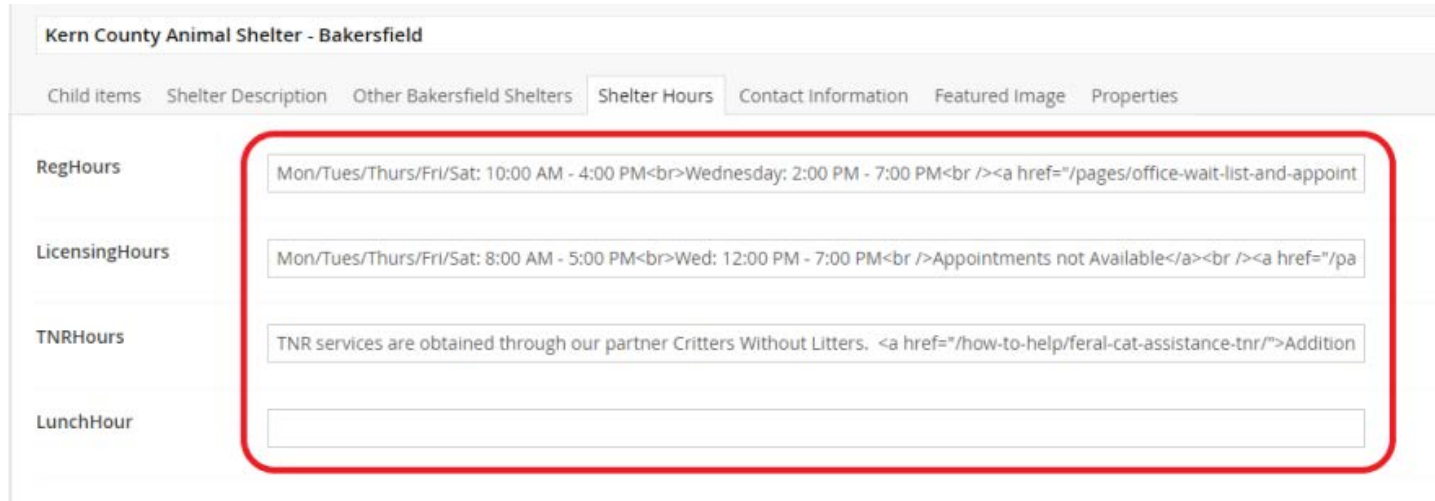


HTML Cheat Sheet

In some of the form fields where you enter data you may see some HTML code or may need to add HTML code. The code used in these fields are outlined below with explanations. If you need further assistance please contact ITS.

Note: on most pages you can do this without code, it is only used on form fields that look like the ones in the red box below:



The screenshot shows a web form for the Kern County Animal Shelter - Bakersfield. The form has tabs for Child items, Shelter Description, Other Bakersfield Shelters, Shelter Hours, Contact Information, Featured Image, and Properties. The Shelter Hours tab is selected. The form contains four text input fields: RegHours, LicensingHours, TNRHours, and LunchHour. The RegHours field contains the HTML code: `Mon/Tues/Thurs/Fri/Sat: 10:00 AM - 4:00 PM
Wednesday: 2:00 PM - 7:00 PM
<a href="/pages/office-wait-list-and-appoint`. The LicensingHours field contains: `Mon/Tues/Thurs/Fri/Sat: 8:00 AM - 5:00 PM
Wed: 12:00 PM - 7:00 PM
Appointments not Available
<a href="/pa`. The TNRHours field contains: `TNR services are obtained through our partner Critters Without Litters. Addition`. The LunchHour field is empty. A red box highlights the HTML code in the RegHours, LicensingHours, and TNRHours fields.

 or
 tag – Line Break

These tags are the same and are interchangeable, you can use either to force a line break (a new line of text on a form field). Example, if you enter the following in the field on the back-end:

Hours: 8:00 AM – 5:00 PM
Except Holidays

On the web page, it will show like this:

Hours: 8:00 AM – 5:00 PM
Except Holidays

 tag – Link Tag

An a href tag is used to add a hyperlink (link). The tag has a start tag and an end tag.

The start tag looks like this: ``

The end tag looks like this: ``

The label of the link goes between the start and end tag.

Example, if you enter the following in the field on the back-end:

`Link to Google`

On the web page, it will show like this (on your site it will also underline if you mouse over the text):

[Link to Google](https://www.google.com)

If you wanted to link the word holidays in the
 example you would use this code:

Except `Holidays`

And it would look like this on the website:

Except [Holidays](https://www.kerncountyanimalservices.com/holidays)