FORMATTING TIPS

Attaching a file and adding it as a Hyperlink

1. Go to the File attachments section, press Choose File to attach a file, and then choose a file to attach. (**It is important to remove spaces from your document tile or replace it with “dash” or “underscore”. e.g. EDUC_225x_fall2010.doc, EDUC-225x-fall2010.pdf)

2. Once you have chosen a file to attach, select Attach button.

3. If you want to add this attachment as a hyperlink, copy the file path of your attachment which is located right below your attachment title.(To copy the text, highlight the text and choose CTRL+C for PC and Command+C for Mac) You don’t need to copy the full address, but only /sites/default/files/filename. Now uncheck the List option.

4. Go to the section where you want to add this attachment as a hyperlink, highlight the text, and then select the hyperlink icon.

5. Enter the link URL and set the Target to Open link in a new window and press Insert.
Replacing documents and re-creating links.

- If you need to replace a document, follow the steps from page 1.

**IMPORTANT!** You must update the link after you upload a new file (Steps 3-Step 5) if you want to update the existing link.

**When a new file has the same filename as the old file, the system will automatically add some characters to the new file so you still have to perform step 3-5 to update the hyperlink. (If you don’t perform this step, the hyperlink will still point to the old document)**

Adding a Hyperlink

1. To create a hyperlink, first highlight the text, and then select the hyperlink icon.
2. Enter the link URL and set the Target to *Open link in a new window* and press **Insert**.

**Creating Headings**

1. Highlight the text and from the paragraph pull-down menu, select a heading type.

**Creating a list**

1. To create a list, highlight the text and click the list icon.
2. Press **SHIFT+ENTER** key to generate a single-spaced line.

Press **ENTER** key to generate a double-spaced line.
**Copying/Pasting from Word, Web, PDF, or any documents**

**Please use one of the three methods described below to copy and paste text to ensure proper formatting, which will eliminate unnecessary coding that can be a potential layout issue when your profile is saved.**

**Option 1: Using Copy as Text icon**

1. Press the “Copy as Text” icon from your profile grey text area field.

2. Go to your document and copy the text.

3. Past it into one of the grey text area fields.
Option 2: Using “Paste from Word” icon

1. Go to your document and copy the text.

2. From your profile page, go to the field you desire, and then select Paste from Word icon.

3. Paste your text (CTRL+V) and press the Insert button.

Option 3: Using Notepad

1. First copy any phrases, sentences, or paragraphs from Word or a website.
2. Open a Notepad program or other plain-text editor.
3. Paste into the editor and copy (CTRL+A and CTRL+C for PC)(Command +A and Command+C for Mac) the text again.
4. Now paste it into one of the grey text area fields.
5. Press **SHIFT+ENTER** key to generate a single-spaced line. Press **ENTER** key to generate a double-spaced line.