

Designer and Instructor Reference

WebCT™ Campus Edition 6.0

PART 4: WEBCT TOOLS AND FEATURES

CHAPTER 20: HTML CREATOR

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CHAPTER 20: HTML CREATOR

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT HTML CREATOR

For All Roles

The *HTML Creator* is an HTML editing tool that allows you to create content in HTML without having to enter HTML tags. Similar to a word processor, you can easily create and maintain content by entering text and using the buttons on the *HTML Creator* toolbar to format the text and insert objects. The *HTML Creator* automatically generates the underlying HTML source code.

Depending on your role, the *HTML Creator* may be available from the following tools:

- *Assessments*
- *Assignments*
- *Content Manager*
- *Course Content*
- *Discussions*
- *File Manager*
- *Folders*
- *Mail*

USING THE HTML CREATOR

For All Roles

The *HTML Creator* consists of the following:

- a toolbar that contains buttons for formatting content and inserting objects, such as tables, links, and images.

- an editing area where you enter content.
- tabs that allow you to display content in either *WYSIWYG* (What You See Is What You Get) view or *Source View*.

WYSIWYG view displays a visual representation of your content. When you work in *WYSIWYG* view, the *HTML Creator* automatically generates the underlying HTML source code. To view or edit the underlying source code, click the **Source View** tab.

WARNING: If you use *HTML Creator* to edit an HTML file that was created with a more sophisticated HTML editor, such as Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

In the *HTML Creator*'s editing area, enter your content. Use the *HTML Creator* toolbar to format your text and insert objects. The following table describes how to use each button and drop-down list on the toolbar.

Button or Drop-Down List	How to Use
Shrink the toolbar or Expand the toolbar	To shrink or expand the toolbar, click the Shrink the toolbar or Expand the toolbar button. The toolbar shrinks or expands.
New	To open a new document without saving the current document, click the New button. The editing area clears.
Cut	To cut text, in the editing area, select the text you want to cut and click the Cut button. The selected text is cut from the editing area.
Copy	To copy text, in the editing area, select the text you want to copy and click the Copy button.
Paste	To paste text that you cut or copied from the editing area, place your cursor where you want the text to appear and click the Paste button. The text is pasted.

Button or Drop-Down List	How to Use
Insert Text	<p>To insert plain text or HTML from a source other than the editing area:</p> <ol style="list-style-type: none"> 1. Cut or copy the plain text or HTML. 2. In the editing area, place your cursor where you want the plain text or HTML to appear. 3. Click the Insert Text button. The <i>Paste Text from Clipboard</i> dialog box appears. 4. To paste the text or HTML in the dialog box, on your keyboard, press CTRL+V. The plain text or HTML is pasted. 5. Do one of the following: <ul style="list-style-type: none"> • If you pasted plain text, make sure <i>Plain Text</i> is selected and click Ok. The plain text appears in the editing area. • If you pasted HTML, select <i>HTML</i> and click Ok. A visual representation of the HTML appears in the editing area.
Find and Replace	<p>To search for and replace text:</p> <ol style="list-style-type: none"> 1. Click the Find and Replace button. The <i>Find and Replace</i> dialog box appears. 2. In the <i>Find What</i> text box, enter the text you want to find. 3. If you want to find only those instances in which the capitalization matches the text you typed, in the <i>Find What</i> text box, select <i>Match Case</i>. 4. If you want to replace the text you find with other text, in the <i>Replace With</i> text box, enter the text you want to use as a replacement. 5. By default, the <i>HTML Creator</i> searches down, from the point where your cursor is placed in the editing area, to the end of the document. If you want to search up, from the point where your cursor is placed, to the beginning of the document, next to <i>Direction</i>, select <i>Up</i>. 6. Click Find Next, Replace, or Replace All. 7. To close the <i>Find and Replace</i> dialog box, click Cancel.
Undo	To undo mistakes, click the <i>Undo</i> button.
Redo	If you decide you do not want to undo an action, click the Redo button.

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Button or Drop-Down List	How to Use
Paragraph Format	To apply a different paragraph format to text, in the editing area, select the text you want to modify and from the <i>Paragraph Format</i> drop-down list, select the format you want to apply. The selected text is modified.
Font Type	To change the font of the text, in the editing area, select the text you want to modify and from the <i>Font Type</i> drop-down list, select the font you want to apply. The selected text is modified.
Font Size	To change the size of the text, in the editing area, select the text you want to modify and from the <i>Font Size</i> drop-down list, select the size. The selected text is modified.
Bold	To apply bold formatting to text, in the editing area, select the text you want to format and click the Bold button. The selected text is bold.
Italic	To apply italic formatting to text, in the editing area, select the text you want to format and click the Italic button. The selected text is italic.
Underline	To underline text, in the editing area, select the text you want to format and click the Underline button. The selected text is underlined.
Align Left	To align text to the left, in the editing area, select the text you want to align and click the Align Left button. The selected text is left aligned.
Center	To center text, in the editing area, select the text you want to center and click the Center button. The selected text is centered.
Align Right	To align text to the right, in the editing area, select the text you want to align and click the Align Right button. The selected text is aligned right.
Justify	To justify text, in the editing area, select the text you want to justify and click the Justify button. The selected text is justified.
Subscript	To make text subscript, in the editing area, select the text you want to format and click the Subscript button. The selected text is subscript.
Superscript	To make the text superscript, in the editing area, select the text you want to format and click the Superscript button. The selected text is superscript.

Button or Drop-Down List	How to Use
Insert Table	<p>To insert a table that you can format and choose dimensions for before the table is inserted, insert a custom table.</p> <p>NOTE: After a custom table is inserted, you can add rows and columns but you cannot delete rows or columns, or modify table formatting.</p> <p>To insert a custom table:</p> <ol style="list-style-type: none"> 1. In the editing area, place your cursor where you want to insert a table and click the Insert Table button. The <i>Table Properties</i> dialog box appears. 2. Under <i>Number of rows/columns</i>, select the number of rows and columns. <p>NOTE: You can insert a maximum of 10 rows and 10 columns in the table.</p> <ol style="list-style-type: none"> 3. Enter the table, row, column, cell, and color properties you want and click Ok. The table is inserted in the editing area.
Insert Table Wizard	<p>To insert a simple table, which you cannot format, use the Insert Table Wizard button.</p> <p>NOTE: After a simple table is inserted, you can add rows and columns but you cannot delete rows or columns.</p> <p>To insert a simple table:</p> <ol style="list-style-type: none"> 1. In the editing area, place your cursor where you want to insert a table and click the Insert Table Wizard button. The <i>Table Wizard</i> dialog box appears. 2. Drag to highlight the number of rows and columns that you want to insert and then click your mouse. <p>NOTE: You can insert a maximum of 10 rows and 10 columns in the table.</p> <p>The table is inserted in the editing area.</p>
Insert Row	<p>To insert a row in a table:</p> <ol style="list-style-type: none"> 1. Click in a cell above or below where you want to insert a row and click the Insert Row button. The <i>Insert Row</i> dialog box appears. 2. Select the position in which you want to insert the row and click the Insert Row button. The row is inserted.

Button or Drop-Down List	How to Use
Insert Column	<p>To insert a column in a table:</p> <ol style="list-style-type: none"> 1. Click in a cell to the left or right of where you want to insert a column and click the Insert Column button. The <i>Insert Column</i> dialog box appears. 2. Select the position in which you want to insert the column and click the Insert Column button. The column is inserted.
Unordered List	<p>To insert an unordered (bulleted) list:</p> <ol style="list-style-type: none"> 1. In the editing area, place your cursor where you want to insert an unordered list and click the Unordered List button. The first bullet in the list appears. When you press Enter on your keyboard to add the next list item, the <i>HTML Creator</i> automatically inserts the next bullet. 2. If you want to modify the format of the bullets: <ol style="list-style-type: none"> a. Click the down arrow to the right of the Unordered List button. The <i>Unordered List</i> dialog box appears. b. Click the button for the format you want to use. The format of the bullets is modified. 3. To end the list: <ol style="list-style-type: none"> a. On your keyboard, press Enter. The next bullet appears. b. Click the Unordered List button. The bullet is removed.
Ordered List	<p>To insert an ordered (numbered) list:</p> <ol style="list-style-type: none"> 1. In the editing area, place your cursor where you want to insert an ordered list and click the Ordered List button. The first number in the list appears. When you press Enter on your keyboard to add the next list item, the <i>HTML Creator</i> automatically inserts the next number. 2. If you want to modify the format of the numbers: <ol style="list-style-type: none"> a. Click the down arrow to the right of the Ordered List button. The <i>Ordered List</i> dialog box appears. b. Click the button for the format you want to use. The numbering format is modified. 3. To end the list: <ol style="list-style-type: none"> a. On your keyboard, press Enter. The next number appears. b. Click the Ordered List button. The number is removed.

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Button or Drop-Down List	How to Use
Decrease Indent	To decrease the left indent of text, in the editing area, select the text in which you want to decrease the left indent and click the Decrease Indent button. The left indent of the selected text decreases.
Increase Indent	To increase the left indent of text, in the editing area, select the text in which you want to increase the left indent and click the Increase Indent button. The left indent of the selected text increases.

Button or Drop-Down List	How to Use
Insert Link (Windows users)	<p>NOTE: The Insert Link button appears on the HTML Creator toolbar for Windows users only. Mac users will see the Insert Hyperlink button. For information on using the Insert Hyperlink button, see the row below.</p> <p>You can insert a link to a file in WebCT, on your computer, or on the Internet. To insert a link:</p> <ol style="list-style-type: none"> 1. In the editing area, place your cursor where you want the link to appear and click the Insert Link button. The <i>Insert Link</i> pop-up window appears. 2. Next to <i>Link type</i>, do one of the following: <ul style="list-style-type: none"> • To insert a link to a file in WebCT or on your computer: <ol style="list-style-type: none"> a. Select <i>File</i> and click Browse. The <i>Content Browser</i> pop-up window appears. b. Do one of the following: <ul style="list-style-type: none"> • If the file you want to link to is on your computer: <ol style="list-style-type: none"> i. Click the <i>My Computer</i> icon. Your computer's file browser or the <i>Upload Files from Your Computer</i> screen appears. ii. Locate and select the file. The file is uploaded to WebCT and the file name appears in the <i>File</i> text box. • If the file you want to link to is in WebCT, locate and select the file. The file name appears in the <i>File</i> text box. • To insert a link to a file on the Internet, select <i>Absolute URL</i> and in the text box, enter the complete URL of the file, including the protocol to use (usually <code>http://</code>). <p>TIP: Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box.</p> <ol style="list-style-type: none"> 3. In the <i>Link text</i> text box, enter the text you want to represent the link and click OK. The link is inserted in the editing area.

Button or Drop-Down List	How to Use
Insert Hyperlink (Mac users)	<p>NOTE: The Insert Hyperlink button appears on the HTML Creator toolbar for Mac users only. Windows users will see the Insert Link button. For information on using the Insert Link button, see the row above.</p> <p>To insert a hyperlink:</p> <ol style="list-style-type: none"> 1. In the editing area, place your cursor where you want the link to appear and click the Insert Hyperlink button. The <i>Insert Hyperlink</i> dialog box appears. 2. In the <i>Href</i> text box, enter the URL of the site to which you want to link, including the protocol to use (usually <code>http://</code>). 3. Next to the <i>Target</i> text box, click the <i>Target</i> icon and, from the menu that appears, select whether you want the link to open in the <i>Same Frame</i>, <i>Whole Page</i>, <i>New Window</i>, or <i>Parent Frame</i>. 4. Click Ok. The hyperlink is inserted in the editing area.

Button or Drop-Down List	How to Use
<p>Insert Bookmark</p>	<p>A bookmark is an invisible marker in a document. You can link to a particular item or location in a document by first inserting a bookmark and then creating a link to the bookmark.</p> <ol style="list-style-type: none"> 1. To insert a bookmark: <ol style="list-style-type: none"> a. In the editing area, place your cursor where you want the bookmark and click the Insert Bookmark button. The <i>Insert Bookmark</i> dialog box appears. b. In the <i>Bookmark Name</i> text box, enter a name for the bookmark and click Ok. The bookmark is inserted in the editing area. A flag signifies the location of the bookmark. <p>TIP: To edit the bookmark name, right-click the flag and, from the menu that appears, click Bookmark Properties. The <i>Edit Bookmark</i> dialog box appears. In the <i>Bookmark Name</i> dialog box, edit the name and click Ok.</p> 2. To create a link to the bookmark, do one of the following: <ul style="list-style-type: none"> • Windows users: <ol style="list-style-type: none"> a. In the editing area, place your cursor in the location from which you want to create a link to the bookmark and click the Insert Link button. The <i>Insert Link</i> pop-up window appears. b. Next to <i>Link type</i>, select <i>File</i> and in the text box, enter a number sign (#), followed by the name of the bookmark. <p>EXAMPLE: To link to a bookmark named Top, enter #Top.</p> c. In the <i>Link text</i> text box, enter the text you want to represent the link and click OK. The link is inserted in the editing area. • Mac users: <ol style="list-style-type: none"> a. In the editing area, select the text from which you want to create a link to the bookmark and click the Insert Hyperlink button. The <i>Insert Hyperlink</i> dialog box appears. b. From the <i>Bookmark</i> drop-down list, select the bookmark to which you want to link and click Ok. The link is inserted in the editing area.

Button or Drop-Down List	How to Use
Insert Image	<p>To insert an image, do one of the following:</p> <ul style="list-style-type: none"> • Windows users: <ul style="list-style-type: none"> a. In the editing area, place your cursor where you want the image to appear and click the Insert Image button. The <i>Insert Image</i> pop-up window appears. You can insert an image that is located in WebCT, on your computer, or on the Internet. b. Next to <i>Insert Image</i>, do one of the following: <ul style="list-style-type: none"> • To insert an image that is located in WebCT or on your computer: <ul style="list-style-type: none"> i. Select <i>File</i> and click Browse. The <i>Content Browser</i> pop-up window appears. ii. Do one of the following: <ul style="list-style-type: none"> • If the file you want to insert is on your computer: <ul style="list-style-type: none"> i. Click the <i>My Computer</i> icon. Your computer's file browser or the <i>Upload Files from Your Computer</i> screen appears. ii. Locate and select the file. The file is uploaded to WebCT and the file name appears in the <i>File</i> text box. • If the file you want to insert is in WebCT, locate and select the file. The file name appears in the <i>File</i> text box. • To insert an image that is located on the Internet, select <i>Absolute URL</i> and in the text box, enter the complete URL of the file, including the protocol to use (usually <code>http://</code>). <p>TIP: Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box.</p> <ul style="list-style-type: none"> c. If you want text to display when users pause on the image, in the <i>Alt text</i> text box, enter the text. d. If you want a border to appear around the image, in the <i>Border</i> text box, enter the width in pixels. e. If you want to specify a height and width for the image, in the <i>Width</i> and <i>Height</i> text boxes, enter the height and width in pixels. f. Click OK. The image is inserted in the editing area.

Button or Drop-Down List	How to Use
	<ul style="list-style-type: none"> • Mac users: <ol style="list-style-type: none"> a. In the editing area, place your cursor where you want the image to appear and click the Insert Image button. The <i>Insert Image</i> dialog box appears. You can insert an image file that is located in the folder that is displayed next to <i>Relative Path</i>. If the image file is not located in that folder or a sub-folder of that folder, you must move it there before you can insert it. b. Do one of the following: <ul style="list-style-type: none"> • To insert an image located in the folder that is displayed next to <i>Relative Path</i>, enter the file name. If the image is in a sub-folder of that folder, enter the sub-folder name, followed by a slash mark (/) and the file name. • To insert an image that is located on the Internet, in the <i>Absolute URL</i> text box, enter the complete URL of the file, including the protocol to use (usually <code>http://</code>). c. If you want text to display when users pause on the image, in the <i>ALT Text</i> text box, enter the text. d. If you want a border to appear around the image, in the <i>Border Width</i> text box, enter the width in pixels. e. If you want to specify a height and width for the image, in the <i>Size</i> text boxes, enter the height and width in pixels. f. Click OK. The image is inserted in the editing area.
Insert Horizontal Line	To insert a horizontal line, in the editing area, place your cursor where you want a horizontal line to appear and click the Insert Horizontal Line button. A horizontal line appears in the editing area.
Spelling Check	<p>NOTE: Depending on administrator settings, the spelling checker may not be available.</p> <p>To check the spelling of your content:</p> <ol style="list-style-type: none"> 1. Click the Spelling Check button. If the <i>HTML Creator</i> finds a possible spelling error, the <i>Check Spelling</i> dialog box appears. 2. Make your changes. 3. When the spelling check is complete, to close the <i>Check Spelling</i> dialog box, click Ok. The <i>Check Spelling</i> dialog box closes.

Button or Drop-Down List	How to Use
Insert Symbol	<p>To insert a symbol:</p> <ol style="list-style-type: none"> 1. In the editing area, place your cursor where you want the symbol to appear and click the Insert Symbol button. The <i>Insert Symbol</i> dialog box appears. 2. Click the symbol you want to insert. The symbol appears next to Insert. 3. Click Insert. The symbol appears in the editing area. 4. To close the <i>Insert Symbol</i> dialog box, click Close. The <i>Insert Symbol</i> dialog box closes.
Show All	<p>You can show or hide paragraph and other formatting marks. Showing paragraph marks help you see where each paragraph ends. To show all paragraph marks:</p> <ol style="list-style-type: none"> 1. Click the Show All button. The paragraph marks and other formatting marks appear in your content. 2. If you want to hide the paragraph marks, click the Show All button again.
Document Statistics	<p>You can view the number of words, characters, paragraphs, and images in your content by displaying document statistics. To display document statistics:</p> <ol style="list-style-type: none"> 1. Click the Document Statistics button. The <i>Document Statistics</i> dialog box appears. 2. To close the <i>Document Statistics</i> dialog box, click Ok.
Frame Window Mode	<p>If you want the <i>HTML Creator</i> to appear in a new window, which you can resize:</p> <ol style="list-style-type: none"> 1. Click the Frame Window Mode button. The <i>HTML Creator</i> appears in a new window. 2. If you want to resize the window: <ol style="list-style-type: none"> a. Point to any window corner. b. When the pointer changes into a vertical double-headed arrow, drag the border in any direction. 3. When you are finished editing the content in Frame Window Mode, click X in the upper corner of the window. You return to the WebCT tool page.

Button or Drop-Down List	How to Use
About	<p>If you want to know more information about the <i>HTML Creator</i>:</p> <ol style="list-style-type: none">1. Click the About button. The <i>About</i> dialog box appears.2. If you want to read about the system properties:<ol style="list-style-type: none">a. Click System Info. The <i>System Properties</i> dialog box appears.b. When you are finished reading the system properties, click OK. The <i>System Properties</i> dialog box closes.3. To close the <i>About</i> dialog box, click OK. The <i>About</i> dialog box closes.