

Here are some tips for formatting event descriptions on the Pasadena Jaycees website.

Most of the time you can just type normal text exactly the way you want it to look, however there are a few formatting options available. They are: Bold, Italic, Hyperlinks and Email links.

All formatting follows a very simple method. Let's start with how to make text bold. If you enter this into the event description:

this is [B]very important[EB] to remember

it will be displayed like this:

this is **very important** to remember

Notice that [B] precedes the selected text and [EB] follows it.

Italics work the same way. If you type this:

this is [I]very important[EI] to remember

it will be displayed like this:

this is *very important* to remember

As you see, very simple.

Hyperlinks are slightly more complicated but follow the same format. Let's say you want to add a hyperlink to your text like this:

check the website at <http://www.pasadena-jaycees.org> for more information

In the event description you would simply type this:

check the website at [L]http://www.pasadena-jaycees.org[EL] for more information

So the [L] (for link) is the key symbol here. A special note for hyperlinks is that you have to include the entire address, especially the "http://" part at the beginning for the link to work properly.

Another way to do hyperlinks that is a bit nicer is this:

check the [L=http://www.pasadena-jaycees.org]Pasadena Jaycees[EL] website for more information.

In this method you type [L=xxx]yyy[EL] where xxx is the actual hyperlink and yyy is the text that you want the link to look like. The above example would look like this:

check the [Pasadena Jaycees](#) website for more information.

Finally, email links are very similar to Hyperlinks. Here the key symbol is [M] and [EM]. So you could do either the simple method like this:

contact [M]president@pasadena-jaycees.org[EM] for more information

which would display like this:

contact [president@pasadena-jaycees.org](mailto:president@pasadena-jaycees.org) for more information

or the more stylish method like this:

contact [M=president@pasadena.jaycees.org]Joe President[EM] for more information

which would display like this:

contact [Joe President](#) for more information

That's basically it. With these basic formatting tricks you can enhance your event description and make it more functional and better looking.

If you have any additional questions, please contact [jc-webmaster@earthlink.net](mailto:jc-webmaster@earthlink.net)

Good Luck