Formatting Text - Basic HTML Tags

You can add some basic HTML (Hypertext Markup Language) tags to format the text in your messages. Tags open with a less-than sign (<) and close with a greater-than sign (>), like this: <p>

There are two kinds of HTML tags: paired and unpaired.

Paired tags require an opening tag that turns a formatting feature on and a closing tag that turns the feature off. Paired tags must surround the text you want formatted with that feature. For example, <u> and </u> will underline text. You must include the slash (/) in the closing tag in order for the pair to work.

Unpaired tags work alone, and are usually placed before the text you want formatted.

**Single Carriage Return - <BR> tag**

To display:  
This is the first line of text.  
This is the second line of text.

Type:  
This is the first line of text. <BR>  
This is the second line of text.

Note: <BR> stands for break

**Double Carriage Return - <P> tag**

To display:  
Read this sentence first.  
Read this sentence next.

Type:  
Read this sentence first. <P>  
Read this sentence next.

Note: <P> stands for paragraph

**Underline Text - <U> </U> tags**

To display:  
We are going to read the novel Roll of Thunder, Hear My Cry in May.

Type:  
We are going to read the novel <U>Roll of Thunder, Hear My Cry</U> in May.

Note: <U> stands for underline  
</U> stands for end underline

**Bold Text - <span class="bold" > </span> tags**

To display:  
His name is Fred, not Frank.

Type:  
His name is <span class="bold" >Fred</span>, not Frank.

Note: Within my.uen and the UEN Lesson Plan Tool <span class="bold" > stands for bold  
</span> stands for end bold  
In other situations use <B> and </B>

**Italicize Text - <I> </I> tags**

To display:  
We use italics to distinguish certain words from others within the text.

Type:  
We use <I>italics</I> to distinguish certain words from others within the text.

Note: <I> stands for italics  
</I> stands for end italics
Bullets - <UL> </UL> & <LI> & </LI> tags

To display: Tonight's Homework:

* Read pages 14-18
* Summarize readings
* Write 4 paragraph opinion

Please check the spelling on your opinion papers prior to turning them in.

Type: Tonight's Homework:

<UL>
  <LI>Read pages 14-18</LI>
  <LI>Summarize readings</LI>
  <LI>Write 4 paragraph opinion</LI>
</UL>

Please check the spelling on your opinion papers prior to turning them in.

Note: <UL> stands for unordered list
</UL> stands for end unordered list
<LI> stands for list item
</LI> stands for end list item

The tag <LI> indicates where you want the bullet to appear. It is important to use the </UL> tag at the end of your bulleted list.

Numbered List - <OL> </OL> & <LI> & </LI> tags

To display: Be sure to complete the following activities before class:

1. Select a current event article from a local newspaper or magazine.
2. Highlight the main points of the article with a marker.
3. Rewrite the article in your own words.

Please have this article ready to share on Monday.

Type: Be sure to complete the following activities before class:

<OL>
  <LI>Select a current event article from a local newspaper or magazine.</LI>
  <LI>Highlight the main points of the article with a marker.</LI>
  <LI>Rewrite the article in your own words.</LI>
</OL>

Please have this article ready to share on Monday.

Note: <OL> stands for ordered list
</OL> stands for end ordered list
<LI> stands for list item
</LI> stands for end list item

The tag <LI> indicates where you want the number to appear. It is important to use the </OL> tag at the end of your numbered list.