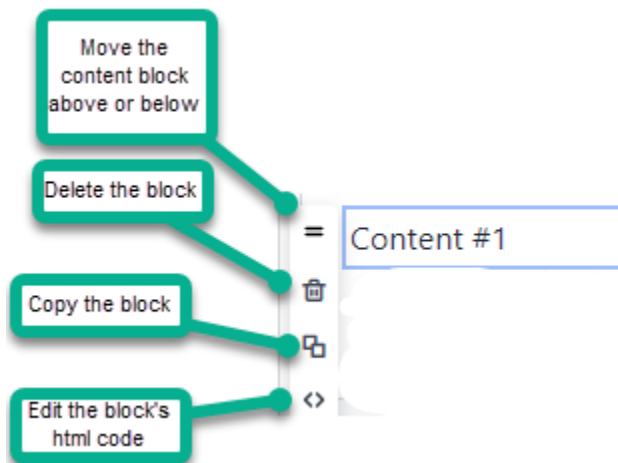# Article Content Editor
User Guide

Article is the new content editor integrated into LRS Antilles Content Manager. It is a product of a company called Imperiavi. https://imperavi.com/article/

Article's Structure

Article Content Editor uses a "block" style format. Each piece of content, whether text, an image or video, is considered a block. Unlike Microsoft Word, don't think of your content as a single unit of text and pictures. Each paragraph, image, etc is an individual unit or block. Think of the blocks stacked on top of one another. Each block has its own "mini" toolbar, seen below.
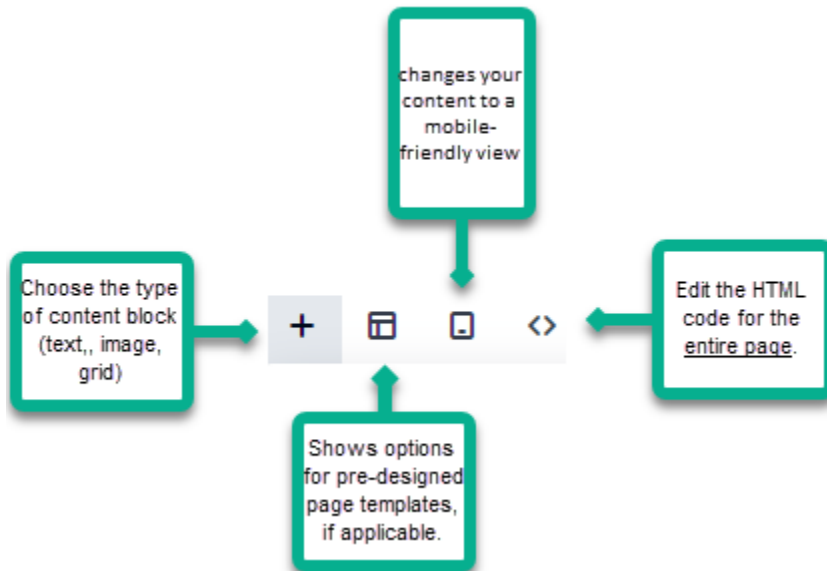

The Article Toolbar

While using the content editor, notice the word "Article" in gray type. Click this to return to the basic Article Toolbar.

Underneath the word "Article" are symbols of the Article Toolbar. This toolbar is the "top level" of the Article Content Editor.

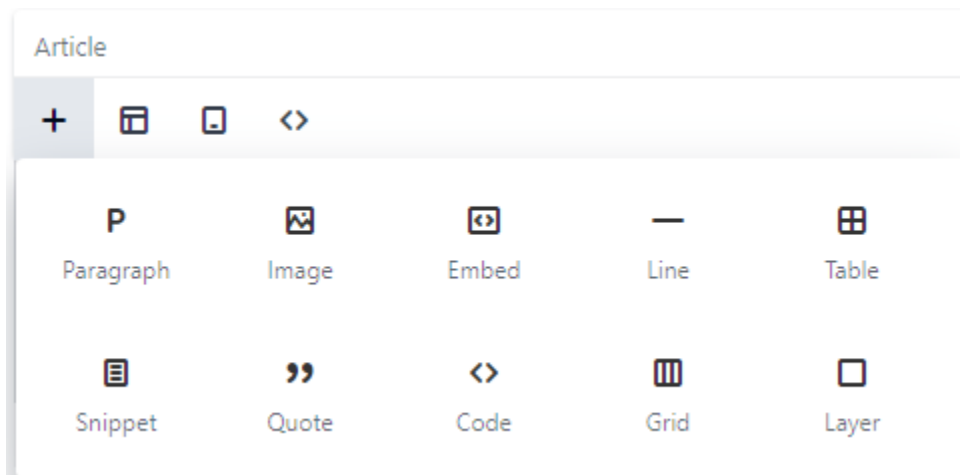+ -- this is where you choose the type of content block, such as a paragraph, text, or grid.)

Templates – Your site might include templates – predesigned layouts to make it easy for you to add content. Ask your project manager if templates are being used on your site.

Mobile View – this automatically changes your content to a mobile-friendly layout, so you can see what the content will look like on mobile devices. A good mobile view is very important for your users' experience!

<> This button accesses the html code for the entire page, not just an individual block.

Add Content (+)

Below are the options when you click the "+" sign from the Article Toolbar. Each of these 10 options has its own toolbar.

Paragraph – Add text

Images – Add or upload an image

Embed– Coding section for developers. Ask LRS Helpdesk for details.
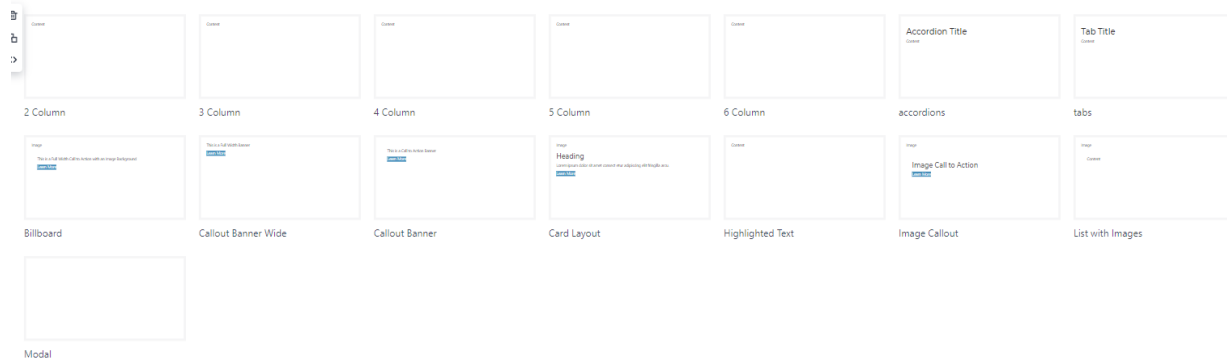
Line – Add a horizontal line between blocks

Table – Add a table – Note – be sure to only use tables for data. For text and photos, use the "Grid" to add columns

Snippet – Add accordions, tabs, and other customized design elements custom made for your website. Below is an image of some basic snippets. Your site may have more or fewer snippets.

Snippets contains a second way to add columns. Snippets are a bit more versatile, in that they can be moved around and adjusted. If your content will be changed or modified in the future, add columns via Snippets. If your data will not change or is more complicated in its structure, use Grid. Adding columns using the Grid is more stable and less likely to get broken. Ask LRS Helpdesk for guidance on how to add columns.
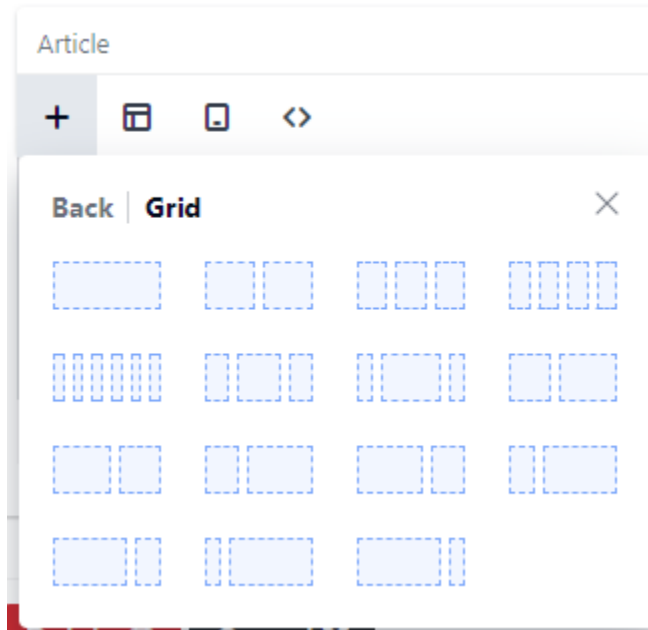
Snippets:

Quote – Pull quote styling

Grid – Add instant design to your page – you will see options for up to 5 columns, and

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alternative design styles, as seen below. If your data will not change or is more complicated in its structure, use Grid. Adding columns using the Grid is more stable and less likely to get broken.
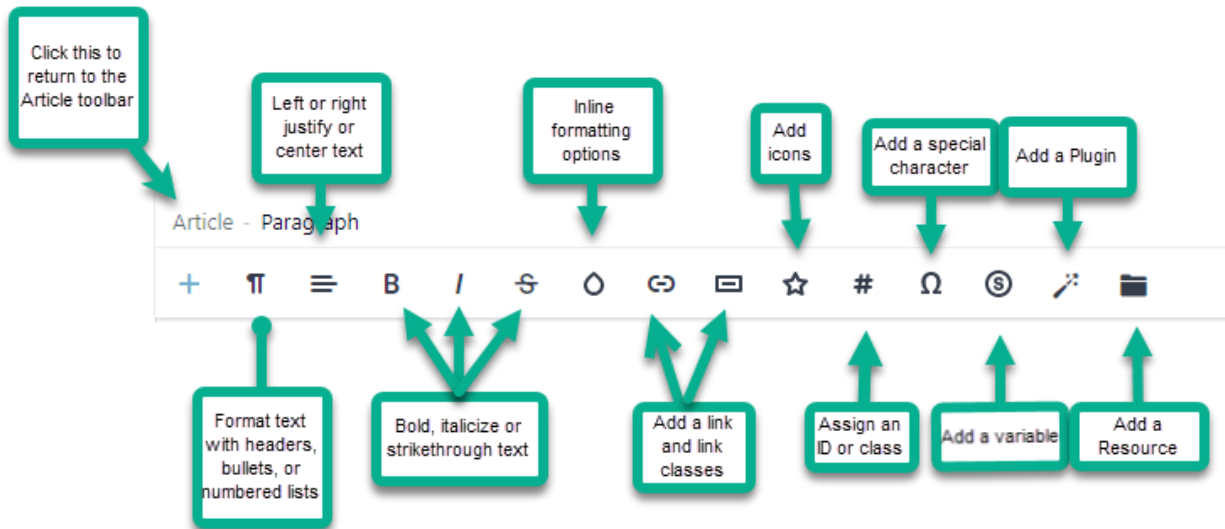

Layers -- A layer is just an empty content 'block' - any of the other options in the dropdown can be included in the layer. It's like a place holder for layout. Ask LRS Helpdesk for more details.

Paragraph Toolbar

Adding Text

Each paragraph is a block. A block might be multiple sentences, only one sentence, a bulleted list, a headline, etc.

Click the + sign and select the Paragraph icon. An empty block will appear with a flashing cursor, ready for you to type or paste content. Once you've added text, use the paragraph toolbar to edit and stylize the content as desired.

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Styles

Styles are design elements unique to each website. When implemented, they are visible in the corresponding toolbar, such as paragraphs, images, headings, or lists. Clicking on the feather icon will display the options for that element.
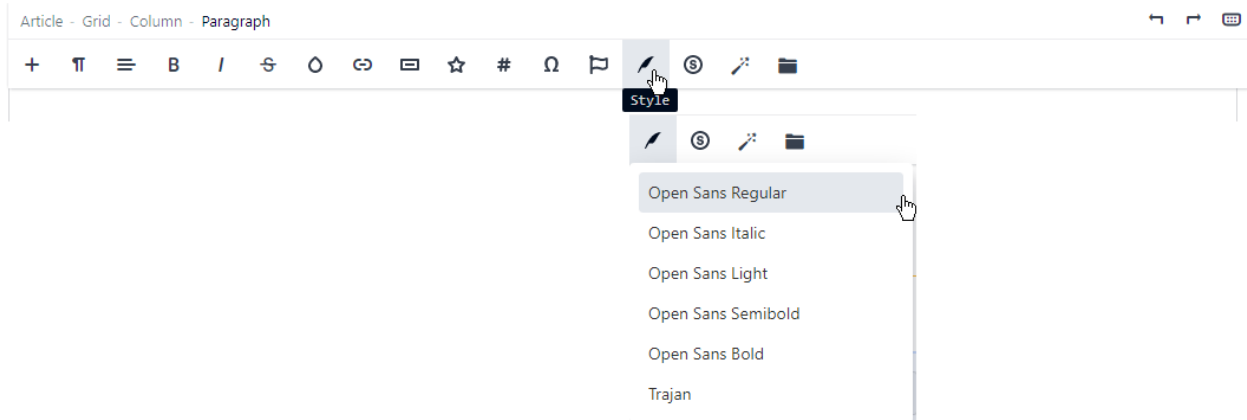
Image Toolbar

To Add an image, click the + sign and click on the Image icon.

There are 3 ways to add an image

Paste the URL of an online image

Upload an image to LRS Antilles from your computer

Choose an image already uploaded to LRS Antilles.

Shortcuts

On the right side of the Article bar, you will see 3 symbols. The third symbol contains a list of shortcuts.

Duplicate block	ctrl + shift + d
Move line up	ctrl + shift + ↑
Move line down	ctrl + shift + ↓
Remove inline format	ctrl + shift + m
Bold	ctrl + b
Italic	ctrl + i
Underline	ctrl + u
Superscript	ctrl + h
Subscript	ctrl + l
Normal text	ctrl + alt + 0
Heading 1	ctrl + alt + 1
Heading 2	ctrl + alt + 2

Additional shortcuts:

• Select All - Ctrl Shift A A
• Move blocks - Ctrl Shift (arrow)
• Select more blocks Ctrl Click

Troubleshooting

Save your page. Often, this can alleviate difficulties with the content editor.

Advanced Formatting

Accordion/Tab duplication

Select the "edge" of the accordion pane and click copy. This takes a bit to get the "feel" of it. OR select the first 'div' from the breadcrumb list at the top "Article - Div - Medium Heading" and then click the duplicate button

Move accordion content: Select the Accordion title and content. Hold Ctrl and use up or down arrows to move accordion or tab content.