

Formatting a Posting

Postings appear in the eJobs system in web format. You can improve the look of your posting with simple html or Textile code to format bullets, numbers, bold text, etc. Here are some common Textile codes:

Desired appearance	How to do it
Make a space between paragraphs.	p. Make a space between paragraphs.
Add Bold text.	Add *Bold* text.
<u>Underline</u> text.	+Underline+ text.
Add <i>Italic</i> text.	Add _Italic_ text.
<ul style="list-style-type: none"> • Make a bulleted list • Leave a space between the * and the first word of the list entry 	* Make a bulleted list * Leave a space between the * and the first word of the list entry
<ol style="list-style-type: none"> 1. Make a numbered list 2. Leave a space between the # and the first word of the list entry 	# Make a numbered list # Leave a space between the # and the first word of the list entry
<ol style="list-style-type: none"> 1. Numbered list item <ul style="list-style-type: none"> ○ Make a sub-bulleted list ○ Inside a bulleted or numbered list 2. Numbered list item 	# Numbered list item ** Make a sub-bulleted list ** Inside a bulleted or numbered list # Numbered list item
Link to your homepage .	Link to your "homepage":http://www.etsu.edu/.

Always review the posting as the applicant sees it from the summary page to identify any unexpected formatting or characters that may be the result of cutting and pasting from another application.