

## When editing HTML content

Here are a few basic HTML codes that might be useful in making your text look the way you would like. (Substitute the actual text or image file names for “text”, “image” or “domain”)

|    | <u>To do this:</u>                                 | <u>Type this</u>  |
|----|--|---|
| 1  | Insert a carriage return (line break):             | <br>  |
| 2  | Start a new paragraph:                             | <p>   |
| 3  | Format a new paragraph:                            | <p align="right">text</p>                                 |
| 4  | Make text bold:                                    | <b>text</b>   |
| 5  | Center a line or lines of text or images:          | <div align="center">text or image</div>                   |
| 6  | Insert an image:                                   |                                      |
| 7  | Create a text hyperlink to a page on your site:    | <a href="page_file.htm">Page Name</a>                     |
| 8  | Create a text hyperlink to a page off your site:   | <a href="http://www.domain.com">Site Name</a>             |
| 9  | Create an image hyperlink to a page on your site:  | <a href="page_file.htm"></a>         |
| 10 | Create an image hyperlink to a page off your site: | <a href="http://www.domain.com"></a> |
| 11 | Create a “bulleted” item:                          | <li>  |
| 12 | Create a large headline:                           | <h1>Text</h1>   |
| 13 | Create a medium headline:                          | <h2>Text</h2>   |
| 14 | Create a small headline:                           | <h3>Text</h3>   |
| 15 | Change a font:                                     | <font face="font_name" size=+1 color="red">Text</font>    |