

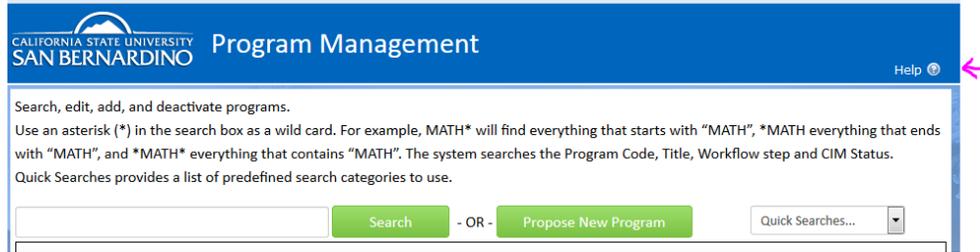
## PAGE BODY EDITOR User Guide

The Page Body is where text and structured content – including course lists - is added or edited. The Page Body tool works like a standard word processor. Information on using the editor tools and video tutorials are available through Courseleaf help at <https://help.courseleaf.com/cat/page-body/>. You need to be logged into the program to access the help information.

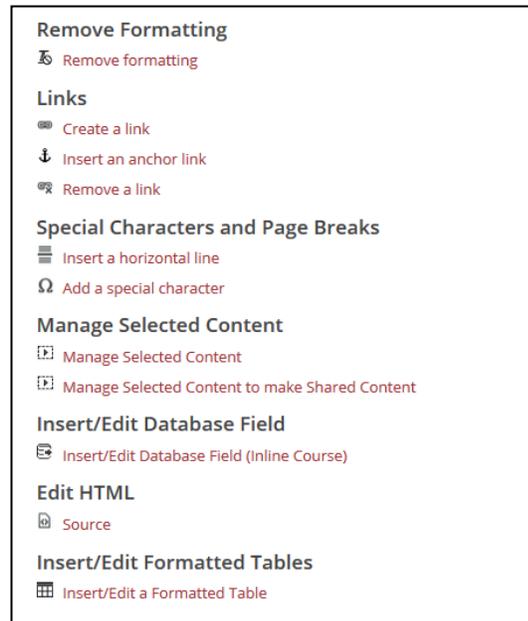
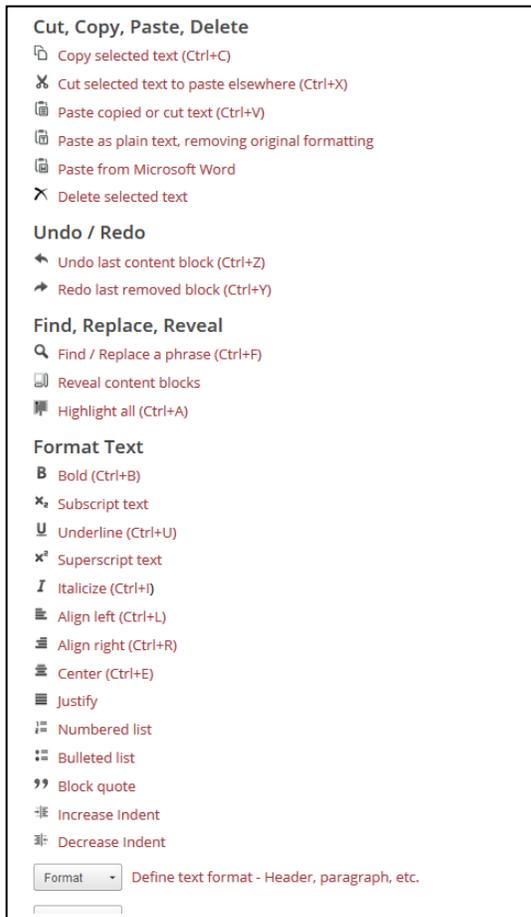
The screenshot shows a web browser window with the URL <https://help.courseleaf.com/cat/page-body/text/>. The page has a navigation bar with links for HOME, COURSELEAF.COM, FAQ, and GLOSSARY. The main heading is "Format Text" with a search box to the right. Below the heading, there is a breadcrumb trail: Home > CourseLeaf Catalog (CAT) > Page Body Editor > Format Text. The page is divided into three main sections: "On This Page", "Related Videos", and a "Page Body Editor Buttons and Keyboard Shortcuts" section. The "On This Page" section lists links for "Page Body Editor Buttons and Keyboard Shortcuts", "Format", "How to Add Headings", "Bulleted Lists", and "How to Create a Bulleted List". The "Related Videos" section lists "The CourseLeaf Toolbars". The "Page Body Editor Buttons and Keyboard Shortcuts" section provides a list of formatting options with their respective keyboard shortcuts: Bold (Ctrl+B), Subscript text, Underline (Ctrl+U), Superscript text, Italicize (Ctrl+I), Align left (Ctrl+L), Align right (Ctrl+R), Center (Ctrl+E), Justify, Numbered list, Bulleted list, and Block quote. On the right side of the page, there is a "Videos" section with a link to "LilyPad University". Below that is a navigation menu with a search bar and a list of categories: CourseLeaf, CourseLeaf Catalog (CAT), Administrators, Borrowed Content, Inline Course, Page Body Editor (highlighted), Cut, Copy, Paste, Delete, Edit HTML Source, Find, Replace, Reveal, Format Text, Links, Manage Selected Content, Remove Formatting, Special Characters & Horizontal Rules, Undo & Redo, Shared Content, Tables, and Toolbar.

The screenshot shows the LilyPad University website. The top navigation bar includes links for "Catalog Home", "A-Z Index", "Print / Download Options", and "Site Map". A large red video player overlay is centered on the page, displaying a play button icon and the text "Click to Play" and "May take a few seconds to load". Below the video player, there is a section titled "Health Sciences" with an "Overview" sub-section. The text in the overview section reads: "Here is some text that I am copying and pasting into the Page Body Editor otherwise known as the Monell Act. As the state's flagship, leading access to higher education, research and scholarship, and complex students, who represent all 65 counties, 50 states and the District of Columbia. Many LilyPad University programs hold specialized accreditation." Below the text is a "Bulleted List" section with a single bullet point: "1. 2017".

The Help link in the top right of the Program Management screen can also be used to navigate to the Page Body Editor online user guides and video tutorials.



The Curriculum and Scheduling office can provide additional assistance in completing and formatting text on request.



## FORMAT

The page body editor does not come with a font or font size selector. The font and font size have been pre-determined by our campus style guide. You can use the Format drop down to select from the pre-defined headings and font styles.

## Accessibility Considerations

Use the format tool to nest your headings appropriately. This means starting your page with either a heading 1 or heading 2. Heading 1 often corresponds to the title of your web page. If this is the case, you will want to start your page body headings with heading 2. Sub headings of heading 2 should be heading 3 and so on. Nesting your headings appropriately ensures that users accessing your catalog with a screen reader can easily understand the format and layout of content on the page. It also makes your PDF visually easy to follow.

## Helpful Tips for using Headings

Headings should be properly *nested*. That is, every page should follow a logical structure of headings, and not jump around. I.e., Heading 3's should be under a Heading 2, Heading 4's under Heading 3, and so on. Headings that are not nested in this way will not meet most ADA compliance standards. CourseLeaf does not require that this nesting take place, but it is best practice. Further, since the title of a page is Heading 1, there should never be another Heading 1 used in a page body.

## Bulleted Lists

It is important to use the Numbered list or Bulleted list button when creating lists rather than typing numbers or adding bullet characters manually. This will preserve formatting that is consistent across the entire site and the various platforms and browsers used by viewers. When copying from a word processing document, ensure that lists are pasted in this fashion. They will likely need to be manually styled after copy/pasting into the Page Body editing environment.

If a list item should include more than one paragraph, consider using a line break at the end of a paragraph rather than a return. A line break is entered by holding shift while pressing enter on the keyboard.

Lists may have nested lists as well. For instance, in an outline, the first level may have sub-levels. In CourseLeaf the first item in a list or sublist may not be indented, but subsequent items may be indented to make sublists.

## Tables

To simplify table creation, CourseLeaf pre-determines how particular sets of data should be output on the page, and allows the editor to simply enter and arrange the data. This process ensures that the desired output is achieved while maintaining the integrity of the data.

When a formatted table has been inserted, the page body editor will display a blue border around the content. To edit the contents of this table, simply double click within the blue border.

*Example of formatted table in the page body editor.*

## Types of Formatted Tables

- Course Lists
- Plan of Study Grids
- Footnotes
- Course Blocks
- Shared Content
- Pre-Defined Tables

## Helpful Tips:

Tables from outside sources may not be pasted into CourseLeaf. Formatting carried over from word processing programs rarely translate into proper HTML markup. All tables must be built with the Formatted Tables editor.

## Course List

A Course List is a type of table within CourseLeaf. Courses in a Course List are linked back to data exported from PeopleSoft in order to provide immediate access to course information. A course list provides information in a pre-formatted table structure and is different from a Plan of Study Grid in that it does not require the selection of a year or term. Course lists are primarily used to display Program of Study requirements (Majors, minors, certificates, etc.).

## Course List Fields

The fields within the course list table allow editors to assign specific information to individual courses.

- **Comment** - A comment will be displayed in parentheses after the course title
- **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other.
- **Cross Reference**- A cross reference course describes a course that is the same course content offered under different course numbers
- **Hours (units)**- The hours field is automatically populated with the credit hours (units) assigned to the course in PeopleSoft.
- **Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement.
- **Footnote** - Only the footnote symbol is entered in the course list, then add a Footnote table after the course list in the Page Body.
- **Indent** - The item will be indented to the right, the credit hours will be suppressed from displaying, and credit hours will be suppressed from adding to your Total Units. You may also use the hotkey Alt+I to select this check box.

For example, a Comment Entry of "Select one of the following:" may proceed a list of indented courses. This allows users to see all of the options, without adding the units of each course to the Total Units.

- **Area Header** - The item will be styled as a header within the table. You may also use the hotkey Alt+A to select this check box. This option is typically used to logically group courses within a Course List.

For example grouping "Elective Courses" separately from "Required Courses".

*Note: Multiple course codes may be added in the Sequence, Cross Reference or Or Class fields, separated by a comma. To include an ampersand (&) in an Or Class, include the ampersand. For instance, to display ACCT 1001 OR ACCT 1002 & ACCT 1003, put ACCT 1002 & ACCT 1003 in the Or field of the ACCT 1001 course.*

## How to Add a Course List

1. Open the toolbar and click Edit Page
2. Place cursor in page body where the course list is to be placed
3. Click Insert/Edit Formatted Table
  - *Note: using Ctrl+T keyboard shortcut will also bring up the Insert/Edit Formatted Table interface*
4. Select Course List from drop-down menu
5. Click OK
6. Insert courses
  1. Select **College** and **Department** from drop-down menus. *Note: The left hand column will populate the Course Inventory, or a list of courses to choose from to add to a list based on the College and Department selected. The right hand column is the courses used to build the list.*
  2. Option 1
    1. Select a course from Course Inventory.
    2. Click (>>) button to add a course to the list.

3. Option 2

1. Double-click a course from Course Inventory.

4. Option 3

1. Enter a course code into **Quick Add**.
2. Click Add Course.

7. Click OK in the Course List editing screen to close the Course List screen and refresh the Page Body. Click OK when finished to save any changes made.

**How to Remove a Course from a Course List**

1. Open the toolbar and click Edit Page
2. Double click on the course list containing the course you want to remove
3. Select the course you want to remove
4. Click (<<) button to remove a course from the list
5. Click OK in the Course List editor to save your change back to the Page Body editor
6. Click OK on the Page Body editor to save all of your changes

**How to Reorder a Courses in a Course List**

1. Open the toolbar and click Edit Page
2. Double click on the course list containing the courses you want to reorder
3. Select the course to move
4. Click Move Up or Move Down to change the order of the course
5. Click OK in the Course List editor to save your change back to the Page Body editor
6. Click OK on the Page Body editor to save all of your changes

**How to Add a Comment Entry**

A comment entry is anything in your Course List that is not a course. Comment entries are often used to create headers within your table or to relay instructions like "Choose one of the following".

1. Open the toolbar and click Edit Page
2. Double click on the course list to which you want to add your comment entry
3. Select in right list where **Comment Entry** is to be placed
4. Click Add Comment Entry. A text window will open.
5. Enter text to be placed in course list.
6. Click OK in the Course List editor to save your change back to the Page Body editor
7. Click OK on the Page Body editor to save all of your changes

*Note: If a course code (e.g. ENGL 101) is found in a comment entry, the course code will display the course bubble as all other course codes in the course list.*

## Helpful Hints

### Comment Entries that Mimic Course Entries

To make a comment entry that will mimic a course entry, such as any free elective with a course number that begins ENG, add a comment and enter ENG XXX::Free elective in ENG. The double colon (::) between the XXX and *Free elective* will force the part before the double colon to be entered in column 1 and the part after the double colon to be entered in column 2.

### Display One Set of Hours and Use Different Hours in Total Calculation

**This only works in course list tables. This does not work in plan grids.**

1. Open the Course List by double clicking inside the blue box
2. Select the course with the hours you want to manipulate
3. In the Hours field, put :: after the hours to display
4. After the :: put the hours to be used in the calculation

Example:

3-4::4 This tells the system to display 3-4 in the table but add 4 for the total at the bottom of the table.

Footnotes

Footnotes have two parts within CourseLeaf, a footnote indicator ( <sup>12\*</sup> ) and a footnote table. Footnote indicators go next to the text or course item, and footnote tables are used to articulate footnotes. Footnote indicators and entries in the footnote table are not automatically linked. This means that when a new indicator is added an entry must also be added to the table. Likewise, if an entry in the table is deleted, the indicator must also be deleted.

### How to Insert a Footnote Indicator within Text

1. Place cursor in the page body editor where the footnote indicator is to be placed
2. Type the number, or use the Insert Special Characters (Omega) tool to add the footnote symbol
3. Highlight the character and click the Superscript tool
4. Click OK to save the page

### How to Insert a Footnote Indicator in a Course List or Plan Grid

1. Create a course list or plan grid or open the table editor
2. Click on the course that should have the indicator
3. Enter the indicator in the footnote field
4. Click OK to save the table
5. Click OK to save the page

### How to Insert a Footnote Table

1. Place cursor in the page body where the footnote table is to be placed
2. Click Insert/Edit Formatted Table
3. Select Footnotes from the drop-down menu and click OK
4. In the Footnotes editor, click New Footnote.
5. Enter the footnote symbol

6. Enter the footnote content
7. Repeat to add more footnotes as necessary
8. Click OK to save the table
9. Click OK to save the page

#### **How to Edit or Delete a Footnote**

1. Double-click the footnote table blue box
2. Select the footnote indicator
3. Enter the footnote content OR Click Delete
4. Click OK to save the table
5. Click OK to save the page

**Note:** Be sure to also edit the corresponding footnote entry in your footnote table.

#### Plan of Study Grid

Plan of Study Grid is a type of table within CourseLeaf used to articulate a suggested sequence of required courses. Courses in a Plan of Study Grid are linked to a central database in order to provide immediate access to course information. A Plan of Study Grid provides information in a pre-formatted table structure and is different from a [Course List](#) in that it articulates course sequencing. Plan of Study Grids are primarily used to display the sequencing of Programs of Study (Majors, minors, certificates, etc.).

#### **Plan Grid Fields**

Plan of Study Grid fields allow editors the ability to better describe individual courses. Select a course in the right list to edit the fields for the selected course.

1. **Comment** - A comment will be displayed in parentheses after the course title
2. **Sequence** - Sequence will display two courses with an ampersand (&) indicating that these two courses must be taken in conjunction with each other
3. **Cross Reference**- A cross reference course describes a course that is the same course content offered under different course numbers
  - o For instance, if credit is given at both the undergraduate and graduate level
  - o Another example is a course that is offered by different departments for credit
4. **Hours** - The hours field is automatically populated with the credit hours assigned to the course in your student information system
  - o You can change these as necessary
5. **Or Class** - This will display two courses with the word "or" indicating that either course may be taken to meet the requirement
6. **Footnote** - Only the footnote symbol is entered in the course list, then add a [Footnote table](#) after the course list in the Page Body

#### **How to Insert a Plan of Study Grid**

1. Click Edit Page
2. Open the page body editor
3. Place cursor in page body where you would like to insert the Plan of Study Grid in the Page Body

4. Click Insert/Edit Formatted Table
5. Select Plan of Study Grid from the drop down menu
6. Enter the course information
7. Click OK to save your table
8. Click OK to save your changes

#### How to Add a Course to a Plan of Study Grid

1. Click Edit Page
2. Open the page body editor
3. Double click anywhere within the blue line around the Plan of Study Grid
4. Insert courses
  1. Select **College** and **Department** from drop-down menus.
    - **Note:** *The left hand column will populate the Course Inventory, or a list of courses you can choose from to add to your grid based on the College and Department selected. The right hand column is where you move the courses to build the grid.*
  2. Select **Year** and **Term** to insert course.
  3. Select in the right hand list where the new course is to be inserted (the course will be placed under the selected course).
  4. Option 1
    1. Select course from **Course Inventory**.
    2. Click (>>) button to add a course to the grid.
  5. Option 2
    0. Double-click course from **Course Inventory**.
  6. Option 3
    0. Enter course code into **Quick Add**.
      1. Click Add Course.
5. Click OK to save your table
6. Click OK to save your changes

#### How to Add Comment Entry

1. Click Edit Page
2. Open the page body editor
3. Double click anywhere within the blue line around the Plan of Study Grid
4. Select **Year** and **Term** to insert comment.
5. Select the course below which the **Comment Entry** will be placed
6. Click Add Comment Entry
7. Enter text for the Comment Entry
8. Click OK to save your table

9. Click OK to save your changes

#### **How to Remove a Course or Comment Entry**

1. Click Edit Page
2. Open the page body editor
3. Double click anywhere within the blue line around the Plan of Study Grid
4. Select **Year** and **Term** of course to remove.
5. Highlight course in right list.
6. Click (<<) button to remove a course from the grid.
7. Click OK to save your table
8. Click OK to save your changes

#### **How to Reorder a Plan Grid**

1. Click Edit Page
2. Open the page body editor
3. Double click anywhere within the blue line around the Plan of Study Grid
4. Select **Year** and **Term** to insert course.
5. Highlight course or comment entry to move in right list.
6. Click Move Up or Move Down to change the order.
7. Click OK to save your table
8. Click OK to save your changes

#### **Pre- Defined Tables**

Pre-Defined Tables are designed for each client specifically. With all pre-defined tables, the format is determined by the kind of table selected, but the content of the table is created by the user. If you need a new pre-defined table option added to your list of tables, please contact Leapfrog Support.

#### **How to Insert a Pre-Defined Table**

1. Click Edit Page
2. Open the page body editor
3. Place cursor in the page body where the table is to be placed
4. Click Insert/Edit Formatted Table
5. Select Pre-Defined table from the drop-down menu and click Ok
6. To add a new row to the table, click New Row, then enter desired content in the fields. Repeat as necessary.
7. Rows may be moved up or down with the Move Up or Move Down buttons.
8. Click OK to save your table
9. Click OK to save your changes

## Formatting Text in Pre-Defined Tables

Much of the format of pre-defined tables is controlled through the design of the site template, but some formatting can be controlled in text fields through special character combinations. To make text bold, surround the text in the field with \*\*. To indent a line in the table, prefix two greater-than signs. To indicate text should be superscript, surround the text with brackets. To use brackets rather than superscript, add one space after the initial bracket. Text beginning with http:// or www. will automatically be turned into hyperlinks. To make an area header for the table, surround the text of the first column in curly brackets.

### Examples

| Example Input                                    | Example Output                                    |
|--|---|
| *bold*   | <b>bold</b>                                       |
| http://link                                      | <a href="#">http://this.gets.turned.to.a.link</a> |
| www.link   | <a href="#">www.this.does.too</a>                 |
| >> indent line                                   | indent line                                       |
| this is [superscript]                            | this is <sup>superscript</sup>                    |
| [ brackets] (note the space after first bracket) | [brackets]  |
| * bullet item                                    | • bullet item                                     |
| {curly brackets}                                 | <b>spans the columns of the table</b>             |