

## Competencies

After reading this document, you will be able to:

- ▶ Employ the HTML Editor and Spellcheck capabilities to format content

## The HTML Editor

The HTML editor makes it easy to enhance the text with a variety of font sizes and colors. The editor also allows formatting of pages, such as columns, tables, and includes spellchecking capability. The HTML editor is available from *Content Module*, *Discussions*, *Mail*, *Manage Files*, *Organizer Pages*, *Student Homepages*, and *Student Presentations*.

Instructors may use the HTML editor from the file manager or when creating or editing Organizer and Content pages. The HTML editor is also available to instructors and students when sending email or posting to discussions. Students can access the editor from email, discussions, student homepages, and student presentations.

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

## Accessing the HTML Editor

The HTML text editor works the same way in each WebCT tool. In each case, the editor is accessed from the text block area of each tool. Specific instruction on how to use the editor is located below in the [Using the HTML Editor](#) section.



**Note** Depending on the admin settings in place at your institution, the HTML editor may not be available.

## Accessing the HTML editor within Manage Files

You can edit .html, .htm, and .txt files in *Manage Files*.

### To access the HTML editor within Manage Files

- 1 From the Control Panel, click **Manage Files**. The *Manage Files* screen appears.
- 2 Under Folders and Files, click the file that you want to edit. The *Edit File* screen appears.
- 3 To edit the content and format the text using the editor, click **HTML editor**. The HTML editor displays.

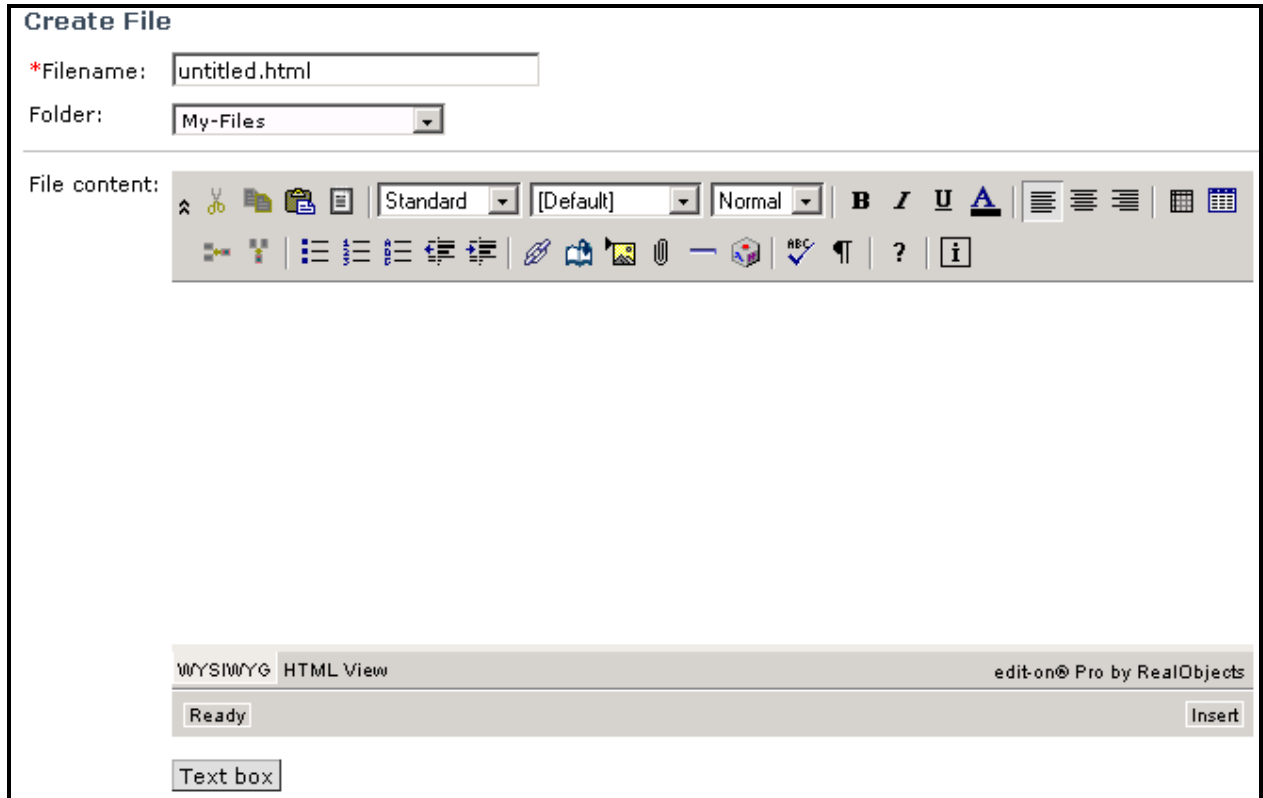


Figure 1: The Create File View

The HTML editor allows you to work on your content in two different ways—using WYSIWYG (What You See Is What You Get) 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**.

### Accessing the HTML editor within other WebCT tools

The HTML editor is available within *Content Module*, *Discussions*, *Mail*, *Manage Files*, *Organizer Pages*, *Student Homepages*, and *Student Presentations*.

#### **Organizer pages**

The HTML editor is available when adding an Upper or Lower Textbox, or when editing a text block.

- 1 From any Organizer page, click **Designer Options**
- 2 Under *Options: Textblocks*, choose either **add upper textblock** or **add lower textblock**. The textblock area displays.
- 3 Click **HTML Editor**.



**Note** 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**.

## Content Module

The HTML Editor is accessed when edit options are chosen while in the Designer Options view.

## Mail

Enhanced font and formatting is available from when *Compose New Email* or *Reply to Email* options are chosen. Plain text email may be sent by typing in the textblock or the HTML editor may be chosen.

## Student Pages and Student Presentations

The HTML editor is available when textblock options are chosen.

## Using the HTML Editor

### The HTML Editor Toolbar

You can enter text in the HTML editor the same way you enter text in a word processor, by simply typing. You can also copy and paste text into the HTML editor. In the WebCT HTML editor, you will do most of your formatting by using the toolbar. Most of the features pointed out in the following section will be part of this toolbar.

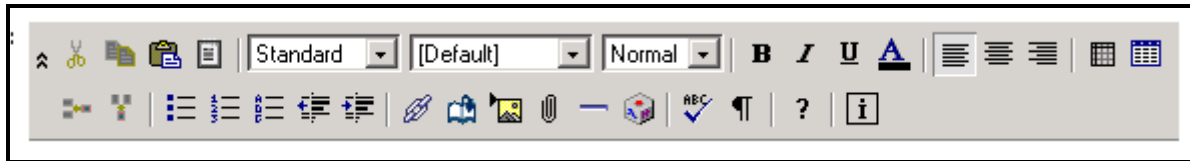





Figure 2: HTML Editor Toolbar

### To expand or shrink the toolbar

To shrink the toolbar in the HTML editor, click the **Shrink the toolbar** button.  To Expand the toolbar, click the **Expand the toolbar** button. 

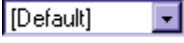
### To Check Spelling

From the toolbar, click **Spell Check** . If the HTML editor finds a possible spelling error, the **Check Spelling** dialog box appears. Make your changes and, when the spelling check is complete, click **OK**.

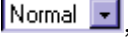
## Formatting Text

### To change the text font


Select the text you want to change. From the Font Type drop-down list

, select a font type. The selected text is modified.

### To change the text size

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


### To change the color of text

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




**Note** If you mouse over a color, the color's name and hexadecimal code appear in the dialog box's title bar.


### To format paragraphs

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


### To align text with the left margin

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


### To center text

Select the text you want to change. From the toolbar, click **Center** . The text is centered.


### To align text with the right margin

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







### To increase the left indent of an entire paragraph

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

### To decrease the left indent of an entire paragraph


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

## To Add 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.
- 2 From the toolbar, do one of the following: to add bullets, click **Bullets** , to add a numbered list, click **Numbered List** , and to add an alphabetical lists, click **Alphabetical List** .
- 3 When you press **Enter** to add the next list item, the HTML editor automatically inserts the next bullet or number
- 4 When you want to finish the list, click **Bullets** , **Numbered List** , or **Alphabetical List**  again.

## Formatting Images, Tables, and Links


### To insert 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 file name of the image. For example, to insert an image named Europe\_map.gif, which is saved in the main My-Files folder, you would enter Europe\_map.gif.
  - ▶ If the image is saved in a folder within My-Files, enter the path and file name 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, you would 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 file name 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.


### To insert 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.



### To add 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.

### To add 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.

### To insert a hyperlink

- 1 Select the text or image you want to represent the hyperlink. You can create a link from text or an image to another document or web site.
- 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://> and enter the file name of the document. For example, to insert a link to a document named `European_history.html`, saved in the main My-Files folder, you would 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://` and enter the path and file name 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, you would 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 the link should appear.
- 5 Click **OK**. The hyperlink is inserted.