HTML EDITOR- INTRODUCTION

The HTML Editor, for entering and formatting text, is common throughout the Learning Environment. Here, you can review the features and functions found within the HTML Editor.
Among other places, The HTML Editor can be accessed in the Content tool when creating files.

For this example, we will create a new file to explore the features of the HTML Editor in Content.
To do this simply click on **New** and then select **Create a File**. You will then be directed into the HTML Editor.

FEATURES

- Depending on screen size, not all of the icons in the HTML Editor will be displayed at once. Select the **ellipsis icon** ··· to see the remaining functions.

- The **Insert Stuff** button allows you to insert a variety of multimedia objects into your document, such as files, recordings and videos from the internet. See the related tutorial for more detail.

- Use the **Insert Image** button to add an image to your document. You can add images from your computer, within your course or from the internet.

- Use the **Insert Quicklink** button to add a link to a course object (for example, a discussion or quiz) or a link to a page on the internet.
  The dropdown menu next to this button allows you to insert special symbols (for example, Greek alphabet characters).

- These are the **Text Formatting Functions**, they contain standard functions such as style, alignment, font size and font color

- Use the **Graphical Equation** Σ button if you wish to add a mathematical formula to the document. The dropdown menu next to this button lets you enter the formula using; **Graphical editor**, **MathML** and **LaTeX.**

- The **Insert Table** button allows you to add a table with your choice of properties. You can edit the number of rows and columns, the border width, and more.
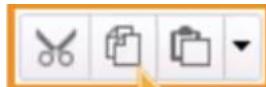
- These series of buttons allow you to **Cut, Copy** and **Paste** within your document. The dropdown menu next to the Paste button provides further formatting options for the pasted content.

- The **Undo/Redo** button lets you undo your last action in the document. The dropdown menu next to this button contains the **Redo** function, will re-apply the last action you reversed.

- There are several other buttons at the bottom of the HTML Editor, the **Check Spelling** button checks for and report any spelling errors found within the document.

- The **Edit HTML Source** button allows you to view and edit the HTML code that is used to create your document.

- The **Preview** button allows you to preview your document and ensure that it displays as expected, prior to saving any changes.

- The **Toggle Full Screen** button to expand the HTML Editor to fill the whole screen, for easier editing of large document. Clicking this button again while in full screen mode will revert it back to the original size

- The **Resize Window** button lets you click and drag to resize the HTML Editor. The HTML Editor will not automatically resize based on the content you enter. Use this feature to resize as desired.