Rich Text Component

B *I* x² x₂ | ≔ ≔ | 66 🖼 🔗 🚩 | Paragraph ⌄ | Styles ⌄ | ☰ ⌄ | ⊞ ⌄ | ⟨⟩ Source

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Adding/Editing Rich Text

- After clicking **Edit** on your webpage, scroll to the bottom of your page.

- Under Components, **click the down arrow**, and **select Rich Text**.

Components	Order
Add Accordions ^	*toComponents*
Add Image Gallery	
Add Manual Cards Horizontal	
Add Rich Text	

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- Or, if you are editing an existing Rich Text component, **Click the Edit button** Edit
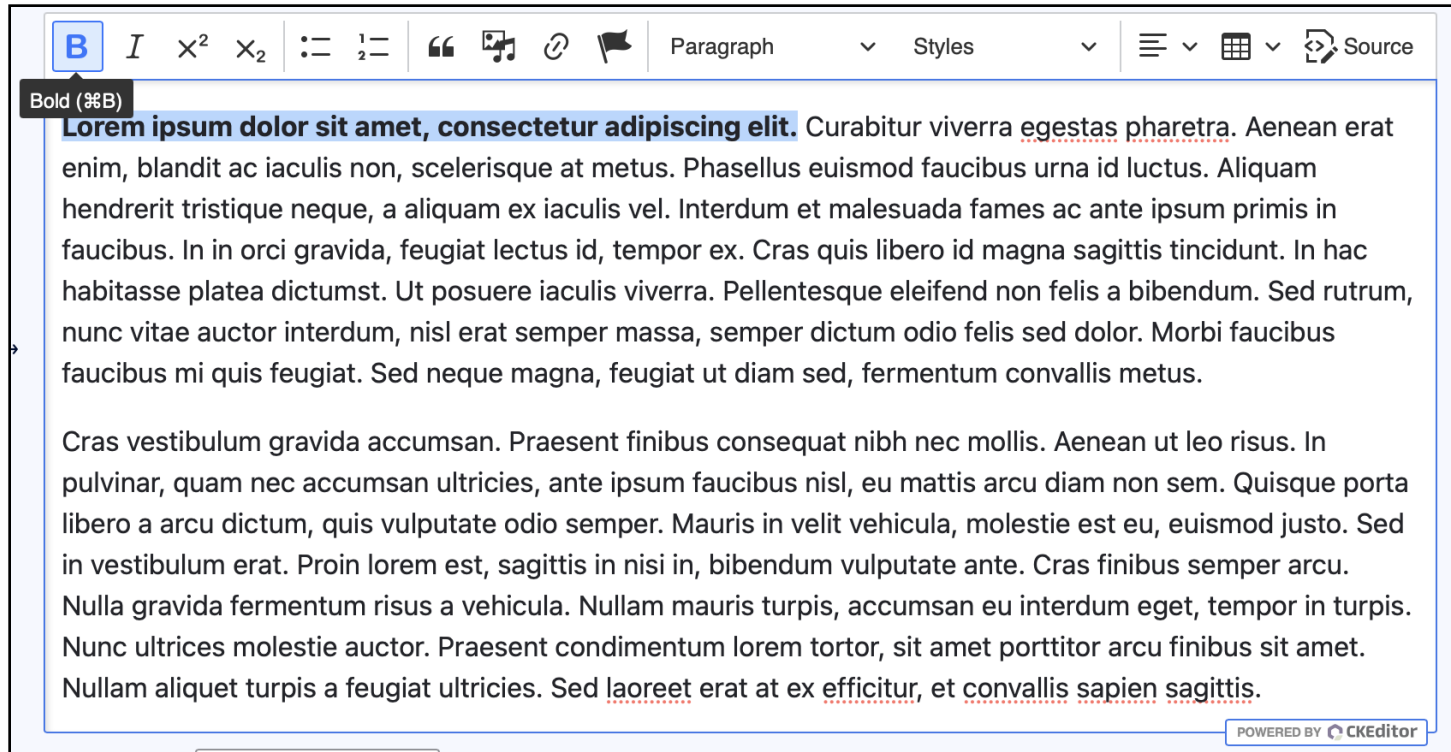
- There is only one field you can use on a Rich Text component. This component is the most used component and is similar to generic text editors on other websites.

- The Rich Text component allows you to:

  - Format text using buttons for Bold, Italic, Superscript, Subscript, Bulleted Lists, and Numbered Lists.

  - Add stylized quotes

  - Add images and YouTube videos

  - Add links, including anchor links and stylized blue buttons for important links that need to stand out on the page

  - Assign headings to the sections of your content

  - Add tables. Tables should be used very sparingly. If you use a table, please review it on a cell phone after you have saved your work to make sure the table fits on the screen. If it doesn't fit on a cell phone screen, please use a different formatting option.

- To add content to your rich text area, you can either manually type it into the field, or you can copy+paste it from other sources such as a word document or your email.

- Please be aware, if you copy+paste any links from your email, you will need to "fix" the link. See Slide #7 for more details.

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Bold Text

- To **Bold** your content, highlight the text and **click the Bold button**

Italic Text

- To **Italicize** your content, highlight the text and **click the Italic button**

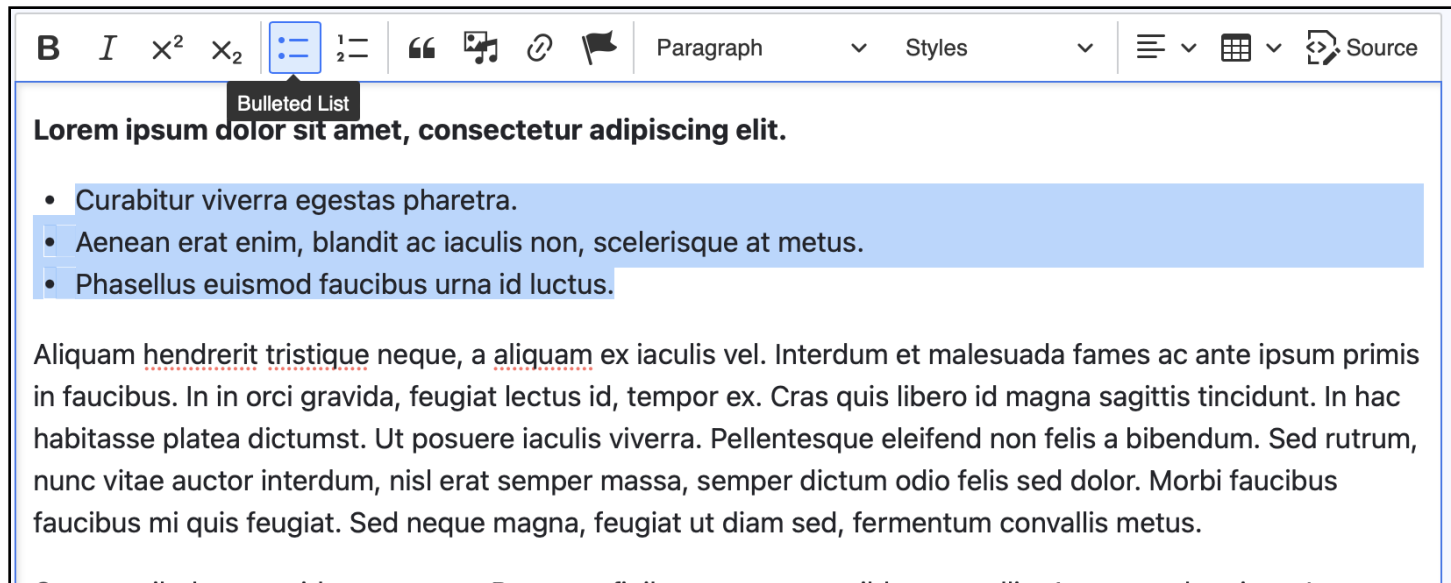# Superscript and Subscript Text

- To use **Superscript** or **Subscript** in your content, highlight the text and **click the Superscript button** $\times^2$ or the **Subscript button** $\times_2$

Bullet List/Numbered List Text

- To create a **Bulleted List** or **Numbered List** in your content, highlight the text text and **click the Bulleted List button** or **Numbered List button**

Stylized Quotes

- To create a **Stylized Quote**, highlight the text and **click the Block Quote button**
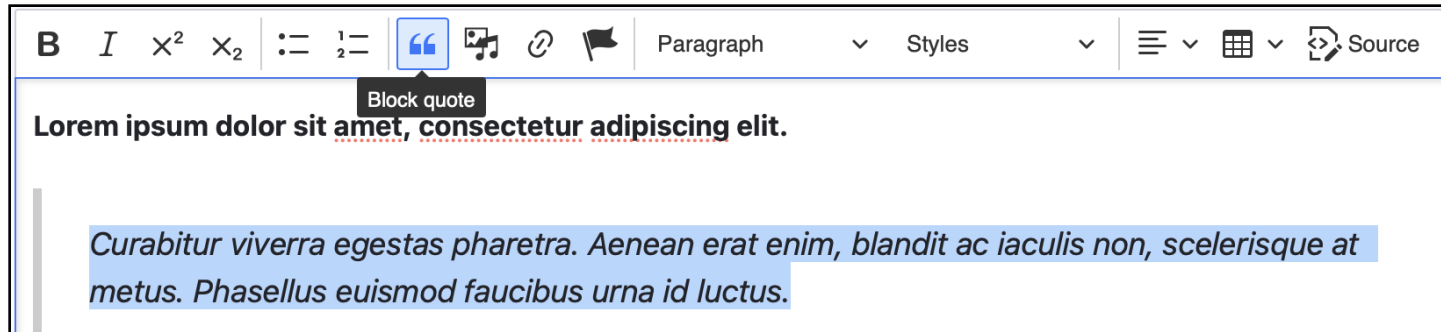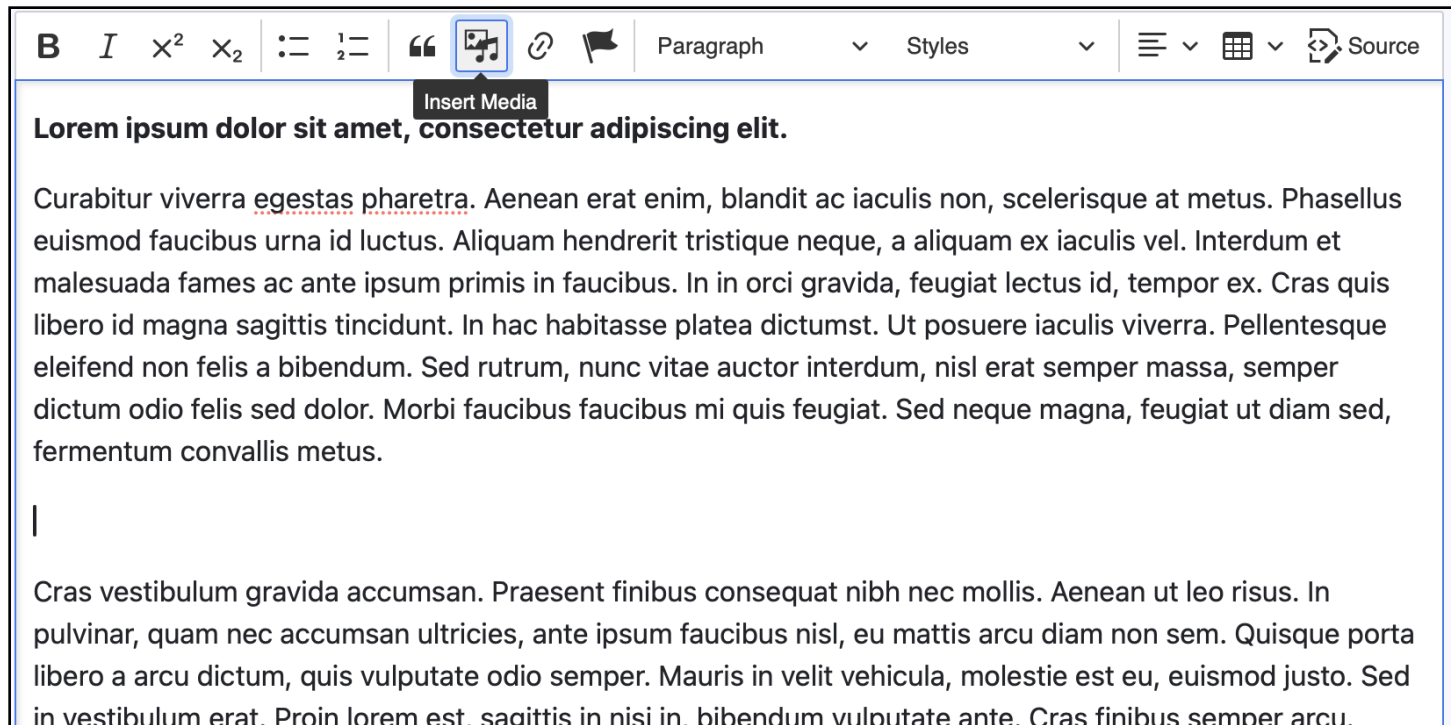
- After saving your page, your **Stylized Quote** will appear like this on your page

> **Curabitur viverra egestas pharetra. Aenean erat enim, blandit ac iaculis non, scelerisque at metus. Phasellus euismod faucibus urna id luctus.**
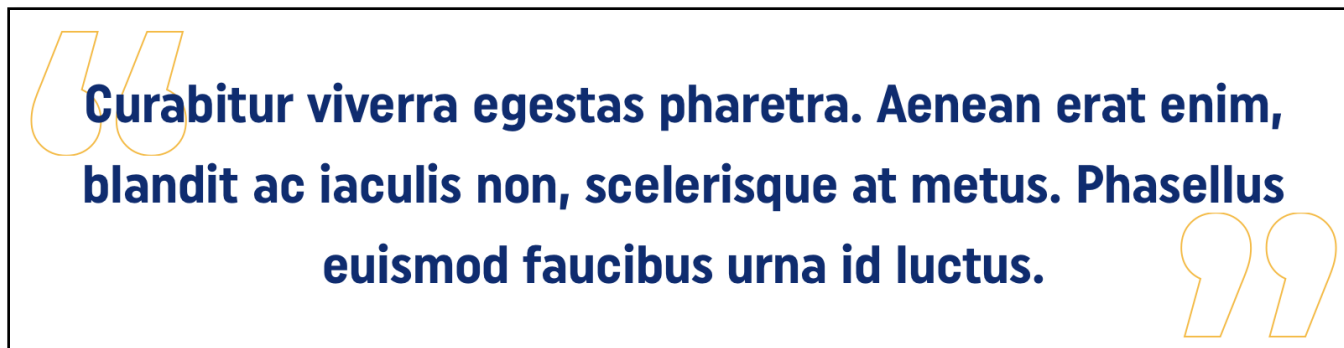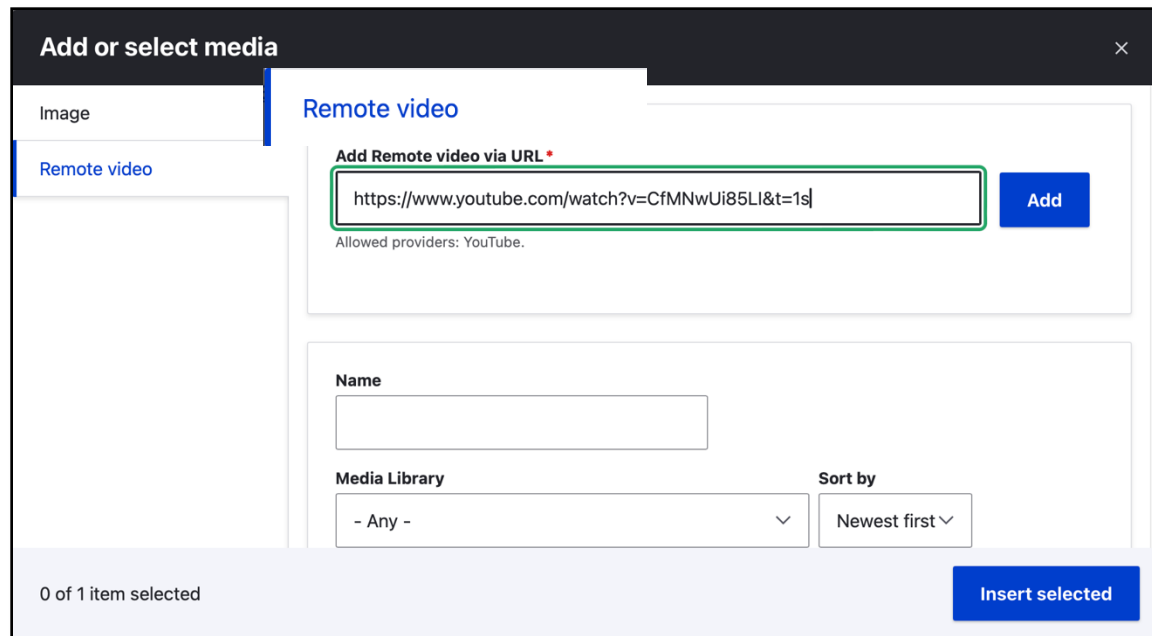
Adding YouTube Videos

- To add a **YouTube video**, create a blank space where you want the video placed on your page and **click the Insert Media button**

- After you have clicked the **Insert Media button**, a new window will appear over your Rich Text box.

- **Select the Remote Video tab** on the left. You have two options to add a video to your page. Add a video that has been uploaded already. Or, add a new video from YouTube.

- Existing video: Scroll down in this box and search using the **Name field**. You will need to know the title of the video as it appears on YouTube in order to search for it.

- New video, enter the YouTube video URL into the **Add Remote video via URL field**, and **click Add**. **Add**

- If you choose to add a new video, a new window will appear. **Click Save.** Save

Add or select media ✕

The media item has been created but has not yet been saved. Fill in any required fields and save to add it to the media library.

Name
Tour Pace University's New York City Campus

✕ Remove

0 of 1 item selected

Save

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- After you have clicked **Save** on the previous window, another new window will appear. **Make sure your video is selected** and **click Insert Selected**. [Insert selected]

- A smaller version of your video will appear in the Rich Text box. **Please make sure you center your video using the alignment buttons**

- Once you have saved your page, the video will be enlarged and fill the content area of your page

Adding Images

- Please refer to the <u>image size and name guidelines</u> before uploading any image to the website. Images **MUST** follow the guidelines.

- Please refer to the **General Rules for Images** on the link above as well.

- To add a full-width image to your Rich Text component, follow the **Inline Full-Width Image (Rich Text Area image)** guidelines

- To add a left or right floated image to your Rich Text component, follow the **Inline Floated Image (Rich Text Area image)**

Adding Full-Width Images

- To add a full-width image, **create a single blank space** where you want the image placed on your page and **click the Insert Media button**

- **Click Choose Files**

- OR, scroll down this window to browse previously uploaded images. **Use the Media Library filter** to choose images from your department or school

- If you choose a new file, You will be prompted to upload an image from your computer. **Select the image you want to upload**.

- After you have selected an image, you will have a new window where you must **add Alternative text**. Your Alternative text should describe the image. This text is used for visually impaired users who may be listening to the site. It is also used for Search Engines. Please try to be as specific as possible with your Alternative text and use Pace University in the text. For instance, on the image below, we may use text such as **Pace University student Tabatha Gonzales filming on the Pleasantville Campus.**

- Once you have added Alternative text, **click Save**.

Add or select media   ✕

The media item has been created but has not yet been saved. Fill in any required fields and save to add it to the media library.

Name
article-inline-tabatha-gonzalez.jpg

✕ Remove

Alternative text *
Pace University student Tabatha Gonzales filming on the Pleasantv

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

0 of 1 item selected   **Save**

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- After you have clicked **Save**, you will see a new window that shows all images. Your newly uploaded image will be the first image and should be checked. **Click Insert Selected**. Insert selected

- Your image will be placed in your content. If this is a Full-Width image, **Please make sure you center your video using the alignment buttons**

- Once you have saved your page, the video will be enlarged and fill the content area of your page

- Once your page is saved, your full-width image will appear like this

Adding Right/Left Aligned Images

- To add a left or right aligned image, **place your cursor just before the paragraph** that you want the image to align next to. In this example, the cursor is placed just before the word "Curabitur" in the first paragraph. **Click the Insert Media button**

- **It is recommended that images are aligned to the right.** Left aligned images can cause issues for certain users.

- **Click Choose Files**

- OR, scroll down this window to browse previously uploaded images. **Use the Media Library filter** to choose images from your department or school

- If you choose a new file, You will be prompted to upload an image from your computer. **Select the image you want to upload**.

- After you have selected an image, you will have a new window where you must **add Alternative text**. Your Alternative text should describe the image. This text is used for visually impaired users who may be listening to the site. It is also used for Search Engines. Please try to be as specific as possible with your Alternative text and use Pace University in the text. For instance, on the image below, we may use text such as **Pace University student Tabatha Gonzales filming on the Pleasantville Campus.**

- Once you have added Alternative text, **click Save**.   **Save**

- After you have clicked **Save**, you will see a new window that shows all images. Your newly uploaded image will be the first image and should be checked. **Click Insert Selected**.   Insert selected

- Your image will be placed in your content. If this is a left or right aligned image, make sure that you **select the Left or Right align button on the alignment toolbar** like in the screenshot below otherwise, it will not format properly.

- Once your page is saved, your image will appear like this (Or, floated to the left of the content if you decide to left-align the image)

Links

- There are four types of links you can use in your content.

    - An **internal link** to another https://www.pace.edu page.

    - An **external link** to a page outside of the pace.edu domain, such as https://www.google.com/.

    - An **email link**.

    - A **file link** – These can be internal or external.

- All four link types use the same button.

- Links should never be a URL and should always be placed on descriptive text. This is very important for visually impaired users who listen to link text.

    - Example of a link that **is set up properly**

        - Visit the Pace University website.

    - Example of a link that **isn't set up properly**

        - Visit the Pace University website at https://www.pace.edu.

Links (Continued)

- Email links can be written in two ways.

    - You can link an email address like this pace@pace.edu.

    - Or, you can use descriptive text such as [email Pace University](mailto:pace@pace.edu).

- File links should include what type of file you are linking to. For example, if you are linking to a PDF file, you would include (PDF) at the end of your link text.

    - Example of a file link that **is set up properly**

        - [Employee Handbook (PDF)](https://www.pace.edu).

    - Example of a file link that **isn't set up properly**

        - View the Employee Handbook at https://www.pace.edu/sites/default/files/2024-03/human-resources-employee-handbook.pdf.

Internal Links

- There are 3 ways to set up an internal link

- The most efficient and effective way, is to use a relative URL. For example, if you were trying to link to this page https://www.pace.edu/university-relations., the Relative URL would be **/university-relations**

- **Highlight your text**:

- Then **click the Link button** 🔗

- Paste the Relative URL into the Link URL field and **click the result under Content** that says **University Relations**
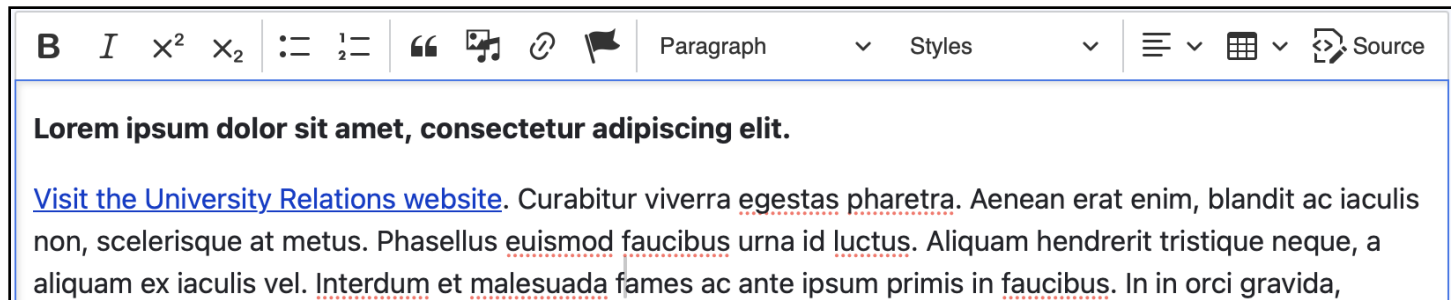
- After clicking **University Relations** under **Content**, your relative URL will transform into a **/node/#. Click the green check mark.**

- After clicking the green check mark, your text will be linked.

Dynamic URL Links

- A dynamic URL is a link such as https://www.pace.edu/profile/bennett-l-gershman?law with ?law appended to the end of the URL. While this is considered an internal link, there is a different process to link to this type of URL.

- This type of link is **only used for** links that point to **News** pages, **Event** pages, or **Profile** pages, and **should only be used by school editors** on the **Dyson**, **Lubin**, **Seidenberg**, **School of Education**, **College of Health Professions**, and **Elisabeth Haub School of Law** websites.

- When a user clicks this type of link, the logo and navigation on the top of the destination page will reflect which school website the user is on.

- For example, the link above with ?law appended, would keep the user on the Elisabeth Haub School of Law website and show the correct logo and navigation like the screenshot below.

- **Highlight the text** where you want your link and **click the Link button** 🔗

- **Paste the dynamic URL into the Link URL field** and **click the green check mark two times**.

- After clicking the green check mark two times, your text will be linked to the dynamic URL.

External Links

- An external link is any link that doesn't begin with https://www.pace.edu such as

  https://www.washingtonpost.com/opinions/2024/08/28/fafsa-financial-aid-endowments-shafik/

- This URL points to an opinion piece about Financial Aid written by Pace University's President, Marvin Krislov. Your link text should reflect that.

- These links are handled the exact same way as a dynamic URL link.

- **Highlight the text** that you want your link and **click the link button**

- **Paste the external URL into the Link URL field** and **click the green check mark two times**.

- After clicking the green check mark two times, your text will be linked to the external URL.

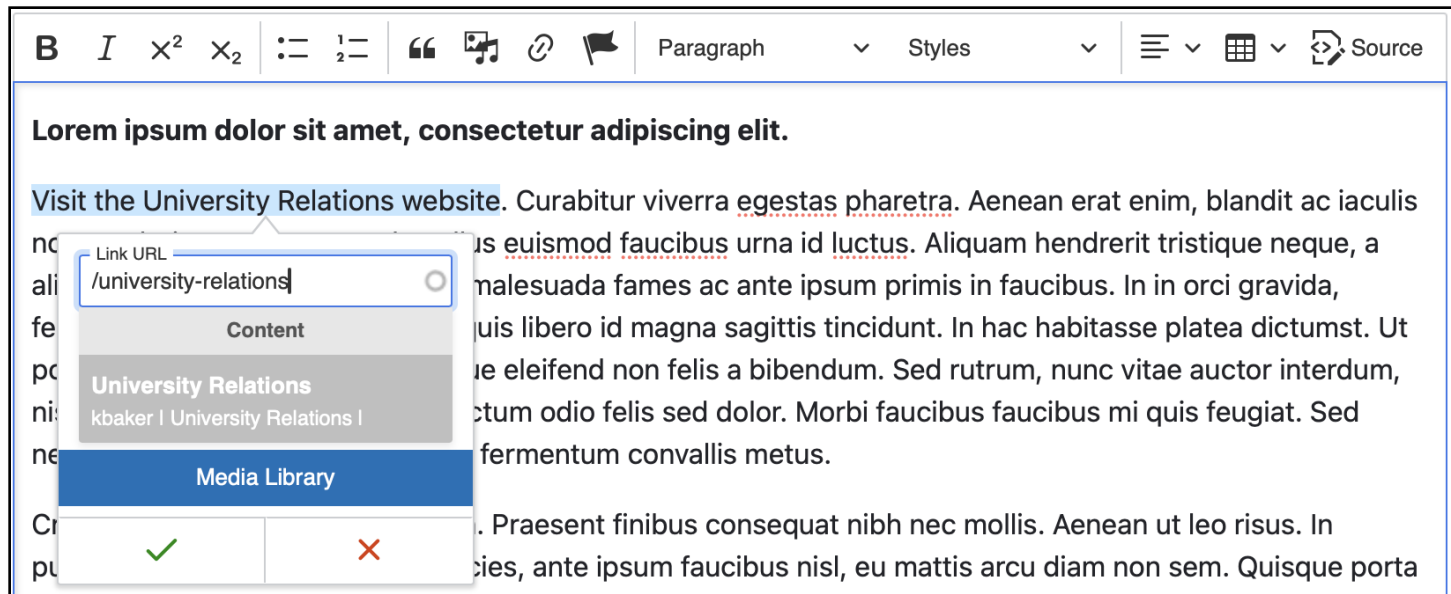President Krislov's Opinion piece about Financial Aid in the Washington Post. Curabitur viverra egestas pharetra. Aenean erat enim, blandit ac iaculis non, scelerisque at metus. Phasellus euismod faucibus urna id luctus. Aliquam hendrerit tristique neque, a aliquam ex iaculis vel. Interdum et malesuada fames ac ante ipsum primis in faucibus. In in orci gravida, feugiat lectus id, tempor ex.
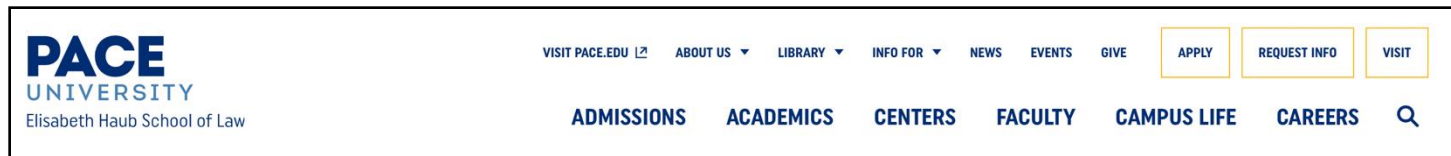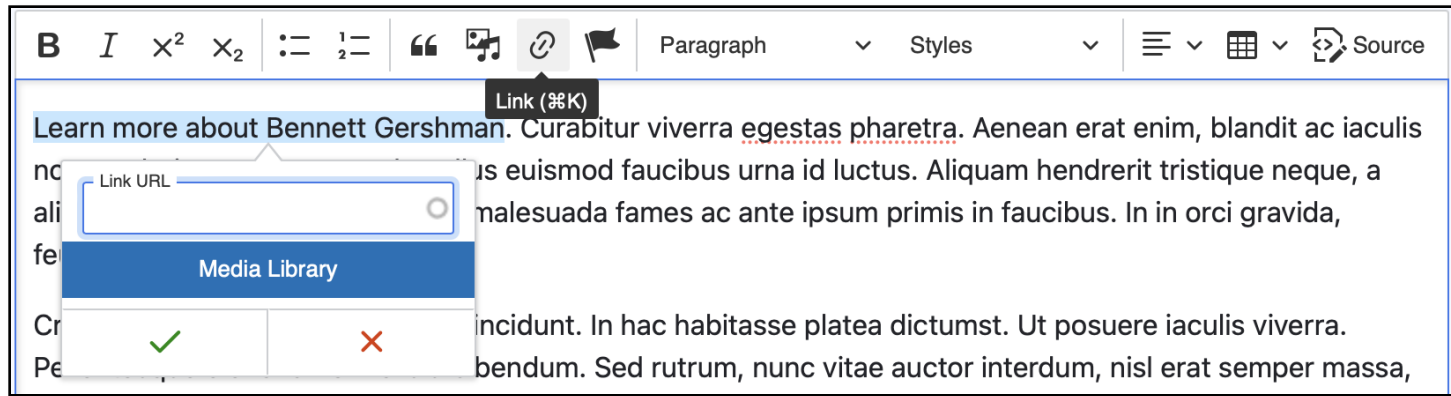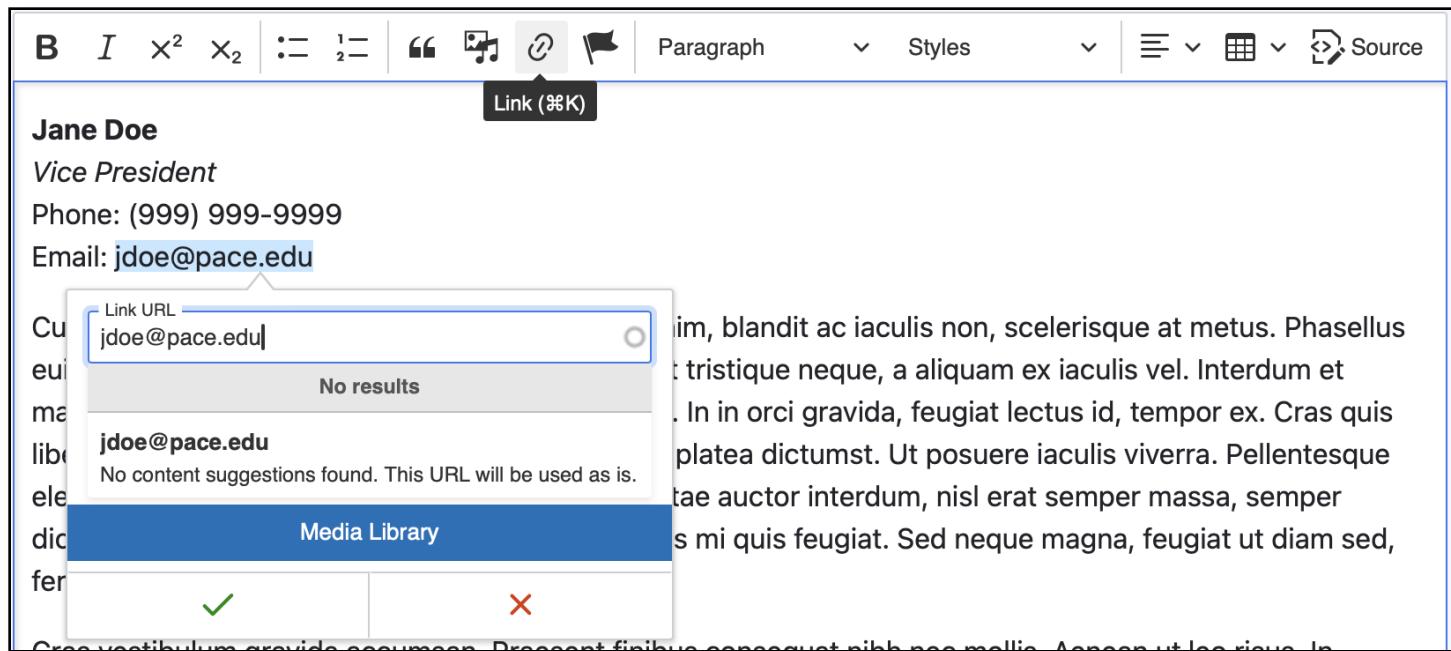
Email Links

- An Email link is any link that points to an email address.

- Email addresses can be linked like this jdoe@pace.edu or like this Email Jane Doe.

- To link to an Email address or descriptive text, simply **highlight the text**

- **Click the link button** 🔗 and **paste the email address into the link field**.

- Then **click the green check mark**. ✓

- After clicking the green check mark, your text will be linked to the email

File Links

- There are two ways to link to files on our website.

    - Link to an existing file that was previously uploaded.

    - Upload a new file.

- **Please only use PDFs (If possible).**

    - PDFs are viewable in a web browser, which all users can access.

    - We allow Microsoft Word, Powerpoint, and Excel, but PDF is the preferred file type.

    - Not all users have access to Microsofr Word, Powerpoint, and Excel. By providing this type of file, we may be preventing some users from accessing the content.

File Links (Continued)
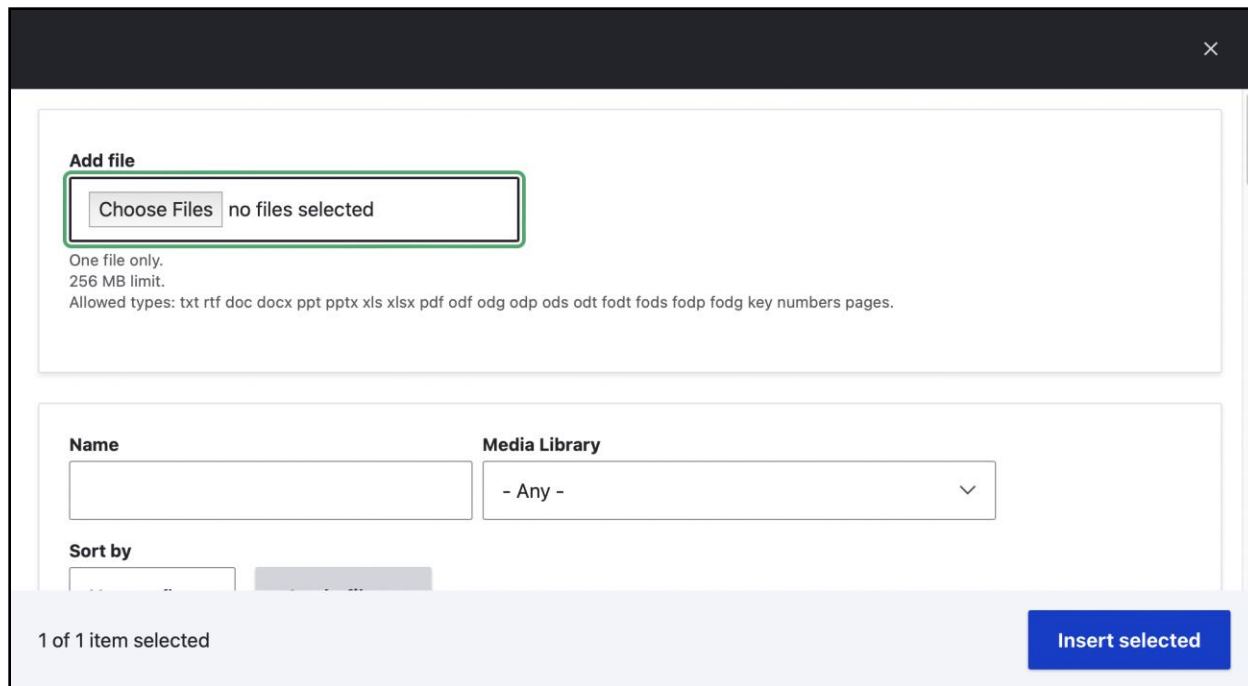
- **Please [follow the file naming guidelines listed on our website](#)**. You must **rename new file prior to uploading** it to our website.

- Your file links should **include the file extension** of the file you're linking to.

  - For example, if you were linking to the Human Resources Employee Handbook PDF file, your link might say something like [Human Resources Employee Handbook (PDF)](#) – With (PDF) included in the link. Including the file extension will tell users that they are clicking to a file. This will be especially helpful for visually impaired users who listen to links.

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How to Link to Files (Method 1)

- Linking to files using the file browser

- **Highlight the text** that you want to link

- **Click the link button** 🔗

- **Click the blue Media Library button** [Media Library]
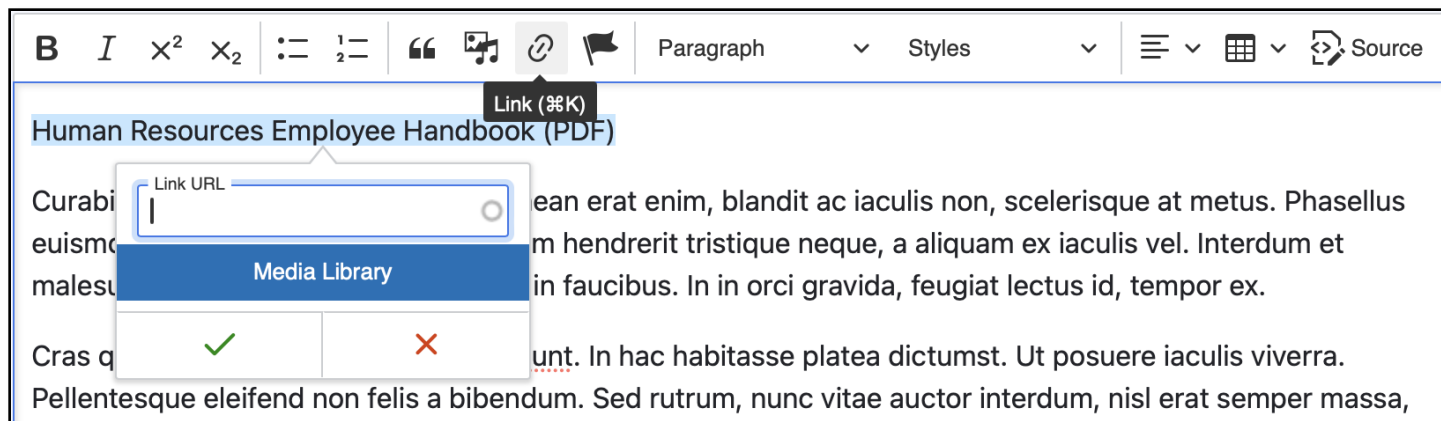
- After clicking the Media Library button, the Media Browser window will open.

- You can use the **upload button (Add Files/Choose Files)** to upload a new file, **or search for an existing file** (See next screen) **Please do not upload duplicate files. If a file already exists, please search for it.** After uploading a new file, scroll down and your new file will be the first one in the list.

- Please rename your file prior to uploading it using the file naming guidelines.

- You can also **search for a file using the Name field**. In this case, the file is named human-resources-employee-handbook.pdf. If you search for human-resources-employee-handbook, you will get 1 result.

- **Click the checkbox** next to that file, then **click Insert Selected**   **Insert selected**

- **If you don't know the name of your file**, you can **change the Media Library filter to your department** which will pull up a list of files that only your department has uploaded, This is a helpful tool since we have thousands of files on the site. Filtering will narrow down the list of files significantly.
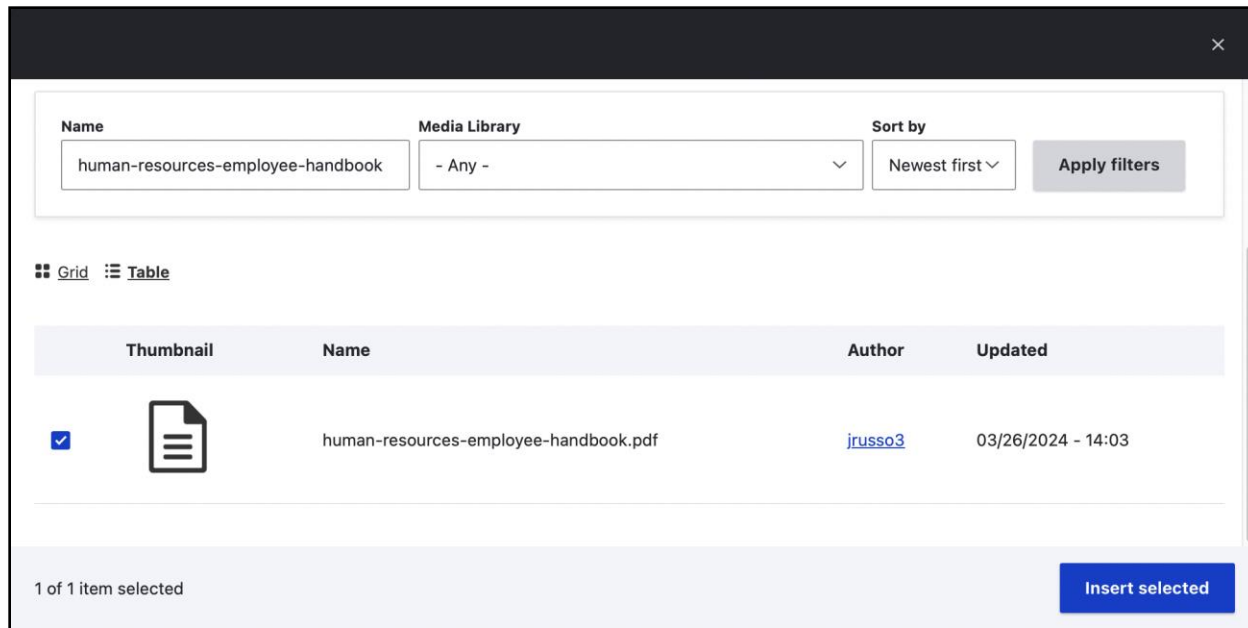
- After clicking Insert Selected, you will see the Link URL field has been filled with /media/#. The media # is the distinct path to the file you are linking to.
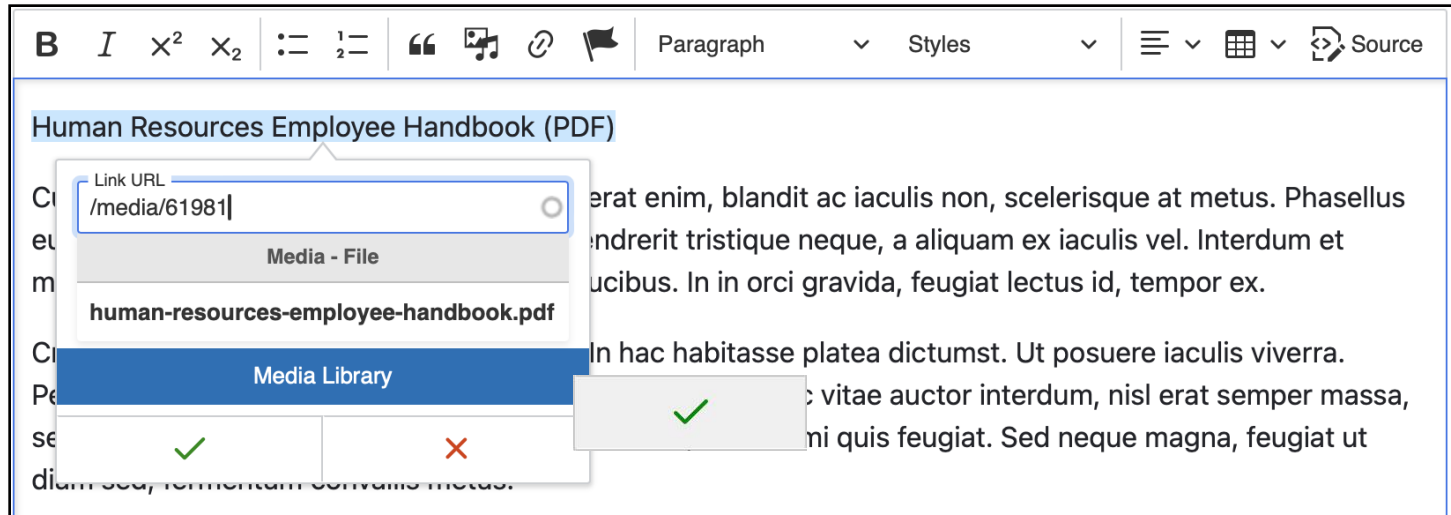
- **Click the green check mark**, and your text will be linked to that file.
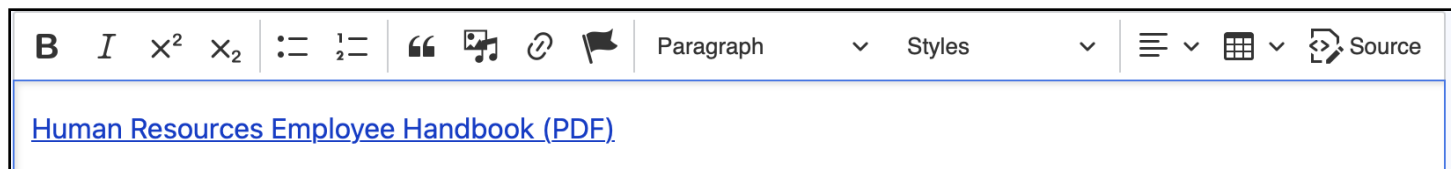
How to Link to Files (Method 2)

- Linking to files using the auto-fill functionality

- **Highlight the text** that you want to link

- **Click the link button**
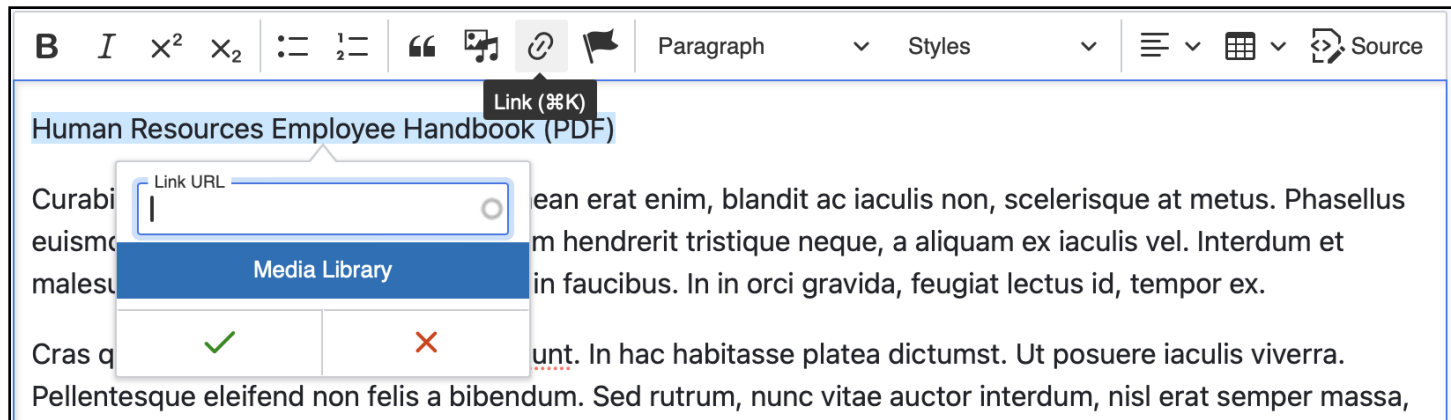
- Start typing the name of the file into the Link URL field.

- human-resources-emp for example

- You will start to see results populate the list under the grey **Media – File** bar

- Click the file that you are trying to link to
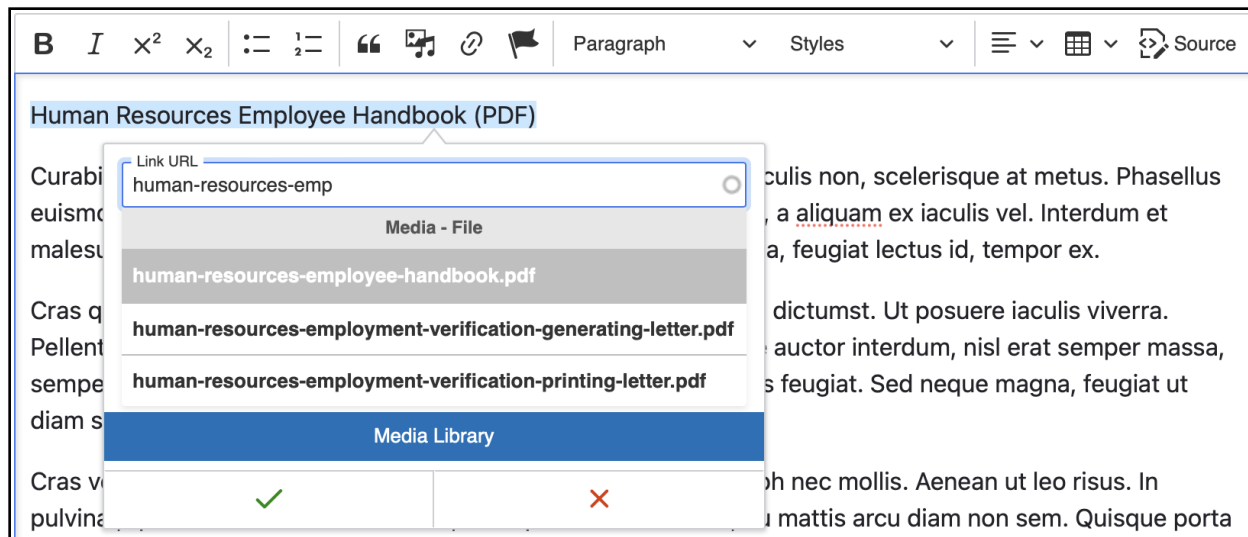
- The Link URL field will change to a /media/#
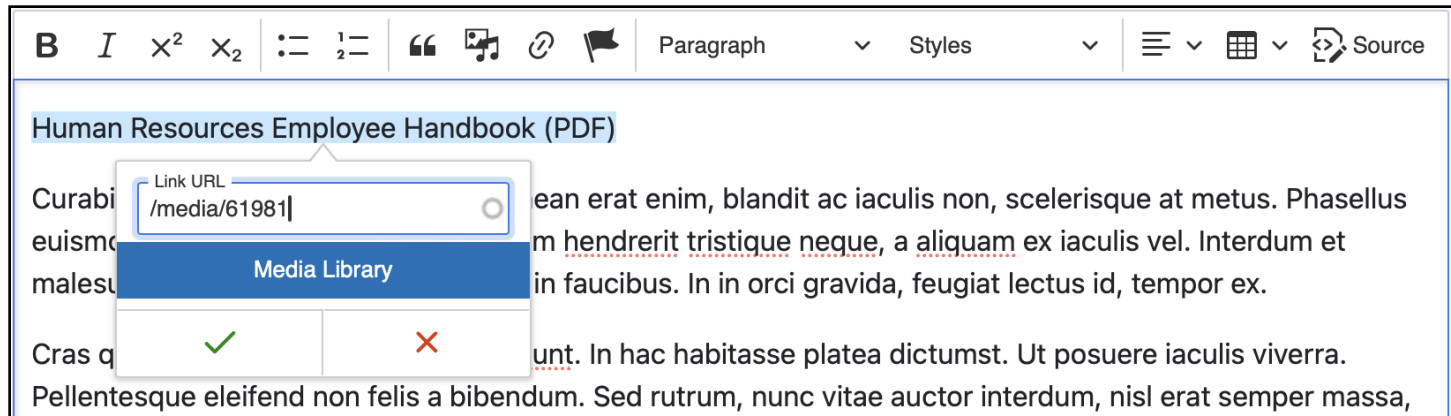
- **Click the green check mark**, and your text will be linked to that file. ✓
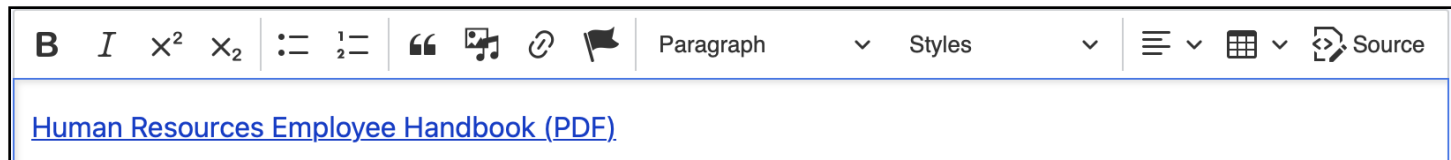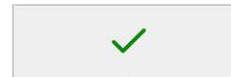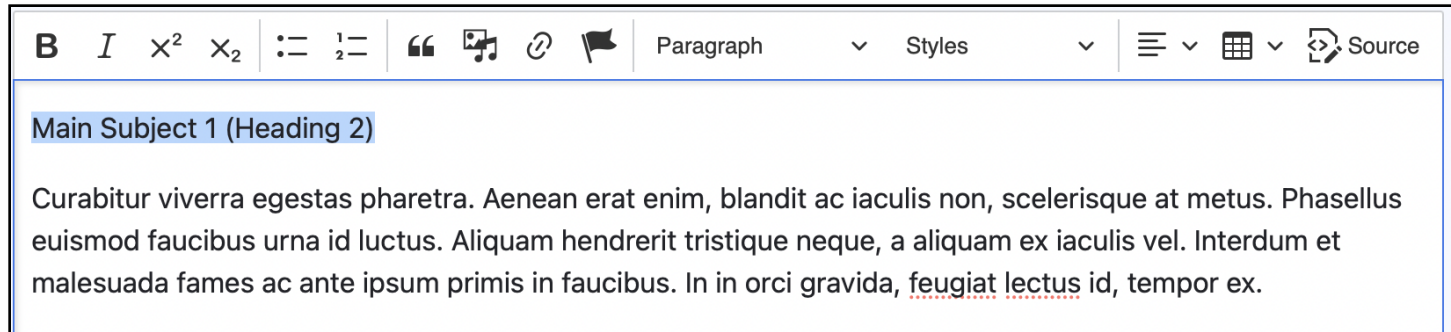
Paragraph/Headings

- Headings alert the user and search engines to the structure of your page

- Headings should follow a hierarchal order, similar to an outline.

- Every page contains a Heading 1. This is the title of your page and is seen on the top of the page in the blue area that sits on top of your hero image. For example, in this screenshot, "Drupal Training" is the Heading 1:
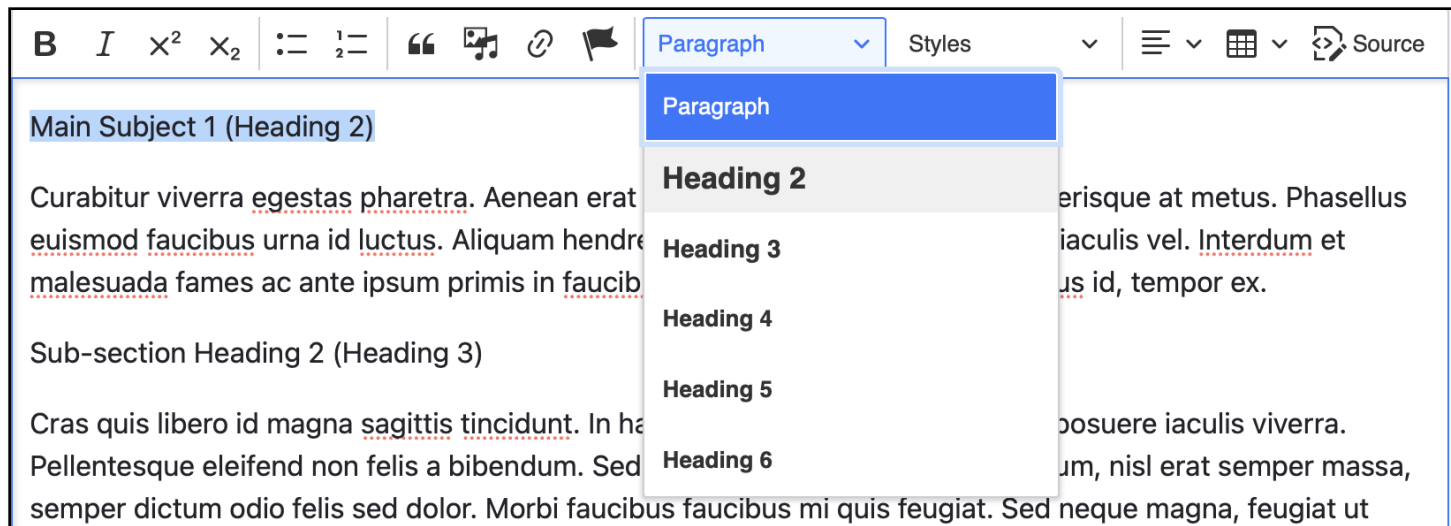
- All headings that are contained in Rich Text component will be Heading 2, 3, or 4. The main subjects of your content should be a Heading 2. Any sub-section of your Heading 2s, should be a Heading 3. Any sub-section of your Heading 3s, should be a Heading 4. You can use multiples of each heading type in your content.

- Thinking of the structure as an outline, your headings may be set up like this example:
  - (Heading 2) Main Subject 1
    - (Heading 3) Sub-section of your Main Subject 1
    - (Heading 3) Sub-section of your Main Subject 1
  - (Heading 2) Main Subject 2
    - (Heading 3) Sub-section of your Main Subject 2
      - (Heading 4) Sub-section of your Heading 3
    - (Heading 3) Sub-section of your Main Subject 2
      - (Heading 4) Sub-section of your Heading 3
    - (Heading 3) Sub-section of your Main Subject 2

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- To designate text as a heading, **highlight the text**.

- **Click the Paragraph menu** and **select the appropriate heading**.

Special Styles

- Our editor has **two special styles**. Both options are listed under the **Styles menu**.

- **Intro Text** will double the size of your text. It should only be used at the very top of your copy. It is meant to be used when text needs to stand out from the rest of the text. ONLY use this for things such as special announcements or important facts at t the very top of a page.

- **Blue buttons** are used for important links. For example, if you had an important registration link that you wanted to highlight on your page, you could turn it into a blue button.
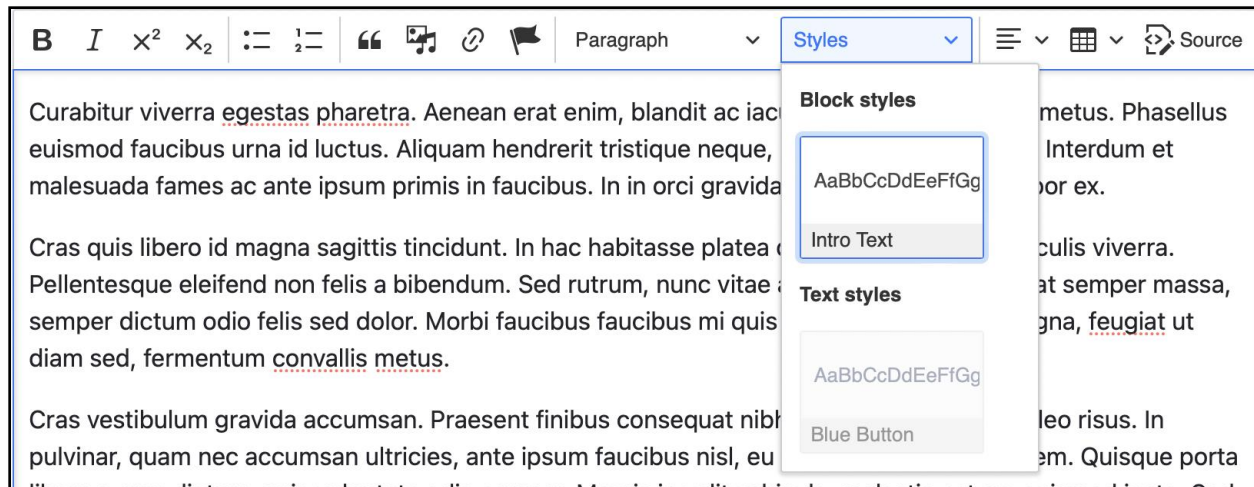
- To use Intro Text

- **Highlight your text**

- **Click Styles** [Styles ⌄]

- **Select Intro Text**
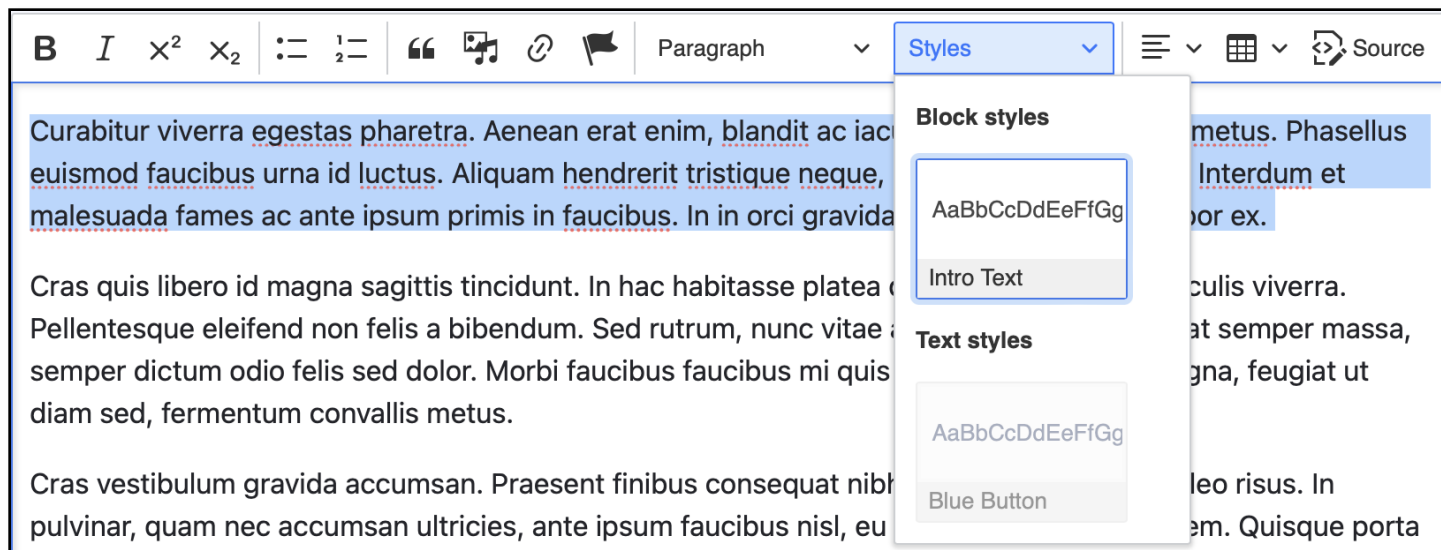
- You will not notice a change in size until you save your work.

- In the example from the previous slide, the first paragraph was designated as intro text.

- Here is what Intro Text would look like on your page. As you can see, the first paragraph is a larger font than the second paragraph.

- To create a blue button

- **Create a standalone link** using any of the linking methods mentioned earlier.

- **Highlight the link with your cursor** or simply **place your cursor anywhere within an existing link**

- **Click Styles** Styles ⌄

- **Select Blue Button**
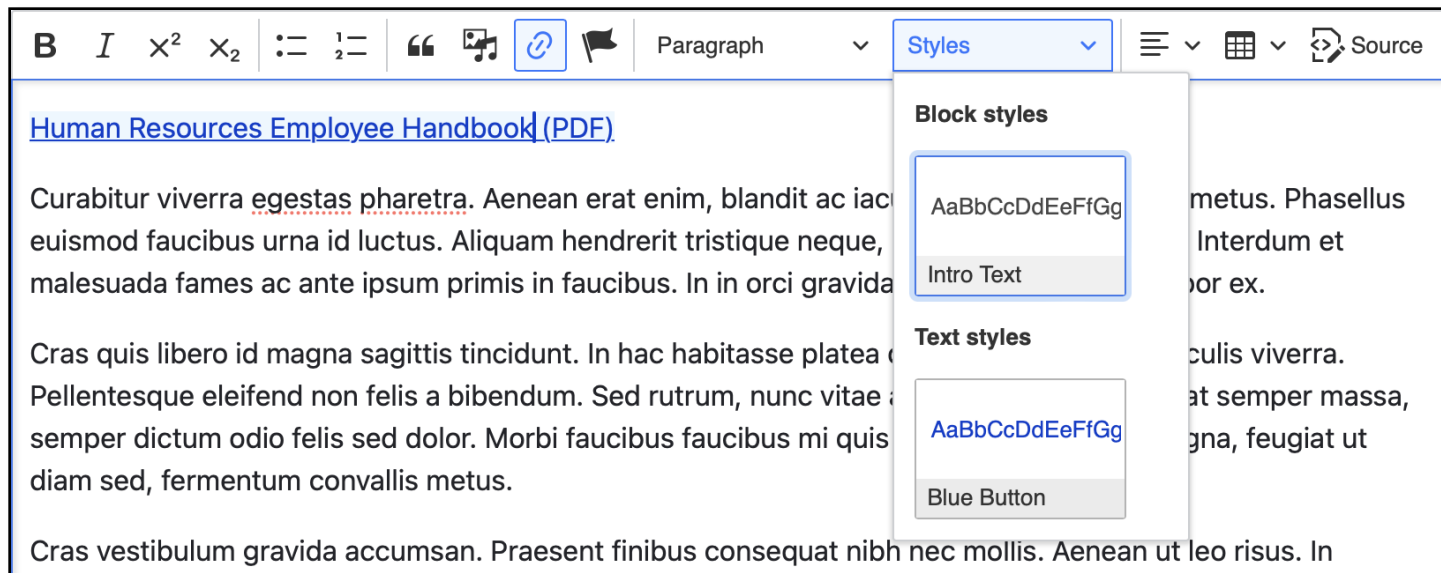
- You will not notice a change in your link until you save your work.

- In the example from the previous slide, the text Human Resources Employee Handbook (PDF) was set to be a link and a Blue Button

- Here is what a Blue Button would look like on your page.

Tables

- **Tables should only be used for statistical information and data**. They should not be used for layout, such as using a 2-column table to hold contact information in column 1, and a photo in column 2.

- Generally, tables are not mobile friendly. If you use a table in your content, please review it on mobile (Directions below). If you can't see the full table on mobile, format your text in another way.

- To build a table, **create a blank space where you want to place your table**.

- **Click the table button** and **select how many rows and columns** you want to use. This example will be a 4 column/4 row table.
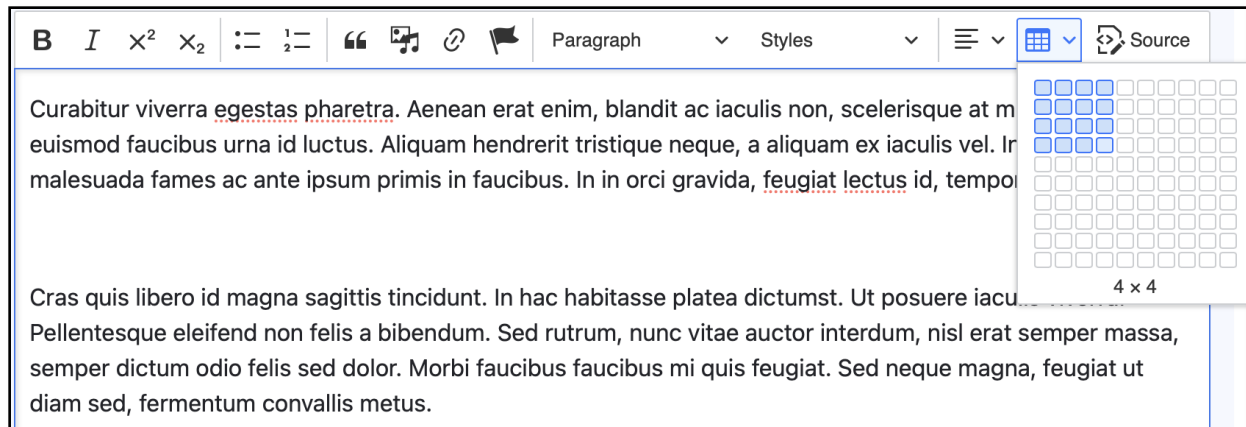
- After clicking the rows and columns selector, your table will be inserted on the page.

- **The first row of your table should be a Header row. Place your mouse in the first cell of your table, click the Row icon, and select Header row.**
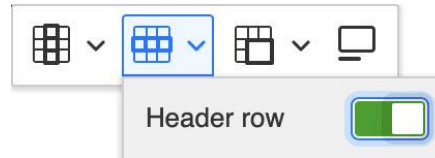
- This row visually indicates to a user what each column represents. After saving your page, the Header row will be blue with white text. All other rows, will alternate between grey and white background with black text.
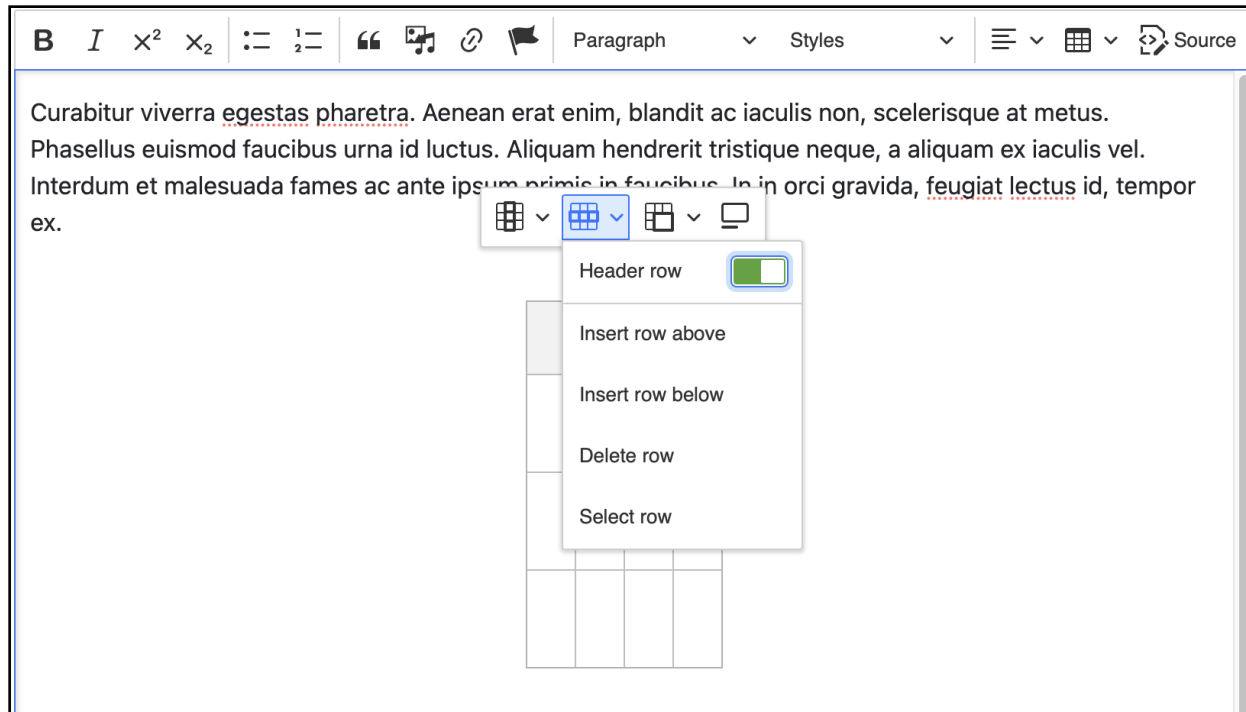
- **Enter the data into the cells**. This example shows enrollment data for the university. Take note that the top row that we designated as a Header Row, is a grey background.

| **B** *I* x² x₂ ≔ ≟ 66 🖼 🔗 🚩 | Paragraph ⌄ | Styles ⌄ | ☰ ⌄ ⊞ ⌄ 〈〉 Source |

Curabitur viverra egestas pharetra. Aenean erat enim, blandit ac iaculis non, scelerisque at metus. Phasellus euismod faucibus urna id luctus. Aliquam hendrerit tristique neque, a aliquam ex iaculis vel. Interdum et malesuada fames ac ante ipsum primis in faucibus. In in orci gravida, feugiat lectus id, tempor ex.

Year	Undergraduate Enrollment	Graduate Enrollment	Total Enrollment
2021–2022	8,260	5,219	13,479
2022–2023	8,223	5386	13,609
2023–2024	8,176	5,916	14,092

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- After saving your page, your table will appear like this. The Header row will be blue with white text. Rows that fall under the header row will alternate with light grey and white.

EDITING STYLE GUIDELINES
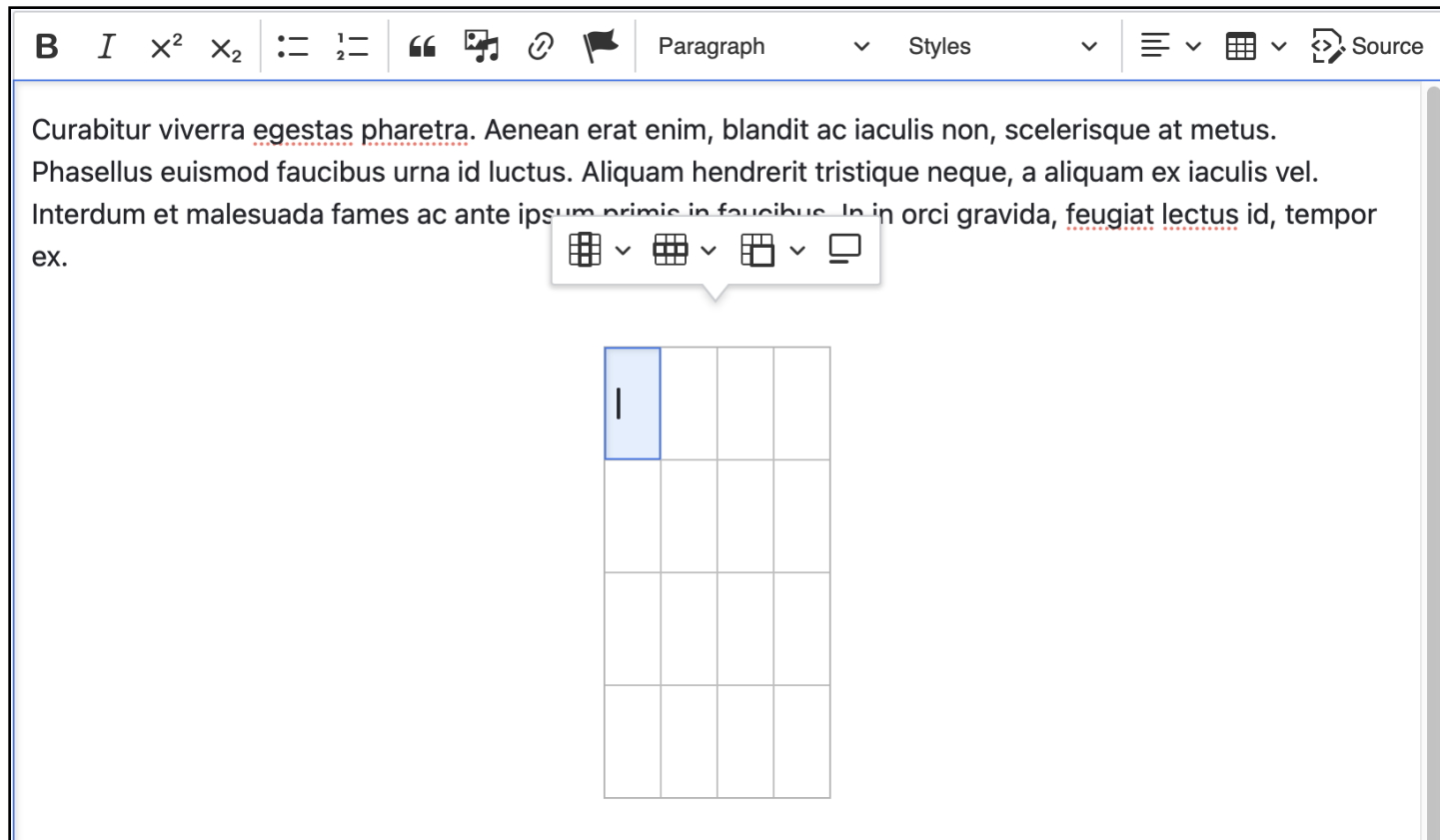
COMPONENTS

IMAGE SIZES AND NAMING CONVENTIONS

DIGITAL ACCESSIBILITY GUIDELINES

TEST KYLE 2

Curabitur viverra egestas pharetra. Aenean erat enim, blandit ac iaculis non, scelerisque at metus. Phasellus euismod faucibus urna id luctus. Aliquam hendrerit tristique neque, a aliquam ex iaculis vel. Interdum et malesuada fames ac ante ipsum primis in faucibus. In in orci gravida, feugiat lectus id, tempor ex.

Year	Undergraduate Enrollment	Graduate Enrollment	Total Enrollment
2021–2022	8,260	5,219	13,479
2022–2023	8,223	5386	13,609
2023–2024	8,176	5,916	14,092

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- Check your table on mobile. As you can see from the screenshot on the right, this table doesn't fit on a mobile device. As an editor, I would need to think of a different way to format the information in my table. Perhaps a bulleted list or even a different component would work better to display this information.

- All browsers have an option to view your work on a mobile device.

  - Instructions to view your work in a mobile browser in firefox.

  - Instructions to view your work in a mobile browser in Chrome.

  - To view your work on mobile in Safari

    - First, go into Safari Preferences > Advanced > Check "Show features for web developers"

    - Then open the Develop menu on the top of your screen and click Enter Responsive Design Mode

In This Section +

Curabitur viverra egestas pharetra. Aenean erat enim, blandit ac iaculis non, scelerisque at metus. Phasellus euismod faucibus urna id luctus. Aliquam hendrerit tristique neque, a aliquam ex iaculis vel. Interdum et malesuada fames ac ante ipsum primis in faucibus. In in orci gravida, feugiat lectus id, tempor ex.

Year	Undergraduate Enrollment	G E
2021–2022	8,260	5,
2022–2023	8,223	5
2023–2024	8,176	5,

Cras quis libero id magna sagittis tincidunt. In hac habitasse platea dictumst. Ut posuere iaculis viverra. Pellentesque eleifend non felis a bibendum. Sed rutrum, nunc vitae auctor interdum, nisl erat semper massa, semper dictum odio felis sed dolor. Morbi faucibus faucibus mi quis feugiat. Sed neque magna, feugiat ut diam sed, fermentum convallis metus.

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APPLY   REQUEST INFO   VISIT

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Rich Text Guidelines

- Please review the Editing Style Guidelines for a more in-depth look at correct formats for text on the pace.edu website.

- Please review the sample Rich Text page to see how your content may look using the various options mentioned in the tutorial.

- Please do not paste code into the Rich Text component unless approved by the University Relations Web Team.