



BOOKMARK FACT SHEET

Formatting Overdue Messages

February 2021

Overdues notice messages can include special formatting which allows:

- set text to bold
- set text to underlined
- set text to italics
- centre lines of text
- add an image
- change the font

Here is an example of the output of a formatted overdue message as it appears in an email. It contains a centered image, a centered heading in a different font, bold, italic and underlined text.



A FRIENDLY REMINDER

Hello

Did you know that you have an overdue Library Book?

Could you please arrange for its return by Wednesday, 14th October, 2021.

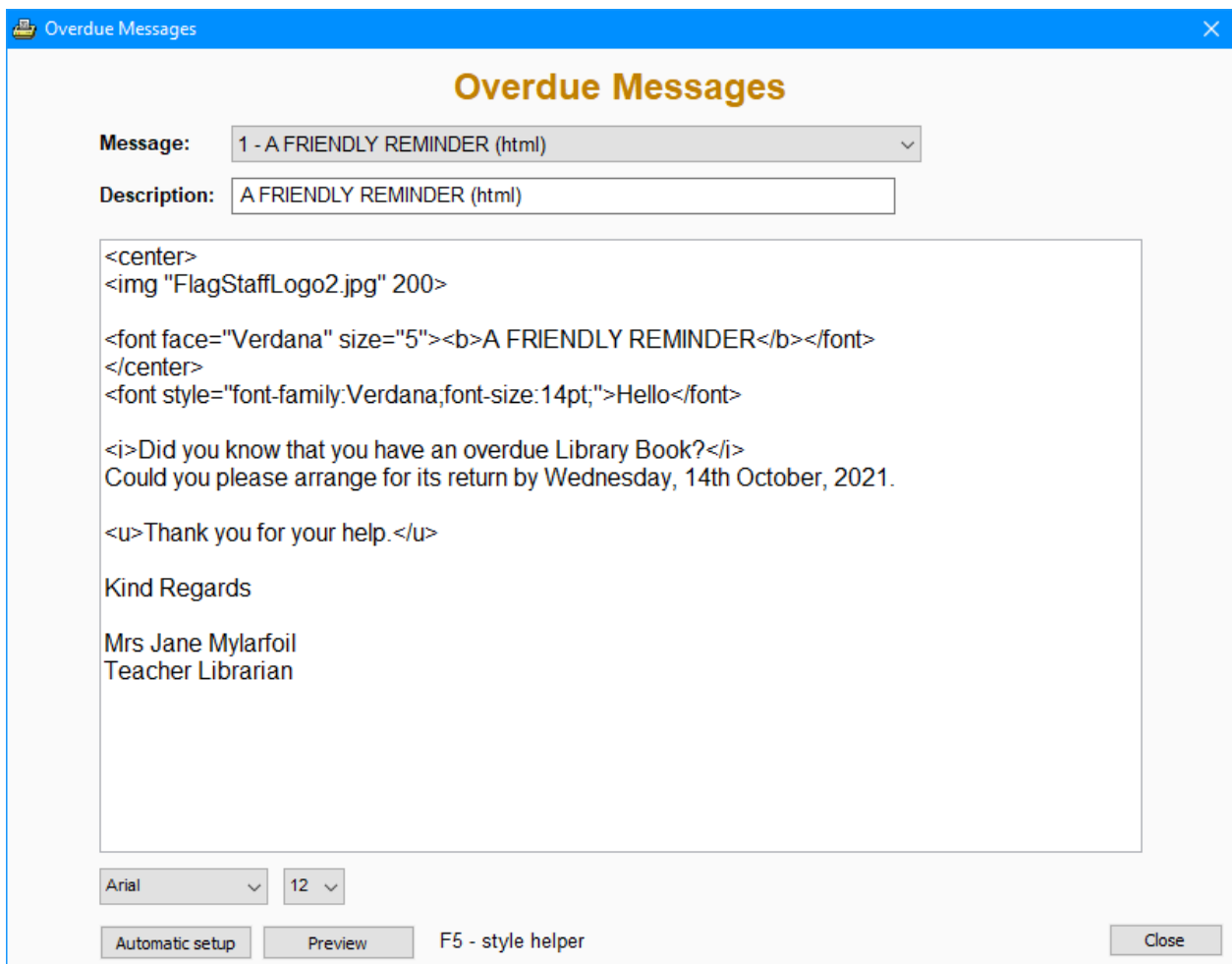
Thank you for your help.

Kind Regards,

Jane Mylarfoil
Teacher Librarian

For technical reasons Bookmark is unable to display the formatted text "as is" while it is being typed. It can only display text.

In order to format the text, special formatting commands are inserted. Below is the message entry in Bookmark.



Overdue Messages

Message: 1 - A FRIENDLY REMINDER (html)

Description: A FRIENDLY REMINDER (html)

```
<center>
<img "FlagStaffLogo2.jpg" 200>

<font face="Verdana" size="5"><b>A FRIENDLY REMINDER</b></font>
</center>
<font style="font-family:Verdana;font-size:14pt;">Hello</font>

<i>Did you know that you have an overdue Library Book?</i>
Could you please arrange for its return by Wednesday, 14th October, 2021.

<u>Thank you for your help.</u>

Kind Regards

Mrs Jane Mylarfoil
Teacher Librarian
```

Arial 12

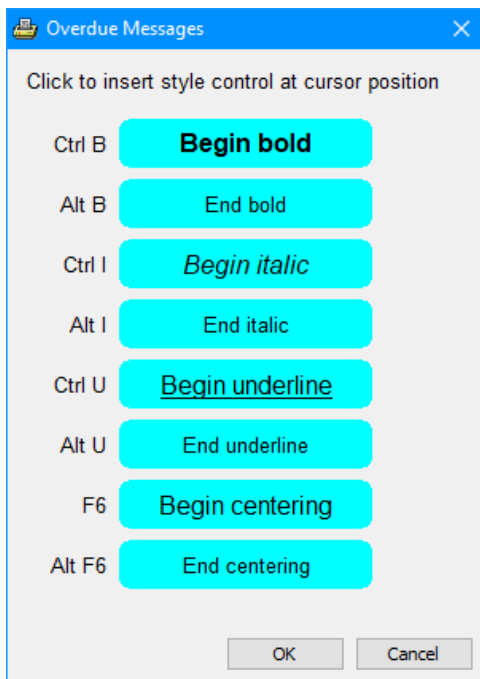
Automatic setup Preview F5 - style helper Close

The font and size dropdown lists set the font for the entire message.

The message text can include HTML commands. These are the same commands used to produce web pages. If you are familiar with basic HTML, those commands can be included in the text.

Bookmark provides a set of special "short hand" commands. These are embedded within the message text. These commands alter the appearance of text within the message.

Press the F5 key to see a list of the special formatting commands.



Formatting commands have a beginning and ending statement.

Example: to make a statement bold, use Ctrl B to insert the command to turn on bold, then type the statement text then Alt B to insert the command which switches off bold.

To enter a formatting command:

1. Place the cursor at the beginning of the text to be formatted.
2. Press F5 for the popup menu then click on the "Begin" option.
Alternately, the hotkey combination on the left can be used – e.g. Ctrl and B together produces a "begin bold" command. The hotkeys can be used without having to press F5 first.
3. Enter the text.
4. At end Press F5 again and click on the corresponding "End" option.

Begin options use the Ctrl key and End options use the Alt key.

These functions embed the correct command. (You can also just type in the command if you know it.)

 means the following text will be **bold**.

 ends bold text. Everything between the two is displayed as bold even if the commands are on different lines.

<u> means start underlining.

</u> ends underlining.

<i> starts *italic* text.

</i> ends italic text.

Do not use the words bold, italic or underline, only the first letters.

Centering

The Ctrl C combination cannot be used to centre text. That key combination is already used by the editor to copy highlighted text to the computer's clipboard memory. (Ctrl V for paste and Ctrl X for cut are also available).

To start centering lines, Press F6 or enter the command <center>. To end use </center>. Note that either the Australian spelling "centre" or the American spelling "center" can be used. Standard HTML only uses the American spelling but Bookmark is clever enough to use the Australian spelling, too.

Images

To embed an image, a special command needs to be typed in:

```
<img "SchoolLogo.jpg", 200>
```

<img means to show an image. A corresponding end statement is not needed but a > symbol must end the command. This is not a standard HTML command, but that can be used as well.

Img is followed by a space then the filename of the image file. This file must have been uploaded into CPAC's online public covers folder. The double-quotes around the filename are optional but a good idea.

The width and height of the image are optional but highly recommended. If not included the size of the image is shown as in the file itself, which is often too large. After the filename, put a comma then the width value. The height is automatically adjusted but can also be specified by another comma and a value. The spaces are optional. If the commas are omitted, just blank spaces can be used instead. .

Images can be centered by putting centering statements around:

```
<centre><img "FlagStaffLogo2.jpg", 200></centre>
```

Fonts

The font can be changed by embedding standard HTML font statements. A shorthand hotkey version is not available. Two forms of the statement are available:

Old style:

Newer style:

All text after a font statement appears with that font. Finish with for both styles.

The newer "inline" style of statement is recommended. Note that pt must appear after the value of the font size. Double-quotes should appear around the style statement.

In the old style, the size is a number value from 1 to 6. 3 is roughly 12 point. If the font face (name) is omitted, then the size of the existing font is changed temporarily until the statement appears.

The syntax of these commands is very fussy. If even slightly incorrect they will not work.

It is strongly recommended to send an email with a message to yourself as a test before sending to borrowers. Several repeat tests may be needed before the message is correct. Use the Email message only option to test.

Preview

The Preview button displays the way the message will appear when emailed with overdue lists and notices.

