SacCT
Editing Text Using the HTML Creator (for Faculty)

WHAT IS THE HTML CREATOR

The HTML Creator in SacCT allows you to create a document, section of text, or message that is formatted similar to a document you would create in a word processor (think bold, italics, lists, etc). The HTML Creator is an HTML editing tool that provides formatting options to edit text and insert objects.

The HTML Creator is available for you to use in the following areas:

- Header & Footer areas in your course
- Announcements
- Assessments (Custom instructions section)
- Assignments (Assignments instructions section)
- Calendar entries (Description section)
- Discussions (Description section)
- Mail messages
- Web [HTML] pages (editing or creating in SacCT)

Follow the steps below to learn how to use the HTML Creator.

OPENING THE HTML CREATOR

Let’s say you are creating a homework assignment through SacCT Assignments and would like to format your instructions and other information using the HTML Creator. You want it to include headings for each section, a certain font type and size, divided into paragraphs, etc.

It may be easier to start by typing any instructions or information in a word processor (saving what you type, just in case). Once it is typed you can paste it into the HTML Creator area.

Note: Keyboard shortcuts such as Ctrl+v and Cmd+v do not work in the HTML Creator. However, the context menu (right click) does. You can also use the Paste button in the editor.
step 1. Log into SacCT and click on the Build tab.

step 2. Locate the Assignment tab where you will be creating your assignment.

step 3. From this page, click on “Create Assignment”.

step 4. Give your assignment a title and description (optional) as you would any other assignment.

step 5. When you are ready to add instructions and other information using the HTML Creator, first click the “Enable HTML Creator” button.

Note: Java is required to use the HTML Creator. If Java is not installed or not properly working in the browser, the HTML creator will not start up. To troubleshoot Java problems, run the SacCT Check Browser option from your “My SacCT page” (look for the section dedicated to Java).

step 6. The Instructions box will have a toolbar that contains buttons for formatting content and inserting objects like tables, links and images.

step 7. By default, the WYSIWYG mode is selected, so that you can view your content just as it is to be presented. (Notice the tabs on the lower left of the submission box).
**step 8.** From here you can either copy from an existing document and paste it directly into the **Instructions box**, or type your content directly into the box.

Note: Keyboard shortcuts such as Ctrl+v and Cmd+v do not work in the HTML Creator. However, the context menu (right click) does. You can also use the Paste button in the editor.

The above example demonstrates how the HTML Creator can be accessed via the Assignment tool, when creating instructions. It can, however, be accessed from any of these areas mentioned on the first page of this handout. The remaining sections in this handout contains instructions and tips for editing text using the HTML Creator, anywhere you choose to use it.

## EDITING TEXT USING THE HTML CREATOR

When you paste text from a document into the HTML Creator, some of your formatting may be gone. Therefore, you need to use the formatting options from the HTML Creator toolbar to Edit your document.

The HTML Creator workspace may be too small to work with as shown in the screen shot below. Begin by making your writing workspace larger.

**step 1.** Locate and click the **Frame Window Mode** icon on the formatting toolbar.

**step 2.** Your document will appear in a **new window**.

**step 3.** Change the dimensions of this window by placing your cursor on its borders and dragging it accordingly.

**step 4.** Next, use the formatting tools to edit your text:

- Apply a different paragraph format to your text by using the **Paragraph Format** drop-down list and select the format you want to apply from the various options.
- You can also change the **Font Type**, **Font Size**, and **Font Color** by using the tools in the toolbar.
• Use any of the four alignment tools to align your document text: Left align, Center, Right align and Justify.

**step 5.** When you have finished formatting your document, click the Leave Window Mode button that appears on the original Assignment window. This will close the Frame Window mode and take you back to the original assignment window where your document text will appear.

### ADDITIONAL TOOLS FOR EDITING

Apart from the simple formatting, there are a few more tools that would help you to present your work in a better style. All of these tools can be found in the **HTML Creator toolbar**:

- The **superscript** and **subscript** tools come handy when you have any mathematical formulae or dates as part of your text.
- You can use the **Unordered List tool** or **Ordered List tool** to add different styles of bullets and numbering to your text.
- The **HR tool** can be used to draw a Horizontal Ruler between your text and divide it, this would give a neat look to the entire text.
- The **Insert Symbol tool** has various symbols which will help you to represent mathematic scientific data.
- Click the **Document Statistics tool**, to keep track of all the text in your workspace, such number of words, character, paragraphs, and images in your document.
- Use the **Find and Replace tool** to quickly look up words or phrases in your document or even to replace a word with an alternative one.

### ADD A HYPERLINK

Your text may include links to resources such as websites or online articles. To add a hyperlink(s):

**step 1.** In the document window, place your cursor in the location where you want to add a link.

**step 2.** From the HTML Creator toolbar, click the **Insert Link** icon. The Insert Link window will display.

**step 3.** Select the radio button next to URL and type in the website address.

**step 4.** In the Link Text field, type in the label for your link which will display in your text.

**step 5.** Click **OK**.

**step 6.** Repeat the steps above to add additional links to your text.
ADD AN IMAGE

**step 1.** Click inside the document window where you want to add the image.

**step 2.** Click the *Insert Image* icon to display the Insert Image window.

**step 3.** To add your own image, click the radio button next to *File Browse or Upload* and click the *Browse* button. To point to an image on another webpage, skip to *Step 7.*

**step 4.** In the *Content Browser* window, click *My Computer.*

**step 5.** Click *Browse* and locate the file on your computer.

**step 6.** Click *OK* to upload your selected image.

**step 7.** To link an image, select the radio button next to *URL* and enter the web address of the image you want to link to in your text.

**step 8.** Add the *alternate text (ALT text)* to describe the image. You may also specify the border, width and height of your image.

**step 9.** Click *OK* to complete the addition of your selected image into your message.

**step 10.** Repeat the above steps to add additional images to your message.

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**Tip:** For complete instructions on using the Assignment tool, or any other tools in SacCT, refer to the SacCT Faculty Handouts (http://www.csus.edu/webct/faculty/docs.stm) and SacCT Instructor Tutorials Web (http://www.csus.edu/webct/faculty/sacct-tutorials.stm) pages.