

# RECOMMENDED HTML TAGS AND GUIDELINES

## Overview

The HTML required to write articles for the myUFL portal is very simple. In fact, you can publish a single paragraph with no formatted text without using any HTML. This document lists the basic HTML tags you can use in the portal and is not meant to be a complete reference guide to HTML. We strongly recommend that you do not use HTML tags other than the ones listed here. Complex HTML does not work well in the portal. Please read the Guidelines and Additional Information section at the end of this document.

## Objectives

This Appendix will show you several ways to format your text using HTML:

- Change the font style
- Create a new paragraph or a line break
- Create a list of items
- Use special characters
- Insert links to external Web sites
- Insert email hyperlink
- Insert images

## Style Tags

### Bold

Use a `<b>` to begin the bold, and a `</b>` to end the bold.

HTML example: `<b>This text is bold.</b>`

Text appears as: **This text is bold.**

HTML example: This text is `<b>bold</b>`.

Text appears as: This text is **bold.**

## Italics

Use an `<i>` to begin the italics, and an `</i>` to end the italics.

HTML example: `<i>This text is italics.</i>`

Text appears as: *This text is italics.*

HTML example: This text is `<i>italics</i>`.

Text appears as: This text is *italics*.

## Subscript

Use a `<sub>` to begin the subscript, and a `</sub>` to end the subscript.

HTML example: `<sub>This text is subscript.</sub>`

Text appears as: This text is subscript.

HTML example: This text is `<sub>subscript</sub>`.

Text appears as: This text is subscript.

## Superscript

Use a `<sup>` to begin the superscript, and a `</sup>` to end the superscript.

HTML example: `<sup>This text is superscript.</sup>`

Text appears as: This text is superscript.

HTML example: This text is `<sup>superscript</sup>`.

Text appears as: This text is superscript.

## Spacing Text

### Paragraph

This is the most useful tag to know. You only need to put a `<p>` between the end of one paragraph and the beginning of the next paragraph. Unlike style tags, you do not need both a beginning and ending tag (e.g., `<b>` and `</b>`). You can enter the text with or without a hard return but you need the `<p>` regardless.

HTML example: Although this article is written without any spacing, it will appear in the portal as two separate paragraphs if you use the paragraph tag. This tag is commonly referred to as the “p” tag.`<p>` When you have long articles you definitely need the “p” tag. If you only learn one HTML tag, this is the one to learn!

Text appears as: Although this article is written without any spacing, it will appear in the portal as two separate paragraphs if you use the paragraph tag. This tag is commonly referred to as the “p” tag.

When you have long articles you definitely need the “p” tag. If you only learn one HTML tag, this is the one to learn!



## Ordered list

Items will be marked with numbers in order.

HTML example:       <ol>  
                  <li>Portal – March 2003</li>  
                  <li>Reporting – August 2004</li>  
                  <li>Finance – July 2004</li>  
                  <li>Human Resources – July 2004</li>  
                  <li>Student Admin – 2005</li>  
                  </ol>

Text appears as:

1. Portal – March 2003
2. Reporting – August 2004
3. Finance – July 2004
4. Human Resources – July 2004
5. Student Admin – 2005

## Links

### Web Sites or documents

Used for creating a clickable link (hyperlink) to another Web document or Web page. Inside the myUFL portal, you **must** use the “target=\_blank” attribute to open an external window. Using the target attribute to open another Web browser window allows your readers to maintain their place in myUFL. The first part is the URL location (i.e., Web address) and the second part is the clickable text you want to appear.

HTML example: Visit the <a href="http://www.ufl.edu" target="\_blank"> UF Web site</a>!

Text appears as: Visit the [UF Web site](http://www.ufl.edu)!

### Email

Used for creating an imbedded email link. Readers can click on this link to send an email to the address you provide. The first part is the mailto: address and the second part is the clickable text you want to appear. The text may be a word or the actual email address repeated (without the mailto:).

HTML example: Email <a href="mailto:myufl@ufl.edu">myUFL</a> for help.

Text appears as: Email [myUFL](mailto:myufl@ufl.edu) for help.

## Images

Images can be added to a myUFL article via the Image tab. To add an image, select 'Imported JPG Image File' and click 'Add Image'. For more information on adding images to myUFL articles, please review the [Portal Author/Publisher Training Workbook](#).

For image standards, please review the [Guide to Adding Images to myUFL Articles](#). Not all images display well in portal articles.

## Special Characters

### Character entities

In order to display special characters in the portal, you must use the following HTML tags. The table below has the most common character entities and others may be found at [http://www.w3schools.com/html/html\\_entitiesref.asp](http://www.w3schools.com/html/html_entitiesref.asp).

HTML example: &copy; 2005 University of Florida

Text appears as: © 2005 University of Florida

<b>Result</b>	<b>Description</b>	<b>HTML</b>
×	multiplication	&times;
÷	division	&divide;
¢	cent	&cent;
©	copyright	&copy;
®	registered trademark	&reg;