

## BOLD TEXT

Using the `font-weight` property with the `bold` value lets you bold all of the text on your Web page that uses a specific tag. Bolding text is useful for emphasizing information on your Web page.

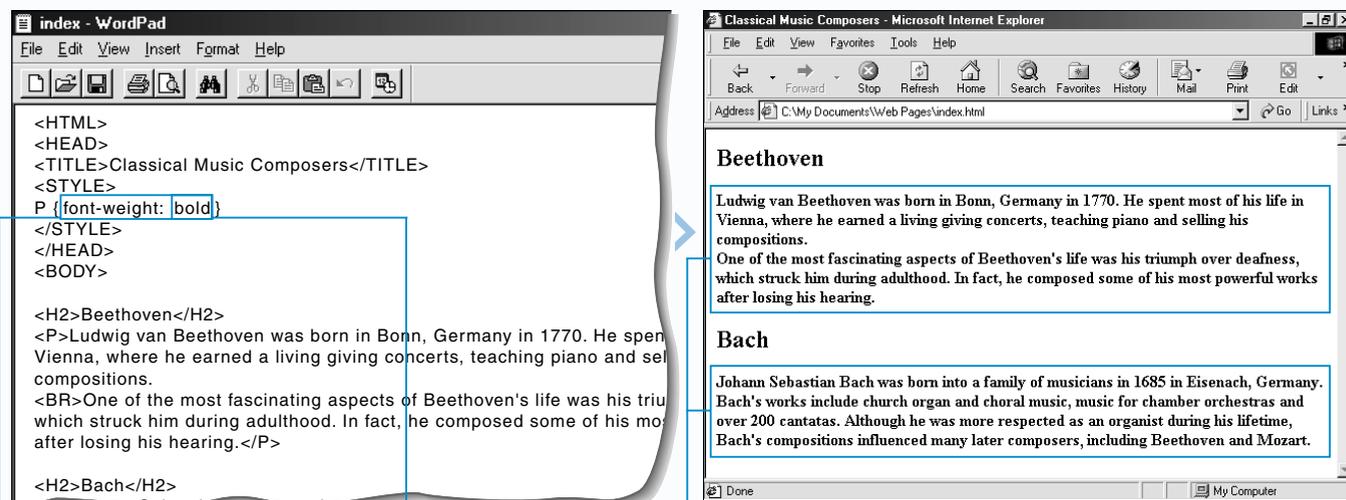
The `bolder` and `lighter` values also allow you to change the boldness of text. The `bolder` value increases the boldness of text relative to the surrounding text, while the `lighter` value decreases the boldness of text relative to the surrounding text.

The boldness of text can also be specified as a multiple of 100, with 100 the lightest and

900 the boldest. A value of 400 is equivalent to the normal font weight, while 700 is the font weight that appears when you use the `bold` value. Web browsers may display some values with the same boldness, since most fonts do not have nine font weights available. For example, a Web browser may display a value of 200 with the same boldness as 300.

The `normal` value removes bold formatting from text. This is useful for tags that automatically bold text, such as heading tags (H1 to H6) or the tag for a header cell in a table (TH).

### BOLD TEXT



**1** To bold all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type `font-weight:` and then add a blank space.

**3** Type `bold` to bold the text.

You can also specify a boldness for the text relative to the surrounding text (`bolder` or `lighter`) or by using a multiple of 100, with 100 the lightest and 900 the boldest.

The Web browser bolds all the text that uses the tag.

Note: To remove the bolding from text, type `normal` in step 3.

## ITALICIZE TEXT

The `font-style` property allows you to italicize all the text on your Web page that uses a specific tag.

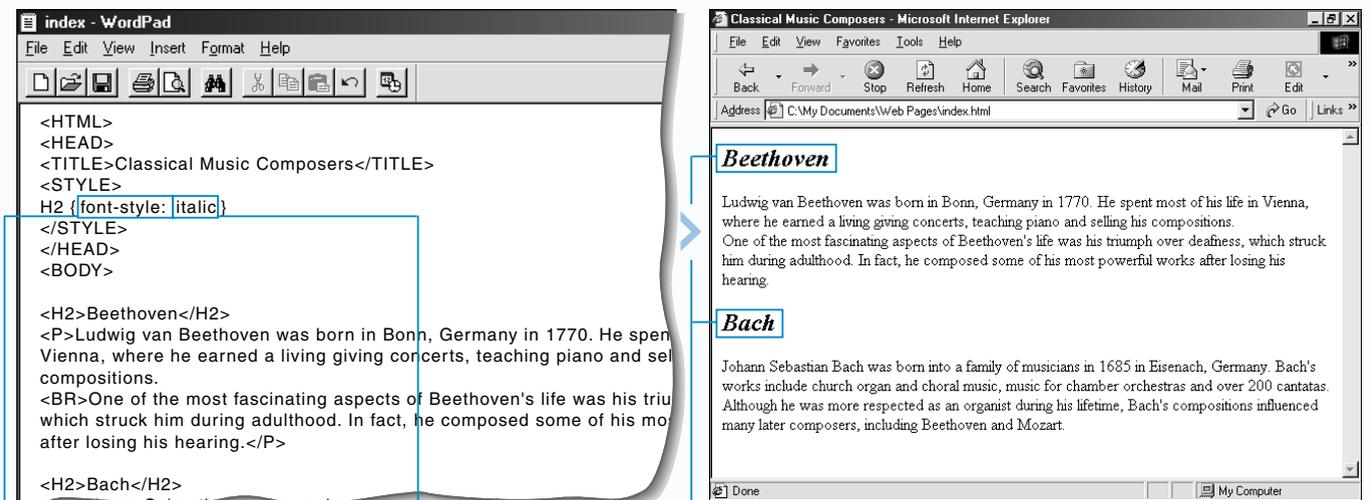
Fonts usually offer italic versions and may also have oblique versions. The italic and oblique versions of a font are often similar, though they may display a different slant. Use the `italic` value to display text using an italic version of the current font and the `oblique` value to display text using an oblique version of the font. Some Web browsers do not yet support the `oblique` value.

If you specify the `italic` value and no italic version of the font is available on a user's

computer, a Web browser may display the font using an oblique version. When you specify the `oblique` value, a user's computer may be able to display the text as oblique even if an oblique version is not available.

Using the `normal` value allows you to remove italic formatting from all the text on your Web page that uses a specific tag. This is useful when text has inherited italic formatting from a parent element. For example, use the `normal` value to remove italic formatting from bold text (`B`) that has inherited italic formatting from a parent paragraph element (`P`).

### ITALICIZE TEXT



**1** To italicize all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type `font-style:` and then add a blank space.

**3** Type the way you want to italicize the text (`italic`, `oblique` or `normal`).

The Web browser italicizes all the text that uses the tag.

## ADD A LINE TO TEXT

Use the `text-decoration` property to add a line to all the text on your Web page that uses a specific tag. There are three different types of lines you can add to text.

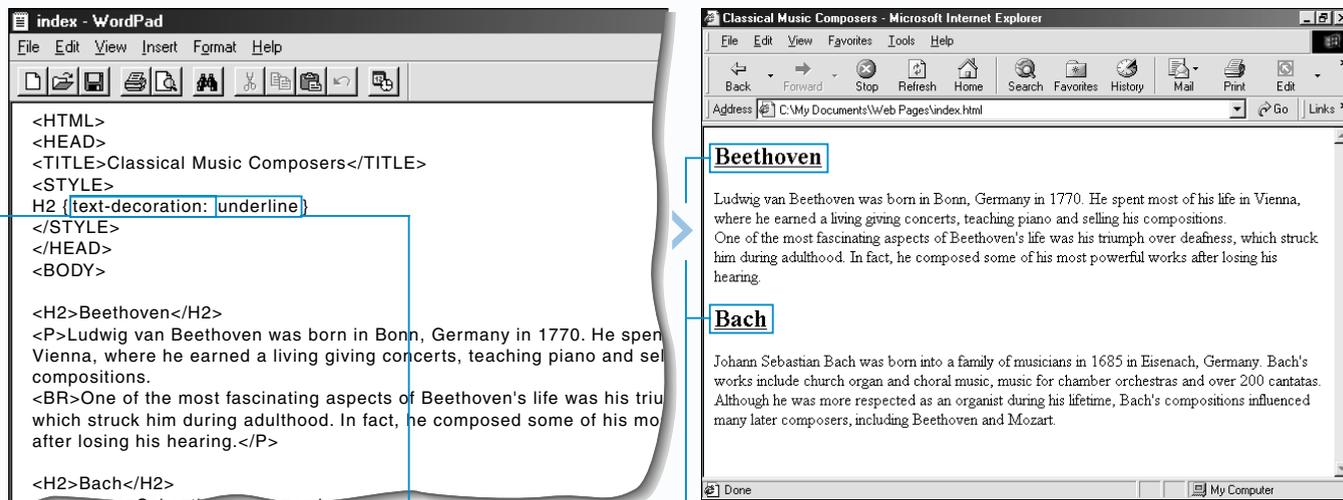
The `underline` value lets you place a line below text. Be careful when underlining text, since users may mistake the text for a *link*. For information on links, see page 74.

Use the `line-through` value to place a line through text. People often use this value to strike out information they are revising.

The `overline` value allows you to place a line above text. The `overline` value is not yet supported by some Web browsers.

Using the `none` value removes line formatting from text. This is useful for removing the underlines that automatically appear for text links. When removing underlines from text links, keep in mind that many users expect links to be underlined. You may want to add formatting, such as a background color, to emphasize the links.

### ADD A LINE TO TEXT



1 To add a line to all the text that uses a specific tag, click between the brackets { } for the tag.

2 Type `text-decoration:` and then add a blank space.

3 Type the kind of line you want to add (`underline`, `line-through`, `overline` or `none`).

The Web browser displays all the text that uses the tag with the kind of line you specified.

## INDENT TEXT

Use the `text-indent` property to indent the first line of all the text on your Web page that uses a specific tag.

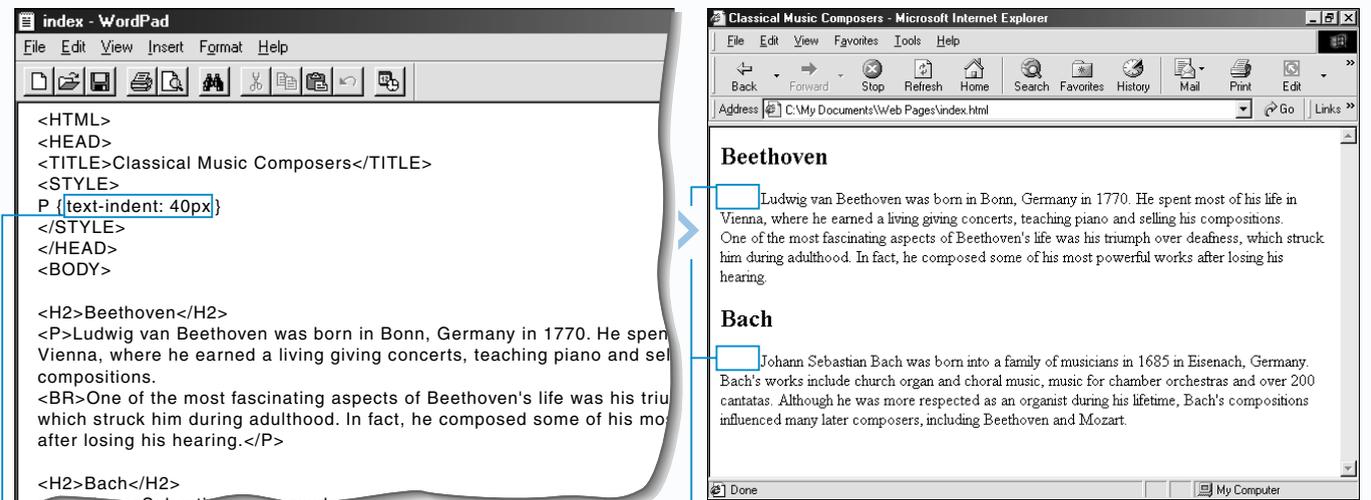
When indenting text, specify a size for the indent in pixels, millimeters, centimeters, inches, points, picas, x-height, em or as a percentage of the text block width. Using x-height specifies an indent size based on the height of the lowercase letter "x" for the current font (example: 5ex), while using em changes the indent size based on the height of the current font (example: 5em).

Specifying a negative indent size lets you create a hanging indent. For example, specify

a size of -40px to shift the first line of text 40 pixels to the left, making the rest of the text appear indented. Hanging indents are commonly used for creating a bibliography or glossary.

Before creating a hanging indent, use the `margin-left` property to increase the size of the left margin. This will help ensure that when the first line of text shifts to the left it will not extend past the left edge of a Web browser window. Specify a left margin size that is equal to or greater than the indent size you want to use. To use the `margin-left` property, see page 225.

### INDENT TEXT



1 To indent the first line of all the text that uses a specific tag, click between the brackets { } for the tag.

2 Type `text-indent: ?` replacing ? with the amount of space you want to use in pixels (example: 40px).

*Note: You can also specify an indent size as a percentage of the text block width (example: 10%) or in millimeters (mm), centimeters (cm), inches (in), points (pt), picas (pc), x-height (ex) or em.*

The Web browser indents the first line of all the text that uses the tag.

## CHANGE THE FONT

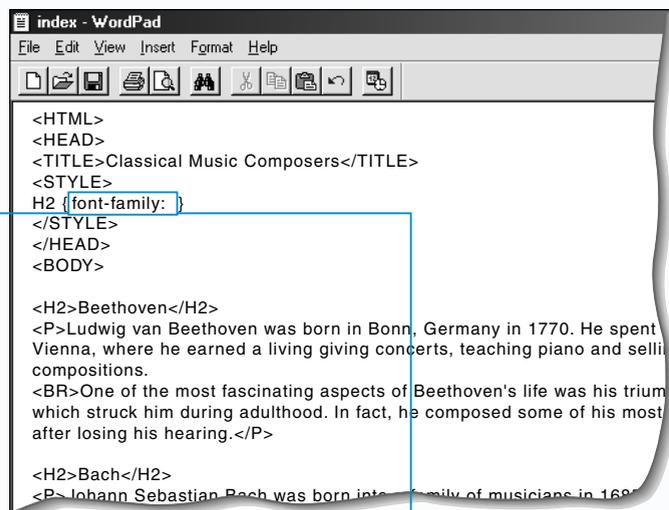
Use the `font-family` property to change the font of all of the text on your Web page that uses a specific tag. You can specify a new font by name, such as Courier, or by type, such as monospace.

If you specify a font by name, you should specify more than one font in case your first choice is not available on a user's computer. One of the fonts you specify should be a common font, such as Arial, to increase the probability that a computer will display one of your font choices. Web browsers will use the first font that matches a font installed on a user's computer.

The available font types include serif, sans-serif, cursive, fantasy and monospace. Netscape Navigator does not currently support the fantasy or cursive types.

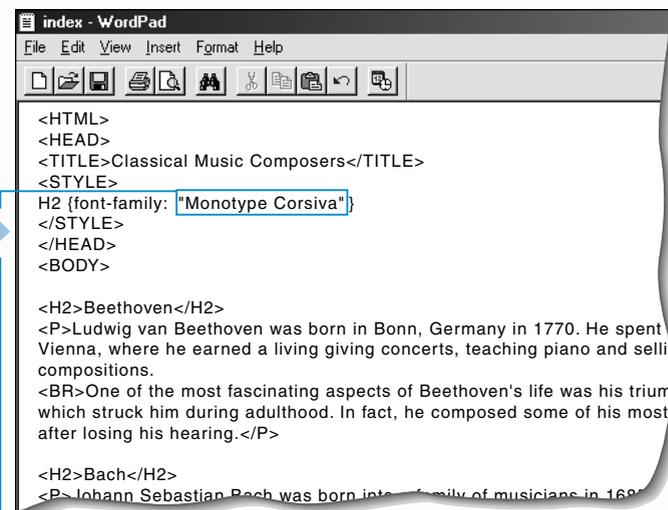
When you specify a font by type, a user's Web browser will look for a font installed on the user's computer that matches the requested type. Many people include a font type after a list of font names to ensure that they will have control over the font a Web browser displays if the fonts they specified by name are not available.

### CHANGE THE FONT



1 To change the font of all the text that uses a specific tag, click between the brackets { } for the tag.

2 Type **font-family:** and then add a blank space.



3 Type the name of the font you want to use, enclosed in quotation marks (" ").

4 You can also specify a font using a font type (serif, sans-serif, cursive, fantasy or monospace).

### Extra

Use the `font` property to change multiple font settings at the same time, such as the style, size and font of text. Some Web browsers require you to enter the font settings in a particular order. For example, you may need to enter a font style before a font size.

#### Example:

```
P {font: italic 14pt "Arial", "Verdana"}
```

The `@font-face` command embeds a font in your Web page so that Web browsers will display the font even if a user does not have the font installed on their computer. Embedded fonts must currently be in the Embedded OpenType (EOT) format, though other formats may be supported in the future. The `@font-face` command is currently only supported by Internet Explorer.

#### Example:

```
@font-face {font-family: "Chess Utrecht"; src: url("fonts/chessut.eot")}
P {font-family: "Chess Utrecht"}
```

When applying styles locally, enclose font names in single quotation marks (') rather than double quotation marks (" "). For information on applying styles locally, see page 200.

#### Example:

```
<P STYLE="font-family: 'Arial'">
```

To make all the text on your Web page that uses a specific tag blink, use the `text-decoration` property with the `blink` value. Blinking text is useful for drawing attention to information on your Web page. The `blink` value is currently only supported by Netscape Navigator.

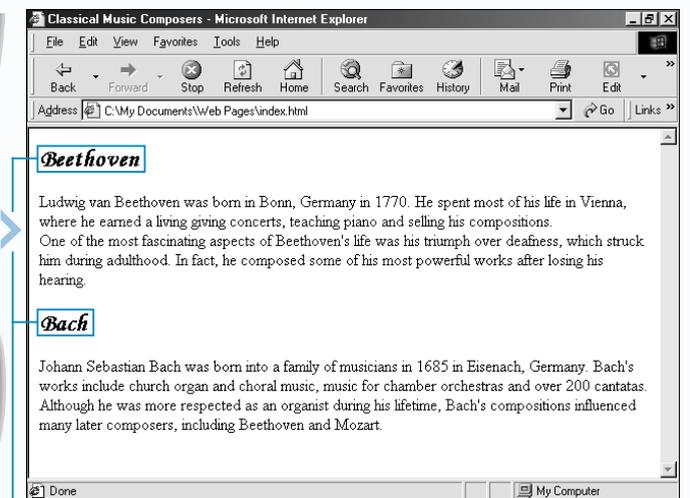
#### Example:

```
H1 {text-decoration: blink}
```



4 To specify another font choice, type a comma (,) and then add a blank space. Then type your font choice.

5 Repeat step 4 for each font you want to specify.



6 The Web browser displays all the text that uses the tag in the font you specified.

*Note: You should specify more than one font in case your first font choice is not available on a user's computer.*

## CHANGE THE FONT SIZE

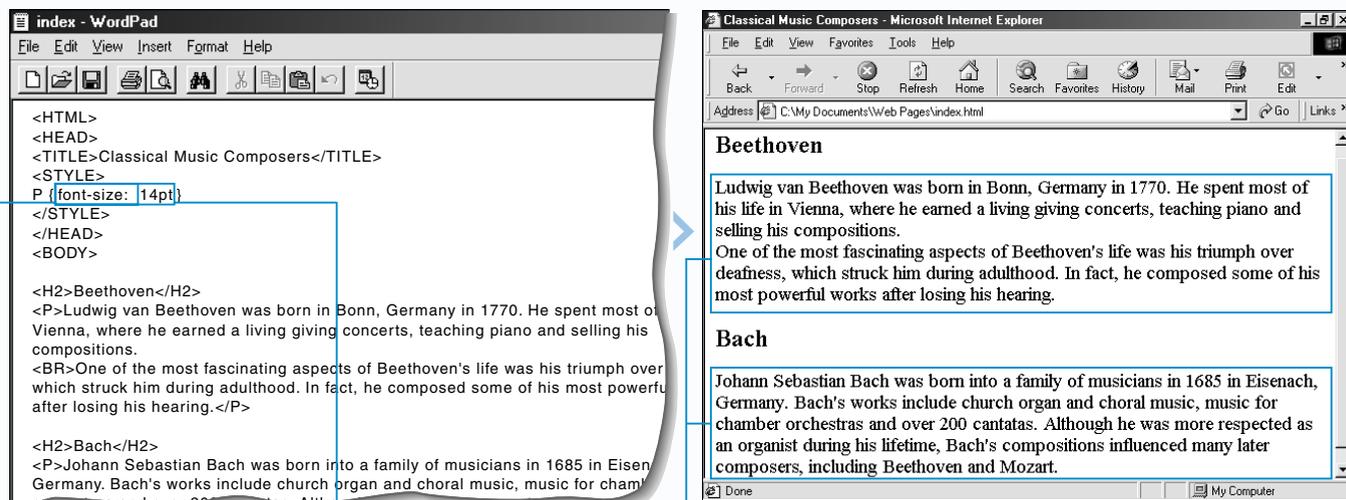
Use the `font-size` property to change the size of all the text on your Web page that uses a specific tag. Increasing the size of text can make the text easier to read, while decreasing the size of text allows you to fit more information on a screen.

There are many ways to specify a new size for text. For example, specify a size in points, pixels, millimeters, centimeters, inches, picas, x-height or em. Use x-height to specify a font size based on the height of the lowercase letter "x" for the current font (example: 2ex). Use em to change the font size based on the height of the current font (example: 2em).

You can also specify a font size as a descriptive or relative size. Specify a descriptive font size using a value such as `small`, `medium` or `large`. Specify a relative font size using a value such as `larger` or `smaller` or by using a percentage (example: 150%). When you specify a relative font size for text, the size of the text will depend on the size of the surrounding text.

Keep in mind that the font size you use may not appear the way you expect on some computers, since some users can set their Web browsers to display the font size they prefer.

### CHANGE THE FONT SIZE



**1** To change the font size of all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type `font-size:` and then add a blank space.

**3** Type a font size in points (pt), pixels (px), millimeters (mm), centimeters (cm), inches (in), picas (pc), x-height (ex) or em.

You can also type a descriptive font size (**xx-small**, **x-small**, **small**, **medium**, **large**, **x-large** or **xx-large**).

The Web browser displays all the text that uses the tag in the font size you specified.

*Note: You can also specify a font size relative to the font size of the surrounding text (**smaller** or **larger**) or as a percentage of the font size of the surrounding text (example: 150%).*

## CHANGE THE CASE OF TEXT

Use the `text-transform` property to change the case of all the text on your Web page that uses a specific tag.

The `capitalize` value allows you to change the first letter of each word to an uppercase letter. This is useful for formatting all the titles and headings on your Web page at once.

The `uppercase` value lets you change all the letters in each word to uppercase letters, while the `lowercase` value lets you change all the letters to lowercase letters.

Using the `none` value allows you to remove case formatting from all the text on your Web page that uses a specific tag. This is useful when text has

inherited case formatting from a parent element. For example, use the `none` value to remove lowercase formatting from bold text (B) that has inherited the formatting from a parent paragraph element (P).

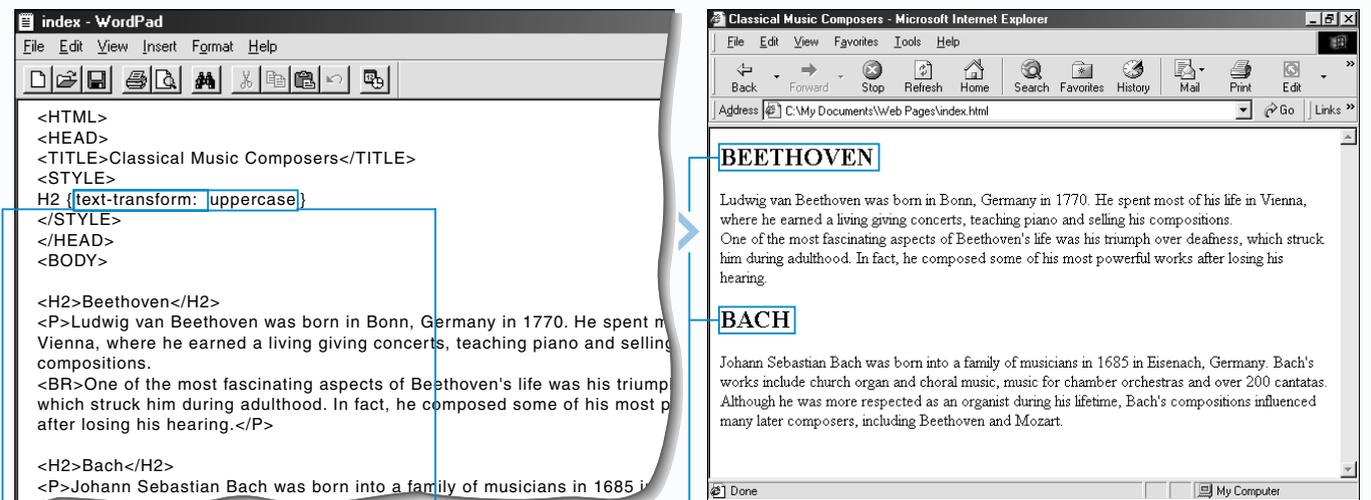
### Extra

Use the `font-variant` property with the `small-caps` value to display all the text on your Web page that uses a specific tag in small caps. This changes lowercase letters to small uppercase letters. The `font-variant` property is not yet supported by most Web browsers.

#### Example:

```
H1 {font-variant: small-caps}
```

### CHANGE THE CASE OF TEXT



**1** To change the case of all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type `text-transform:` and then add a blank space.

**3** Type the case of text you want to use (**capitalize**, **uppercase**, **lowercase** or **none**).

The Web browser displays all the text that uses the tag in the case of text you specified.

## CHANGE ALIGNMENT OF TEXT

By default, most Web browsers left align text. Use the `text-align` property to change the alignment of all the text on your Web page that uses a specific tag. This is useful for emphasizing text on your Web page.

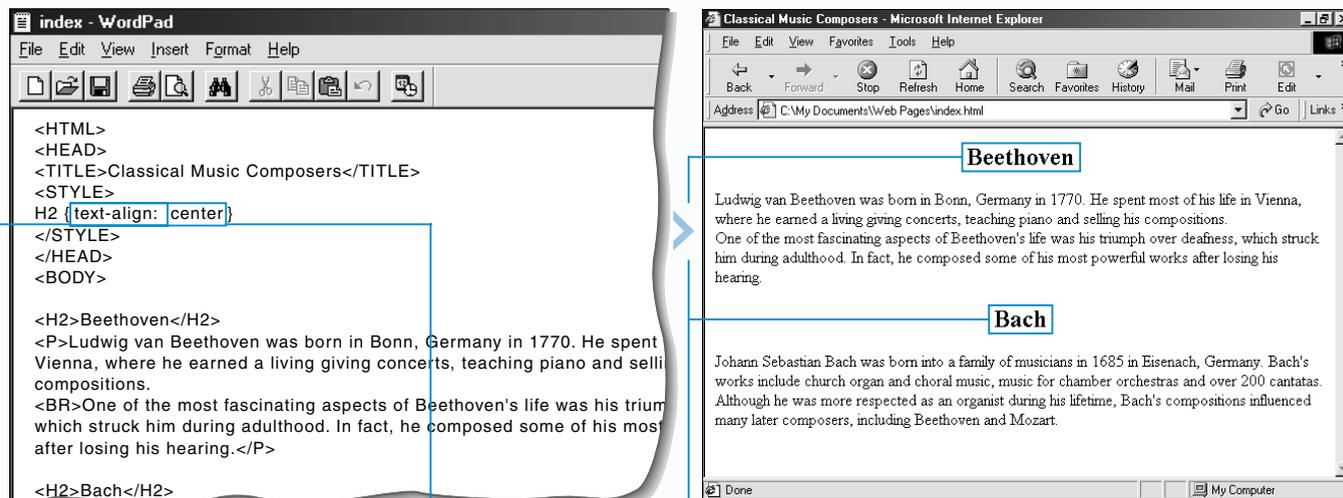
The text you align with the `text-align` property must use a block-level tag. A block-level tag, such as `<P>` or `<TABLE>`, displays a blank line before and after elements that use the tag.

The `text-align` property supports the `left`, `center`, `right` and `justify` values. The `justify` value aligns text with both the left

and right margins by adding space between the words in each line of text. This may negatively affect the word spacing of the text.

When you use the `text-align` property for a table, Web browsers will align the text in the table and will not change the alignment of the table on your Web page. Some Web browsers, such as Netscape Navigator, do not support using the `text-align` property to change the alignment of text in a table.

### CHANGE ALIGNMENT OF TEXT



**1** To change the alignment of all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type `text-align:` and then add a blank space.

**3** Type the way you want to align the text (`left`, `center`, `right` or `justify`).

The Web browser displays all the text that uses the tag with the alignment you specified.

## CHANGE THE TEXT COLOR

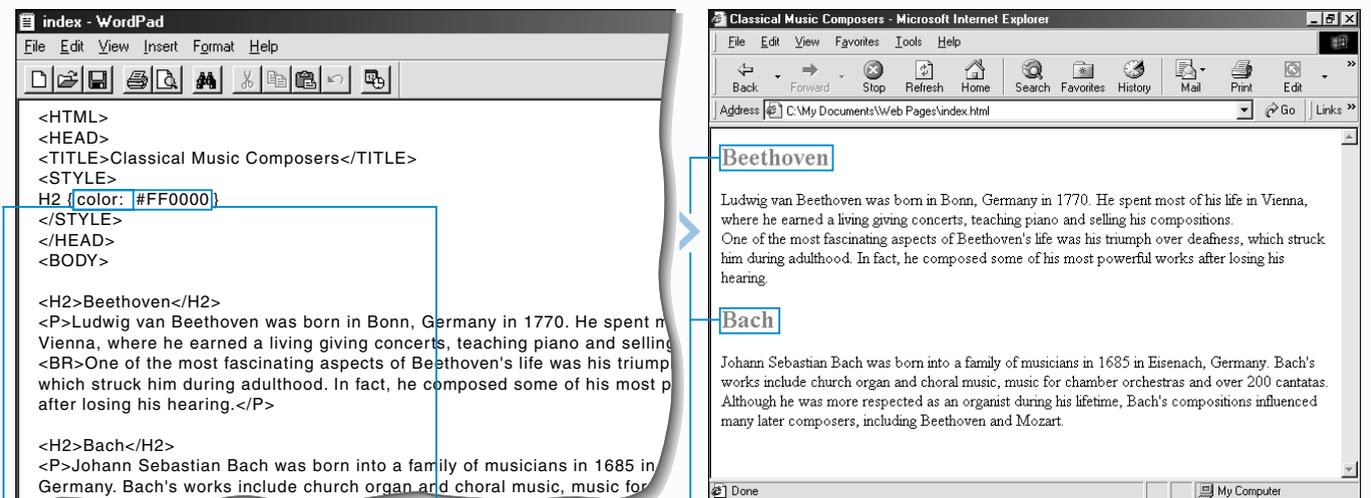
Use the `color` property to change the color of all of the text on your Web page that uses a specific tag.

When changing the color of text, specify the name or hexadecimal value for the color you want to use. A hexadecimal value is a code that tells Web browsers which color to display. The code is composed of a number sign (#) followed by the red, green and blue (RGB) components of the color. For a list of the colors that you can specify by name, see the top of page 33.

The `color` property also supports specifying a color by the amount of red, green and blue (r,g,b) in the color. Specify the amounts as values from 0 to 255 or as percentages.

The `color` property is also useful for changing the color of other elements on your Web page, such as horizontal rules, form elements and tables. The `color` property cannot be used to change the color of images on your Web page.

### CHANGE THE TEXT COLOR



**1** To change the color of all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type `color:` and then add a blank space.

**3** Type the name or hexadecimal value for the color you want to use (example: red or `#FF0000`).

*Note: For a list of colors, see the color chart at the front of this book.*

The Web browser displays all the text that uses the tag in the color you specified.

*Note: You can also specify a color by providing the amount of red, green and blue (r,g,b) in the color as values or as percentages. For example, type `rgb(255,0,0)` or `rgb(100%,0%,0%)` to display the text in red.*

## CHANGE THE LINE SPACING

Use the `line-height` property to change the line spacing, or leading, of all the text on your Web page that uses a specific tag. Increasing the line spacing can make text on your Web page easier to read.

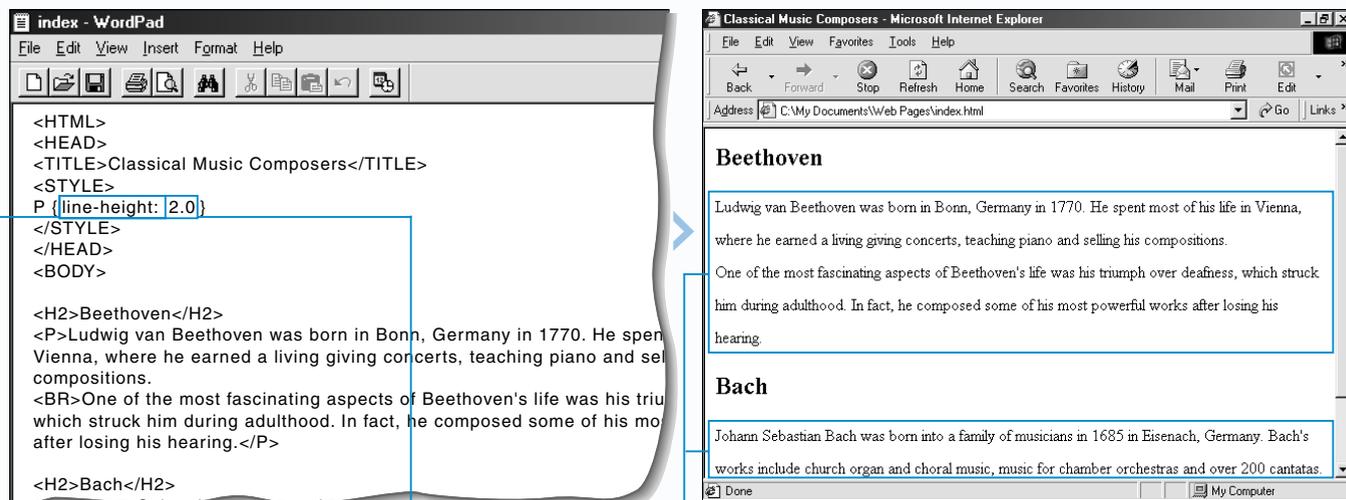
When changing the line spacing, people commonly specify a number that will be multiplied by the current font size to determine the new line spacing. For example, specifying a value of 2.0 will make the line spacing twice the size of the text.

When you change the line spacing by specifying a number, the line spacing will

depend on the current font size. If you later change the font size, the line spacing will also change.

Line spacing can also be specified as a percentage of the text size (example: 150%) or in millimeters, centimeters, inches, points, picas, x-height or em. Use x-height to specify a new line spacing based on the height of the lowercase letter "x" for the current font (example: 2ex). Use em to change the line spacing based on the height of the current font (example: 2em).

### CHANGE THE LINE SPACING



**1** To change the line spacing of all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type **line-height:** and then add a blank space.

**3** Type the number that you want to multiply by the current font size to determine the line spacing (example: 2.0).

The Web browser displays all the text that uses the tag with the line spacing you specified.

*Note: You can also specify the line spacing as a percentage of the text size (example: 150%) or in millimeters (mm), centimeters (cm), inches (in), pixels (px), points (pt), picas (pc), x-height (ex) or em.*

## CHANGE THE LETTER SPACING

The letter-spacing property lets you change the letter spacing, or kerning, of all the text on your Web page that uses a specific tag.

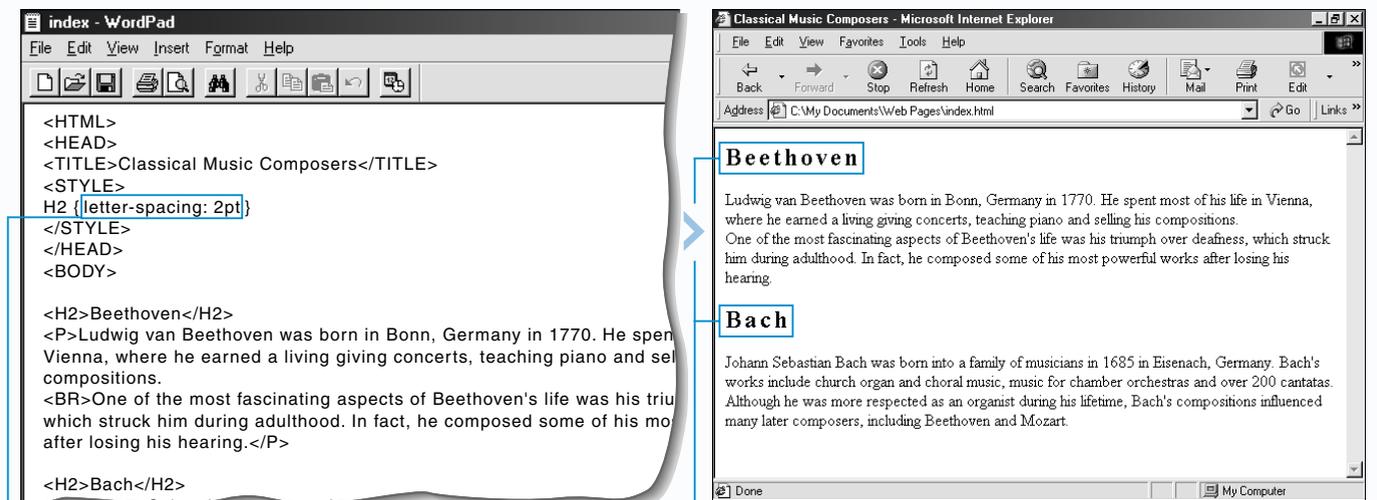
When changing the letter spacing, people commonly specify a new size in points or pixels. You can also specify a letter spacing in millimeters, centimeters, inches, picas, x-height or em. Use x-height to specify a letter spacing based on the height of the lowercase letter "x" for the current font (example: 2ex). Use em to change the letter spacing based on the height of the current font (example: 2em).

The letter-spacing property also supports negative values (example: -1px). Specifying a negative value decreases the amount of space between letters.

While the `letter-spacing` property is part of the HTML standard, it is not currently supported by some Web browsers.

To change the spacing between words rather than letters, use the `word-spacing` property. Changing the word spacing can help make text easier to read. The `word-spacing` property is not currently supported by most Web browsers.

### CHANGE THE LETTER SPACING



**1** To change the letter spacing of all the text that uses a specific tag, click between the brackets { } for the tag.

**2** Type **letter-spacing:** ? replacing ? with the amount of space you want to use in points or pixels (example: 2pt or 2px).

*Note: You can also specify the amount of space in millimeters (mm), centimeters (cm), inches (in), picas (pc), x-height (ex) or em.*

The Web browser displays all the text that uses the tag with the letter spacing you specified.

*Note: To change the spacing between words rather than letters, type **word-spacing** instead of **letter-spacing** in step 2.*

## CHANGE APPEARANCE OF LINKS

Use the `:link`, `:visited` and `:active` pseudo-classes to change the appearance of all the unvisited, visited and active links (A) on your Web page. An active link is a link that a user is currently selecting.

Pseudo-classes are similar to *classes*, but have predetermined names rather than names you assign. For information on classes, see page 202.

The `color` property allows you to change the color of links by specifying the name or *hexadecimal value* for the color you want to use. You can also specify a color by providing

the amount of red, green and blue (r,g,b) in the color as values from 0 to 255 or as percentages.

When changing the color of links, make sure you specify a different color for each type of link. The colors you choose should work well with the background color of your Web page.

Using the `text-decoration` property with the `none` value allows you to remove the underline from links. When you remove the underline from one type of link, Netscape Navigator automatically removes the underline from other types of links.

### Extra

Many other style sheet properties, such as the background and `font-family` properties, can be used to change the appearance of links. When using multiple properties, make sure you separate each property with a semi-colon (;). In Netscape Navigator, when you change the appearance of one type of link, the other types of links will automatically display the same style.

#### Example:

```
A:link {background: red; font-family: "Courier"}
```

Use the `:hover` pseudo-class to specify how you want links to appear when users position the mouse over the links. This can help users see which link they are selecting. For example, you can have the color of a link change when a user positions the mouse over the link. The `:hover` pseudo-class is currently only supported by Internet Explorer.

#### Example:

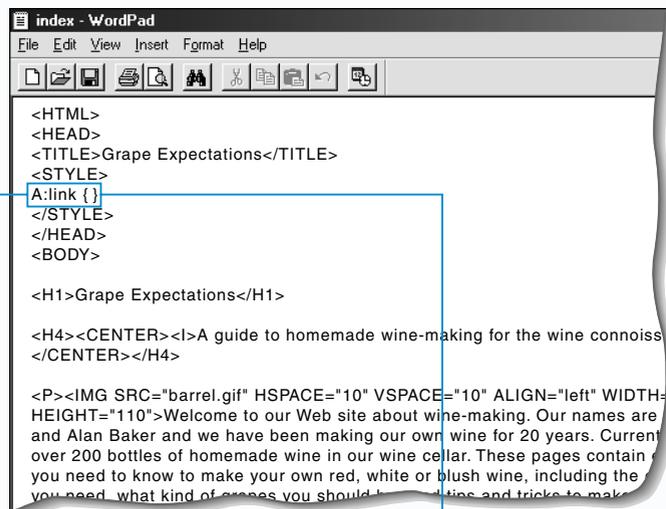
```
A:hover {color: green}
```

If you change the appearance of links (A) without using a pseudo-class, every type of link on your Web page will use the same style. This can be confusing to users, since they will not be able to see the difference between visited and unvisited links.

#### Example:

```
A {color: green}
```

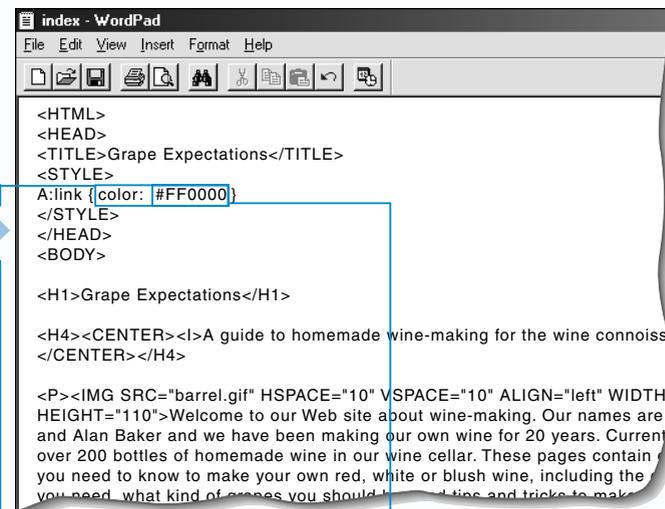
### CHANGE APPEARANCE OF LINKS



1 Click between the `<STYLE>` and `</STYLE>` tags.

2 Type `A:?` replacing `?` with the type of link you want to change (**link**, **visited** or **active**).

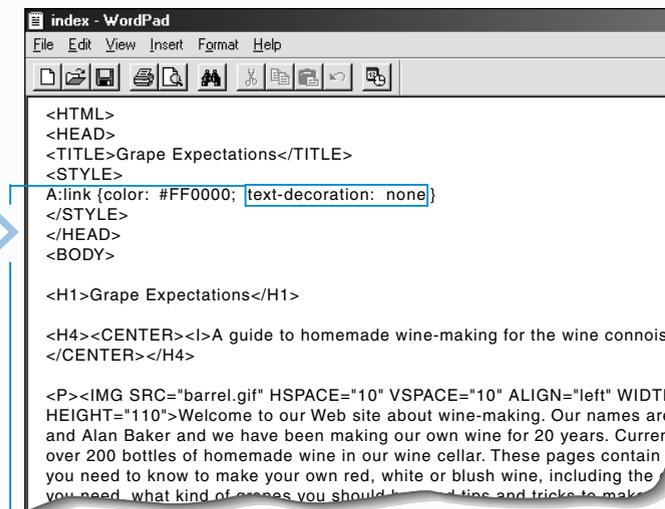
3 Click between the brackets `{ }`.



4 To specify a color for the links, type **color:** and then add a blank space.

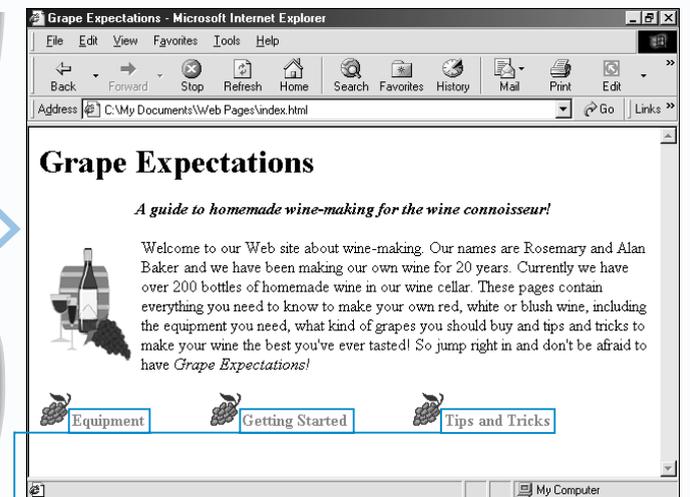
5 Type the name or hexadecimal value for the color you want to use (example: **red** or **#FF0000**).

*Note: For a list of colors, see the color chart at the front of this book.*



6 To remove the underline from the links, type **text-decoration: none**.

■ If you use both the `color` and `text-decoration` properties, make sure you separate the properties with a semi-colon (;).



■ The Web browser displays the unvisited, visited or active links in the color you specified, without an underline.

*Note: You can also specify a color for links by providing the amount of red, green and blue (r,g,b) in the color as values or as percentages. For example, type **rgb(255,0,0)** or **rgb(100%,0%,0%)** to display the links in red.*