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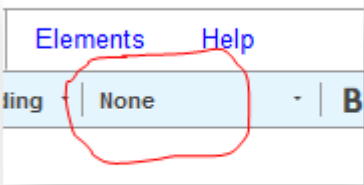
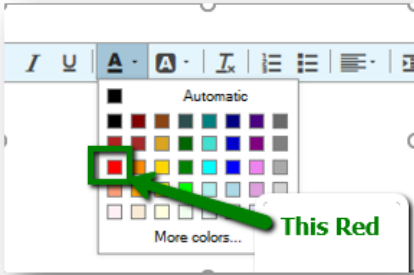
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Fonts and headings

Font and heading guidelines, general

Standard	Use Case / Instructions for use	Example
"Normal" font: size 16 Arial	Default font for all articles. Editor tool: Make sure the style picker at the editor bar is set to "None"	See any text in this row of table

Standard	Use Case / Instructions for use	Example
		
<p>Main heading: Heading 3 (H3)</p> <p>Sub heading: Heading 4 (H4)</p> <p>Sub heading, if needed: Heading 5 (H5)</p>	<p>For adding additional major headings to articles.</p> <p>Do not alter heading formatting</p> <p>Use standard headings H3, H4 and H5. The Table of Content is built from these.</p>	<p>Heading 3 (H3)</p> <p>Heading 4 (H4)</p> <p>Heading 5 (H5)</p>
<p>Red text: size 16 Tahoma, red; hex # 636363.</p>	<p>Highlighting and drawing attention to text</p> <p>Editor tool:</p>  <p>Use "More Colors..." to apply color by its code</p>	<p>NOTE: Do not run command as root. This can impact permissions and script may not run.</p>

Text representing code

Editor tool: Format > Code

Use case: To input code within a large context of non-code elements. Code is not to be used for block quotes.

Example: `This is code example` which is in a line of "normal" text.

Colored title text

Editor tool: Format > Size and Text color

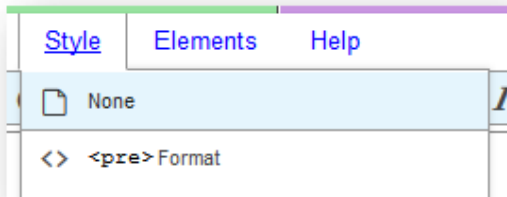
Use case: For titles where there are MindTouch out of the box titles with that color. for example:

https://knowledge.exlibrisgroup.com/SFX/Knowledge_Articles

Example: **Colored title for pages with MT templates: #DD7E22, size 20, Bold.**

Code

Editor tool: Choose Style > `<pre>` > "none" at the Syntax highlighter.



Use case: To include linking syntax with placeholders, and other codes part that might be problematic to include in normal text. [see example](#)

`<pre>` without syntax (generic)

█ This is an example of "`<pre>format`" text, without a syntax highlighter.

XML

`<pre>` > "xml"

```
<?xml version="1.0" encoding="UTF-8"?>
<Agenda type="gardening">
  <Activity type="Watering">
    <golf-course time="6:00"/>
    <yard time="7:00"/>
  </Activity>
  <Activity type="cooking">
    <lunch time="12:00"/>
  </Activity>
</Agenda>
```

HTML

`<pre>` > "html"

█ `<p>Small font`

```
<span style="font-size:18px;">Large font</span>
<span style="font-size:12px;color:orange;">Colored font</span>
<span style="font-size:12px;font-weight:bold;">Bold font</span>
<span style="font-size:12px;font-style:italic;">Italic font</span> and more...</p>
```

Java

```
<pre> > "java"
```

```
/* HelloWorld.java
*/

public class HelloWorld
{
public static void main(String[] args) {
System.out.println("Hello World!");
}
}
```

SQL

```
<pre> > "sql"
```

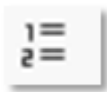
```
SELECT * FROM table ORDER BY RAND() LIMIT 10000
```

This is an example of SQL using the <pre>format option: DELETE bananas WHERE apples=red;

Lists and Bullets

Numbered list

Editor tool:



Use case: How-to instructions should utilize a numbered list.

Example:

1. This is a default numbered list.
 2. It can contain sub-elements -
 - f. by using tab.
 - g. by right click, you can force the list to start with different number.
-

Bullets

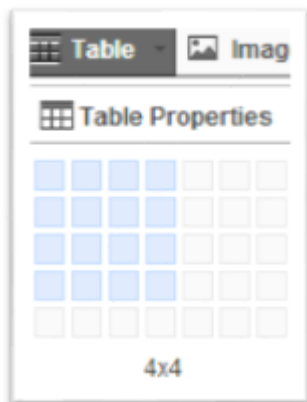
Use case: A list of characteristics or elements (as opposed to a set of instructions)

Example:

- This is a default bulleted list.
- It can contain sub-bullets
 - Use tab to move a bullet under another bullet
 - Right-click to format bullets

Tables

Editor tool:



Right-click to apply column headings. Set to "Responsive"

Use case: Any set of data that's best represented in a table.

Example:

	a	b
c	ac	bc
d	ad	bd

Table of Contents

Automatic generation on the page is disabled for Knowledge Articles. Articles are not long enough to require these generally.

Exception: For unusually long articles that require a great deal of scrolling and include Headings, you may add an automatically generated ToC using Dekiscript. The ToC will be generated and display hierarchically by the Heading format used - that is, Heading 4 will appear under Heading 3, and Heading 5 will appear under Heading 4, etc.

1. Open article for editing.
2. Place cursor at top of article body (beneath horizontal line that separates Product, Product Version, etc.)
3. Style > dekiscript
4. In dekiscript box, add: `page.toc`

Example: See top of this page

Images

Editor tool:



- Insert an image within a MindTouch page.
- Images can also be dragged and dropped into a page, or cut and pasted.
- After adding to page, right-click and set to "responsive"
- Supported image types:
 - jpg/jpeg
 - gif
 - png

Use case: Illustrate a step or action

Example:

The screenshot shows a library management application. At the top, there's a navigation pane with a tree view containing folders like 'Order 184 (3)', 'Order 20431878 - 1183/Next to view', 'Encounter', 'Animal (3)', 'Items/Descriptions (3 Item)', 'Claims (3)', 'Order Log (3/1/10/10)', 'Biographic Info', and 'Trigger List'. The main area displays a table of items:

Seq.	Sublibrary	Description	Call number	Collection	Status	Notes	Links
10	8800-20	West Library		General	Cataloging	0	
20	8800-20	Main Library		General	Cataloging	0	

Below the table, there's a 'Filter By:' dropdown and a 'Set Options' button. The bottom section shows a detailed view of an item with fields for Barcode, Sublibrary, Collection, Copy Number, Material Type, and Item Link. It also includes checkboxes for 'Item Status' and 'Item Process Status', and a 'Temporary Location' checkbox.