

USING THE HAT WEB SITE - TEXT EDITOR

Formatting Text, Adding an Image or WEB link to your PROPOSAL, PROFILE or WRITING pages.

You can use the **TEXT EDITOR** to format your text, add an image or web link in either the Profile, Proposal or Writing sections.



STEP 1

Once you have logged in.... Navigate to the section you wish to work on, I've used the PROFILE tab as an example (left)



Opening the TEXT EDITOR

Although you can type directly into this window - any text will remain unformatted. To format the text, add images or web links, it's best to use the TEXT EDITOR. Open this by

- Clicking on the 'EDIT' button



THE TEXT EDITOR

Notice the buttons across the top. The **IMG** button is used to add an image. The **Link** Button is used to add a web link the **List** button to create a list. Experiment with these before you make your final posting.



TEXT EDITOR FEATURES

The TEXT EDITOR is a **wysiwyg** (what you see is what you get) device. It has limited functions. The example (left) shows the full range of formatting available.

Once you are happy with your formatting

- Click the **Apply** button then
- **Close** the TEXT EDITOR



SCARY HTML code!!

Once you close the TEXT EDITOR, you will see (left) that the formatting has now appeared in its native HTML code. This is normal as its the function of the TEXT EDITOR to create this code.


- Click **Save**
- To re-open the TEXT EDITOR to do more work simply click **Edit**

Example Artist

Residency at MIRIAD

Profile Proposal Images Writing

WEB LINK



BOLD

ITALICS

UNDERLINE

LIST

- this is a list
- line one
- line two
- and line 3
- and so on.....

PARAGRAPH

HEADING 1

HEADING 2

HEADING 3

HEADING 4

[Edit]

WYSIWYG

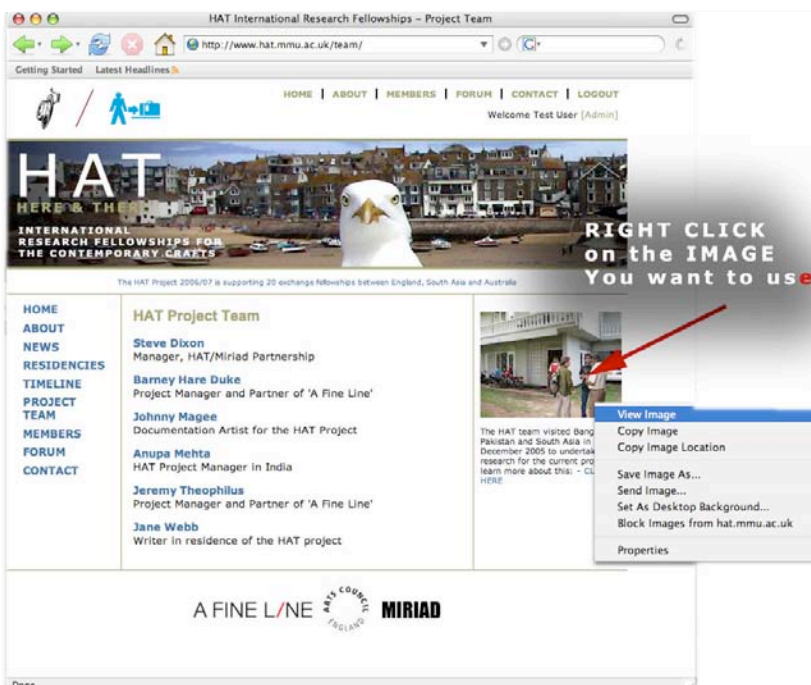
(what you see is what you get)

Once saved, the formatted text/image/links will appear in your window to look like this.

This is what viewers to HAT site will see.

ADDING AN IMAGE

You can add an image to your PROFILE, PROPOSAL or WRITING pages. It's useful to understand how this works. The image used **must** already be on the internet..... what you will be doing is making a link from the **TEXT EDITOR** to that image on the web. You can of course link to your own images already posted in your **Images** TAB.



The screenshot shows a web browser window with the URL <http://www.hat.mmu.ac.uk/team/>. The page title is "HAT International Research Fellowships - Project Team". The main content area features a large banner image of a white bird (a seagull) with a yellow star on its forehead. A red arrow points to the bird image, and a context menu is open over it, showing options like "View Image", "Copy Image", "Copy Image Location", "Save Image As...", "Send Image...", "Set As Desktop Background...", "Block Images from hat.mmu.ac.uk", and "Properties".

1. LOCATE IMAGE

First of all locate the image you wish to use on the internet.

It's worth practising on a random image to begin with.

Once located

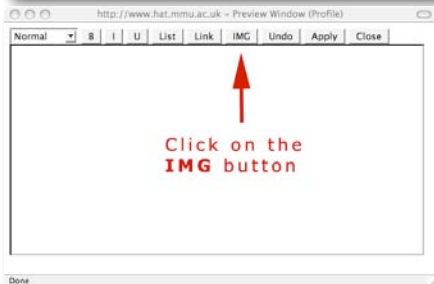
- 'Right click' and open the image in a new window.

continued.....



2. LOCATING THE IMAGE ADDRESS

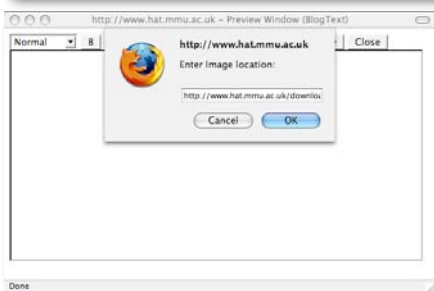
The image will open on its own (left). Copy the URL from the address bar at the top. **It's this address you will copy into the TEXT EDITOR.**



3. OPEN TEXT EDITOR

Back on the HAT web site ... open up the TEXT EDITOR and

- Click in the **IMG** button....



4. ADDING THE IMAGE ADDRESS

..... a pop-up window will appear, and it's here that you paste the image location address that you copied from the web browser in step 2 above

- Click **OK**



5. IMAGE APPEARS

Your image will now appear in the TEXT EDITOR window. You can add additional images by repeating the process. 1 to 4

- NOW click **Apply** and **Close**



6. IMAGE HTML

Once you close the text editor, the PROFILE window shows the HTML code generated by the TEXT EDITOR, **this is normal**

- NOW click **Save**



7. IMAGE LOADED

The image should now be in place for viewing.

You can go back into the text editor and add text. You can insert an image at any point in the text flow.