

Accessibility Considerations

Editing Lists in Text Boxes on Ploud(6) Sites

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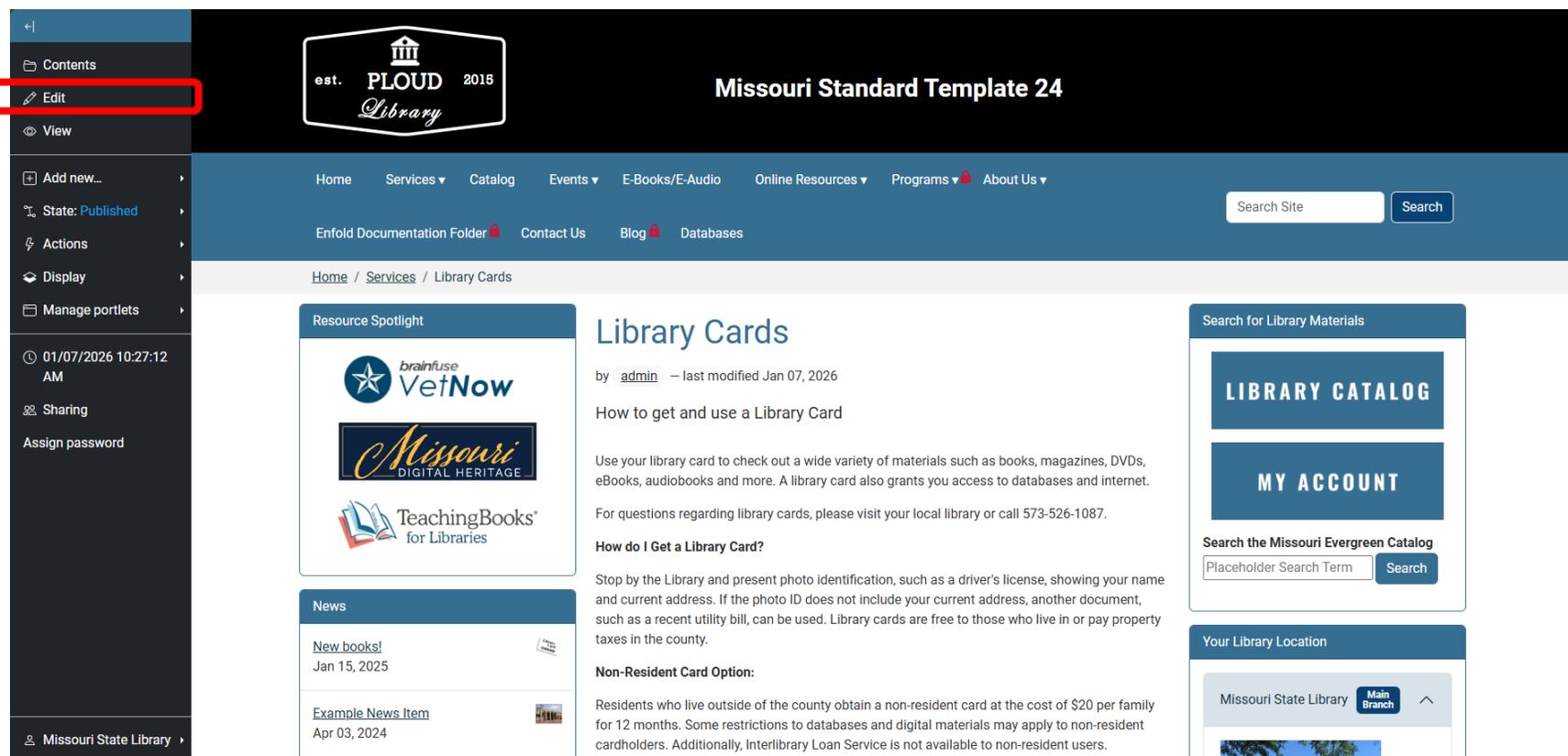
Defining Text Box

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 State Library 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 the Missouri Standard Template 24 header with the library logo and navigation links. The page title is 'Library Cards', and the content includes a resource spotlight for 'VetNow', 'Missouri Digital Heritage', and 'TeachingBooks for Libraries'. A news section lists 'New books!' and 'Example News Item'. On the right, there are search boxes for 'Library Materials' and 'Missouri Evergreen Catalog', and a 'Your Library Location' section showing the '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 Standard Template 24. The page is divided into several sections:

- Header:** Features the Missouri State Library logo (est. 1820 PLOUD 2018 Library) and the title 'Missouri Standard Template 24'. Navigation links include Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search box is located on the right.
- Left Sidebar:** Contains navigation options such as Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, and a sharing section.
- Main Content Area:**
 - Alert Box:** A light blue box at the top states: "You are editing the default view of a container. If you wanted to edit the container itself, [go here](#)."
 - Resource Spotlight:** Displays logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries.
 - News:** Shows a post titled 'New books!' dated Jan 15, 2025.
 - Edit Page Form:**
 - Tabs:** Default (selected), Settings, Categorization, Dates, Ownership, Layout.
 - Title:** Library Cards
 - Summary:** How to get and use a Library Card
 - Text:** Used in item listings and search results.
 - Rich Text Editor:** Includes options for Insert, Table, and various text formatting tools.
 - Right Sidebar:**
 - Search for Library Materials:** Includes a search box with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons.
 - Your Library Location:** A section for specifying the 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, which contains 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 the "Missouri State Library Main Branch" with an 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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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 a library website. The central focus is the 'Text' editor, which is highlighted with a red circle. Inside the editor, a list of items is being typed: '- Fishing Poles', '- Wi-Fi hotspots', '- Laptop/Chrome books', and '- Cooking supplies'. The editor toolbar shows options for text formatting, including bold, italic, and link. The background shows a preview of the page with sections for 'Resource Spotlight', 'News', 'Upcoming Events', and 'Library Location'.

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.

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- 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 'Edit Page' interface for a library website. The page is divided into several sections:

- Resource Spotlight:** Features logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries.
- News:** Includes a 'New books!' section dated Jan 15, 2025, and an '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.
- Text Editor:** A rich text editor with a toolbar. A red box highlights a three-dot menu icon on the right side of the toolbar.
- Search for Library Materials:** Includes a 'LIBRARY CATALOG' button, a 'MY ACCOUNT' button, and a search bar with a 'Search' button.
- Your Library Location:** Displays the Missouri State Library Main Branch address: 600 W Main St Ste 200, Jefferson City, MO 65101, and phone numbers: (123) 123-4567.

The sidebar on the left 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.

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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 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 indicator '03/02/2026 1:11:13 PM', 'Sharing', and 'Assign password'.
- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
- News Section:** Includes a 'New books!' entry dated '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'.
- Edit Page:** The central editor area includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Title' field contains 'Library of Things' and the 'Summary' field contains 'Items you can borrow from the library'. Below these is a 'Text' editor with a rich text toolbar. A red box highlights the list creation options: a dropdown menu for bullet points and a dropdown menu for numbered lists.
- Search for Library Materials:** A search bar with the text 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons. Below it is a search box with the text 'Search the Missouri Evergreen Catalog' and a 'Search' button.
- Your Library Location:** Displays 'Missouri State Library' with a 'Main Branch' indicator, 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'.

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 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', and a date/time indicator '03/02/2026 1:11:13 PM'. It also includes 'Sharing' and 'Assign password' options.
- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
- News:** Displays 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'.
- Edit Page:** The central editor area includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. It has a 'Title' field with 'Library of Things' and a 'Summary' field with 'Items you can borrow from the library'. Below these is a 'Text' section with a rich text editor. A red box highlights the bullet list options in the editor's toolbar, which include three choices: solid circle bullet points, open circle bullet points, and square bullet points.
- 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:** Displays 'Missouri State Library' with a 'Main Branch' indicator, 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'.

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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 interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as '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'.
- Top Navigation Bar:** Features 'Search for Library Materials', 'LIBRARY CATALOG', and 'MY ACCOUNT'.
- Main Content Area:** Includes a 'Resource Spotlight' with logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'. Below it is a 'News' section with items like 'New books!' (Jan 15, 2025) and 'Example News Item' (Apr 03, 2024). An 'Upcoming Events' section lists 'Memorial Day: Library Closed' (May 25, 12:00 AM) and 'Independence Day: Library Closed' (July 04, 12:00 AM).
- Central 'Edit Page' Form:** Contains fields for 'Title' (Library of Things), 'Summary' (Items you can borrow from the library), and 'Text'. The 'Text' field includes a rich text editor with a 'Numbered List' dropdown menu highlighted by a red box. Below the editor is a 'Change Note' field.
- Right Sidebar:** Features a search bar for 'Missouri Evergreen Catalog', a 'Your Library Location' section for 'Missouri State Library Main Branch' with an address (600 W Main St Ste 200, Jefferson City, MO 65101) and phone number (123) 123-4567.

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- 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 dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, a date/time stamp (03/02/2026 1:11:13 PM), Sharing, and Assign password. The main content area is divided into three columns. The left column contains a 'Resource Spotlight' with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries, followed by a 'News' section with items like 'New books!' and 'Example News Item', and an 'Upcoming Events' section with 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'. The middle column is the 'Edit Page' editor, featuring tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. It includes fields for Title (Library of Things) and Summary (Items you can borrow from the library). Below these is a 'Text' editor with a rich text toolbar containing icons for bold, italic, underline, link, unlink, insert image, paragraph, list, and indent. A red box highlights the three horizontal dots in the toolbar. The right column contains a 'Search for Library Materials' section with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, a search bar with a 'Search' button, and a 'Your Library Location' section for the Missouri State Library Main Branch, including an address and phone numbers.

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 the Missouri State Library website. The page is divided into several sections:

- 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 May 25 at 12:00 AM and 'Independence Day: Library Closed' on July 04 at 12:00 AM.
- Text Editor:** The central area for editing content. It shows a bulleted list with dashes and spaces before each item, which is highlighted with a red box:
 - Fishing Poles
 - Wi-Fi hotspots
 - Laptop/Chrome books
 - Cooking supplies
- Search for Library Materials:** Includes a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a search bar for the Missouri Evergreen Catalog.
- Your Library Location:** Displays the Missouri State Library Main Branch address: 600 W Main St Ste 200, Jefferson City, MO 65101, and phone numbers: (123) 123-4567.

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

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 (03/02/2026 1:11:13 PM), Sharing, Assign password, and Missouri State Library. The main area is divided into three columns. The left column shows a preview of the website layout with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below these are sections for News (with items like 'New books!' and 'Example News Item'), Upcoming Events (listing Memorial Day, Independence Day, and Labor Day library closures), and a 'Missouri State Library' portlet. The middle column is a rich text editor with tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The title is 'Library of Things' and the summary is 'Items you can borrow from the library'. The text area contains a bulleted list: Fishing Poles, Wi-Fi hotspots, Laptop/Chrome books, and Cooking supplies. Below the text area is a 'Change Note' field and a 'Save' button highlighted with a red square. The right column shows a preview of the website's right-hand side, including 'LIBRARY CATALOG', 'MY ACCOUNT', a search bar for the Missouri Evergreen Catalog, and a 'Your Library Location' section for Missouri State Library (Main Branch) with an address, phone numbers, and hours.

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