Escambia County Public Schools

Website Creation and Maintenance

April 2023

Escambia County
PUBLIC SCHOOLS

Contents

Introducing Blackboard Web Community Manager

Beginning in 2023, Escambia County Public Schools will use the Blackboard Web Community Manager (WCM) content management system to produce and maintain all of its websites. Sitekeepers will be able to manage departmental websites within the district site, and Tech Coordinators and other designated sitekeepers will create and manage websites for each school in the district. A comprehensive site template has been chosen that offers degrees of customization for each school while maintaining visual and operable consistency throughout the district.

> **NOTE:** This manual is designed to be an introduction to the WCM system, and not all features will be covered in-depth. Sitekeepers are encouraged to use the instructional videos and websites listed in the appendix of this manual and on the Website Training Resources section of the Information Technology departmental website. Experimentation and testing on hidden pages (instructions included further in the manual) is encouraged.
>
> Technical support can be accessed by submitting a ticket to **support@ecsd.zendesk.com**.

Logging in to Web Community Manager

You can log in to **Web Community Manager** (WCM) from any ECPS webpage, but it is fastest to navigate to the page or channel you want to edit before logging in.

Every ECPS website, both on the district and the school level, has an **Employee Access** sign-in shortcut at the top of the page.
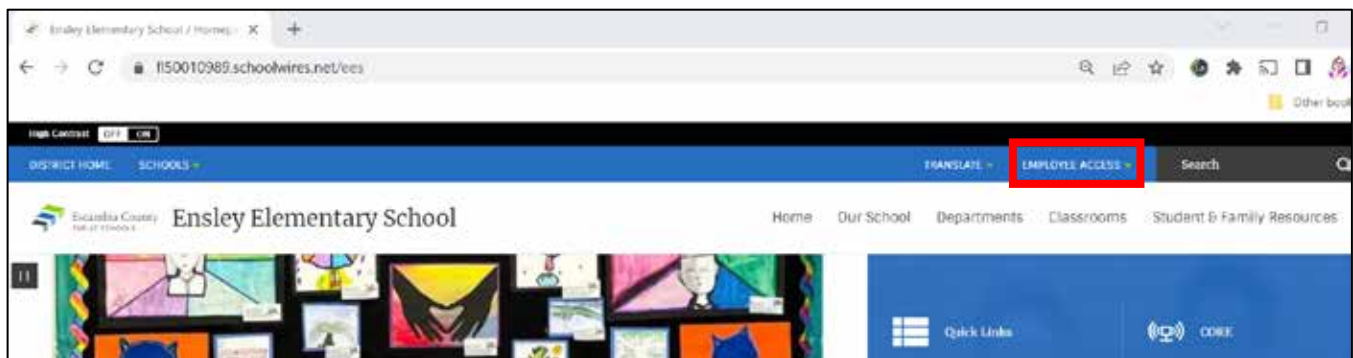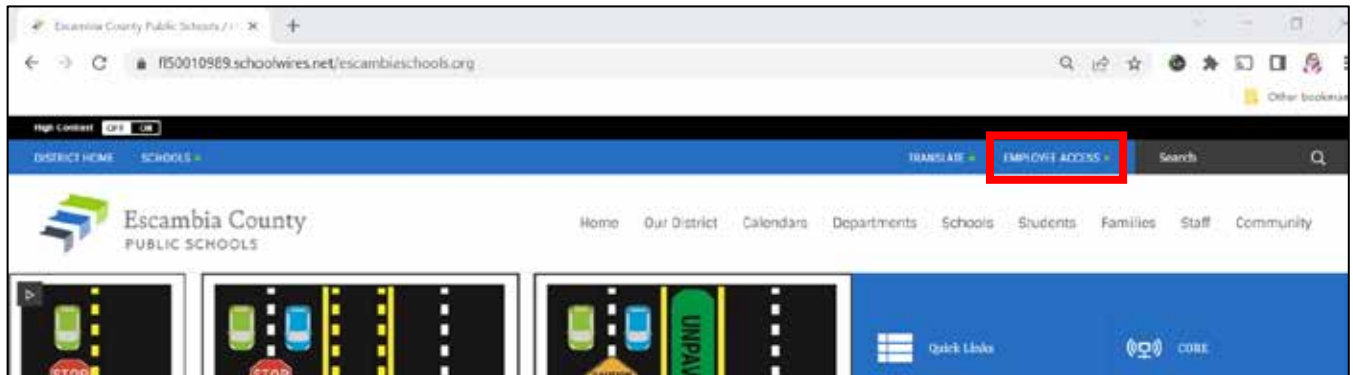
Clicking on **Employee Access** will cause the **Sign In** button to appear.

When the **Sign In** button is clicked, the log in page will appear. **Enter your ECPS credentials**.

After signing in, the previous page will refresh. You will then see a black sidebar on the left side of the page. This is one way to access the **Site Manager** feature.
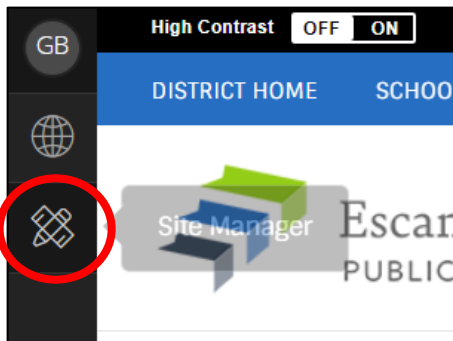
Click on the icon of a ruler and pencil to open **Site Manger**. It will open in a new window.
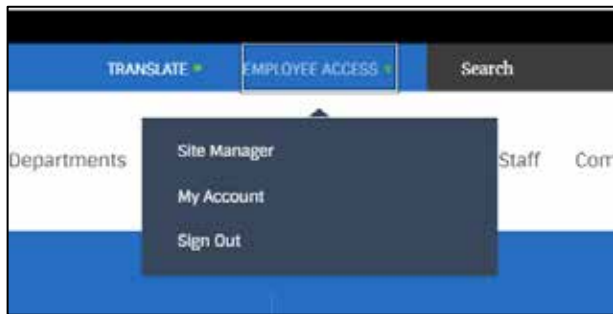
You can also access **Site Manager** by clicking on **Employee Access** again.

Using Site Manager

Site Manager Features

On the left of the screen you will see the **site**(s) and **channel**(s) you have been authorized to maintain and create. (In the WCM system a school would be considered a site, and a channel would be the same as a department in the larger ECPS site.)

By default, the center column shows the **Summary** tab and the **Current Pages** feature. To the right are features containing **Common Tools – Photo Gallery, Forms & Surveys, and Files & Folders**, as well as the **Pending Comments** feature and the **Total Visits** graph (not shown in the screenshot below).
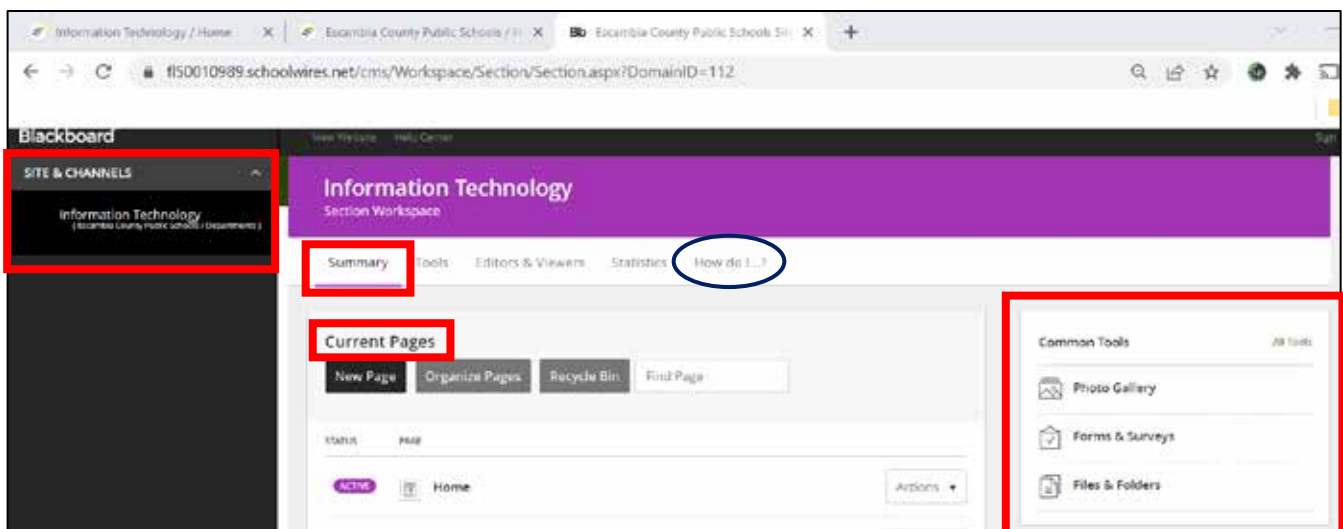
In this manual we will discuss the **Summary** tab as well as the features in the **Common Tools** section. More information on the other tabs and sections can be found by clicking the **"How Do I...?"** tab (links to the Blackboard Help Center) or by consulting the Website Training Resources pages on the ECPS website.

Current Pages
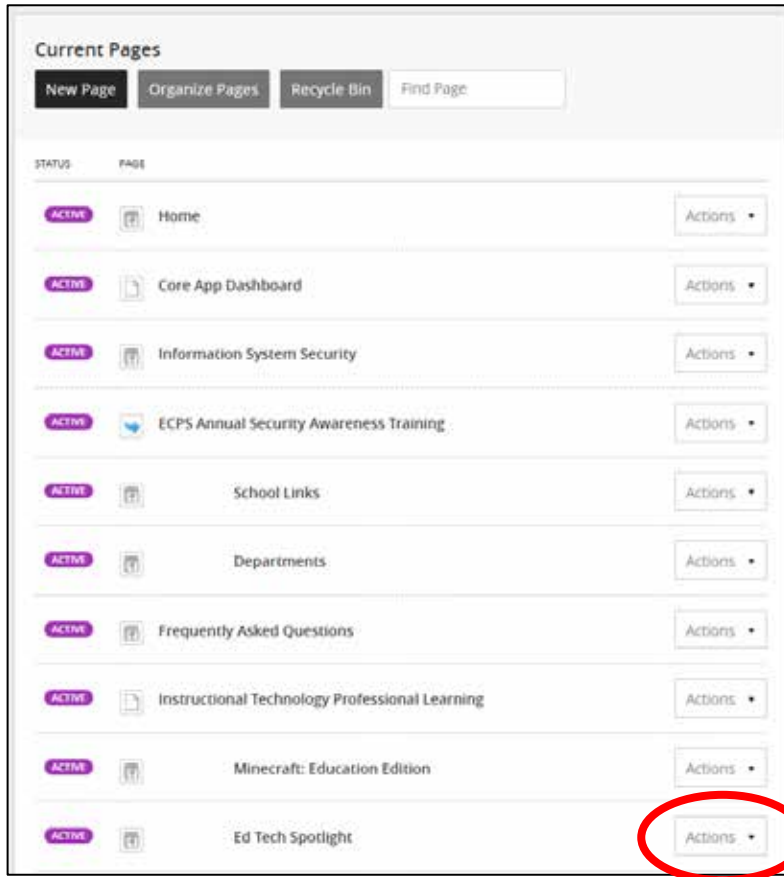
The main feature of the **Summary** tab is the **Current Pages** area, where all of the pages of your site are listed.

Within this feature you can *create new pages, organize the site, activate and de-activate pages*, and perform other actions. We will cover this topic in the next chapter, **Creating and Organizing Pages**.

Page Actions

Once a page has been created you can perform a variety of actions on it. To access the list, click on the **Actions** drop-down button to the right of the page name (pictured above).
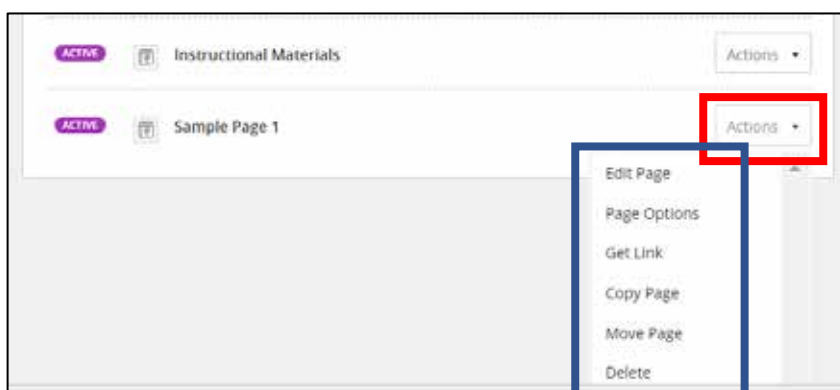
Most of the actions are self-explanatory.

Choosing **Page Options**, however, allows you to do several things:

- re-name the page
- choose how the page will be listed in the navigation menu
- map a web address to the page so that when a user clicks on the page in the menu they are taken to the web address instead.

You can also control the display duration, set a background image for the page, and perform advanced operations. In this manual we will only cover setting a background image, in the **Working with Images** chapter.

Choosing **Get Link** opens a window that displays the page's *full web address* as well as the *relative web address*, which is used in linking pages within the website itself. This will be discussed further in the chapter on creating and maintaining proper links.
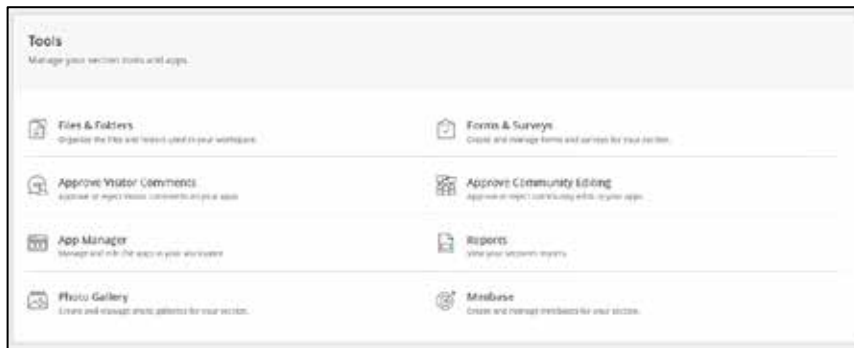
Common Tools

The three most commonly used tools are shown in the **Common Tools** feature. All of the tools can be viewed by clicking on **All Tools** on the right side.

The tool you will use the most is Files & Folders. File management will be covered in its own chapter later in the manual.

The next image shows all of the tools available to sitekeepers. For the purpose of this manual we will only cover **Files & Folders**; more details and instruction on the other tools are available on the Blackboard help site.

Pending Comments and Total Visits

The Pending Comments and Total Visits sections are located directly underneath the Common Tools section.
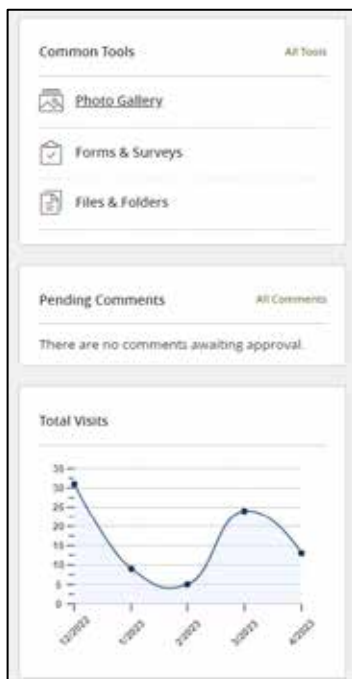
The **Pending Comments** feature is used when one or more pages contain messaging or commenting areas. **At this time no ECPS pages should contain these areas.**

Total Visits presents a snapshot graph of the number of visitors to that channel of websites over a period of months. More granular data can be found by choosing the **Statistics** tab on the top menu of the section workspace.
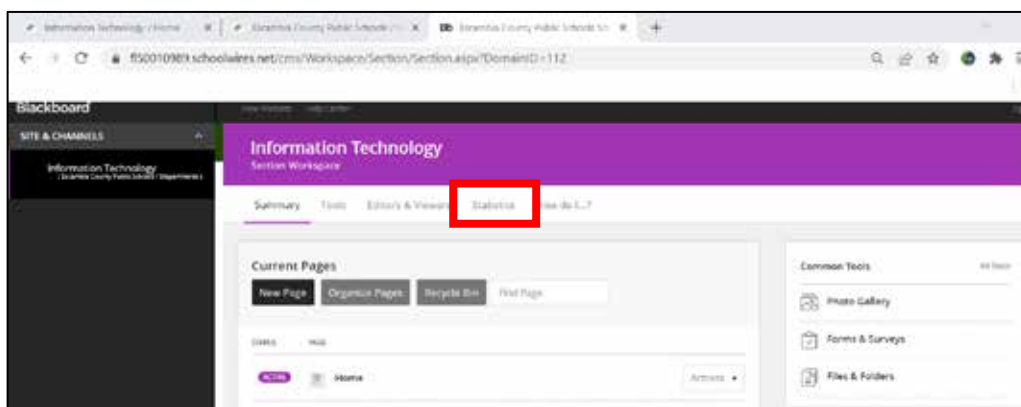
File Management

As mentioned previously, the Common Tool you will use the most is **Files & Folders**.

This is the starting window for the Files & Folders tool. In the left pane you will find your folder structure, and in the larger right pane you will see the files contained in the folder you have selected.

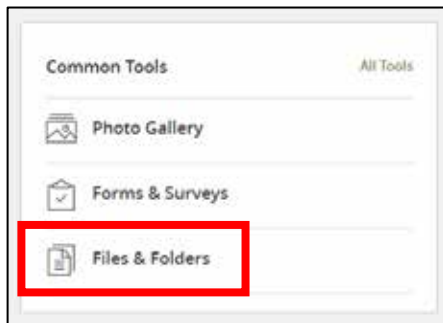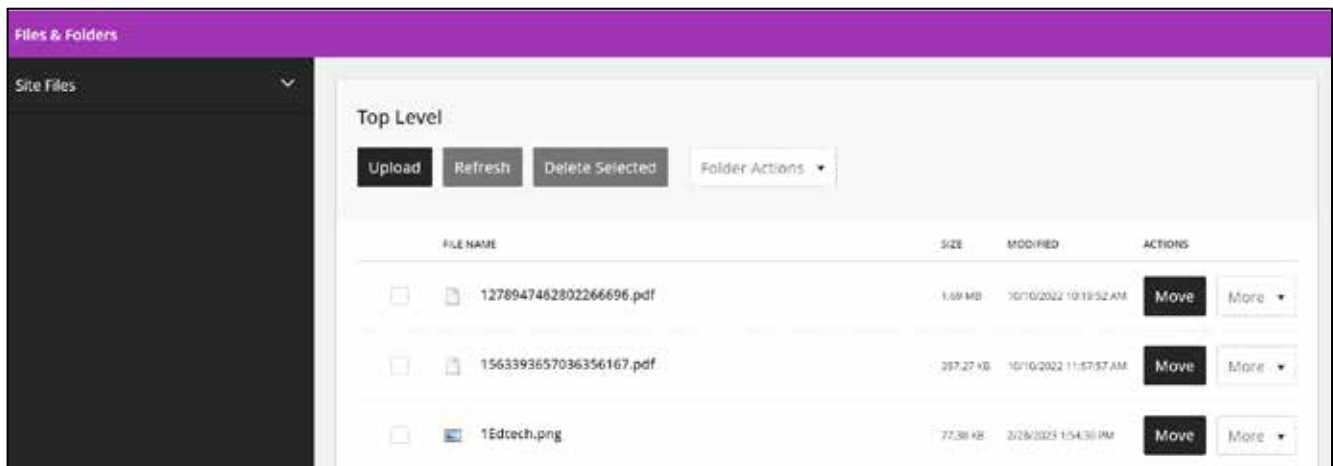> **NOTE:** By default, files uploaded are stored on the top level of the site (also known as the root directory). However, if you have many files to store on your site (for example, pictures from an event or many years' worth of .pdf files) you should set up a system of subfolders to better organize and find your files.
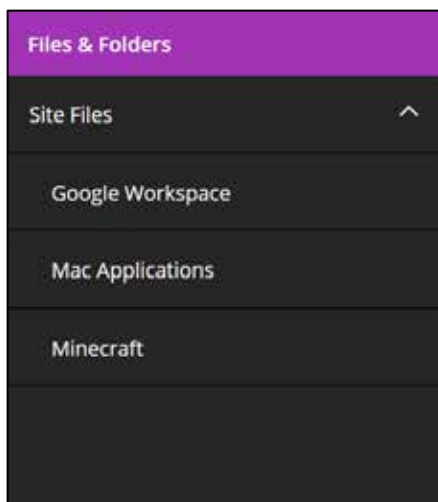
Clicking the down arrow next to Site Files will cause the dropdown menu of subfolders to appear.

Creating Subfolders

It is strongly recommended that you consider your storage needs and file folder structure when you begin building your site. Subfolders can be created by doing the following:
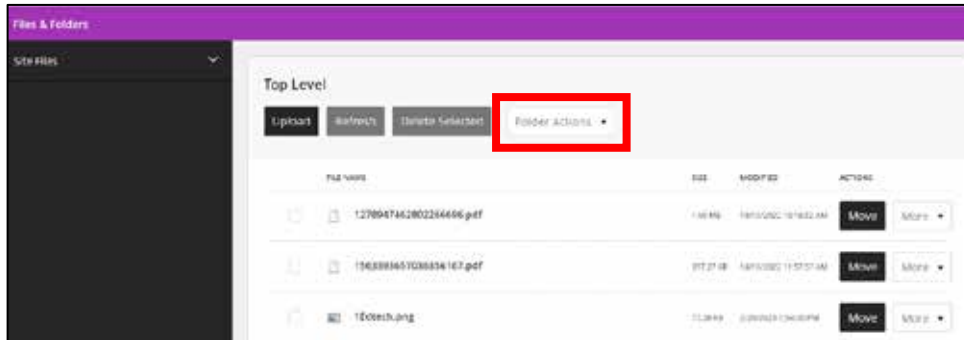
Click the **Folder Actions** button on the **Top Level** tool bar.
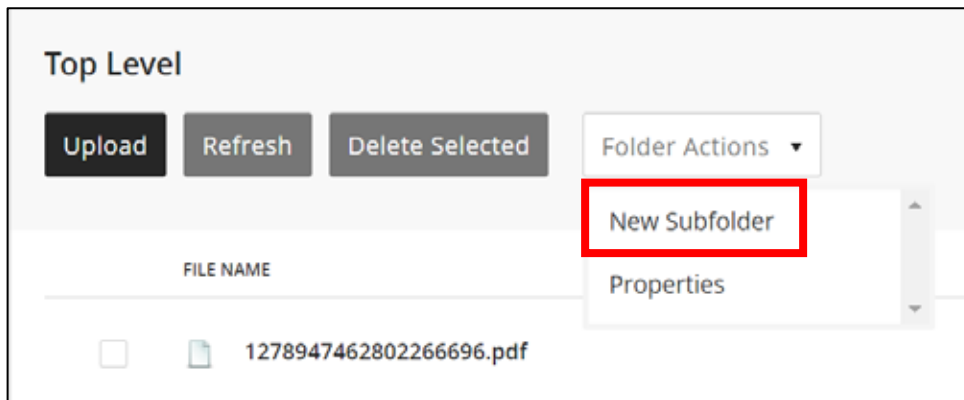
Choose **New Subfolder** from the dropdown menu that appears.

Enter the name of your new folder and click **Save**.

Other Folder Actions

Once you have created subfolders the Folder Actions menu contains more choices.

- **New Subfolder** will create a nested subfolder within the subfolder you are currently in. An example is shown below. It is recommended that you not create more than two levels of subfolders.
- **Rename Folder** gives you the option to give your subfolder a different name.
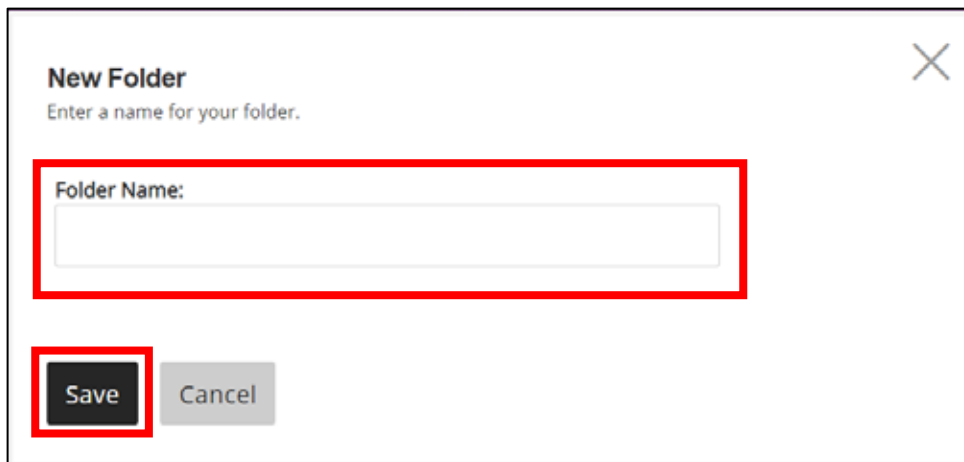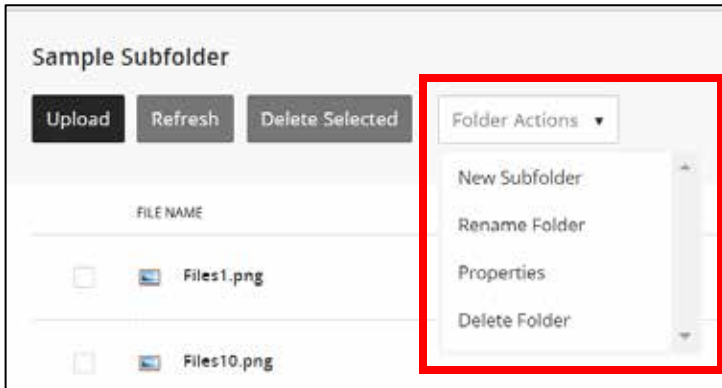- **Properties** will open a new window listing the Folder Name, Folder Size, number of Subfolders, and the number of files in the current folder.

Site Files is the top level folder.

Sample Subfolder is a sublevel of Site Files, and is the next level of folders.

Archive is a subfolder inside **Sample Subfolder**.

2021-2022 Documents and **2022-2023 Documents** are subfolders inside **Archive**.

Individual files can be loaded into any of these folders.

Uploading Files

To place files in your folders, click the **Upload** button on the **Top Level** tool bar. **Note:** You are limited to uploading 98 files at a time.
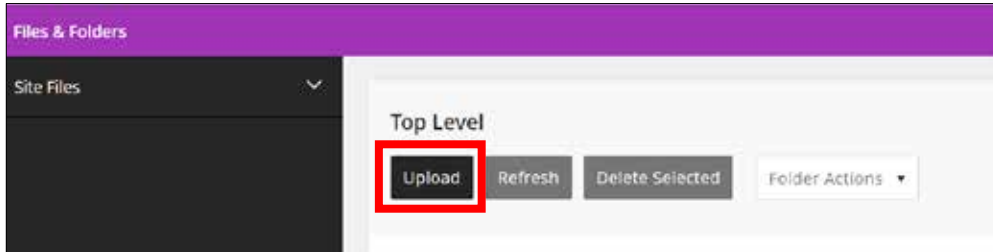
The **Upload Files** window will appear. Files can either be manually selected from a folder, or files can be dragged and dropped from a location.
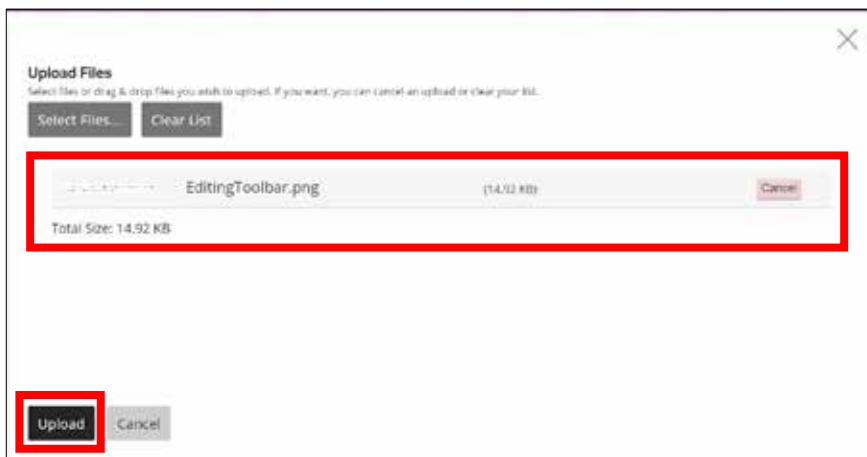
The file name and size will show in the window, as well as a **Cancel** button. When all of the files you wish to upload are visible, click **Upload**.
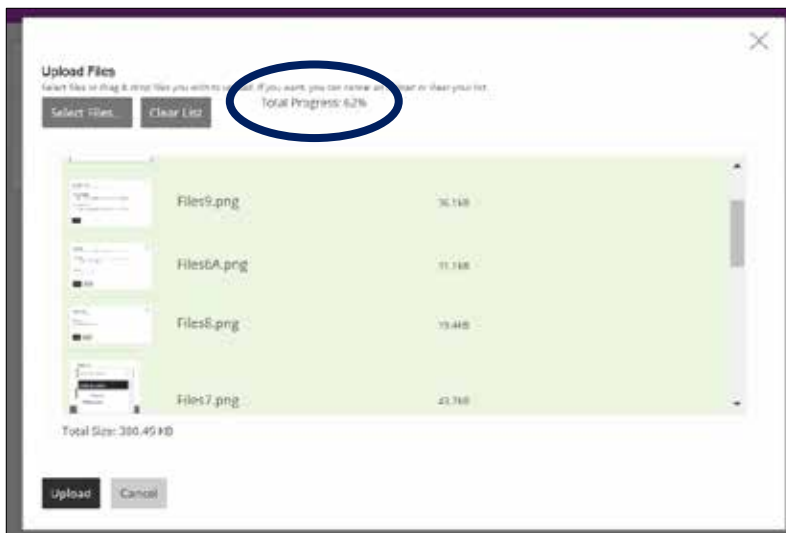
If you are only uploading one or two files at a time the progress window flashes briefly at 100%. When many files are uploaded a progress notification will show.

When all files have been uploaded the window will **Upload Files** window will close and the main pane will show your folder with your uploaded files.

An Important Note on Filenames

File names cannot include ampersands (&) or parentheses (). If multiple words are used in the filename it is strongly recommended to use underscores (_) between the words. Example: Website_Creation_and_Maintenance_Manual.pdf.

Other Top Level Tools

To ensure that all files have loaded you can click the **Refresh** button to reload the pane.
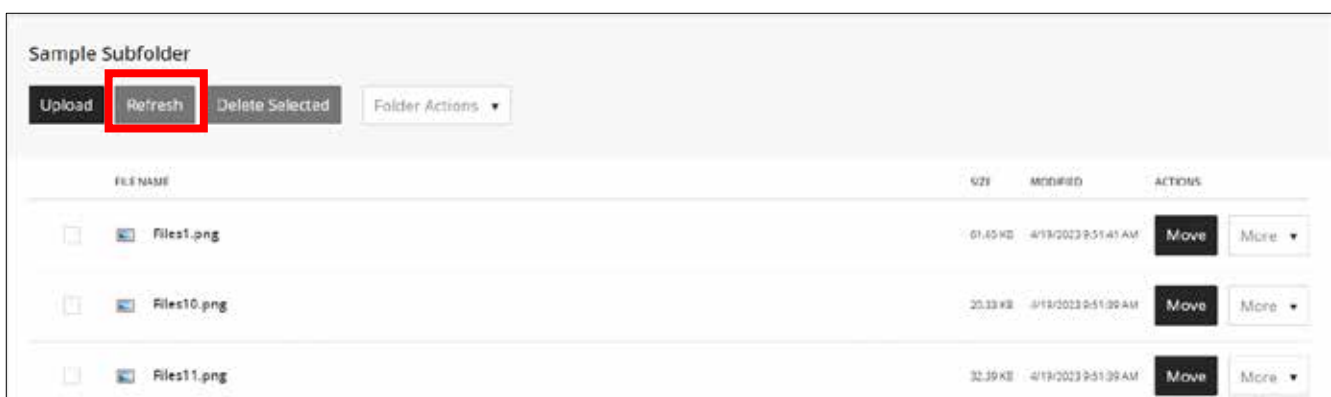
To delete files, select the check box next to the file name and click **Delete Selected**. A confirmation window will appear; click Yes to delete or No to cancel.
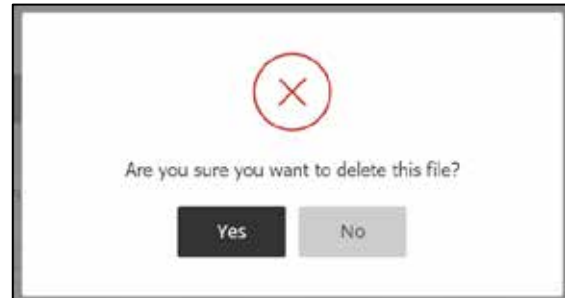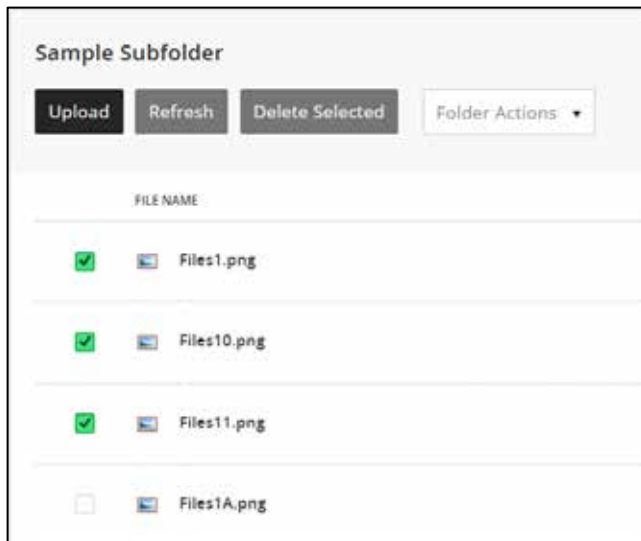
Moving Files

To move files from the top level directory into a subfolder, follow these steps:

Click the **Move** Button. In the next box that appears, use the **Move To** dropdown menu to choose the folder you would like the files to be moved to.
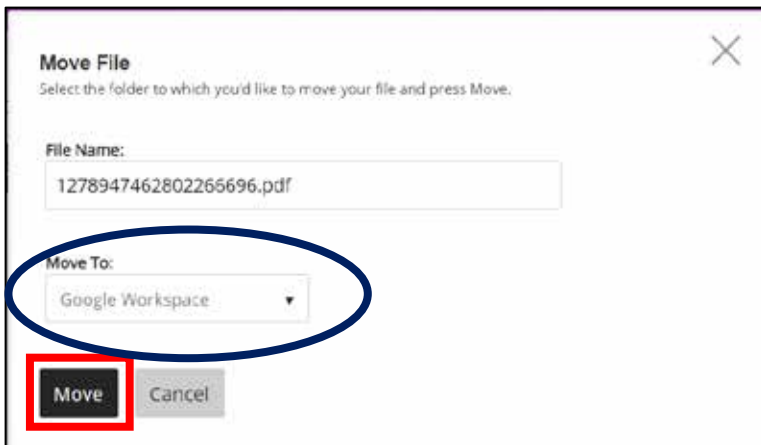
After visually confirming the destination folder click **Move**.

Other File Actions

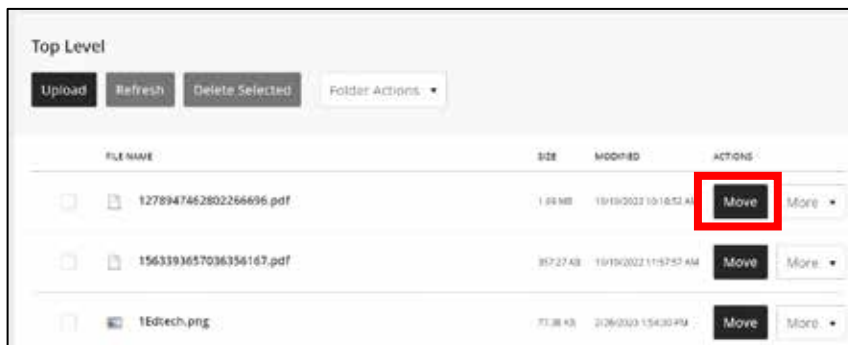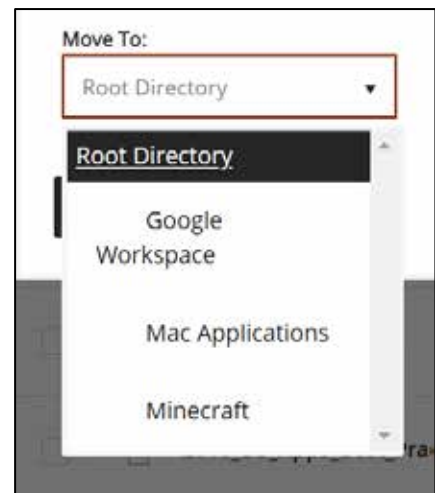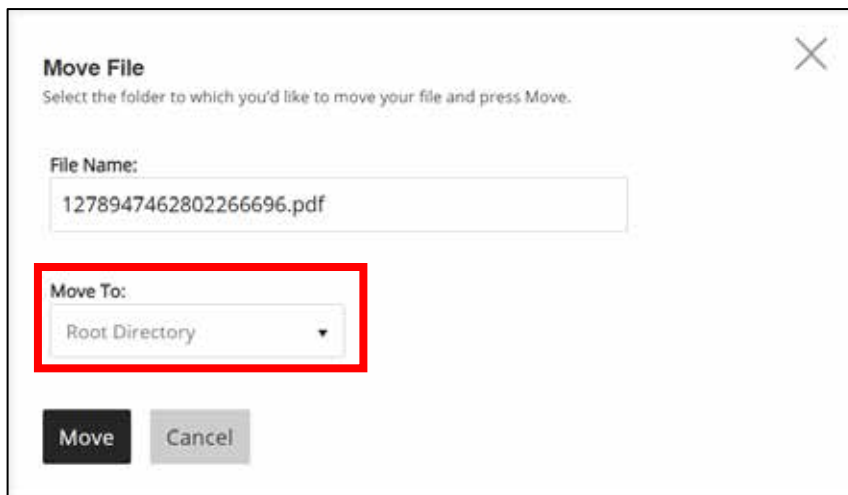Clicking on the **More** button at the far right of the file name will reveal a dropdown menu.

Preview Image

If the file selected is an image the **Preview Image** option will be on the dropdown menu. Clicking on it will open the image in another browser tab or a new window. To return to the **Files & Folders** tab close the preview tab.

Rename

Rename gives you the option to give your subfolder a different name. **NOTE:** Changing the name of your file after you have used it in a page, either by inserting an image or linking to an uploaded document will break the link. This is covered more in the **Working with Links** chapter.
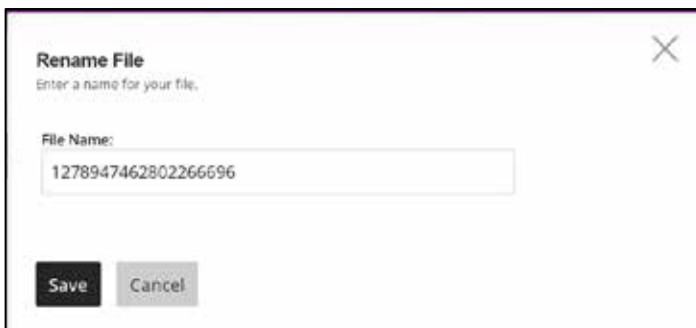
Get Link

Clicking **Get Link** will open a new window, as shown on the next page. You are offered the option of right clicking and copying either the **Full Web Address** or the **Relative Web Address**. If you are sending the link to someone outside of the website (like in an email), choose **Full Web Address**. However, if you are inserting a link to the document on a webpage you are working on, choose **Relative Web Address**. This will be covered more in-depth in the chapter Working with Links. After you have copied the link to your clipboard click **Close**.

Delete

Clicking **Delete** will delete the file. A window will pop up asking you to confirm your choice; choose **Yes** to delete the file or **No** to cancel the action.
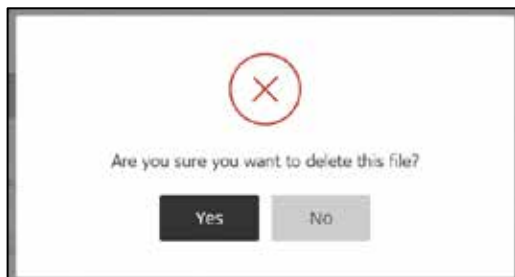
Creating and Organizing Pages

In Blackboard **Web Community Manager**, a page is the blank canvas where you add content using **apps**. (Apps are the empty building blocks of the page, and have their own chapter – **Working with Apps**. There are a variety of pre-made layouts that can be chosen, and they can be further customized to suit your needs.

Add a New Page

Follow these steps to add a new page to your site.

1. On the **Summary** Tab, click **New Page**. The Page Name window displays.
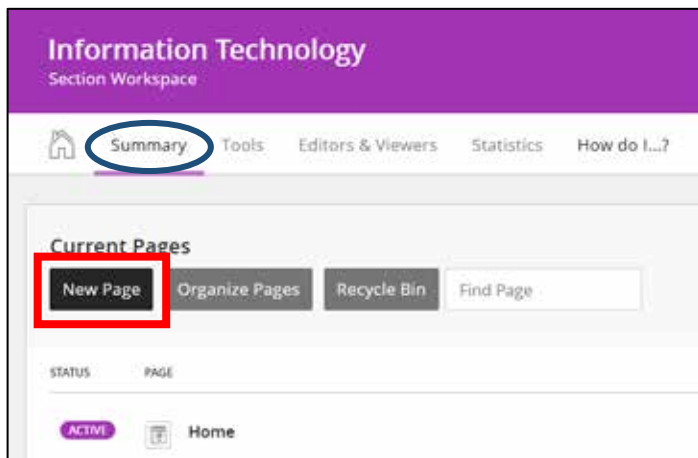
2. In the Page Name field, enter a name for your page.
3. Select a Page Type from the list.
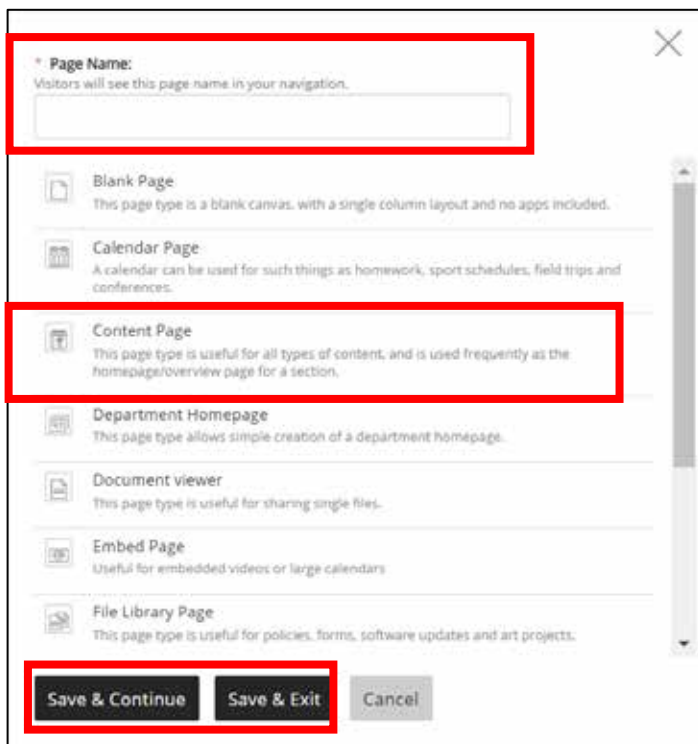
Content Page is the best choice 95% of the time because it gives you the most options for customization. The other types of pages have very specific (and limited) features.

4. Click **Save & Continue** to edit the page or **Save & Exit** to return to your workspace.

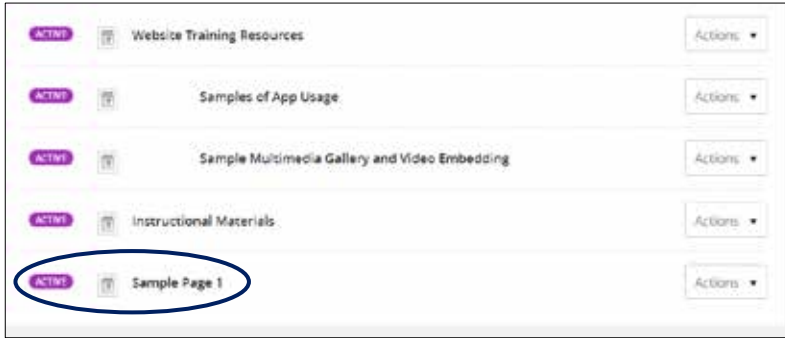By default, the new page appears at the bottom of the list of pages in your site. It is also set to **ACTIVE**, which means it is a live page and is immediately visible to site visitors.

Hiding a Page During Construction

While you are working on a page but do not want site visitors to see it you can either make the page inactive, or hide it from site navigation.

Making a Page Inactive
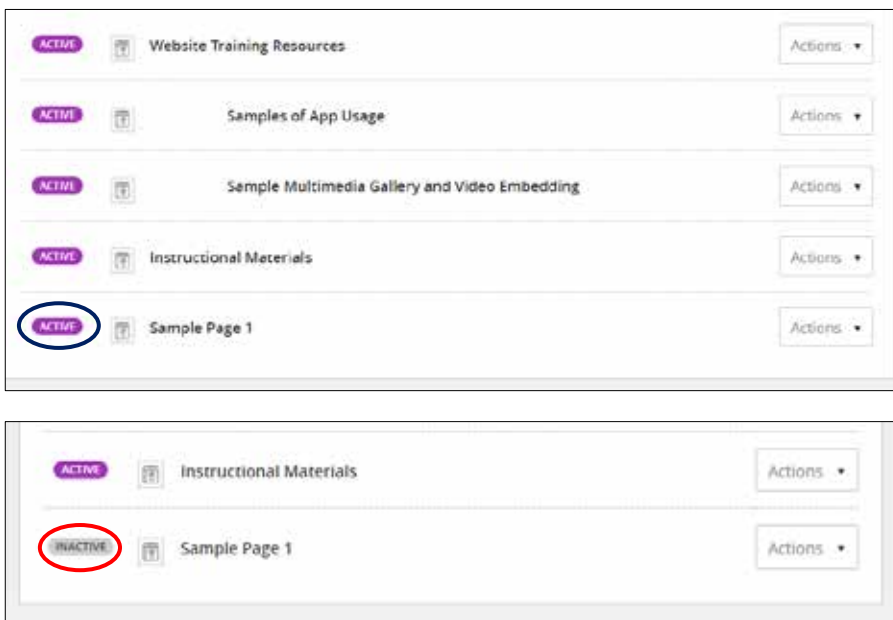
Click on the purple **ACTIVE** icon. It will switch from **ACTIVE** to **INACTIVE** on a gray background.

The downside of making a page inactive is that you can't use the preview feature to see how the page looks. When you click on preview mode (which will be covered more in depth later in this chapter) you will see the "*This page is currently unavailable*" message instead. Making a page inactive is best used to quickly "turn off" a page to add new content to an already existing area of the page (referred to as an **app** by WCM).
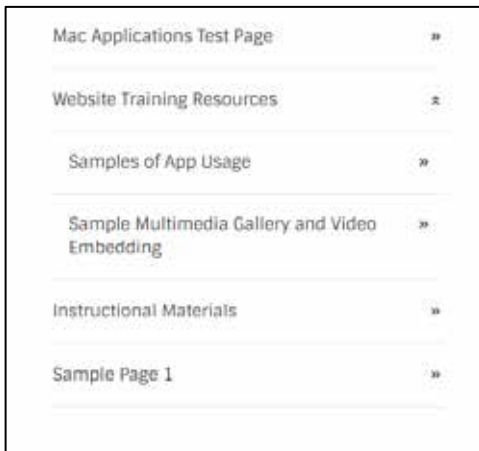
Hiding a Page from Website Navigation

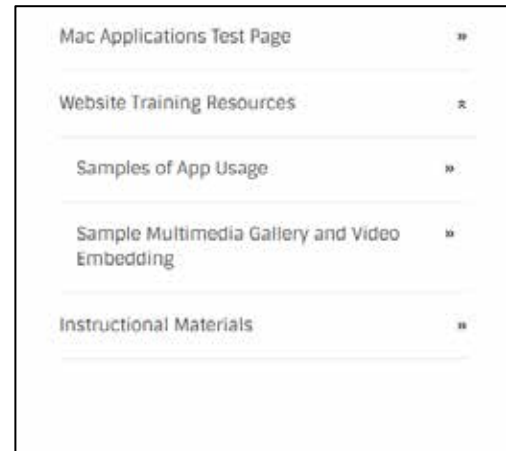Choose **Page Options** from the drop-down **Actions** menu.

Click the check box next to "*Hide this page from website navigation*."

Click **Save** and the window will close.

Site menu before (left) and after (right) the new page was hidden.

Hiding a page during construction is advantageous when you need to frequently need to preview the page to ensure it looks correct. The page is still accessible through **Site Manager**, and if someone without WCM credentials needs to see/approve the page they can be sent a link to the page's full web address.

To reveal the page and return it to the navigation menu, click the **Action** button again, choose **Page Options**, and uncheck "*Hide this page from website navigation*." Click **Save**, and the window will close.

Organizing the Pages in Your Site

The **Current Pages** window shows a complete list of all the pages in your site. Pages that have other pages linked from them are called **parent** pages, and the sub-pages are called **nested** pages. Examples of how these pages are displayed in **Current Pages** and the website are found below.
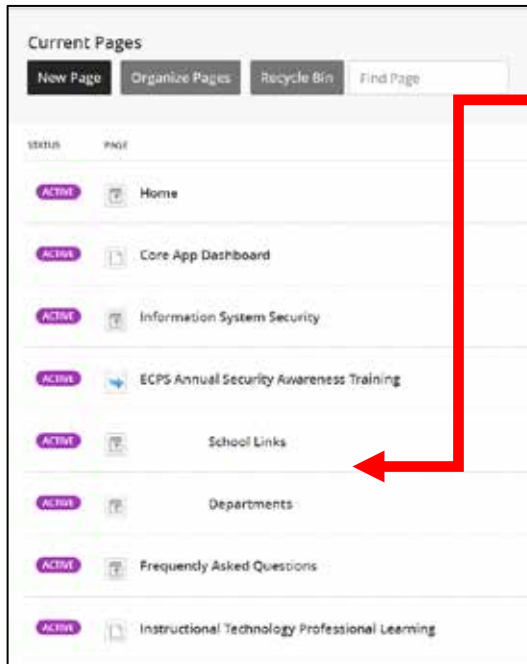
Nested pages in the site directory in **Site Manager**

How nested pages are displayed on the website. Parent pages with nested pages have a downward arrow next to their name. When clicked, the menu drops down and shows the nested pages.
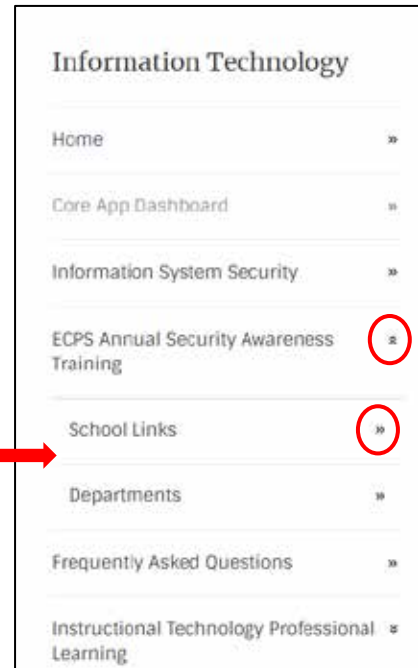

Pages can be organized and re-ordered. You can sort your pages alphabetically or choose to arrange them manually. You can also create a hierarchy by nesting pages.
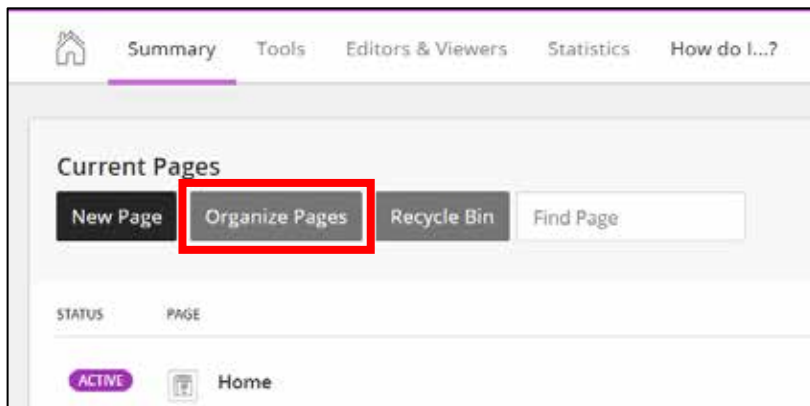
On the **Summary** Tab, click **Organize Pages**.
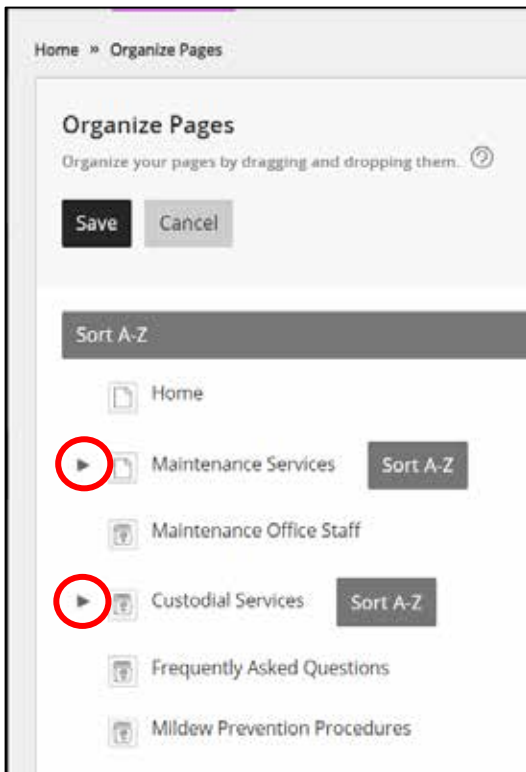
This is the default view. If a site/channel has many pages you have to scroll down to see all of them in the list. (This can be a challenge when you are moving new pages further up in the menu hierarchy.)
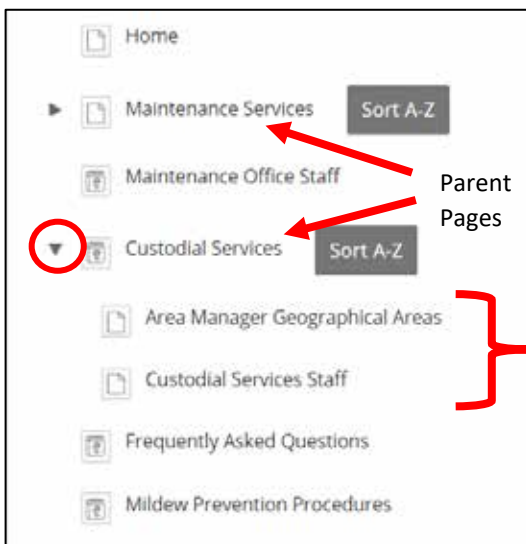
To see the nested pages below their parents, click the arrows next to the parent page name. (Parent pages also have the **Sort A-Z** option button next to their name.)

To sort the main pages alphabetically, click the **Sort A-Z** button at the top of the page list. The pages will be arranged in ascending order.
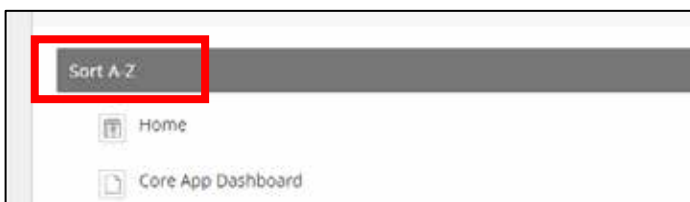
To sort the pages manually, scroll up or down the list to the page you wish to move. By default, newly created pages will be at the end of the list.

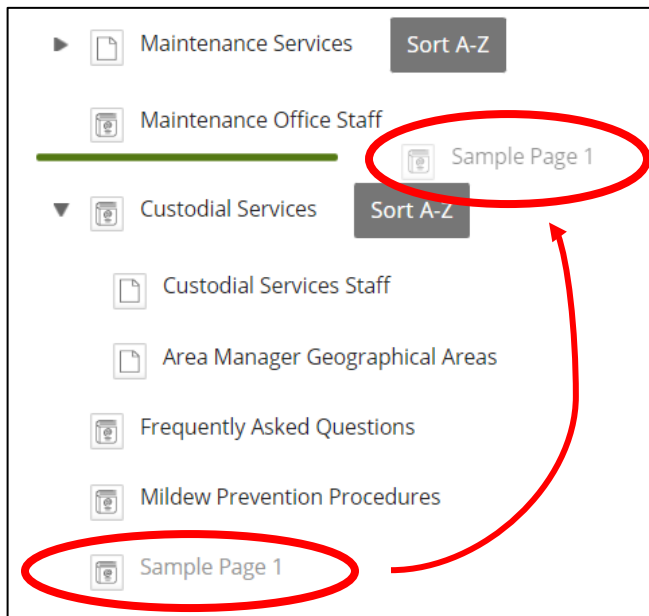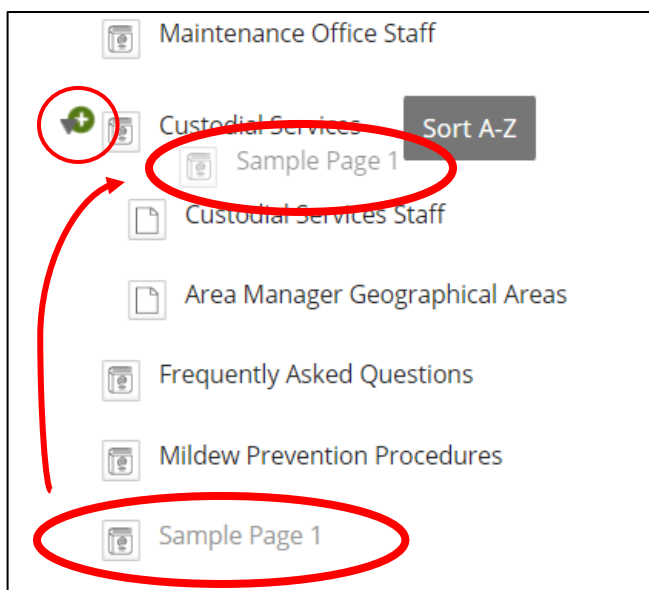Hovering over a page name will cause a 4-arrow cursor to appear. While holding down the mouse button, drag the page name up (or down) the list until a horizontal green bar displays. Release the mouse. The page will be in the new position.

To nest a page, drag the page on top of the target page. A *green +* displays to the left of the target page. Release the mouse. A *gray arrow* displays to the left of the target page. Nested pages display below it. The newly moved page will be at the end of the list of nested pages.
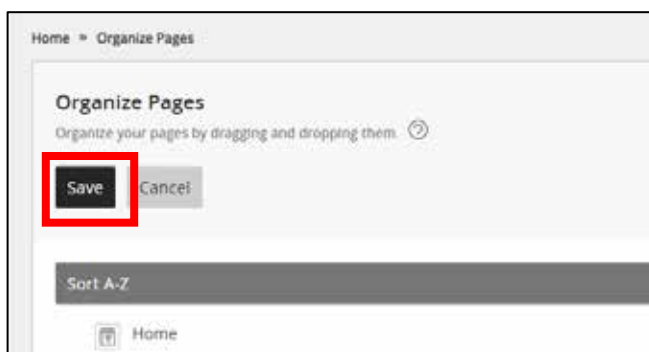
When you are finished organizing your pages, click **Save** (at the top of the list). The Current Pages pane will refresh and pages show in their new order.

Keep the following in mind when you are organizing pages:

- You can have up to five levels of nested pages. However, keep the width of your template in mind. Too many levels may affect the look of your template on the end-user website. **Best practice for the ECPS template: no more than two levels of nesting.**
- You cannot move pages below the bottom page. Move pages up until the desired page is in the bottom position.
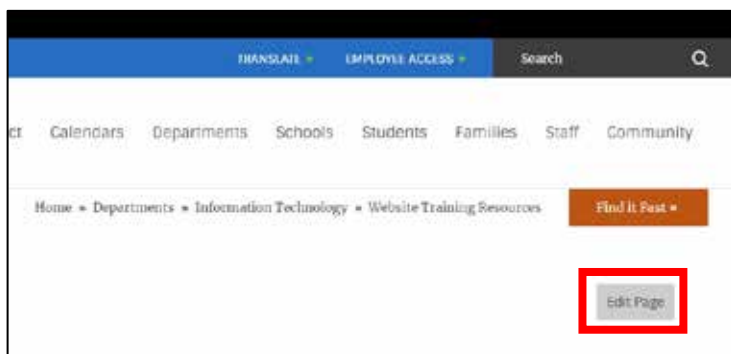
Building and Modifying Pages

Entering Page Edit Mode

There are two ways to enter **Page Edit Mode**: directly from **Site Manager**, or from the webpage itself.

If you are already in **Site Manager**, simply click on the name of the page you would like to edit.
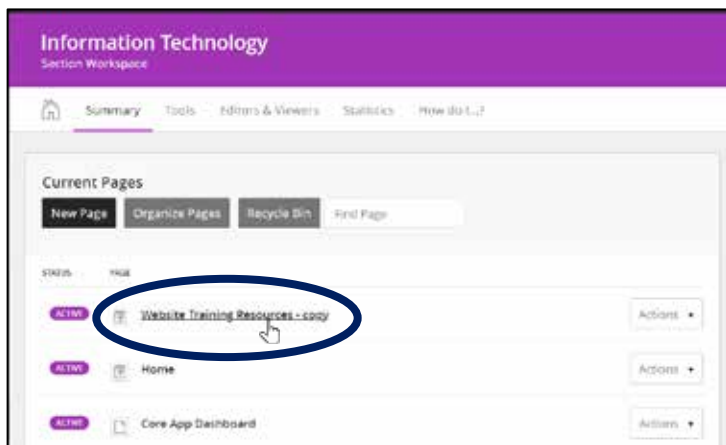
When you sign into WCM from a webpage the browser window will refresh and you will see the **Edit Page** button.
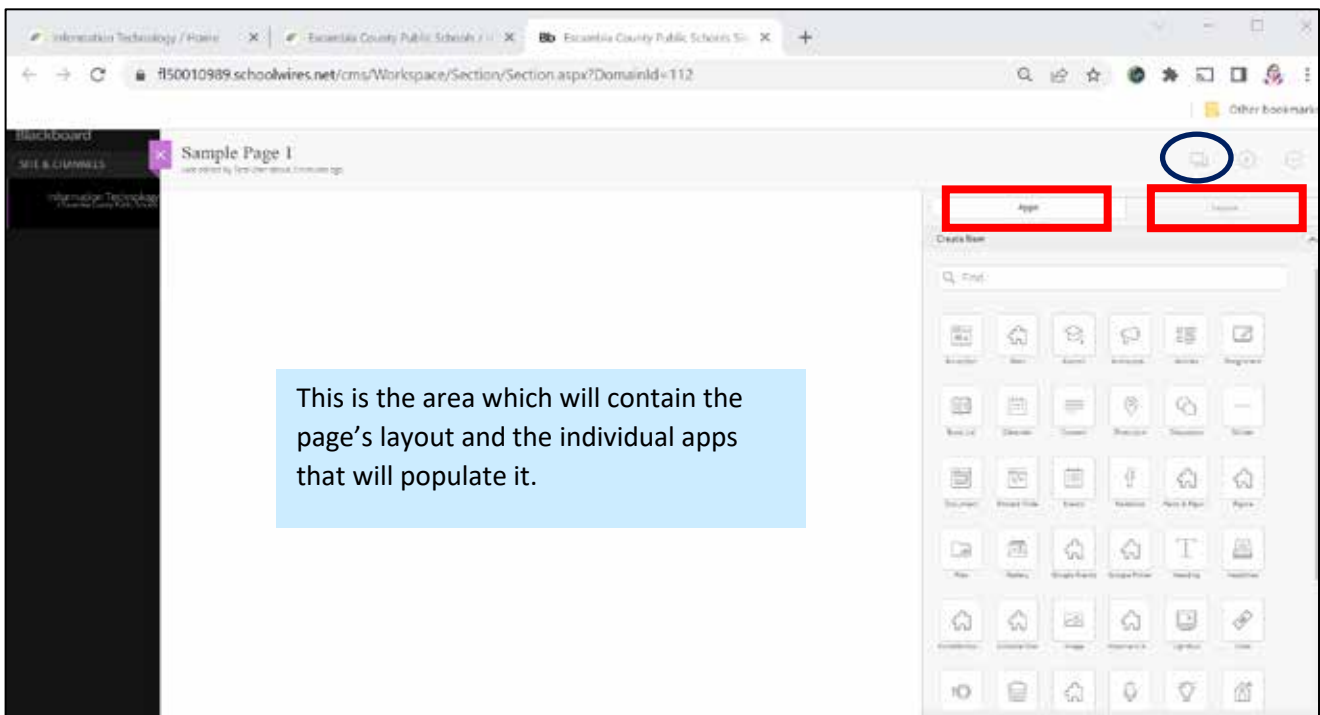
If you click the **Edit Page** button **Site Manager** will open, and the **Page Details** pane will slide open from the right of the screen.
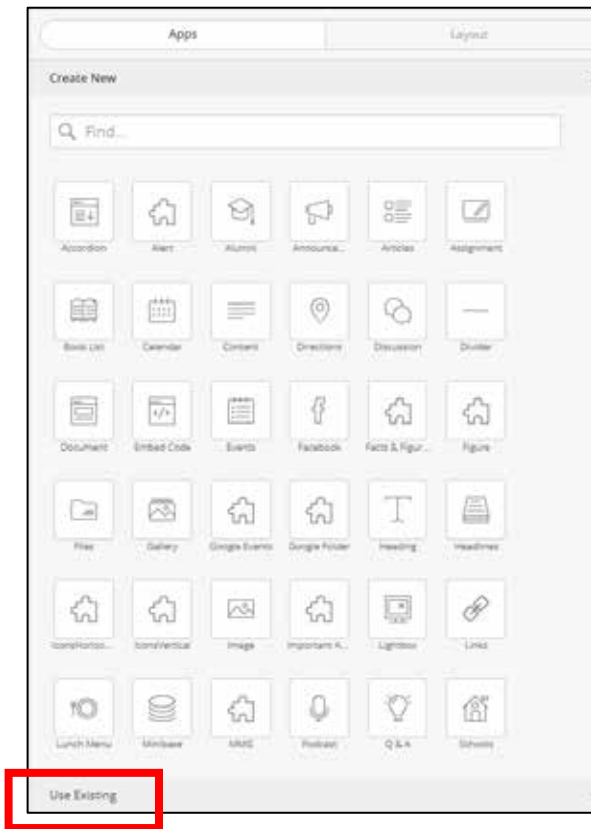
Anatomy of the Page Details Window

When you click on the name of a page in **Site Manager** a new pane opens – the **Page Details Window**. It contains the blank canvas on which the page will be built, as well as two menus – **Apps** and **Layouts** – full of tools to help you accomplish your task. The **Page Details Window** also contains a clickable icon which activates the **Page Preview** tool.

This is the area which will contain the page's layout and the individual apps that will populate it.

The Apps Menu

Create New Apps Menu

You can think of Apps as the building blocks that come together to form a page. Some apps have very specific functions and will work best in certain layouts, while some are very general and will work in a wide number of layouts.

Samples of some of the most-used apps are featured on the ECPS IT department website, in the **Website Training Resources** area. **Sitekeepers are encouraged to build one or two hidden pages within their site to experiment with and test the many apps available for their use.**

Use Existing Apps Menu

By default, the **Apps** menu shows the options to create a new App. However, at the bottom of the **Apps** menu is the command "**Use Existing**." If you have an app on another page that you'd like to duplicate and use on your current page, click on this area. (Examples of apps to duplicate would be contact information, or links to FOCUS, etc.)

We will demonstrate how to use this feature in the chapter **Working with Apps.**
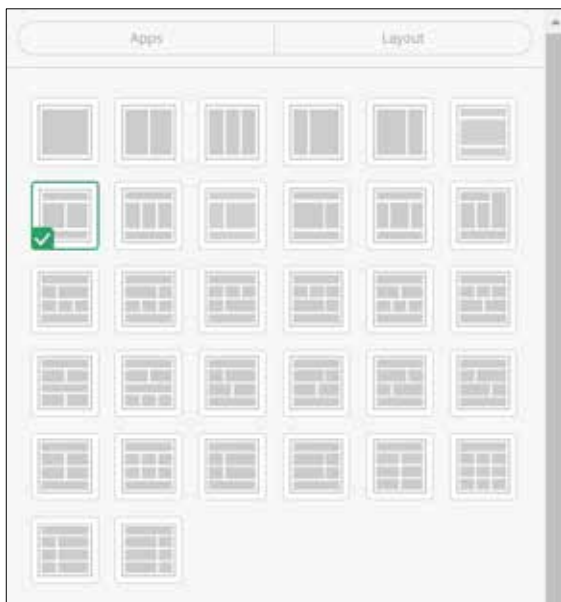
The Layouts Menu
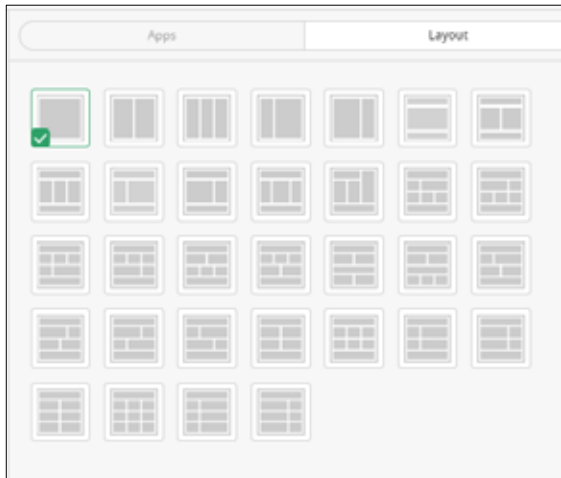
Clicking on **Layout** will display its menu.

If **Apps** are the building blocks of the page, then **Layouts** are the scaffolding that holds everything together. The **Layout** menu displays the wide variety of pre-configured layouts that you can use. Some of the layouts are designed with two columns, some with three columns, and a few have both.

Selecting a Layout

The content that needs to be on the page should help determine the best layout for your page. *(Layouts can be changed in the middle of the workflow – we will discuss that in another section.)*

The image above shows the Layout pane with a single-column, whole page layout. To choose another layout for your page, simply click on the icon of the design you want.

The layout selected has an area that spans the entire width of the page as its top section. In the middle section are two areas of equal width, and at the bottom is another area that is page-width.

This layout is one of the most commonly used. It works great if you have a headline or picture at the top of the page. Large blocks of text are easy to read when placed in the left-hand area, and the right sidebar is great for contact information, links to other sites, clip art, etc. There is another page-width area at the bottom of the layout.

School Loop Page Layouts vs. Blackboard Page Layouts

Using the School Loop system, sitekeepers were able to add content (in the red box) to the left side of the page, under the navigation menu (the blue box). An example of this is shown below.

However, in **Web Community Manager**, the left hand side of the page is reserved only for the navigation menu (the blue box). An example is shown below.

Adding Apps to a Layout

The next step in building a page is to add the apps that will hold your content. To do this, follow these steps:

Click the icon of the app you would like to use. Hold down the left mouse button and drag the icon toward the page. As the icon nears the page green borders will appear around the boundaries of the layout pieces. (In this example we are using the Content app icon.)
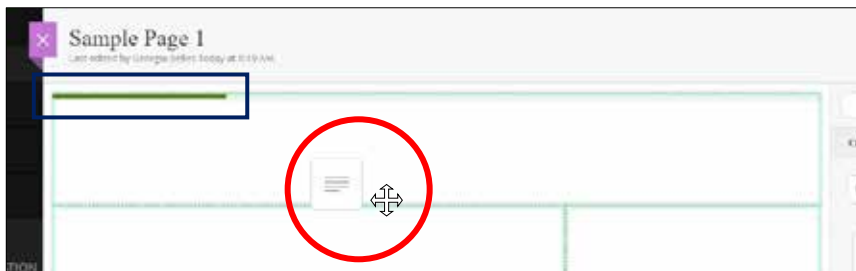
Drag the icon onto the layout. A dark green line will appear where the app will live after you release the mouse button.
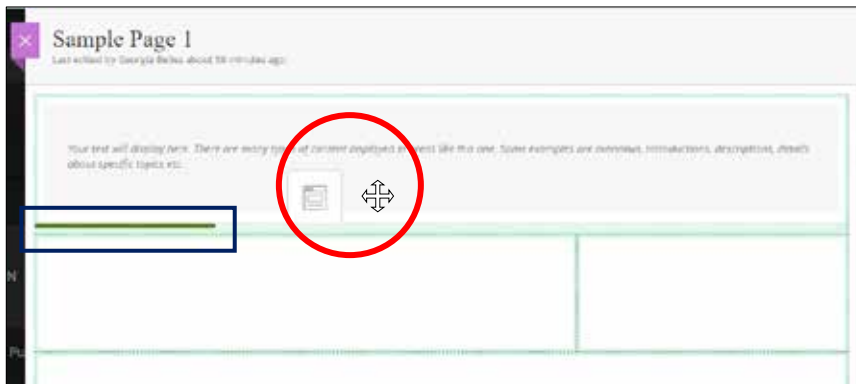
One great feature of WCM is that you can stack apps in a layout block. Again, the dark green line will appear where the app is going to land. You might have to move the icon up and down to get the green line to go to the proper spot. You do not have to use the same app in a layout block; in this example we are adding a Document app to the layout under the Content app.

You can also place an app between two apps that are already placed in the layout. Simply drag the app icon onto the layout, and when the dark green line appears between the two apps you want to insert between release the mouse button.

To rearrange apps in your layout after they have been dropped onto the canvas, click and hold the area in the center of the app holder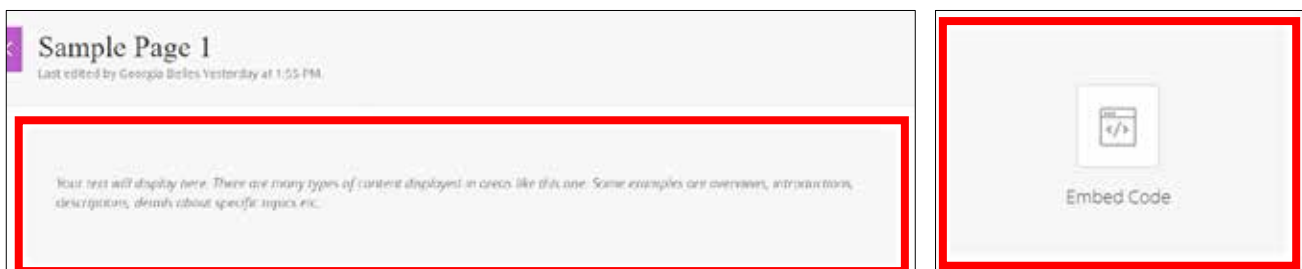 with eight small gray dots. While continuing to hold the button down drag the app to its new location. The dark green line will indicate where the app will land when the button is released.
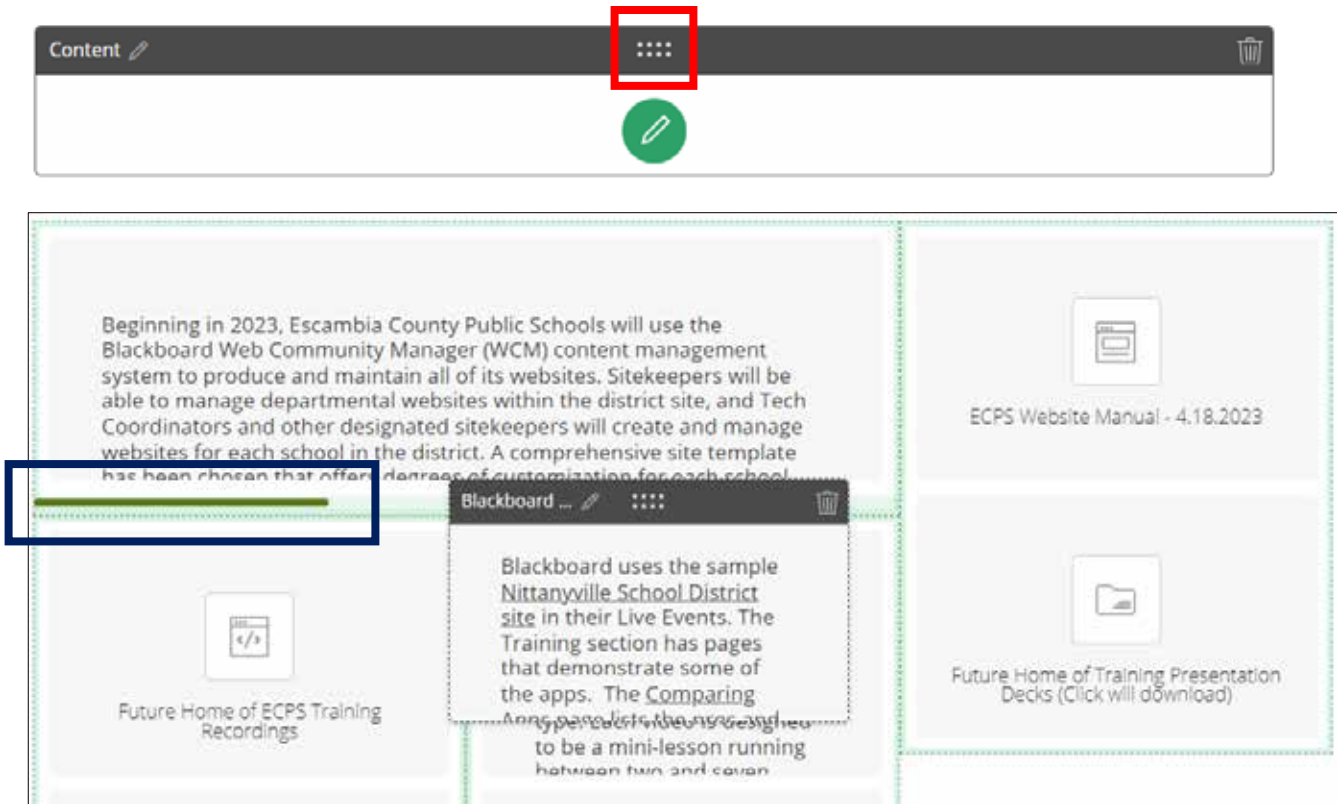

When you release the mouse button the app will snap into place and a gray box will appear in the space, giving hints about what the app is for.


Repeat this process until you have added all of the apps you will use into the page layout.

Switching Layouts after Apps Have Been Added

If you are editing a page and decide to use a different layout to help your content appear better, you can change layouts. Click on the **Layouts** tab on the right side of the screen. The layout you are currently using will have a green check mark next to it. To change to a new layout simply click the icon of that layout.
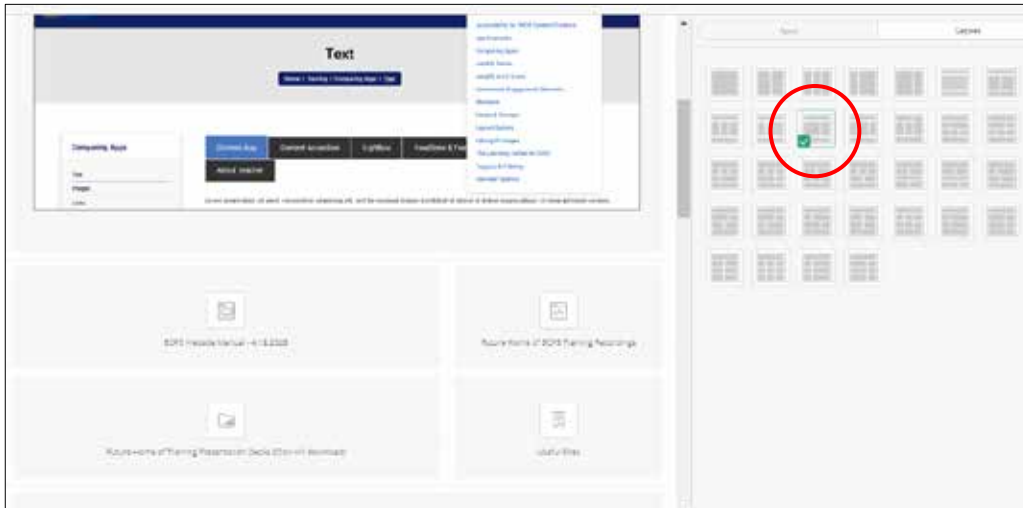

When you click on the new layout icon, the **Page Details** pane will automatically refresh. Your apps will be distributed throughout the app, but usually in a different order than they were in the original layout. Use the methods of moving apps as described above to rearrange the apps on the new layout.
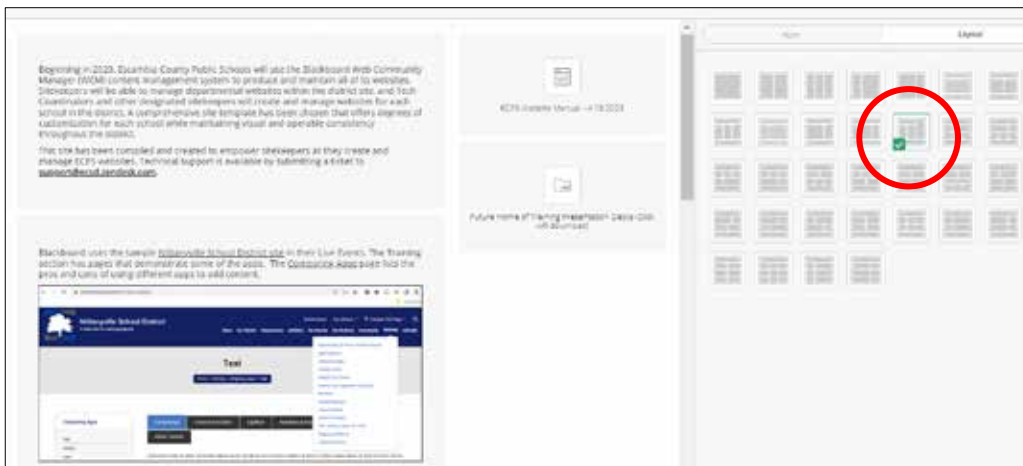
Working with Apps

Getting Started

If you hover over an app with your mouse the gray hint box will change to the view below. In this view you can change the name of the app, click on the green pencil to edit the app, or click the garbage can to delete the entire app.
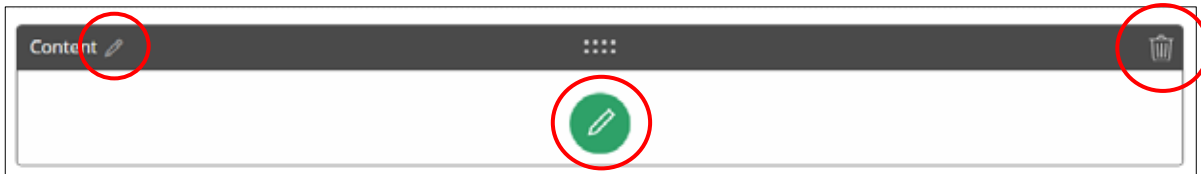

Changing the Name of the App

You can change the name of any app to one of your choosing; it is recommended that you choose a name that describes the app, such as "*Graduation Slideshow*", or a name that will serve as the title of the app, such as "*Our Mission Statement.*" The name can be used as a Heading 1 title on the final web page. The instructions to activate that feature will be outlined in the next section.

Follow these steps to change the name of your app.
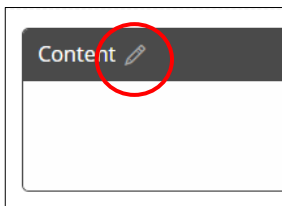
Click the pencil next to the current name of the app.
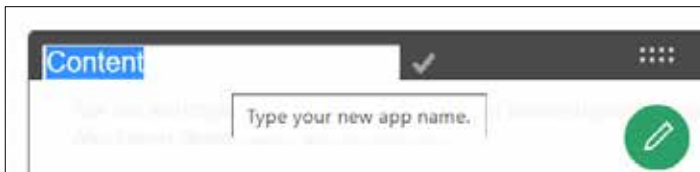
The text will highlight, and you can enter your new title.


After you have entered your new title, click on the check box next to the text box. (It will turn from gray to white.)

After that, when you hover over the app the new title will appear.

## Displaying and Using the Name of the App in the Finished Web Page

As mentioned before, the name of the app can serve as a title of a section on the published site. Here is an example from a published page, with the app name inside the red boxes:
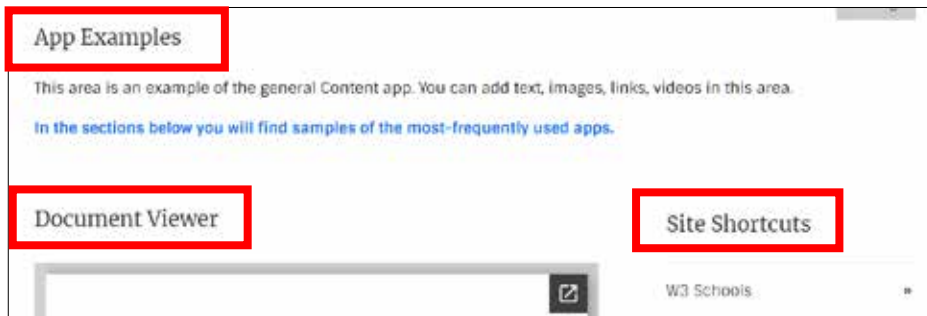

The formatting is built in. The text size equals **Heading 1**, the largest text in organizational hierarchy. (More on that in the section on **Formatting Text**.)

Follow these steps to use your app title on your finished page:

Find and click the button marked **App Options** in the upper-right corner of most apps. (In apps without that button, look for a tab or section marked **Options**.)
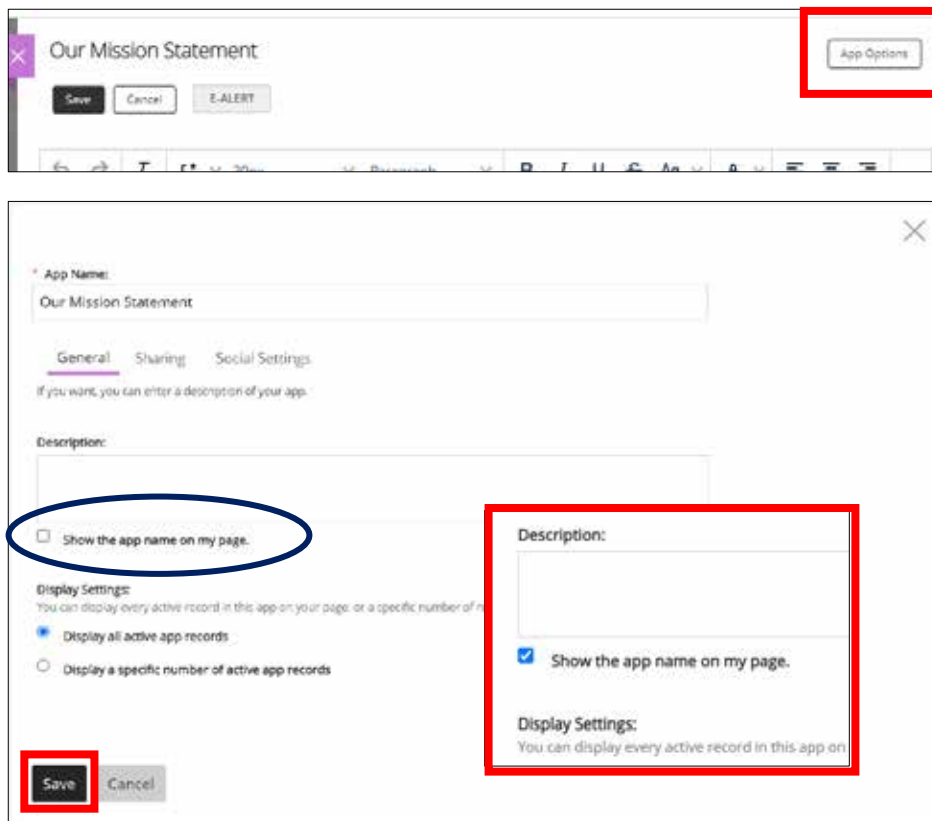

If you changed the name of your app when you placed it in the layout that name will be listed in the window that appears. However, to make it appear on the published web page, you must check the box next to **Show the app name on my page**. Click **Save** and the window will close.
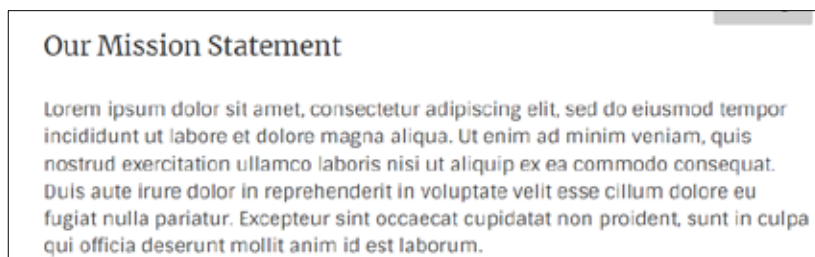

The result on the finished page.

> **ECPS BEST PRACTICE:** If you decide to use app names as titles on your page, get in the habit of setting the app options as soon as you open the app for editing.

Re–Using Apps
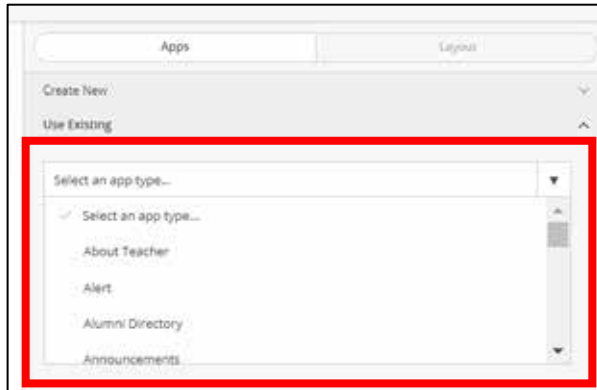
By default, the **Apps** menu shows the options to create a new App. However, at the bottom of the **Apps** menu is the command "**Use Existing**." If you have an app on another page that you'd like to duplicate and use on your current page, click on this area. (Examples of apps to duplicate would be contact information, or links to FOCUS, etc.)

The first step is to use the drop-down menu to locate the type of app you'd like to re-use.
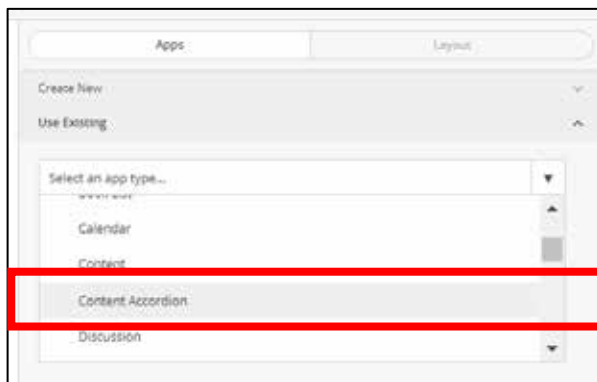

For this demonstration we are going to re-use an existing **Content Accordion** app.
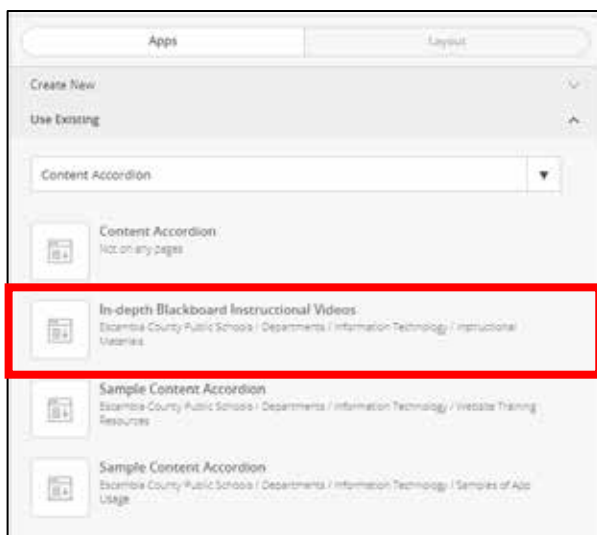
After clicking **Content Accordion**, this window will appear, showing all of the instances of **Content Accordion** being used across the site. In this instance, we will choose *In-depth Blackboard Instructional Videos*.
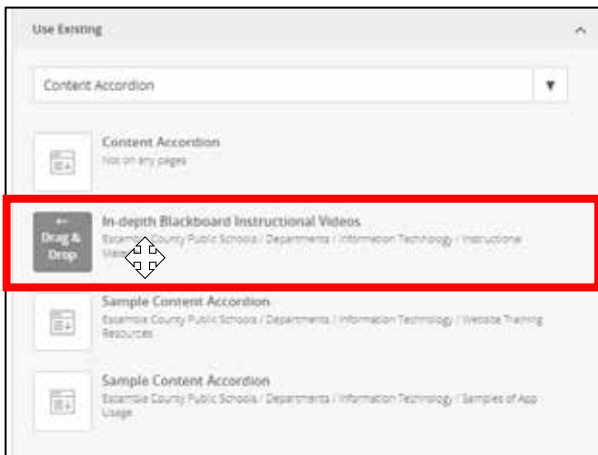
To duplicate the app and insert it into your current layout, hold down the mouse key while you hover over the app. A gray **Drag & Drop** icon will appear.
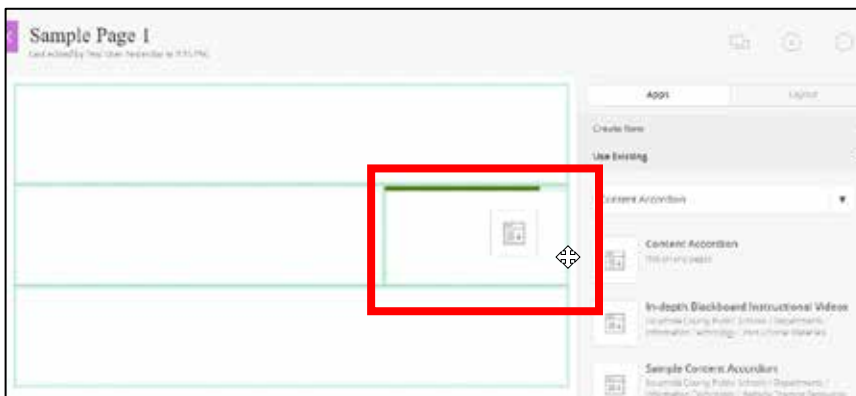
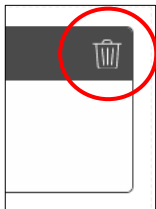
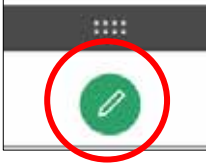Drag the app icon to the desired part of the layout and release the mouse button.
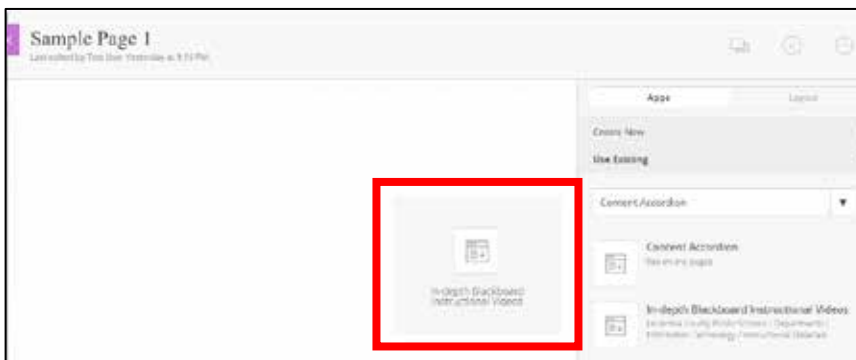
The duplicated app has now been placed in the layout.

Deleting an App

To delete an app simply click on the garbage can icon on the right of the app frame.

Opening an App for Editing

To begin adding, editing, or deleting content from an app, click the green pencil icon in the middle of the app frame.

Some apps, such as **Content Accordion** and **File Library**, have two ways of editing the app – clicking the green plus sign icon will open the editing area for adding new individual records, files, etc. Clicking the gray pencil icon will allow you to add, sort, delete, and perform other actions on the records or files you have created.
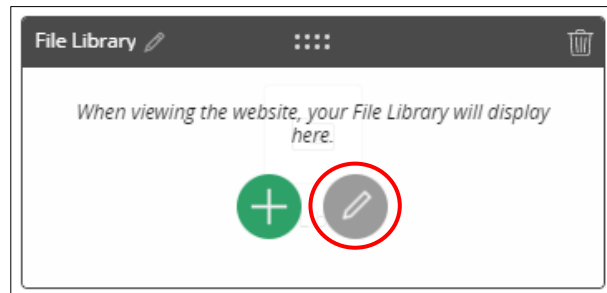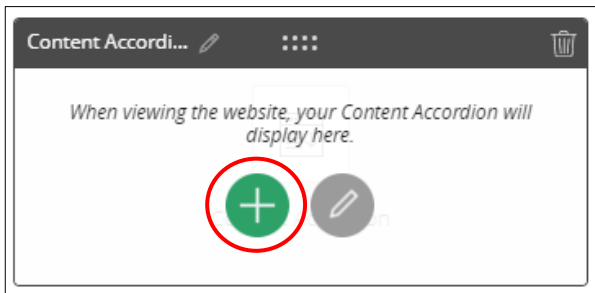
Each app's editing pane will appear differently, depending on the user input needed. Below are the editing panes for the **Content** app, the **Content Accordion** app, and the **Upcoming Events** app.
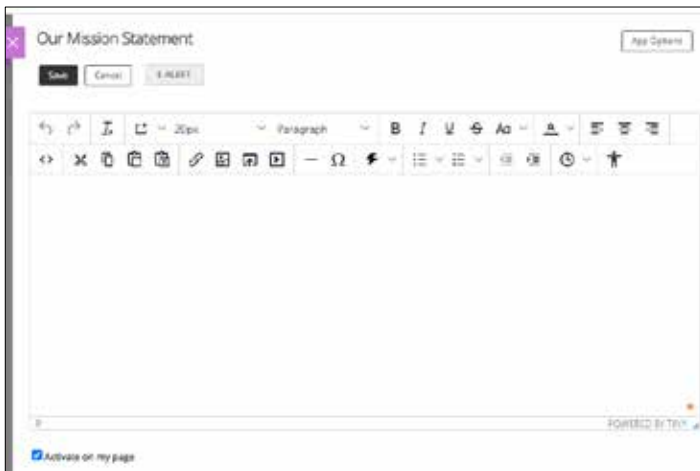
The editing pane for the **Content** app.
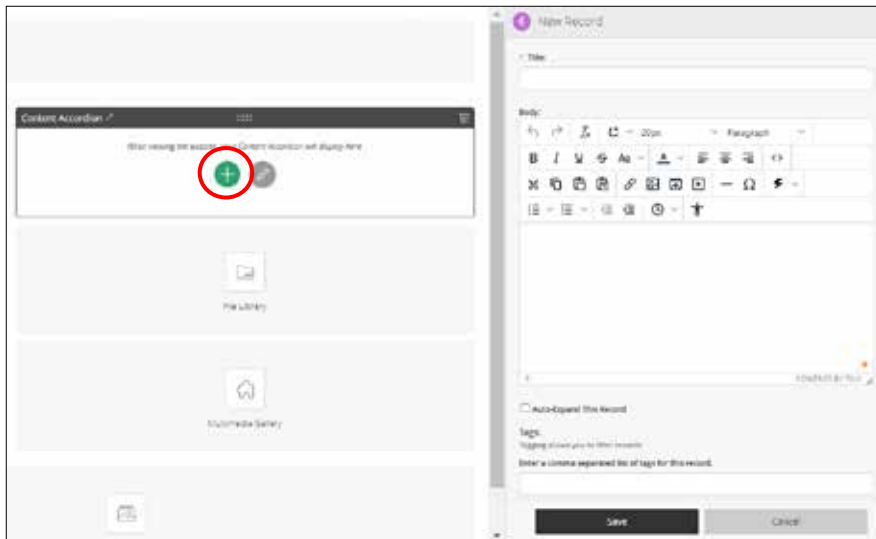
The **New Record** editing pane in the **Content Accordion**, accessed by clicking the green plus sign.
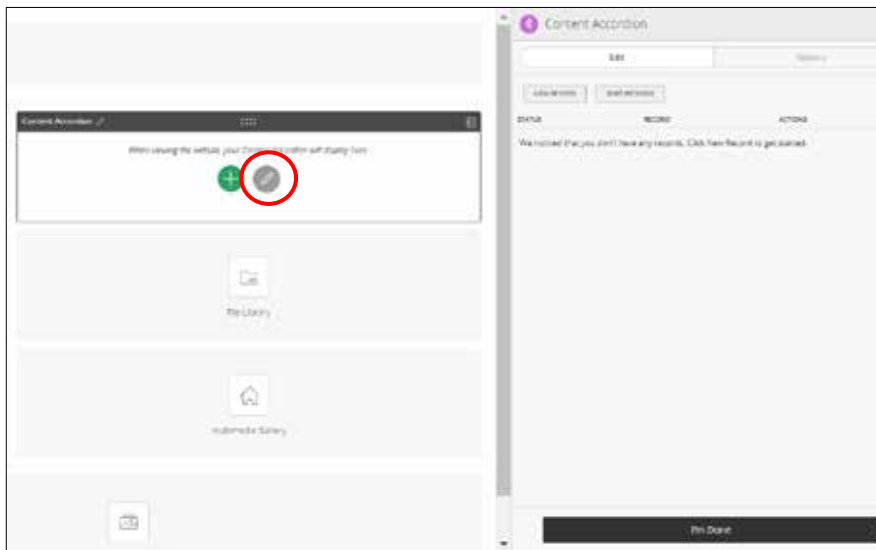
The overall editing pane in the **Content Accordion**, accessed by clicking the gray pencil.

The editing pane in the **Upcoming Events** app.

Anatomy of the Tool Bar

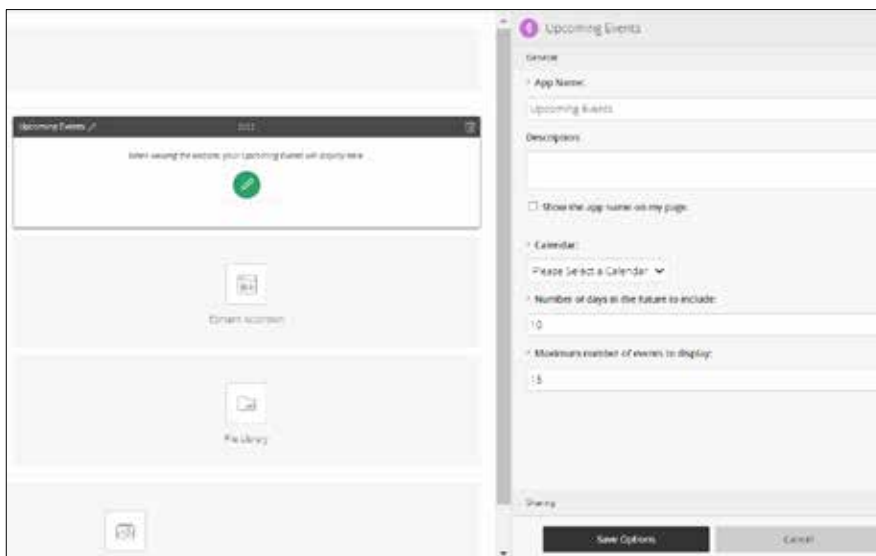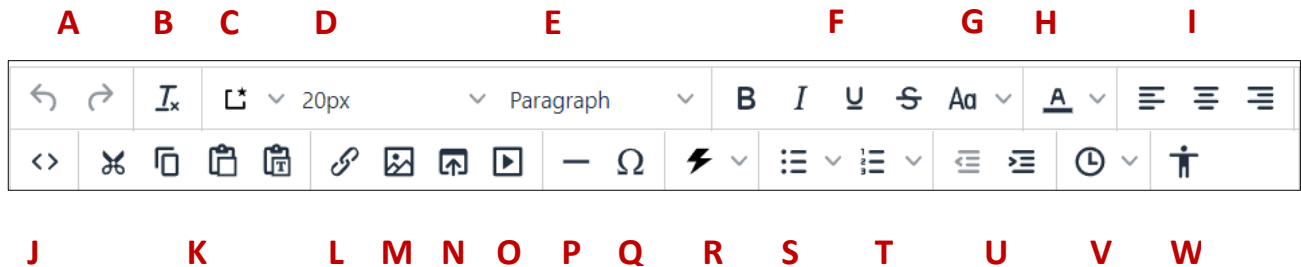The image below contains all of the tools available to help insert and format content. It is found in most apps that require text input. The toolbar changes size depending on the window it is in, but the tools remain the same.

   A   **B** **C**   **D**   **E**   **F**   **G** **H**   **I**

  J   **K**   **L** **M** **N** **O** **P** **Q**   **R**   **S**   **T**   **U**   **V**   **W**

A – Undo/Redo

Click the left arrow to undo an action, the right arrow to redo an action. The tools can be used multiple times to step forward and backward in the editing process.

B – Clear Formatting

Removes formatting from copied text. There is a bug in the Blackboard software that has disabled the "*Paste as text*" button. If you copy text from a source it may paste into the editing pane with some degree of formatting; to clear this formatting and change the text to fall in line with the rest of the page use this button.

C – Featured Content

Clicking on the **Featured Content** icon will open a dropdown menu with several options. Examples of the three possible text boxes are shown below. The **Title** and **Subtitle** options will bold the selected text when **Title** is selected and italicize the selected text when **Subtitle** is selected.
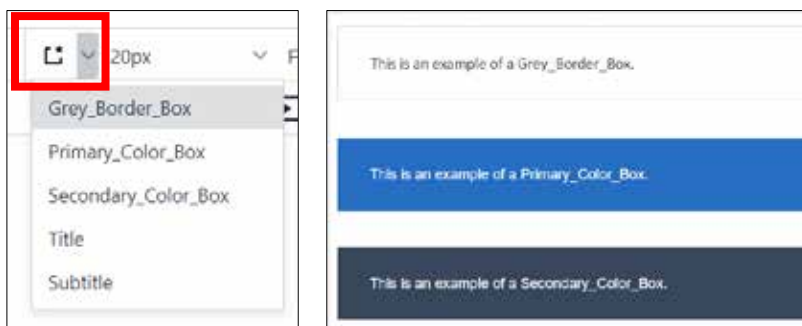
When you choose any of the Featured Content boxes you have to enter text at that time to activate the box. You are able to edit the text later if necessary.

D – Font Sizes
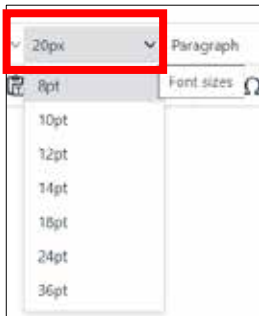
By clicking and activating the dropdown menu for font sizes you can change the size of the text in your page. 20 pixels is the default size for Blackboard apps and text adjusts itself to screen size. If you choose a definite size, such as 12pt, the text will remain that size no matter the screen size.

E – Blocks

The **Blocks** tool helps the user style selected text either as **Paragraph** text or as one of four levels of **Heading** sizes. This will be covered more in the section **Formatting Text**.
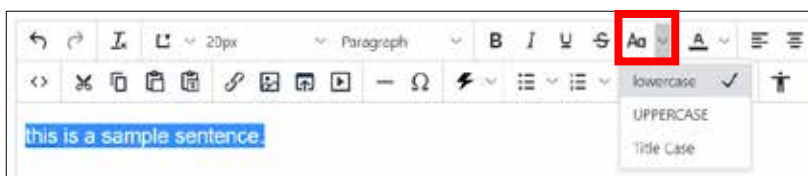
F – Text Styles

The Text Styles toolbar area allows selected text to be made bold or italicized, underlined, or have strikethrough applied to it. These choices will also be addressed in the Formatting Text section.
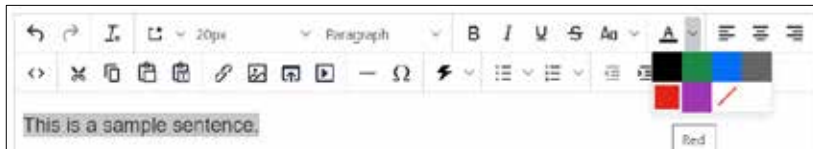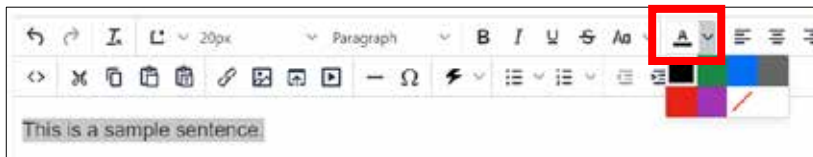
A shortcut for **Bold** and **Italics** can also be revealed by right-clicking on selected text; the shortcut menu will appear.

G – Capitalization

The **Capitalization** tool menu allows you to choose if selected text is all lowercase, all uppercase, or if every word is capitalized.

H – Text Color

Clicking the **Text Color** button allows you to change the color of your text to several pre-determined colors. To use the tool, select the text you'd like to change and click on the target color.

Users who are familiar and comfortable with using and manipulating the **Source Code** can alter text to colors other than the default colors in the **Text Color** tool.
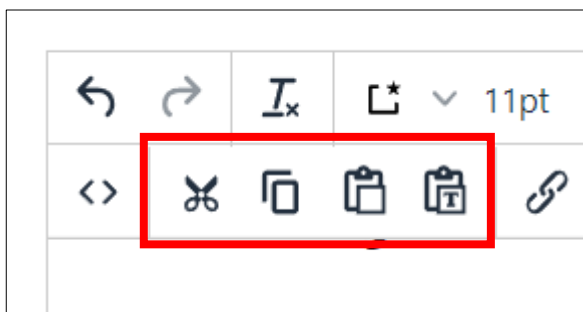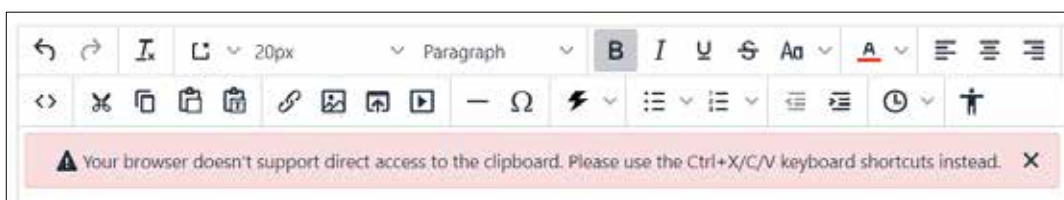
I – Alignment

Allows you to choose to **Left Justify**, **Center**, or **Right Justify** blocks of text.

J – Cut/Paste Tools

This area of the toolbar contains (from left to right) **Cut**, **Copy**, **Paste**, and **Paste as Text**.

IMPORTANT NOTE: There is a bug in the **Blackboard WCM** software for users of the Chrome and Firefox web browsers. The **Cut** and **Copy** tools can be used to cut text and copy text within the text box on the editing pane, but **Paste** and **Paste as Text** do not work. When attempting to use those buttons the error message in the picture below will appear.

The only way to copy and paste using **Blackboard WCM** is to use the **Control + C keys** to copy and **Control + V** keys to paste. You can cut text or images by pressing **Control + X.**

When you copy formatted text from a source, such as this sample of text from a Word document, a popup box will appear and ask if you want to paste the text with or without formatting. Below are examples of the sample text pasted using both options.

The text from the sample above has been pasted into the text box after **Remove formatting** was chosen. As you can see, some formatting remains – the article title is much larger in size, and text that was bold in the sample is also bold in the pasted text.

The text from the sample above has been pasted into the text box after **Keep Formatting** was chosen. In this example, the pasted formatting resembles the original text copied from Word.

In both examples, the formatting can be stripped from the text by using the **Clear Formatting** tool.

K – Insert Link
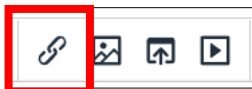
Clicking the **Insert Link** icon will activate the tool for creating and managing links to files, internal and external web addresses, email addresses, or forms and surveys. The tool window is shown on the next page and will be covered in much greater detail in the chapter **Working with Links**.

M – Insert Image

Clicking the **Insert Image** icon will activate the tool for importing images from a variety of locations, including clip art from the WCM Clipart Library. Using this tool will be covered in much greater detail in the chapter **Working with Images**.

N – Insert File
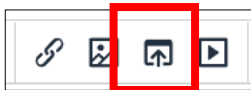
Clicking the **Insert File** icon will activate the tool for linking to files from many sources and uploading them to the site if necessary. Using this tool will be covered in much greater detail in the chapter **Working with Files**.
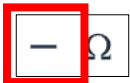
O – Insert/Edit Media

Clicking the **Insert/Edit Media** icon will activate the tool for inserting videos into your page. Using this tool will be covered in much greater detail in the chapter **Working with Images and Videos**.

P – Horizontal Line

Clicking the **Horizontal Line** icon will create a horizontal line in your layout the width of the app to which is added.

Q – Special Character

When you click on the Special Character icon, a popup menu will appear giving you the option of adding the chosen character to the text box.

When you choose a character, the window will close and that character will be placed in your text. To exit the window without choosing a character simply click **Close**.

R – Toolbox

Clicking on this icon opens a dropdown menu that contains tools to embed information about the website, the current user of the site, and variations on date and time in the web page. This tool will be rarely used on ECPS sites, but here is how it works:

Clicking on an option will place a snippet of code into the app you are editing. In the first example below, **Long Date** was chosen, followed by a space, then **Channel Name**, a space, and finally **Section Name**. When the page is previewed/published the page automatically loads the information represented by the code.

[$LongDate$] [$ChannelName$] [$SectionName$]

Friday, April 21, 2023 Departments Information Technology

S – Bullet List
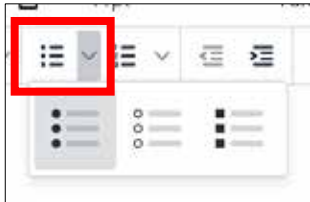
Clicking the **Bullet List** icon reveals a dropdown menu that allows you to configure the appearance of bulleted lists. If text has been selected when the list style is chosen the text will be converted into a bulleted list. To end the list, click on the icon again to de-activate the tool.

T – Numbered List

Clicking the **Numbered List** icon reveals a dropdown menu that allows you to configure the appearance of numbered lists. Options besides numbers include upper- and lowercase letters, upper- and lower case Roman numerals, and Greek letters. When a style choice is made it will be applied to any pre-selected text. To end the list, click on the icon again to de-activate the tool.
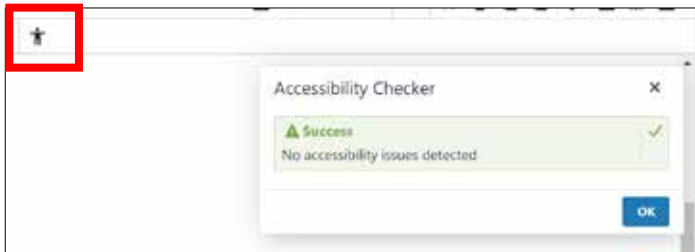
U – Decrease/Increase Indent

Using these two tools will let you control the indentation of selected text.

V – Insert Date/Time
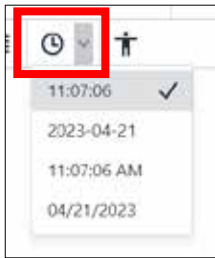
The **Insert Date/Time** tool embeds text into your page of the selected time and date format.

W – Accessibility Checker

WCM has a built-in **Accessibility Checker**. After clicking its icon a window will appear in the bottom right corner of the editing pane. It will show whether your page meets accessibility guides or if changes need to be made, and what those changes should be.

End of April 24 release. Next anticipated release: April 28