About

The secondary templates come in two formats. The first type has 3 columns (left navigation, center column and right column).
The second format has the left navigation column and an extra wide right column with no middle column.
Editing the Secondary Templates

Replacing an image, header, paragraph or list is the same as with the index template. To replace the header, list item or paragraph text, highlight the text with your mouse and press backspace. Then type the new text.

To replace the image, double click on the existing image. Remember to change the alt text to describe the new picture. If you do not want an image, click once on the existing image and press delete.

To add an image use the insert image menu and browse to the picture on your computer or web server. Remember to change the alt text to describe the new image.

Image Sizes

Images in the right column cannot exceed 125px. Ideally these images should be 125px square but the width is the most important because the template will break (especially in Internet Explorer) if this width is exceeded.

Images for the middle column cannot exceed 300 px in the normal format. The wider template may accommodate a larger image but remember that when images become too large, they become the focal point for the user rather than the content of the page. Images should enhance the content of a page, not draw the focus away from it. Ideal image size for the center column is 150px or smaller.
Headings

Headings 1 through 4 were designed to be used in the middle column only (or in the main content area for the wide template).

Heading 5 was added to be used exclusively in the right hand column only.

To change a paragraph to a heading, or change a heading to a different heading (for example heading 1 to a heading 2), highlight the text and select the heading from the drop down menu which is directly under the Publish button.
Classes (aka Styles)

A class is a special type of formatting that has been set up for you in the style sheet. These styles (classes) can be added by using a simple style drop down menu which can be found just below the Publish button in Contribute.

Paragraphs
To use either of the below classes, highlight the paragraph with your mouse and select the class from the drop down menu located under the Publish button.

- **text-center**
  Paragraph text can be centered by adding the text-center class. To use this class, highlight the paragraph with your mouse and select “text-center” from the drop down menu located under the Publish button.

- **toplink**
  This class uses a smaller text size and adds a blue line over it. This class is useful for footers and for anchor links that go to the top of the page.

- **Resources**
  This class can be applied to paragraphs in the right column to have a green box around the text.

Lists

**NOTE:** Contribute is incapable of handling the below classes correctly. In order to use them, you must copy and paste an existing list which already has the class you want to use from the template pages.

- **orange-arrow-list**
  This class adds an orange arrow bullet to each list item.

- **nobullet**
  This class has no bullet next to each list item.

- **resources**
  This class applies a green-shaded box around list items. List items do not have bullets next to them.
**Additional Tips**

If you try something and it does not work, please try again. Some formatting is very specific. If the cursor position is not exact, occasionally it will not work. For example, if you want to add another list item and you press enter, but another item does not appear, try hitting the backspace key until you touch the last letter of the item above. Then press enter again and you should have a new list item.

**Ctrl + Z**

Did you do something you did not intend? Press Ctrl+Z (press Ctrl first and then Z while still holding down Ctrl). You can do this multiple times to undo your draft edits. For example, if you drag an image to a new location on your page and it is not in the right place, you can press Ctrl + Z and the picture will move back to its original position.