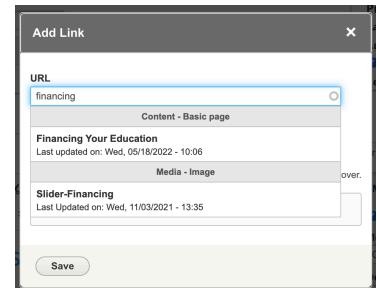


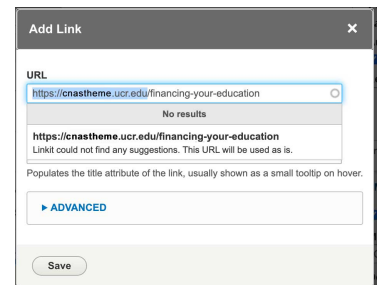
Editing pages

Linking to other pages in the site

When linking to another page in the site, never include the root URL. Best practice is to start typing the title of the page you want to link to in the dialog box. A list will auto-populate, categorized by basic pages, articles, documents, etc. Choose the appropriate basic page.

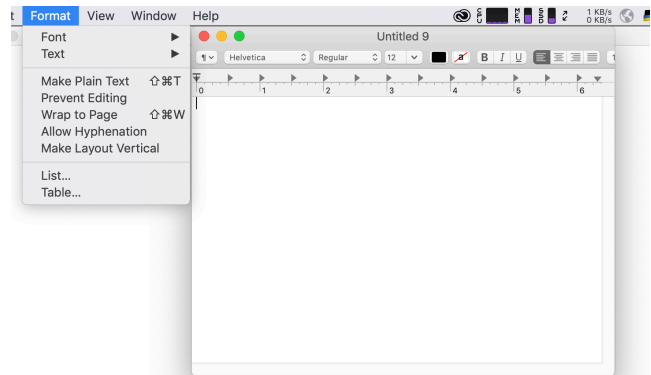


If you do paste the URL of a page into the field, remove the root URL (highlighted in blue in the screenshot to the right).



Adding content to a page

You will most likely copy and paste content into a page or block from another source. Doing this always brings formatting with it. Font size, margins, color, etc. will be included in what you paste. It is important to remove this formatting. There are two ways to do it. *#1 is the easier choice, unless the content contains a lot of superscript and subscript.*



1. **Clear the formatting before you paste the content into your page or block.** Paste it into a text edit program that is plain text. For Mac, use TextEdit and set it to Plain Text. Then, copy this new version and paste it into your page or block. It will be free of any formatting. It will also lose any bold or italicized text, and you'll need to replace that manually.

2. **Clear the formatting after you paste the content into your page or block.** Highlight what you have pasted, and click the Remove Formatting icon on the editing toolbar Tx. Note that any bold or italicized formatting will also be removed. Then, take a look at the source code. Replace any <div> with <p>. Replace any </div> with </p>. The reason why is because divs are not assigned a font color. Divs display with a light gray color which does not pass Accessibility standards. P's (paragraphs) have been assigned a color by Drupal in your website.



Marking up the page

Now that your content is on the page, you need to mark it up by assigning the correct heading sizes to make the page logical to screen readers. You will be creating an outline of what is on the page by assigning appropriate headings where necessary.

Download HeadingsMap, a tool that will show you how screen readers will interpret your markup. This tool is invaluable. [Get HeadingsMap for Chrome](#). [Get HeadingsMap for Firefox](#).

Each section of text should have a heading that describes it. These headings are the main way the page conveys the content on the page. To be accessible, the headings need to be nested like an outline, and they need to be descriptive of the content they hold.

[See a demonstration of HeadingsMap](#)

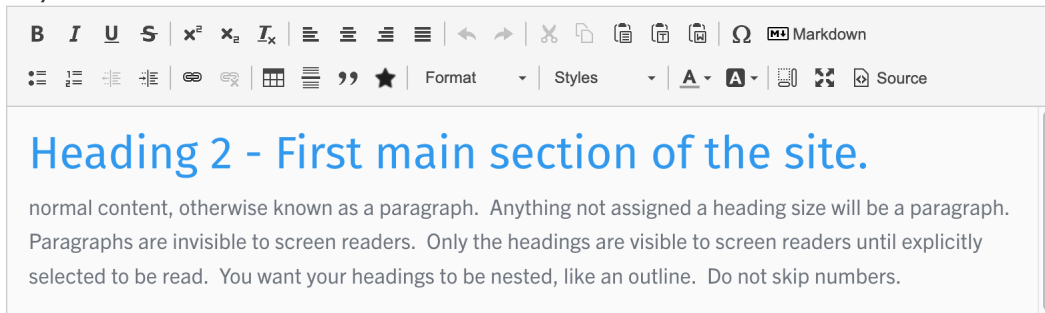
[Learn much more on cnastheme.ucr.edu](#)

Adding color to your fonts

What you see as you are creating or editing the page is not the same as what you will see on the published page. Save your work, look at what you have, and then decide if you need to change the font color for any of the content.

While editing:

Body



The screenshot shows a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), underline (U), strikethrough (S), subscript (x²), superscript (x₂), text color (I_x), bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, insert link, insert image, link icon, and a Markdown toggle. Below the toolbar, there are dropdown menus for 'Format' and 'Styles', followed by text color and background color pickers, and a 'Source' button. The main content area displays a blue heading 'Heading 2 - First main section of the site.' followed by a paragraph of gray text: 'normal content, otherwise known as a paragraph. Anything not assigned a heading size will be a paragraph. Paragraphs are invisible to screen readers. Only the headings are visible to screen readers until explicitly selected to be read. You want your headings to be nested, like an outline. Do not skip numbers.'

After editing, the page displays different colors:

Heading 2 - First main section of the site.

normal content, otherwise known as a paragraph. Anything not assigned a heading size will be a paragraph. Paragraphs are invisible to screen readers. Only the headings are visible to screen readers until explicitly selected to be read. You want your headings to be nested, like an outline. Do not skip numbers.

Miscellaneous

- Never use inline blocks. Create your blocks in the Custom Block Library.
- When you place your block, click the View Mode dropdown to check to see if a CNAS view mode exists. Always use the CNAS view mode with Bubble Grids, Accordions, and Tabs. Dynamic Columns and Info Cards can optionally use the CNAS view mode. Test to see which you like best, by clicking the configure