Why this topic?

- Often this is the first experience a person has working with web content.
- While the editor provides formatting tools similar to Microsoft Word, the two don’t function in entirely the same way.
- It is not uncommon for new editors to make multiple edits to get their content “just right” - and that’s okay!
- The best way to learn how to use the editing tools is to start working with them; remember that you have a staging site where you can try things out without affecting the live/public site.
- The preview provided by the CMS is marginally useful.
Working with the editor

- Demonstration follows

The Office of Technology Services is responsible for implementing and supporting technology for the faculty, staff, and students of Trinity College of Arts & Sciences. The technology services provided help support the academic mission of the college and Duke University.

IT services in Trinity College of Arts & Sciences are provided by various groups of IT professionals:

- Office of Technology Services staff in a central organization supporting academic departments, classrooms and administrative units. This staff also provides additional enhanced services distributed departmental IT staff
- Distributed departmental IT staff that provide support within each department
Tips & tricks

● Remember that you have a staging site where you can try things out without affecting the public-facing site.
● “Enter” starts a new paragraph; “Shift + Enter” creates a new line (i.e. line break)
● It’s not necessary to highlight an entire line to change format, simply place your cursor anywhere in a line and select a new format.
● Use the HTML explorer at the bottom of the editor window to select the text you want to target.
● Expand your horizons: The “Maximize” button is your friend!
More tips & tricks

- Double-clicking certain elements will invoke the appropriate dialog (Link, Image Properties, etc.).
- Best practice is to size and crop images before inserting them.
- If you are familiar with HTML, it can sometimes be quicker to make formatting edits using the ‘Source’ view.
- Don’t be afraid to fail – use revisioning to restore a previous version.
- Editor tools cheat sheet:
  https://admin.trinity.duke.edu/technology/rich-text-editor
Thank you!

- Questions? Comments? Grievances?
- https://admin.trinity.duke.edu/technology/drupal-website-editing
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