Quick Guide: Creating Content

Creating Content

1. Begin by clicking the folder you wish to store your content in. In this example, our location will be the “Patient Care” folder.
2. Over on the “View Contents” pane of Ektron you want to select “NEW” and click “HTML Content”
3. After entering a title you are ready to start populating the content field.

Entering text:

1. If you are copying and pasting text from Microsoft Word you will want to right click and select “Paste from Word,” to which you will paste your text in the pop-up box and press “OK.”
2. If you are copying and pasting text from a source other than Microsoft Word you will want to right click and select “Paste Plain Text.” You’ll then paste your content into the pop up box and press “OK.”
3. If you are not copying and pasting text, you can simply type in the content field.

Adding Headings:

1. If you pasted in plain text you are going to want to single out your heading line. This is kind-of confusing, but it makes sure only your heading line will converted to header text and not all your content. You do this by going to the beginning of the next line after your header, hitting backspace until the end of your header line, and then hitting enter.
2. Bring your cursor to the beginning of your header and select the proper heading style from the paragraph style dropdown box.

Creating Bullets:

1. Single out the text you want bulleted. Again, do this by going to the beginning of your bulleted text, hit backspace until it reaches the end of the line above your bulleted text, and hit enter
2. Make sure your cursor is at the beginning of your bulleted text and click the bullet icon at the top left.
3. Go to the beginning of your next bulleted line, hit backspace, and then enter. Do this until you reach the end of your bulleted list.
4. If any unwanted text is indented, put your cursor at the beginning of it, hit backspace until it is at the end of your last bullet’s text, hit enter (will create a bullet) and then backspace again.

The same applies for numbers.
External Hyperlinks and E-Mail Addresses:

1. Highlight the text you want hyperlinked
2. Select the hyperlink icon (🔗) in the banner at the top
3. Paste your hyperlink into the URL section of the Link Manager popup

*Note: If you want to hyperlink an e-mail you follow the same instructions, but instead of entering the e-mail address in the URL section, you will want to click the e-mail tab and enter your link there.*

Internal Hyperlinks:

1. Highlight the text you want hyperlinked
2. Select the library icon (🔍) in the banner at the top
3. Go to the “Images” drop down box and select “Quicklinks”
4. Navigate the folder list on the left to find the page layout that corresponds to your desired webpage

Horizontal Rules:

1. Put your cursor at the end of the line where you want the horizontal rule to be under
2. Click the horizontal rule button (зыва)
3. Delete any unwanted lines
4. If you are having issues with formatting try singling out your text.