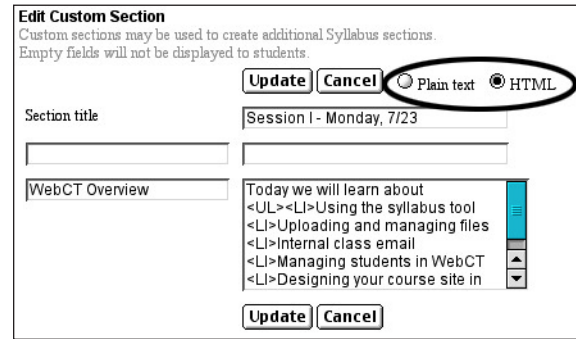


If you choose the Plain Text radio button when typing into WebCT text boxes, you will have no control over formatting of the text, including making new lines or paragraphs. If you click the HTML radio button, you'll be able to do some formatting by knowing just a few simple HTML tags.



In general, HTML tells the browser how to display text by surrounding the text to be formatted with an opening tag and a closing tag. The table below illustrates how this works

To Get...	Open/Close Tags	Looks like this in text:	Looks like this in the Browser:
<b>Bold</b>	<code>&lt;b&gt;your text &lt;/b&gt;</code>	I <code>&lt;b&gt;love&lt;/b&gt;</code> Paris.	I <b>love</b> Paris.
<i>Italic</i>	<code>&lt;i&gt;your text &lt;/i&gt;</code>	I <code>&lt;i&gt;love&lt;/i&gt;</code> Paris.	I <i>love</i> Paris.
Underline	<code>&lt;u&gt;your text &lt;/u&gt;</code>	I <code>&lt;u&gt;love&lt;/u&gt;</code> Paris.	I <u>love</u> Paris.
New line	<code>&lt;br&gt;</code>	I love Paris. <code>&lt;br&gt;</code> I don't love New York.	I love Paris. I don't love New York.
New paragraph	<code>&lt;p&gt;</code>	I love Paris. <code>&lt;p&gt;</code> I don't love New York.	I love Paris. I don't love New York.
Bulleted list	<code>&lt;ul&gt;</code> (to open list) <code>&lt;li&gt;</code> (before each item) <code>&lt;/ul&gt;</code> (to close list)	I love <code>&lt;ul&gt;</code> <code>&lt;li&gt;</code> Paris <code>&lt;/li&gt;</code> London <code>&lt;li&gt;</code> Lima <code>&lt;/ul&gt;</code>	I love <ul style="list-style-type: none"> <li>● Paris</li> <li>● London</li> <li>● Lima</li> </ul>
Numbered (ordered) list	<code>&lt;ol&gt;</code> (to open list) <code>&lt;li&gt;</code> (before each item) <code>&lt;/ol&gt;</code> (to close list)	I love <code>&lt;ol&gt;</code> <code>&lt;li&gt;</code> Paris <code>&lt;/li&gt;</code> London <code>&lt;li&gt;</code> Lima <code>&lt;/ol&gt;</code>	I love <ol style="list-style-type: none"> <li>1. Paris</li> <li>2. London</li> <li>3. Lima</li> </ol>
Font size (choose 1 - 7)	<code>&lt;font size="(1-7)"&gt;</code> your text <code>&lt;/font&gt;</code>	<code>&lt;font size="3"&gt;</code> I love Paris. <code>&lt;/font&gt;</code> <code>&lt;p&gt;</code> <code>&lt;font size="6"&gt;</code> I love Paris. <code>&lt;/font&gt;</code>	I love Paris.  I love Paris.
Add a link	<code>&lt;a href="URL"&gt;</code> your text <code>&lt;/a&gt;</code>	I love the <code>&lt;a href="http://www.rochester.edu"&gt;</code> University of Rochester <code>&lt;/a&gt;</code>	I love the <a href="http://www.rochester.edu">University of Rochester</a> .
Add a mail link	<code>&lt;a href="mailto:EMAIL"&gt;</code> your text <code>&lt;/a&gt;</code>	Send mail to <code>&lt;a href="mailto:pha5@ats.rochester.edu"&gt;</code> Pam Harvey <code>&lt;/a&gt;</code>	Send mail to <a href="mailto:pha5@ats.rochester.edu">Pam Harvey</a> .

There is also a shortcut tag you can use to address spacing issues only. If you have text from a word processing file that already includes the tabs and returns that you want, you can cut and paste it from that document into the WebCT text box and surround it with the tags `<pre>` `</pre>`. However, if you use that tag, your font will automatically be converted to a monospace font, such as Courier, which will differ from WebCT's font on the rest of the page. For example:

```
<pre> Four score and seven years ago,           will           Four score and seven years ago,
our forefathers brought forth upon this ....  yield          our forefathers brought forth upon this ....
</pre>
```