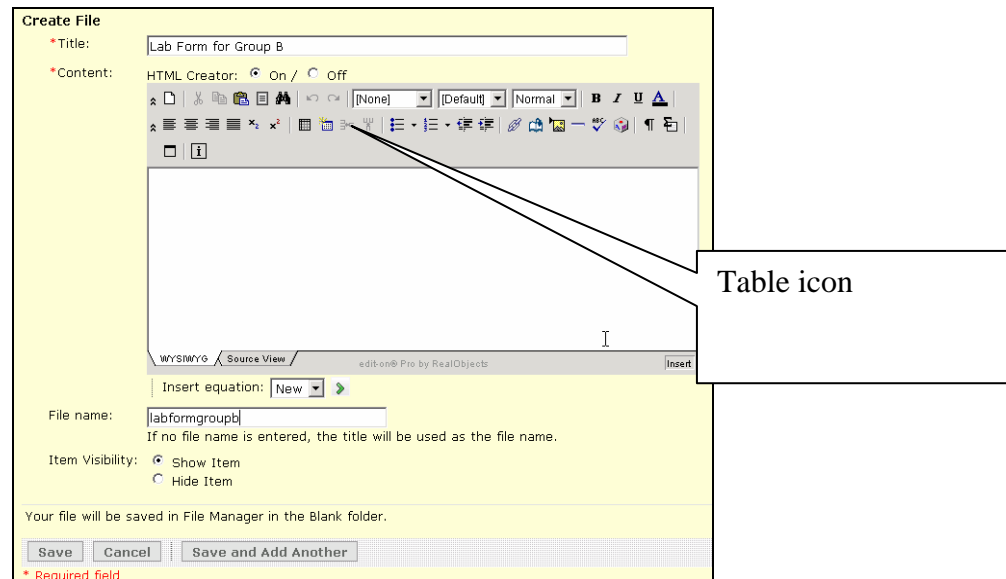


## HTML Creator

The HTML creator is an application that enables you to create web pages without knowing any HTML code. It can function as your word processor except that it creates web pages. The creator is available in many WebCT tools such as: File Manager, Course Content Home, Discussions and Mail. Use this to create a simple web page of instructions, for example.

### Create File

- Step 1:** Accessing the HTML Creator varies by tool. For example, when you create a message for email the window will appear, as shown below. To use the HTML Creator, select the **On** radio button.
- Step 2:** Wait for the application to open.
- Step 3:** In the **Title** field, enter a short page title. A title is what appears at the top of a browser when you open a web page.
- Step 4:** In the **File Name** field, enter the name of the file. A file name for a web page should be very short, lowercase characters and no spaces between characters (for example: labform).
- Step 5:** Create your text and format it, see the detailed instructions below, to format text.
- Step 6:** Click **Save** when finished.



### Create Table

Use this to create a table within a web page or to help layout text and images.

- Step 1:** Click the **Table** icon as shown in the previous image.
- Step 2:** Select options as shown below.
- Step 3:** Click **OK**.
- Step 4:** Enter information you want displayed in the table.

The screenshot shows the 'Table Properties' dialog box in an HTML editor. It is divided into several sections: 'Number of rows/columns' with 'Rows' set to 3 and 'Columns' set to 4; 'Table Properties' with 'Table Width' at 100 (By Percent) and 'Border Width' at 1; 'Row/Column Properties' with 'Column Width' at 25 (By Percent) and 'Row Height' at 10 (In Pixel); 'Cell Properties' with 'Cell Padding' at 1, 'Cell Spacing' at 2, and 'Cells vertical alignment' set to 'Default'; and 'Color Properties' with 'Table Background Color' and 'Table Border Color' both set to a blue color swatch. Two callout boxes are present: one pointing to the 'Border Width' field with the text 'Change to 0 if you would like no border.', and another pointing to the color swatches with the text 'Add color to your table with these options.'

## Add Links

**Step 1:** Click the **Link** icon, as shown below.

**Step 2:** Add a URL as shown.

**Step 3:** Click the **Pencil** icon to specify if a new window or the same window should be used for the link. Recommendation: Select a new window because it will make it easier for the student to navigate in WebCT.

**Step 4:** Click **OK**.

The screenshot shows the 'Enter the URL' dialog box. It has a title bar 'Enter the URL' and two input fields: 'Href' containing 'http://' and 'Target' which is empty. A callout box points to the 'Href' field with the text 'Enter a URL, such as http://www.csusm.edu'. At the bottom are 'Ok' and 'Cancel' buttons.