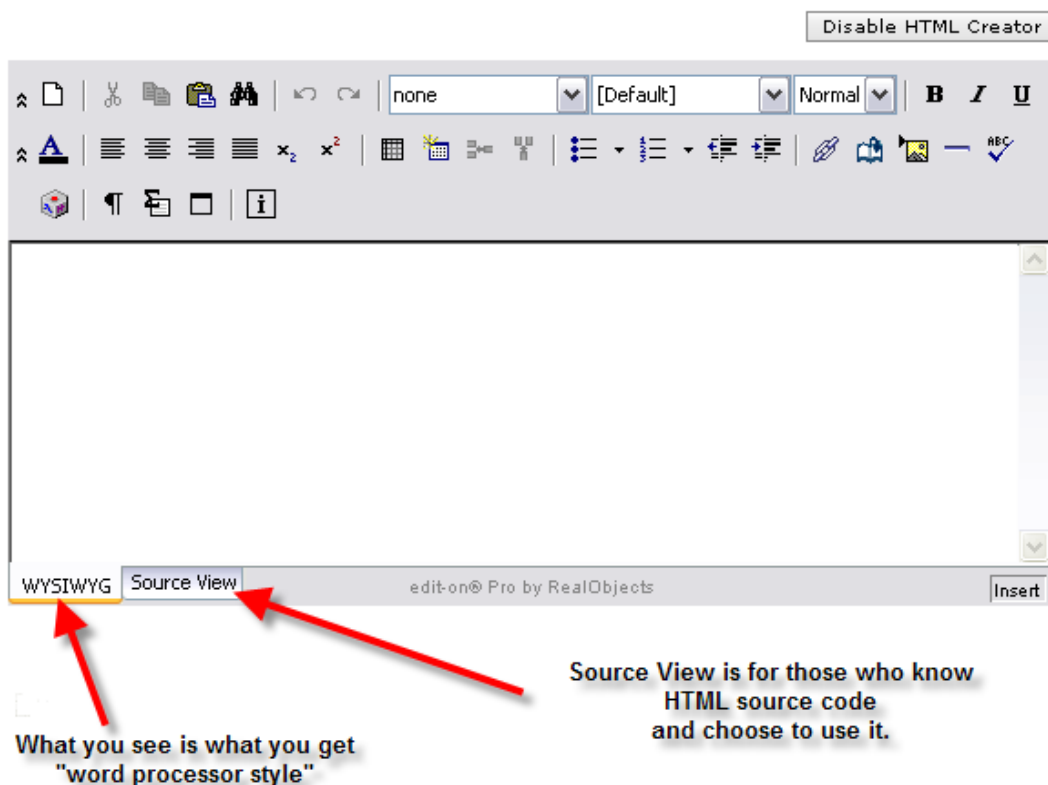




HTML Creator

HTML Creator

The HTML Creator is an HTML editing tool that allows the creation of content in HTML format without requiring the user to know and place HTML tags. The HTML Creator will automatically generate the HTML source code while the user creates the document utilizing a word processor like tool.



The HTML Creator is available from the following tools in eCampus Vista:


- Assessments
- Assignments
- Calendar
- Course Content
- Discussions
- File Manager
- Mail
- Media Library


Identification of HTML Creator Tools


First Row





 **Show / Hide rows** beneath


 **New:** Deletes what content is currently in the document and allows the user to begin a new document.


 **Cut:** Allows user to remove text from the document. Highlighting the unwanted text and selecting this icon will remove the highlighted text. User may then paste the text “cut” from the document into a new location using the paste tool.

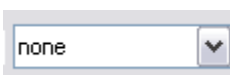
 **Copy:** Allows the user to copy text from one location and paste it in another location allowing the initial text to remain in place.

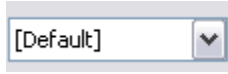
 **Paste:** After utilizing either the “cut” or “copy” command, the user can then past the text to the new location with this tool after placing the cursor at the new location for placement.

 **Find and Replace:** Search for a term or phrase and replace it with another item of text.

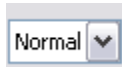
 **Undo:** Allows you to “undo” what you’ve previously added or formatted to the document.

 **Redo:** Allows you to “redo” the last action.

 **Paragraph Format:** After selecting text, you can modify the layout using preset HTML formats.



Font Type: After selecting text, you can modify the font type.



Font Size: After selecting text, you can modify the size of the font.



Bold: After selecting text, you can make it bold so it stands out in the document.



Italic: After selecting text, you can make it italic so it stands out in the document.



Underline: After selecting text, you can make it underlined so it stands out in the document. Note: Avoid using this on the web as it might give the viewer the idea that it is a broken link.

Second Row



Show / Hide rows beneath



Font Color: After selecting text, you can change the color of the font.



Align Left: After selecting text, you can align text to the left (this is the default setting).



Align Center: After selecting text, you can align text to the center.



Align Right: After selecting text, you can align text to the right.



Align Justify: After selecting text, you can make the text justified so that each sentence length is even with the previous sentence. The text is aligned both on the right and left with justify.



Subscript: Allows highlighted text to be subscripted.



Superscript: Allows highlighted text to be superscripted.



Insert Table: Allows user to insert a table into the document.



Table Wizard: Allows the user to insert a table into the document using the wizard.



Insert Row: Allows user to insert a row into an existing table.



Insert Column: Allows user to insert a column into an existing table.



Bulleted List: Allows user to create a bulleted list.



Numbered List: Allows user to create a numbered list.



Decrease Indent: Allows user to decrease the indent of the selected text.



Increase Indent: Allows user to increase the indent of the selected text.



Insert Link: Allows user to insert a link to a website, online resource or a file from the user's computer or course files.



Insert Bookmark: Allows the user to place a bookmark in the HTML document. A bookmark allows for easy navigation in long, complex documents.



Insert Picture: Allows the user to insert a picture from the course files, the user's computer or from the internet into the document.



Insert Horizontal Line: Allows the user to place a horizontal line into the document.



Spell Check: Allows the user to spell check the text in the document.

Third Row



Insert Symbol: Allows the user to insert a symbol or international character into the document.



Show Breaks: Shows all the breaks in your document. It is typically thought of as showing the paragraph codes.



Document Statistics: Displays the document statistics such as number of words and number of images.



Frame Window Mode: Allows user to open the HTML Creator into a new window. Note: Great way to see a full screen view of the HTML Creator and be able to extend the message area.



Information: Gives the user information about the HTML Creator and your system software.