

District 1 Kin Site Administration

Your Username:

Your Password:

Technical Contact:

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District 1 Webmaster
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Basic Text Formatting

Bold and Italic

To make text in italics, use two apostrophes at the beginning and end of the text to italicize:

```
some text 'italic text' some other text
```

To create bold text, use three apostrophes:

```
some text '''some bold text''' some other text
```

For bold italics, simply add the apostrophes for a total of five at the beginning and end:

```
some text '''''bold italic text''''' some other text
```

Headings

There are five levels of Headings defined for use on the site, ranging from Heading 1 (largest) to Heading 5 (smallest).

A heading must appear on its own line, and will be left justified on the page. You specify a heading using exclamation marks – one exclamation mark for a level 1 heading, down to five exclamation marks for a level 5 heading.

For example, create a level three heading (generally used as a page title), you would enter

```
!!!Header Text
```

Bigger or Smaller Text

Text size can be increased or decreased with the following markup:

```
[+Bigger text+] or [-Smaller text-]  
Even [++Bigger text++] and [--Smaller text--]
```

Indentation

To indent text, use an arrow '->' at the beginning of a paragraph. A longer arrow '-->' indents more.

```
->This paragraph will be indented
```

Lists

There are two basic lists – bullet and numbered. To create a bullet list, asterisks are used. More asterisks result in deeper lists.

```
*This will create a list with a bullet  
**This line will be indented (deeper)
```

Numbered lists are created by using number signs '#' instead of asterisks.

```
#This line would be labeled 1.  
#This line would be labeled 2.
```

Centered and Right Justified Text

To center a line, type %center% at the beginning of the line. The centering will apply until a line break is encountered (hitting 'enter' while editing):

```
%center%This text is centered
```

You can also right justify text using %right%

```
%right%This text is right justified
```

Changing Text Colour

Type %colorname% (*American spelling!*) at the beginning on the line, and two %% at the end. Basic colour names are recognized, more advanced colours are available by using their hexadecimal codes.

The %red% colour has been customized to match the dark red used on the District 1 Kin website for links and headings.

```
%blue%This line would be blue%%  
%color=#2e4a81%This line would be a darker blue%%
```

Applying Text Style to a Block of Text

Use >>style<< instead of %style%. Be sure to close off the style after the text, i.e.

```
>>center<<  
Centered text  
More centered text  
>><<
```

Horizontal Rule

A horizontal rule can be added to separate sections on a page by typing four dashes on a separate line:

```
----
```

Creating Links

Links are identified by two square brackets at the beginning and end of the link:

```
[[Link]]
```

You can include a link as part of a sentence:

```
For contact details, see the [[Home.Contact]] page.
```

By including the proper PageName in brackets, you can link to any existing page on the site (remember, PageNames do not contain any spaces). If you are linking to a page within the current Group (in this case, the Home group), then you can use

```
[[Contact]]
```

To link to a page in another group, then you must use

```
[[Home.Contact]]
```

Since “includes” may be used on the site, it is always a good idea to use the full Group.PageName format so content included in other pages will maintain the correct links.

To display linked text other than the PageName, follow the link with a pipe “|” and the text you wish displayed:

```
[[Home.Contact|Click here]] for contact information.
```

Linking To Another Website

You can provide links to other websites by including the full web address within the brackets. To link to the Internet Advisor website, you would type:

```
[[http://www.internetadvisor.ca]]
```

The text displayed for the link can also be changed for external links:

```
[[http://www.internetadvisor.ca|Click here]] to visit Russ' website.
```

Attachments

Documents and PDF files

To add an attachment to a page (PDF, Word, Excel, or PowerPoint), enter the following markup where you would like the attachment to appear:

```
Attach:filename.ext
```

When you Save the edit, you will see an indicator to click on the link and upload the file. Be sure to name the file clearly, with the proper extension, and WITHOUT SPACES. The file name does not have to be the same as it is stored on your computer.

You can use the Attach: command as a link target using the same syntax explained for links:

```
[[Attach:filename.ext|Click to download]]
```

Files also have a special "wiki style" to place an icon next to the download link, to indicate pdf, doc, ppt, or xls files. For example, to identify a PDF file:

```
%pdf%[[Attach:filename.pdf|Click to download]]%%
```

Please note there is an upload limit on the web server. **For files larger than 2 megs**, please create the link on your page then email the document to Webmaster Russ Jackman, indicating the page that the link has been added to, and the file will be uploaded via FTP transfer.

File Names

When creating links for attachments and images, please keep in mind the archival nature of the website. Attachments should be named first with the kin year (the 2009-2010 Kin Year documents and photos should start with "2009"), then the category or subject of the file, then a short, unique, descriptive name.

For example, "FallNewsletter.pdf" would not be a suitable file name for a Zone newsletter. Instead, "ZoneFNewsletter-Fall2009.pdf" or "2009-ZoneFNewsletter-Issue1.pdf" would be more suitable names. Try to be consistent throughout your year when creating file names.

Please: capitalize the first letter of each word, and do not use spaces in file names!

Images (static)

The image uploading process is being updated. New instructions will be forwarded to Council members, in the meantime please email any images for the website to Webmaster Russ and indicate the page and intended location on the page for each image.

Images (gallery)

A gallery feature is being added to the site. In the meantime, please contact Webmaster Russ if you wish to add a series of images to the website.

Replacing or Deleting a Document or Image

Please contact Webmaster Russ if there are images or documents that you have uploaded to the server that are no longer required. Keep in mind that we are hoping to build an archive, so with proper file names we can maintain historical documents (newsletters, minutes, budgets, etc.).