SHARP Customer Service Center

- SHARP Messages -

SHARP Message #577

DATE:	2/17/04
AUTHOR:	
SUBJECT:	Formatting the Job descriptions fields in SHARP

MESSAGE TEXT:

Recruiters:

Because of the way the Job Description paragraphs run together, we are supplying you with some simple HTML tags that can be added to your job description text in SHARP that will make Notice of Vacancy Job Descriptions more readable for applicants.

The 2 HTML tags that will improve the readability of the Job Description are the <P> and

<P> will create new paragraph for the text following the HTML tag
  will bold the contents between it and the end tag

For example, you will input your text in the SHARP Job Description field as you normally would, but wherever you what a new paragraph, just type a <P> HTML tag and whenever you want to bold a section type a HTML tag before and a end HTML tag after. To see an example of how the HTML tags can format the text that is entered into the Job Description field in SHARP, please view the link below:

http://da.state.ks.us/ps/documents/tagsexample.pdf

Thank you and we look forward to making the Job Descriptions as readable as possible for all of our applicants.

If you have questions about this please contact Mike Broadwell at mike.broadwell@da.state.ks.us or 785/296-8193.

Return to SHARP Message Page

Page last modified on: