

Tip Jar for PHSA web & POD editors

In this issue

Learn the top three pitfalls PHSA editors should avoid when inputting text. This month, follow our dos and don'ts to fix any text formatting issues.

The don'ts of text formatting

The most common mistakes for text formatting are:

- Copying and pasting from Word to SharePoint
- Using grey, red or any font colour and style not in the editing ribbon
- Applying heading three without using heading two first

Only use PHSA brand fonts

This is important for [web accessibility](#) (ensuring that people of all abilities can read your web content). PHSA brand fonts meet international standards, including:

- Colour contrast, text size, spacing and scaling
- Code that helps people using assistive technology

It's important to only use the PHSA brand fonts in the [editing ribbon](#). The images below shows the fonts for phsa.ca and POD.

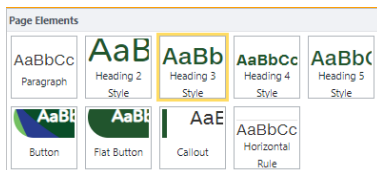


Figure 1: Editing ribbon for phsa.ca

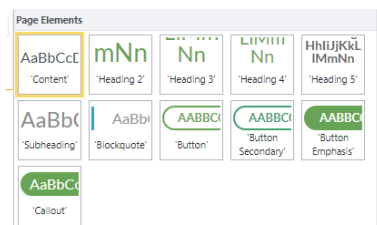


Figure 2: Editing ribbon for POD

How to type content directly into SharePoint

If you are typing your text directly into SharePoint, here are the correct steps to take:

1. Type your text
2. Apply [paragraph formatting](#) to all your text. In POD, it's called content formatting.
 - a. On our external websites, do not apply paragraph formatting to content in [accordions](#). This is due to a temporary technical issue.
3. Add your headings, [links](#), bulleted/numbered lists, and [images](#).
 - a. Remember, [use heading two](#) before using heading three. Skipping heading ranks is confusing for people, particularly people using assistive technology.

How to transfer your content from Word to SharePoint

1. Copy your content from Word.
2. Right-click in SharePoint and choose "Paste as plain text". Do not just paste. You must paste as plain text.
 - a. You will lose your links and images during this transfer, and will need to re-add them later in step three below.
3. Follow the same formatting steps as if you had typed your text in directly. See steps two and three from above.
 - a. If your Word document had bulleted or numbered lists, linked text, or images, you'll need to re-format or re-add them in SharePoint.

Your action this month

Follow our dos and don'ts to fix any text formatting issues on the pages you are responsible for editing.

Created by the Web Strategy Team (PHSA Communications)

No longer a POD or web editor? Questions or comments? Please email webhelp@phsa.ca

[Resources for PHSA web editors](#)

[Read past Tip Jar articles](#)
