
WebCT 4.x: HTML Editor

Competencies

After reading this document, you will be able to:

- Employ the HTML Editor capabilities to create and publish content.

About HTML Editor



The HTML editor provides word-processor-like features that display text and graphics the same as they will appear in a browser. Depending on administrator settings, the HTML editor may be available in the following tools: *Discussions*, *Mail*, *Student Homepages*, and *Student Presentations*. The What You See Is What You Get (WYSIWYG) Hypertext Markup Language (HTML) editor allows you to create and publish content on the Web without having to know HTML.

Different views in HTML Editor


The HTML editor allows you to work on your content in two different ways—using *WYSIWYG* view, which displays text and graphics as they will appear in a browser, or using *HTML View*, which displays the HTML code.

To change the view in which you're working, on the HTML editor status bar, click **WYSIWYG** or **HTML View**.


Expanding or shrinking the toolbar

If you want to expand or shrink the toolbar in the HTML editor, click **Shrink the toolbar**  or **Expand the toolbar** . The toolbar shrinks or expands.

Showing all paragraph marks

You can show or hide paragraph marks and other formatting marks. Showing paragraph marks helps you see where each paragraph ends. To show all paragraph marks, click **Show All** . The paragraph marks and other formatting marks show.

Using the HTML editor on a Macintosh

If you are working on a Macintosh, before you exit the HTML editor, make sure you save your changes by clicking **Save** . If you exit the HTML editor without saving, any changes you made in the HTML editor will disappear.

Entering Text

You can enter text in the HTML editor the same way you enter text in a word processor.

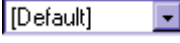
- 1 In the tool, click **HTML editor**. The HTML editor appears.
- 2 In the editing area, enter your text.

Formatting Text

Changing the font of text



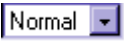
Note The default font type is Serif.

- 1 Select the text you want to change.
- 2 From the *Font Type* drop-down list , select a font type. The selected text is modified.


Changing the size of text



Note The default font size is 12.

- 1 Select the text you want to change.
- 2 From the *Font Size* drop-down list , select a font size. The selected text is modified.

Applying bold formatting to text


- 1 Select the text you want to change.
- 2 From the toolbar, click **Bold** . The selected text is bold.

Applying italic formatting to text


- 1 Select the text you want to change.

- 2 From the toolbar, click **Italic** . The selected text is italic.

Underlining text

- 1 Select the text you want to change.
- 2 From the toolbar, click **Underline** . The selected text is underlined.

Changing the color of text

- 1 Select the text you want to change.
- 2 From the toolbar, click **Font Color** . The Colors dialog box appears.
- 3 Under *Standard Colors*, click a color.

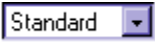


Note If you mouse over a color, the color's name and hexadecimal code appear in the dialog box's title bar. The color of the selected text changes.


- If you want to add a custom color:
 - » In the *RGB* text box, enter a hexadecimal code.
 - » Click *Add to custom colors*.
 - » Under *Custom Colors*, click the custom color. The color of the selected text changes.

Formatting Paragraphs

Applying a paragraph format

- 1 Click the paragraph you want to change.
- 2 From the *Paragraph Format* drop-down list  showing **Standard**, select a format. The selected paragraph is modified.

Aligning text with the left margin


- 1 Select the text you want to change.
- 2 From the toolbar, click **Align Left** . The text is aligned to the left.

Centering text


- 1 Select the text you want to change.

- 2 From the toolbar, click **Center** . The text is centered.


Aligning text with the right margin

- 1 Select the text you want to change.
- 2 From the toolbar, click **Align Right** . The text is aligned to the right.




Increasing the left indent of an entire paragraph

- 1 Select the paragraph you want to change.
- 2 From the toolbar, click **Increase Indent** . The indent increases.




Decreasing the left indent of an entire paragraph

- 1 Select the paragraph you want to change.
- 2 From the toolbar, click **Decrease Indent** . The indent decreases.




Adding Bullets or Numbers to a List

- 1 In the editing area, click where you want the list to appear, or select the item(s) you want to add bullets or numbers to.
- 2 From the toolbar, do one of the following:
 - » To add bullets, click **Bullets** .
 - » To add a numbered list, click **Numbered List** .
 - » To add an alphabetical list, click **Alphabetical List** .




Note When you press **Enter** to add the next list item, the HTML editor automatically inserts the next bullet or number. When you want to finish the list, click **Bullets** , **Numbered List** , or **Alphabetical List**  again.

Moving or Copying Text and Images


- 1 Select the item you want to move or copy.
- 2 Do one of the following:
 - » To move the item, from the toolbar, click **Cut** .
 - » To copy the item, from the toolbar, click **Copy** .
- 3 Click where you want the item to appear.
- 4 From the toolbar, click **Paste** .

Inserting Text from Another Source


You can insert text from another source into the editing area.

- 1 Copy the text from the other source.
- 2 In the editing area, click where you want the content to appear.
- 3 From the toolbar, click **Insert Text** . The *Paste Text from Clipboard* dialog box appears.
- 4 Paste the text into the dialog box by pressing **CTRL+V**.
- 5 Do one of the following:
 - » If the text is in plain text format, select *Plain Text*.
 - » If the text is in HTML format, select *HTML*.
- 6 Click **OK**. The text is inserted.


Inserting a Symbol

- 1 In the editing area, click where you want to insert a symbol.
- 2 From the toolbar, click Insert **Symbol** . The *Insert Symbol* dialog box appears.
- 3 Click the symbol you want to insert. The symbol appears in the *Insert* box.
- 4 Click **Insert**. The symbol is inserted.
- 5 To close the **Insert Symbol** dialog box, click **Close**.

Inserting an Image


- 1 In the editing area, click where you want to insert an image.
- 2 From the toolbar, click **Insert Image** . The Insert Image dialog box appears.
- 3 In the *Source* text box, do one of the following:
 - » If the image is saved in the main *My-Files* folder, enter the filename of the image. For example, to insert an image named *Europe_map.gif*, which is saved in the main *My-Files* folder, enter *Europe_map.gif*.
 - » If the image is saved in a folder in *My-Files*, enter the path and filename of the image. For example, to insert an image named *Asia_map.gif*, which is saved in a folder named *Maps* in the main *My-Files* folder, enter *Maps/Asia_map.gif*.
 - » If the image is on a different web site, enter the full address of the web site, the path, and the filename of the image.
- 4 In the *ALT-String* text box, enter a short description of the image. This text displays in a browser when you mouse over the image.
- 5 In the *Border Width* text box, enter the width of the border in pixels.
- 6 In the *Size* text boxes, enter the width and height of the image in pixels, and click **OK**. The image is inserted.

Inserting a Horizontal Line


- 1 In the editing area, click where you want to insert a horizontal line.
- 2 From the toolbar, click **Insert Horizontal Line** . A horizontal line is inserted.

Inserting and Modifying a Table


Inserting a table

- 1 In the editing area, click where you want to insert a table.
- 2 From the toolbar, click **Insert Table** . The *Table Properties* dialog box appears.
- 3 Select the desired number of rows and columns; the table, row, column, cell, and color properties, and click **OK**. The table is inserted.


Inserting the default table

- 1 The HTML editor's default table has four columns and three rows.
- 2 In the editing area, click where you want to insert the default table.
- 3 From the toolbar, click **Insert Default Table** . The table is inserted.

Adding a row to a table


- 1 In the table, click in a cell above or below where you want to insert the row.
- 2 From the toolbar, click **Insert Row** . The *Insert Row* dialog box appears.
- 3 Select the position in which you want to insert the row and click **Insert Row**. The row is inserted.

Adding a column to a table


- 1 In the table, click in a cell to the left or right of where you want to insert the column.
- 2 From the toolbar, click **Insert Column** . The *Insert Column* dialog box appears.
- 3 Select the position in which you want to insert the column and click **Insert Column**. The column is inserted.

Inserting a Hyperlink

You can create a link from text or an image to another document or web site.


- 1 Select the text or image you want to represent the hyperlink.
- 2 From the toolbar, click **Insert Hyperlink** . The *Insert Hyperlink* dialog box appears.
- 3 In the *Href* text box, do one of the following:
 - If you want to insert a link to an HTML document saved in the main My-Files folder:
 - » Delete *http://*.
 - » Enter the filename of the document. For example, to insert a link to an HTML document named *European_history.html*,

which is saved in the main *My-Files* folder, enter `European_history.html`.


- If you want to insert a link to an HTML document saved in a folder within the main *My-Files* folder:
 - » Delete `http://`.
 - » Enter the path and filename of the document. For example, to insert a link to an HTML document named *Asian_history.html*, which is saved in a folder named History in the main My-Files folder, enter `History/Asian_history.html`.
 - If you want to insert a link to a web site, enter the full address of the web site, including the protocol `http://` or `https://`.
- 4 To the right of the Target text box, click  and select the location in which you want the link to appear.
 - 5 Click **OK**. The hyperlink is inserted.

Inserting HTML

You can insert an external HTML page.

- 1 In the editing area, click where you want to insert the HTML file.
- 2 From the toolbar, click **Insert HTML** . The *Insert HTML file* at current position dialog box appears.
- 3 In the *URL* text box, following `http://`, enter the full address of the web site, the path, and the filename of page.
- 4 Click **OK**. The page is inserted.

Checking Spelling

- 1 From the toolbar, click **Spelling Check** . If the HTML editor finds a possible spelling error, the Check Spelling dialog box appears.
- 2 Make your changes.
- 3 When the spell check is complete, click **OK**.