

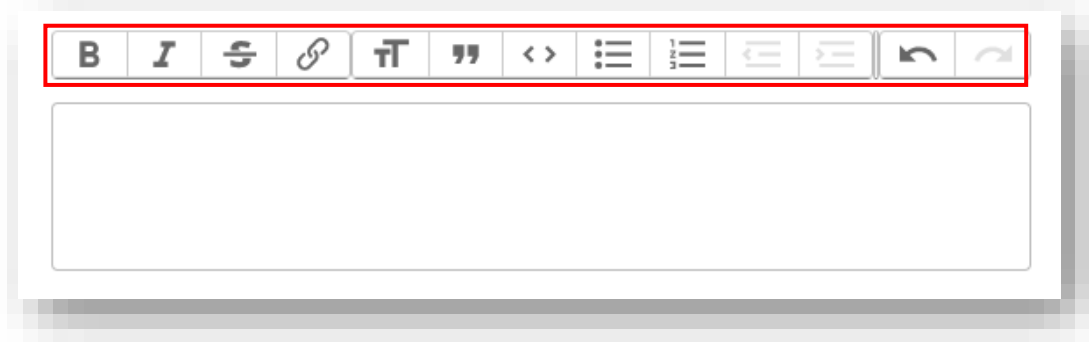
TALENT MANAGEMENT SYSTEM



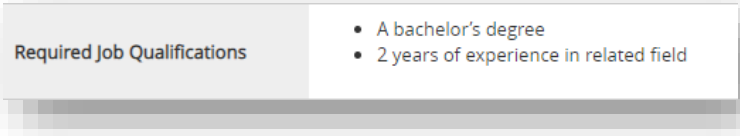

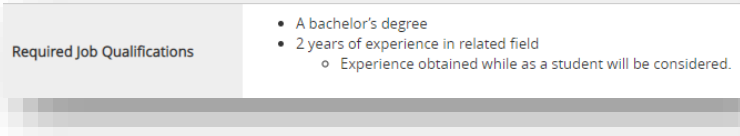

COLORADO STATE UNIVERSITY

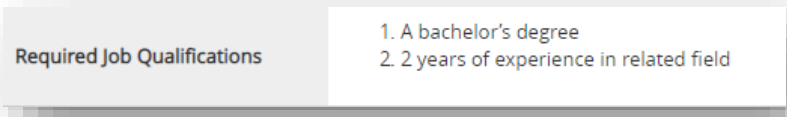

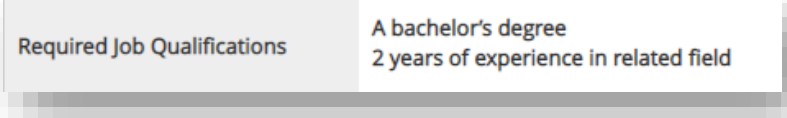

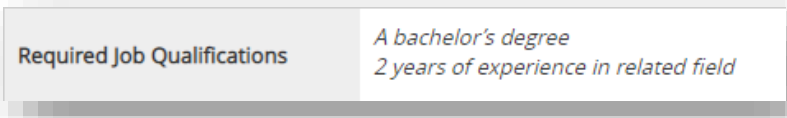

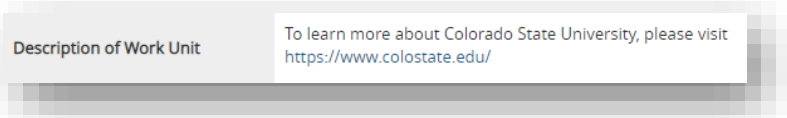

Formatting Tips for Position Descriptions and Postings

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.



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

Desired appearance	How to do it
<p>Adding bullet points to text fields</p> 	 <p>Move the cursor to the front of the text you wish to bullet and select the Bullet icon.</p>
<p>Adding nested bullet points to text fields</p> 	 <p>Move the cursor to the front of the text you wish to bullet and select the Bullet icon. Hit tab to nest the bullet.</p>

<p>Adding numbered (ordered) bullet points to text fields</p> 	 <p>Move the cursor to the front of the text you wish to number and select the Ordered Bullet icon.</p>
<p>Adding bold text to text fields</p> 	 <p>Select the Bold icon before you start typing or highlight the text you wish to bold and select the Bold icon.</p>
<p>Adding <i>italic text</i> to text fields.</p> 	 <p>Select the Italicize icon before you start typing or highlight the text you wish to italicize and select the Italicize icon.</p>
<p>Adding linked text to a text field.</p> 	 <p>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.</p>

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

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