

## Group Webpage Text Editing – Reminders

<b>SITE BUILDER</b>	
U3A Site Builder URL	<a href="https://u3asites.org.uk">https://u3asites.org.uk</a>
Login Username	Issued by your current Website Administrator
<b>TEXT FORMATTING</b> <span style="float: right;"><i>Formatting characters are normally used in pairs</i></span>	
<b>Bold</b> # ... # (hash)	#text that is bold#
<b>Italic</b> _ ... _ (underscore)	_text that is italic_
<b>Bold Italic</b>	#_Bold italic text_# or _#Bold italic text#_
Where neither # nor _ used	Plain text
<b>Section Heading (always bold, centred)</b>	{section heading} or {italic section heading}
<b>MORE COMPLEX FORMATTING</b>	
<b>Bulleted List</b> * (asterisk space)	* Bulleted item 1 * Bulleted item 2 etc...
<b>Tables</b> ,, (column delimiter)	{Tip: Use a section heading as a table title} #Heading1# ,, #Heading2# ,, #Heading3# Column1 ,, Column2 ,, Column3 Column1 ,, Column1 ,, Column1 Both # # and _ _ pairs can be used format the text that appears in the columns
<b>SPACES, NEWLINES &amp; PARAGRAPHS</b>	
<b>Spaces</b>	Only the first space is “noticed”, the rest ignored
<b>1 x Newline</b> (new sentence)	Puts any following text on the next line
<b>2 x Newlines</b> (new paragraph)	Puts one empty line before continuing the text
<b>3 or more Newlines</b>	Treated as if there were just 2 newlines
<b>LINKS, PICTURES &amp; FILES</b>	
<b>Email</b> % ... %	%email label% #%bold email label%#
<b>Link to External Website</b>   ...	website link text  # bold website link text #
<b>Link to a Sub-Page/Main Page</b>   ...	page link text  # bold page link text #
<b>Pictures in Pages (up to 1.5MB) [no,lr]</b>	[internally generated number, l or r]
<b>Files in Pages (up to 5MB)</b>   ...	link text  # bold link text #
<i>If using multiple formatting characters together, remember “First in, last out”</i>	