

# Formatting

## General

This document provides formatting guidelines for posts. Maintaining a standard format for all posts helps to keep the site looking tidy and consistent.

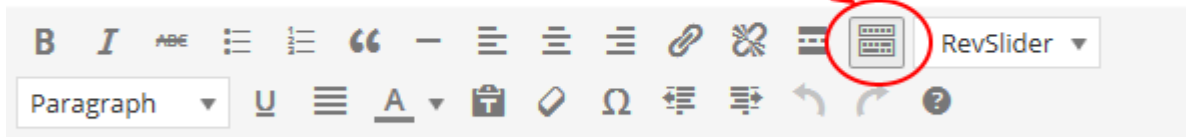
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## Showing the advanced toolbar

The advanced toolbar is required for many of the formatting options. Sometimes this is hidden

To see both lines of tools (as below) ensure that the "Toolbar Toggle" button is highlighted.  
Click it to change its state and show/hide the second row



Each of the buttons will show information about what it does as you hover your mouse over them.

## Adding Images

Currently images cannot be added for subscriber users. If you have images you want to add to a post please email these to the web administrator who can add the images to the post when it is released for publishing

Images should never be embedded directly into the text of the document as this can cause problems for users who access the site from a mobile phone.

Instead the site allows images to be added as separate items to the post and given a caption. When the page is displayed to the user the images are automatically displayed in the best way to suit the type of device being used

A separate document describes this process in detail

## Basic Formatting Rules

The website has been designed with templates to ensure that all content within the site looks consistent.

The title of the post cannot be formatted but the body can.

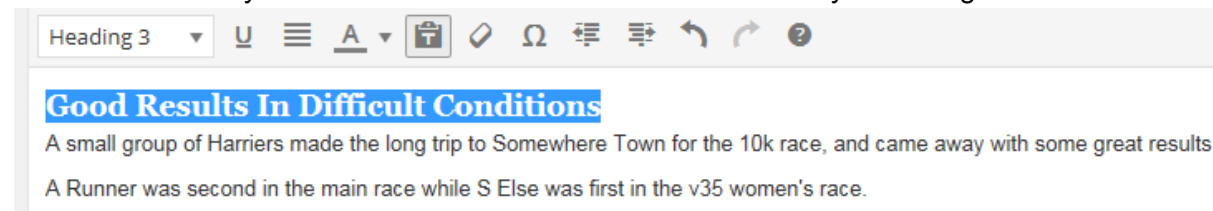
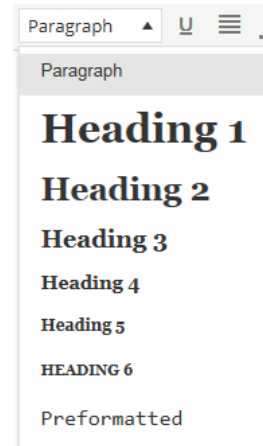
The simplest way to ensure your post looks consistent is to use the inbuilt text styles rather than changing the appearance of text using text colours and bold, italic, underline or strikethrough modifiers. The styles are available from a dropdown box on the toolbar.

By default the “Paragraph” format will be selected which is good for the main part of any post.

If you would like to add section headings please use “Heading 3”, and use “Heading 4” etc for sub headings if required

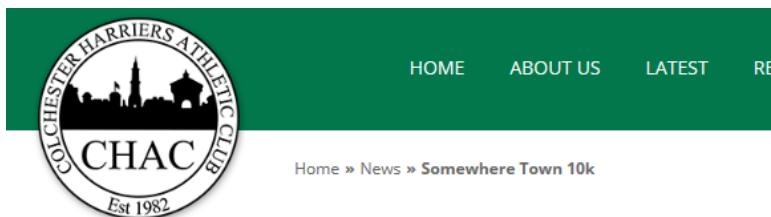
To change the format of an area of text simply select the text and then select the appropriate format from the list.

Note that formats used in the editor view are different from the main site but as before you can use the “Preview” button to see how your changes will look.



In the above example the text “Good Results in Difficult Conditions” was selected and then the formatting changed to “Heading 3”

The heading text will show in black in the editor but in the preview window you will see it is now in Colchester Harriers Green



## Somewhere Town 10k

*posted 31 Jul 2015 by Anthony User*

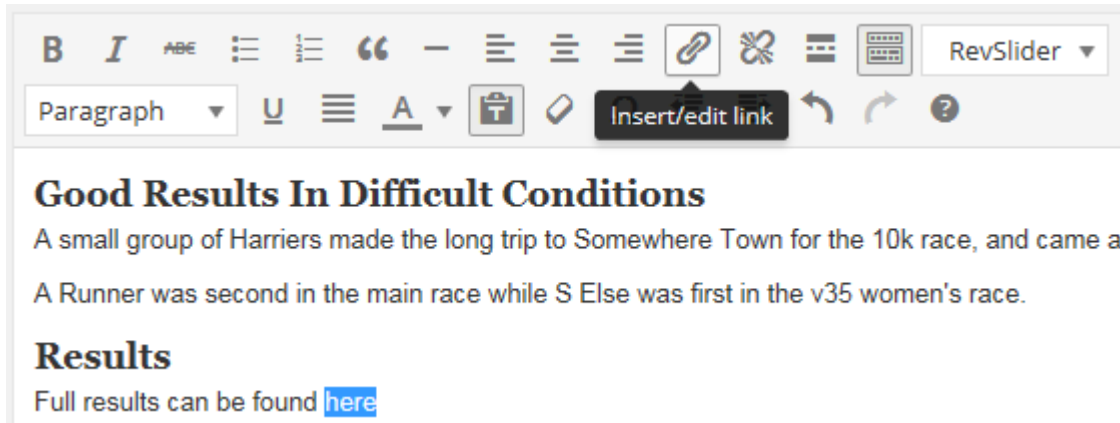
### Good Results In Difficult Conditions

A small group of Harriers made the long trip to Somewhere Town for the 10k race, and came away with some great results

A Runner was second in the main race while S Else was first in the v35 women's race.

## Hyperlinks

Sometimes it is useful to reference another document on the web from your post. For example you may want to include a link to the results from an external site.



To add a hyperlink select the text and then select the “Insert/edit link” button (as above the text “here” is selected).

The Insert/Edit link dialog will be displayed

A screenshot of the "Insert/edit link" dialog box. It has a title bar "Insert/edit link" with a close button (X). Below the title bar is a section "Enter the destination URL" with a "URL" label and a text input field containing "Type or paste your link here". Below that is a "Link Text" label and a text input field containing "here" with "This will be the text you highlighted" written in red next to it. There is a checkbox labeled "Open link in a new window/tab". Below this is a section "Or link to existing content" with a dropdown arrow. At the bottom are "Cancel" and "Add Link" buttons. A red arrow points from the text "Use this option to control how the page is opened" to the "Open link in a new window/tab" checkbox.

The easiest way to get the URL of the target site is to open the page in your browser and then copy the URL from the toolbar. This can then be pasted into the box above.

As a general rule check the “Open link in a new window/tab” option for all external page links, but leave it unchecked if referencing the Colchester Harriers site.

When the link is previewed it will show as green

## Results

Full results can be found [here](#)