Tourism Awards Online
Quick Start Guide

Text Box Formatting

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

1. Expand Text Box
   a. Clicking on this button will expand the text box to a full page, with the question appearing at the top of the page.
   b. To close the expanded view, click on this button again
2. This will **BOLD** selected text
3. This will *italicise* selected text
4. This will underline selected text
5. To change the text size click on the drop down arrow and select size
6. To change the colour of the text select chosen colour
   a. NOTE: Colour options have been limited
7. To change the alignment of text click the drop down arrow and select
8. This will create a numbered list
   a. Press TAB on your keyboard to created indented lists
9. This will create a bullet point list
   a. Press TAB on your keyboard to created indented lists
10. This will decrease the indented text or lists
11. This will indent text or lists
12. Insert Image
   a. See further instructions below
13. Insert Table
   a. See further instructions below
14. This selects all text in the text box
15. This removes any formatting on any highlighted text
16. This provides keyboard short cuts for formatting
17. Undo
18. Redo
19. Save

Tables

To insert a table click on the table button in the formatting text bar and drag the mouse down until you have the desired number of rows and columns.

When you click on a cell/s in the table, the formatting bar will appear. The table formatting bar has the following functions:

1 2 3 4 5

6 7 8 9 10

1. Table header. This will insert a row for a header
2. Delete Table
3. Inserts or deletes rows, relative to the cell/s you have selected
4. Inserts or deletes columns, relative to the cell/s you have selected
5. This provides two functions
   a. Alternate rows will highlight every alternate row in the whole table
   b. Dashed border will replace the cell borders with a dashed line, in the whole table
6. This will split a cell either horizontally or vertically
7. You can change the colour of a cell/s by selecting the preferred colour option
8. Vertical Alignment of text with cell
9. Horizontal Alignment of text with cell
10. This provides two functions
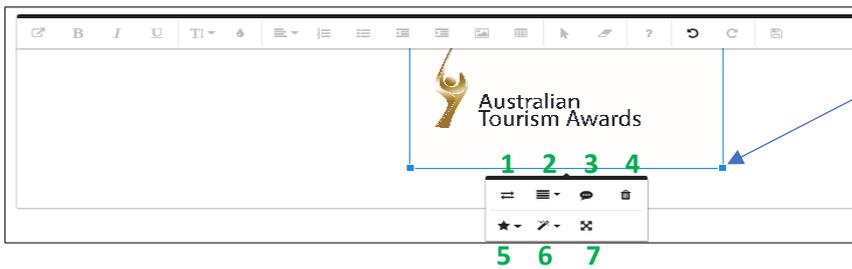   a. Highlight a cell/s with red border
   b. Bold the cell/s border

Images

There are two ways to insert an image into the submission

1) Drag and drop the image from your files

2) Click on the image box and search your files to upload

Once an image has been uploaded you can resize the image by clicking on the image and dragging one of the blue squares that will appear in the corner

The image formatting functions are as follows:

1. Replace image. This will open the image upload box again to replace the image currently in use
2. Align the image to either right, left or centred
3. Insert an image caption.
    a. Please note, the first 6 words for your image caption are not included in the overall word count
4. This will delete the image
5. This allows you to change the position of the image in relation to the text
6. This provides you with an option to change the boarder of the image
7. You can input the preferred size of the image here as an alternative to using the corner squares

NOTE: To return to using the **text** formatting functions, you will need to click out of the image

Troubleshooting

My table is not pasting correctly
If you are using Microsoft Edge V41 or above, any table pasted from Excel will convert to an image. Try pasting the table into Word first, and then from Word to your entry.

Alternatively, if you have copied a table direct from a website the formatting may be interpreted incorrectly.

My text is not pasting correctly
If you have copied direct from a website the formatting may be interpreted incorrectly. Try pasting into a Word document (right click –select Paste – choose option Keep Text only) first, to clean up any formatting.

In addition, there are limited formatting abilities within the system. This has purposely been restricted to assist in ease of reading by the judging panel.

My image won't upload
If you are seeing the message 'Something went wrong. Please try again' then your image file size is too large or an unsupported file type (must be Jpeg or PNG).

I am unable to add any text
If you are not connected to the internet you will not be able to edit your submission. Connect to the internet and you will be able to proceed.

If you have a very tall/long image, the focus might be on the image and you would need to click an area above or below the image to be able to type.