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All existing HTML files in the folder (and sub-folders) are available as templates when you create new HTML documents.

1. In a module, click 🗂️ Create a File from the New button.

2. Select a Document Template from the drop-down list if you have a defined template directory, or click 📦️ Browse for a Template if you do not have a defined template directory. You can search for templates located in other folders or on your computer.

3. Add content to your content file.

Note: Choosing a different template for subsequent topics won’t affect any pages you already created.

Choosing Styles Within a Template

Each template contains predefined styles. Select the one you want from the style selector in the HTML Editor.

Setting Style Attributes for Headings With Icons

Within each template there are some header styles that use different icons. To choose from among these, you need to change the style’s attributes:

Click the drop-down menu in the first icon group in the HTML Editor:

Click 📚️ Insert Attributes, and type the style you want into the Class field.

The available headings are:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Type this in Class field</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Assessment Heading</td>
<td>assessment</td>
</tr>
<tr>
<td>☐</td>
<td>Assignment Heading</td>
<td>assignment</td>
</tr>
</tbody>
</table>
Working With Tables

Adding and Removing Rows and Tables

The templates come with tables, but you’ll probably need to add, or remove rows and columns.

Click the context menu for the "Insert Table" button and select the action you want to perform from the menu.

Creating New Tables

The easiest way to create a new table is to copy and paste the one that already exists in some templates.

Note: If the template file you’re working with doesn’t have a table in it, create a temporary topic using the Template Styles file. This file has all the styles available and is a handy way of copying anything missing from the template you’re working on.

If you use the "Insert Table" button to create a new table it won’t have the coloured header rows and columns that the original table had.

More Help with the HTML Editor

If you need additional information on how the HTML Editor functions, check Desire2Learn’s Resource Center: HTML Editor help.

Modifying the Styles

For advanced users, you can modify the CSS file or HTML files in the template directory to update the appearance, content or structure of your sample documents. For example, update <h1> to change the document title style.

To edit the CSS file, we recommend an application such as Notepad++, Kompozer, or DreamWeaver.