

## BIKES Club Website Formatting

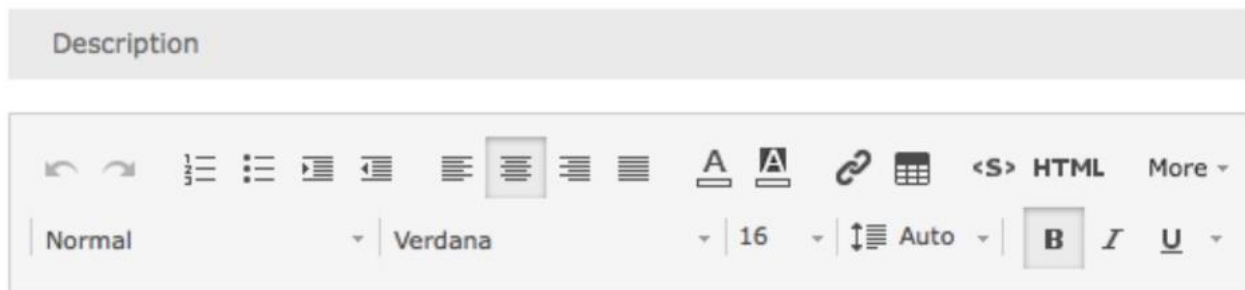
December 2020

A few formatting features of Wild Apricot that may be different than what you are accustomed to are included here to help you find success in whatever it is that brought you here:

To activate **hyperlinks** in the description, such as Ride With GPS route links:

1. Copy the hyperlink from the source.
2. Paste the hyperlink into the description section.
3. Select the chain links in the format section above the description box to get to “Insert or edit links and anchors”.
4. Select “Insert link . . .”
5. Paste the hyperlink string into the “Website URL or e-mail” box.
6. Select “Insert Link” at the bottom of the dialogue box.

The **description section** can be completely formatted using the tools at the top of the Description section.



You may also **insert photos** by clicking on “More”, selecting “Insert image”, then click on “browse at top of popup window. Then browse your computer, choose your image (your image loads to the Insert image window), then double click on the image.