

10. Adding some simple text formatting

One of the advantages of setting up a WDCO website is that you do not need any web design experience (plus you get included in a communal diary and news section – a real advantage over simply having an independent website!)

However, you will have noticed that if you have tried copying and pasting text you have already prepared, using eg: Microsoft Word. You will have discovered that all the formatting (line breaks, paragraph breaks, bold text etc) is completely lost. This is because WDCO is laid out in a TEMPLATE format and cannot accommodate 'free text'

By using simple HTML 'tags' you can overcome this. WDCO allows you to use HTML tags on *certain templates* – by just learning a few of these simple commands you can really enhance the look and feel of you site.

By using the 'Copy and Paste' template you can have a free rein on designing your site by using more complex HTML. Other HTML commands other than those below may also work on the other templates. Feel free to experiment!

What is an HTML tag?

An HTML tag is a small code that tells the web browser how to display the text. For example <P> tells the browser that there should be a paragraph break inserted at that point in the text. There are similar tags that enable you to insert bold text, lists, bullet points, underline text etc.

This tutorial will show you how to create the following features using HTML:

- Creating a paragraph break
- Adding a line break
- Making text bold
- Italicising text
- Creating bulleted lists
- Creating numbered lists
- Adding a 'block quote'

Creating a new paragraph

You can create a new paragraph using HTML on the following templates:

- Homepage
- Standard page
- Product Directory/Picture page
- Document upload page

- Column page (in the 'text' area)

In a word processor you would simply press Return to start a new line for a paragraph. However, a web browser does not recognise these line breaks and so you must use a paragraph tag to indicate the start of a new paragraph on your webpage

To create a new paragraph:

Type `<p>` in front of the text you want to start as the new paragraph
Type `</p>` to mark the end of the paragraph

Your text is then displayed as a paragraph with extra space before and after.

Example

If you include paragraph tags in the following text:

In a word processor you would press Return to start a new paragraph. `<p>` However, you need to enter tags to do this in your web page. `</p>`

It would display like this on your web page:

In a word processor you would press Return to start a new paragraph.

However, you need to enter tags to do this in your web page.

Adding a line break

You can add a 'line break' using HTML on the following templates:

- Homepage
- Standard page
- Product Directory/Picture page
- Document upload page
- Column page (in the 'text' area)

Typically a web browser will automatically wrap text to the next line when it reaches the right-hand edge of the browser window or display area, If, however, you want some text to start on a new line you can use the line break tag.

To add a line break:

Type `
` in front of or at the end of the text you want to be displayed as a new line.

Note that you do not have to use a closing tag for a line break. You can use the `
` tag as often as you want within some text.

Example

If you include line breaks in the following text:

Typically a web browser will automatically wrap text to the next line. `
` If you want text to start on a new line then you can use the line break tag. `
` Like this!

It would look like this on your webpage:

Typically a web browser will automatically wrap text to the next line.
If you want text to start on a new line then you can use the line break tag.
Like this!

Making text bold

You can make text bold using HTML on the following templates:

- Homepage
- Standard page
- Product Directory/Picture page
- Document upload page
- Links page
- Column page (in the 'text' area)

You can use bold in your text to make something stand out or to make your page visually more interesting.

To make some text bold:

Type `` in front of the text/word that you want to display as bold
Type `` at the end of the text/word you wish to display as bold

Example

If you want to include a bold tag in the following text:

You can use bold text to make something `stand out`.

It would look like this on your web page:

You can use bold text to make something **stand out**.

Italicising some text

You can add italicise text using HTML on the following templates:

- Homepage
- Standard page

- Product Directory/Picture page
- Document upload page
- Links page
- Column page (in the 'text' area)

Once again you can use italics in your text to make something stand out or to make your page more visually appealing.

To italicise some text:

Type `<i>` in front of the text/word that you want to display as italics

Type `</i>` at the end of the text/word you wish to display as italics

Example

If you want to include a bold tag in the following text:

You can use italicised text to make something `<i>stand out</i>`.

It would look like this on your web page:

You can use italicised text to make something *stand out*.

Creating bulleted lists

You can create bulleted lists using HTML on the following templates:

- Homepage
- Standard page
- Product Directory/Picture page
- Document upload page
- Links page
- Column page (in the 'text' area)

You now know about the tags used to emphasise text and insert line and paragraph breaks. Well, the principle for creating lists is just the same. You simply use the appropriate tag to create the type of list that you want (eg: bulleted, numbered etc)

Creating a bulleted list:

Type `` in front of the text you want to turn into a bulleted list.

Type `` before each item you want to include on the list

Type `` at the end of each item you want to include on the list

Type `` after the last item in the list

Your text is then displayed as a bulleted list on your webpage.

Example

If you include a bulleted list in the following text:

You can create a bulleted list for a list of items.This is an item.This is another item.And this is the final item.This text then follows the list.

It will display on your web page as this:

You can create a bulleted list for a list of items.

- This is an item.
- This is another item.
- And this is the final item.

This text then follows the list.

Creating a numbered list

You can create numbered lists using HTML on the following templates:

- Homepage
- Standard page
- Product Directory/Picture page
- Document upload page
- Links page
- Column page (in the 'text' area)

You can use numbered lists for items that need to be followed in a specific order.

To create a numbered list:

Type in front of the text you want to turn into a numbered list

Type before each item you want to include in that list

Type at the end of each item

Type after the last item in the list.

Your text is then displayed as a numbered list using 1,2,3, etc. as the automatic numbering system.

Example

If you include a numbered-list tag in the following text:

You can use numbered lists for items that need to be followed in a specific order.This is an item.This is another item.And this is the final item.This text follows the list.

It would look like this on your webpage:

You can use numbered lists for items that need to be followed in a specific order.

1. This is an item.
2. This is another item.
3. And this is the final item.

This text follows the list.

Adding a block quote

You can add a block quote using HTML on the following templates:

- Homepage
- Standard page
- Product Directory/Picture page
- Document upload page
- Column page (in the 'text' area)

You can add a block quote tag if you want the quoted text indented to set them off from the rest of the page.

To specify a block quote:

Type `<blockquote>` in front of the text you want to display as a block quote.
Type `</blockquote >` at the end of the text.

Example

If you include a block quote in the following text:

Using Wakefield District Community Online residents of the Wakefield District can explore a searchable directory of community groups, clubs & voluntary organisations. The team behind the website said `<blockquote >` “Find out what is happening near you by searching the events guide for community events - from village galas, local sports events and farmers markets to larger events such as the Pontefract Liquorice Festival or Wakefield’s Rhubarb Festival” `</blockquote >` To find out more why not visit the WDCO website?

It will look like this on your webpage:

Using Wakefield District Community Online residents of the Wakefield District can explore a searchable directory of community groups, clubs & voluntary organisations. The team behind the website said

“Find out what is happening near you by searching the events guide for community events - from village galas, local sports events and farmers markets to larger events such as the Pontefract Liquorice Festival or Wakefield’s Rhubarb Festival”

To find out more why not visit the WDCO website

There are many more HTML tags you can experiment with – this tutorial is just the tip of the iceberg!

Browse the Internet or borrow a book from your local library to create many more features on your WDCO website using HTML.