

# HTML Formatting

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This article is part of the assessment builder guide. You will require administration access to view the pages mentioned in this article.

You can use a limited number of HTML tags to format some text based description fields. The tabs need to surround the text that you wish to format.

Name	Tag	Description	Example Use
Headings	h1, h2, h3, h4	Formats text into a larger heading font/size	<h1>This is a level 1 heading</h1>
Bold	b	Formats the text bold	<b>bold text</b>
Italic	i	Formats the text italic	<i>italic text</i>
Underlined	u	Formats the text underlined	<u>underlined text</u>
New line	br	Adds a new line in the paragraph.	Line 1.   Line 2.  Line3.
Space	&nbsp;	Add space	these&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;words. -> these    words.
Hyperlink	<a href="">link text</a>	Inserting hyperlink	<a href="">link text</a> Add website link in "url", and add texts in "link text" which jumps to the website when it's clicked