

## Prototype 2 instructions

Enter the text you wish the advert to be composed of on the left hand side of the screen  
To add styling, highlight the text you wish to style and click on the appropriate button. For example, to add bold to a text, select the text you wish to make bold and click on the “B” button

When you are satisfied with the advert, click the sync icon in the middle of the screen. This will display the HTML code necessary to create the advert on the right-hand side

## Prototype 3 instructions

Complete the form on the left hand side as you see fit.

The top-most table contains the overview section of the advert. Empty answers on the right hand side will not be displayed. Some fields, like “position tier” will appear next to the values on other lines (in this case, salary). Other fields will have their own lines (such as “role type”)

For the free-text entry questions, you may alter the default heading (e.g. “About this role” -> “about this secondment”) and you may freely enter text (including new lines) for the content beneath the header.

If you wish to preview the advert, click on the sync icon in the middle of the screen.  
If you wish to view the HTML code, click on the clipboard icon in the middle of the screen.