

## Format Submenu

The Format submenu contains commands that modify a section of text by placing it into a specific construct, such as various types of lists, menus, directories, glossaries, etc., as apart from logical or physical character formatting such as `<EM>Emphasis</EM>` or `<B>Bold</B>`.

You can add HTML tags to a selection of text either before or after you type it. By creating a selection of text with the mouse, you then select the HTML format for the selection from the Format command under the HyperText menu, or a physical or logical text style from the Font menu. Alternately, if the cursor is inserted into the document but there is no selection, choosing an HTML format will insert the tags into the text surrounding the current insertion point – you are ready to type. Note that the Command keys for many HTML formats and Font styles can be found on the Palette Help display.

Consult with A Beginner's Guide to HTML for more details on each HTML format, especially the section Additional Markup Tags. These HTML formats include Address, Blockquote, Bulleted List, Comment, Directory, Glossary, Listing, Menu, Numbered List, and Preformatted.

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