Topic: HTML Editor

The HTML editor is what is used when you create a document and write posts inside the D2L Brightspace window.

For example:

When you compose a reply in a discussion.

Editing content with the HTML editor is easy. You don’t need to upload any documents with the HTML editor; you can just type in text and edit it in the D2L Brightspace window itself.

You may also add videos, images, links, embed codes, and more.

Main Toolbar

The HTML editor has multiple toolbars that help you edit and add items in your document. Many of the toolbar items look similar to Microsoft Word’s toolbars and have the same function.

Cut, Copy, Paste

To access these options click the button on the far right of the page that has an ellipsis on it.
Note: When copying items from Word, use the paste from Word toolbar button to prevent errors in your document.

**Font Properties**

Just like in Microsoft Word, or any other text editing software, basic font properties such as font styles, font types, size, and color are available.
‘Stuff’, Images, Quicklinks, and Tables

This last toolbar section contains all of the media and more advanced HTML tools for your documents. Here, you add the media, Quicklinks, formulas, equations, symbols, and tables.

The ‘Insert Stuff’ button is an odd name for a tool, but it says stuff because you can add a wide variety of items from it.

The Insert Stuff button allows you to add files from your computer, files from the Course Offering Files, and files from a URL.
Inserting an image is easy with the **Insert Image** button. Just click the button, and just like the ‘Stuff’ button, you can add an image via My Computer, your Course Offering Files, or by a URL.

The **Insert Quicklink** button allows you to add Quicklinks from any part of your D2L Brightspace course (quizzes, content items, chats, discussions, etc.)

You may also add Symbols, and Lines.

**Auto-Linking**

The HTML Editor was updated to allow any URLs to be automatically linked.

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After you select what you wish to Quicklink, you have to type a link caption and choose whether it opens in a Whole Window, Same Frame, or New Window.

**Note:** Each type of Quicklink has different options based upon what type of resource you wish to use.
The last button is the **Table** button.

The **Table** button allows you to create a table with any amount of rows and columns.

This tool works exactly like Microsoft Word’s table tool.

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**Other Buttons**

At the upper right corner of the editing canvas, there is a button with ellipsis on it, if your screen resolution is small enough, it will hide some of the HTML editing buttons. Click this button to unhide all buttons if they are hidden.
At the bottom right of the editing canvas, there are 5 other buttons you can use for HTML editing.

Once your page is all set and what you desire, click **Publish** or **Save as Draft**.

**For More Information**

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.