

## HTML Editor

### How to Add and Format Text

1. Click on the **Lessons** tab.
2. Click the **Settings** link to open the page in the HTML editor.
3. Click in the circle next to **Advanced**.
4. Click **Maximize the editor size** tool.
5. Type directly on the page or copy and paste content from a Word file.
6. Use ANGEL's **tools** to format the text.
7. Click **Maximize the editor size** tool to close the enlarged window.
8. Click **Save**.

### How to Add Mathematical Equations

1. Click the **Settings** link to open the page in the HTML editor.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size** tool.
4. Place your cursor where you want the equation to appear.
5. Click **Insert Equation**.
6. Use equation template to type your equation.
7. Click **OK**.
8. Click **Maximize the editor size** tool to close the enlarged window.
9. Click **Save**.

### How to Upload and Link Internal Files

1. Click the **Settings** link to open the page in the HTML editor.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size** tool.
4. Highlight the text you want to link.
5. Click **Insert Content Link**.
6. Click **Browse**.
7. Find the file on your computer and click **Open**.
8. Click **Upload File**.
9. Right-click on the link and choose **Edit Link**.
10. Click on the **Target** tab.
11. Select **New Window (\_blank)** from the drop-down menu under **Target** and click **OK**.
12. Click **Maximize the editor size** tool to close the enlarged window.
13. Click **Save**.

## How to Upload a folder or multiple files to the Associated File Manager

1. Click on the **Utilities** link.
2. Click on **Associated File Manager**.
3. Click on the **folder** where you want to upload the files.
4. Click on **Add Content**.
5. Click on **Drag-n-drop**.
6. Open Windows Explorer on your computer and locate the **folder or files** that you want to upload.
7. Click on the **folder or list of files**.
8. Drag the **folder or files** into the **Drag-n-drop area**.
9. Click **Done**.
10. Click **Exit Associated Files**.

## How to Add Links to External Websites (URL)

1. Click on **Settings** of the page to open the HTML editor.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size**.
4. Highlight the text you want to use for the link.
5. Click the **Web Link** icon.
6. Enter the **URL** address of the website or web page (minus http://).
7. Click on the **Target** tab.
8. Select **New Window (blank)** from the **Target** drop-down menu.
9. Click **OK**.

## How to Insert Movies or Images Using Google Media

1. Click on the **settings** link.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size**.
4. Inside the Page Text window, position your cursor where you want to insert the Google Media.
5. Click **Google Media** icon on the editor toolbar.
6. Click on the **Videos** or **Images** tab.
7. In the text box next to **Find**, type the title of the media and click **Go**.
8. Click Play button on the movie to **Preview** it.
9. Click **Embed** or **Link**.
10. Click **Maximize the editor size** tool to close the enlarged editor.
11. Click **Save**.

## How to Upload and Insert Media Files from your Computer or Flash Drive

1. Click **settings**.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size**.
4. In the **Page Text** window, position your cursor where you want to insert the media.
5. Click on the **Media Menu** drop-down arrow and select **Media**.
6. In the Media Properties window, click **Browse Server**.
7. In the Content Links window, click **Browse...** to find the media file on your computer or flash drive to upload. Click **Open**.
8. Click **Upload File**.
9. Click on the name of the uploaded image file to insert media on the page.
10. Click **OK**.
11. Click **Maximize the editor size** tool to close the enlarged editor.
12. Click **Save**.

## How to Modify Media Properties

1. Click **Settings**.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size**.
4. In the Page Text area of the Settings window, right-click on the **media**.
5. Select **Media Properties** from the menu.
6. Modify the media properties and click **OK**.
7. Click **Maximize the editor size** tool to close the enlarged editor window.
8. Click **Save**.

## How to Upload and Insert Images from your Computer or Flash Drive

1. Click on **Settings** of the page to open the HTML editor.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size**.
4. Inside the **Page Text** window, position your cursor where you want to insert the image.
5. Click the **Insert/Edit Image** tool on the editor toolbar.
6. In the Image Properties window, click **Browse Server**.
7. In the Content Links window, click **Browse...** to find an image file on your computer or flash drive to upload. Click **Open**.
8. Click **Upload File**.
9. Click on the name of the uploaded image file to add the image to your page.
10. In the **Image Properties** window, complete the **Image Info** tab.
11. Click **OK**.
12. Click **Maximize the editor size** tool to close the enlarged editor window.
13. Click **Save**.

## How to Modify Image Properties

1. Click **Settings**.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size** tool.
4. In the Page Text area of the Settings window, right-click on the **image**.
5. Select **Image Properties** from the menu.
6. Modify the image properties and click **OK**.
7. Click **Maximize the editor size** tool to close the enlarged editor window.
8. Click **Save**.

## How to Add a Table

1. Click on **Settings**.
2. Click in the circle next to **Advanced**.
3. Click **Maximize the editor size** tool to open the editor in a larger window.
4. Inside the **Page Text** window, place your cursor where you want to add the table.
5. Click on the **Insert / Edit Table** tool.
6. Change the **Table Properties**.
7. Click **OK**.

### How to Insert a Row

1. Right click inside a cell before or after which you want to insert a row.
2. Select **Row -> Insert Row Before** or **Row -> Insert Row After** to add a new row above or below your current row.

**OR**

1. Click inside a cell.
2. Click **Table Menu** drop-down arrow in the **HTML Editor** menu bar.
3. Select **Insert Row After** to add a new row below your current row.

### How to Insert a Column

1. Right click inside a cell.
2. Select **Column -> Insert Column Before** or **Column -> Insert Column After** to add a new Column to the left or right of your current column.

**OR**

1. Click inside a cell.
2. Click **Table Menu** drop-down arrow in the **HTML Editor** menu bar.
3. Select **Insert Column After** to add a new column to the right of your current column.

### How to Split a Table Cell

1. Click inside the cell you want to divide.
2. Right-click the cell and then click **Cells > Split Cell Horizontally** or **Split Cell Vertically** on the pop-up menu.

### How to Merge Table Cells

1. Select the cells you want to combine.
2. Click **Table Menu** drop-down arrow in the **HTML Editor** and click **Merge Cells**.

### How to Delete a Table, Row, or Column

#### To delete a table:

1. Right-click in the table and select **Delete Table** on the pop-up menu.

#### To delete a row, or column:

1. Click in the row or column you want to delete.
2. On the **Table menu** of the toolbar, select **Delete Rows**, or **Delete Columns**.