## TALENT MANAGEMENT SYSTEM



## **Formatting Tips for Position Descriptions and Postings**

To format text in the TMS, use the text editor bar found above each text box field in the system. The following guide demonstrates which buttons to select for each desired formatting outcome.

B I S	8 <b>T</b> " · E	

\*Please only use the formatting box as any previous formatting now conflicts with the updated TMS format\*

Desired appearance		How to do it
Adding bullet points to text fields		В І ᢒ ∂ त ײ ↔ 🗮 🚍
Required Job Qualifications	<ul> <li>A bachelor's degree</li> <li>2 years of experience in related field</li> </ul>	Move the cursor to the font of the text you wish to bullet and select the Bullet icon.
Adding nested bullet points to text fields		B I ᢒ Ø TT 19 ↔ 📰 🗄
Required lob Qualifications • 2 ye	achelor's degree ears of experience in related field • Experience obtained while as a student will be considered.	Move the cursor to the font of the text you wish to bullet and select the Bullet icon. Hit tab to nest the bullet.

Adding numbered (ordered) bu	B I 5 8 त ™ ↔ ☱ ☱	
Required Job Qualifications	1. A bachelor's degree 2. 2 years of experience in related field	Move the cursor to the font of the text you wish to number and select the Ordered Bullet icon.
Adding <b>bold text</b> to text fields		B I 5 8 1 ™ ↔ ☷ ☷
Required Job Qualifications	A bachelor's degree 2 years of experience in related field	Select the Bold icon before you start typing or highlight the text you wish to bold and select the Bold icon.
Adding <i>italic text</i> to text fields.		B I ङ ∂ त ः ः ↔ ः ⊨
Required Job Qualifications	A bachelor's degree 2 years of experience in related field	Select the Italicize icon before you start typing or highlight the text you wish to italicize and select the Italicize icon.
Adding linked text to a text field.		
Description of Work Unit         To learn more about Colorado State University, please visit https://www.colostate.edu/		To add a link, highlight the text that needs to be linked then select the Link icon. In the pop-up window, paste the URL then click the Link button.

To correct any oddly formatted sections, please refer to the troubleshooting section below.

To remove <del>strikethrough text</del>	Remove dashes (-) at the beginning and end of a sentence/paragraph.
To remove <b>bolded</b> text	Remove asterisks (*) at the beginning and end of a sentence/paragraph.