

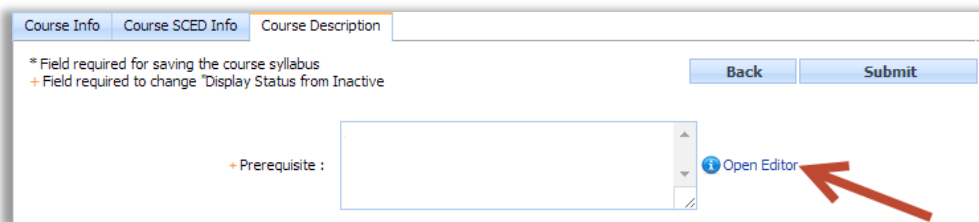
Using the HTML Editor

Introduction:

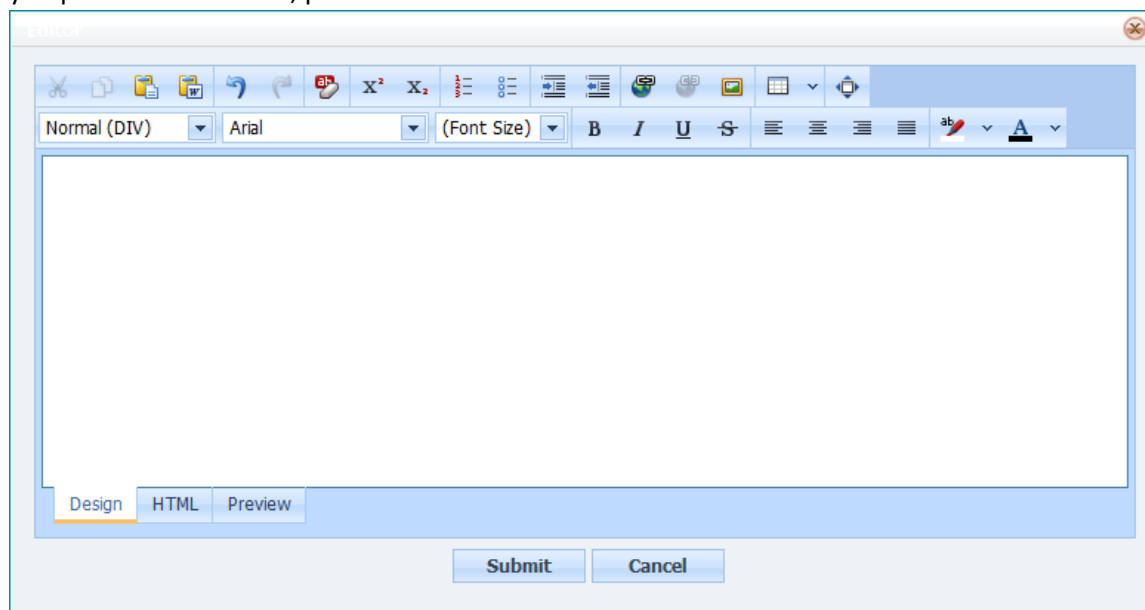
This process describes how to use the HTML editor to modify the text displayed in a course syllabus.

Details:

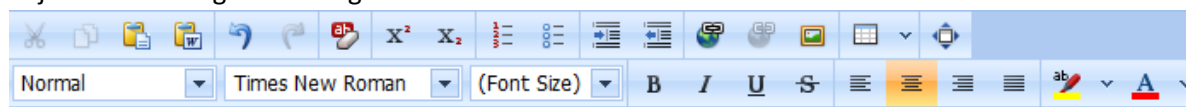
1. Click the **Open Editor** link to the right of any text box where applicable.



2. The editor will open by default to the **Design** tab where you can make edits to the text that will be displayed. If you prefer to use HTML, please select that tab.



3. On the Design tab, type the text to be displayed in this field. Highlight the appropriate text and make adjustments using the editing buttons above.



B Make text **bold**

I *Italicize* text

U Underline text

~~S~~ ~~Strikethrough~~ text

Align text left, right or center

 Insert a link

 Insert a picture

 Insert a table

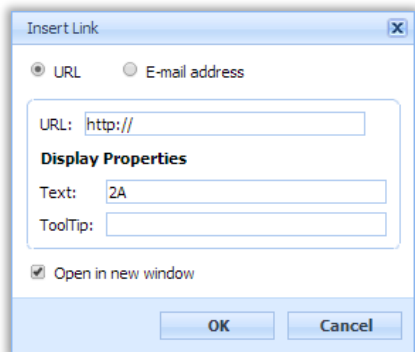
 Insert a bulleted or numbered list

Revision History				
Version	Date	Description	Author	File
2.0	18-Jun-14	Replaced editor images (1404)	Jennifer Derry	UsingHTMLEditor.docx
1.0	29-May-14	Document Created	Jennifer Derry	UsingHTMLEditor.docx



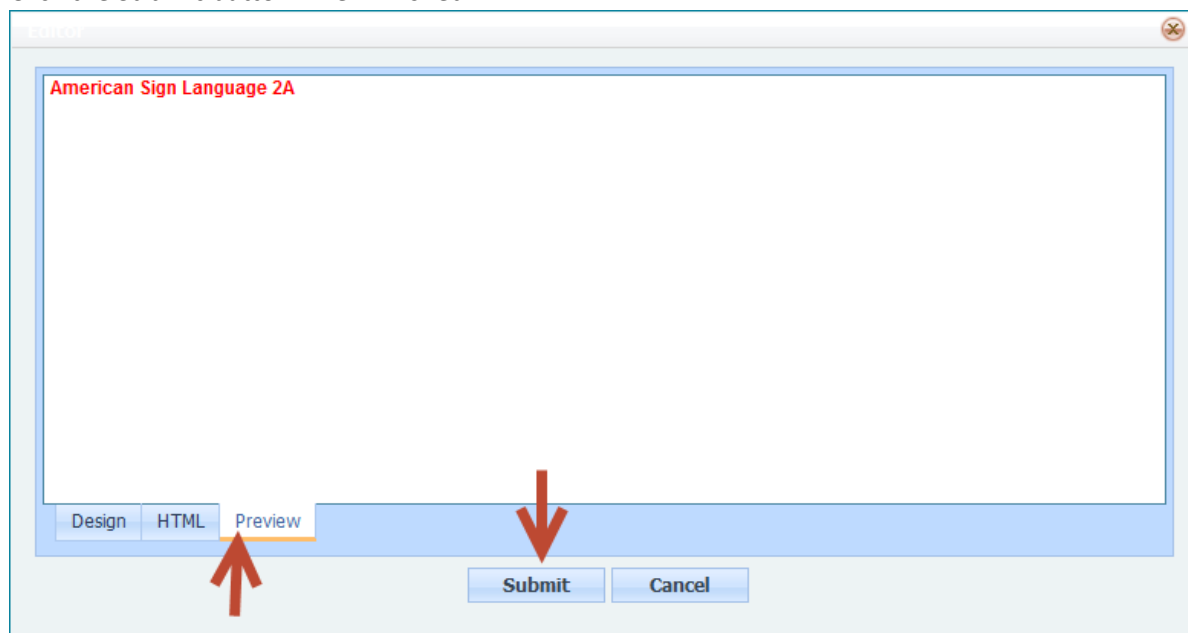
- Insert a link

If you want to add a link within the text, click the hyperlink button and a new window will appear. Select the URL or E-mail address and enter the destination. If desired, add a ToolTip (text displayed when cursor is placed over the link) and/or choose to have the destination open in a new window.



The 'Insert Link' dialog box has a title bar with a close button. It contains two radio buttons: 'URL' (selected) and 'E-mail address'. Below them is a text field for 'URL:' containing 'http://'. Under the 'Display Properties' section, there are text fields for 'Text:' containing '2A' and 'ToolTip:'. At the bottom, there is a checked checkbox for 'Open in new window' and two buttons: 'OK' and 'Cancel'.

4. Click the **Preview** tab to see how your text will be displayed.
5. Click the **Submit** button when finished.



The 'Editor' window has a title bar with a close button. The main area is a large text box containing the text 'American Sign Language 2A' in red. At the bottom, there are three tabs: 'Design', 'HTML', and 'Preview' (which is selected and highlighted with an orange underline). Below the tabs are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Preview' tab, and another red arrow points to the 'Submit' button.

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