

Accessibility Considerations

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

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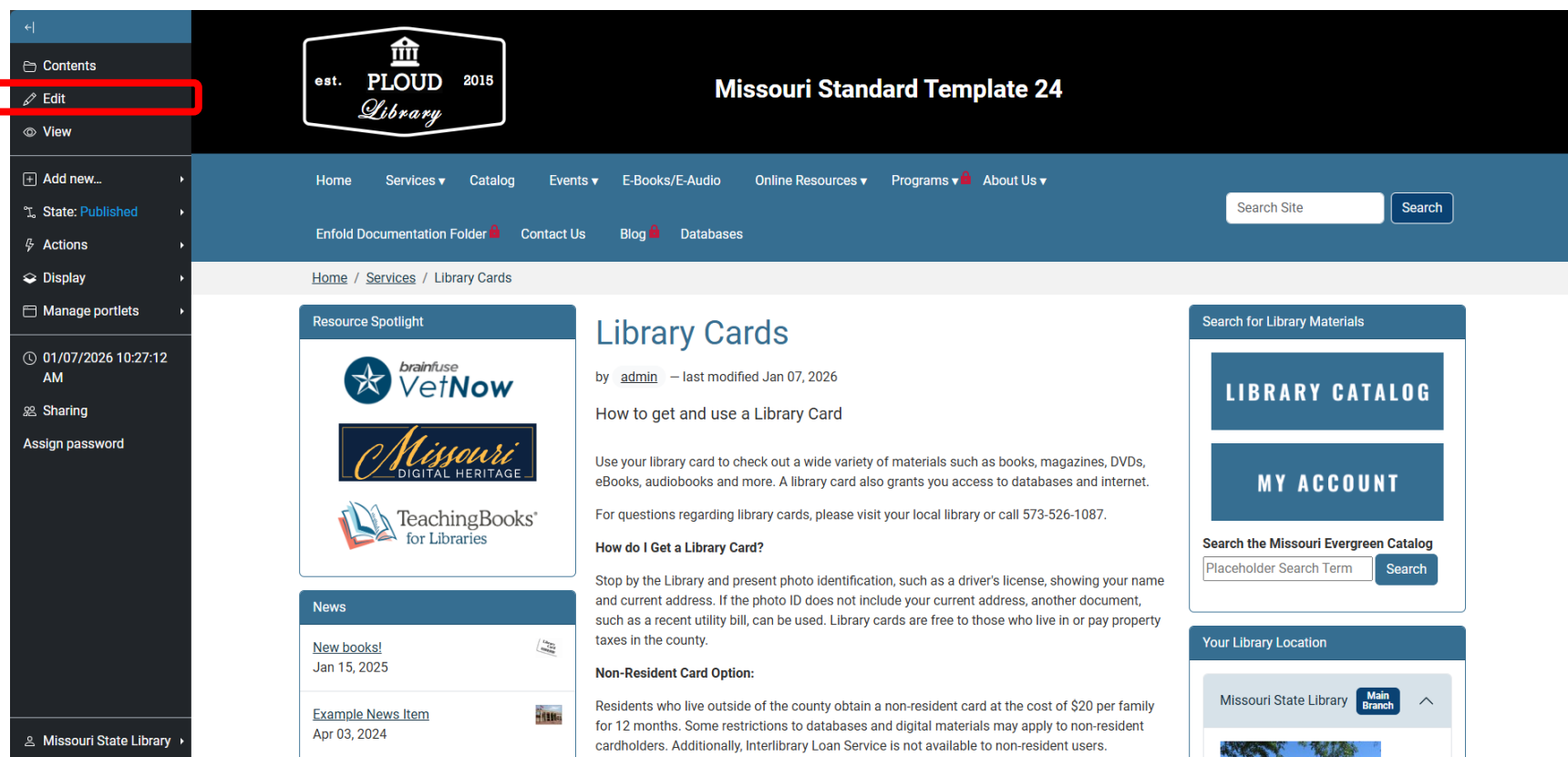
This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

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.



The screenshot shows a web page editor interface. On the left, a dark sidebar contains a menu with the following items: Contents, Edit (highlighted with a red box), View, Add new..., State: Published, Actions, Display, Manage portlets, 01/07/2026 10:27:12 AM, Sharing, Assign password, and Missouri State Library. The main content area features a header with the Missouri Standard Template 24 logo and navigation links: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right. The main content area is titled 'Library Cards' and includes a 'Resource Spotlight' section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below this is a 'News' section with two items: 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024). The main text of the 'Library Cards' page discusses how to get and use a library card, including a 'Non-Resident Card Option' section. 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'.

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

The screenshot displays the 'Edit Page' interface for the Missouri Standard Template 24. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', and 'Add new...'. The top header features the Missouri State Library logo and the title 'Missouri Standard Template 24'. Below the header is a navigation menu with links for Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right. The main content area is titled 'Edit Page' and has a light blue alert box at the top stating: 'You are editing the default view of a container. If you wanted to edit the container itself, [go here](#).' The 'Edit Page' form has several tabs: 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Default' tab is selected, showing a 'Title' field with 'Library Cards', a 'Summary' field with 'How to get and use a Library Card', and a 'Text' field with a rich text editor. The right sidebar contains a search box for library materials and a 'LIBRARY CATALOG' button.

- 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.

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 page editor interface. On the left is a dark sidebar with navigation options: 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. 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.
- Text Editor:** A red circle highlights this section. It contains the title 'Library Cards' and the following text:

How to get and use a Library Card

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

At the bottom right, it says 'POWERED BY TINY'.

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.

<|

- Contents
- Edit
- View
- Add new...
- State: Published
- Actions
- Display
- Manage portlets
- 01/07/2026 10:27:12 AM
- Sharing
- Assign password

Missouri State Library

Resource Spotlight

News

[New books!](#)
Jan 15, 2025

[Example News Item](#)
Apr 03, 2024

Upcoming Events

Memorial Day: Library Closed
25 MAY 12:00 AM

Independence Day: Library Closed
04 JUL 12:00 AM

Edit Page

Default Settings Categorization Dates Ownership Layout

Title •
Library Cards

Summary
How to get and use a Library Card

Used in item listings and search results.

Text

Insert Table

Insert image Paragraph 12pt

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.

POWERED BY TINY

Search for Library Materials

LIBRARY CATALOG


MY ACCOUNT

Search the Missouri Evergreen Catalog

Placeholder Search Term

Your Library Location

Missouri State Library Main Branch



Missouri State Library

Address
600 W Main St Ste 200, Jefferson City, MO 65101

Phone Numbers
(123) 123-4567

Hours
Enter your hours of operation here

- 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 website. On the left is a dark sidebar with navigation options: 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:** 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' (25 MAY, 12:00 AM) and 'Independence Day: Library Closed' (04 JUL, 12:00 AM). A 'Labor Day: Library Closed' event is partially visible at the bottom.
- Edit Page:** The central editing area with 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'. The 'Text' field contains the main body text, with the heading 'How do I Get a Library Card?' highlighted in a red box. The text includes instructions on using library cards and a 'Non-Resident Card Option' section.
- Search for Library Materials:** A search bar with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a search input field with a 'Search' button.
- Your Library Location:** A section for 'Missouri State Library' (Main Branch) featuring a photo of the building, the address (600 W Main St Ste 200, Jefferson City, MO 65101), phone numbers ((123) 123-4567), and a field for 'Hours'.

At the bottom of the editor, there is a footer with 'P » STRONG' and 'POWERED BY TINY'.

- 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 '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', a date/time stamp '01/07/2026 10:27:12 AM', 'Sharing', and 'Assign password'.
- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
- News Section:** Includes a 'New books!' announcement for Jan 15, 2025, and an 'Example News Item' from 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.
- Bottom of News Section:** Mentions 'Labor Day: Library Closed'.
- Central 'Edit Page' Section:**
 - Toolbar:** Includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. Below these are fields for 'Title' (containing 'Library Cards') and 'Summary' (containing 'How to get and use a Library Card').
 - Text Editor:** Shows a 'Text' block with a toolbar containing options like 'Insert', 'Table', 'Bold', and '12pt'. The 'Bold' option is highlighted with a red box.
 - Text Content:** Includes the heading 'How do I Get a Library Card?' and several paragraphs of text explaining library card usage and non-resident options.
- Right Sidebar:**
 - Search for Library Materials:** Features a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a search box for the 'Missouri Evergreen Catalog'.
 - Your Library Location:** Displays 'Missouri State Library' with a 'Main Branch' indicator, a photo of the library building, and details for 'Address' (600 W Main St Ste 200, Jefferson City, MO 65101), 'Phone Numbers' ((123) 123-4567), and 'Hours' (Enter your hours of operation here).

- 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'.
- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
- News:** Includes a 'New books!' section with a date of 'Jan 15, 2025' and an 'Example News Item' dated 'Apr 03, 2024'.
- Upcoming Events:** Lists 'Memorial Day: Library Closed' on '25 MAY' at '12:00 AM' and 'Independence Day: Library Closed' on '04 JUL' at '12:00 AM'.
- Center Editor:** Titled 'Edit Page', it has tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Text' block is active, showing a rich text editor with a 'Formats' dropdown menu open. The dropdown menu lists 'Header 1', 'Header 2', 'Header 3', 'Header 4', 'Header 5', and 'Header 6', with 'Header 1' highlighted in red. Other options include 'highlight-inline' and 'p.highlight-paragraph'.
- Right Sidebar:** Contains a search bar for 'Library Materials' with a 'LIBRARY CATALOG' button and a 'MY ACCOUNT' button. Below is a search box with a 'Search' button. The 'Your Library Location' section shows 'Missouri State Library Main Branch' with a photo and contact information: 'Address: 600 W Main St Ste 200, Jefferson City, MO 65101', 'Phone Numbers: (123) 123-4567', and 'Hours: Enter your hours of operation here'.

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 sections: 'Resource Spotlight' featuring logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries; 'News' with a 'New books!' announcement for Jan 15, 2025 and an 'Example News Item' for Apr 03, 2024; and 'Upcoming Events' listing 'Memorial Day: Library Closed' on May 25 and 'Independence Day: Library Closed' on July 04. The central 'Edit Page' window shows a title 'Library Cards' and a summary 'How to get and use a Library Card'. Below this is a rich text editor with a 'Text' toolbar. A dropdown menu is open over the 'Text' section, showing header options from 'Header 1' to 'Header 6'. 'Header 2' is highlighted with a red box. The 'highlight-inline' and 'p.highlight-paragraph' options are also visible. On the right, a preview of the page layout shows sections for 'Search for Library Materials' (Library Catalog, My Account), 'Search the Missouri Evergreen Catalog', and 'Your Library Location' (Missouri State Library Main Branch, address, phone numbers, and hours).

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 editor shows a heading 'How do I Get a Library Card?' which is highlighted in blue and enclosed in a red box. The text area below the heading shows the font size is 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 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and 'Your Library Location' with a photo of the Missouri State Library building and contact information.

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 titled 'Edit Page' and features a 'Library Cards' section. A red circle highlights the 'Format' dropdown menu, which is open to the 'Headers' section. The 'Header 2' option is selected, indicated by a checkmark. The 'Bold' option is also visible in the dropdown menu. The page content includes a 'Resource Spotlight' with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below that is a 'News' section with 'New books!' and an 'Example News Item'. The 'Upcoming Events' section lists 'Memorial Day: Library Closed' on May 25 and 'Independence Day: Library Closed' on July 04. The main content area is titled 'Edit Page' and shows a 'Library Cards' section with a summary and text. A red circle highlights the 'Format' dropdown menu, which is open to the 'Headers' section. The 'Header 2' option is selected, indicated by a checkmark. The 'Bold' option is also visible in the dropdown menu. The page content includes a 'Resource Spotlight' with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below that is a 'News' section with 'New books!' and an 'Example News Item'. The 'Upcoming Events' section lists 'Memorial Day: Library Closed' on May 25 and 'Independence Day: Library Closed' on July 04. The main content area is titled 'Edit Page' and shows a 'Library Cards' section with a summary and text. A red circle highlights the 'Format' dropdown menu, which is open to the 'Headers' section. The 'Header 2' option is selected, indicated by a checkmark. The 'Bold' option is also visible in the dropdown menu.

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

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Contents

Edit

View

Add new...

State: Published

Actions

Display

Manage portlets

01/07/2026 10:27:12 AM

Sharing

Assign password

Missouri State Library

Used in item listings and search results.

News

[New books!](#)

Jan 15, 2025

[Example News Item](#)

Apr 03, 2024

Text

Insert Table

For questions regarding library cards, please visit your local library or call 672-520-1007.

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.

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text/html

Change Note

Enter a comment that describes the changes you made.

Placeholder Search Term

Save

Cancel

Your Library Location

Missouri State Library Main Branch ^

Missouri State Library

Address
600 W Main St Ste 200, Jefferson City, MO 65101

Phone Numbers
(123) 123-4567

Hours
Enter your hours of operation here
Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM

Mailing Address
PO BOX 65

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. 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 titled 'Edit Page' and has tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Title' field contains 'Library Cards'. Below it is a 'Summary' field with the text 'How to get and use a Library Card'. A 'Text' field contains the main body text: 'Use your library card to check out a wide variety of eBooks, audiobooks and more. A library card also gives you access to databases and internet. For questions regarding library cards, please call 573-526-1087.' A red box highlights the 'Paragraph' option in the text formatting menu, which is open over the text. The menu also shows options for 'highlight-inline' and 'p.highlight-paragraph'. On the right side, 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' showing 'Missouri State Library - Main Branch' with a photo and address: '600 W Main St Ste 200, Jefferson City, MO 65101' and phone number '(123) 123-4567'. The 'Upcoming Events' section shows 'Memorial Day: Library Closed' on May 25 and 'Independence Day: Library Closed' on July 4.

- 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.

- 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 CMS 'Edit Page' interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 02/20/2026 1:55:14 PM, Sharing, Assign password, and Missouri State Library. The main content area is titled 'Edit Page' and includes tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. Below these are fields for Title (Library Cards), Summary (How to get and use a Library Card), and Text (Used in item listings and search results.). A 'Text' widget is selected, and a 'Block' menu is open, showing options like Paragraph (checked), Blockquote, Div, and Pre. Other widgets include 'Resource Spotlight' (with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries), 'News' (with items like 'New books!' and 'Example News Item'), 'Upcoming Events' (with 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'), 'Search for Library Materials' (with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons), and 'Your Library Location' (with 'Missouri State Library' and address information).