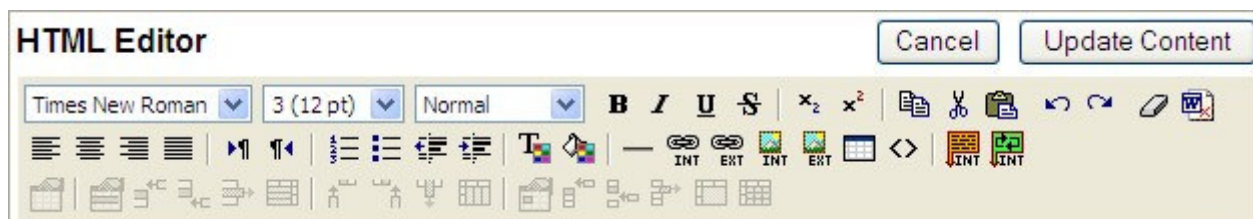


# Fact Sheet 10 - HTML Editor



On initially accessing the HTML editor you will notice that it looks a lot like Microsoft Word™. You may recognise some of the icons and you can rest assured that they work in the same way that you are used to. However, there are others that you may not be too sure about.

To begin editing your homepage for the first time, start by deleting everything that is there. Click into the main editor window and press Ctrl-A on the keyboard. This will highlight everything. Then press delete on the keyboard.

You can now begin to type in whatever it is that you wish to say on your page. You can also copy in previously prepared text from another word processing program, such as Microsoft Word™.

## **Website design:**

Articles on good website design abound on the Internet and it is recommended to carry out a search via your favourite search engine to discover the tips and tricks that make a site have impact.

## **Picking your font:**

Fonts can be as 'fancy' as you would like however, it should be a clear font for the web and it is recommended to use either Verdana or Arial. You should also not use too many different colours on one page and if you use images then they should be good quality.

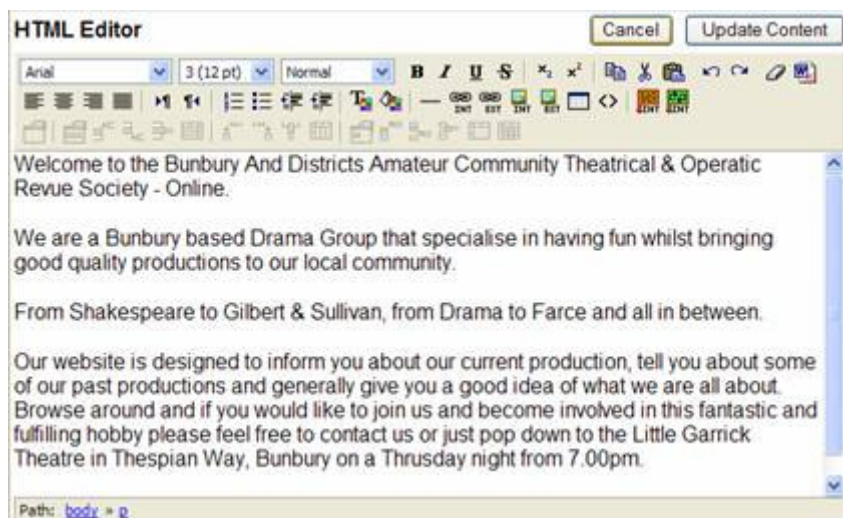
## **Approval for image use:**

If the images have people in them, they should have been approved for use by the person photographed. This is especially important if the images contain children and a release note must be obtained by a parent or guardian prior to the image being used online. This is also a stipulation of the standard terms and agreement within the MySouthWest site.

# Fact Sheet 10 - HTML Editor

## Formatting:

If you find that the formatting of any text you copy and paste into the HTML editor is incorrect, you may have to first paste the text into Notepad™, and then copy it from there into the HTML editor. This strips all formatting from the text and allows you to reapply formatting from a 'blank canvas'. Problems with formatting are not common, but if they do occur, it is often quicker to strip away all of it and start again as opposed to trying to 'chase down the problem'.

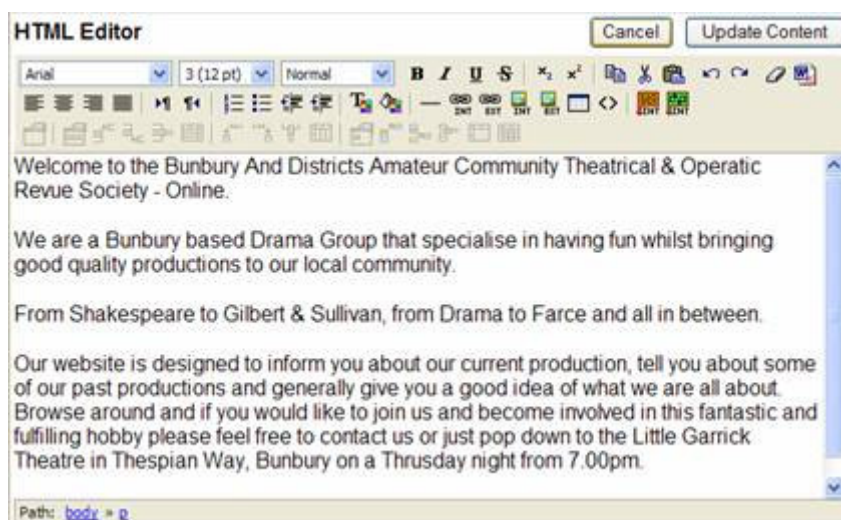


By highlighting the text you wish to format you can use the format icons on the editor window or use keyboard shortcuts. Both of these options are listed fully in fact sheets 11 & 12. Always remember that if you make a mistake when formatting, you can select to Cancel and that will put you back to where you began.

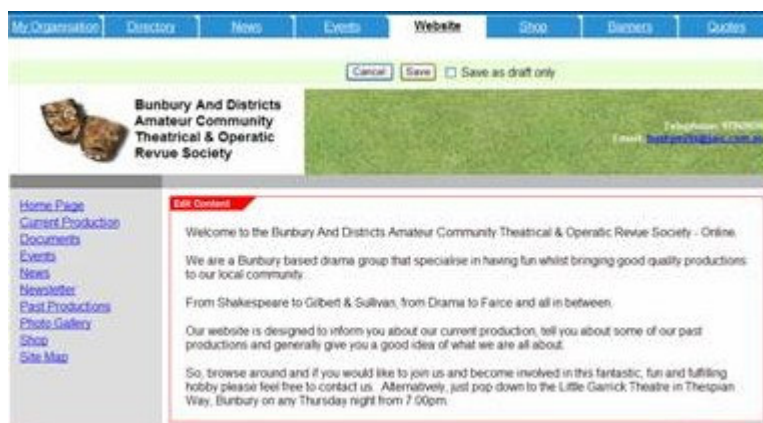
# Fact Sheet 10 - HTML Editor

## Saving your work:

When you are using the HTML editor, you are actually accessing the MySouthWest system across the Internet. It is therefore very important to save your work regularly as you go along.



You can save your work by clicking on **Update Content**. This closes the editor window and leaves you with a page that has Cancel, Save or Save as draft as options at the top.



To save the page click on **Save**,

To get rid of any changes you have made click on **Cancel**.

**Save as draft only** will save the changes but not publish them straight to the web. This is useful if you are half way through a page and do not want an unfinished page to be seen on the Internet.

# Fact Sheet 10 - HTML Editor

## **Automatic logout:**

Automatic logout is a security feature pre-built into the My South West software system.

If after about 10 minutes of no input to the system, you will be logged out.

Please be aware that if you are in the editor and do not save your work regularly, the system may think that you have ceased activity. It will not be able to register the keystrokes within the editor and when you come to save your work it will automatically log you out, cancelling all of your work. **Therefore, it is imperative to save your work within the editor at least once every ten minutes.**