HTML Editor

This is the Editing window. Let's do a quick rundown of each tool.

About Us


h1
Undo

A click on the Undo button undoes the last edit performed on the page. Repeated clicks on the button will eventually lead to all edits performed during the current session to be undone.
Redo

The same applies to the Redo button, which brings back on screen those edits removed by using the Undo button.

![HTML Editor interface with 'About Us' content]


h1
Bold

The Bold tool will bold the font of any highlighted text in the current document. To use, highlight the text you would like to make bold and click on the Bold icon.
Italic

The Italic tool will italicize the font of any highlighted text in the current document. To use, highlight the text you would like to make italic and click on the Italic icon.
Bulleted List

The Bulleted List tool will create a bulleted list using any highlighted paragraphs. Clicking on the arrow next to the icon will give you a selection of alternative bullets.
Ordered List

The Ordered List tool will create a numbered list using any highlighted paragraphs. The first paragraph will be number 1, the second paragraph number 2 and so on. Again, clicking on the arrow next to the icon will give you a selection of different formats for the numbering.
Insert Link

The Insert Link tool will create a link from any highlighted text. The link can lead to a separate URL, a page within our site or a document contained within your site. For more information on this tool, please read the Link Tutorial.
Unlink Tool

The Unlink tool will remove an existing link. Simply highlight the link and click on the Unlink icon.
Anchor Tool

The Anchor tool lets you place inpage links ie: FAQ page. For more information on this tool, please watch the Anchor Tutorial.
Insert Image

The Insert Image tool will place any image into the body of your document. Place the cursor where you would like the image to be and then proceed to click on the Insert Image tool. *For more information on this tool, please read the Inserting Images Tutorial.*
Insert MailTo Link

Instead of placing bare mailto: hyperlinks into your pages, where spambots can harvest them, use the MailTo plug-in. Ultimately, this will reduce the amount of spam in your mailbox. For more information on this tool, please read the MailTo Tutorial.
Headers

The Header scrolldown contains a list of preformatted header styles. To use, highlight the word(s) you would like to make a header from and proceed to select one of the styles. The styles are preformatted and will vary from website to website.
Cut

The Cut Tool will cut onto the clipboard any highlighted text.
Copy

The Copy Tool will copy onto the clipboard any highlighted text.
Paste

The Paste Tool will paste into your page any text contained on the clipboard.
Introduction to the HTML Editor

Paste as Text

Paste As Text automatically formats text you copy off applications (like MS Word) to plain text. By using this tool, you are making sure that any formatting is left behind when copying and pasting.
Select all

Selecting this tool will select all the text contained in the content area.
Find and Replace

The Search and Replace tool allows you to search for a specific text and replace it with another text.
Source Code

The Source Code tool lets you view and edit the HTML source code. This is recommended only for users familiar with the HTML language.
Insert Application

This tool will insert a variety of different applications. *For more information on this tool, please watch the Inserting Application tutorial.*
Insert Video

This tool will let you insert an embed code from sites like YouTube. For more information on this tool, please read the Embedding Content tutorial.
Special Character

The Special Character tool lets you place any symbol or custom character onto your page. Simply click on the menu item and select the desired character.
Horizontal Line

The Horizontal Line tool will insert an horizontal line wherever your cursor is located.
Nonbreaking Space

The Nonbreaking Space tool will insert a non-breaking space wherever your cursor is located. A non-breaking space will prevent an automatic line break (line wrap) at its position.
Block Styles

This contains a list of preformatted block styles. To use, please the cursor anywhere in the paragraph you would like changed and proceed to select one of the styles. The styles are preformatted and will vary from website to website. To determine what each style looks like, apply the particular style to some text and click on Submit.
Inline Styles

This contains a list of preformatted inline styles. To use, please the cursor anywhere in the paragraph you would like changed and proceed to select one of the styles.
Alignment

The Alignment tool lets you align a certain paragraph. The options are: Left, Center, Right and Justify. To use, highlight a paragraph and select the desired alignment.
Indents

The Increase Indent tool will place the selected paragraph farther to the right to separate it from the surrounding text. This tool is particularly useful when wanting to subset numbered or bulleted lists.

The Decrease Indent tool will undo any indenting performed using the Increase Indent tool.
Font Family

The Font Family tool contains a list of universal web-friendly fonts. To use, highlight the text you would like to change and select the desired font.

*Warning: your website was carefully designed using considerations such as color, fonts and layout. This should be used very carefully.*
Font Sizes

The Font Sizes tool contains a list of possible font sizes. To use, highlight the text you would like to change and select the desired font.

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Text Color

The Text Color tool will change the color of the font of any highlighted text in the current document.

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Background Color

The Background Color tool will change the color of the background of any highlighted text in the current document.

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Special

This tool will contain a list of specifically designed CSS classes for your website. If the list is empty, you can ignore this dropdown.
Clear Formatting

This tool will erase any hidden formatting codes contained within a block of text. Simply highlight the text and click on this tool to remove the formatting.
Tables

The Table tool will insert any table into the body of your document. Place the cursor where you would like the table to be then proceed to click on the Insert Table tool, which will let you select how many rows and columns you would like.

For more information on this tool, please read the Tables Tutorial.