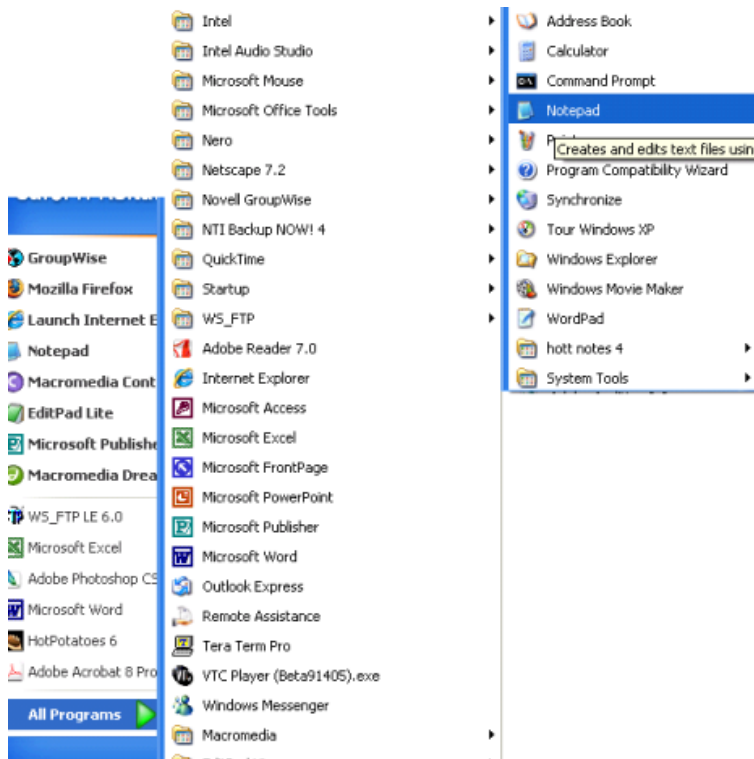


Format Content for the New CCSF website

The new CCSF website and Content Management system will format our text according to its pre-determined design. The design is consistent throughout the site. That means we can spend our time with the content, and not try to become a designer overnight! So, when putting in text, it should be in plain text format. Create some text files and bring them to training!

Create a Text File: [2 ways]

Copy and paste text from a web page to a text editor. OR Create new content in a text editor. On a Windows machine, use **Notepad**. (Start button, All Programs, Accessories, Notepad)

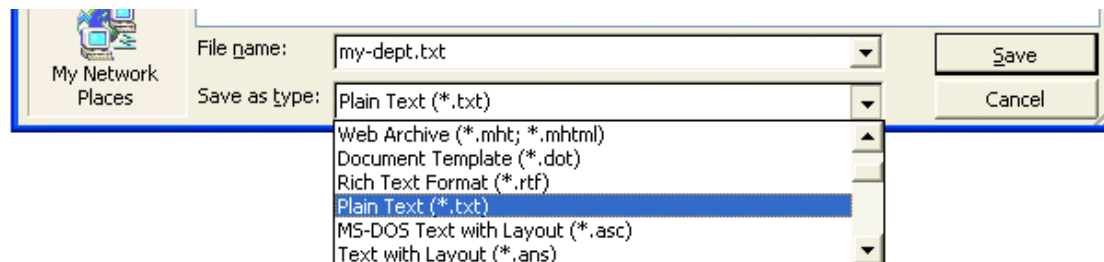


On a Mac, use **TextEdit**

Using the “Save as” option in Word: Step-by-step

Copy and paste text from a web page OR create new text in Word.

Then "Save As" Plain Text. This creates a new file with the extension .txt. You may have to scroll down to find this choice.



When you save as **Plain Text**, all the formatting that may mess up your new website will disappear. You can reformat in the new system.

In the 313 Lab: PureText for Windows

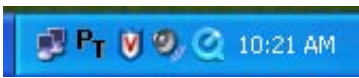


The Windows computers in the L313 lab have a program called **PureText** that allows you to paste text and remove formatting with one key stroke. PureText is equivalent to opening Notepad, doing a PASTE, followed by a SELECT-ALL, and then a COPY.



First find the Windows key: it is marked with some version of the Windows logo and is found at the bottom of the keyboard next to the Alt key on both sides of the space bar. Here's the process:

1. Highlight the text to copy from a Word doc or a web page in a browser.
2. Press **Control-C** to Copy or click **Edit→Copy** from the top menu.
3. Move to the place where you want to paste and press **Windows key-V** (Hold down the Windows key and tap V).



You can also do the Copy and then click the PureText PT icon on the desktop or in the system tray at the bottom right of the screen.

You can download the PureText program for your own Windows computer at <http://www.stevemiller.net/puretext/>. It works in all versions since Win98.

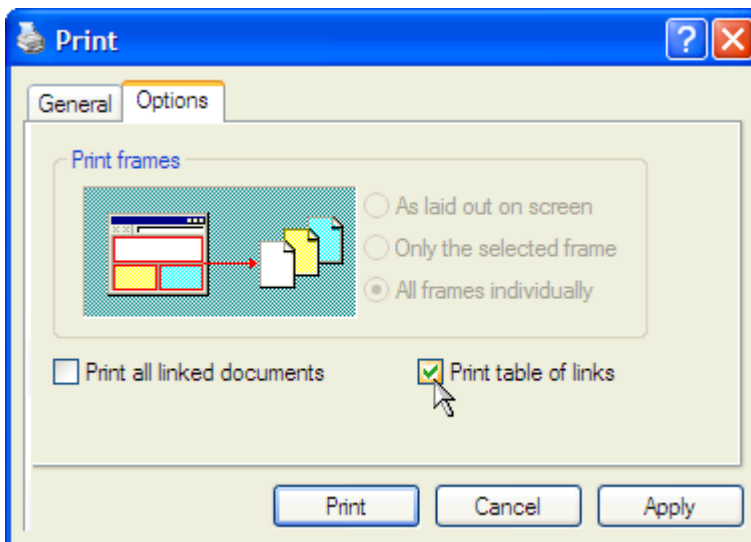
For Mac systems

A similar program for the Mac, Plain Clip, also free, can be found at <http://www.bluem.net/en/mac/plain-clip/>

Printing out links

Sometimes our pages have many links to external sites. When you lose formatting, you lose those links. You must redo/relink them to the text after you have pasted it to the new CMS Here's how you can get a listing of the links on your old pages.

1. Use **Internet Explorer** (may not work in all versions – I tried it in IE 7 for Windows).
2. Go to the page where you have text and, from the menu bar, click **File → Print**
3. Choose the correct printer for your area.
4. Click the **Options** tab
5. Check the box beside **Print table of links**.
6. Return to the **General** tab and print.
7. At the end of the text you'll get a table with the text that appears on the page and the link attached to the text.



Use this as a guide when re-inserting the links on your new page.