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.

- **Paragraph**
- **Address**
- **Preformatted**
- **H1 - Heading 1**
- **H2 - Heading 2**
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)
Font Color Toolbar

Use the font color toolbar to choose the 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.

- Graphical equation
- MathML equation - See: MathML at W3C
- 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