath the Link Details heading.

- 4 Type the text you want to use as the link (for example, “Click here” or “Unit 1 quiz”) in the **Link Caption** field. This text is inserted into your content as a hyperlink to the specified item.

- 5 For the **Open In** options, select whether you would like the target to open in the **Whole Window** (eliminating any frames on the page), in the **Same Frame** (keeping any frames, such as navbars, that may be present when a user is viewing the content), or in a **New Window**.
- 6 Click the **Insert** button.

Audio and video files

► To insert a media file

- 1 Click the  **Insert Object** icon.
- 2 Click the **Course Object** link to insert an object from your course files or **Upload Object** to insert an object from your computer.
- 3 Choose an **Object Type** from the drop-down list (for example, a Wave file or a Flash Animation file).
- 4 Click **Browse** and choose the file you want to insert.
- 5 Enter **Height** and **Width** (in pixels) for the object.
- 6 Check **Show Controls** if you would like to display stop and play buttons.
- 7 Check **Auto Play** to have the file start playing automatically when a user views your content.
- 8 Click **Insert**.
- 9 If you chose **Upload Object** in step 2, the Save As dialog is displayed. Navigate to the folder where you want to store the file on the server, then click **Save**.
 - To change the name of the file, enter the new name in the **File Name** field.
 - To create a new subfolder inside the current folder, click the  **Create New Folder** icon.

Equations

The Equation Editor is a Java based application, accessible within the HTML Editor, which enables you to insert mathematical and statistical equations into an HTML page.

Accessing the Equation Editor

Prior to using the Equation Editor, you should:

- Ensure that you have installed the latest version of your Internet Browser.
- Disable any software or Browser settings that block pop-up windows.
- Install the most recent Java Runtime Environment (JRE) from Sun Microsystems Inc. (<http://www.java.com/en/download/manual.jsp>).

► **To access the Equation Editor**

- 1 Go to the **Advanced** tab of the HTML Editor.
- 2 Click the Σ **Equation Editor** icon.

Using the Equation Editor

The Equation Editor features a toolbar equipped with a selection of buttons which provide the necessary elements to construct your equations quickly and easily. Each button in the Equation Editor toolbar opens a palette of related mathematical symbols. See the *Equation Editor toolbar palettes* section for a description of the palettes that each button displays.

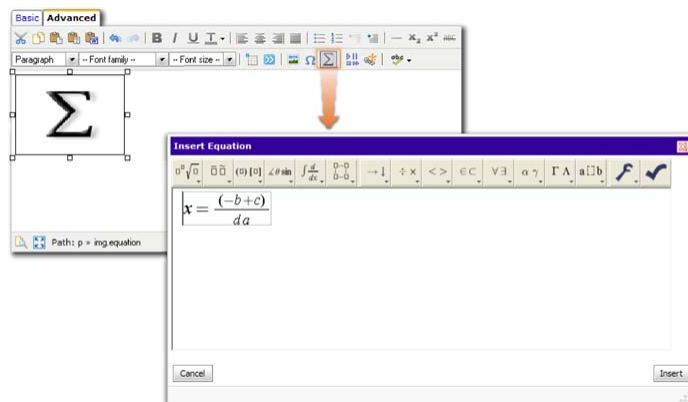
► **To create an equation**

- 1 Use the toolbar palettes to build your equation.
- 2 Click **Insert** to add your equation to the content page.

Note In the HTML editor, a capital Sigma sign appears in place of your equation. Your equation will not appear in your HTML page until you have clicked **Save** and posted the content.

► **To edit an equation**

- 1 Select the equation that you would like to edit by clicking on the corresponding capital Sigma sign.
- 2 Go to the **Advanced** tab of the HTML Editor.
- 3 Click the Σ **Equation Editor** icon.



Editing equations

- 4 Use the toolbar palettes to build your equation.
- 5 Click **Insert** to update your equation.

► **To delete an equation**

- 1 From within the HTML Editor, select the equation that you would like to delete.

- 2 Press the Delete key or click the  **Cut** icon to remove the equation from the HTML page.

Equation Editor toolbar palettes

The following table is a listing and description of palettes available within the Equation Editor toolbar.

Icon	Name	Description
	Layout Palette	Add a template for building equations. Use the Text box function to add text to your equation.
	Accents Palette	Update or Add Squares with Accents.
	Fences Palette	Update or Add Squares with Fences.
	Trigonometry Palette	Add a template for building Trigonometry equations.
	Calculus Palette	Add a template for building Calculus equations.
	Matrices Palette	Update or Add Matrices to equations.
	Arrows Palette	Update or Add Arrows to equations.
	Operators Palette	Update or Add Operators to equations.
	Comparison Operators Palette	Update or Add Comparison Operators to equations.
	Set Theory Palette	Update or Add Set Theory Operators to equations.
	Logical Operators Palette	Update or Add Logical Operators to equations.
	Lowercase Greek Palette	Update or Add Lowercase Greek characters to equations.
	Uppercase Greek Palette	Update or Add Uppercase Greek characters to equations.
	Algebra Palette	Add a template for building Algebra equations.
	Tools Palette	Cut, Copy, Paste, Undo, Zoom in and Zoom out

Appendix A: Addendum

Learning Environment 8.3.1

QuickLink to an ePortfolio item

As of Learning Environment 8.3.1 and ePortfolio 1.1.0 you can create QuickLinks within the Learning Environment to any ePortfolio item. You can create QuickLinks to items in your own portfolio or another user's portfolio, providing you have permission to view the item. In order for a user to follow the QuickLink they must also have access to the item. If you are including QuickLinks to portfolio items in course content, make sure you give course participants access to the items from the ePortfolio tool.

Basic view

The Basic view in the HTML Editor now includes the  **Insert an image** control, the  **Insert a new table** control, and the  **Insert QuickLink** control.

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