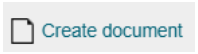
OLAT | HTML EDITOR

1. Overview

OLAT provides its own HTML editor in various places. This can be used to create and comprehensively edit pages with formatted text. These pages can also contain links, for example.

2. HTML pages in OLAT

HTML pages can be used in various places in an OLAT course:

- As content of a **Single Page** course element, in the **Page content** tab.
- As an alternative course or course area view, configured in a **Structure** course element in the **Overview** tab by **Your HTML page**.
- With the **New file** function in a **Folder** course element.
- As part of **CP learning content**.
- In the **Task** course element. In the task folder (the assignment of the task), this is done with the 

function. If the configuration of the course element allows it, course participants also have the option 

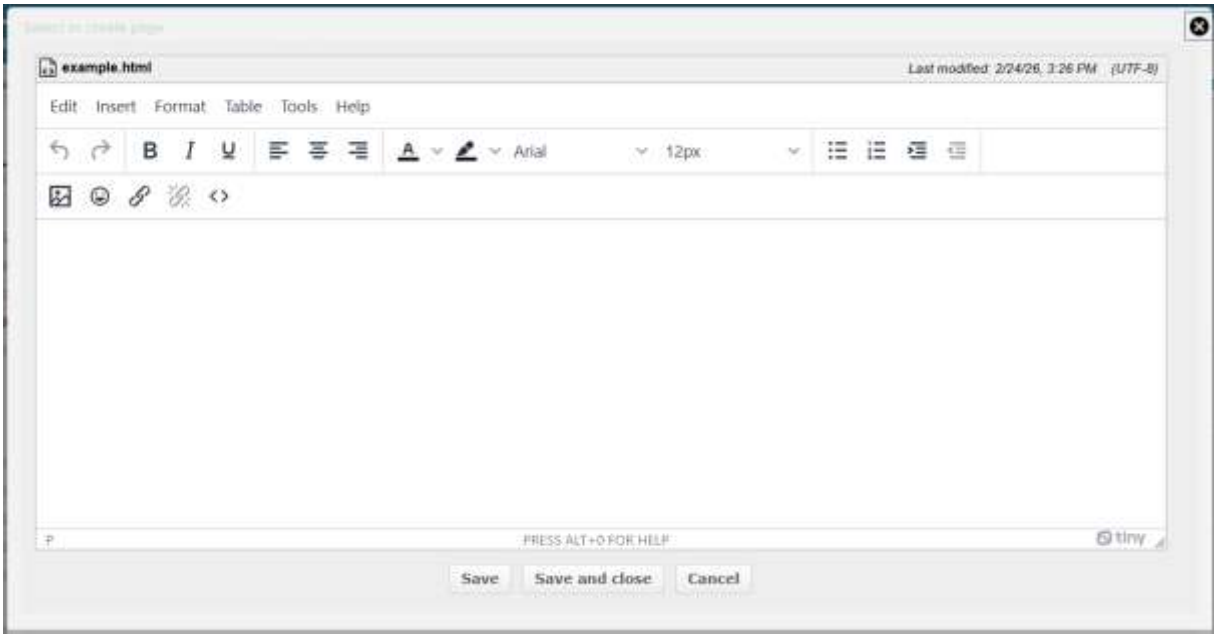
in addition to uploading their solution.

The **Information** of any menu item can also be edited with the HTML editor.

HTML pages are displayed directly to course participants in the course and (with the exception of pages created in folders) are not downloaded. If necessary, course participants can also be given editing rights (for individual pages).

Tip: HTML pages created in the course editor are stored in the **storage folder** and can also be accessed there for editing via the pencil icon.

When you create an HTML page for the first time, it is displayed as follows:



The editor works according to the WYSIWYG (what you see is what you get) principle. This means that the result of the formatting is displayed immediately, even though it is not a text editor, and HTML code is being generated in the background. This also makes it possible to use copy and paste to load text created in a text editor into the content field and continue formatting it there.

PLEASE NOTE: The HTML code in OLAT is a reduced version of the HTML code for web pages. This means that a page created externally with another HTML editor and imported into the OLAT editor will not necessarily function correctly as an OLAT HTML page, as some syntax commands may be unknown.

3. Edit HTML pages

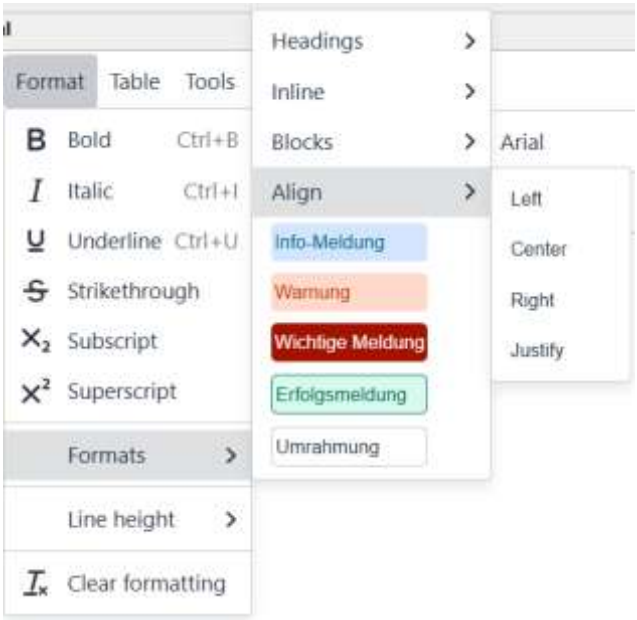
Course owners can usually access HTML pages created in **Structure** or **Single page** course elements directly by selecting **Edit** in the course view. However, it is also possible to open the tab in which the file was created in the editor view of the relevant element and display it there for editing using **Open page in editor**.

The HTML editor works much like a standard text editor.

The tabs contain all of the following tools:

- **Edit** includes the functions Undo and Redo, Cut, Copy and Paste, Paste as Text, Select All, Find and Replace. Each of these options has its own keyboard shortcut.

- The options for **Insert** include video, link, image, bookmarks, a horizontal line, date and time, and special characters.
- The **Format** section contains font formatting options and a range of format templates:



- The usual table tools are available in the **Table**.
- In addition to the option to switch to the source code, the **Tools** also include a LaTeX formula editor.
- **Help** provides information on accessible design.

Exit the HTML editor by clicking **Save and close**.

4. Icon overview

For many of the functions listed in the tabs, there is also a direct shortcut via an icon in the toolbar.

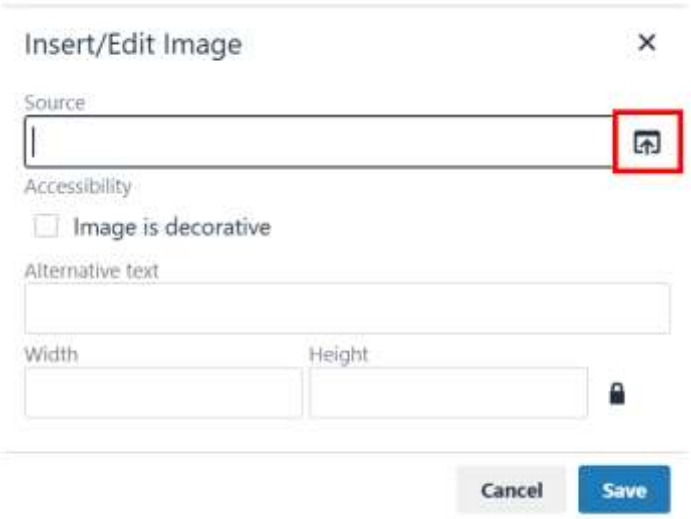


5. Embedding images and links

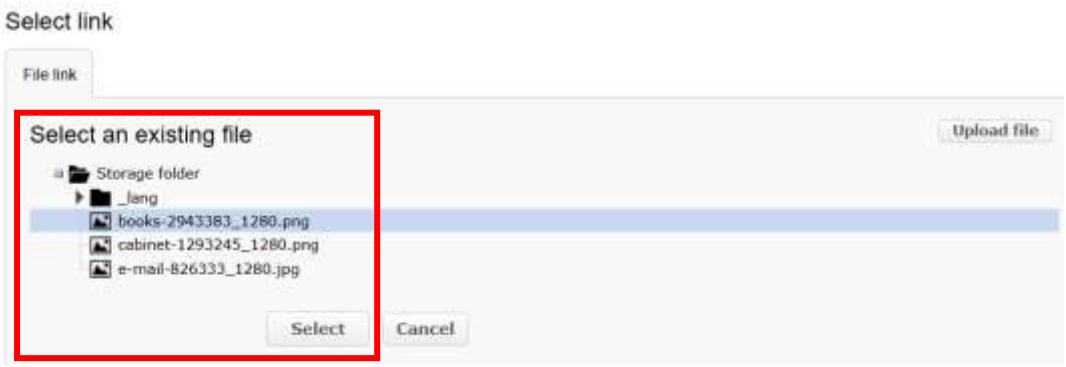
Specific options are available for embedding media on an HTML page, which can be located either within or outside the course. Each option allows you to embed, edit and modify the media at a later stage.

5.1 Inserting images

The **Insert Image** function provides two possible image sources:



- If the image is part of a website and the image address is known, it can be entered as a URL that leads directly to the image in the **Source** field.
- If the image is offline, the icon with the upward-pointing arrow must be selected. This will lead to the **File link**.

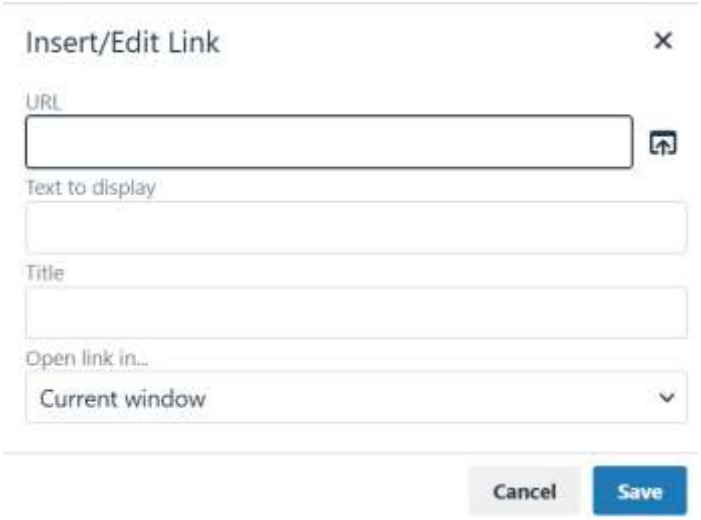


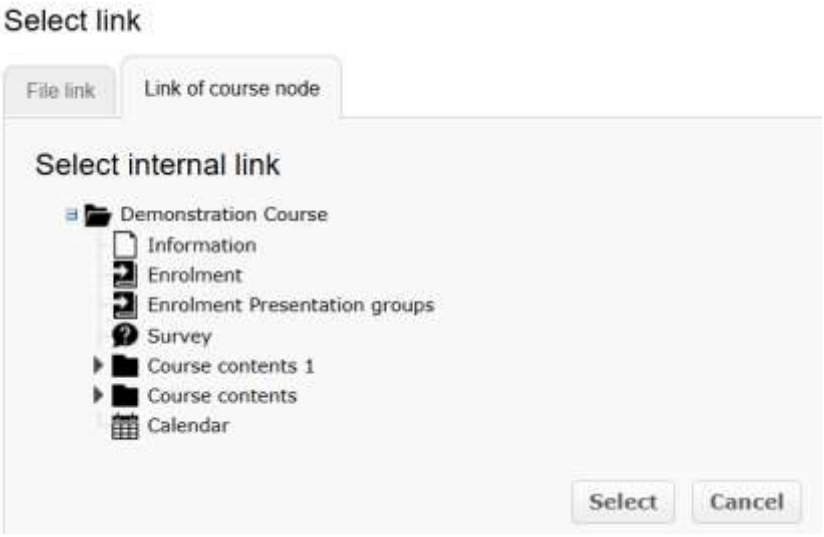
- The file link displays all image files in the **storage folder**. Any new image uploaded here will also be added to the storage folder.
- Clicking the desired image and then clicking **Select** will insert the respective image file.
- Please indicate whether the image is decorative and include a brief, informative description. This is a requirement for accessibility, as it allows people who use reading devices to understand what is depicted.

PLEASE NOTE: Please note that images that do not belong to you and are not explicitly marked as released for use may generally not be used, even if they have been modified.

5.2 Insert link

- The link target is entered under URL.
- Here, clicking the folder icon not only leads to the storage folder, where you can link to any file, but also to the **link of course node** option. Here you can link to any menu item (every single component in the course).





- **Text to display** is the text that leads to the link. If you have selected a section of text, it will appear in this line.
- The entry under **Title** is displayed when the mouse pointer is hovering over it.

- Under **Open link in…**, you can specify that the link should open in a new window. Otherwise, the link will open in the same window/tab. For links to external pages, this means that you will leave OLAT at this point.

Tip: A locally embedded image can also function as a link to a website or course node. To do this, select the image before choosing the **Insert/Edit Link** option.