

Basic HTML Tags

The following HTML tags may be used in most TEXT fields. Please note that some of these may produce unexpected results due the current page's programmed style.

PARAGRAPH	<code><p></code> This indicates a PARAGRAPH <code></p></code>
BOLD	<code></code> This will be in BOLD <code></code>
UNDERLINE	Here is how you <code><u></code> UNDERLINE <code></u></code>
ITALICS	Here is how you <code></code> ITALICS <code></code>
LINE BREAK	If you need a single LINE BREAK use this <code>
</code>
HORIZONTAL LINE	If you want a HORIZONTAL LINE use <code><hr></code>
BULLETED LIST	This is how you create a BULLETED LIST : <pre> List Item 1 List Item 2 List Item 3 </pre>
NUMBERED LIST	This is how you create a NUMBERED LIST : <pre> List Item 1 List Item 2 List Item 3 </pre>
HYPERLINK	<code></code> Displayed Text <code></code> href (REQUIRED) – This the full URL (i.e. http://www.website.com) title (OPTIONAL) – This is what the user sees when the mouse is placed over the link text. target (OPTIONAL) – This will open the link in a NEW window, which is generally what you would want to do. If you want to open the link in the same window, do not include this. Displayed Text (REQUIRED) – This is what the user sees.
IMAGE	<code></code> src (REQUIRED) – This is a “Relative” or complete URL for image file name alt & title (OPTIONAL) – This is what the user sees when the mouse is placed over the link text. Both are recommended. width & height (OPTIONAL) – This can be used to resize and image and even distort it. If you want to use the current image size, do not include these parameters. If you want a fixed width and a proportional height, include the width ONLY . Likewise, If you want a fixed height and proportional width, include the height ONLY . hspace (OPTIONAL) – the amount of horizontal space in pixels between the image and text. vspace (OPTIONAL) – the amount of vertical space in pixels between the image and text. border (REQUIRED) – If no border is required, set this to ZERO (0); otherwise, set this to the number of pixels you want for the border. align (OPTIONAL) – place image to the “ left ” or “ right ” of any text. Text will wrap around the image. If this parameter is not included, the image will be in line with the text.

Image Upload/Resize

Basic Image requirements

- Images to be uploaded **MUST** be either **JPG** or **GIF** image types.
- Animated GIFs are not supported.
- Source image size **CANNOT** be greater than 1-MB.
- Source image **MUST** be no larger than 800 pixels in either height or width.
- Recommend saving image as a JPG at 72dpi and 100% quality level.

Recommended Image Naming:

The image Upload/Resize will strip out any unsupported characters and replace them with the underscore (_), but it is good practice to name the source images as follows:

- Use only **LOWER** case alpha characters and **NUMBERS**.
- Do **NOT** use **SPECIAL CHARACTERS**.
- Do **NOT** use **SPACES**.
- Use the **UNDERSCORE** (_) character to separate words.

EXAMPLE: my_gallery_image_01.jpg