

Parish Place – Adding, Editing or Formatting Text

These instructions assume you are adding, editing or formatting text on an existing page. If you need to create a page, please refer to instructions found in the MyDioErie portal. Search for either **Web page training for parish staff** or **Web page training for SMCC staff**. In particular

- For a web page connected to a menu: Menu: Working With
- For a web page not connected to a menu:

It doesn't matter if you choose a page connected to a menu, an additional webpage or your homepage, the instructions for adding content to a page are the same.

1. Log into the ParishPlace/DioPlace interface.
2. Open the webpage you wish to edit. (The editing screen will open

Formatting Ribbon: Very similar to the Microsoft Word formatting

ParishPlace Control Panel

General

- Welcome
- My Parish Profile

Manage Content

- Navigation & Webpages
- Additional Webpages
- Scrolling Banners
- Homepage Content
- Social Media Feed
- News
- Weekly Bulletin

Manage Site

- Select Modules
- Colors Header/Footer
- Contact Form Recipient
- Google Analytics

Homepage Content

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Content Area: This is where you edit all content.

Content Area resizing button: Click and drag down on this small gray triangle button to resize the content area. Be careful NOT to resize the window too far. It will push the Publish button off the screen.

Change Password Logout

Publish

Setting up the screen

3. Take note of the 3 vertical scroll bars on the screen. (See arrows on page 1 diagram.)
 - Dark gray task pane on the left side of the screen. (Orange arrow.)
 - Far right of the screen. It runs the full height of the screen. (Blue arrow)
 - Right of the content area. (Red arrow)
4. Use the vertical scroll bar on the far right of the screen to position the ribbon so that it is at the top of the screen. (This is the one indicated by the blue arrow on page 1.)
5. Resize the content area by clicking and dragging the gray triangle just above the publish button in the lower right corner of the screen. Be careful not to drag the gray triangle so far that it drags the Publish button off the screen.

Working with content

6. Adding/Editing text: Click in the content area and type as you would in any word processing application. It is easier to type the text and then apply formatting later.

Deleting text: Place your cursor and use either the backspace or delete key OR click and drag to select text and click the delete key.

Using the Ribbon to format text



7. Most of the buttons on the ribbon should be familiar to you.

Row 1 (Most used)

- Bold
- Italics
- Underline
- Strikethrough
- Left align
- Center align
- Right align
- Right and left justify
- Paragraph
- Font family (name)
- Font size by point size.

Row 2

- Cut
- Copy
- Paste
- Search
- Bullets
- Numbering
- Increase indent
- Decrease indent
- Blockquote
- Undo
- Redo
- Create link
- Break link
- Anchor
- Insert image
- Insert video
- Edit source code
- Insert date/time
- Preview content
- Text color
- Background color

Row 3 (Least Used)

- Insert table
- Insert horizontal line
- Clear formatting
- Subscript
- Superscript
- Special Characters
- Emoticons
- Print
- Left to right
- Right to left
- Spell check
- Show invisible characters
- Show blocks
- Add a non-breaking space
- Add a page break

Notes about specific buttons on the ribbon

Font size – There are two ways to affect the size of text.

The button that shows “paragraph” by default allows you to apply font size coding meant to help improve the accessibility of your website for individuals using screen readers to read content on your website. Headings, as the name implies, are tags that are used for the creations of headings. The most important tag is the <h1> heading tag, and will usually be the title of a post. Heading tags have a top-down hierarchy from <h1> to <h6>. The most important tag is the <h1> heading tag, and will usually be the title of a post. In classic HTML, there would be one H1 heading tag on each page, maybe a couple of H2 heading tags etc. and these would all combine to form an outline of the entire document.

Font size – works like the font size button in word processing packages.

Buttons that don't work in every browser

- **Search**
- **Preview**
- **Print**

The indents

- **Increase indent** will indent your text about a half inch on the left.
- **Decrease indent** will move your text to the left about a half inch
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- **Block quote** should be used for quotations that span multiple lines. It will indent the right and left margins both on the display and in printed form,

Rarely used buttons

- **Strikethrough**. Why cross out text when you can just delete it.
- **Background color** – creates an odd striped effect that is not attractive.
- **Insert table** – tables are not responsive. That means they will not look good on phones and other small mobile devices. Tables require mobile users to pinch and zoom to read table content.

Working with links

- **Create link** – Images and text can be used as links between the current page and another resource on the internet – both inside your website and elsewhere in cyberspace. You can link to other web pages, PDFs, videos etc.
- **Break link** – If you no longer wish to link text to another resource, click the text and then the “Break link” button.
- **Anchor** – Anchors allow you to create bookmarks on a long page. Later you can create hyperlinks to the specific location of those bookmarks.
- **Insert image** – Use this button to insert JPG or PNG images. Visit the either **Web page training for parish staff** or **Web page training for SMCC staff** pages in MyDioErie to learn more about working with graphics.

Heading level 1

Heading level 2

Heading level 3

Heading level 4

Heading level 5

Heading level 6

- **Insert video** – Use this button to embed YouTube video on your page. Do NOT insert video directly into your page. Kathy created a YouTube channel for every parish. Visit the either **Web page training for parish staff** or **Web page training for SMCC staff** pages in MyDioErie to learn more about working with video.

Edit source code – The content management system upon which your website is based is meant to provide simple content editing tools. However, because we also have access to the code, those of us with HTML editing skills may also add more complex enhancements in the backend code.

Show blocks – sometimes when formatting text, a line of text will take on the indenting and formatting from the line above it. This is because they have somehow gotten into the same block. Clicking the Show Blocks button can help you visualize existing formatting blocks. It is for this reason that it is often easier to type your text and then apply formatting afterwards.