

## Creating and Editing HTML Files

⇒ To create an HTML file:

1. From the File Manager screen, click **Create File**. The Create File screen appears.

Create File

\* File Name:

\* Content: HTML Creator:  On /  Off

Select On to format text using the WYSIWYG HTML editor.

Save Cancel Save and Add Another

\* Required field

2. Enter a name for the file.
3. If you want to use the HTML Creator, next to HTML Creator, select *On*. It may take a minute for the HTML Creator to load.
4. In the Content text box or the HTML Creator editing area, enter your content.
5. Click **Save**.

⇒ To edit an HTML file:

1. Locate the file and, from its ActionLinks menu, click **Edit**.
2. If you want to use the HTML Creator, select *On*.
3. Make the desired edits and click **Save**.