

# CHUCK'S "CRASH-COURSE" ON BASIC HTML 2003

## INTRODUCTORY TERMS & ISSUES:

HTML: Hypertext Markup Language is a relatively *simple* programming language for creating web pages on the Internet. There are different versions of HTML. The latest information on HTML can be found at: <http://www.w3.org> (the Word Wide Web Consortium).

TAGS: are indicated by a left bracket (<) and a right bracket (>). These tags instruct the browser on how to load your web page material. Tags are how you start a formatting feature and stop a formatting feature (EX: <b>this is bold text</b>). Notice that in this example, there is an opening tag (<b>) and a closing tag (</b>). Some tags do not require being paired in this way, such as the tag for inserting a graphic (EX: ). If you do not tell the browser to do something with a TAG then it will not. In some cases, if you start a feature and do not stop it, then the browser will also not stop it. TAGS control the HTML design! If something doesn't look right, check the tags.

URL: Uniform Resource Locator (also called: "web site," "net site," "address," "location," "web page"). This is how each Internet resource is referred to. When referring to someone else's Internet resources in web coding, the **ENTIRE URL** must be used (EX: not just [www.cnn.com](http://www.cnn.com) but you must type the **entire** URL in the code as <http://www.cnn.com>).

LINKS: these are the "hot spots" that will jump you to another Internet resource. Your pointer will change to a hand when pointing to a hypertext link.

ELEMENTS: these are found within tags. They further define how to perform that particular tag's instructions. Tag Elements (also called Tag Properties) must be separated by a space as in this example ( each item is separated by a space).

CASE SENSITIVE: tags themselves are not case sensitive, **unless the material is within quotation marks** (EX: ).

SPACES: as mentioned before, elements are separated by a space within a tag; however in current web addresses (URLs) there are **NO SPACES!** Dashes? Yes! Underscores? Yes! Spaces? NO! I'm so glad that you understand this. ☺

TEXT EDITOR: (like notepad) all you need to create a basic web page.

HTML EDITORS: These are programs designed to simplify the creation web pages (IE: an interface, usually proprietary – some not working well with other editors).

HTML CONVERTERS: Say you have a file in a document format (Word) or a spreadsheet format (Excel), or a presentation format (PowerPoint); a converter will take that information and save it in a web page format. Some formatting features are not compatible with all browsers.

## OK, LETS START NOTEPAD

(Your basic text editor)

## NOW LETS TYPE IN THE BASIC HTML TAGS

(Explanations below are in italics. Do not type the explanations.)

<HTML> *This tag indicates the beginning of your HTML document*

<HEAD> *This tag indicates the beginning of information about your document that will not appear in the body of your web page*

<TITLE>Chuck's Web Site</TITLE> *These tags indicate the information that will appear in the Title bar (it will also be the bookmark or favorites information. Ahem, you want to type YOUR FIRST NAME instead of mine ☺)*

</HEAD> *This tag indicates the end of the "head" section.*

<BODY> *This tag indicates the start of your web page body*

This is a test     *Between these two body tags is where the body of your web page will go (text, graphics, links, etc.)*

</BODY> *This tag indicates the end of the body section*

</HTML> *This tag indicates the end of your HTML document*

The above tags represent the basic tags used in almost all web pages. Each file will start with these tags and then build from there. It is a good idea to check this file out and make sure it works in a web browser before we proceed.

**\*\*[SEE THE NEXT SECTION ON SAVING AND VIEWING YOUR WEB PAGE]\*\***

## **\*\*SAVING AND VIEWING YOUR WEB PAGE:\*\***

In notepad it is essential that you understand HOW TO SAVE this document. If you simply save this file with a filename, it will be saved as a TEXT file with a .txt extension (EX: index.txt). The file needs to be saved as an HTML file (EX: index.html). You must also remember that there are NO SPACES in web URLs. The filename being part of that URL must not have any spaces in it. Simply click **FILE** then select **SAVE AS...** **NOTE: in the area that says "Save as type:" CHANGE THE TYPE TO "ALL FILES (\*.\*)"** Now you can type in a filename with the .html extension (no spaces EX: index.html), select your student disk - the 3 ½ Floppy (A) drive and click the SAVE button. Your file should now be saved with an .html extension and not a .txt extension. Viola! Your HTML document has been created. *If you need to run NOTEPAD and OPEN your FILE you must also change the FILES OF TYPE to "ALL FILES (\*.\*)" to see your html file.*

Leaving NOTEPAD running, lets start your web browser (**Netscape** or **Internet Explorer**). From this program you can click on the FILE menu and OPEN PAGE (in **Netscape**) or OPEN (in **IE**). Now click CHOOSE FILE (in **Netscape**) or BROWSE (in **IE**) and select your 3 ½ Floppy (A) drive. You should see your file in the same place where you saved it. Select it and click OPEN. Now click OPEN (in **Netscape**) or OK (in **IE**). You should be viewing your web page in the browser window now. The only visible text should be "This is a test" and notice your title bar.

### **MAKING CHANGES & VIEWING:**

With both programs running, you can switch back and forth making changes and viewing the updates in your browser. Any changes you make to your NOTEPAD file must be saved and then reloaded in your browser to see the update. Switch over to your notepad program and lets delete the text "this is a test" and replace it with something more relevant:

```
<h1>Chuck's Web Site</h1> again, use your name instead of mine.
```

Click FILE and SAVE (to update your file). Then switch to your browser and click the REFRESH or RELOAD button to view the updates. For all of you keyboard shortcut buffs out there: **ALT-F-S** will save your file in notepad. **ALT+TAB** will switch between programs. **CTR+R** will refresh your browser. These shortcuts speed up your progress.

### **EXPLORE FORMATTING TEXT:**

HEADINGS: *allow you to emphasize divisions in your web page with different sized text. Try not to overuse this.*

```
<h1>LEVEL 1 HEADING</h1>
<h2>LEVEL 2 HEADING</h2>
<h3>LEVEL 3 HEADING</h3>
<h4>LEVEL 4 HEADING</h4>
<h5>LEVEL 5 HEADING</h5>
<h6>LEVEL 6 HEADING</h6>
```

ALIGNMENT: (this is one way of controlling text alignment)

```
<center>This material will be centered</center>
```

HORIZONTAL RULES: *(or lines, these do not require opening and closing tags)*

Examples:

```
<hr>
<hr size=4 width=50%>
<hr size=10 width=250 noshade>
```

PARAGRAPHS: *Paragraphs produce a line space between items.*

```
<p>Text for a normal paragraph goes here</p>
```

```
<p align=center>centered paragraph text goes here</p>
```

```
<p align=right>right aligned paragraph text goes here</p>
```

LINE BREAKS: *these give you a new line WITHOUT a vertical space between the lines.*

```
This is text on line one<br>
This is text on line two<br>
This is text on line three
```

PREFORMATTED TEXT: *displays text exactly as shown both horizontal [SPACEBAR] and vertical [ENTER] keys*

```
<pre>
Text within      these two tags will
    display

                spaces
</pre>
```

**LISTS:** *Ordered Lists or <ol> (numbered) and Unordered lists or <ul> (bulleted):*

```
<ol> This starts an ordered list ELEMENTS FOR THIS TYPE <ol start=5 type=A|a||i|1>
  <i> This is a list item
  <i> This is a list item
</ol> This stops an ordered list
```

```
<ul> This starts an unordered list ELEMENTS FOR THIS TYPE <ul type=circle|square|disk>
  <i> This is a list item
  <i> This is a list item
</ul> This stops an unordered list
```

**BOLD, ITALICS, & UNDERLINE:** *require both an opening tag and a closing tag*

```
<b>this is bold text</b>
<i>this is italicized text</i>
<u>this is underlined text</u>
```

### THE TAGS WITHIN TAGS ISSUE:

*This concept is referred to as "nesting." Keep your tags inside of each other or outside of each other. The order is crucial to the browser reading the code correctly. Notice that order of your basic tags in the file is within their respective part of the document (HTML, HEAD, TITLE, BODY). Everything is within the HTML tags. The TITLE is within the HEAD tags. Everything else is within the BODY tags. It works similarly with text.*

Example (notice the tag order):

```
<center><b><i><u>This text is centered, bold, italicized and underlined</u></i></b></center>
```

### LINKS:

Examples:

```
<a href="http://www.microsoft.com">Microsoft's Web Site</a>
<a href="ftp://ftp.microsoft.com">Microsoft's FTP Site</a>
<a href="index.html">My Link</a> This is a local link in the same folder as the file containing this code
<a href="mailto:president@whitehouse.gov">Email the president</a> This is how you make an email link
<a href="mailto:president@whitehouse.gov?subject=my opinion">Presidential opinion</a> email link with subject
```

### IMAGES:

*These do not require opening and closing tags. To make this part easier, make sure the image is in the same directory as your html file. The filename is CASE SENSITIVE (because it is in quotation marks). Most internet graphics are .jpg or .gif files.*

```


```

### BODY ELEMENTS:

*Text, background color, links, visited links, active links, background images*

Examples:

```
<body text=white bgcolor=black link=red vlink=yellow alink=green>
<body background="mypicture.jpg">
```

### TIME STAMP:

Example:

```
<center><i>This page last modified on 07-17-01</i></center>
```

### PRINTING YOUR STUFF:

In NOTEPAD, click the FILE menu and then PRINT. This will provide you with a print that shows all of your tags and HTML coding. Switch to your BROWSER program and click the PRINT button (in IE), then click OK (in NETSCAPE). This will provide you with a print that displays your design as it appears on the web (you may have to change some print settings with certain color schemes or your text will not show up – EX: White text on a white page.).

### VIEWING OTHER'S HTML CODING:

Do you ever wonder how people do all of that cool stuff on a web page? You can check out their source code from your web browser by: clicking **VIEW** and then selecting **SOURCE**. Don't have too much fun with this, and some code is ©!

***Get into this stuff? Maybe you should consider becoming a web master or programmer. ☺***