

Using Writeboards to manage copy on the unity*dc project extranet

We use a clever application called Writeboards to help you and us wrangle copy for your website. This is a short guide on how best to use them.

What are Writeboards?

Writeboards are an application for managing text. Mainly we use them for copy but they can be used for any text. They work in a similar way to Word, but they have a few distinct advantages:

- Writeboards hold text securely online so we can all share the text and we don't have to worry about whether we've got the latest version or not – the Writeboard is always the latest version.
- Writeboards support basic formatting like Word does (bold, italic, headings, paragraphs, links) but they don't have the complex Word formatting that can cause trouble on the web.
- Writeboards have version control built-in and they track every change that everyone makes to the text – you can even compare versions.

How to use Writeboards

To access the copy Writeboards on your project, click the Writeboards tab at the top. Click the title of your chosen Writeboard and the latest version of the copy is displayed for you. Look to the right hand panel for the version control information. It tells you who last updated the copy and when, plus a complete version history. Using this panel you can even compare two versions so you can see what's been changed.

Need to edit the copy? Click on **Edit this page** and you'll go straight to the editing screen (see below).

Need to make a comment but don't need to edit the copy? Scroll down to **Add a comment** and add your comment here.

Editing text in Writeboards

Once you've clicked **Edit this page** you'll see the copy in your Writeboard. You can edit the text to your heart's content. When you're done, click **Save as the newest version** to save your copy.

Formatting with textile

To make the formatting work in your copy, we use a simple shorthand code known as *textile*. *Textile* uses a few basic codes to do all your formatting. For example if you want to make something bold, simply type `*` before and after the text you want in bold, like so: `*bold text*`. Here is a short guide on formatting using textile. In addition, if you click **formatting guide** from within your Writeboard, it will show you all these examples.

Basic formatting

```
*bold text*  
_italic text_
```

Paragraphs

Simply use **two newlines** and *textile* will read this as a paragraph break.

Headings

For the biggest headings, start a new line and type this: `h1. Big heading`

For smaller headings, use this: `h2. Medium heading`

For the smallest headings, use: `h3. Small heading`

In all cases you need to add a couple of newlines to start a new paragraph after the heading.

Lists

For bulleted lists, simply start a new line, type an asterisk(`*`) and a space and your bullet copy:

```
* Bullet copy
```

For numbered lists, use a hash(`#`) instead of an asterisk like this:

```
# Numbered item
```

Links

To add a link, enclose the text that will comprise the link in double quotes, then type a colon and put in the full URL (don't forget the `http://`). Like this:

```
"Link to unity*dc website":http://www.unitydc.co.uk
```