

<https://u3asites.org.uk/code/edit/pages/help/format.html>:

Text Formatting Instructions

To make a bold centred heading, surround a complete line with "curly" brackets. For instance, entering:



will produce this:

About the U3A

Both brackets must be present, and appear right at the beginning and end of the line.

To insert some tabulated information, enter a series of lines in which the table elements are separated by *two commas*. For instance, entering:

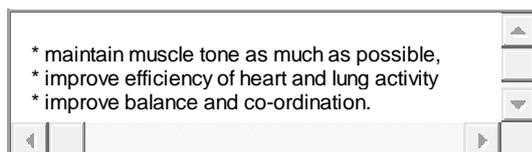


followed by an empty line, will produce this:

Official	Name	Telephone
Chairman	John Brown	01234-5678
Secretary	Fred Smith	09876-54321
Treasurer	Mary Jones	13579-08642

The table will be centred, and surrounded by light border.

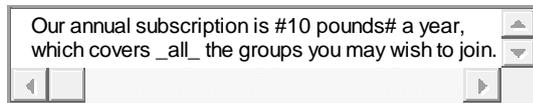
To make a bulleted list, enter a series of lines with a single asterisk at the start. For instance, entering:



followed by an empty line, will produce:

- maintain muscle tone as much as possible,
- improve efficiency of heart and lung activity,
- improve balance and co-ordination.

You may also put any part of your text into **bold** or *italic* format. Bold text is surrounded by # (hash) symbols and italic text by _ (underline) symbols. For instance, entering:



Our annual subscription is #10 pounds# a year,
which covers _all_ the groups you may wish to join.

will produce this:

Our annual subscription is **10 pounds** a year, which covers *all* the groups you may wish to join.

You always need *two* of the formatting symbols to do the trick — single hashes or underlines appear as themselves.

<https://u3asites.org.uk/code/edit/links/help/inline.html>:

Showing "Inline" Page Elements

By default, the Site Builder places most page elements in a fixed position, for example links automatically go into the sidebar of their "parent" page. But it is possible to incorporate them into normal page text, and even a notice or the details of an event. Inline links can also be made to other pages on the site. The basic principle is that a word or phrase is surrounded by special characters within the text, and is then treated as a reference to a matching word or phrase identifying the element to be inserted.

Making links to other pages

To produce a link from from one page of your web site to another, insert the *header* of the linked page within vertical bars. For example, if you write: *"please use the |Contact| page to get in touch*, a link to your Contact page will be inserted there. Or suppose you have a group page for Computing and another for Digital Photography. On the Digital Photography page you could write: *"This group is run in conjunction with the |Computing| group."* and the link will be made automatically.

The match between the page header and the word(s) in bars is not case sensitive, and may be partial. For example, *|photography|* could match page header *"Digital Photography"*. If two or more page headers match the reference, the shorter one will be chosen, so *|Events|* will match page header *"Events"* rather than *"Historical Events"*. Matches will not work if the page header is shorter than the reference to it. Obviously it is advisable to choose a reference phrase which ensures an unambiguous match.

Showing registered links inline

Once a link has been registered on the site using the **Add link** option it can be shown inline as well as, or instead of, in the sidebar. In this case the reference in bars must match the *link text*. Suppose you create a link with URL <http://www.u3a.org.uk> and link text **Third Age Trust**. To include this link anywhere on a page, you could write: *"To find out more about the history and ethos of the U3A, go to the website for the |Third Age Trust|."* That will cause the relevant link to be inserted at that point.

As with the page headers, matching is not case-sensitive, and can be partial. For instance, if the link text is *How to Transfer Audio!*, you could write: *"Follow this link for some |audio| advice"*, and the match will be found. If two or more page headers match the reference, the shorter one will be chosen, but a match will not work if the link text is shorter than the reference to it.

In-line links can be used on any page, not just on the page with which the link is associated. was created. The same link can be used more than once in different pages. So to avoid ambiguity the link text must be unique across the whole site. By default, links always appear in the normal sidebar position of their 'parent' page. To avoid that default behaviour, select **Yes** for the **Inline only?** option on the data entry form.

Using contact addresses inline

To make an inline link to a contact address, the reference word or phrase must be surrounded by % (percent) signs, and must match the *label* previously attached to the address. If for example you have registered `joebloggs@gmail.com` with label **Web Master**, you could include in the text "*Contact the %web master% for further information.*"

Matches between reference and mail label are not case-sensitive, and can be partial; if there are two or more possible matches the shorter label will be chosen, but a match will not work if the label is shorter than the reference to it. As with other links, inline links to mail addresses can appear on any page in the site, so it is important to give them a unique label.

By default, all email addresses are used in the normal way. Labels for addresses associated with the main Contact page will be shown as options on the standard form, and addresses associated with other pages produce a sidebar link, again leading to the standard form. To change the default behaviour, select `Yes` for the **Inline only?** option on the data entry form. The address will then be visible *only* within inline links.

Also by default, inline links to mail addresses lead to the standard mail form. However there are occasions when it may be useful to let correspondents send messages via their own mail clients, perhaps to include attachments. To provide that facility for selected contact addresses, select "mailto" call for the **Inline link destination** on the data entry form.

N.B. The "mailto" option is available *only* for inline links. Addresses within "mailto" links *are* accessible to spambots, unlike those used via the standard form. So the option is at the discretion of site editors, who will need to weigh up its advantages and disadvantages for particular cases, on behalf of their members whose email addresses would be exposed in this way.

Fall-back

If a reference text within vertical bars or percent signs does not match anything relevant it will be displayed on the page without the surrounding markers. If you remove or change the element to which the text refers, you may need to edit the page on which it occurs to ensure that it still makes sense!
