WS

WEB SERVICES

OFFICE OF COMMUNICATIONS

MCPS Web Publishing System (Tron) Training

Working with Content – Basics of Content Blocks

Formatting and Styles

A. Using the content work area toolbar to format text
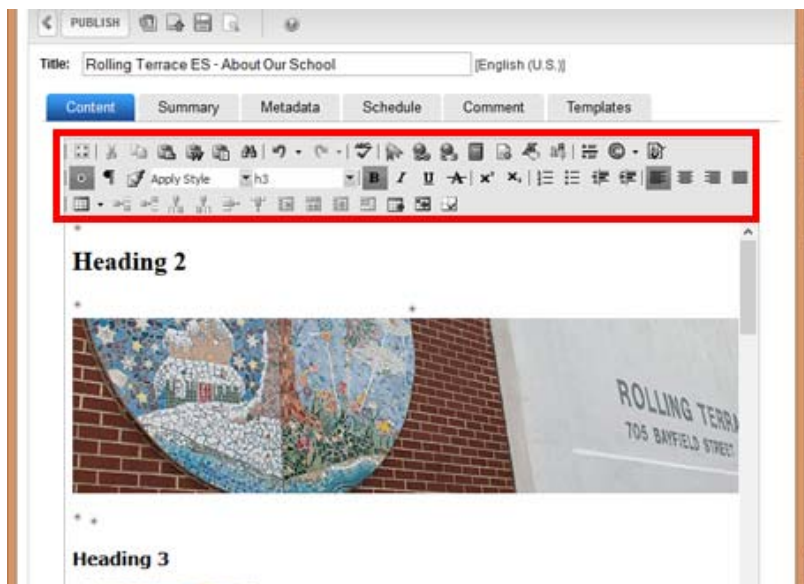B. Using headings to break up the content on your page

A. Using the content work area toolbar to format text

Almost all of your text styles, including font and color, are set by the style sheet (CSS) of your school site. (Style sheets can be changed, just not using Tron.) However, you can make basic style changes to the text, such as bold, italics, underline, bulleted and numbered lists, and headings, in the Tron *content work area*.

The icons for formatting text are located in the middle row of the *content work area* toolbar. You will probably recognize many icons from Word and other Microsoft software applications. The icons to bold, italicize, etc. are all the same.

You can also create numbered and bulleted lists, align your text (right, center, left, justify,). There are also some commonly used symbols included on the bottom row of the toolbar.

Note about line breaks and paragraphs: To add a line break, key in shift-enter. To start a new paragraph, hit the enter key.

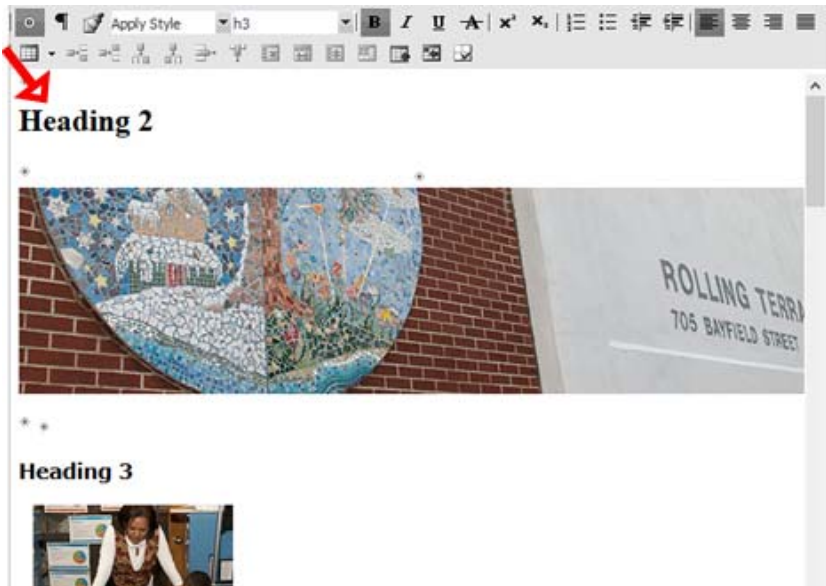*Content work area with editing toolbar highlighted*

Editing toolbar with text formatting icons highlighted

## B. Using headings to break up the content on your page

Important: Do not use heading 1 for any of the headings on your content blocks. Heading 1 is reserved for the name of your school in the CSS.

Heading 2 should be used for the main heading of any content block.

Headings in the content work area

The heading types you use are important because the style sheet (CSS) for your site has certain colors and fonts coded for Heading 2, Heading 3, and sometimes for Heading 4.
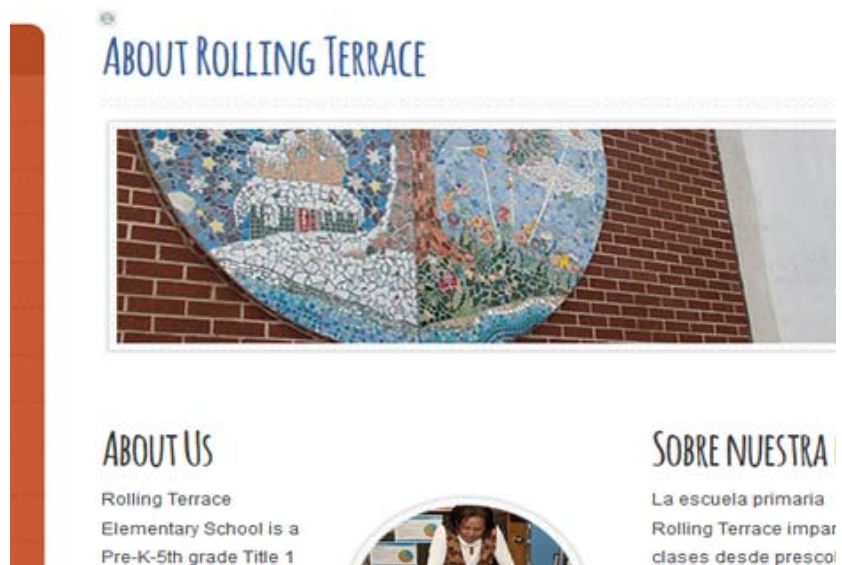
Here is the same content on a page with headings formatted by the style sheet