The following instructions will assist the Faculty of Graduate Studies and the Faculty of Law with basic HTML Hypertext Markup Language codes used when submitting questions for the Online Web Application. When entering questions on the online application Question List, if a URL or any questions require HTML coding the following tips may be helpful. For additional training on HTML, log onto the MyUofC Portal > IT Online Learning System.

Important: Don't forget the end tag.

HTML Unordered Lists:

An unordered list starts with the <ul> tag. Each list item starts with the <li> tag. The list items are marked with bullets, typically small black circles.

Coffee
Milk

This is how the HTML code above will appear in a browser:
- Coffee
- Milk

HTML Ordered Lists:

An ordered list starts with the <ol> tag. Each list item starts with the <li> tag. The list items are marked with numbers.

Coffee
Milk

This is how the HTML code above will appear in a browser:

1. Coffee
2. Milk

HTML Formatting Tags:

HTML uses tags like and <i> for formatting **bold** or *italic* text. For text that is big use <big>. When subscripts or superscripts are required use the following codes: For example:

This text is bold
<i>This text is in italics</i>
<big>This text is big</big>
This is _{subscript} and ^{superscript}

Text will appear in the browser as:

This text is bold_This text is in italics_ This text is big This is subscript and this is superscript

HTML Paragraphs:

Paragraphs are defined with the <p> tag. Browsers automatically add an empty line before and after a paragraph. For example:

<p>This is some text in a paragraph.</p>
<p>This is another paragraph.</p>

How it will appear in the browser:

This is some text in a paragraph.

This is another paragraph.

HTML Line Breaks:

Use the <br> tag if you want a line break, a new line, without starting a new paragraph. For example:

<p>This is
a para
graph with line breaks.</p>

This is how it will appear in the browser:

This is
a para
graph with line breaks.

URL – Uniform Resource Locator:

A Uniform Resource Locator (URL) is used to address a document, or other data, on the world wide web. For example:

<p> https://www.ucalgary.ca/graduatestudies/home </p>

This would appear as: https://www.ucalgary.ca/graduatestudies/home

<p>Graduate Studies Homepage </p>

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This would appear as:

[Graduate Studies Homepage](#)

To ensure that the html coding is correct save your text, including the html tags, in a word document or notepad editor and call it xxx.htm. Open a web browser and open the file in the browser to ensure the coding is correct. Or double-click the htm file to automatically launch a default browser for html files.

Please note that is it very important for security purposes to include rel="noopener".

The value target="_blank" will open the URL in a new tab in the browser and will keep the original page open.

Consult the Student and Enrolment Services website for additional job aids, guides and online learning.

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