

Using the text editor on the insert & edit pages for the VBSA front page

The text editor is very similar to using “Word”. Many functions that would normally be available have been removed to maintain a consistency in the appearance of items on the front page of the website.

The tools on the toolbar are:



Text enhancement, Bold, Italic and text colour. Simply highlight the text you want to enhance and click the button to apply. Please keep the use of text colour to a minimum to maintain the consistency of appearance. Note: To avoid confusion please do not use blue coloured text, all the links on the site are blue.



Start a numbered list or a bulleted list. Put the cursor on the page where you want to start the list and begin typing, to start a new list item hit enter, to escape or finish your list hit enter twice.



Increase or decrease indent. Put the cursor on the page where you want to increase indent and click, similar to a tab key, it will increase or decrease the indent every time it is pressed.



Create or remove a link.

Prior to trying to create a link you should have:

- The link address, or where you want the link to go, on the clipboard. This should be a URL (**uniform resource locator (URL)** is a specific character string that constitutes a reference to an Internet resource.) simply described it is the web address of the page you want the link to go to

To get the URL on your clipboard simply highlight the web address in your browser bar, select or highlight it, and copy



- To get an email address on your clipboard go to your email program and you will find it, same thing, select or highlight it, and copy

- To create link to a file – You will need to have created your file first, then upload it by clicking on the “upload a file” link at the top of the page. Permitted file types you may upload are pdf, doc, docx, xls, xlsx. Please use pdf if possible. **Please make sure the file does not already exist by checking the file names and links below as per the screenshot below.**
- Create a brief name for the file, browse to where you saved your file and upload. The file will now appear in the list below, copy the URL ,

All existing uploaded files are listed below, there is a list of files that have been uploaded to the calendar as well

Permitted file types you may upload are pdf, doc, docx, xls, xlsx. Please use pdf if possible.

Create a short description for your file

Please select the file to upload from your filing system

Depending on file size this may take some time

When your file has been uploaded successfully it will be listed here, copy the link url to your clipboard to use when creating a link.

To update a file simply upload the updated file (same file name), any links you have created will remain linked to the updated file

Files are listed by the date they are uploaded on - newest first

ID	Description	On	link url
1	Test 1	2012-07-13 19:51:37	http://www.vbsa.org.au/Front_page_upload/Prize_Fund.pdf
2	Test 2	2012-07-14 07:32:32	http://www.vbsa.org.au/Front_page_upload/2012_BWV_TeamEntry.doc
3	test 3	2012-07-14 08:59:57	http://www.vbsa.org.au/Front_page_upload/JmcK_2012_TournamentEntry.pdf

This list represents files that have been uploaded to the calendar, entry forms, results etc.

Files are listed by the event start date - newest first. Aaron Mahoney uploads these files

event_id	Desc	Start Date	Entry Form url	Results url
45	Billiards Ranking Event	2012-08-25	http://www.vbsa.org.au/ComingEvents/entry_forms/Yarra_Bill_2012_Entry.pdf	
25	Aust National Snooker	2012-08-17	http://www.vbsa.org.au/ComingEvents/entry_forms/2012-national-snooker-entry.pdf	
18	Fred Osbourne Snooker	2012-08-03	http://www.vbsa.org.au/ComingEvents/entry_forms/Fred_Osbourne_Entry_Form.pdf	

you are now ready to create the link.

- If you want to create a link to a file that has already been uploaded to the site or the calendar the URL will be listed, copy to the clipboard (if you are going to link to an entry form or results, Aaron Mahoney uploads these to the calendar, if the entry form is not there please do not upload to the general area)
- You are now ready to create the link

To create a link to a URL - with the URL on your clipboard:

- Go to your item, select edit, then select the text you want to link to

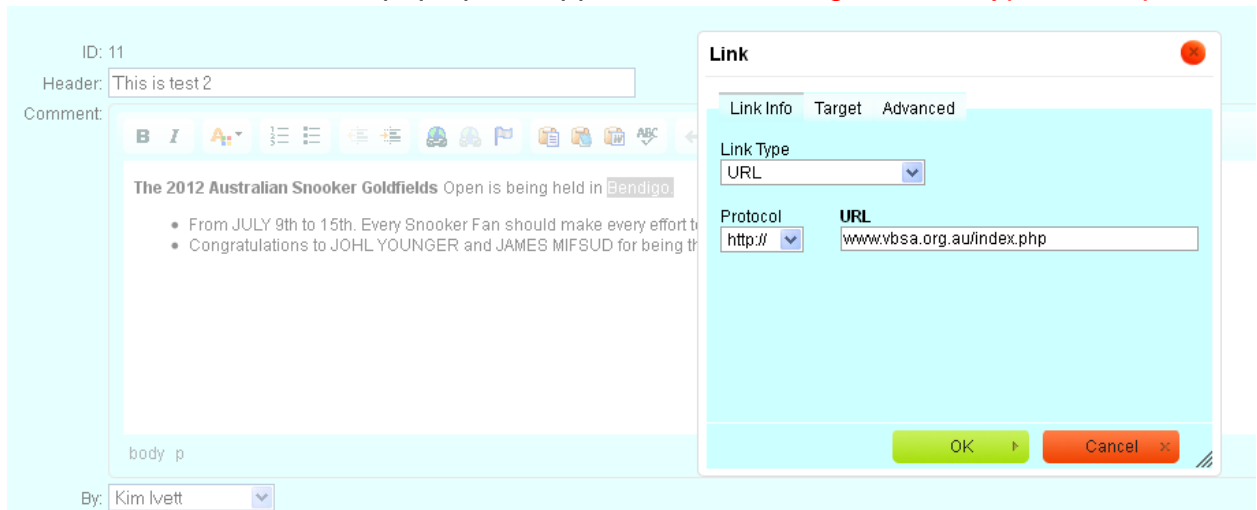
Header:

Comment:

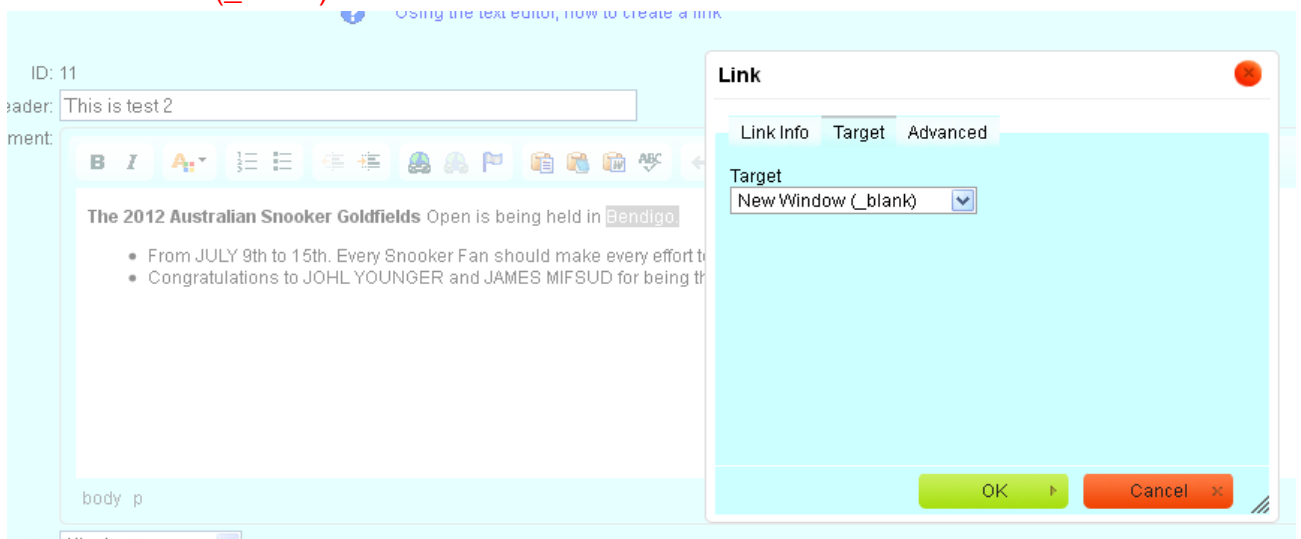
The 2012 Australian Snooker Goldfields Open is being held in **Bendigo**

- From JULY 9th to 15th. Every Snooker Fan should make every effort to be at every session!!
- Congratulations to JOHL YOUNGER and JAMES MIFSUD for being the WILDCARD Entrants for this *World-Ranking Event!*

- Click the link button and a pop up will appear, **do not change the link type or the protocol**



paste your URL into the URL box. **Important - Before you click OK select target then select “New Window (_blank)”**

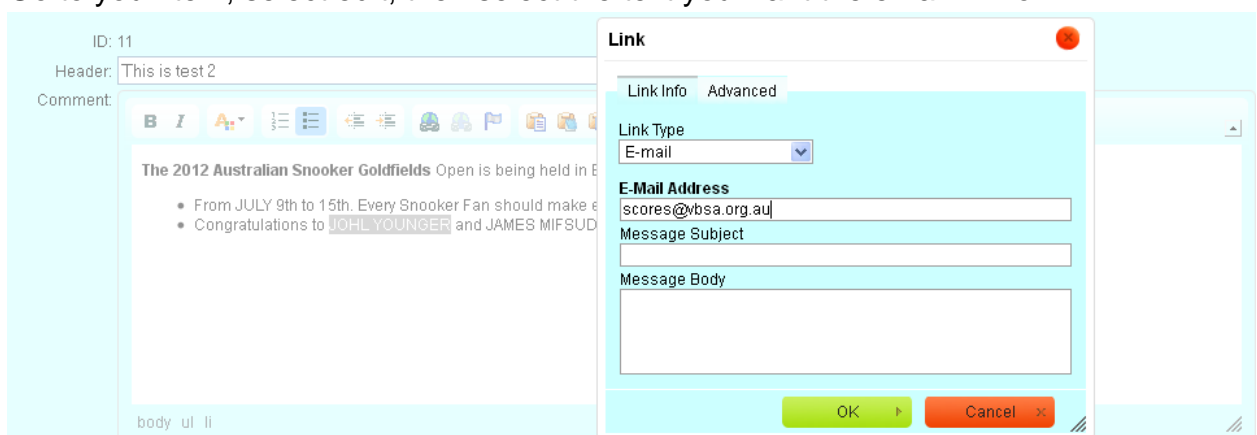


by selecting “New Window (_blank)” you ensure that the link does not take the person using the site, away from the site but will open the link in a new window in their browser. Then click OK

- Your link to a URL has been successfully created, please test it on the website

To create a link to an email address - with the email address on your clipboard:

- Go to your item, select edit, then select the text you want the email link on



select “Link type” > E-mail and paste the email address from your clipboard into the “E-mail Address” field.

- Click OK and your email link has been created. Note: to avoid the owner of the email address getting a lot of spam do not type the email address, better to link from a name or simply the word “email”



Paste as plain text – having problems copying text from another source, use this, it will remove all text formatting. You may then format text as you like

Paste from Microsoft “Office” program “Word”, if you want to paste from a Word document use this function. Note: “Word” inserts some hidden formatting that is not always compatible with browsers and may cause errors, if this occurs copy as plain text and then format



Use the inbuilt spell checker



Undo & Redo



Find, or find and replace

Copy and paste keyboard shortcuts

COPY Ctrl (hold the Ctrl key down) and hit the character “c”

PASTE Ctrl (hold the Ctrl key down) and hit the character “v”

These commands work across almost all Windows based programs and most browsers