

Accessibility Considerations

Editing Lists in Text Boxes on Ploud(6) Sites

Table of Contents

1. [Defining Text Box](#) (Page 1)
2. [Navigating to Edit a Page](#) (Pages 2-4)
3. [Editing Bullet and Numbered Lists](#) (Pages 5-12)



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.

Go To the [Table of Contents](#)

Navigating to Edit a Page

1. To edit the text box 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 a menu with the 'Edit' option highlighted by a red rectangle. The main content area features a header with the 'PLOUD Library' logo and the title 'Missouri Standard Template 24'. Below the header is a navigation bar with links such as Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right side of the navigation bar. 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. A 'News' section lists recent updates. On the right, there are sections for 'Search for Library Materials' (Library Catalog, My Account) and 'Your Library Location' (Missouri State Library Main Branch).

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.”

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 text box.

Go To the [Table of Contents](#)

4. Instead, we want to focus on the Text section.

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", and a date/time stamp "01/07/2026 10:27:12 AM".
- Top Navigation Bar:** Includes "Resource Spotlight" and "Edit Page" tabs.
- Resource Spotlight:** Features logos for "brainfuse VetNow", "Missouri DIGITAL HERITAGE", and "TeachingBooks for Libraries".
- News Section:** Lists "New books!" (Jan 15, 2025) and "Example News Item" (Apr 03, 2024).
- Upcoming Events:** Lists "Memorial Day: Library Closed" (25 MAY, 12:00 AM) and "Independence Day: Library Closed" (04 JUL, 12:00 AM).
- Edit Page Section:**
 - Title:** "Library Cards"
 - Summary:** "How to get and use a Library Card"
 - Text Section (highlighted with a red circle):**

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:**
 - Search for Library Materials:** Includes a "LIBRARY CATALOG" and "MY ACCOUNT" section.
 - Your Library Location:** Displays "Missouri State Library" with a "Main Branch" button and a photo of the library building.
 - Address:** 600 W Main St Ste 200, Jefferson City, MO 65101
 - Phone Numbers:** (123) 123-4567
 - Hours:** Enter your hours of operation here

Go To the [Table of Contents](#)

Editing Bullet and Numbered Lists

1. In the Text box of the editing page, identify your lists. For our example, we went to the Library of Things page under the Services dropdown menu. In this example, the list of Library of Things items is marked with a dash in front of each list item.

The screenshot displays the 'Edit Page' interface for the Missouri State Library website. The interface is divided into several sections:

- Sidebar (Left):** Contains navigation options such as 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', 'Manage portlets', a timestamp '03/02/2026 1:11:13 PM', 'Sharing', and 'Assign password'.
- Main Content Area:**
 - Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
 - News:** Includes 'New books!' dated Jan 15, 2025, and 'Example News Item' dated 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.
 - Edit Page:** The central editing area with tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Text' tab is selected, showing a list of items: 'Fishing Poles', 'Wi-Fi hotspots', 'Laptop/Chrome books', and 'Cooking supplies'. The list is marked with dashes. A red box highlights the 'Text' tab and the list content.
- Right Sidebar:**
 - Search for Library Materials:** Includes a 'LIBRARY CATALOG' button and a 'MY ACCOUNT' button.
 - Search the Missouri Evergreen Catalog:** Features a search bar with a placeholder 'Placeholder Search Term' and a 'Search' button.
 - Your Library Location:** Displays the 'Missouri State Library' with a 'Main branch' button, a photo of the library building, and contact information: 'Address: 600 W Main St Ste 200, Jefferson City, MO 65101' and 'Phone Numbers: (123) 123-4567'.

2. Like headings, you must use the toolbar to set the list, so a screen reader can interpret it as a bullet or numbered list. Since \ the dash symbols were typed in, this is not an accessible list.

Go To the [Table of Contents](#)

- To make this list accessible, select and highlight the list and then go to the horizontal three dots on the right side of the Text box toolbar, which is called “More...”.

The screenshot displays the Missouri State Library's website interface, specifically the 'Edit Page' section. On the left, a dark sidebar provides navigation options including 'Contents', 'Edit', 'View', 'Add new...', 'State: Published', 'Actions', 'Display', and 'Manage portlets'. The main content area is organized into several sections: 'Resource Spotlight' featuring logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries; 'News' with entries like 'New books!' and 'Example News Item'; and 'Upcoming Events' listing 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'. The central 'Edit Page' section includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Text' section shows a rich text editor with a toolbar where the 'More...' button (three dots) is highlighted with a red box. The right sidebar contains a search bar, a 'LIBRARY CATALOG' button, a 'MY ACCOUNT' button, a search for the Missouri Evergreen Catalog, and a 'Your Library Location' section for the Missouri State Library Main Branch.

4. You will select either the Bullet list dropdown menu or the Numbered list dropdown menu, depending on how you want the list to appear. For our example, we will choose the Bullet list dropdown menu.

The screenshot displays the 'Edit Page' interface for a library website. The left sidebar contains navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 03/02/2026 1:11:13 PM, Sharing, and Assign password. The main content area is titled 'Edit Page' and includes tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Default' tab is active. The page content is organized 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'), 'Upcoming Events' (with 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'), and a right sidebar with 'Search for Library Materials' (including a 'LIBRARY CATALOG' and 'MY ACCOUNT' button), 'Search the Missouri Evergreen Catalog' (with a search bar and button), and 'Your Library Location' (featuring a photo of the Missouri State Library and contact information). The 'Text' editor in the center has a toolbar with various formatting options, and a red box highlights the 'List' icon (three horizontal lines with a downward arrow) in the toolbar. The text area below the toolbar contains a bulleted list: '- Laptop/Chrome books' and '- Cooking supplies'.

5. Choose from one of the three options for the bullet list in the menu that appears under the dropdown menu. For our example, we will select the first option of solid circle bullet points.

The screenshot shows the 'Edit Page' interface for the Missouri State Library website. The left sidebar contains navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, and a date/time stamp (03/02/2026 1:11:13 PM) along with Sharing and Assign password options. The main content area is titled 'Edit Page' and includes tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Title' field is 'Library of Things'. The 'Summary' field contains 'Items you can borrow from the library'. The 'Text' field is a rich text editor with a toolbar that includes options for bold, italic, underline, link, unlink, insert image, paragraph, and list. A red box highlights the list options, which include a dropdown menu with three bullet point styles: solid circle, open circle, and square. The right sidebar contains a 'Search for Library Materials' section with a 'LIBRARY CATALOG' button and a 'MY ACCOUNT' button. Below this is a 'Search the Missouri Evergreen Catalog' section with a search bar and a 'Search' button. The bottom section is 'Your Library Location', which includes a 'Missouri State Library' header, a photo of the library building, and contact information: Address (600 W Main St Ste 200, Jefferson City, MO 65101) and Phone Numbers ((123) 123-4567).

6. If your list should be a numbered list, make sure to not type out the numbers before your list items. Instead, go to the Numbered List dropdown menu and select the option that best fits your list.

The screenshot displays the 'Edit Page' interface for the Missouri State Library website. The sidebar on the left provides navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, and Manage portlets. The main content area is titled 'Edit Page' and includes tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Default' tab is active, showing fields for Title (Library of Things), Summary (Items you can borrow from the library), and Text. The Text field contains a bulleted list item 'Cooking supplies'. A red box highlights the Numbered List dropdown menu in the text editor, which shows options for numbered lists (1., 2., 3., I., II., III., A., B., C., a., b., c., A., B., C., a., b., c.). The right sidebar contains 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).

7. Once you select your choice in the dropdown menu, to hide the additional toolbar rows, select the three horizontal dots again.

The screenshot displays the 'Edit Page' interface for a library website. On the left is a sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, and Manage portlets. The main content area is titled 'Edit Page' and features a 'Resource Spotlight' section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below this is a 'News' section with items like 'New books!' and 'Example News Item'. The 'Upcoming Events' section lists 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'. The right sidebar contains a 'Search for Library Materials' section with a 'LIBRARY CATALOG' button, a 'MY ACCOUNT' button, and a search bar. Below this is a 'Your Library Location' section for the 'Missouri State Library' with an address and phone number. The central 'Edit Page' area has tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. It includes a 'Title' field with 'Library of Things', a 'Summary' field with 'Items you can borrow from the library', and a 'Text' field with a rich text editor. The rich text editor has a toolbar with various formatting options, and a red box highlights the three horizontal dots menu icon. Below the text field is a 'Change Note' section with a text area and a 'Change Note' button.

8. Our list is now set as a bullet list; however, our dashes are still in front of the list items. We will need to remove the dashes and extra space before saving.

The screenshot displays the 'Edit Page' interface for a library website. The sidebar on the left contains navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, and Manage portlets. The main content area is divided into sections: Resource Spotlight (featuring 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 and Independence Day library closures). The central 'Edit Page' section has tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Text' tab is active, showing a bulleted list with items: '- Fishing Poles', '- Wi-Fi hotspots', '- Laptop/Chrome books', and '- Cooking supplies'. A red box highlights this list. The right sidebar contains a search bar for library materials, a 'MY ACCOUNT' section, and a 'Your Library Location' section for the Missouri State Library Main Branch, including its address and phone numbers.

9. Now that this looks how we want and is set as a list for screen readers, select the Save button.

The screenshot displays the Missouri State Library catalog management interface. The left sidebar contains navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, 03/02/2026 1:11:13 PM, Sharing, Assign password, and Missouri State Library. The top header features logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. The main content area includes tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The form contains fields for Title (Library of Things), Summary (Items you can borrow from the library), and Text (Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, Cooking supplies). The right sidebar shows the Library Catalog, My Account, Search the Missouri Evergreen Catalog, and Your Library Location (Missouri State Library Main Branch). The 'Save' button is highlighted with a red box.

Go To the [Table of Contents](#)