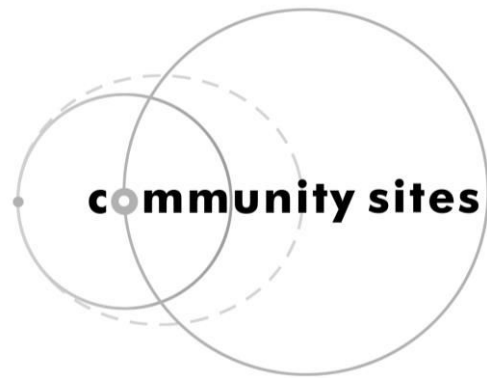# FORMATTING TEXT

WHAT'S COVERED IN THIS TUTORIAL?

These instructions cover different ways you can format text in the text editor:

1. Using sub-headings
2. Using additional text styles
3. Clearing formatting and changing a format
4. Creating bullet point lists and numbered lists
5. Adding links to the text
6. Creating a line break instead of a paragraph break

Remember that when you paste in text you must always 'clean up' the formatting by clicking on the Paste as Text button before you paste. This button is among the list of buttons just above the big white box where you enter text.

1: USING SUB-HEADINGS

Web pages should contain far more sub-headings than printed text. This helps people scan the page easily, as they read far more slowly from a screen than from a printed page.

One of the editor's jobs is therefore to add sub-headings to text. If you are short of inspiration, pick out a striking or relevant phrase from the paragraph that follows the sub-heading, and use that as the sub-heading.

In practice, you are only likely to use two levels of sub-heading in your body text. These are referred to as sub-heading and sub-sub-heading.

The appearance of headings is styled globally for consistency. So, in the design of your website, all the sub-headings will have the same size of font and colour.

To style a sub-heading in the text editing box:

1. Make sure that the sub-heading is on a line of its own

2. Select the sub-heading
3. Select the Sub-heading format from the Format dropdown list. (This list is among the list of buttons just above the big white box where you enter text.).

2: USING ADDITIONAL FORMATS

Your website may have additional global ways of formatting text in addition to sub-headings. For example, the design may include a special style for emphasising particular paragraphs of text or a special style for footnotes.

To apply a style:

1. Highlight the text you want to style
2. Select the appropriate style from the Format dropdown list.

3: CLEARING FORMATTING AND CHANGING A FORMAT

To change a format:

1. Highlight the text you want to style
2. Click on the Clear Format button. This looks like a little eraser.
3. Select the new style from the Format dropdown list. If you want to return just to plain text, choose Paragraph.

To clear the formatting completely from the text in the page, select all the text and click on the Clear Format button. It's also worth choosing Paragraph from the Format dropdown list at the same time.

4: CREATING BULLET POINT AND NUMBERED LISTS

To create a bullet point or ordered list:

- Type each item in the list on a separate line
- Highlight all the items
- Click on the Unordered List button to create a bullet point list
- Click on the Ordered List button to create a numbered list

When you paste in a list from a Word document, you may well find that there are numbers or dots in the text which are left over from the way in which Word formatted the lists. You need to delete these before you follow the technique above.

5: ADDING LINKS TO THE TEXT

To add a link to a phrase or word in the text, first highlight the word or phrase.

Click on the Insert Link button (this has a little picture of a link of a chain on it). You will see a little pop-up box for adding a link.

To add a link to an external website:

1. Type or paste the website address into the pop-up box
2. Click on the blue button with an arrow on it (called Apply)

The pop-up box should disappear and you should see that the link is now underlined.

You won't be able to follow the link while editing the page. You need to publish the page first and then test the link in the public view of the website.

To add a link to a page within the website:

1. Type a word from the title of the page into the pop-box (for example, type the word 'shop'). You will see a list of existing pages whose title contains the word 'shop'.)
2. Select the page you want.
3. Click on the blue button with an arrow on it (called Apply)
4. The pop-up box should disappear and you should see that the link is now underlined.

You won't be able to follow the link while editing the page. You need to publish the page first and then test the link in the public view of the website.

Note that you should avoid putting links around a phrase such as 'click here'. It's better for people scanning the site – and for accessibility reasons – if the link is a meaningful word or phrase.

To add a link to a particular section of a page within the website:

This is a two-stage process. First you need to identify the place you want to link to on the 'target' page. Then you create the link from the 'departure' page.

To identify the place you want to link to (known as the 'anchor):

1. Highlight the word or phrase you want to link to (often this is a sub-heading)
2. Click on the 'Anchor' button (this looks like a little bookmark)
3. You'll be asked to type in the name of the 'anchor'. This should be in lower-case, but it can be any word you like that relates to the content (for example, 'membership'). It's normally easiest to use a single word – if you use more than one, put a hyphen between them ('membership-conditions').

4. Click on OK.

To link to the anchor:

1. Create a link to the page as described above (see 'To add a link to a page within the website')
2. At the end of the URL, add a # symbol followed by the name of your anchor.
3. Click on the Add link button

 The result in the URL field should be something like:

http://www.historychristchurch.org.uk/content/training/sample-pages/sample-page-7-custom-layout#hanover

6: CREATING A LINE BREAK INSTEAD OF A PARAGRAPH BREAK

Sometimes you want to start a new line directly on the line below, instead of leaving a line space and then starting a new line, as you do when you create a new paragraph.

To do this, hold down the Shift key and press Return on your keyboard (for PCs.).