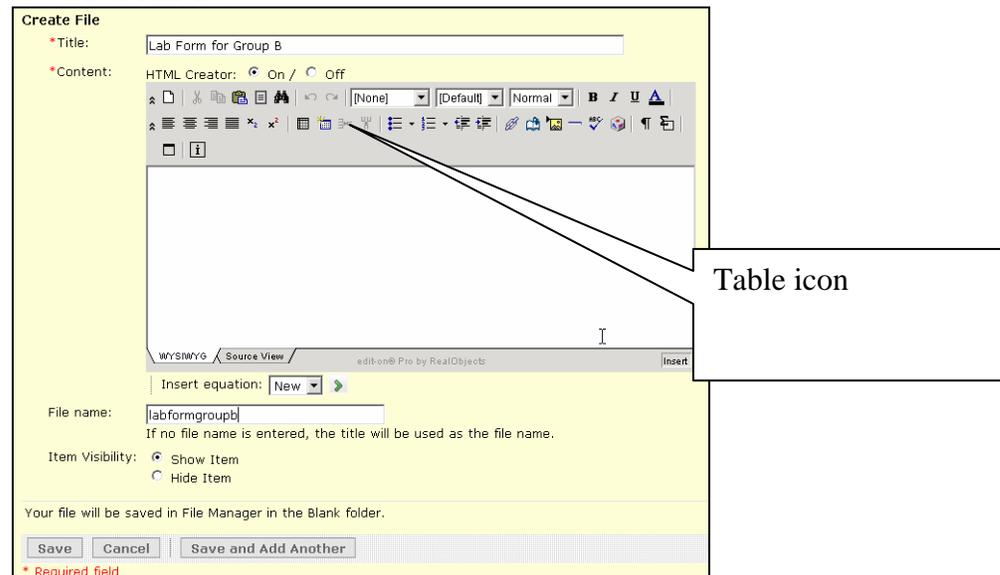


## HTML Creator

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

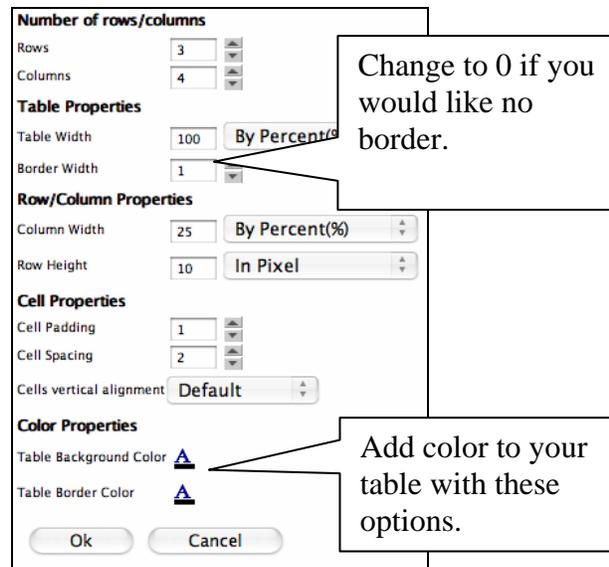
- Step 1:** Accessing the HTML Creator varies by tool. For example, when you create a message for email the window will appear, as shown below. To use the HTML Creator, select the **On** radio button.
- Step 2:** Wait for the application to open.
- Step 3:** In the **Title** field, enter a short page 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.



## 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**.

