

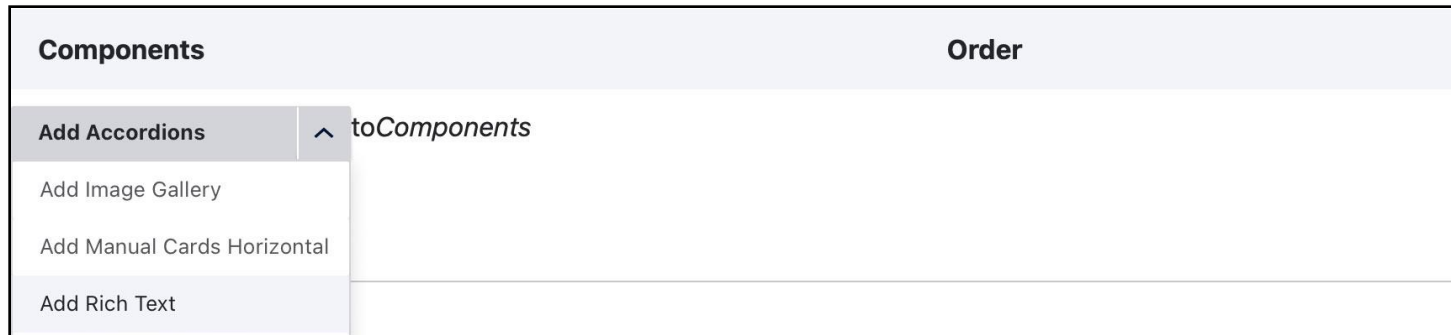
Rich Text Component



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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**.



- Or, if you are editing an existing Rich Text component, **Click the Edit button**

Edit

Components

 Rich Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur viverra ...

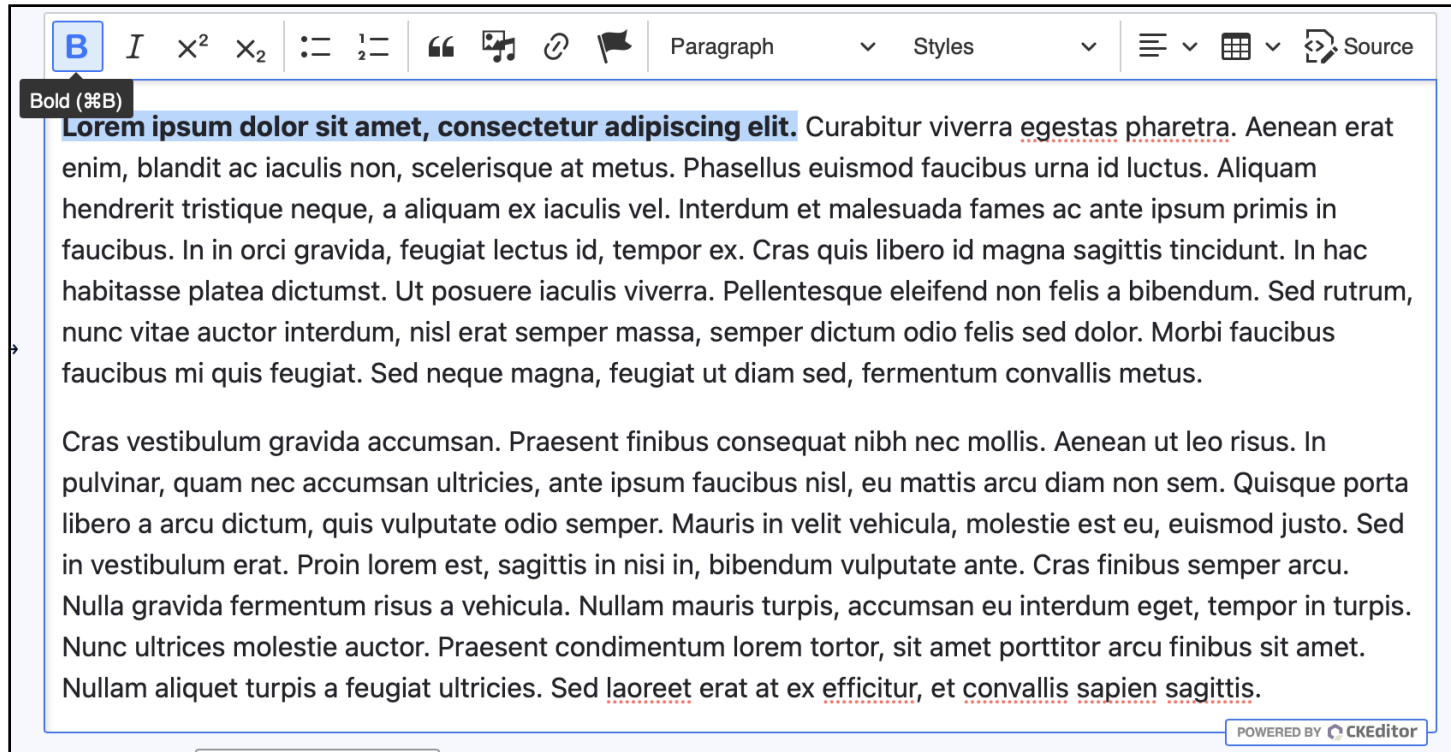
Edit

- 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.

Bold Text

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

B



The screenshot displays the CKEditor interface. The top toolbar includes buttons for Bold (B), Italic (I), Superscript (x²), Subscript (x₂), Text Color (:=), Background Color (₁=), Quote, Link, Unlink, and Paragraph. The Bold button is highlighted with a tooltip that reads "Bold (⌘B)". The main text area contains two paragraphs. The first paragraph has the first few words, "Lorem ipsum dolor sit amet, consectetur adipiscing elit.", highlighted in blue. The second paragraph is fully visible below it. The bottom right corner of the editor shows the text "POWERED BY CKEditor".

B *I* x^2 x_2 $:=$ $_1=$ “ ” [Link](#) [Unlink](#) Paragraph Styles Source

Bold (⌘B)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. 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. 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.

Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar, quam nec accumsan ultricies, ante ipsum faucibus nisl, eu mattis arcu diam non sem. Quisque porta libero a arcu dictum, quis vulputate odio semper. Mauris in velit vehicula, molestie est eu, euismod justo. Sed in vestibulum erat. Proin lorem est, sagittis in nisi in, bibendum vulputate ante. Cras finibus semper arcu. Nulla gravida fermentum risus a vehicula. Nullam mauris turpis, accumsan eu interdum eget, tempor in turpis. Nunc ultrices molestie auctor. Praesent condimentum lorem tortor, sit amet porttitor arcu finibus sit amet. Nullam aliquet turpis a feugiat ultricies. Sed laoreet erat at ex efficitur, et convallis sapien sagittis.

POWERED BY CKEditor

Italic Text

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



B ***I*** $\times^2$ $\times_2$:= $\frac{1}{2}\text{=}$ “ ” Paragraph Styles Source

Italic (⌘I)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. 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. 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.

Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar, quam nec accumsan ultricies, ante ipsum faucibus nisl, eu mattis arcu diam non sem. Quisque porta libero a arcu dictum, quis vulputate odio semper. Mauris in velit vehicula, molestie est eu, euismod justo. Sed in vestibulum erat. Proin lorem est, sagittis in nisi in, bibendum vulputate ante. Cras finibus semper arcu. Nulla gravida fermentum risus a vehicula. Nullam mauris turpis, accumsan eu interdum eget, tempor in turpis. Nunc ultrices molestie auctor. Praesent condimentum lorem tortor, sit amet porttitor arcu finibus sit amet. Nullam aliquet turpis a feugiat ultricies. Sed laoreet erat at ex efficitur, et convallis sapien sagittis.

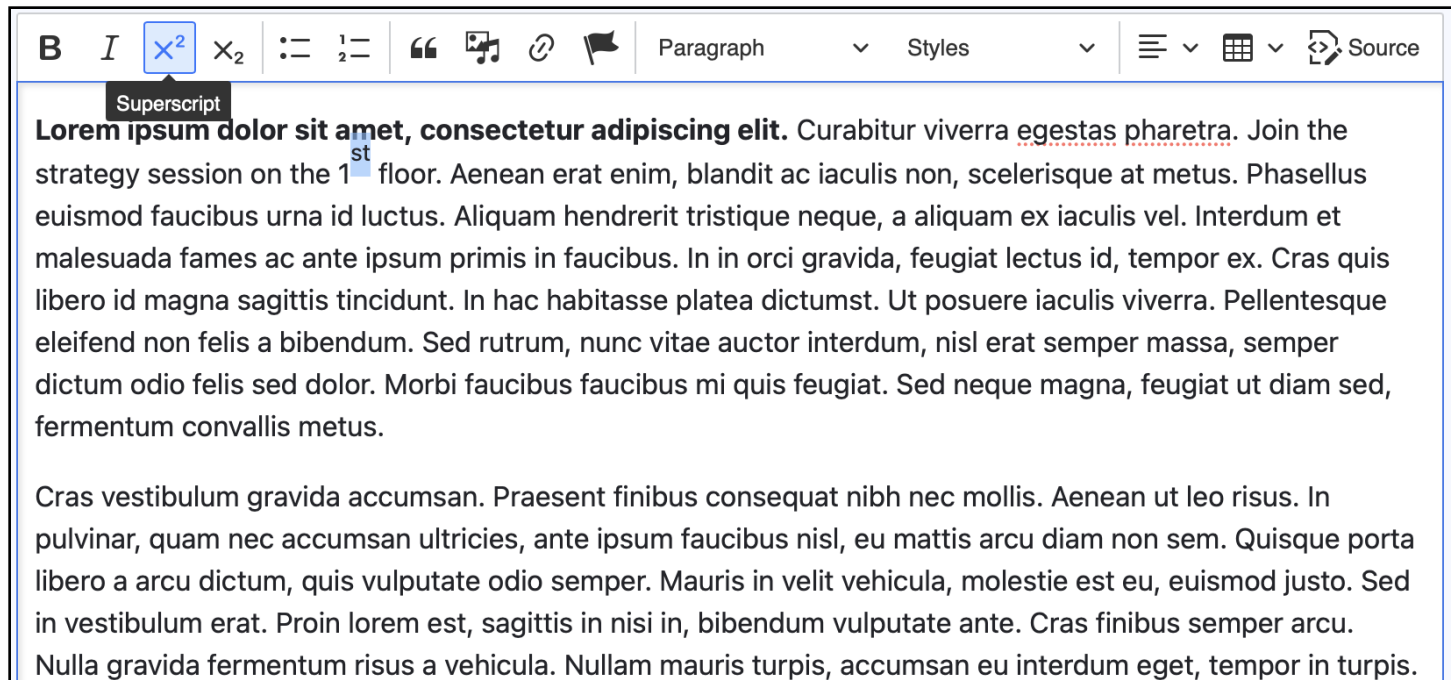
POWERED BY CKEditor

Superscript and Subscript Text

- To use **Superscript** or **Subscript** in your content, highlight the text and **click the Superscript button** or the **Subscript button**

x^2

x_2



The screenshot shows a rich text editor interface. The top toolbar contains various formatting options, including bold (B), italic (I), superscript (x^2), subscript (x_2), bulleted list, numbered list, quote, link, unlink, and paragraph styles. Below the toolbar, the text area contains two paragraphs of Lorem Ipsum. In the first paragraph, the word 'amet' is highlighted with a superscript 'st' applied, and 'pharetra' is highlighted with a subscript '2' applied. A tooltip labeled 'Superscript' is visible over the superscript button in the toolbar.

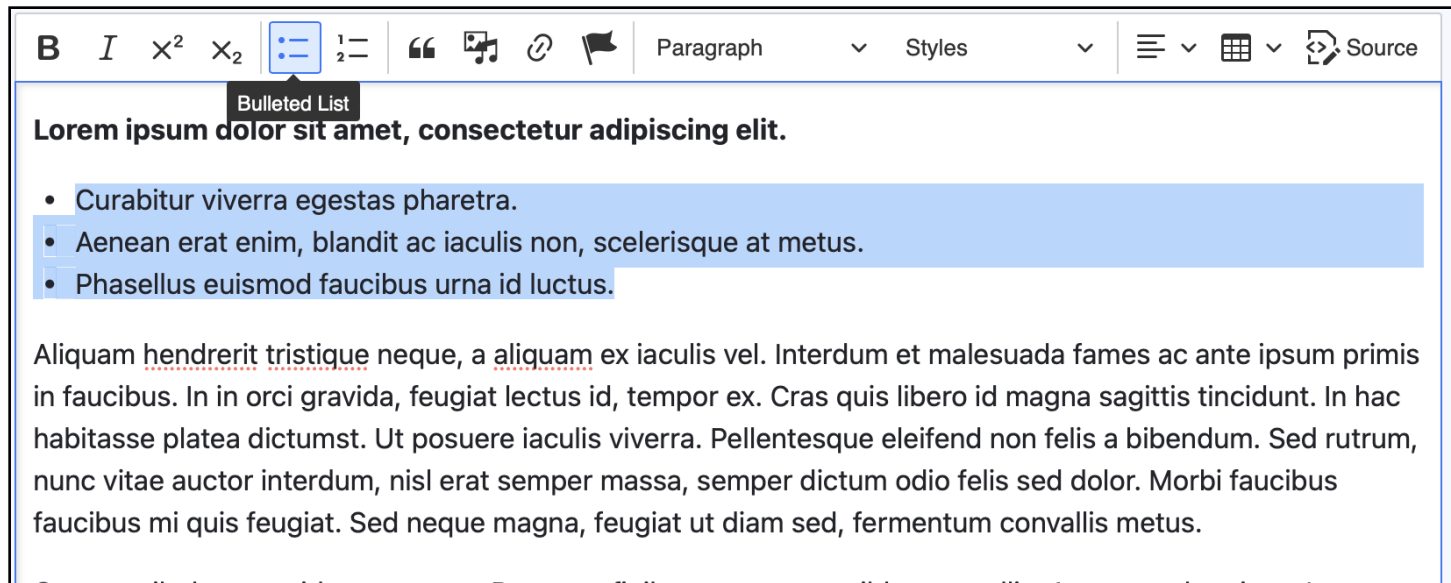
Superscript

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur viverra egestas pharetra. Join the strategy session on the 1st floor. 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. 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.

Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar, quam nec accumsan ultricies, ante ipsum faucibus nisl, eu mattis arcu diam non sem. Quisque porta libero a arcu dictum, quis vulputate odio semper. Mauris in velit vehicula, molestie est eu, euismod justo. Sed in vestibulum erat. Proin lorem est, sagittis in nisi in, bibendum vulputate ante. Cras finibus semper arcu. Nulla gravida fermentum risus a vehicula. Nullam mauris turpis, accumsan eu interdum eget, tempor in turpis.

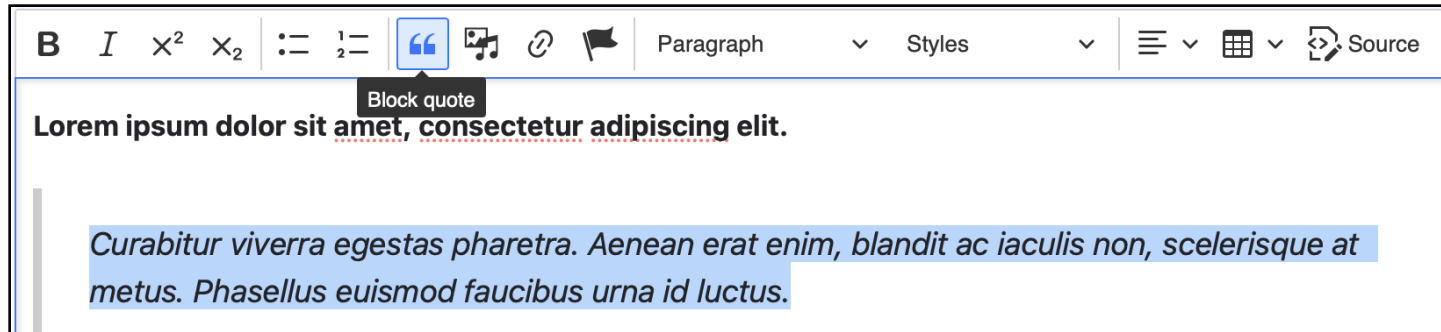
Bullet List/Numbered List Text

- 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** 

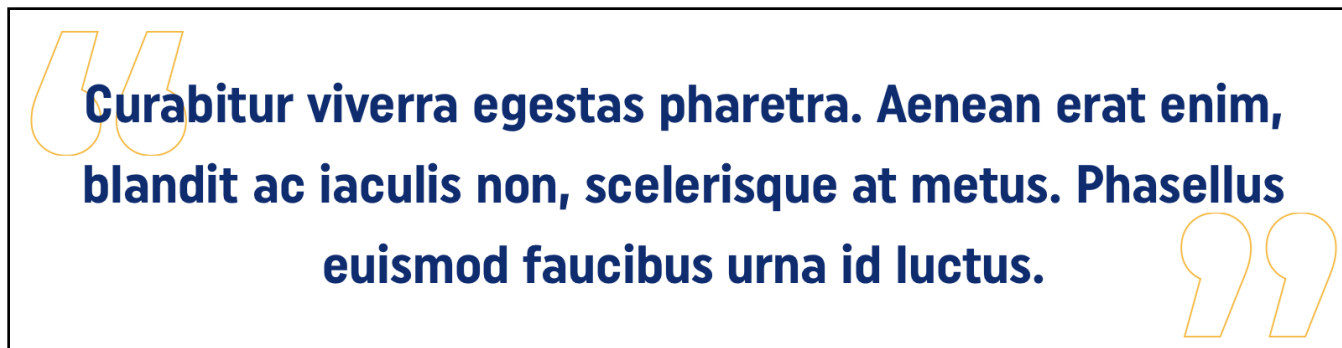


Stylished Quotes

- To create a **Stylished Quote**, highlight the text and click the **Block Quote** button

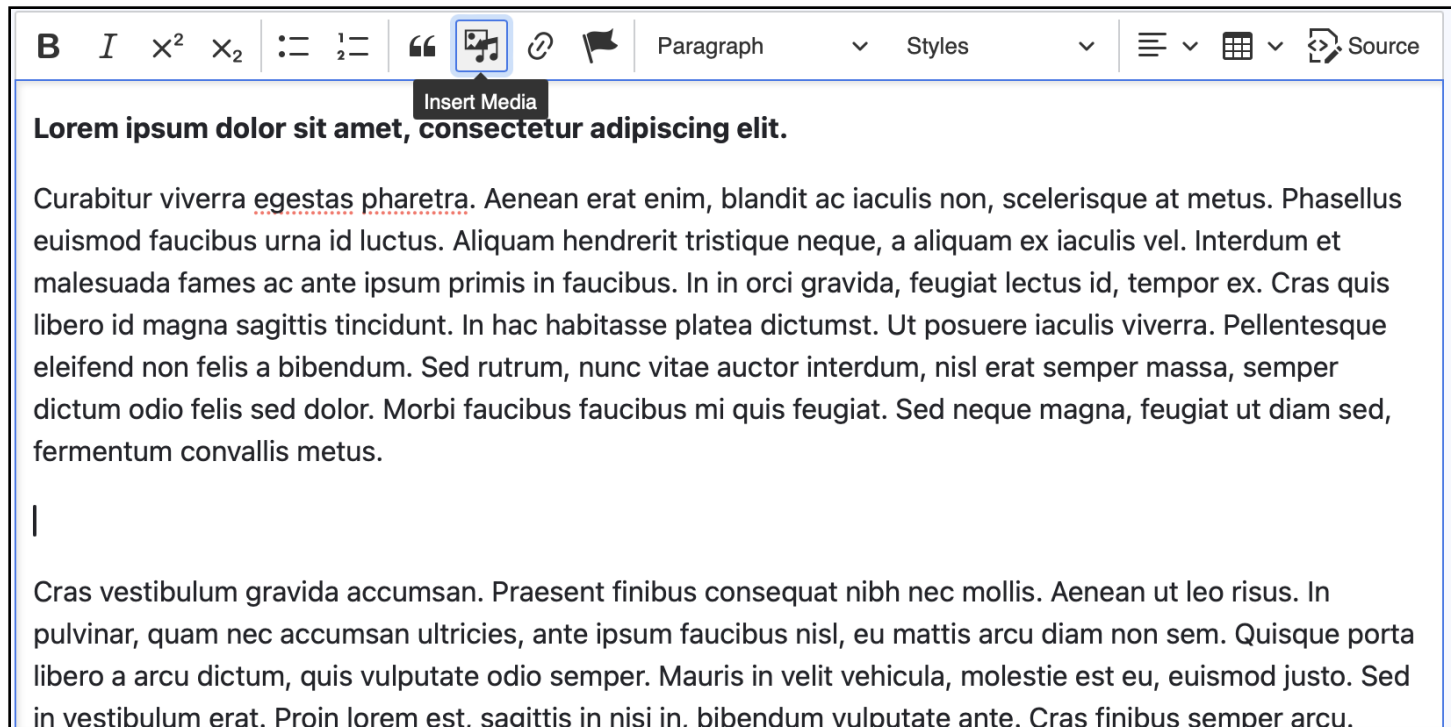


- After saving your page, your **Stylished Quote** will appear like this on your page



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**

A screenshot of a rich text editor interface. The top toolbar contains various icons for text formatting (bold, italic, subscript, superscript, bulleted list, numbered list, quote, link, unlink, flag) and layout (paragraph, styles, list, table, source). The 'Insert Media' button, which is a video camera icon, is highlighted with a blue border and a tooltip that says 'Insert Media'. Below the toolbar, the editor area contains two paragraphs of placeholder text. The first paragraph is 'Lorem ipsum dolor sit amet, consectetur adipiscing elit.' and the second is '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. 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.' The second paragraph is 'Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar, quam nec accumsan ultricies, ante ipsum faucibus nisl, eu mattis arcu diam non sem. Quisque porta libero a arcu dictum, quis vulputate odio semper. Mauris in velit vehicula, molestie est eu, euismod justo. Sed in vestibulum erat. Proin lorem est. sagittis in nisi in. bibendum vulputate ante. Cras finibus semper arcu.'

- 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

The screenshot shows a modal window titled "Add or select media" with a close button (X) in the top right corner. On the left, there are two tabs: "Image" and "Remote video", with "Remote video" being the active tab. The main content area is divided into two sections. The top section is titled "Add Remote video via URL" and contains a text input field with the URL "https://www.youtube.com/watch?v=CfMNwUi85LI&t=1s" and a blue "Add" button to its right. Below the input field, it says "Allowed providers: YouTube." The bottom section contains a "Name" label above an empty text input field. Below that, there are two dropdown menus: "Media Library" with the selection "- Any -" and "Sort by" with the selection "Newest first". At the bottom left of the modal, it says "0 of 1 item selected". At the bottom right, there is a blue button labeled "Insert selected".

- 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

- 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

Add or select media

×

Apply filters

Grid Table

☒

TOUR PACE'S
NYC
CAMPUS

Tour Pace University's
New York City
Campus

☐

Cafeteria Karaoke 201...

☐

Élections américaines...

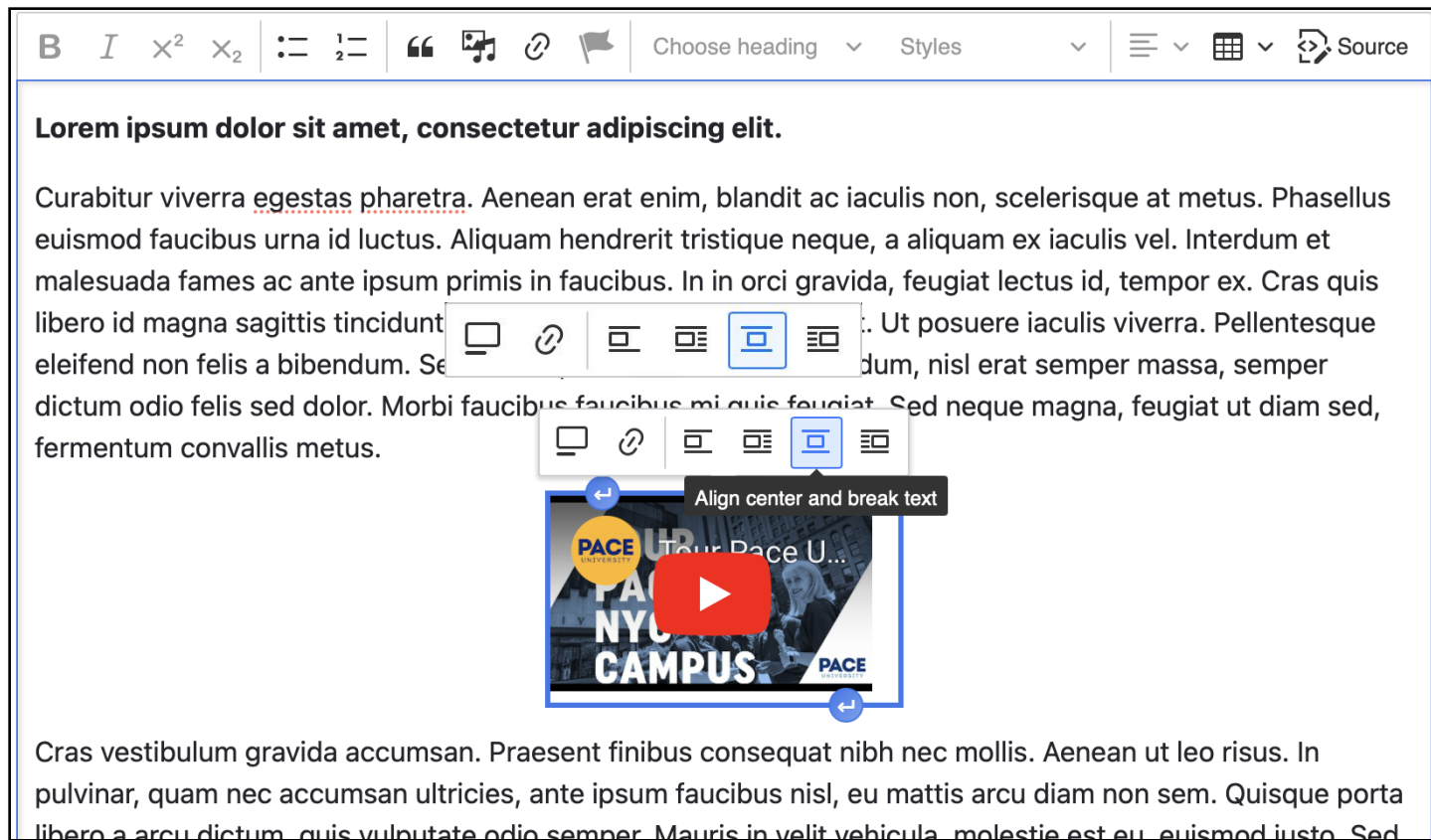
☐

Welcome to Dannat H...

1 of 1 item 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

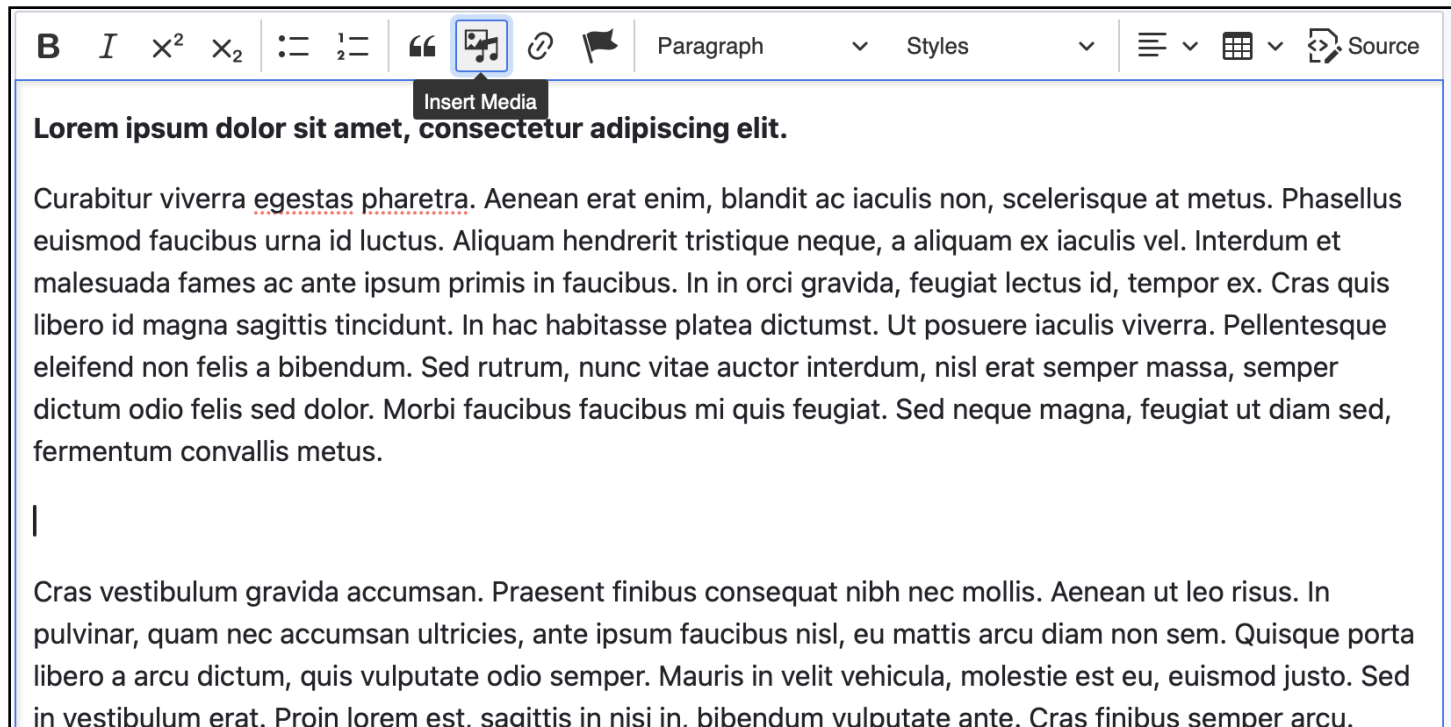


Adding Images

- Please refer to the [image size and name guidelines](#) 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**

A screenshot of a rich text editor interface. The top toolbar includes buttons for bold (B), italic (I), subscript (x²), superscript (x₂), bulleted list, numbered list, quote, insert media (highlighted with a blue box and a tooltip that says 'Insert Media'), link, unlink, and a flag icon. To the right of these are dropdown menus for 'Paragraph' and 'Styles', followed by icons for bulleted list, table, and a 'Source' button. The main text area contains two paragraphs of placeholder text. The first paragraph is 'Lorem ipsum dolor sit amet, consectetur adipiscing elit.' The second paragraph is '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. 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.' The third paragraph is 'Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar, quam nec accumsan ultricies, ante ipsum faucibus nisl, eu mattis arcu diam non sem. Quisque porta libero a arcu dictum, quis vulputate odio semper. Mauris in velit vehicula, molestie est eu, euismod justo. Sed in vestibulum erat. Proin lorem est. sagittis in nisi in. bibendum vulputate ante. Cras finibus semper arcu.'

- **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.**

Add or select media ×

Image

Remote video

Add file

no files selected

One file only.
256 MB limit.
Allowed types: png gif jpg jpeg.

Name

Media Library

Sort by

0 of 1 item selected

- 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

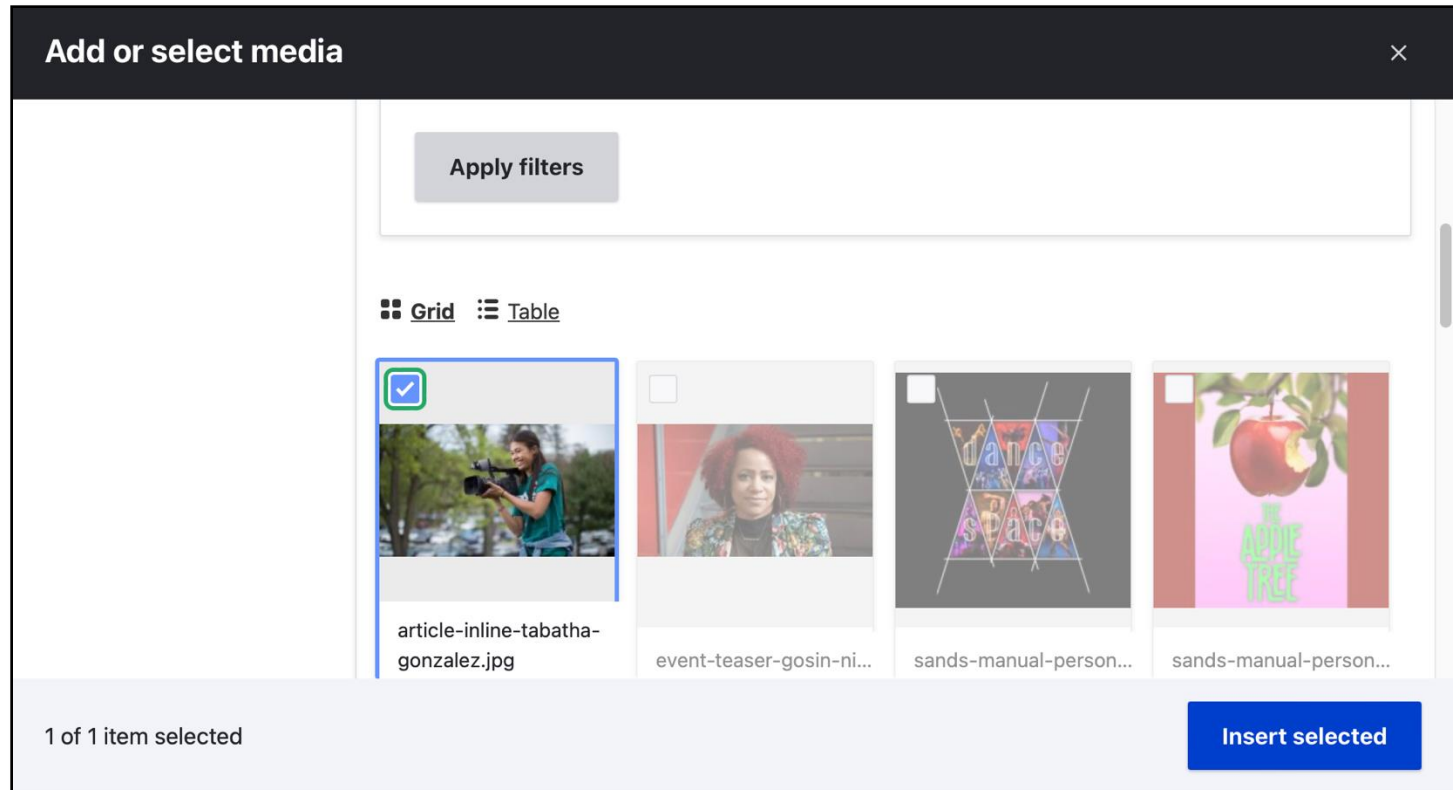
Alternative text *

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

- 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

Interdum et malesuada fames ac ante ipsum primis in faucibus. In in orci gravida, feugiat lectus id, tempor ex. 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, ferment

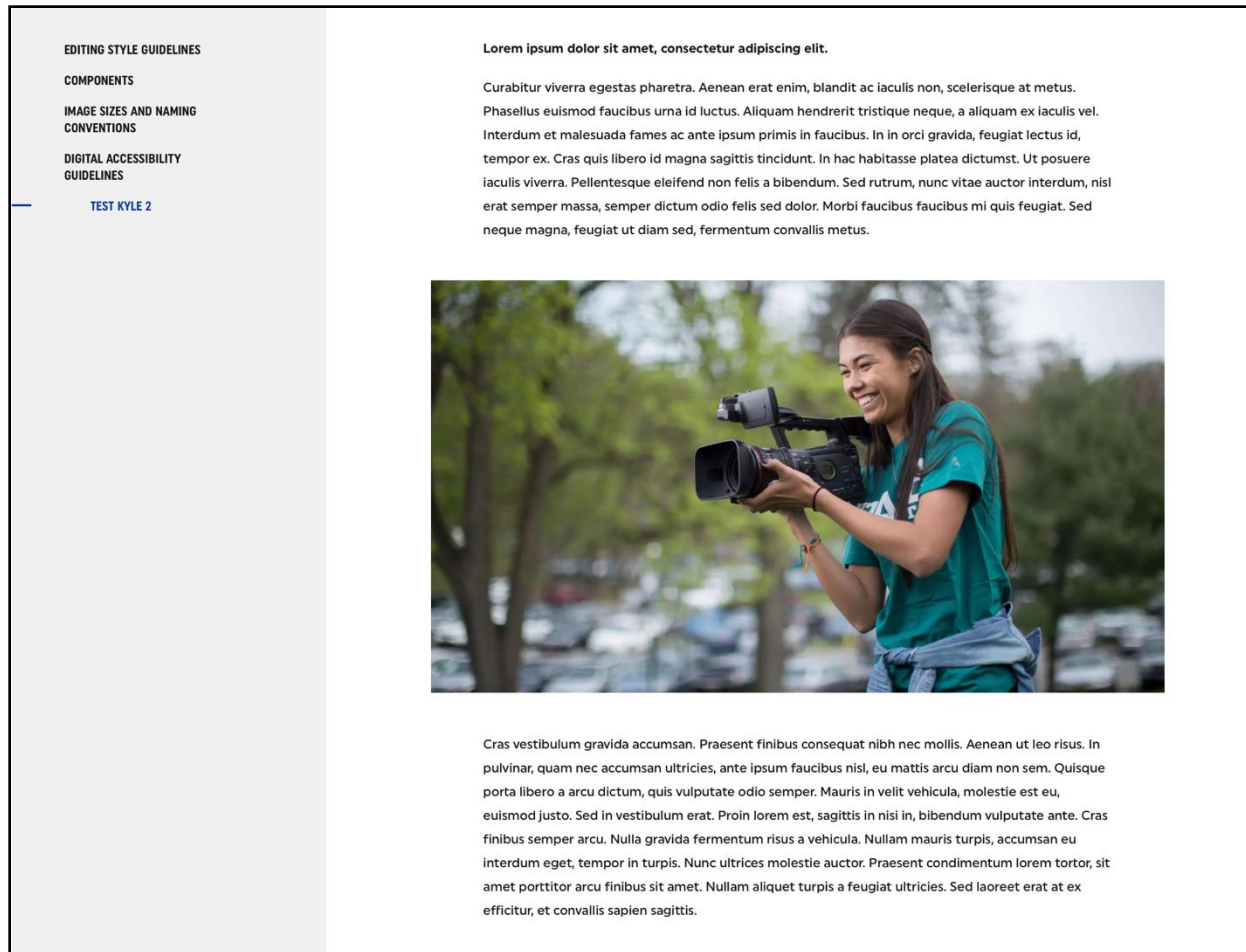


Align center and break text



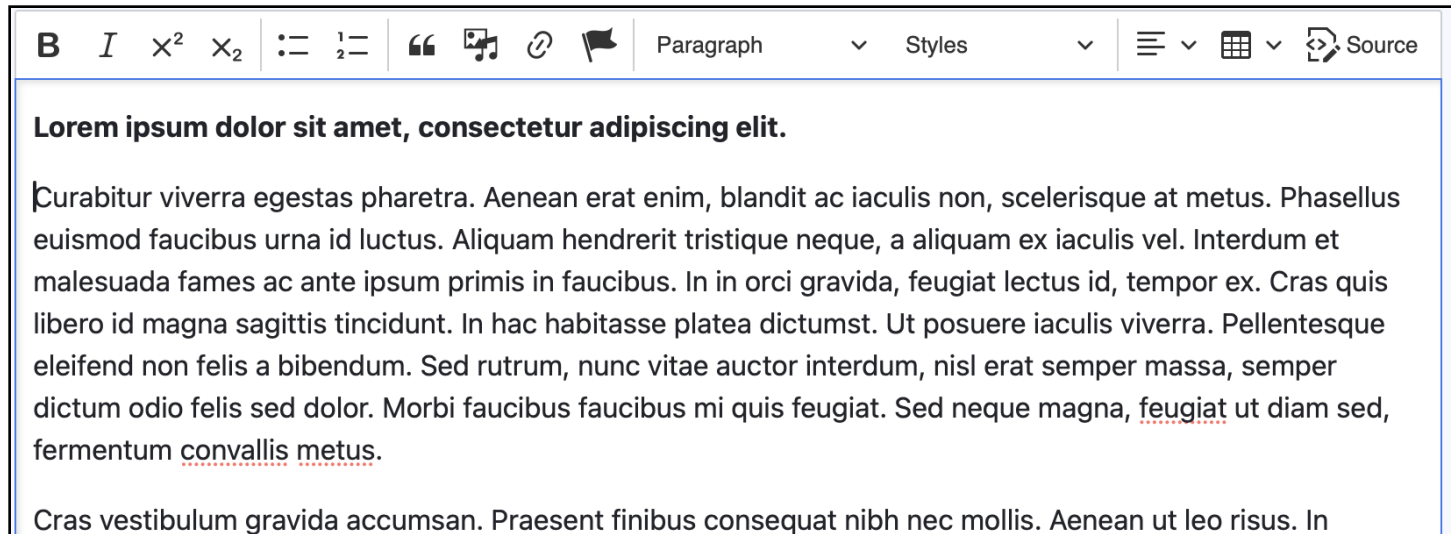
Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar, quam nec accumsan ultricies, ante ipsum faucibus nisl, eu mattis arcu diam non sem. Quisque

- 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.**

The screenshot shows a modal window titled "Add or select media" with a close button (X) in the top right corner. On the left, there is a sidebar with two options: "Image" (highlighted with a green border) and "Remote video". The main area of the dialog is divided into sections. The "Add file" section contains a "Choose Files" button and the text "no files selected". Below this, it specifies "One file only.", "256 MB limit.", and "Allowed types: png gif jpg jpeg.". The "Name" section has a text input field. The "Media Library" section has a dropdown menu. To the right of the "Media Library" section is a "Sort by" dropdown menu. At the bottom left, it says "0 of 1 item selected". At the bottom right, there is a blue button labeled "Insert selected".

- 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

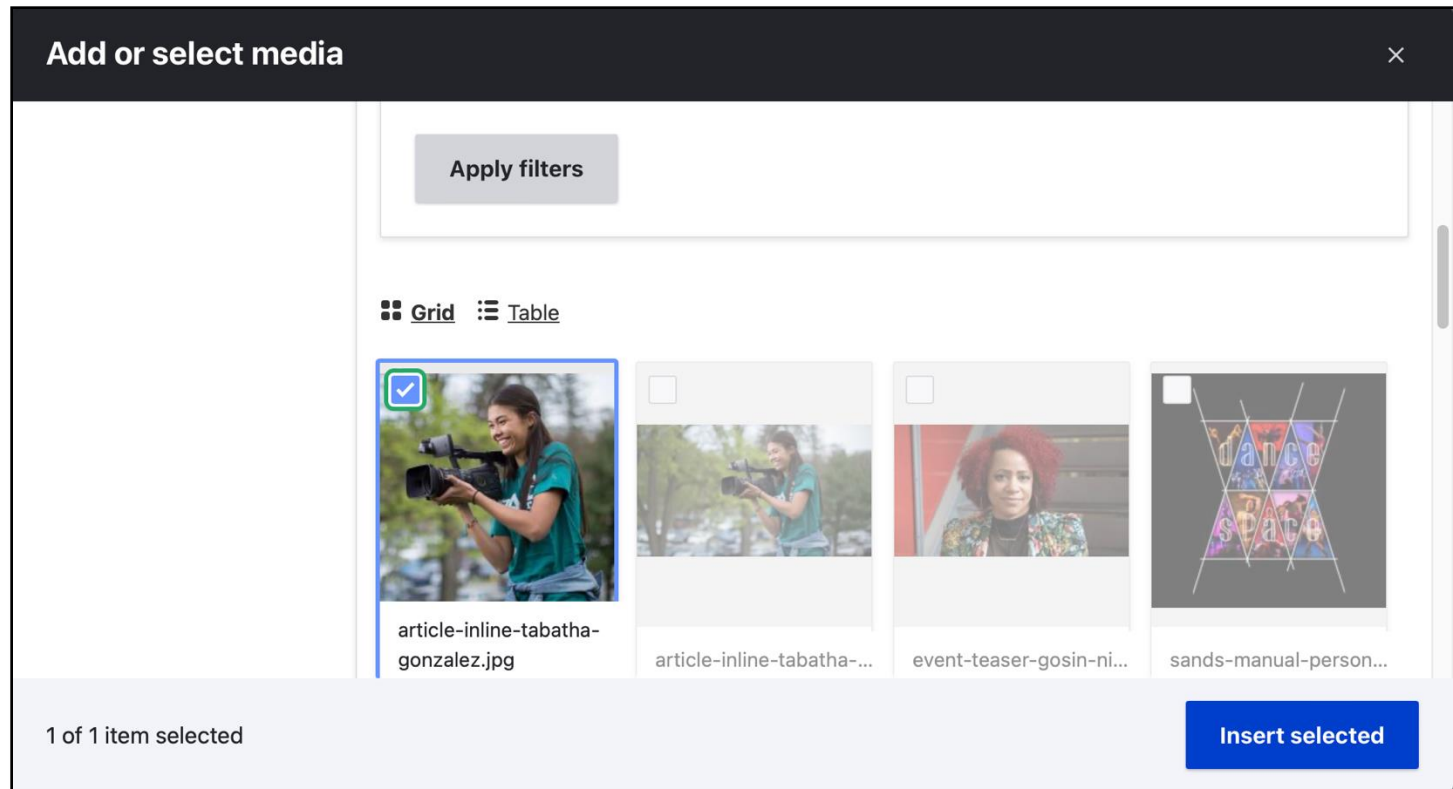
Alternative text *

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

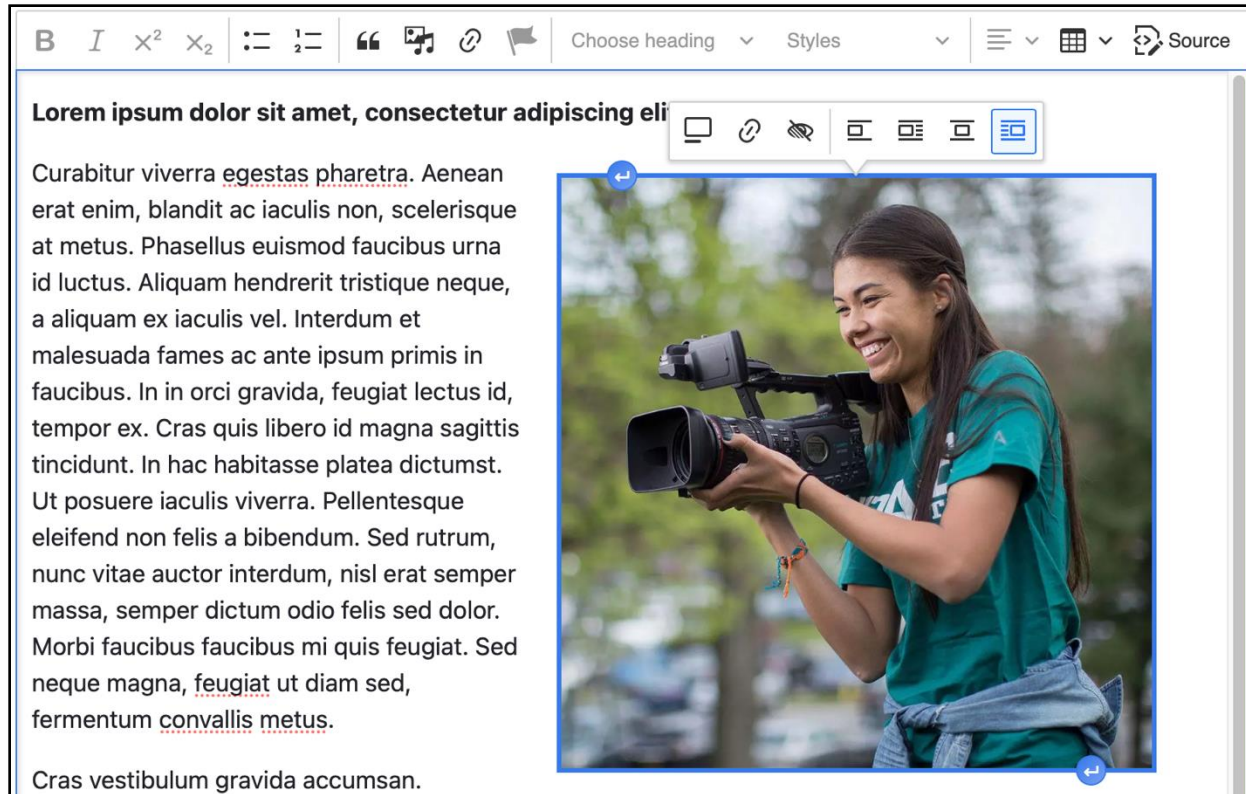
0 of 1 item selected Save

- 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)

EDITING STYLE
GUIDELINES

COMPONENTS

IMAGE SIZES AND
NAMING CONVENTIONS

DIGITAL ACCESSIBILITY
GUIDELINES

TEST KYLE 2

Display a menu

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

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. 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.

Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar, quam nec accumsan ultricies, ante

Links

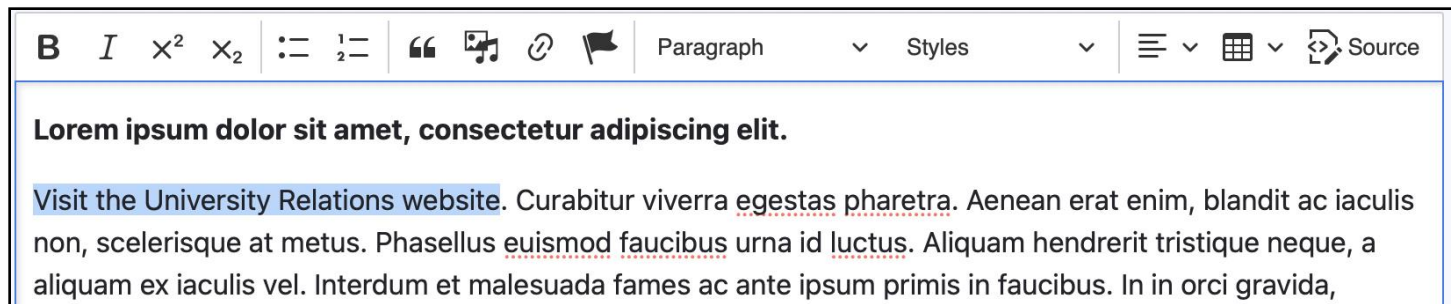
- There are four types of links you can use in your content.
 - An **internal link** to another <https://www.pace.edu> page.
 - An **external link** to a page outside of the pace.edu domain, such as <https://www.google.com/>.
 - An **email link**.
 - A **file link** – These can be internal or external.
- 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](#).
- 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 \(PDF\)](#).
 - 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:**

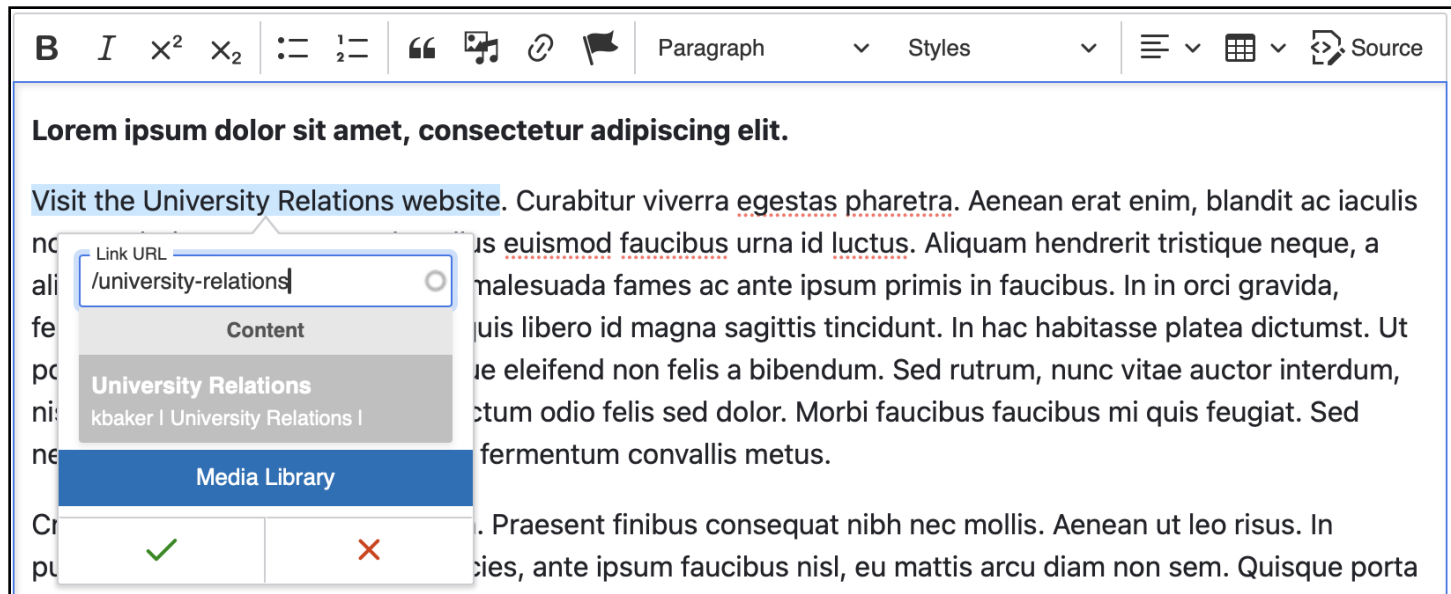


- Then **click the Link button**

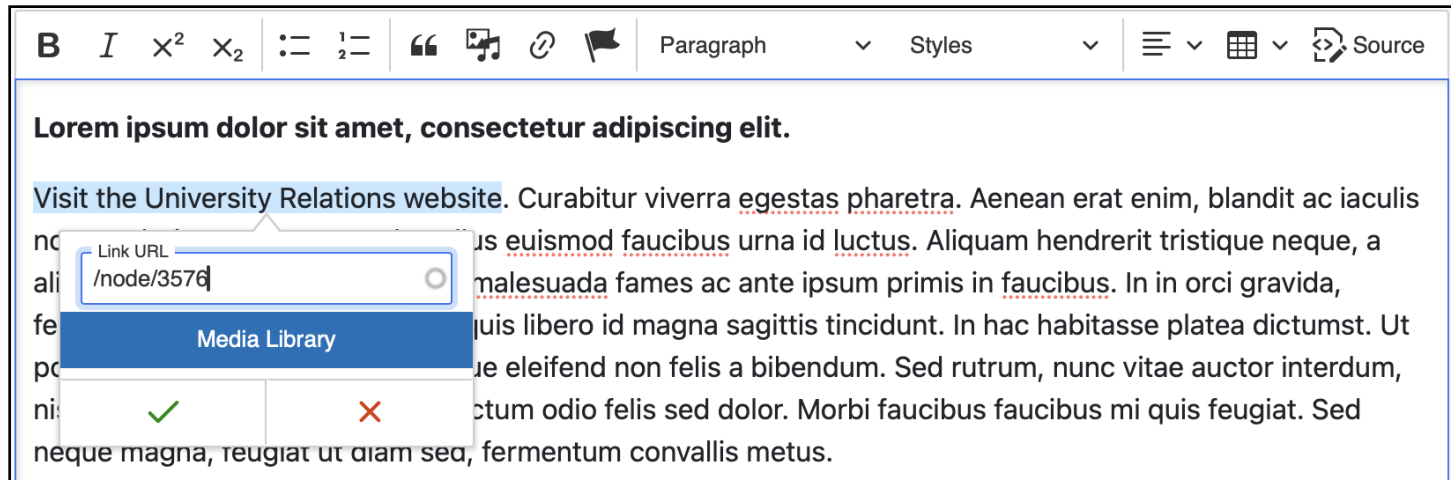


The screenshot shows a rich text editor interface. The toolbar at the top includes buttons for Bold (B), Italic (I), text color (X²), background color (X₂), bulleted list (≡), numbered list (1=), quote (”), insert image (img), insert link (chain link), and insert flag. The text area contains the placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit." and a highlighted sentence "Visit the University Relations website." A tooltip "Link (⌘K)" is visible over the link icon in the toolbar. A dialog box is open for inserting a link, featuring a "Link URL" input field, a "Media Library" button, and two buttons with green and red checkmarks at the bottom.

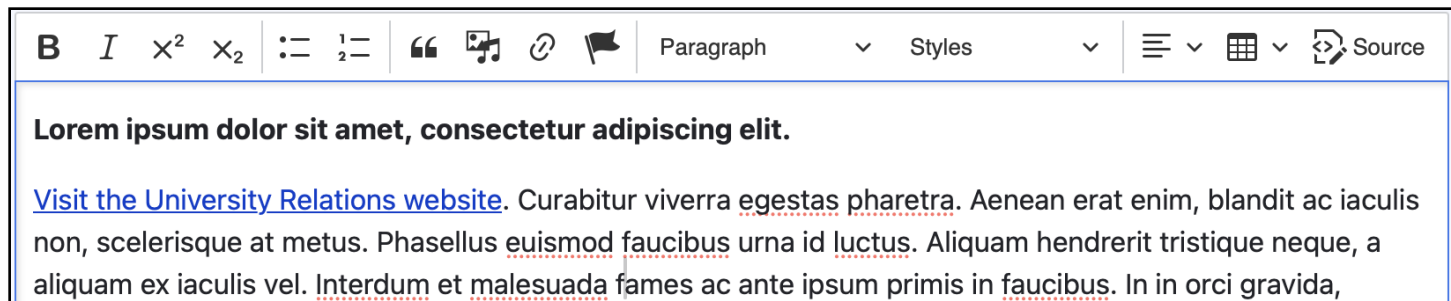
- **Paste the Relative URL** into the Link URL field and **click the result under Content** that says **University Relations**



- After clicking **University Relations** under **Content**, your relative URL will transform into a **/node/#**. **Click the green check mark.**

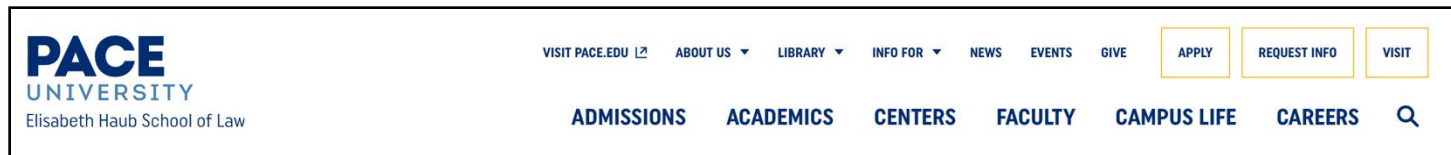


- After clicking the green check mark, your text will be linked.

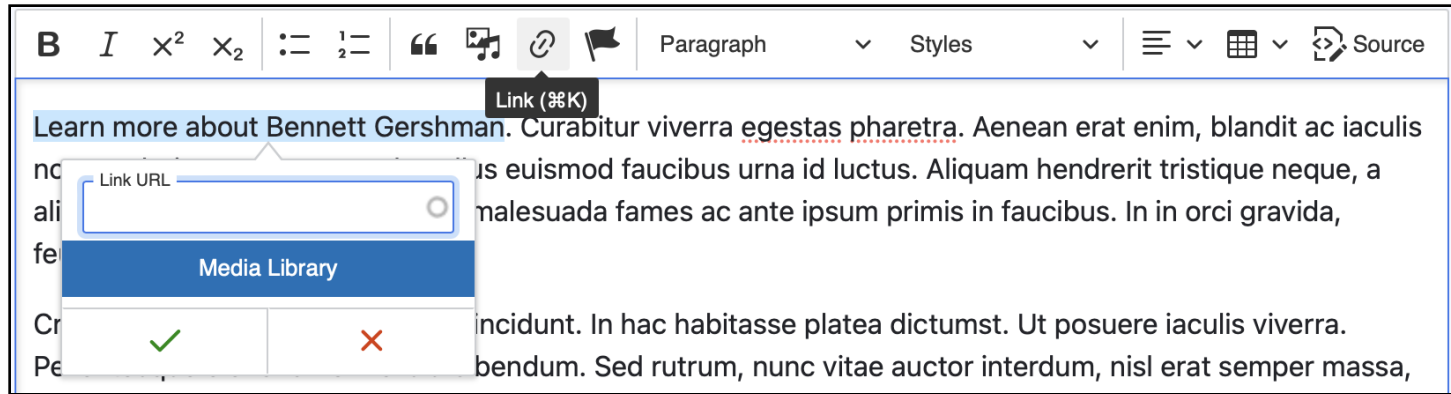


Dynamic URL Links

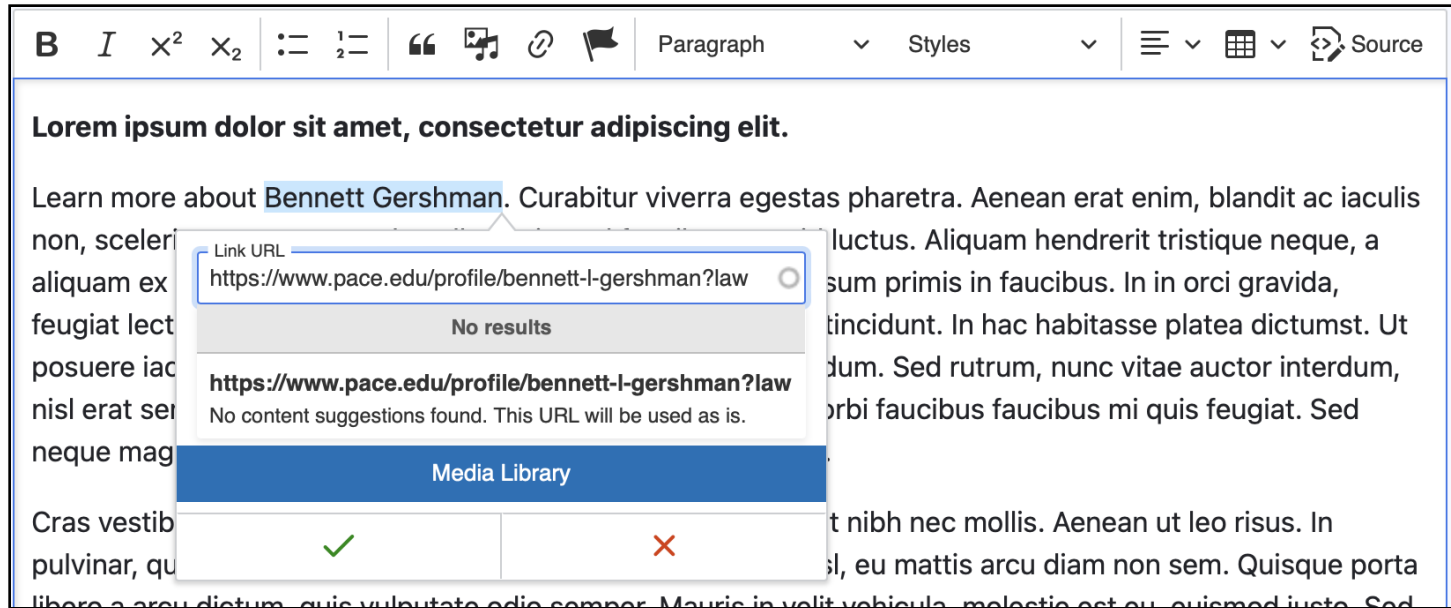
- A dynamic URL is a link such as <https://www.pace.edu/profile/bennett-l-gershman?law> with ?law appended to the end of the URL. While this is considered an internal link, there is a different process to link to this type of URL.
- This type of link is **only used for** links that point to **News** 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.



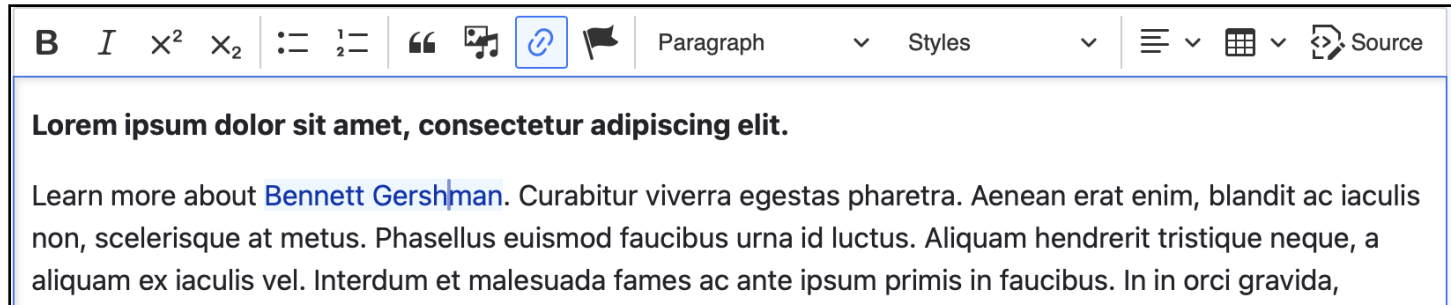
- **Highlight the text** where you want your link and **click the Link button**



- 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.



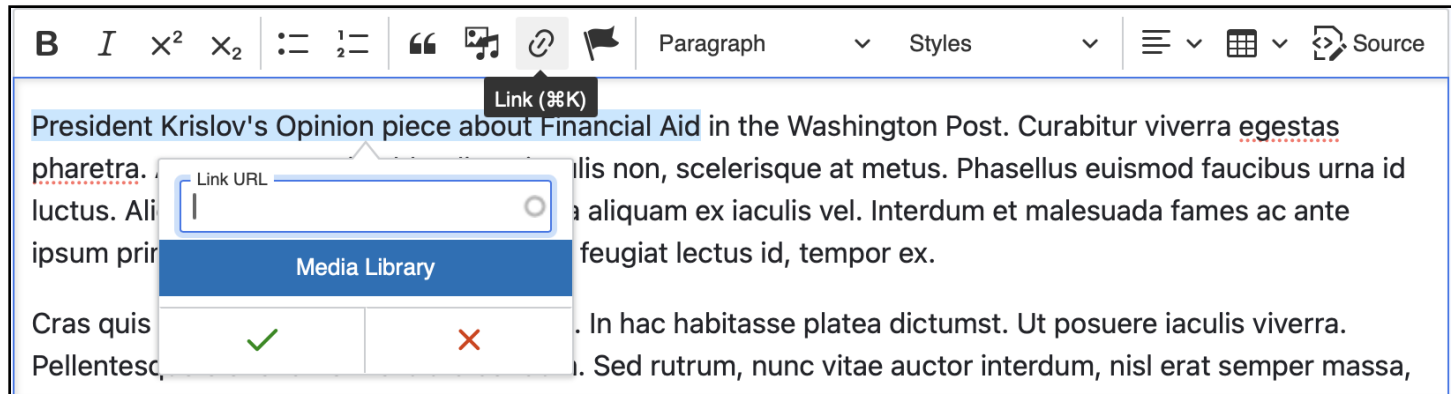
The screenshot shows a rich text editor toolbar with various icons for text formatting and insertion. The 'Link' icon, represented by a chain link, is highlighted with a blue border. Below the toolbar, the text area contains the following content:

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

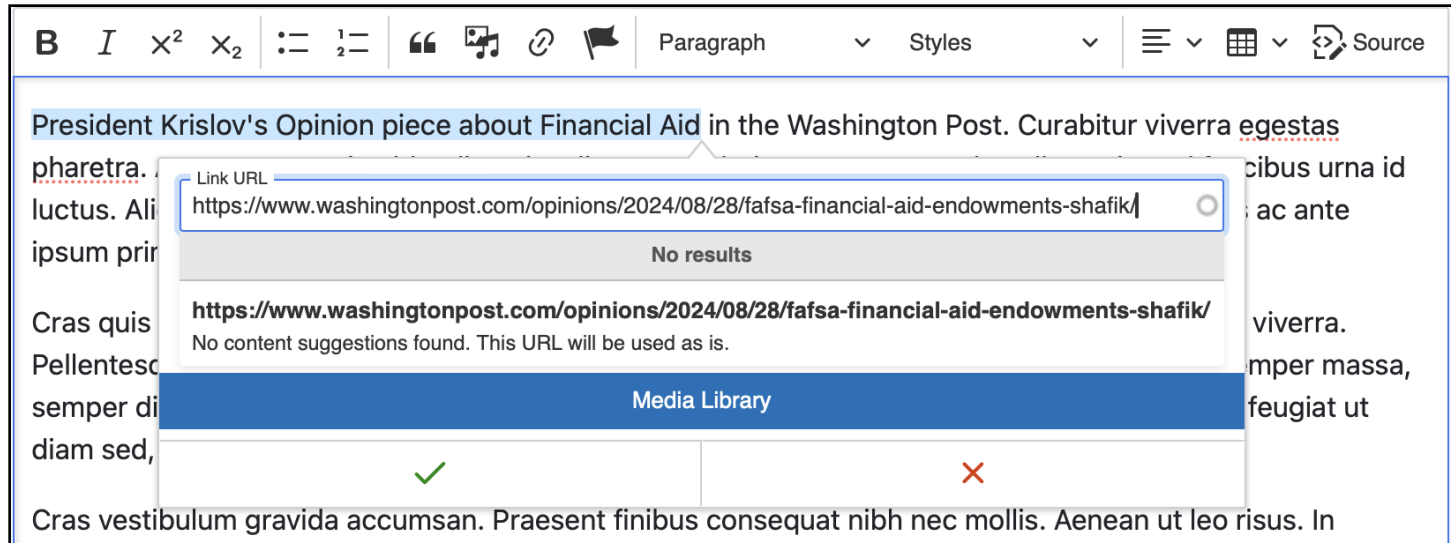
Learn more about [Bennett Gershman](#). Curabitur viverra egestas pharetra. Aenean erat enim, blandit ac iaculis non, scelerisque at metus. Phasellus euismod faucibus urna id luctus. Aliquam hendrerit tristique neque, a aliquam ex iaculis vel. Interdum et malesuada fames ac ante ipsum primis in faucibus. In in orci gravida,

External Links

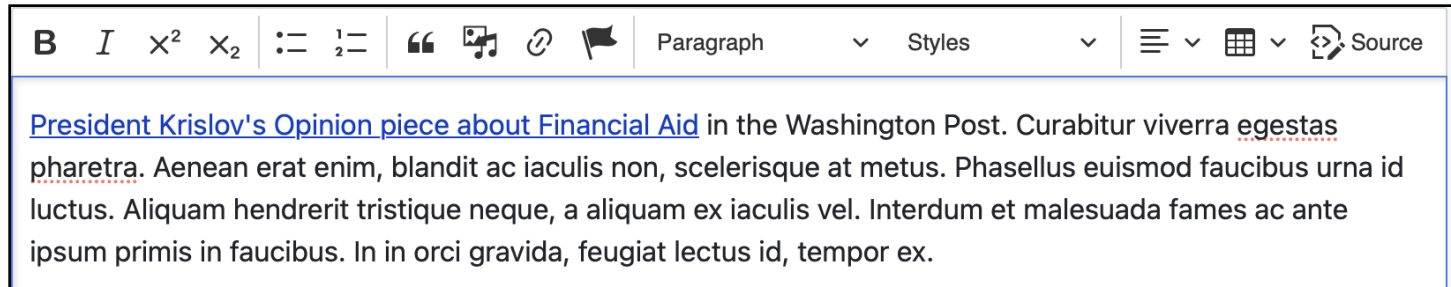
- An external link is any link that doesn't begin with <https://www.pace.edu> such as <https://www.washingtonpost.com/opinions/2024/08/28/fafsa-financial-aid-endowments-shafik/>
- This URL points to an opinion piece about Financial Aid written by Pace University's President, Marvin Krislov. Your link 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.



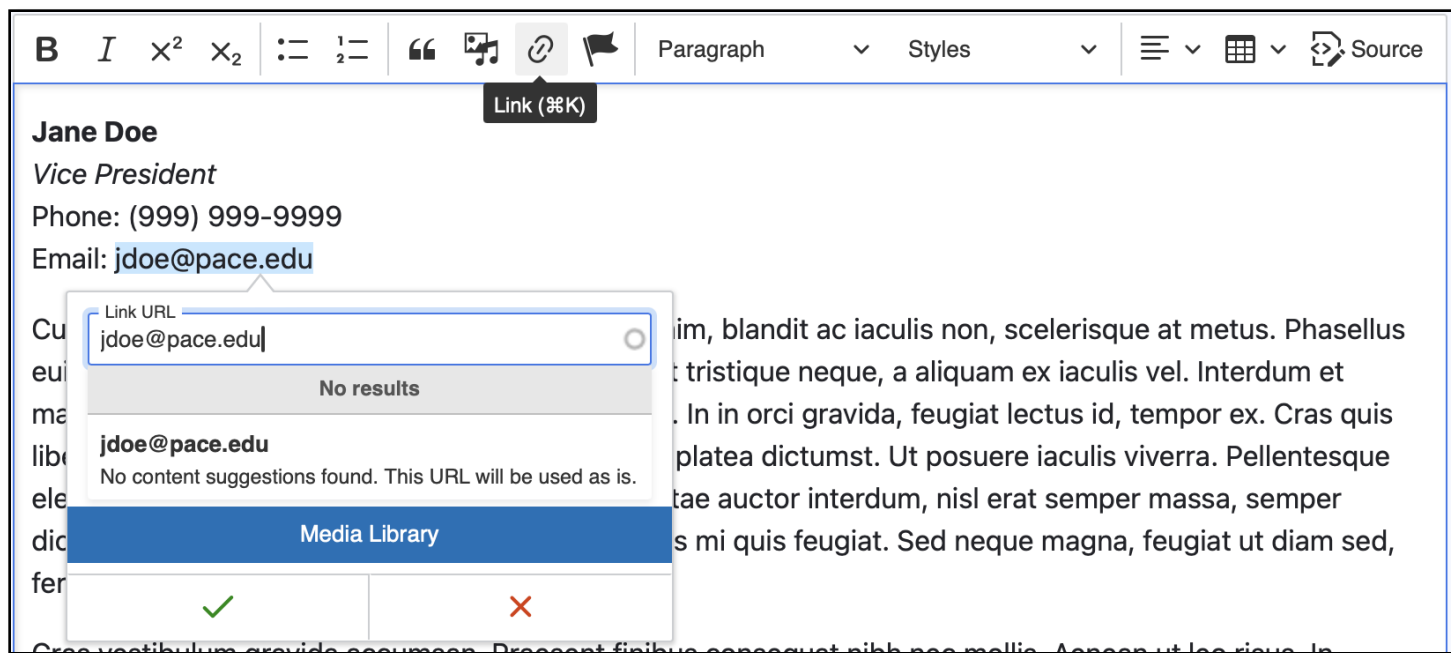
Email Links

- 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



The screenshot shows a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), subscript (x₂), superscript (x²), bulleted list, numbered list, quote, insert image, link, unlink, and a flag icon. It also has dropdown menus for Paragraph and Styles, and a Source icon. The text area contains the following content:

Jane Doe
Vice President
Phone: (999) 999-9999
Email: jdoe@pace.edu

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 Microsoft Word, Powerpoint, and Excel. By providing this type of file, we may be preventing some users from accessing the content.

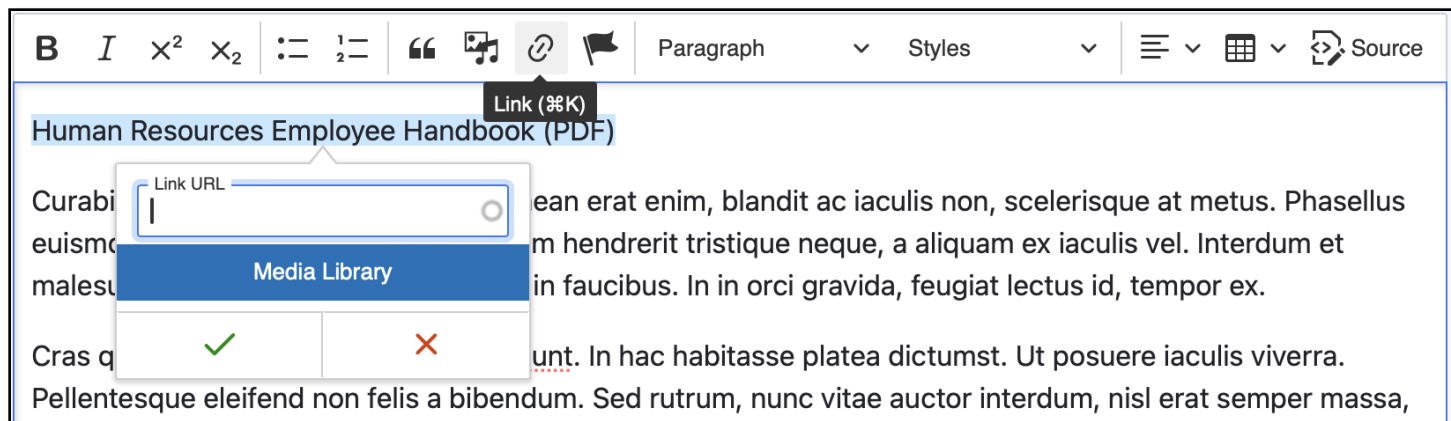
File Links (Continued)

- 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.

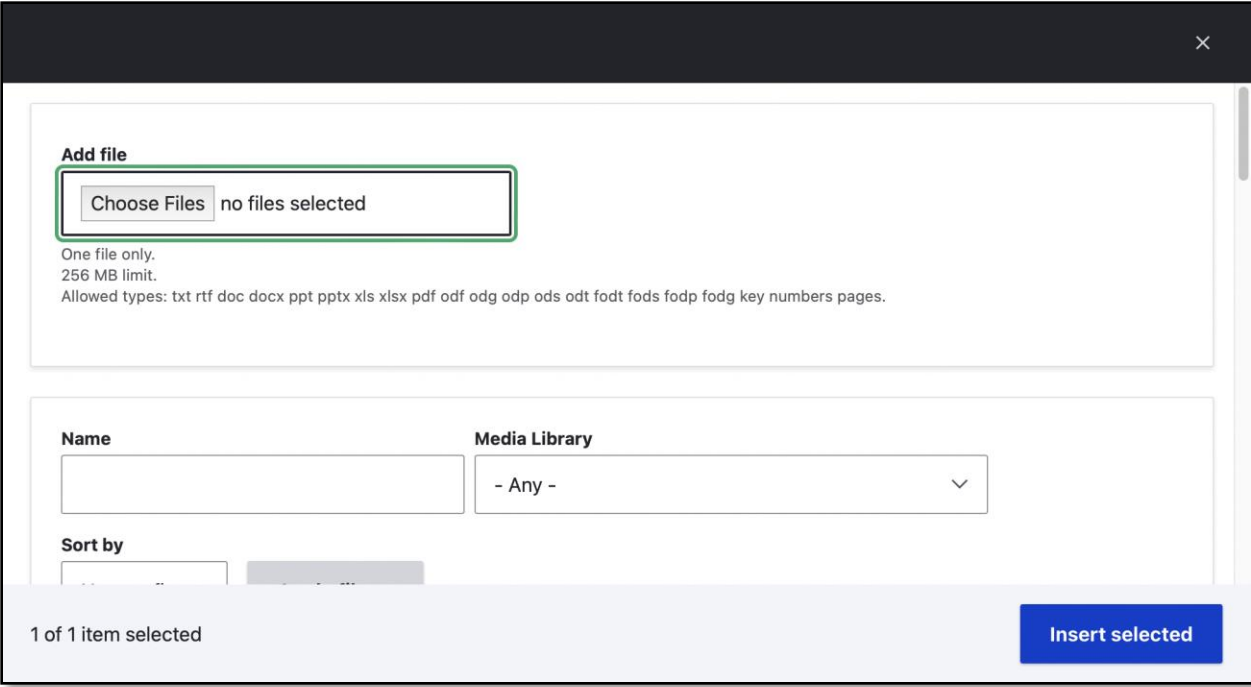
How to Link to Files (Method 1)

- 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

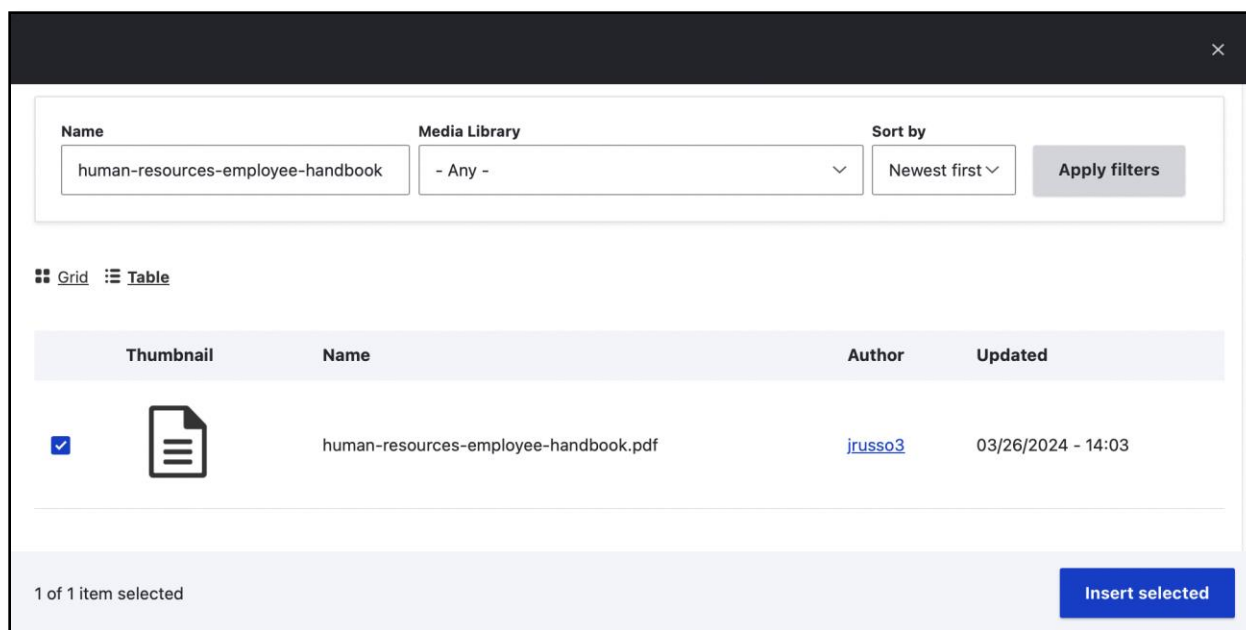


- After clicking the Media Library button, the Media Browser window will open.
- You can use the **upload button (Add Files/Choose Files)** to upload a new file, or **search for an existing file** (See next screen) **Please do not upload duplicate files. If a file already exists, please search for it.** 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](#).



The screenshot shows a 'Media Browser' window with a dark header bar containing a close button (X). The main content area is divided into sections. The top section, titled 'Add file', contains a 'Choose Files' button and the text 'no files selected'. Below this, it states 'One file only. 256 MB limit.' and lists 'Allowed types: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp ods odt fodt fods fodp fodg key numbers pages.' The bottom section contains a 'Name' input field, a 'Media Library' dropdown menu set to '- Any -', and a 'Sort by' dropdown menu. At the bottom of the window, a status bar shows '1 of 1 item selected' and a blue 'Insert selected' button.

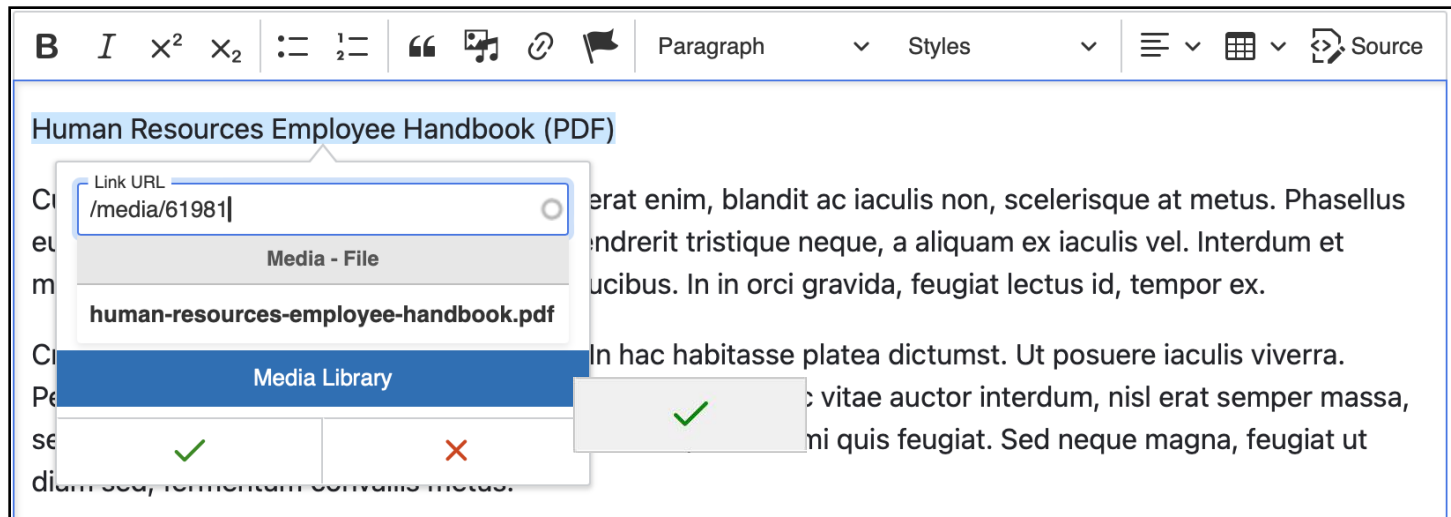
- You can also **search for a file using the Name field**. In this case, the file is named human-resources-employee-handbook.pdf. If you search for human-resources-employee-handbook, you will get 1 result.
- **Click the checkbox** next to that file, then **click Insert Selected** 
- **If you don't know 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.



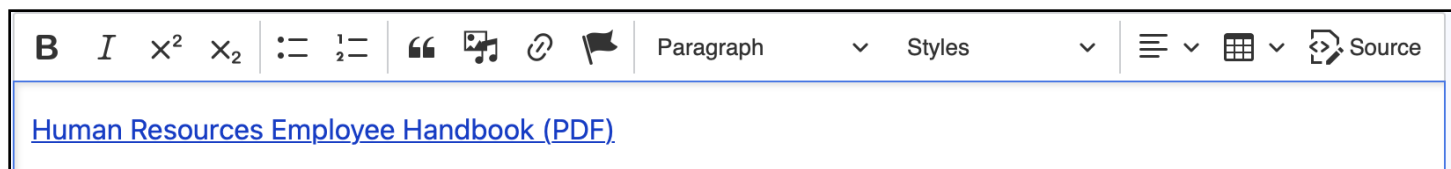
The screenshot shows a file management interface with a search bar, filter dropdowns, and a table of results. The search bar contains 'human-resources-employee-handbook'. The Media Library dropdown is set to '- Any -'. The Sort by dropdown is set to 'Newest first'. An 'Apply filters' button is visible. Below the filters, there are tabs for 'Grid' and 'Table'. The 'Table' view shows a single row with a checked checkbox, a file icon, the name 'human-resources-employee-handbook.pdf', the author 'jrusso3', and the update date '03/26/2024 - 14:03'. At the bottom, it says '1 of 1 item selected' and there is an 'Insert selected' button.

Thumbnail	Name	Author	Updated
☒ 	human-resources-employee-handbook.pdf	jrusso3	03/26/2024 - 14:03

- 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.

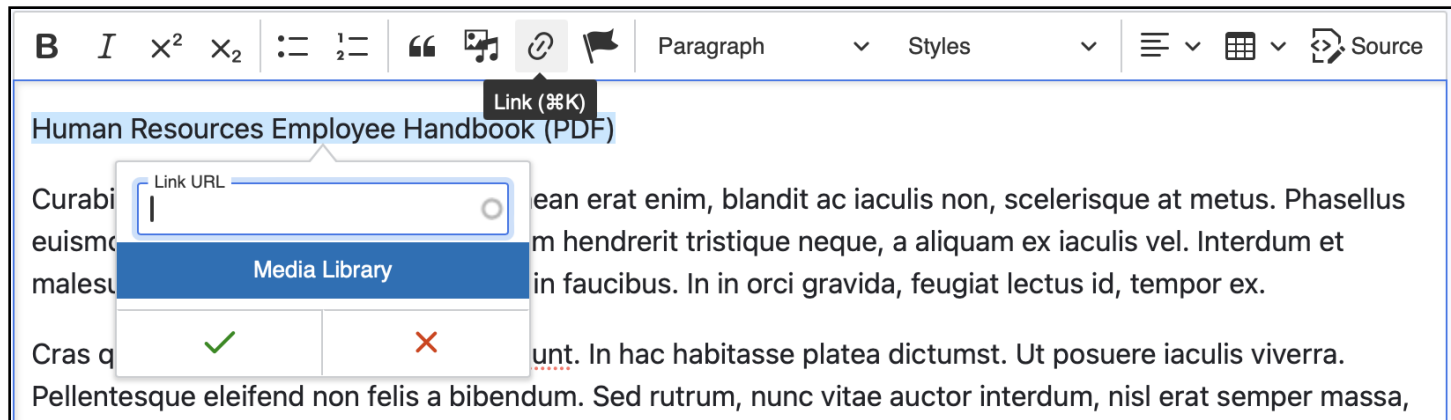


- Click the green check mark, and your text will be linked to that file.

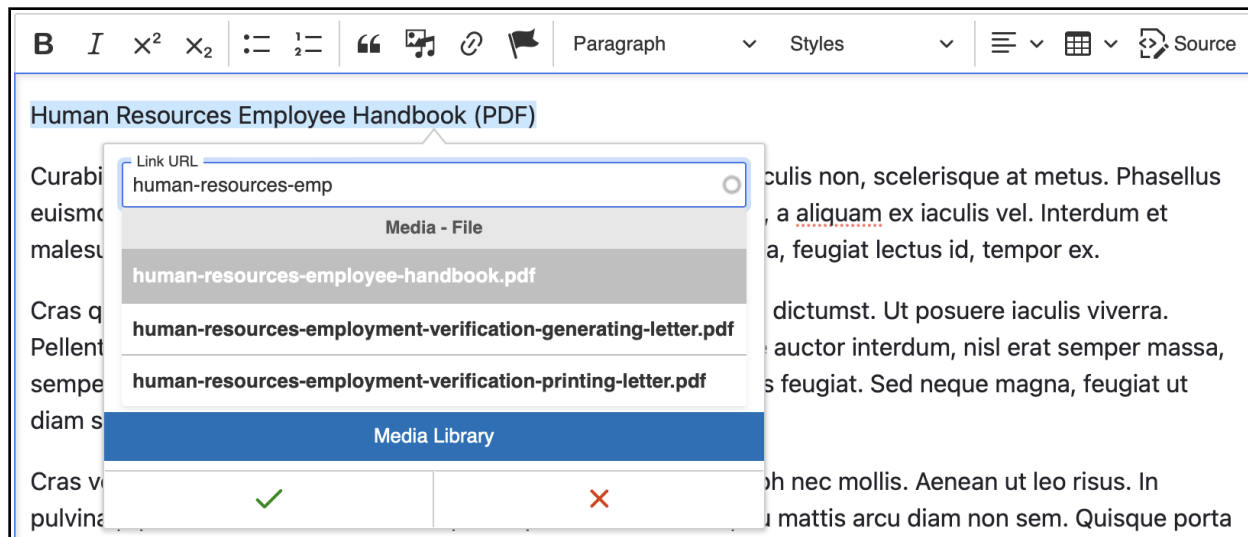


How to Link to Files (Method 2)

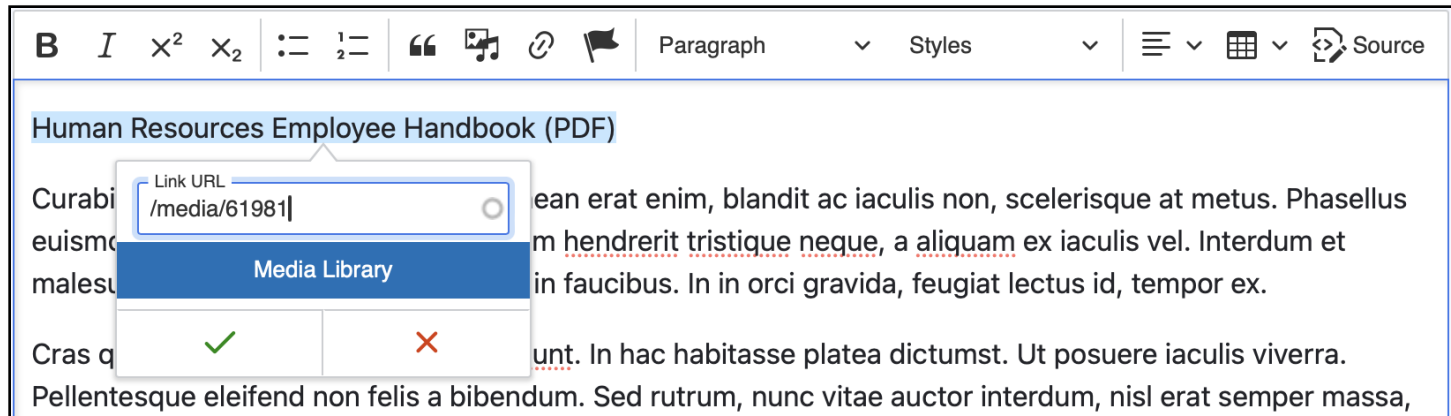
- Linking to files using the auto-fill functionality
- **Highlight the text** that you want to link
- **Click the link button** 



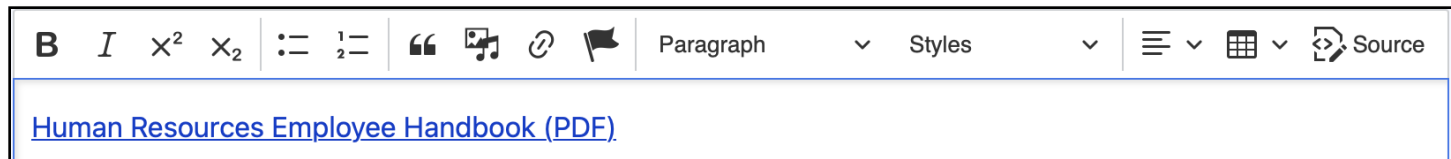
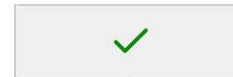
- Start typing the name of the file into the Link URL field.
- human-resources-emp for example
- You will start to see results populate the list under the grey **Media – File** bar
- Click the file that you are trying to link to



- The Link URL field will change to a /media/#



- Click the green check mark, and your text will be linked to that file.



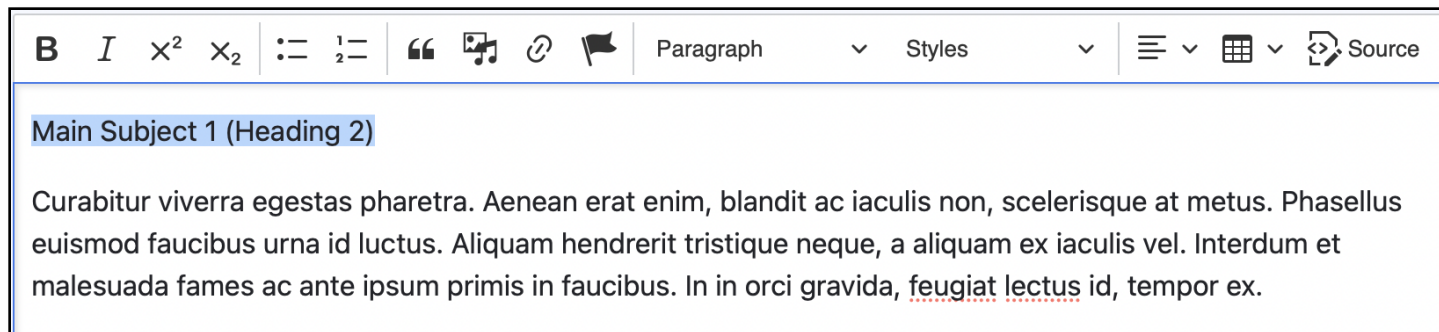
Paragraph/Headings

- 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:

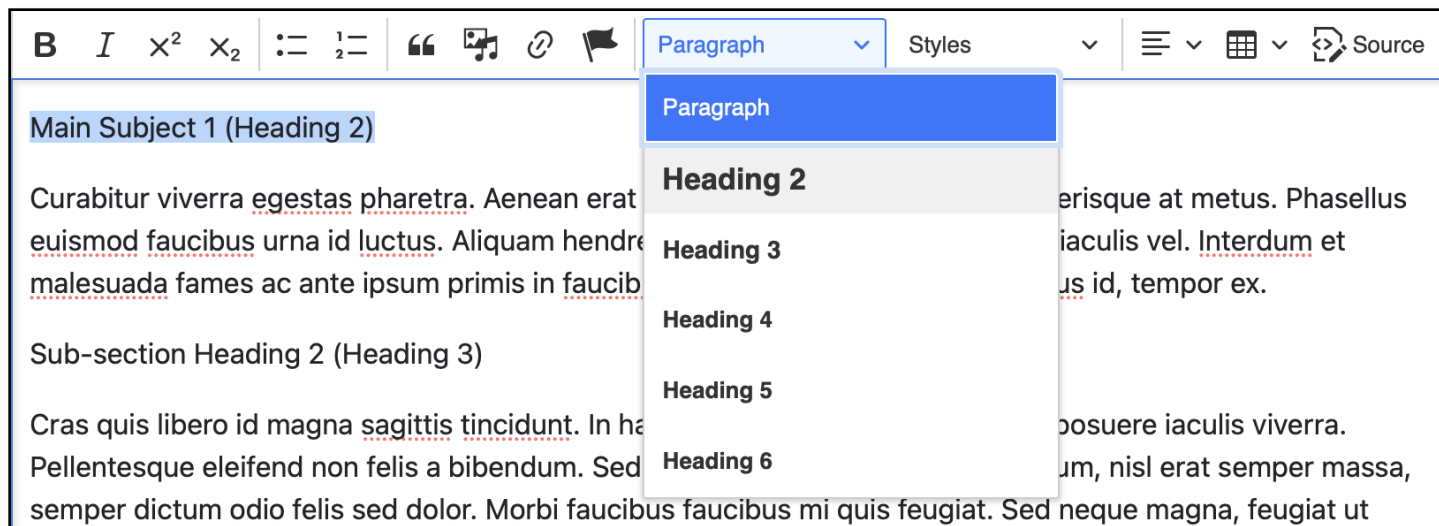


- All headings that are contained in Rich Text component will be Heading 2, 3, or 4. The main subjects of your content should be a Heading 2. Any sub-section of your Heading 2s, should be a Heading 3. Any sub-section of your Heading 3s, should be a Heading 4. You can use multiples of each heading type 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

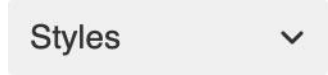
- To designate text as a heading, **highlight the text**.

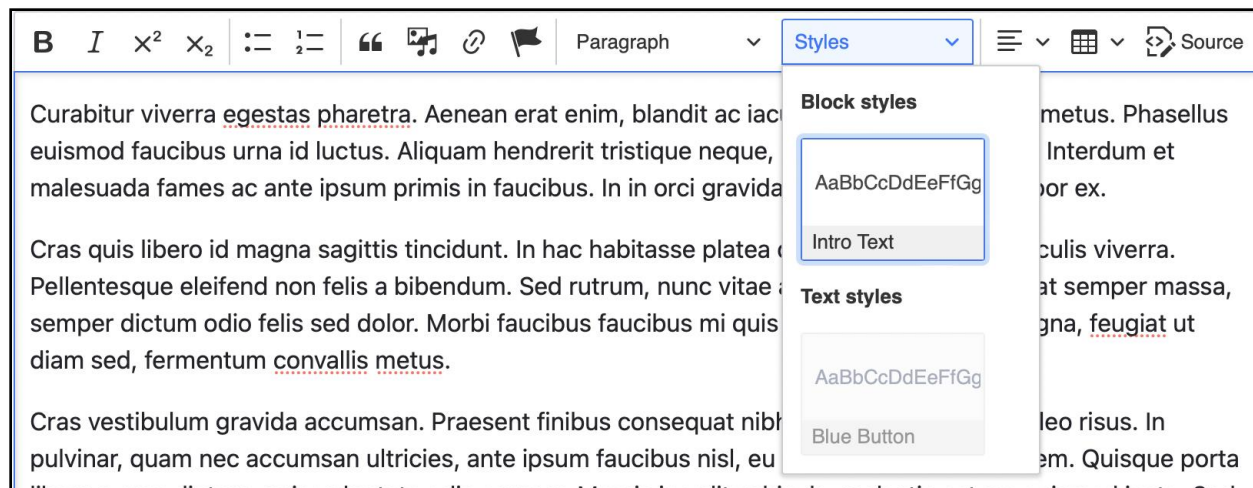


- Click the Paragraph menu **Paragraph** and select the appropriate heading.

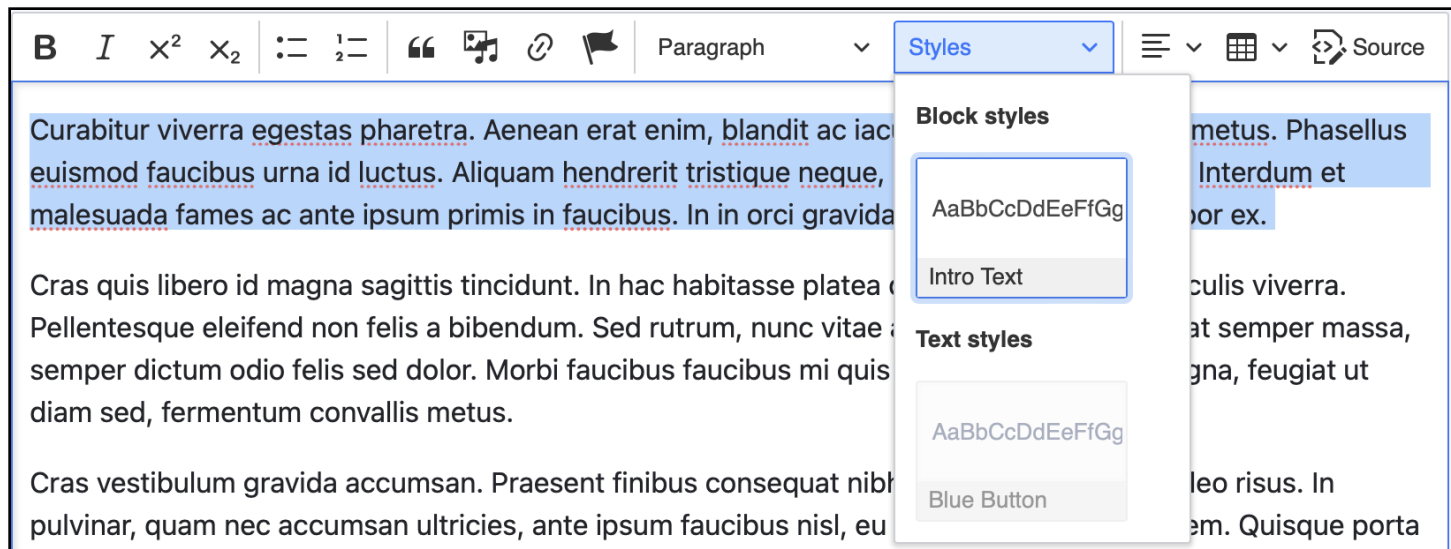


Special Styles

- 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 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**



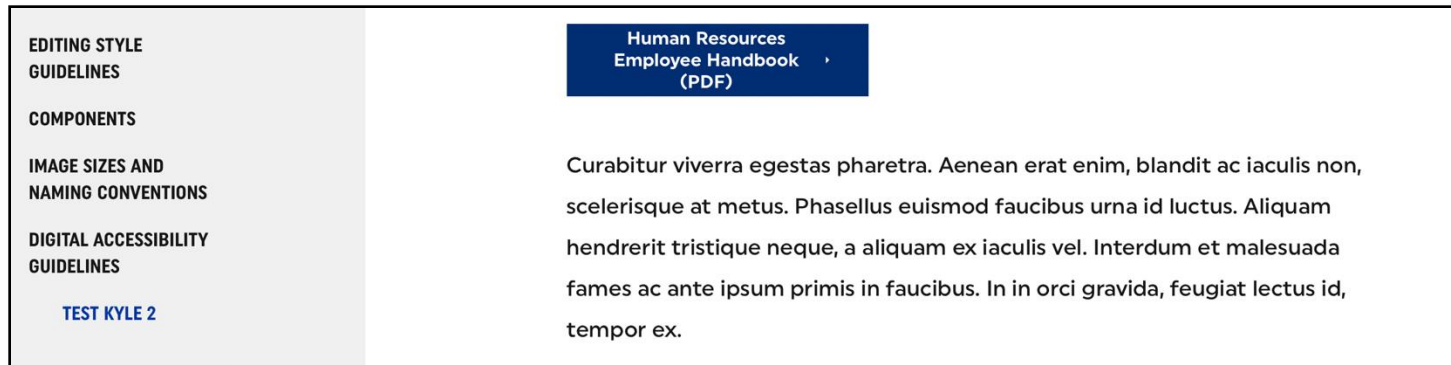
- You will not notice a change in size until you save your work.
- In the example from the previous slide, the first paragraph was designated as intro text.
- Here is what Intro Text would look like on your page. As you can see, the first paragraph is a larger font than the second paragraph.

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. 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.
--	---

- 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**

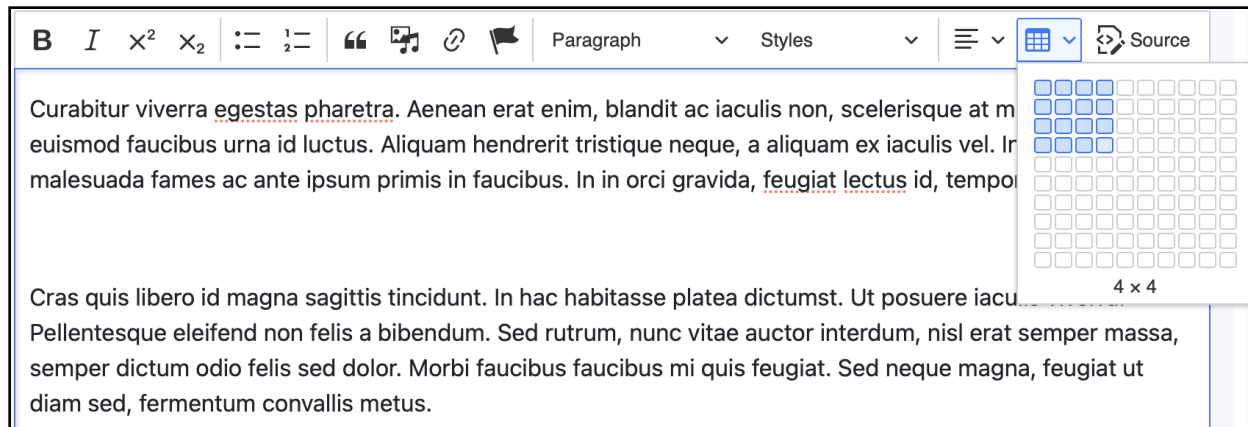


- You will not notice a change in your link until you save your work.
- In the example from the previous slide, the text Human Resources Employee Handbook (PDF) was set to be a link and a Blue Button
- Here is what a Blue Button would look like on your page.

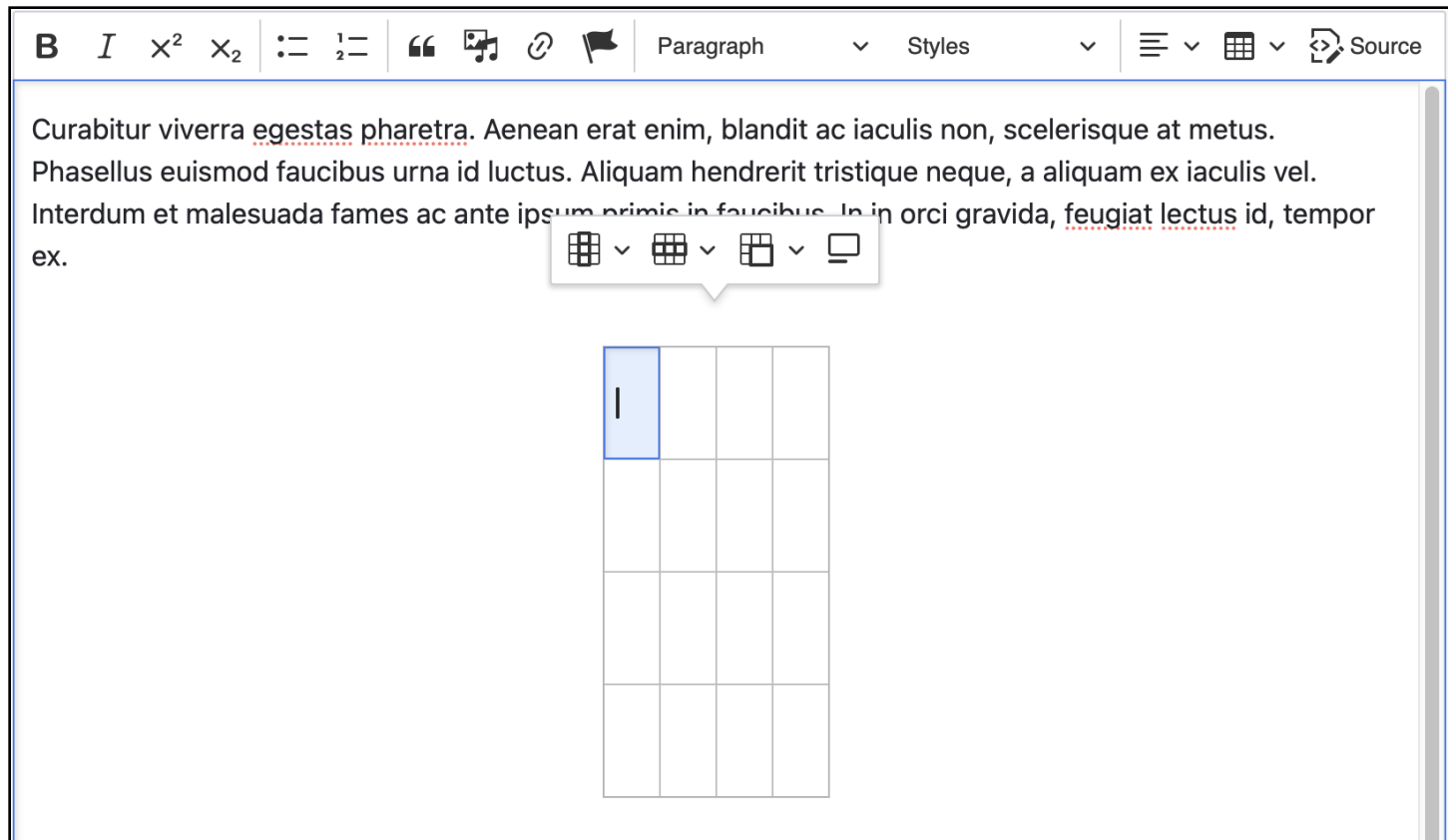


Tables

- **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.

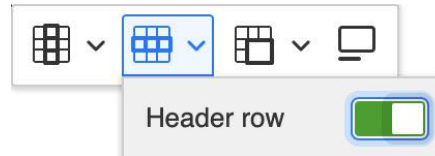


- After clicking the rows and columns selector, your table will be inserted on the page.

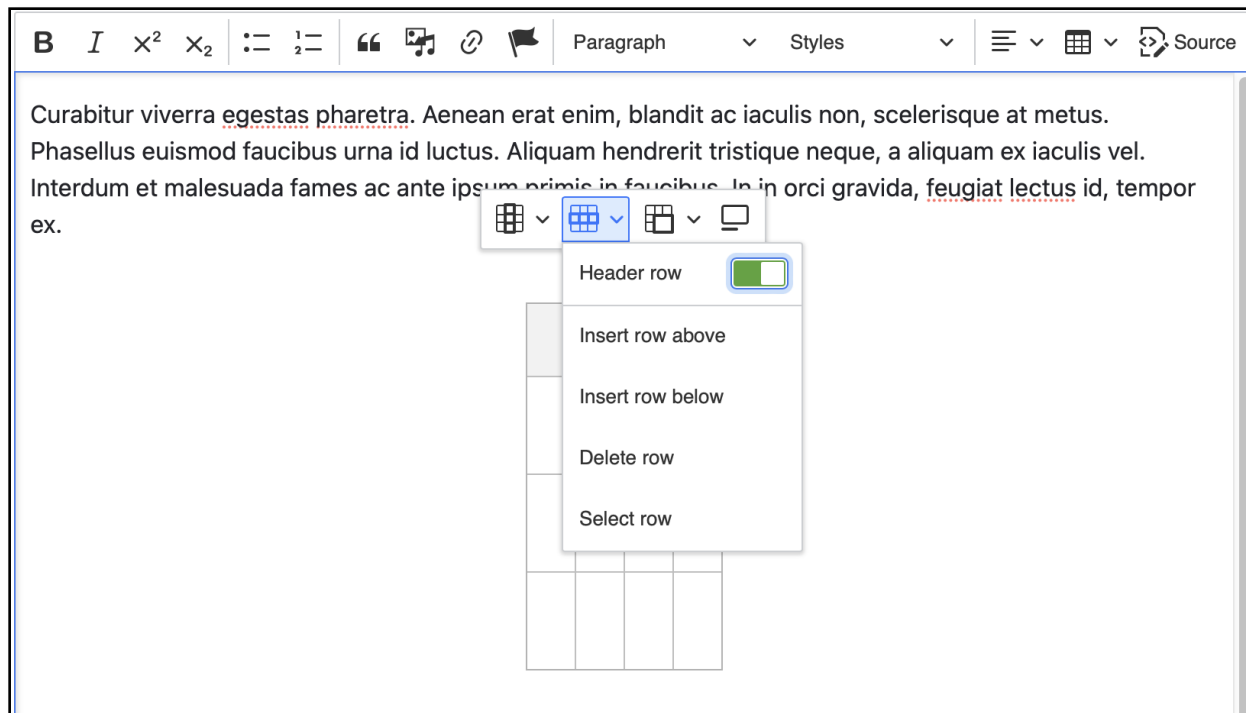


The screenshot shows a rich text editor interface. The top toolbar includes various formatting options like bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and a 'Paragraph' dropdown. Below the toolbar, there is a paragraph of placeholder text: "Curabitur viverra 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." Below the text, a table insertion menu is visible, showing four options: a 2x2 grid, a 2x3 grid, a 3x3 grid, and a 4x4 grid. Below the menu, a table with 4 columns and 5 rows is displayed. The first cell of the table is highlighted with a blue background and contains the number '1'.

- 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

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Paragraph

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Styles

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▼

🔗

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

PACE
UNIVERSITY

[Back to Table of Contents](#)

- 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
	2021–2022	8,260	5,219
	2022–2023	8,223	5386
	2023–2024	8,176	5,916
			14,092

- 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.

Cras vestibulum gravida accumsan. Praesent finibus consequat nibh nec mollis. Aenean ut leo risus. In pulvinar quam nec accumsan

APPLY

REQUEST INFO

VISIT

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.