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| **How To - Check for HTML inconsistencies in Excel** |

**Every bullet point markup needs an open <LI> and a close </LI> to function properly in all browser environments.**

**To Check for Bullet Point inconsistencies....**

**Insert three extra columns in your workbook.  The layout below is just to be used as an example if you added the three extra columns A, B and C and your original Description was in column D.  The formula uses this layout as an example...so if your description is in a different column..you will need to overwrite the parts of the formula referring to "D2" as whatever column and cell your description falls under.  Then you will want to copy and paste this formula down the entire length of your spreadsheet.**

Cell A2     =SUM(LEN(**D2**)-LEN(SUBSTITUTE(**D2**,"<LI>","")))/LEN("<LI>")

Cell B2     =SUM(LEN(**D2**)-LEN(SUBSTITUTE(**D2**,"</LI>","")))/LEN("</LI>")

Cell C2     =SUM(A2)-B2

Cell D2     =Description field

Sort by the "Sum" column after you're done and look for anything that doesnt have a value of zero..this means there are inconsistencies in the <LI></LI> markup, and those descriptions need to be reviewed and edited.

**Every time you want to BOLD a section of text, the markup needs an open <B> and a close </B> to function properly in all browser environments.**

**To Check for BOLD inconsistencies....**

**Insert three extra columns in your workbook.  The layout below is just to be used as an example if you added the three extra columns as A, B and C and your original Description was in column D.  The formula uses this layout as an example...so if your description is in a different column..you will need to overwrite the parts of the formula referring to "D2" as whatever column and cell your description falls under.  Then you will want to copy and paste this formula down the entire length of your spreadsheet.**

Cell A2     =SUM(LEN(**D2**)-LEN(SUBSTITUTE(**D2**,"<B>","")))/LEN("<B>")

Cell B2     =SUM(LEN(**D2**)-LEN(SUBSTITUTE(**D2**,"</B>","")))/LEN("</B>")

Cell C2     =SUM(A2)-B2

Cell D2     =Description field

Sort by the "Sum" column after you're done and look for anything that doesnt have a value of zero..this means there are inconsistencies in the <B></B> markup, and those descriptions need to be reviewed and edited.