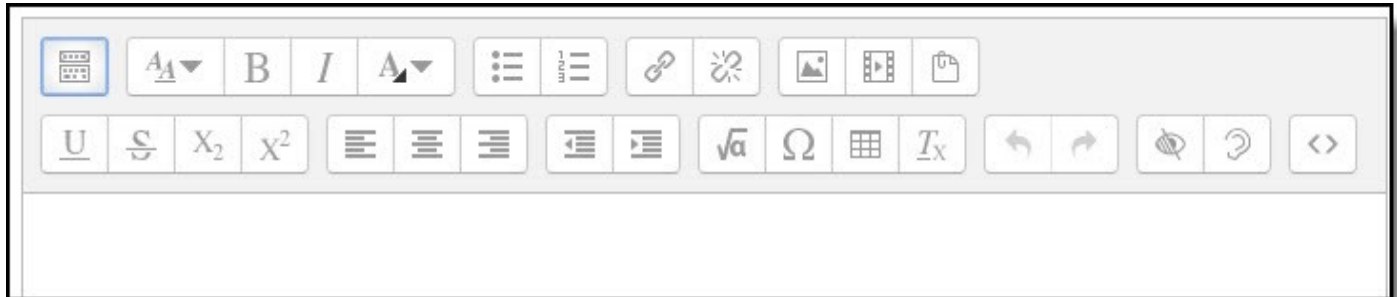


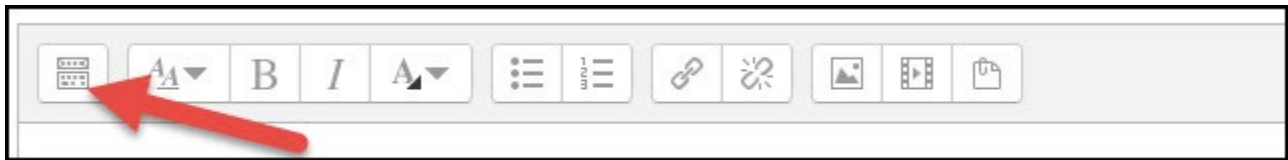
## HTML Editor Overview

The HTML Editor is the set of tools used to format text, and insert images, tables, and links in EduCat. It is available almost anywhere you enter text in EduCat from Discussion Forums to Assignment instructions to Glossary entries. With the toolbar expanded, the HTML editor looks like this:



## HTML Editor —How to

If you do not see all of the buttons in toolbar image above, begin by clicking on the first button in the toolbar to expand it:



Many of the buttons on the toolbar bar used to format text.

1. To format text, type text in the box below the toolbar.
2. Click and drag to select the text you wish to format

3. Click the corresponding button on the toolbar to format text as desired.

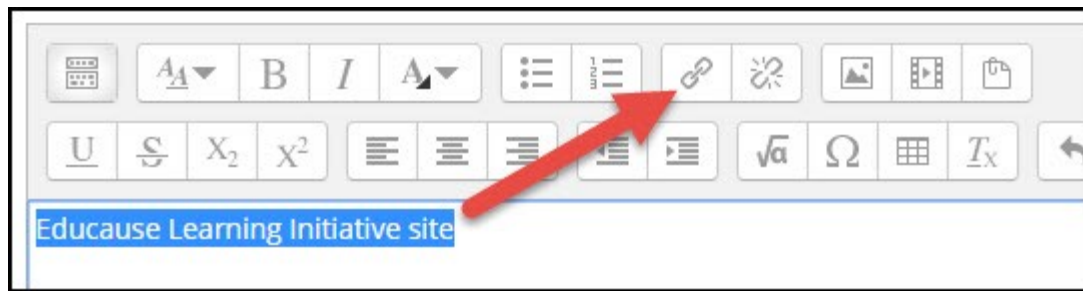


- A. Font size
- B. Bold
- C. Italicized
- D. Font color
- E. Bulleted List
- F. Numbered List
- G. Underline
- H. Strikethrough
- I. Subscript
- J. Superscript
- K. Left Align Text
- L. Centered Text
- M. Right Aligned Text
- N. Outdent
- O. Indent

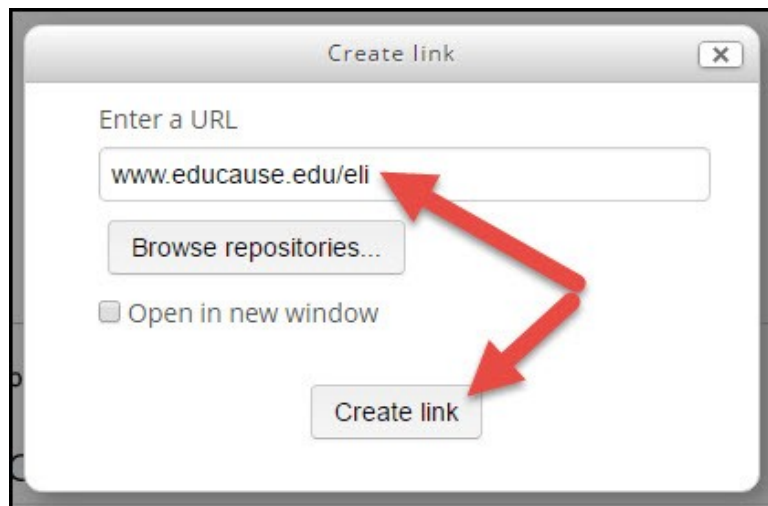
## Adding a link

To link to another web site:

1. Type the text that you want to become the link to web site.
2. Click and drag to select the text. Then click the Link button on the toolbar.

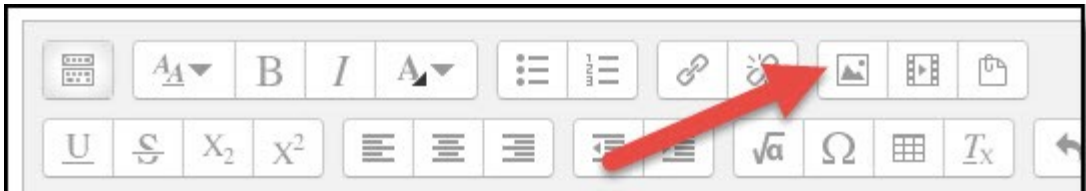


3. Type or paste a copied URL (web address) into the **Enter a URL** field. Then click the **Create link** button.

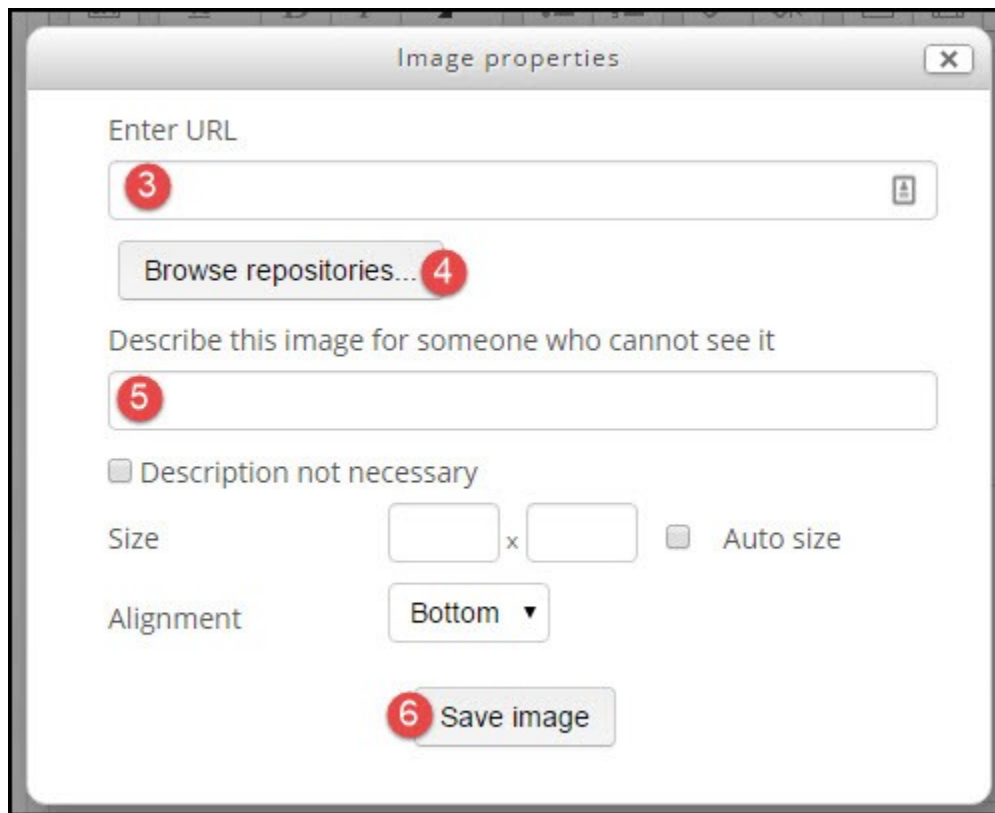


## Inserting a picture

1. Place the cursor where you wish to insert the image.
2. Click the **image** button on the toolbar.



3. If the image is from a web site, type or paste the image URL in the **Enter URL** field.
4. If the image is stored on your computer, or in a repository such as Google drive, click the **browse repositories** button.



5. Type a description for the image so anyone using a screen reader will know what the picture is.
6. Set the dimensions and alignment for your image if desired, and click the **Save image** button.

## Other editor buttons

Additional buttons on the HTML editor are as follows:



- A. **Equation editor:** This button supports writing or pasting LaTeX equations directly into the editor. Equations are rendered using MathJax, which is accessible to an increasing number of assistive technologies and browser combinations.
- B. **Special characters:** This button has many foreign language characters with accents as well as other symbols.
- C. **Table:** you can insert a table.
- D. **Remove formatting:** Clear all formatting from the selected text.
- E. **Undo:** Undo recent changes
- F. **Redo:** Redo recently undone changes
- G. **Accessibility checker:** This checker lets users know if their content has some accessibility problems.
- H. **Screen reader helper:** This button alerts screen reader users to styles that are being used in the current content.
- I. **HTML:** This button is used when you are typing or pasting HTML code such as when you want to embed a video