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 bulletted 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 ,

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:

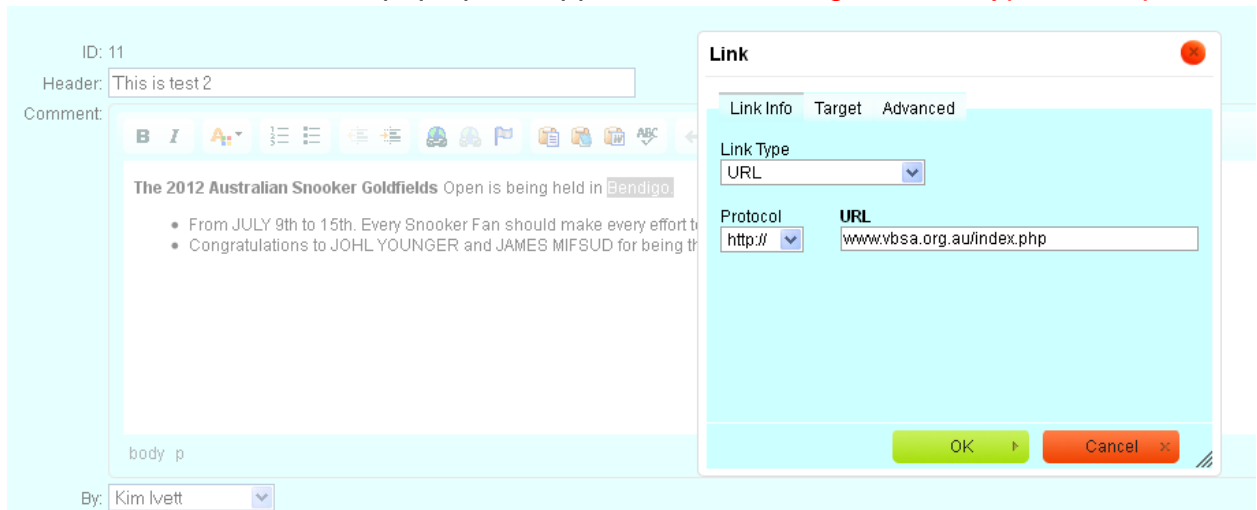- Go to your item, select edit, then select the text you want to link to

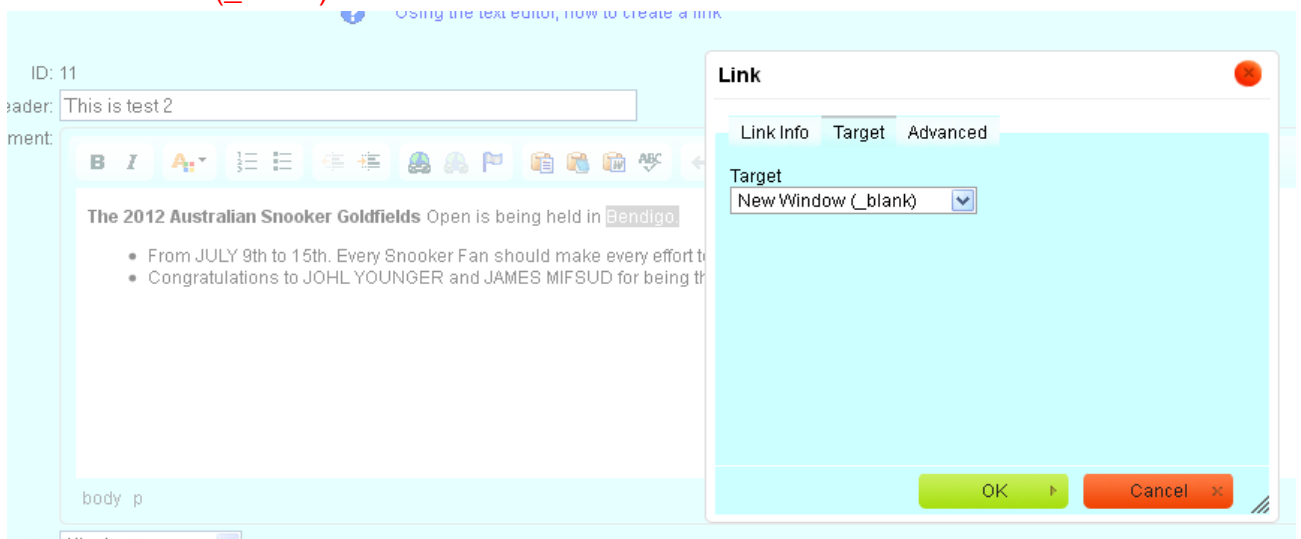- Click the link button and a pop up will appear, do not change the link type or the protocol

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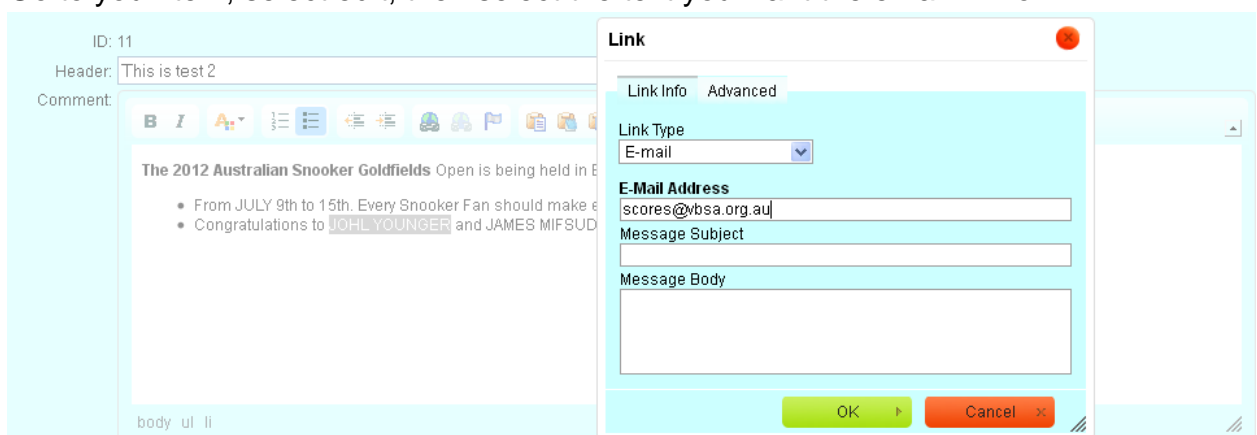
select "Link type" > E-mail and paste the email address from your clipboard into the "E-mail Address" field.

- 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