

HTML Quick Tips

HTML is formatted using "tags". Tags are characters that precede and follow a string of characters that you want to format in some way. Just as in old word processing programs, you need to let the web browser know where it should start to format, and where it should end. In HTML, you do this using open tags [`<>`] (start formatting) and close tags [`</>`] (end formatting). In this way, you can tell a web browser to display text in bold, underline, a larger or smaller size, a different color, etc. In addition, there are document formatting characters such as breaks, paragraphs, indents, and lists. HTML tags are not case-sensitive, so in the example of the bold tag, `` and `` have the same result.

The best part is that you don't need a web server or any special equipment to check your formatting... you can just save your formatting in a word document, or notepad, textpad, etc., with the suffix ".htm" (example.htm), and then open that file in a web browser. To do this, go to the File menu in your browser, select Open, and then browse to your file (make sure that you remember where you saved it, as that will make finding it a lot easier).

BOLDING text - ``, ``

There are two ways to make a string of characters **bold**. You can either use the bold tag, or the strong tag.

<code>Example Text</code>	Example Text
<code>Example Text</code>	Example Text

Use whichever is easiest for you to remember. Just be sure to be consistent within a document.

UNDERLINING text - `<u></u>`

<code><u>Example Text</u></code>	<u>Example Text</u>
--	---------------------

ITALICIZING text - `<i></i>`

<code><i>Example Text</i></code>	<i>Example Text</i>
--	---------------------

HEADER text - `<h#></h#>`

Header text is text that is formatted differently from the body of your document, in either size or color or both. Site-in-a-Box (SIAB) uses style sheets to format our web site's text. To stay true to the styles defined for our site, please use the following header tags to format your headings:

<code><h1>Example Text</h1></code>	Example Text
<code><h2>Example Text</h2></code>	Example Text
<code><h3>Example Text</h3></code>	Example Text

```
<h4>Example Text</h4>
<h5>Example Text</h5>
<h6>Example Text</h6>
```

Example Text
Example Text
Example Text

PARAGRAPHS - <p></p>

Paragraph tags enclose paragraphs, automatically adding a space between the final line of the paragraph and the next line. The best way to format a document is in the manner.

```
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BREAK or RETURN

There are times when you need to insert a single return, or break, between one line of text and another, usually within a paragraph tag <p>. You can do this using the break tag [
].

```
<p>There are times when you need to insert a single return<br>or break:<br>For example.</p>
```

There are times when you need to insert a single return or break:
For example.

BULLETED LISTS -

There are two parts to a bulleted list... (1) a tag that defines the type of list and (2) a tag that defines the "list element". Bulleted lists are always indented in comparison to the rest of the text.

```
<p>Notice that this is normal text. You don't need to use a "<br>" tag to display a return before the introductory text and the list. Note the use of the paragraph tags.
```

```
<ul>
<li>First "List Element"<br>
You can use returns within the open and close list element tags, and the text will be associated with the earlier bullet, and not receive a bullet of its own.</li>
<li>Second "List Element"</li>
</ul>
</p>
```

```
<p>And finally, the next paragraph. The example text shows the spacing between the
```

Notice that this is normal text. You don't need to use a "
" tag to display a return between the introductory text and the list. Note the use of the paragraph .

- First "List Element"
You can use returns within the open and close list element tags, and the text will be associated with the earlier bullet, and not receive a bullet of its own.
- Second "List Element"

And finally, the next paragraph. The

shows the spacing between the paragraphs and the bulleted list.</p>

example text shows the spacing between the paragraphs and the bulleted list.

NUMERIC LISTS -

Just like bulleted lists, numeric lists consist of a "list" tag and a "list element" tag. The list tag defines the type of list. All else is exactly like a bulleted list. The list tag defines the kind of list (bulleted or numeric), and the list element tag define the list element.

```
<p>Normal text without an indent here.
<ol>
<li>First "List Element"<br>
You can use returns within the "<li>" and "</li>" tags, and the text will be associated with the earlier bullet, and not receive a bullet of its own.</li>
<li>Second "List Element"</li>
</ol>
</p>
<p>And finally, the next paragraph. The example text shows the spacing between the paragraphs and the bulleted list.</p>
```

Normal text without an indent here.

1. First "List Element"
You can use returns within the "" and "" tags, and the text will be associated with the earlier bullet, and not receive a bullet of its own.
2. Second "List Element"

And finally, the next paragraph. The example text shows the spacing between the paragraphs and the bulleted list.

INDENTING text

Indenting text can be done in numerous ways, but the most straightforward with the most consistent results is by using a "list" tag, as described in the prior two sections. Use either or around text to be indented, but do not use the "list element" tags to display either bullets or numbers.

```
<p>Normal text without an indent here.
<ul>
And here we have indented text. The carriage return that I have inserted between the "list" tag and this text is for readability. You can indent with or without the carriage returns between the tags and the text. The formatting will be the same as shown in this example regardless.
</ul>
</p>
<p>And finally, the next paragraph. The example text shows the spacing between the paragraphs and the bulleted list.</p>
```

Normal text without an indent here.

And here we have indented text. The carriage return that I have inserted between the "list" tag and this text is for readability. You can indent with or without the carriage returns between the tags and the text. The formatting will be the same as shown in this example regardless.

And finally, the next paragraph. The example text shows the spacing between the paragraphs and the bulleted list.