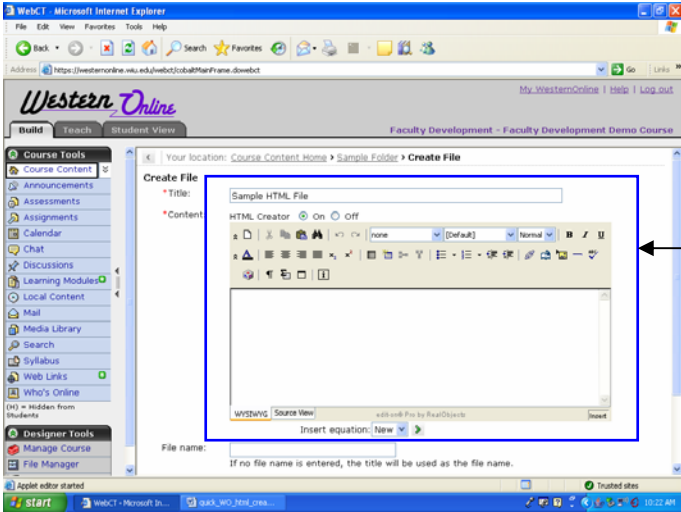
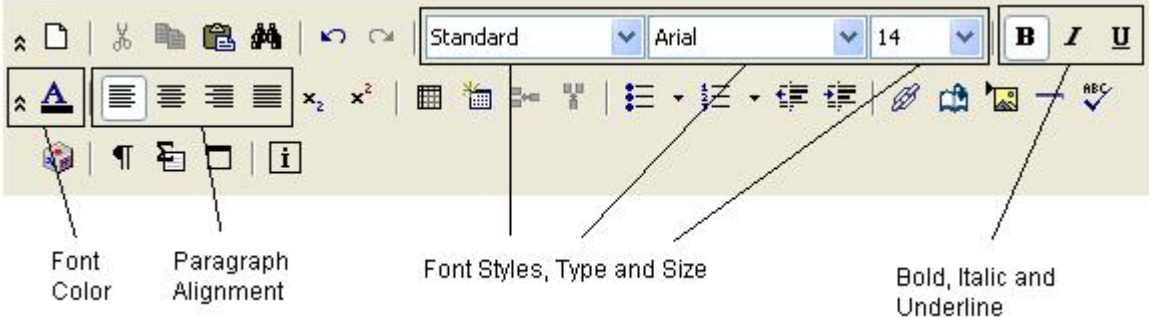
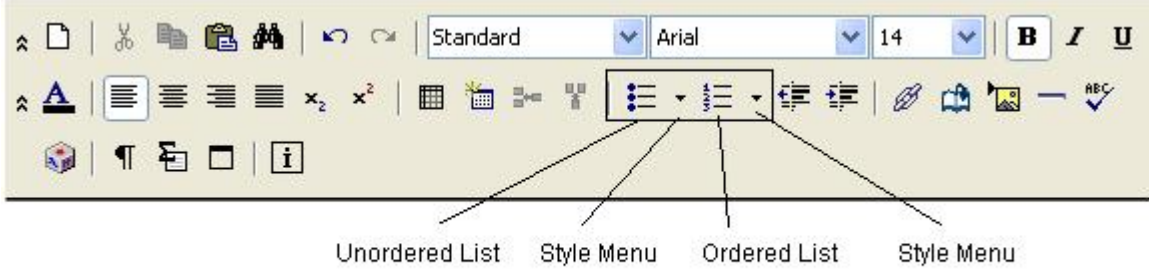


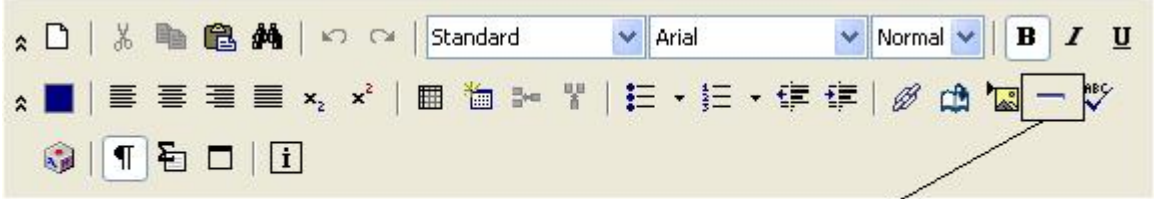
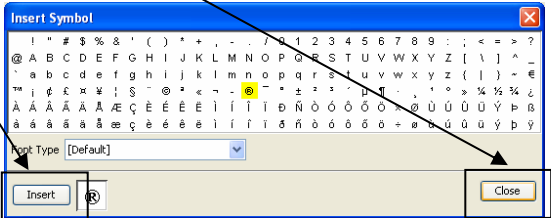
WesternOnline Quick Tips – HTML Creator

How do I...	Quick Answers
<p>Create a new HTML file with the HTML Creator?</p>	<p>Note: The HTML Creator is available in most of the tools that support content development including Course Content Home, Learning Modules, Assignments, Announcements, & the Media Library. The step-by-step directions below address HTML file creation on the Course Content Home, but the instructions apply to the other tools as well.</p> <ul style="list-style-type: none">● Go to the location (Course Content Home or Folder) you would like to add an HTML page.● Click Add File.● Click Create File.<ul style="list-style-type: none">○ Type in a title for the HTML page.● Click the Enable HTML Creator button.<ul style="list-style-type: none">○ Begin typing and formatting text (see details on the following page).○ Click Save when complete. The file will be saved to the Course Files with the title as the file name (unless you entered an alternate file name.)  <p>Note: The HTML Creator requires JAVA to run properly. If the HTML Creator does not launch, complete a browser check and confirm that you have the latest JAVA runtime environment.</p>

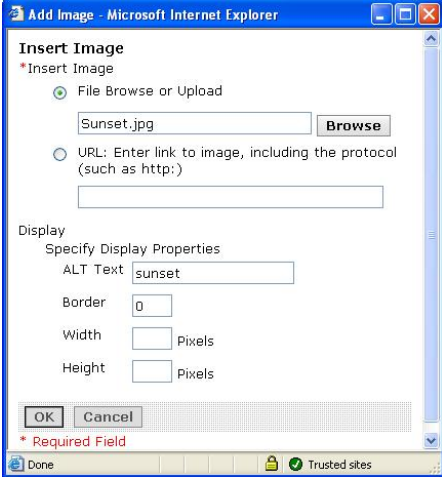
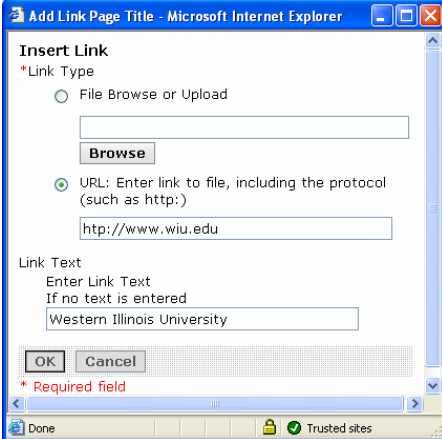
WesternOnline Quick Tips – HTML Creator

How do I...	Quick Answers
<p>Apply basic formatting to text in the HTML Creator?</p>	<p>Note: You are able to apply basic HTML formatting to text including paragraph alignment, standard and heading styles, font type, font size, font color, bold, italic and underline.</p> <ul style="list-style-type: none"> To format a line of text, place the cursor at the beginning of the line. To format text within a line, highlight the text to be formatted.  <p>The screenshot shows the HTML Creator toolbar. Callouts point to the following features:</p> <ul style="list-style-type: none"> Font Color: A color selection tool. Paragraph Alignment: Tools for left, center, right, and justified alignment. Font Styles, Type and Size: Dropdown menus for font style (Standard), font type (Arial), and font size (14). Bold, Italic and Underline: Buttons for applying B, I, and U formatting.
<p>Create a bulleted (unordered) or numbered (ordered) list in the HTML Creator?</p>	<p>Note: Lists in HTML are either unordered (with bullets) or ordered (with numbers). Click the down arrows next to the list tools to determine bullet and number styles before you click on the tool.</p> <ul style="list-style-type: none"> To create an unordered (bullet) list... <ul style="list-style-type: none"> Select the bullet style. Place the cursor at the beginning of the list. Click the Unordered List tool. To create an ordered (number) list... <ul style="list-style-type: none"> Select the number style. Place the cursor at the beginning of the list. Click the Ordered List tool.  <p>The screenshot shows the HTML Creator toolbar. Callouts point to the following features:</p> <ul style="list-style-type: none"> Unordered List: A button with a downward arrow to select a bullet style. Style Menu: A dropdown menu for selecting a bullet style. Ordered List: A button with a downward arrow to select a number style. Style Menu: A dropdown menu for selecting a number style.

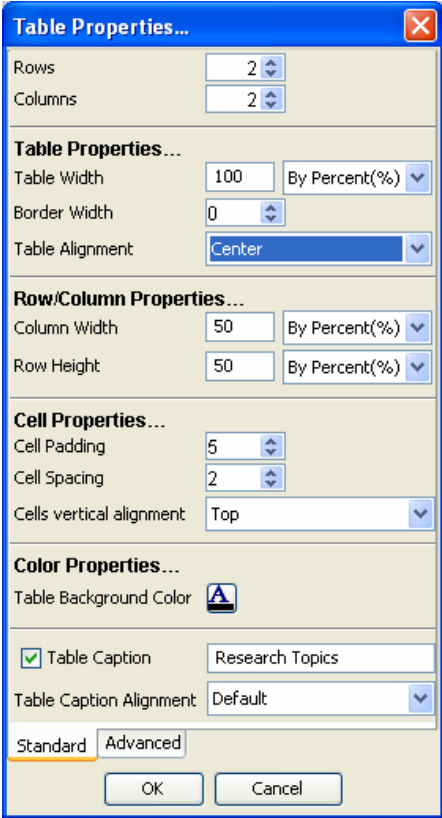
WesternOnline Quick Tips – HTML Creator

How do I...	Quick Answers
<p>Add a Horizontal Rule in the HTML Creator?</p>	<p>Note: A horizontal rule is a graphical line that spans the width of the html page.</p> <ul style="list-style-type: none">• To add a horizontal rule, place the cursor at the beginning of the line where you want the rule to appear.• Click the Horizontal Rule tool.  <p>Horizontal Rule</p>
<p>Add or format special characters in the HTML Creator?</p>	<p>Note: WebCT Vista has a unique character set. This can impact how special characters are displayed. In some cases, even when you copy text in from another editor, you may need to insert symbols from Vista's character set.</p> <ul style="list-style-type: none">• To add a special character, place the cursor at the location you would like the symbol to appear.• Click the Insert Symbol tool.• Select the symbol.• Click Insert and then Close. 

WesternOnline Quick Tips – HTML Creator

How do I...	Quick Answers
<p>Add a picture in the HTML Creator?</p>	<p>Note: Images must be either .gif or .jpg to be inserted into an HTML page. Make sure the image is already saved as a local file before you begin.</p> <ul style="list-style-type: none">• To add a picture, click on the Insert Image tool.• Complete the Insert Image dialog box...  <ul style="list-style-type: none">• Click File Browse or Upload and Browse to locate the file on My Computer.• Enter ALT Text = the text that displays when a student mouses over the image.• Enter a Border width from 0-2.• Leave Width and Height blank. You will have the ability to resize the image once it is inserted into your html page.• Click OK. <ul style="list-style-type: none">• Resize the image on your page by dragging the corner picture handle until the picture is the desired size.
<p>Add a hyperlink in the HTML Creator?</p>	<p>Note: Hyperlinks can be added to websites (URLs) or course documents.</p> <ul style="list-style-type: none">• To insert a hyperlink, click on the Insert Link tool.• Complete the Insert Link dialog box...  <ul style="list-style-type: none">• To link to a document, click File Browse or Upload and Browse to locate a document file in Course Files or on My Computer.• To link to a website, click URL and type in (or paste) the full link including the protocol (e.g., mailto: or http://).• Enter the Link Text that will display on the page. If no text is entered, the URL or file name will display.• Click OK.

WesternOnline Quick Tips – HTML Creator

How do I...	Quick Answers
<p>Add a table in the HTML Creator?</p>	<p>Note: Tables are often used to control the layout of text in an HTML page. When used for this purpose, be sure to set the border width to 0 for invisible borders. To change Table Properties after the initial properties are set, right mouse click over the table and select Table Properties...</p> <ul style="list-style-type: none"> To insert a table, click on the Insert Table tool. Complete the Table Properties dialog box...  <ul style="list-style-type: none"> Set the number of rows and columns in the table. Set the Table Width (by percent or pixel), the Border Width (0+ pixels) and the Table Alignment. Set the Column Width and Row Height (by percent or pixel). Set the Cell Padding, Spacing and Alignment. Optional: Set the Table Caption.
<p>Copy and paste from other documents?</p>	<p>Note: Vista’s HTML Creator does a fair job of accepting text copied from other sources. Always remember to enable the HTML Creator and be sure you are in WYSIWYG View before pasting text. Once pasted, you can edit the text further in the HTML Creator.</p> <p>Tip: We have found it easier to construct tables in Word and copy them into the HTML Creator. You may find similar efficiencies with other formatting and document tasks.</p>