Using the HTML editor

How do I use the controls in the HTML editor?

The HTML editor provides a range of tools at the top and bottom of the editing box, with most of the tools grouped into toolbars.

At the Top of the Editing Box

- **A** Insert Toolbar
- **B** Style Toolbar
- **C** Format Toolbar
- **D** Alignment Toolbar
- **E** Font Toolbar
- **F** Font Color Toolbar
- **G** Table Toolbar
- **H** Equation Toolbar
- **I** Undo Toolbar
- **J** Clipboard Toolbar

At the Bottom of the Editing Box

- **K** Additional Tools
- **L** Resize

## HTML Editor Controls

**A Insert Toolbar**

Use the controls of the insert toolbar to add a variety of items to your content including: graphics, photographs, video clips, symbols, and links to items in other D2L tools.

- **Insert Stuff**
- **Insert Image**
- **Insert QuickLink**
- **Insert Symbol**
- **Insert Line**
- **Insert Attributes**

**B Style Toolbar**

Use the controls of the style toolbar to create headings or blocks of pre-formatted text within your content.

Format

- **Paragraph**
- **Address**
- **Preformatted**
- **H1 - Heading 1**
- **H2 - Heading 2**
- H3 - Heading 3
- H4 - Heading 4
- H5 - Heading 5
- H6 - Heading 6

**Format Toolbar**

Use the controls of the format toolbar to make your text bold, italic, underlined, and more.

- **Bold (Ctrl+B)**
- **Italic (Ctrl+I)**
- **Underline (Ctrl+U)**
- **Strikethrough**
- **Subscript**
- **Superscript**

**Alignment Toolbar**

Use the alignment toolbar to center portions of your content or align them left or right.

- **Indent**
- **Outdent**
- **Unordered List**
- **Ordered List**
- **Align Left**
- **Align Right**
- **Align Center**
- **Align Full**
- **Left to Right**
- **Right to Left**

**Font Toolbar**

Use the font toolbar to choose a font face and size.

**Font Family**

- Arabic Transparent
- Arial (Recommended)
- Comic Sans
- Courier
- Ezra SIL
- Georgia
- SBL Hebrew
- Simplified Arabic
- Tahoma
- Times New Roman
- Traditional Arabic
- Trebuchet
- Verdana
- (Dotum)
- (Sim Sun)
- (Ming Liu)

**Size**

- 1 (8pt)
- 2 (10pt)
- 3 (12pt)
- 4 (14pt)
• 5 (18pt)
• 6 (24pt)
• 7 (36pt)

Font Color Toolbar

Use the font color toolbar to choose a color for your text.

Table Toolbar

Use the table toolbar to add a table to your content or modify an existing table.

• Insert Table
• Table Properties
• Cell Properties
• Row Properties
• Remove Column
• Remove Row
• Delete Table
• Insert Column Before
• Insert Column After
• Insert Row Before
• Insert Row After
• Cut Row
• Copy Row
• Paste Row Before
• Paste Row After
• Merge Cells
• Split Cells

Equation Toolbar

Use the equation toolbar to add mathematical equations to your content.

• \[ \sum \] Graphical equation
• \[ \sum \] MathML equation - See: MathML at W3C
• \[ \sum \] LaTeX equation - See: LaTeX Project

Undo Toolbar

Use the undo toolbar to undo, or redo, changes you’ve made.

• Undo (Ctrl+Z)
• Redo (Ctrl+Y)

While the Undo and Redo toolbar buttons will work on both Windows and Mac OS X computers, the suggested keyboard shortcuts will only work on Windows computers. On Mac OS X computers, please use the following keyboard shortcuts instead:

• Undo: +Z
• Redo: +Y
Clipboard Toolbar

Use the clipboard toolbar to cut, copy, or paste materials. For more information, please see: Copying and pasting in the HTML editor

- Cut
- Copy
- Paste
- Paste as Plain Text
- Paste from Word

Additional Tools

Use the collection of other tools at the bottom right of the HTML editor to check your spelling, edit HTML code directly, or preview your content.

- Check Spelling
- HTML Source Editor
- Preview
- Toggle Fullscreen

Resize

Use the resize control to adjust the size of the HTML editor.

- Resize