

Using the Html WYSIWYG Widget

The Html WYSIWYG Widget

The Html WYSIWYG Widget is the most commonly used widget in your website publishing arsenal.

- Use this widget to add text and images to a page.
- Within the widget there is a full toolset for applying styles to your content.
- Fonts, Colors and Font-sizes are pre-set.
- Using predefined styles keeps web page appearance consistent across our site.

When copying content from an external source it is very important to “scrub” the content and then re-style it using the available styles.

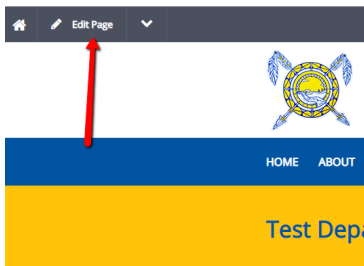
If you paste copied content directly into the Html WYSIWYG widget, the website’s styling will be overwritten.

- Makes the page render unpredictable on different devices
- May affect the performance of the websites load time
- If we decide to change the styling of the website, pages that have styles that override the global styling of the site will not be updated

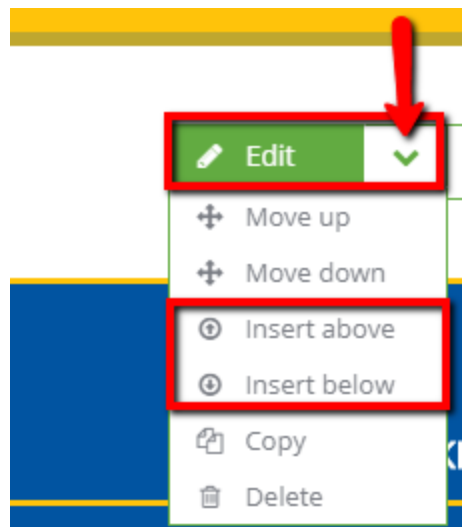
Add the Html WYSIWYG Widget to a Page

Make sure you are logged into CampusSuite, then, navigate to the page you wish to add the Html WYSIWYG Widget to.

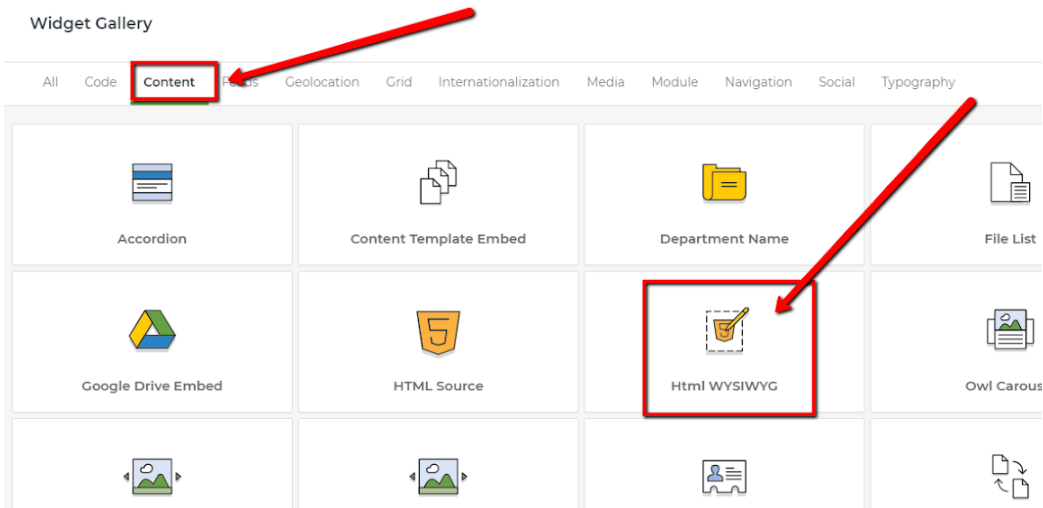
1. Click Edit Page



- #### 2. Click either + Content (if no content has been inserted on the page) or the Settings icon (down facing arrow) which will be located to the right of Edit where you will need to select either Insert before or Insert after



3. Choose the Html WYSIWYG widget
 - a. Click "Content"
 - b. Click "Html WYSIWYG"



4. Now, you can create content or copy content from a Google or MS Word document.
5. After you've created your content within, click the green **Create** button
6. Your **Html WYSIWYG** widget will show up on the page.
7. Make sure to click either **Publish** or **Save Draft** option just as you would when you're editing pages.

