

## CREATING AND FORMATTING IN SOCS

### What You Don't Need to Know

You do not need to know web design software or HTML to create and post information on your SOCS website.

### What You Do Need to Know

1. You are creating content for a web page, not for a paper document.
  - SOCS is HTML-driven. Even though you don't need to know HTML, it is operating behind the scenes.
  - HTML is meant to be limiting. It's standardized so it can be used by many different browsers. This is why you may encounter some formatting issues when working with SOCS.
  - Unlike HTML, word processing is meant to be more flexible, giving you greater ability to place content.
  
2. Your environment may also affect the format of your document.
  - Operating System
  - Version
  - Browser

**These helpful hints will help you overcome some of the formatting issues you may experience:**

<b>Creating in SOCS</b>	<b>Creating in Word Processor</b>	<b>Copy and Paste</b>
<b>Fonts:</b> If you experience a problem, see Troubleshooting Section of this document.	<b>Fonts:</b> Create document in one of the four SOCS-friendly fonts: <b>Arial, Times New Roman, Courier New, Verdana.</b>	<b>Fonts:</b> Convert document to one of the four SOCS – friendly fonts before copying and pasting.
<b>Paragraph spacing:</b> Use Shift/Enter to separate paragraphs.	<b>Paragraph spacing:</b> Use Shift/Enter to separate paragraphs.	<b>Paragraph spacing:</b> Before copying, remove spacing between paragraphs and use Shift/Enter to insert one line between paragraphs.
<b>Columns or any information separated by tabs:</b> Create a table with corresponding columns and rows. Set border at 0. Set table properties width at 100%.	<b>Columns or any information separated by tabs:</b> Create a table with corresponding columns and rows. Set border at 0. Set table properties to AutoFit to Window.	<b>Columns or any information separated by tabs:</b> Convert existing information into table format (see Columns – Creating in Word Processor) before copying and pasting.

### **When you should convert documents to PDF:**

You should convert these types of documents to a PDF (Portable Document Format) and place them on the website through the File Transfer Protocol process:

- a. Text document to be duplicated exactly as the original
- b. High-level/complicated/extensive formatting (columns, tabs, strategically placed images/graphics)
- c. Handbooks/procedure manuals – any document you want to protect from changes
- d. Lengthy documents that require excessive scrolling

### ***Troubleshooting***

#### **What to do if you encounter these problems:**

**Extra spaces:** If your SOCS document has two or more lines between paragraphs, follow these steps to eliminate them:

1. Access your article in the Design View
2. Delete or backspace to remove unwanted spacing
3. Add desired spacing using Shift/Enter (adds only one line between paragraphs)

**Changing fonts:** Depending on your environment, your fonts may change when creating an article in a font other than Times New Roman. If this occurs:

1. Use only one space after a period
2. Highlight the changed font and change it to the desired one

**Text location:** Occasionally, HTML will force information into an undesired location or format. An example would be not allowing the month and day to stay together. Use the Shift/Enter keys to move the information to the desired location.