

2018 Text Editor Update

Supporting Documentation

As of Wednesday, December 12, 2018

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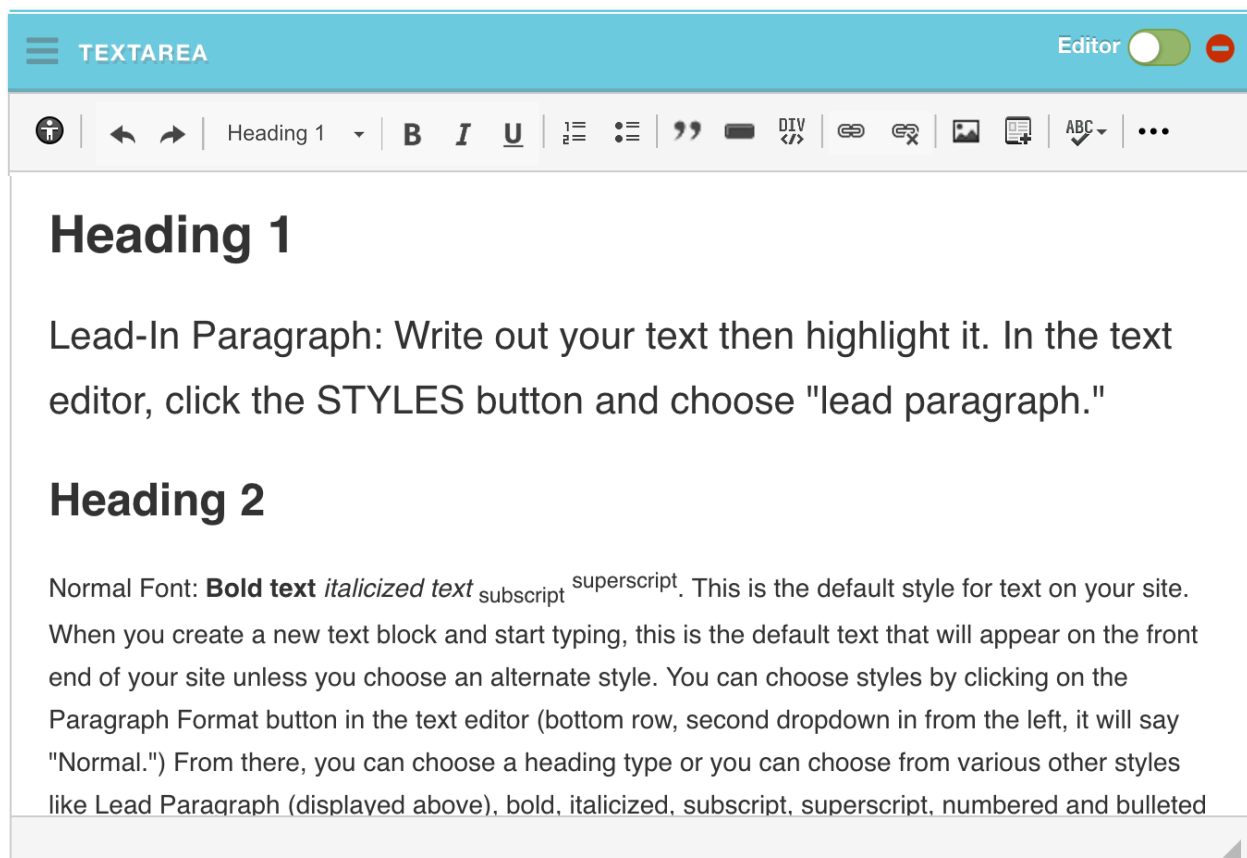
SHOWTIME TEXT EDITOR

Introduction

The Showtime Text Editor is used in any free form field to allow the user to style the content in that text area in keeping with the set styles of the site.

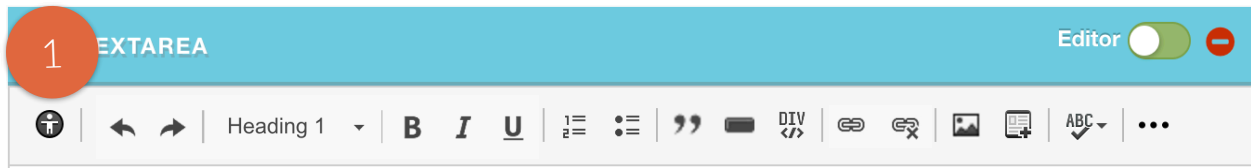
The Biggest Changes

- You no longer have to save individual text areas. Any changes you make to the text areas are saved when you save the page.
- You will have a much better experience on mobile. The toolbar will be reduced from what you see on desktop, but everything will be available in the dropdown on any text area that appears in Events or News.



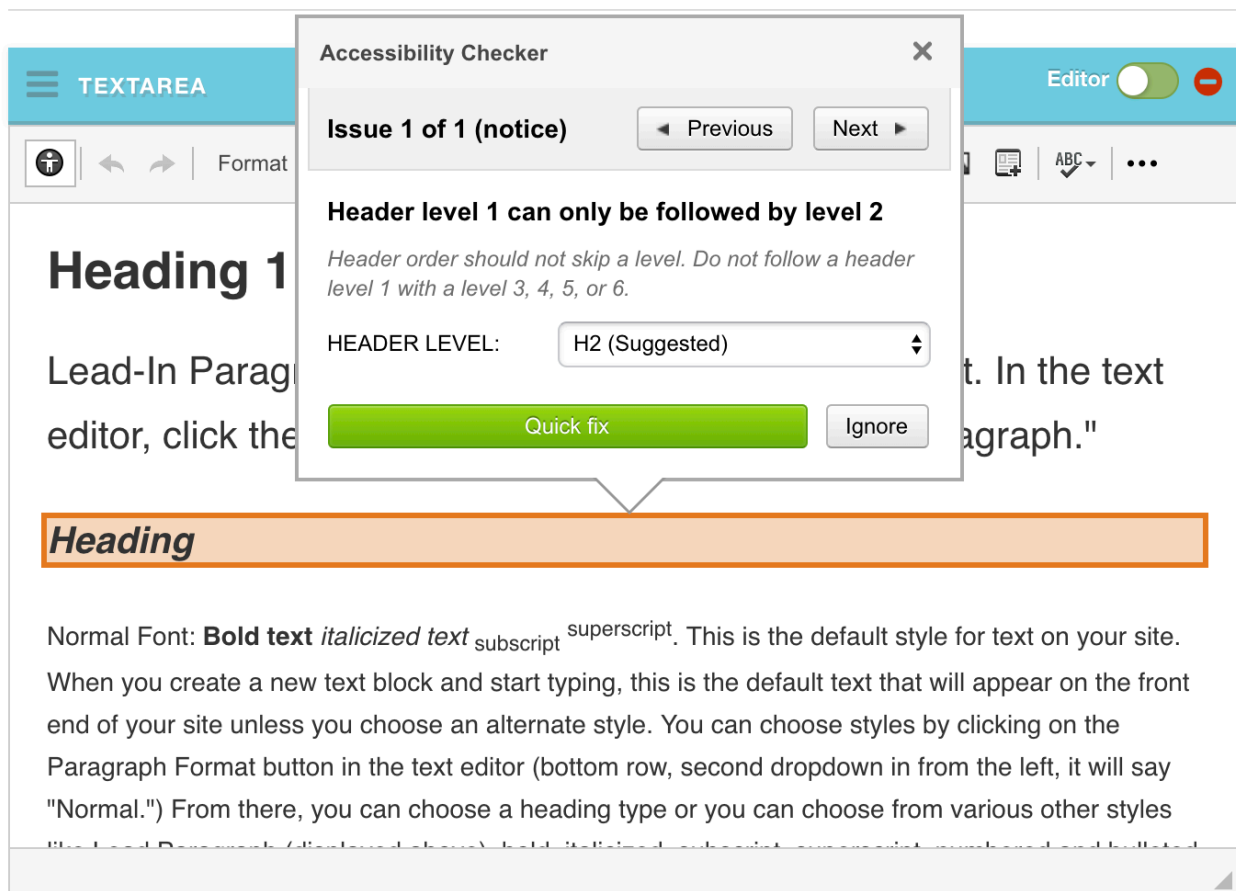
Continue on to learn more about each of the features available in the next text editor.

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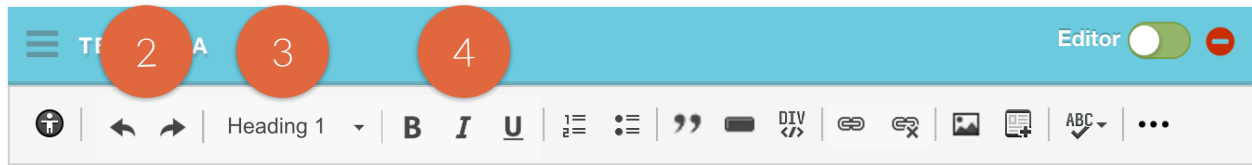


1. Accessibility

Click the Accessibility button to run the accessibility checker. The Accessibility Checker will review your content and may inform you of common accessibility issues and possible problem solving options. The Accessibility Checker should not be used as a substitute for accessibility legal advice.



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2. Undo and Redo

The Undo and Redo buttons allow you to reverse your last action or recommit to your last action.

3. Paragraph Format

The styles you approved during the design phase were locked in and can be selected through the Paragraph Format drop down. The available options are:

- **Normal:** Default font style
- **Lead:** Used for introductory paragraph on a page.
- **Headings 1-4:** Each heading has a unique style.
- **Address:** Tags text as an address for HTML semantics. Specific styles assigned upon request
- **Two Column:** Use this style to wrap a list of items into two columns.

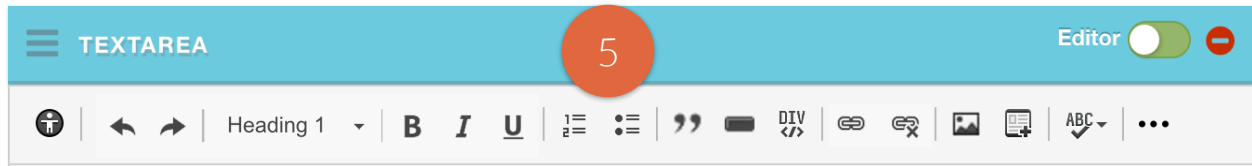
4. Text Styles

Though your fonts are locked in and controlled through the Paragraph Format dropdown, you do have some flexibility to assign styles to text. The available options are:

- Bold
- Italicize
- Underline

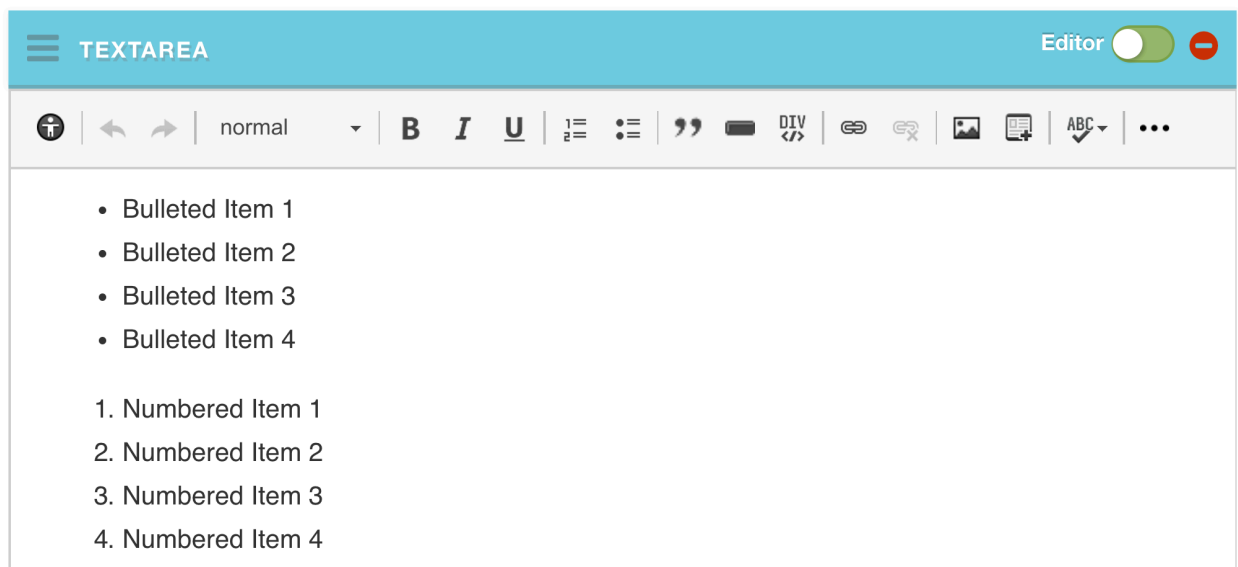
See your Style Guide for more details and samples of styles.

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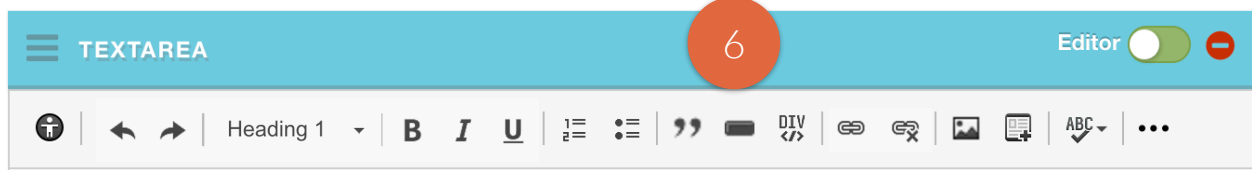
5. Lists

If you have a list of items, you have the choice to turn the list into a bulleted or numbered list with the click of a button. You can either start by writing out your list, highlighting the whole list, and then clicking on the type of list you want (bulleted or numbered), or you can start by selecting your list type to assign the first bullet/number and making your list from there. The system will automatically assign a new bullet/number every time you hit Enter.



See your Style Guide for more details and samples of styles.

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6. Special Styles

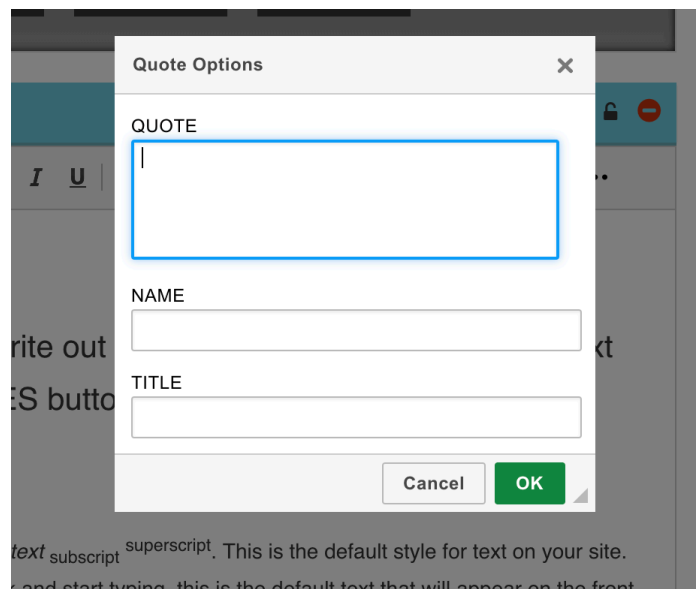
Occasionally, you will have need for special styles, including:

- Block Quotes: Great for testimonials
- Buttons: Used as a call to action on individual pages
- Div: Assign custom styles, if available

BLOCK QUOTES

1. Navigate your cursor to the spot where you would like the quote to display.
2. Click on the Block Quote button in the text editor 
3. A new menu will appear above your work, prompting you to enter the following details:
 - **Quote:** Type out the quote
 - **Name & Title:** Byline
4. Click ok to save.

See your Style Guide for more details and samples of styles.




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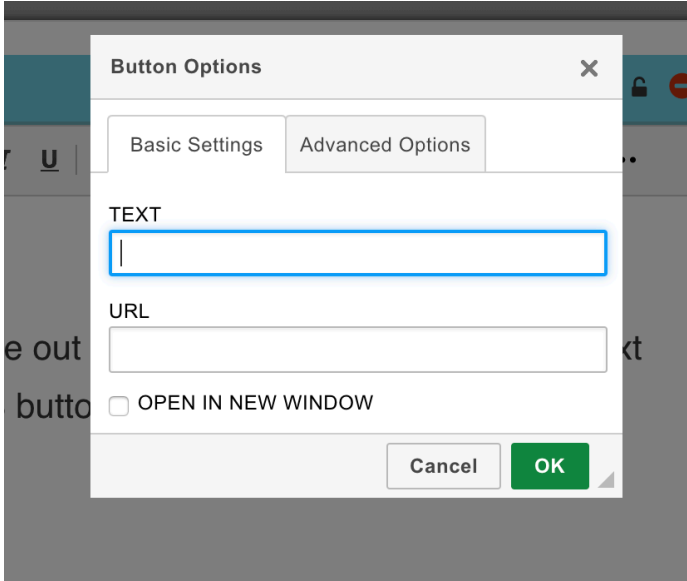
6. Special Styles

BUTTONS

Navigate your cursor to the spot where you would like the button to display.

1. Click on the Button icon in the text editor 
2. A new menu will appear above your work, prompting you to enter the following details:

- **Text:** Button copy
- **URL:** Where you would like it to click to.
- **Open In New Window:** The system will default to opening the link in the same browser window unless this is toggled on.
- **Advanced Options:** If you were provided with alternate button styles, you can change the button style here by typing in the code for the alternate styles. See your site-specific instructions and Style Guide for more information.



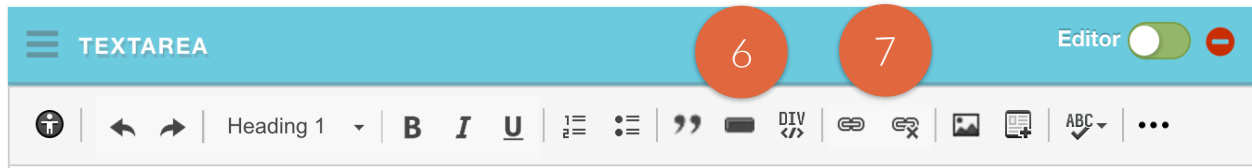
3. Click ok to save.



When linking externally use the WHOLE URL, when linking internally, use everything after the .com. Examples:

- External Link: <https://www.carbonhouse.com>
- Internal Link: /home/style-guide

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6. Special Styles

DIV

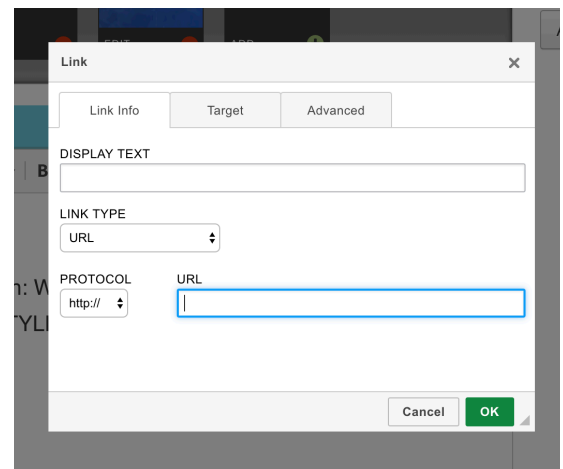
This feature is only used if you have custom styles. Please see your site-specific instructions and Style Guide for additional information.

7. Links

Create a link directly within the text.

1. Navigate your cursor to the spot where you would like the link to display.
2. Click on the Link icon in the text editor
3. A new menu will appear above your work, prompting you to enter the following details:

- **Display Text:** Link copy
- **Link Type:** Choose the type of link. The available fields will change to reflect your selection here.
- **URL:** Enter the URL. The protocol field will change to reflect your entry.
- **Target:** Use this tab to change the link's behavior. Choose "New Window" to make the link automatically open in a new browser window.
- **Advanced:** Used for custom styles only. Please see your site-specific instructions or Style Guide for more information.

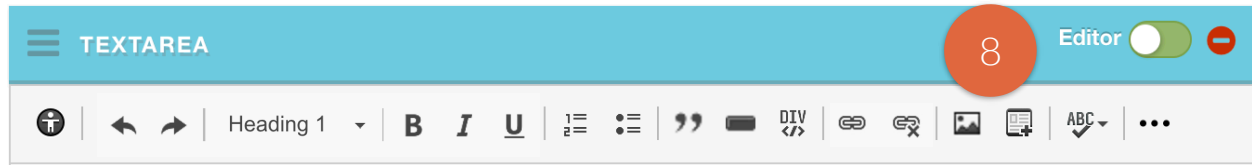


4. Click ok to save.

Use the Unlink feature to remove a hyperlink.



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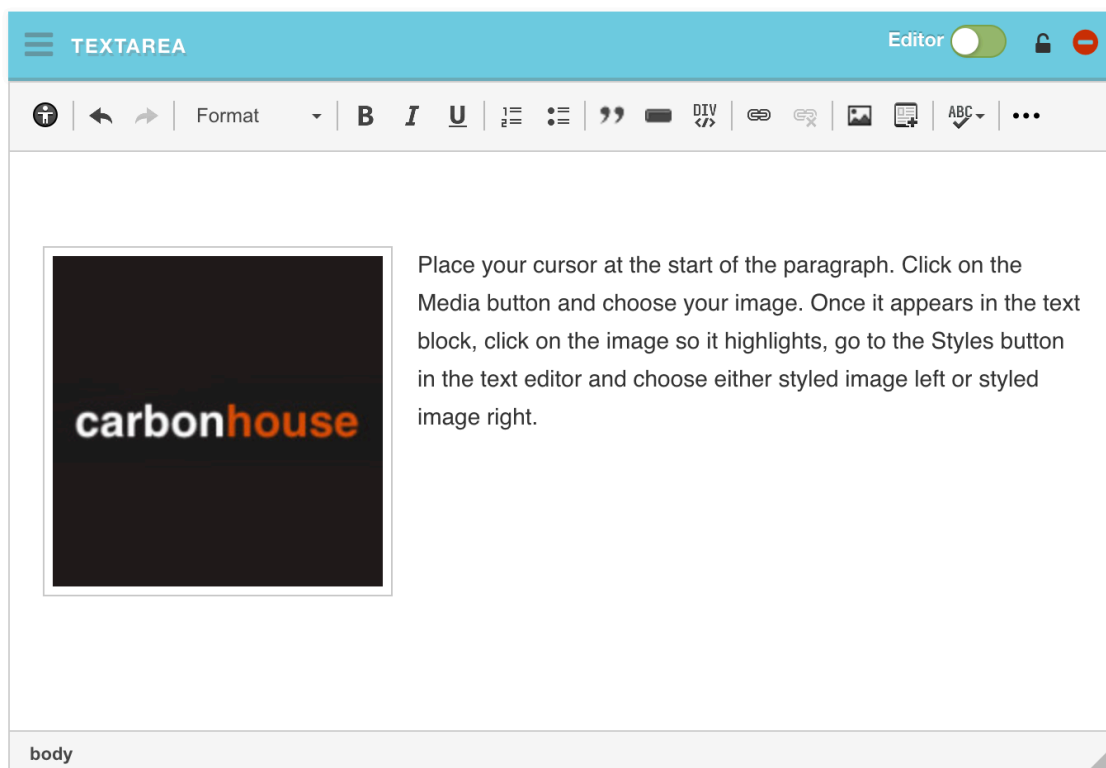
8. Media

There are two ways to add media to a text block. You can add media (such as an image) or you can embed it (such as a video).

ADD MEDIA

Navigate your cursor to the spot where you would like the link to display.

1. Click on the Media icon in the text editor 
2. The Media Gallery will open where you can select the asset(s) you would like to include in the text area.




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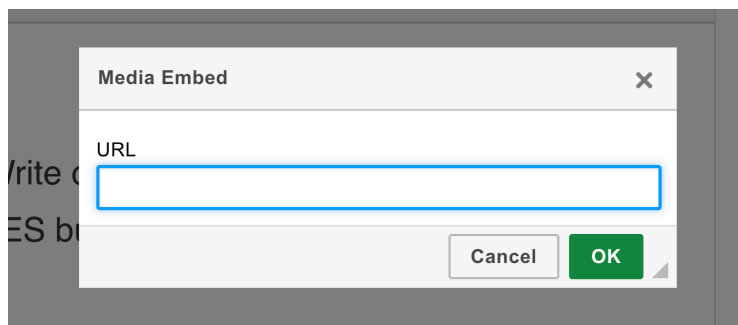
8. Media

There are two ways to add media to a text block. You can add media (such as an image) or you can embed it (such as a video).

MEDIA EMBED

Navigate your cursor to the spot where you would like the link to display.

1. Click on the Embed Media icon in the text editor 
2. A new window will appear above your work where you can enter the URL for the media item. You can enter links to assets within Showtime (such as images or documents) or video links (youtube only). Assets added this way will embed into the text block responsively so you do not have to make any adjustments for the asset to work on mobile.




EXAMPLE DOCUMENT EMBED

TEXTAREA Editor

Format B I U [List of icons]

Heading 1

Lead-In Paragraph: Write out your text then highlight it. In the text editor, click the STYLES button and choose "lead paragraph."

INTERACT  BISTRO
@FIRESTICK GRILL

ALL-INCLUSIVE
Salads, Sushi, Rice Bowls & Kabobs
Instagram-Worthy Injectable Donuts

EXAMPLE VIDEO EMBED


TEXTAREA Editor

Format B I U [List of icons]

Heading 1

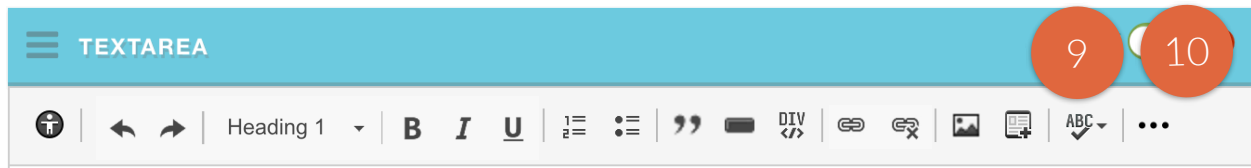
Lead-In Paragraph: Write out your text then highlight it. In the text editor, click the STYLES button and choose "lead paragraph."

Ellen Wants to Throw an On-Air 50th Birthday Par... Watch later Share



body media object

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9. Spell Check

Spell check allows you to check your grammar in the current text block. Click the Spell Check Button once and click Check Spelling. It will automatically do a spell check of the current text area only.

10. More Options

Additional style options are available by clicking on the ellipsis button.

TABLES

Tables can be added to any text area. Fair warning, tables are not innately responsive so use with caution and ALWAYS check your work on mobile.

HORIZONTAL RULE

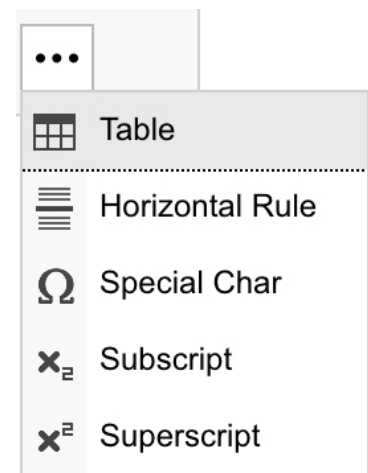
Horizontal lines are a great way to break up text on a page that doesn't naturally flow into other formats, like FAQ lists.

SPECIAL CHARACTERS

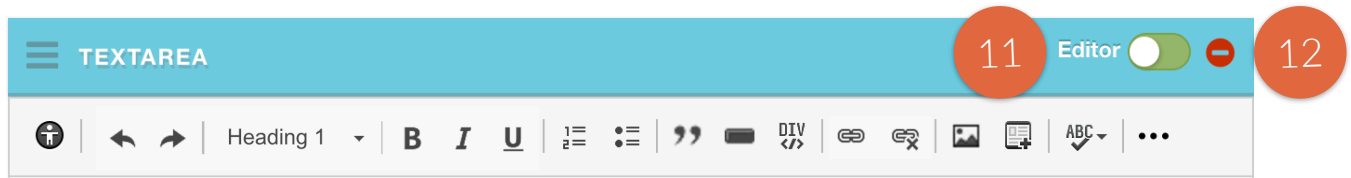
Need an umlaut, copyright icon, or other special character in your text? Click on the Special Character button to pull up a menu of options.

SUBSCRIPT AND SUPERSCRIPIT

Highlight the part of the text that you need to use as a sub or super script and click the appropriate button.



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11. Editor

The Editor button defaults to being on, meaning it is displaying whatever you type into the text area and allows you to style it as needed using the text editor. Toggle it off for a completely blank slate, ready to receive HTML. Use cases for this include:

- Viewing the code for the styles you have assigned
- Embedded third party code

12. Delete

Click on the red button to delete a text area. You will be prompted to confirm that you want to delete the text area before it removes it.



Once you delete a text area, it is gone forever. We cannot get it back for you so be certain you want to delete the area before removing it.