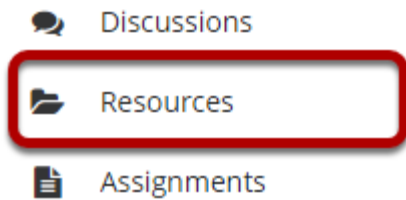


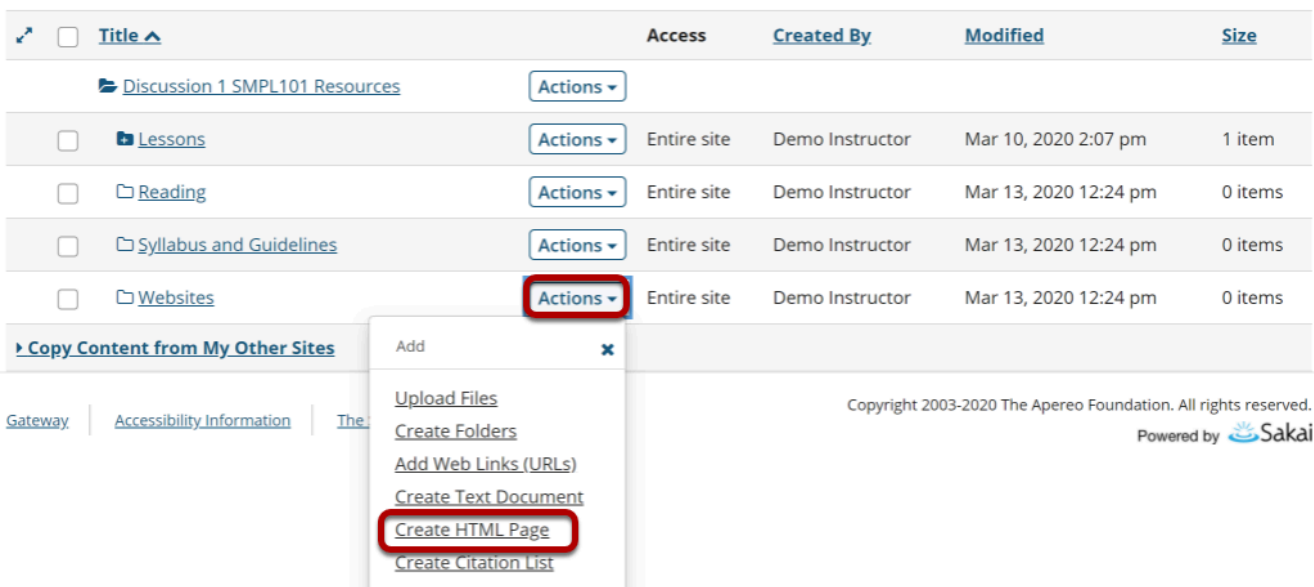
# How do I create an HTML page?

Go to Resources.



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

Click **Actions**, and then select **Create HTML Page**.



To the right of the folder where you want to create the HTML page, from the **Actions** drop-down 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.

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

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.

body p

Words: 64, Characters (with HTML): 677/1000000

Email Notification: None - No notification

**CONTINUE** Cancel

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

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   Until

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

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

# View HTML file in Resources.

	<a href="#">Title</a>	Access	Created By	Modified	Size
	Discussion 1 SMPL101 Resources	<input type="button" value="Actions"/>			
<input type="checkbox"/>	Lessons	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	Reading	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	Syllabus and Guidelines	<input type="button" value="Actions"/>	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	Websites	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	<b>Character Development</b>	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 14, 2020 3:59 pm	680 bytes
<input type="checkbox"/>	Sakai	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes
<input type="checkbox"/>	knowledge-1052010_640.jpg	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB

[Copy Content from My Other Sites](#)

Click the icon to view file description

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.*