



Using the HTML Editor in D2L

The HTML Editor is available across numerous tools in your D2L Brightspace course. The HTML Editor enables you to create HTML formatted content. For example, the HTML Editor is available when you post to a discussion topic, create comments for assignments, and more.

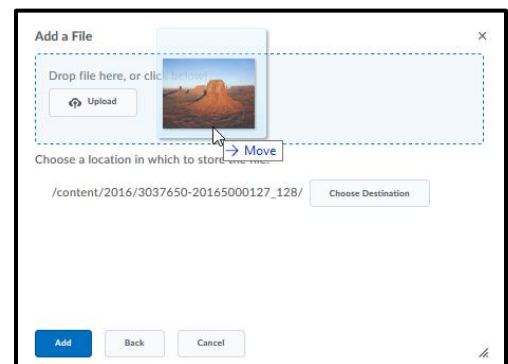


- The HTML Editor toolbar is available for most text entry fields to add rich-text content. The HTML Editor will not be present in every text-entry field – for example, fill-in-the-blank and arithmetic questions will often support plain text only.
- To save your changes, remember to save the page or check that the HTML Editor is saved before navigating to a different page.

Common Functions in the HTML Editor:

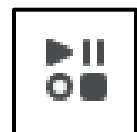
1) Insert an image from your computer:

- a. Place your cursor where you want the image to appear in your content.
- b. Click the **Insert Image** icon.
- c. Click the **My Computer** option.
- d. Click **Upload** to select an image from your files. Navigate to the image file on your device and select it.
- e. After the file has been uploaded to the **Add a File** window, click **Add**.
- f. Enter **alternative text** to describe your image, or select the **This image is decorative** checkbox.
- g. Click **Ok**.



2) Insert a Media File (such as a Kaltura Mediaspace Video):

- a. Place your cursor where you want the media to appear in your content.
- b. Click the **Insert Stuff** icon. From here, you have several options as to what you can insert.





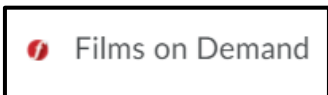
i. **YouTube Videos** – **Search** for the title of the video you want to insert in the search bar, **click** on your selected video in the search results, click **next**, then **insert**. You will then see your video embedded into the HTML editor.



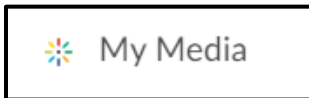
ii. **Links** – **Paste** the URL for the link you want to insert into the box, click **next**, **type** the text you would like to display for the link in the “link text” box, and click **insert**. There will then be a blue hyperlink displaying your chosen text and your selected link.



iii. **Enter Embed Code** – **Paste** your embed code into the box, click **next**, then click **insert**. You will then see your embedded object in the HTML editor.




iv. **Films on Demand** – **Search** for your desired film in the search bar. You then have the option to preview the film. Once you are ready to embed, select your **embed size**, then click **insert**. You will then see your film embedded into the editor.



v. **My Media (From Kaltura Mediaspace)** – This links to your mediaspace.minnstate.edu account. Mediaspace allows you to easily upload videos you have created to an HTML editor. For guides on video creation, please see our separate student guide for using Kaltura and Mediaspace.

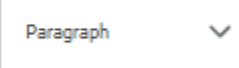
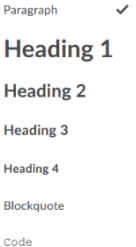















1. Once you click on the My Media option, a screen will show up with the media that you have created. You also have the option to express capture a new video using the **Add New** button.
2. Once you have found the media you would like to insert, click **Embed**.
3. Click **Insert**.
4. You will then see your media added into the HTML editor box.

Troubleshooting the HTML Editor:











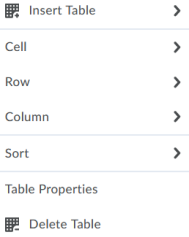










- *I keep getting the error message “‘Local Image paste has been disabled’ in HTML Editor?”*
 - The ‘local image paste has been disabled’ message is simply an indication that the tool cannot support pasted images in the HTML Editor. In most areas of a course, the message displays if the HTML Editor does not allow the image to be stored in the course. In those cases, you have the option to add an image (Insert Image) in the HTML Editor.
 -  Use the **Insert Image** icon to properly find and attach your desired image.









➤ What are all these different buttons for in the HTML Editor?

Icons	Action	Function/Description
	Format (Paragraph)	Applies the selected paragraph style to the selected text. This menu contains options to apply heading levels.
		
	Bold	Bolds the selected text.
	Italic	Italicizes the selected text.
	Underline	Underlines the selected text. This option is available from the Inline Formats drop-down menu.
	Strikethrough	Puts a line through the selected text as if it had been crossed out. This option is available from the Inline Formats drop-down menu.
	Subscript	Makes the selected text subscript. This option is available from the Inline Formats drop-down menu.
	Superscript	Makes the selected text superscript. This option is available from the Inline Formats drop-down menu.
	Select Color	Change the color of the selected text.
	Align Left	Aligns the selected paragraph to the left. This option is available from the Alignment drop-down menu.
	Align Right	Aligns the selected paragraph to the right. This option is available from the Alignment drop-down menu.
	Align Center	Aligns the selected paragraph in the center of the page. This option is available from the Alignment drop-down menu.
	Justify	Fully aligns the selected paragraph, creating flush margins on both sides. This option is available from the Alignment drop-down menu.
	Left to Right	Tags the selected paragraph's text direction as left-to-right to differ the text direction of the paragraph from other content in the HTML Editor. This option is available from the Alignment drop-down menu.
	Right to Left	Tags the selected paragraph's text direction as right-to-left to differ the text direction of the paragraph from other content in the HTML Editor. This option is available from the Alignment drop-down menu.
	Bulleted List	Inserts an unordered list. This option is available from the List drop-down menu.
	Numbered List	Inserts a numbered list. This option is available from the List drop-down menu.










	Increase Indent	Moves the margin of the current paragraph to the right. This option is available from the List drop-down menu.	
	Decrease Indent	Moves the margin of the current paragraph to the left. This option is available from the List drop-down menu.	
	Insert Stuff	Insert media (such as audio and video) files from a variety of sources, including MediaSpace.	
	Insert Quicklink	Insert a quicklink to a Brightspace resource, an External Learning Tool, or an external URL.	
	Insert Image	Inserts an image at the current location of the cursor.	
	Graphical Equation	Insert a graphical equation using the Equation Editor . This option is available from the Equation drop-down menu.	
	LaTeX Equation	Insert a LaTeX equation using the Equation Editor . This option is available from the Equation drop-down menu.	
	MathML Equation	Insert a MathML equation using the Equation Editor . This option is available from the Equation drop-down menu.	
	Chemistry Equation	Insert a chemistry equation using the Equation Editor . This option is available from the Equation drop-down menu.	
	Insert Table	Inserts a table at the current location of the cursor. This option is available from the Table drop-down menu.	
	Cell Properties	Changes the properties of the cell the cursor is located in. This option is available from the Table drop-down menu.	
	Merge Cells	Joins selected cells together. Existing content within the cells merges together. This option is available from the Table drop-down menu.	
	Split Cells	Splits the selected cell into two cells. Existing content inside the cell remains in the first cell; the second cell is empty. This option is available from the Table drop-down menu.	
	Insert Row Before	Adds a blank row before the row the cursor is located in. This option is available from the Table drop-down menu.	
	Insert Row After	Adds a blank row after the row the cursor is located in. This option is available from the Table drop-down menu.	
	Delete Row	Deletes the row the cursor is located in. This option is available from the Table drop-down menu.	
	Row Properties	Changes the properties of the row the cursor is located in. This option is available from the Table drop-down menu.	
	Cut Row	Copies and deletes the row your cursor is located in. This option is available from the Table drop-down menu.	
	Copy Row	Copies the row your cursor is located in. This option is available from the Table drop-down menu.	
	Paste Row Before	Pastes a previously copied or cut row before the row your cursor is located in. This option is available from the Table drop-down menu.	



	Paste Row After	Pastes a previously copied or cut row after the row your cursor is located in. This option is available from the Table drop-down menu.
	Insert Column Before	Adds a blank column before the column your cursor is located in. This option is available from the Table drop-down menu.
	Insert Column After	Adds a blank column after the column your cursor is located in. This option is available from the Table drop-down menu.
	Delete Column	Deletes the column your cursor is located in. This option is available from the Table drop-down menu.
N/A	Cut Column	Copies and deletes the column your cursor is located in. This option is available from the Table drop-down menu.
N/A	Copy Column	Copies the row your cursor is located in. This option is available from the Table drop-down menu.
N/A	Paste Column Before	Pastes a previously copied or cut column before the column your cursor is located in. This option is available from the Table drop-down menu.
N/A	Paste Column After	Pastes a previously copied or cut column after the column your cursor is located in. This option is available from the Table drop-down menu.
N/A	Sort by Column Ascending	Sort columns in ascending order. This option is available from the Table drop-down menu.
N/A	Sort by Column Descending	Sort columns in ascending order. This option is available from the Table drop-down menu.
N/A	Advanced Sort	Sort columns and rows (or selections) in ascending or descending order. This option is available from the Table drop-down menu.
N/A	Table Properties	Adjust general table properties (including border width) and apply a border or background style. This option is available from the Table drop-down menu.
	Delete Table	Deletes the table your cursor is located in. This option is available from the Table drop-down menu.
	Insert Attributes	Add attributes (Title, ID, Class, Style and Text Direction) to selected text without opening the Source Editor. This option is available from the Insert Other Options drop-down menu.
	Divider	Inserts a horizontal divider line. This option is available from the Insert Other Options drop-down menu.
	Emoji	Select an emoji to express feelings or mood. This option is available from the Insert Other Options drop-down menu.
	Insert Symbol	Enables you to insert symbols and other special characters. This option is available from the Insert Other Options drop-down menu.
Lato (Recommended) ▼	Font Family	Changes the font family of the selected text.
19px (Def... ▼	Size	Changes the font size of the selected text.
	More Actions	Toggles to show or hide additional options in the HTML Editor toolbar
	Fullscreen	Toggles the HTML Editor to maximize it to fullscreen.
	Format Painter	Copy and apply text formatting.



	Accessibility Checker	Check content to ensure that the HTML page conforms to WCAG and Section 508 accessibility standards.
	Word Count	Counts character and selection word count.
	Preview	Displays a preview of your HTML content in a new window.
	Source Code	Displays the code that structures and formats your content in the source editor view. Note: Use this view if you have experience with HTML and prefer to author your content in HTML or want to apply styles from a cascading style sheet (CSS). If you have HTML-based content from another application, you can also copy and paste that code into the source editor view.
	Undo	Undoes the last action.
	Redo	Redoes the last action.
	Resize	Manually resize the HTML Editor by clicking-and-dragging the viewing area.