

# WEB

## website editing basics

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Topics: Mobile Design, Accessibility, and Tips for your Web-Toolkit

### DESIGN MOBILE VIEW

Can I design my web page for mobile?	Yes. Access this feature from the tree view tab.
How does my page look on mobile?	In Edit mode, you can preview desktop, tablet, mobile.

### ACCESSIBILITY & BEST PRACTICES

<b>NO:</b> Avoid long content pages	TLDR Divide content into chunks. Keep it short. Use bullet list.
<b>YES:</b> Headings	Use header tags to emphasize importance in hierarchy order. H1, H2, H3, etc.
<b>NO:</b> Underlining on the web	Underlining text on a web page looks like a hyperlink. Use bold to emphasize.
<b>YES:</b> Links on your page.	Use readable name for your link; links can be understood taken alone.
<b>YES:</b> Helpful Images	Use sparingly. Do your images enhance your content?

### USEFUL TIPS FOR YOUR WEB-TOOLKIT

Is there a way to see an archived version of your site?	Cashed view: <a href="http://cachedview.com/">http://cachedview.com/</a> wayback machine: <a href="https://web.archive.org/">https://web.archive.org/</a>
Is there a way I can convert a pdf document to a picture without using Adobe Acrobat?	<a href="https://pdf2jpg.net/">https://pdf2jpg.net/</a> <a href="https://www.freeconvert.com/jpg-to-pdf">https://www.freeconvert.com/jpg-to-pdf</a>
<b>VisionLive CMS Tips</b>	
For PC users: CMS Shortcuts	<b>CTRL-G:</b> Opens Image Library <b>CTRL-K:</b> Insert Hyperlink <b>CTRL-B:</b> Bold
Open New Tab	To navigate between components efficiently; open "new" tab.
Help Resources (videos)	Support link (upper right corner) and from Dashboard
I need a friendly web address (URL)	Email/contact <a href="mailto:master@glendale.edu">master@glendale.edu</a>