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Introduction

The HTML Creator enables you to create HTML documents without the ability to write HTML code. The HTML Creator looks like a word processor and as you create your file, it generates the underlying HTML source code. The HTML creator enables you to change font size, font colour, font style, insert images, insert links and create bulleted lists in your document. These are just some of the possibilities in the HTML Creator.

The HTML Creator tool is accessible to the student in the following WebCT tools:

- Announcements
- Assignments
- Calendar
- Discussions
- Mail

Using the HTML Creator

The HTML Creator tool is accessible to create a message in mail, discussion or the announcement tool. It is also available when creating calendar entries.

- To access the HTML Creator from the discussion tool, see page 4-36 and 4-37 in chapter 4: Discussions.
- To access the HTML Creator from the calendar tool see page 2-6 in chapter 2: Calendar.
- To access the HTML Creator from the announcements tool see page 3-2 and 3-3 in chapter 3: Announcements.
- To access the HTML Creator from the mail tool see page 5-8 to 5-10 in chapter 5: Mail.



HTML Creator Table

Icon	Name	Function
	New Page	Open a new document without saving the current document.
	Cut	To cut or remove text in the editing area.
	Copy	To copy text in the editing area.
	Paste	To paste text in the editing area.
	Insert Text	To insert text or HTML from a source that is different from the editing area.
	Find and Replace	To search for text and replace the text.
	Undo	To undo the last action you took.
	Redo	The undo button undoes the last action; while the redo button redoes the action you undid.
	Paragraph Format	To apply a different paragraph format to text in the editing area.
	Font Type	To change the font style of the text in the editing area.
	Font Size	To change the size of the text in the editing area.
	Bold	To bold the text in the editing area.
	Italic	To Italicise the text in the editing area.
	Underline	To underline the text in the editing area.



Icon	Name	Function
	Font Colour	To change the font colour of text in the editing area.
	Align Left	To align the text to the left in the editing area.
	Align Centre	To centre the text in the editing area.
	Align Right	To align the text to the right in the editing area.
	Justify	To justify the text in the editing area. This makes an even margin on either side of the text.
	Subscript	To make the text subscript in the editing area.
	Superscript	To make the text superscript in the editing area.
	Insert Table	To insert a table in the editing area.
	Insert Table Wizard	To insert a simple table that you cannot format as freely as the table option in your editing area. With the Insert Table wizard, you may only insert a maximum of ten rows and ten columns in the table.
	Insert Row	To insert a row in a table in the editing area.
	Insert Column	To insert a column in a table in the editing area.
	Unordered List	To insert an unordered or bulleted list.
	Ordered List	To insert an ordered numbered list.
	Decrease Indent	To decrease the left indent of text in the editing area.
	Increase Indent	To increase the left indent of text in the editing area.
	Insert Hyperlink	To insert a link to a file in WebCT, on your computer or on the Internet.
	Insert Bookmark	To insert a bookmark in your editing area.
	Insert Image	To insert an image in the editing area.
	Insert Horizontal line	To insert a horizontal line in the editing area.
	Spelling Check	To check the spelling of your content in the editing area.



Icon	Name	Function
	Insert Icon Symbol	To insert a symbol in the editing area.
	Show All	To show paragraphs and other formatting marks in the editing area.
	Document Statistics	To view the number of words, characters, paragraphs and images in your editing area.
	Frame Window Mode	To make the HTML creator appear in a new window which you can resize.
	About	To find out more about the HTML creator.

New Page

New Page allows you to open a new document without saving the current document.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays as seen in figure 8-1.

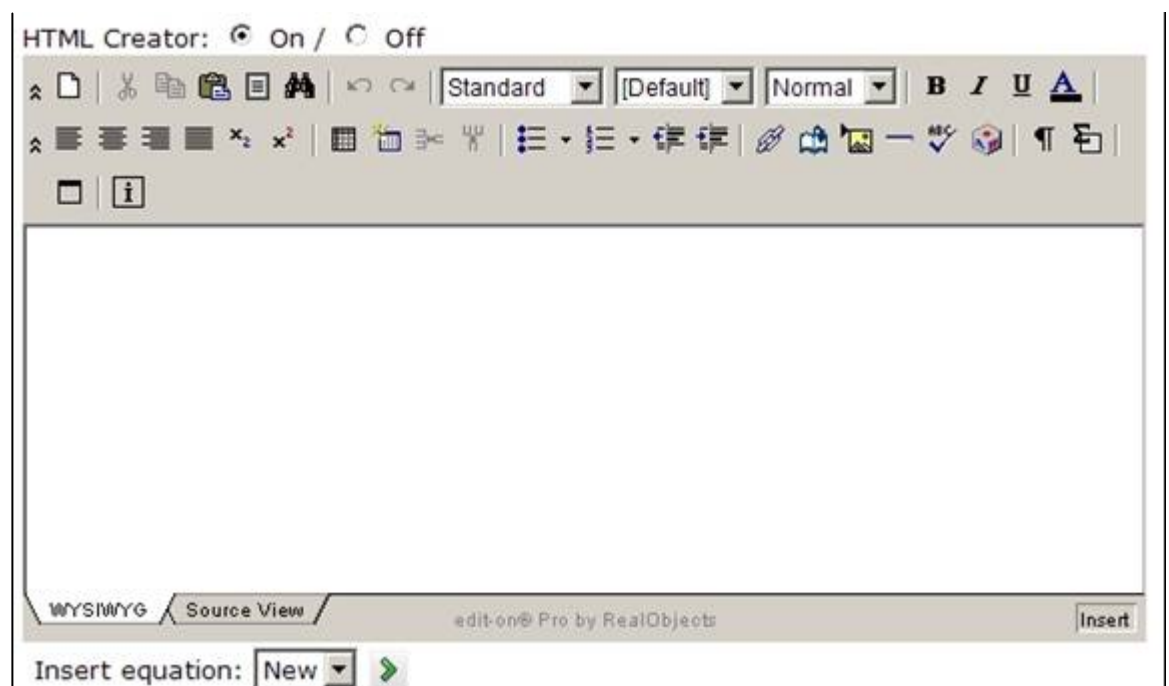




Figure 8-1

2. Click on the **New Page** icon to clear your screen. The HTML screen refreshes and a new page with a blank screen displays.



Note: When you select the **New Page** icon, it will delete everything that is currently in your **HTML Creator** screen and give you a new page.



Cut and Paste

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Highlight the sentence you would like to cut from your work area.
3. Click on the **Cut** icon.  The word or sentence that you highlighted will vanish from your screen and is stored on the clipboard, ready for you to paste.
4. Place the cursor where you want to paste the word or text.
5. Click on the **Paste** icon.  The word or sentence will paste into your editing area in the position your cursor was last.

Copy and Paste

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays as seen in figure 8-2.
2. Highlight the text or sentence you would like to copy.
3. Click on the **Copy** icon.  The text is copied.
4. Position your cursor where you want to paste the previously copied text or sentence in your editing area.
5. Click on the **Paste** icon  to paste the text or sentence. See figure 8-2.

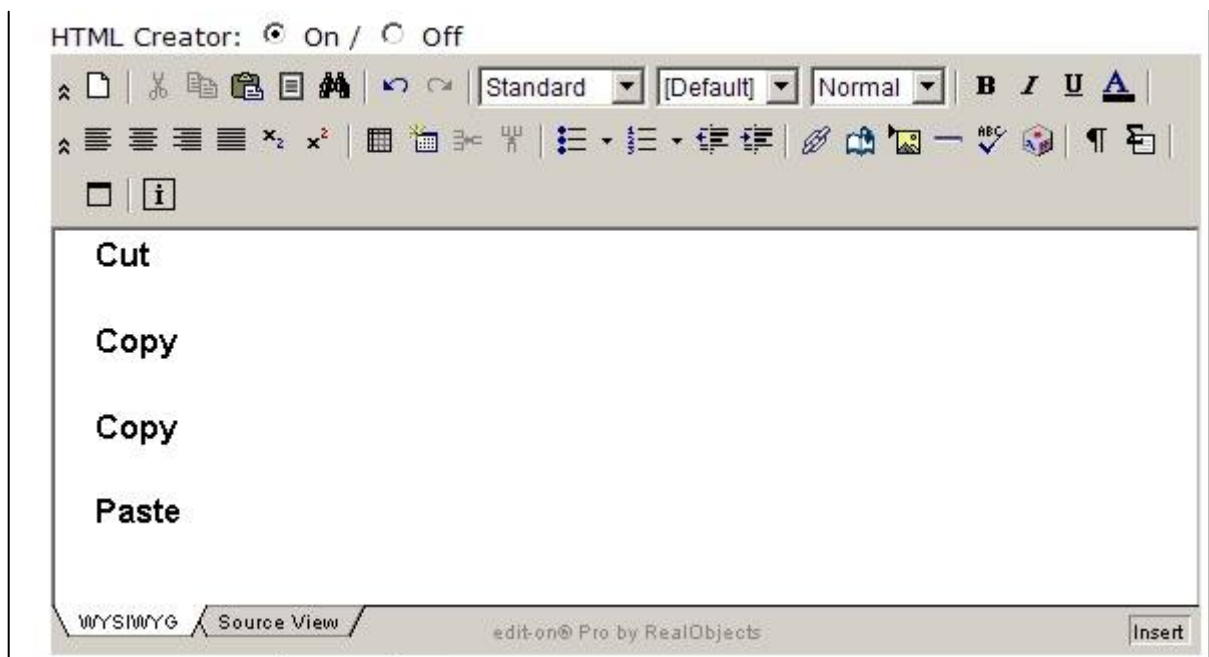



Figure 8-2



Insert Text

The **Inset Text** option allows you to insert text or HTML code from a source that is different from the editing area. In other words, you may copy from any other document and paste it into the HTML Creator using the **Insert Text** option.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Insert Text** icon.  The **Paste Text from Clipboard** window opens. See figure 8-3.

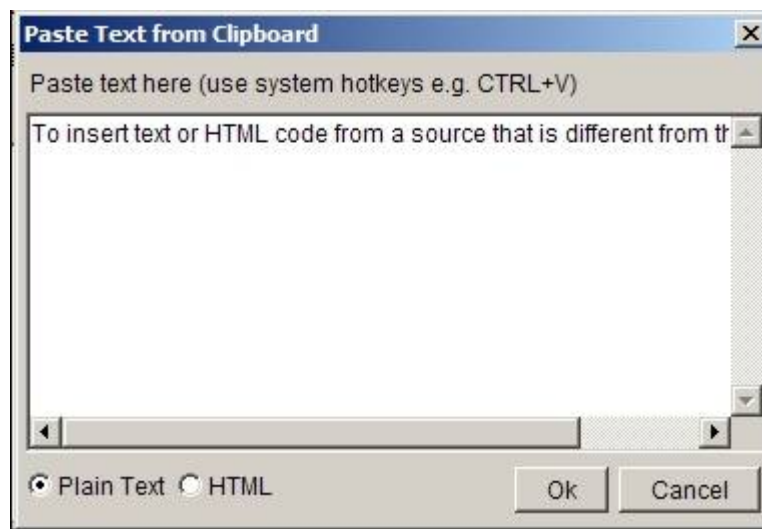


Figure 8-3


3. Place your cursor in the **Paste Text from Clipboard** text area.
 4. Paste the previously copied text or HTML code into the **Paste Text from Clipboard** window by selecting the following keys from the keyboard: control (ctrl) and V. The text is pasted into the **Paste Text from Clipboard** window.
 5. Click on the **Plain Text** radio button at the bottom of the Paste Text from Clipboard window if you are pasting in plain text. See figure 8-3.
- Or
6. Click on the **HTML** radio button at the bottom of the Paste Text from Clipboard window if you are pasting in HTML code.
 7. Click on the **OK** button. The text is inserted into the HTML Creator editing area.

Find and Replace

Find and Replace enables you to find a specific word in your editing area and to replace it with another word.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.



2. Click on the **Find and Replace** icon.  The **Find and Replace** window appears as seen in figure 8-4.

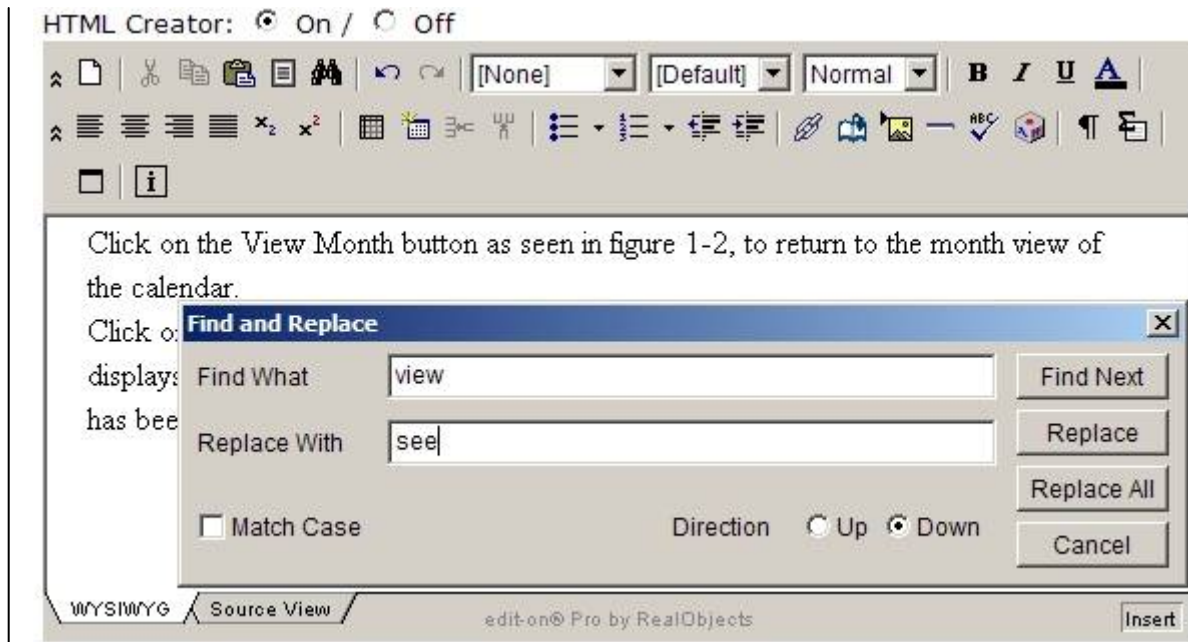


Figure 8-4

3. Type in the word you would like to find in the **Find What** text box. In figure 8-4 the word “view” is typed in the **Find What** text box.
4. In the **Replace With** text box, type in the word you want to replace the original one with. In figure 8-4 the word “see” is typed in the **Replace With** text box.
5. Click on the **Find Next** button. The first instance of the word that you are looking for is located and highlighted.
6. Click on the **Replace** button if you want to replace that specific word. The next instance of the word will be highlighted or found in the editing area.
- Or
7. Click on the **Find Next** button if you do not want to replace the word it found, and need to search for the next instance of the word.
- Or
8. Click on the **Replace** button if you want to replace the word that it has found.
- Or
9. Click on the **Replace All** button if you are sure you want to replace all instances of that word.
10. You may select the direction that the find and replace function searches for words using the **Direction Up** or **Down** radio button.





Continue working through the document until you have found the words you were looking for and replaced them.

Note: You may use the match case option if you want to capitalise the first letter of certain words. To use this option you must select the **Match Case** check box.

11. Click on the **Cancel** button to close the **Find and Replace** window once you are finished.

Undo and Redo

Undo allows you to undo the last action you have taken in the editing area of the HTML Creator. **Redo** allows you to redo a specific action you have undone using the undo button.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Undo** button  to undo the last action you did in the HTML Creator. The action is automatically undone.
3. If you find that undoing that action was not the correct action to take, click on the **Redo** button.  The last action that was undone is done again.

Paragraph Format

The **Paragraph Format** drop-down menu allows you to apply different paragraph formats to text in the editing area of the HTML Creator.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Type in the text that you want to format in the editing area of the HTML Creator.
3. Highlight the text that you want to format in the editing area of the HTML Creator.
4. Click on the **Paragraph Format** drop-down menu. The paragraph format drop-down menu appears as seen in figure 8-5 on the following page.

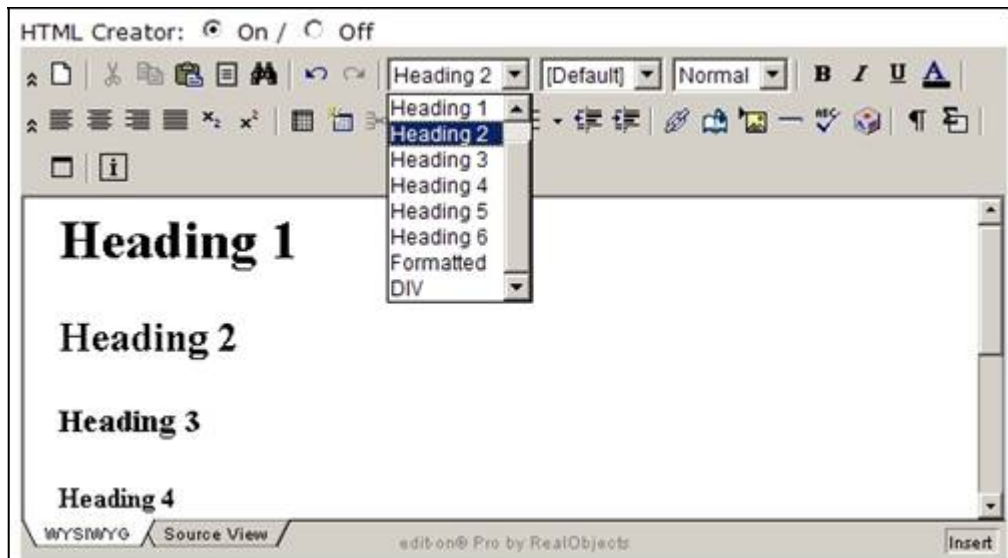


Figure 8-5

5. Select the heading type you require from the **Paragraph Format** drop-down menu. The text changes to the selected heading size.

In figure 8-5 on the previous page the different types of headings from **Heading 1** to **Heading 4** are displayed in the HTML Creator editing area, showing the different size fonts.

Fonts Type and Size

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Type in the text that you want to format in the editing area of the HTML creator.
3. Highlight the text that you want to format in the editing area of the HTML creator.
4. Select the **Font type** drop-down menu as seen in figure 8-6.
5. Click on the **Font type** you require from the drop-down menu to change the font type. In figure 8-6 on the following page, the courier font type has been selected.

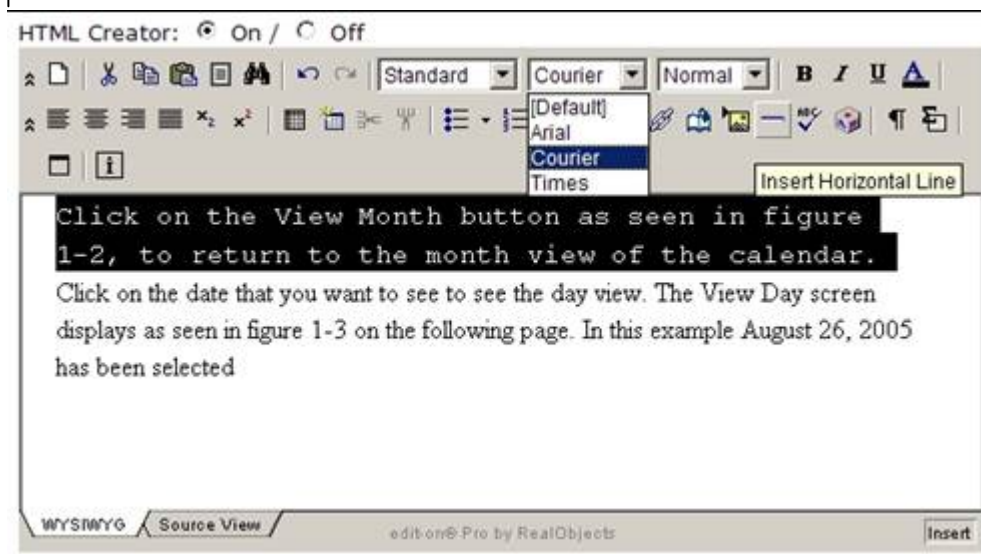


Figure 8-6

6. Highlight the text that you want to change the size of as seen in figure 8-6.
7. Click on the **Text size** drop-down menu.
8. Select the size of the text that you require from the drop-down menu. The text size changes.

Bold, Italic and Underline

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays as seen in figure 8-7.

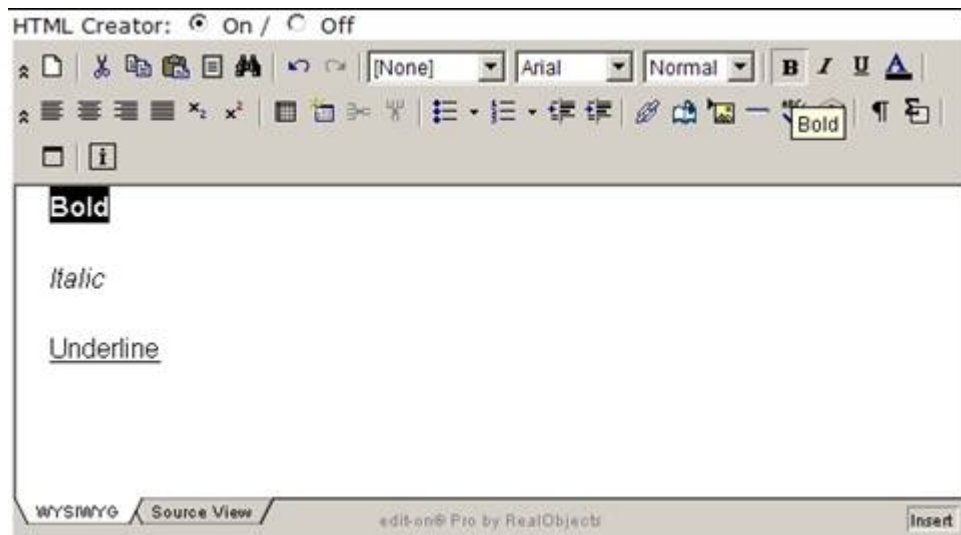


Figure 8-7

2. Type in the text that you want to either bold, display in italics or underline in the HTML Creator screen.
3. Highlight the text that you want to either bold, display in italics or underline. See the word Bold highlighted in figure 8-7.



4. Click on the **B** button  to bold the word.

Or

5. Click on the *I* button  to italicise the word.

Or

6. Click on the U button  to underline the word.

Font Colour

You can change the colour of the font in your editing area by using the font colour icon.


1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Select the font colour icon.  The **Colors** menu displays as seen in figure 8-8.
3. Click on the colour square that you would like your font to display in. The HTML editor displays and if you begin typing, the colour of the font will be the colour you selected in this step.



Figure 8-8

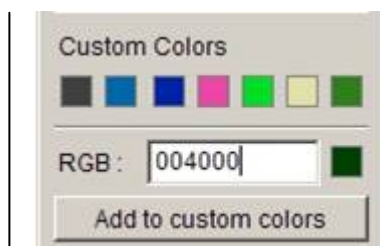


Figure 8-9

Note: You may add custom colours to the HTML Creator:

1. Type in the RGB colour value in the **RGB** text box as seen in figure 8-9.
2. Click the **Add to custom colors** button. This enables you to add other colours that are not in the HTML Creator if you require them.



Aligning Text

You may align the text in the editing area either left, centre or right. The other option is to justify the text in the editing area which makes an even margin on either side of the text.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays
2. Highlight the text you would like to align in the editing area.

3. Click on the **Align left** button  to align the text left.


Or

4. Click on the **Align centre** button  to align the text centre.

Or

5. Click on the **Align right** button  to align the text right.



Or

6. Click on the **Justify** button  to align the text so that the margins are even on both sides.

Subscript and Superscript

Superscript is a symbol (which can be a number or a letter) that is written or typed above (to the right or left) of another character.

Subscript is a symbol (which can be a number or a letter) that is written or typed below (to the right or left) of another character.

1. Click on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Type in the text that you would want to make superscript or subscript.
3. Highlight the text you want to make superscript or subscript.
4. Click on the superscript button  or the subscript button . The selected text changes according to your selection.



Insert Table

The insert table icon allows you to insert a table in the editing area.

1. Click on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays

2. Click on the **Insert Table** icon.  The **Table Properties** window opens. See figure 8-10.

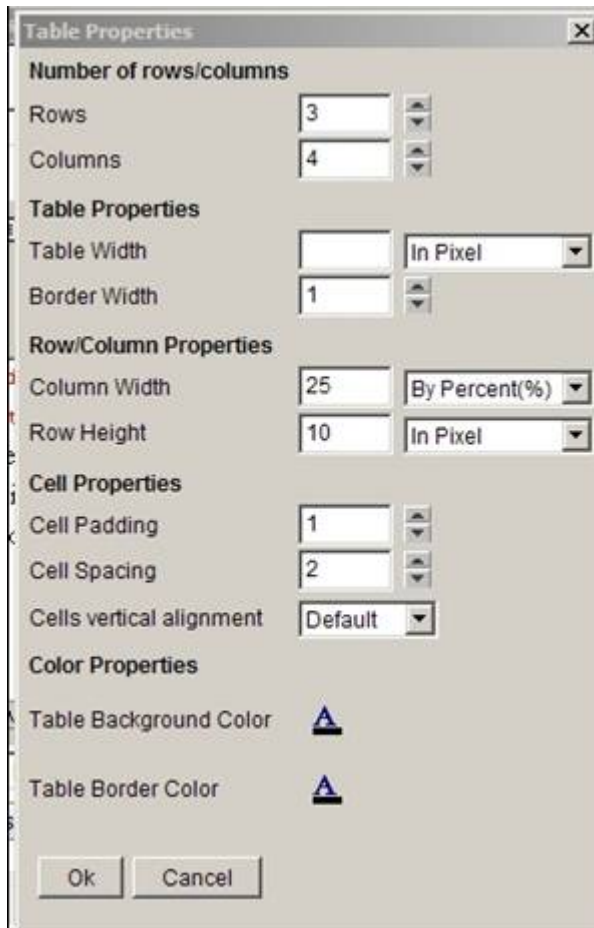


Figure 8-10


3. Select the amount of rows you would like in your column from the **Rows** text box. Use the up and down arrows to increase or decrease the amount in the **Rows** text box.
4. Select the amount of **Columns** you require for your table, using the up and down arrows to increase or decrease the amount of columns.
5. Type in the width in the **Table Width** text box.
6. Select the Table Width option from the drop-down menu either in **Pixel** or **By Percent (%)**.
7. Select the width of the border by using the up and down arrows to increase or decrease **Border Width** for the table.



8. Type in the column width in the **Column Width** text box.
9. Select your preferred column width option from **By Percent (%)** or **Pixels** from the column width drop-down menu.
10. Type in the height you would like your rows to be either **By Percent (%)** or in **Pixel** in the **Row Height** text box.
11. Select your preferred row height option. You may either select **By Percent (%)** or **Pixels** from the row height drop-down menu.
12. Select the amount of **Cell Padding** you require by using the up and down arrows to increase or decrease the amount.
13. Select the cell spacing from the **Cell Spacing** text box by using up and down arrows to increase or decrease the amount.
14. Select the **Cells vertical alignment** from the options in the drop-down menu: **default, top, middle, bottom or base line**.
15. Select a **Background Color** by clicking on the colour icon and selecting the colour from the colour window that opens.
16. Select the **Table Border Color** by clicking on the colour icon and choosing the colour from the colours window that appears.
17. Click on the **OK** button. The table is inserted into the HTML Creator editing area.

Insert Wizard Table

The **Insert Wizard Table** allows you to insert a simple table that has limited formatting options in the editing area i.e. you may only insert a maximum of ten rows and ten columns using this type of table in the HTML Creator.

1. Click on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Select the **Insert Wizard Table** icon.  The **Table Wizard** window opens.
3. Move your mouse until the blue area corresponds with the amount of rows and columns you require.
4. Click your mouse. The table will be inserted in the **HTML Creator**. Refer to figure 8-11 on the following page.

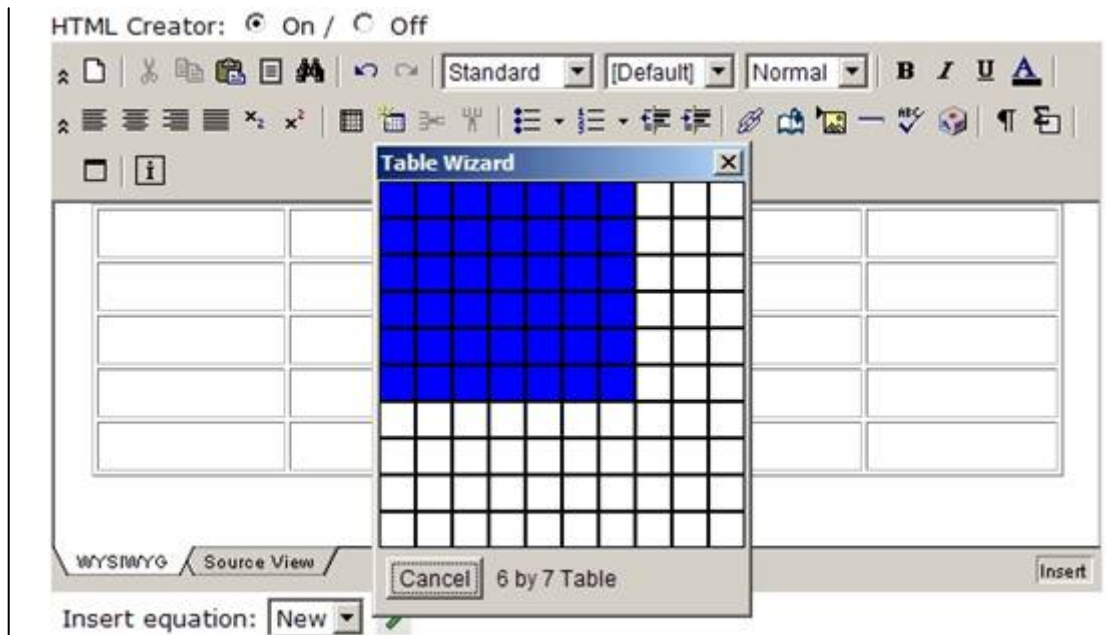



Figure 8-11

Adding Columns and Rows

If you have added a table to the **HTML Creator** editing area you may add either a column or a row to that table using the add column or add row icons.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Place your cursor in the table where you would like to add an extra row.
3. Click on the **Insert Row** icon.  The **Insert Row** window opens as seen in figure 8-12.

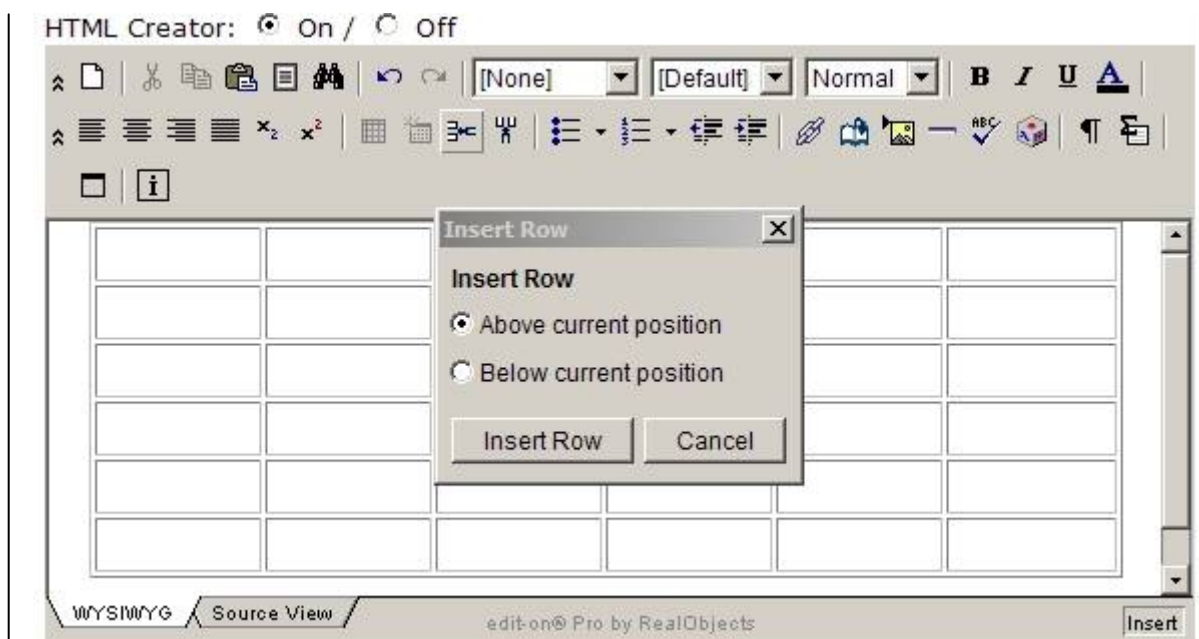


Figure 8-12




4. Select the **Above current position** radio button if you would like to insert the row above the current position of your cursor.

Or

5. Select the **Below current position** radio button if you would like to insert the row below the current position of your cursor.

6. Click on the **Insert Row** button. An extra row is inserted.

7. Place your cursor in the table where you would like to add an extra column.

8. Click on the **Insert Column** icon.  The insert column window displays. See figure 8-13.

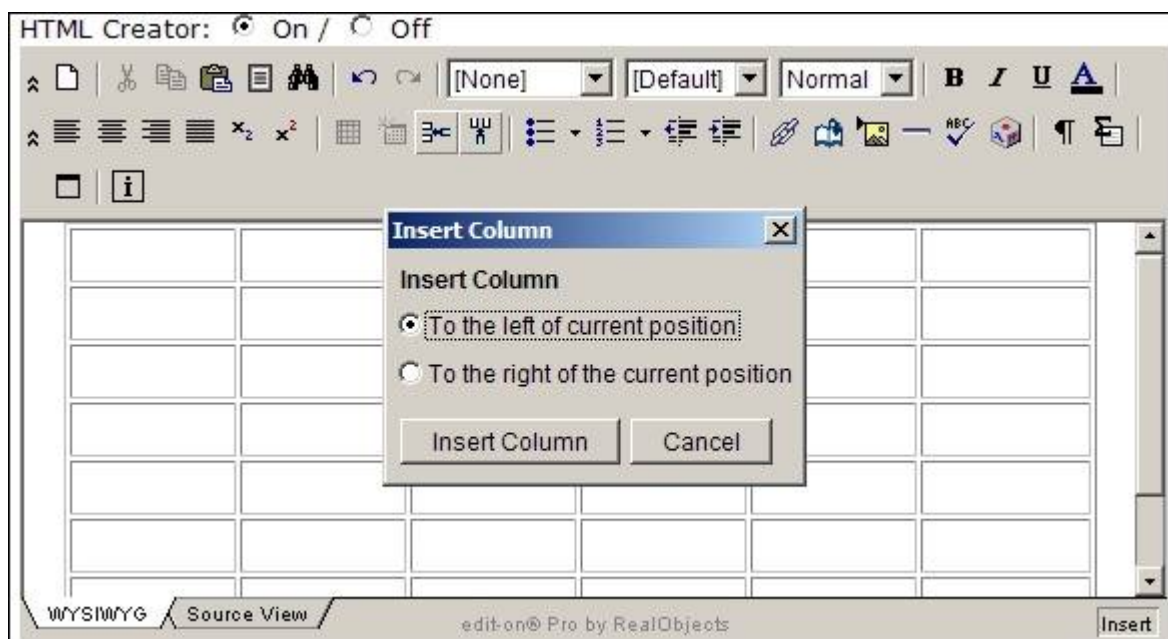


Figure 8-13

9. Click on the **To the left of current position** radio button to insert the column to the left of the current cursor position.

Or

10. Click on **To the right of the current position** radio button to insert the column to the right of the current cursor position.

11. Click on the **Insert Column** button. The column is added to the table in the HTML Creator editing area.

Unordered List

You may create bulleted lists within the **HTML Creator**. You have a choice of three types of unordered lists when creating bulleted lists.

1. Click on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.



2. Highlight the text that you would like to bullet. See figure 8-14.

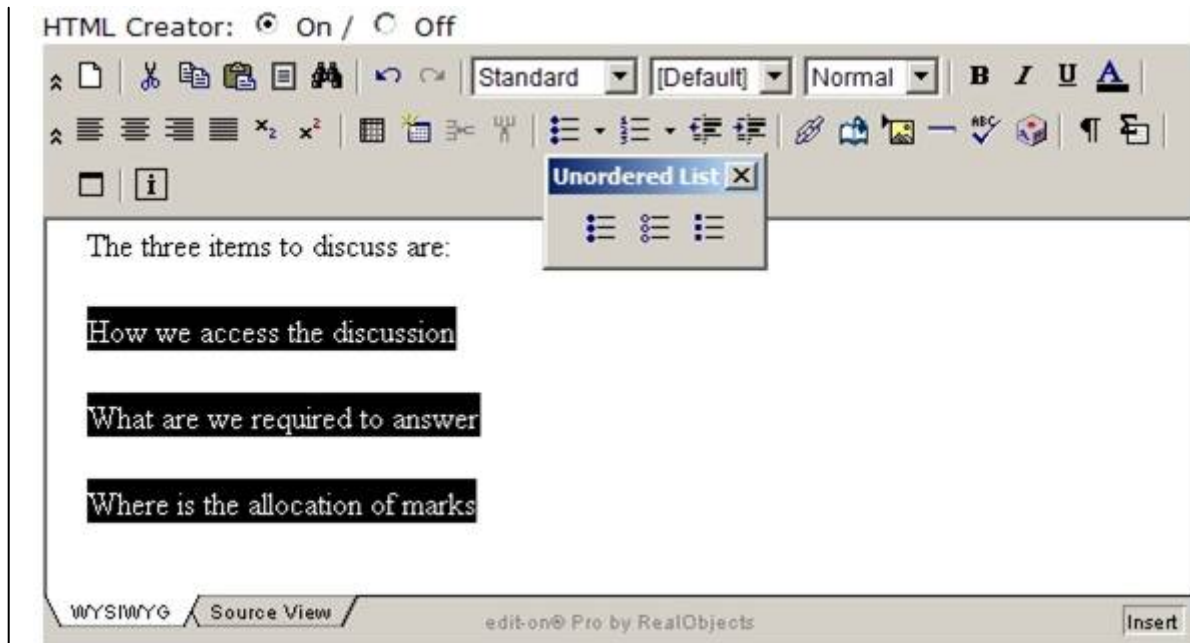




Figure 8-14

3. Click on the **Unordered List** icon.  Bullets are added to the list.
- To change the type of bullet to a different style, you may access one of the three bullet styles available in the **HTML Creator**.
4. Highlight the text that you would like bulleted.
 5. Click on the arrow to the right of **Unordered List** icon. A new window opens called **Unordered List** as seen in figure 8-14.
 6. Select from the three examples the type of **Unordered List** you require by clicking on it. The bullet then changes to the unordered list you selected.

Ordered List

In the **HTML Creator** you can create an ordered list enabling you to number items in a list.

1. Click on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Highlight the text that you want to make into an ordered list.
3. Click on the **Ordered List** icon.  The selected text becomes numbered as seen in figure 8-15 on the following page.

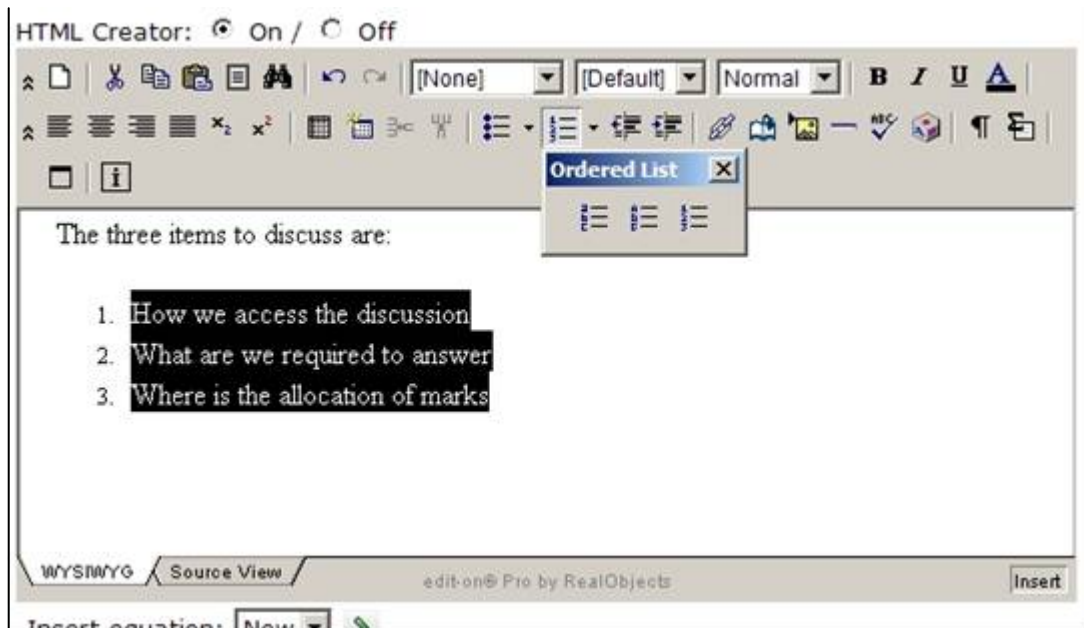


Figure 8-15

If you would like your ordered list to be in alphabetic format rather than in numeric order, you will need to select a different ordered list option from the **Ordered List** menu.

4. Highlight the text that you want as an ordered list.
5. Select the arrow to the right of the **Ordered List** icon. The **Ordered List** options display as seen in figure 8-15.
6. Click on the ordered list type you prefer from the three options. The list changes to the type of ordered list you selected.


Decrease and Indent

You can decrease and increase the indent of the text in the HTML Creator.

1. Click on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Highlight the text that you would like to **Indent**.

3. Select the **Decrease Indent** icon  to move the text to the left.

Or

4. Select the **Increase Indent** icon  to move the text to the right. See figure 8-16 on the following page.

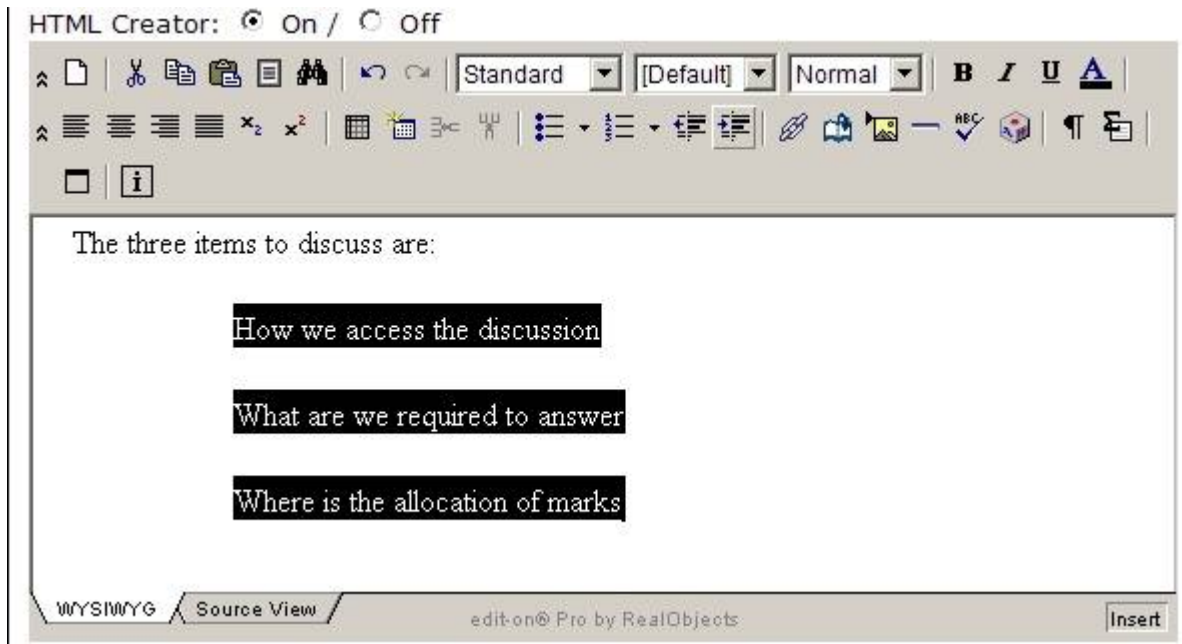


Figure 8-16

Inserting Links

You may insert a link to:

- a file in WebCT (either in class files or in my files)
- a file on your computer
- the Internet

Inserting a link to a file in Class Files

In this example we will link to a file that is in the class files area.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Insert Hyperlink** icon.  The **Insert Link** window opens as seen in figure 8-17 on the following page.
3. Select the **File Browse the File Manager or upload a file** radio button to link to a file that is already in WebCT in class files or my files.

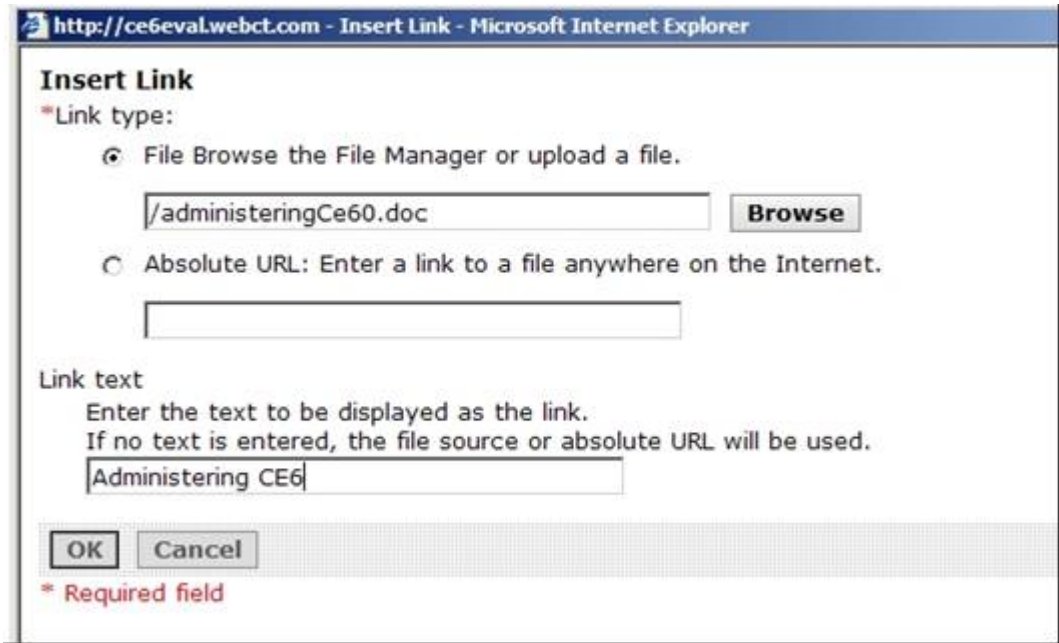


Figure 8-17

4. Click on the **Browse** button. The **Get Files** window opens as seen in figure 8-18.

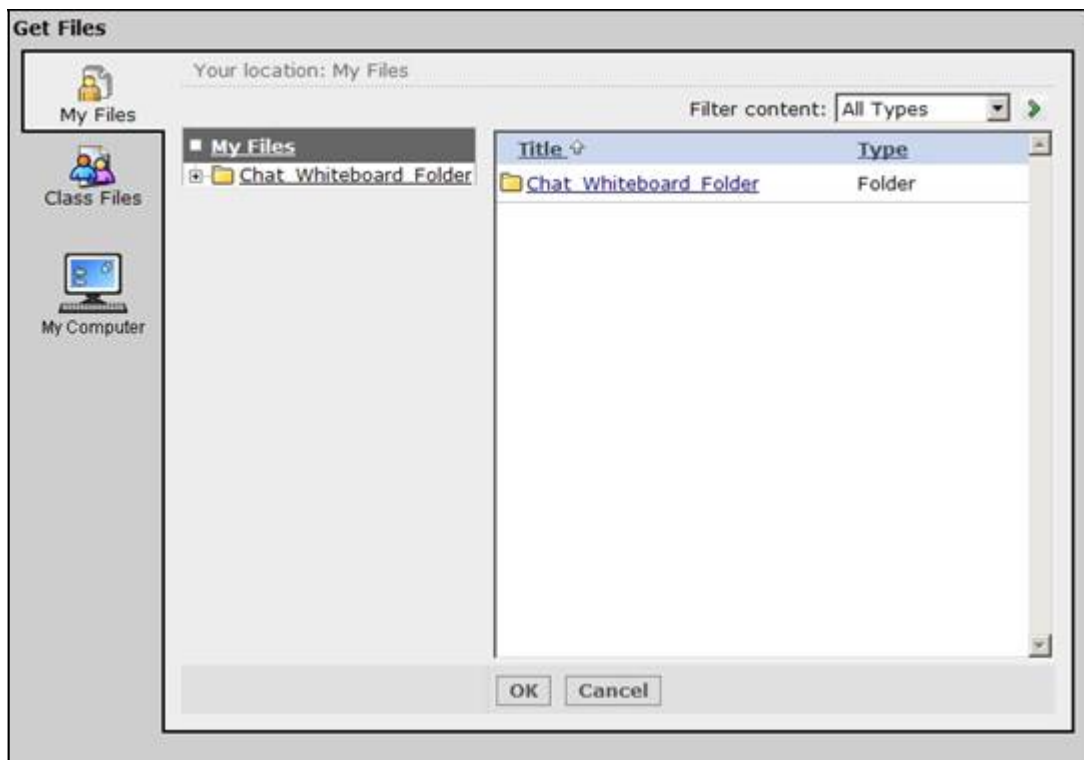


Figure 8-18

There are three options in the **Get Files** window. You can select a file either from **My files**, **Class Files** or **My Computer**.

5. Click on the **Class files** icon to access the files from that location. The files in the class files area display in the right frame.




6. From the right hand frame displaying the class files, click on the radio button to the left of the file you would like to link to.
7. Click on the **OK** Button. The **Insert Link** window displays showing the filename you just selected in the **File Browse the File Manager or upload a file** text box. See figure 8-17 on the previous page.

In the **Insert Link** screen you may add link text. If you add text in the **Link Text** text box, it will display that text as the link name. If you do not add any text in the **Link Text** text box the file source or the absolute URL will be used as the link name.

8. Type in the link text in the **Link Text** text box.
9. Click on the **OK** Button. The link is inserted into the HTML Creator editing area.

Inserting a link to a file accessed from My Computer

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Insert Hyperlink** icon.  The **Insert Link** window opens.
3. Select the **File Browse the File Manager or upload a file** radio button to link to a file that is on your computer.
4. Click on the **Browse** button. The **Get Files** window opens as seen in figure 8-19 on the following page.
5. Click on the **My Computer** icon in the **Get Files** window to access your computer files. The files on your computer open in a new window as seen in figure 8-19 on the following page.

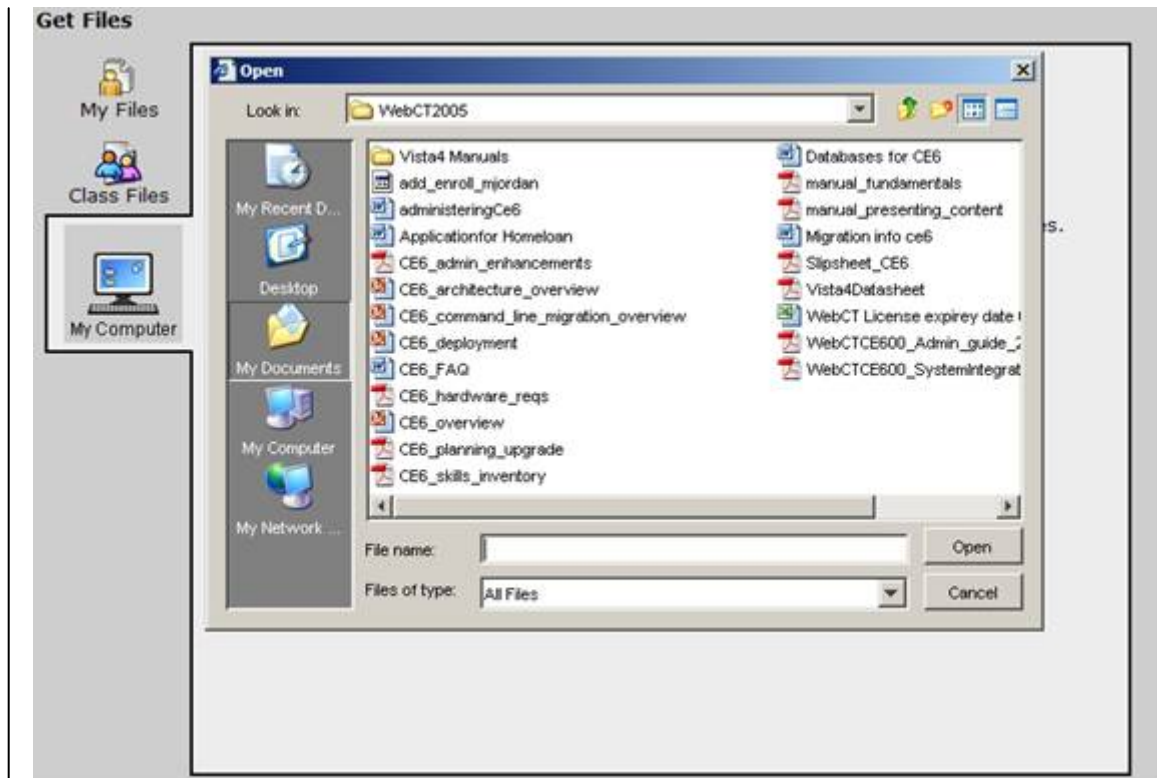


Figure 8-19

6. Click on the file name you would like to link to, from the **Open** window. The file name is highlighted.
7. Click on the **Open** button. At the top of the screen the **My Computer Applet** displays showing the status of the file upload. See figure 8-20.

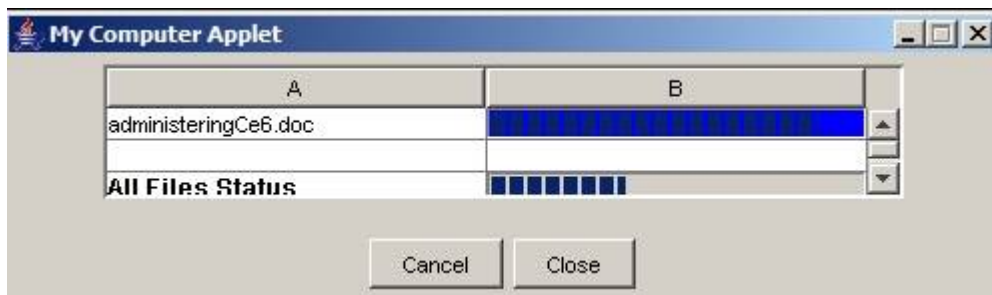


Figure 8-20

8. When the file is uploaded, the **Insert Link** window displays the file in the **File Browse the File manager or upload a file** text box. See figure 8-17 on page 8-21.
9. Enter the link text in the **Link Text** text box. See figure 8-17 on page 8-21.
10. Click on the **Ok** button. The link is added into the **HTML Creator** editing area.



Inserting a link to an URL

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Insert Hyperlink** icon.  The **Insert Link** window opens as seen in figure 8-21.
3. Select the **Absolute URL: Enter a link to a file anywhere on the Internet** radio button.
4. Type in the full address of the URL you would like to link to. See figure 8-21.



Insert Link

*Link type:

File Browse the File Manager or upload a file.

Browse

Absolute URL: Enter a link to a file anywhere on the Internet.

Link text

Enter the text to be displayed as the link.
If no text is entered, the file source or absolute URL will be used.

OK **Cancel**

* Required field

Figure 8-21

5. Enter the link text in the **Link Text** text box. See figure 8-21. In this example **Search with Google** is added as the link text.
6. Click on the **OK** button. The link displays in the **HTML Creator** editing area.

Insert Bookmark

A bookmark is inserted into a document and serves as an invisible place marker. You can then create a link to that bookmark. When using the bookmark option you need to first create the bookmark and then link to the bookmark.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Place your cursor in the area in the **HTML Creator** where you want to create the bookmark.



3. Click on the **Insert Bookmark** link.  The **Insert Bookmark** window opens as seen in figure 8-22.

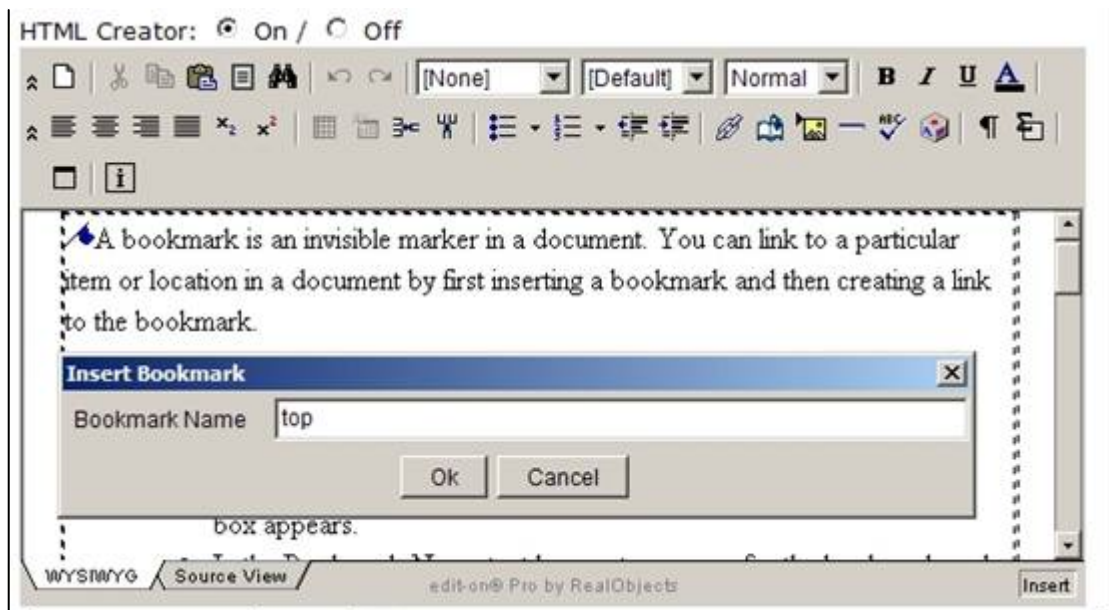


Figure 8-22

4. Type in the bookmark name in the **Insert Bookmark** window. In figure 8-22 the bookmark name is **top**.
5. Click on the **OK** Button. The Bookmark is inserted into the HTML Creator and is shown as a flag as seen in figure 8-22 at the top of the editing area.
6. Place your cursor in the area of the **HTML Creator** you want to link the bookmark to.
7. Click on the **Insert Link** icon. The **Insert Link** window opens as seen in figure 8-23.



Figure 8-23




8. Select the **File Browse the File Manager or upload a file** radio button.
9. Type in a hash and then the name of the Bookmark as seen in figure 8-23 on the previous page.
10. Type in the name of the link in the **Link Text** text box. In figure 8-23 on the previous page the link text is **Go to Top of page**.
11. Click on the **OK** Button. The link is inserted into the **HTML Creator**.

When a user clicks on that bookmark link, the page will move back to the bookmark that was added.

Insert Image

You are able to insert an image in the HTML Creator.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Insert Image** icon.  The **Insert Image** window displays as seen in figure 8-24.

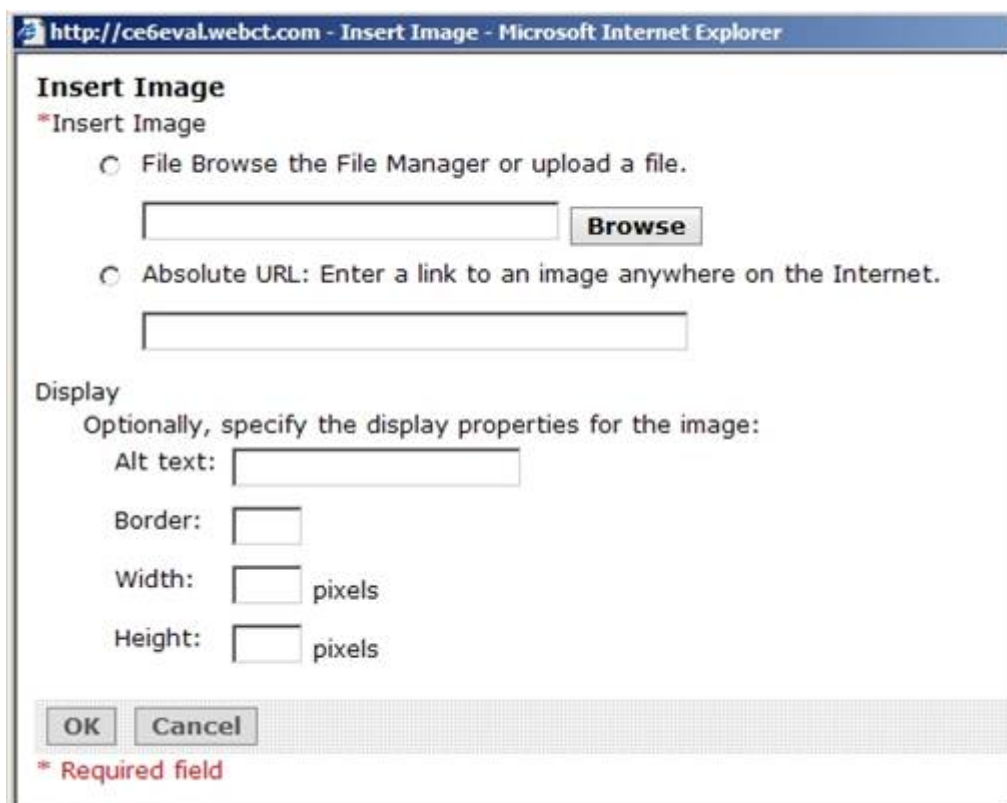


Figure 8-24

3. Select the **File Browse the File Manager or upload a file** radio button.
4. Click on the **Browse** button. The **Get Files** window opens.



5. Select either the **My files**, **Class files** or **My Computer** icon depending on the location you want to get the image from. The relevant file area loads.
6. Select the file name of the image you would like to add, from the My files or Class files area.
7. Click on the **OK** button. The **Insert Image** screen displays, with the path of the image pasted into the **File Browse the File Manager or upload a file** text box.

The display properties in the points below are optional and you do not have to add them. If you require control over these settings, you may add them.

8. Type in the alt text in the **Alt text** text box. This is the text that will display when your mouse over the image.
9. Type in the Border value in the **Border** text box.
10. Type in the width in pixels in the **Width** text box.
11. Type in the height in pixels in the **Height** text box.
12. Click on the **OK** Button. The image is pasted into the HTML Creator. See Figure 8-25.

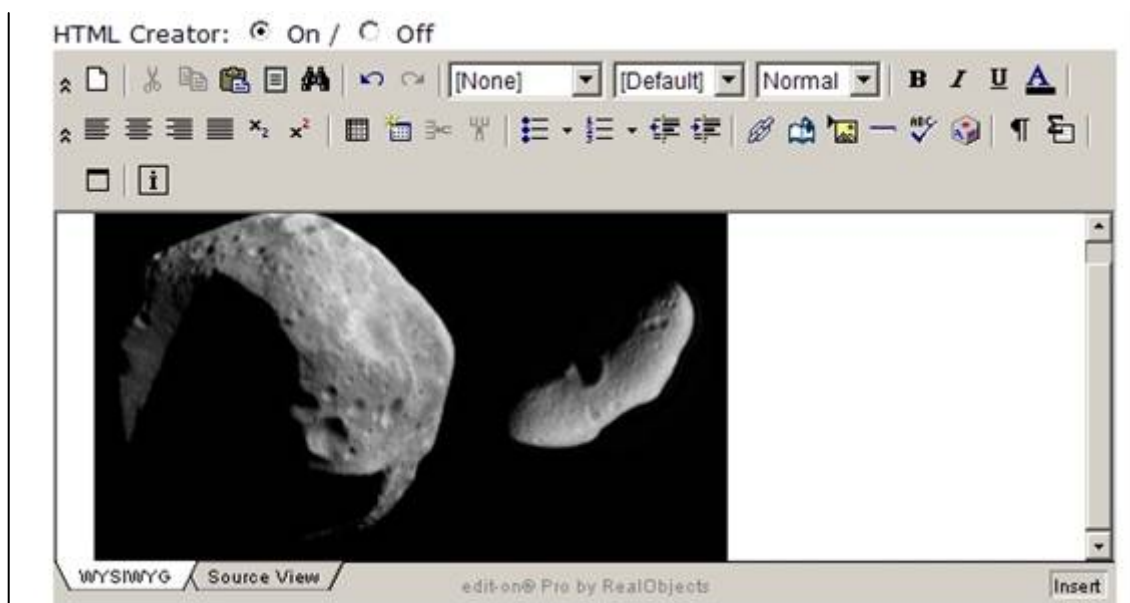


Figure 8-25


The other option when inserting an image is to refer to an **Absolute URL**, which is a link to an image anywhere on the Internet. In this instance you would just add the **Absolute URL** in the **Absolute URL** text box instead of browsing for the file.

Spelling Check

In the HTML Creator you may check the spelling of the text.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The HTML Creator displays.



- Click on the **Spelling Check** icon.  The **Check Spelling** window opens as seen in figure 8-26.

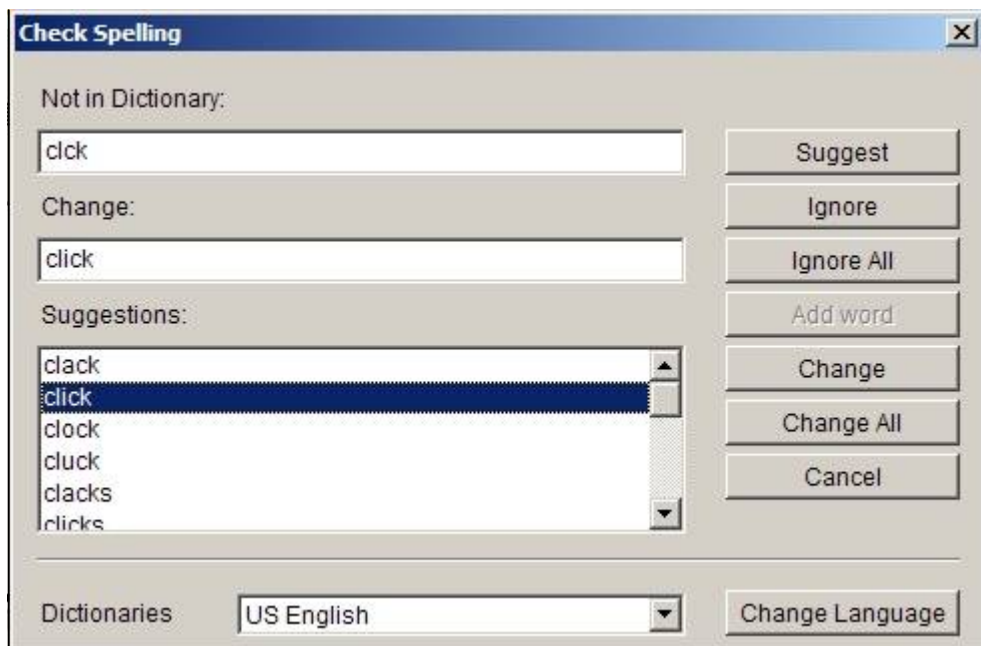


Figure 8-26

The **Check Spelling** window displays the word that it found that may be incorrect. Suggestions display in the suggestions window.

- Click on the correct suggestion from the suggestion list. The word becomes highlighted as seen in figure 8-26.

- Click on **Change** button to change the word to the highlighted suggestion.

Or

- Click on the **Ignore** button to ignore the word, if you do not want to change the word.

Or

- Click on the **Change All** button to change all instances of this word in the document to the suggestion selected in step 3.

Or

- Click on the **Ignore All** button to ignore all instances of that word in the document.

- To change the dictionary the Check Spelling feature uses, select the **Dictionaries** drop-down menu from the **Check Spelling** window and select the language you require.

- Click on the **Change Language** button. The dictionary changes.

In some instances the option to delete a word appears in the **Check Spelling** screen. When that option appears, you may select it and it will delete the word.



Inserting a Symbol

You may need to insert a symbol in the HTML Creator.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.

2. Click on the **Insert Symbol** icon.  The **Insert Symbol** window displays as seen in figure 8-27.

3. Click on the symbol you require from the symbol window. The symbol appears in the text box at the bottom of the screen. In figure 8-27 the @ symbol is displaying.

4. Click on the **Insert** button. The symbol is added to the editing area.

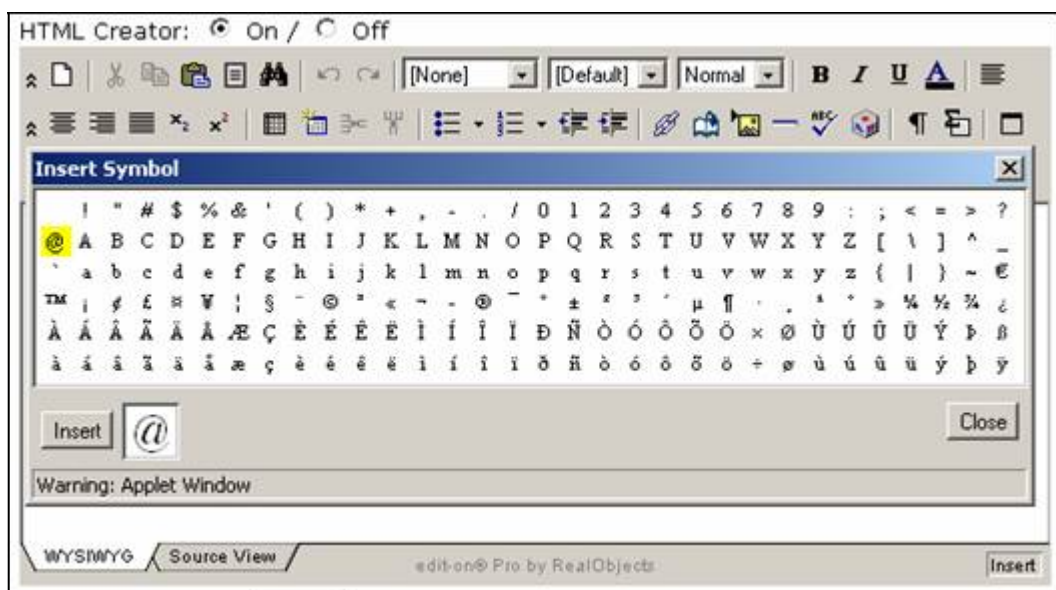



Figure 8-27

Show All

The **Show All** option allows the user to show or hide paragraphs formatting marks. Showing the paragraph marks enables the user to see where each paragraph ends.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.

2. Click on the **Show All** icon.  The paragraph and other formatting marks appear in the **HTML Creator** editing area.


3. Click on the **Show All** button again to hide the paragraph marks.



Document Statistics

Document Statistics enable you to see:

- the amount of words in your document
- characters without spaces
- characters with spaces
- paragraphs
- images

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Document Statistics** icon.  The **Document Statistics** window opens as seen in figure 8-28.

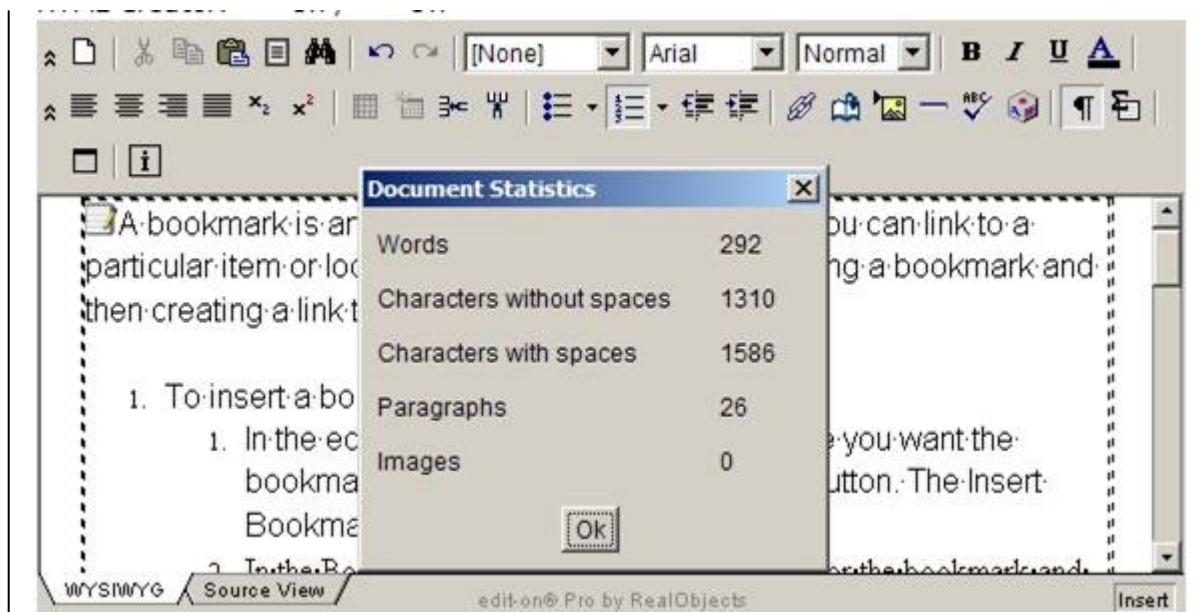



Figure 8-28

3. In the **Document Statistics** window you see the amount of **words**, **characters without spaces**, **characters with spaces**, **paragraphs** and **images** that are in this document.
4. Click on the **OK** button to close the **Document Statistics** window.

Frame Window Mode

If you would like the **HTML Creator** to appear in a separate window that you can resize use the **Frame Window Mode** option.

1. Access the HTML Creator by clicking on the **On** radio button to the right of the **HTML Creator** heading. The **HTML Creator** displays.
2. Click on the **Frame Window Mode** icon.  The **HTML Creator** appears in a new window. See figure 8-29 on the following page.

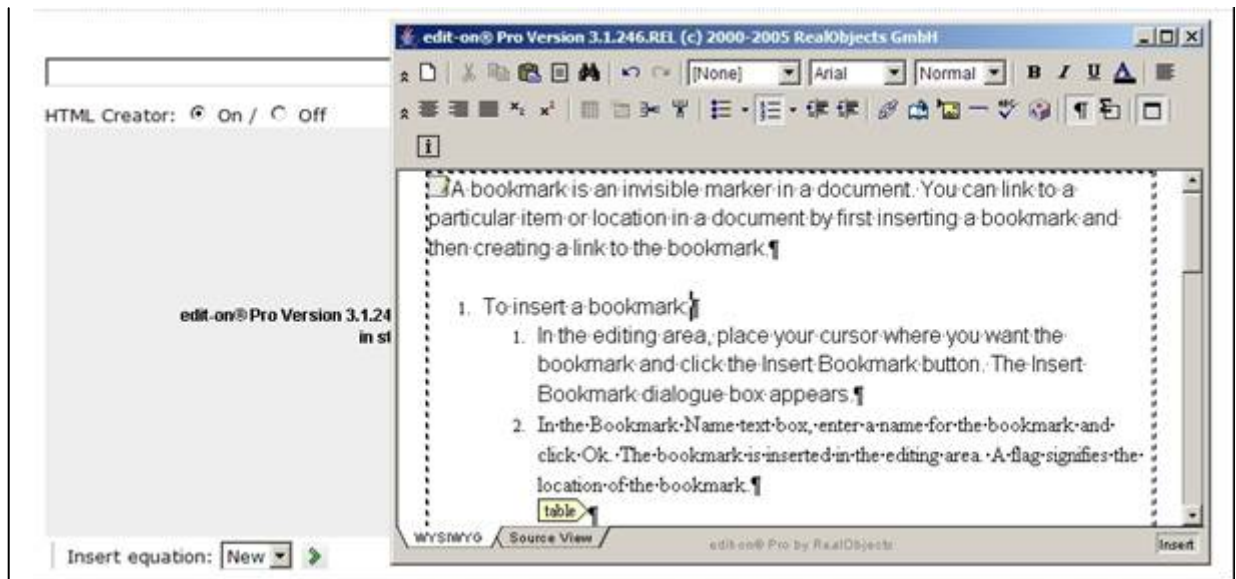


Figure 8-29

This window may be resized by placing your cursor on any of the window corners and dragging the window to a larger size.

If you would like the **HTML Creator** to appear in the screen and not in a new window access the **Frame Window Mode** icon.

3. Click on the **Frame Window Mode** icon. The **HTML Creator** appears in the main screen again.