Text Editor

Text Formatting

Paragraph ⌄ Styles ⌄ | **B** *I*

Formats (Paragraphs & Headings)

By default, all text will be formatted as a **Paragraph**, aka Body text.

To create a **heading**, click the Format/Paragraph dropdown list, and select the heading level. The first heading on your page should be a Heading 2. Learn more about heading levels and accessibility.

Styles

You can add Styles to change the appearance of your text. Available text styles include:

- **Lead text:** Add Lead style to a Paragraph to increase the font size. Generally used for an introductory paragraph.

- **Citation:** Add Citation to a Paragraph to indicate that this text is a source or author.

Bold & Italics

Add **bold** or *italics* to add emphasis to text. For easier readability, only apply one form of emphasis at a time (do not add both bold and italics to the same text).

Lists

Use **bulleted (unordered) lists** for lists of items where order or sequence does not matter.

Use **numbered (ordered) lists** for lists of items that occur sequentially, or where some items are more important than others.

Links & Media

Links

Select the text you would like to link, and click the Link button.

Make sure your link text is descriptive of the link destination. (For example, use "Register for the meeting", instead of "Click here to register".) Learn more about link text and accessibility.

Available link types:

- **Link to an internal page:** You can add a link to any page, blog, news release, etc. on the website by typing in the page title. This will open an autocomplete, and you can select the desired page. Adding links this way **ensures that if the page URL changes, the link will not break.** The link will be updated automatically to the new URL.
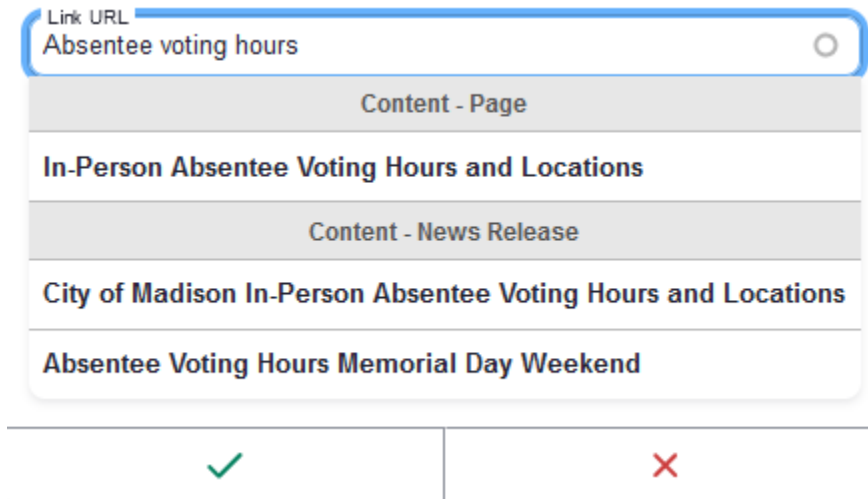
  - *Note:* Some department sites, like Assessor, Attorney, Streets, Police, etc. are built in a different system, so pages on those sites will not appear in this autocomplete.

- **Link to an external page:** If the page you are linking to is not on the City or Public Health website, copy and paste a URL to the page.

- **Link to a document:** If the document already exists in the Media Library, type the file name, and select the document. Go to the Documents section below for details.

- **Link to an email:** To link an email address, copy and paste the email into the link field.
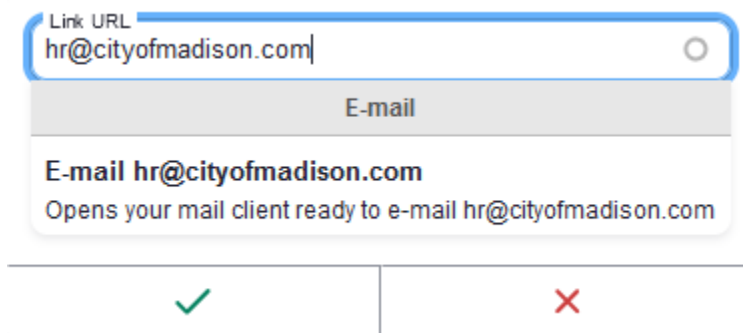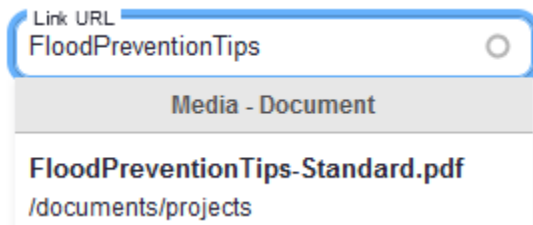

Documents

Adding a link to a document is a two-step process. First, you'll need to upload the document to the Media Library, if it does not already exist, and exit the Media Library. Then, you'll add a link using the Link tool.

To upload a new document:

1. Click the Media button to open the Media Library.

2. On the left side of the Media Library window, choose "Documents".

3. Click Add file > Browse at the top of the Media Library window.

4. Navigate to the image on your computer, and click "Open".

5. Enter your document information.

6. Click "Save", and then close out of the Media Library. **Do not click "Insert selected".**

To add a link to the document:

1. After you exit the Media Library, select the text you would like to link, and click the Link button in the toolbar.

2. Type the file name of the document you uploaded.

3. Locate the document, and click the document name to insert a link.

Note: If your document title is generic, the link tool may return many results. Use the file path to identify the correct document. As a general good practice, make your document titles descriptive. For example, use "StreetOccupancyApplication.pdf" instead of "Application.pdf".

Images

Click on the Media button to open the Media Library. If the image you want to use is already in your Media Library, select the image and click "Insert selected".

To upload a new image:

1. Click the Media button to open the Media Library.

2. Click Add file > Browse at the top of the Media Library window.

3. Navigate to the image on your computer, and click "Open".

4. Enter your image information.

5. Click "Save" to add the image to your library, then click "Insert selected" to add it to your page.

Click on the image to display the image options menu.

1. **Caption:** Show or hide an image caption. The caption will display below the image.

2. **Link:** Add a link to the image. *Generally, avoid using. It is difficult for users to understand that an image leads to another page.*

3. **Override alt text (eye icon):** You'll add alt text when you upload an image, which will be used anywhere that image is used. However, you may need to customize the alt text for this page. Click the eye icon to override the image's default alt text.

4. **Image size (Default):** By default, the image will display at its full size. Click the Image size dropdown to customize the image size.

5. **Alignment and text wrapping**: By default, the image will align to the left and will break text (no text wrapping). Available alignment options:

   o   Align left and break text

   o   Align left and wrap text

   o   Align center and break text

   o   Align right and wrap text. *Avoid if possible. Right-aligned images disrupt users' natural reading flow.*

Videos

You can embed both **YouTube** and **Mediasite** videos on your website.

Click on the Media button to open the Media Library. If the video you want to embed is already in your Media Library, select the video and click "Insert selected".

To add a new YouTube or Mediasite video:

1. On the left side of the Media Library window, choose either "Mediasite Video" or "YouTube Video".

2. Click Add file > Browse at the top of the Media Library window.

3. Copy and paste the link to your video, and click Add.

4. Verify that the video name and thumbnail image look correct. Select or change the Site Section if needed.

5. Click "Save" to add the video to your library, then click "Insert selected" to add it to your page.

Other Tools

Tables

Click on the Table button to add a new table, and then click on the grid to choose the number of rows and columns you need.

When you click into a table, you will see the Table Options menu.

1. **Column options:** Designate a header column, insert new columns, or delete columns.

2. **Row options:** Designate a header row, insert new rows, or delete rows.

3. **Merge cells:** Merge or split cells. *Avoid if possible. Complex tables present accessibility issues.*

4. **Caption:** Show or hide a table caption. Table captions display above the table, and appear like a small heading.

Table Headers

Important: Make sure to designate a header row, column, or both! Table headers are very important, because they allow screen readers to navigate through the table.

Use table headers when the first row or column label the content in the rest of that row or column. For example, you may have a table with contact information, and an Email column. The first column, Email, labels the rest of the information in that column.

You'll need to designate headers for tables you copy and paste into the text editor, too.

To designate a header row or column:

1. Place your cursor in the first row or column of a table.

2. Click on the Column or Row options button.

3. Toggle on "Header column/row".
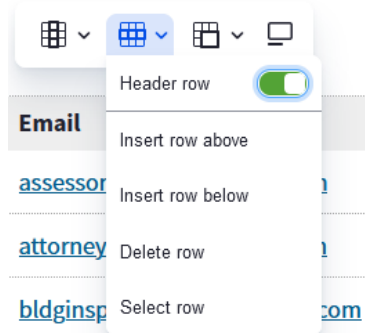
4. The header column or row will have bold text and a light gray background. (The background will not appear on the public-facing webpage, only in the text editor.)

Section break (Horizontal line)

Add a section break to add visual space and a horizontal line between sections.

Language

If you have a section of content that is in a different language than the rest of the page, you can indicate that this content is in a different language.

For example, on an English page, you may have a sentence in Spanish, Hmong, and Chinese explaining that interpretation services are available.

Select the content that is not in English/the current page language, and choose the content's language. The content will have a gray outline and the language code. (These will not appear on the public-facing webpage, only in the text editor.)

Interpretation Services

You have the right to an interpreter at no cost to you.

Tiene derecho a un intérprete sin costo para usted. (es)

Koj muaj cai los thov tau ib tus kws txhais lus yam tsis sau nqi rau koj them. (hmn)

您有權申請免費口譯服務。 (zh-hant)

Questions?

You can reach out to Common Council Office staff or contact the Web Team by filling out the Website Support form.