

Text Formatting Instructions

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

```
{About the U3A}
```

Will produce:

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:

```
Official,,Name,,Telephone  
Chairman,,John Brown,,01234-5678  
Secretary,,Fred Smith,,09876-54321  
Treasurer,,Mary Jones,,1357-08642
```

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 a light border.

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

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

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.