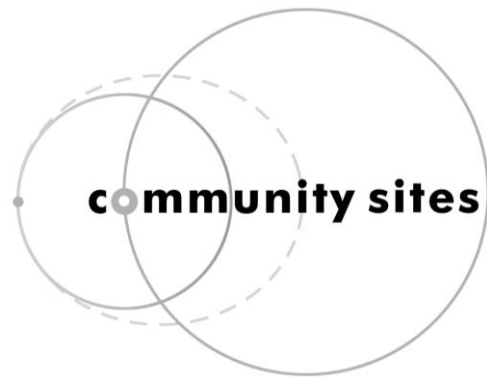


FORMATTING

TEXT



WHAT'S COVERED IN THIS TUTORIAL?

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

1. Using subheadings
2. Using additional text styles
3. Creating bullet point lists and numbered lists
4. Adding links to the text
5. Creating a line break instead of a paragraph break

Remember that when you paste in text you must always 'clean up' the formatting by using the Paste as Text button or the Paste from Word button.

1: USING SUBHEADINGS

Web pages should contain far more subheadings 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 subheadings to text. If you are short of inspiration, pick out a striking or relevant phrase from the paragraph that follows the subheading, and use that as the subheading.

Potentially, there can be up to 6 levels of heading on a web page. The title of the page is usually Heading 1 (or H1). If the design of your website includes a subtitle on the page, that will be Heading 2 (or H2). So the levels of subheading in the body text are H3, H4, H5 and H6. In practice, you are only likely to use two levels of subheading in your body text, so you will normally use H3 or H4.

The appearance of headings is styled globally for consistency. So, in the design of your website, all H3 headings will have the same size of font and colour.

To style a subheading in the text editing box:

1. Make sure that the subheading is on a line of its own
2. Select the subheading
3. Select the appropriate heading style (H3, H4 or H5) from the Format dropdown list. (NB To help you find this, note that the Format dropdown list is often populated by default with Paragraph).

2: USING ADDITIONAL STYLES

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 Style dropdown list.

3: 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.

4: 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). Then follow the steps below.

To add a link to an external website:

1. Type or paste the website address into the URL field
2. Type or paste the title of the website into the Title
3. Tick the box if you want the link to open in a new window (if you do, it's good practice for accessibility reasons to indicate this in the text – with a phrase next to the link such as 'opens in new window')

To add a link to a page within the website:

1. Click on the heading 'Or link to existing content'
2. Locate and click on the title of the page you want to link to
3. Click on the Add link button

Note that:

- If you want to add an e-mail link, delete the `http://` at the start of the link and replace it with `mailto:`. For example: `mailto:enquiries@communitysites.co.uk`
- 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.

5: 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.).