28. Creating Highlighted Text Blocks

Introduction

It is possible to highlight an area of text in your page by adding a box around it to make it stand out more. There are two different types of highlighting that you can use

- Box Container

- Notification (standard or centred)

The application of each of these styles is very similar. However, it can involve working in the HTML view, so is only suitable for confident/experienced CMS users.

If you need help creating highlighted text blocks, please contact us by email on is@aber.ac.uk or by phone on 2400.

Reviewed: April 2023

Box Container

This creates a box outline around the content. The box will have a yellow border.

> Here is some text.

> Here is some more text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text.
>
> Here is some text. Here is some text. Here is some text. Here is some text.

Reviewed: April 2023

Notification

This creates a box around the content with a light grey background.

Standard

Here is some text.

Here is some more text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text.

Here is some text. Here is some text. Here is some text. Here is some text.
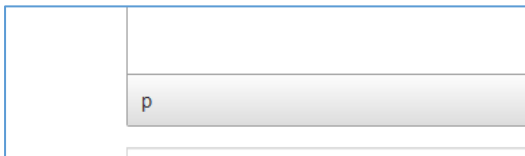
Centred

Here is some text.

Here is some more text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text. Here is some text.
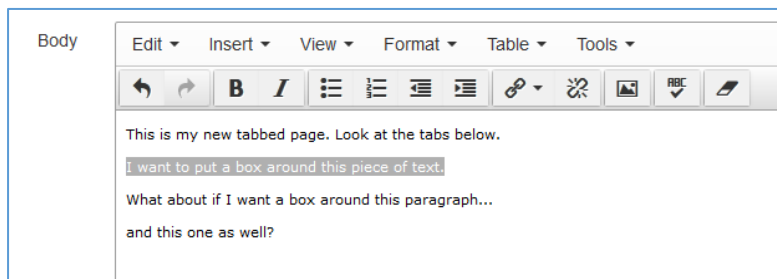
Here is some text. Here is some text. Here is some text. Here is some text.

Reviewed: April 2023

Creating Your Highlighted Area
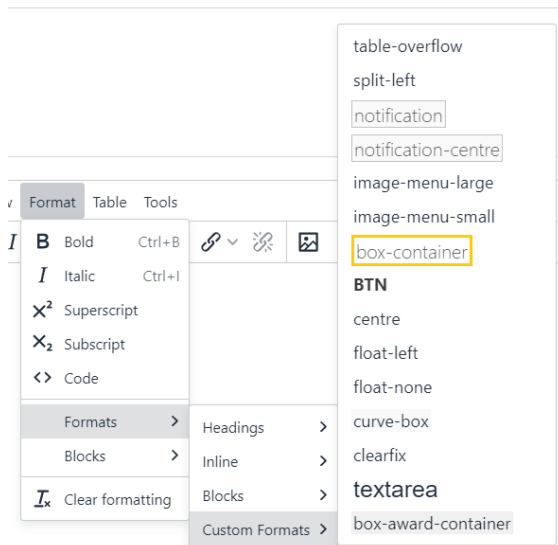
Highlighting a Single Paragraph

1. Open or create the piece of content where you wish to add the highlighted text.

2. Find or add the text you wish to highlight.

3. Click on the paragraph you wish to highlight in the editor window

4. Look at the bottom of the editor window where you should see 'p'

5. Click on the p, so the whole paragraph is selected.

Reviewed: April 2023

6. Click on the 'Format' menu, then put your mouse over 'Formats' then 'Custom Formats' so a further sub-menu appears:

7. Choose one of the following from the second menu:

   a. For a Box Container, choose 'box-container'

   b. For a standard Notification box, choose 'notification'

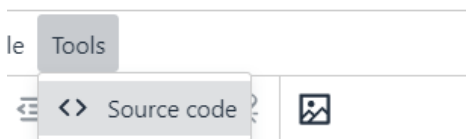   c. For a centred Notification box, choose 'notification-centre'

8. Your text should now be displayed in in the appropriate type of box in the editor window.

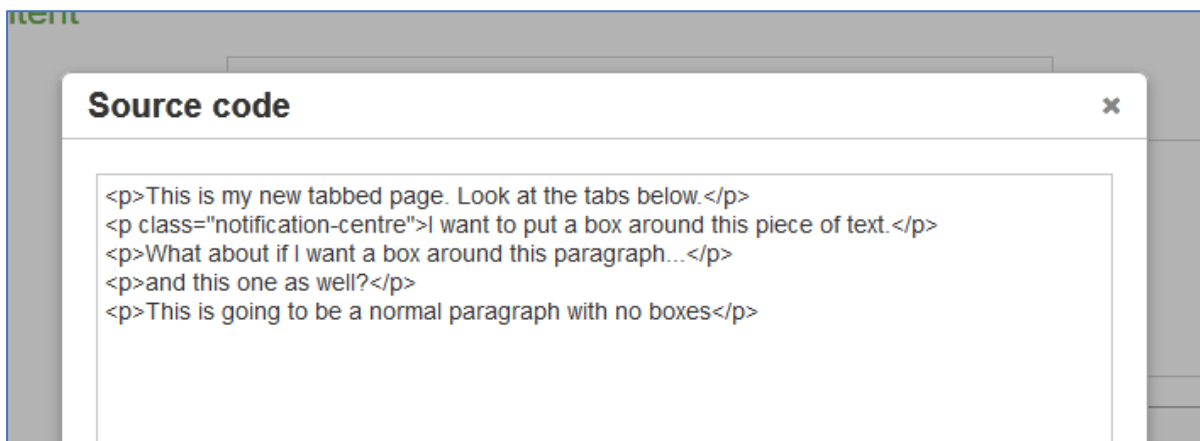9. When you have finished adding your box, click Save changes to finish.

10. Preview the section from the site structure to make sure the box is displayed as expected.

Reviewed: April 2023

Highlighting Multiple Paragraphs

1. Open or create the piece of content where you wish to add the highlighted text.

2. Find or add the text you wish to highlight.

3. Open the Source code editor by clicking on the Tools menu and choosing Source code:

4. The Source code editor appears:


```
<p>This is my new tabbed page. Look at the tabs below.</p>
<p class="notification-centre">I want to put a box around this piece of text.</p>
<p>What about if I want a box around this paragraph...</p>
<p>and this one as well?</p>
<p>This is going to be a normal paragraph with no boxes</p>
```
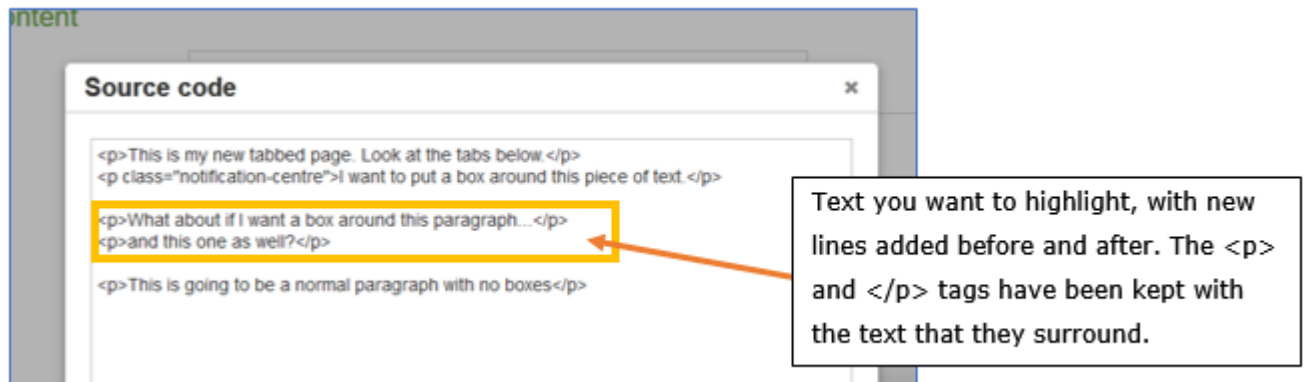
5. Look for the text you want to highlight. If your page has lots of content, you may need to look carefully through the HTML view to find your text.

Reviewed: April 2023

6. Make a new line before and after the text that should be highlighted, making sure to keep any opening and closing tags with the text that they surround. A tag is some text between "pointy brackets" (<>). It may be paragraph tags <p> and </p>, or it could be heading tags like <h2> and </h2>.

For example:

Text you want to highlight, with new lines added before and after. The <p> and </p> tags have been kept with the text that they surround.

7. In the new line **before** the chosen text type one of the following:

    a. For a Box Container, type <div class="box-container">

    b. For a standard Notification box, type <div class="notification">

    c. For a centred Notification box, type <div class="notification-centre">

8. In the new line **after** the text type </div>

9. Your HTML should now look something like this:

Edited HTML - in this example, the user is creating a Box Container

Reviewed: April 2023

10. Click the Save button at the bottom right of the Source code editor to save your changes.

11. Your text should now be displayed in in the appropriate type of box in the editor window.

12. When you have finished adding your box, click Save changes to finish.

13. Preview the section from the site structure to make sure the box is displayed as expected.

Reviewed: April 2023