

## Using the format function (P, DIV, Quote and PRE)

The format function determines the format of your page. **P is the default setting** and simply means paragraph. This will ensure that your content is formatted in standard paragraphs. The other formats available are **DIV, Quote** and **PRE**.

1. To add any of these formats navigate to your page using the Asset Finder.
2. You should automatically be taken to the **Content** screen.
3. Click within the editable content area.
4. Highlight the section where you would like to use the format function.
5. Press the **Format** button in the content toolbar.



6. Select which function you would like applied to your content (DIV, Quote or PRE).
7. This should now be applied to your page. Click the **Save** button in the top right.
8. To view select the **Preview** button in the Mode Switcher.

## About the Format functions

### DIV

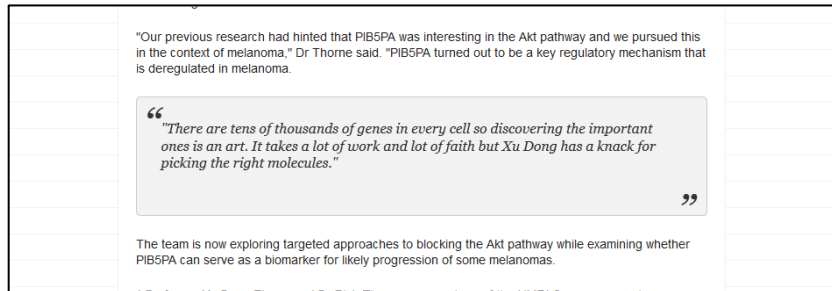
**DIV** defines a division or a section in an HTML document and allows you to block your content. This is typically used for applying new formatting to a section of your content.

The DIV format is used to [create a two-column list](#).

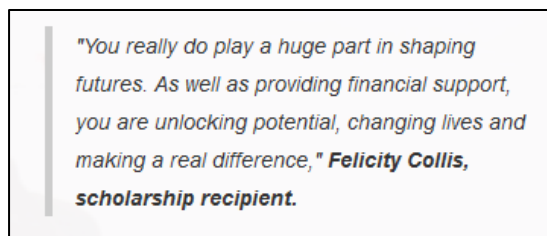
## Quote

The **Quote** tag allows you to format your quotes so that they stand out on your page.

Quotes will appear in the **Edit** mode as follows:



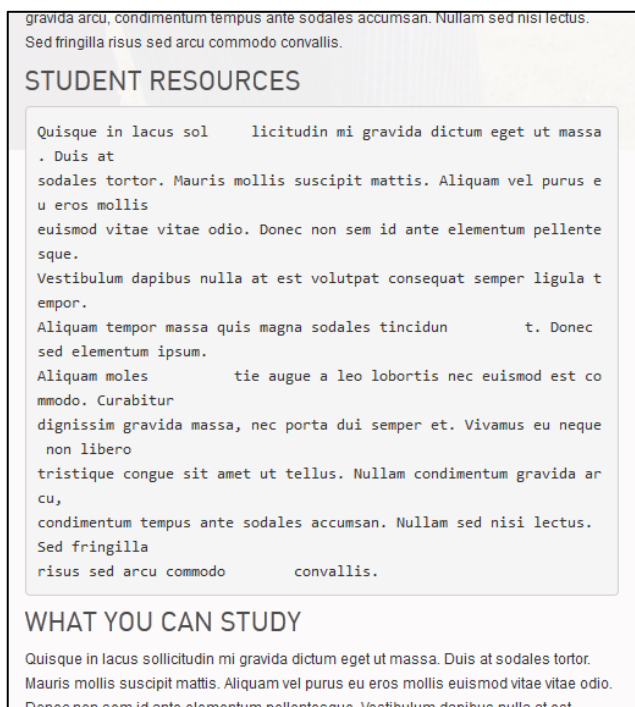
Quotes will appear in appear in the **Preview** and live mode as follows:



## PRE

**PRE** allows you to display text in a fixed-width font and preserves both spaces and line breaks.

Text within a PRE tag will display in your content as follows:



If you have specially formatted content such as a code or a formula, the PRE tag will ensure that the selected content remains formatted as is.