IT clinic IT_WB05
WebBoard – Adding Basic HTML code

ENHANCING THE LOOK OF YOUR MESSAGES

It is possible to format the text in your messages by adding some basic HTML code. This sheet will give the basic codes you may want to use.

To format a portion of your text you must enclose the text with information known as **Tags**. These are known as **opening tags** and **closing tags**.

In the table below I have given

Opening Tag	Style	Closing Tag
<B>	**Bold**	</B>
<CENTER>	Centre	</CENTER>
<FONT SIZE="+1">	Bigger Size	</FONT>
<FONT SIZE="-1">	Smaller Size	</FONT>
<FONT COLOR="RED"> *(Other colours are Green, Blue, Yellow, Cyan, Magenta, Gray)*	Colour	</FONT>
<UL><LI> *(the <LI> tag goes at the beginning of each list item and has no closing tag)*	• Bullet List	</UL>
<OL><LI> *(the <LI> tag goes at the beginning of each list item and has no closing tag)*	1. Numbered List	</OL>
<BLOCKQUOTE>	Indented text	</BLOCKQUOTE>

NB Note the American spelling of the tags ie CENTER and COLOR.

Example:

<CENTER><FONT SIZE="+2"><B>A Heading</B></FONT></CENTER>

would appear as:

A Heading

To preview any HTML code in your message make sure you have checked the **Preview** box and NOT the **Preview/Spell check** box.   Use the **Back** button if you wish to amend your message before posting.