

Guide to using HTML Templates

A comprehensive guide to using the HTML Templates in the Brightspace HTML Editor. There are two parts to the instructions:

1. Copying/Pasting Protocols
2. Template Specific Protocols

The 'Copying/Pasting Protocols' guide you how to properly get a copy of the template onto the page you are building. It is the same protocol for each template. The 'General Instructions' provide some important tips and reminders when building a new page.

The 'Template Specific Protocols' are more detailed instructions for each template. Use the 'Copying/Pasting Protocols' first. Then once you have a copy of the template on the new page, follow the 'Template Specific Protocols'. The 'Notes' also provide some important tips and reminders when working with that specific template.

Copying/Pasting Protocols

Copying and Pasting:

1. Start on the Accordion template page, make sure the page is in 'Edit HTML' mode.
2. Choose the Accordion set you want to use. Sets range from sizes 2 – 10 dropdowns.
3. Copy everything between the 'Start Copy' and 'End Copy' messages, including the messages itself.
4. Navigate to the new page where you want to use the accordion template. Paste the template where you want it.
5. The template should show up in its original unaltered form.
6. Highlight and delete the 'Start Copy' message.
7. Highlight and delete the 'End Copy' message.

General Instructions:

- Do titles, body text, and all components separately.
- Do not delete elements, highlight with your cursor then type/paste directly in its place instead.
- When exiting the template's HTML Editor, press 'Cancel' so any changes to the original template are not saved.

Template Specific Protocols

Index (Blank Page)

This is the blank page template that is the base for each new page to be made. **It is best to upload this file directly each time you build a new page** (if prompted, choose to make a copy instead of replacing the previous index pages). Uploading this file each time ensures the HTML doc heading containing the link to the stylesheet is included on each page, which is crucial for the templates to function properly.

Accordion

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. Highlight the section title with your cursor, then either type or paste the new title in its place.
3. Highlight the section content with your cursor, then either type or paste the new content in its place.
4. Repeat steps 2 and 3 for all accordion sections.

Notes:

- **Do not delete the template section titles and content by backspacing or using the 'delete' button on your keyboard.** This risks deleting some of the underlying CSS on the page, altering the structure of this instance of the template.
- **An accordion set can only be used once on each page.** This is because in the HTML code, each dropdown has its own ID and label. If there are two of the same sets of accordions on one page, they will both open and close at the same time.
Ex/ If you have used an accordion set of 2 on a page, you cannot use that same set of 2 (same colour) again on the same page.

Bullet Lists

Adding content to the template:

1. Get template by following the copying/pasting protocols.

2. Highlight the template content with your cursor ('List Item' or 'Sub Bullet') and paste in the desired content.
3. If you want more list items than there are in the template, you can press 'Enter' on your keyboard and another bullet point in the same style will appear on the line below. This works for all styles, including numbers, letters, roman numerals, and icons.

Notes:

- If you want to make a nested bullet list, use the regular bullet list as directed, and then indent by pressing 'tab' on your keyboard to make a nested bullet underneath the desired parent bullet (similar procedure as in Microsoft Word or any other document writing software).

Callout Boxes and Jumbotrons

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. Highlight the template content with your cursor and paste in the desired content directly in its place.

Notes:

- Callout Boxes feature a border colour and an icon.
- Jumbotrons do not have an icon, and have either solid fill colour or just a border colour.
- You cannot change the icons that are in the template.

Click Reveal

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. Start with the button question. Highlight 'Put button question here' with your cursor, then type or paste the desired question directly in its place.
3. You can leave the 'Find out...' message or replace it. To replace it, highlight then type or paste with your desired message. There will be a hover animation, and your cursor will switch into a pointer, however you will still be able to highlight, type, and paste as normal.
4. For the hidden then revealed content, highlight the template content, then type or paste in the new content directly in its place.

Notes:

- The Click Reveal buttons are automatically expanded when in 'Edit HTML' mode. This means you only need to highlight the content you want to replace, then paste the new content directly in its place. No need to click on any buttons to expand while editing!
- **The same instance of a Click Reveal button can only be used once on each page.** This is because in the HTML code, each button has its own ID and label. If there are two of the same sets of buttons on one page, they will both open and close at the same time.
- **You can still have multiple Click Reveal Buttons on the same page, with a maximum of 6 on one page.** There are 6 click reveal buttons on the template. All appear identical but have different IDs in the code. If you have already used 'Click Reveal 1' on a page, and what to add another Click Reveal button, you must use another such as 'Click Reveal 2'.

Column Layout

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. Start with the Title. Highlight 'Title' with your cursor, then type or paste the new title directly in its place.
3. For the Column Layout content, highlight 'Insert Content Here', then type or paste new content directly in its place.

Notes:

- Work on the title and the content independently. Deleting all the text will also delete the styling.

Image Alignment

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. To replace the image, select the placeholder image by clicking on it. Then use the 'Add Image' button built in the Brightspace HTML Editor to directly upload the desired image. You may upload from the course content files, directly from the computer, or through a linked path.
3. To replace text, highlight the template text using your cursor, then type or paste the desired content directly in its place.

Notes:

- Do not delete placeholder image. Select it by clicking on the placeholder, then directly put in the new image using the Image option in the Brightspace HTML Editor. Deleting the placeholder image also deletes its margin, padding, and other styling.

Link Button

Must go into the HTML code to use this template

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. To change the label on the button, highlight 'Put text to display link here' with your cursor, then either type or paste the desired label directly in its place.
3. To change the link, you will have to go into the HTML code. Within the Brightspace HTML editor, click on the '</>' icon. The source HTML code will pop up.
4. Look for the 'a tag' (<a> ...) in the code. It will look something like this:

```
<a href="#" class="button-link bg-gold text-black" target="_blank" rel="noopener norereferrer"> Put text to display link title here <i class="fa-solid fa-arrow-up-right-from-square"></i> </a>
```
5. The new link will replace the '#' in ' href="#"' at the very beginning of the a tag. Highlight the '#' and paste the desired link directly in its place.

Notes:

- Link will always open in a new tab
- To aid in finding the location of the a tag in the HTML code editor, try locating the previous title or text elements that are easily readable. Take your time while looking for the a tag.

Table

You can customize the table in the Brightspace HTML Editor to have as many rows and columns as you would like.

Customize:

6. Get template by following the copying/pasting protocols.
7. Highlight the title 'Sample Table Title', and either type or paste in the new title.

8. Highlight the caption 'Sample Table Caption', and either type or paste in the new table caption.
9. Add as many rows/columns as necessary using instructions below.

To add a row:

1. Highlight a full row from the table template you are currently working on (the pasted template on the new page). Copy this highlighted row.
2. Click on the table template component. The Brightspace Table Toolbar will appear near the top of the table. You will see the icons for adding/deleting rows and columns.
3. Select the Add Row icon (There are two: Add a row to the top or add a row to the bottom).
4. In the newly added row, paste into the first cell on the left-hand side. This will add in the proper styling, so it is cohesive with the rest of the table.

To add a column:

1. Highlight a full column from the table template you are currently working on (the pasted template on the new page). Copy this highlighted column.
2. Click on the table template component. The Brightspace Table Toolbar will appear near the top of the table. You will see the icons for adding/deleting rows and columns.
3. Select the Add Column icon (There are two: Add a row to the left or add a row to the right).
4. In the newly added column, paste into the first cell at the top. This will add in the proper styling, so it is cohesive with the rest of the table.

Notes:

- The table template style is striped. When adding new rows/columns, it doesn't matter which row/column you choose to copy/paste, the styling and correct stripe colour will appear.

Tabs

Both horizontal and vertical.

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. Highlight the tab title with your cursor, then either type or paste the new title in its place. You can also leave the title as is.

3. Highlight the tab content with your cursor, then either type or paste the new content in its place.
4. Repeat steps 2 and 3 for all tab sections.

Notes:

- **Do not delete the template section titles and content by backspacing or using the 'delete' button on your keyboard.** This will risk deleting some of the underlying CSS on the page, altering the structure of this instance of the template.
- **A tab set can only be used once on each page.** This is because in the HTML code, each dropdown has its own ID and label. If there are two of the same sets of tabs on one page, they will both open and close at the same time.

Ex/ If you have used a tab set of 2 on a page, you cannot use that same set of 2 (same colour) again on the same page.

Timeline

Alternating sides and single side timeline template.

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. Start with the year/title. Highlight the year with your cursor, then type or paste the desired year/title directly in its place.
3. For the Timeline content, highlight the template content, then type or paste new content directly in its place.

Notes:

- The length of the timeline (number of boxes) on the template is the maximum. This is because it is tricky to copy and paste the timeline boxes with proper CSS styling, and it is much easier to delete the unnecessary boxes.

Video Lecture

Adding content to the template:

1. Get template by following the copying/pasting protocols.
2. Delete the video, and leave the cursor in-place. To do so:

- a. click on the video and pause it
 - b. carefully click the area preceding (left of) the video within the colored video container
 - c. hit the Delete key
- 3. Click the **Insert Stuff** icon
- 4. Do one of the following:
 - a. Select **YouTube**, search for your video; or
 - b. Select **Enter Embed Code**, paste in the YouTube video embed code