

Tip Jar for PHSA web & POD editors

In this issue

Learn how to avoid the most common text formatting pitfalls. This month, brush up on the best practices for text formatting in SharePoint.

Most common text formatting errors

1. Copying and pasting directly from Word into SharePoint
2. Using *any* font, colour and/or style not in the editing ribbon
3. Applying heading three or four without using heading two first

When you copy and paste content directly from Word into SharePoint, you also bring over hidden non-standard text mark-up code, which can create usability issues and may not display correctly in browsers. Clean and valid HTML code makes it easier for search engines to understand and index your content, which will improve your search rankings.

How to correctly format text

1. Use paste as plain text option (right click mouse) or paste text from Notepad.
2. Use editing ribbon to format text and headings, and then add [links](#), lists and [images](#).
3. Use sequential [headings](#) (Heading 2, Heading 3, Heading 4). Don't skip a level.
Tip: use Heading 5 for feature box headings only.

Pasting and formatting your text correctly can improve search engine optimization (SEO) and help people who use assistive technologies understand the layout of the page.

Find detailed instructions and options on how to add your content into SharePoint on [Editor Hub](#).

Only use PHSA brand fonts

Why? It is important for [web accessibility](#) because it ensures 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

How? Always use the [editing ribbon](#) to format all text and headings on your pages.

Your action this month

Follow best practices and fix any text formatting issues on pages that you edit or draft.

Place your cursor on some text. If no style is 'selected' (yellow box around style) under page elements, that means you need to use the editing ribbon to correctly apply text formatting.



Figure 1: Editing ribbon for phsa.ca

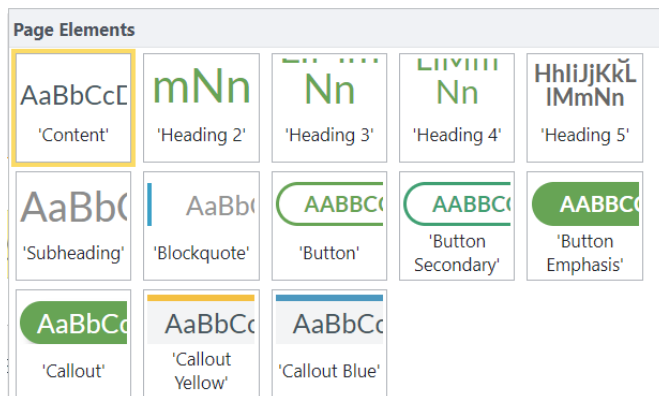


Figure 2: Editing ribbon for POD

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

[Resources for PHSA web editors](#)

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