

How to Use the *Fast!page* HTML Editor

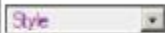
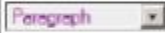
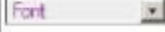
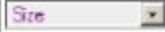

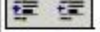


The *Fast!page* HTML Editor is a WYSIWYG (What you see is what you get) editor that allows users to quickly create or edit formatted online content without knowledge of HTML (Hypertext Markup Language).




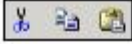









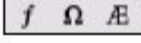


The *Fast!page* HTML Editor is available wherever a text area is found within ANGEL. For example, to access the *Fast!page* Editor click the Files hyperlink in your profile, click the Add Content hyperlink (located in the toolbar), click the Create a File hyperlink or icon, and click the **HTML Editor** hyperlink (located under the File Contents text area).

Note: The *Fast!page* HTML Editor supports Windows and Macintosh operating systems using Internet Explorer 6, Netscape 7.1, and Mozilla 1.4. The HTML Editor hyperlink will not display on unsupported browsers.

When you have finished editing your document using the *Fast!page* Editor, click the **Accept Changes** button to return to the ANGEL editor page. Notice the *Fast!page* Editor has placed HTML code in the content text area.

With the *Fast!page* HTML Editor, you can perform common word processing tasks including the following:

Setting	Icon	Description
Style		Use the Style drop-down menu to apply a predefined cascading style (based on your ANGEL theme) to an element on your page.
Paragraph		Use the Paragraph drop-down menu to apply a paragraph style to selected paragraphs.
Font		Use the Font drop-down menu to apply a font to selected text.
Size		Use the Size drop-down menu to adjust the size of selected text.
Numbered List		Use the Numbered List option to create a numbered list.
Indent/Outdent		Use the Indent Paragraph tools to decrease or increase the indentation of selected paragraphs.
Show/Hide Table Border		Use the Show/Hide Table Border to show or hide zero pixel table borders (editing mode only).
Help		Click the Help option, then click the icon for any HTML Editor tool to view pop-up context-sensitive help.
View Source	<input type="checkbox"/> View Source	Select the View Source checkbox to view the HTML source code for the current page.

Setting	Icon	Description
SpellChecker		Use the SpellChecker tool to easily identify and replace misspelled words.
Clean HTML Content		Use the Clean HTML Content tool to remove unneeded hypertext markup created when pasting content from Microsoft Office products.
Undo/Redo		Use the Undo tool to "undo" one or more of the last performed edits. Use the Redo tool allows you to "redo" one or more "undone" edits.
Clipboard		Use the Clipboard tools to cut, copy, or paste text in your document. You can easily copy/paste text from an existing word processing document into the Fastpage Editor.
Macro Manager		The Macro Manager allows you to save and insert commonly used story problems, equations, images, form letter templates, etc
Font Styles		Use the Font Styles tools to add bold, italic, or underline formatting to selected text.
Horizontal Rule		The Horizontal Rule option allows you to insert horizontal lines into the web page, in order to visually separate elements.
Insert Table		The Insert Table option allows you to insert a table.
Insert Link		The Insert Link tool allows you to create hyperlinks within your document.
Insert Image		The Insert Image tool allows you to insert images into your document.
Apply Colors		Use the Apply Colors tools to apply text color to selected text or to apply a highlight color to selected text.
Superscript/Subscript		The Superscript/Subscript options allow you to add superscript and subscript characters to equations or text.
Math Element		The Math Element tool allows you to create many different types of equations.
Special Character		The Special Character tools allow you to insert Math, Greek, Latin, and Hebrew special characters and symbols.
Paragraph		Use the Paragraph Alignment tools to select right, center, left, or justify alignment for selected text.
Bullet List		Use the Bulleted List option to create a bulleted list.

TO CREATE A HYPERLINK WITHIN YOUR DOCUMENT:

1. Select the text or image you wish to become a hyperlink and click the **Create Hyperlink** icon. The **Link Inspector** will appear at the bottom of the HTML Editor window.

2. Type a fully qualified URL in the **URL** textbox.

Note: Optionally click the Browse icon to link to an uploaded file or click the Course/Group Content icon

(only available when accessing the HTML Editor from within a course or group) to link to an existing tab, lesson item, or tool within a course or group.

3. Select a setting from the **Target** drop-down menu if you prefer the linked page to be displayed in a non-standard manner.

- Selecting **new window** will cause the linked document to open in a new browser window.
- Selecting **parent frame** will cause the linked document to open in the parent frame (one step up in the frame hierarchy), replacing the ANGEL course navigation bar.
- **Current frame** is the default target for all hyperlinks. Selecting **current frame** will cause the linked document to open in the same browser window or frame as the source document.
- Selecting **current window** will cause the linked document to open at the top level of the browser window, replacing the ANGEL environment.

Note: Type a frame/window target name if you prefer the linked document to open in a specific window or frame.

4. Click **OK** to save.

T O I N S E R T AN IMAGE WITHIN YOUR DOCUMENT :

1. Place your cursor in the location you want to insert the image and click the **Insert Image** icon. The Image Settings window will appear.
2. Click the **Upload Image** button (located at the bottom of the Images Settings screen). The Upload Image window will appear.
3. Click the **Browse** button. A Choose file dialog box will appear on the screen.
4. Locate and select the image you want to insert and click the **Open** button.
5. Click the **Upload** button.
6. Select the uploaded image from the image preview frame.
7. Type an alternate text-based description in the **Alternative Text** textbox.
8. Select a setting from the **Alignment** drop-down menu to adjust how the picture will be viewed within a body of text. By default, the image will be displayed on its own line, without text wrapping around it.
9. Type a numerical value in the **Border** text to add a black border around the image and specify the thickness of the border. The border of hyperlinked images will appear in the browser's default hyperlink color (often blue or purple for visited

links).

10. Type a numerical value in the **Horizontal** and **Vertical** textboxes to add space between the image and any surrounding text. This feature is very useful when used with the Alignment options.

Click the **OK** button.