

Basic HTML for Enhancing WebCT Pages

When entering text into a text entry field within a dialog box in WebCT you can use HTML "tags" to format the text.

I. Basic Rules

1. Most formatting tags require an "end" tag. The formatted text goes between the tags.

TEXT ENTRY & HTML MARK-UP	HOW TEXT APPEARS IN A BROWSER
Please contact your instructor through WebCT mail , from inside the course WebCT site.	Please contact your instructor through WebCT mail , from inside the course WebCT site.

2. Only one space at a time will be displayed on a browser. You cannot indent or otherwise format text in an HTML page by using repeated spaces or by using the TAB key.

TEXT ENTRY & HTML MARK-UP (shown as if you could see space markers)	HOW TEXT APPEARS IN A BROWSER
•••••Assignments•handed•in•late•will•be •marked•down.	Assignments handed in late will be marked down.

3. Carriage returns made within the text entry area will not be displayed on a browser.

- A single-spaced **line break** can be made with a **
** tag.
- A double spaced **paragraph** return can be made with a **<P>** tag.

TEXT ENTRY & HTML MARKUP	HOW TEXT WILL APPEAR IN A BROWSER
Professor Schickele Music Department PDQ U.	Professor SchickeleMusic DepartmentPDQ U.
Professor Schickele
 Music Department
 PDQ U.	Professor Schickele Music Department PDQ U.
<P> Professor Schickele </P> <P> Music Department </P> <P> PDQ U. </P>	Professor Schickele Music Department PDQ U.

II. Basic HTML Tags

These basic HTML tags will help you to make your WebCT pages more readable and more attractive.

Tag	Effect	Comments
text	Bold Text	Do not overlap tags!
<I>text</I>	Italic Text	OK: <I>text</I> NOT OK: <I>text</I>
text (no beginning tag)	Line Break	Single line break
<P>text</P>	Paragraph	Double line break
 link text	Link to URL	For off-site links
 link text	Link to File	This <i>address</i> , or <i>file path</i> , links to a document within the same directory (or folder) as the referring HTML document.
link text	Link to File	Links to a document located within a subdirectory below you're My-Files (i.e., a folder inside your My-Files folder).
 link text	Link to File	Links to a document located one directory level above the referring document (i.e., in the folder containing the folder in which the referring document is located).
 	Insert Image (.gif or .jpg)	This address links to an image file in the same directory (folder) as the referring HTML document. Use the correct file path if the image file is located in a different directory from the referring HTML document.
 first item text second item text 	Bullet List	Creates a simple list of items. Add additional ... as needed.
 mail link text	Mail Link	When the text between the tags is clicked, a mail program (e.g., Outlook Express or Netscape Messenger) launches, with the message pre-addressed to the "mailto" reference

III. Special Characters

Certain character entities not found in the normal alphanumeric character set must be represented within HTML as a string of characters.

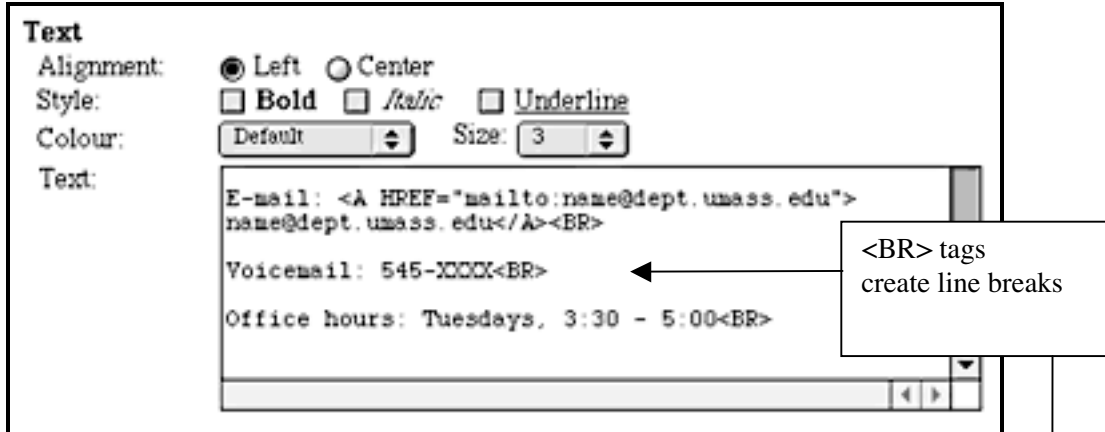
Character name	Character symbol	HTML string
Ampersand	&	&
Quotes	"	"
Greater than	>	>
Less than	<	<
Non-breaking space		

IV. Some WebCT Dialog Boxes Offer Limited Choices for Formatting

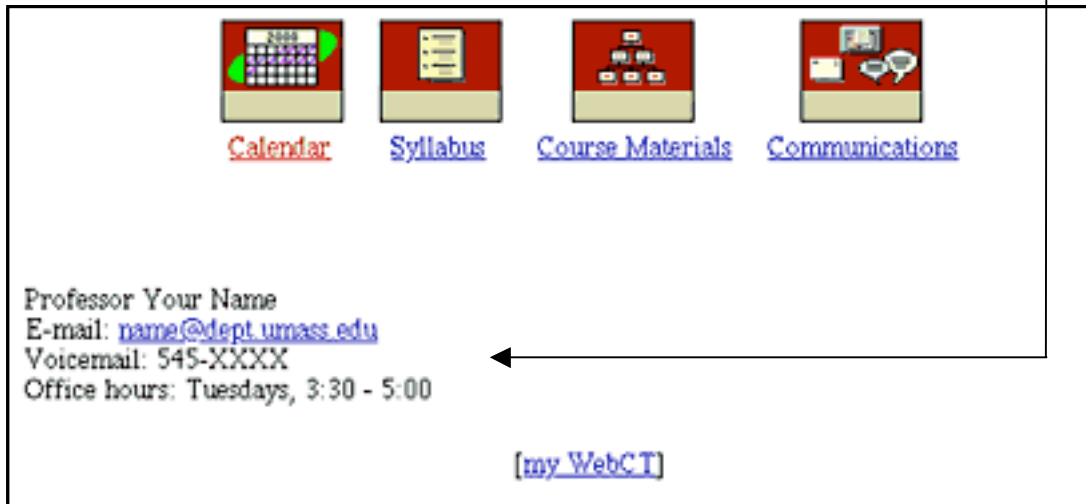
Example: Homepage Footer

The Homepage footer dialog box provides limited formatting options text alignment style and color. Additional formatting requires HTML tags to be written inside the text entry area. For instance, you must use line break or paragraph HTML tags if you want to have more than one line of text.

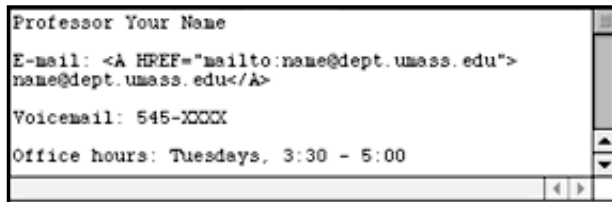
When the WebCT footer dialog box filled is out like this,



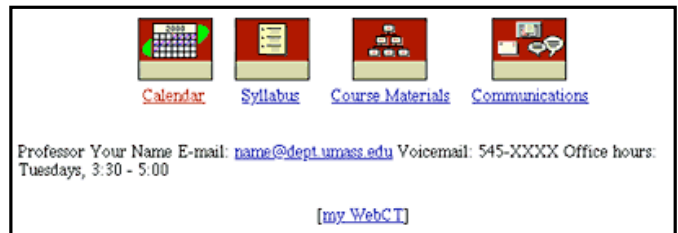
the footer on the page will look like this:



If you leave out the
 tags, even if you press the return key as you type in your entry,



the footer will look like this:



V. Some WebCT Text Entry Boxes Offer No Formatting Options

When a dialog box offers no options, you can still use HTML markup to format the text.

Example: Calendar Entry

If you fill out the calendar entry dialog box with these HTML tags,

Edit a Calendar Entry

Date: 1 November 2000

Summary*: Reading Assignment:
 Speak UP!

URL: http://www.speakup.edu/speak_up.html

Internal link: None

Detail: Click on the link above and read the article entitled <I> Speak Up!</I>.
 Bring three questions regarding the reading to discussion meeting on Wednesday, November 5

Start time: -- : --

End time: -- : --

Access level: private public

(* Required fields.)

the calendar entry will look like this:

Training Course
[Home](#) > [Calendar](#) > [View Day](#)

To view the monthly calendar, click [View Month](#)

Wednesday November 01, 2000
[Previous Day](#) [Next Day](#)

[Reading Assignment](#)
Speak UP!
- Click on the link above and read the article entitled *Speak Up!*
Bring three questions regarding the reading to discussion meeting on Wednesday, November 5.