

RevolutioniseSPORT – Formatting Like a Boss

The functions described here are consistent across the many modules. They are used not just for website content, but also content for Events, News, Emails, etc. The screen options are the same anywhere you can put custom content in.

Page Content - The toolbar options here are self-explanatory (bold, italics, bullets and numbering, text alignment, etc), but there are a few things to call further attention to:

- **Link** - for linking text. For web pages, the protocol that I have set is that links to clubsake.com pages just go straight to that page. Links to PDF documents or content at other websites open in another window. Feel free to make your own choices about whether the same or a new window is best.
 - **Link Info**
 - If linking to a URL, paste the link in the URL box
 - If linking a “mailto” (clicking the word opens the user’s email program and sets up an email with the address and subject filled in.), select *E-mail* from the Link Type, and fill in the fields that are presented when you do this.
 - **Target** - is where you set whether the link opens in a new window
 - **Upload** - is where you go when you want the link to open a document.
 - Select the file from your computer and click *Upload File*
 - The platform assigns a unique URL, which will automatically fill on the Link Info page
 - Don’t forget to set the Target tab to open a new window, if you prefer.
 - **Advanced** - I have not used this for much, but it is where extra CSS can be entered. The most commonly used:
 - **Stylesheet Classes** - putting *btn* here makes the linked text into a button. This is good for calling attention to important things that today’s busy adult might miss because they don’t read thoroughly.
 - For more thorough details on button options, see <https://www.revolutionise.com.au/light-theme/>
 - Note that each option needs to be set separately in Stylesheet Classes. For instance `btn btn-primary`
 - There are other classes mentioned in this link that I have not used yet, but are available for the future.
 - **Style** - for CSS to set things like color, padding, etc.
 - `background-color: #0024a9 !important` - overrides the color of the primary button so that it is blue.
 - RevSPORT support is very responsive and helpful with code snippets, so it is not necessary to know CSS. If there is something you’d like to do, let the webmaster know, and they can file a support ticket if they don’t know how, and RevSPORT will explain what to do or point to documentation that will teach us how to do it.
- **Image Properties**
 - **Image Info** - can be used to set the size of the image (pixel height or width), set padding around the image, or align the image to left or right (see Advanced for centering)..
 - For full-width images, unlock the aspect ration, set width to 100%, and delete height.
 - **Link** - set to open in a new window here, if needed.

- **Upload** - Choose the file from your source and click *Upload Image*
- **Advanced** - again, where special CSS goes to manipulate things about the image.
 - In the style box, “display: block;margin-left: auto;margin-right: auto” will center the image
- **Table** - In some places, I have used tables to control the layouts.
 - **Table Properties** - this is where you control things about the table itself
 - **Advanced** - more CSS functionality similar to other tools
 - Once the table is created, you can right click on it and do things like insert/delete rows, and columns, merge and split cells. Cell properties is where you can control column width or row height.
 - There is a layout tool that RevSPORT calls “Cards,” which uses tables to set images next to text, or a row of images. It is important to use these so that the elements stack on mobile, not squish. Read about them here.
<https://client.revolutionise.com.au/sake/help/topics/11/&q=339> Essentially, create a table with **table-stack table-stack-md-none** in the Stylesheet Classes. Then, in each cell, create a 1x1 table with **card** in the Stylesheet classes. card-no-border makes it so that no border shows around the card on the site.
- **Other Tools** - there are some other tools here that I have not used. Should you need to poke around and use them, update this handbook with instructions for the future.

Page Permissions - You can set whether the page is visible to the public or to members only.

Manage Page Files - Document uploads appear here in a list. I tend to put them in content instead.