

# Images

- Should be around 50k in file size unless they are feature images (really big ones). Those can be around 150k.
- No image on any site will need to be wider than 960 px wide. Most can be well under that.
- Resize in photoshop or other photo editor (picmonkey.com) before loading.
- **There should never be images over 200k on your site! If so, replace those images!** Instructions for replacing images are at <https://conductor.nd.edu/user-guide/using-images-on-your-site/inserting-and-modifying/#replacing-images>.

# Alt Text (Description)

- Edit description **immediately** after uploading image and **before** placing on a page.
- If you need to edit the alt text after placement, see <https://conductor.nd.edu/news/49754-correcting-alt-text-on-placed-images/> for instructions.
- Do not use periods. If you must, special instructions are in the User Guide at <https://conductor.nd.edu/news/58252-you-can-have-periods-in-alt-text-after-all/>.

# Documents

- **Edit the description immediately** after uploading to include the link text followed by file size and type (*User Manual, 5MB PDF*). By doing so after uploading, you never again have to think about what to call the document or look up the file size.

# Text

- **Copy and Paste using the Paste from Word tool.** If you paste directly into the editing screen, odd formatting and other code will be brought over. Paste from Word strips out the code that will conflict with the styles already set up for your site.
- **No underlines allowed.** If text you copied and pasted has any underlines, remove them by using the format eraser. Underlines mean links, and visitors will be frustrated if these are not true links.
- **One space after punctuation.** Adding more than one space can cause problems when your site resizes for the varied tablet, phone, and browser window sizes in use these days.
- **One return after paragraphs.** Conductor's styles automatically add the correct padding after paragraphs to make the text easy to read.
- **Don't add character formatting** (bold, italics, or strikethrough) to heading styles.
- **Use headings in a logical order** to help visitors understand the organization of your page.

# Common Issues

- **Conductor freezes while saving.** If Conductor says it's saving a page, but nothing is happening, here's how to save the work you've done on that page:
  1. Put your cursor back in the text box and highlight everything in the box. (To be extra secure in my paranoia, I often switch to the source code view to make extra sure I get everything, but it's not necessary.)
  2. Copy everything (Ctrl + C for PCs; Cmd + C for Macs).
  3. Cancel the save. This will bring up a warning that you will lose everything, but if you've copied it, you're okay.
  4. You should then be kicked back to the Pages screen. Choose the page you were working on (or recreate the new one if it hadn't ever been created) and open it for editing.
  5. Now paste the text from your computer clipboard back into the space. Remember, if you copied source code, you'll need to be in the source code view for this.
  6. Update or Create the page.
- **Action Buttons not showing in Conductor.** That's probably because Flash has been updated. Here's how to fix it:
  1. Go to <https://get2.adobe.com/flashplayer/>, download Flash, and update your version of Flash.
  2. If that doesn't work, try a different browser.
  3. If that fails, install Flash on a different browser.
- **Email links open in Outlook.** Not a Conductor issue. This has to do with the default email settings of your computer. Info on resetting your default email client are in the User Guide at <http://conductor.nd.edu/user-guide/linking/#textile-email-links>.
- **Google Analytics aren't showing for me any longer.** A 30-day snapshot of your GA used to be on the Dashboard. However, changes that Google made recently prevent us from showing that information. You can, however, log in to your site's GA from the Dashboard link IF you have been added as a GA admin. If you have not (you won't be able to log in to Google Analytics), let us know by sending us a message using the Request Help button at the top of the screen, and we'll add you.