

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.

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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.

The screenshot displays the Missouri Standard Template 24 website interface. On the left, a dark sidebar contains navigation options: Contents, Edit (highlighted with a red box), View, Add new..., State: Published, Actions, Display, Manage portlets, a timestamp (01/07/2026 10:27:12 AM), Sharing, Assign password, and Missouri State Library. The main content area features the Missouri Standard Template 24 logo (est. 2018) and the title 'Missouri Standard Template 24'. Below the logo is a navigation menu with links: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right corner. The main content area shows the 'Library Cards' page, which includes a 'Resource Spotlight' section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. The 'Library Cards' article is by admin, last modified Jan 07, 2026, and is titled 'How to get and use a Library Card'. The article text describes how to use a library card to check out materials and provides contact information for questions. A 'Non-Resident Card Option' section explains that non-residents can obtain a card for \$20 per family for 12 months. On the right side, there are two search boxes: 'Search for Library Materials' with buttons for 'LIBRARY CATALOG' and 'MY ACCOUNT', and 'Search the Missouri Evergreen Catalog' with a search bar and button. At the bottom right, there is a 'Your Library Location' section showing 'Missouri State Library Main Branch'.

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

The screenshot displays the 'Edit Page' interface for the Missouri State Library website. The page is titled 'Missouri Standard Template 24'. The left sidebar contains navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', and 'Assign password'. The main content area features a light blue alert box at the top: 'You are editing the default view of a container. If you wanted to edit the container itself, [go here](#).' Below this, the 'Edit Page' form is visible, with tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Title' field contains 'Library Cards' and the 'Summary' field contains 'How to get and use a Library Card'. A 'Text' editor is at the bottom with various formatting options. On the right, there are sections for 'Search for Library Materials' (LIBRARY CATALOG, MY ACCOUNT) and 'Your Library Location'.

- 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.”

You are editing the default view of a container. If you wanted 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.

The screenshot displays a web editor interface for editing a page titled "Library Cards". The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as "Contents", "Edit", "View", "Add new...", "State: Published", "Actions", "Display", "Manage portlets", "01/07/2026 10:27:12 AM", "Sharing", "Assign password", and "Missouri State Library".
- Resource Spotlight:** Features logos for "brainfuse VetNow", "Missouri DIGITAL HERITAGE", and "TeachingBooks for Libraries".
- News:** Lists items like "New books!" (Jan 15, 2025) and "Example News Item" (Apr 03, 2024).
- Upcoming Events:** Shows "Memorial Day: Library Closed" on May 25 and "Independence Day: Library Closed" on July 04.
- Edit Page:** The central editing area with tabs for "Default", "Settings", "Categorization", "Dates", "Ownership", and "Layout". It includes fields for "Title" (Library Cards) and "Summary" (How to get and use a Library Card). A red circle highlights the "Text" editor area, which contains a rich text editor toolbar and the following content:

Use your library card to check out a wide variety of materials such as books, magazines, DVDs, eBooks, audiobooks and more. A library card also grants you access to databases and internet.

For questions regarding library cards, please visit your local library or call 573-526-1087.

How do I Get a Library Card?

Stop by the Library and present photo identification, such as a driver's license, showing your name and current address. If the photo ID does not include your current address, another document, such as a recent utility bill, can be used. Library cards are free to those who live in or pay property taxes in the county.

Non-Resident Card Option:

Residents who live outside of the county obtain a non-resident card at the cost of \$20 per family for 12 months. Some restrictions to databases and digital materials may apply to non-resident cardholders. Additionally, Interlibrary Loan Service is not available to non-resident users.
- Search for Library Materials:** Includes a "LIBRARY CATALOG" and "MY ACCOUNT" button, and a search bar for the "Missouri Evergreen Catalog".
- Your Library Location:** Shows "Missouri State Library Main Branch" with an image of the building, address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers ((123) 123-4567), and a section for "Hours".

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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.

The screenshot displays the 'Edit Page' interface for a library website. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', '01/07/2026 10:27:12 AM', 'Sharing', and 'Assign password'. The main content area is divided into several sections:

- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
- News:** Lists 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024).
- Upcoming Events:** Shows 'Memorial Day: Library Closed' on May 25 at 12:00 AM and 'Independence Day: Library Closed' on July 04 at 12:00 AM.
- Edit Page:** The central editing area has tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The title is 'Library Cards'. The summary is 'How to get and use a Library Card'. The main text area contains:

Use your library card to check out a wide variety of materials such as books, magazines, DVDs, eBooks, audiobooks and more. A library card also grants you access to databases and internet.

For questions regarding library cards, please visit your local library or call 573-526-1087.

How do I Get a Library Card?

Stop by the Library and present photo identification, such as a driver's license, showing your name and current address. If the photo ID does not include your current address, another document, such as a recent utility bill, can be used. Library cards are free to those who live in or pay property taxes in the county.

Non-Resident Card Option:

Residents who live outside of the county obtain a non-resident card at the cost of \$20 per family for 12 months. Some restrictions to databases and digital materials may apply to non-resident cardholders. Additionally, Interlibrary Loan Service is not available to non-resident users.
- Right Sidebar:** Contains a search bar for 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons. Below is a search box for the 'Missouri Evergreen Catalog' and a 'Your Library Location' section for the 'Missouri State Library Main Branch' with address, phone numbers, and hours information.

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- 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.
- 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.

The screenshot displays the 'Edit Page' interface for a library website. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', a timestamp '01/07/2026 10:27:12 AM', 'Sharing', and 'Assign password'. The main content area is divided into several sections: 'Resource Spotlight' featuring logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries; 'News' with items like 'New books!' and 'Example News Item'; and 'Upcoming Events' listing 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'. The 'Text' section contains the main body of text, where the heading 'How do I Get a Library Card?' is highlighted with a red box. To the right of the text is a rich text editor toolbar with options like 'Insert Table', 'Insert image', 'Bold', and '12pt'. Further right is a 'Search for Library Materials' section with a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a search bar. At the bottom right is a 'Your Library Location' section for the 'Missouri State Library Main Branch', including an address, phone numbers, and a field for hours.

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- 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.

The screenshot displays the Missouri State Library website editor. On the left is a dark sidebar with navigation and management options. The main workspace is split into a content preview on the left and an 'Edit Page' window on the right. The 'Edit Page' window features a rich text editor with a toolbar where the 'Bold' button is highlighted in red. The editor content includes a title 'Library Cards', a summary 'How to get and use a Library Card', and a main text block describing library cards and their benefits. The right sidebar contains search and location information.

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

The screenshot displays the 'Edit Page' interface for a library website. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', '01/07/2026 10:27:12 AM', 'Sharing', and 'Assign password'.
- Main Content Area:** Features several widgets:
 - Resource Spotlight:** Includes logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
 - News:** Lists 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024).
 - Upcoming Events:** Shows 'Memorial Day: Library Closed' (25 MAY, 12:00 AM) and 'Independence Day: Library Closed' (04 JUL, 12:00 AM).
 - Labor Day: Library Closed**
- Central 'Edit Page' Section:**
 - Default Settings:** Includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'.
 - Title:** 'Library Cards'.
 - Summary:** 'How to get and use a Library Card'.
 - Text:** Contains a rich text editor with a toolbar. A red box highlights the 'Headers' dropdown menu, which lists 'Header 1' through 'Header 6'. Other options like 'highlight-inline' and 'p.highlight-paragraph' are also visible.
- Right Sidebar:**
 - Search for Library Materials:** Includes a 'LIBRARY CATALOG' button, a 'MY ACCOUNT' button, and a search box with a 'Search' button.
 - Your Library Location:** Shows 'Missouri State Library Main Branch' with a photo of the building, address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers ((123) 123-4567), and a section for 'Hours'.

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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.

The screenshot displays the 'Edit Page' interface for a library website. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 03/12/2026 1:40:32 PM, Sharing, Assign password, and Missouri State Library. The main content area is divided into three preview columns:

- Resource Spotlight:** Features logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries.
- News:** Shows a 'New books!' announcement for Jan 15, 2025, and an 'Example News Item' for Apr 03, 2024.
- Upcoming Events:** Lists 'Memorial Day: Library Closed' on May 25 at 12:00 AM and 'Independence Day: Library Closed' on July 04 at 12:00 AM.

The central 'Edit Page' area has tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Title' field contains 'Library Cards'. The 'Summary' field contains 'How to get and use a Library Card'. Below this is a 'Text' editor with a rich text toolbar. A dropdown menu is open over the 'Text' field, showing header options: Header 1, Header 2 (highlighted with a red box), Header 3, Header 4, Header 5, and Header 6. The 'highlight-inline' and 'p.highlight-paragraph' options are also visible.

On the right, there are two more preview sections:

- Search for Library Materials:** Includes a 'LIBRARY CATALOG' button, a 'MY ACCOUNT' button, and a search box for the 'Missouri Evergreen Catalog' with a 'Search' button.
- Your Library Location:** Shows the 'Missouri State Library Main Branch' with a photo of the building, the address '600 W Main St Ste 200, Jefferson City, MO 65101', and phone numbers '(123) 123-4567'.

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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.

The screenshot displays the 'Edit Page' interface for a website. The central text area shows the heading 'How do I Get a Library Card?' in blue font, which is highlighted with a red box. Below the heading, the text area shows the heading level set to H2 and the font size set to 27.446px. The left sidebar contains navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', and 'Missouri State Library'. The right sidebar shows a preview of the website layout with sections for 'Resource Spotlight', 'News', 'Upcoming Events', 'Search for Library Materials', and 'Your Library Location'.

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.

The screenshot displays a web editor interface for editing a page. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', and 'Assign password'. The main content area is divided into several sections: 'Resource Spotlight' with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries; 'News' with items like 'New books!' and 'Example News Item'; and 'Upcoming Events' with 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'. The central 'Edit Page' panel shows a title 'Library Cards' and a summary 'How to get and use a Library Card'. A red circle highlights the 'Text' section's formatting toolbar, which includes options for Bold, Italic, Underline, and a 'Headers' dropdown menu. The 'Headers' menu is open, showing options from 'Header 1' to 'Header 6', with 'Header 2' selected and marked with a checkmark. The 'Bold' option remains visible in the toolbar. On the right, there are three portlets: 'Search for Library Materials' with a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, 'Search the Missouri Evergreen Catalog' with a search box, and 'Your Library Location' for Missouri State Library, including an address and phone numbers.

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

The screenshot displays a web editor interface for a library website. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, a date/time stamp (01/07/2026 10:27:12 AM), Sharing, Assign password, and Missouri State Library. The main content area is divided into three sections: 'News' with items 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024); 'Upcoming Events' with 'Memorial Day: Library Closed' (25 MAY, 12:00 AM), 'Independence Day: Library Closed' (04 JUL, 12:00 AM), and 'Labor Day: Library Closed' (07 SEP, 12:00 AM); and a 'Text' editor with a rich text toolbar and a paragraph of text. To the right is a 'Your Library Location' section for the 'Main Branch' of Missouri State Library, including an address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers (123) 123-4567, hours (Monday - Friday 9:00 AM - 6:00 PM, Saturday 11:00 AM - 5:00 PM), and mailing address (PO BOX 65). At the bottom center, a 'Save' button is highlighted with a red box, next to a 'Cancel' button.

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.

The screenshot shows the 'Edit Page' interface for a website. The page title is 'Library Cards'. The content includes a 'Resource Spotlight' section with logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'. There is a 'News' section with a 'New books!' item dated Jan 15, 2025, and an 'Example News Item' dated Apr 03, 2024. An 'Upcoming Events' section lists 'Memorial Day: Library Closed' on May 25 and 'Independence Day: Library Closed' on July 04. The 'Your Library Location' section provides information for the Missouri State Library Main Branch, including the address (600 W Main St Ste 200, Jefferson City, MO 65101) and phone numbers ((123) 123-4567). A 'Text' editor is open, showing a dropdown menu with 'Paragraph' selected and highlighted in red. Other options include 'Headers', 'Block', 'Inline', 'Alignment', and 'Tables'. The 'Paragraph' option is also highlighted in yellow.

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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.

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- 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.

The screenshot displays a web editor interface for a library website. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', and a date/time indicator '02/20/2026 1:55:14 PM'. The main content area is divided into several sections: 'Resource Spotlight' featuring 'brainfuse VetNow' and 'Missouri DIGITAL HERITAGE' logos, and 'TeachingBooks for Libraries'; 'News' with items like 'New books!' and 'Example News Item'; and 'Upcoming Events' for Memorial Day and Independence Day. A right sidebar contains 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and 'Your Library Location' for Missouri State Library. A 'Text' editor is open over the 'How do I Get a Library Card?' section. The editor's 'Block' menu is open, showing options like 'Paragraph', 'Blockquote', 'Div', and 'Pre'. The 'Paragraph' option is highlighted with a red box and has a checkmark next to it. Other options like 'highlight-inline' and 'p.highlight-paragraph' are also visible.

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