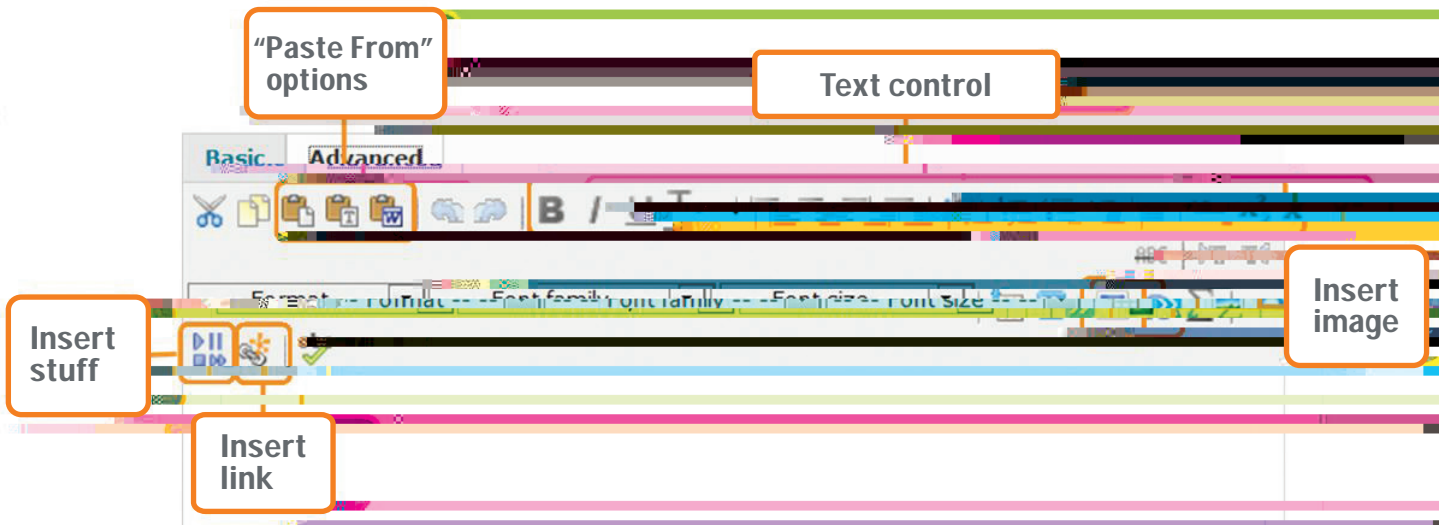


What is the HTML Editor?

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** 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