# Understanding the HTML Editor in D2L

In D2L, you can create a new HTML file or edit an HTML file using the built-in editor.



In the illustration above, note the following features and explanations:

1. Cut
2. Copy
3. Paste
4. Paste as Plain Text
5. Paste from Word: Used to paste copied content from Word. Otherwise much of the formatting will be lost. For example, there will be no paragraph divisions once you save the file.
6. Undo and Redo
7. Select Heading level styles or Paragraph style
8. Select Font Family, such as Arial or Verdana
9. Select Font Size
10. Select Text Color
11. Bold
12. Italic
13. Underline
14. Select Strikethrough, Superscript, or Subscript
15. Indent or Outdent
Click the dropdown list next to No. 16 to choose alignment: Ordered List; Left, Center, Right, or Full Alignment; Move paragraph left to right or right to left.
16. Unordered (bulleted) List
17. Insert Stuff. Most often used to insert embed code or links to video or audio files. Often used to insert YouTube videos.
18. Insert Image
19. Insert Quicklink. Used to insert URLs or links to any of the course elements such as specific quizzes or assignments.
The dropdown arrow next to No. 19 inserts equations (built-in equation editor used for math equations), symbols (special characters such as ©, ®), horizontal lines, or HTML attributes (HTML code and is most likely beyond the scope of the average user.)
20. Insert New Table. The dropdown arrow next to New Table lists table formatting options.
21. Show or Hide available options in the HTML editor
22. Check Spelling
23. View and Edit HTML Source Code
24. View Document
25. Display the Editor Full Screen. This option provides more space for editing and viewing the document.
26. Drag to increase or decrease the size of the editor screen

The Publish button saves the document and makes it available for viewing. Draft saves a copy but does not display the document to users. Cancel disregards changes made to the document.