Adding and Formatting Text

Formatting Text

1. Style sheet: If a different font color or size is desired, open the “apply styles” panel to see your options. (EW4 menu -> Panels -> Apply styles) Highlight the text you want to change and click the style of choice.

2. Menu bar: Do NOT use the font or size options from the menu bar.

3. Menu bar: It is OK to use “B” and “I”, bullets, numbering and indents.

4. Headings: Select the heading tags from this drop down menu.

Pasting text from an existing web page or Word document

- Open your “dev” site in EW4 - Open the page “receiving” the content
- Go to source document - Copy text
- Go to EW4 - Place your cursor where text will begin
- From EW4 menu select Edit -> Paste text
• In “Paste Text” window, select last option -> click OK. Text will appear on the page. Format as needed.

Spacing between lines:
• Click “enter” to create a break at the cursor location AND a blank line
• SHIFT + “enter” to create a break at the cursor location. Text will continue on the next line - no white space between lines.

Bulleted lists:
With “pasted” text
• place cursor at the beginning of first list item, click the “bullets” icon in menu bar
• To create a new bullet, put cursor at the beginning of the next item and click “enter”
• Continue until all pasted text is correctly formatted
• To end bulleted list, click “enter” again after the last, unused bullet

With “typed in” text
• Like Word, click the bullet icon to start the list
• Continue as above

Indenting:
• Select text to indent
• Click “indent” icon in menu bar
• If too much text is indented, you probably need to separate the text
  o undo the indent
  o put your cursor just before the text you want indented
  o backspace until this text touches the end of the previous text block
  o click “enter”
  o select the text you want to indent, click the indent icon
Tables:

Please contact the webmaster or helpdesk if you

1. have content in table format on an existing web page to use on you new site; copying and pasting requires working with the HTML code

2. want to add a table to a web page. Please DO NOT copy and paste tables from a Word document.