![Colorado Interactive logo](CI COLORADO INTERACTIVE)

Project Management Office

Pacific CMS
Optimizing Content for Mobile Devices
Version 1.0
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1. Overview on Mobile Responsive Websites

As more and more people adopt mobile technology into their lives, it is becoming increasingly important to ensure websites are usable and display correctly on smartphones, tablets, and other mobile devices. The Pacific platform was designed to be mobile responsive, but content editors are responsible for adding their content in a mobile friendly way.

This guide addresses several common errors and provides information on how to minimize the impact of them for your end users.

Entity Project Managers may contact the CI Service Desk for additional guidance regarding Pacific's responsive design and best practices.

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2. Make Tables Mobile Responsive

Tables are inherently not mobile friendly. By default, the dimensions of a table are set to a number of pixels, which cause the table to extend beyond the content area on smaller mobile screens.
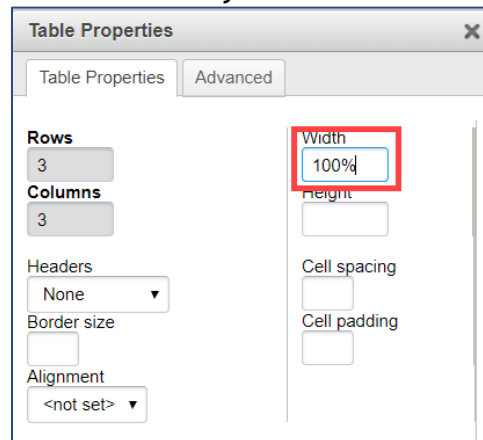
2.1. THE SOLUTION: CHANGE TABLE WIDTH TO A PERCENTAGE OF THE PAGE

The table's width should be set to a percentage of the content area. This can be manually changed in the Table Properties menu:

1. Right click the table > select *Table Properties*.
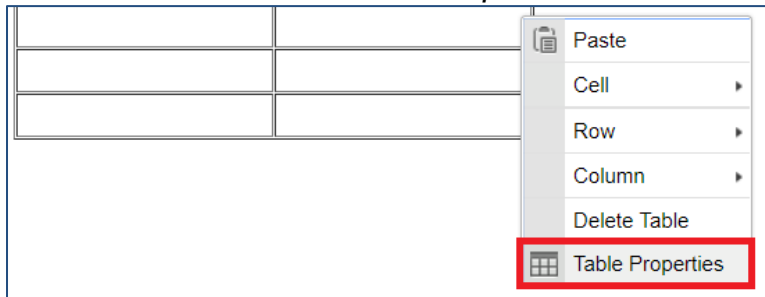
2. In the Width field, change the size to a percentage of the content area. Make sure to include the "%" symbol.

3. Click *OK*.

2.1.1. The Solution for Extra Large Tables

The solution mentioned above may not work for tables that are especially wide or have a lot of content. As an alternative, you can add scroll bars to your table so users can scroll the table left or right.

1. Navigate to your page where the table is located and click the *Source* button in the WYSIWYG. You will need to be able to locate the opening <table> tag and closing </table> tag (as seen below):

```
<table border="0" style="width:100%;">
    <tbody>
        <tr>
            <td>cell contnent here</td>
            <td>cell content here</td>
            <td>cell content here</td>
        </tr>
    </tbody>
</table>
```

2. Paste *<div style="overflow-x:auto;">* before the beginning <table> tag and *</div>* after the ending table tag.


```
<div style="overflow-x:auto;">
<table border="0" style="width:100%;">
    <tbody>
        <tr>
            <td>cell contnent here</td>
            <td>cell content here</td>
            <td>cell content here</td>
        </tr>
    </tbody>
</table>
</div>
```
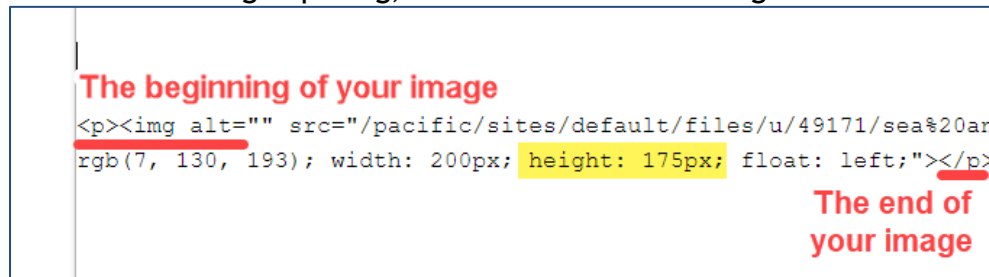
Place the new <div> tags before and after the <table> tags you found in step 1

The entire table needs to sit inside these new tags.

3. When you are done making changes to your page, click *Save.* Your table will now be able to scroll left and right on smaller screens.
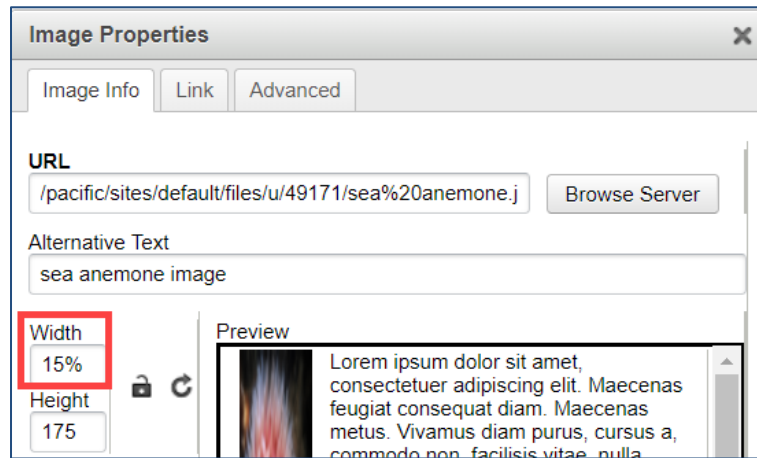
3. Set Image Dimensions to Resize Proportionally

Images viewed on mobile devices can sometimes appear squished or disproportionate to their actual size. This will occur if the dimensions of the image are set to a specific number of pixels.

3.1. THE SOLUTION: USE PERCENTAGES AND AUTO FOR THE IMAGE DIMENSIONS

Similar to tables, you can set an image's width to a percentage of the content area. To do this:

1. Right click the image and select *Image Properties*.
2. In the Width field, change the value to a percentage (e.g., 80%); make sure to include "%" in the field.

3. Click *OK*.

Additionally, you will change the height of your image to "auto." This must be done from the Source view since the Height field in the Image Properties window only accepts number values. To change the height to auto:

4. Click *Source*.
5. Locate your image. It should start with *<p><img alt*=... and end with a *</p>*.
6. Before the ending </p> tag, locate the value for height.

7. Remove the height value and replace it with "*auto*".

```
<p><img alt="sea anemone image" src="/pacific/sites/default/files/u/49171/
1px; color: rgb(7, 130, 193); width: 15%; height: auto; float: left;"></p>
```

8. Click *Save* or *Publish* when you are finished editing your content.

4. Remove Inconsistent Formatting
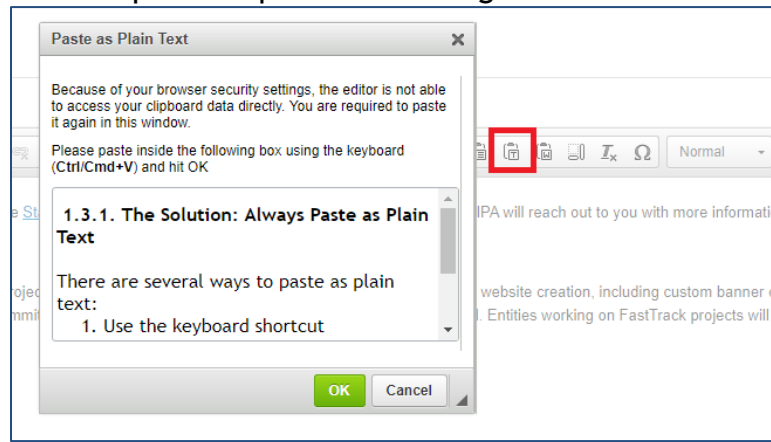
Copying and pasting content into Pacific may bring in formatting from other sources. This can cause inconsistencies that impact the appearance of the website in both mobile and traditional views. It is important to always paste as plain text when copy/pasting content to prevent this from happening.

4.1.1. The Solution: Always Paste as Plain Text
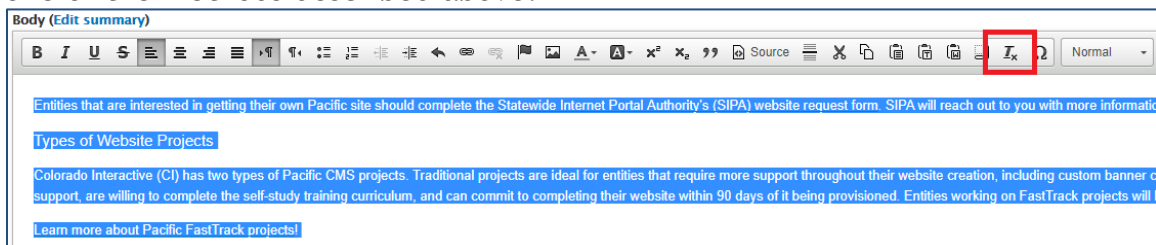
There are several ways to paste as plain text:

1. Use the keyboard shortcut *CTRL+SHIFT+V* to paste as plain text.
2. Use the *Paste as Plain Text* WYSIWYG button. Paste your content directly in the paste as plain text dialog box and click *OK*.

If you still have unwanted formatting after trying both of those methods (which is most likely to happen if copying content from Word), use the following process:

1. Copy the content and paste it into a text editor, like Notepad.
2. Copy the content pasted into Notepad.
3. Within the Pacific WYSIWYG, click *Source*.
4. Paste the content into the Pacific text area.
5. Click *Source* again and make any necessary edits to your content.

If you need to remove formatting from content already pasted into the editor, highlight all content and select the *Remove Formatting* button in the WYSIWYG. This does not always remove all formatting from the page, so you may need to copy the content out of the WYSIWYG and paste it back in using one of the methods described above.
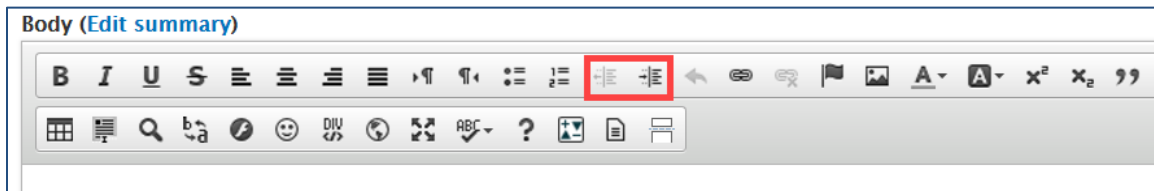
5. Content Displays Partially Outside the Content Area

There are multiple reasons why content might display outside of the content area. Several of the most common reasons and suggestions to correct them are outlined below.

5.1. THE SOLUTION: USE FORMATTING OPTIONS BUILT INTO PACIFIC
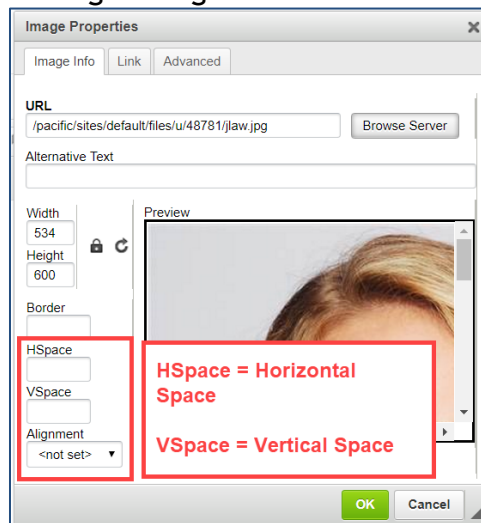
5.1.1. Indenting Text

Avoid using excessive spacing to indent text. Instead, use the *Indent* buttons in the WYSIWYG:

5.1.2. Aligning and Spacing Images

Additionally, using excessive spacing to align images can cause the same issue. Instead, use the various settings in the Image Properties window:

1. Right click the image.
2. Click *Image Properties*.
   a. Use Hspace and Vspace to add padding between multiple images or the image and text, and use the *Alignment* dropdown menu to change the image's alignment:
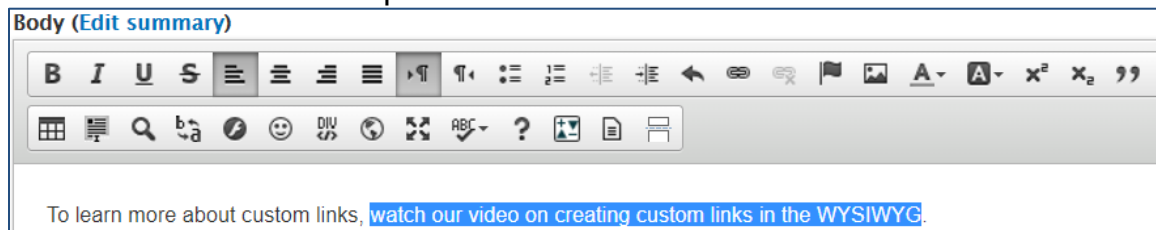

3. Click *OK*.

5.1.3. Creating Custom Links

Full URLs are essentially long words with no breaking point in them. Pasting full URLs can result in the URL running off the content area. Instead of pasting the full URL, create a custom link. Not only will this be more mobile friendly, but it
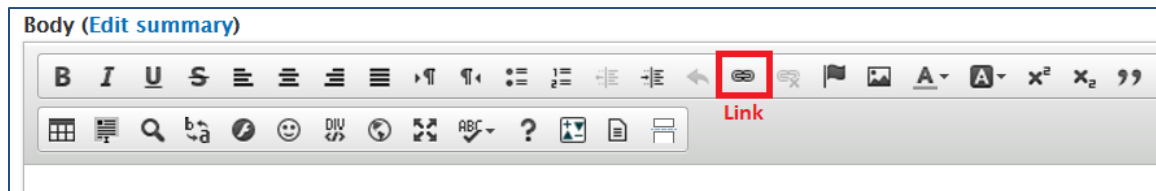
will have the added benefit of making your page more accessible for people who utilize screen reading technologies.
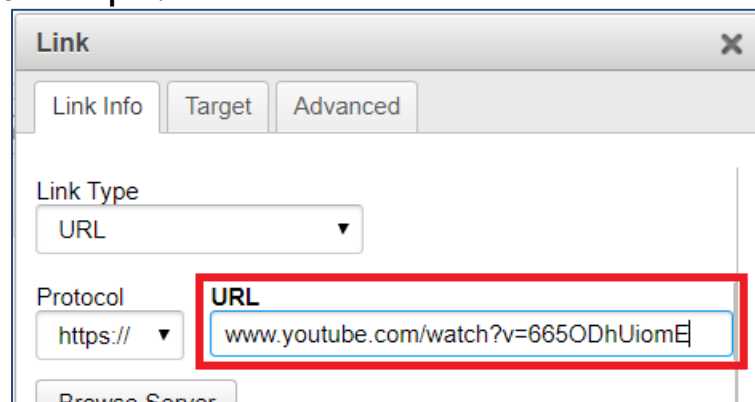
To create custom links:
1. Copy the entire URL for the landing page of the link.
2. Navigate back to the edit screen for your Pacific page.
3. After adding your text, highlight the portion of the text that you want to make the clickable part of the link:

4. Click the *Link* button in the WYSIWYG:

5. A new window will pop up. The *Link Type* field should automatically be selected as *URL*.
6. In the *URL field*, paste the desired URL for the custom link that you retrieved in **step 1**:

7. When you are finished editing your custom link, click *OK*. The text that you highlighted in **step 4** will now be blue and underlined.
8. When you are finished making your changes, click *Save* or *Publish*.

6. Iframes Display Outside the Content Area

Google Calendars, Google Maps, and other content embedded using iframes are not inherently mobile responsive. Additionally, content within iframes is not supported by CI since we do not host or control website content outside of our own products and services.

6.1. THE SOLUTION: USE EMBED CODES GENERATED BY RESPONSIVE WEBSITES

Users who are comfortable working in the Source view and have adequate experience may be able to add HTML or inline CSS to make iframes responsive.
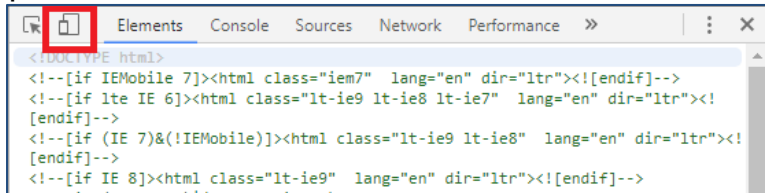
Users with less experience can use the Events feature built into Pacific as an alternative to Google Calendars. They can also use the iframe properties menu to set the width of the iframe to a percentage (this will not make them truly responsive, but at least more mobile friendly).

Learn more about adding iframes to your website in the [Adding Iframes to Pacific guide](#).
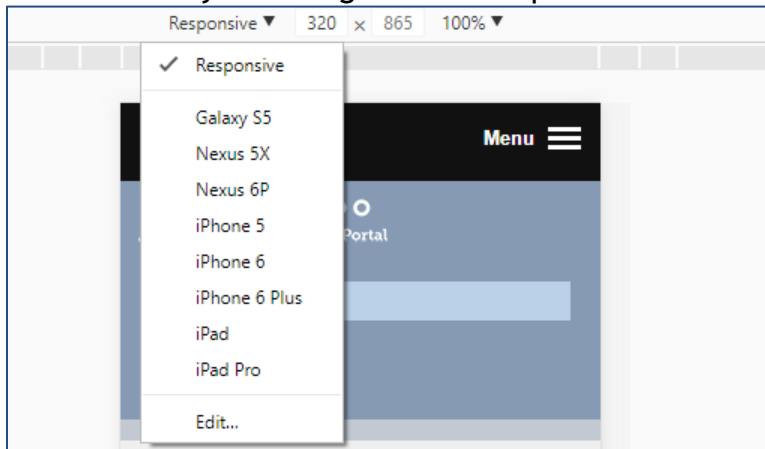
7. Preview Webpages on Mobile Devices

Google Chrome has built-in tools to allow you to see how your website will look on a variety of smartphones and tablets. Use the following instructions to access this view:

1. Use the *F12* key on your keyboard to open the Developer Tools.
2. Select the *device toggle* toolbar button in the upper left part of the Developer Tools view.

3. Select the device on which you would like to view your website from the Responsive dropdown menu at the top of the screen. You can add more devices to this list by selecting the *Edit…* option.

4. Review your webpages to determine what, if anything, should be changed to improve the appearance or usability for users on mobile devices.