

8. Formatting text

You should not spend much time formatting an edDesk article. edDesk uses “export templates” to ensure that the format of your finished article is correct for its intended publication. If you add much of your own formatting you may end up with an article which does not comply with your publication’s formatting, and you may have to take out some of your own formatting!

The following items explain how to add the most commonly used (and allowed) formatting to your articles.

There are often several ways of doing the same thing... only the most commonly used are discussed here.

Note about <Ctrl> keys used in combination with other keys to get particular results

If you see an instruction written like “Press <Ctrl>+b” then you do the following...

Hold down the <Ctrl> key while you press the letter after the plus sign.

For example, <Ctrl>+b means hold down <Ctrl> while you press b, then let both keys go.

8.1 OBJECTIVES

By the end of this chapter you should be able to:

- apply the edDesk standard format to your article
- embolden text
- italicise text
- create numbered lists
- create bulleted lists
- create nested lists
- create hotspot links to other articles and websites

8.2 ARTICLE IN EDIT MODE

You must have your article in **Edit** mode before you can format it.

1. Open the article.
2. Click on <Edit>.

8.3 APPLYING THE EDDESK STANDARD FORMAT

The edDesk standard format gives you an article with text well spaced vertically. This makes it much easier to read onscreen as you edit the article. If you have pasted your text from another application, *Standard format* removes extraneous formatting so that the article is correctly formatted for publishing to the web.

3. Click on <Tools>.
4. Select *Standard format*.

Before applying standard format

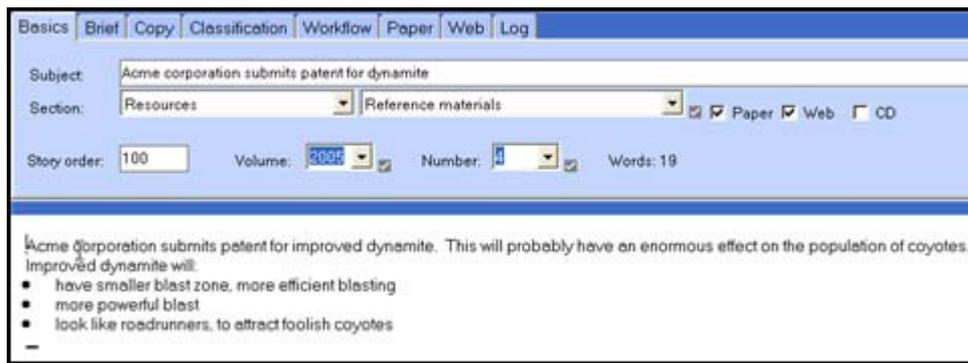


Figure 63: article before applying the standard format

Same article with standard format applied

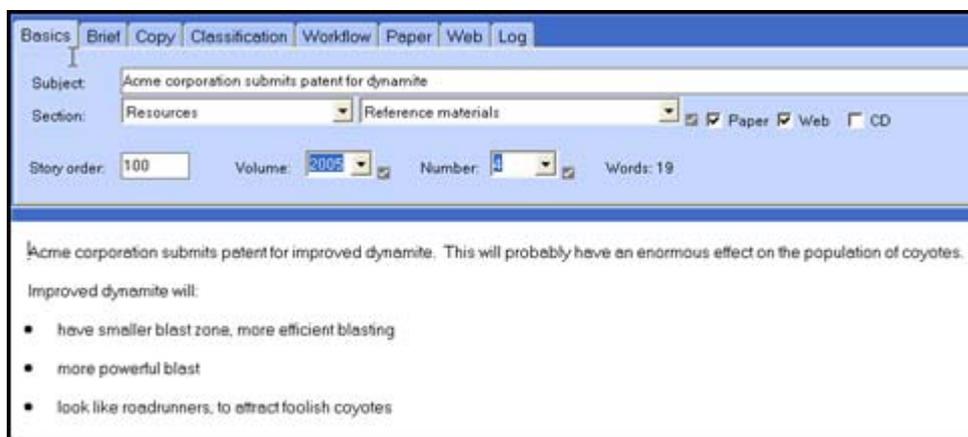


Figure 64: same article with standard formatting applied. This is much easier to read on the screen.

8.4 EMBOLDENED TEXT

This section assumes that you have very little experience in formatting text. If you already use word processing applications, such as MS Word, you will see that the technique is the same in edDesk as in most Windows applications.

Before typing text

1. Press <Ctrl>+b.
2. Type the text that is to be bold.
3. Press <Ctrl>+b to end the bold.

After text has been typed

1. Highlight the text you want to be bold. (The easiest way is to drag your mouse over the text.)
2. Press <Ctrl>+b.

8.5 ITALIC TEXT

This section assumes that you have very little experience in formatting text. If you already use word processing applications, such as MS Word, you will see that the technique is the same in edDesk as in most Windows applications.

Before typing text

1. Press <Ctrl>+i.
2. Type the text that is to be italics.
3. Press <Ctrl>+i to end the italics.

After text has been typed

1. Highlight the text you want to be italics. (The easiest way is to drag your mouse over the text.)
2. Press <Ctrl>+i.

8.6 UNORDERED (BULLETED) LISTS

An unordered list has list items indicated by bullets, not alphanumeric ordering.

There are several types of bullet and they can be applied either before or after the text is entered into the article. Each list item must be separated by a paragraph (by pressing <Enter>) for the bullet to appear.

You will use the Lotus Notes toolbar and menus.

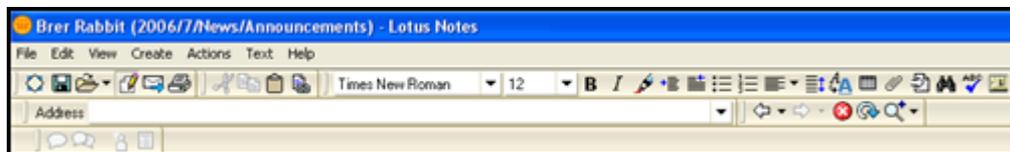


Figure 65: Lotus notes menu and toolbars that display when you are editing an article

Before your text is entered

This is useful if you are typing your copy directly into edDesk.

1. Click on the **Text** menu.
2. Select *List*.
3. Select the type of bullet you want
 - bullet
 - checkmark
 - circle
 - square
4. Type your first list item.
5. Press <Enter> to start the next list item. The bullet is automatically created for the next item.
6. Repeat steps 4 and 5 for each item.

7. When you have finished adding list items click on the **Text** menu.
8. Select *List*.
9. Select the ticked bullet type (this is the one that you have been using for your list).
10. Any text typed now will not be in the list.

After your text has been entered (if you are pasting text from another program)

1. Select the text you want to put in a list.
2. Click on the **Text** menu.
3. Select *List*.
4. Select the type of bullet you want:
 - bullet
 - checkmark
 - circle
 - square
5. Your items are now in an unordered list.

8.7 ORDERED (NUMBERED) LISTS

There are several types of ordering you can use for lists. The most common are arabic numerals and alphabetical characters.

Before your text is entered

This is useful if you are typing your copy directly into edDesk.

1. Click on the **Text** menu.
2. Select *List*.
3. Select the type of ordering you want:
 1. number
 - A. uppercase alphabetic
 - a. lowercase alphabetic
 - I uppercase roman
 - i lowercase roman
4. Type your first list item.
5. Press *<Enter>* to start the next list item. The number is automatically created for the next item.
6. Repeat steps 4 and 5 for each item.
7. When you have finished adding list items click on the **Text** menu.
8. Select *List*.

9. Select the ticked order type (this is the one that you have been using for your list).
10. Any text typed now will not be in the list.

After your text has been entered (if you are pasting text from another program)

1. Select the text you want to put in a list.
2. Click on the **Text** menu.
3. Select *List*.
4. Select the type of ordering you want:
 1. number
 - A. uppercase alphabetic
 - a. lowercase alphabetic
 - l uppercase roman
 - i lowercase roman
5. Your items are now in an ordered list.

8.8 NESTED LISTS

Nested lists are lists within lists. The following is an example of a nested list within the first list item.

Improved dynamite will:

- have smaller blast zone, more efficient blasting
 - o less interruption to environment
 - o less likelihood of blaster being killed
- have a more powerful blast
- look like roadrunners, to attract foolish coyotes

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1. Create your list and enter the items you want in your lists.
① see [section 8.7: Ordered \(numbered\) lists](#) for instructions on creating lists.
 2. Highlight the items to be in a nested list.
 3. Do one of the following:
 - a. Press <F8>. This is Lotus Notes **Indent** key; OR
 - b. Click on the **Text** menu then select *Indent*; OR
 - c. Click on the Indent icon  in the Lotus Notes toolbar.
 4. Your highlighted text is now in a nested list.

i “Unnesting” lists

Sometimes you may need to make a previously nested list part of the main list and remove the nesting.

1. Highlight the nested list items that you want to “unnest”.
2. Do one of the following:
 - a. Press <Shift>+<F8>. This is Lotus Notes **Outdent** key; OR
 - b. Click on the **Text** menu then select *Outdent*; OR
 - c. Click on the Outdent icon  in the Lotus Notes toolbar.
3. Your list is now unnested.

8.9 CREATING LINK (TEXT) HOTSPOTS – LINKING TO OTHER ARTICLES AND EXTERNAL SITES

If your article is going to be posted on the web (Internet, Extranet or Intranet) you may need to create links to relevant sites and articles from within your article. People can then choose whether to follow those links or not.

These links are called hotspots. There are two types of hotspot:

- Text – discussed in this section
- Image -  see [section 9.9: Image hotspots](#) for more information.

Example 1: you are reviewing several newspapers and want to put a link to those newspapers in your article.

Example 2: You are preparing a report for publishing on the web. You want to put in links to other parts of the report wherever it refers to those other sections or pages.

1. Type the text from which you want to create a link.
2. Highlight the text.
3. Go to the **Create** menu.
4. Select *Hotspot*.
5. Select *Link Hotspot*.
6. The **HotSpot Resource Link** dialogue box appears.



Figure 66: Create Hotspot dialogue box

i To link to another article in your database

1. Type: this should be URL.
2. Value:
 - a. Locate the article to which you want to link.
 - b. Open the article. Stay in **Preview** mode.
 - c. Select and copy the contents of the **Web Link** field.
 - d. Paste the **Web Links** contents into the **Value** field.
3. Frame: There are a few ways of displaying a link that is followed. This is determined by what you enter in the **Frame** field. Only the two most common ways are mentioned here.
 - **_new:** your link opens in a brand new browser window. Your page is left open in the old window.
 - **If you leave this field blank:** when a person follows the link the link contents replace your article.
4. Display: if you want a border around your link check this box.

Default display of link text

Your link is automatically emphasised by appearing in a different colour to the rest of your text. When you are viewing an article the hotspot text is blue.
5. Close the **HotSpot Resource Link** dialogue box.

ii To link to another website

1. Type: this should be URL.
2. Value:
 - a. Locate the website to which you want to link.
 - b. Select and copy the **address** field.
 - c. Paste the address contents into the **Value** field.
3. Frame: There are a few ways of displaying a link that is followed. This is determined by what you enter in the **Frame** field. Only the two most common ways are mentioned here.
 - **_new:** your link opens in a brand new browser window. Your page is left open in the old window.
 - **If you leave this field blank:** when a person follows the link the link contents replace your article.
4. Display: if you want a border around your link check this box.
5. Close the **HotSpot Resource Link** dialogue box.

iii **Reviewing your hotspot properties**

1. Open the required article.
2. Click on *<Edit>*.
3. Move your mouse over the hotspot you want to review.
4. Right click your mouse. A popup menu displays.
5. Select *Hotspot properties...*
6. The **HotSpot Resource Link** dialogue box displays with the properties of the selected hotspot.

iv **Removing a hotspot**

Sometimes you might want to delete a hotspot but retain the text that used to be the link.

For example you have created an article discussing cameras, with hotspot links to various cameras. You now need to update the article as one camera is now superseded. You might want to keep the camera name in your article but remove any link to it.

1. Open the required article.
2. Click on *<Edit>*.
3. Move your mouse over the hotspot you want to remove.
4. Right click your mouse. A popup menu displays.
5. Select *Remove Hotspot*. (It is the last item on the menu.)
6. Your hotspot is removed, however the text is still blue. If you want the text to become the same colour as the rest of your article text then do the following:
 - a. Select the text.
 - b. Right click on the text. A popup menu displays.
 - c. Select *Text Properties...*
 - d. The **Text Properties** dialogue box displays.
 - e. Click on the down arrow in the **Colour** field.
 - f. Select the required colour for your text.
 - g. Close the **Text Properties** dialogue box.