HTML edits

You can make changes to the design of your article with the following tips:

Effect required	Coding
BOLD - To make narrative bold, add <B> before text and </B> after. **UNDERLINE** - To underline, add <U> before text and </U> after **ITALICS** - To use italics, add <I> and </I>	BOLD Privacy becomes <B>Privacy</B> **Privacy** UNDERLINE Privacy becomes <U>Privacy</U> <u>Privacy</u> ITALIC Privacy becomes <I>Privacy</I> *Privacy* Or use all three: Privacy becomes <B><U><I>Privacy</B></U></I> ***<u>Privacy</u>***
FONT SIZE To reduce font size by 10% To increase font size by 10% **Bigger changes:** You may not notice any change as 10% is quite small. In order to produce a bigger change, consider choosing a custom percentage relative to the text around it.	add [SMALL] before the chosen text and [/SMALL] after. add [LARGE] before the chosen text and [/LARGE] after. [SIZE="150"]Text to resize[/SIZE] [SIZE="80"]Text to resize[/SIZE]
COLOUR You can change the colour of your font using alpha numeric coding, where Red = FF0000, Green = 00FF00 and Blue = 0000FF Although choices are limited you are unlikely to want additional colours.	[COLOR="FF0000"]Red Text[/COLOR] [COLOR="00FF00"]Green Text[/COLOR] [COLOR="0000FF"]Blue Text[/COLOR]
EMAIL It is possible to add an email address at the <u>start</u> of an article by simply selecting add **External Link** when first drafting the article. To add an active email address at any other point in your article, follow the steps on the right. Clinking the link will cause the users email programme to create a pre-addressed email.	At the point where you want the email address to appear type: [EMAIL="Email Address"]text to display[/EMAIL] …please get in touch with [EMAIL="<u>otleycycleclub@gmail.com</u>"]the Club[/EMAIL] and we'll try to help. Underline the address by adding <u> before and </u> the above

LINKS With HTML there are at least two ways to link to another web page on the site, or on another website. If you use **<a href** or **[LINK]**, the new page will open in the same tab/window as the current page. If you use **[XLINK]** the new page will open in a new tab.	Watch the spaces around the links, the positioning of and type of brackets and the use of upper and lower case.
<a href link Adds a link at any point in your article which opens in the same tab/window as the current web page.	**Type:** text to display Consider adding <u> before and </u> after to underline: <u>Otley Cycle Club Members Group</u>
LINK [LINK] is similar to <a href, it adds a link at any point in your article which opens in the same tab/window as the current web page. [LINK] doesn't work with **Google Maps** as website zeros a lot of the co-ordinates.	**Type:** <u>[LINK="URL to link to"]text to display[/LINK]</u> <u>[LINK="https://www.facebook.com/groups/862806283837642"]Otley Cycle Club Members Group[/LINK]</u>
XLINK [External Link] When you use [XLINK] the new page will be opened in a new tab/window, making it ideal for external links so that the user remains on your website. [XLINK] doesn't work with **Google Maps** as website zeros a lot of the co-ordinates.	**Type:** <u>[XLINK="URL to link to"]text to display[/XLINK]</u> <u>[XLINK="https://www.facebook.com/groups/862806283837642"]Otley Cycle Club Members Group[/XLINK]</u>
Strava links You must add / after the Strava reference for a link to work.	<u>Wharfedale Inn</u> Or <u>[LINK=" https://www.strava.com/routes/3087098139292854374/"]Wharfedale Inn[/LINK]</u> Same for [XLINK]

BULLETS [BULLETS] [*] add narrative [*] [*] [/BULLETS]	
IMAGE Members have two opportunities to post images, the Primary Image will appear at the start of the article, the Secondary Image at the end of it. It is not possible to load further images within the body of an article <u>unless the image is already saved in the website's 'File Library'</u> An Administrator will be able to locate or add files to the File Library to enable further images to be shown	**Guidance for administrator:** Once an image is located or added to the File Library: File Library Add the picture to an article by typing something similar to the following: An early photograph of cyclists in Otley: [IMAGE="26.png"]26.png[/IMAGE] Contact trevorbhowe@aol.com for help loading images into the body of an item
FILES Members may upload a number of **PD**F files to an article, these will appear at the foot of that article. It is not possible to load files within the body of an article unless: (a) that file is already in use on the website in which case the image will have a very short address e.g., "76.pdf" or (b) you contact an Administrator.	Contact trevorbhowe@aol.com for help loading files into the body of an item