Editing the Page Body

Background

These instructions are applicable to all catalogs. Before you make edits to your Page Body, it might help to review the Anatomy of a Page.

Never, ever, copy and paste a table from Microsoft Word into a Page Body. This will mess up your Page Body’s formatting.

Editing the Page Body

1. Click on the Page Body button.

2. A new window will pop-up. This window will show your page’s text and display an editing tool bar up top.

3. Text Editing and Formatting – With the toolbar, you can make edits to the text very similarly to how you would use MS Word. The toolbar has several icons for WYSIWYG formatting.

4. Remove Formatting and Cleanup HTML – the Remove Formatting button will remove all formatting for a selection of text. The Cleanup HTML button is critical to use if you are copying and pasting text from an outside document (such as MS Word). This will remove any extraneous HTML code MS Word may embed in the copied text.

5. HTML Headings – pre-formatted headings (which adhere to the College’s website style sheets) are available in the toolbar. The diagram below lists examples.

   a. Note: we recommend you only use Normal, Heading 3, and Heading 4.
b. Lastly, anything formatted as **Heading 3** will automatically be added to the section names at the top of the page and will use an anchor tag so catalog users can quickly jump to that segment of the page when clicking on the section name.