HTML samples for text editing

> ⊘ This document was originally created in Confluence and includes interactive elements (e.g. GIFs and macros) that may not display correctly in this PDF version.

General Information

In this document, every section is dedicated to a separate feature. Features are described starting from the easiest and become more challenging from the bottom to the top.

What is HTML?

HTML stands for **H**yper**T**ext **M**arkup **L**anguage. It is the language used to describe structured documents and create web pages on the internet.

Tags, Attributes, and Elements

HTML **tags** are the keywords that represent the structural components of a document.

Elements are formed by tags and encompass both the opening and closing tags along with the content.

Attributes provide additional information or properties to elements, enhancing their functionality or appearance.

Let's look at this using the following element as an example:

1. **The opening tag:** consists of the name of the element (in this case, p), wrapped in opening and closing angle brackets. This states where the element begins or starts to take effect — in this case, where the paragraph begins.
2. **The closing tag:** the same as the opening tag, except that it includes a forward slash before the element name. This states where the element ends. Failing to add a closing tag is one of the standard beginner errors and can lead to strange results.
3. **The content:** the content of the element, in this case it is just text.
4. **The attribute:** contain extra information about the element that you don't want to appear in the actual content, in this case id is the attribute and "Paragrahp1" is the value. The id attribute allows you to create a unique identifier for the element
5. **The element:** the opening tag, the closing tag, the attribute, and the content together comprise the element.

Before starting, take a look at the most common text formatting tags in the HTML:

> ⓘ <p></p> — represents single **p**aragraph.
>
> <h1></h1> (<h2>, <h3>, ...) — represents **h**eadings, where H1 is the biggest heading.
>
>
 — **br**eak, means that text written after this element will start from the new row.
>
> <b> — **b**old text.
>
> <i> — **i**talic text.
>
> — start and end of an **o**rdered **l**ist.
>
> — start and end of an **u**nordered **l**ist.
>
> — represents a single **l**ist **i**tem (row within the list).

Useful Links

If you want to deep-dive into the topic, and explore the HTML on your own, the following links will be a good start:
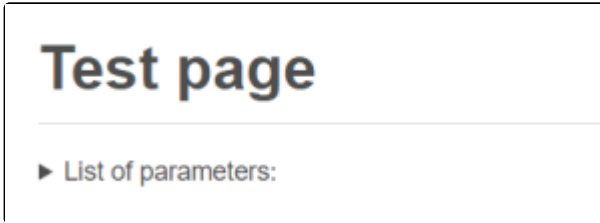
- More about tags: How to Use HTML Tags: Building Blocks of Web Design
- Handy HTML Guide: W3 Schools HTML Tutorial

Divider

The divider is useful when you need to visually distinguish different information in your text.

How it looks:

> ## Test page
>
> ▶ List of parameters:

Code sample:

```
<hr>
```

<hr> — horizontal rule.

Instruction:
Add <hr> into a separate row under needed piece of text.

```
<h1>Test Page</h1>
<hr>

<h3>Table of Contents:</h3>

<ul>
        <li>Section 1</li>
        <li>Section 2</li>
        <li>Section 3

                <ul>
                        <li>Sub-section 1</li>
                        <li>Sub-section 2</li>
                        <li>Sub-section 3</li>
                </ul>
```

Text Alignment

This text editor doesn't have built-in text alignment. You can use these CSS attributes to align text with code view.

How it looks:

> ### Calculation Formulas and Explanations
>
> ### Exceptions and Conditions
>
> Point   Description
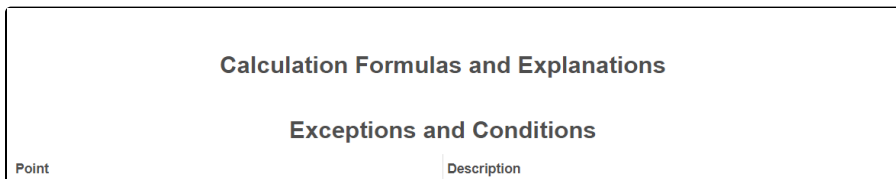
Code sample:

Text Align Center
`style="text-align: center;"`

Text Align Right

```
style="text-align: right;"
```

style=" " — the style attribute that specifies an inline style for an element;

text-align: center/right/left; — defines text alignment.

Instruction:

1. Go to code view.
2. Use *Ctrl+F* to find part of the text that needs to be aligned.
3. Paste the code sample inside the paragraph <p> or header <h1> opening tag.
4. Close code view and check if everything is displayed correctly.

B	i	U	S̶	A	¶ ▼	☰ ▼	☰ ▼	☰	☰	⊞	☺	▣	☐	⊖	<>	↶	↷

Country	Filters data by countries.

Metrics:

-

Glossary:

-

Calculation Formulas and Explanations

Exceptions and Conditions

Point	Description
	6

Source Description ⓘ

Expand

The details expansion functionality is useful when you need to hide big parts of the text or long lists.

How it looks:

> ▶ Hello   ➡   ▼ Hello
>   World!
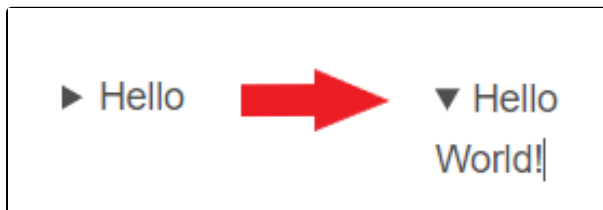
Code sample:

```
<details open>
   <summary>Hello</summary>
   World!
</details>
```

<details open> — beginning of the collapsible text.

<summary>Hello</summary> — the visible part of the text (replace the sample text with yours).

 World! — the hidden part of the text (replace the sample text with yours).

</details> — the end of the collapsible text.

Instruction:

1. When your description is already written, go to **code view**.
2. Use *Ctrl+F* to find part of the text that needs to be collapsible.
3. Paste the code sample.
4. Copy and paste the parts of the text to the code sample you added.
5. Close code view and check if everything is displayed correctly.
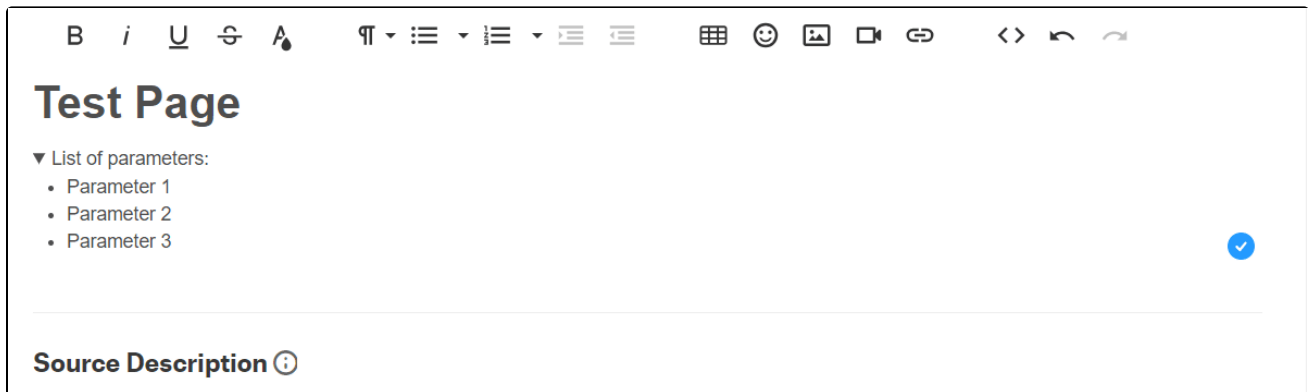
Alerts

Alerts are useful to emphasize important information about the description, for example, to mention that the description is draft.

How it looks:
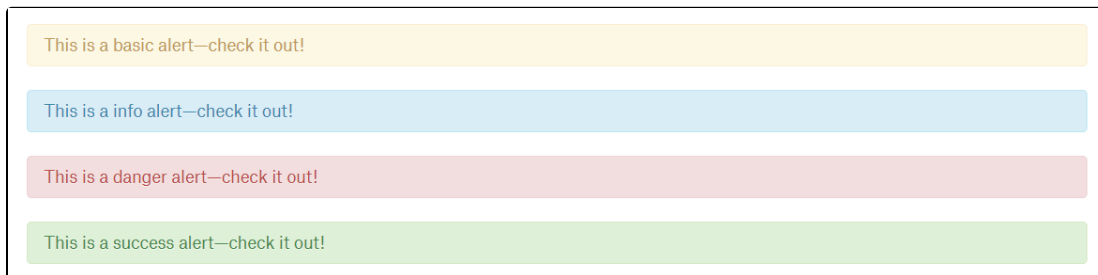
Code sample:

Yellow Alert (Basic)

```
<div class="alert">This is a basic alert—check it out!</div>
```

Blue Alert (Info)

```
<div class="alert alert-info">This is an info alert—check it out!</div>
```

Red Alert (Danger)

```
<div class="alert alert-danger">This is a danger alert—check it out!</div>
```

Green Alert (Success)
`<div class="alert alert-success">This is a success alert—check it out!</div>`

<div></div> — content division tag.

class="alert" — defines the element's type.

Instruction:

1. Paste any of the displayed code samples into your text using code view.
2. Exit the code view and change the text.

Note: you can add **headers** and **dividers** inside your alert, same as for the normal text.

Table of Contents

Table of contents is useful for navigation within the text with many sections.

How it looks:

Code sample:

For headers
`id="Part1"`

id="Part1" — identifier of the row. You can name them in any way that is comfortable for you.

This part we will put inside the header attribute, so it must look like this:

```
<h1 id="Part1">First Header Text</h1>
```

For table of contents
`<a href="#Part1">First Header Text</a>`

 — this tag creates the URL link.

href="#Part1" — this attribute will create a link to the header with identifier "Part1". Change identifiers to create links to different headers.

First Header Text — this is the place where you put your header names.

"#Part1" — identifier, to recognize where link needs to lead. You can enter any names, but it must start with the **#** sign.

Instruction:

1. Create an ordered or unordered list with needed headers.

2. Go to **code view**.
3. Add **identifiers** to all headers that need to be in the Table Of Contents. Every identifier must be **unique**.

4. Add element to every row in your list.

5. **Cut** and **Paste** text from the rows inside the element.
6. Put your identifiers inside the href=" " attribute.

```
Description                                          Cancel    Save

B  i  U  S  A      ¶  ≡  ≡  ≡  ≡        ⊞  ☺  ▣  ▭  ⌗      <>  ↶  ↷

<div>
        <div>
                <h1>Test page</h1>
                <hr>

                <p><strong>Table of Contents:</strong></p>

                <ul>
                        <li>Parameters General Info</li>
                        <li>Parameters Detailed Info

                                <ul>
                                        <li>Parameter 1</li>
                                        <li>Parameter 2</li>
                                        <li>Parameter 3</li>
                                </ul>
                        </li>
                </ul>

                <h2>Parameters General Info</h2>
                <details>
                        <summary>List of parameters:</summary>

                        <ul>
                                <li>Parameter 1</li>
                                <li>Parameter 2</li>
                                <li>Parameter 3</li>
                        </ul>
                </details>
        </div>

        <h2>Parameters Detailed Info</h2>

        <p>Intro text.</p>
```

7. Close code view to check that everything looks correct.
8. Press **Save** and check if links work correctly.

Test Page

Table of Contents:

- Section 1
- Section 2
- Section 3
  - Sub-section 1
  - Sub-section 2
  - Sub-section 3

Section 1

▶ List of parameters:

Section 2

ⓘ Using this instruction, you can create a link to any part of the text, not only to headers.