

# EQUELLA<sup>®</sup>

## HTML Editor User Guide

*Version 6.1*

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## Table of Contents

EQUELLA HTML Editor overview .....	4
Accessing the HTML Editor .....	4
The HTML Editor .....	4
Text pane .....	5
Status bar .....	6
EQUELLA HTML Editor toolbar .....	6
Bold, Italic, Underline and Strikethrough .....	6
Text alignment .....	7
Format .....	7
Insert Horizontal Line .....	7
Remove Formatting .....	8
show/Hide Guidelines/Invisible Elements .....	8
Subscript/Superscript .....	8
Select Special Character .....	8
Insert/Edit Link .....	8
Unlink .....	12
Insert/Edit Anchor .....	12
Insert/Edit Image .....	13
Edit HTML Source .....	16
Editing buttons .....	17
Insert/Edit Table .....	17
Table Row Properties .....	20
Table Insert/Remove buttons .....	22
Merge/Split Table Cells .....	23
List buttons .....	24
Resource selection .....	25
Fonts .....	32
Spellchecker .....	32
HTML Editor Settings .....	33
Advanced options .....	34
Plugins .....	35
Styles .....	36
Toolbar .....	37
Contact Client Support .....	38

# EQUELLA HTML Editor overview

The EQUELLA HTML Editor allows users to create and edit single or multiple HTML web pages. These web pages can be created and stored in their My Resources Scrapbook area and can be attached to a resource during contribution, or created during the contribution process. Additionally, HTML content can be authored during contribution and displayed as part of the resource metadata.

The EQUELLA HTML Editor provides numerous operations including the selection of repository content. Additionally, third party plug-ins can be uploaded into the EQUELLA HTML Editor (for example, *WIRIS mathematical formulae editor*). This guide explains the features and operations of the EQUELLA HTML Editor and its uses.

Please note that this guide has been developed to best reflect the full capabilities of EQUELLA, and as such may differ in appearance from your own installation. Contact the system administrator for access to extra features or to reconfigure your installation.

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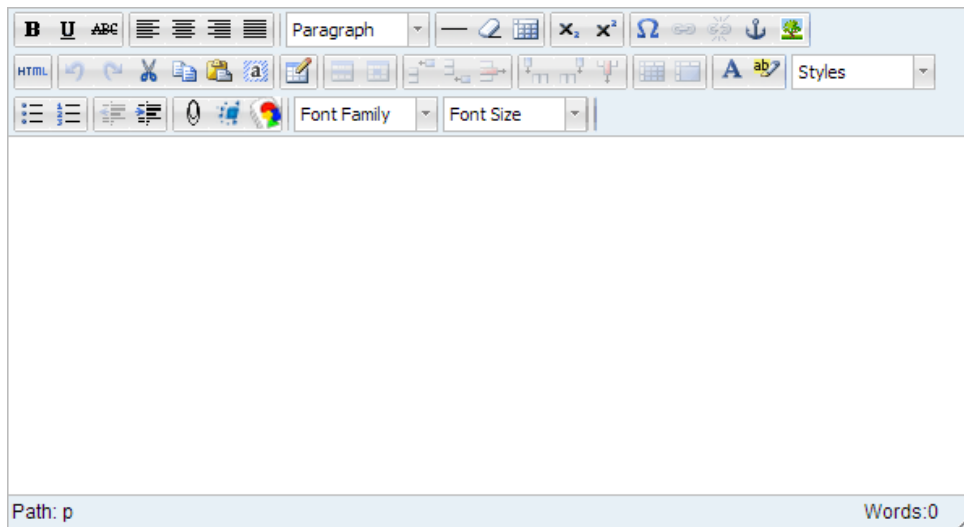
## Accessing the HTML Editor

The HTML Editor is accessed from:

- **My resources | Scrapbook**—web pages can be authored, edited and saved. See the *EQUELLA My Resources User Guide* for more information. These web pages can be added as attachments during the contribution process. See the *EQUELLA Contribution User Guide* for more information.
- **Contribution wizard | Attachments control | Web pages**—web pages can be authored and attached to a resource during contribution when there is an attachments control with web pages enabled in the contribution wizard. Existing web pages stored in the user's Scrapbook can also be attached through this control. See the *EQUELLA Contribution User Guide* for more information.
- **HTML edit box** control—provides an inline HTML Editor in the contribution wizard that allows users to create web page content during contribution. This content displays as part of the resource metadata rather than as an attachment.

## The HTML Editor

Figure 1 shows the standard EQUELLA HTML Editor.



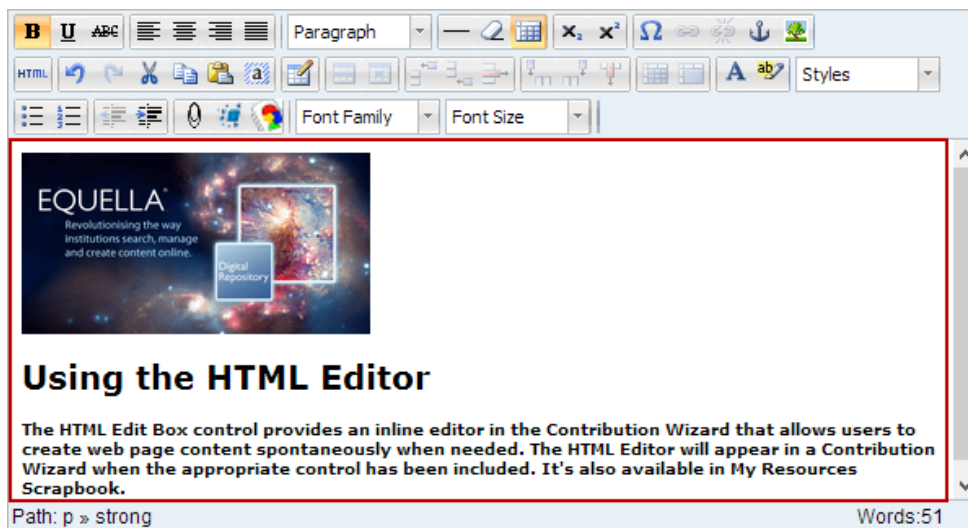
**Figure 1 EQUELLA HTML Editor**

The HTML Editor components are:

- **Toolbar**—contains the formatting buttons and tools.
- **Text pane**—add HTML content in this area.
- **Status bar**—the area below the text pane that displays formatting and style information.

## *Text pane*

The text pane is the work area of the HTML Editor where text and images can be entered or copied and pasted from other sources. An example is shown in Figure 2.



**Figure 2 HTML Editor text pane**

## Status bar

The status bar runs along the bottom of the HTML Editor, and displays formatting information about the currently selected element or cursor position. An example is shown in Figure 3.

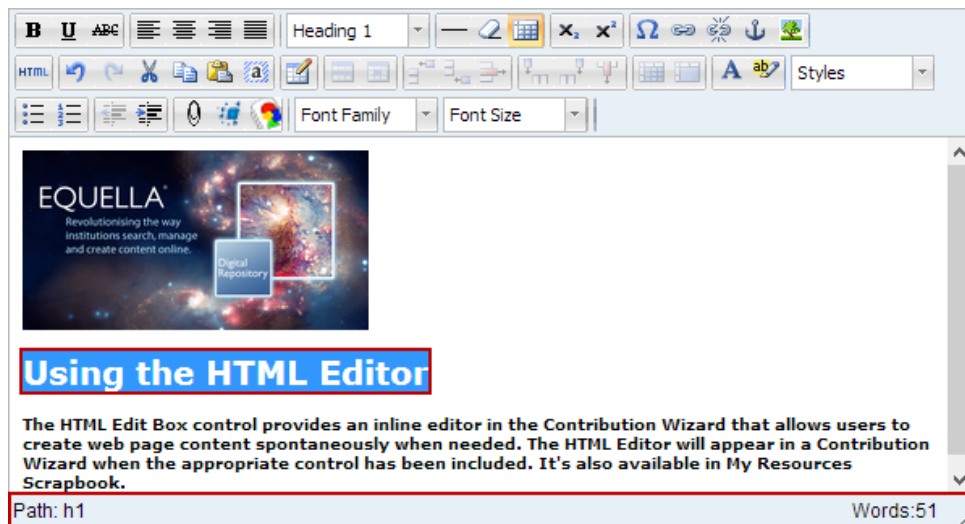


Figure 3 HTML Editor status bar

## EQUELLA HTML Editor toolbar

The toolbar has a range of buttons and controls that provide useful functions for formatting and editing HTML. The toolbar can be customised to show only required buttons or to add more buttons. (See [Toolbar](#) on page 37 for further information.)

Tool tips provide a name for each button and can be seen when the mouse is hovered over the button. An example is shown in Figure 4.

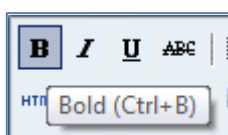


Figure 4 Mouse-over for tool tip

The standard buttons provided by EQUELLA comprise many functions common to word processors. These functions are briefly described while more uncommon functions are described in more detail.

Buttons are described from left to right and top to bottom in the following sections.

### ***Bold, Italic, Underline and Strikethrough***

These are common **font style** functions found in word processing packages for presenting text in **Bold**, *Italic*, Underline and ~~Strikethrough~~, and are shown in Figure 5.

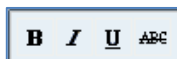


Figure 5 Font style buttons

## Text alignment

The **Align Left**, **Align Right**, **Align Center** and **Align Full** (justified) buttons, shown in Figure 6, are used to change the alignment of content.



Figure 6 Alignment buttons

## Format

The **Format** drop-down list, shown in Figure 7, enables paragraph styles, including headings, to be applied to text.

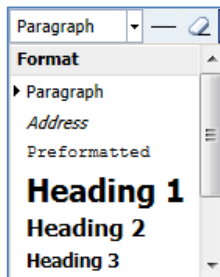


Figure 7 Style drop-down

## Insert Horizontal Line

The **Insert Horizontal Line** button inserts a horizontal line on the page. An example is shown in Figure 8.

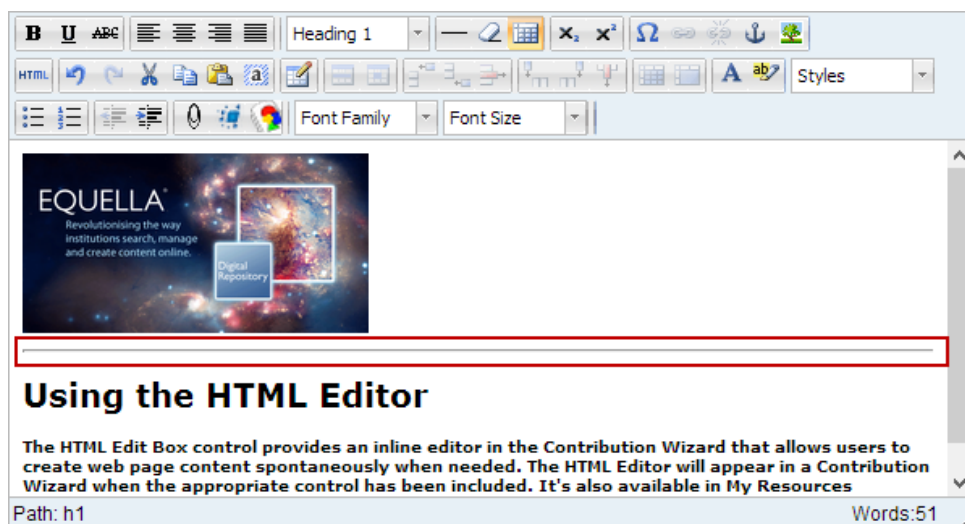




Figure 8 Example of horizontal rule

## Remove Formatting

The **Remove Formatting** button  removes font and paragraph formatting from the selected text.

## show/Hide Guidelines/Invisible Elements

Select the **show/Hide guidelines/Invisible Elements** button  to hide or show table border guidelines and other invisible elements.

## Subscript/Superscript

Convert the selected text to subscript or superscript using the buttons shown in Figure 9.

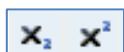


Figure 9 Subscript and superscript buttons

## Select Special Character



Select the **Insert Special Character** button  to open display the **Select Special Character** dialog shown in Figure 10. Click the required character or symbol (e.g. <sup>TM</sup>) to insert it into the web page.

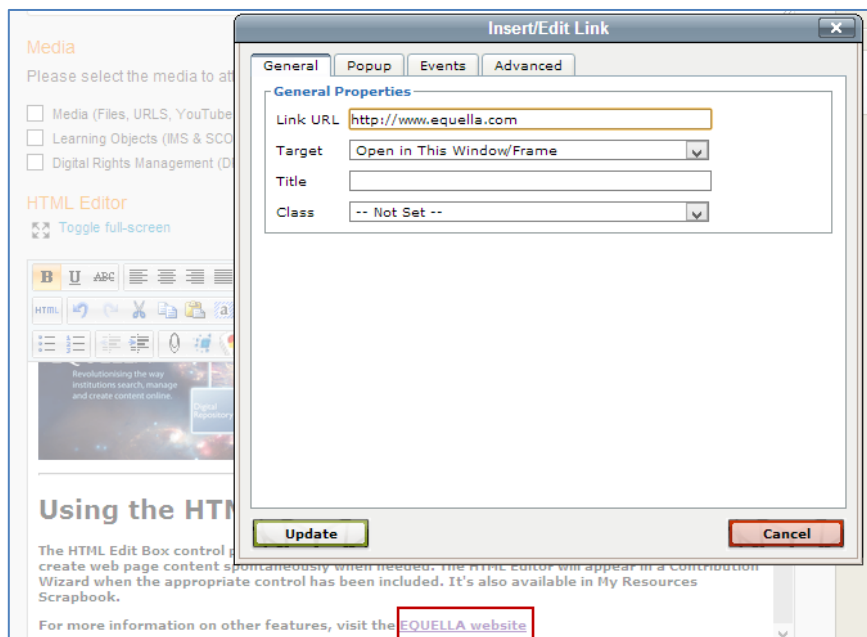


Figure 10 Select custom character dialog

## Insert/Edit Link



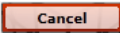
The **Insert/Edit Link** button  links the selected text to a web address (URL). The **Insert/Edit Link** dialog is shown in Figure 11.





**Figure 11 Insert/Edit link dialog—General tab**

### To create a link

1. Highlight the text entered in the text pane that will form the link.
2. Click the  button to display the **Insert/Edit link** dialog shown in Figure 11.
3. Enter the required information (described in the following sections).
4. Click  to complete the link or click  to close the dialog without adding the changes.

## General tab

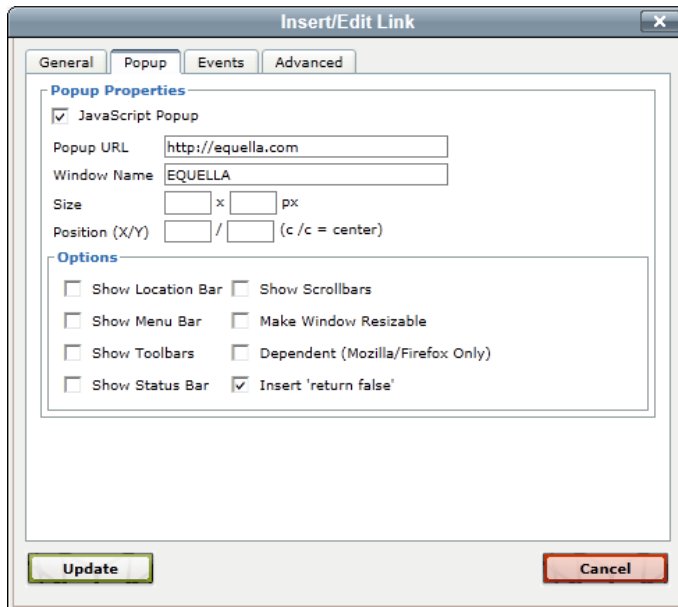
The **General** tab provides the following configuration options:

- Enter a URL (web address) to a web resource in the **Link URL** field (e.g. *http://www.equella.com*, **not** *www.equella.com*).
- Any anchors that have been created are displayed in the **Anchors** drop-down list and can be selected. Anchors enable links to be created within a page so that selecting a link scrolls the page to the associated anchor. Information on inserting anchors is provided in the [Insert/edit anchor](#) section on page 12.
- The **Target** drop-down list controls the window that will display the link content and provides the following display options:
  - Open in this window/frame
  - Open in new window (\_blank)
  - Open in parent window/frame (\_parent)
  - Open in top frame (replaces all frames) (\_top).
- A **Title** can be entered in the field provided and is displayed as a tool tip.
- If a **Class** has been entered, it can be selected using the drop-down list provided. Classes enable use of advanced HTML functionality such as Cascading Style Sheets

(CSS). Information on setting classes is provided in the [Advanced tab](#) section on page 11.

## Popup tab

The **Popup** tab, shown in Figure 12, enables the creation and configuration of a popup window to display the linked content.



**Figure 12 Insert/edit link—Popup tab**

The **Popup** tab comprises two areas:

- **Popup properties**—where popup attributes are set:
  - **Javascript popup**—select this checkbox to enable the other controls within the **Popup properties** section.
  - **Popup URL**—enter the URL for the link content that will be displayed in the popup.
  - **Window name**—enter a name to display on the browser window frame or tab.
  - **Size**—enter the width and height of the window in pixels.
  - **Position (X/Y)**—enter the position for the bottom left corner of the popup window in pixels or enter **c** and **c** to centre the window on the screen.
- **Options**—where browser window features are configured. These options are described by the label text.

## Events tab

The **Events** tab enables Javascript™ actions to be added to any of the standard HTML events. Figure 13 shows script for creating a popup window when the link is clicked.

Information on events and their configuration is available at <http://www.w3.org/TR/html401/interact/scripts.html#h-18.2.3>.

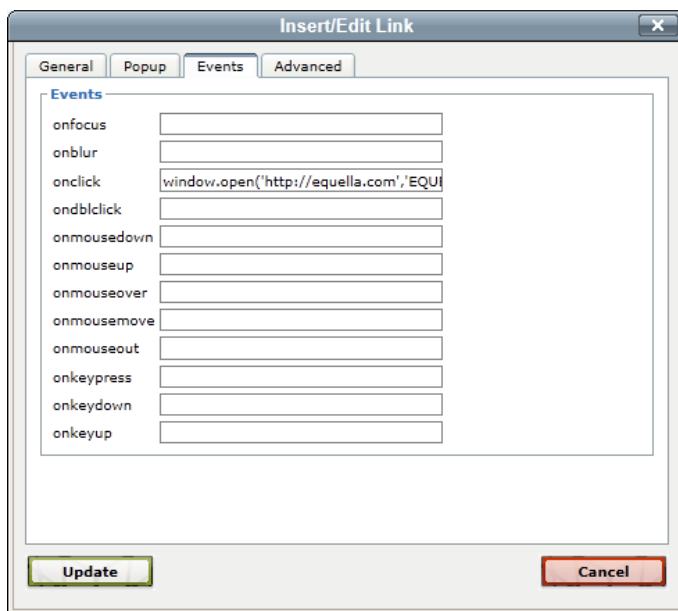


Figure 13 Insert/edit link—Events tab

## Advanced tab

The **Advanced** tab enables configuration of link attributes including style and accessibility attributes. A complete description of these attributes is provided at <http://www.w3.org/TR/html401/>.

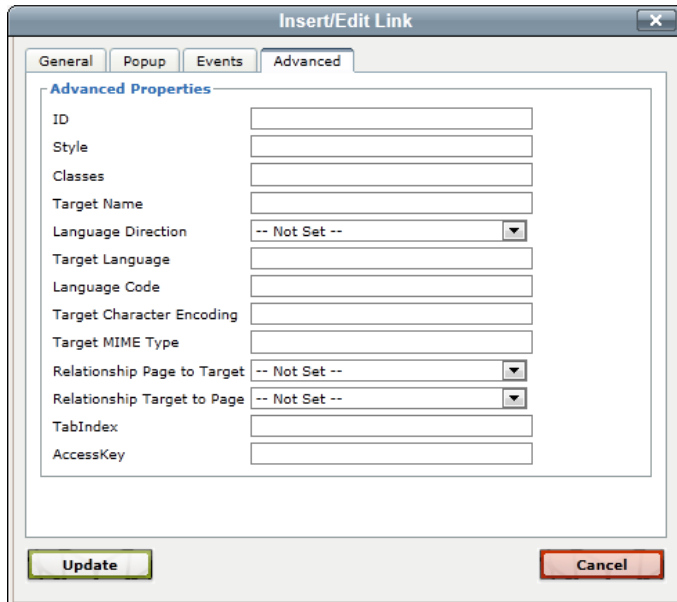


Figure 14 Insert/edit link—Advanced tab

The **Advanced** tab enables link attributes to be set providing sophisticated configuration of link styles and behaviour. Further information on these attributes is available from <http://www.w3.org/TR/html401/>.

The **Advanced** tab provides the following fields (fields are optional):

- **Id**—enter a unique name to identify the link within the HTML document.

- **Style**—enter style properties to create inline styling of the link.
- **Classes**—enter a class name to associate the link with a class or group of classes (the class names must be separated by white space when multiple names are entered).
- **Target name**—enter the name of a page frame where the linked content will be displayed.
- **Language direction**—select a value from the drop-down list to set the directionality (the 'dir' attribute) of the link text.
- **Target language**—enter a language code for the target language of the displayed link (e.g. *en-AU*).
- **Language code**—enter a language code for the displayed link (e.g. *en-AU*).
- **Target character encoding**—enter a character encoding for the character set to be used by the linked content (e.g. *UTF-8, Latin 1*).
- **Target MIME type**—enter the MIME type of the linked content (e.g. *image/gif*).
- **Relationship page to target**—select a value from the drop-down list to associate a relationship.
- **Relationship target to page**—select a value from the drop-down list to associate a relationship.
- **TabIndex**—enter a number between 0–32767 to order when the link will gain focus by pressing the tab key.
- **Accesskey**—enter a keyboard letter or number to enable direct keyboard navigation to the link using the assigned key.


## Unlink

The **Unlink** button  disables the selected link.

## Insert/Edit Anchor

Anchors enable links to be created within a page so that selecting the link scrolls the page to the associated anchor.

### To insert an anchor



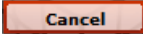
1. Click the **Insert/Edit Anchor** button  to display an **Insert/Edit Anchor** dialog as shown in Figure 15.



**Figure 15 Insert/edit anchor dialog**


2. Enter an **Anchor name** in the field provided.
3. Click .

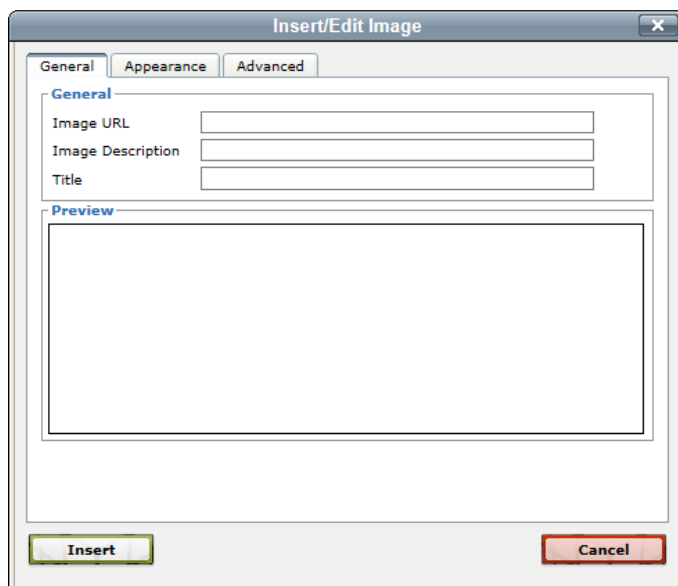
### To edit an anchor

1. Select the anchor.
2. Click the **Insert/Edit Anchor** button  to display the existing anchor name.
3. Edit the existing anchor name.
4. Click  to close the dialog and return to the web page.
5. Click  to close the dialog without adding the changes.

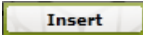
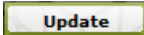
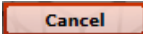
## Insert/Edit Image

### To insert an image

1. Place the cursor in the text pane where the image is required.
2. Click the **Insert/edit image** button  to display the **Insert/Edit Image** dialog as shown in Figure 16.



**Figure 16 Insert/edit image dialog—General tab**

3. Enter the required information (described in the following sections).
4. Click  (or  if editing an existing image) to close the dialog and return to the web page. The image is inserted as shown in the example in Figure 20.
5. Click  to close the dialog without adding the changes.

## General tab

The **General** tab comprises the following areas:

- **Image URL**—enter the URL (web address) for the image (e.g. [http://www.equella.com/assets/images/promo/mainpage\\_banner\\_galaxy.png](http://www.equella.com/assets/images/promo/mainpage_banner_galaxy.png)).

- **Image description**—enter a description of the image (e.g. *EQUELLA image*). This description is displayed when the image cannot be found and used for accessibility screen readers.
- **Title**—enter text to display as a tool tip (e.g. *EQUELLA Revolution*).

A preview of the image is shown in the **Preview** pane. An example is shown in Figure 17.

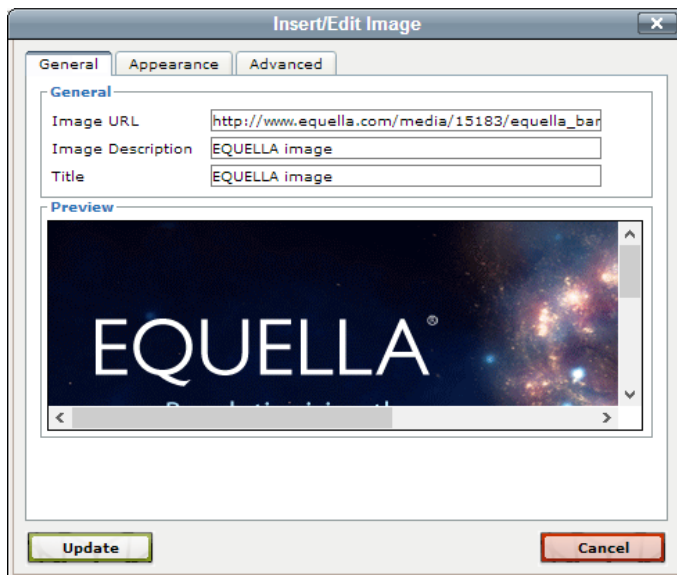


Figure 17 Image preview

## Appearance tab

The **Appearance** tab provides options for customising the appearance of the inserted image.

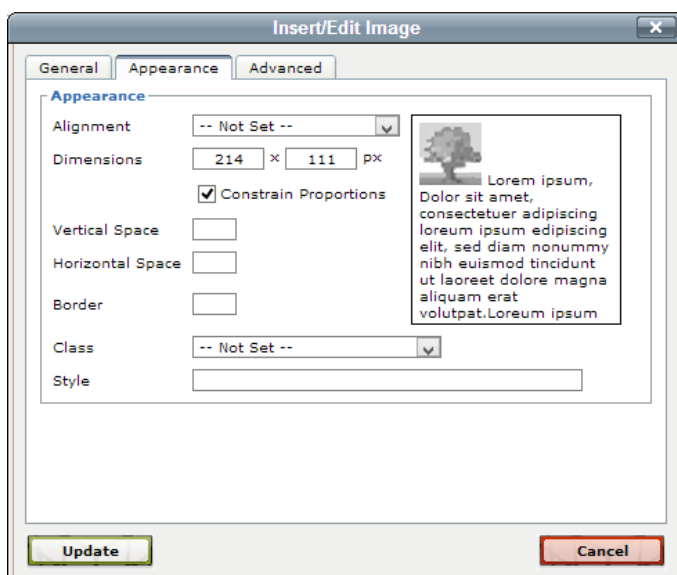


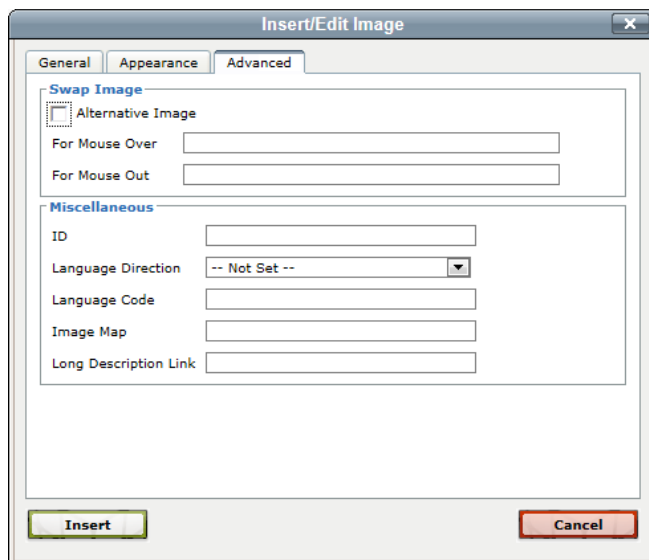
Figure 18 Insert/edit image dialog—Appearance tab

The options include:

- **Alignment**—select the required alignment from *baseline*, *top*, *middle*, *bottom*, *text top*, *text bottom*, *left* or *right*. A basic preview is displayed reflecting the selection.
- **Dimensions**—specify the dimensions (in pixels) of the image. The default is the size of the image when inserted.
- **Constrain proportions**—check to constrain the proportions (lock aspect ratio) of the image.
- **Vertical space**—specify the amount of space to be left above the image (in pixels).
- **Horizontal space**—specify the amount of space on the left of the image (in pixels).
- **Border**—include a border around the image and specify its width (in pixels).
- **Style**—this field displays the style selected with the options above; these details can be altered in this field.

## Advanced tab

The Advanced tab provides further configuration options. An example is shown in Figure 19.



**Figure 19 Insert/edit image dialog—Advanced tab**

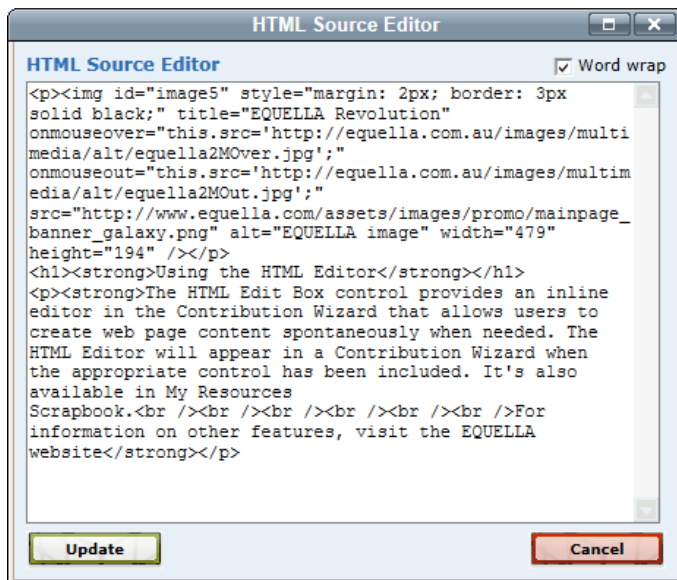
The Advanced tab comprises the following areas:

- **Swap image**—the area used to configure mouse event image swapping:
  - **for mouse over**—enter the URL of the image to be used when the user's mouse is moved over the image.
  - **for mouse out**—enter the URL of the image to be used when the user's mouse is moved away from the image.
- **Miscellaneous**—the area used to enable configuration of image attributes:
  - **Id**—enter a unique name to identify the link within the HTML document.
  - **Language direction**—select a value from the drop-down list to set the directionality (the 'dir' attribute) of the image text.
  - **Language code**—enter a language code for the displayed image text (e.g. *en-AU*).

- 
- ## Using the HTML Editor
- The HTML Edit Box control provides an inline editor in the Contribution Wizard that allows users to create web page content spontaneously when needed. The HTML Editor will appear in a Contribution Wizard when the appropriate control has been included. It's also available in My Resources Scrapbook.

[Edit HTML Source](#)

1. Click  to open the **HTML Source Editor** (an example is shown in Figure 21).



2. Edit the code as required.

- 16 | Page



## Editing buttons

Figure 22 shows the editing buttons provided in the HTML Editor.



**Figure 22 Editing tools**


Tools available are:

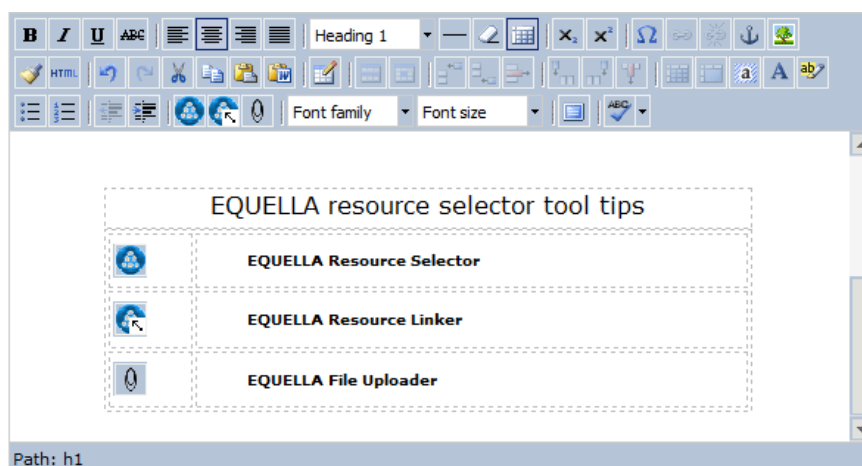
- **Undo**
- **Redo** (enabled when the Undo function has been used)
- **Cut**
- **Copy**
- **Paste**
- **Select all**

## Insert/Edit Table

Tables can be added to an HTML page by selecting the **Inserts a new table** button .

### To create a new table

1. With the cursor in the position where the table is to be added, click . The **Insert/Edit table** dialog is displayed as shown in Figure 24.
2. Select the options required (described in the following sections).
3. Click **Insert** (or **Update** if editing an existing table) to add the table to the page. An example is shown in Figure 23.
4. Click **Cancel** to close the dialog without adding a table.



**Figure 23 Example table inserted in web page**

### To resize a table

1. Select the table and drag it to the required size.

## General tab

The **General** tab enables configuration of table properties related to the structure of the table. Detailed information on table configuration is available from <http://www.w3.org/TR/html401/struct/tables.html>.

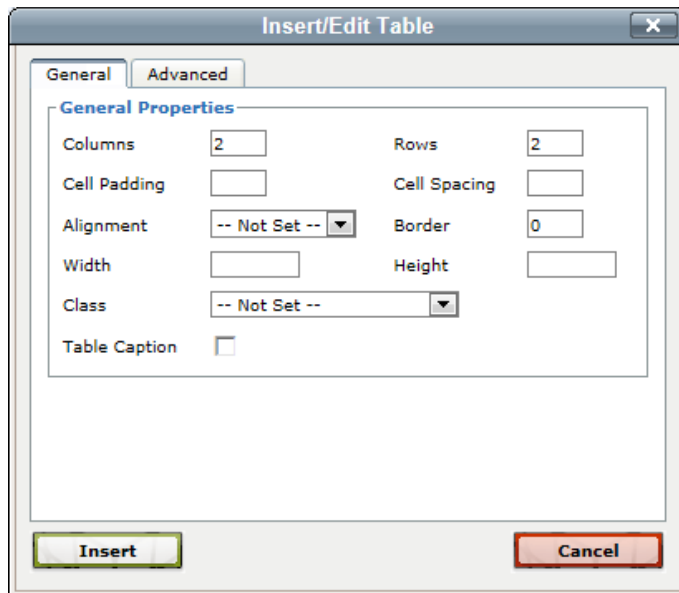


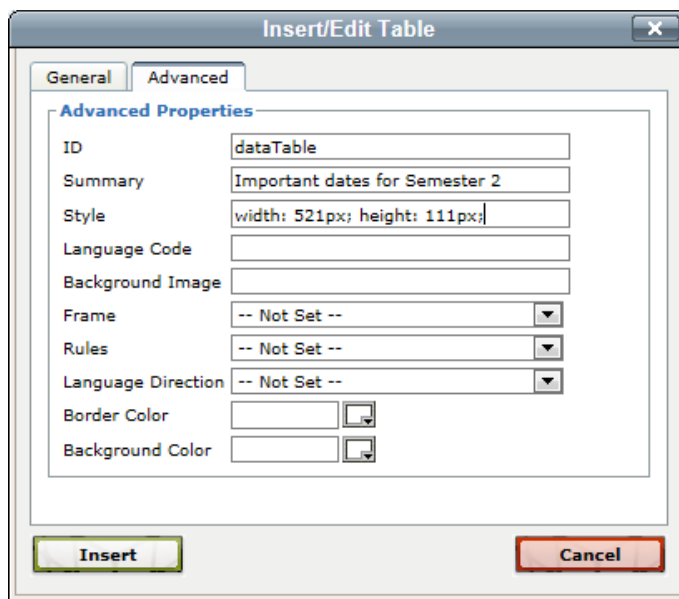
Figure 24 Insert/Edit table dialog—General tab

The **General** tab enables configuration of table properties using the following options:

- **Cols** and **Rows**—enter the required number of columns and rows.
- **Cellpadding** and **Cellspacing**—specify the cellpadding (space around a cell's contents) or cellspacing (space around a cell) in pixels.
- **Alignment**—select the alignment of the table on the web page. Select from *Center*, *Left* or *Right*.
- **Border**—specify the width of table borders in pixels, if required.
- **Width** and **Height**—specify the table dimensions in pixels.
- **Class**—select or enter a table class name for use with styles or scripts.
- **Table caption**—check the checkbox if you want the table to have a caption. The caption row displays at the top of the table in the text pane.

## Advanced tab

The **Advanced** tab enables configuration of table attributes related to how the table is displayed.




**Figure 25 Insert/Edit table dialog—Advanced tab**

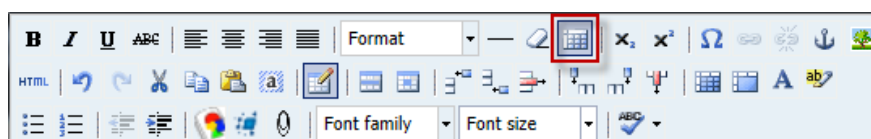
The **Advanced** tab provides further options for advanced configuration of the table, including:

- **Id**—enter a unique name to identify the table within the HTML document.
- **Summary**—enter a table summary for use with an accessibility screen reader.
- **Style**—enter inline table style attributes for controlling how the table will be displayed. When modifying the table, the width and height parameters are defaulted.
- **Language code**—enter a language code for the displayed image text (e.g. *en-AU*).
- **Background Image**—enter a URL for the image to be used as the table background.
- **Frame**—select a value from the drop-down list to configure the table frame visibility.
- **Rules**—select a value from the drop-down list to configure how cell borders will be rendered.
- **Language direction**—select a value from the drop-down list to set the directionality (the 'dir' attribute) of the image text.
- **Border colour**—select a colour for table borders.
- **Background colour**—select a colour for the table background.

## show/Hide Guidelines/Invisible Elements


Hide or display table guidelines with the **show/Hide Guidelines/Invisible Elements**

 button shown in Figure 26.






**Figure 26 show/Hide Guidelines/Invisible Elements button**

## Table Row Properties

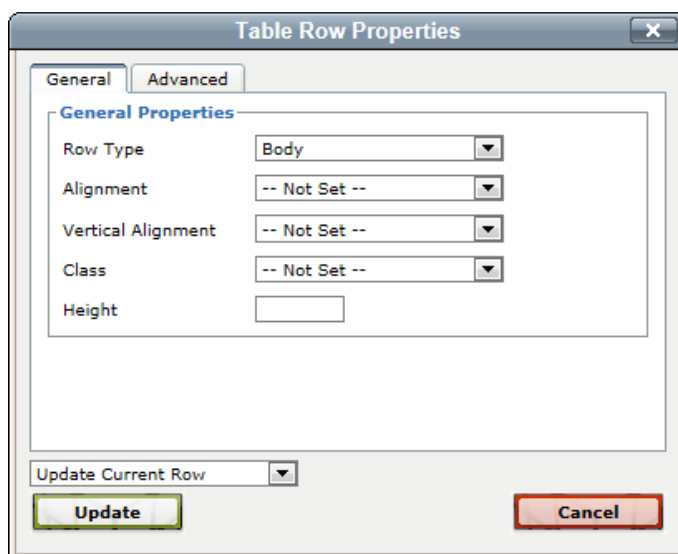
Row properties can be viewed or modified using the **Table Row Properties** button .

### To view or modify table row properties

1. Place the cursor in a single cell in the row to be modified then click the **Table Row Properties** button  to display the **Table row properties** dialog as shown in Figure 27.
2. Select the required options (described in the following sections).
3. Select an option from the **Update current row** drop-down list to specify which row or rows (*Update Current Row*, *Update Odd Rows in Table*, *Update Even Rows in Table* or *Update All Rows in Table*) are to be updated.
4. Select  to add the modifications to the row or cells or  to close the dialog without adding the changes.

### General tab

The **General** tab enables the configuration of general row properties and provides options for selecting the rows to modify.



**Figure 27 Table Row Properties dialog—General tab**


- **Row type**—select a value from the drop-down list to modify the selected row to be a *Body*, *Header* or *Footer*.
- **Alignment**—select a value to configure how cell content will be horizontally aligned in the selected row (*Center*, *Left*, *Right*).
- **Vertical alignment**—select a value to configure the vertical position of cell content in the selected row (*Top*, *Center*, *Bottom*).
- **Class**—select a value for class (*Header 1*, *Header 2*, *Header 3*, *Table row* or *(value)* to enter a class name to enable scripts and CSS styles to call or format the selected row.
- **Height**—enter a height in pixels to specify the height of the row.

## Advanced tab



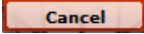
The **Advanced** tab provides further configuration options including:

- **Id**—enter a unique name to identify the row within the HTML document.
- **Style**—enter inline table style attributes for controlling how the row will be displayed.
- **Language direction**—select a value from the drop-down list to set the directionality (the 'dir' attribute) of the row text.
- **Language code**—enter a language code for the row text (e.g. *en-AU*).
- **Background Image**—enter a URL for the image to be used as the row background.
- **Background colour**—select a colour for the row background.

## Table Cell Properties

Cell properties can be viewed or modified using the **Table Cell Properties** button .

### To view or modify table cell properties

1. Select a cell to be modified then click the **Table Cell Properties** button . The **Table Cell Properties** dialog displays, as shown in Figure 28.
2. Enter the required properties (properties are described in the following sections).
3. Select an option from the **Update current cell** drop-down list to specify which cell or cells (*Update Current Cell*, *Update All Cells in Row* or *Update All Cells in Table*) are to be updated.
4. Select  to apply the modifications or  to close the dialog without modifying cells.

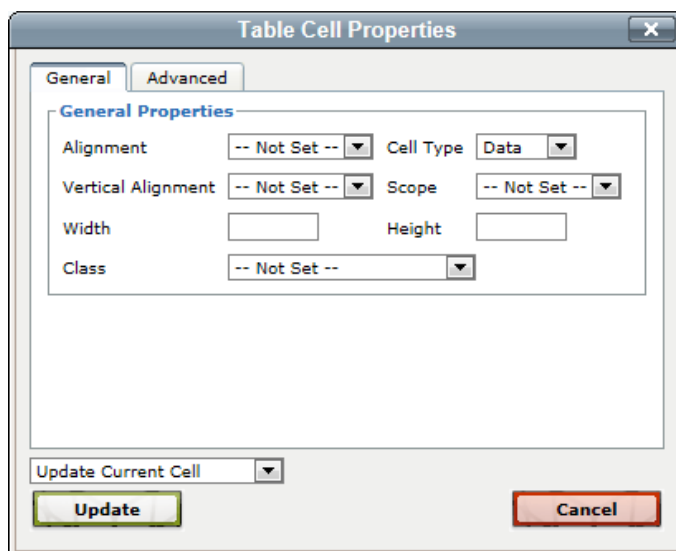


Figure 28 Table cell properties dialog—General tab

## General tab

- **Alignment**—select a value to configure how cell content will be horizontally aligned in the selected row (*Center*, *Left*, *Right*).
- **Cell type**—select a value (*Data* or *Header*).

- **Vertical alignment**—select a value to configure the vertical position of cell content in the selected row (*Top*, *Center*, *Bottom*).
- **Scope**—select a value to configure the HTML tags for grouping rows and columns (*Column*, *Row*, *Row Group* or *Col Group*).
- **Width** and **Height**—enter the required width or height of the cell in pixels.
- **Class**—select a value for class (*Header 1*, *Header 2*, *Header 3*, *Table row* or *(value)* to enter a class name to enable scripts and CSS styles to call or format the selected row.

## Advanced tab

The **Advanced** tab provides further configuration options including:

- **Id**—enter a unique name to identify the cell within the HTML document.
- **Style**—enter inline table style attributes for controlling how the cell will be displayed.
- **Language direction**—select a value from the drop-down list to set the directionality (the 'dir' attribute) of the cell text.
- **Language code**—enter a language code for the cell text (e.g. *en-AU*).
- **Background Image**—enter a URL for the image to be used as the cell background.
- **Border color**—select a colour for the border.
- **Background color**—select a colour for the cell background.





## Table Insert/Remove buttons

Table rows and columns can be inserted and removed by using the buttons shown in Figure 29.





**Figure 29 Table Insert/Remove buttons**



### To add rows and columns to a table

1. Place the cursor in a column or row next to where the addition is required.
2. Select the relevant button to add the required row or column:
  - Insert Row Before—
  - Insert Row After—
  - Insert Column Before—
  - Insert Column After—


### To delete rows and columns in a table

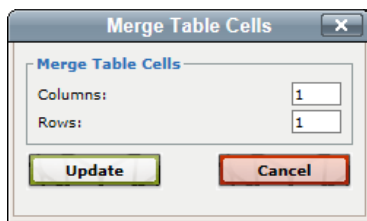
1. Place the cursor in a column or row next to where the deletion is required.
2. Select a delete option, described below, to remove the required row or column:
  - Delete Row—
  - Remove Column—

## Merge/Split Table Cells


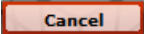
Table cells can be merged across rows or columns using the **Merge Table Cells** button . Once merged, cells can be split using the **Split Merged Table Cells** button .

### To merge cells

1. Select the left-most cell when merging cells in different columns or the topmost cell when merging cells in different rows.
2. Click the **Merge Table Cells** button  to display the **Merge Table Cells** dialog shown in Figure 30.



**Figure 30 Merge Table Cells dialog**

3. Enter the number of columns or rows to merge.
4. Select  to merge cells or  to close the dialog without merging cells.

To merge with cells that have been previously merged the following rules apply:

- To merge cells in different columns they must span the same number of rows.
- Similarly, to merge cells in different rows they must span the same number of columns.

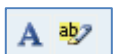
### To split cells

1. Select the cell to split.
2. Click the **Split Merged Table Cells** button .

The merged cell will be split into the original cell columns and rows.


## Text and background colours


Text and text background colours can be changed by using the **Select Text Color** and **Select Background Color** buttons shown in Figure 31.

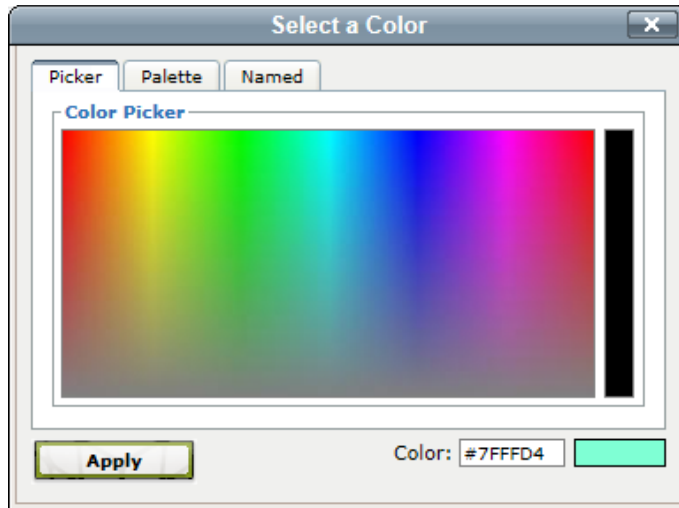


**Figure 31 Text and Background colour buttons**

### To change the colour of highlighted text



1. Highlight the required text then click the **Select Text Color** button . The **Select a Color** dialog displays, as shown in Figure 32. This dialog has three tabs that provide different options for selecting colours: *Picker*, *Palette* and *Named*.

2. Select a colour by clicking in the **Color Picker**, **Palette Colors** or **Named Colors** from the *Picker*, *Palette* and *Named* tabs, or by entering the colour value directly in the **Color** textbox.
3. Click  to apply the text colour to the highlighted text.



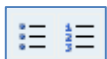
**Figure 32 Select a color dialog**

### To change the background colour of highlighted text

1. Highlight the required text then click the **Select Background Color** button . The **Select a Color** dialog displays, as shown in Figure 32. This dialog has three tabs that provide different options for selecting colours: *Picker*, *Palette* and *Named*.
2. Select a colour by clicking in the **Color Picker**, **Palette Colors** or **Named Colors** from the *Picker*, *Palette* and *Named* tabs, or by entering the colour value directly in the **Color** textbox.
3. Click  to apply the background colour to the highlighted text.



## List buttons

The **List** buttons enable text to be arranged into lists. Figure 33 shows the two list buttons.



**Figure 33 List buttons**

### To create a list

1. Highlight the required text paragraphs.
2. Select a list style by clicking one of the following buttons:
  -  — **Insert/Remove Bulleted list** creates or removes a bulleted list.
  -  — **Insert/Remove Numbered List** creates or removes a numbered list.



### To remove a list style

1. Click on the selected list button again. The text will return to its previous paragraph style.

## Decrease Indent/Increase Indent

The **Decrease Indent** and **Increase Indent** buttons are used to move paragraphs incrementally right or left. The **Decrease Indent** button is only active on indented text. Figure 34 shows these buttons.



Figure 34 Decrease Indent and Increase Indent buttons

## Resource selection

There are three types of resource selection buttons in the HTML Editor, as shown in Figure 35, that enable the embedding of images and adding of links to files and resources.




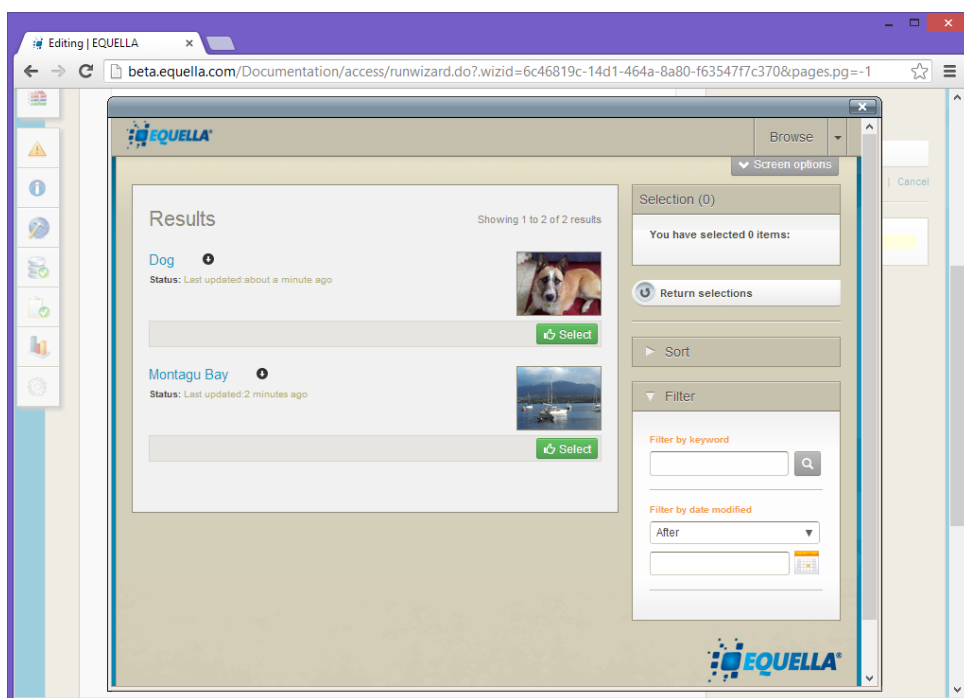
Figure 35 Resource selector buttons

## Embed a file from scrapbook

The **Embed a file from scrapbook** button  enables the user to import an image file from their scrapbook and embed it into their HTML page.

### To embed an image file

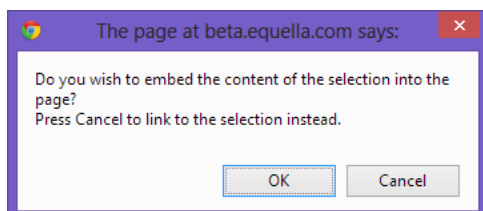
1. Place the cursor in the required spot, then click the **Embed a file from scrapbook** button  to display the **Embed a resource attachment** page. An example is shown in Figure 36.



**Figure 36 Embed a file from scrapbook page**

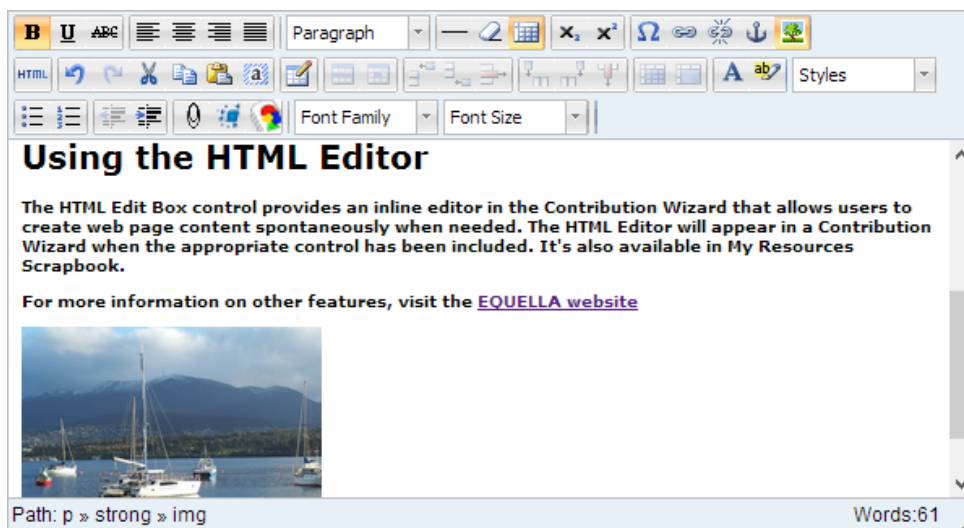
(NOTE: Only image files display.)

- Click **Select** next to the required resource. The confirmation dialog displays, as shown in Figure 37.




**Figure 37 Confirmation dialog**


- Click **OK**. The image is embedded on the HTML page. An example is shown in Figure 38.




**Figure 38 Embedded scrapbook image**

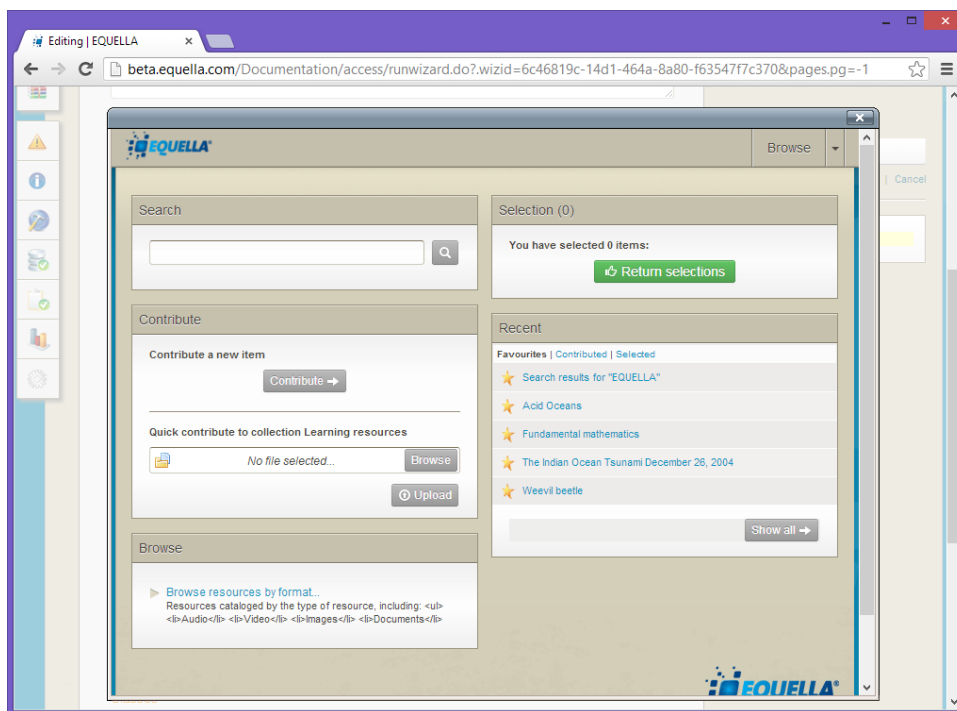
Click on the image and use the handles to resize, if required. Alternatively, click on the image then click the **Insert/edit image** button  to open the **Insert/edit image** dialog. See [Insert/edit image](#) on page 13 for more information.

## Select a resource from EQUELLA

The **Select a resource from EQUELLA** button  enables the user to search for and select EQUELLA resources or attachments to be added as links on the HTML page.

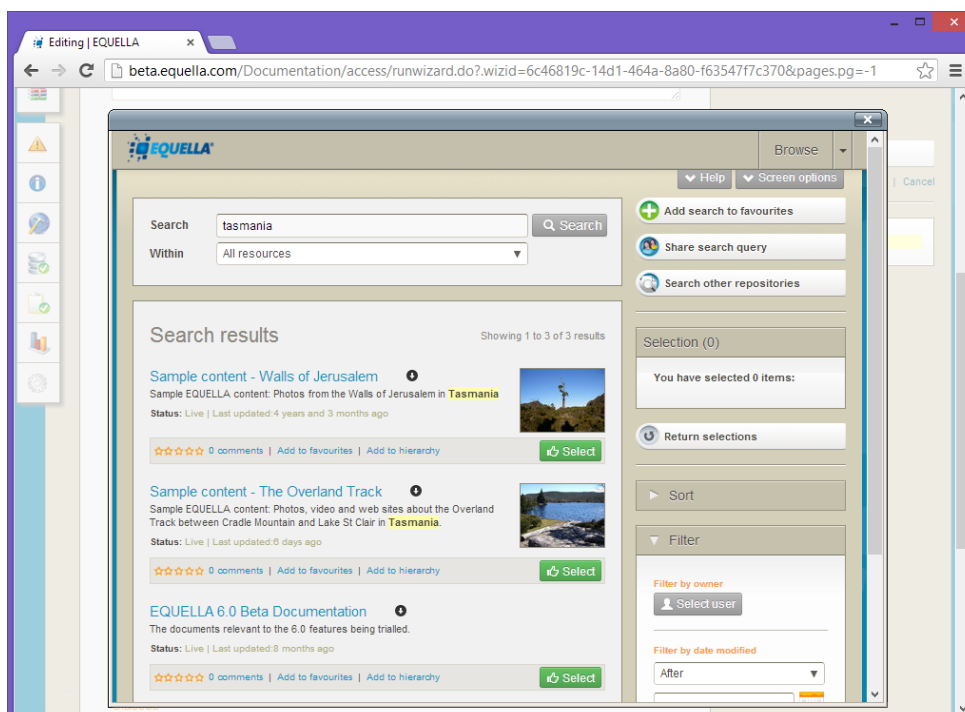
### To select a resource from EQUELLA

1. Place the cursor in the required spot, then click the **Select a resource from EQUELLA** button  to display the **Link to a resource** page. An example is shown in Figure 39.



**Figure 39 Link to a resource page**

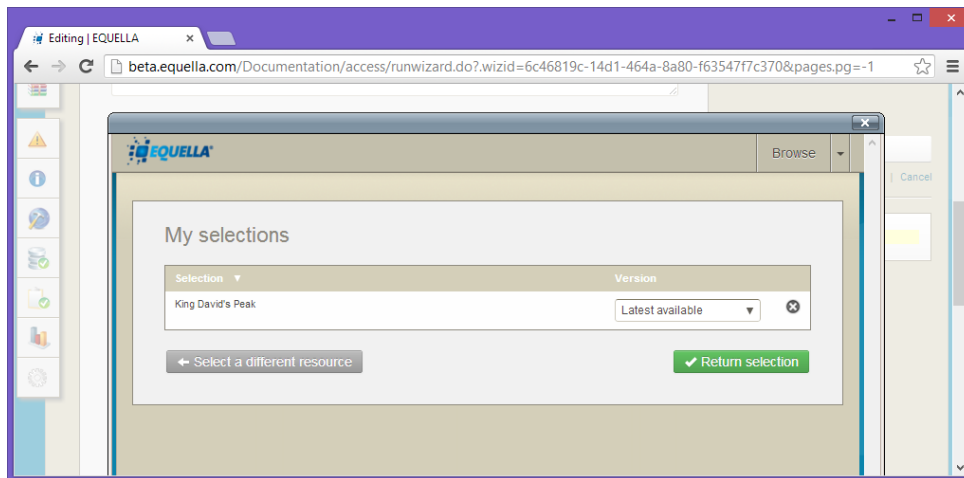
2. Enter a search term in the **Search** box (e.g. *Tasmania*) then click . The Search results page displays with resources matching the search criteria. An example is shown in Figure 40.




**Figure 40 Link to a resource search results page**

3. Click next to the required resource or click next to the resource title to view and select attachments.


4. Click . The **My selections** page displays, as shown in Figure 41.




**Figure 41 My selections page**

Click  to go back to the search results and select an alternative resource.


(NOTE: Only one resource can be added to the web page at a time.)

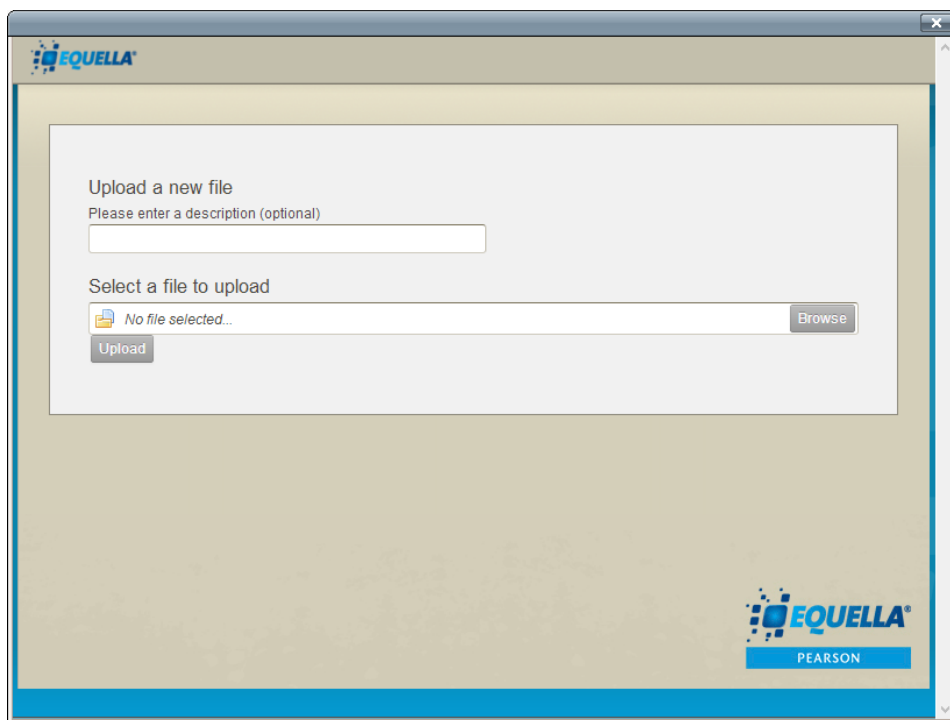
5. Click  to add the link to the web page. The link displays on the web page, but won't work until the HTML page has been saved.

## EQUELLA File Uploader

The **EQUELLA File Uploader** button  enables the user to search for and select files to be added as links on the HTML page.

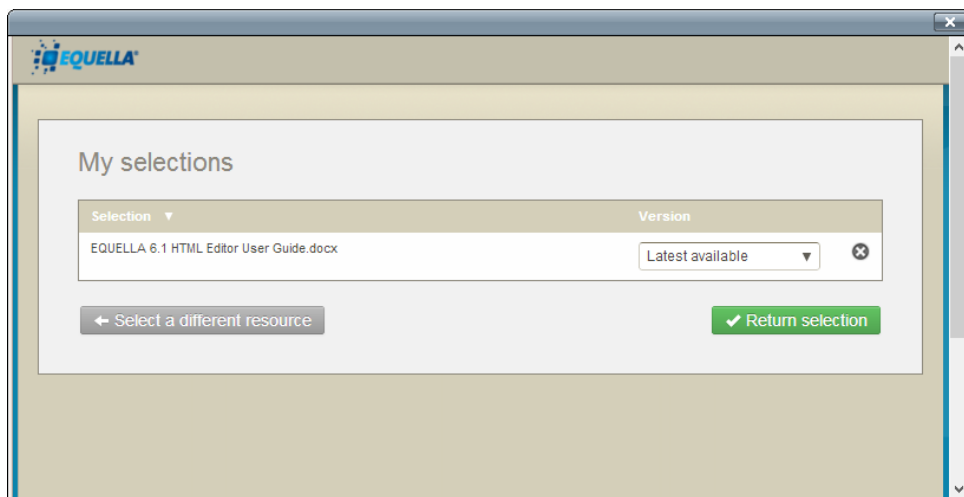
### To upload a file

1. Place the cursor in the required spot, then click the **EQUELLA File Uploader** button  to display the **Upload a file or select a current attachment** page. An example is shown in Figure 42.



**Figure 42 Upload a file or select a current attachment page**

2. Enter a descriptive title, if required. If left blank, the link displays as the file name.
3. Click **Browse** to find a file on the local hard drive or network.
4. Once the required file has been selected, click **Upload**. The **My selections** dialog displays. An example is shown in Figure 43.



**Figure 43 My selections dialog**

5. Click **Return selection**. The uploaded file displays as a link on the HTML page. An example is shown in Figure 44.

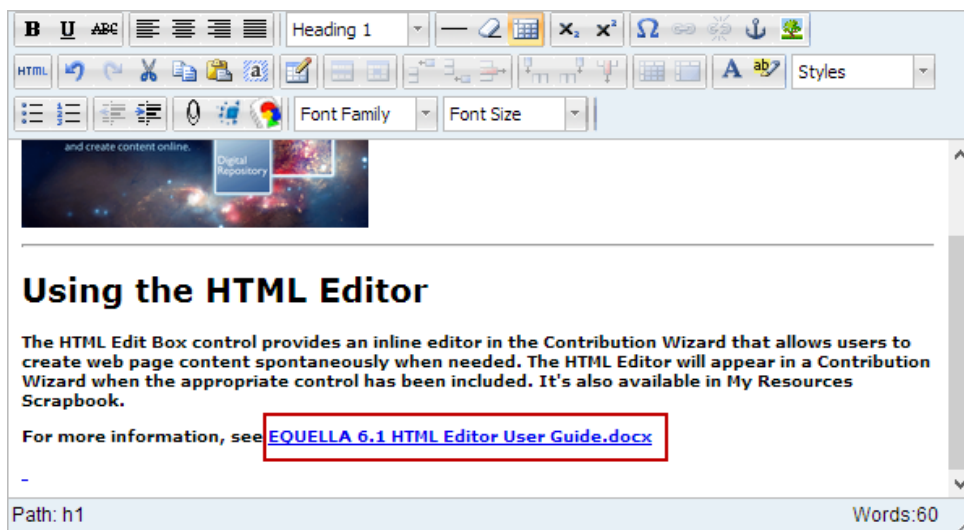


Figure 44 HTML page with file attachment link

If files have been uploaded during creation of an HTML page, and the user then removes them from one area, but wants to use them in another area, when opening the **Upload a file or select a current attachment** page, the previously uploaded files display in the **Select from current attachments section** for selection. An example is shown in Figure 45.

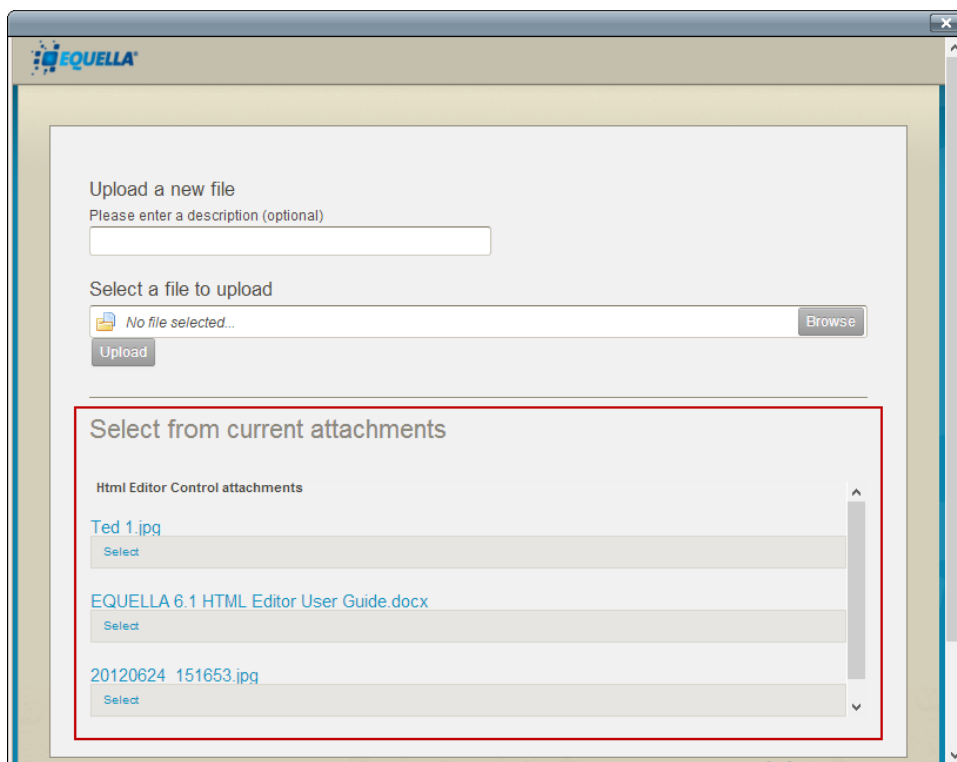


Figure 45 Select from current attachments section

Click the **Select** link to choose a file.

## Fonts

Use the **Font Family** and **Font Size** drop-down lists, shown in Figure 46, to select the preferred font style and size.

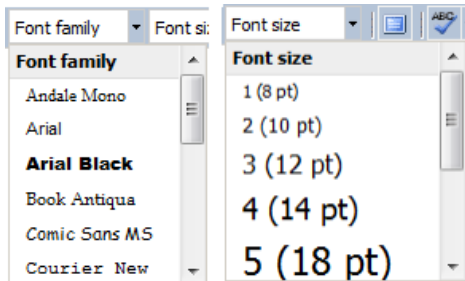



Figure 46 Font family and Font size lists

## Spellchecker

The **Toggle Spell Checker**  button turns the spellchecker on or off. It also enables the required language to be selected.

Click the arrow to select the required language. An example is shown in Figure 47.

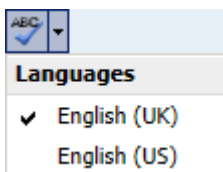


Figure 47 Language selection drop-down

The language dictionaries provided with the HTML Editor are English (UK) and English (US).

Figure 48 shows an example of the HTML Editor with the spellchecker turned on. Any misspelled or unrecognised words are underlined in red. Click on the underlined word to display a list of suggested words. Select the correct word from this list.



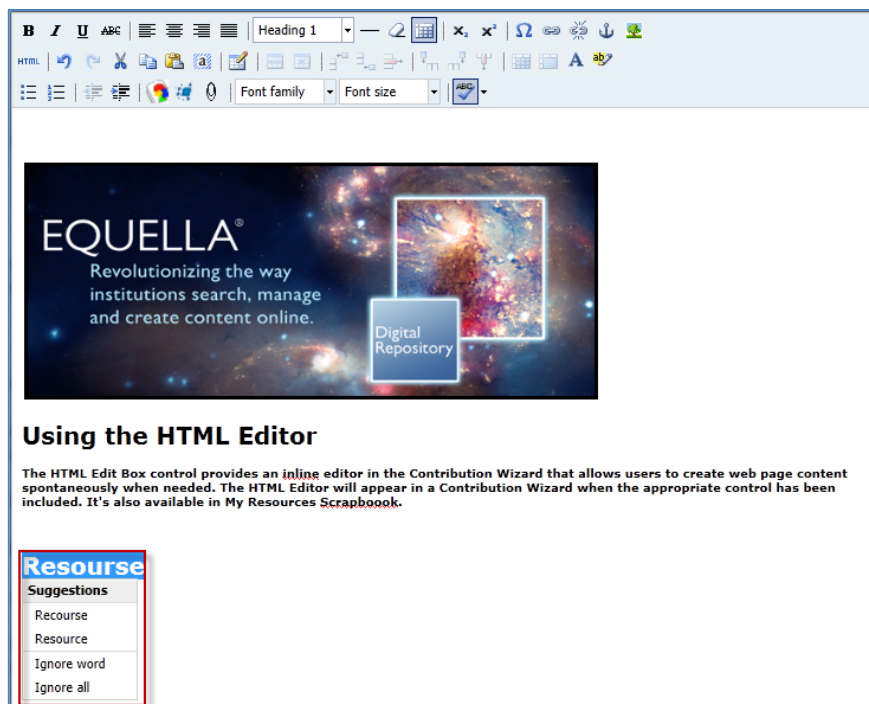


Figure 48 Spell Checker suggestions

## HTML Editor Settings

The HTML editor can be customised using the HTML editor settings. Additionally, third-party plug-ins can be uploaded to be used in the HTML editor.

### To access the HTML Editor settings

1. Go to **Settings, HTML editor**. The HTML editor settings page displays, as shown in Figure 49.

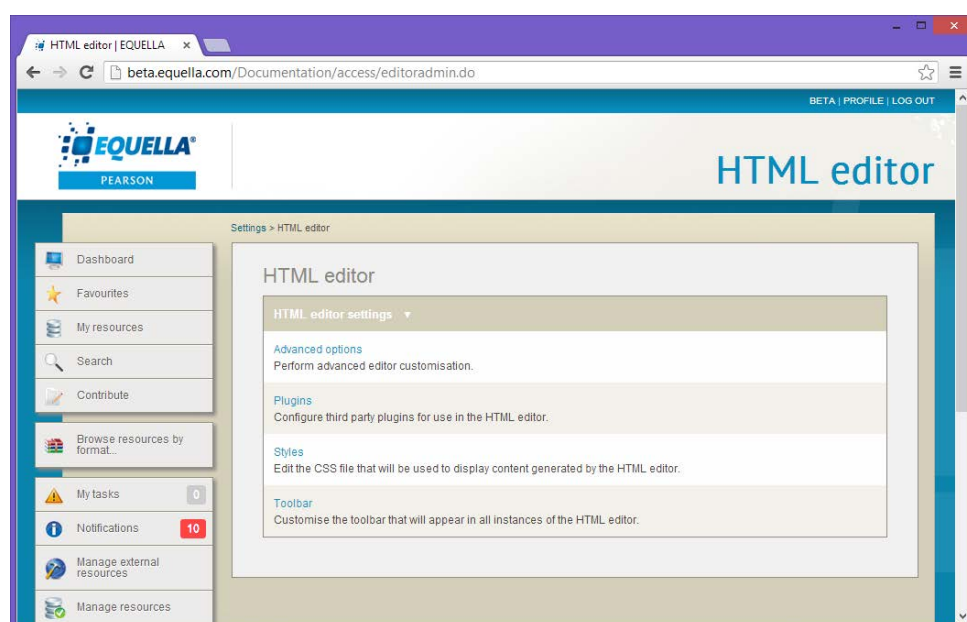


Figure 49 HTML editor settings page

The following options are available:

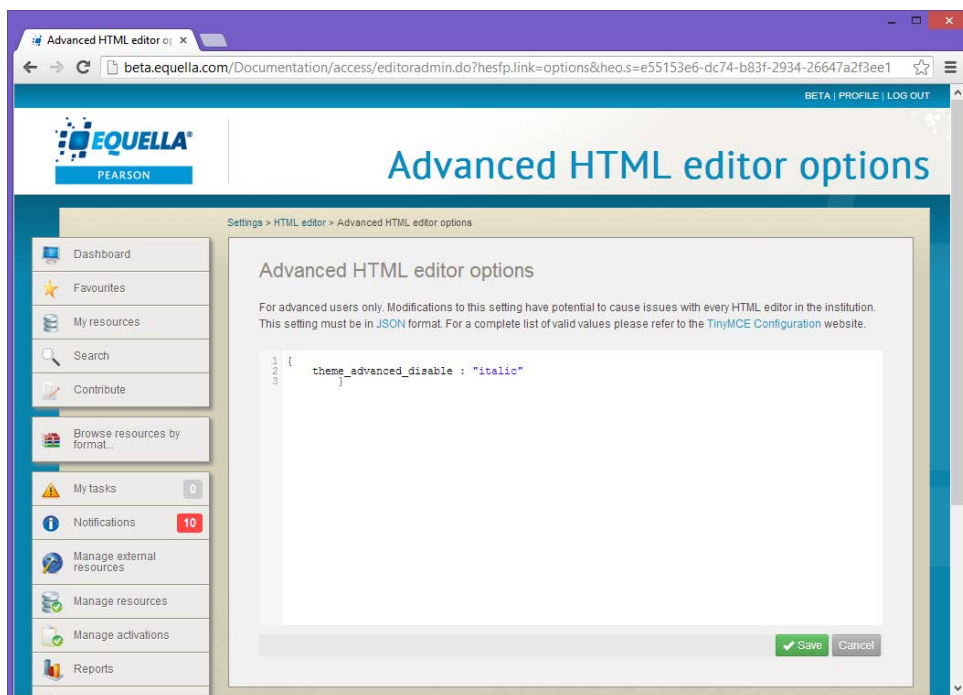
- **Advanced options** - allows advanced users to configure the HTML Editor using TinyMCE values.
- **Plugins** – enables users to upload third-party plug-in packages to the HTML Editor.
- **Styles** – enables users to add styles to the editor.
- **Toolbar** – allows users to customise their HTML Editor toolbar.

## Advanced options

The **Advanced options** allow advanced users to configure the HTML Editor using TinyMCE values.

### To configure advanced options

1. Select the **Advanced options** link from the **HTML editor** settings page. The **Advanced HTML editor options** page displays. An example is shown in Figure 50.



**Figure 50 Advanced HTML editor options page**

*NOTE: Only advanced users should access this option as modifications carried out in this function have the potential to cause issues with every HTML editor in the institution. Additionally, this setting must be in **JSON** format.*

2. Enter the required value. A group of examples are shown below. Included is:
  - The value to change the HTML Editor toolbar from displaying at the top to the bottom of the editor
  - The value to stop the bold and italic buttons from showing
  - The value to change the font size optionsPasting this code and saving it will instigate the change.

```
{
  theme_advanced_toolbar_location : "bottom",
  theme_advanced_disable : "bold,italic",
  theme_advanced_font_sizes : "10px,24px",
}
```

Go to the [TinyMCE Configuration](#) website for a full list of valid values.

- Click .

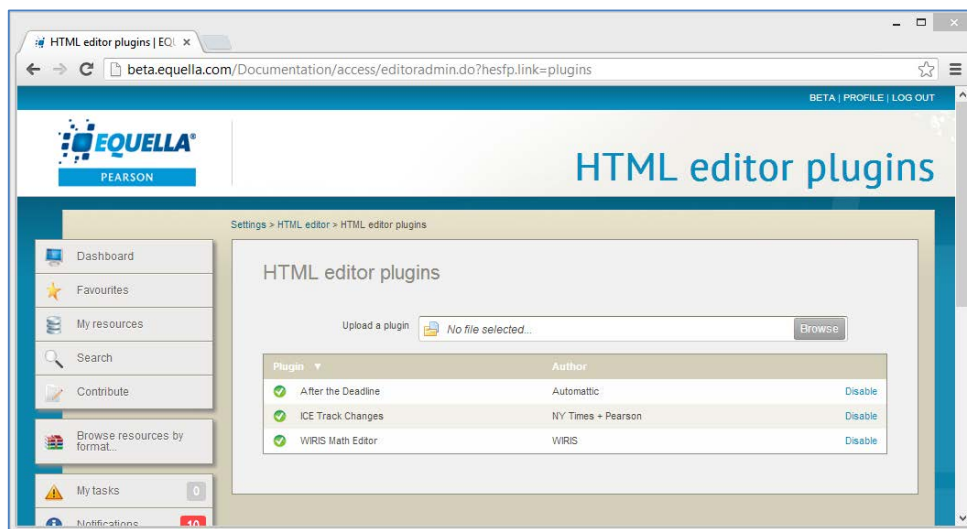
## Plugins

EQUELLA has a plug-in framework to allow additional third-party plug-in functionality to be added to the HTML Editor.


Third-party plug-ins are packaged into a zip file with EQUELLA configuration files and uploaded into the HTML Editor. For further information about packaging third-party plug-ins, see the *EQUELLA HTML Editor Plugin Guide* published as part of the *EQUELLA Integration pack*.

### To upload a third-party plug-in package

- Select the **Plugins** link from the **HTML editor** settings page. The **HTML editor plugins** page displays. An example is shown in Figure 51.



**Figure 51 HTML editor plugins page**

- Click  to browse to and select the third-party plug-in zip file. The plug-in is uploaded and enabled.

*NOTE: Once the plug-in is uploaded, the buttons specific to the plug-in will need to be added to the HTML Editor toolbar. See [Toolbar](#) on page 37 for further information.*

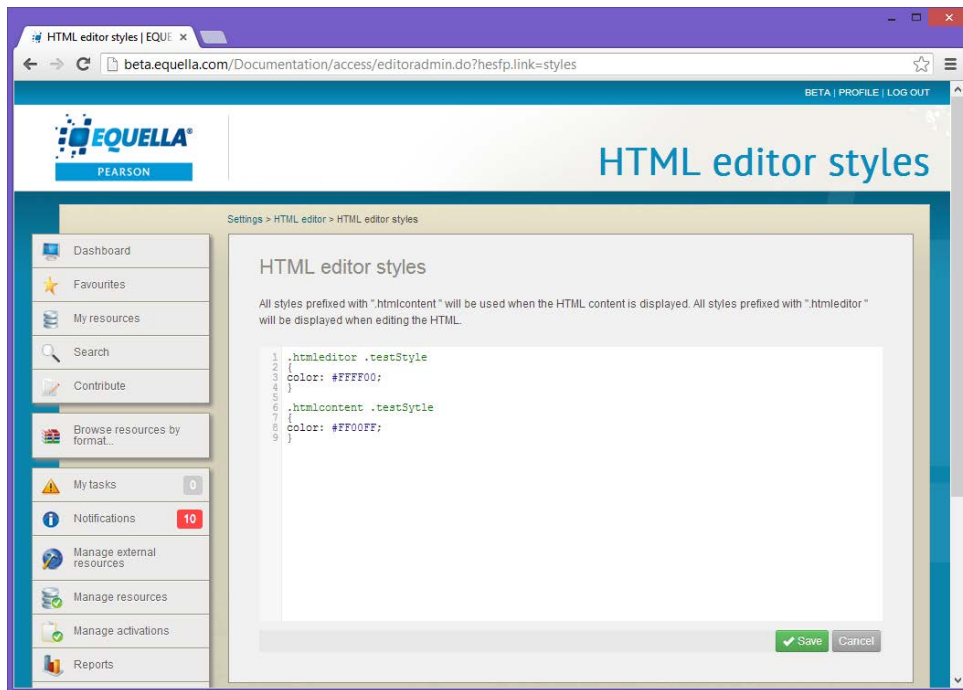
Once plug-ins have been uploaded into the HTML editor, they can also be disabled by clicking the **Disable** link. This makes the plug-in functionality unavailable to the HTML editor.

## Styles

The **Styles** option enables users to add pre-formatted styles to the HTML Editor CSS that can be accessed and applied to text from the HTML Editor **Styles** drop-down.

### To add styles to the HTML editor

1. Select the **Styles** link from the **HTML editor** settings page. The **HTML editor styles** page displays. An example is shown in Figure 52.



**Figure 52 HTML editor styles page**

2. Enter the required styles. All styles prefixed with ".htmlcontent" will be used when the HTML content is displayed. Styles prefixed with ".htmleditor" will be displayed when editing the HTML.
3. Click **Save**. The new styles will display in the HTML Editor **Styles** drop-down. An example is shown in Figure 53.

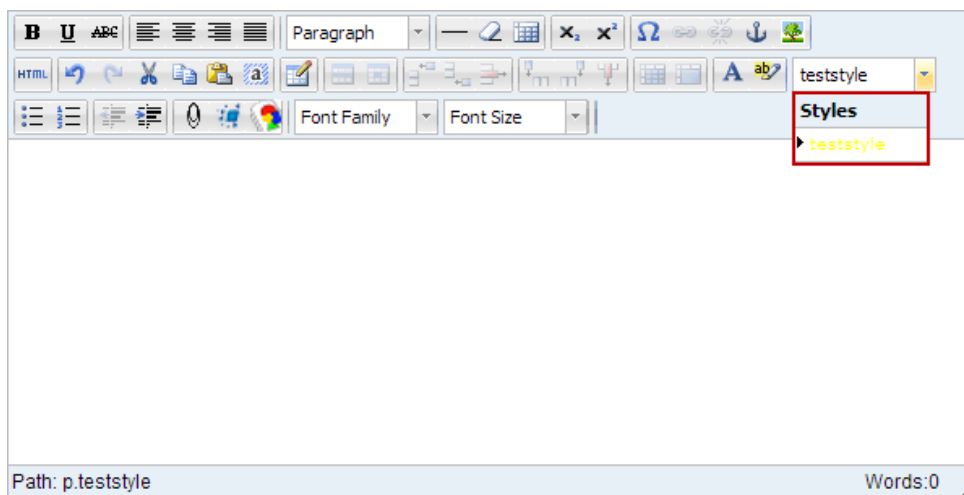


Figure 53 Styles example

## Toolbar

Users can customise the appearance of the HTML editor toolbar, removing buttons that are not used, adding required buttons and reordering buttons.

### To customise the HTML editor toolbar

1. Select the **Toolbar** link from the **HTML editor** settings page. The **HTML editor toolbar** page displays. An example is shown in Figure 54.

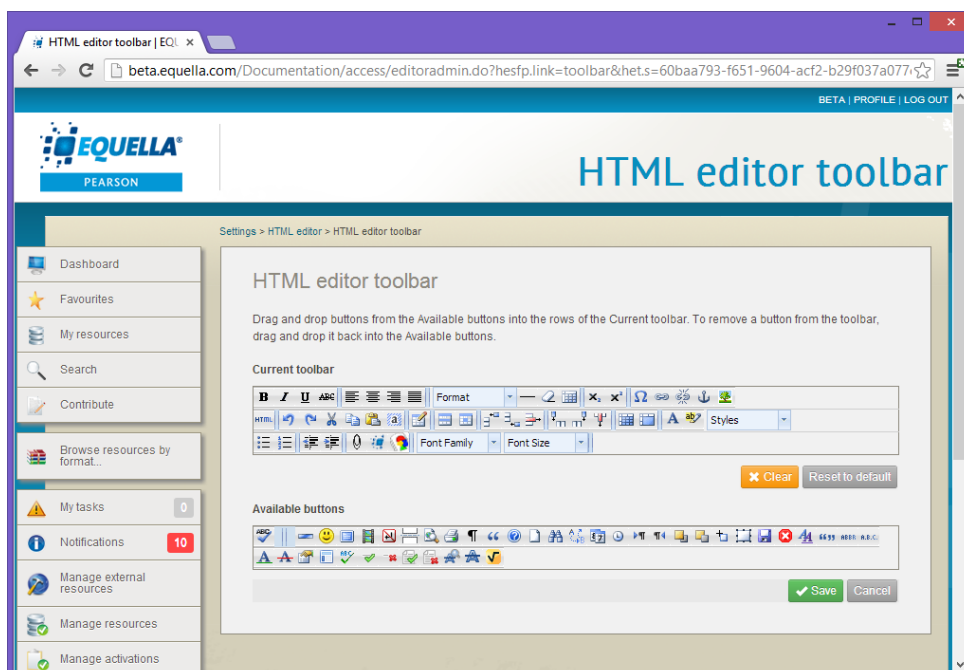



Figure 54 HTML editor toolbar customisation page

2. Drag buttons from the **Current toolbar** and drop on the **Available buttons** toolbar to prevent them from displaying when using the HTML editor.

3. Drag buttons from the **Available buttons** toolbar and drop in the required position on the **Current toolbar** to display them when using the HTML editor.
4. Drag buttons within the **Current toolbar** to change the order in which they are displayed.
5. Click .

## Contact Client Support

We are always happy to help.

If your organisation has a support agreement with EQUELLA then help is available at <http://equella.custhelp.com>.