

Common HTML Tags

HTML Tags

` `

Stands for emphasis.

These tags make everything between them italics.

- Use it for the author's name at the beginning of the story. Do not add any extra blank lines between the line of author's name and the line beginning text of the story. See *Avada Glitches and Workarounds* for info on this topic.
- Use these tags for Latin plant names in the story. For example `(Magnolia stellata)` Notice the parenthesis are within the tags - not outside them.

` `

Stands for anchor hypertext reference.

A URL address placed between the " " is the destination link, while text between the two tags is what gets displayed on a page.

- Use this for links to other pages and websites in the references section at the end of the stories.
For example, `Our Web Site` would show the text [Our Web Site](https://fairfaxgardening.org) as a different colored link in the text. When clicking on it, the link goes to fairfaxgardening.org. The URL MUST be a complete internet address with http or https included. Do not use www.
- Use these links for the references. The URL link goes in the quotation marks, the displayed text for the link goes between the tags. Review the references on completed pages to see where to add commas to separate the authors and sources from the link.
- **Rule:** no periods after the references: they are not sentences. Take them out when people add them.

`<h1> </h1> <h2> </h2> <h3> </h3>`

Stands for headings

There are 6 levels of headings. h1, h2, h3, ...

h1 is the largest heading (supposed to be, depending on how the fonts are set up) and h6 is the smallest heading.

h tags are already set up for font, size, color, bold, line spacing.

Titles are entered as `<h1>Garden Spiders</h1>`. Notice that in some older stories, the `` tags are completely within the h1 tags, because when the site was first started, h1 was not set up as automatically bold. It is now (in the Avada Options.)

- We use h1 for the titles of stories and titles of other pages.
- We use h2 for the headings on the home page - these are a little smaller than the h1 size.
- We use h3 for sub-headings within the stories, and sub-headings on other program and non-story pages (programs, garden calendar). On story pages, h3 is automatically black (actually dark gray). On the other program pages, it is rust colored: on these pages, the color needs to be set manually on the page to override the black.
- **Rule:** Titles of stories h1 tag are no more than one line. If the author makes them too long resulting in two lines, shorten them to fit on one line because they look better that way. When the site was started, line spacing with double lines of h1 tags were close together and looked really bad.

` `

Stands for strong.

These tags make text between them bold.

- We use these for heading titles of small areas in the story that need a subheading, or for the References and Resources at the story end such as `References`
- See the information on different subtitles for headings in the *To Post A Story* guide.

` `

Stands for unordered list.

`` stands for list item, and it place before every item in the list that you will have a bullet. `` always goes between the `` and `` tags.

` `

Stands for ordered list. Every `` in an ordered list will automatically be numbered starting with 1, 2, 3... These numbers will replace the bullets.

- Each `` list item is automatically placed on a new line.
- **Rule:** We use unordered lists with a custom class called "square." `<ul class "square">` makes the list use the square bullets instead of the standard round ones. Ordered lists and unordered lists also show indented on a page.
- Note that a list is always displayed as a new paragraph in Wordpress with a blank line skipped before and after the list.

HTML Characters

[&](#)

Stands for ampersand.

Use this for displaying the & character. You normally do not need to add this to display the & character in a text, but sometimes Avada will change your & to this code automatically. Don't be alarmed when you see it changed, and just ignore when it happens. For example, you write Texas A&M, and Avada changes it after saving the story to [Texas A&M](#).

[](#)

Stands for non-break space.

Use this for forcing a space between two characters in text. HTML by default will use one blank space if you hit the space bar when entering text. If you hit the space bar two or more times to add more spaces, HTML will still only place one space there. If you want more spaces, use [](#) for every extra space needed.

[#8226;](#)

This is a bullet, like at the beginning of a listed item.

It is not the same bullet in a bulleted list using the tag, but is a simple round bullet.

Use it for lists that are not coded with the unordered or ordered list tags. This is usually used for the lists in References and Resources at the end of a story.

[#&176;](#)

This is the degree character for displaying with temperatures, like 60°.

Others

There are numerous codes for HTML characters such as Greek letters and math symbols, but those above are the ones we commonly use. Many times, typing the character you want in a story will automatically be converted by Avada after saving. The & character mentioned above will be converted, and sometimes the % character will be converted. When this happens, just leave them as they were converted; and check the page view to see if they display properly.