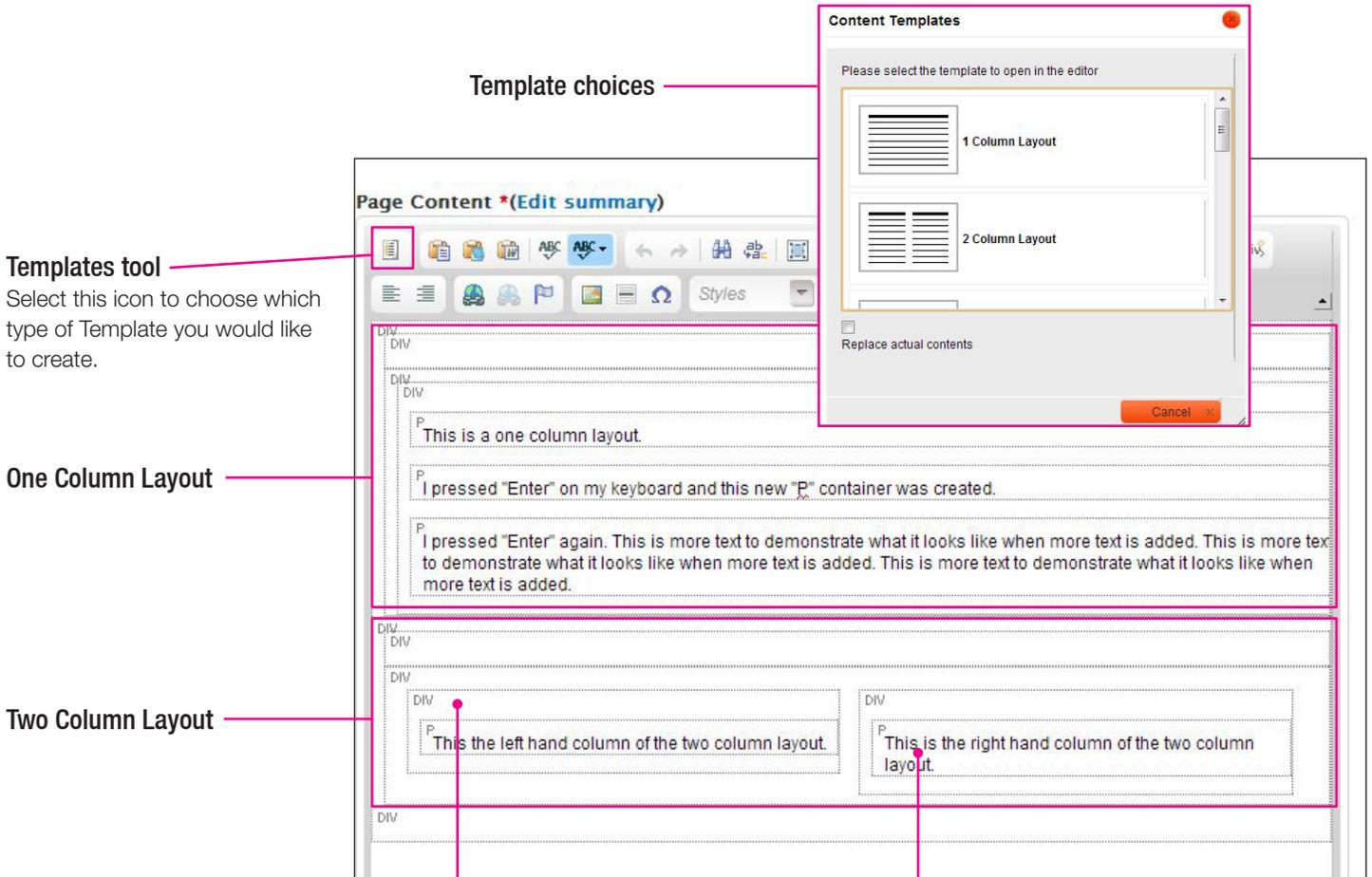


Templates overview

The Templates tool is the most important tool in the WYSIWYG editor. Anytime that you add content, it must be placed in a Template. We have created Templates to help organise your content within a webpage, keep up with web standards and improve accessibility within the UNBC website.



Templates tool

Select this icon to choose which type of Template you would like to create.

One Column Layout

Two Column Layout

Template choices

Div Containers

The Div containers are what make up the Template. They define how the content will be laid out by separating content. Boxes marked with "DIV" in the top left hand corner are Div containers.

P Containers

P stands for Paragraph in these containers. This is where you will place your content. When text is entered in a P container, a space will appear before and after that text when it is published.

Published page



Page title

One Column Template

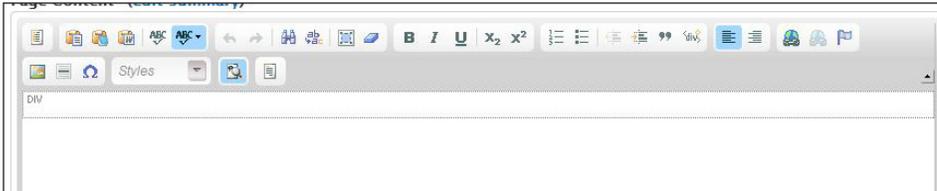
Two Column Template

How to use Templates: Step-by-step

The Templates tool is the first tool in the WYSIWYG editor. This tool gives you the option to place content in one or more columns, wide left, thin right and vice versa.

Step 1: Place your cursor

Place your cursor in the WYSIWYG editor where you would like to insert your Template.



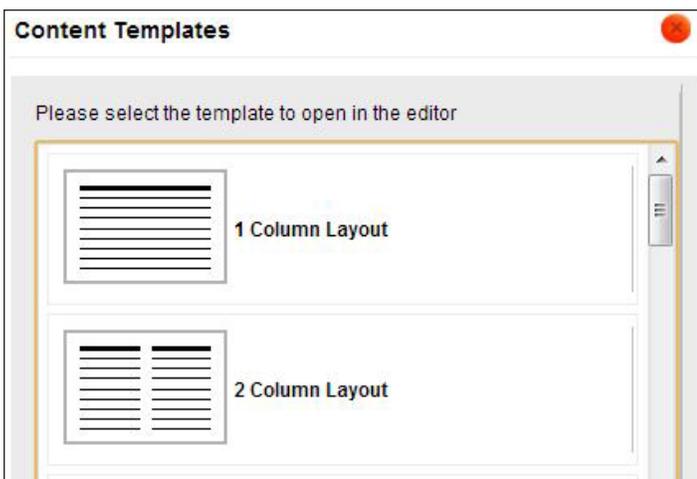
Step 2: Select the Templates tool

Select the **Templates** tool in the WYSIWYG toolbar.



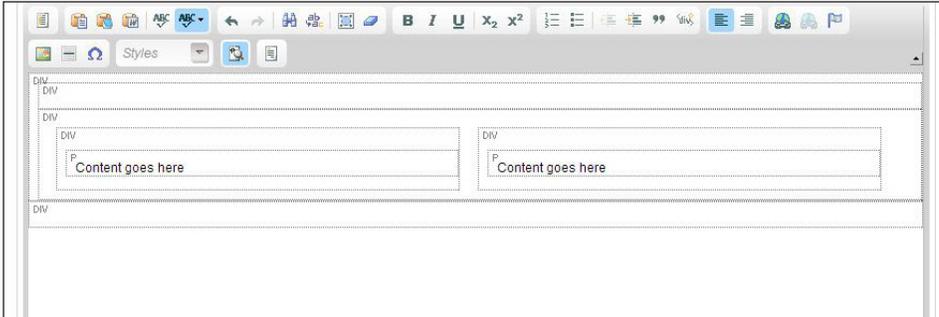
Step 3: Choose a Template

Choose the type of Template you would like to use. You will have the choice of 1-4 columns, wide left, thin right, vice versa, and image with caption.



Step 4: Insert Content into the Template

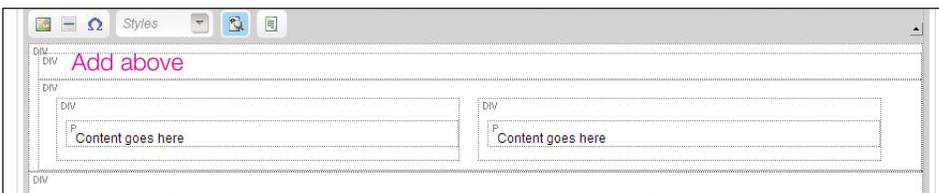
In the centre of the Template there is a box with the letter “P” in the top left hand corner (“P” stands for Paragraph). Place your content in the P container.



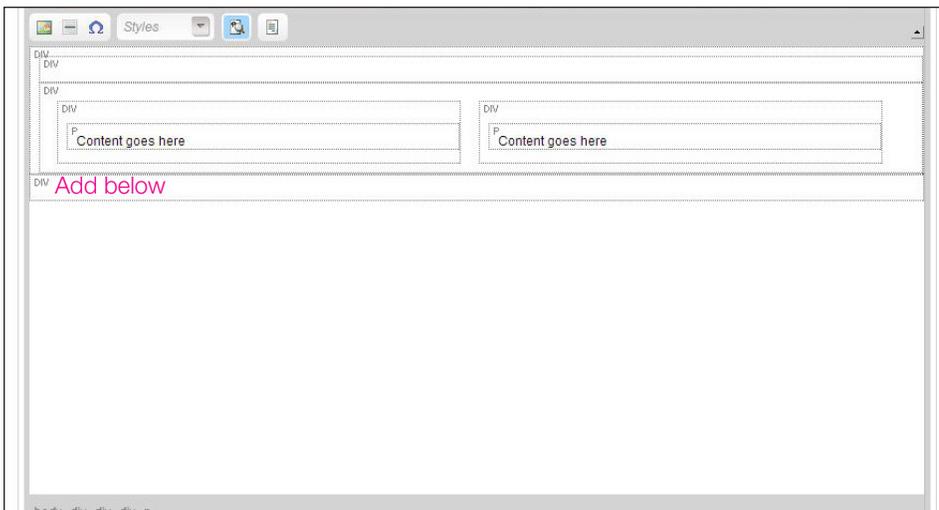
Step 5: Add another Template

Add a Template above or below by placing your cursor where you would like the new Template inserted.

Add a Template above: place your cursor in the Div container at the very top of the Template and follow steps 2-3.



Add a Template below: place your cursor in the Div container below the Template and follow steps 2-3.



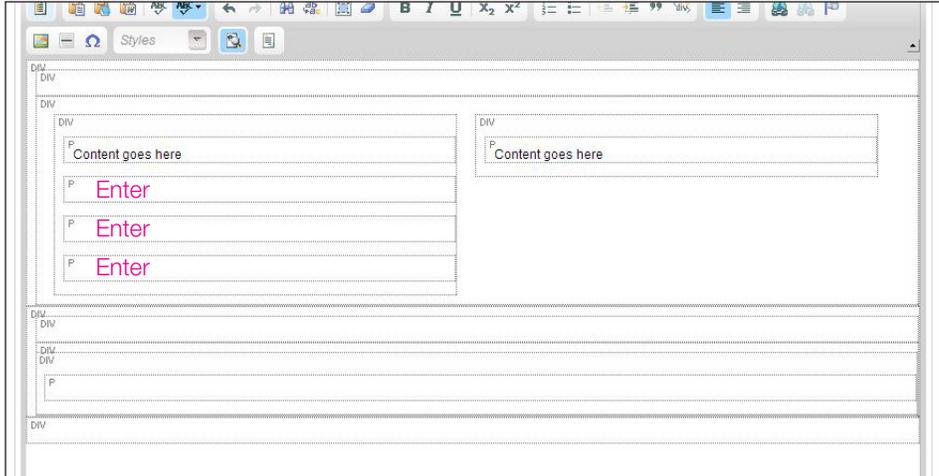
Changing or Replacing Templates

If you added content into a one column Template and you decided that you want it in a two column Template, the only way to make this happen is to:

- a) Create a two column Template above or below.
- b) Copy everything into the new Template.
- c) Delete the old Template.

Adding P containers

Place your cursor in a **P container** and press **Enter** (if there is text, place it at the end of the text). This will create another **P container** within that same Template.

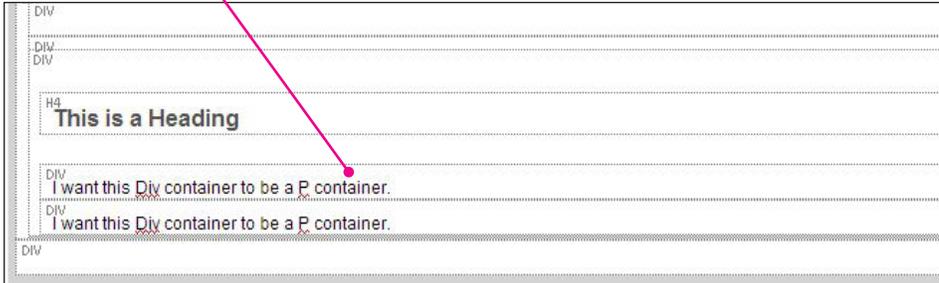


Shift + Enter

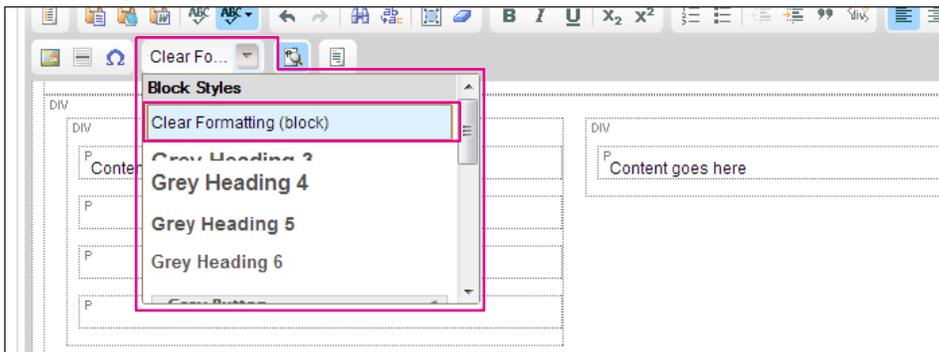
If you would like create a paragraph break without creating another P container, use **Shift + Enter** instead of just Enter.

If the P container becomes a DIV

If you're entering text, you'll want to convert it back into a **P container**. Place your cursor in the box that needs to become a P container.



In the WYSIWYG tools select the **Formatting Styles** drop-down and choose "Clear formatting block".



You should now have a **P container** instead of a **Div container**.

