Accessibility Considerations
Editing Header Levels in Text Boxes on Ploud(6) Sites

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Defining Text Box

Though this tutorial discusses editing text boxes on pages, this tutorial applies to editing rich text boxes anywhere on a Ploud site. Rich text boxes are the sections of a page, news item, event, portlet, or collection titled Text as well as the Form Prologue and Form Epilogue found in a Form item.

Navigating to Edit a Page

1. To add or edit headings on a page, select the Edit button while on the page you want to update. It is located on the left side of the screen. For our example, we navigated to the Library Cards page in the Services dropdown menu.

2. This will take us to the Edit Page screen for that page.

3. Near the top of the Edit Page screen, there may be an alert box that says, "You are editing the default view of a container. If you want to edit the container itself, go here."

Ignore this as this isn't relevant to editing a rich text box.

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4. Instead, we want to focus on the Text section since that is where we need to add heading levels.

Adding a Heading Level

1. In the Text section of the editing page, identify the subject headings of the text or add subject headings to divide up your content into sections based on related content. For example, our Library Card page already has two subject headings of "How do I Get a Library Card?" followed by body text answering the question and "Non-Resident Card Option" followed by body text outlining how to get this type of card. However, neither have a heading level set.

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2. For a screen reader to interpret the subject headings as headings rather than interpreting the entire text as body text, you will need to set a heading level. If you enlarge the subject heading text, bold it, underline it, change the color, etc., a screen reader will ignore those visual edits and interpret that subject heading text as body text.

3. To add a heading level, select the subject heading text. For example, we selected the first subject heading text of "How do I Get a Library Card?" in the Text box section.

4. With the subject heading text still selected, then go to the Formats dropdown menu. In our example, the Formats dropdown menu currently shows "Bold" since the text has been bolded. The default setting is Paragraph, though your Formats menu may display something different in the toolbar.

5. Click on the Formats dropdown menu. You will now see the option to add Header levels as the top row in the dropdown menu.

6. Once you hover over the Headers row, you can then select the header level that makes the most sense for your subject header text in the context of the text. Since our example is the first header of text box, we will select the Header 2 option. The title of the Page is set at the Header 1 level, so to show that the information relates to the page title, you will make the first header in the text box a Header 2 level.

7. After you select a heading level, the font settings of your text may change. For example, after selecting Header 2, the "How do I Get a Library Card?" heading has changed from font size 12pt to 27.446 pt and from black to blue.

8. You can edit the font to look how you want and it should keep the heading level. However, make sure to double check by selecting the text, going to the Formats dropdown menu, and hovering over the Headers option row to see if the heading level you've chosen has a checkmark to the right of it.

9. For example, we changed the font size to 12 pt and the font color to black. Then, we clicked on the Formats dropdown menu and hovered over the Headers option, and we could tell that the Header 2 level that we set earlier is still set because of the checkmark to the right of the Header 2 option. You may also notice that the Formats dropdown still displays "Bold" even after setting the heading level. This is because the text is bolded, but since the checkmark is present next to our chosen heading level, it is also set to the Header 2 level despite not displaying in the toolbar.

10. Once you are done, make sure to hit the Save button for these changes to appear on your page.

Ensuring Body Text is Not Set at a Heading Level

1. To ensure your body text is not set as a Heading, you can check in the same way as you would for a heading level. You will likely need to check through this process if other formatting, such as bold or highlights, have been added to the text.

2. Select the body text and click on the Formats menu.

3. Hover over the Headers row, and if nothing is check marked in the left menu displaying Headers 1-6 options, it is not set as a header.

4. If a heading level is selected but the text should be set as body text, go to the Formats menu, hover over the Block row in the menu, and click the Paragraph option. If Paragraph already has a checkmark to the right of it, that text is set at the Paragraph (or body text) level.