Creating Content in the HTML Editor

Use the HTML Editor when creating or editing course materials in Content. You do not need to know HTML to use the HTML Editor. This editor offers basic and advanced formatting options. When you create course materials directly in a Content Topic, you are using the HTML Editor. This editor is found not only in Content but within Discussions, Assignments, and Quizzes. The HTML Editor works much like any text editor which allows you to format text as well as insert tables, pictures, audio files, and Quicklinks.

The HTML Editor formatting tool converts your course information automatically into HTML. Advanced users can tweak the HTML code.
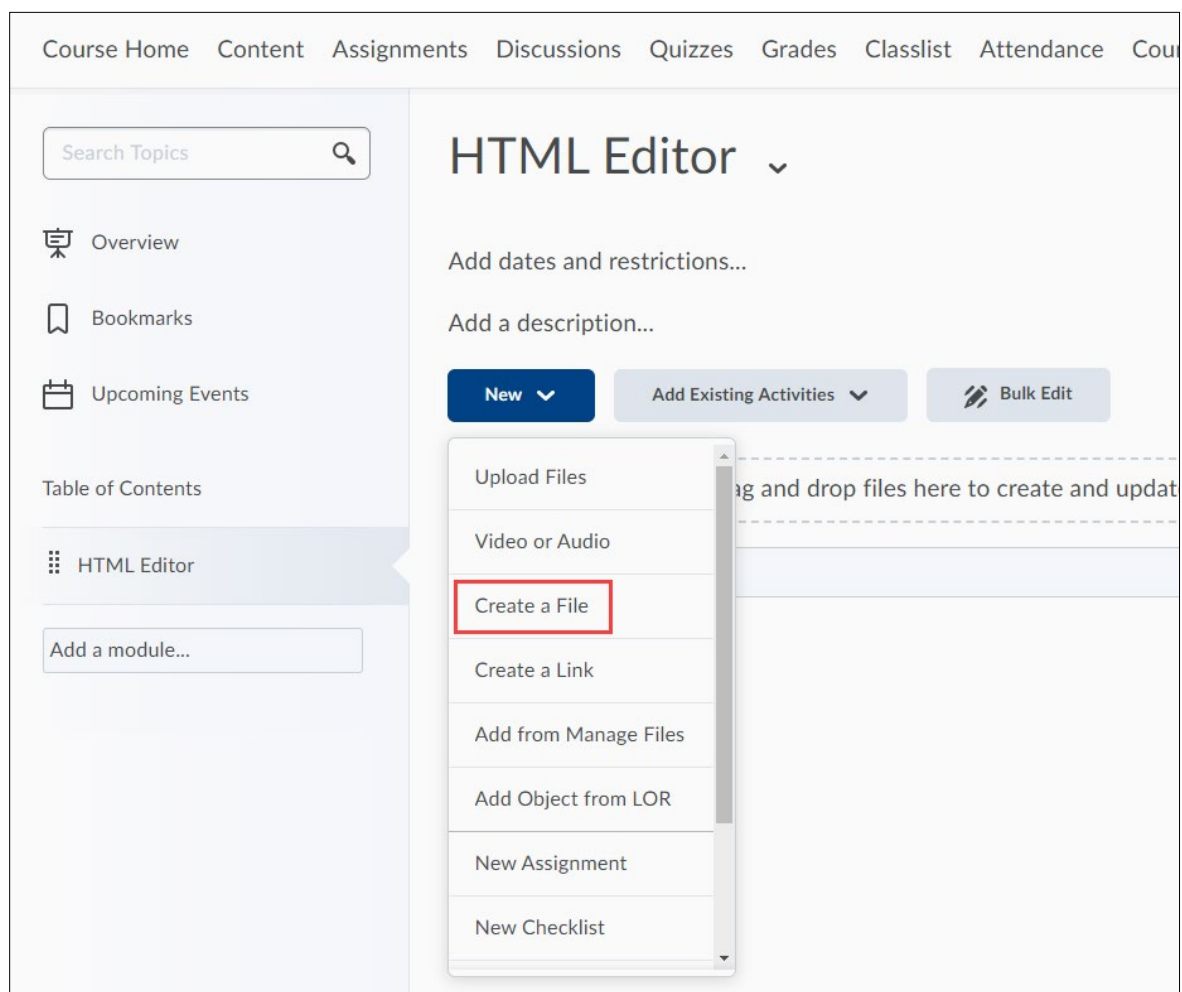
Note: HTML documents are screen reader and assistive technology friendly. HTML pages are also responsive (automatically scales information to be read on multiple devices) and can easily be read with desktop or mobile technology. PDFs and other documents are not as device friendly.

Contents

Creating Content

Step 1: The HTML Editor appears after you **Create a File** within a Module/Topic.

Step 2: Once a file has been created it appears with the title you assigned in the **Topic** area, in this case **HTML Editing**. Select the dropdown menu by the title and then select **Edit HTML**.

Step 3: The document will open inside of the HTML Editor. You can create new course material or make changes. When you are finished, select **Save and Close** to accept your changes. Select **Cancel** to draft to discard your changes and start over.
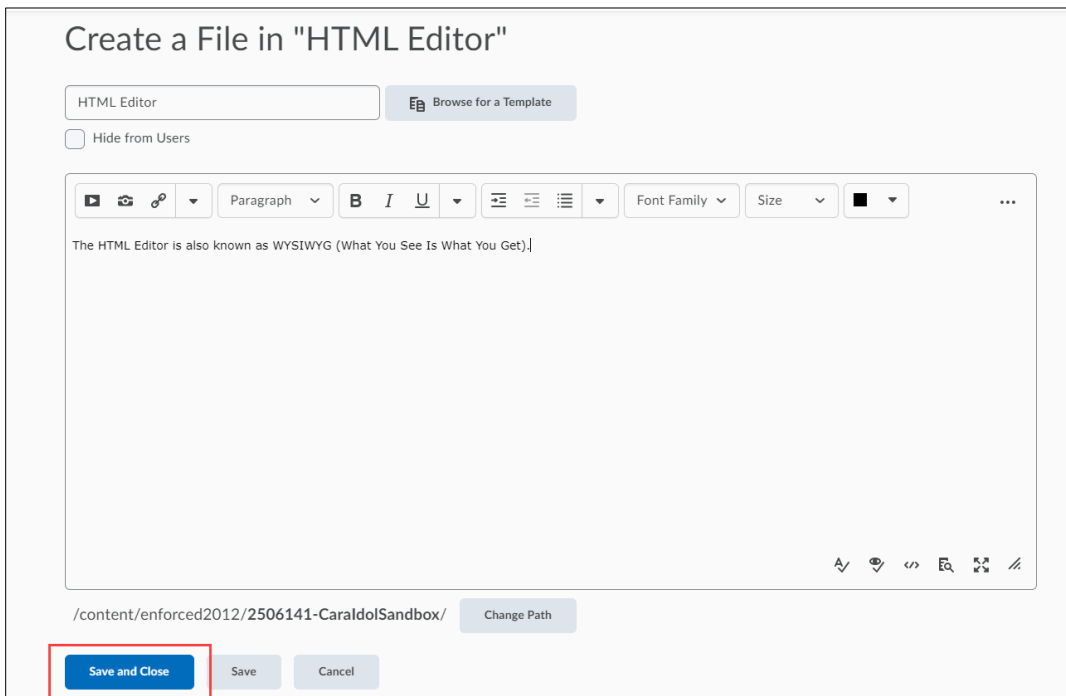
HTML Editor Views

The HTML Editor has three ways in which you can view content:

- **Design View:** The design view loads automatically when the HTML Editor is accessed. Use this view to quickly create and format content without needing any prior knowledge of HTML. Enter your content and use the available controls to apply formatting to your text, insert images and tables, and create links.

- **Source Editor View:** Select the </> HTML Source Editor icon to display the source editor view. This view displays the code that structures and formats your content. Use this view if you have experience with HTML and prefer to author your content in HTML or want to apply styles from a cascading style sheet (CSS). If you have HTML-based content from another application, you can also copy and paste that code into the source editor view.

- **Preview:** Use the view to display a preview of your HTML content in a new window. This allows you to preview content and ensure that it displays as expected prior to saving any changes.

Design View

The design view loads automatically when you access the HTML Editor. To open the source view or preview, click the **HTML Source Editor** icon or the **Preview** icon.

Tip: Use the **Toggle Fullscreen mode** icon in the HTML Editor to maximize or minimize the default design view. You can also click and drag the **Resize** icon to resize the viewing area.

Use the **HTML Editor Design View** to quickly create and format content without any prior knowledge of HTML. Enter your content and use the available controls to apply formatting to your text, insert images and tables, and create links. If necessary select the **Show All Components/Hide Extra Components** icon to view additional editing icons.

HTML Editor options:

- Insert options
- Paragraph styling options
- Text formatting options
- Paragraph formatting options
- Font color options
- Table formatting options
- Equation editor
- Undo option
- Editing options

Source Editor View

Select the **HTML Source Editor** icon to display the **Source Editor View**. This view displays the code that structures and formats your content. Use this view if you have experience with HTML and prefer to author your content in HTML or want to apply styles. You can also copy and paste HTML code into the HTML Source Editor.
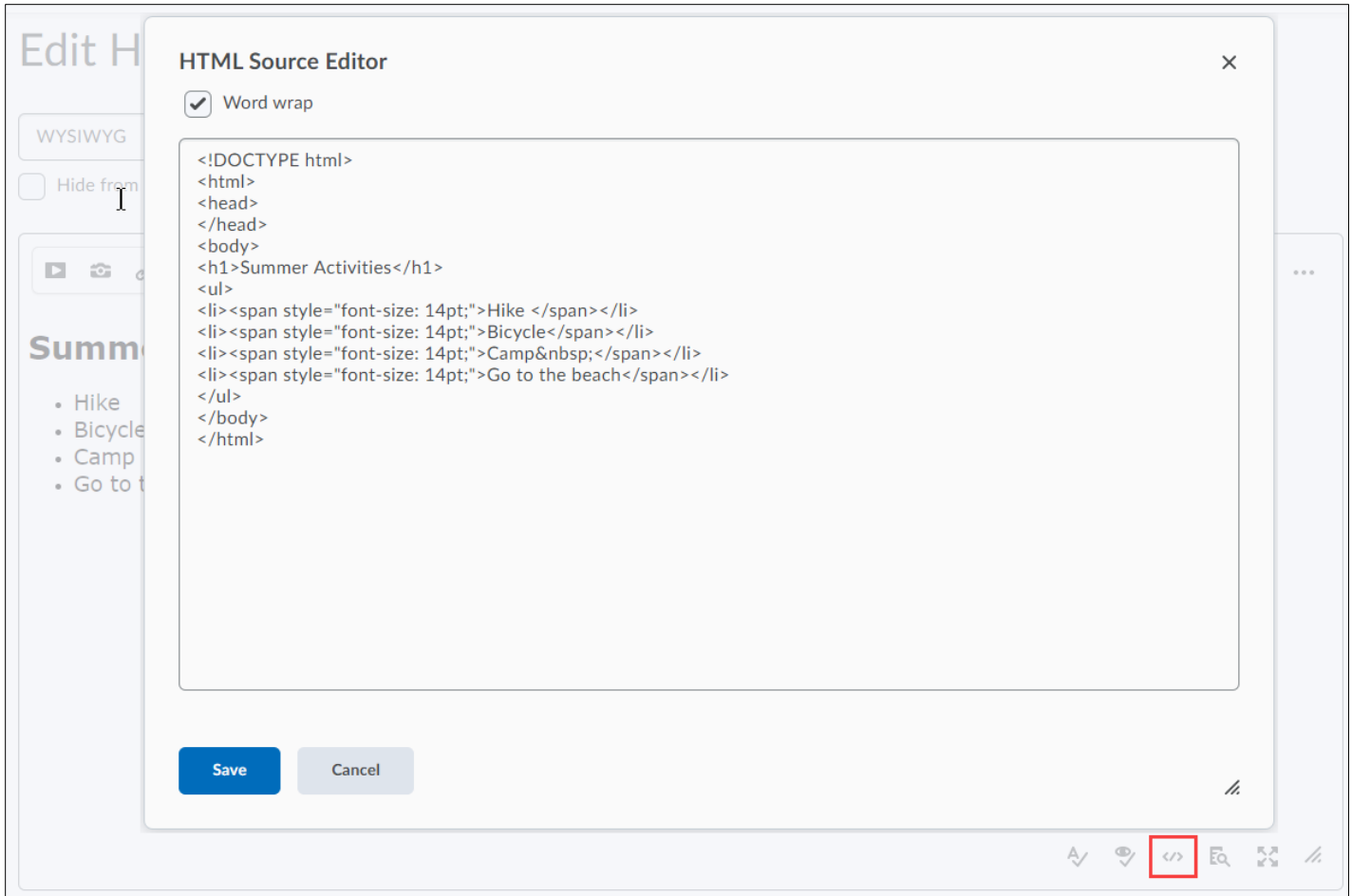
Preview

Select the **Preview** icon to display a preview of your HTML content in a new window. This allows you to preview content and ensure that it displays as expected prior to saving any changes.
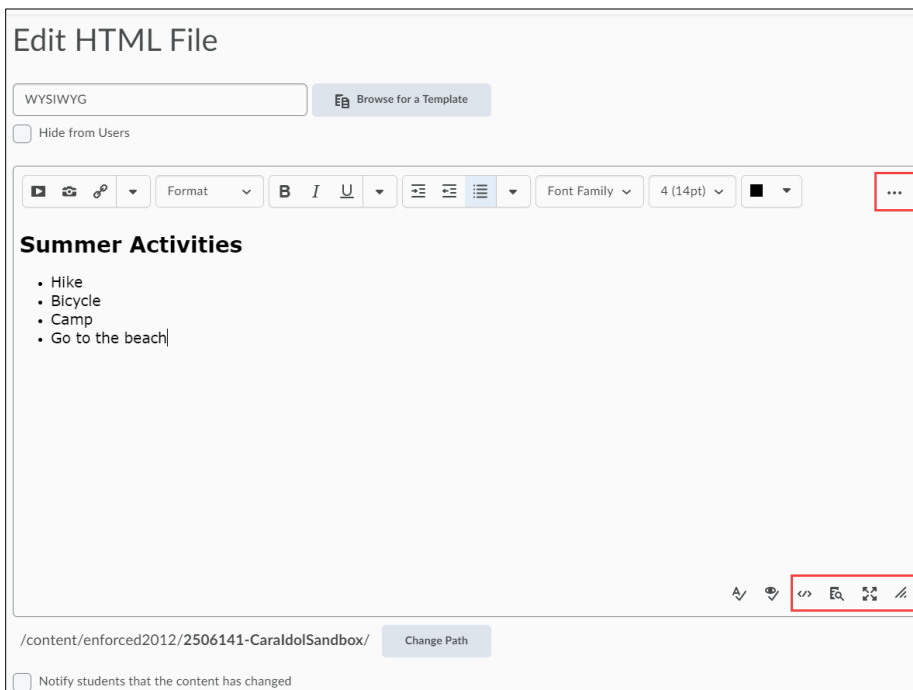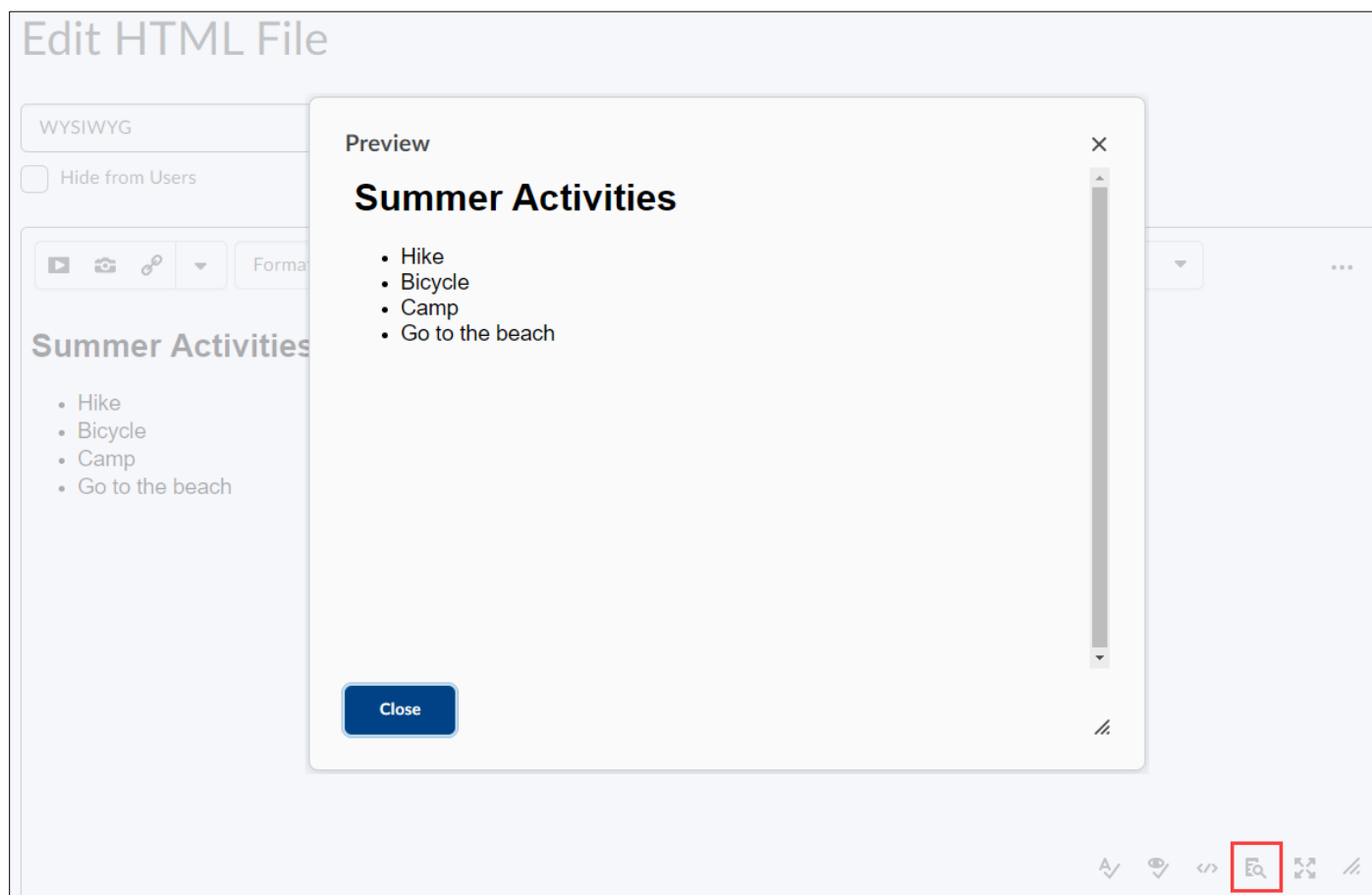
Using the Spell Checker in the HTML Editor

Select the **Check Spelling** icon. The Spell Checker identifies spelling errors in red font, highlighting the first misspelled word in yellow. Suggested replacement text displays in the **Suggestion:** dropdown list.

Select the correct word from the Suggestions dropdown list and then select Replace Once or Replace All. The Spell Checker automatically reveals the next misspelled word.
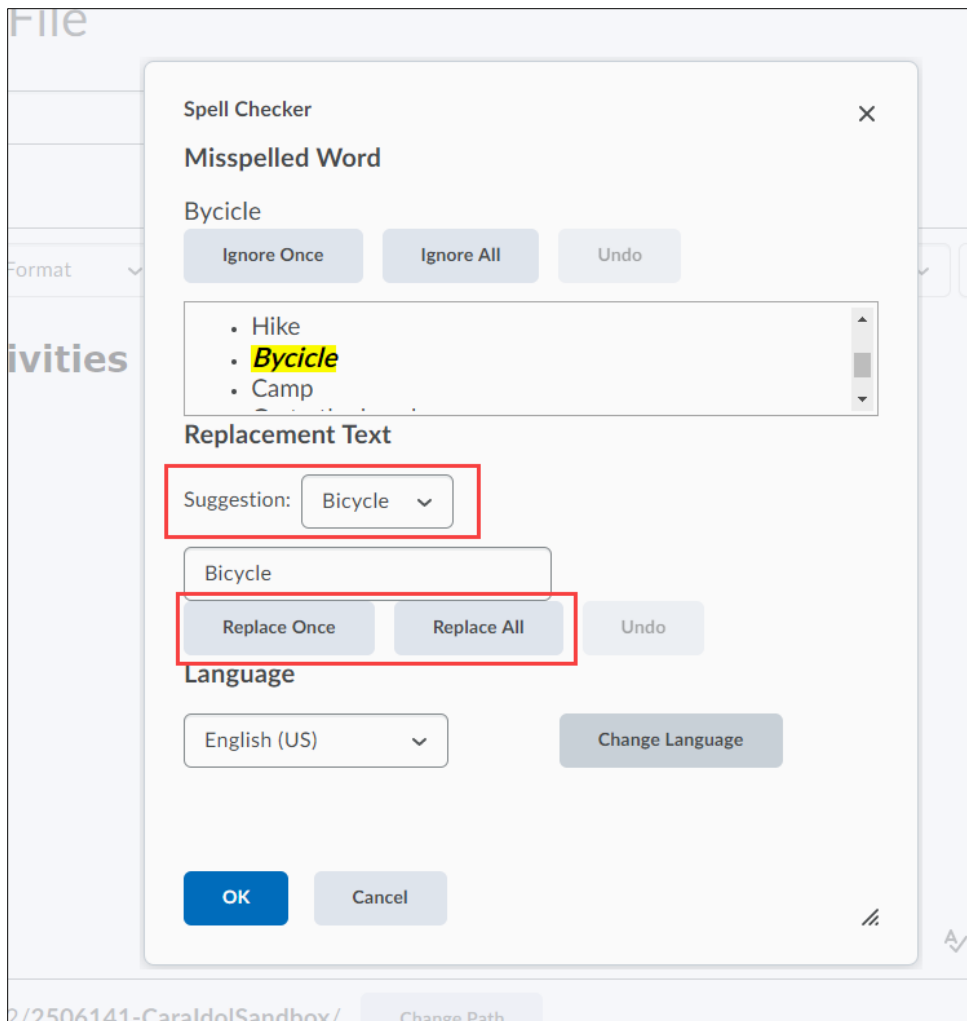

Select **OK** to save your changes.

Notes: Use Ignore Once and Ignore All when the Spell Checker prompts you to replace words that you do not want to replace, such as formal names, technical terminology not recognized by the Spell Checker, non-English words, etc.

Change the Spell Checker's language by selecting a language from the Language dropdown list. The default language is English (US).

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Inserting tables in the HTML Editor

1. Place your cursor where you want the table to appear within your content.

2. Select the Insert Table icon.

3. Select the number of columns and rows on the grid and click your primary mouse button to insert.
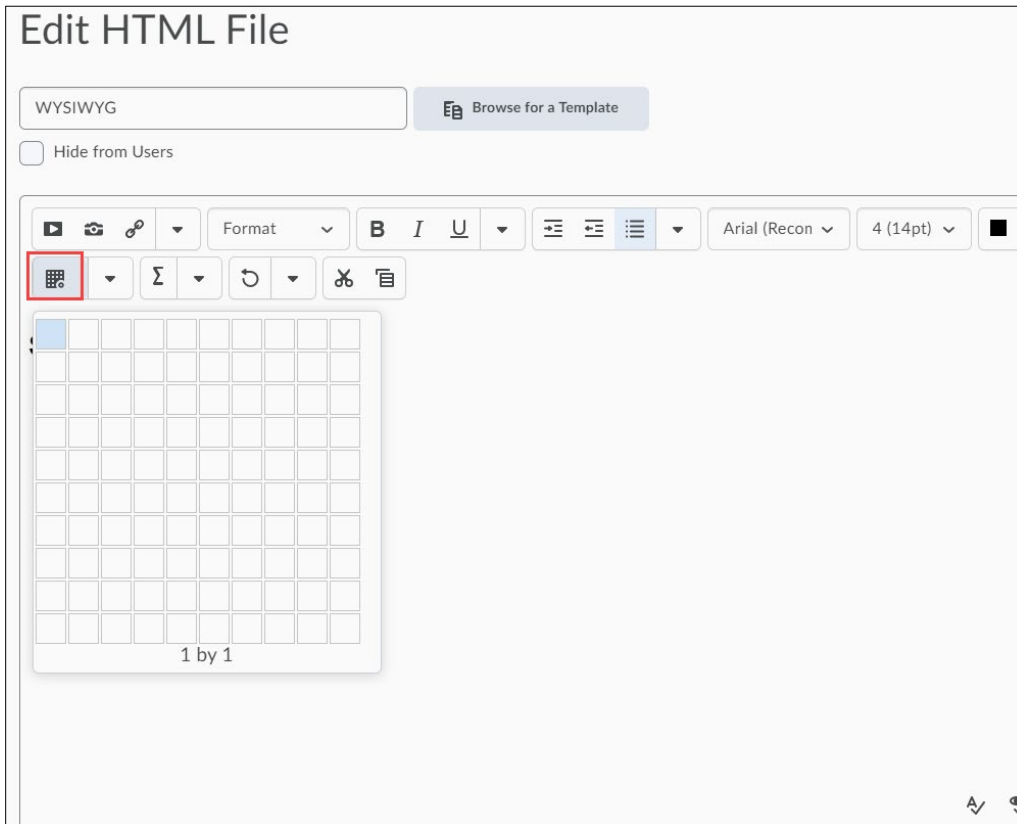
Select any dashed line or corner to adjust the table to the preferred size.

Editing Table Properties

Once you insert a table into the HTML Editor, you can modify its appearance by accessing Table Properties.
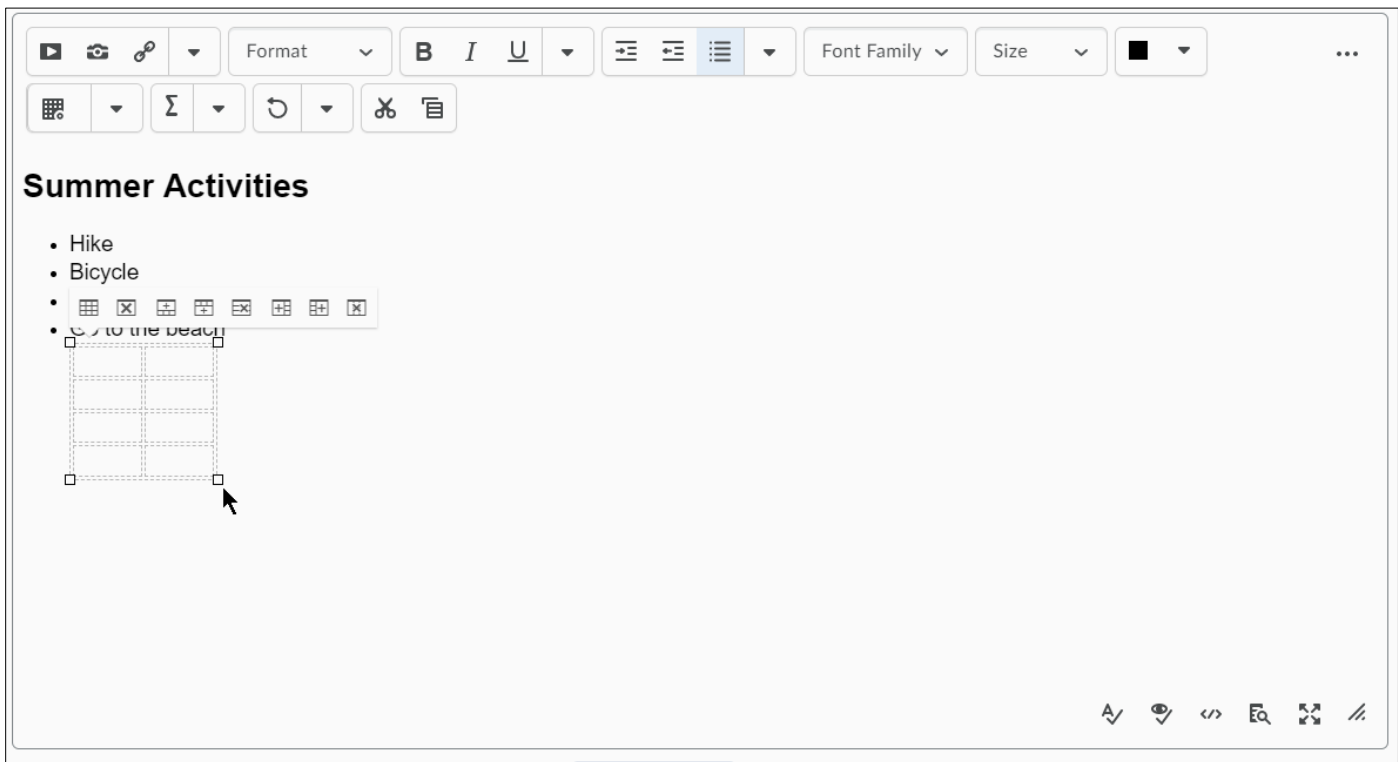
Edit table properties

1. Click anywhere on the table to place the cursor in the table.

2. Select the context menu (down facing triangle) next to the **Insert Table** icon and then select **Table Properties**.

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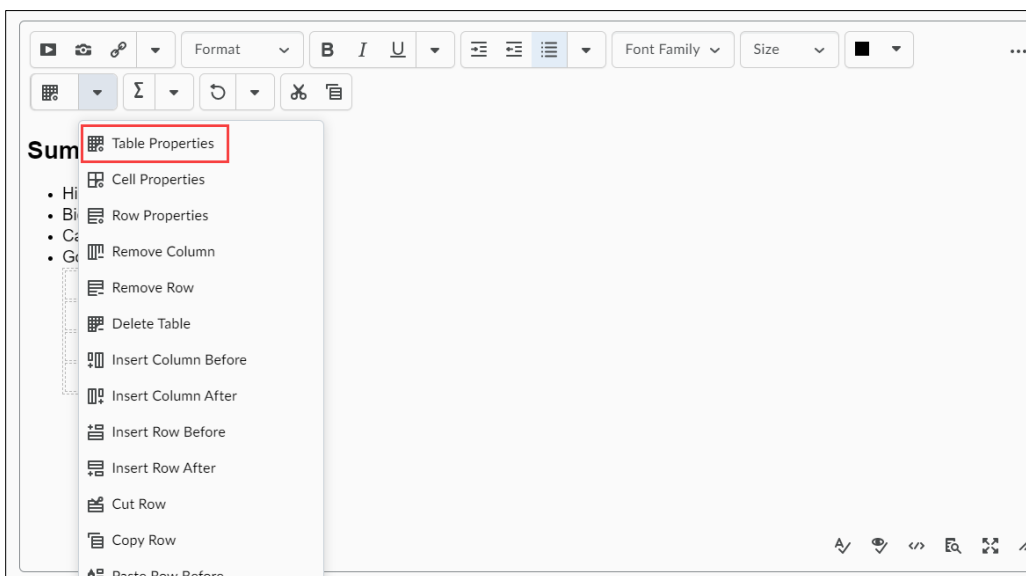
Inserting Quicklinks in the HTML Editor

You can insert **Quicklinks** to existing course materials such as discussions, quizzes, assignments, and calendar items in the HTML Editor.

Insert a Quicklink of Existing items

Select the Insert Quicklink icon in the HTML Editor. In this case a quiz is being selected, select **Quizzes**.
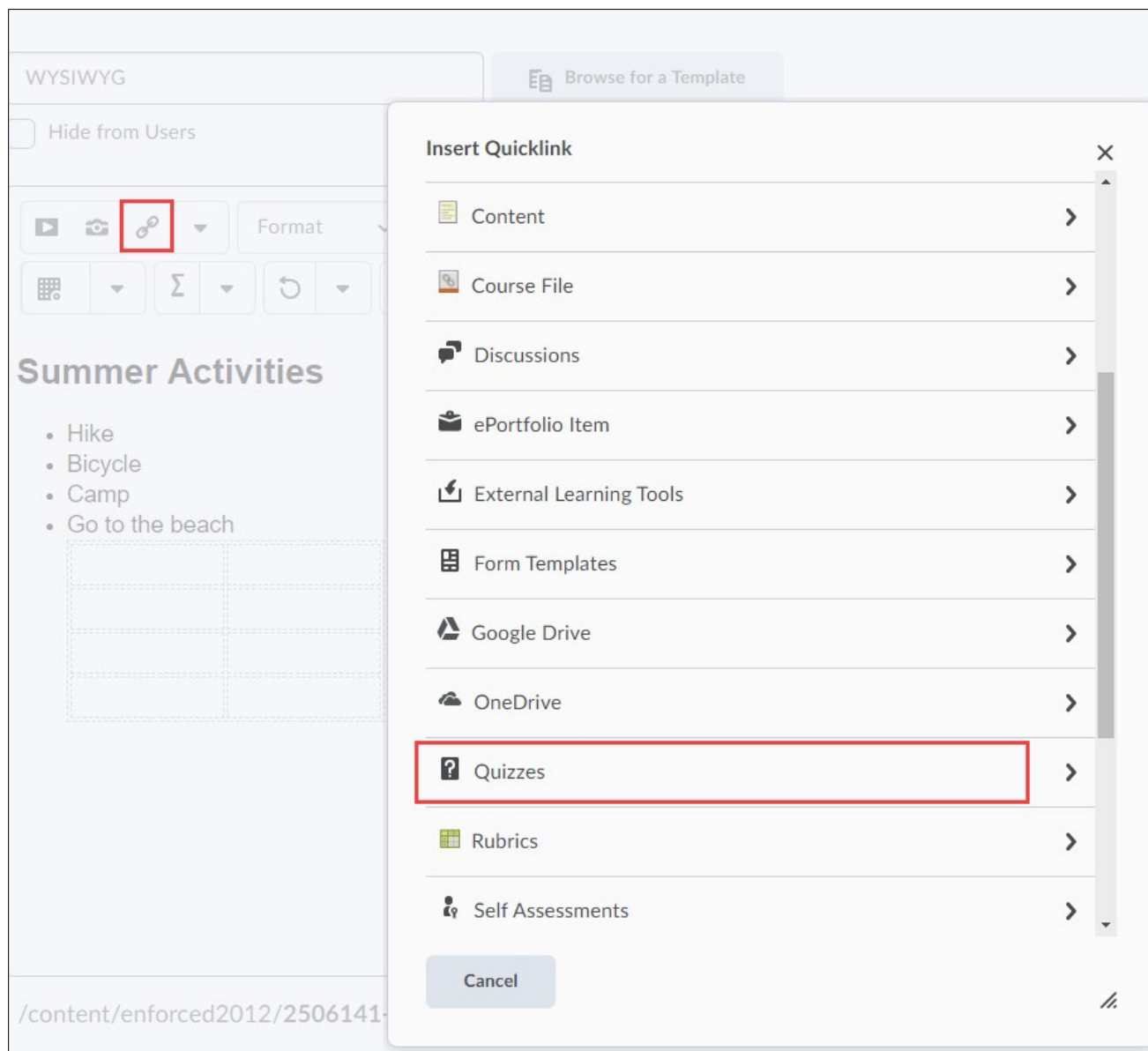
Select the quiz you would like to add.

A link to the quiz appears in the HTML Editor. Select **Save and Close** to save changes.

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Inserting images in the HTML Editor

You can insert an image from your computer, D2L course files, or a URL.

Insert an image from your computer

1. Place your cursor where you want the image to appear in your content.
2. Select the Insert Image icon.
3. Select My Computer.
4. Upload files from your computer or simply drag and drop the file to insert it into the HTML Editor.
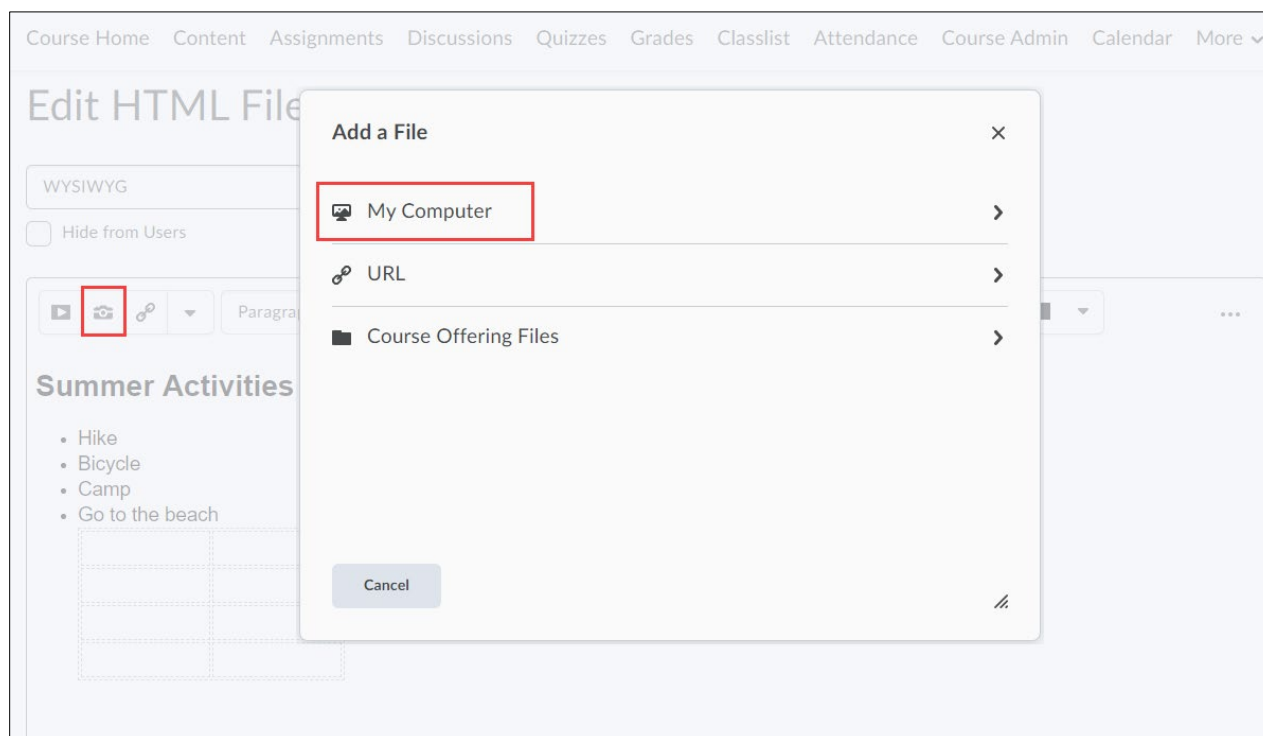
5. Select Upload.
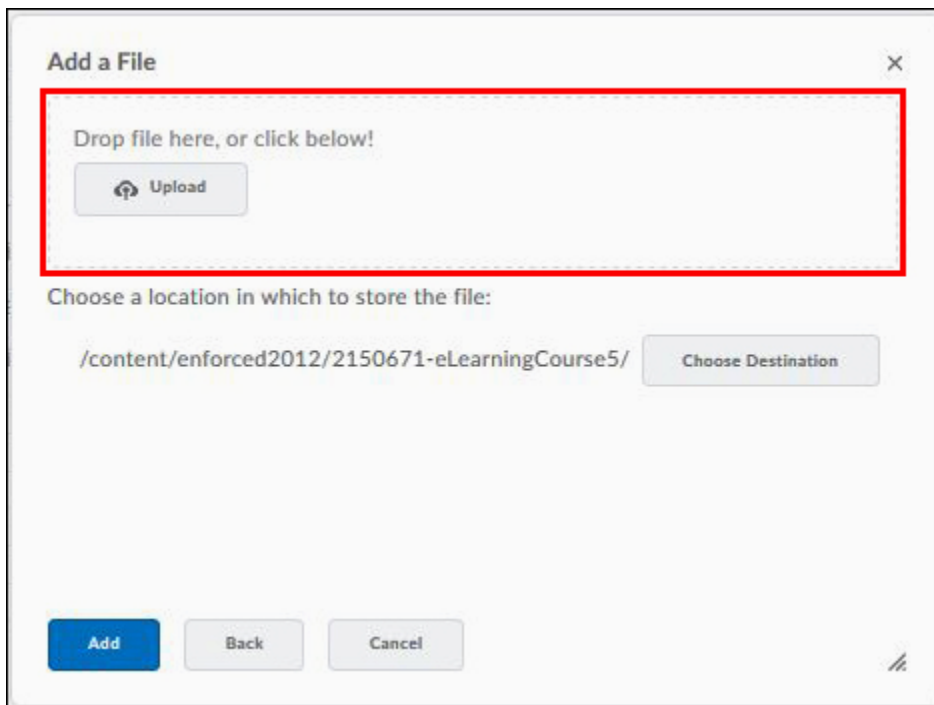
6. Choose the image from your computer and then select **Open.**

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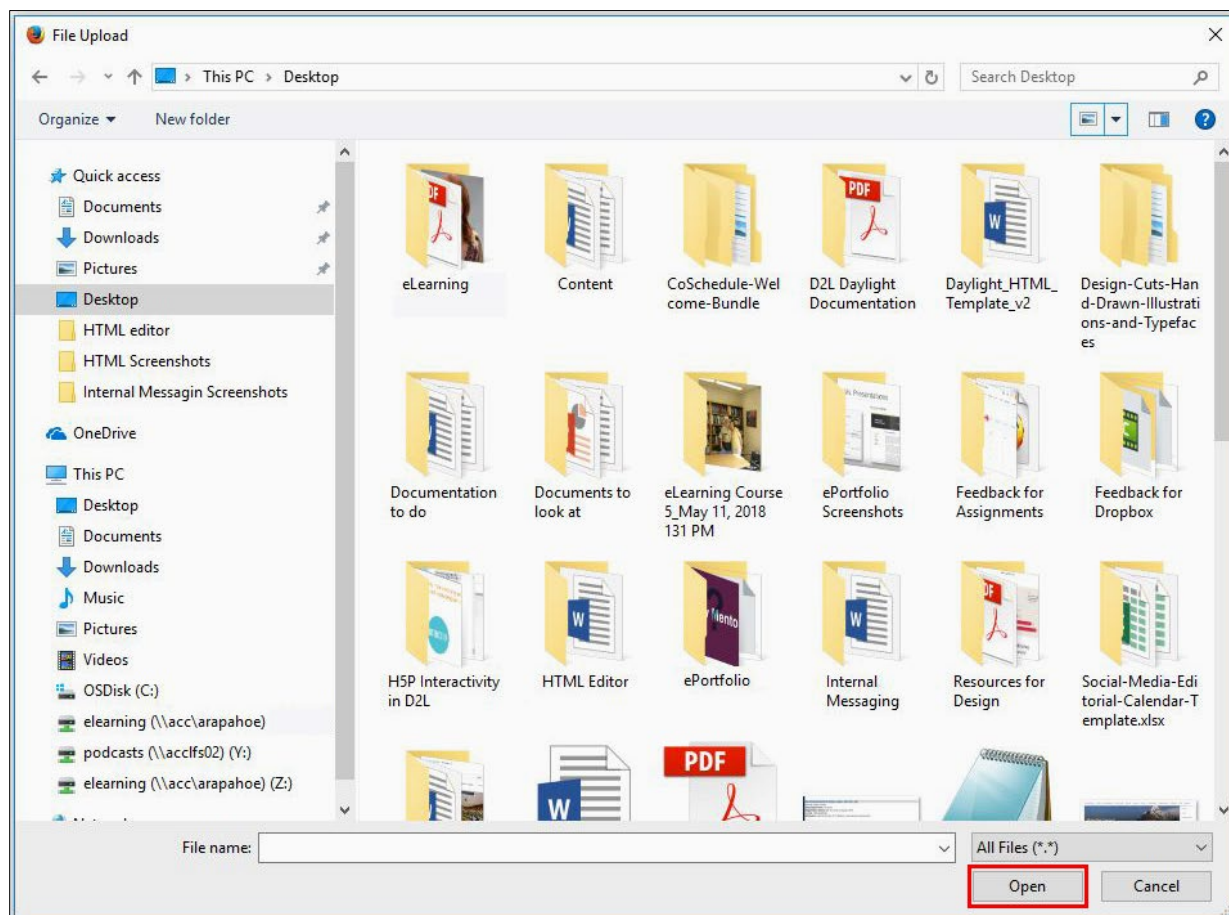
Insert an image from Manage Files.

1. Select **Course Offering Files** to choose an image from stored files.
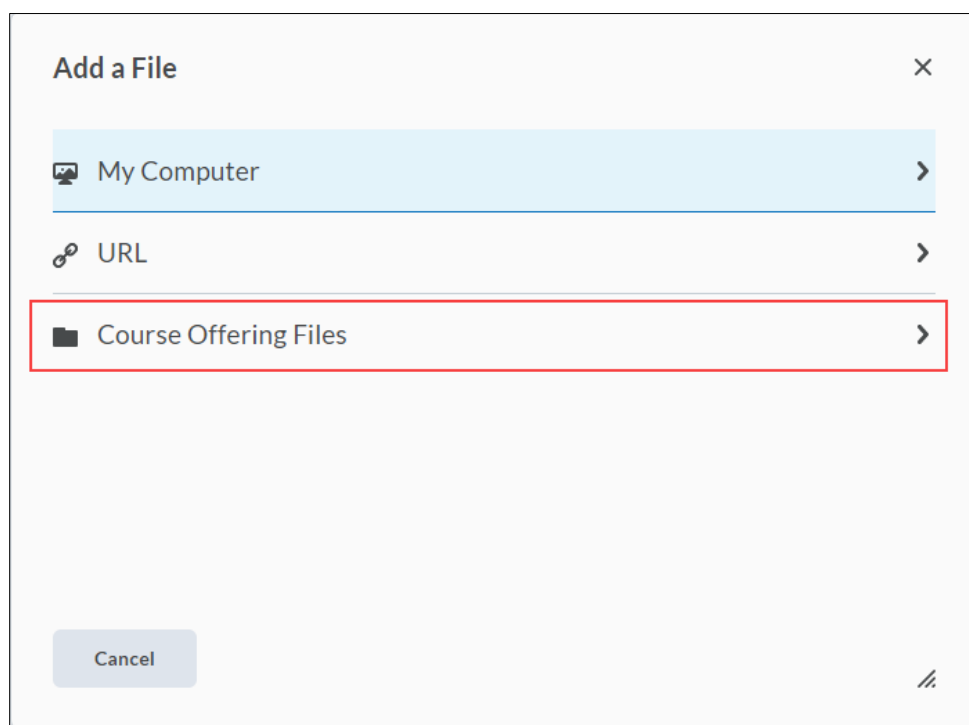
2. Select the image and then select **Add**.
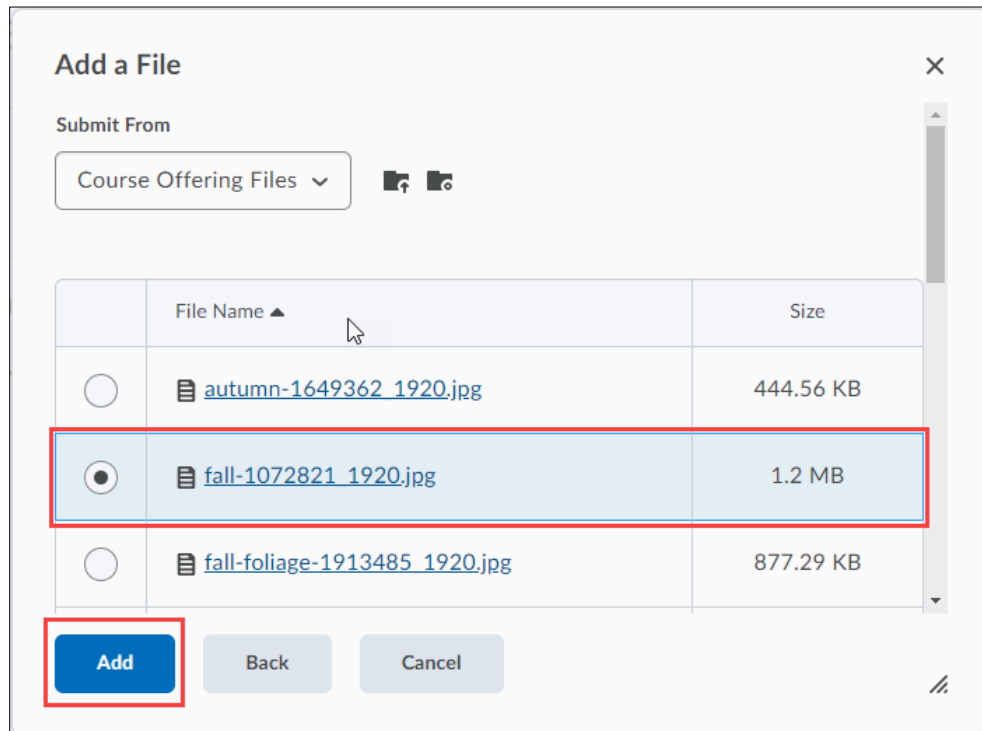
3. Enter alternative text to describe your image, or select the **This image is decorative** check box.

4. Select OK.

5. Use the square corner "handle" to resize the image as necessary.

Pasting Content into the HTML Editor

If you compose your content as text in another application (such as a word processor), you can copy and paste **unformatted** content into the HTML Editor using the keyboard shortcuts (Ctrl+C for copy, Ctrl+V for paste).

Note: We strongly recommend that you remove any formatting before copying and pasting text into the HTML Editor, especially when pasting:

- numbered or bullet lists
- tabs
- headers and footers
- page numbers
- text with similar formatting

Copying formatted text from word processing applications and pasting it into the HTML Editor can add disruptive code to the application if you don't remove formatting first.
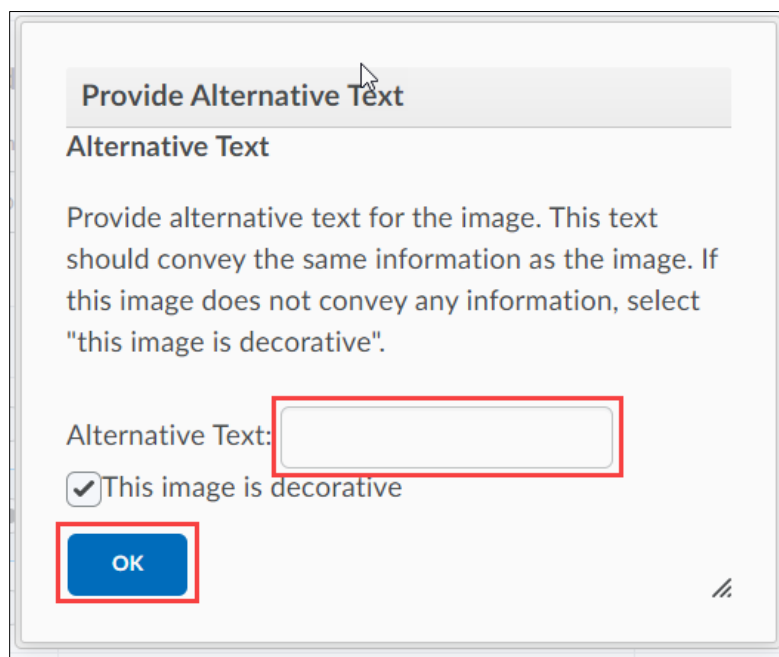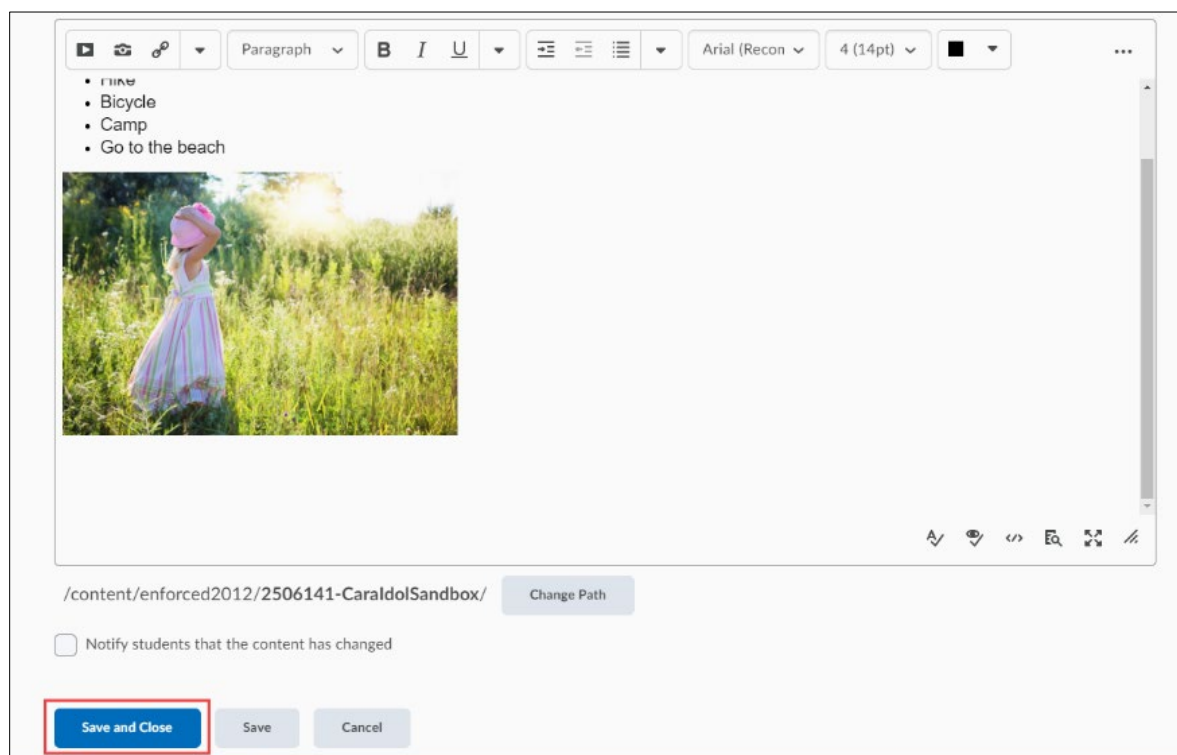
Use the Accessibility Checker in the HTML Editor

The **Accessibility Checker** gives you a way to ensure that the content is authored in the HTML Editor conforms to WCAG and Section 508 accessibility standards. HTML meets the needs of every learner in the D2L system. HTML content ensures maximum interoperability with the learning aids that students are using, whether that be a screen reader, a color contrast plug-in, or other assistive technology.

The Accessibility Checker is available within the HTML Editor for use within Content, Widgets, Quizzes, Assignments, Calendar, Discussions and any other tool where a user can access the HTML Editor.

1. Enter content in the HTML Editor.
2. Select the Accessibility Checker icon to start the process.
3. If there are any compliance issues, read the report for suggestions on how to fix the issue. There is a question mark icon next to the suggestion if further explanation is needed.

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There are three types of errors that are generated by the Accessibility Checker:

1. **Alt tags or text**—Images are checked to see if alt text has been applied. The checker allows you to resolve this problem right in place. Add your alt text to the pop-up box and select save to complete the process. You don't have to go into the HTML source code to add alt text. **Note:** The latest version of the HTML Editor prompts you to apply alt text when you upload an image, shown in the image below.

2. **Color and Contrast**—Color must have sufficient contrast between text color and the background color, this includes text on images, icons, and buttons. Also, color used to convey information on diagrams, maps, and other types of images must be distinguishable. The people who depend on this feature have low contrast sensitivity, common in older people, or those with color blindness who cannot distinguish between certain colors. More information about color and contrast is found on the W3C website.

The Accessibility Checker states that **Text must have a contrast ratio of at least 4.5: 1**. In this case, the light blue text can have a darker color applied or the text can be increased in size.

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Here, the text size is increased and the light blue color remains. This heading was checked for accessibility by going to the **Select Color** dropdown menu located next to the **Apply Color** icon. The preview box indicates that the Contrast Ratio is 12.3: 1 and that the Accessibility Ratio is 4.5: 1 which is within the WCAG AA guidelines.
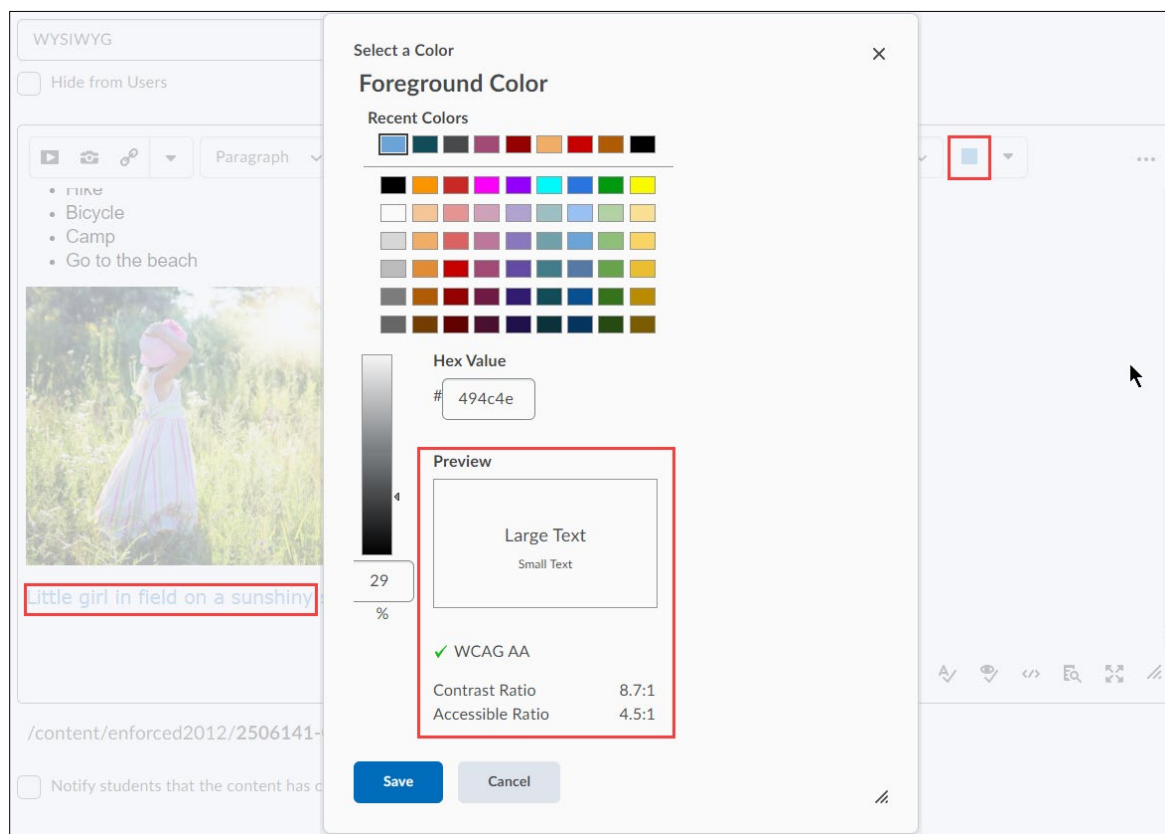
3. **The order of lists**—When using lists, they need to be formatted so the content is understood by screen reader technology. It's important to properly format lists by applying a **List Style**. There are two types of lists:

   a. Unordered lists should be used when there is no order of sequence or importance.

   b. Ordered lists suggest a progression or sequence.

Lists should be used correctly and for the right purposes. Unordered and ordered lists should always contain list items. The example below shows a list using the alphabet to show a sequence. Although this looks like a list, the **List Style** has not been applied. The Accessibility Checker state, **The selected text appears to be a list. Lists should be formatted using a list tag.**

To apply a **List Style** or List **Tag** select the dropdown menu next to the **Unordered List** icon. If an **Ordered List** is needed it will appear as the first selection in this dropdown menu.