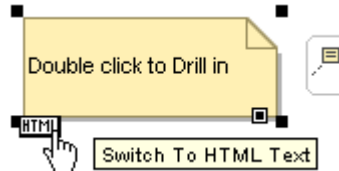# HTML editor

You can easily add or edit HTML text using the HTML editor. It also allows you to preserve the text format when copying formatted text.
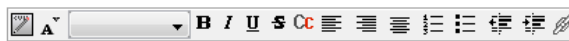
To set the note, text box, or separator text as HTML

Do one of the following:

- Select a note/text box shape and click the **HTML** button when **Switch To HTML Text** appears on the lower-left corner of the shape.

- From the note/text box shortcut menu, select **HTML Text**.
- Draw the note/text box, using the **Note(HTML text)** or **Text Box(HTML text)** buttons on the diagram palette.

Click the text area on the selected shape or start typing to open the HTML editor toolbar. The buttons on the HTML editor toolbar have the same functions as a normal editing toolbar.
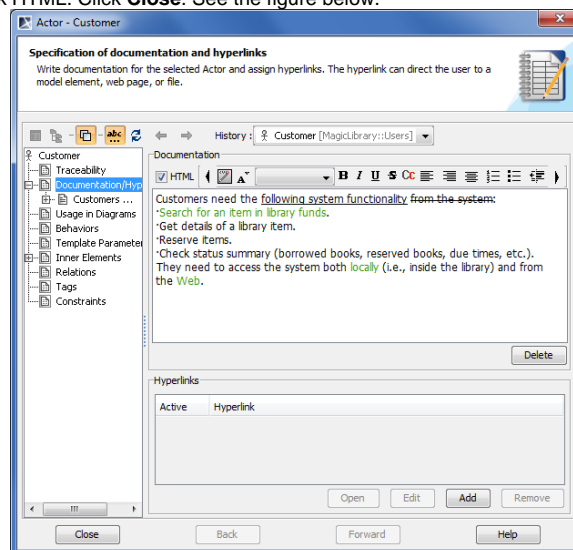

HTML editor toolbar

You can write HTML text in various dialogs, but you must turn on the HTML mode first.
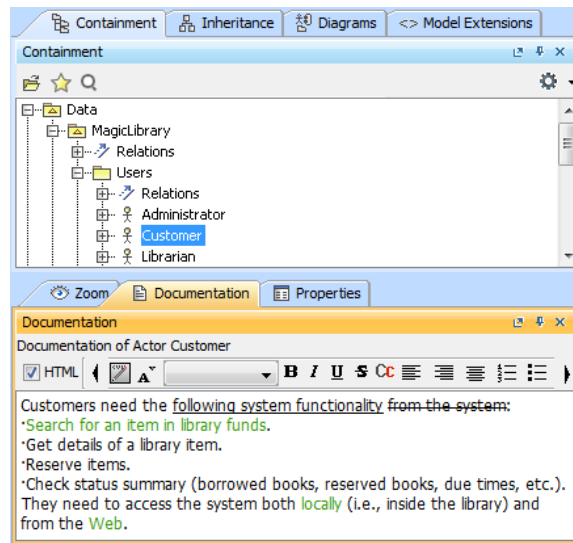
To turn on the HTML mode in a dialog

- Simply click to select the **HTML** check box. The following scenarios show the various ways of reaching the check box:
  1. Element Specification window:
     a. Open an element's specification window.
     b. Click the **Documentation/Hyperlinks** tab.
     c. Check HTML. Click **Close**. See the figure below.

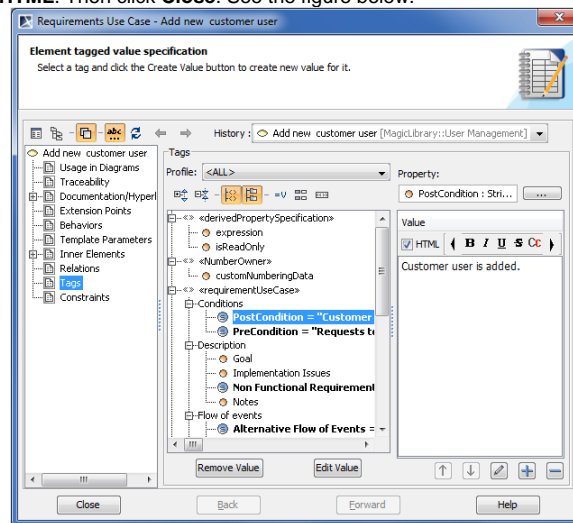HTML editor toolbar in Documentation/Hyperlinks tab of element Specification window

  2. In the Model Browser:

a. Click the element in the Containment Tree.
b. Click the **Documentation** panel.
c. Click **HTML**, then click anywhere on the diagram pane. See the figure below.

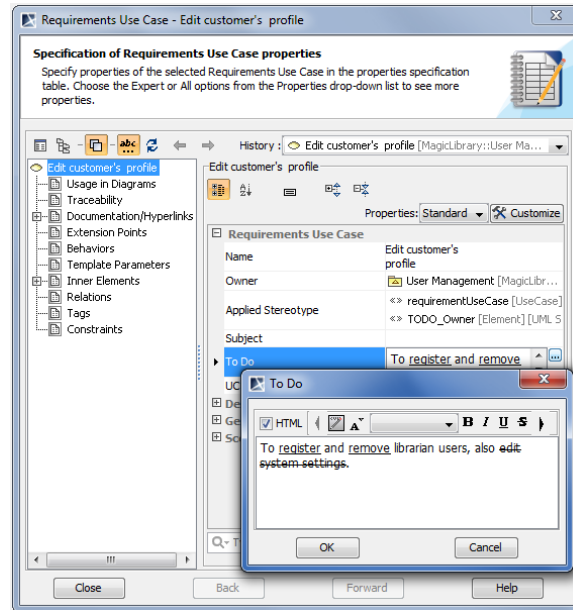HTML editor toolbar in Documentation panel on Model Browser

3. Element Specification window:
   a. Open an element specification window.
   b. Click the **Tags** property group, when editing a tagged value.
   c. Click **HTML**. Then click **Close**. See the figure below.

HTML editor toolbar in Tags tab of element Specification window when editing tag value

4. In the **To Do** field:
   a. Open an element specification window.
   b. In the dialog, click the To Do field to edit it.
   c. Click the ⋯ button to open the To Do text dialog.

d. In the To Do text dialog, click **HTML**. Edit the text as you wish, then click **OK** t hen click **Close**.
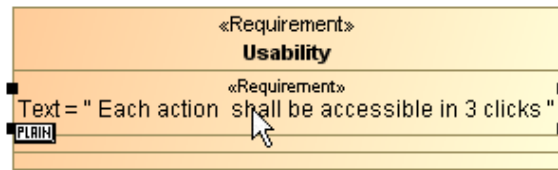

HTML editor toolbar in To Do dialog

You can also use the HTML editor toolbar when editing a tagged value directly on the element's shape.

To use the HTML editor toolbar for editing a tagged value

- On the element shape, double-click the tagged value. The HTML mode will be turned on and the HTML editor toolbar will open for editing the tagged value.

Related Pages:

- Advanced HTML Editor dialog
- Inserting images into HTML text