

Kira Reoutt,
contractor



Standard Operating Procedures

*How to create HTML files for help
projects using FrontPage*



Audience

This document is for the MDL Tech Com End-User group.

How to Use this Document

- Read the Standard Operating Procedure once, if you have time.
- Use the Quick Start in *Appendix B* when you begin writing HTML files for help projects.
- Refer to the *HTML Gotchas* report on an as needed basis.



Table of Contents

STANDARD OPERATING PROCEDURES	7
STANDARD OPERATING PROCEDURES - COMPLETE.....	7
SPECIAL FORMATTING SITUATIONS.....	12
<i>Applying Classes</i>	13
What is the difference between “styles” and classes?.....	14
<i>Formatting Bulleted Lists</i>	15
<i>Creating Alpha-Numeric Outline-Style Lists</i>	16
Using the WYSIWYG Editor	16
Writing the HTML.....	16
Which Method Should You Use?	19
<i>Formatting Text in Tables</i>	20
Formatting Column Headers.....	20
Formatting Row Headers	21
Formatting Table Cells	21
<i>Still Have Formatting Problems?</i>	22
APPENDIX A: THE STYLE SHEET	26
APPENDIX B: STANDARD OPERATING PROCEDURES QUICK START.....	32



Standard Operating Procedures

How to create HTML files for help projects using Front Page

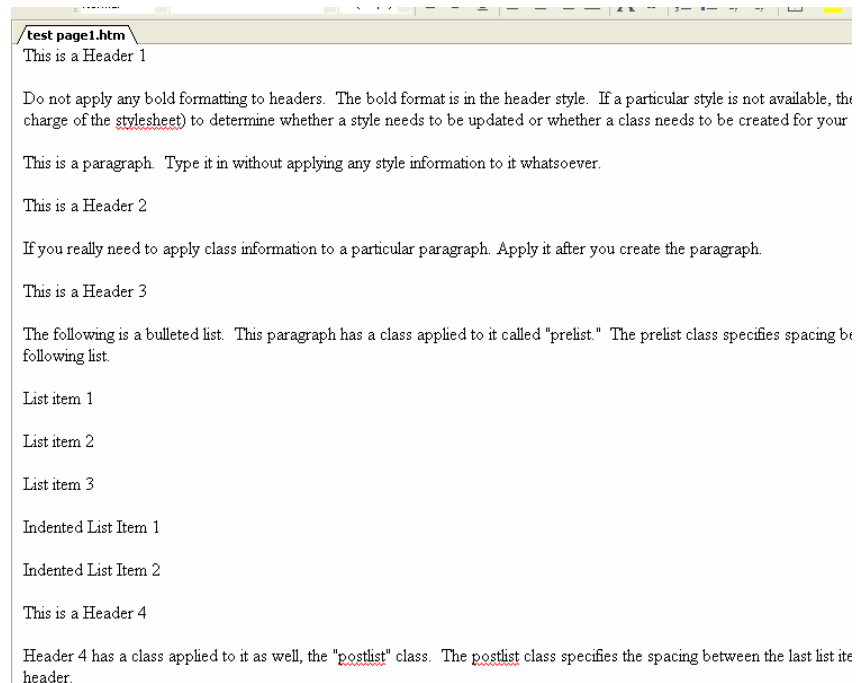
Below is a complete step-by-step guide, with detailed explanations and pictures, for creating HTML files that will work well with your style sheet.

If you want a quick reference, see *Appendix B*.

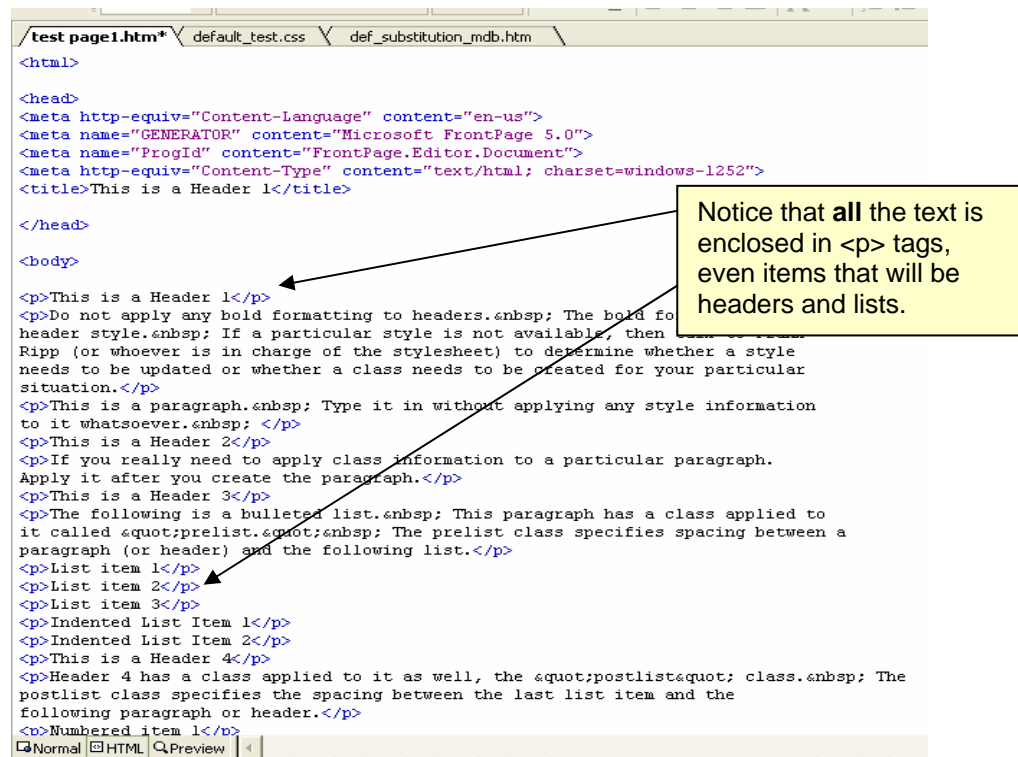
Standard Operating Procedures - Complete

1. Use a clean file. In FrontPage, select **File > New**.
2. Type the text into the file **without** applying **any** formatting whatsoever. No headers, no bullet points, and so on.

Below is a picture of a vanilla HTML page. No formatting has been applied. The style sheet has not been linked.



Here is what the HTML for this page looks like.



```
<html>

<head>
<meta http-equiv="Content-Language" content="en-us">
<meta name="GENERATOR" content="Microsoft FrontPage 5.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<title>This is a Header 1</title>

</head>

<body>

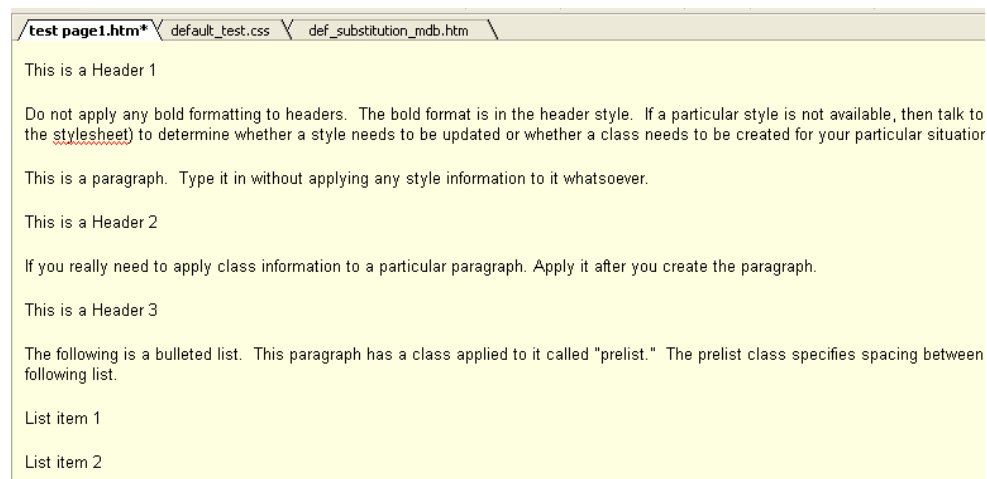
<p>This is a Header 1</p>
<p>Do not apply any bold formatting to headers.&nbsp; The bold fo
header style.&nbsp; If a particular style is not available, then talk to your
Ripp (or whoever is in charge of the stylesheet) to determine whether a style
needs to be updated or whether a class needs to be created for your particular
situation.</p>
<p>This is a paragraph.&nbsp; Type it in without applying any style information
to it whatsoever.&nbsp; </p>
<p>This is a Header 2</p>
<p>If you really need to apply class information to a particular paragraph.
Apply it after you create the paragraph.</p>
<p>This is a Header 3</p>
<p>The following is a bulleted list.&nbsp; This paragraph has a class applied to
it called "prelist."&nbsp; The prelist class specifies spacing between a
paragraph (or header) and the following list.</p>
<p>List item 1</p>
<p>List item 2</p>
<p>List item 3</p>
<p>Indented List Item 1</p>
<p>Indented List Item 2</p>
<p>This is a Header 4</p>
<p>Header 4 has a class applied to it as well, the "postlist" class.&nbsp; The
postlist class specifies the spacing between the last list item and the
following paragraph or header.</p>
<p>Numbered item 1</p>

Normal HTML Preview
```

3. Attach the style sheet to the page. (**Format > Style Sheet Links**)

4. Save the page, if necessary.

Here is what the page looks like with the style sheet applied. Notice that the font has changed to Arial and the background color is now light yellow.



When we look at the HTML, notice that the only change is that a <link> tag has been added. The sentences that read “This is a Header 1,” “This is a Header 2” and so on are still enclosed with <p> tags, which means the paragraph formatting is applied to them.

```

<html>
<head>
<meta http-equiv="Content-Language" content="en-us">
<meta name="GENERATOR" content="Microsoft FrontPage 5.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<title>This is a Header 1</title>
<link rel="stylesheet" type="text/css" href="default_test.css">
</head>
<body>
<p>This is a Header 1</p>
<p>Do not apply any bold formatting to headers. The bold format is in the header style. If a particular style is not available, then talk to Ripp (or whoever is in charge of the stylesheet) to determine whether a style needs to be updated or whether a class needs to be created for your particular situation.</p>
<p>This is a paragraph. Type it in without applying any style information to it whatsoever. </p>
<p>This is a Header 2</p>
<p>If you really need to apply class information to a particular paragraph. Apply it after you create the paragraph.</p>
<p>This is a Header 3</p>
<p>The following is a bulleted list. This paragraph has a class applied to it called "prelist." The prelist class specifies spacing between a paragraph (or header) and the following list.</p>
<p>List item 1</p>
<p>List item 2</p>
<p>List item 3</p>
<p>Indented List Item 1</p>
<p>Indented List Item 2</p>

```

The **style sheet** has been linked to the HTML document, but everything else is the same. The headers and lists still have the <p> tags and so take on the <p> formatting as defined by the style sheet.

5. In Normal view, put your cursor on the line that you want to format. **For example**, you want the line “This is a Header 3” to have the Heading 3 format, so you would place your cursor on that line.
6. Select the appropriate HTML selector from the style drop-list. The style drop-list is located on the formatting toolbar in FrontPage.

HTML selectors have a ¶ in front of them.

Classes have nothing in front of them.



***Note:** Styles for HTML selectors and classes are available from the style drop-list once the style sheet has been **applied** to the document. The HTML selectors have a ¶ symbol in front of them and classes have a blank space in front of them.*

The distinction between selectors and classes and how to apply them via the WYSIWYG editor are described in the section “Applying Classes” on page 13.

Here is what the page looks like with the heading formats applied to it:

The screenshot shows a WYSIWYG editor interface. At the top, there is a toolbar with options for font (Normal, Arial), size (10pt), and formatting (Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo). Below the toolbar, the document content is displayed on a yellow background. The content includes:

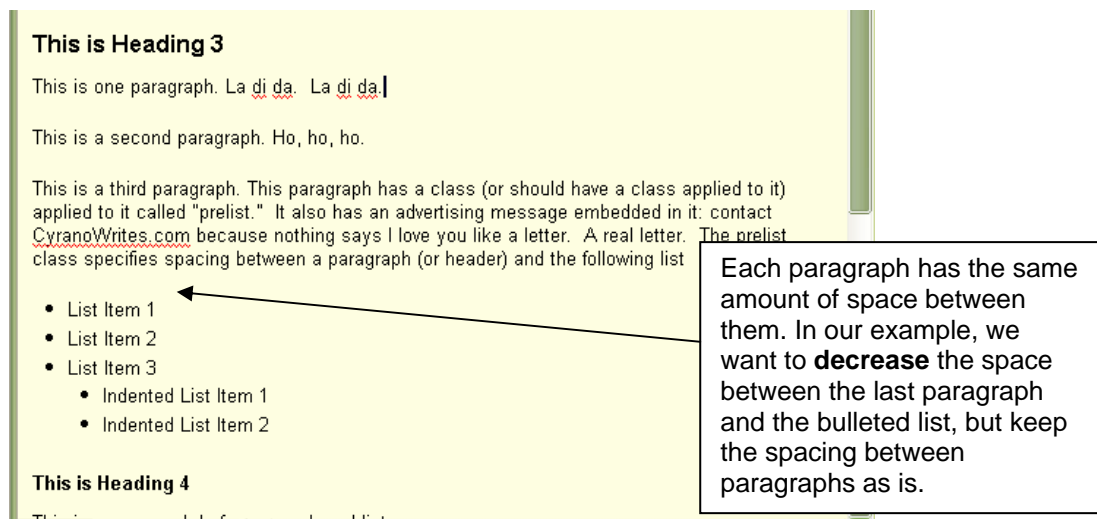
- This is a Header 1**
- Do not apply any bold formatting to headers. The bold format is in the header style. If a particular style is not available in the stylesheet to determine whether a style needs to be updated or whether a class needs to be created for your page.
- This is a paragraph. Type it in without applying any style information to it whatsoever.
- This is a Header 2**
- If you really need to apply class information to a particular paragraph. Apply it after you create the paragraph.
- This is a Header 3**
- The following is a bulleted list. This paragraph has a class applied to it called "prelist." The prelist class specifies spacing between the following list.
- List item 1
- List item 2
- List item 3
- Indented List Item 1
- Indented List Item 2
- This is a Header 4**
- Header 4 has a class applied to it as well, the "postlist" class. The postlist class specifies the spacing between the
- Numbered item 1

At the bottom of the editor, there are tabs for "Normal", "HTML", and "Preview", along with a search icon and a left arrow.

Applying Classes

Apply classes **after** you have applied **styles**. Applying styles first may prevent you from applying or inadvertently copying unnecessary formatting to other paragraphs, headings, and so on.

Example: You need to change the spacing between a paragraph and a list that follows it.



This is Heading 3

This is one paragraph. La di da. La di da.

This is a second paragraph. Ho, ho, ho.

This is a third paragraph. This paragraph has a class (or should have a class applied to it) applied to it called "prelist." It also has an advertising message embedded in it: [contact CyranoWrites.com](#) because nothing says I love you like a letter. A real letter. The prelist class specifies spacing between a paragraph (or header) and the following list

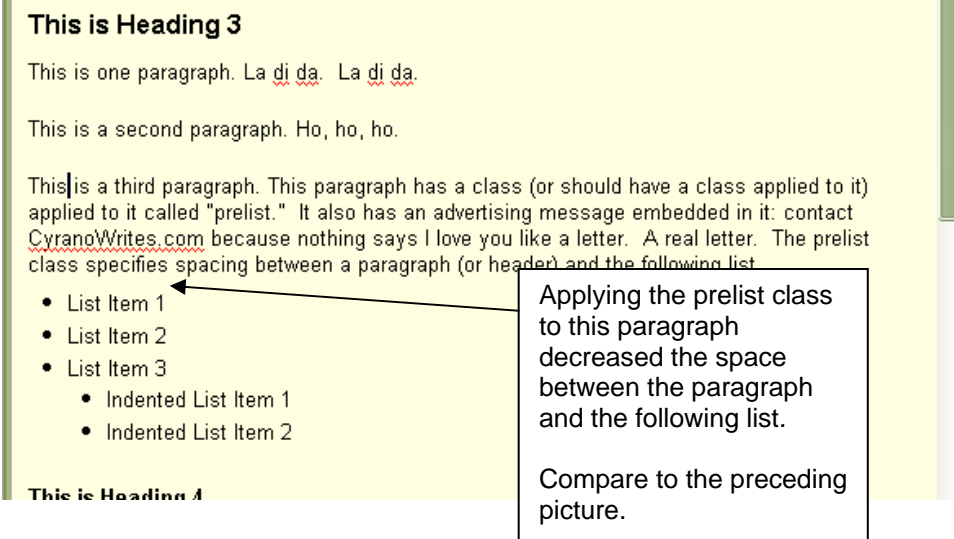
- List Item 1
- List Item 2
- List Item 3
 - Indented List Item 1
 - Indented List Item 2

This is Heading 4

Each paragraph has the same amount of space between them. In our example, we want to **decrease** the space between the last paragraph and the bulleted list, but keep the spacing between paragraphs as is.

In your **style sheet**, create a **class** that sets a short bottom margin. (For example: `.prelist {bottom-margin: 6px;}`) Save the style sheet. This class is now available in the style drop-list in the WYSIWYG editor. Apply this class to the paragraph before the list.

In the picture below, a class called **prelist** has been applied to the paragraph that precedes the bulleted list. This class sets a small bottom margin, thereby reducing the space between the paragraph and the following list. This class was applied by selecting the **prelist** class from the style drop-list.



This is Heading 3

This is one paragraph. La di da. La di da.

This is a second paragraph. Ho, ho, ho.

This is a third paragraph. This paragraph has a class (or should have a class applied to it) applied to it called "prelist." It also has an advertising message embedded in it: contact [CyranoWrites.com](#) because nothing says I love you like a letter. A real letter. The prelist class specifies spacing between a paragraph (or header) and the following list.

- List Item 1
- List Item 2
- List Item 3
 - Indented List Item 1
 - Indented List Item 2

This is Heading 4

Applying the prelist class to this paragraph decreased the space between the paragraph and the following list.

Compare to the preceding picture.



*Are the classes **postlist** and **prelist** “standards”? No. Classes can be named anything you want and defined any way you want. Nicki and I chose these names because we thought they were clear.*

What is the difference between “styles” and classes?

Actually, the terms should be **HTML selectors** and **classes**, with **styles** or, rather **rules**, being something applied to both. For our purposes here, we are calling “styles” any style that defines particular HTML selectors, such as p, h3, and li. The style sheet sets rules for how text in <p> tags will display, for example.

Classes are “free agents” and can be used within different types of HTML tags to change a particular paragraph, heading, or list. For example, a class such as **prelist** above can change the spacing of paragraphs that come before lists. In HTML, the class would be applied like so:

```
<p class="prelist">Paragraph text here.</p>
```

Remember: once a style sheet is linked to a document, both “styles” and classes can be applied via the style drop-list.

Formatting Bulleted Lists

The **bulleted** lists in our example have been formatted by applying the **Menu** style to each line. The **indented** bulleted lists have been formatted by applying the **Bullet** style to each line.



*Is the **Bullet** style inherently indented? No, it isn't. Both the Menu and Bullet styles have their margins set in the style sheet or not, depending on the style sheet. Use the appropriate style as defined by your particular style sheet.*

Below is a picture of the page with the formatted bulleted lists.

A screenshot of a web browser window. The browser's address bar shows "test page1.htm*", "default_test.css", and "def_substitution_mdb.htm". The browser's toolbar includes a "Bulleted List" dropdown, "Arial" font, "10pt" size, and buttons for Bold (B), Italic (I), Underline (U), and alignment options. The page content includes:

- This is a Header 1**
- Do not apply any bold formatting to headers. The bold format is in the header style. If a parti the stylesheet) to determine whether a style needs to be updated or whether a class needs to
- This is a paragraph. Type it in without applying any style information to it whatsoever.
- This is a Header 2**
- If you really need to apply class information to a particular paragraph. Apply it after you create
- This is a Header 3**
- The following is a bulleted list. This paragraph has a class applied to it called "prelist." The p following list.
- List item 1 - This item uses the Menu List style
 - List item 2
 - List item 3
 - Indented List Item 1 - This item uses the Bulleted List style
 - Indented List Item 2
- This is a Header 4**
- Header 4 has a class applied to it as well, the "postlist" class. The postlist class specifies th
- Numbered item 1
- Numbered item 2

Creating Alpha-Numeric Outline-Style Lists

Here is an example of an alpha-numeric, outline-style list

1. Have lunch.
2. Go to the beach.
 - a. Put on suntan lotion.
 - b. Read book.
 - c. Bask in sunshine.
3. Drive home

FrontPage is not able to apply indented, outline-style numbers (or letters) via the Style drop-list. Instead, you can create outline-style lists using the **Format > Bullets and Numbering** menu or by editing the HTML. Below I describe both methods.



Why creating alpha-numeric lists via the style drop-list does not work. Here is the test I performed with FrontPage: I created a class called alpha, which when added directly to the tag (the ordered list tag), creates an indented list that orders items using lower case letters (e.g. a, b, c, and so on). Applying the alpha class to the Numbered Style (found in the style drop-list) creates an indented list that uses a number instead of a letter. The HTML shows that the alpha class is not applied to a new tag, and instead creates a <p> tag with the alpha class: <p class="alpha">. This HTML, of course, will not create an outline-style ordered list.

Using the WYSIWYG Editor

You can create outline-style alpha-numeric lists by selecting the Numbered List style for the top-level hierarchy. To create the second-level items, put your cursor on the line to indent, click the **Increase Indent** button **two** times, and then select **Format > Bullets and Numbering > Numbers**. Use the List Properties dialog to set formatting (e.g. letters, Roman numerals, and so on).

Writing the HTML

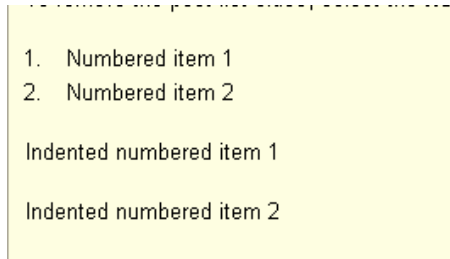
To create an alpha-numeric list similar to the beach example above

1. Put your cursor on the line that will be the first item in the top-level hierarchy.
2. Select the Numbered List style from the Style drop-list menu to create the top-level hierarchy.

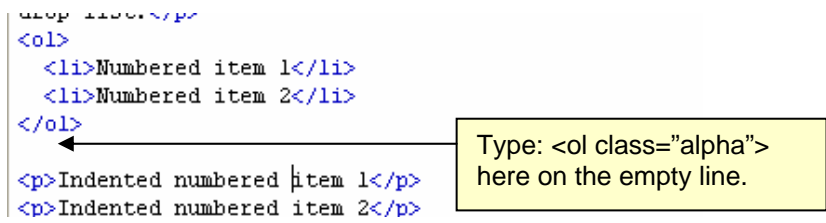


3. To create the second-level item, place your cursor on the line that you want to indent.

In the picture below, you would put your cursor on the line that reads, "Indented numbered item 1."



4. Click on the HTML tab in FrontPage.
5. Before the indented list, type `<ol class="alpha">` (or, instead of alpha, use the appropriate class as defined by your style sheet).



6. Replace the `<p>` tags with `` tags.
7. Replace the `</p>` tags with `` tags.
8. End the ordered list by typing `` on the line below the last indented item.

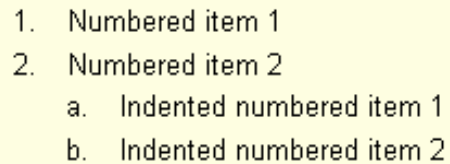
Your HTML should look like the following:

```
<ol>
  <li>Numbered item 1</li>
  <li>Numbered item 2</li>
</ol>

<ol class="alpha">
  <li>Indented numbered item 1</li>
  <li>Indented numbered item 2</li>
</ol>
```

9. Click the Normal tab in FrontPage.

You should see a picture similar to the following:

- 
- 1. Numbered item 1
 - 2. Numbered item 2
 - a. Indented numbered item 1
 - b. Indented numbered item 2

10. To continue numbering with the non-indented numbering (for example, restarting the list above with number 3), you will need to:
- a. Click the HTML tab in FrontPage.
 - b. Before the spot where you want the numbering to restart, type `<ol start="#">` where # is the number you want to start with.
 - c. Replace the `<p>` tags with `` tags.
 - d. Replace the `</p>` tags with `` tags.
 - e. End the list by typing `` on the line below the last indented item.



Continuing with our example, your HTML should look like so:

```
<ol>
  <li>Numbered item 1</li>
  <li>Numbered item 2</li>
</ol>

<ol class="alpha">
  <li>Indented numbered item a</li>
  <li>Indented numbered item b</li>
</ol>

<ol start="3">
  <li>Numbered item 3</li>
  <li>Numbered item 4</li>
</ol>
```

Here is the page in Normal view:

1. Numbered item 1
2. Numbered item 2
 - a. Indented numbered item a
 - b. Indented numbered item b
3. Numbered item 3
4. Numbered item 4

Which Method Should You Use?

I recommend applying classes via HTML. Why? If you apply the class information, you can affect the margins and font information via the style sheet.

Furthermore, clicking the **Increase Indent** or **Decrease Indent** buttons to change the list hierarchy doesn't always work and when it does, it tends to create "junky" HTML. In my tests, the opening `` tags and sometimes the closing `` tags were missing.

Formatting Text in Tables

In general, do **not** use tables

- To layout pages.
- To format regular or specially indented paragraphs.
- To format lists.

Style sheets should be used instead of tables in the instances described above.

A complete description of how to format tables using CSS is beyond the scope of this SOP. The following sections describe generally how to format text in tables. For a fuller sense of how to add padding, spacing, alignment, borders, and other table and cell properties, see the style sheet in *Appendix A*.

Formatting Column Headers

To format column headers, define a rule for the <th> tag.

Example: In your style sheet, define a rule for <th> tags like so:

```
th { font-size: 12pt;  
      font-weight: bold; }
```

Your HTML mark-up should look similar to the following:

```
<table>  
  <thead>  
    <th>Column Heading 1</th>  
    <th>Column Heading 2</th>  
    <th>Column Heading 3</th>  
  </thead>
```

When the style sheet with the information above is applied to the file, any text in <th> tags will be bold and 12 pt.



Formatting Row Headers

To format a particular style for row headers, define a class in the style sheet, select the cells that are to become row headers, and apply the class via the style drop-list.



Selecting the cells before applying the class information applies class information to the <td> tag. If you select the text only (in Normal view), a <p> tag is added to the table with the class information in it like so: <p class="rowhead">. A <p> tag in the table means that text in the table cells will take on the formatting features of regular paragraphs. Adding class information to the <td> tags is more efficient and “cleaner.”

Formatting Table Cells

To format the text size in individual table cells, define a rule for the <td> tag.



As of this writing, <td> tags do not use the font-size defined in the <body> tag. A font-size must be specified for the <td> tag.

Example: In your style sheet, define a style for <td> tags like so:

```
td { font-size: 10pt; }
```

When the style sheet with the information above is applied to the file, any text in tables will be 10 pt.

Still Have Formatting Problems?

Fix formatting problems (such as spacing, for example) in the style sheet, **not** in the HTML document.

Example: Below is the text with the styles applied to it. More space needs to be added before the headers and less after. Do you fix the spacing here by pressing the Enter key, for instance? No. **Fix spacing in the style sheet.**



Of course, be sure you have the agreement of the style sheet “owner” before making any changes to the style sheet as changes made to the style sheet affect all pages that reference it.

The screenshot shows a browser window with the following content:

- Header 1: **This is a Header 1**
- Text: Do not apply any bold formatting to headers. The bold format is in the header style. If a particular style is not available in the stylesheet to determine whether a style needs to be updated or whether a class needs to be created for you.
- Text: This is a paragraph. Type it in without applying any style information to it whatsoever.
- Header 2: **This is a Header 2**
- Text: If you really need to apply class information to a particular paragraph. Apply it after you
- Header 3: **This is a Header 3**
- Text: The following is a bulleted list. This paragraph has a class applied to it called "prelist" following list.
- Bulleted list:
 - List item 1 - This item uses the Menu List style
 - List item 2
 - List item 3
 - Indented List Item 1 - This item uses the Bulleted List style
 - Indented List Item 2
- Header 4: **This is a Header 4**
- Text: Header 4 has a class applied to it as well, the "postlist" class. The postlist class specifies the spacing between
- Numbered list:
 - Numbered item 1
 - Numbered item 2
 - Numbered item 3
 - Indented Numbered Item 1
 - Indented Numbered Item 2

A text box on the right side of the screenshot contains the following text:

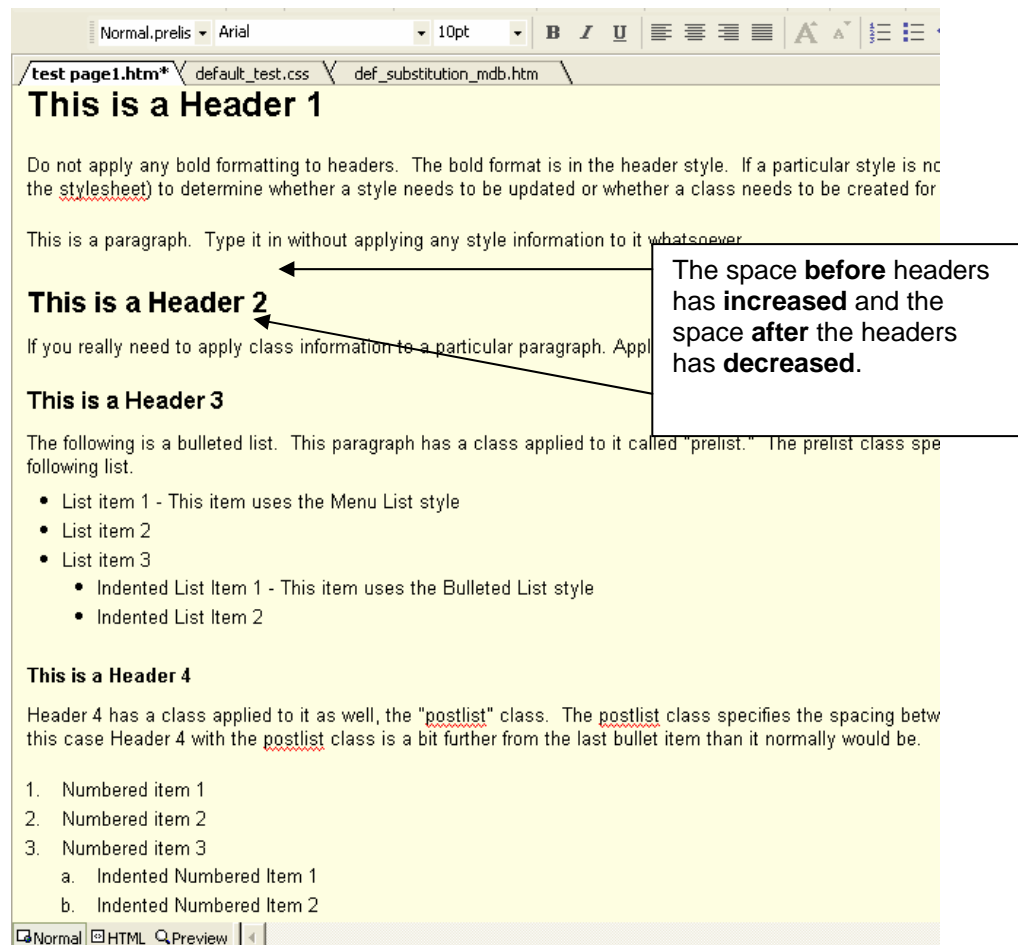
This page has **equal spacing** before and after headers.

We want to **increase** the space before the headers and **decrease** the space after them.

Before changing the spacing information in the style sheet, take a look at the HTML.

```
</link rel="stylesheet" type="text/css" href="default_test.css">
</head>
<body>
<h1>This is a Header 1</h1>
<p>Do not apply any bold formatting to headers. The bold format is in the
header style. If a particular style is not available, then the style sheet
needs to be updated or whether a class needs to be created for
situation.</p>
<p>This is a paragraph. Type it in without applying any style
to it whatsoever.</p>
<h2>This is a Header 2</h2>
<p>If you really need to apply class information to a particular paragraph
Apply it after you create the paragraph.</p>
<h3>This is a Header 3</h3>
<p class="prelist">The following is a bulleted list. This paragraph has a class applied to
it called "prelist". The prelist class specifies the spacing between a
paragraph (or header) and the following list.</p>
<menu>
  <li>List item 1 - This item uses the Menu List style</li>
  <li>List item 2</li>
  <li>List item 3</li>
</menu>
<ul>
  <li>Indented List Item 1 - This item uses the Bulleted List style</li>
  <li>Indented List Item 2</li>
</ul>
<h4 class="postlist">This is a Header 4</h4>
<p>Header 4 has a class applied to it as well, the "postlist" class. The
postlist class specifies the spacing between the last list item and the
following paragraph or header.</p>
<ol>
  <li>Numbered item 1</li>
  <li>Numbered item 2</li>
  <li>Numbered item 3</li>
</ol>
<ol class="alpha">
  <li>Indented Numbered Item 1</li>
</ol>
```

Change the margins of all the headers in the style sheet. Here is the same page in Normal view after the margins were changed in the style sheet. The headers are now closer to the paragraphs that follow them and further from the preceding paragraphs.



And what does the HTML look like?

It looks exactly the same. Notice that there is no formatting information in the tags. Also, there are no font, span, or div tags.

```
test page1.htm* \ default_test.css \ def_substitution_mdb.htm \
<link rel="stylesheet" type="text/css" href="default_test.css">
</head>
<body>
<h1>This is a Header 1</h1>
<p>Do not apply any bold formatting to headers. The bold format is in the
header style. If a particular style is not available, then talk to
Ripp (or whoever is in charge of the stylesheet) to determine whether
needs to be updated or whether a class needs to be created for your
situation.</p>
<p>This is a paragraph. Type it in without applying any style
to it whatsoever. </p>
<h2>This is a Header 2</h2>
<p>If you really need to apply class information to a particular pa
Apply it after you create the paragraph.</p>
<h3>This is a Header 3</h3>
<p class="prelist">The following is a bulleted list. This paragraph has a class applied to
it called "prelist". The prelist class specifies spacing between a
paragraph (or header) and the following list.</p>
<menu>
  <li>List item 1 - This item uses the Menu List style</li>
  <li>List item 2</li>
  <li>List item 3</li>
</menu>
<ul>
  <li>Indented List Item 1 - This item uses the Bulleted List style</li>
  <li>Indented List Item 2</li>
</ul>
<h4 class="postlist">This is a Header 4</h4>
<p>Header 4 has a class applied to it as well, the "postlist" class. The
postlist class specifies the spacing between the last list item and the
following paragraph or header. In this case Header 4 with the postlist class is
a bit further from the last bullet item than it normally would be.</p>
<ol>
  <li>Numbered item 1</li>
  <li>Numbered item 2</li>
  <li>Numbered item 3</li>
</ol>
<ol class="alpha">
```

The <h> tags are **exactly the same**. No margin or spacing information has been added to them. Only the style sheet changed!

Appendix A: The Style Sheet

For the curious and adventuresome, this section has the style sheet that was used in this SOP. The style sheet is fully commented. The rules are written out in long-hand for ease of understanding. Examples of how to mark-up your HTML to use a particular style or class are given when necessary.

```
/*This style sheet was created for the Standard Operating Procedures Guide
for creating clean mark-up. It was adapted from Frank Ripp's original style
sheet so that it looks familiar to the team.
```

```
Author: Kira Reoutt
```

```
Date: June 2004
```

```
*/
```

```
/* This is the BODY style. It defines the background color and sets the font
type and size. */
```

```
body {
    font-family: Arial, Helvetica, sans-serif;
    font-size: 10pt;
    background-color: fffe1;
}
```

```
/* This is the HEADING 1 style */
```

```
h1 {
    font-size: 18pt;
    font-weight: bold;
    margin-top: 2px;
    margin-bottom: 3px;
}
```

```
/* This is the HEADING 2 style */
```

```
h2 {
    font-size: 14pt;
    font-weight: bold;
    margin-top: 18px;
    margin-bottom: 3px; }
```



```
*/
```

```
.postlist {  
    margin-top: 12px ;  
}
```

/*This class INDENTS every line in the paragraph.

Use it in the <p> tag like so:

```
<p class="ind">Paragraph text here.</p>
```

```
*/
```

```
.ind {  
    margin-left: 20px ;  
}
```

/*This class is for FIRST LINE INDENTED paragraphs. It indents the first line of a paragraph.

Use it in the <p> tag like so:

```
<p class="first">Paragraph text here.</p>
```

```
*/
```

```
.first {  
    text-indent: 20px ;  
}
```

/*This class is for HANGING INDENTS in paragraphs.

Use it in the <p> tag like so:

```
<p class="hang">Paragraph text here.</p>
```

```
*/
```

```
.hang {  
    text-indent: -20px ;  
    margin-left: 20px ;  
}
```



/* This style is called MENU LIST in the style drop-list.

Use it as the first-level bulleted list in a hierarchical list. */

```
menu {  
    margin-top: 4px;  
    margin-bottom: 12px;  
    margin-left: 24px;  
}
```

/* This style is called BULLETED LIST in the style drop-list.

Use it as the second-level bulleted list in a hierarchical list. */

```
ul {  
    margin-top: -9px;  
    margin-bottom: 4px;  
    margin-left: 40px;  
}
```

/* This style is for LIST ELEMENTS, whether they are numbers or bullets.

It sets the spacing between bulleted or numbered items. */

```
li {  
    margin-bottom: 4px ;  
}
```

/* This is the first or top-level NUMBERED list style.

Use it for the top level hierarchy in a hierarchical alpha-numeric list. */

```
ol {  
    margin-top: 0px;  
    margin-bottom: 12px;  
    margin-left: 28px;  
}
```

/* This class is for second-level ALPHA-NUMERIC lists.

Use it for the second-level hierarchy in a hierarchical alpha-numeric list.

Use it in the tag like so:

```
<ol class="alpha">  
    <li>List item 1</li>
```

```

        <li>List item 2</li>
</ol>
*/
.alpha {
    margin-top: -9px;
    margin-bottom: 12px;
    margin-left: 54px;
    list-style: lower-alpha ;
}

```

```

/* This style applies to TABLES */
table {
    width: 100% ;
    cellspacing: 0;
    border-collapse: collapse;
}

```

/*This style is for COLUMN HEADERS in tables
This style applies when the first “row” of the table is marked-up like so:

```

<table>
<thead>
    <th>Column Heading 1</th>
    <th>Column Heading 2</th>
    <th>Column Heading 3</th>
</thead>
*/

```

```

thead th {
    font-size: 12pt;
    font-weight: bold;
    vertical-align: bottom;
    text-align: left;
    padding-top: 2px;
    padding-right: 4px;
    padding-bottom: 4px;
    padding-left: 4px;
}

```



```
height: 18px;  
border-width: 1px;  
border-style: solid;  
border-color: #666666 ;  
}
```

/*This class is for ROW HEADERS in tables

Use it in the <td> tags in the first column like so:

```
<td class="rowhead">Row Header Here</td>
```

*/

```
.rowhead {  
    font-size: 12pt ;  
    font-weight: bold ;  
}
```

/* This style is for text in TABLE CELLS.

Note that the width is specified as 25%. This is for a 4 column table with a 100% width, which means the table will span across the width of the screen or page. */

```
td {  
    font-size: 10pt;  
    border-width: 1px;  
    border-style: solid;  
    border-color: #666666 ;  
    width: 25%;  
    alignment: left;  
    vertical-align: top;  
    height: 30px;  
    text-align: left ;  
    padding: 4px;  
}
```

Appendix B: Standard Operating Procedures Quick Start

The steps in this quick start are the same as in the Standard Operating Procedures, only the pictures and explanations have been removed.

1. Use a clean file. In FrontPage, select **File > New**. Ideally, this file has none of the problems described in the HTML “Gotchya” Report.
2. Type the text into the file **without** applying **any** formatting whatsoever. No headers, no bullet points, and so on.
3. **Attach** the style sheet to the page. (**Format > Style Sheet Links**)
4. **Save** the page, if necessary.
5. In Normal view, put your cursor on the line that you want to format.
6. Select the appropriate selector style from the style drop-list. The style drop-list is located on the formatting toolbar in FrontPage.
7. Repeat steps 5-6 until you have applied selector styles to all the sections that need them.
8. Apply classes, where necessary, **after** you have applied **selector styles**.
 - a. Put your cursor on the line you want to apply a class to.
 - b. Select the appropriate class from the style drop-list. *Note: classes do not have a ¶ in front of them in the style drop-list.*
 - c. Repeat steps a-b until you have applied classes to all sections that need them.
9. If necessary, make individual words in paragraphs bold by selecting the word(s) and pressing Ctrl+B.
10. Some don'ts to keep in mind:
 - a. **Don't** select **fonts** from the formatting toolbar.
 - b. **Don't** set **font size** from the formatting toolbar.
 - c. **Don't** set **margins** by pressing the **space bar**.
 - d. **Don't** **increase** space between paragraphs, lists, or headers by pressing the **Enter** key.
 - e. **Don't** **decrease** space between paragraphs, lists, or headers by pressing **Shift+Enter**.
 - f. **Don't** set **page preferences** by selecting File > Properties.
 - g. **Don't** layout pages, paragraphs, or lists with **tables**.
 - h. **Don't** select <h> styles at **random**. Be sure you know which headings are used in your CSS and style guide.
11. Still have formatting problems? Try one of the following:
 - Go over the following sections in *Standard Operating Procedures*
 - Applying Classes
 - Formatting Bulleted Lists
 - Creating Alpha-Numeric, Outline-Style Lists
 - Formatting Text in Tables
 - Still have formatting problems?
 - Go through the *HTML “Gotchya” Report*. Review the TOC and see if your particular problem is listed there.