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### LESSON 9

#### Advanced formatting

Adding simple formatting tags can give your text that extra something!

Text currently entered into the templates loses all formatting. So bold text, bullets and paragraph breaks are all removed – it will appear on the site as one large block of text. We hope to address this in future release/updates of the site, however in the meantime there are some simple formatting tags you can use.

A tag is a small piece of code used within HTML (hyper text mark up language) that tells the web browser how to display the text.

#### Adding a Paragraph Return

- This will add a line break between sections of text.
- To insert - add the tag `<p>` in the place where you want the break

#### Adding Non-Breaking Soft Returns

- A 'soft' return adds a return – but no break
- To insert – add the tag `<br>` in the place where you want the break

#### Adding Bold Text

- Good for highlighting sections of text
- To add bold formatting, add the tag `<b>` before the section of text or word. This tag must be turned off by adding the `</b>` tag after the section of text or word.

#### Adding Italic Text

- Type the tag `<em>` before the section of text or word you want to make italic. This tag must be turned off by adding the `</em>` tag after the section of text or word.

#### Inserting a Dividing Line

- Type the tag `<hr>` to insert a horizontal line to break up blocks of text

#### Bulleted Lists

- Insert an opening list `<ul>` tag.
- The `<li>` tags needs to be inserted in front of any section of text or word that you want to be formatted as a bulleted list.
- At the end of your bulleted list, insert the `</ul>` tag.

### Example:

```
<ul><li>Item 1</li><li>Item 2</li></ul>
```

This is how it will appear on your website:

- Item 1
- Item 2

### **Numbered Lists**

- Insert an opening list `<ol>` tag.
- The `<li>` tags needs to be inserted in front of any section of text or word that you want to be formatted as a bulleted list.
- At the end of your bulleted list, insert the `</ol>` tag.

### Example:

```
<ol><li>Item 1</li><li>Item 2</li></ol>
```

This is how it will appear on your website:

1. Item 1
2. Item 2

### **Descriptive Lists**

- A descriptive list works in a similar way, but uses the tags `<dl>` , `<dt>` and `<dd>`

### Example

```
<dl> <dt> Wiltshire Community Web <dd> Although setting up a website on  
wiltshirecommunityweb.org.uk is intended to be as straightforward as  
possible, if you feel you want some extra help then take a look at this tutorial  
before you start. Simply click on the appropriate lesson link on the left to get  
started. <dt> PDF Format <dd> Each lesson in the tutorial is an Adobe  
Acrobat file. If your computer cannot read these files, you can download a  
copy of Adobe Acrobat Reader from www.adobe.com.</dl>
```

This is how it will appear on your website:

Wiltshire Community Web

Although setting up a website on [wiltshirecommunityweb.org.uk](http://wiltshirecommunityweb.org.uk) is intended to be as straightforward as possible, if you feel you want some extra help then take a look at this tutorial before you start. Simply click on the appropriate **lesson link on the** left to get started.

PDF Format

Each lesson in the tutorial is an **Adobe Acrobat** file. If your computer cannot read these files, you can download a copy of Adobe Acrobat Reader from [www.adobe.com](http://www.adobe.com).

**You can find more about HTML and all of the formatting tags available on the web!**