

# HTML Editing on FOL



## Images & Videos



### Insert Image

To insert an image:

1. Click the **Insert Image** icon.
2. Click the **Upload** button and select your image.\*
3. Click the **Choose Destination** button and select your images folder (This step is very important in order to maintain the organization of all of your files.)
4. Click the **Select a Path** button.
5. Click the **Add** button.
6. Enter a descriptive name for the image in the **Alternative Text** field and click **OK**.

\*If the image already exists in your FOL images folder, navigate to the image by clicking **Course Offering Files**.



### Insert Stuff

To insert a video:

1. Upload your video to YouTube.
2. On the YouTube page:
  - a. Click the **Share** button.
  - b. Click the **Embed** tab.
  - c. Select the link and click **ctrl+ c** to copy
3. On your FOL page, click the **Insert Stuff** icon.
4. Select the **Enter Embed Code**
5. Place cursor in entry field and click **Ctrl + v** to paste the link
6. Click **Next**, then **Insert**.

## Links



### Insert Quicklink

To insert a link to a file:

1. Click the **Insert Quicklink** icon.
2. Click **Content** and browse to the file you would like to link to (or click **URL** for a website).
3. Click the **Options** icon if you would like to:
  - a. **revise the name** of the link on your page or
  - b. have the file open in a **new window**.



### Keyboard Shortcuts

**Ctrl + c** = copy  
**Ctrl + v** = paste  
**Ctrl + z** = undo

## Font Styles



### Format

To change the font style of your text:

1. Select the text
2. Click the **Format** button and choose an appropriate style: H1 being the largest to H6 the smallest.

#### Note:

- Use consistent headings and subheadings throughout your lessons.



### Bold, Italic, Underline

To change the format of your text:

1. Select the text
2. Click the **Bold**, **Italic**, or **Underline** button

#### Note:

- Make judicious use of **bolding** to emphasize key words.
- **Italics** are more difficult to read; limit them to quotes.
- Save **underlining** for links only.

## Indents and Outdents



### Indents and Outdents

Click the **indent** button to indent text. This option is handy when you want to emphasize that the text below belongs to the content above. Indenting text is particularly useful for presenting examples, or quotes.

Click the **outdent** button to undo an indent or to reduce the indent that defaults when creating lists.

Example:

1. Numbered list with default indent
1. Numbered list with outdent applied.

Outdenting numbered lists is handy when you want to save space.

## Lists



### Lists

Click the Unordered List button to create a list where the order is not important

Click the List dropdown arrow to select:

- **Ordered List** – when the items or steps must go in a certain order
- **Align Left / Right /Center** – when you want to align your text or image to the left, right or centre of page
- **Align Full** – when you want your text to align on both the left and right side of the page (like a textbook)

### Right-Align Photos

Select the image, click the **Lists** icon and select **Align Right** to set your text to the left and your photo to the right.



## Choosing a different font family, size, or colour

If you want to choose a font different from those available in the Format dropdown menu, you can select a font from the **Font Family** menu.

To change the font **style** of your text, select the text and choose the font from the **Font Family** menu.

To change the font **size** of your text, select the text and choose the size from the **Size** menu.

To change the font **colour** of your text, select the text and choose the colour from the **Colour** menu.

**Note:** As with bolding, when emphasizing words with colour, be mindful to apply it sparingly.

## Tables



### Tables

To insert a table, click the **table** icon and select the number of rows and columns.

To adjust table properties, click the table icon **dropdown arrow**.