ADDING HTML FORMATTING

Administrators can use **basic HTML formatting** to add structure and live links in their text.

HTML can be used in these fields & features:
- **Instructions** in all tabs, including the tab-level instructions and instructions on individual tables in the Budget and Tables tab
- **Program Information tabs** (Description, Requirements, Restrictions)
- **Messages** sent via the Send Email feature
- **Contracts**

NOTE: HTML formatting *cannot* be used in the Question Text or Additional Information boxes on the questions themselves or in applicant responses. HTML formatting is only available in these limited locations in order to minimize the security risk.

HTML formatting uses *tags* at the beginning and end of the text to be formatted. The tag at the beginning of the text is called the *opening tag*. The tag at the end of the text is called the *closing tag*. These tags are formatted in a very specific way and, in the opening and closing pair, look almost identical, except the opening tag starts with "<" and the closing tag starts with "</".

Below are guidelines for how to use tags to format your text. Please feel free to contact us if you have any questions! You can send our tech team an email here: https://zoomgrants.zendesk.com/hc/en-us/requests/new. You can also learn lots just by doing a web search to learn more about HTML formatting!

FORMATTED TEXT

Format	Opening	Closing	Example
Bold			This text is bold. This isn't. **This text is bold.** This isn't.
Italic			This text is italicized. This isn't. *This text is italicized.* This isn't.
Underline	<u>	</u>	<u>This text is underlined.</u> This isn't. This text is underlined. This isn't.

LISTS

There are two types of HTML lists that can be added in ZoomGrants: ordered and unordered. *Ordered lists* are numbered. *Unordered lists* are bulleted. HTML formatting of lists requires nesting tags, in which the overall list has an opening and closing tag, and each item in the list also has its own opening and closing tag.

Ordered Lists (Numbered)

The opening tag for ordered lists is <ol>. The closing tag for ordered lists is . The opening tag for each item in an ordered list is <li>. The closing tag for each item, then, is .

Here's an example:

HTML Formatting	Formatted Text
Months - January - February - March - April 	Months 1. January 2. February 3. March 4. April

Unordered Lists (Bulleted)

The opening tag for ordered lists is <ul>. The closing tag for ordered lists is . The opening tag for each item in an unordered list is also <li>, which means the closing tag for each item is .

HTML Formatting	Formatted Text
Months - January - February - March - April 	Months • January • February • March • April

LIVE LINKS

Adding live links to your instructions or program information tabs makes it easy for applicants to access resources on external websites.
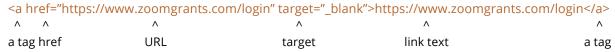
The formatting of live links requires several components:

- **'A' tag** (<a> and) – This tells the site that you'd like this to be a live link.
- **href =" "** – This tells the site to where you want to direct the person who clicks the link. Insert the URL for the site into the quotation marks.
- **target=_blank** – This tells the site that you want to send that person to that web address in a new window.
- **Link text** – This tells the site what text you want displayed as the link.

How about an example?

If you set up the link like this...
https://www.zoomgrants.com/login
  ^ ^   ^   ^   ^   ^
a tag href   URL   target   link text   a tag

...it will appear like this...
        https://www.zoomgrants.com/login

The formatting of the hyperlink itself is subject to the styles on the website and the colors chosen for your account by the admin. The link will be live and clickable, in any case.

You can insert links into a sentence, and you don't have to use the URL itself as the link text. You can make any text act as the hyperlink.

For example, this...
Check out our login page.
          ^ ^   ^   ^   ^   ^
        a tag href   URL   target   link text   a tag (closing)

… looks like this….
        Check out our login page.

OTHER RESOURCES

Check out other resources on the web for more details, including how to build nested lists, add other formatting, and more. A quick web search will get you started!

- w3schools.com* is a great place to start, and has an online editor that can help you visualize a basic version of your text as you input the formatting.
- https://word2cleanhtml.com* may also be helpful, as you can paste formatted text from a text file and it will add the HTML formatting for you.

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