



## Using the HTML Editor

Editing Text & Image sections is easy with LiveText edu solutions' HTML editor. This editor functions very much like a word processor. You can enter text in the editor window or paste text from other text editors. As you enter text and adjust your layout, the editor is creating HTML for you.

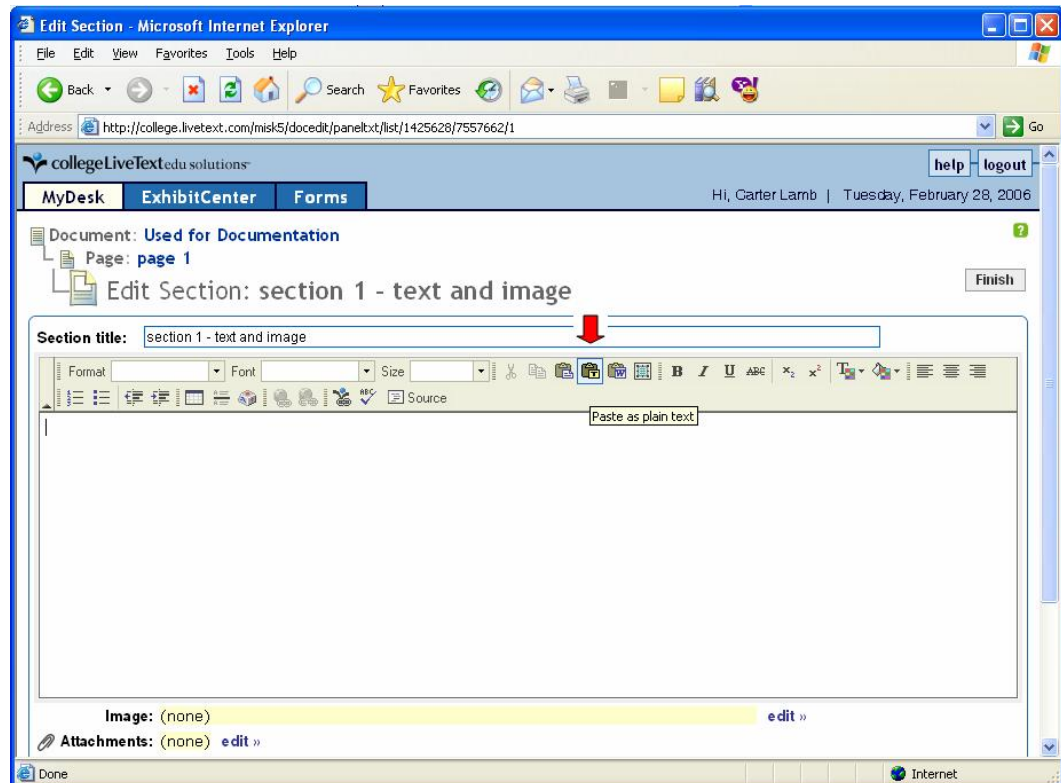
The formatting toolbar is only available for Text & Image sections of a LiveText document.

The HTML editor is a text-only editor. Do not copy and paste images into the editor window.






The formatting toolbar provides text formatting functionality.










Although you can copy and paste into the editor from other sources (e.g. word processors or spreadsheets), be advised that the text pasted into the HTML editor from a 3<sup>rd</sup> party source may not retain its original formatting and may be difficult to edit. Every program has its own method for formatting text, and these formats differ from HTML. Therefore, LiveText does not recommend that you paste text directly into the HTML editor.









If you want to paste text into your LiveText document, we advise using the **Paste as plain text** tool. This will strip all formatting then paste plain text into the HTML editor.




The LiveText HTML editor toolbar offers many formatting features. The following table includes a description of all of the formatting tools available in the editor, along with some tips on how to use the tools.

HTML Editor Toolbar Functions		
Function		Description
<b>(Paragraph) Format</b>		Dropdown menu that allows you to format the style for an entire paragraph. Note that you do not have to select all the text within a paragraph to apply a new style. In other words, all text within the paragraph where your cursor is located will be formatted with the style that you choose from the dropdown menu.
<b>Font (Style)</b>		Dropdown menu that allows you to change the font style of any text that you have selected or any text that you type after selecting the style.
<b>(Font) Size</b>		Dropdown menu that allows you to change the font size of any text that you have selected or any text that you type after selecting the font size.
<b>Cut (Ctrl-x)</b>		Button that allows you to cut selected content from the editor and to your computer's clipboard.
<b>Copy (Ctrl-c)</b>		Button that allows you to copy selected content from the editor and to your computer's clipboard.
<b>Paste (Ctrl-v)</b>		Button that allows you to paste content from your computer's clipboard into the editor.
<b>Paste as plain text</b>		Button that strips all formatting from copied text then pastes the text into the editor.
<b>Select All (Ctrl-a)</b>		A button that allows you to select all contents within the enhanced editor.
<b>Bold (Ctrl-b)</b>	<b>B</b>	A toggle button that allows you to bold or un-bold any text that you have selected. When the bold button is toggled on, any text that you type will display as bolded until you toggle off the button or click away from the specific area you are editing.
<b>Italics (Ctrl-i)</b>	<i>I</i>	A toggle button that allows you to italicize text or un-italicize text that you have selected. When the italics button is toggled on, any text that you type will display as italicized until you toggle off the button or click away from the specific area you are editing.
<b>Underline (Ctrl-u)</b>	<u>U</u>	A toggle button that allows you to underline text or remove the underline from text that you have selected. When the underline button is toggled on, any text that you type will display as underlined until you toggle off the button or click away from the specific area you are editing.
<b>Strike Through</b>	<del>ABC</del>	A toggle button that allows you to apply a strikethrough to text or remove the strikethrough from text that you have selected. When the strikethrough button is toggled on, any text that you type will display with a strikethrough until you toggle off the button or click away from the specific area you are editing.
<b>Subscript</b>	$x_2$	A toggle button that allows you to format text as subscript or return subscript text to normal format from text that you have selected. When the subscript button is toggled on, any text that you type will display as subscripted until you toggle off the button or click away

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		from the specific area you are editing.
<b>Superscript</b>		A toggle button that allows you to format text as superscript or return superscript text to normal format from text that you have selected. When the superscript button is toggled on, any text that you type will display as superscripted until you toggle off the button or click away from the specific area you are editing.
<b>Text Color</b>		A button that allows you to choose the font color of any text that you have selected. You can continue to type with the selected font color until you click away from the specific area you are editing or choose a new font color entirely.
<b>Background Color</b>		A button that allows you to choose a background color for any text that you have selected. You can continue to type with the selected background color until you click away from the specific area you are editing or choose a new background color entirely.
<b>Align Left</b>		A button that allows you to left align a paragraph. Note that you do not have to select all the text within a paragraph to align it. In other words, all text within the paragraph where your cursor is located will be aligned to the left.
<b>Align Center</b>		A button that allows you to center a paragraph. Note that you do not have to select all the text within a paragraph to center it. In other words, all text within the paragraph where your cursor is located will be centered when you click the button.
<b>Align Right</b>		A button that allows you to right align a paragraph. Note that you do not have to select all the text within a paragraph to align it. In other words, all text within the paragraph where your cursor is located will be aligned to the right.
<b>Ordered List</b>		A toggle button that allows you to create an ordered—or numbered—list from paragraphs that you have selected. When the ordered list button is toggled on, any line breaks that you enter (by clicking the Enter button on your keyboard) will result in a new line item. Toggle off the button or click away from the specific area you are editing to complete your ordered list.
<b>Unordered List</b>		A toggle button that allows you to create an unordered—or bulleted—list from paragraphs that you have selected. When the unordered list button is toggled on, any line breaks that you enter (by clicking the Enter button on your keyboard) will result in a new bulleted item. Toggle off the button or click away from the specific area you are editing to complete your unordered list.
<b>Outdent</b>		A button that allows you to outdent a paragraph that has previously been indented (using the indent button). Note that you do not have to select all the text within a paragraph to outdent it. In other words, all text within the paragraph where your cursor is located will be altered when you click the outdent button.

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Indent		A button that allows you to indent a paragraph. Note that you do not have to select all the text within a paragraph to indent it. In other words, all text within the paragraph where your cursor is located will be altered when you click the indent button.
Table		<p>A button that launches a dialog widow, which allows you to create a table within the editor. Follow the steps below to add a table to your Text &amp; Image section.</p> <ol style="list-style-type: none"> <li>1. Click the Table icon.</li> <li>2. Choose the number of <i>Rows</i> and <i>Columns</i> you would like to appear.</li> <li>3. Enter your desired <i>Border size</i>.</li> <li>4. Choose an <i>Alignment</i> option.</li> <li>5. Enter <i>Width</i> and <i>Height</i> specifications and choose either Pixel or Percent designations.</li> <li>6. Enter your <i>Cell spacing</i> and <i>Cell padding</i> requirements.</li> <li>7. Click the OK button when finished.</li> </ol> <p>Your table will appear within the enhanced editor. You may enter text within the cells and use the quick-format menu tools (&lt; x &gt;) that appear to insert or delete rows and columns. You can also right-click on the table (or one of its cells) to perform addition functions (such as Inserting or Deleting Cells and Rows, Merging or Splitting Cells, and setting the Cell or Table Properties).</p>
Horizontal Line		A button that allows you to insert a horizontal line.
Special Character		A button that allows you to choose from several special characters (e.g. ©, ®, or accentuated vowels).
Web Link		A button that allows you to create a web link—or hyperlink—over text that you have selected. Note that if do not select any text, your web link will not appear.
Remove Web Link		A button that allows you to remove a link from text that you have selected.
LiveText Link		<p>A button that allows you to create a link to another LiveText document. Note that if you have selected text before you click the LiveText link button, it will replace that text with the linked document's title. Follow the steps below to add LiveText Links.</p> <ol style="list-style-type: none"> <li>1. Click the LiveText Link icon.</li> <li>2. From the dropdown menu in the new window, choose the label that is associated with the documents you wish to link to.</li> <li>3. Mark the checkboxes that correspond with the documents you wish to add as links.</li> <li>4. Click the insert button to add the links.</li> </ol>
Spell Check		<p>A button that launches a spellchecker. Follow the steps below to use the spellchecker.</p> <ol style="list-style-type: none"> <li>1. Click the Spell Check icon.</li> <li>2. Questionable words will be marked in red.</li> </ol>

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		<p>3. You will have the option of changing the word, ignoring the questionable word, or adding it to the dictionary.</p> <p>4. When finished, click the <b>Finish Checking</b> button.</p>
<b>View Source</b>		A toggle button that allows you to view the HTML source. When toggled on, you are able to view and edit HTML tags. When toggled off, the editor functions similar to a word processor and no tags are visible.