

## EMPHASIZE TEXT

To emphasize text on your Web page, you may want to bold, italicize, underline or strike out the text.

The `<B>` tag allows you to bold text, while the `<I>` tag lets you italicize text. Bold text and italicized text are useful for introducing new terms and highlighting important phrases on a Web page.

The `<U>` tag underlines text. Be careful when underlining text since users may mistake the text for a *link*. For information on links, see page 74.

The `<STRIKE>` tag places a line through text. The `<STRIKE>` tag is useful for showing changes to information on a Web page. For example, striking out a price is an effective way to show the price has been reduced.

While the `<U>` and `<STRIKE>` tags are still supported by Web browsers, the use of *style sheets* is now preferred. For information on style sheets, see page 196.

### Extra

The `<STRONG>` and `<EM>` tags are also used to emphasize text. In most Web browsers, the `<STRONG>` tag bolds text and the `<EM>` tag italicizes text.

#### Example:

```
<STRONG>This is bold text.</STRONG>
<EM>This is italicized text.</EM>
```

The `<DEL>` and `<INS>` tags let you emphasize updates to your Web page. Use the `<DEL>` tag to emphasize text you want to delete and the `<INS>` tag to emphasize text you have inserted. Internet Explorer currently strikes out deleted text and underlines inserted text. The `<INS>` and `<DEL>` tags are not yet fully supported by Web browsers.

#### Example:

```
Network Cards: <DEL>$50</DEL><INS>$45</INS>
```

The `<CENTER>` tag allows you to horizontally center text on your Web page. Centering short lines of text, such as a title or heading, can help emphasize the text.

#### Example:

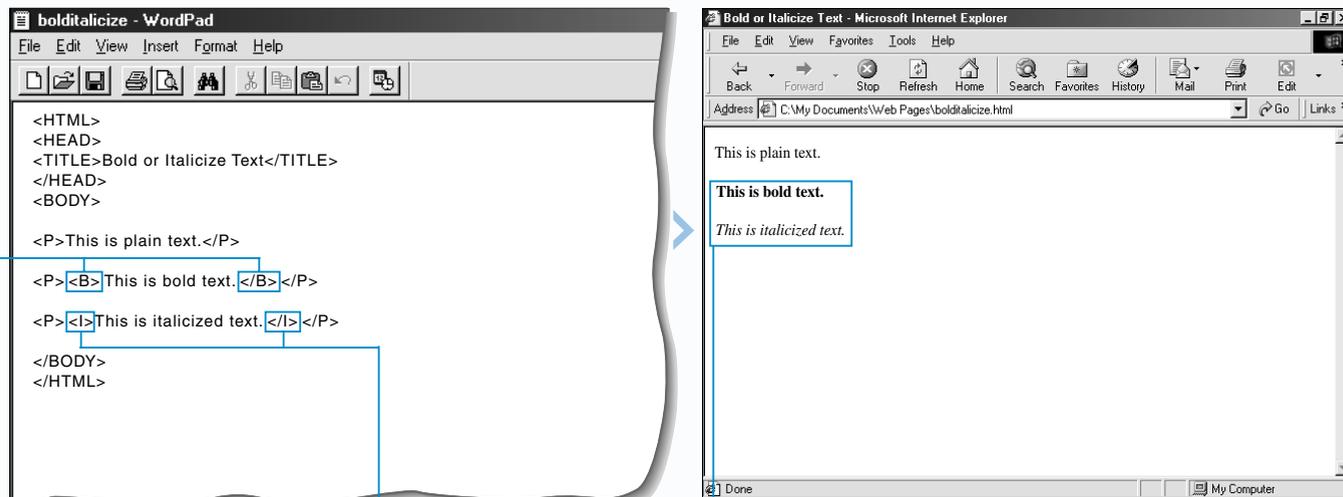
```
<H1><CENTER>Fruit & Flowers Inc.</CENTER></H1>
```

Using multiple tags lets you combine effects when emphasizing text. For example, using both the `<I>` tag and the `<U>` tag lets you italicize and underline text at the same time. When typing the end tags, switch the order of the tags.

#### Example:

```
<H1><I><U>How to Create an Exciting Web Page</U></I></H1>
```

### EMPHASIZE TEXT



#### BOLD TEXT

1 Type `<B>` in front of the text you want to bold.

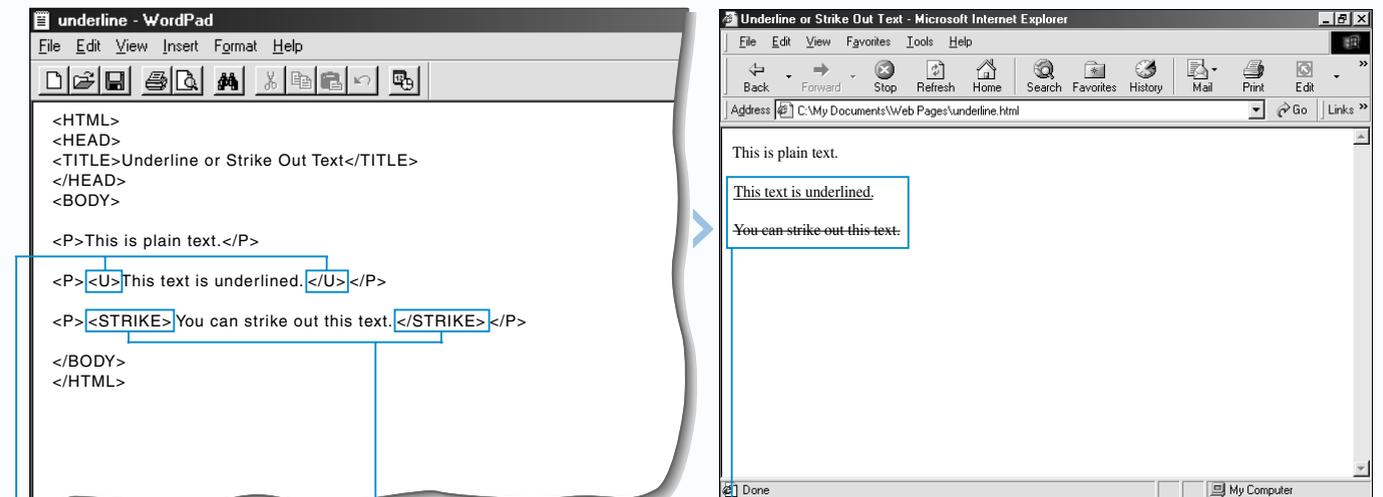
2 Type `</B>` after the text you want to bold.

#### ITALICIZE TEXT

1 Type `<I>` in front of the text you want to italicize.

2 Type `</I>` after the text you want to italicize.

The Web browser bolds or italicizes the text.



#### UNDERLINE TEXT

1 Type `<U>` in front of the text you want to underline.

2 Type `</U>` after the text you want to underline.

#### STRIKE OUT TEXT

1 Type `<STRIKE>` in front of the text you want to strike out.

2 Type `</STRIKE>` after the text you want to strike out.

The Web browser displays a line under or through the text.

## SUPERSCRIPIT OR SUBSCRIPT TEXT

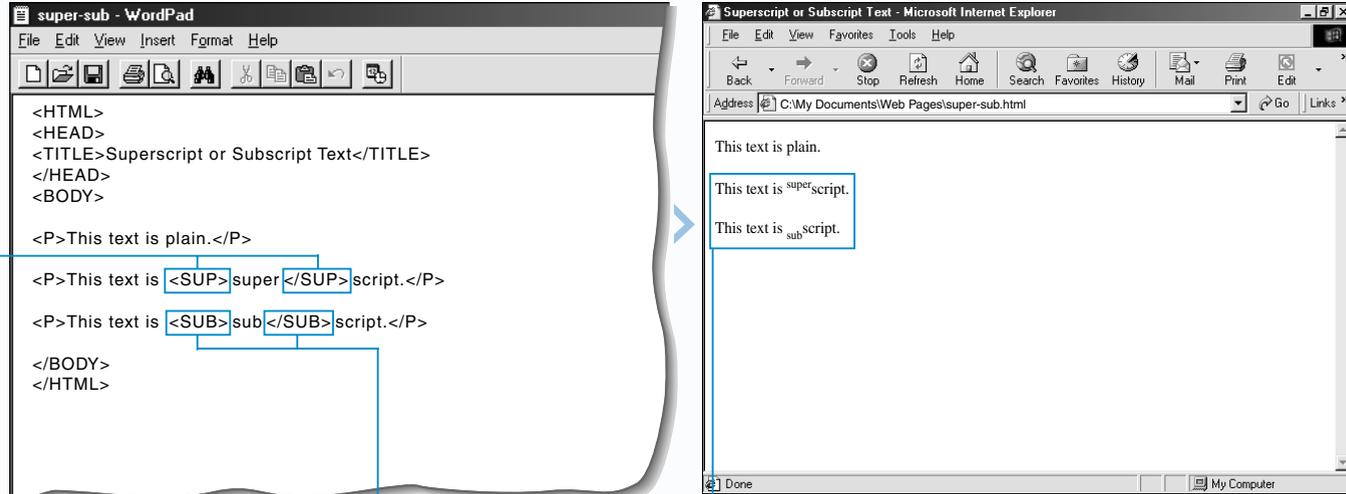
The `<SUP>` tag allows you to create superscript text on your Web page. Superscript text appears slightly higher than the main text on a Web page.

The `<SUB>` tag allows you to create subscript text on your Web page. Subscript text appears slightly lower than the main text on a Web page.

Superscript text and subscript text are ideal for displaying mathematical equations, chemical formulas, scientific notation and footnotes.

Web browsers may display superscript and subscript text in a smaller font size than the main text on your Web page. If you are using a small font size for the main text, your superscript and subscript text may be too small to read. Make sure the font size you use is large enough to properly display superscript and subscript text. For information on changing the font size of text, see page 30.

### SUPERSCRIPIT OR SUBSCRIPT TEXT



#### SUPERSCRIPIT TEXT

1 Type `<SUP>` in front of the text you want to superscript.

2 Type `</SUP>` after the text you want to superscript.

#### SUBSCRIPT TEXT

1 Type `<SUB>` in front of the text you want to subscript.

2 Type `</SUB>` after the text you want to subscript.

The Web browser displays the text slightly above or below the main text on your Web page.

## CHANGE THE FONT

Using the `<FONT>` tag with the `FACE` attribute lets you change the font for a section of text on your Web page. 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.

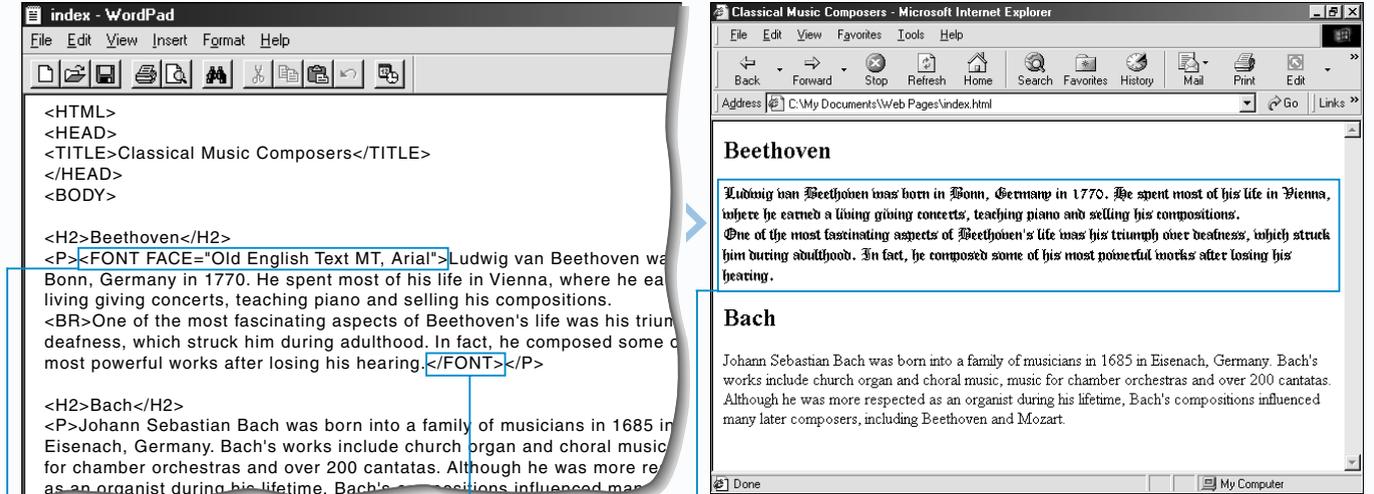
Keep in mind that the fonts you specify may not appear the way you expect on some computers,

since some users can set their Web browsers to display the fonts they prefer.

Although there is no limit to the number of fonts your Web page can contain, using multiple fonts may distract users and draw their attention away from the content of your Web page.

While the `<FONT>` tag and `FACE` attribute are still supported by Web browsers, the use of *style sheets* is now preferred. For information on style sheets, see page 196.

### CHANGE THE FONT



1 Type `<FONT FACE="?">` in front of the text you want to change. Replace ? with the name (example: Arial) or type (serif, sans-serif or monospace) of the font you want to use.

2 Type `</FONT>` after the text you want to change.

The Web browser displays the text in the font you specified.

Note: To specify more than one font name, separate each name with a comma (,) and a space.

## CHANGE THE FONT SIZE

The **SIZE** attribute lets you change the size of text on your Web page. Increasing the size of text makes the text easier to read, while decreasing the size of text allows you to fit more information on a screen.

Using the **SIZE** attribute with the `<BASEFONT>` tag allows you to change the size of all the text on your Web page. Using the **SIZE** attribute with the `<FONT>` tag lets you change the size of a section of text.

There are 7 font sizes you can use. The smallest font size is 1 and the largest font size is 7. 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.

While the **SIZE** attribute, `<BASEFONT>` tag and `<FONT>` tag are still supported by Web browsers, the use of *style sheets* is now preferred. For information on style sheets, see page 196.

### Extra

The `<BIG>` and `<SMALL>` tags also allow you to change the size of text. The `<BIG>` tag makes text larger than the surrounding text and the `<SMALL>` tag makes text smaller than the surrounding text.

#### Example:

```
<P>Come to our <BIG>SALE</BIG> on Saturday!
<SMALL>No rain checks.</SMALL></P>
```

Changing the size of individual characters on your Web page can create interesting text effects. For example, you may want to show a large capital letter at the beginning of a paragraph.

#### Example:

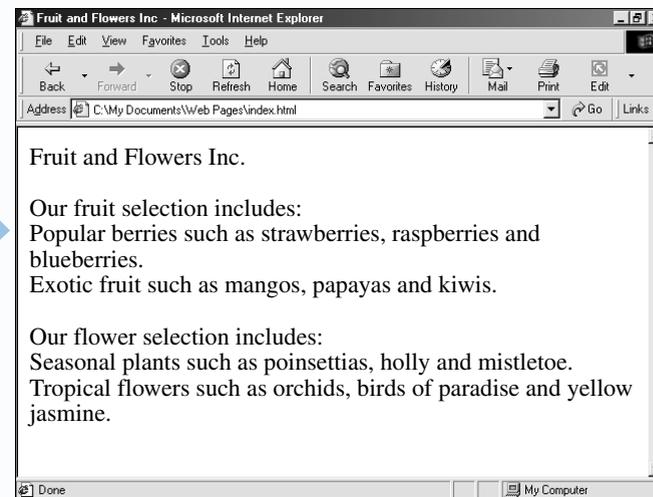
```
<P><FONT SIZE="7">O</FONT>nce upon a time,
there was a princess who lived in a castle.</P>
```

In most cases, the 7 font sizes correspond to the point sizes in the following chart. The point sizes may vary depending on the configuration of a user's Web browser.

Font Size 1	8 points
Font Size 2	10 points
Font Size 3	12 points
Font Size 4	14 points
Font Size 5	18 points
Font Size 6	24 points
Font Size 7	36 points

### CHANGE THE FONT SIZE

```
index - WordPad
File Edit View Insert Format Help
<HTML>
<HEAD>
<TITLE>Fruit and Flowers Inc</TITLE>
</HEAD>
<BODY>
<BASEFONT SIZE="5">
<P>Fruit and Flowers, Inc.</P>
<P>Our fruit selection includes:
<BR>Popular berries such as strawberries, raspberries and blueberries.
<BR>Exotic fruit such as mangos, papayas and kiwis.</P>
<P>Our flower selection includes:
<BR>Seasonal plants such as poinsettias, holly and mistletoe.
<BR>Tropical flowers such as orchids, birds of paradise and yellow jasmine
</BODY>
</HTML>
```



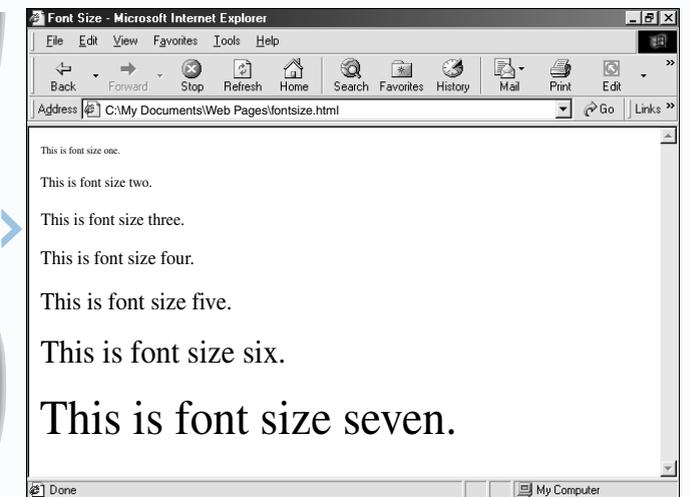
■ The Web browser displays the text in the new size.

■ The `<BASEFONT>` tag will not affect the size of headings on your Web page. For information on headings, see page 20.

### CHANGE ALL TEXT

**1** Type `<BASEFONT SIZE="?">` before the text on your Web page. Replace ? with a number from 1 to 7. The smallest font size is 1; the largest font size is 7.

```
fontsize - WordPad
File Edit View Insert Format Help
<HTML>
<HEAD>
<TITLE>Font Size</TITLE>
</HEAD>
<BODY>
<P><FONT SIZE="1">This is font size one.</FONT></P>
<P><FONT SIZE="2">This is font size two.</FONT></P>
<P><FONT SIZE="3">This is font size three.</FONT></P>
<P><FONT SIZE="4">This is font size four.</FONT></P>
<P><FONT SIZE="5">This is font size five.</FONT></P>
<P><FONT SIZE="6">This is font size six.</FONT></P>
<P><FONT SIZE="7">This is font size seven.</FONT></P>
</BODY>
</HTML>
```



■ The Web browser displays the text in the new size.

### CHANGE SECTION OF TEXT

**1** Type `<FONT SIZE="?">` in front of the text you want to change. Replace ? with a number from 1 to 7. The smallest font size is 1; the largest font size is 7.

*Note: Type a plus (+) or minus (-) sign before the number to specify a size relative to the surrounding text. For example, type +2 to make the text two sizes larger than the surrounding text.*

**2** Type `</FONT>` after the text you want to change.

# CHANGE TEXT COLOR

Changing the color of text on all or part of your Web page can help add visual interest to your Web page.

Using the `TEXT` attribute with the `<BODY>` tag allows you to change the color of all the text on your Web page. Using the `COLOR` attribute with the `<FONT>` tag lets you change the color of a section of text.

When changing the color of text, you must 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. There are only 16 colors you can specify by name.

The colors you choose may not appear the way you expect on some computers since some users can set their Web browsers to display the colors they prefer.

While the `TEXT` attribute, `COLOR` attribute and the `<FONT>` tag are still supported by Web browsers, the use of *style sheets* is now preferred. For information on style sheets, see page 196.

## Extra

Here are the 16 colors you can specify by name and their corresponding hexadecimal values.

aqua	#00FFFF	navy	#000080
black	#000000	olive	#808000
blue	#0000FF	purple	#800080
fuchsia	#FF00FF	red	#FF0000
gray	#808080	silver	#C0C0C0
green	#008000	teal	#008080
lime	#00FF00	white	#FFFFFF
maroon	#800000	yellow	#FFFF00

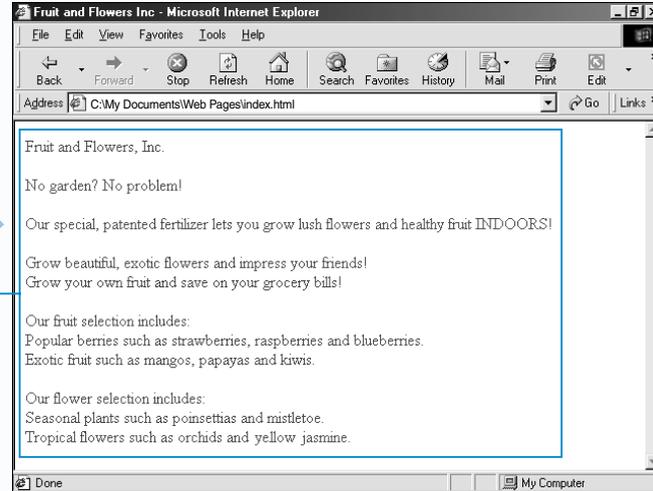
Colors you specify using the `COLOR` attribute with the `<FONT>` tag will override colors you specify using the `TEXT` attribute with the `<BODY>` tag. This allows you to change the color of all the text on your Web page and also specify a different color for a section of text.

### Example:

```
<BODY TEXT="navy">
<P>This text will be navy.</P>
<P><FONT COLOR="purple">This text
will be purple.</FONT></P>
<P>This text will be navy.</P>
```

## CHANGE TEXT COLOR

```
index - Notepad
File Edit View Insert Format Help
<HTML>
<HEAD>
<TITLE>Fruit and Flowers Inc</TITLE>
</HEAD>
<BODY TEXT="#0000FF">
<P>Fruit and Flowers, Inc.</P>
<P>No garden? No problem!</P>
<P>Our special, patented fertilizer lets you grow lush flowers and healthy fruit INDOORS!</P>
<P>Grow beautiful, exotic flowers and impress your friends!
<BR>Grow your own fruit and save on your grocery bills!</P>
<P>Our fruit selection includes:
<BR>Popular berries such as strawberries, raspberries and blueberries.
<BR>Exotic fruit such as mangos, papayas and kiwis.</P>
<P>Our flower selection includes:
```



The Web browser displays all the text on the Web page in the color you specified.

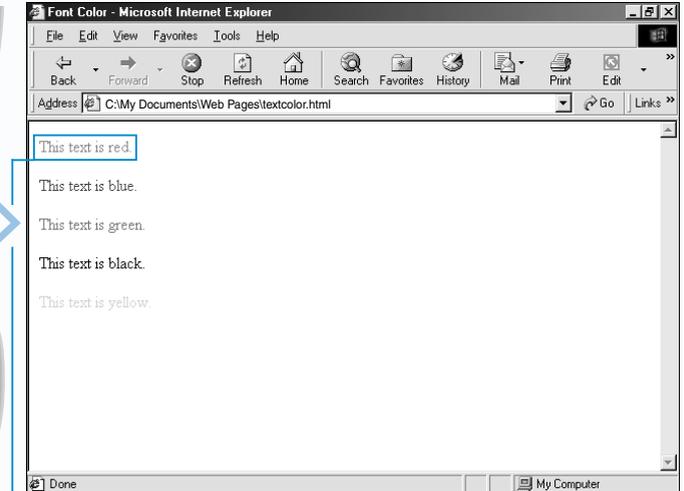
Note: The `TEXT` attribute will not affect the color of links on your Web page. For information on links, see page 74.

### CHANGE ALL TEXT

1 In the `<BODY>` tag, type `TEXT="?"` replacing `?` with the name or hexadecimal value for the color you want to use (example: blue or `#0000FF`).

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

```
textcolor - WordPad
File Edit View Insert Format Help
<HTML>
<HEAD>
<TITLE>Font Color</TITLE>
</HEAD>
<BODY>
<P><FONT COLOR="#FF0000">This text is red.</FONT></P>
<P><FONT COLOR="#0000FF">This text is blue.</FONT></P>
<P><FONT COLOR="#008000">This text is green.</FONT></P>
<P><FONT COLOR="#000000">This text is black.</FONT></P>
<P><FONT COLOR="#FFFF00">This text is yellow.</FONT></P>
</BODY>
</HTML>
```



The Web browser displays the text in the color you specified.

### CHANGE SECTION OF TEXT

1 Type `<FONT COLOR="?">` in front of the text you want to change. Replace `?` with 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.

2 Type `</FONT>` after the text you want to change.

## CHANGE BACKGROUND COLOR

The `BGCOLOR` attribute allows you to change the background color of your Web page.

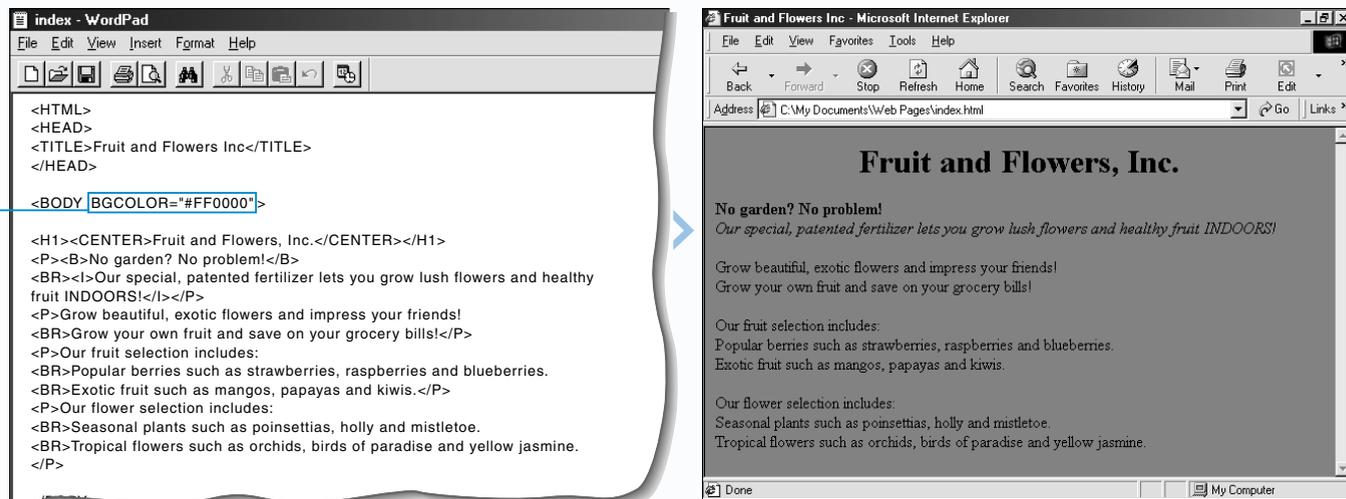
When changing the background color, you must specify the name or hexadecimal value for the color you want to use. A hexadecimal value is a code that tells Web browsers which color to display. The code is composed of a number sign (#) followed by the red, green and blue (RGB) components of the color.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

Choose a background color that works well with the color of your text. For example, red text on a blue background can be difficult to read.

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

While the `BGCOLOR` attribute is still supported by Web browsers, the use of *style sheets* is now preferred. For information on style sheets, see page 196.

### CHANGE BACKGROUND COLOR



1 In the `<BODY>` tag, type `BGCOLOR="?"` replacing ? with 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 the background color you specified.

## CHANGE THE MARGINS

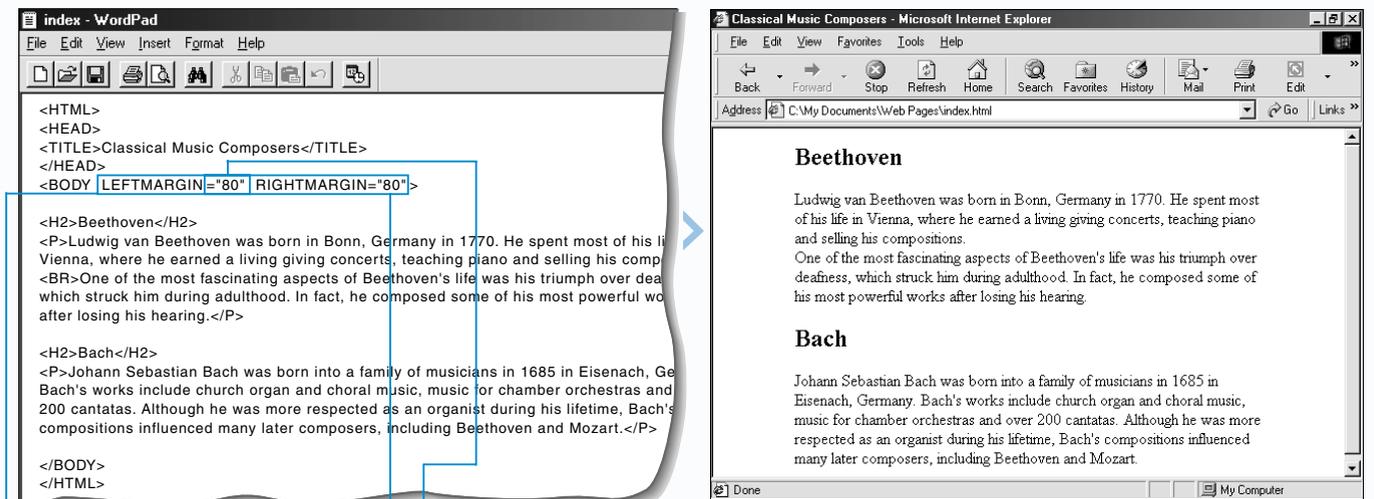
Changing the margins of a Web page allows you to adjust the amount of space that appears between the contents of the page and the edges of a Web browser window. This can help improve the appearance of your Web page.

By default, most Web browsers display Web page margins of approximately 10 pixels. The `LEFTMARGIN`, `RIGHTMARGIN`, `TOPMARGIN` and `BOTTOMMARGIN` attributes allow you to change the margins that appear when a user displays your Web page in Internet Explorer. These attributes are not part of the HTML standard and are not supported by other Web browsers.

To change the margins that appear when a user displays your Web page in Netscape Navigator, use the `MARGINWIDTH` attribute to change the left and right margins and the `MARGINHEIGHT` attribute to change the top and bottom margins. These attributes are not part of the HTML standard and are only supported by Netscape Navigator.

You should specify the attributes for both Internet Explorer and Netscape Navigator to ensure that the margins you specify appear the way you want in both Web browsers.

### CHANGE THE MARGINS



1 In the `<BODY>` tag, type the attribute for the margin you want to change (`LEFTMARGIN`, `RIGHTMARGIN`, `TOPMARGIN` or `BOTTOMMARGIN`).

2 Type `"?"` replacing ? with a size for the margin in pixels.

3 Repeat steps 1 and 2 for each margin you want to change.

■ The Web browser displays your Web page with the margin(s) you specified.

Note: To change the margins that appear in Netscape Navigator, repeat steps 1 to 3, except type `MARGINWIDTH` or `MARGINHEIGHT` in step 1.

## USE A MONOSPACED FONT

Use the `<TT>`, `<CODE>`, `<KBD>` or `<SAMP>` tag to display text on your Web page in a monospaced font. A monospaced font is a font, such as Courier, in which each character takes up the same amount of space.

The `<TT>` tag is the most commonly used tag for displaying text in a monospaced font. This tag is useful for visually separating words or phrases that you want to emphasize but that do not have a specific purpose, such as instructions.

If your text has a specific purpose, use the `<CODE>`, `<KBD>` or `<SAMP>` tag to display the text in a monospaced font. Use the `<CODE>` tag for text

that represents computer code. The `<KBD>` tag is useful for emphasizing text you want users to type. Use the `<SAMP>` tag for displaying sample text, such as output from a computer program.

The text that uses the `<TT>`, `<CODE>`, `<KBD>` or `<SAMP>` tag will display the monospaced font that is set in a user's Web browser. The default monospaced font is usually Courier New.

Some Web browsers may apply additional formatting to text that uses the `<CODE>`, `<KBD>` or `<SAMP>` tag. For example, Web browsers may bold text that uses the `<KBD>` tag.

### USE A MONOSPACED FONT

```
index - WordPad
File Edit View Insert Format Help
<HTML>
<HEAD>
<TITLE>Classical Music Composers</TITLE>
</HEAD>
<BODY>

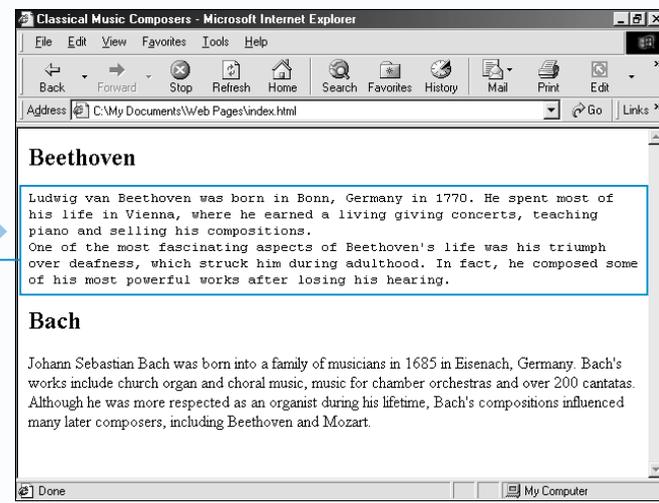
<H2>Beethoven</H2>
<P><TT>Ludwig van Beethoven was born in Bonn, Germany in 1770. He spent
in Vienna, where he earned a living giving concerts, teaching piano and selling
compositions.
<BR>One of the most fascinating aspects of Beethoven's life was his triumph
over deafness, which struck him during adulthood. In fact, he composed some of his most power
losing his hearing.</TT></P>

<H2>Bach</H2>
<P>Johann Sebastian Bach was born into a family of musicians in 1685 in Eisenach, Germany. Bach's
works include church organ and choral music, music for chamber orchestras and over 200 cantatas.
Although he was more respected as an organist during his lifetime, his compositions influenced
many later composers, including Beethoven and Mozart.

</BODY>
```

1 Before the text you want to display a monospaced font, type the tag you want to use (`<TT>`, `<CODE>`, `<KBD>` or `<SAMP>`).

2 After the text you want to display a monospaced font, type the end tag that corresponds to the tag you used in step 1 (`</TT>`, `</CODE>`, `</KBD>` or `</SAMP>`).



3 The Web browser displays the text in a monospaced font.

## CREATE A BLOCK QUOTE

The `<BLOCKQUOTE>` tag allows you to create a block quote on your Web page. A block quote is a section of text that is separated from the rest of the text on your Web page. Block quotes usually appear indented from both sides of a Web page and are often used for displaying long quotations.

There is no limit to the amount of text you can include in a block quote. If a block quote is very long, consider using the `<P>` tag to

break up the text in the block quote into paragraphs. For information on the `<P>` tag, see page 16.

If you want to display short quotations within a paragraph on your Web page, the HTML standard recommends using the `<Q>` tag. According to the HTML standard, placing the `<Q>` and `</Q>` tags around the text will enclose the text in quotation marks (""). The `<Q>` tag is not yet supported by most Web browsers.

### CREATE A BLOCK QUOTE

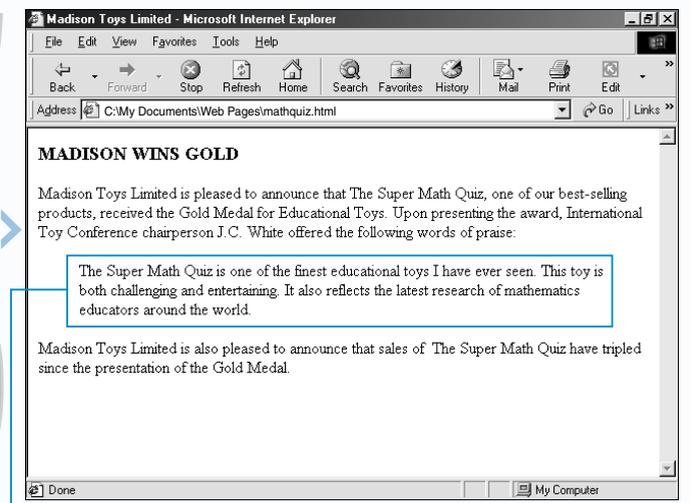
```
mathquiz - WordPad
File Edit View Insert Format Help
<HTML>
<HEAD>
<TITLE>Madison Toys Limited</TITLE>
</HEAD>
<BODY>

<H3>MADISON WINS GOLD</H3>
Madison Toys Limited is pleased to announce that The Super Math Quiz, one of
our best-selling products, received the Gold Medal for Educational Toys. Upon
presenting the award, International Toy Conference chairperson J.C. White offer
the following words of praise:

<BLOCKQUOTE>
The Super Math Quiz is one of the finest educational toys I have ever seen. This
toy is both challenging and entertaining. It also reflects the latest research of
mathematics educators around the world.
</BLOCKQUOTE>
```

1 Type `<BLOCKQUOTE>` above the text you want to display as a block quote.

2 Type `</BLOCKQUOTE>` below the text you want to display as a block quote.



3 The Web browser displays the text as a block quote. Block quotes are usually indented from both sides of the Web page.

## CREATE AN ORDERED LIST

An ordered list is useful for displaying items that are in a specific order, such as a set of instructions or a table of contents.

When creating an ordered list, there are two main tags you must use. The `<OL>` tag marks the beginning of the ordered list and the `<LI>` tag marks the beginning of each item in the list.

While there is no limit to the amount of text an item in an ordered list can contain, try to limit each item to one or two lines of text. This will help improve the readability of your list.

By default, a number (1, 2, 3...) appears beside each item in an ordered list. The `TYPE` attribute lets you change the number style of your list. While the `TYPE` attribute is still supported by Web browsers, the use of *style sheets* is now preferred. For information on style sheets, see page 196.

After creating an ordered list, you can add a new item to the ordered list at any time. A Web browser will automatically renumber the items in the list.

### Apply It

The `START` and `VALUE` attributes allow you to customize your ordered lists. The `START` value lets you start your ordered list with a number other than 1. The `VALUE` attribute lets you skip a number by assigning a new number to a list item.

#### TYPE THIS:

```
<H3>Honorable Mentions</H3>
<OL START="4">
<LI>P. Robinson</LI>
<LI>K. Faulkner and R. Benton</LI>
<LI VALUE="7">J. Smith</LI>
<LI>A. Canton</LI>
<LI>B. Gifford</LI>
</OL>
```

#### RESULT:

### Honorable Mentions

4. P. Robinson
5. K. Faulkner and R. Benton
7. J. Smith
8. A. Canton
9. B. Gifford

### CREATE AN ORDERED LIST

The screenshot shows the WordPad application on the left with the following HTML code:

```
<HTML>
<HEAD>
<TITLE>Table of Contents</TITLE>
</HEAD>
<BODY>

<H2>Table of Contents</H2>

<OL>
<LI>Introduction</LI>
<LI>Company History</LI>
<LI>Mission Statement</LI>
<LI>Products Offered</LI>
<LI>Services Offered</LI>
<LI>Future Goals</LI>
<LI>Conclusion</LI>
</OL>

</BODY>
</HTML>
```

On the right, the Microsoft Internet Explorer browser displays the rendered page titled "Table of Contents" with a numbered list:

1. Introduction
2. Company History
3. Mission Statement
4. Products Offered
5. Services Offered
6. Future Goals
7. Conclusion

**1** Type `<OL>` before the list.

**2** Type `<LI>` in front of each item in the list.

**3** Type `<LI>` after each item in the list.

*Note: Although the `</LI>` tag is optional, it is considered proper form to include this tag.*

**4** Type `<OL>` after the list.

The Web browser displays the ordered list. A number appears in front of each item in the list.

The screenshot shows the WordPad application on the left with the following HTML code:

```
<HTML>
<HEAD>
<TITLE>Table of Contents</TITLE>
</HEAD>
<BODY>

<H2>Table of Contents</H2>

<OL TYPE="A">
<LI>Introduction</LI>
<LI>Company History</LI>
<LI>Mission Statement</LI>
<LI>Products Offered</LI>
<LI>Services Offered</LI>
<LI>Future Goals</LI>
<LI>Conclusion</LI>
</OL>

</BODY>
</HTML>
```

On the right, the Microsoft Internet Explorer browser displays the rendered page titled "Table of Contents" with an alphabetical list:

- A. Introduction
- B. Company History
- C. Mission Statement
- D. Products Offered
- E. Services Offered
- F. Future Goals
- G. Conclusion

#### CHANGE NUMBER STYLE

**1** In the `<OL>` tag, type `TYPE="?"` replacing ? with one of the following number styles.

A – A, B, C

a – a, b, c

I – I, II, III

i – i, ii, iii

1 – 1, 2, 3

The Web browser displays the ordered list with the number style you specified.

## CREATE AN UNORDERED LIST

An unordered list is useful when you want to display items that are in no particular order, such as a list of products or Web sites.

When creating an unordered list, there are two main tags you must use. The `<UL>` tag marks the beginning of an unordered list and the `<LI>` tag marks the beginning of each item in the list.

To improve the readability of your unordered list, try to limit each item in the list to one or two lines of text.

Web browsers usually indent the items in an unordered list from the left edge of the Web browser window. A bullet appears beside each item in the list.

By default, Web browsers display unordered lists with the disc (●) bullet style. The `TYPE` attribute allows you to change the bullet style of your list. While the `TYPE` attribute is still supported by Web browsers, the use of *style sheets* is now preferred. For information on style sheets, see page 196.

### Apply It

An unordered list can use more than one bullet style. This is useful for grouping related items in the list. Using more than one bullet style may not work properly in Netscape Navigator.

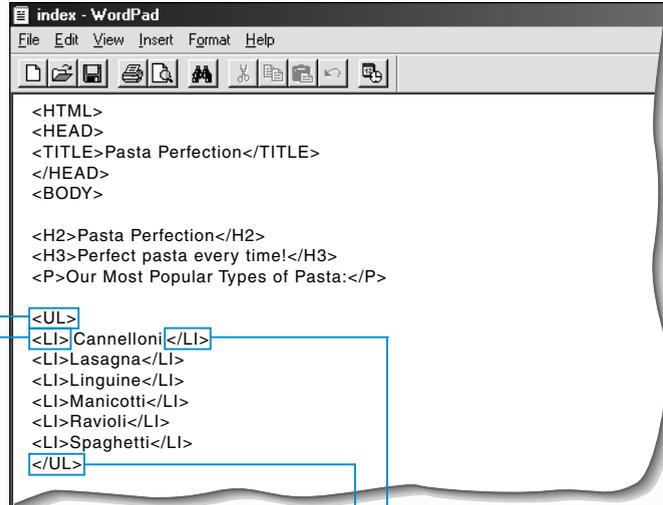
#### TYPE THIS:

```
<UL TYPE="circle">
<LI>Apples</LI>
<LI TYPE="disc">Carrots</LI>
<LI>Pears</LI>
<LI>Oranges</LI>
<LI TYPE="disc">Corn</LI>
</UL>
```

#### RESULT:

- Apples
- Carrots
- Pears
- Oranges
- Corn

### CREATE AN UNORDERED LIST



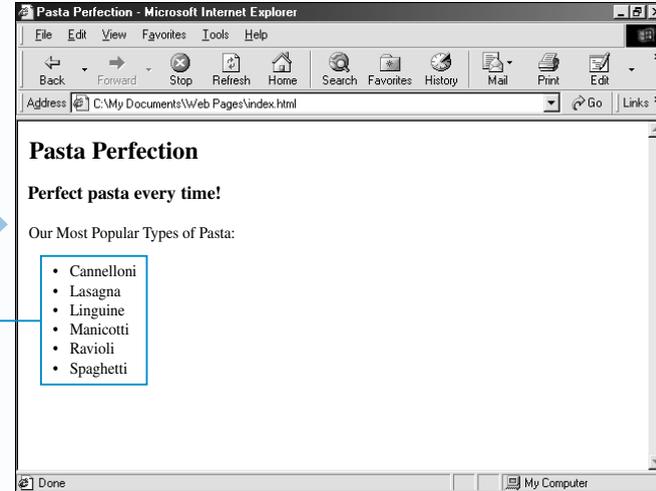
1 Type `<UL>` before the list.

2 Type `<LI>` in front of each item in the list.

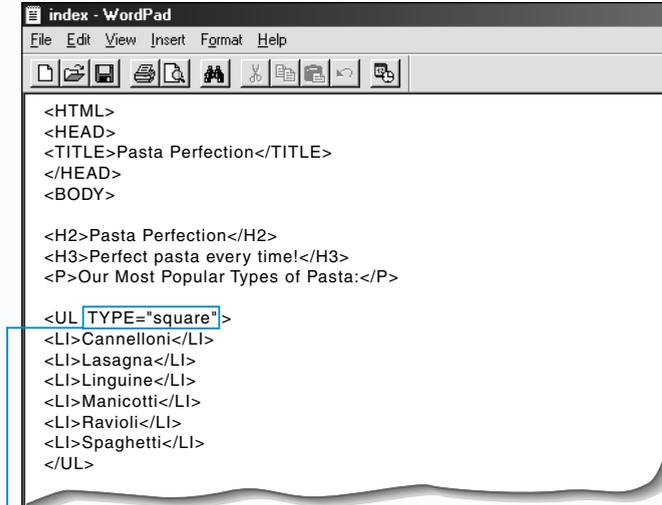
3 Type `</LI>` after each item in the list.

*Note: Although the `</LI>` tag is optional, it is considered proper form to include this tag.*

4 Type `</UL>` after the list.



The Web browser displays the unordered list. A bullet (●) appears in front of each item in the list.



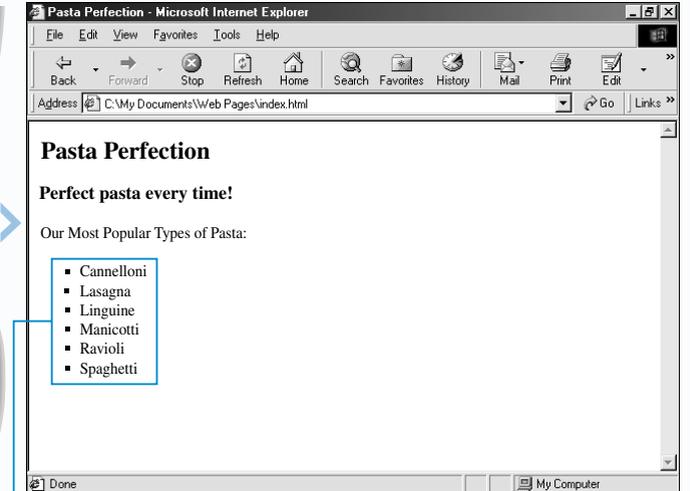
#### CHANGE BULLET STYLE

1 In the `<UL>` tag, type `TYPE="?"` replacing ? with the bullet style you want to use.

circle (○)

disc (●)

square (■)



The Web browser displays the list with the bullet style you specified.

## CREATE A NESTED LIST

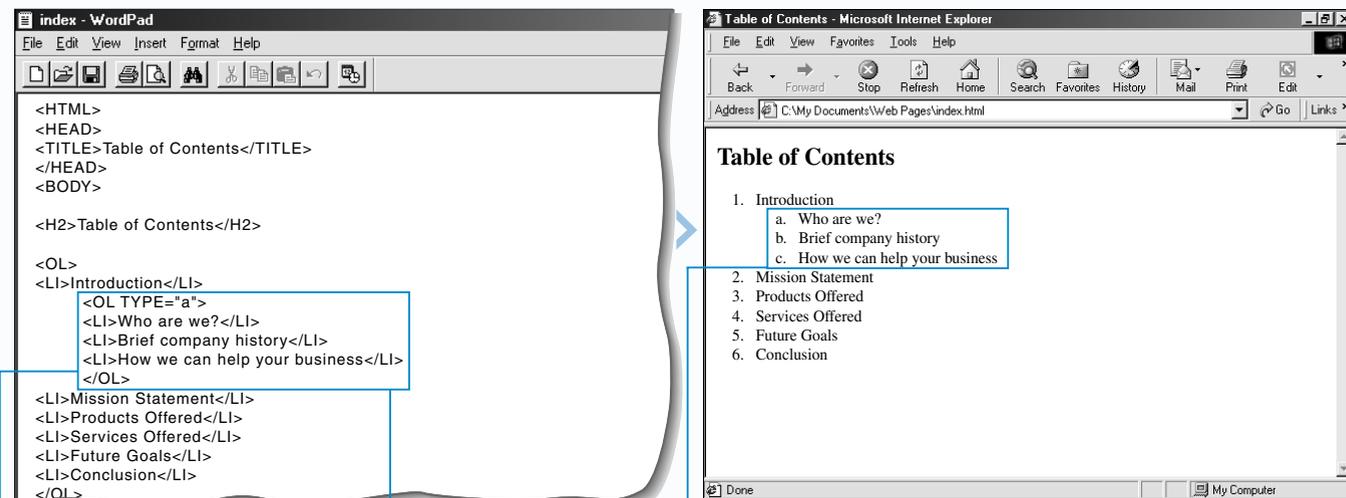
A nested list is a list within a list. Nested lists allow you to provide additional information about an item in a list. This lets you create lists with several levels of items, such as a project outline.

To create a nested list, add a new ordered or unordered list to an existing list on your Web page. A nested list can include both ordered and unordered lists. This is useful when only some items in your list are in a specific order. For information on ordered and unordered lists, see pages 38 to 41.

When creating a nested list in your text editor or word processor, indent each level so that you can clearly see the structure of the list. Web browsers will automatically indent each item in your list regardless of the indents you add when creating the list.

The formatting you can apply to a nested list is the same as the formatting for an ordered or unordered list. For example, you can change the start number, number style or bullet style as shown on pages 38 to 41.

### CREATE A NESTED LIST



**1** Create the list you want to contain a nested list. To create a list, see page 38 or 40.

**2** Click where you want the nested list to appear.

**3** Create the nested list the same way you created the main list.

*Note: You can use indents to visually separate the nested list from the main list. A Web browser will ignore the indents you add.*

The Web browser displays the nested list within the main list. Each item in the nested list is automatically indented.

## CREATE A DEFINITION LIST

A definition list displays terms and their definitions. This type of list is ideal for a glossary.

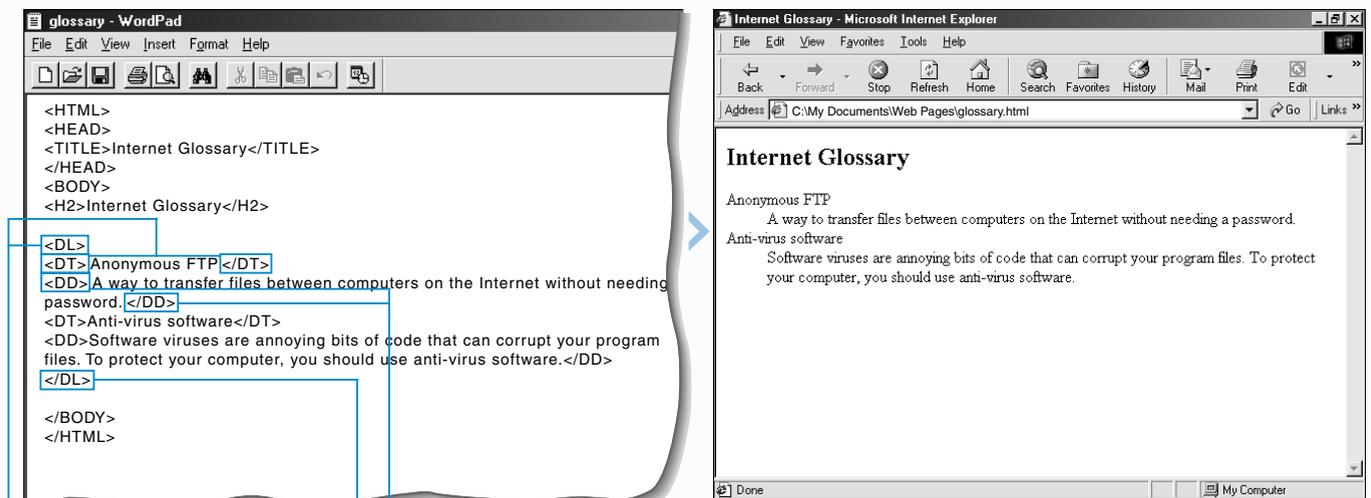
There are three main tags used for creating definition lists. The <DL> tag marks the beginning of a definition list, the <DT> tag marks the beginning of each term in the list and the <DD> tag marks the beginning of each definition in the list.

Web browsers automatically left align the terms in a definition list. The definitions

appear below the terms and are indented from the left side of the Web page.

You do not have to alternate the <DT> and <DD> tags in a definition list. If you want to specify several terms for one definition, use the <DT> tag several times in a row. Similarly, to specify several definitions for one term, use the <DD> tag several times in a row.

### CREATE A DEFINITION LIST



**1** Type <DL> before the list.

**2** Type <DT> in front of each term and </DT> after each term.

**3** Type <DD> in front of each definition and </DD> after each definition.

*Note: Although the </DT> and </DD> tags are optional, it is considered proper form to include these tags.*

**4** Type </DL> after the list.

The Web browser displays the definition list. Each definition is indented from the left side of the Web page.