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 <u>may</u> 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:

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