The FORMAT TEXT Tab

The **FORMAT TEXT** tab in the SharePoint ribbon offers options to format text in areas that allow text entry.

Note: The options available to you vary with your permissions.



## Clipboard, Font, Paragraph, Styles and Spelling Groups

These options should be familiar to anyone who has used Microsoft Word or another Office application.

## Markup Group

Do not use the HTML options unless you are fluent with HTML coding.

* **Edit Source**: You can directly edit the HTML code for the page or web part.
* **Language**: You can highlight text and identify it as a particular language.
* **Select**: You can select text based upon its HTML tag.
* **Convert to XHTML**: You can convert the HTML so it complies with the latest XHTML standards.