





















## Using the HTML Editor

The HTML editor is a toolbar that contains a variety of tools to assist you in formatting your content in ANGEL. The HTML toolbar is available any place text can be formatted or edited. You can also paste into the HTML editor directly from MS Word. At times, depending on the task, you may see either a full or abbreviated menu bar.



Icon	Tool	Description
	Collapse/Expand arrow	Hide or reveal the HTML editor toolbar
	Macro	Create or edit macros
	Edit menu	Cut, copy, paste, undo/redo, find, replace, select all and remove
	Bold	Bold text
	Italicize	Italicize text
	Underline	Underline text; if arrow appears next to underline icon, you can strikethrough, superscript and subscript text as well.
	Content link	Insert, edit or remove a content link and create anchors
	Web link	Insert, edit or remove a web link and create anchors
	Insert image	Insert and format images, Flash presentations or movies
	Equation	Create and modify equations, insert special characters, insert lines and page breaks
	Table menu	Modify rows, columns and cells in a table
	Form menu	Create forms using buttons, checkboxes and text fields
	Numbered list	Create a numbered list of sequential items
	Bulleted list	Create a bulleted list to display items
	Justify menu	Align text left, right, center or block
	Text color	Change text color
	Background color	Change background color
	Formatting menus	Change style, format, font and font size
	Spellcheck	Check spelling
	Source	View HTML source code