


The Text Editor

On several screens when editing any events, you will come across this:

B	<i>I</i>	<u>U</u>	x^2		—	?	</>	
<i>Enter Description...</i>								

This is mainly used to enter descriptions for events and give more flexibility whilst doing so.

From left to right:



This makes text **bold**.



This makes text *italic*.



This underlines text.



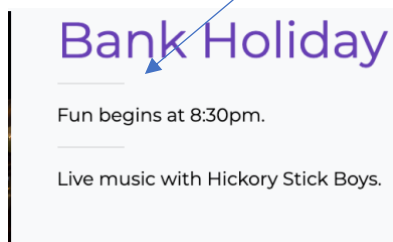
This adds a superscript^{likethis}



Use this to link to another website. Clicking this will show this:

A screenshot of a link insertion dialog box. At the top is a toolbar with icons for Bold (B), Italic (I), Underline (U), a math symbol (x²), a link icon, a minus sign, a question mark, and a code symbol (</>). Below the toolbar is a search bar with a magnifying glass icon and a dropdown arrow. Underneath are two input fields labeled 'URL' and 'Text'. Below these is a checkbox labeled 'Open in new tab'. At the bottom right is a blue 'Insert' button.

This will add a horizontal line, that will appear like the lines on the events section:



This will show a list of shortcuts that may come in handy.



This will change the view from a normal text view to a code view (this will not be needed – just ignore it).