

## 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 - <l> </l> tags

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

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

Note: <l> stands for *italics*  
</l> 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.