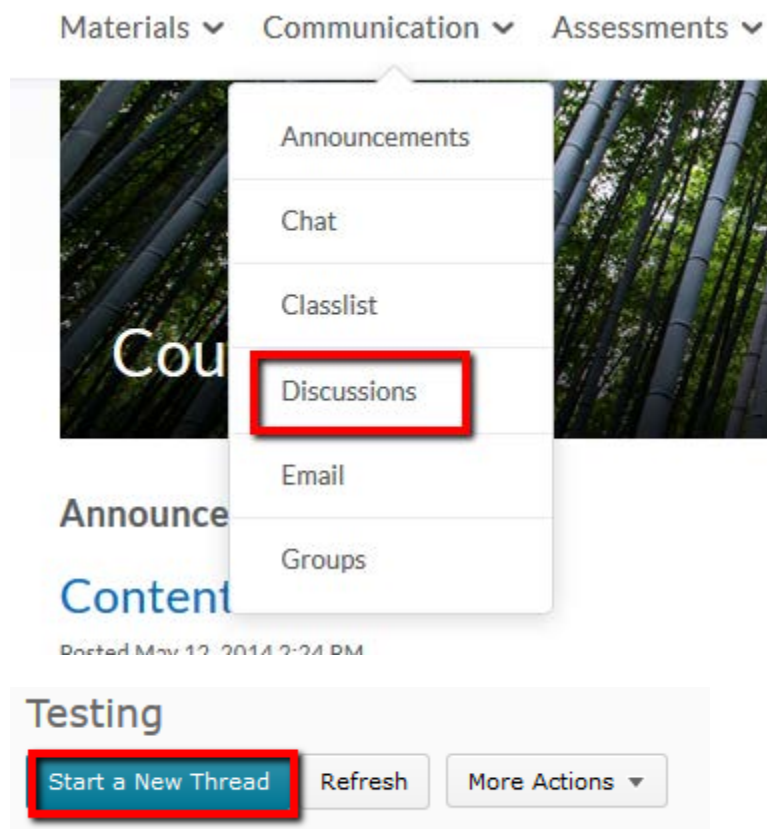


## Topic: HTML Editor

The HTML editor is what is used when you create a document and write posts inside the D2L Brightspace window.

*For example:*

When you compose a reply in a discussion.



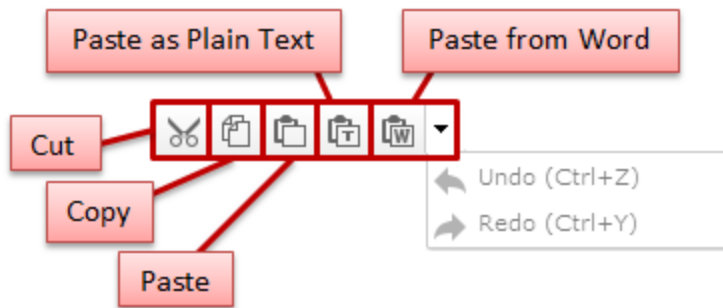
Editing content with the HTML editor is easy. You don't need to upload any documents with the HTML editor; you can just type in text and edit it in the D2L Brightspace window itself.

You may also add videos, images, links, embed codes, and more.

## Main Toolbar

The HTML editor has multiple toolbars that help you edit and add items in your document. Many of the toolbar items look similar to Microsoft Word's toolbars and have the same function.

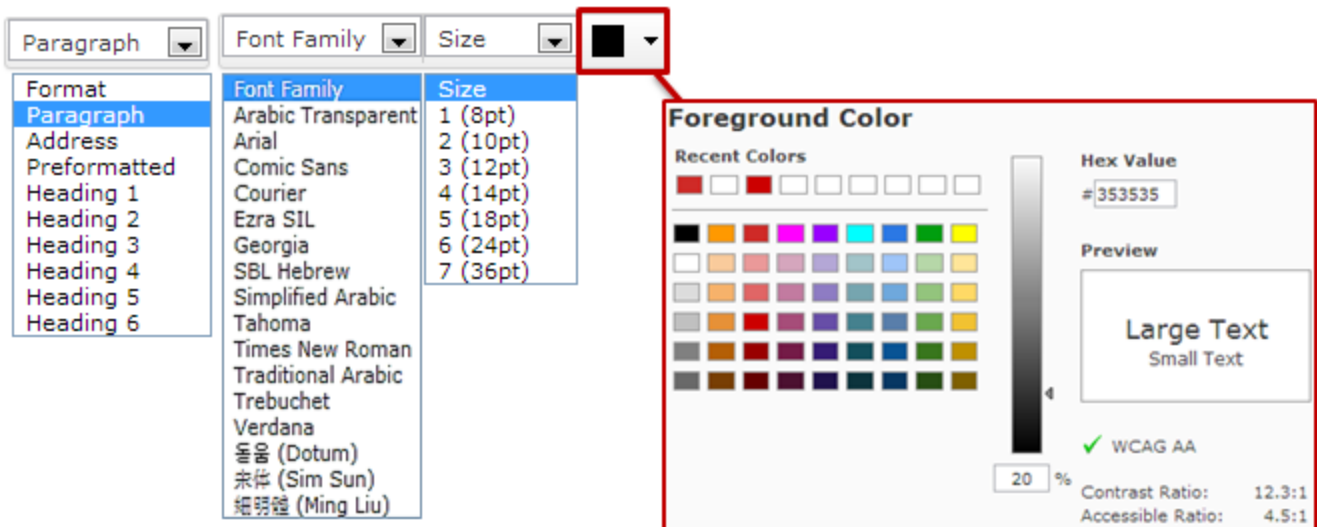
## Cut, Copy, Paste

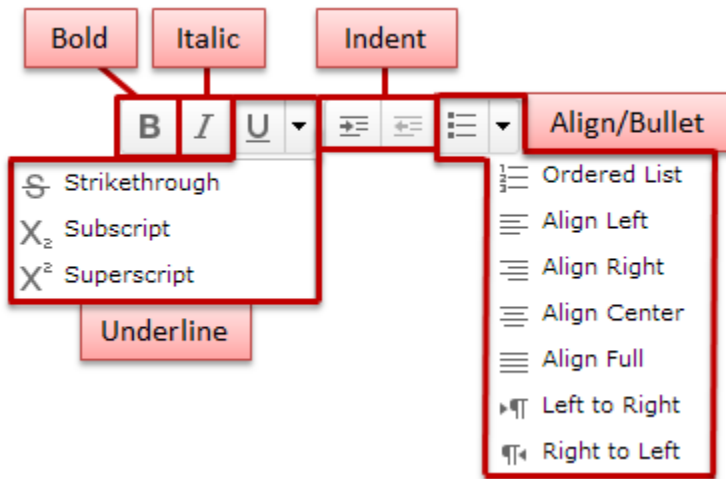


**Note:** When copying items from Word, use the paste from Word toolbar button to prevent errors in your document.

## Font Properties

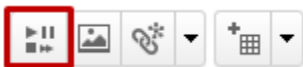
Just like in Microsoft Word, or any other text editing software, basic font properties such as font styles, font types, size, and color are available.





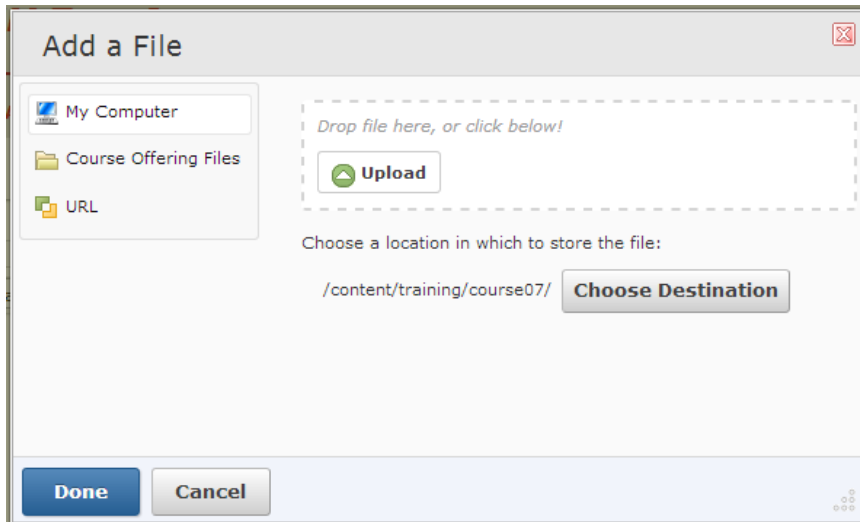
## 'Stuff', Images, Quicklinks, and Tables

This last toolbar section contains all of the media and more advanced HTML tools for your documents. Here, you add the media, Quicklinks, formulas, equations, symbols, and tables.

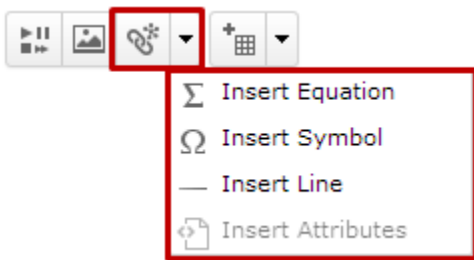
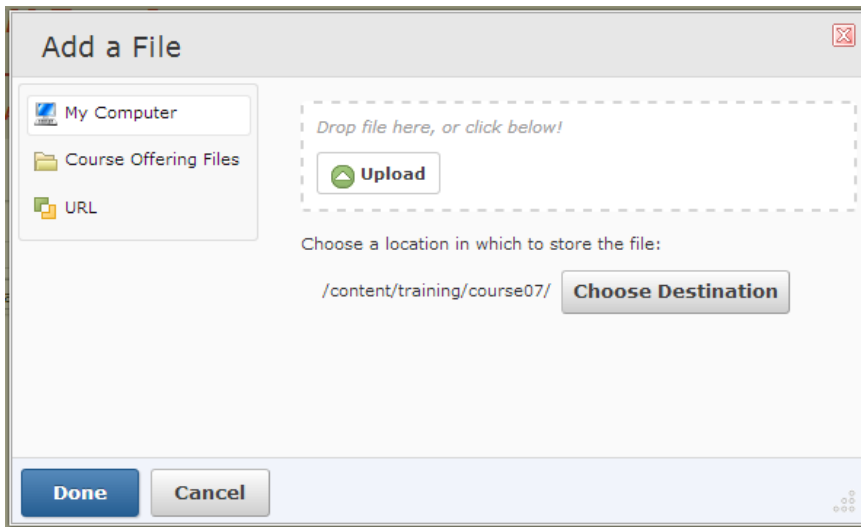


The **Insert Stuff** button is an odd name for a tool, but it says stuff because you can add a wide variety of items from it.

The **Insert Stuff** button allows you to add files from your computer, files from the Course Offering Files, and files from a URL.



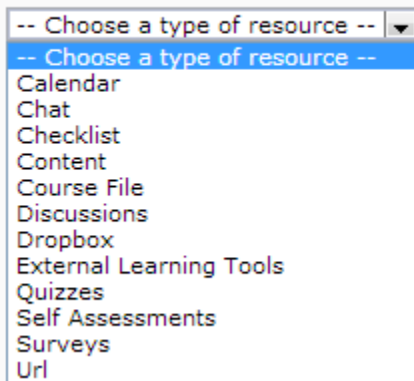
Inserting an image is easy with the **Insert Image** button. Just click the button, and just like the **Stuff** button, you can add an image via My Computer, your Course Offering Files, or by a URL.



The **Insert Quicklink** button allows you to add Quicklinks from any part of your D2L Brightspace course (quizzes, content items, chats, discussions, etc.)

You may also add Equations, Symbols, and Lines.

### What do you want to insert?



After you select what you wish to Quicklink, you have to type a link caption and choose whether it opens in a Whole Window, Same Frame, or New Window.

### Link Caption \*

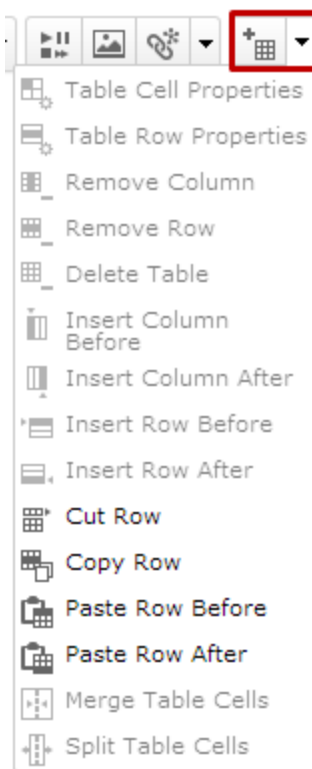
### Open In

- Whole Window ?
- Same Frame ?
- New Window ?

**Note:** Each type of Quicklink has different options based upon what type of resource you wish to use.

## Auto Linking

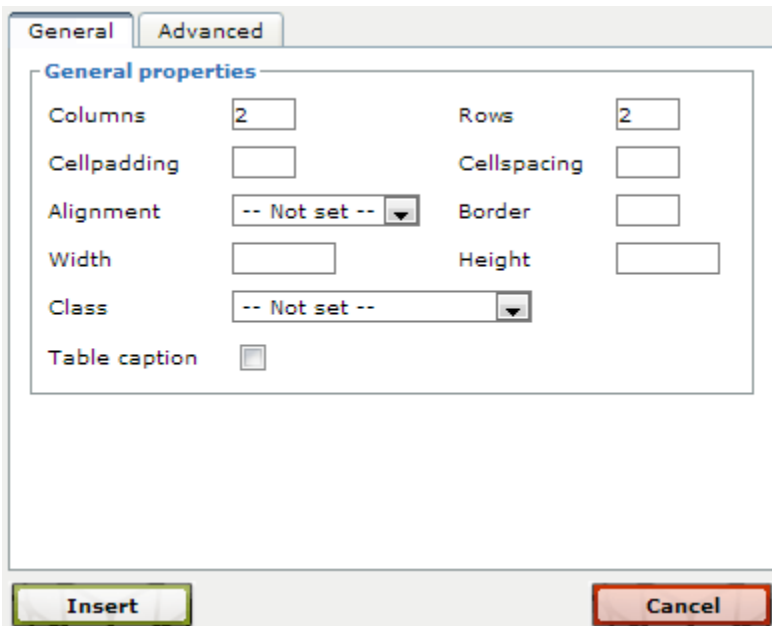
The HTML Editor now allows for URLs to be automatically linked.



The last button is the **Table** button.

The **Table** button allows you to create a table with any amount of rows and columns.

This tool works exactly like Microsoft Word's table tool.

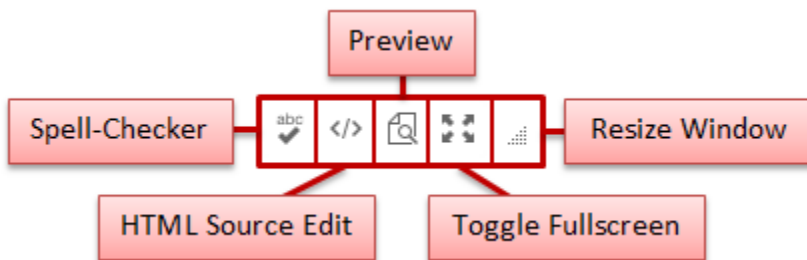


## Other Buttons

At the upper right corner of the editing canvas, there is a button with ellipsis on it, if your screen resolution is small enough, it will hide some of the HTML editing buttons. Click this button to unhide all buttons if they are hidden.



At the bottom left of the editing canvas, there are other buttons you can use for HTML editing.



Once your page is all set and what you desire, click **Publish** or **Save as Draft**.

## For More Information

Please contact Office of Online & Extended Learning at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.