Basics & Settings SOP: How to Make HTML Tags

03/17/2025 8:24 am CDT

> **Who is this for?** This is intended for individuals who are new to HTML programming or are interested in learning how to create HTML tags for formatting HTML content.

> **Objective**: This Standard Operating Procedure (SOP) provides instructions on how to create HTML tags using an HTML converter tool and provides a list of common HTML tags that can be used to format HTML content.

Use an HTML converter to help you create the tags. I prefer to use codebeautify.org/htmlviewer. This tool has features that streamline the process. For example, it automatically creates the closing tags once you have opened them.

Below is a list of HTML tags to use to create an HTML Format:

<h1></h1> - Headline of the article

<h2></h2> - Secondary headline

<h3></h3> - Generic headline to use inside of a secondary headline

<p></p> - New paragraph

 - Numbered list - each value in the list must start with <li> and end with

 - Generic bullet points - each bullet point must start with <li> and end with

 - use to bold a section of text

 link text - How to create a hotlink

There should be no spaces or indentations between tags.

Example:

Headline 1

Body Paragraph

Headline 2

Body Paragraph

Headline 2

Body Paragraph

1. Item1

2. Item2

3. Item3

Headline 2

Body Paragraph

Headline 3

-Item

-Item

-Item

HTML:

<h1>Headline 1</h1><p>Body Paragraph</p><h2<Headline 2</h2><p>Body Paragraph</p><h2>Headline 2</h2><p>Body Paragraph</p>
Item1
Item2
Item3
<h2>Headline 2</h2><p>Body Paragraph</p><h3>Headline 3</h3>
Item
Item
Item