# HTML Editor Guide

## What is the HTML Editor?

It's the primary method of creating content in the Learning Environment. It allows users to enter text, pictures, embed audio/video, or even embed HTML code.

## HTML Editor Interface



## Pasting content from Microsoft® Word

When bringing text in from Word, ensure you use the Paste from Word icon to preserve your formatting. Follow these steps:

- Highlight the text in Word and copy it (CTRL+C or use the Edit menu)
- In the Learning Environment, click the **Paste from Word** icon
- Paste the text by pressing **CTRL+V**
- Click the green **Insert** button

This process converts your formatting into HTML code and ensures it will display correctly to your users.

## HTML Editor vs. Word Processing

The HTML Editor has many icons that match those of common word processing software: bold, left justify, bullets, and so on. It's important to remember the HTML Editor is not a word processor. When you add pictures, links or embed videos, you are creating references to items that are stored internally or externally. If those items are changed or deleted, the reference will not display properly.

## Embedding YouTube™ videos and Flickr® photos

Click **Insert Stuff** and select either YouTube or Flickr to be taken to a search page for these platforms. Once you've found the required media, click **Insert** (users will have the option to alter the size of Flickr photos before clicking Insert).

**NOTE:** If the embedded content is deleted or altered on the source site, the link created in the Learning Environment will reflect that change. Desire2Learn is not responsible for content linked from third-party sites.

## Using embed code from other sites

Copy the code from the site using CTRL+C. In the Learning Environment, click on **Edit HTML Source** and paste (CTRL+V) the code into the window provided. If you've already entered content, ensure you do not erase or copy over the existing HTML code.

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## In the DOME

The HTML Editor DOME variables can be found in Config Variable Browser — **All Tools** — WYSIWIG. This is a common acronym meaning "What You See Is What You Get".

The following variables can be altered:
- Users' ability to edit the HTML source
- Object code item source is displayed is available on item source list in Insert Stuff
- URL item source is displayed is available on item source list in Insert Stuff

DOME variables are set by administrators and are not generally alterable by instructors. If you are an instructor and do not have access to something you should, contact your administrator.

## Inserting Pictures

When you click the **Insert Picture** icon, you can insert pictures from one of four sources:

**My Computer:** Browse your computer/network for a picture and upload it to the Learning Environment. This will simultaneously upload and store the file on the Learning Environment and create a reference within the HTML editor.

**Course Offering Files:** Select from pictures that have already been uploaded to your Course Files on the Learning Environment.

**Shared Files:** Search files that have been shared from other Org Units within the Learning Environment.

**URL:** If the image has a URL, create a reference with this option.

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## Links

You can create an immediate link to many tools within the Learning Environment (Quiz, Survey, etc.). Simply select the tool and you will be prompted to select an existing item or create a new one. You can also link to external sites by selecting URL.

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