

# Moodleguide



Moodle version 1.9

## Simple web pages

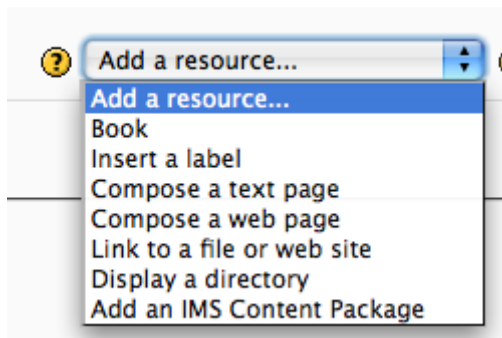
You can create simple web pages in Moodle that will enhance your courses and usability.

This Moodleguide looks at:

- how to create simple web pages
- when to create simple web pages

### turn editing on

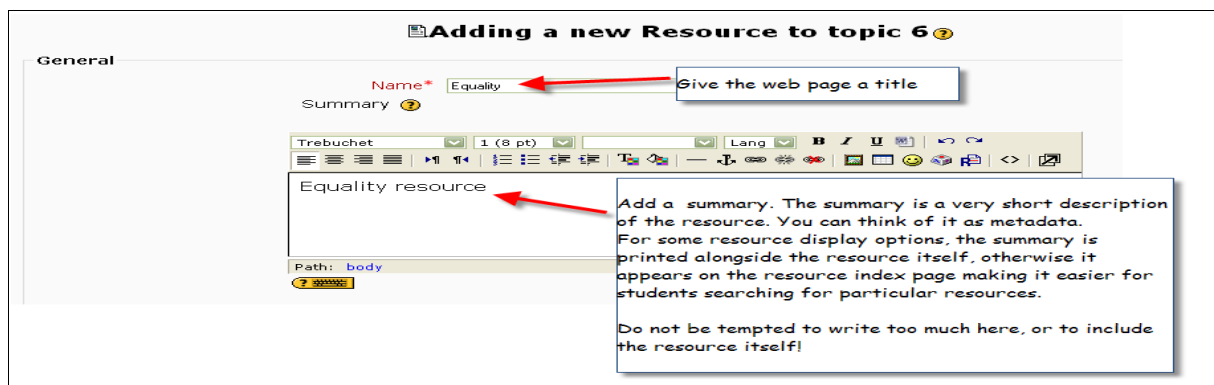
The first step is to turn editing on and then in the section you want to insert your page click *add a resource*.



Next select compose a web page. Do not click compose a text page – this will limit your options.

### add a summary and title

The title is what will appear on your Moodle page.



## enter full text

Enter the full text and use the editing tools to use bold/italic type and insert tables.

Compose a web page

Full text\* ?

Trebuchet 1 (8 pt) Normal Lang B I U

Equality and diversity are at the heart of the strategy. Investing in the workforce allows us to deliver a better service and improve patient care. Employers, equality and diversity team offers advice, assistance and support to organisations.

Equality is about creating a fairer society in which everyone has the opportunity to fullfill their potential. Diversity is about recognising and valuing difference in its broadest sense.

**age**  
The employment equality (age) regulations 2006 which came into effect on 1october prohibit age discrimination in employment and vocational training. They apply to individuals of all ages in work, seeking work or looking to access vocational training. **disability** the nhs is the largest employer in the country and therefore has a major part to play in proactively promoting equality for disabled p

You can format text just as you would in Moodle. This editor also appears throughout Moodle. Note here that the text has been made bold.

Now choose between same window or new window.

Window

Window Same window

Show the course blocks\*

Allow the window to be resized\*

Allow the window to be scrolled\*

Show the directory links\*

Show the location bar\*

Show the menu bar\*

Show the toolbar\*

Show the status bar\*

Default window width (in pixels)\* 620

Default window height (in pixels)\* 450

Select same window

## same window

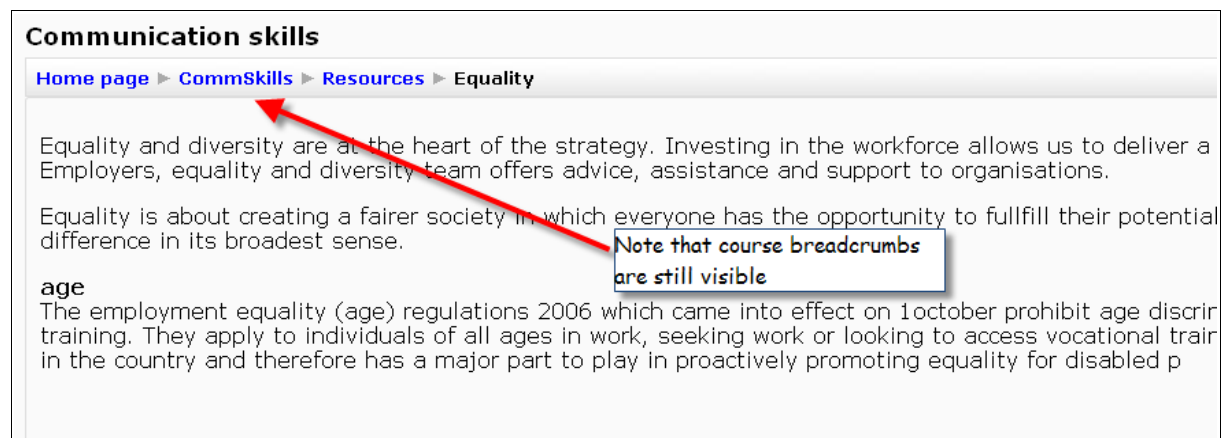
This keeps the course breadcrumbs visible so learners do not get lost. Choosing new window forces the page into a new window.

Click save and return to the course.

The web page now appears on the course page like this-



When it is opened it looks like this




## about the HTML editor

Moodle has a standard editing tool bar you see everywhere you enter text. Many of the icons on the tool bar can be found on most text editing (word processing) programs. This page will cover some of the icons/tools which you may not be familiar with as new user of Moodle.

## paste text in from other applications

You can cut and paste text from other computer applications into this editor. However when pasting from Microsoft you should use the clean Word button. This brings up a box to paste your text into.

## clean Word button

The clean Word  button removes some Word formatting from your pasted text so that the page is smaller, less complex and less prone to errors.

## Inserting images

Moodle allows you to upload pictures into a Files folder, then insert that image into the content area.



A separate Moodleguide on uploading resources explains how to upload your image files. Above is the picture insert button.

Moodle recognizes JPG, GIF and PNG as image files.

Below is the image insert box.



## inserting tables

To add to your texts, you can use the "Insert Tables" button in the tool bar. The table cells can contain different types of material such as text, weblinks, or images.

## inserting links

Links can be inserted anywhere in your simple web page. Look at the separate Moodle guide on *using weblinks*.

## enlarge editor

The  button will expand the HTML editor area.

## writing style

When writing text for others to read, try and write directly to your audience.

Explain your ideas as clearly and simply as you can to help avoid misunderstandings. One thing you can do is to avoid long words when a short one will do.

Also consider creating web pages as small blocks of text, rather than very long documents. If it is a very long document consider uploading the file as a RTF or PDF files that users can download and read.

## when to use web pages

If you only have a small amount of text to put in a web page, then that is a good time to use the Moodle web page resource. This aids usability as users do not have to download files, and open them with another application. A good use for simple web pages is to produce a one page list of useful weblinks for example.

If the text you are copying covers more than one page in a word processor then it might be better to upload the file and link to it as a word processed file or PDF for users to download.

## checklist

- prepare all images so that they are in either jpeg, gif or png format
- use fonts such as Verdana in online materials. Also considering making the font size at least 12 points.
- use alternate text for images that describe the image
- if copying and pasting from Word, using the clean up Word link to tidy up the text
- If you only have a small amount of text to put in a web page, then that is a good time to use the Moodle web page resource. This aids usability as users do not have to download files, and open them with another application.
- Use simple webpages for lists of useful weblinks
- consider using tables to organise your materials
- If the text you are copying covers more than one page in a word processor then it might be better to upload the file and link to it as a word processed file or PDF for users to download

Open Learning Partnership©2009

Contact us for information about training, support, hosting, authoring materials

[info@olp.org.uk](mailto:info@olp.org.uk)

[www.olp.org.uk](http://www.olp.org.uk)