

ANGEL[®] 7.3 HTML Editor Reference Manual



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Last Update for Version 7.3 – April 2008

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Conventions Used in This Manual

Typographic Convention	
Type Style	Represents
Example Text	Words or characters that appear on the window. These include field names, window titles, and pushbuttons.
<i>Example Text</i>	Words or characters you type into a field.

Abbreviation Convention	
Abbreviation	Represents
N	Normal view of the content item editor
A	Advanced view of the content item editor

Document Icons	
Icon	Icon Meaning
	Tip – a tip is a type of note that helps the users apply the techniques and procedures described in the text to their specific needs. A tip suggests an alternative method that may not be obvious and helps users understand the benefits and capabilities of the item.
	Note – Notes call the user's attention to information of special importance.
	Reference – Refers the user to another source of information.
	Caution – Caution advises users of actions that could potentially cause problems.

Illustrations used in this documentation were captured in Windows XP. Thus the appearance of windows and dialog boxes may vary slightly from that of other versions of Windows or on a Macintosh computer. The usage possibilities of this software are constantly evolving. The results presented in this handbook as examples may vary according to your version of the software.

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Introduction

Welcome to the ANGEL 7.3 HTML Reference Manual. This guide is designed to provide instructors students and mentors with an understanding of the HTML Editor.

ANGEL's editor is a full What You See Is What You Get (WYSIWYG) HTML editor specifically designed to work within the ANGEL LMS. The editor is present any place text can be formatted or edited.

Notable features include:

- Full WYSIWYG editing everywhere you're able to edit content within ANGEL.
- Simple menu options allow you find and link to any other content item within your course or the World Wide Web.
- The Insert Image tool features an integrated file / web browser with the ability to select a graphic, seamlessly upload it to the course, and then insert the photo into the document.
- Content template support allows for the creation of course content with a consistent look and feel.
- Integrated equation editor from industry-leader WebEQ
- Full table support makes it easier to present complex tabular data.
- Paste from MS Word feature allows you to paste into your HTML editor directly from MS Word.
- Edit window automatically resizes as you enter text – allowing the window to start small and expand dynamically as you add text.

Accessing Menus

The HTML editor is a toolbar which contains a menu of tools which will help you enhance your pages within ANGEL. The editor has three modes that are implemented to best support the user's current task:

- Full Menu – The menu bar with all 32 menu features active.
- Partial Menu – the menu bar with 16 menu features active. Available in ANGEL's Announcement Editor, Page Banner, Data management nugget, Page Folder, Institutional Resource nugget, Did you know nugget, About this section nugget, Course News and Events nugget and Syllabus nugget.
- Slim Menu – the menu bar with 13 menu features active. Available in ANGEL's Calendar feature.

The HTML editor includes the following menus and tools:



A B C D E F G H I J K L M N

Letter	Menu/Tool	Description	Full	Partial	Slim
A	Collapse/Expand toolbar arrow	Allows you to hide the HTML editor toolbar	✓		
B	Macro Icon	Allows you to create and edit macros.	✓	✓	✓
C	Edit menu	Allows you to cut, copy, paste, undo/redo, find, replace, select all and remove.	✓	✓	✓
D	Font Style menu	Allows you to bold, underline, italicize, strikethrough, superscript and subscript text.	✓	Bold, italic and underline only	Bold, italic and underline only
E	Link menu	Allows you to enter content and web links, remove links and create anchors.	✓	Content link, web link only	Content link, web link only
F	Media menu	Allows you to insert and format images, movies and Flash presentations.	✓	Images	
G	Insert menu	Allows you to use an HTML Widget, create and modify equations, insert special characters, use the universal keyboard, insert lines and page breaks.	✓	Equation editor and special characters only	Equation editor only
H	Table menu	Allows you to manipulate rows, columns and cells.	✓		
I	Form menu	Allows you to create forms using elements such as buttons, text fields and form parameters.	✓		
J	List menu	Allows you to add bullets, numberings and indents.	✓	Numbered and bulleted only	Numbered and bulleted only
K	Justify menu	Allows you to justify your text either left, right, center or block.	✓		
L	Text & Background color	Allows you to change your text and background colors.	✓		
M	Formatting & Styles arrow	Allows you to change your styles, fonts, font size and format your text.	✓	Font and Size only	Font and Size only
N	File Menu	Allows you to view HTML source code, spell check, preview, save or change	✓	Spell check only	Spell check

		<i>document properties.</i>			<i>only</i>
--	--	-----------------------------	--	--	-------------



You will need to disable pop-up blocking features to use some tools in the HTML editor. Failing to disable pop-up blocking may result in loss of information in the HTML editor and failure of the HTML Editing features.

Using the Toolbar and Menus

Before you can begin using the HTML editor, you need to be able to access the menus.

Access a menu

To access a menu, do the following:

- Click the ▼ symbol to expand the menu, then click the tool (e.g. cut, copy, past, web link, etc.)

Access a tool

To access a tool, do one of the following:

- Click the tool icon in the toolbar.
- Click the ▼ symbol to expand the menu, then click the tool (e.g. cut, copy, past, web link, etc.)

Collapse the toolbar

To collapse the toolbar, do the following:

- Click the **Collapse toolbar** arrow to hide ANGEL 's HTML toolbar.

Expand the toolbar

To collapse the toolbar, do the following:

- Click the **Expand toolbar** arrow to show ANGEL 's HTML toolbar.

Formatting and Editing Text and Paragraphs






You can format text and paragraphs as you would use a word processor — to add visual organization, emphasis, and structure. You can change the font, size, style, color and add effects such as underlining. You can also control indentation, add bullets and numbers, and set alignment.



The formatting you apply can either affect selected words or an entire paragraph. A general rule is that font properties (such as font, size, color and effects) can be applied to selected text, and paragraph properties (including alignment, bullets, numbering and formatting) affect entire paragraphs. For example, you can italicize a single word in a paragraph, but if you try to align the word to the right, the entire paragraph will be aligned.

The editing tools you can use include the ability to copy, cut and paste words, sentences, and paragraphs as plain text or with full Word formatting.



Formatting individual characters and words

Properties that you can set for words or characters include:



Icon	Description
 <input type="text" value="B Bold"/>	Bold – accentuates the text. This text is bold.
 <input type="text" value="I Italic"/>	Italic – causes the text to slant. <i>This text is in italics.</i>
 <input type="text" value="U Underline"/>	Underline – places a line under the text. <u>This text is underlined.</u>
<input type="text" value="ABC Strike Through"/>	Strikethrough – places a line through the text. This text is strikethrough.
<input type="text" value="x<sup>2</sup> Superscript"/>	Superscript – places the text slightly higher than other text on a line, such as a footnote reference mark. ^{This text is superscript} .
<input type="text" value="x<sub>2</sub> Subscript"/>	Subscript – places the text slightly lower than other text on a line. Subscripts are often used in scientific formulas. _{This text is subscript} .
	Color – allows you to affect the color of text.
	Background color- allows you to add highlight to selected text.
<input type="text" value="Style"/>	Style - Is as a set of pre-defined formatting instructions that you can use repeatedly throughout the document.

Icon	Description
	Font – affects how text appears on a page. Font will default to browsers default (usually Times New Roman or Times (on Macs)).
	Font Size – affects the size of the text on a page.


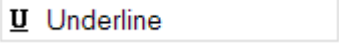
Apply bold formatting

1. Select the text you want to change.
2. Do one of the following:
 - Click **Bold** .
 - On the **Font Style** menu, select **Bold** .

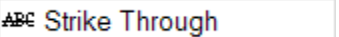
Apply italic formatting

1. Select the text you want to change.
2. Do one of the following:
 - Click **Italic** .
 - On the **Font Style** menu, select **Italic** .


Apply underline formatting

1. Select the text you want to change.
2. Do one of the following:
 - Click **Underline** .
 - On the **Font Style** menu, select **Underline** .


Apply strikethrough formatting

1. Select the text that you want to change.
2. On the **Font Style Menu** of the toolbar, select **Strike Through** .

Apply superscript text formatting

1. Select the text that you want to change.
2. On the **Font Style Menu** of the toolbar, select **Superscript** .

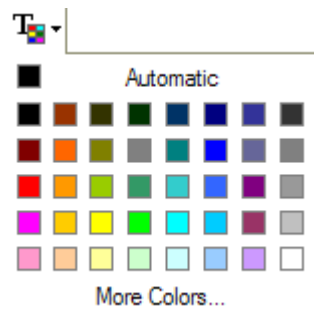
Apply subscript text formatting

1. Select the text that you want to change.
2. On the **Font Style Menu** of the toolbar, select **Subscript**  .

Change the color of text

The text color properties affect the color of text. It can be used on a specific character or a whole page.


1. Select the text you want to change.
2. Click **Text Color** .
3. Click the color you want.



You can select more colors by clicking More Colors, pointing to the color you want, and by clicking it. Once you've selected a color, it will show in the selected box. If you select another color, it will show in the highlighted box only until you click **OK**. To clear the selected color from within the **color picker**, click **Clear**.

If you do not highlight text, your chosen text color will apply to items typed from that point onwards.

Change the background color of text

1. Select the text you want to change.
2. Click **Background Color** .
3. Click the color you want.



You can select more colors by clicking **More Colors**, selecting the color you want, and by clicking it. Once you've selected a color, it will show in the **Selected** box. If you select another color, it will show in the **Highlighted** box only until you click **OK**. To clear the selected color from within the Select Color dialog box, click **Clear**.

If you do not select text, your chosen text color will apply to items typed from that point onwards.

Apply a different text style

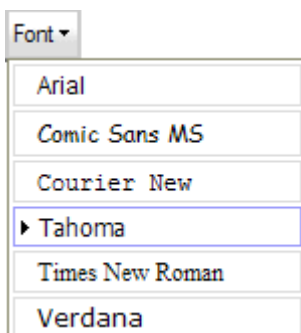
1. Select the text you want to change.
2. Click the **Style** icon.
3. Select the style you want.




The Style properties contain both character and paragraph styles. To apply the style to only the selected text, select a style with the word **Text** in the title.


Apply a different font to text

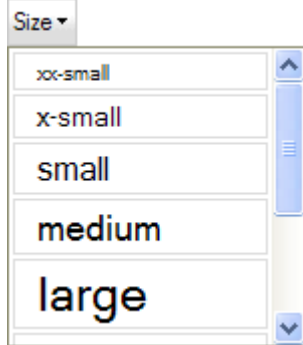
1. Select the text you want to change.
2. Click **Font** Font ▾.
3. Select the font you want.



 The current font is annotated by the ▶ symbol.








Change the size of text

1. Select the text you want to change.
2. Click **Size** .
3. Select the font you want.



Formatting paragraphs


Properties that you can set for paragraphs include:

Icon	Description
 Increase Indent	Indentation determines the distance of the paragraph from either the left or right margins.
 Decrease Indent	
 Left Justify  Center Justify  Right Justify  Block Justify	Left or right justify-determines the appearance and orientation of the edges of the paragraph: left-aligned, right-aligned, centered, or justified (justify: To adjust horizontal spacing so that text is aligned evenly along both the left and right margins).
 Format ▼	Format-allows you to select preselected text and heading format options from a drop-down list.


Indent

Indentation determines the distance of the paragraph from the left margin.

Increase the left indent of an entire paragraph


1. Place the insertion point into the paragraph you want to change.
2. On the **List** menu, select **Increase Indent**  .

Decrease the left indent of an entire paragraph

1. Place the insertion point into the paragraph you want to change.
2. On the **List** menu, select **Decrease Indent**  .

Align paragraphs horizontally on the page


Left Align Text

1. Place the insertion point into the paragraph you want to align to the left of the page.
2. On the **Justify** menu, select **Left Justify** .

Right Align Text

1. Place the insertion point into the paragraph you want to align to the right of the page
2. On the **Justify** menu, select **Right Justify** .

Center Align Text

1. Place the insertion point into the paragraph you want to align to the center of the page.
2. Click **Center Justify** .

Block Align Text

1. Place the insertion point into the paragraph you want to align along both the left and right of the page.
2. Click the arrow on the **Justify Menu**, select **Block Justify** .

Start a new line within the same paragraph

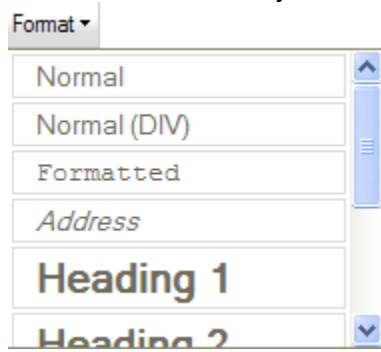
A line break ends the current line and continues the text on the next line of the same paragraph.

1. Place the insertion point where you want to create a new line.
2. Press SHIFT+ENTER.

Format



1. Place the insertion point into the paragraph you want to format.
2. Click **Format** .

3. Click the text format you want.



Formatting Bulleted, Numbered, and Multi-level Lists

You can add bullets or numbers to existing lines of text, or you can automatically create bulleted and numbered lists as you type.


Icon	Description
	Numbered lists display a sequential list of items.
	Bulleted list display a list of unordered items.

Numbered list


Numbered lists display a sequential list of items. You can select from upper and lowercase letters, numbers, or upper and lowercase Roman numerals.

<i>Lettered List</i>	<i>Numbered List</i>	<i>Roman Numeral List</i>
<i>a. Do this first</i>	<i>1. Do this first</i>	<i>I. Do this first</i>
<i>b. Do this second</i>	<i>2. Do this second</i>	<i>II. Do this second</i>
<i>c. Do this third</i>	<i>3. Do this third</i>	<i>III. Do this third</i>

Create a numbered list

1. Place insertion point at the target location.
2. Click **Insert/Remove Numbered List** .
3. Type the text you want to add next to the number, and then press ENTER.
4. To end the list, press ENTER again.

Create a numbered list using existing text

1. Do one of the following:
 - Select the items to which you want to add numbering.
 - Place insertion point at the target location.
2. Click **Insert/Remove Numbered List** .
3. To end the list, press ENTER again.

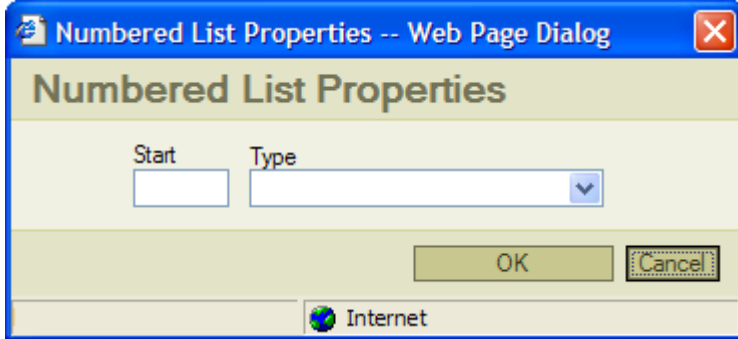
Format numbered list

1. Right-click any item in the numbered list you want to change.

- In the pop-up menu, click **Numbered List Properties**



- In the **Numbered List Properties**:



- Type the number to start the list in the **Start** box.
- Select the number format you want from the **Type** drop-down list.
- Click **OK**.



Click **Cancel** to exit the window without making changes.

Remove a numbered list

- Select the text from which you want numbers removed.
- Click **Insert/Remove Numbered List**




To remove a single number, click the number, and then press BACKSPACE.

Bulleted list


Bulleted list are used to present a list of unordered items — that is, items that don't need to be numbered. You can select from circle, disc or square bullets.

<i>Disc List</i>	<i>Circle List</i>	<i>Square List</i>
<ul style="list-style-type: none"> • <i>apples</i> • <i>melons</i> • <i>grapes</i> 	<ul style="list-style-type: none"> ○ <i>apples</i> ○ <i>melons</i> ○ <i>grapes</i> 	<ul style="list-style-type: none"> ▪ <i>apples</i> ▪ <i>melons</i> ▪ <i>grapes</i>


Create a bulleted list

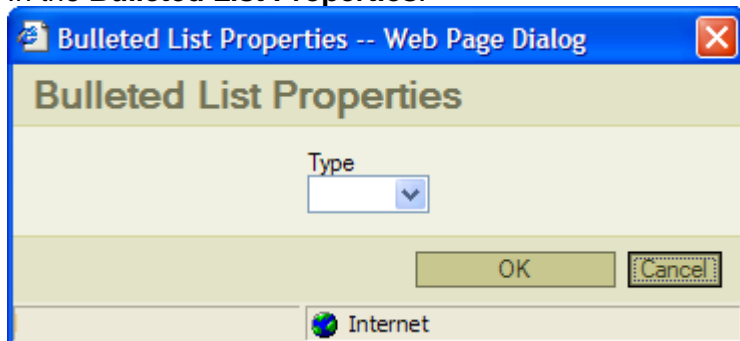
1. Place insertion point at the target location.
2. Click **Insert/Remove Bulleted List** .
3. Type the text you want to add next to the bullet, and then press ENTER.
4. To end the list, press ENTER again.

Create a bulleted list using existing text

1. Do one of the following:
 - Select the items to which you want to add bullets.
 - Place insertion point at the target location.
2. Click **Insert/Remove Bulleted List** .
3. To end the list, press ENTER again.

Format bulleted list

1. Right-click any item in the bulleted list you want to change.
2. In the pop-up menu, click **Bulleted List Properties** .
3. In the **Bulleted List Properties**:




- a. Select the list format you want from the **Type** drop-down list.
- b. Click **OK**.



Click **Cancel** to exit the window without making changes.

Remove a bulleted list

1. Select the text from which you want bullets removed.
2. Click **Insert/Remove Bulleted List** .







To remove a single bullet, click the number, and then press BACKSPACE.

Multilevel list

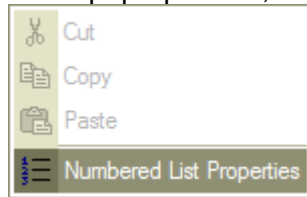
You can create lists that have multiple nested levels and specify different list formats for each level. For example, the following list uses different numbering styles at each level.

<i>Multilevel Numbered List</i>	<i>Multilevel Bulleted List</i>
<p>1. Chapter</p> <p> a. Heading</p> <p> i. Topic</p> <p> 1. Detail</p> <p> ii. Topic</p> <p> 1. Detail</p> <p> 2. Detail</p> <p> b. Heading</p>	<ul style="list-style-type: none"> • Chapter <ul style="list-style-type: none"> ○ Heading <ul style="list-style-type: none"> ▪ Topic <ul style="list-style-type: none"> • Detail ▪ Topic <ul style="list-style-type: none"> • Detail • Detail ○ Heading

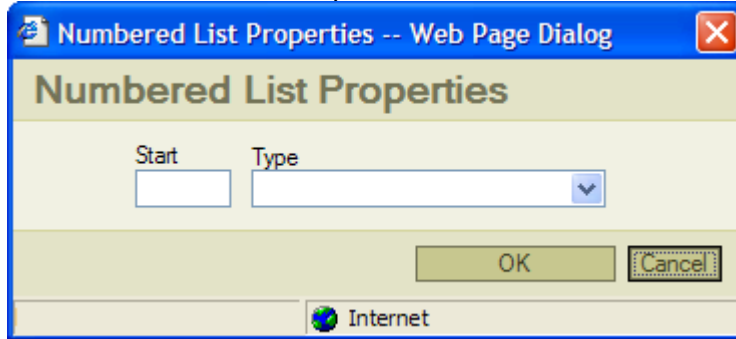
Create a multilevel list

- Place insertion point at the target location.
- Click either **Insert/Edit Numbered List**  or **Insert/Edit Bulleted List** .
- For each item you want in the list, regardless of its level, type the item, and then press ENTER.
- When you have typed the last item, press ENTER twice to end the list.
- To place each item on the correct level, do one of the following:
 - To move items down to the next level, select the items, and then click **Increase Indent**  **Increase Indent**.
 - To move items up to the previous level, select the items, and then click **Decrease Indent**  **Decrease Indent**.
- To apply list formats to the different levels, do one of the following:
 - Format numbered list:
 - Right-click any item in the list you want to change.

- b. In the pop-up menu, click the **Numbered List Properties**.



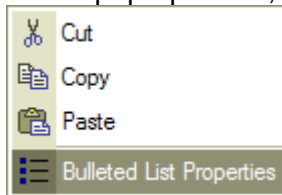
- c. In the Numbered List Properties:



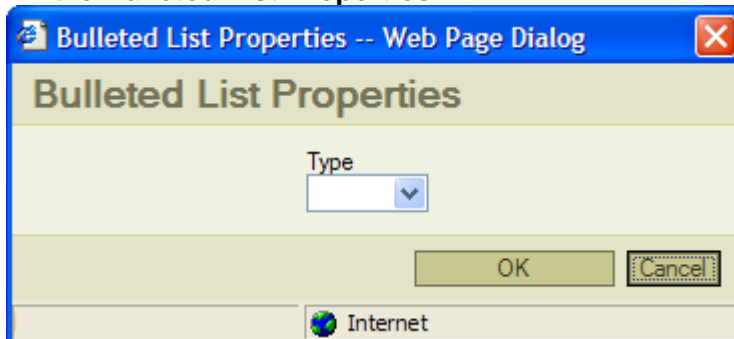
- i. Type the number to start the list in the Start box.
- ii. Select the number format you want from the Type drop-down list.
- iii. Click **OK**.

- Format bulleted list:

- a. Right-click any item in the list you want to change.
- b. In the pop-up menu, click the **Bulleted List Properties**.



- c. In the **Bulleted List Properties**:















- i. Select the list format you want from the **Type** drop-down list.
- ii. Click **OK**.

Editing Text and Paragraphs

The Edit Menu is used to make changes to your text. Using the same type of features as a word processing program, you can


- undo or redo an action
- cut, copy or paste sections of text and images
- paste text as plain text or with Word formatting
- find, replace, or select all text
- remove formatting from text

Within this group of tasks the Paste function is represented as and icon. All functions are accessed through the Edit Menu .

Icon	Description
 Undo	Undo- allows you to undo the most recent action taken.
 Redo	Redo- allows you to redo the most recent action taken.
 Cut	Cut- allows you to Remove the highlighted text.
 Copy	Copy- allows you to copy the highlighted text.
 Paste	Paste- Paste the text you copied (with or without formatting)
 Paste as plain text	Paste as plain text- allows you to remove formatting from text before pasting it into the text area.
 Paste from Word	Paste from Word- allows you to paste text from Word into the HTML editor retaining the exact replica of the Word document. You should always use this option when copying from Word.
 Find	Find- allows you to find specific words or phrases for editing or deletion.
 Replace	Replace- allows you to replace words or phrases with new wording.
 Select All	Select All- allows you to select the entire text to format.
 Remove Format	Remove Format- allows you to remove all formatting from text.


Undo

Undo reverses the last action you performed in the HTML editor. Undo has a twin feature called Redo. You can undo 15 levels of actions.


- Click the arrow on the **Edit Menu**, select **Undo**  Undo

Redo

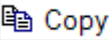
Redo reverses the last Undo action. If you accidentally undo too many actions, Redo puts them back into your page. You can redo 15 levels of actions.

- Click the arrow on the **Edit Menu**, select **Redo**  Redo

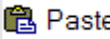
Cut

1. Select text you want to cut.
2. On the **Edit Menu**, select **Cut**  Cut

Copy

1. Select text you want to cut.
2. On the **Edit Menu**, select **Copy**  Copy

Paste

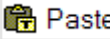
1. **Cut** or **Copy** the item you want to Paste.
2. Reposition the insertion point at the target location.
3. On the **Edit Menu**, select **Paste**  Paste




If the text contains formatting from Word, you will receive a message “The text you want to paste seems to be copied from Word. Do you want to clean it before posting?” Refer to Paste from Word below.

If the text contains formatting from non-Word applications, the HTML editor will copy the formatting when the item is pasted.

Paste as plain text

1. **Cut** or **Copy** the item you want to **Paste**.
2. Reposition the insertion point at the target location.
3. On the **Edit Menu**, select **Paste**  Paste as plain text

Paste from Word

1. **Cut** or **Copy** the item you want to **Paste**.
2. Reposition the insertion point at the target location.
3. On the **Edit** menu, select **Paste from Word**  Paste from Word

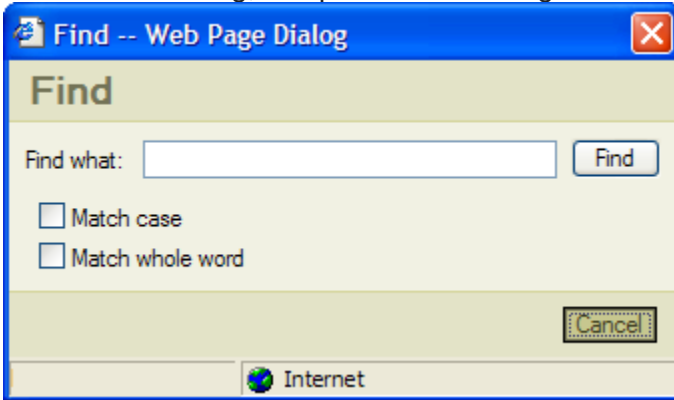
4. Do you want to clean the text before posting?

<i>If</i>	<i>Then</i>
Yes	<ol style="list-style-type: none"> 1. Click OK. 2. In <i>Paste from Word</i>: <div data-bbox="521 390 1317 1045" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <ol style="list-style-type: none"> a. Paste your text in the box provided. b. Check Ignore Font Face definitions to remove the Word font styles. c. Check Remove Style definitions to remove the Word formatting styles. d. Click OK.
No	Your text is pasted from Word, applying the Word styles and formatting.

Find

1. On the **Edit Menu**, select **Find**  Find


- On the **Find** dialog, complete the following fields:

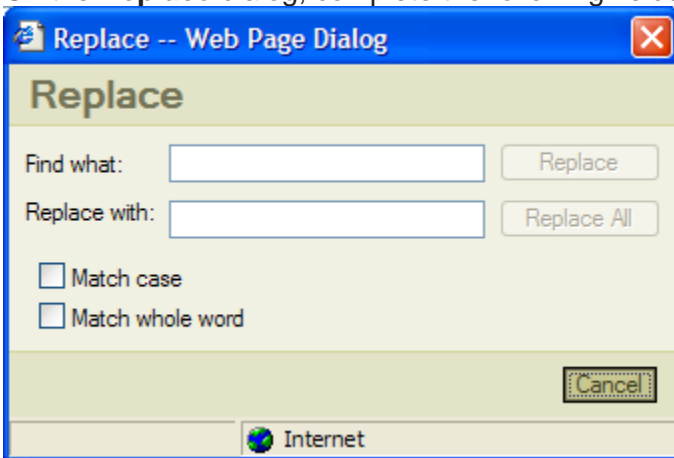


Field	Description
Find What	The text you want to search for.
Match case	Match the case format.
Match whole word	Match the full word(s). Ignores partial matches.

- Click **Find**.
- Click **Cancel** to close the dialog.

Replace

- On the **Edit Menu**, select **Replace** 
- On the **Replace** dialog, complete the following fields:



Field	Description
Find What	The text you want to search for.
Replace With	The replacement text.
Match case	Match the case format.

Field	Description
Match whole word	Match the full word(s). Ignores partial matches.

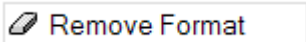
- a. Click **Replace** or **Replace All**.
- b. Click **Cancel** to close the dialog.

Select All

To select all text:

- On the **Edit** menu, select **Select All** .

Remove format

1. Select the text from which you want to remove formatting.
2. On the **Edit** menu, select **Remove Format** .


Creating Macros

Macros are preprogrammed shortcuts which perform a series of actions. Macros can be created and shared across courses, groups and resource libraries to which you have editor access. The creation of macros allows you to create the item once and use it multiple times in your courses, groups or resource libraries.


For example, if you'd like to automatically insert a salutation (e.g. Hello class!) at the beginning of each page, you can create a macro which allows you to insert the phrase, versus retyping it for every page.

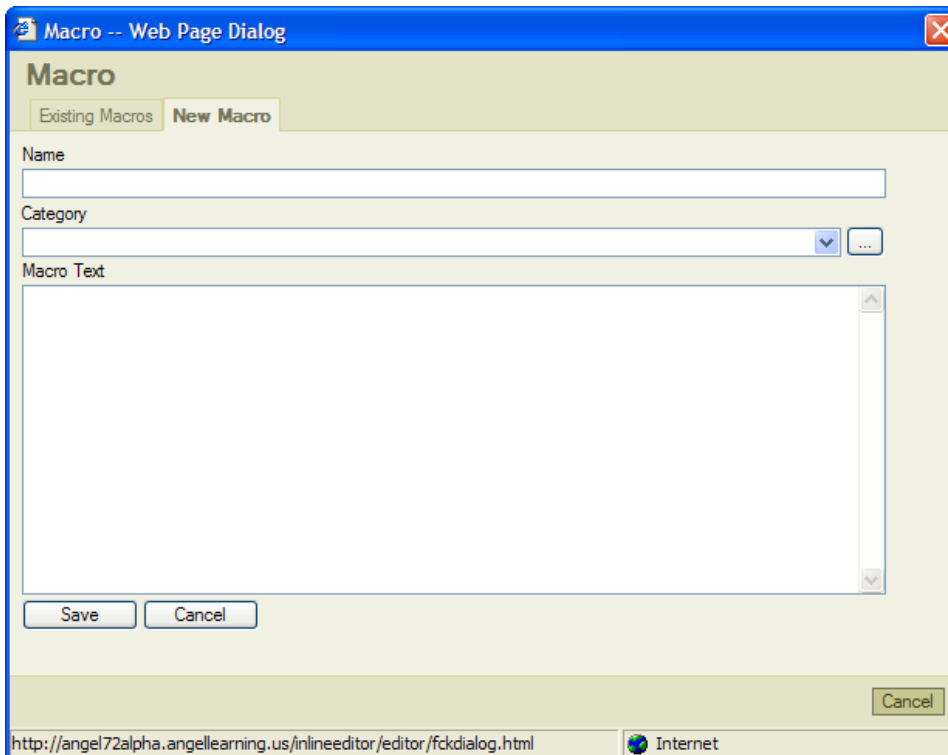
After your macro has been created you can use it on the page you are creating or share it in other course, groups or resource libraries to which you have editing rights.

The following is a list of macro tools:

Icon	Description
	Insert/Edit Macro- allows you to create or edit shortcuts that perform a series of actions

Create a new Macro


1. Click **Insert/Edit Macro** .
2. Click the **New Macro** tab.
3. In the **New Macro** tab, complete the following fields:

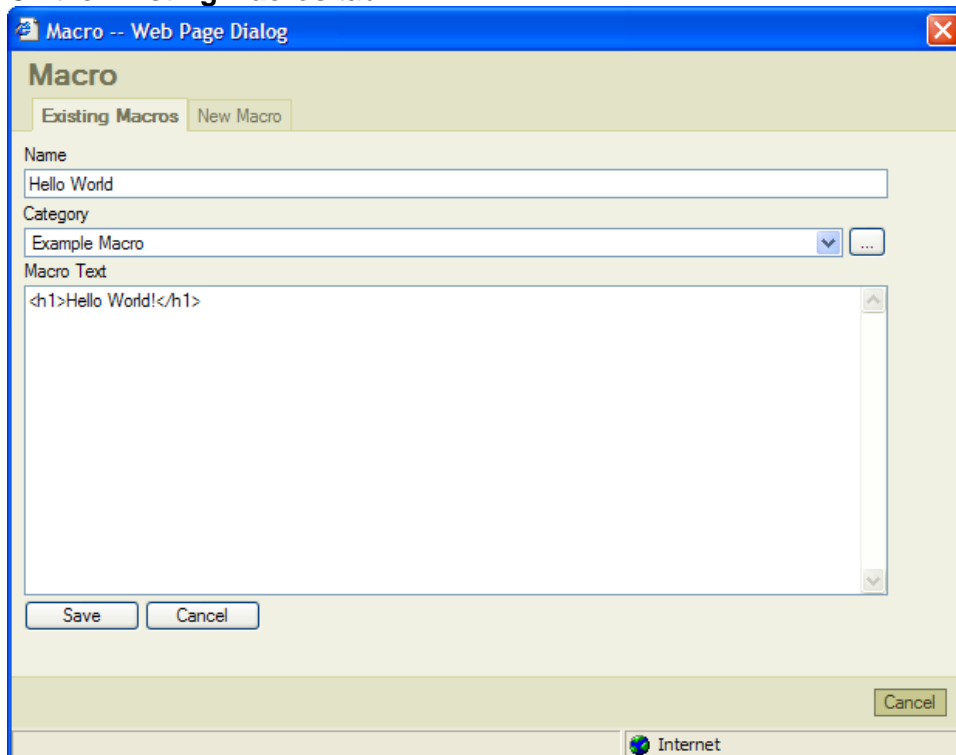


<i>Field</i>	<i>Action</i>
Name	The name of your macro.
Category	The category for the macro. Do one of the following to define the category: <ul style="list-style-type: none"> • Chose the category from the drop-down-down list . • Click the new macros button to create a new category
Macro text	The text to be inserted into the text area when the macro is played. Formatting of the text requires HTML tags.

4. Click **Save**.

Edit a Macro

1. Click **Insert/Edit Macro** .
2. On the **Macro** dialog, select the Category from the drop-down-down list.
3. Select the macro you want to edit and click **Edit**.
4. On the **Existing Macros** tab:




- a. Update the name, category and macro text as necessary.
- b. Click **Save**.

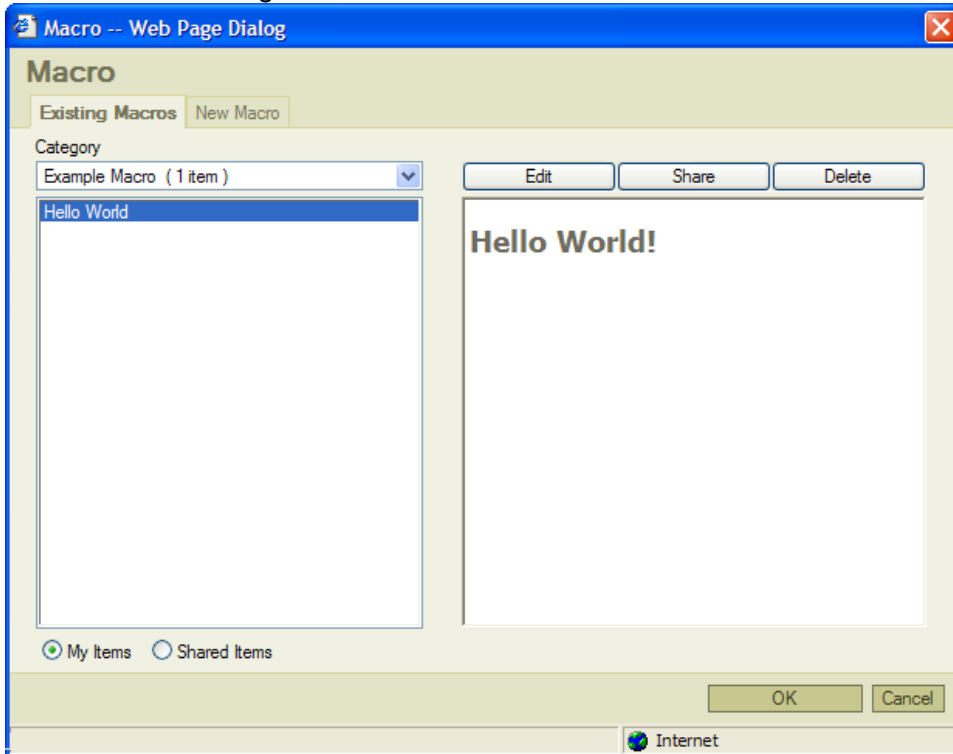


To apply the updated macros to your new page, you will need to use the **Insert a Macros** function.

You can past HTML from Source, but not from the editor window.

Insert a Macro

1. Click **Insert/Edit Macro** .
2. On the **Macro** dialog

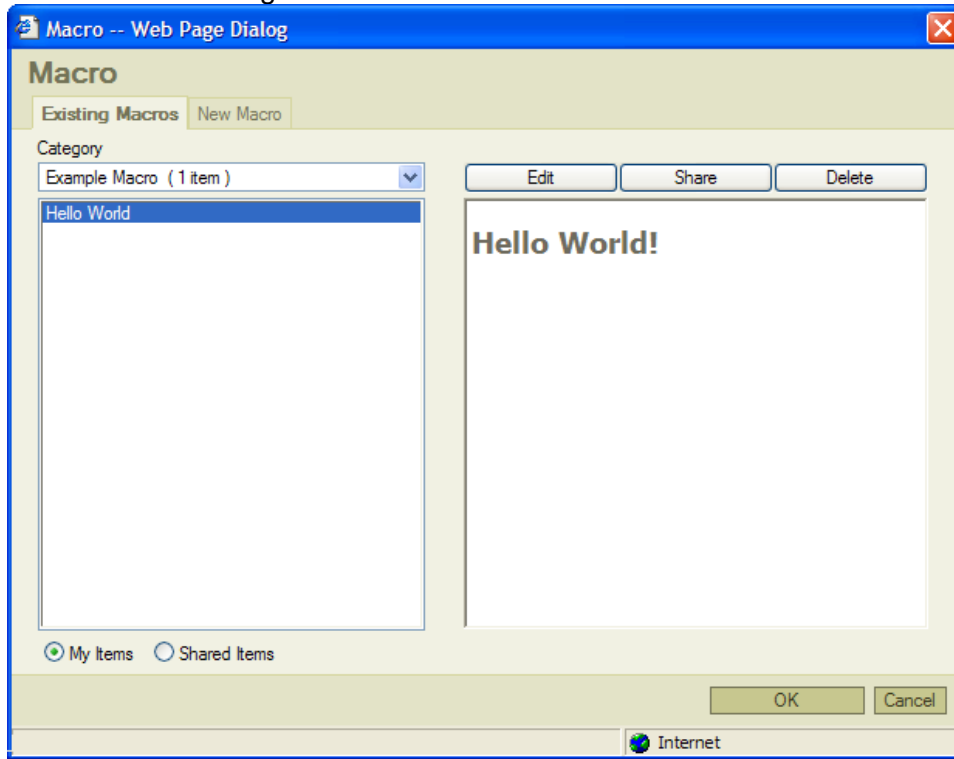


- a. Select the **Category** from the drop-down-down list.
- b. Click the macro you want to insert from the category on the left side of the window.
- c. Click the **OK** button.

Delete a Macro

1. Click the **Insert/Edit Macro** icon.

2. On the **Macro** dialog:



- a. Select the **Category** from the drop-down-down list.
- b. Click the macro you want to delete.
- c. Click **Delete**. You are prompted, “Permanently delete this item?”

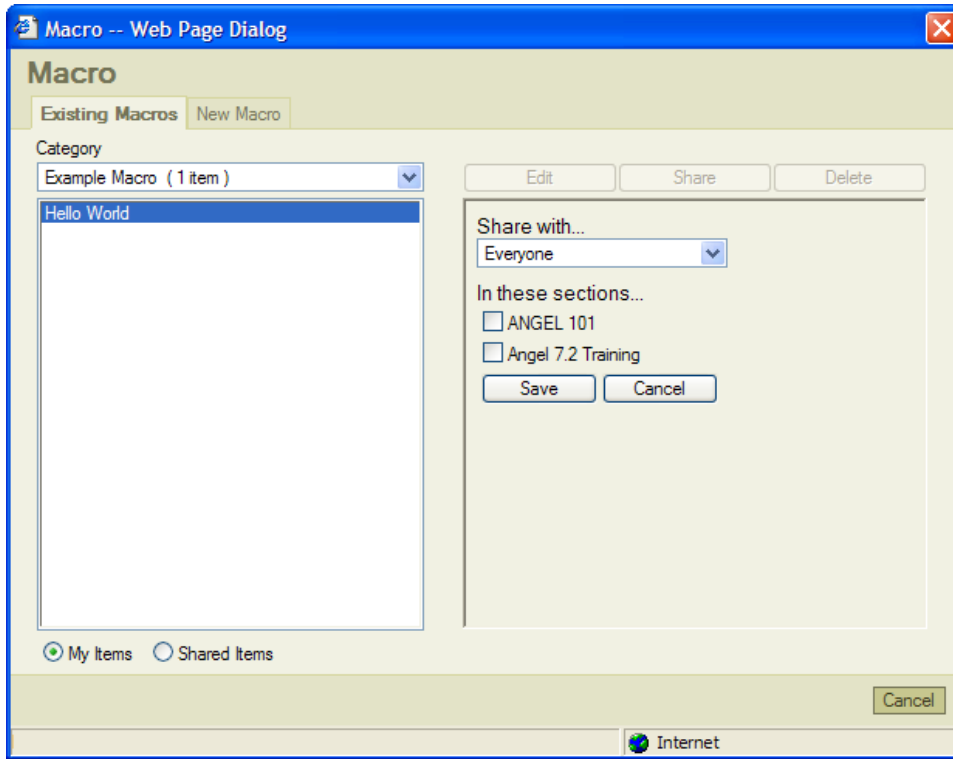
<i>If</i>	<i>Then</i>
Yes	<i>Click OK to delete the macros from your list and from the Category options.</i>
No	<i>Click Cancel to return you to the Existing Macros tab.</i>

- d. Click the OK button.

Share a Macro

1. Click the **Insert/Edit Macro** icon.
2. On the **Macro** dialog, select the **Category** from the drop-down-down list. Your list of macros from that category is listed in the text area on the left side.
3. Select the macro you want to share.

- Click **Share**.



- Complete the following fields:









<i>Field</i>	<i>Description</i>
Share with...	<i>The minimum course rights required to use the shared macro.</i>
In these sections...	<i>The course/group section to share the macro with.</i>

- Click **Save**.

Inserting Hyperlinks

A hyperlink is a link from one page or file to another. On a page, you may want to insert a hyperlink to some other website or to a document you uploaded to your server. A hyperlink is usually displayed by a distinguishing feature such as a different color, font or style. When a hyperlink is clicked, the destination is displayed, opened, or run, depending on the type of destination. The destination is frequently another page, but it can also be a picture, a multimedia file, a document, an e-mail address, or a program.

To create, edit and remove hyperlinks, you will use the following tools found on the Link Menu:

Icon	Description
 	Insert/Edit Web Link - Add or remove hyperlink from highlighted text. Used to add or edit links outside the ANGEL environment or an anchor within a page.
 	Insert Content Link - Used to create links to areas in system where links exist or will exist based on an upload.
 	Remove Link - allows you to remove a hyperlink you've inserted in a page.
 	Anchor - allows you to create bookmarks within pages inside and outside of ANGEL.

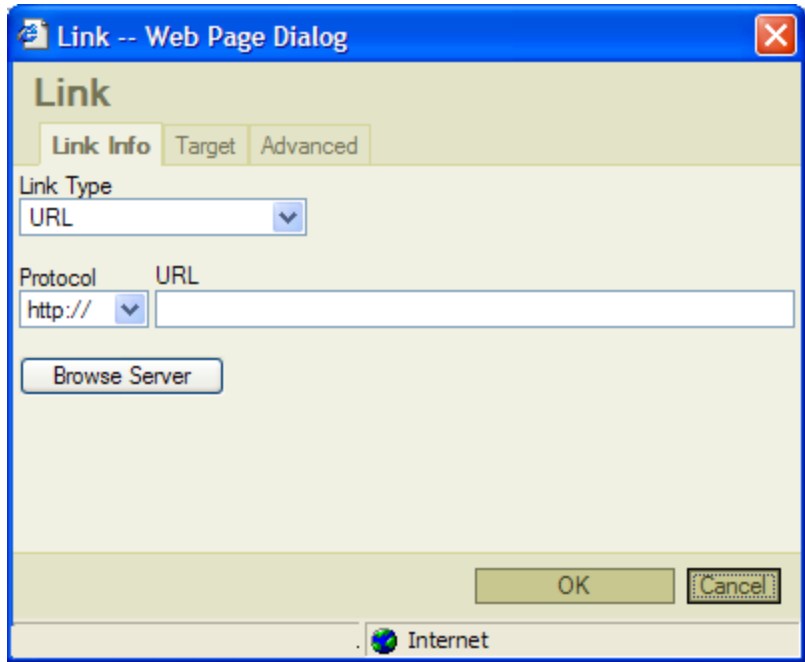
Web Link

A web link is used to create a reference or navigation element to another section of the same page, to an email or to another page on the internet.

Create a link to a web address (URL)

1. Select the text or image you want to use as the hotspot for the link.

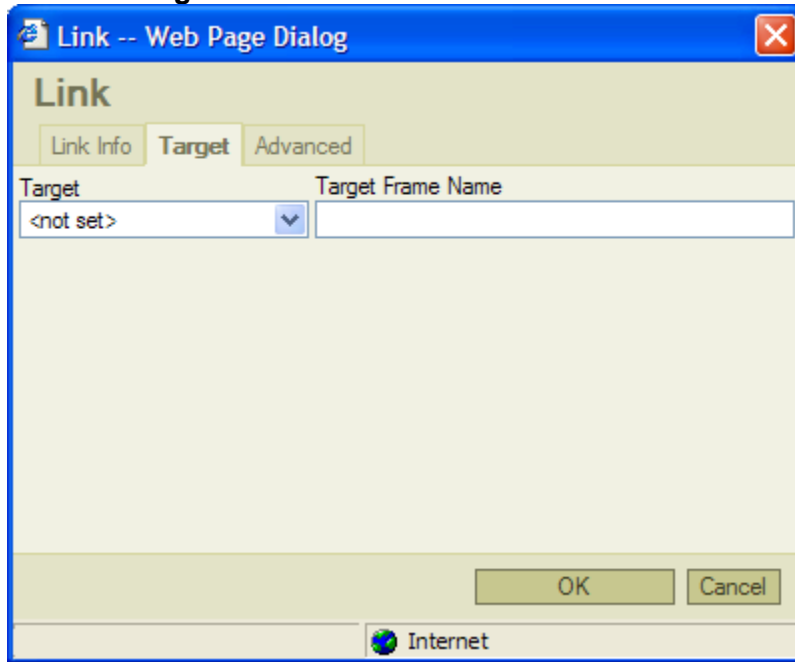
2. Click **Web Link** .



3. On the **Link info** tab, complete the following fields:

Field	Description
Link Type	Specifies link type (e.g. URL, Link to anchor in the text, E-mail). For a web link to a page on the internet, select URL.
Protocol	Specifies the protocol from the drop-down list. (e.g. http, https, ftp, news, other).
URL	Specifies the URL or address of the web page the link will display.

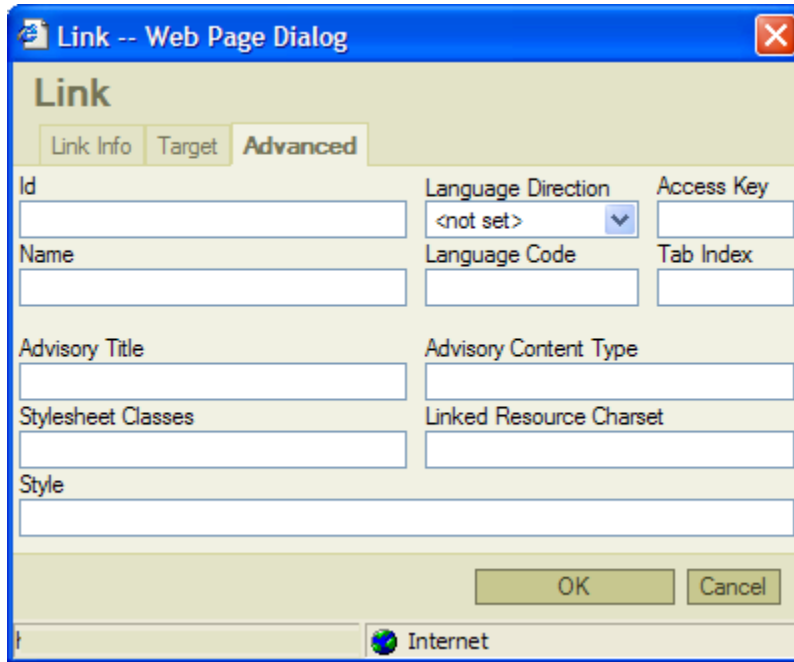
4. Click the **Target** tab.



5. Optionally, complete the following fields:

Field	Description
Target Type	Select the Target Type from the drop-down list. <ul style="list-style-type: none"> • Frame: A frame within the current frame. • Pop-up Window: Opens in a pop-up window. • New Window: Opens in a new window. • Topmost Window: Opens in topmost window which replaces your current window. • Same Window: Opens in the same window you are using. • Parent Window: Opens in new window unless you are in frames.
Target Frame Name box	When using the target type of Frame, this specifies the name of the frame the target displays.

- Click the **Advanced** tab.




- Optionally, complete the following:

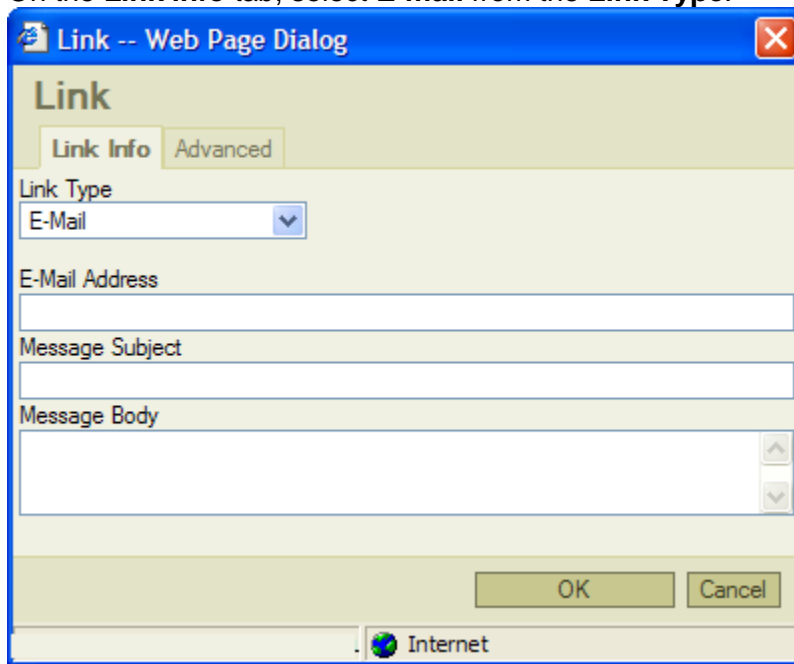
Field	Description
Id	The id attribute may be used to create an anchor at the start tag of any HTML element. (HTML Id attribute).
Language Direction	Specifies the base direction of directionally neutral text. Possible values: <ul style="list-style-type: none"> • Left-to-right • Right-to-left
Access Key	A single character that defines the shortcut key (ALT + character) that "clicks" on the link.
Name	The anchor name. Used to link to an anchor within a page.
Language Code	Specifies the base language of the target URL.
Tab Index	Defines the position in tabbing order.
Advisory Title	Defines the text that displays when the user moves the mouse over the link.
Advisory Content Type	Provides gives an advisory hint as to the content type of the target URL. Examples include "text/html", "image/png", "image/gif", "video/mpeg", "text/css", etc.
Stylesheet Classes	Assigns a class name or set of class names to an element.

Field	Description
Linked Resource Charset	Specifies the character encoding of the target URL.
Style	Allows entry of custom CSS style information for the element.

8. Click **OK**.

Create a link to an e-mail address

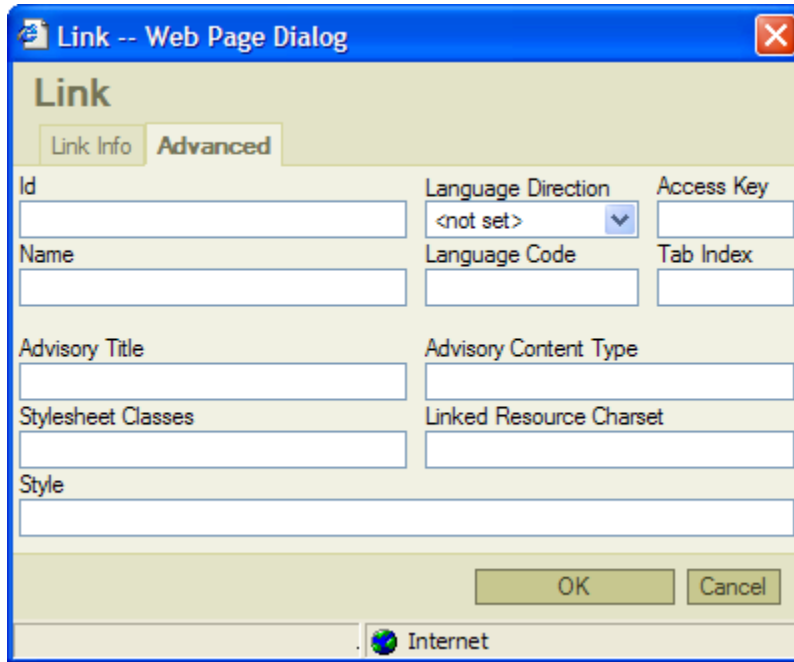
1. Click **Web Link** .
2. On the **Link info** tab, select **E-mail** from the **Link Type**.



3. Complete the following fields:

Field	Description
E-mail Address	The recipients email address
Message Subject	The subject of the message to be sent.
Message Body	The information to be contained in the message body.

- Click the **Advanced** tab.



- Optionally, complete the following:

Field	Description
Id	The id attribute may be used to create an anchor at the start tag of any HTML element. (HTML Id attribute).
Language Direction	Specifies the base direction of directionally neutral text. Possible values: <ul style="list-style-type: none"> • Left-to-right • Right-to-left
Access Key	A single character that defines the shortcut key (ALT + character) that "clicks" on the link.
Name	The anchor name. Used to link to an anchor within a page.
Language Code	Specifies the base language of the target URL.
Tab Index	Defines the position in tabbing order.
Advisory Title	Defines the text that displays when the user mouse-over the link.
Advisory Content Type	Provides gives an advisory hint as to the content type of the target URL. Examples include "text/html", "image/png", "image/gif", "video/mpeg", "text/css", etc.
Stylesheet Classes	Assigns a class name or set of class names to an element.

Field	Description
Linked Resource Charset	Specifies the character encoding of the target URL.
Style	Allows entry of custom CSS style information for the element.

11. Click **OK**.


Edit web link

1. Right-click on the hyperlink and click **Edit Link**.

Remove web link

2. Select the hyperlink you want to remove.

3. Do one of the following:

- On the **File Menu**, select **Remove Link** .
- or


Click the **Insert/Edit Content Link** .

- In the **URL** box, highlight the URL and press **Delete**.
- or
- Right-click on the hyperlink and click **Remove Link**.



Content Link

A content link is used to create a reference or navigation element to an item within the ANGEL LMS environment. There are five different areas which you can link to from a course:

Content Area	Description
Personal Files	Personal Files allows you to link to files stored in your personal file manager (within the Toolbox select Personal Home page > Files link). This is useful for users who want to link to the same file resource from multiple courses or locations. This approach is not recommended when building a master course image that will be used by multiple instructors because the source image would be deleted in the event the instructor's account is ever deleted from the system.
Associated Files	Associated Files displays all file resources (html page, images, PowerPoint, Adobe .pdf, etc.) uploaded to the current content item. This is the recommended location for file resources if the content item needs to remain portable – meaning that the content item (quiz, page, folder, etc.) needs to support export to a different course or location as is commonly the case with

Content Area	Description
	content items in learning object repositories. When a content item is exported or copied from another course, all file resources for the content item are exported/copied as well.
Course Files	<p>Course Files displays the root view of all associated files for all content items in the course. This option can be helpful when dealing with multiple content items that need to the same file resources within the course (i.e. repeated course images, etc.). File resources within the course file manager are always exported with the course, but are not included when importing/exporting a single content item (i.e. from a repository). Therefore, this approach can be effective for individual instructor courses and master courses, but should not be used to store file resources for repository content items.</p> <div data-bbox="435 695 1408 791" style="border: 1px solid black; padding: 5px;">  WebCT/Bb/IMS/Standard Zip Import all place their files in the Course Files area. </div>
Map	The Map displays a birds-eye view of the course content, course tabs and select course tools/reports allowing the editor to create links to specific content items, tools or tabs. If HTML anchors exist in the page item or an uploaded webpage, the appropriate syntax (i.e. #anchor1) can be added to the end of the resultant link to provide direct navigation to that portion of the document.
Icons	The Icons area displays a list of image resources that has been populated by your institutions ANGEL Administrator. This option can be helpful when dealing with content which applies to any course/group within the system (e.g. logo's, banners, icons). The location of these icons is in the ...\\AngelThemes\System\Icons\ area within ANGEL.

Insert content link

1. Do one of the following:
 - Select **Insert Content Link**. 
 - On the **Link Menu**, select **Content Links** 
2. On the **Content Links** dialog, do the following:
 - Choose the tab for which you need to upload files.
 - Click **New Folder** to create a new folder, if applicable.
3. On the tab(s) you've selected, do the following:
 - Click **Browse** and select a file. (Available for Personal, Associated or Course only.)
 - Click **Upload File**.

or

- In the **Path** box, select an existing file, map path or icon. Your link will be inserted into the HTML editor window.

Edit content link

1. Right-click on the hyperlink and click **Edit Link**.
2. On the **Content Links** dialog, edit the hyperlink properties.
3. Click **OK**.

Remove content link

1. Select the hyperlink you want to remove.
2. Do one of the following:

- On the **File Menu**, select **Remove Link** .

or

Click the **Insert/Edit Content Link** .

- In the **URL** box, highlight the URL and press **Delete**.

or

Right-click on the hyperlink and click **Remove Link**.

Using Anchors

An essential feature of a web pages is the ability to connect (hyperlink) pages, media files and programs. A hyperlink can be made from one resource to another or from one location within a resource to another. Both the source and the destination of a link are anchors (sometimes called bookmarks).

For example, you may have a page with several topics. At the end of each topic, you may want to include an anchor which when clicked will bring users back to the top of a topic or back to the table of contents.

Creating an anchor is a two step process. First, you will create an anchor and then you will create a link to the anchor.


When creating an anchor, naming it is very important. The name is an opportunity to remember for what purpose you created it. In the example above, you might name your anchor 'top', which signifies that by clicking the anchor, you will be returned to the top of a page or section.

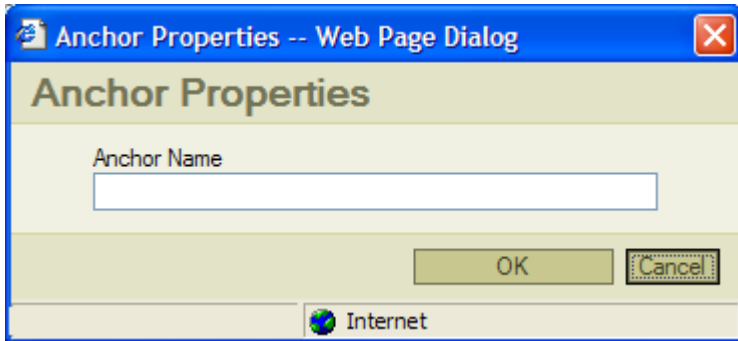
Some other tips for naming your anchors:


- Create short, one word names.
- Do not use underscores (_).
- Do not use uppercase letters. Some web browsers differentiate between upper and lowercase.

- Do not include punctuation marks or symbols.
- Do not use numbers.


Add an anchor

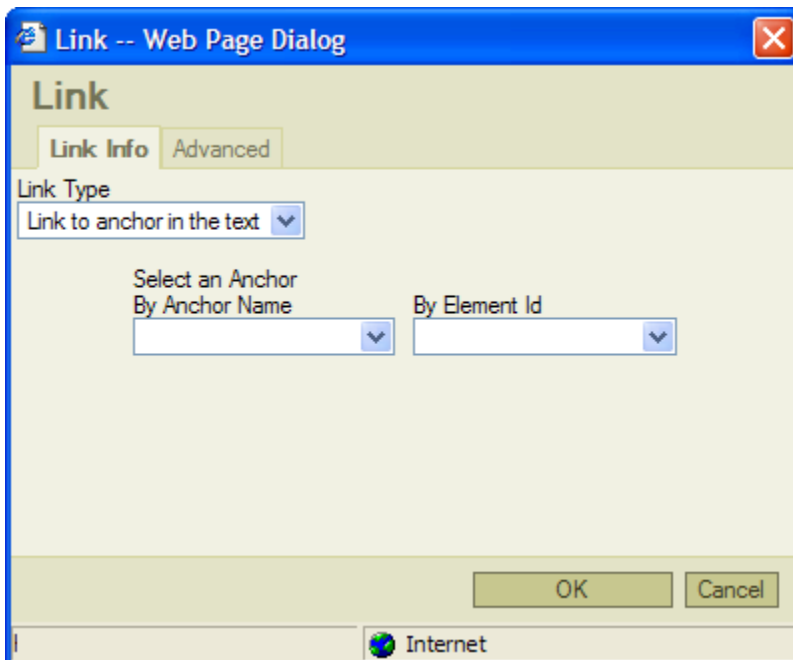
1. Position the insertion point at the target location.
2. On the **File Menu**, select **Anchor**  Anchor



3. In the **Anchor Properties** dialog, type the **Anchor Name**. The anchor icon  will appear at the anchor point.

Insert a link to an anchor

1. Select the text or image you want to use as the hotspot for the link.
2. Click **Web Link** .
3. On the **Link** tab, select **Link to anchor in text** from the **Link Type** list.



4. Complete one of the following:

- Select an anchor by Anchor Name.
 - Select an anchor by Element Id.
5. Click **OK**.

Tables

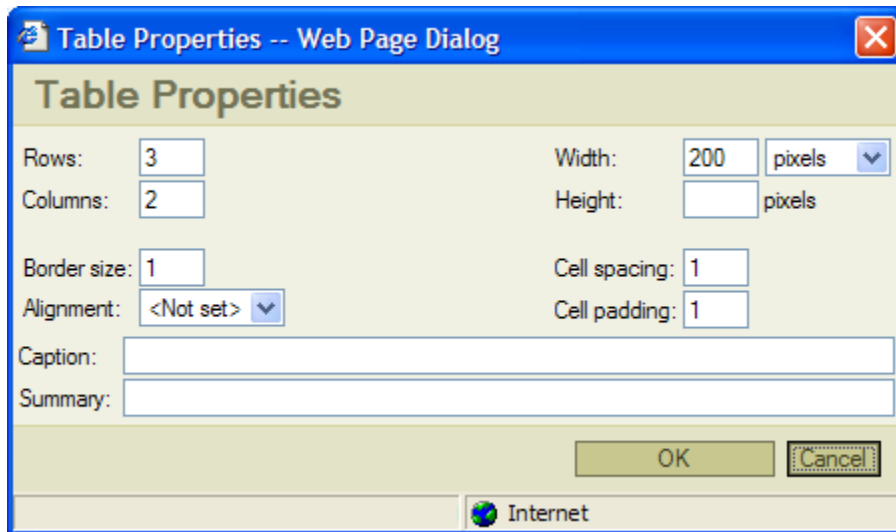
A table is made up of columns and rows of cells into which you can insert text and graphics. There are several different ways you can use tables, and you can customize your tables in a variety of ways to make them more attractive and easy to read.

The tables tool allows you to arrange data such as text, images, links, forms, etc. into columns and rows of cells.

Create a table and set its properties

1. Position the insertion point where you want to insert the table.
2. Do one of the following:

- Click **Insert/Edit Table** .
- Click the **Table Menu** and select **Insert/Edit Table**  Table




3. Complete the following:

Field Name	Description
Rows	Specifies the number of rows.
Columns	Specifies the number of columns.
Alignment	Specifies the position for the table on the page.
Width	Specifies the width of the table in either pixels or as a percentage of the window width.
Height	Specifies the height of the table in pixels.
Border size	Specifies the width you want for the table border in pixels. If you do not want a border, type 0.

Field Name	Description
Cell spacing	Specifies a number in the Cell padding box.
Cell padding	Specifies a number in the Cell spacing box.
Caption	Specifies a caption in the Caption box.
Summary	Specifies a summary of the table for use with speech-synthesizing/non-visual browsers, if applicable.

4. Click **OK**.



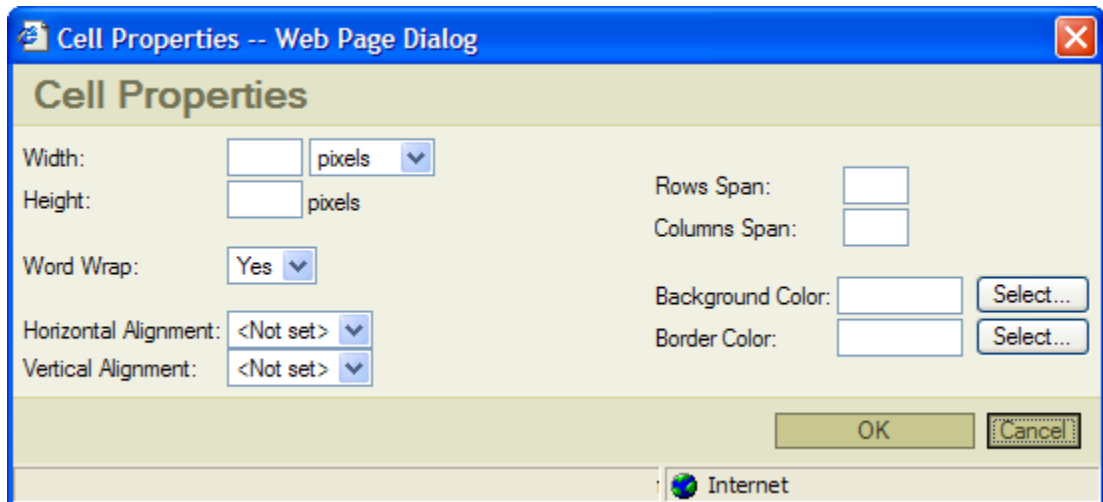
When a table is present on your page you can right-click in the table and a pop-up menu is presented with possible table operations.

Cell Properties

Tables are comprised of cells. Each cell can be formatted by using cell properties.

Set the properties of a table cell

1. Select the cells you want to change.
2. Right-click, and then click **Cell > Cell Properties** on the pop-up menu.



3. Complete the following fields:


Field Name	Description
Width	Specifies the size of the cell width in either pixels or as a percent.
Height	Specifies the size of the cell height in pixels.
Word Wrap	Allows text to wrap in a cell

Field Name	Description
Horizontal Alignment	Specifies the horizontal position for the text within the cell.
Vertical Alignment	Specifies the vertical position for the text within the cell.
Row Span	Specifies the number of rows you want the cells to span.
Column Span	Specifies the number of columns you want the cells to span.
Background Color	Specifies the color background.
Border Color	Specifies the border color of tables.


4. Click **OK**.

Add a cell, row, or column to a table


Insert a cell

1. Position the insertion point in a cell to the left of where you want to add a cell.
2. On the **Table menu** of the toolbar, select **Insert Cell**  .


Insert a row

1. Position the insertion point in a cell above where you want to add a new row.
2. On the **Table menu** of the toolbar, select **Insert Row**  .

Insert a column

1. Position the insertion point in a cell to the left of where you want to add a new column.
2. On the **Table menu** of the toolbar, select **Insert Column**  .

Insert a table within a table

1. Position the insertion point in a cell where you want to add a new table.
2. Do one of the following:
 - Click **Insert/Edit Table**.
 - On the **Table menu** of the toolbar, select **Table**  .

Formatting table cells

Split cells

1. Position the insertion point in the cell you want to divide.
2. Right-click the cell and then click **Cells > Split Cells** on the pop-up menu.

Merge cells


1. Select the cells you want to combine.
2. Right-click the selection and then click **Cells > Merge Cells** on the pop-up menu.

Delete all or part of a table


Delete a table

1. Select the cells you want to delete.
2. Right-click and select **Delete Table** on the pop-up menu.


Delete a cell

1. Select the cells you want to delete.
2. On the **Table menu** of the toolbar, select **Delete Cell**  **Delete Cells**.

Delete a row

1. Select the rows you want to delete.
2. On the **Table menu** of the toolbar, select **Delete Row**  **Delete Rows**.

Delete a column




1. Select the columns you want to delete.
2. On the **Table menu** of the toolbar, select **Delete Column**  **Delete Columns**.

Inserting Image, Flash and Movies

In the HTML editor, you can add images, Flash presentations and movies. These elements visually enhance your pages as well as provide rich content for a variety of audiences and learning types.

You can use images on your page for a variety of reason. In addition to being decorative, graphics can be useful in providing information, examples or even navigational buttons.

The Media menu, contains the following tools:

Icon	Description
 <input type="text" value="Image"/>	Image - inserts an image (e.g. .jpg, .tiff, .bmp)
 <input type="text" value="Flash"/>	Flash - inserts a Flash presentation file.
 <input type="text" value="Movie"/>	Movie - inserts a movie file. This could be an .mp3, au, avi, wmv...

Using Images

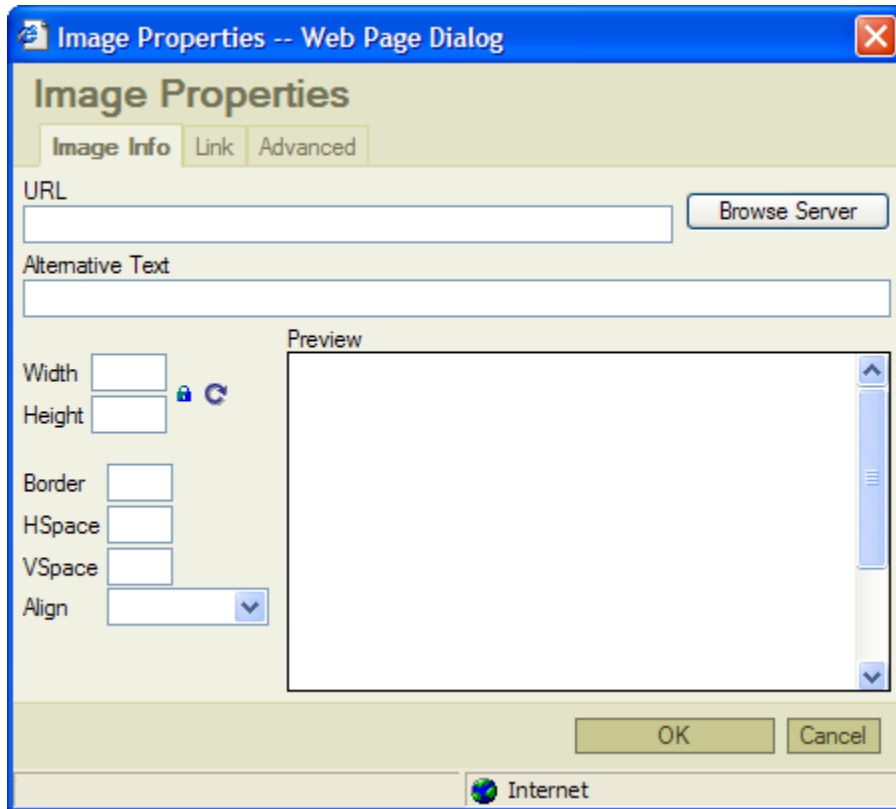
Images are a good way to make your content more visual. Images can include elements such as logos, line art, simple graphics. There are several image formats that can be used on the internet. The following are the most common.

Format	Description
.gif	<p>GIF (Graphics Interchange Format) is an 8-bit-per-pixel bitmap image format that was introduced by CompuServe in 1987 and has since come into widespread usage on the World Wide Web due to its wide support and portability.</p> <p>The format uses a palette of up to 256 distinct colors. It also supports animations and allows a separate palette of 256 colors for each frame.</p>
.jpg	<p>JPEG (Joint Photographic Experts Group) provides for lossy compression of images. The file format is typically used for high-end images or photographs.</p> <p>The format uses a palettes of 16.7 million colors.</p>
.png	<p>PNG (Portable Network Graphics) is a bitmapped image format that employs lossless data compression. PNG was created to improve and replace the GIF format, as an image-file format not requiring a patent license.</p> <p>The format uses a palettes of 24-bit RGB colors or grayscale.</p>


Add images


1. Position your cursor where you want to insert the image.
2. Do one of the following

- Click the **Insert/Edit** image .
- On the **Media Menu**, select **Image**  Image

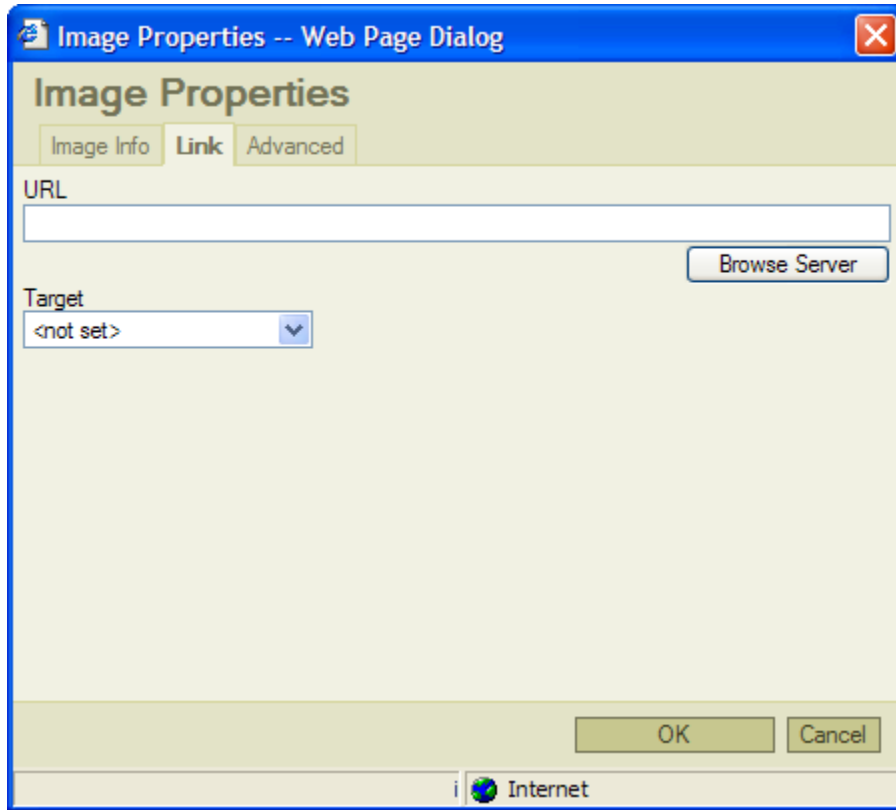


3. On the **Image Properties** dialog, complete the **Image Info** tab:

Field	Description
URL	The web address of the image to display. Click Browse to navigate to the image location.
Alternative Text	Used by Web browsers to display text during image downloads for users who have graphics turned off, and for users who rely on screen-reading software to convert graphics on the screen to spoken words.
Width	Sets the width of an image. Can be enters in pixels or as a percentage.
Height	Sets the height of an image. Can be enters in pixels or as a percentage.
 Lock Ratio	Select to lock image aspect ratio (relationship of the height and width of an image). When selected, re-sizing wither the height

Field	Description
	or width automatically maintains the ratio of the other.
 Reset Size	Select to reset the image to its original size.
Border	The size of the border in pixels around the graphic. This is a way to indicate that they can click the graphic.
HSpace	Defines white space, in pixels, on the left and right side of the image.
VSpace	Defines white space, in pixels, on the top and bottom of the image.
Align	<p>Specifies how to align the image according to surrounding text. Left - Aligns the image will be left justified. Text will begin at the top of right of the image</p> <ul style="list-style-type: none"> • Abs Bottom - Aligns the bottom of the first line of text with the bottom of the image • Abs Middle - Aligns the top of the first line of text with the middle of the image • Baseline - Aligns the bottom of the image with the baseline of the text. The baseline is the line along which the bottom of most letters rest, but below which some letters dangle, such as j and y. • Bottom - Aligns the bottom of the image aligns with the baseline of the line containing the image. • Middle - Aligns the center of the image aligns with the bottom of the first text line • Right - Aligns the image will be right justified. Text will start at the top left of the image • Text Top - Aligns the first line of text will align with the top of the image. • Top - Aligns the top of the image aligns with the tallest item on the line containing the image.

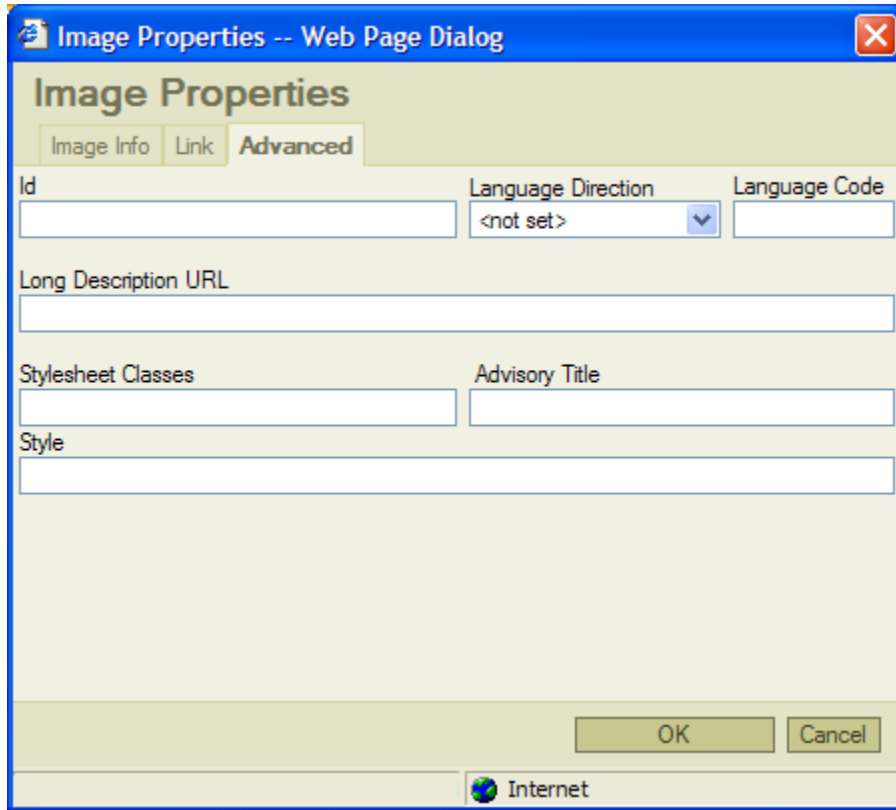
4. If the image to be used as a hyperlink. Click the **Link** tab.



5. On the **Link** tab, complete the following:

Field	Description
URL	The web address of the link to display when the image is clicked. Click Browse to navigate to the link page.
Target	Select the Target from the drop-down list. <ul style="list-style-type: none"> • New Window (_blank): Opens in a new window. • Topmost (_top): Opens in topmost window which replaces your current window. • Same Window (_self): Opens in the same window as the image. • Parent Window (_parent): Opens in new window..


6. Optionally, click the **Advanced** tab



7. Optionally, complete the following:

Field	Description
Id	The id attribute may be used to create an anchor at the start tag of any HTML element. (HTML Id attribute).
Language Direction	Specifies the base direction of directionally neutral text. Possible values: <ul style="list-style-type: none"> • Left-to-right • Right-to-left
Language Code	Specifies the base language of the target URL.
Long Description URL	Specifies the URL of a document that contains an extended description of the resource.
Stylesheet Classes	Assigns a class name or set of class names to an element.
Advisory Title	Defines the text that displays when the user mousse-over the link.
Style	Allows entry of custom CSS style information for the element.


8. Click **OK**.

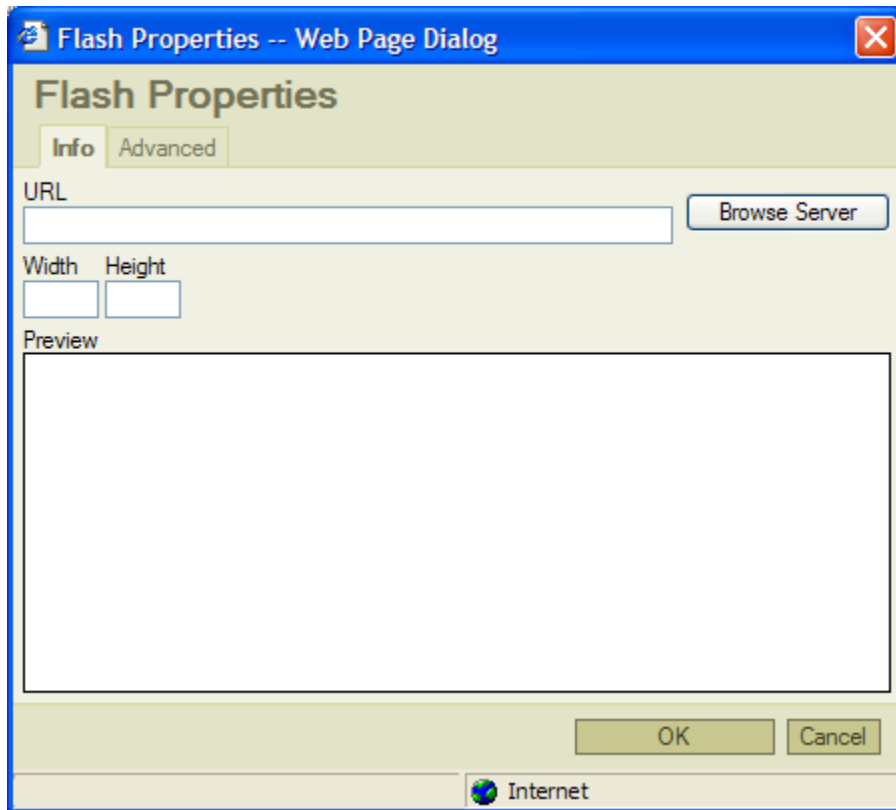
 Click **Cancel** to exit the window without making changes.

Using Flash

Flash, refers to both the Adobe Flash Player and to a multimedia authoring program used to create content (such as web applications, games and movies). Flash presentations are a good way to add interactive content to your pages.

Adding Flash presentations

1. Position your cursor where you want to insert the Flash presentation.
2. On the **Media Menu**, select **Flash**  Flash .



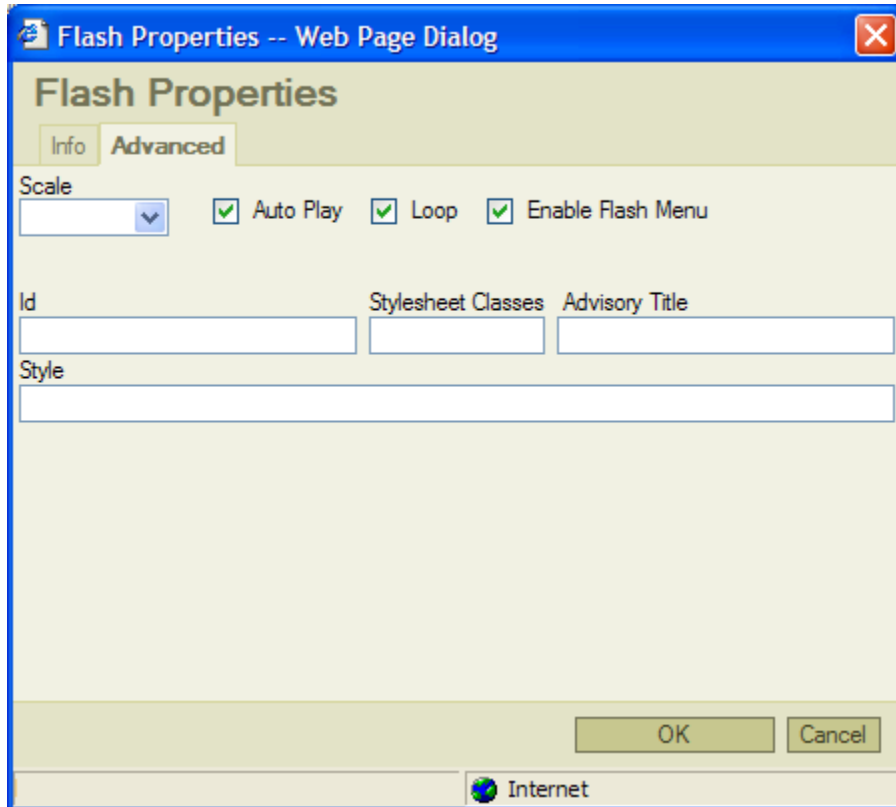
3. On the **Flash Properties** dialog **Info** tab, complete the following fields:

Field	Description
URL	Specifies a web address of the Flash file. Select the browse button to navigate to the file if it is located in the course or is to be uploaded to the course.
Width	Specifies the width to display the Flash presentation in pixels.

Field	Description
Height	Specifies the height to display the Flash presentation in pixels.

 You can preview your Flash file in the **Preview** pane.

4. Click the **Advanced** tab.



5. Optionally, complete the following

Field	Description
Scale	<p>Allows you to specify the scale of the movie. Options include:</p> <ul style="list-style-type: none"> • Show all makes the entire movie visible in the specified area without distortion, while maintaining the original aspect ratio of the movie. Borders may appear on two sides of the movie. • No Border scales the movie to fill the specified area, without distortion but possibly with some cropping, while maintaining the original aspect ratio of the movie. • Exact Fit makes the entire movie visible in the specified area without trying to preserve the original aspect ratio.

Field	Description
	Distortion may occur.
Auto Play	Specifies whether the movie begins playing immediately on loading in the browser.
Loop	Specifies whether the movie repeats indefinitely or stops when it reaches the last frame.
Enable Flash Menu	Gives users a several options for controlling the video.
Id	The id attribute specifies a unique identifier which maybe used in CSS styling or DOM manipulation.
Stylesheet classes	A space separated list of CSS classes to apply to the element.
Advisory Title	Defines the text that displays when the user mousse-over the link.
Style	Allows entry of custom CSS style information for the element.



Auto Play, Loop and Enable Flash Menu are checked by default.

6. Click **OK**.



Click **Cancel** to exit the window without making changes.

Using Movies

Movies are a good way to make your content more engaging. Movies are generally different from Flash presentations in that movies are larger in file size and movies cannot contain Flash presentations (versus Flash presentations which are generally smaller in file size, contain much more animation and can contain movies).

There are several movie formats that can be used on the internet. The following are the most common. For each movie format, a plug-in or helper application must be installed on the computer of the user viewing the movie.

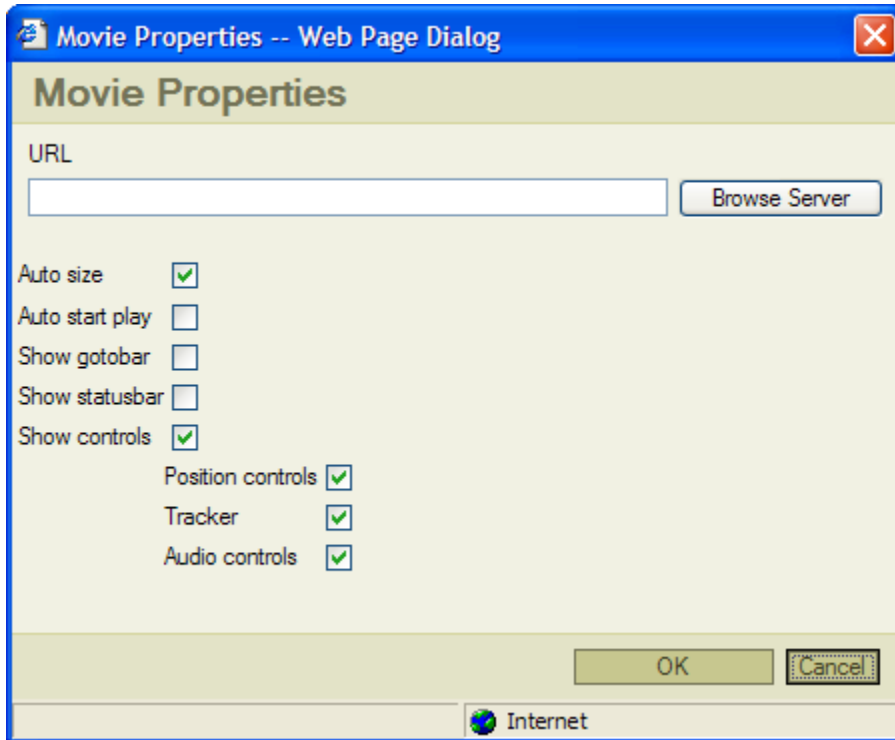
Format	Description
.avi	Short for audio/video interleaved. Originally developed as a rival to Quicktime format for Windows machines but will be playable on most computers via helpers and plug ins. It can use several compression schemes and is becoming increasingly popular. Most digital video cameras shoot in .avi format

Format	Description
.mov	These file types are based on the Quicktime (QT) system. It's designed initially for the Mac platform but is now usable via a plugin and helper application on most other operating systems. You can load the standard quicktime player™ from Apple for free as well as get access to a host of resources. QT has some great compression schemes which often make QT files smaller without loss of quality.
.mpeg	This format takes it's name from the developing group (motion Pictures Expert Group). Remains an important web video file type due to the range of compression that can be applied. Unlike avi and Qucktime not developed for a particular operating system.
.wmv	Windows Media Video. Part of Microsoft's windows media format WMV files can be downloaded or streamed. Microsoft have tons of resources at http://www.microsoft.com/windows/windowsmedia/default.asp many of which are free to download.
.rm	RealVideo® files. These are the archetypal streamed video files. One of the first and still most popular streamed media format. The basic player can still be downloaded for free at http://www.real.com/ .

Adding Movies

1. Position your cursor where you want to insert the movie.

2. On the **Media Menu**, select **Movie**  Movie



3. On the Movie Properties dialog, complete the following fields:

Field	Description
URL	<i>Specifies a web address of the Movie file. Select the browse button to navigate to the file if it is located in the course or is to be uploaded to the course.</i>
Auto size	<i>Automatically creates a display size for the player based on the size of the movie clip.</i>
Auto play	<i>Automatically begins to play the movie once the page is loaded.</i>
Show gotobar	<i>The GoToBar looks for markers that have been inserted into the movie file and create a drop-down table of contents for the file allowing users to skip to a particular section.</i>
Show statusbar	<i>Shows users how long the movie has been playing, how much time is left. Anything else? (Don't Know)</i>
Show controls Position controls Tracker Auto	<i>Automatically displays the movie controls. Position controls automatically places controls in a certain area of the window. What is tracker and auto controls? (Don't Know)</i>

controls	
URL	<i>Specifies a web address of the Movie file. Select the browse button to navigate to the file if it is located in the course or is to be uploaded to the course.</i>



Auto size, Show controls, Position controls, Tracker, and Auto controls are checked by default.

4. Click **OK**.



Click **Cancel** to exit the window without making changes.

Forms

A form is a collection of fields that you use for gathering information from your page. Visitors fill out a form by typing text, clicking radio buttons and check boxes, and selecting options from drop-down menus. After filling out the form, visitors submit the data they entered, which can be processed in a variety of ways depending on the form handler you set up.

The general steps in creating a form are:

1. Decide what kind of information to collect, and then start a form.
2. Add fields to the form.
3. Set up how you want to handle the information you collect from the form.

Form fields are the individual fields on a form that are used to gather information. Each field is identified by a Name and Value pair. The Name is the identifier for the form elements that can be referred by name once the form is submitted. The Value field is the information entered by the visitor. For example, if you define a text field named *MyField*, and the visitor enter *Hello World* into the field and submits the form; the name/value pair would be *MyField=hello world*.

<p>Text Field Use text fields to collect a small amount of text, such as a name or a number.</p> <p><i>Enter your e-mail address:</i></p> <input type="text" value="someone@microsoft.com"/>	<p>Radio buttons Use radio buttons when you want the site visitor to select only one option from a group.</p> <p><input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C</p>
<p>Text Area Use text areas to collect one or more lines of text, such as a comment. This field scrolls to accommodate varying amounts of text.</p> <p><i>Sign my guest book:</i></p> <input type="text"/>	<p>Selection field Use a selection field to present the site visitor with a list of choices. This field is similar to using a group of radio buttons, but takes less space on your form. You can configure a drop-down menu to allow one or multiple selections.</p> <p><i>Select a product:</i> <input type="text" value="Product 1"/></p>
<p>Checkbox Use check boxes for optional items. The site visitor can select or clear the check box. They can also select multiple items.</p> <p><input checked="" type="checkbox"/> <i>Yes, I would like to receive updates</i></p>	<p>Button Use buttons to let site visitors submit the form after filling it out, clear fields by resetting the form or run your custom scripts.</p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/></p>

After a visitor submits the form, you must collect the data that was entered — the form results — so you can view them, display them to the visitor, or work with them as needed. ANGEL provides a technique which saves the results to a file associated with the Lesson item (post.htm

in the Associated File Manager for the item). Each time a visitor submits a form, the results are append the file. You can then open the file and view the results.

Define the Form

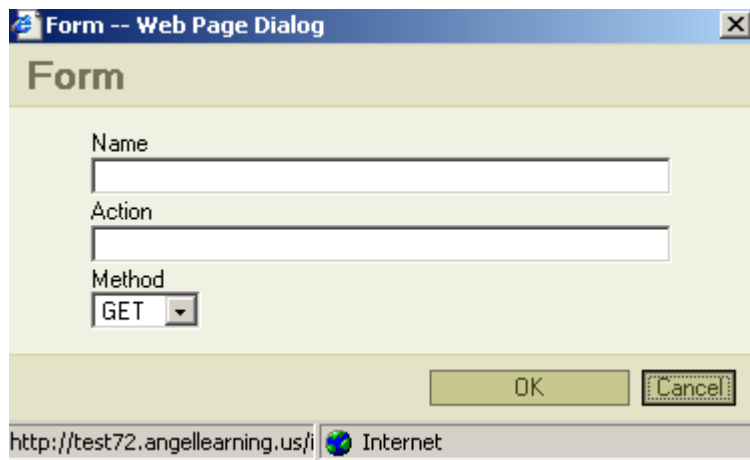
Before adding form elements, you must first define the form.

1. Do one of the following:

- Click the **Form**  icon.

- On the **Form Menu**, select **Form**  Form

2. On the Form dialog, complete the following fields:



<i>Field</i>	<i>Description</i>
Name	Type a name for your form.
Action	Type the name of the form handler. If you are using the ANGEL form handler, type \$POST_URL\$ into the Action field.
Method	Select GET or POST . <ul style="list-style-type: none"> • GET passes the form information to the form handler (Action) via the URL. As the total size of a request (URL+params) approaches or exceeds 1Kb, you are well-advised to use POST in any case. • POST passes the form information to the form handler (Action) in the body of HTTP request. There is no size limit on the amount of information being sent via POST. If you are using the ANGEL If you are using the ANGEL form handler, select POST.



A red dotted line appears in the HTML Editor. You can now add elements to your form

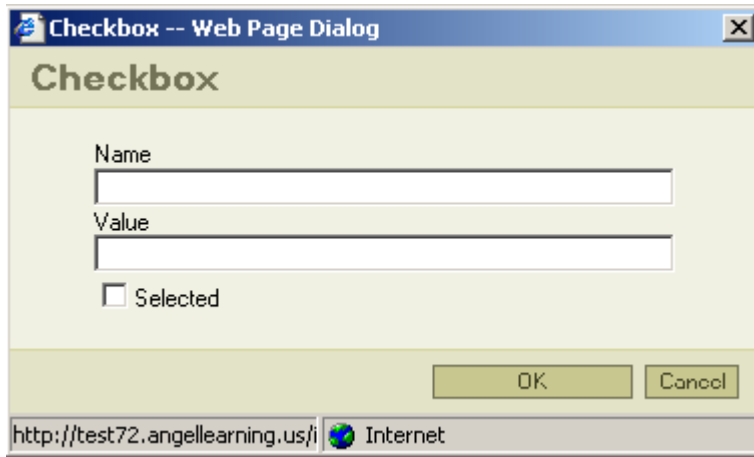
Add Form Elements


Forms are comprised of different elements. You can select to have your audience complete text fields or you can simplify answers and have them click radio buttons and checkboxes.

<i>Element</i>	<i>Description</i>
<input checked="" type="checkbox"/> Checkbox	Use check boxes for optional items. The site visitor can select or clear the check box. They can also select multiple items.
<input type="radio"/> Radio Button	Use radio buttons when you want the site visitor to select only one option from a group.
<input type="text"/> Text Field	Used as one line areas that allows the user to input text. If you want several lines, use a text area.
<input type="text"/> Textarea	Used as several lines in an area which allow the user to input text. If you want the user to input one line only, use a text area.
<input type="text"/> Selection Field	Use a drop-down menu to present the site visitor with a list of choices. This field is similar to using a group of radio buttons, but takes less space on your form. You can configure a drop-down menu to allow one or multiple selections.
<input type="button"/> Button	Buttons offer richer rendering possibilities. The <code>BUTTON</code> element may have content.
<input type="button"/> Image Button	Has the same effect as submit buttons. When a visitor clicks an image button the form is sent to the address specified in the action setting of the tag.
<input type="hidden"/> Hidden Field	Is similar to text fields, except that hidden field does not show on the page. It allows the form to submit information that is not entered by the visitor. Use hidden fields when you have variables you want to pass from one form to another without forcing the user to re-type information over and over again.

Add a checkbox


1. Position your cursor where you want the checkbox.
2. On the **Forms Menu**, select **Checkbox** Checkbox .
3. On the Checkbox dialog, complete the following fields:

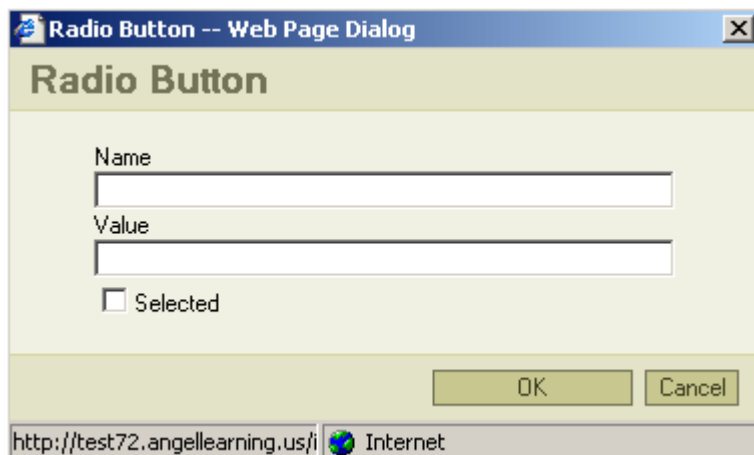



<i>Field</i>	<i>Description</i>
Name	<p>Type a name for your checkbox.</p> <p> If you are using the ANGEL form handler, type <code>\$POST:fieldname\$</code> into the Name field (where <i>fieldname</i> is replaced by the name of the HTML form field).</p>
Value	The value for the box.
Selected	Select if you want the checkbox to be checked by default.

4. Click **OK**.
5. Type the text you wish your audience to see.

Add a radio button

1. Position your cursor where you want the radio button.
2. On the **Forms Menu**, select **Radio Button** .
3. On the **Radio Button** dialog, complete the following fields:

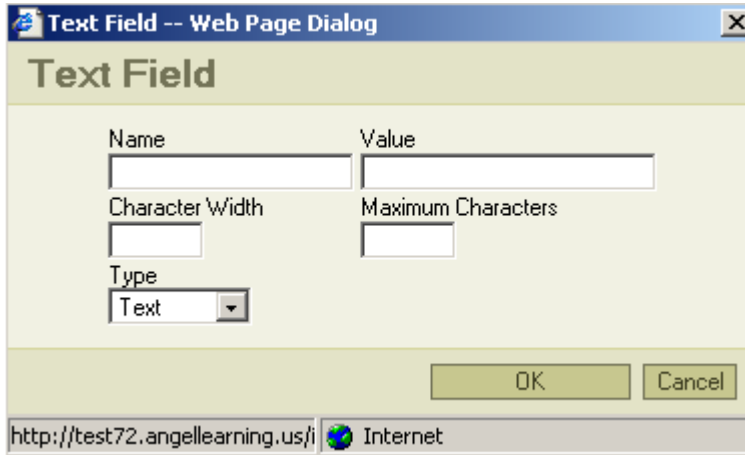



<i>Field</i>	<i>Description</i>
Name	Type a name for your radio button.  If you are using the ANGEL form handler, type \$POST:fieldname\$ into the Name field (where fieldname is replaced by the name of the HTML form field).
Value	The value for the box.
Selected	Select if you want the checkbox to be checked by default.

4. Click **OK**.
5. Type the text you wish your audience to see.

Add a text field

1. Position your cursor where you want the text field..
2. Click **Form Menu** and select **Text Field**
3. On the **Text Field** dialog, complete the following fields:




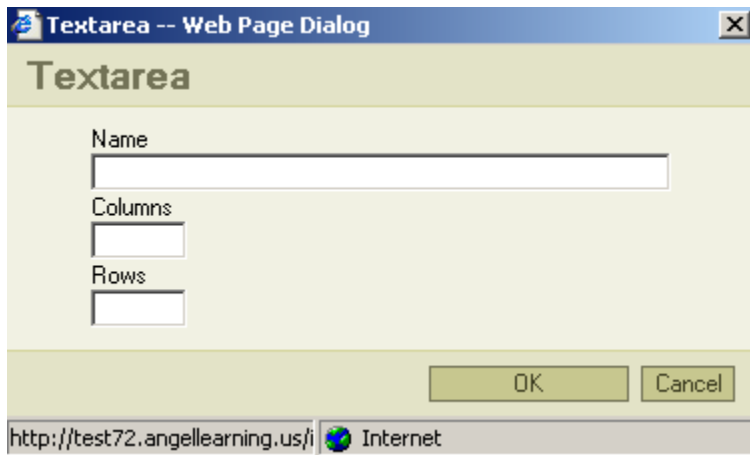
<i>Field</i>	<i>Description</i>
Name	Type a name for your text field.  If you are using the ANGEL form handler, type \$POST:fieldname\$ into the Name field (where fieldname is replaced by the name of the HTML form field).
Value	The value for the box.
Character width	Type the width in pixels.


Maximum Characters	Type the maximum number of characters that can be entered in the field.
Type	Select Text or Password from the drop-down list.

4. Click **OK**.

Add a text area


1. Position your cursor where you want the form area.
2. Click **Form Menu** and select **Textarea**  Textarea
3. On the **Textarea** dialog, complete the following fields:



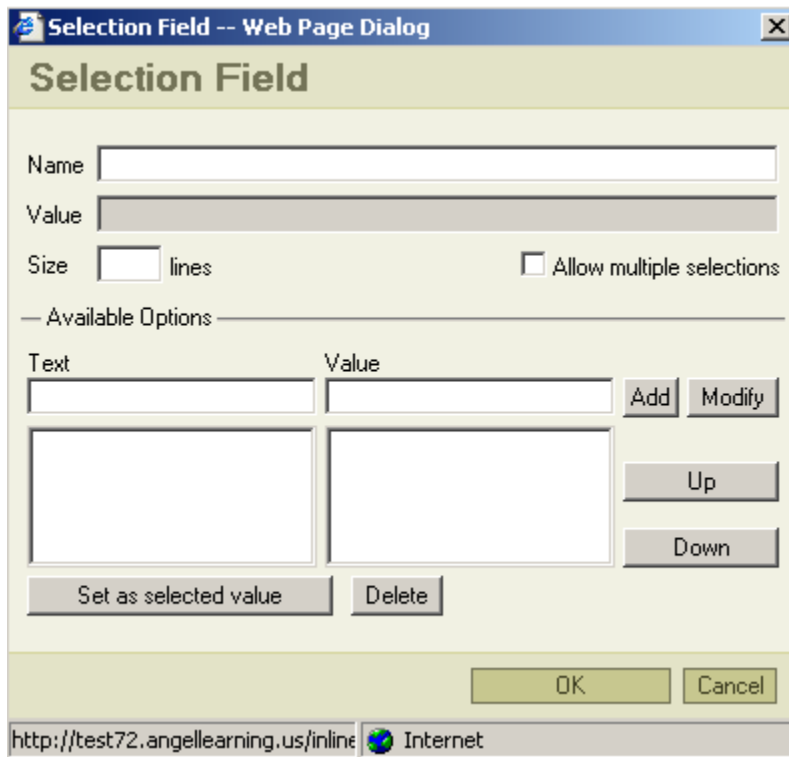
Field	Description
Name	Type a name for your text area.  If you are using the ANGEL form handler, type <code>\$POST:fieldname\$</code> into the Name field (where <i>fieldname</i> is replaced by the name of the HTML form field).
Rows	Type the number of columns wide the field will be.
Columns	Type the number of rows high the field will be.


4. Click **OK**.

Add a selection field

1. Position your cursor where you want the selection field.
2. Click **Form Menu** and select **Selection Field**  Selection Field

- On the **Selection Field** dialog, complete the following fields:



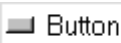
<i>Field</i>	<i>Description</i>
<i>Name</i>	<i>Type a name for your text area.</i>  <i>If you are using the ANGEL form handler, type \$POST:fieldname\$ into the Name field (where fieldname is replaced by the name of the HTML form field).</i>
<i>Size</i>	<i>Type the number of lines you want your selection field to have.</i>
<i>Allow multiple selections</i>	<i>Check if you want your form to allow several options to be selected.</i>
<i>Available options</i>	<i>Type your option.</i>
<i>Value</i>	<i>The value for the box.</i>

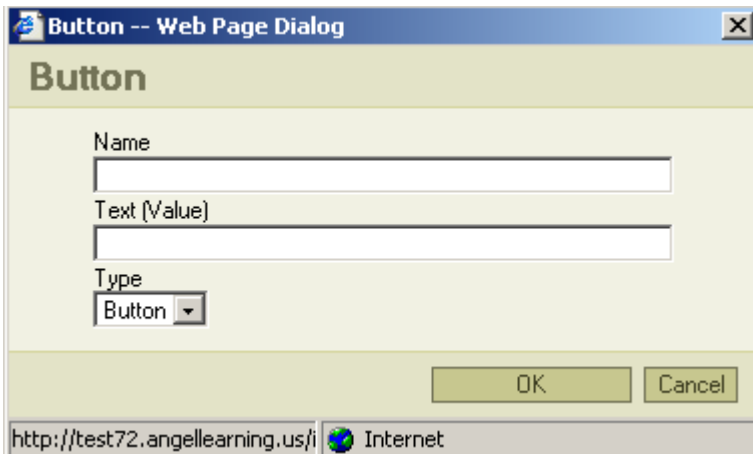
- Click **Add**.
- Other options for selection fields are available.

<i>If you wish to</i>	<i>Then</i>
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set a certain option as the default,	Click the Set as selected value button.
delete an option,	Select the option you wish to delete and click Delete .
move the selection,	Click the Up or Down buttons to move the selection.
modify an option,	<ol style="list-style-type: none"> 1. Select the option. 2. Complete your changes in the Text and Value boxes. 3. Click Modify.

Add a button


1. Position your cursor where you want the button.
2. On the **Form Menu**, select **Button**  Button
3. On the **Button** dialog, complete the following:

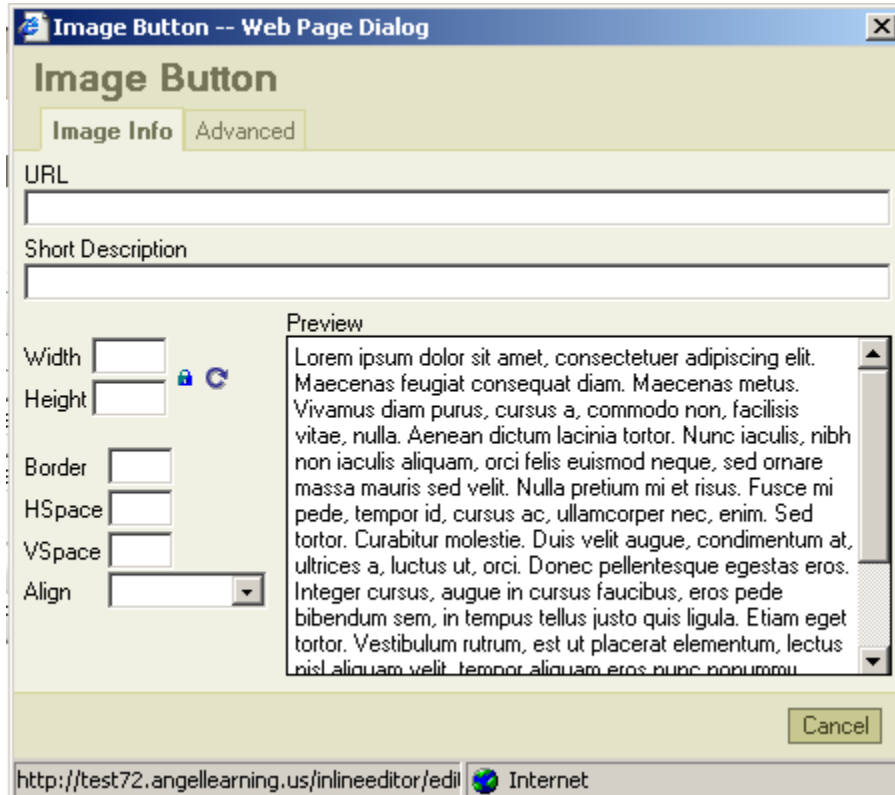


Field	Description
Name	Type a name for your button.
Value	The text to appear on the button face.
Type	<p>The action to be taken when the button is pressed:</p> <ul style="list-style-type: none"> • <i>Button</i> – No default action. A custom script must be used to perform an action when this button type is pressed. • <i>Submit</i> – Submits the form. • <i>Reset</i> – Clears the form field.

4. Click **OK**.

Add an image button

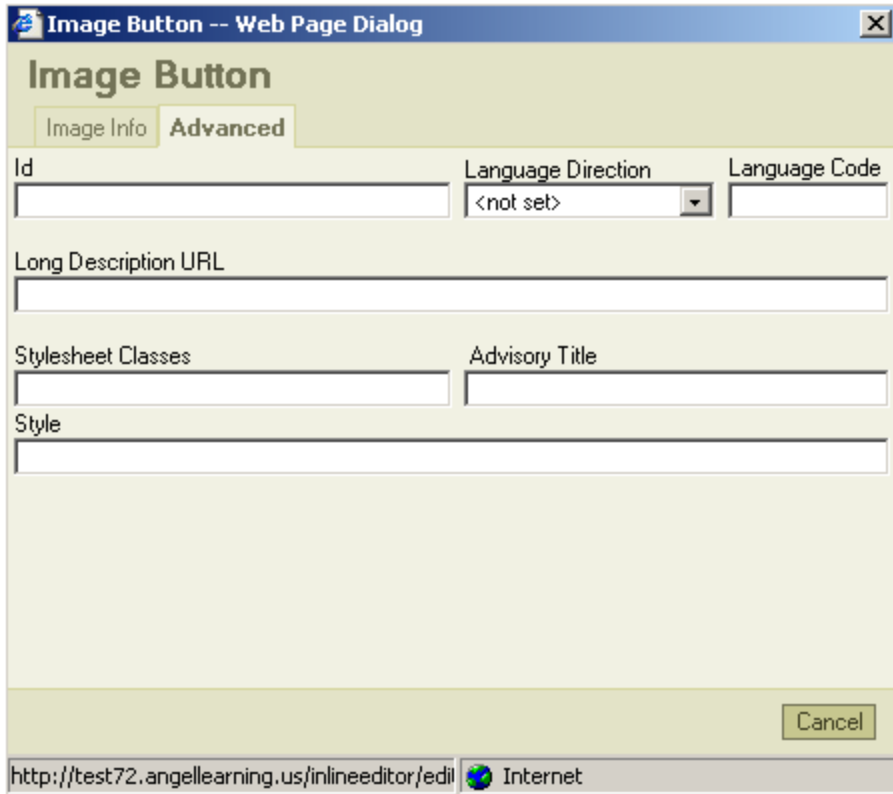
1. Position your cursor where you want the Image button.
2. In the **Form Menu**, select **Image Button**  Image Button
3. On the **Image Info** tab, complete the following:



Field	Description
URL	Browse the server for the image or enter a URL.
Short Description	Describe your button.
Width	Set your images' width. When a picture is selected, the width is automatically set. You can change it by highlighting the width and entering in the width you want.
Height	Set your images' height in pixels.
Border	Set your images' border size. When a picture is selected, the height is automatically set. You can change it by highlighting the height and entering the height you want.

Field	Description
HSpace	Set the horizontal space around your image. HSpace defines the amount of white space to be inserted to the left and right of an image.
VSpace	Set the vertical space around your image. VSpace defines the amount of white space to be inserted above and below an image.
Alignment	<p>Specifies how to align the image according to surrounding text. Left - Aligns the image will be left justified. Text will begin at the top of right of the image</p> <ul style="list-style-type: none"> • Abs Bottom - Aligns the bottom of the first line of text with the bottom of the image • Abs Middle - Aligns the top of the first line of text with the middle of the image • Baseline - Aligns the bottom of the image with the baseline of the text. The baseline is the line along which the bottom of most letters rest, but below which some letters dangle, such as j and y. • Bottom - Aligns the bottom of the image aligns with the baseline of the line containing the image. • Middle - Aligns the center of the image aligns with the bottom of the first text line • Right - Aligns the image will be right justified. Text will start at the top left of the image • Text Top - Aligns the first line of text will align with the top of the image. • Top - Aligns the top of the image aligns with the tallest item on the line containing the image.


4. Click the **Advanced** tab.
5. On the **Advanced** tab, complete the following:

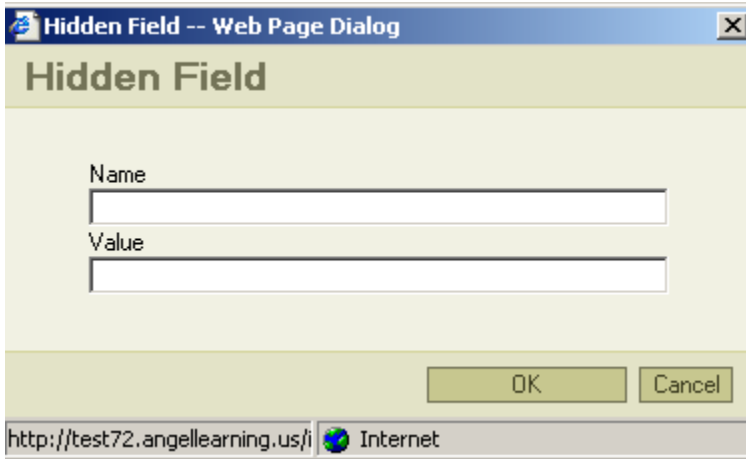



Field	Description
Id	The id attribute may be used to create an anchor at the start tag of any HTML element. (HTML Id attribute).
Language Direction	Specifies the base direction of directionally neutral text. Possible values: <ul style="list-style-type: none"> • Left-to-right • Right-to-left
Language Code	Specifies the base language of the target URL.
Long Description URL	Specifies the URL of a document that contains an extended description of the resource.
Stylesheet Classes	Assigns a class name or set of class names to an element.
Advisory Title	Defines the text that displays when the user mouses-over the link.
Style	Allows entry of custom CSS style information for the element.

6. Click **OK**.

Add a hidden field

1. Position your cursor where you want the hidden field.
2. Click **Form Menu** and select **Hidden Field** .
3. On the **Hidden Field** dialog, complete the following.



<i>Field</i>	<i>Description</i>
Name	<p>Type a name for your hidden field.</p> <p> If you are using the ANGEL form handler, type <code>\$POST:fieldname\$</code> into the Name field (where <i>fieldname</i> is replaced by the name of the HTML form field).</p>
Value	The value for the hidden field.

4. Click **OK**.

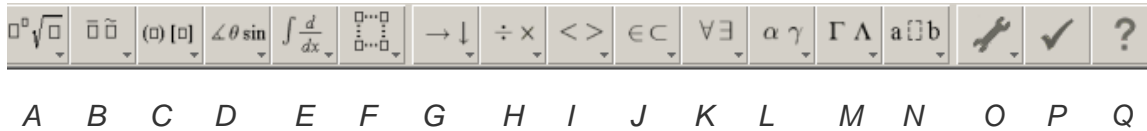
Equation Editor

The WebEQ Equation Editor has been integrated into the ANGEL HTML editor. It gives editors a way to enter mathematical expressions in a web page, much as the text entry controls and buttons in typical HTML forms give users a way to enter other kinds of information.

The Insert Equation function is used with WebEQ Equation Editor, which can be used to create, save, and view complex mathematical equations in ANGEL. Equations are built up out of mini-templates. These blank templates are small squares that can be filled in.

When the cursor is in a slot, the parent template is faintly outlined in gray. Since many templates can be nested in a single equation, this helps you keep track of where you are.



The following is the WebEQ Equation Editor toolbar.

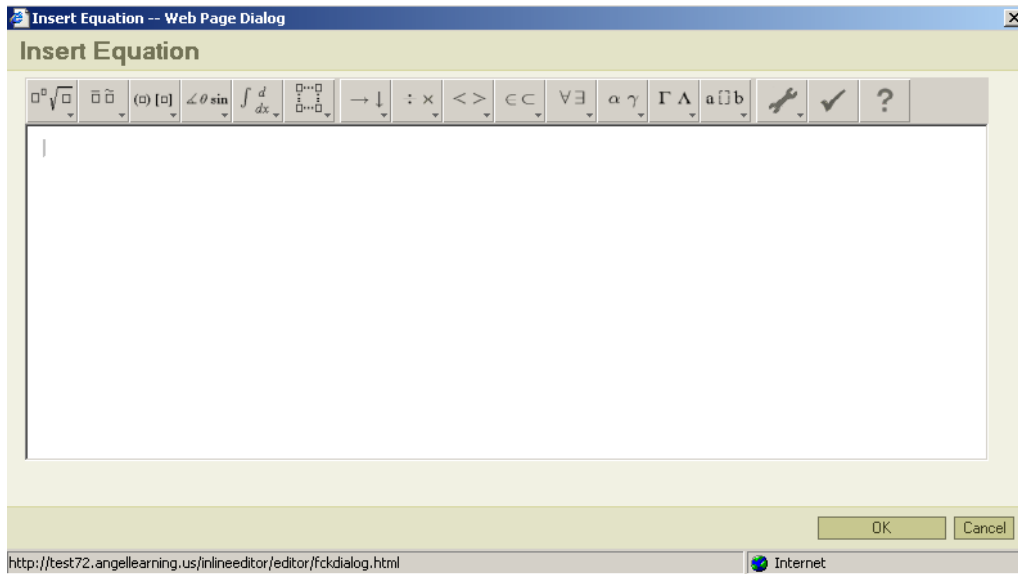


Letter	Description	Letter	Description
A	Layout palette	B	Accents palette
C	Fences palette	D	Trigonometry palette
E	Calculus palette	F	Matrices palette
G	Arrows palette	H	Operators palette
I	Comparison operators palette	J	Set theory palette
K	Logical operators palette	L	Lowercase Greek palette
M	Uppercase Greek palette	N	Function palette
O	Tools menu	P	Check for errors
Q	Help menu		


Insert Equation

1. Do one of the following:

- Click the **Insert Equation**  icon.
- On the **Insert Menu**, select **Insert Equation** 




2. Position your cursor where you want the equation to appear.
3. Click the ▼ symbol to expand the menu of an equation.
4. Select an equation template from the list.
5. Exchange the placeholders for the characters you want by clicking in each box and typing the characters.



The squares indicate areas where you must enter numerical or alphabetical values (no special characters, such as commas or quotation marks). Values must be entered for all square in an equation.



You can use TAB to cycle between empty placeholders.

6. Click **OK**.



You can click **Cancel** at any time to cancel this action.

Edit an equation

1. Select the equation and perform one of the following:
 - Click the **Insert Equation**  icon.
 - On the **Insert Menu**, select **Insert Equation** 
2. Change the placeholders for the characters you want by clicking in each box and typing the characters.
3. Click **OK**.

Delete an equation

1. Select the equation and Press DELETE.

Using the Insert Menu

The Insert menu offers a variety of tools for special use, including the following:

- **Templates** - choose pre-built page layouts for your page design.
Special Character- allows you to add special symbols such as currency or copyright symbols to your page.
- **Universal Keyboard** - allows you to type in multiple languages.
- **Line** - allows you to insert a line in your document or table cell.
- **Page break**- allows you to insert a page break in your page.

Insert Template

The pre-defined templates available include the following.

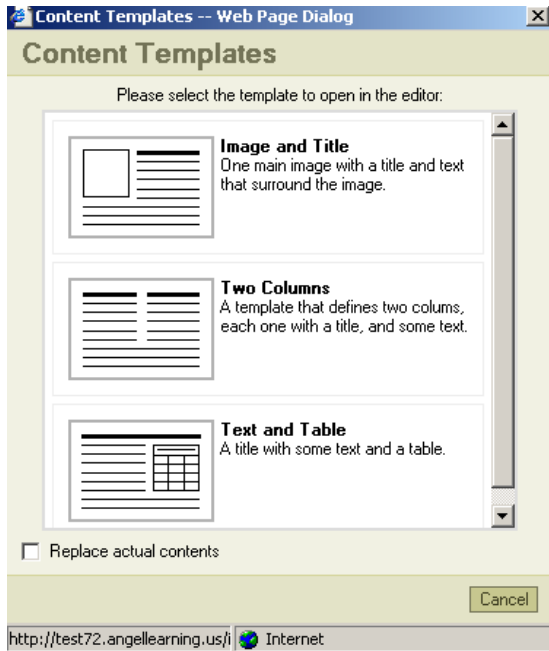
- **Image and Title** – One main image with a title and text that surround the image
- **Two Columns** - A template that defines two columns, each one with a title, and some text.
- **Text and Table** - A title with some text and a table.



Refer to Appendix A: Customizing Content Templates on how to create new templates.

To insert a template:


1. Position your cursor where you want the Character in your document.
2. On the **Insert Menu**, select **Templates** .

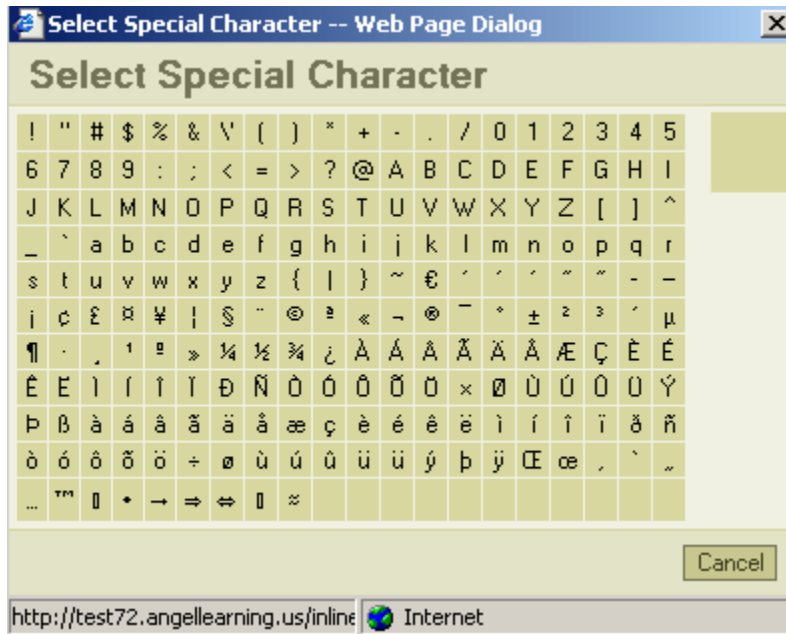


3. On the **Content Templates** dialog, select the template you want to use. The template is automatically inserted into the HTML editor.


Insert a Special Character

To insert a special Character:

1. Position your cursor where you want the Character in your document.
2. On the **Insert Menu**, select **Insert Special Character**  **Special Character**.



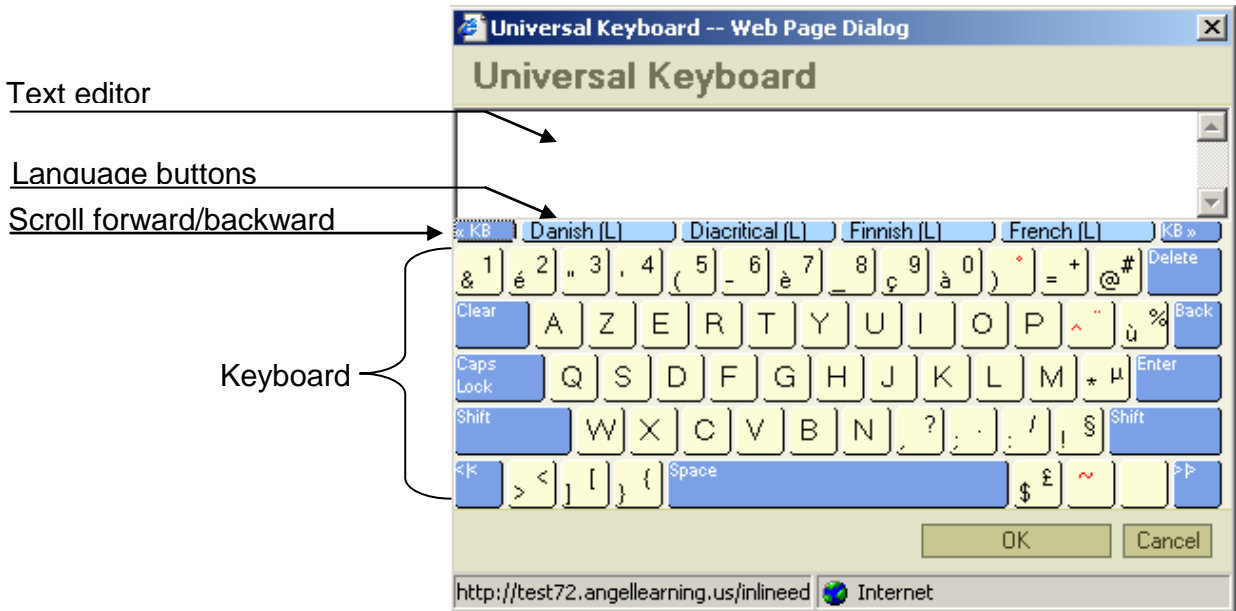
3. On the **Select Special Character** dialog Click the special character you want. The character is inserted into your page.



You can preview the character in the upper right corner of the window by moving the mouse over the character.

Universal Keyboard

With the Universal Keyboard, you can select from several different languages in which to type into the editor window. This function is helpful in situations which you need special characters such as currency symbols or if you would like to type a word in its original language.



Icon	Description
<i>Text editor</i>	<i>Your text appears here.</i>
<i>Language button</i>	<i>Select the language with these buttons</i>
<i>Scroll</i>	<i>Allows you to scroll to the language you want</i>
<i>Keyboard</i>	<i>Standard keyboard which allows you to type your text</i>
<i>Text field</i>	<i>Your text appears here.</i>

Change language

To change the language

1. Position your cursor where you want the character in your document.
2. On the Insert menu, select **Universal Keyboard** to insert type into your document or specific table cell.

3. In the **Universal Keyboard** dialog, select your language by using the scroll buttons and by clicking the appropriate language.



You can click **Cancel** at any time to cancel this action.

Insert new language characters

To insert a new language

1. Change your language in the **Universal Keyboard**.
2. Type your text by clicking each letter or symbol.
3. Click **OK**.

Line

To insert a horizontal line:

1. Position your cursor where you want the line in your page or table cell.
2. Click the Insert menu and select **Line**.



You can click **Cancel** at any time to cancel this action.

Page break

To insert a Page break (takes effect only when the page is printed):

1. Move your cursor to where you want the page break in your page or table cell.
2. Click the **Insert menu** and select **Page Break**.



You can click **Cancel** at any time to cancel this action.

Using Other Tools

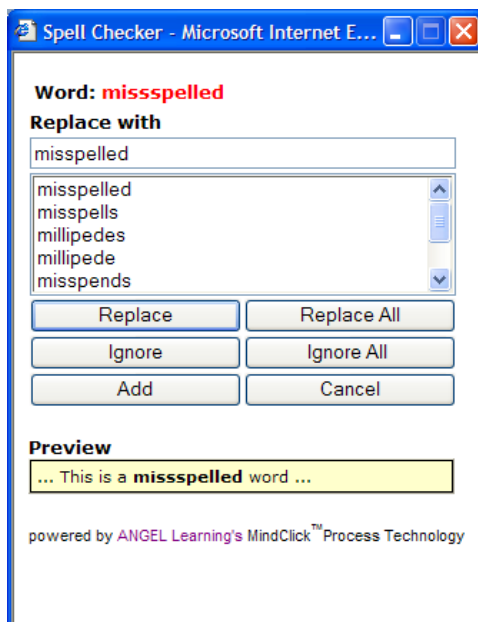
In addition to standard tools which are similar to word processing programs, the HTML editor also gives you the following tools:

- **Spellcheck**- Allows you to check large text box entries for misspellings through an easy to use interface. In addition, each user can add custom words or spellings to their personal dictionary to aid future use of the spell checker tool. The spell checker tool is available throughout ANGEL and is accessible through a visible link found below large text boxes on all editor screens.
- **Source** - Allows you the flexibility to view and fine tune HTML and css styles, or add Flash object code, insert JavaScript and other advanced code that is unavailable in the WYSIWYG (What You See Is What You Get) portion of the editor.
- **Document Properties** - allows you to format your document with settings such as language, colors, background type, author and copyright.
- **Preview** - allows you to preview your work before or after saving.
- **Save** - allows you to save your work.

Check Spelling



1. To spell check the page, perform one of the following:

- Click the **Check Spelling**  icon.
- On the File Menu, select **Check Spelling** .



2. If the program finds a questionable word, a Spell Check dialog displays. In this dialog, you are given the option to replace the word, replace all, ignore, ignore all, add or cancel. Select the option which is applicable.
3. When spell check is complete, click **OK**.

View the HTML Code

1. To view the HTML source code, Click **Source**  icon.
2. To return the editing mode , Click **Source**  icon.

Preview

To preview the page:

1. On the **File Menu**, select **Preview** 

Save

To save your work, do one of the following:

- Click the **Save** button on the lower left side of your Page editor window
or
- On the **File Menu**, select **Save**.



You will return to the list of your lesson pages.

You can click **Cancel** at any time to cancel this action.

Appendix A: Customizing Content Templates

The HTML Editor Content Template can be customized and new templates added by modifying the file *AngelRoot/InlineEditor/fcktemplates.asp*. This file contains an XML formatted file that provide all of the information needed to allow users to preview templates via an image thumbnail before selecting the template. The file format is illustrated below. Additionally, the preview thumbnail image files should be placed in the *AngelRoot/InlineEditor/editor/dialog/fck_template/images/* directory.



Customizing the Content Template requires knowledge of XML, HTML and ANGEL Administrator privileges.

Add a new template

1. Logon to ANGEL with an Administrator account.
2. Click the **Administrator Consol** button.
3. Click the **Application File** link.
4. Click the **InlineEditor** folder.
5. Click **Edit** link below the fcktemplates.asp file.
6. Copy and paste the following XML (only potion in shaded area) into the fcktemplates.asp file. This should be placed within the top node `<Templates...></Templates...>` and between the other template nodes.

```

<Templates... >                                Top Node
  <Template...>                                Begin existing template
  </Template...>                               End existing template
  <Template title="Template_Title" image="Template_Thumbnail">
    <Description>Template_Description</Description>
    <Html>
      <![CDATA[
                Template_HTML
            ]]>
    </Html>
  </Template>
  <Template...>                                Begin existing template
  </Template...>                               End existing template
</Templates... >                               Top Node

```

7. Replace the following with your template details:
 - **Template_Title** – The title of the template. This title displays in the Content Template dialog.

- **Template_Thumbnail** – The thumbnail image file name. This image displays in the Content Template dialog.
 - **Template_Description** – The description of the template. This image displays in the Content Template dialog.
 - **Template_HTML** – The HTML used to build the template when the template is selected from the Content Template dialog.
8. Click **Save**.
 9. From the the **InlineEditor** folder, click the following folders to navigate to the thumbnail images folder: Editor > Dialog > fck_template > Images
 10. Click the **Add Content** link.
 11. Click **Upload Files**.
 12. Click **Browse** and navigate to the thumbnail image to be uploaded.
 13. Click **Upload File**.
 14. Click **Done**.

Appendix B: Customizing Styles

The Styles dropdown menu of the editor can be completely customized. The configuration of this menu is controlled by the file ../InlineEditor/fckstyles.asp. This is an XML formatted file that allows you to specify any number of custom styles and the particular tags and attribute values to add or modify when a style is selected. The default file text is listed below.



Customizing the Styles requires knowledge of XML, HTML and ANGEL Administrator privileges.

Add a new style

1. Logon to ANGEL with an Administrator account.
2. Click the **Administrator Consol** button.
3. Click the **Application File** link.
4. Click the **InlineEditor** folder.
5. Click **Edit** link below the fckstyles.asp file.
6. Copy and paste the following XML (only potion in shaded area) into the fcktemplates.asp file. This should be placed within the top node <Styles...></Styles...> and between the other template nodes.
- 7.

```

<Styles>
    <Style>      Begin existing Style
    ...
    </Style>     End existing Style
    <Style name="Style_Name" element="div">
        <Attribute name="class" value="Style_Value" />
        <Attribute name="style" value="Style_Value" />
    </Style>
    <Style>      Begin existing Style
    ...
    </Style>     End existing Style
</Styles>

```

15. Replace the following with your template details:

- **Style_Name** – The title of the style. This title displays in the Style list.
- **Style_Value** – The name of the style to apply to the HTML span

- i. **class** – reference to a CSS style in the ANGEL theme or a custom CSS page.
- ii. **style** – The inline CSS Style for the style.

16. Click **Save**.

Appendix C: Shortcut Keys

If you use the editor much, you will want to learn a few shortcut keys. The following are shortcut keys that can be used in the HTML Editor:

Control keys	Description
Ctrl-A	Select all text/objects in the editor.
Ctrl-B	Bold the selected text
Ctrl-C	Copy the selected text/objects to the clipboard.
Ctrl-I	Italicize the selected text.
Ctrl-K	Create a Hyperlink from the selected text.
Ctrl-U	Underline the selected text.
Ctrl-V	Paste the selected text/objects from the clipboard.
Ctrl-X	Cut the selected text/objects to the clipboard.
Ctrl-Z	Undo the last command/action.
Shift-Enter	Insert a line break (html tag)