Below are some tips on basic HTML usage that will assist you in entering your texts in CPR.

We recommend that you compose your text in a word processor (of your choice) first. Once you are sure you have the ideas correctly expressed, use the tips in this document to add formatting. You can check your formatting by copying and pasting your text into any of several freely available online HTML editors to see what the end result will look like and to determine if any additional formatting is required. Here are a couple of ones I can recommend (but there are many others):

http://htmledit.squarefree.com/

http://www.onlinehtmleditor.net/

After you are sure you have the ideas clearly expressed and the formatting is right, then log on to CPR and copy and paste your text into the CPR entry form. You will be able to do a double check of the text and its formatting at that time.

Ok. On to some of the basics of HTML.

To insert a paragraph you can use the <p> tag:

<p>This is a paragraph</p>
<p>This is another paragraph</p>

(note: as with most of the tags you will see, there is also an end tag that looks like the </p> used above. This is sometimes not necessary, but it is usually a good idea to get in the habit of using them as they will make the formatting more consistent, as well as be more necessary for things like starting and stopping bold and italicized text.)

Speaking of which, here is how you can do bold and italic text:

This text is bold
<i>This text is italic</i>

You can create both ordered and unordered lists as well. To create an unordered list you could use the following:

Coffee
Milk

This would create a list that looks like:

• Coffee
• Milk

And to create an ordered list you could use:

Coffee
Milk

This would create a list that looks like:

1.   Coffee
2.   Milk

Additionally, you can also create a simple table using HTML. Tables are defined with the <table> tag.

A table is divided into rows (with the <tr> tag), and each row is divided into data cells (with the <td> tag). td stands for "table data," and holds

the content of a data cell. A <td> tag can contain text, links, images, lists, forms, other tables, etc.

Here is a very simple example that has two columns that each have a header:

```
<table border="1">
<tr>
<th>Header 1</th>
<th>Header 2</th>
</tr>
<tr>
<td>row 1, cell 1</td>
<td>row 1, cell 2</td>
</tr>
<tr>
<td>row 2, cell 1</td>
<td>row 2, cell 2</td>
</tr>
</table>
```

This would create a table that looks like this:

Header 1	Header 2
row 1, cell 1	row 1, cell 2
row 2, cell 1	row 2, cell 2

Creating tables (as with the rest of the HTML shown here) can take a bit of practice to get used to, so we recommend that (especially if you aren't familiar or comfortable with it) to copy and paste what you need for this brief tutorial or from another website, and to feel free to experiment and play around with it until you get the hang of it. And, of course, you can always ask the instructors for help!

In case you want to increase your formatting skills

beyond the basics, there are also some great
resources available to teach you more about HTML on
the following site:

http://www.w3schools.com/html/default.asp