Editing tools

This toolbar will show when text can be inserted or edited on most pages. Most of these tools are common to other word-processing applications. Below are explanations to others that are important.

Add Media: Click this to insert an image or document into the page from the media library.

Paragraph (**Font**): Drop this list of fonts to select a font to use for the text being entered. One problem with this is that the font as shown while editing is usually very different than that shown in the working website. To check what a font will look like in the finished site, click on the *Preview* button on the right side of the page.

Insert a link: This is used to insert a link (such as that at the top of this picture) to another page. When a user clicks on such a link, the website will move immediately to the page it represents.

Horizontal line: Can be used to insert a horizontal line under a section of text.

Table: Used to insert or edit a table of columns and rows. Is useful to organise text neatly. Tables have been used many times in this website such as for the pennant selections; the main part of the member area; the life member list etc. Tables can be of any number of columns and rows and be visible or invisible.

Toolbar Toggle: If the second line of the toolbar is not showing, click this tool.

DETAILED HELP ON ABOVE TOOLS CAN BE FOUND IN THE FOLLOWING PAGES

DNBC website documentation: Editing tools

Add Media Option - Insert a document or image into a page

1. Click in the page where you want to insert the image or document

2. Click *Add Media*. You will be taken to the media library. Navigate to the folder which contains the image or document you wish to insert.

3. **Images**: Select the image to be inserted. There are two methods that can be used here:

    a. Click *Insert into page* at the bottom right of the screen. The image will be displayed. Click the image to display its outline and corner handles. You can change its size by dragging the corners, though increasing its size will lower picture quality.

    b. To maintain image quality, right-click the image, then select *Copy URL*. Next exit this window by clicking the X at the top right of the window. When back in the page being edited, right-click and select *Paste*. This will drop a larger version of the image into the page. If it is too large, then use its corner handles to reduce in size. Image quality will be maintained.

4. **Documents**: Click *Insert into page* at the bottom right of the screen. A link to that document will be inserted into the page.

    Another way to add a link to a document or image is:

    1. While in the media library, right-click the item, then select *Copy URL.*

    2. Now click the X in the top right to return to the page you are working on.

    3. Enter some text describing the link

    4. Highlight the text

5.

🔗 Click the *Insert a link* tool

Barefoot Bowls

Paste URL or type to search

Right-click in the space.

Select Paste

Click here to save.

**HELP WITH SETTING UP AND ADDING ITEMS TO THE MEDIA LIBRRY CAN BE FOUND IN A SEPARTE DOCUMENT**

DNBC website documentation: Editing tools

 Insert a link to another page

Use this tool to enter a link to another page on this or other website.

1. You will need the target web address. Addresses on this website can be found at the top of any page (while editing) under the page title.

A link to the barefoot bowls page on this website.
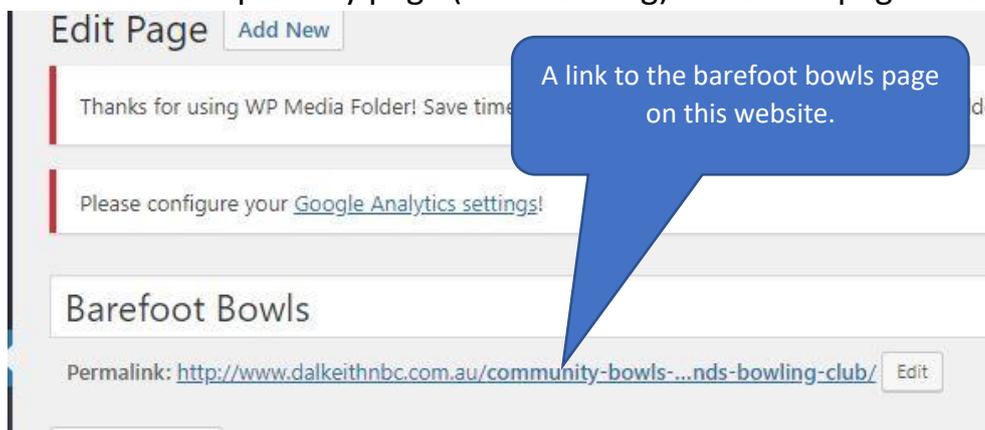
To copy the link, Hover your mouse over it and right-click, then select "Copy link address". It is a good idea to paste the copied link into Notepad or another text editor, so you don't lose it.

2. To insert a link to this page in another page, first go the other page, then write some link text, then highlight all of the entered text, then click on the link icon shown above. The link entry space will show.
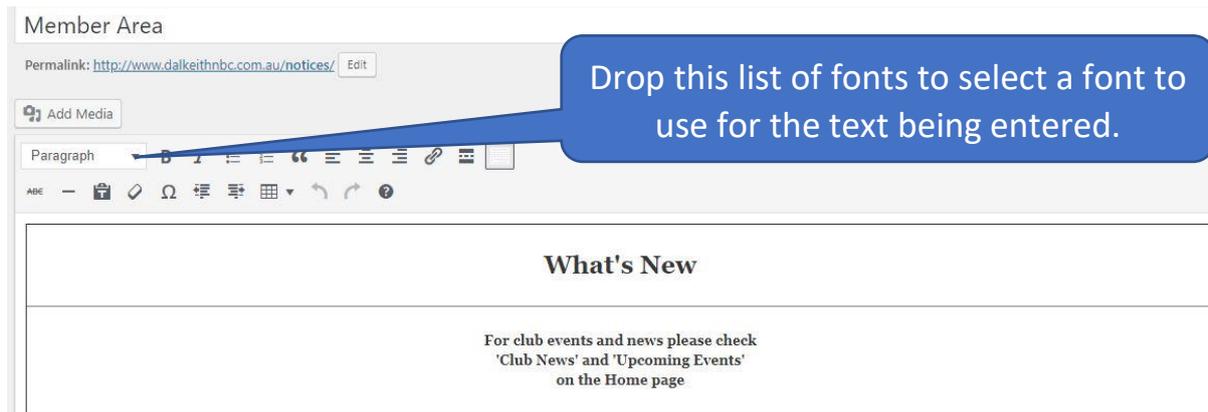

Right-click in the space, select Paste then click here to save.

Just click anywhere outside the entry box to make it invisible. The link should now be purple with an underline.

To remove the link, click the link text to display the link entry box, then click here.
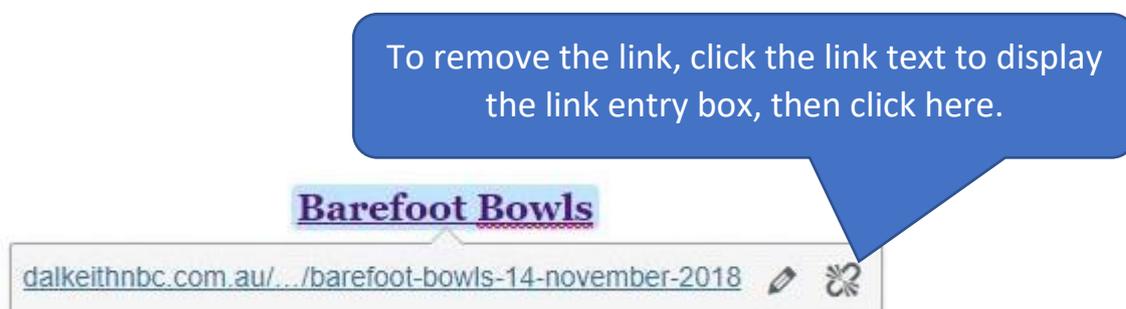
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Selecting a font

Member Area

Permalink: http://www.dalkeithnbc.com.au/notices/ Edit

Add Media

Paragraph

ABE

> Drop this list of fonts to select a font to use for the text being entered.

What's New

For club events and news please check
'Club News' and 'Upcoming Events'
on the Home page

One problem with font selection is that the font as shown while editing is usually very different than that shown in the working website. To check what a

Preview Changes

font will look like in the finished site, click on the *Preview* button on the right side of the page.

Examples:

When editing they look like this   **When displayed they look like this**

Paragraph

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Preformatted

Paragraph

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Preformatted

DNBC website documentation: Editing tools

 Table Tool: Used to insert or edit a table of columns and rows. Is useful to organise text neatly. Tables have been used many times in this website such as for the pennant selections; the main part of the member area; the life member list etc. Tables can be of any number of columns and rows and be visible or invisible. Below is a table used for pennant selections.

2 RED			
Skip	Third	Second	Lead
Side Manager:			

Create a table

Click and hold on the table tool, then move your mouse onto Table then to the right and down until the correct number of rows and columns are highlighted. Then click to insert the table into the text area.
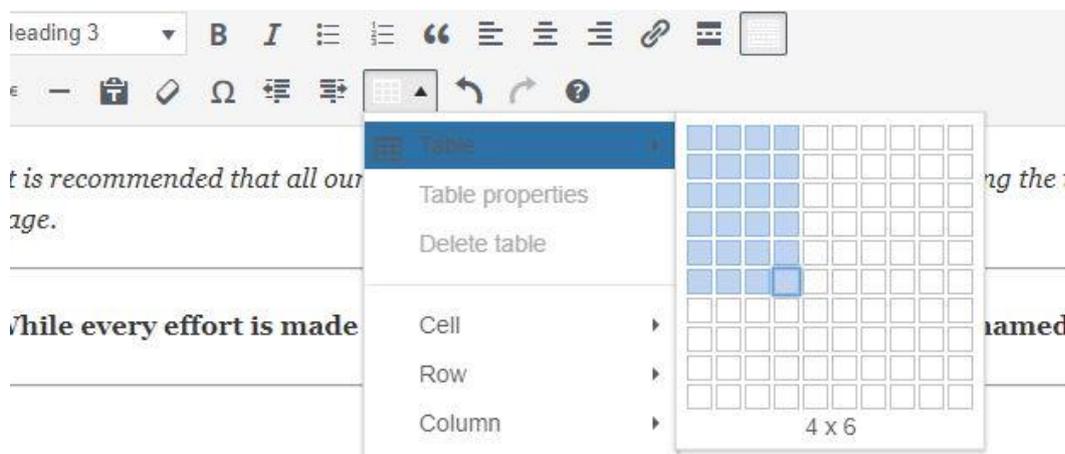
Once an empty table has been created, explore the options under the table tool to see the effect on the table. There are options for merging cells, inserting new columns or rows, changing the column width, and many others.