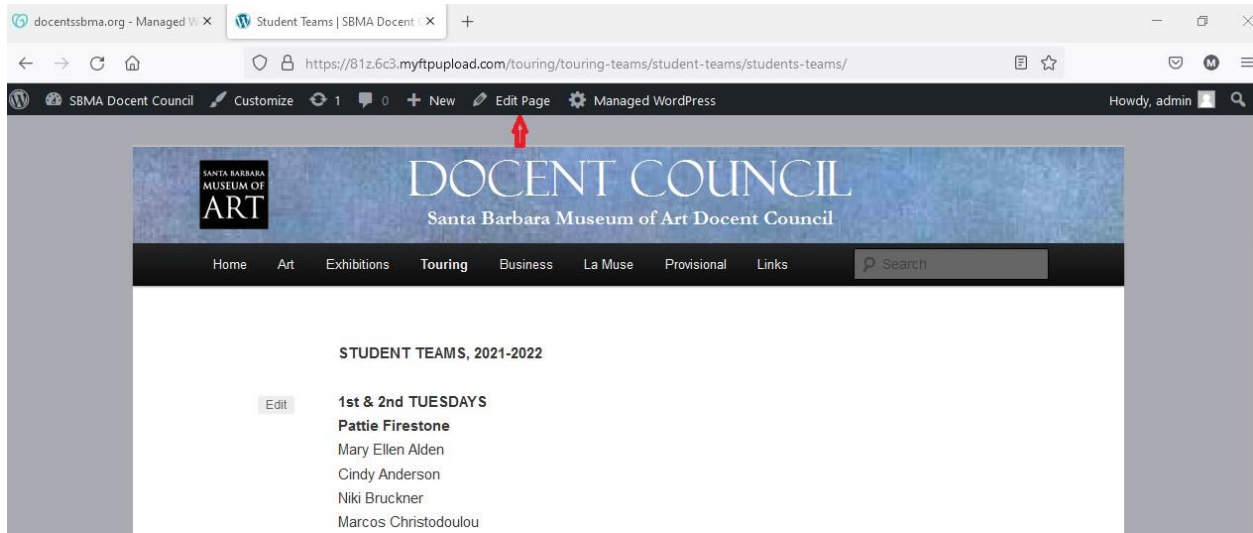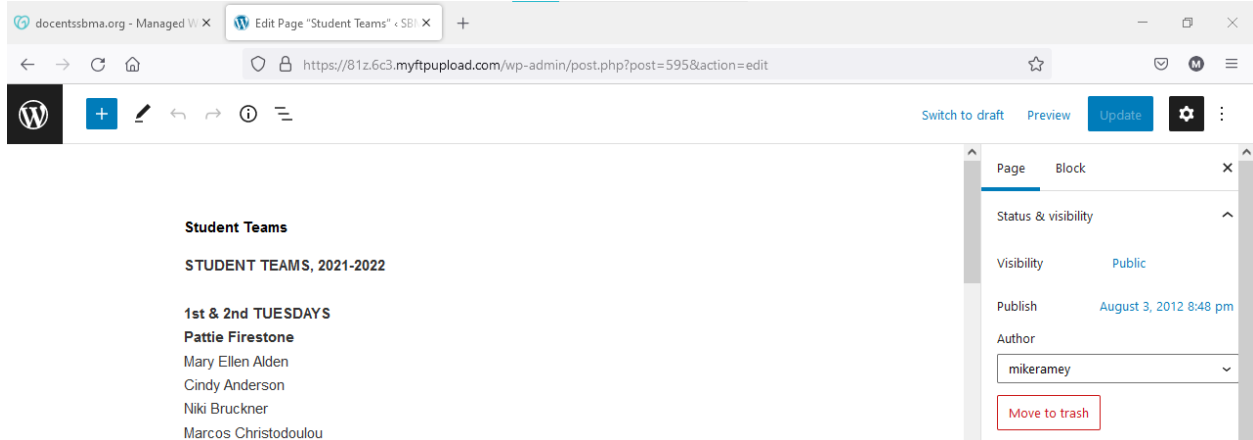# Entering Text
7-26-2022

Displayed text can occur in three ways: downloaded PDF documents (see Loading PDFs), special forms that contain custom fields (see Art Object Data Entry), and native text that has been entered into a WordPress window. The easiest way to modify native text is to first navigate to the screen to be modified. If the screen is not a download, the Docent Council banner will be displayed and there will be a black toolbar above it containing a selection titled either Edit Post or Edit Page. If it is a Page, there will also be an Edit button in the left margin.
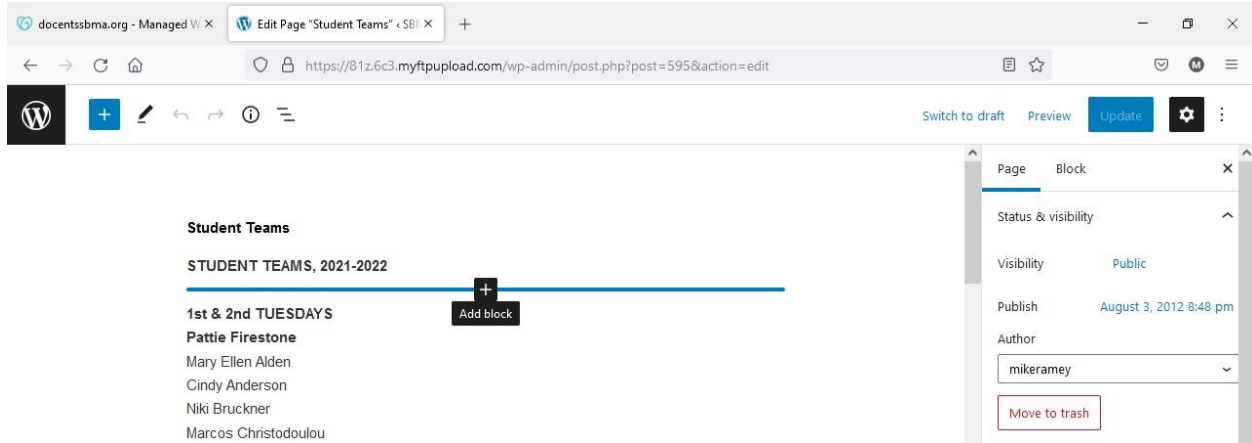

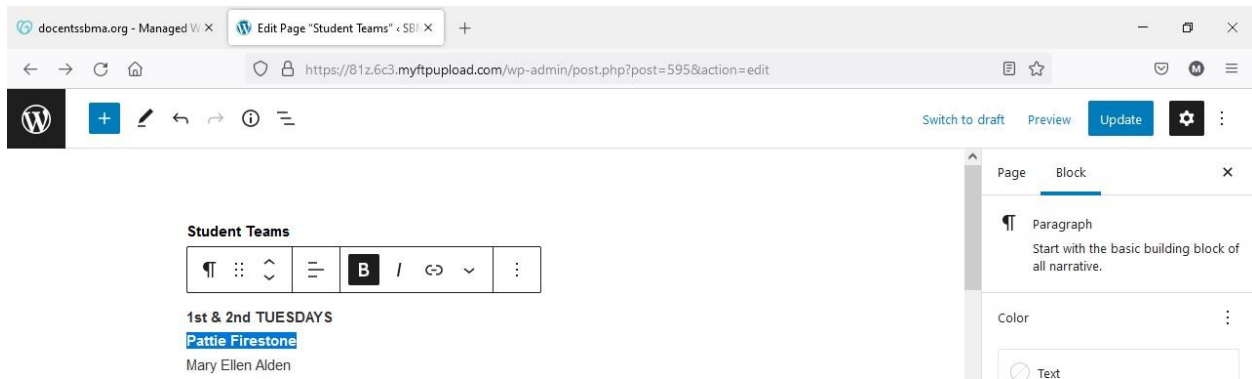Click either Edit button to put your source into edit mode.

Since this page was called from a menu, the first line is the internal menu title and everything thereafter is displayed. You can move your cursor to any text to modify it. In this case, for example, you might want to change the year range from 2021-2022 to 2022-2023, leave the 1st and 3rd TUESDAYS alone, replace the team leader's name in bold, and enter the remaining team members in alphabetical order. But there are a few caveats.

WordPress is not a what-you-see-is-what you-get word processor. It has very limited formatting capability. You may not use tabs and if you enter successive space characters it will strip all but one of them out on display. The biggest gotcha is the Enter key. It does not move the cursor to the next line. To do that use Shift Enter. The Enter key causes a new "block" to be generated. A block is kind of like a paragraph but with a number of special features. When you scroll over a block boundary, it looks like this:

Blocks would normally be useful because they can be easily moved around. But our website was developed before WordPress was upgraded to the Gutenberg Editor and was designed entirely without the block feature, so we don't make use of that capability. We typically use Shift Enter for a linefeed and do it twice for a new paragraph.

When you highlight text, a pop-up will display its current formatting, in this case bold. To the right is italics. To the left is the alignment symbol: left, center, or right. This is all that is needed for lists and other simple documents. If you want more sophisticated formatting then the approach is to prepare the document on Word or a similar tool, save it as a PDF, and download it.

If you are working with paragraphs, you can copy and paste from other documents. If the source document was created by a word processor, you probably won't have any problems. But if the source document is a PDF file, you will usually have to do a bit of cleaning up.

For example, suppose you copy the following text:

The Mortons' collection ranged from 18th-century
American "primitive" and marital portraits by the
renowned artists John Singleton Copley, Benjamin
West, and others, to the landscape masterpieces of
the 19th-century Hudson River School, by such eminent
figures as Albert Bierstadt and Thomas Cole, to
trompe l'oeil still-life pictures by the greatest American
practitioners of that genre, William Harnett and John
Frederick Peto, to the famous painters of society, William
Merritt Chase and John Singer Sargent, to early
20th-century depictions of gritty contemporary urban
life by members of the so-called "Ash Can School,"
notably George Bellows, William Glackens, Robert
Henri, and Maurice Prendergast.

The problem is that the text is not wrapping. Each line has been terminated by a linefeed, all of which must be replaced with spaces for the lines to wrap properly. Place the cursor at the end of each line, press delete, then enter a space. Be sure to Preview before saving as additional cleanup may be needed. WordPress will convert all fonts to Calibri 11. When finished the text will look like this:

The Mortons' collection ranged from 18th-century American "primitive" and marital portraits by the renowned artists John Singleton Copley, Benjamin West, and others, to the landscape masterpieces of the 19th-century Hudson River School, by such eminent figures as Albert Bierstadt and Thomas Cole, to *trompe l'oeil* still-life pictures by the greatest American practitioners of that genre, William Harnett and John Frederick Peto, to the famous painters of society, William Merritt Chase and John Singer Sargent, to early 20th-century depictions of gritty contemporary urban life by members of the so-called "Ash Can School," notably George Bellows, William Glackens, Robert Henri, and Maurice Prendergast.