How do I create an HTML page?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Create HTML Page.

× 🗆 1	Title 🔨		Access	<u>Created By</u>	Modified	<u>Size</u>
	Discussion 1 SMPL101 Resource	Actions -				
	E Lessons	Actions -	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
	□ <u>Reading</u>	Actions -	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
	다 Syllabus and Guidelines	Actions -	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
	D Websites	Actions -	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
• Copy Co	ntent from My Other Sites	Add 🗙				
Gateway Accessibility Information The Upload Files Create Folders Add Web Links (URLs) Create Text Document Create HTML Page Create Citation List			Copyright 2003-2020 The Apereo Foundation. All rights reservence Powered by ${>>} Sa$			

To the right of the folder where you want to create the HTML page, from the **Actions** dropdown menu, select **Create HTML Page**.

Enter document content.

Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.

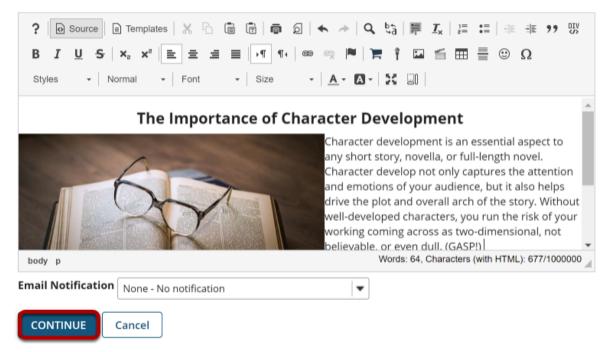
$\begin{array}{c c c c c c c c c c c c c c c c c c c $
Character development is an essential aspect to any short story, novella, or full-length novel. Character develop not only captures the attention and emotions of your audience, but it also helps drive the plot and overall arch of the story. Without well-developed characters, you run the risk of your working coming across as two-dimensional, not believable, or even dull. (GASP!)
body p Words: 59, Characters (with HTML): 409/1000000
CONTINUE Cancel

Enter (or paste) the text content of the document into the Rich Text Editor.

Use the Rich Text Editor to format or add links and media.

Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.



Use the Rich Text Editor tools to format the text, add images, links or other HTML items to the document.

Click **Continue** to save your document when you are finished editing.

Enter document details.

Create HTML Page
Enter the name of the HTML Page (required), set any other properties you wish, and then click "Finish" to create the HTML Page. Required items marked with *
* File Name Character Development
Use letters, numbers, and the 💱 & 🖞 characters (with no spaces).
Description
* Copyright Status
Material is in public domain. (more info)
Copyright Alert Display copyright alert and require acknowledgement when accessed by others. (what's this?) Availability and Access Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users. Show this item From 03/14/2020 03:40 pm Hide this item
Choose who can see this item.
Only members of this site can see this file. This file is publicly viewable. This file is viewable by all logged in users.
Optional Properties
Learning Object Metadata
Email Notification None - No notification
FINISH Cancel

Enter a display name for the HTML document, and any other information as needed. Click **Finish** when done.

View HTML file in Resources.

× 🗆	<u>Title A</u>		Access	<u>Created By</u>	Modified	<u>Size</u>
	Discussion 1 SMPL101 Resources	Actions -				
	E Lessons	Actions -	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
	C Reading	Actions 🗸	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
	Syllabus and Guidelines	ick the icon file descrip		Demo Instructor	Mar 13, 2020 12:24 pm	1 item
	► <u>Websites</u>	Actions 🗸	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
	@ <u>Character Development</u> ()	Actions -	Entire site	Demo Instructor	Mar 14, 2020 3:59 pm	680 bytes
	🗅 <u>Sakai</u>	Actions -	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes
	knowledge-1052010_640.jpg	Actions -	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
▶ Copy Co	ntent from My Other Sites					

The HTML page is created and placed in the selected folder.

Note: You may click on the blue Information icon to the right of the file to see the item description. If you did not include a description, this icon will not appear.