# Using the XHTML editor

## What is the XHTML editor?

The XHTML editor is the standard interface for editing copy on a page. This is most notably found in the body copy on a page, but is also used in many components. Wherever it is found, the editor works in the same way.

## What can I do in the XHTML editor?

The editor works very similarly to any word processing software. You can format text, add headers, links, images, and more. While images can be used in the XHTML editor, extra care must be taken to ensure that they display properly on all devices. Most users will not need to work with images in the XHTML editor.

## Copying and Pasting

To copy-paste into the XHTML editor, some care must be taken. When copy-pasting content from (for example) a word document or email, it is possible for undesirable formatting to make its way into the editor. Before pasting content into the editor, you must activate Paste as Text mode. This will strip away any formatting from the content and just paste plain text.
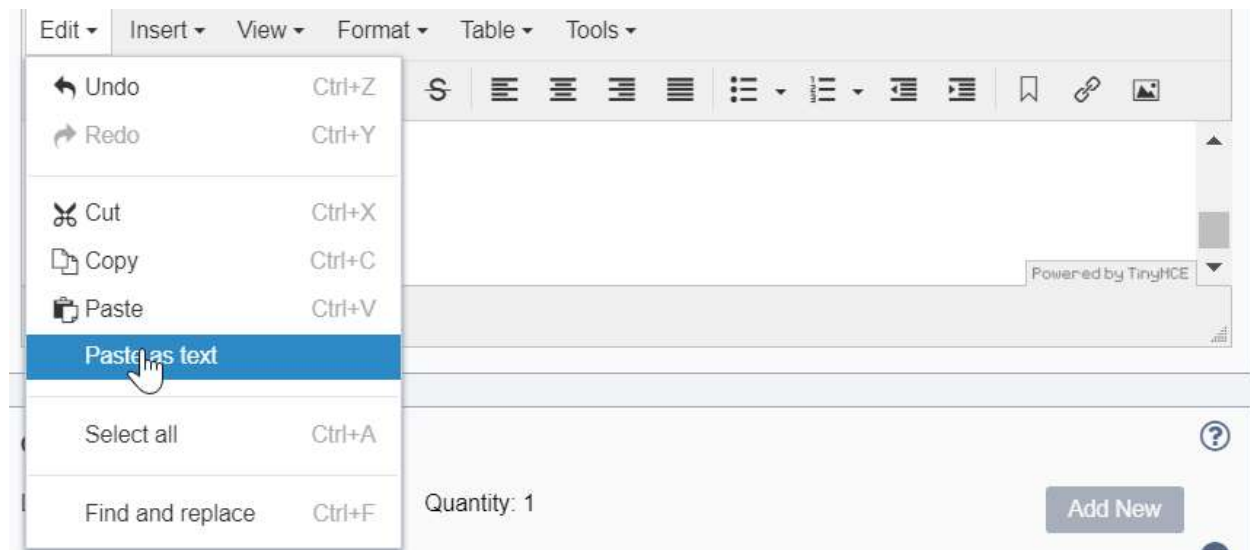


Unfortunately, this means that you'll need to re-apply any formatting or links to the copy after you paste it into the editor, but doing this is necessary to ensure that content is displayed consistently and accurately across all pages.

The Paste as Text mode is a toggle and will remain turned on for that editor until it is turned back off.

# Adding Links in the XHTML editor
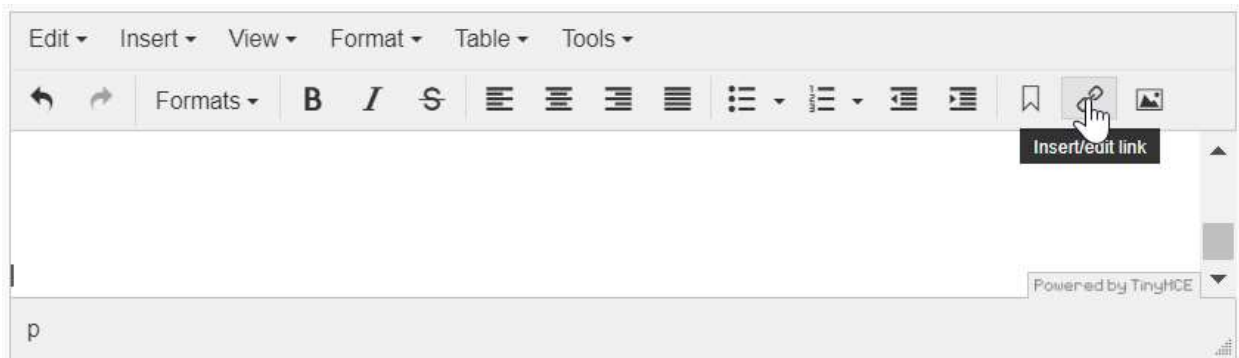


## Internal Links

Internal links must be used when linking to another webpage on lakeforest.edu. To create an internal link:

1. Determine the xID of the page that you're linking to (hover over it in the site tree).
2. Highlight the desired text and open the link editor.
3. Type that xID into the Page field and select the page that appears.
4. **Copy-paste the page title into the title field.**

## External Links

External links must be used when linking to any web address that is NOT on lakeforest.edu and managed within Ingeniux. To create an external link:

1. Open the target page in your web browser.
2. Click in the URL bar until the FULL URL (including https:// or similar) is revealed, and then copy the FULL URL.
   For example, an external link directed to "youtube.com" or "www.youtube.com" will not work; the correct URL would be "https://www.youtube.com/".
3. Highlight the desired text and open the link editor.
4. Select External at the top.
5. Paste the FULL URL into the External field.
6. Put the title of the page or website that you are linking to in the title field.
7. In the target field, select open in new window/frame. This will open a new tab when the link is clicked, which is the desired behavior when sending people off site.

## Asset (Document) Links

Document links are used to link to a document that has been uploaded to the CMS (typically a PDF). To create a document link:

1. Highlight the desired text and open the link editor.
2. Select Asset at the top.
3. Click on the browse button to the right of the Asset field.
4. If you know the precise name of your asset you can search for it. Otherwise, click on the browse button to access the Asset tree.
5. Locate and select your asset.
6. Type the name of your document into the title field.
7. In the target field, select open in new window/frame. This will open a new tab when the link is clicked, which is the desired behavior when opening a document.

For guidance on uploading files to Ingeniux, please review:

https://www.lakeforest.edu/Public/OCM/Documents/IGX/uploading_files.pdf

## Headers
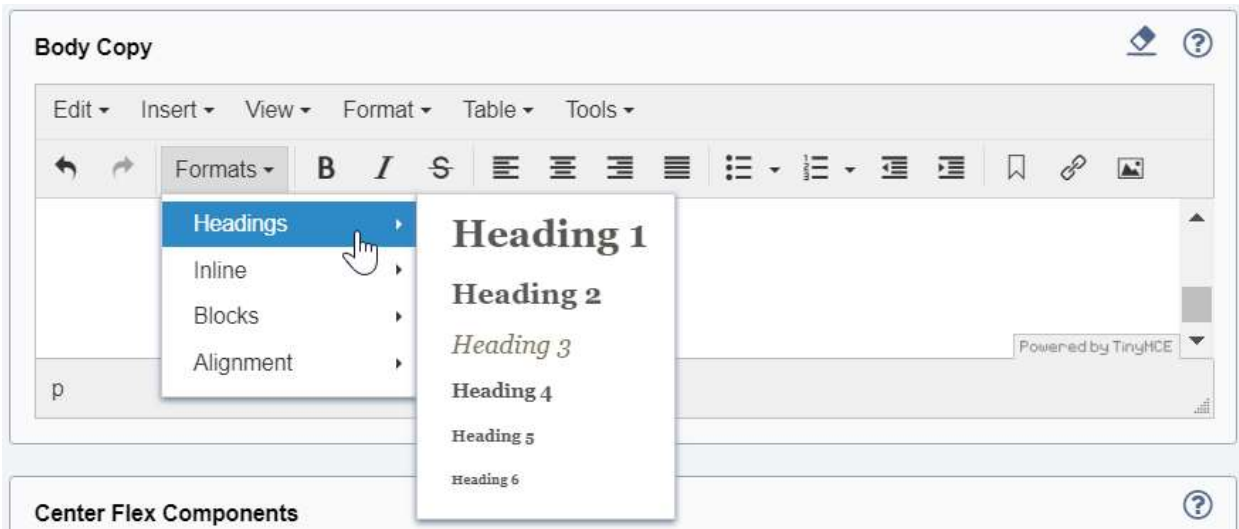


Headers should be used to break up content into manageable chunks. No one wants to read a wall of text online. Even if you have a page with lots of written content, it should be appropriately broken up so that users can find what they're looking for.

Headers 2-6 are all acceptable, but header 1 should never be used. The lower the header number, the larger the font. Larger/lower numbered headers should be used for major sections of a page, with increasingly smaller/higher numbered headers used for subsections.

Do not use bolded text in place of a header. For a small header, use header 6.

Headers should not be bolded but may be italicized.

## Formatting tips and tricks

Headers can only be applied to entire paragraphs of text. Every time you press Enter, a new paragraph will be created. Note that there is more than just a line break between paragraphs. Because of this, there is no need to highlight an entire paragraph of text to apply a header. Simply place your cursor anywhere in the desired paragraph.

Bold, italics, etc. can be applied to individual words within a paragraph.

**To achieve a line break with no vertical space between lines of text**, hold down shift and then press enter. This will NOT create a new paragraph, and only allows you to start typing on a new line. A header applied to text after a line break will also apply to text before the line break, up to the most recent paragraph break (and vice versa).