

THE VISIBOOKS GUIDE TO HTML & CSS



See. Do. Learn.

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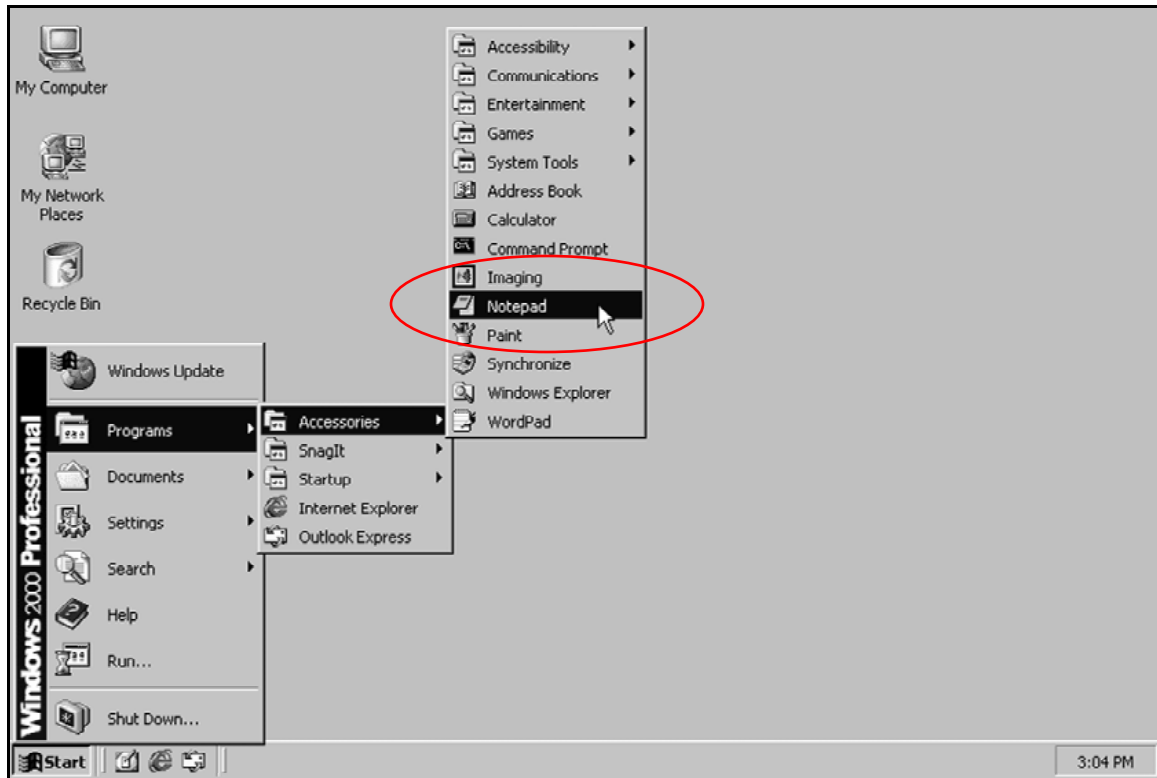
HTML Basics

In this section, you'll learn how to:

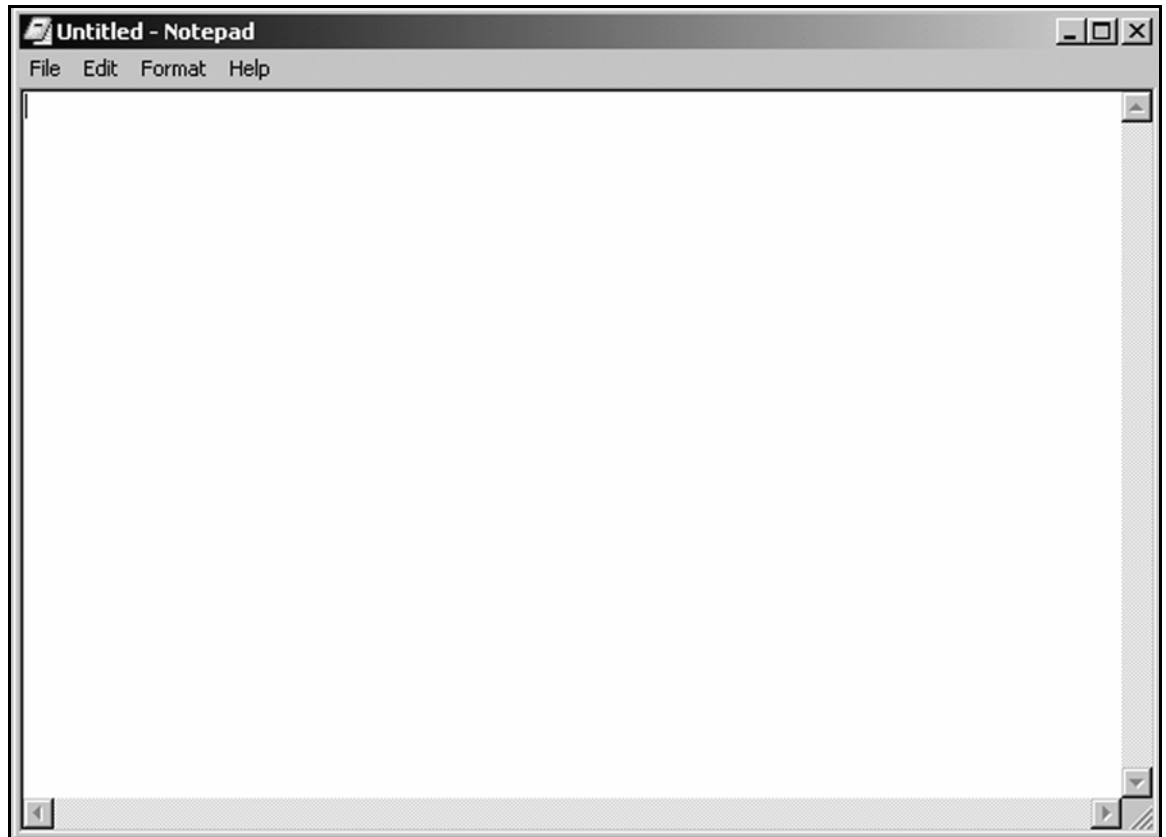
- **Create a home page**
- **Format text**
- **Create links to new pages**
- **Create e-mail and external links**
- **Insert graphics**
- **Create a navigation system**
- **Change page and link colors**

Create a home page

1. On the Taskbar, click the  button, then **Programs**, then **Accessories**, then **Notepad**.



The **Notepad** window should open.



2. In the **Notepad** window, type:

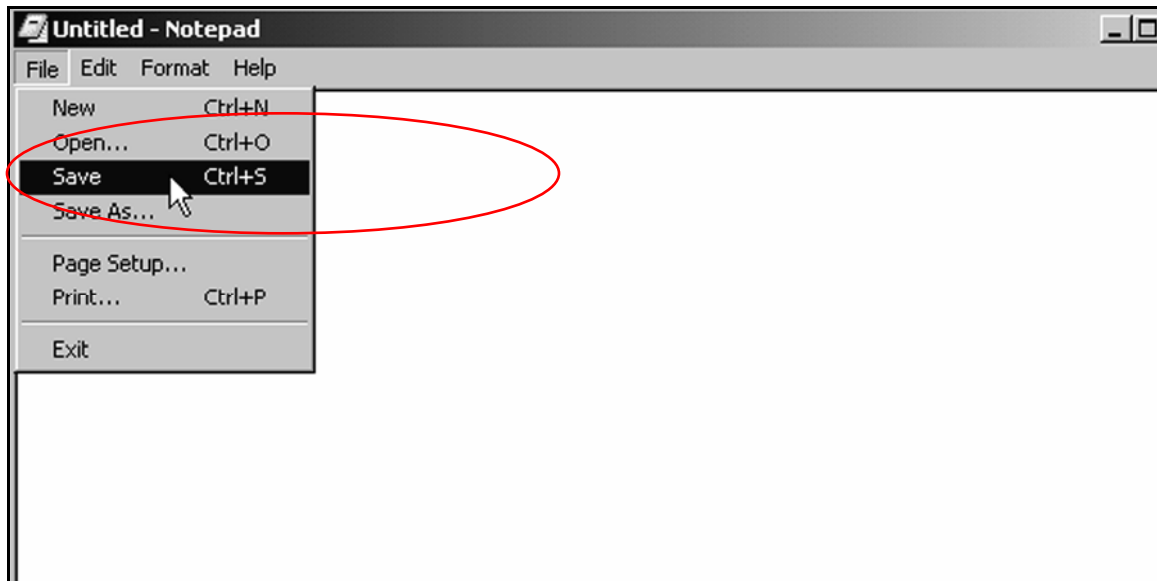
`<html>`




Tip: `<html>` is a tag. Tags are instructions to a Web browser.

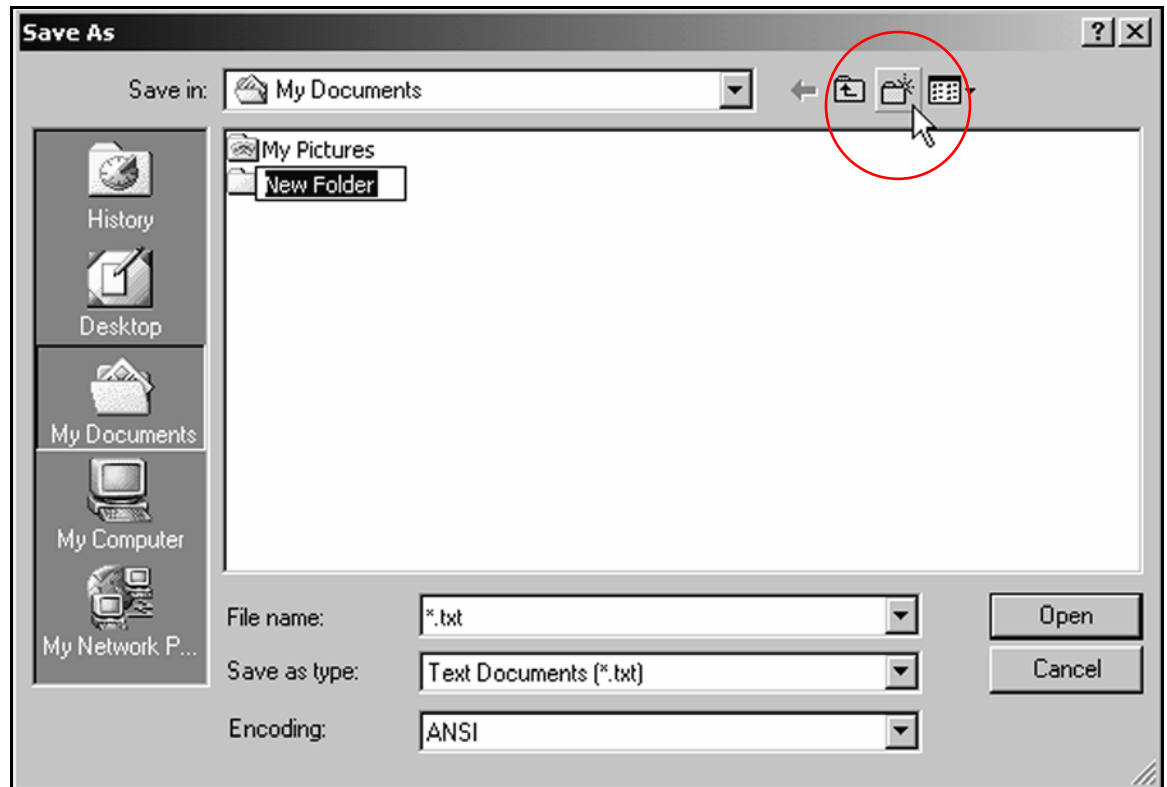
This particular instruction lets the Web browser know that what follows is a Web page, written in HTML, Hypertext Markup Language.

- 3.** On the Menu Bar, click **File**, then **Save**.



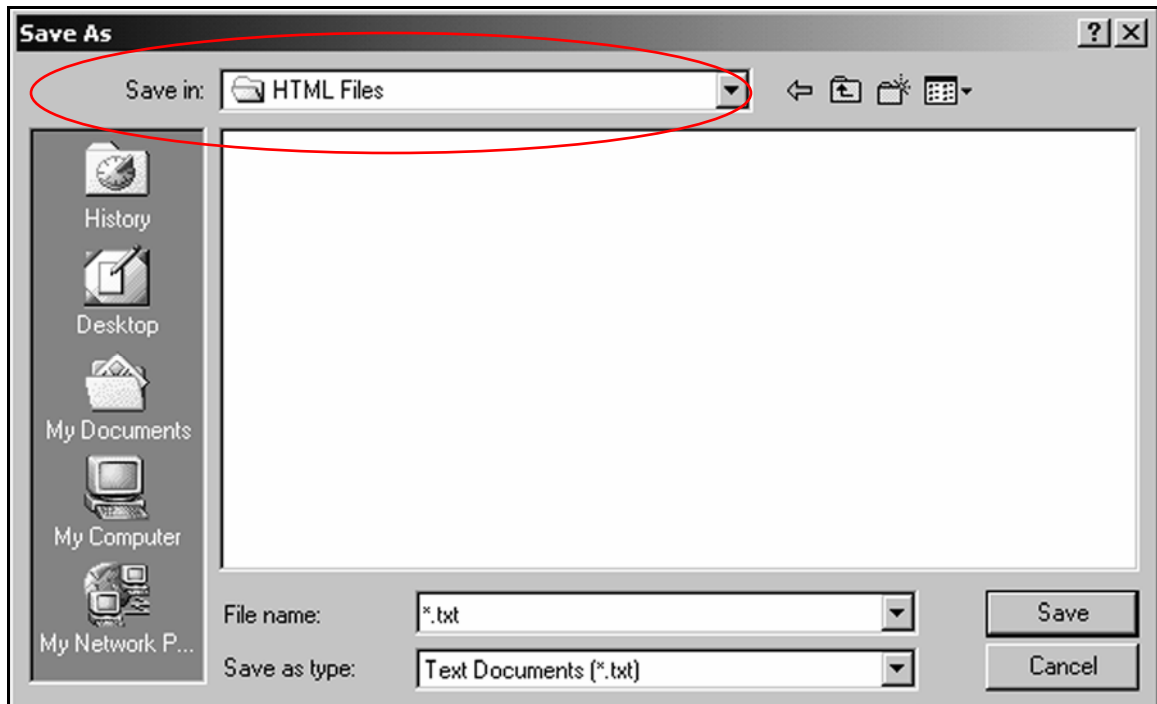
- 4.** When the **Save As** window appears, select the **My Documents** folder in the **Save in** drop-down list.

5. Click the  icon.



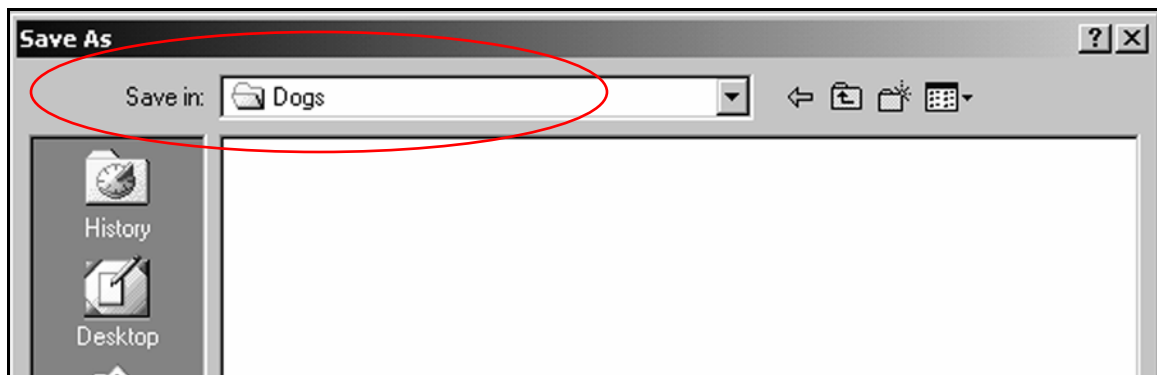
6. Name the new folder **HTML Files**.

Double-click it so it appears in the **Save in** box.



7. Within the **HTML Files** folder, create a new folder called **Dogs**.

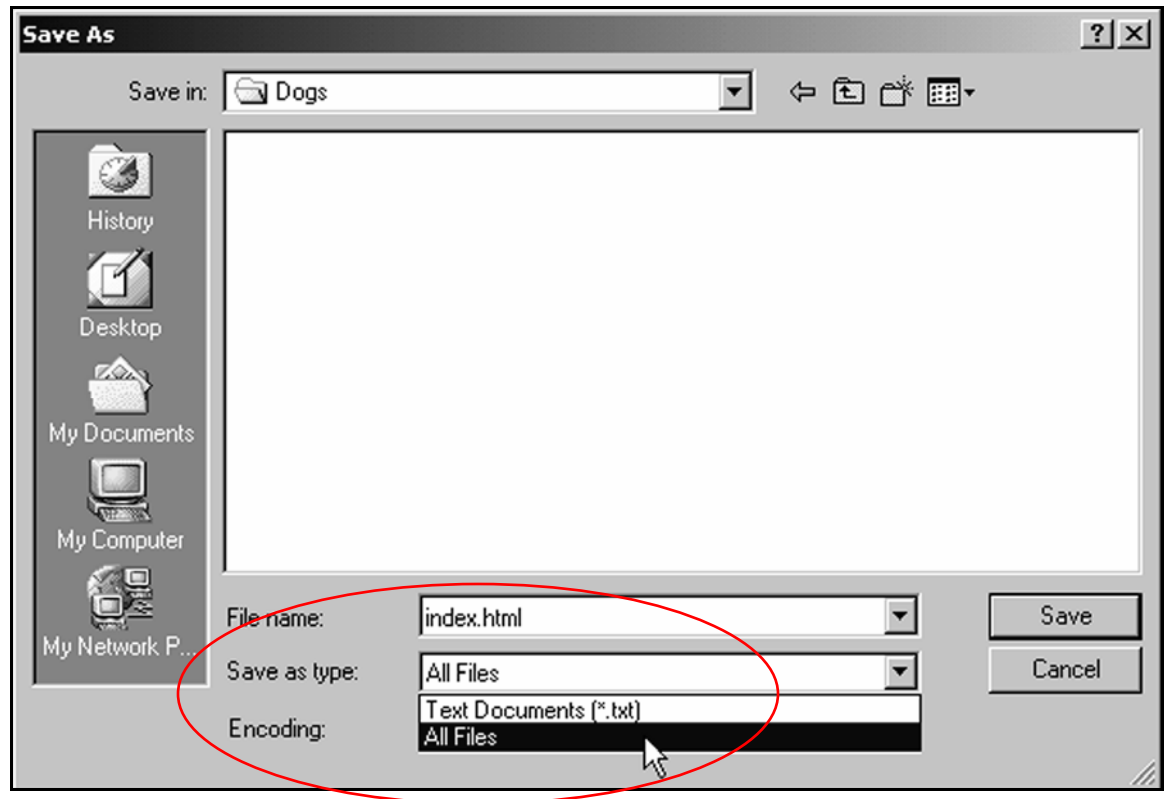
Double-click it so it appears in the **Save in** box.



8. In the **File name** box, type:

index.html

- 9.** In the **Save as type** drop-down list, click **All Files**.



- 10.** Click the  button.

Home page file names

Whenever you're creating a Web site, give the home page the file name **index.html**.

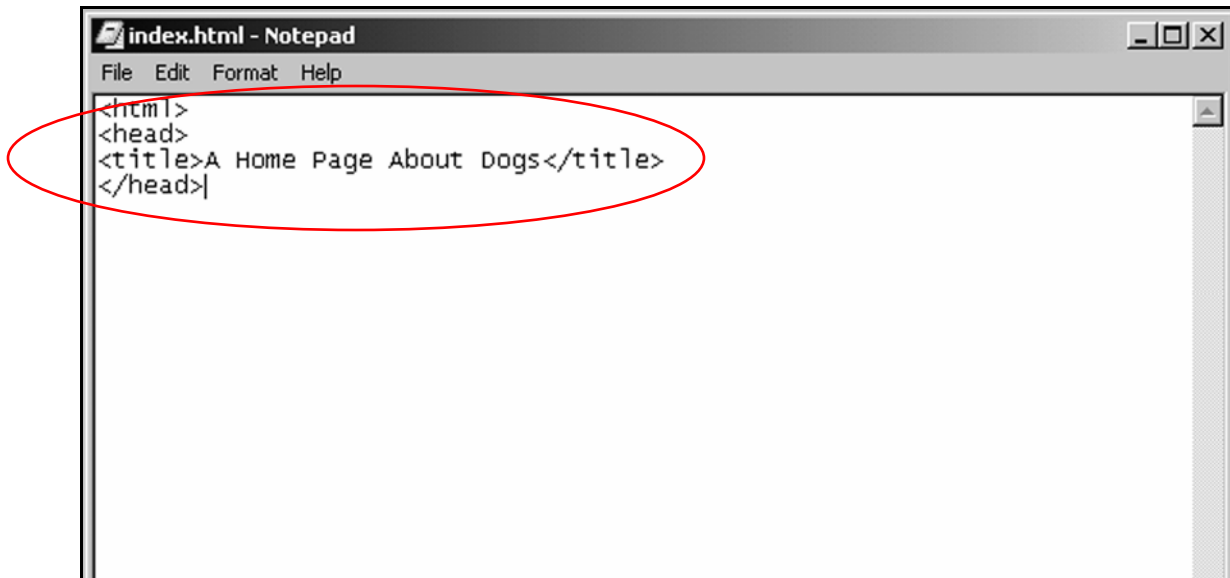
index.html comes up automatically when the address of a Web site or directory is typed into a browser.

For instance, if you go to www.visibooks.com, the home page appears automatically. That's because its file name is **index.html**.

If the file name of the Visibooks home page was **homepage.html**, you'd have to type **www.visibooks.com/homepage.html** to get it to appear.

11. Below the `<html>` tag, type:

```
<head>
<title>A Home Page About Dogs</title>
</head>
```



Tip: The `<head>` section contains information that doesn't show up on the page when it's viewed in a browser.

Note the closing `</head>` tag. In HTML, you must give the browser instructions to end something as well as start it.

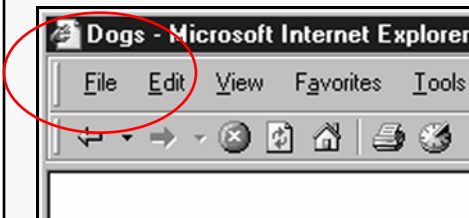
The text `A Home Page About Dogs` is not a tag. It is text surrounded by tags. The `<title>` and `</title>` tags tell the browser what to do with the text: make it the title of the page.

Page titles

The title of a Web page describes the page. It's what appears in a browser's History list.

The title also shows up as a link when a page comes up in a search engine. If all your pages have different, descriptive titles, they'll be easier for people to find.

The page title shows up in the top, or "title," bar of the browser used to view it. The title of this page is **Dogs**.



12. Below the `</head>` tag, add:

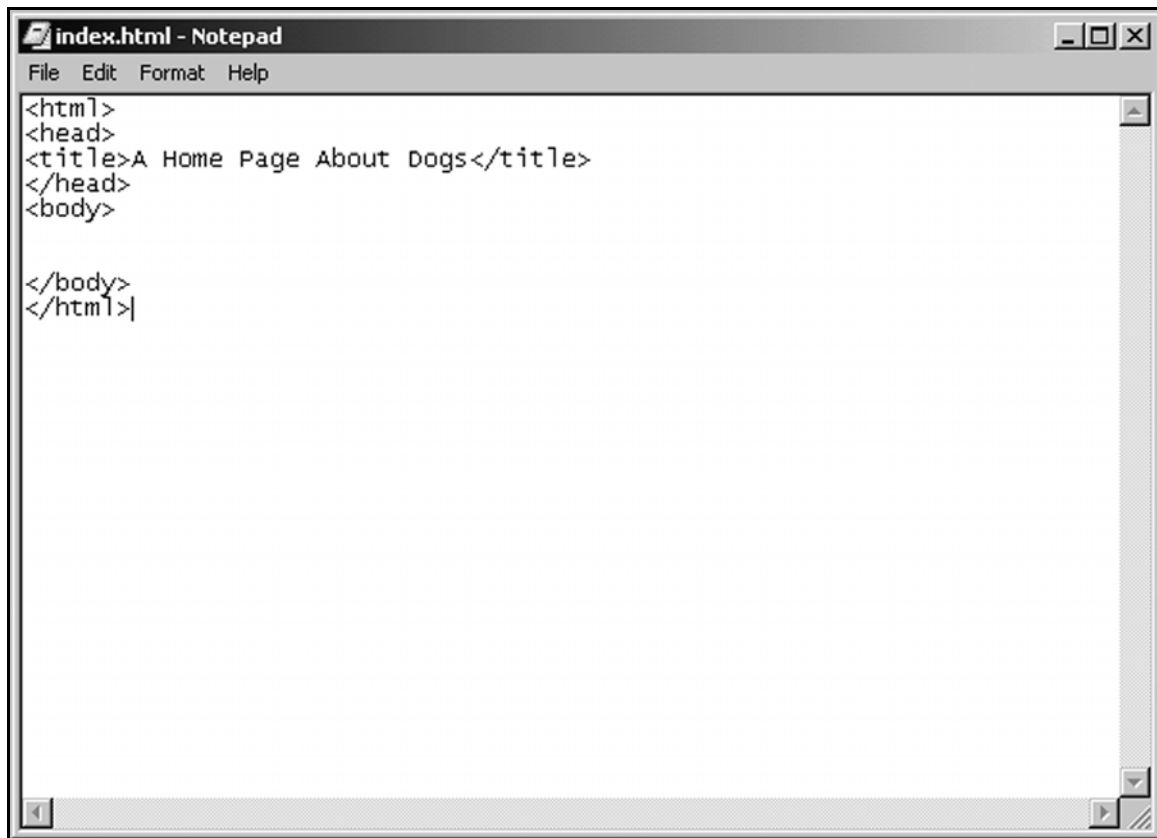
`<body>`

`</body>`

Tip: *Anything you want to be visible in a browser's main window must be put between the `<body>` and `</body>` tags.*

13. Below the `</body>` tag, close the `</html>` tag.

When you're finished, the code should look like this:

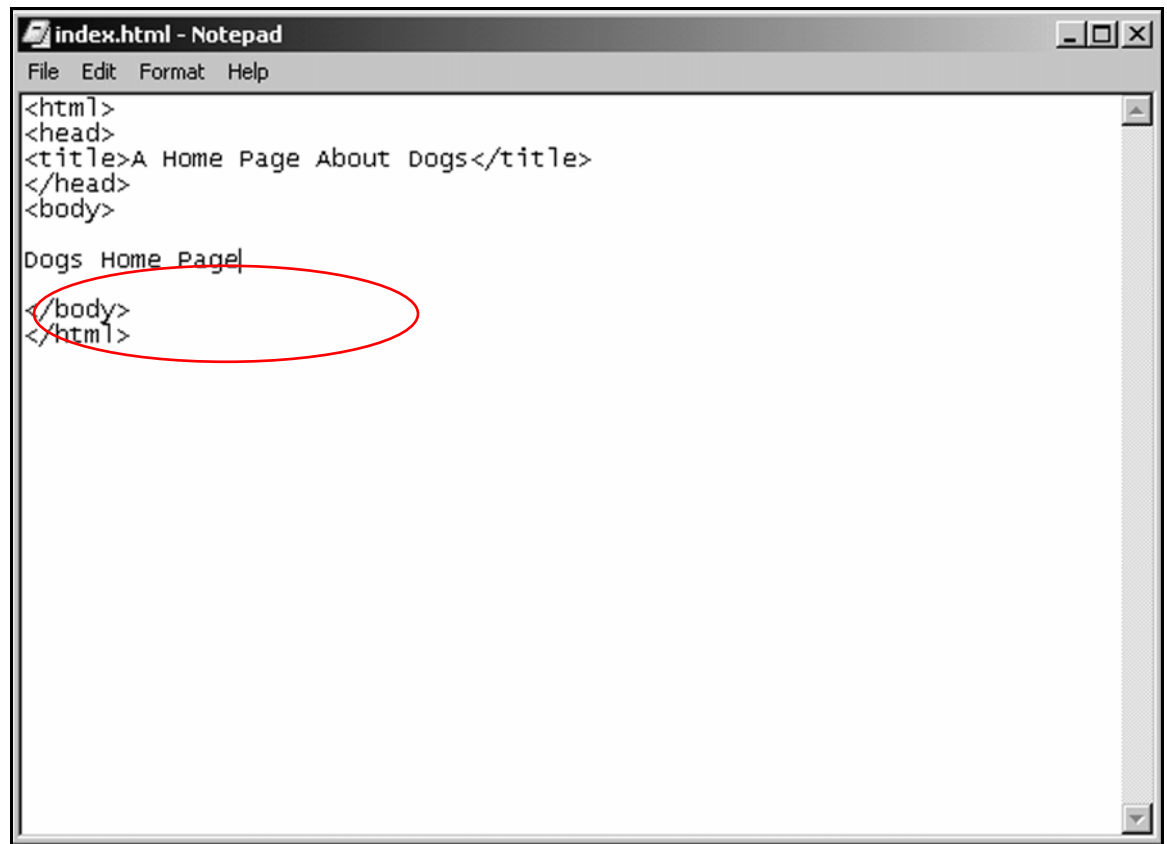


```
index.html - Notepad
File Edit Format Help
<html>
<head>
<title>A Home Page About Dogs</title>
</head>
<body>

</body>
</html>
```

14. Between the `<body>` and `</body>` tags, type:

Dogs Home Page

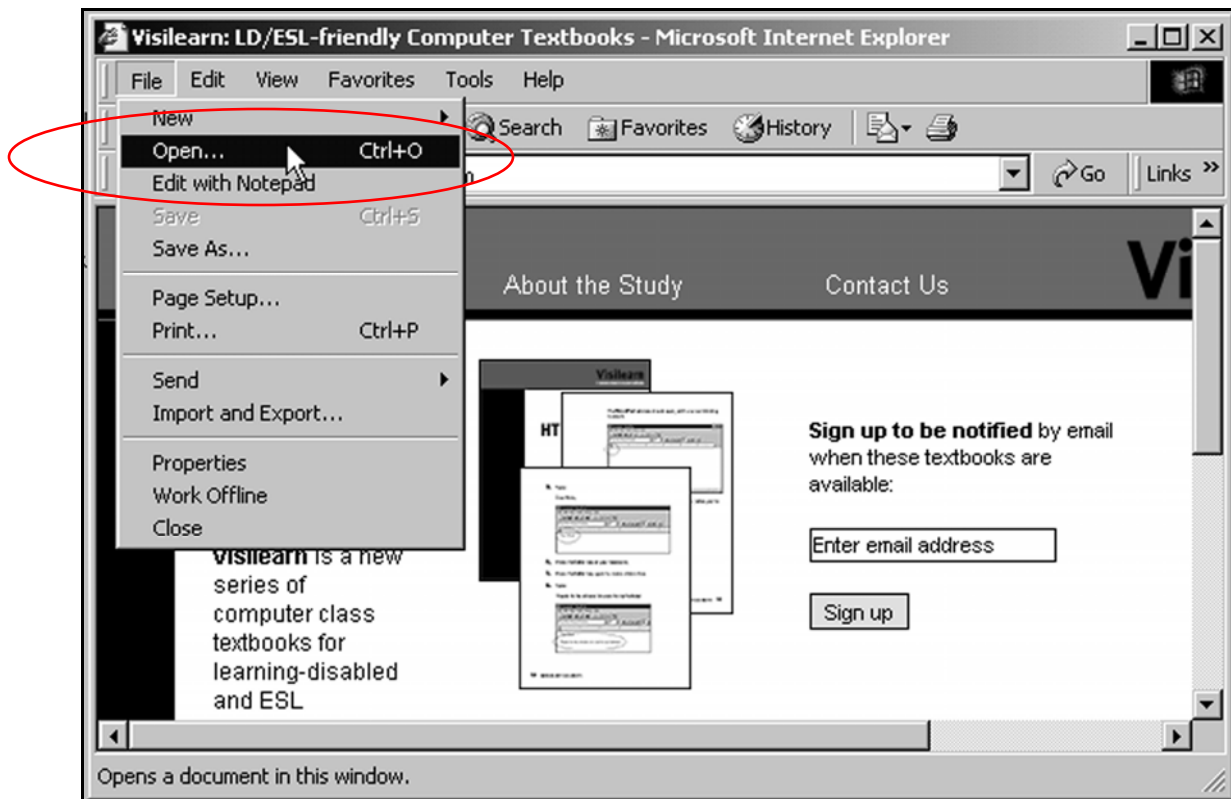


```
index.html - Notepad
File Edit Format Help
<html>
<head>
<title>A Home Page About Dogs</title>
</head>
<body>
Dogs Home Page
</body>
</html>
```

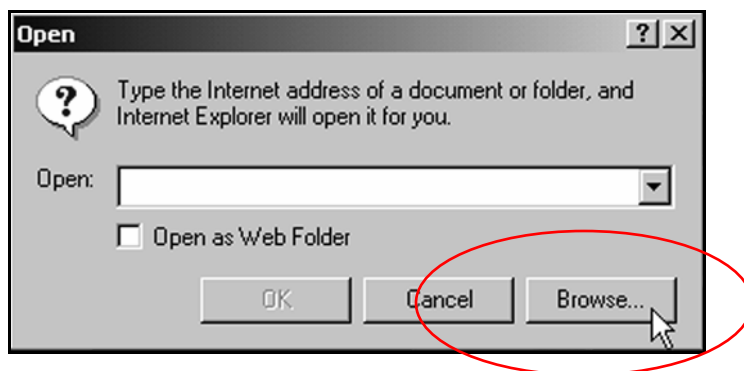
15. Save `index.html`.

View the page in a browser

1. Open a browser, such as Internet Explorer.
2. On its Menu Bar, click **File**, then **Open**.

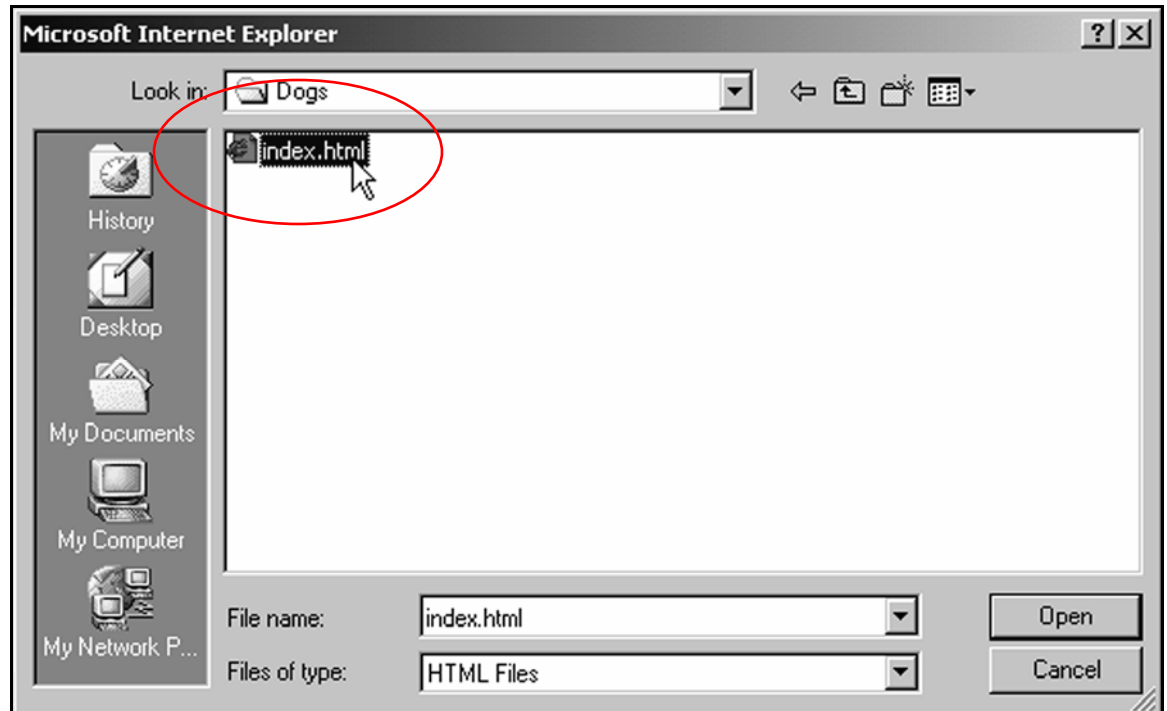


3. When the **Open** window appears, click the **Browse...** button.



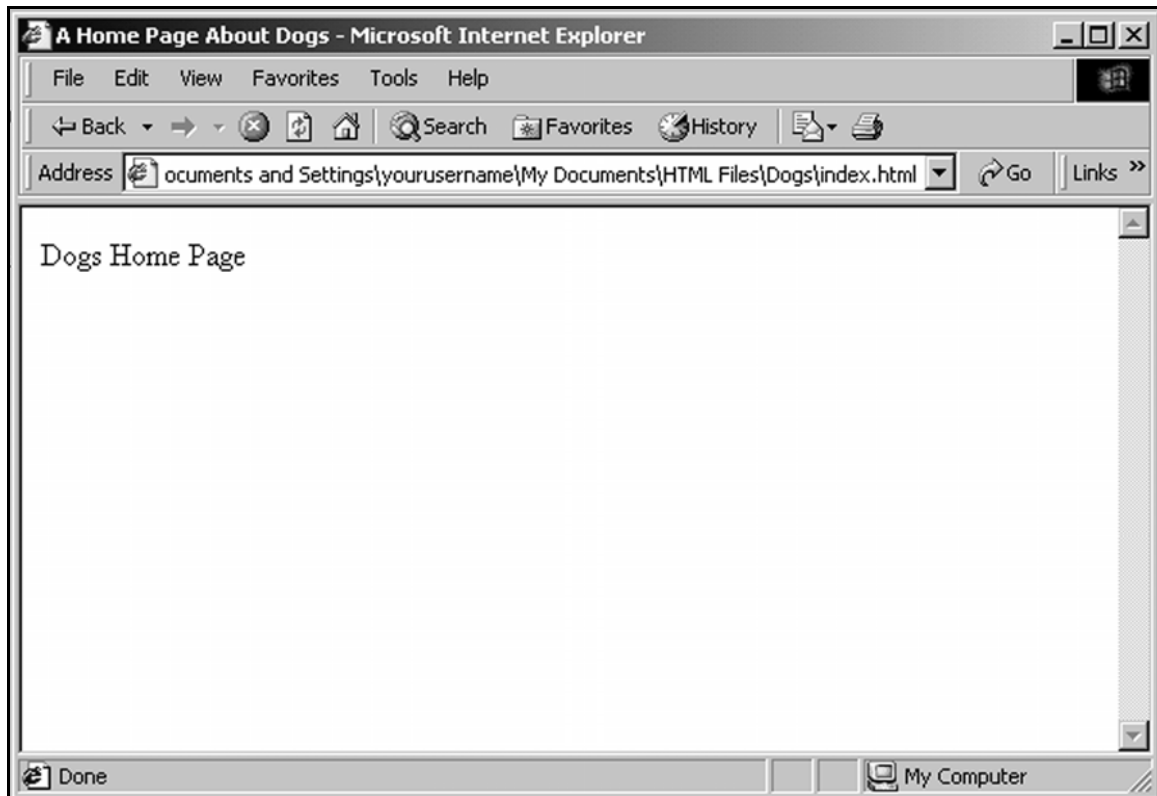
- 4.** When the new window appears, navigate to the **Dogs** folder in the **Look in** drop-down list.

Then click the home page: **index.html**.



5. Click the **Open** button, then the **OK** button.

The page should look like this:



You have created a home page titled **A Home Page About Dogs**.

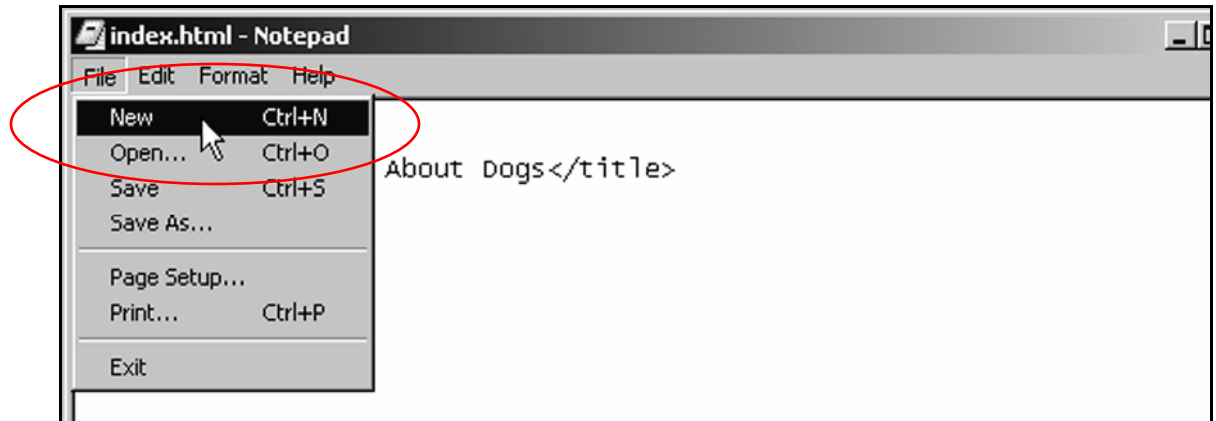
The home page's file name is **index.html**.

It is located in a folder called **Dogs** in the **HTML Files** folder.

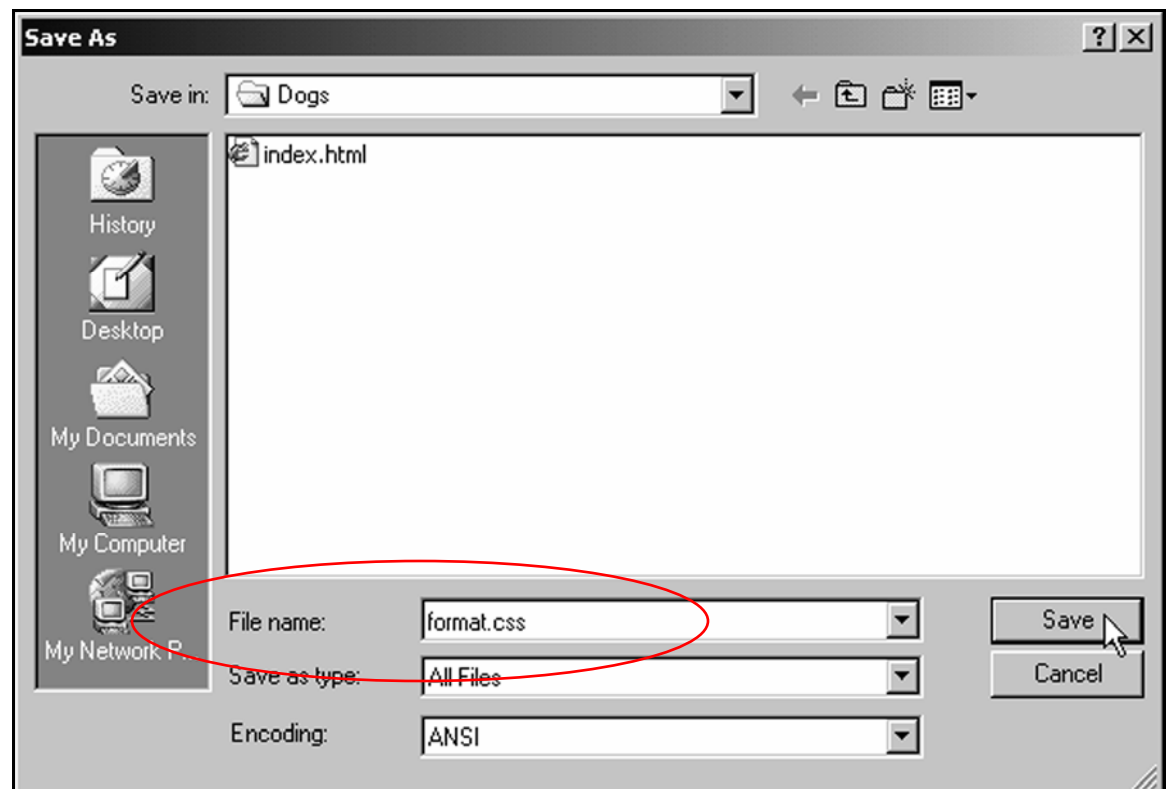
Format text

Create a style sheet

1. On the Notepad Menu Bar, click **File**, then **New**.



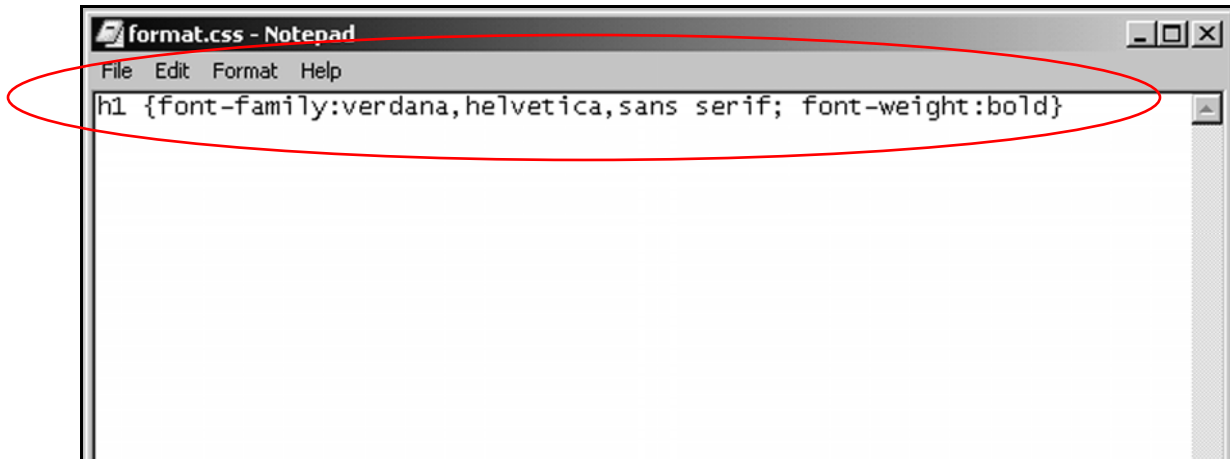
2. When the blank document appears, save it in the **Dogs** folder with the file name **format.css**.



Tip: Remember to save it as **All Files**.

3. On the blank page, type:

```
h1 {font-family:verdana,helvetica,sans serif;  
font-weight:bold}
```



Tip: This means that every time a `<h1>` or `</h1>` (heading, size 1) tag comes up on a page in this site, the text they enclose will be displayed in the font families specified, and bold.

The first font family, `verdana`, is included with Windows.

The second font family, `helvetica`, is included with Macs.

The third font family, `sans serif`, ensures that if a computer doesn't have the `arial` or `helvetica` fonts, the computer will choose a font that looks like them.

4. Save **format.css**.

Integrate a style sheet

1. In Notepad, open the file **index.html**.

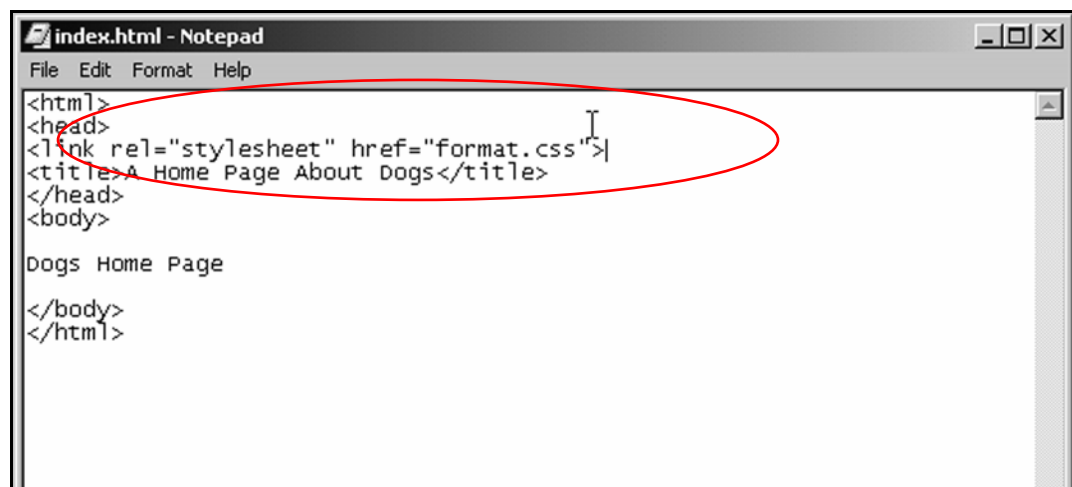
Tip: *You might have to click **All Files** in the **Files of type** drop-down list for the page to appear in the **Open** window.*

2. Below the `<head>` tag, add a `<link>` tag that links the page to **format.css**:

```
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>
```

Dogs Home Page

```
</body>
</html>
```



3. Save **index.html**.

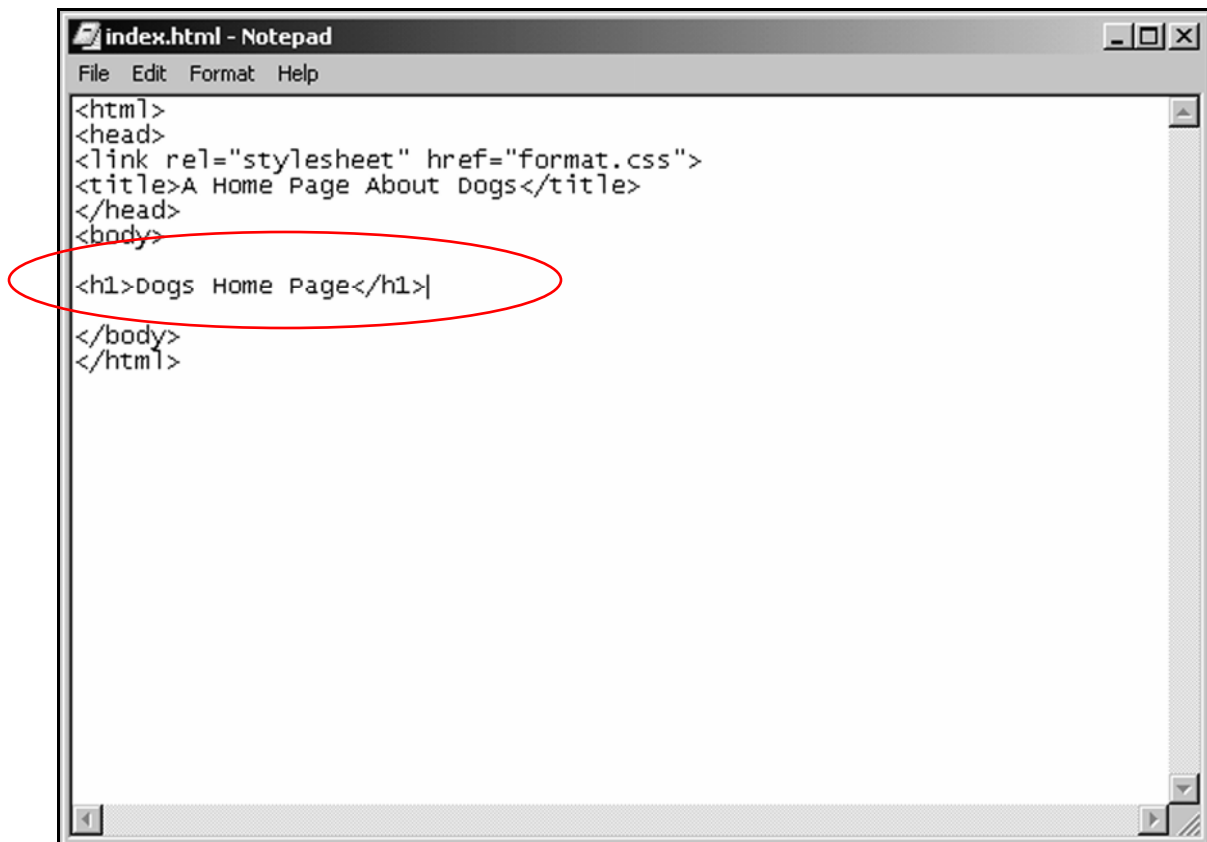
Apply formatting

1. Enclose the words `Dogs Home Page` in `<h1>` (heading, size 1) tags:


```
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>
```

```
<h1>Dogs Home Page</h1>
```

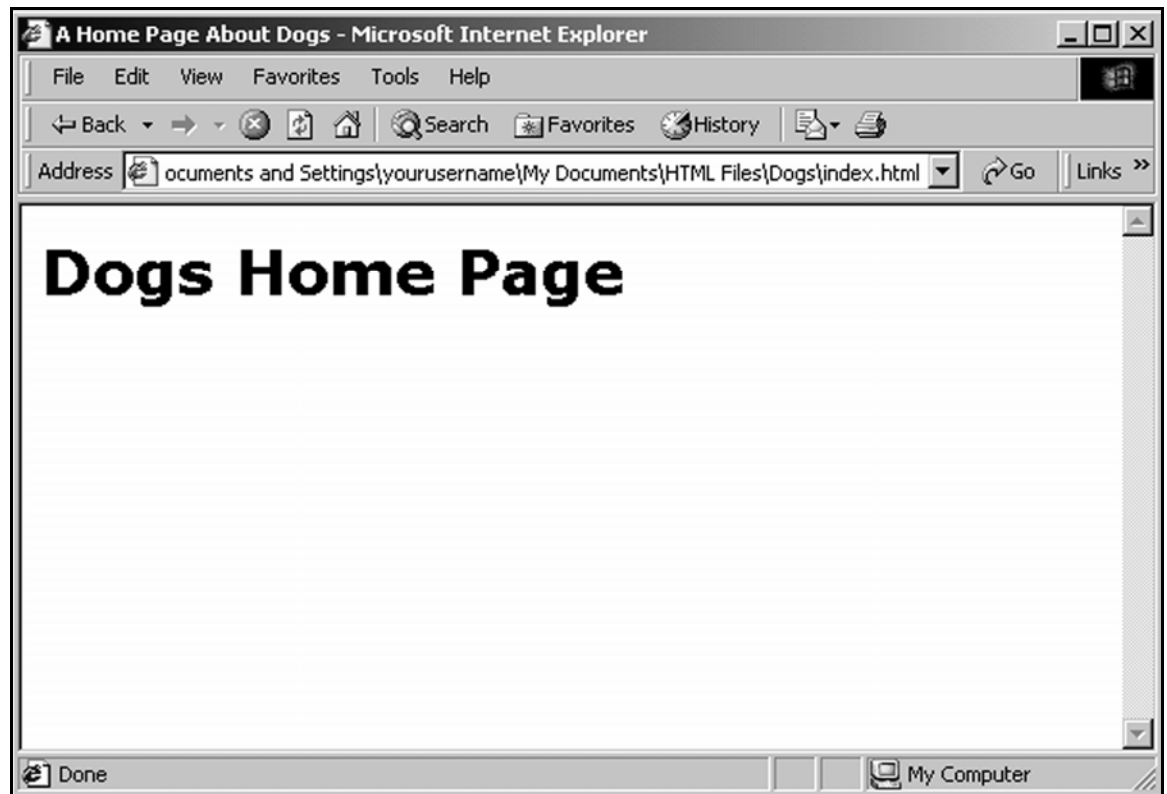
```
</body>
</html>
```



2. Save index.html and view it in the browser.

Tip: Click the browser's  icon to see the page with recent changes.

It should look like this:



Change text size

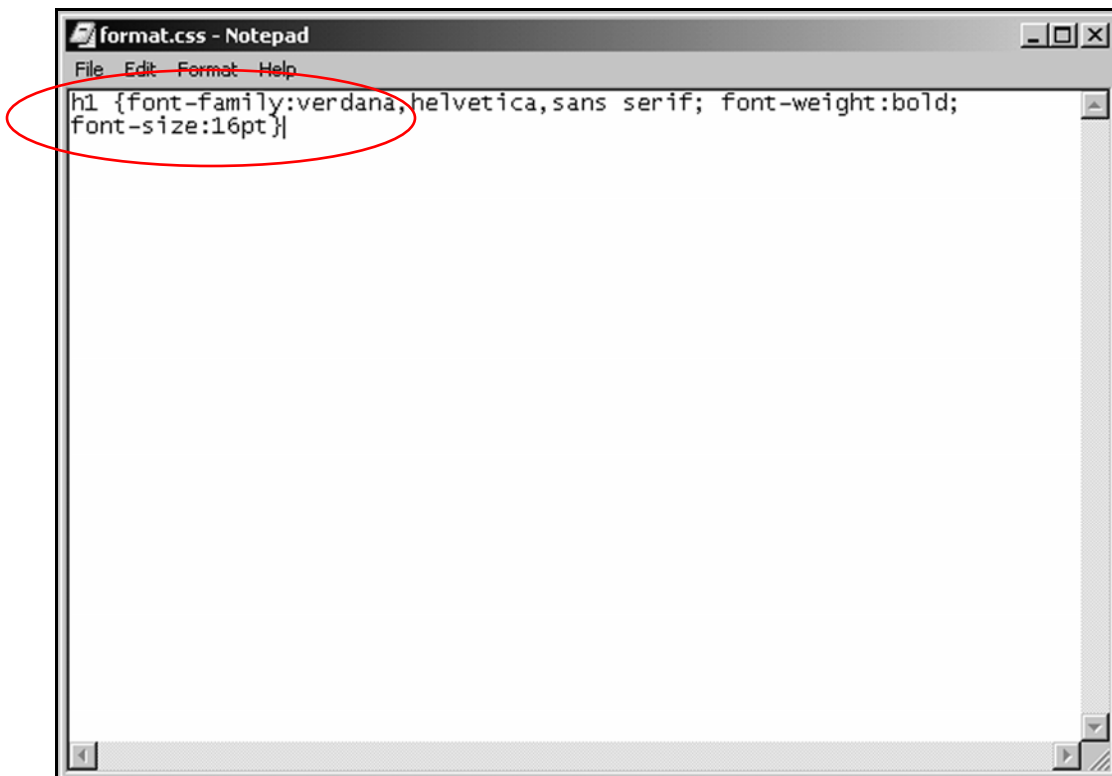
1. In Notepad, open **format.css**.

2. Add the attribute

```
font-size:16pt
```

to the **h1** formatting:

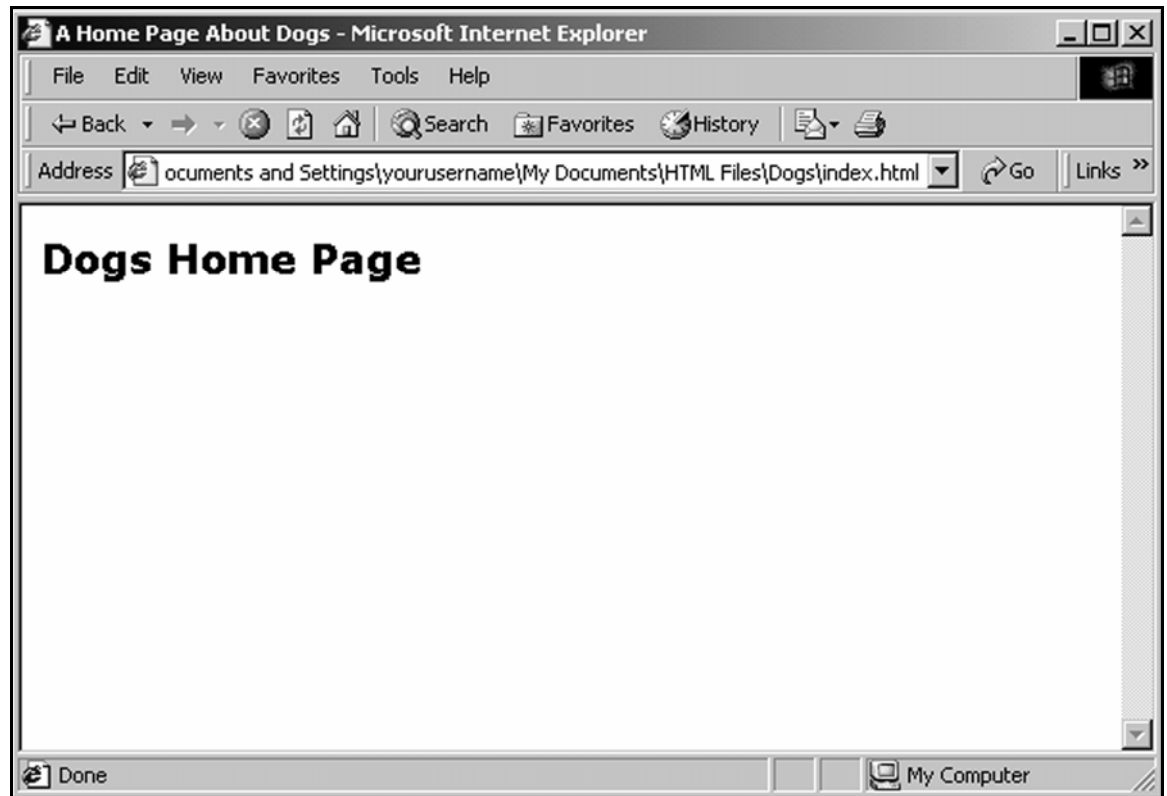
```
h1 {font-family:verdana,helvetica,sans serif;  
font-weight:bold; font-size:16pt}
```



3. Save **format.css**.

4. Reload **index.html** in the browser.

It should look like this:



Change text weight

1. In Notepad, open **index.html**.

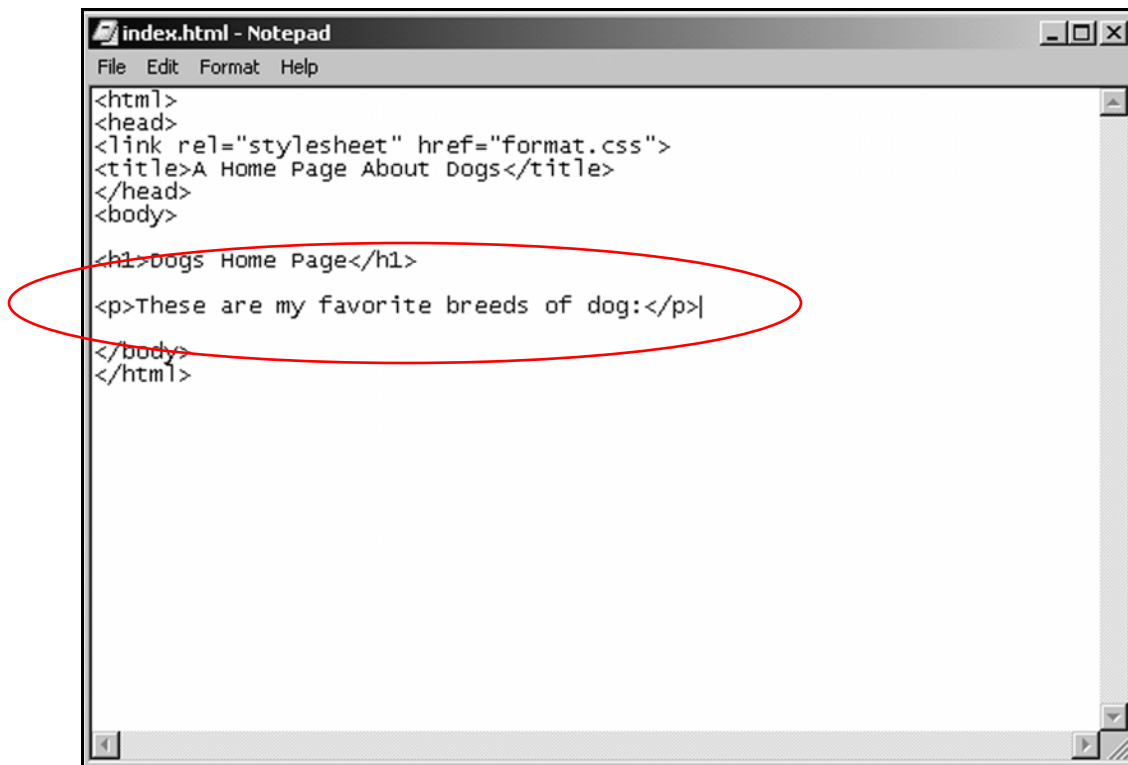
2. Below the heading, insert a paragraph:

```
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>

<h1>Dogs Home Page</h1>

<p>These are my favorite breeds of dog:</p>

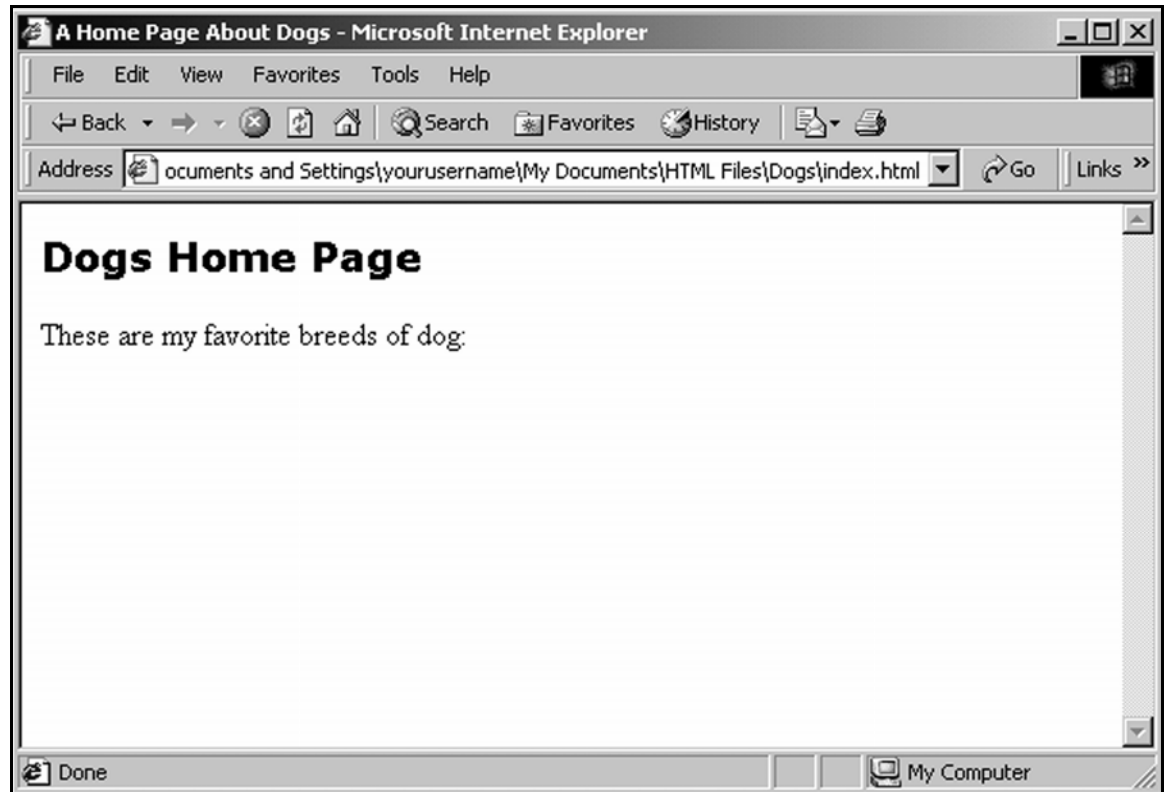
</body>
</html>
```



3. Save **index.html**.

4. Reload **index.html** in the browser.

It should look like this:

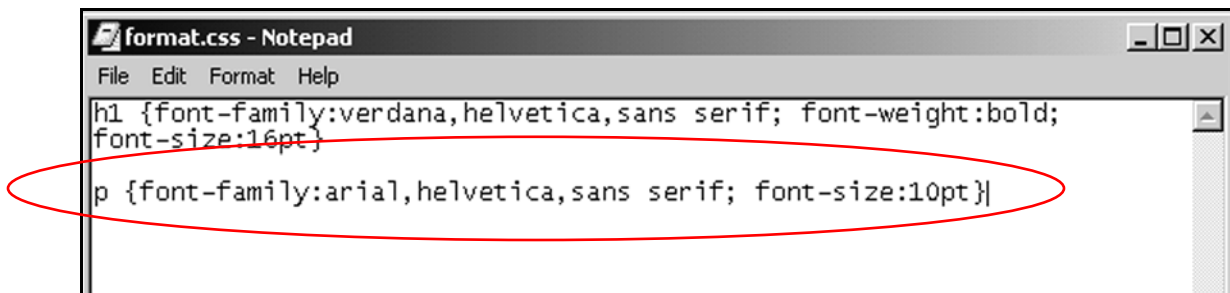


5. In Notepad, open **format.css**.

- 6.** Add formatting for the `<p>` (paragraph) tag:

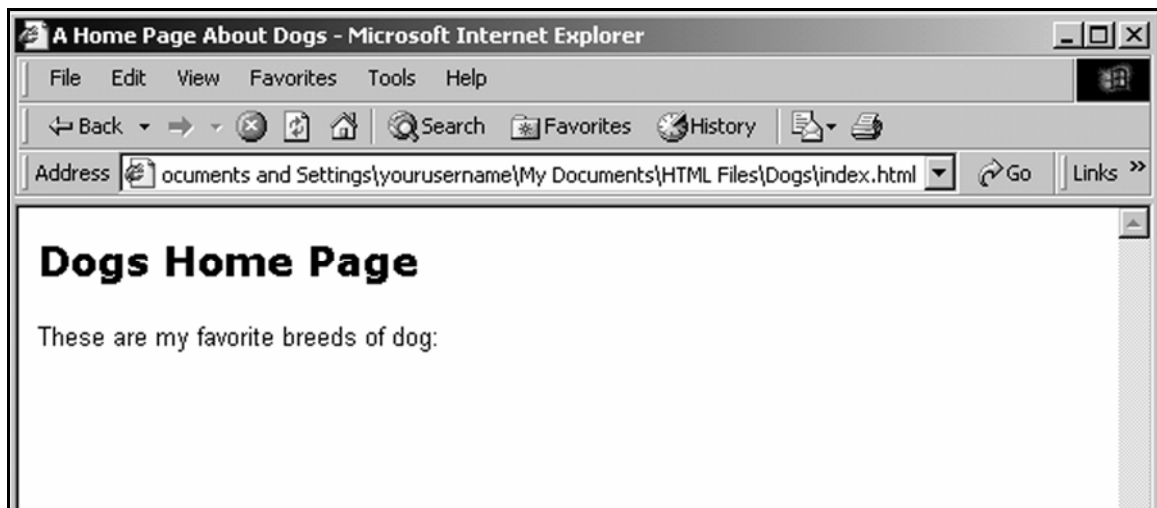
```
h1 {font-family:verdana,helvetica,sans serif;  
font-weight:bold; font-size:16pt}
```

```
p {font-family:arial,helvetica,sans serif;  
font-size:10pt}
```



- 7.** Save **format.css**.
- 8.** Reload **index.html** in the browser.

It should look like this:



- 9.** In Notepad, open **index.html**.

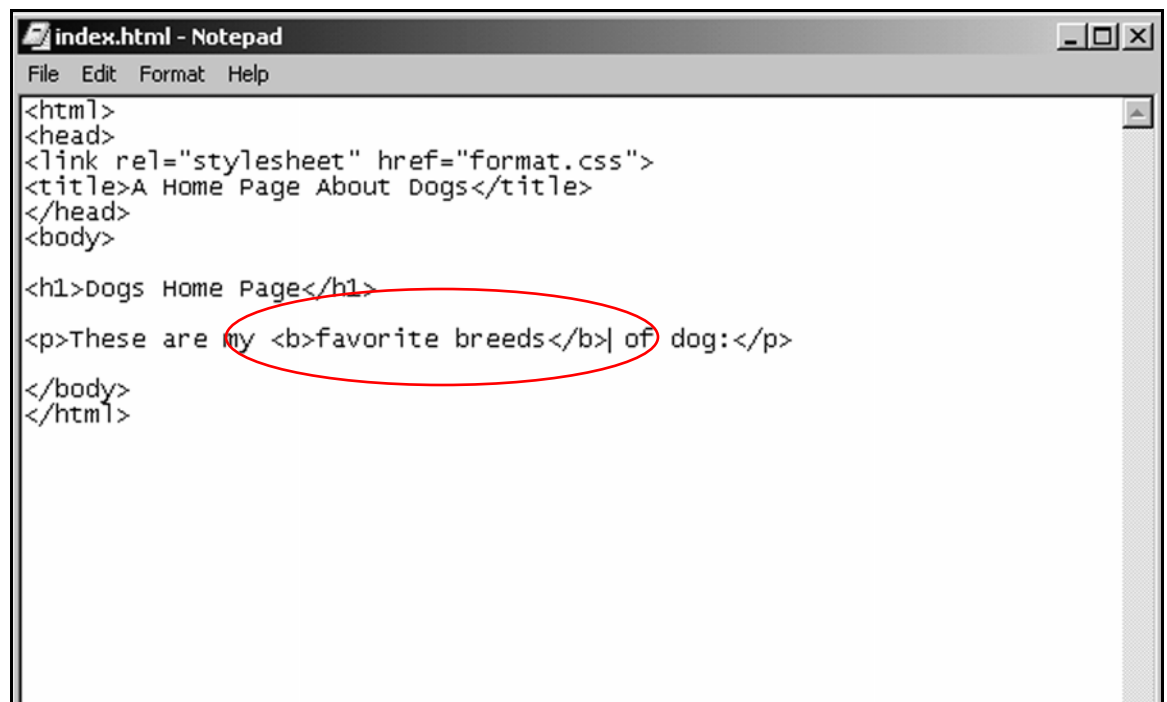
- 10.** In the paragraph, enclose the words **favorite breeds** in `` (bold) tags:

```
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>

<h1>Dogs Home Page</h1>

<p>These are my <b>favorite breeds</b> of
dog:</p>

</body>
</html>
```



- 11.** Save index.html.

12. Reload **index.html** in the browser.

It should look like this:



Align text

1. In `index.html`, add the attribute `align="right"` within the `<p>` tag:

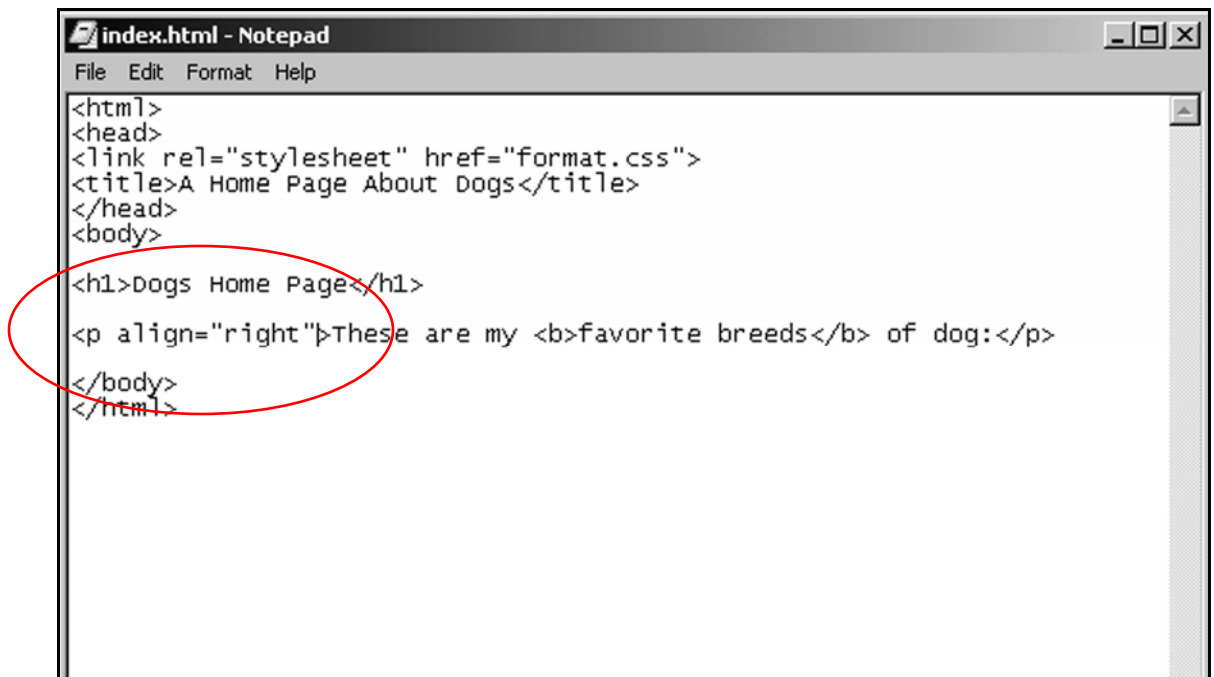
```
<p align="right">

<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>

<h1>Dogs Home Page</h1>

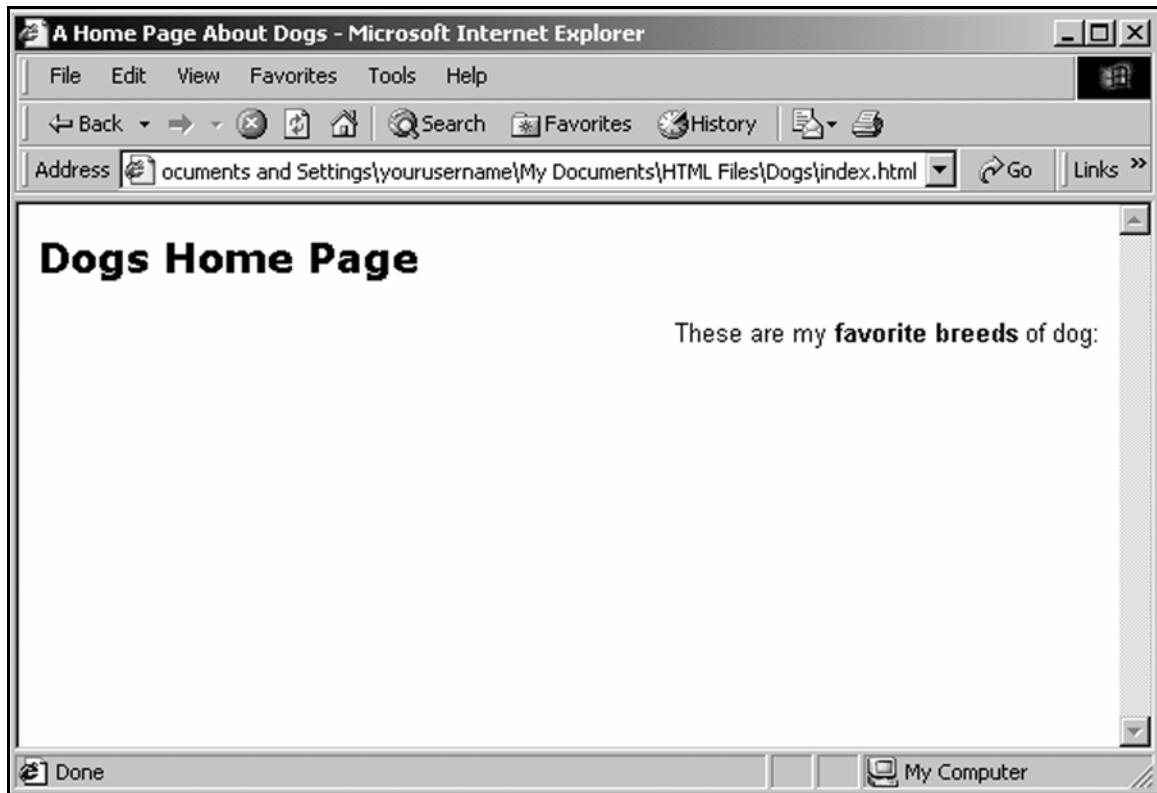
<p align="right">These are my <b>favorite
breeds</b>_of dog:</p>

</body>
</html>
```



2. Save **index.html**, then reload it in the browser.

It should look like this:

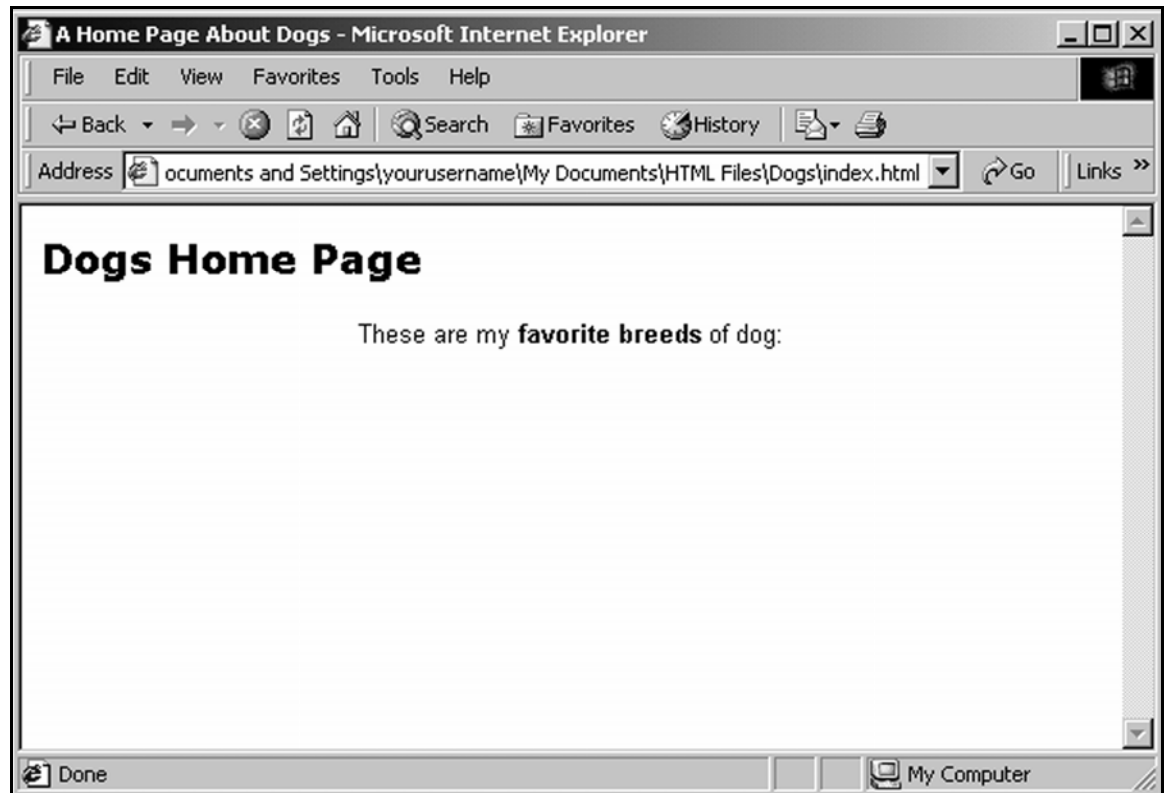


3. Replace the attribute `align="right"` with `align="center"` .

`<p align="center">`

4. Save **index.html**, then reload it in the browser.

It should look like this:



5. Remove the `align="center"` attribute from the `<p>` tag:

```
<p>These are my <b>favorite breeds</b> of  
dog:</p>
```

6. Save **index.html** then reload it in the browser.

It should look like this:



Indent text

1. Insert three new paragraphs into **index.html**:

```
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>

<h1>Dogs Home Page</h1>

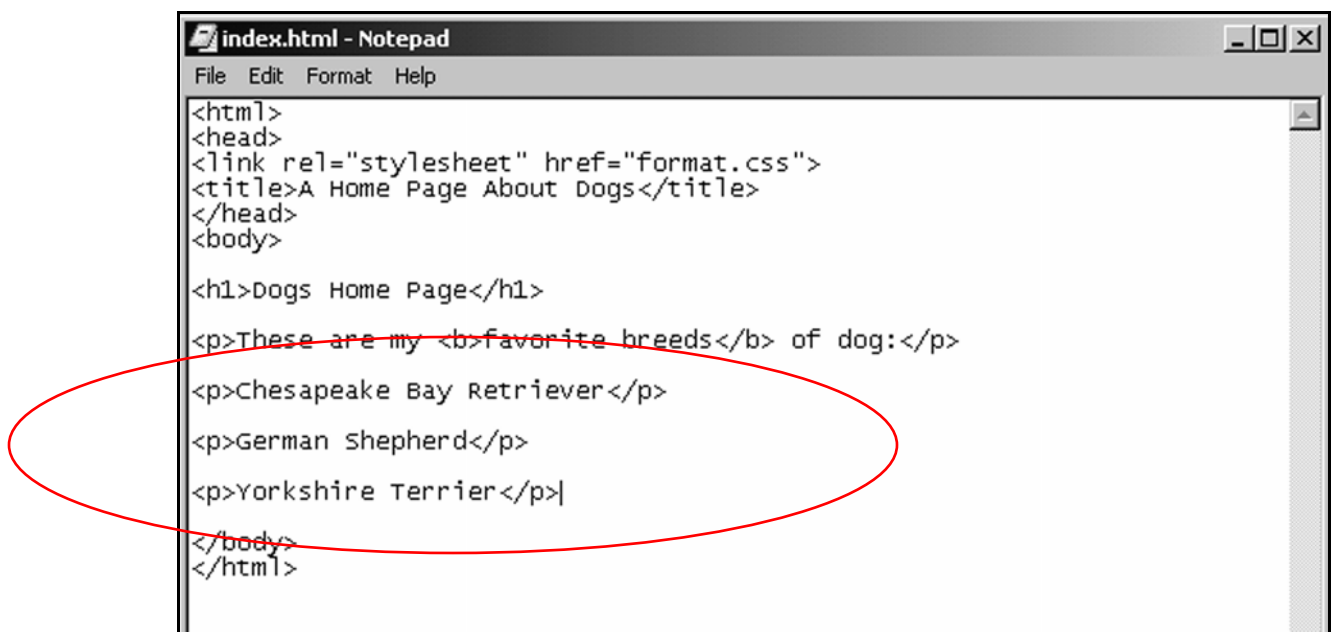
<p>These are my <b>favorite breeds</b> of
dog:</p>

<p>Chesapeake Bay Retriever</p>

<p>German Shepherd</p>

<p>Yorkshire Terrier</p>

</body>
</html>
```



- 2.** Enclose these paragraphs in `` (unordered list) tags to indent them:

```
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>

<h1>Dogs Home Page</h1>

<p>These are my <b>favorite breeds</b> of
dog:</p>

<ul>

<p>Chesapeake Bay Retriever</p>

<p>German Shepherd</p>

<p>Yorkshire Terrier</p>

</ul>

</body>
</html>
```

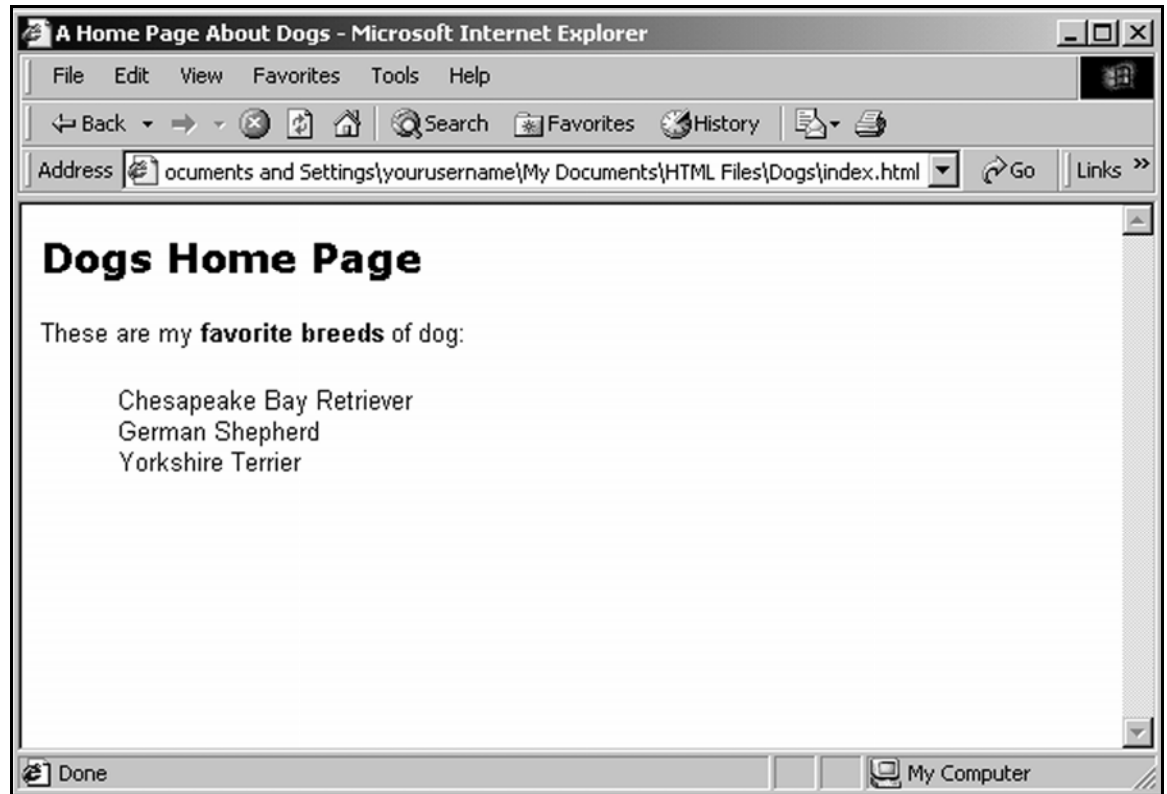
- 3.** Change some of the `<p>` tags to `
` (line break) tags:

```
<p>Chesapeake Bay Retriever<br>
German Shepherd<br>
Yorkshire Terrier</p>
```

Tip: Note that the `<p>` tags in front of German Shepherd and Yorkshire Terrier were removed.

4. Save **index.html** and reload it.

It should look like this:



Create lists

1. With the three breeds of dog, replace the `<p>` and `
` tags with `` (list item) tags:

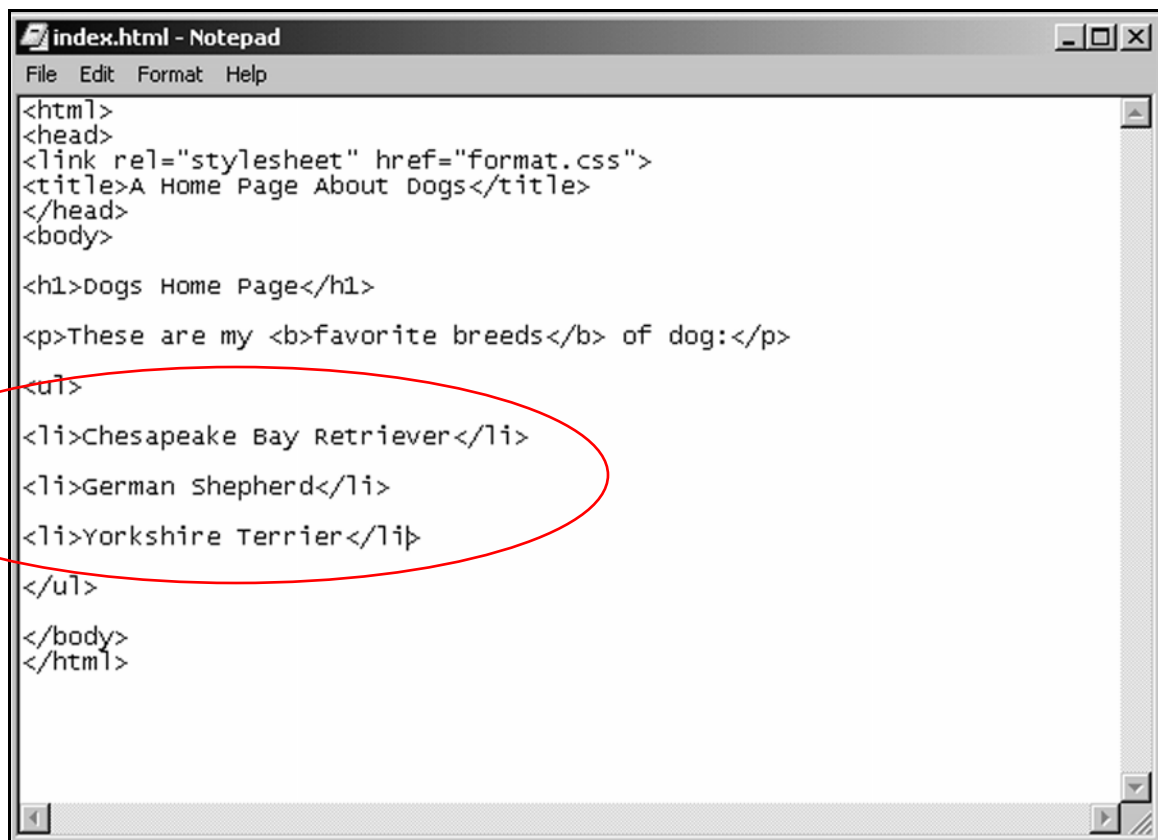
```
<ul>
```

```
<li>Chesapeake Bay Retriever</li>
```

```
<li>German Shepherd</li>
```

```
<li>Yorkshire Terrier</li>
```

```
</ul>
```



```
index.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>A Home Page About Dogs</title>
</head>
<body>

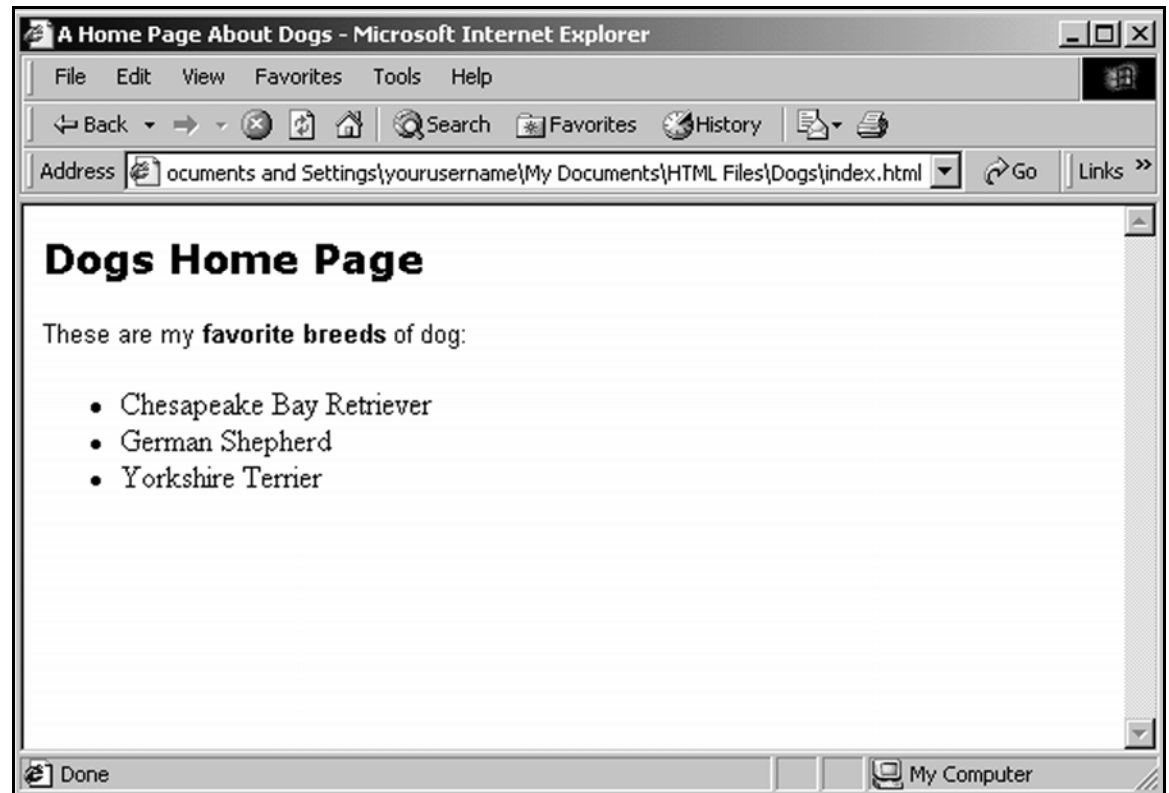
<h1>Dogs Home Page</h1>

<p>These are my <b>favorite breeds</b> of dog:</p>
<ul>
<li>Chesapeake Bay Retriever</li>
<li>German Shepherd</li>
<li>Yorkshire Terrier</li>
</ul>

</body>
</html>
```

2. Save **index.html** and reload it.

It should look like this:



3. In Notepad, open **format.css**.

4. Add font and size formatting for the **** tags:

```
h1 {font-family:verdana,helvetica,sans serif;  
font-weight:bold; font-size:16pt}
```

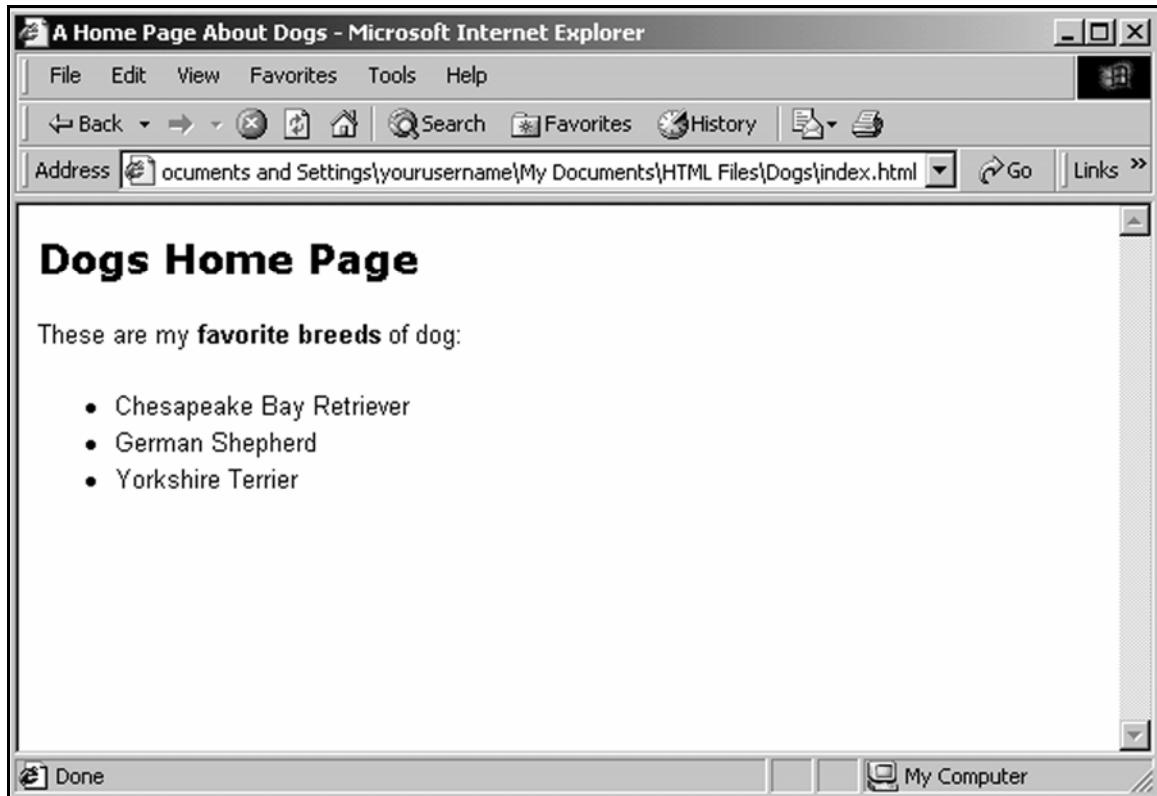
```
p {font-family:arial,Helvetica,sans serif;  
font-size:10pt}
```

```
li {font-family:arial,Helvetica,sans serif;  
font-size:10pt}
```

5. Save **format.css**.

6. Reload **index.html**.

It should look like this:



Practice

1. Change the title of the home page, `index.html`, to `My Favorite Dogs`.

2. Change the bulleted list to a numbered list.

Tip: Use `` instead of `` to generate a numbered list.

3. Change the numbered list back to a bulleted list.

4. Make the list items bold.

Tip: Instead of using the `` tag in `index.html`, open `format.css` and put the attribute

`font-weight:bold`

into the formatting for the `` tag.

5. Save **index.html** and view it in the browser.

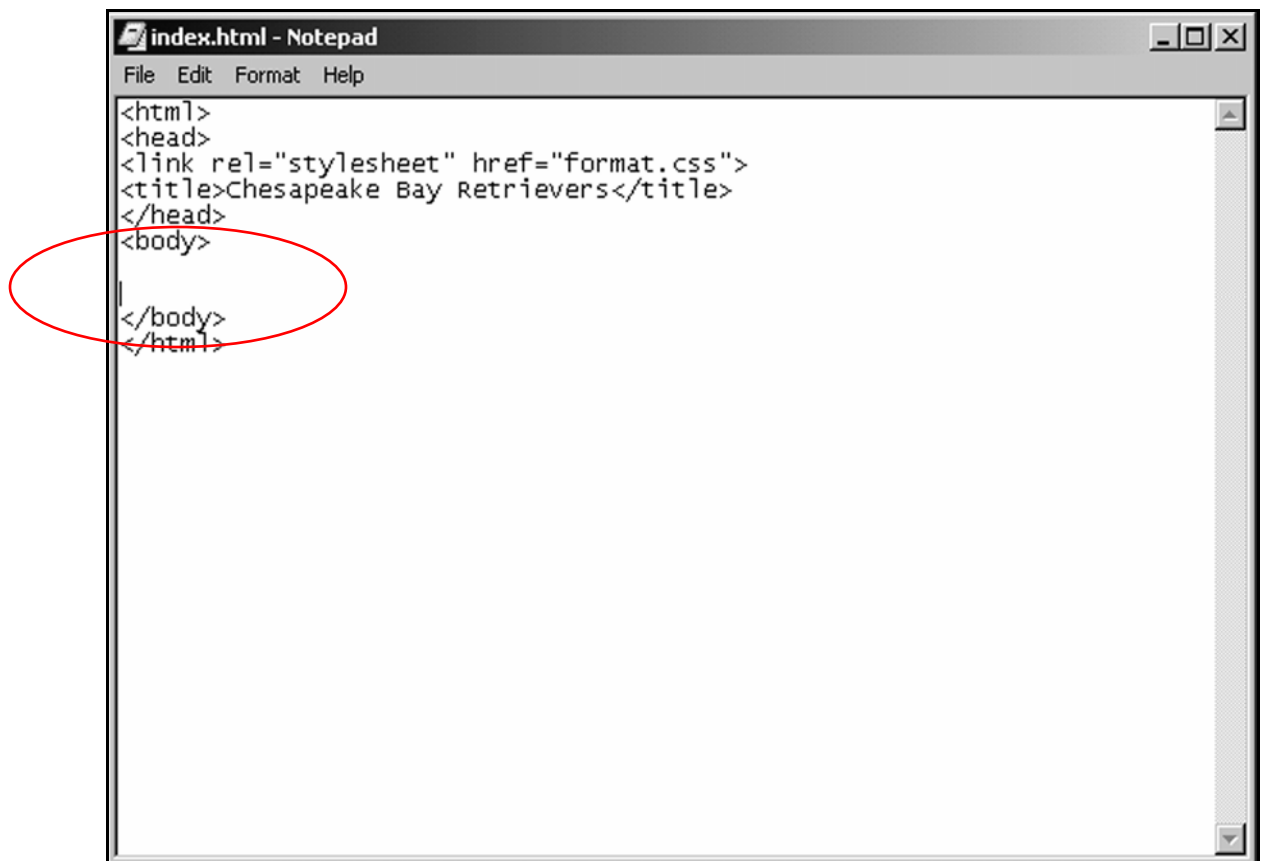
The page should look like this:



Create links to new pages

Step 1: Create a new page

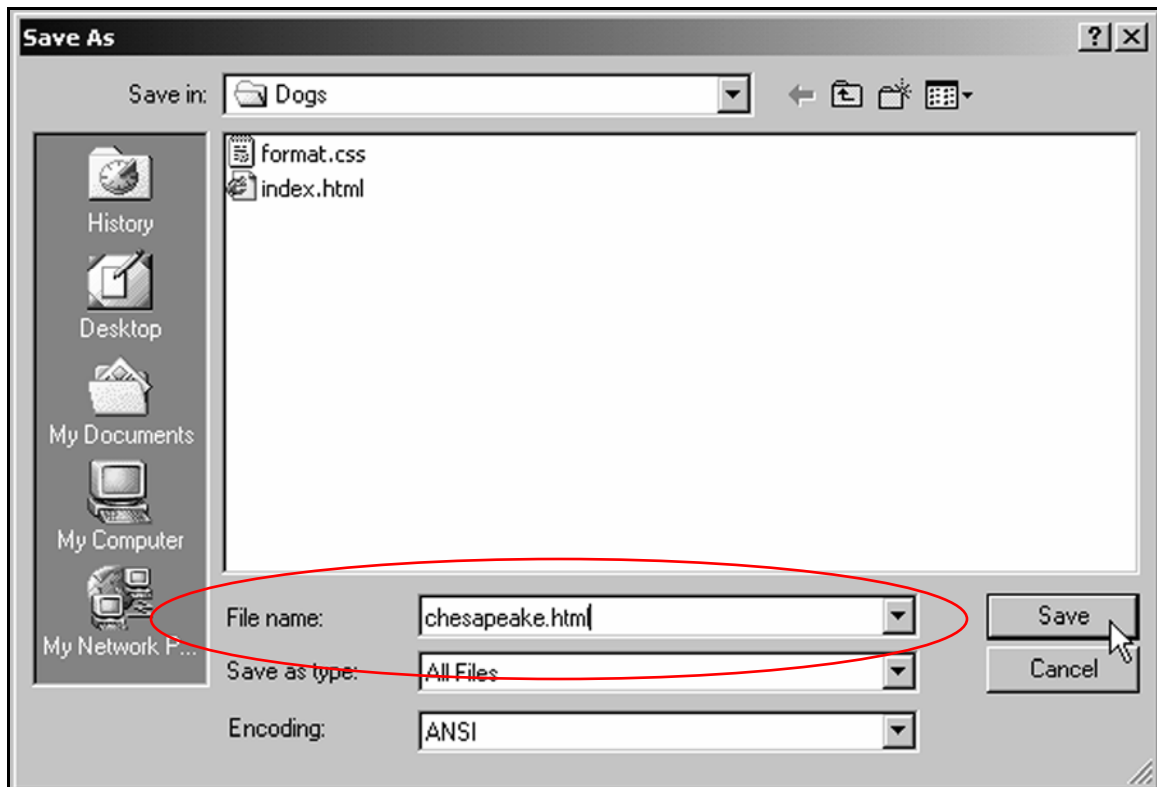
- 1.** In Notepad, change the title of **index.html** to **Chesapeake Bay Retrievers**.
- 2.** Take out all the tags and text between the **<body>** and **</body>** tags.



```
index.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>Chesapeake Bay Retrievers</title>
</head>
<body>

</body>
</html>
```

Save the page as **chesapeake.html** in the **Dogs** folder.



Tip: Remember to Save as type: All Files.

File names for the Web

Most Web servers are Unix- or Linux-based, which don't deal cleanly with spaces in file names. For instance if you name a file **fido page.html**, it may show up in the URL box of the browser as **fido%20page.html**.

Also, Web servers are case-sensitive, so keeping file names lower-case eliminates a potential source of mistakes.

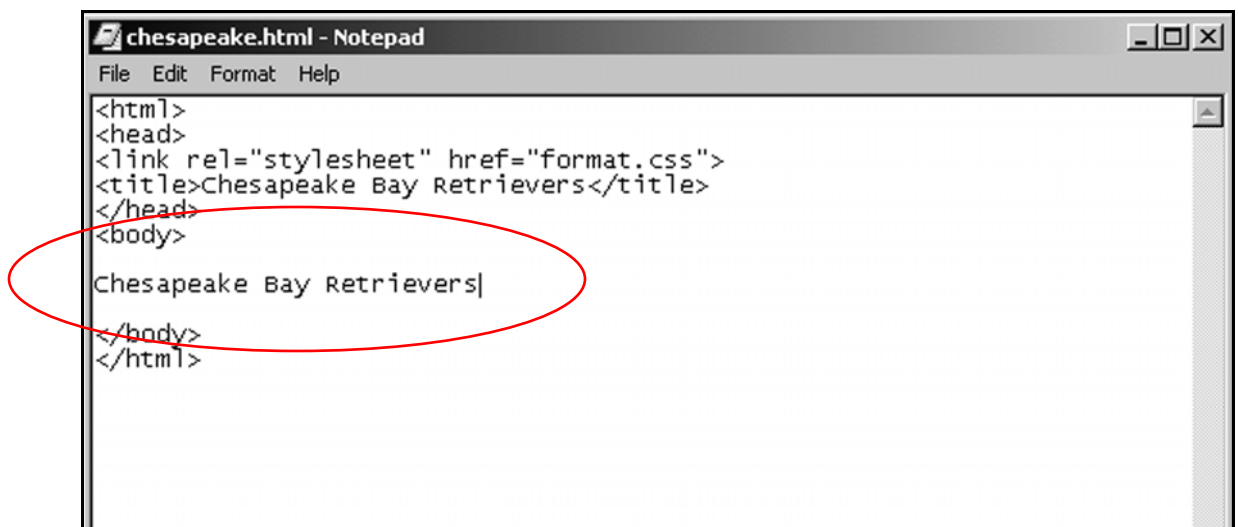
Make all file names in a Web site—pages, graphics and folders—lower-case, with no spaces.

Correct file name: **chesapeake.html**

Incorrect: **Chesapeake Bay.html**

3. Beneath the `<body>` tag, type:

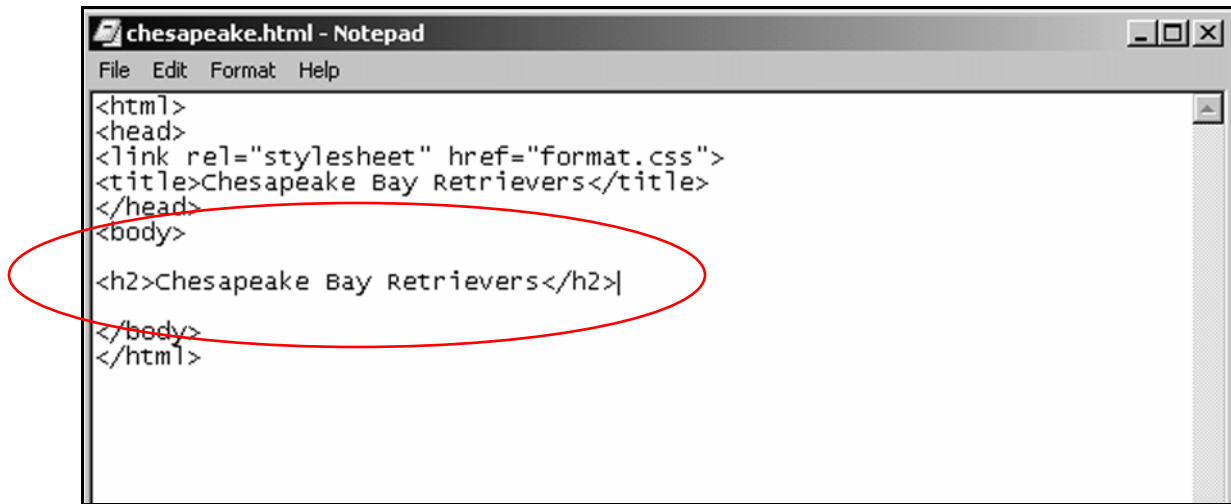
Chesapeake Bay Retrievers



```
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>Chesapeake Bay Retrievers</title>
</head>
<body>
Chesapeake Bay Retrievers|
</body>
</html>
```


- 4.** Enclose the text in `<h2>` tags:

```
<h2>Chesapeake Bay Retrievers</h2>
```



- 5.** Save **chesapeake.html**.
- 6.** In Notepad, open **format.css**.

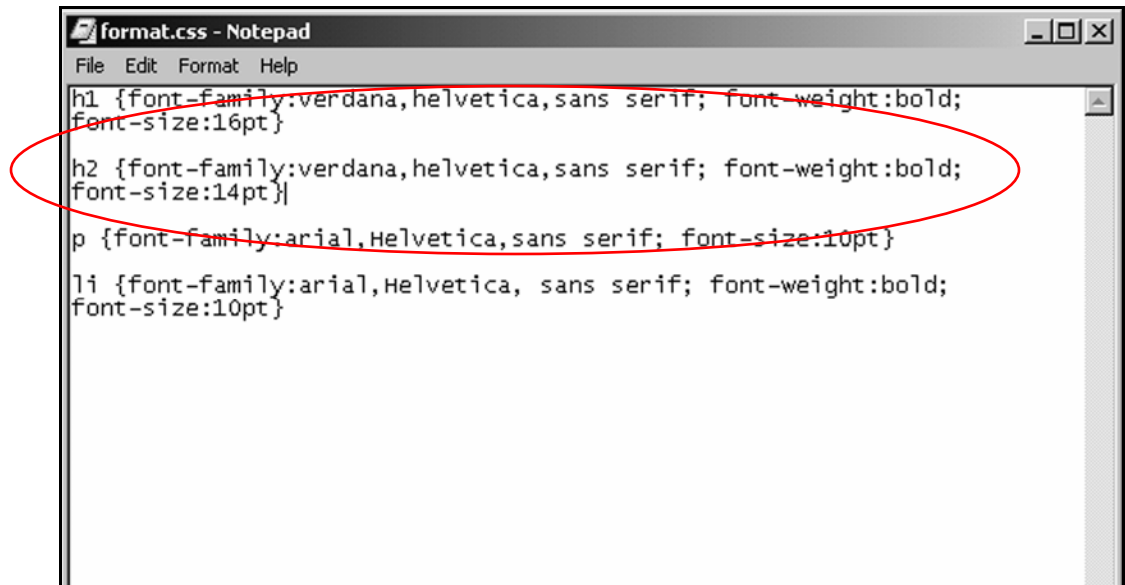
- 7.** Below the `h1` formatting, insert this formatting for the `<h2>` (heading, size 2) tag:

```
h1 {font-family:verdana,helvetica,sans serif;  
font-weight:bold; font-size:16pt}
```

```
h2 {font-family:verdana,helvetica,sans serif;  
font-weight:bold; font-size:14pt}
```

```
p {font-family:arial,Helvetica,sans serif;  
font-size:10pt}
```

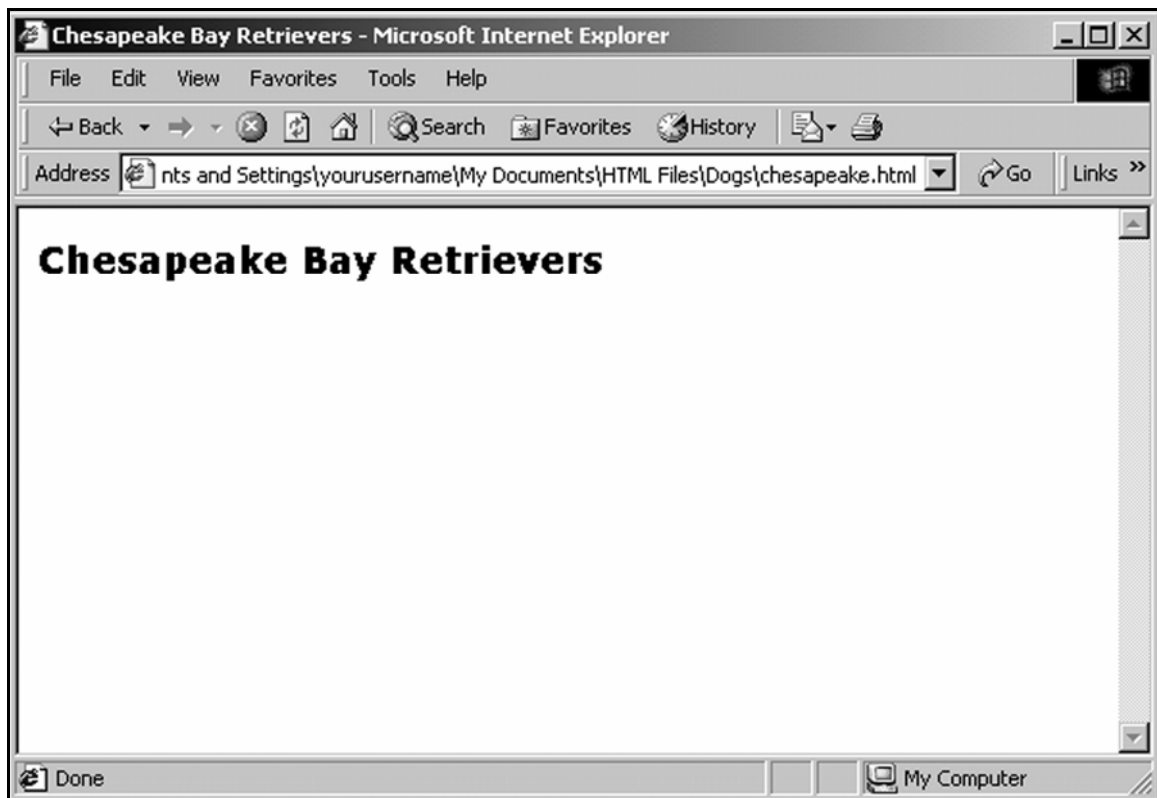
```
li {font-family:arial,Helvetica,sans serif;  
font-weight:bold; font-size:10pt}
```



- 8.** Save **format.css**.

9. Open **chesapeake.html** in the browser.

It should look like this:



Providing navigation clues with text size

The heading of the Chesapeake Bay Retriever page is one size smaller than the heading of the home page. That's because the CBR page is one step down in the site hierarchy.

Dogs Home Page

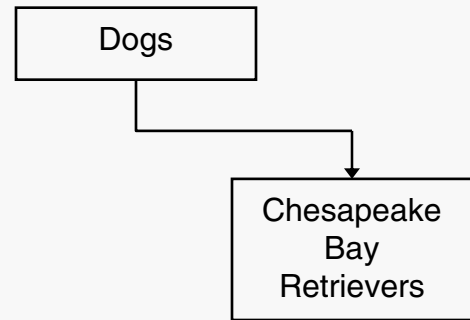
size 1 heading

`font-size:16pt`

Chesapeake Bay Retrievers

size 2 heading

`font-size:14pt`

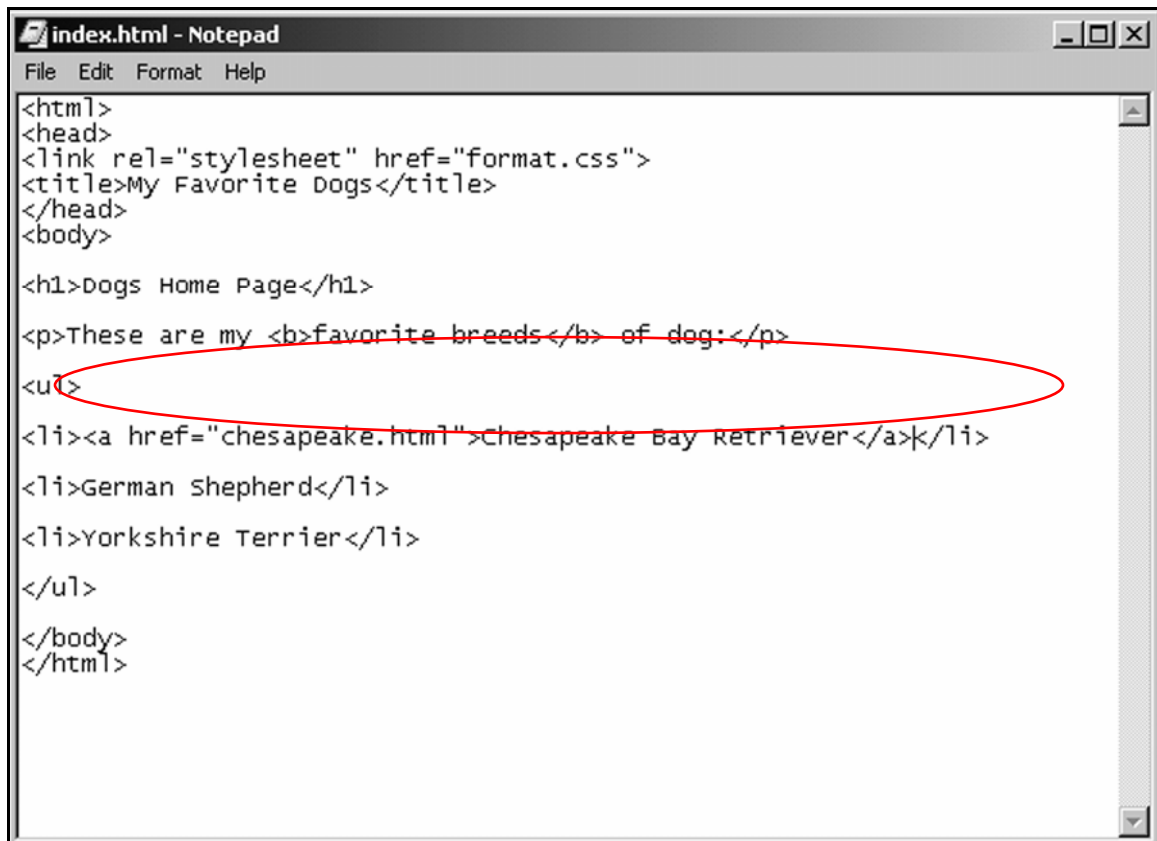


Making the heading of the Chesapeake Bay Retrievers page smaller than the home page's heading helps show people where they are in the site.

Step 2: Link to the new page

1. Open **index.html** in Notepad.
2. Enclose Chesapeake Bay Retriever in `<a>` (anchor) tags that link the text to **chesapeake.html**:

```
<li><a href="chesapeake.html">Chesapeake Bay  
Retriever</a></li>
```



```
index.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>My Favorite Dogs</title>
</head>
<body>

<h1>Dogs Home Page</h1>
<p>These are my <b>favorite breeds</b> of dog:</p>
<ul>
<li><a href="chesapeake.html">Chesapeake Bay Retriever</a></li>
<li>German Shepherd</li>
<li>Yorkshire Terrier</li>
</ul>
</body>
</html>
```

How anchor tags work

Anchor tags create a clickable link to another page.

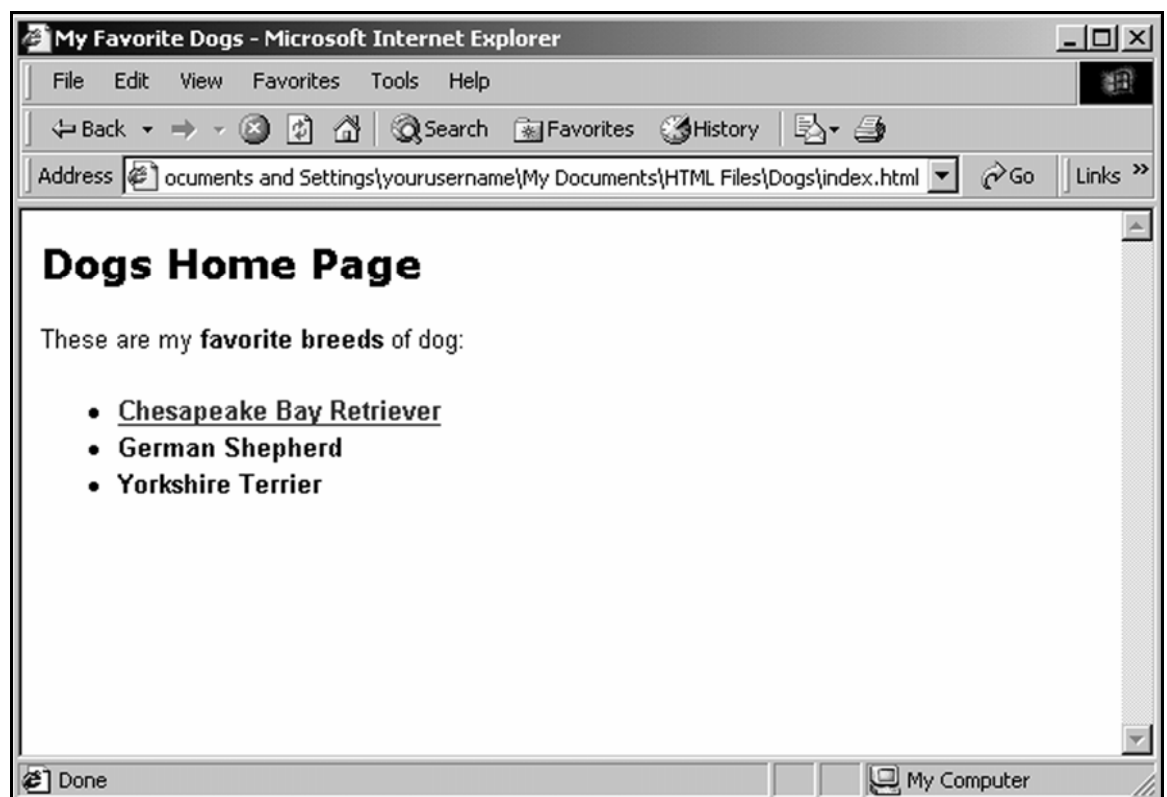
A page with this file name... ...is linked to these words.

`New Page`

3. Save **index.html**, then view it in the browser.

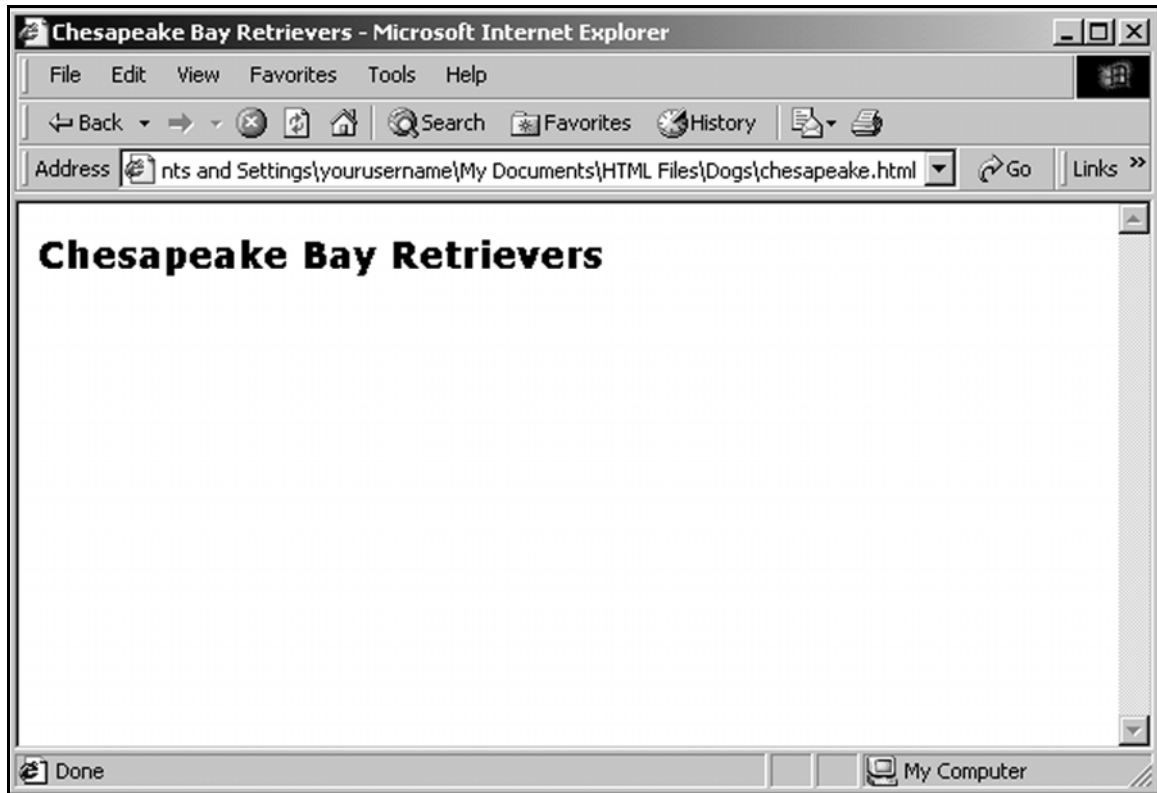
The words **Chesapeake Bay Retriever** should be a link.

The page should look like this:



4. Click the **Chesapeake Bay Retriever** link.

The Chesapeake Bay Retriever page should appear in the browser:



Practice

1. Create new pages for German Shepherds and Yorkshire Terriers.

Page	Title	File Name
German Shepherds	German Shepherds	german.html
Yorkshire Terriers	Yorkshire Terriers	yorkshire.html

Tip: *Open chesapeake.html, then **Save As** with the file name **german.html**. Then change its title and text. Do the same thing to create **yorkshire.html**.*

2. On the home page, link the words **German Shepherd** and **Yorkshire Terrier** to their pages.

3. On the home page, remove the words

Home Page

after

Dogs

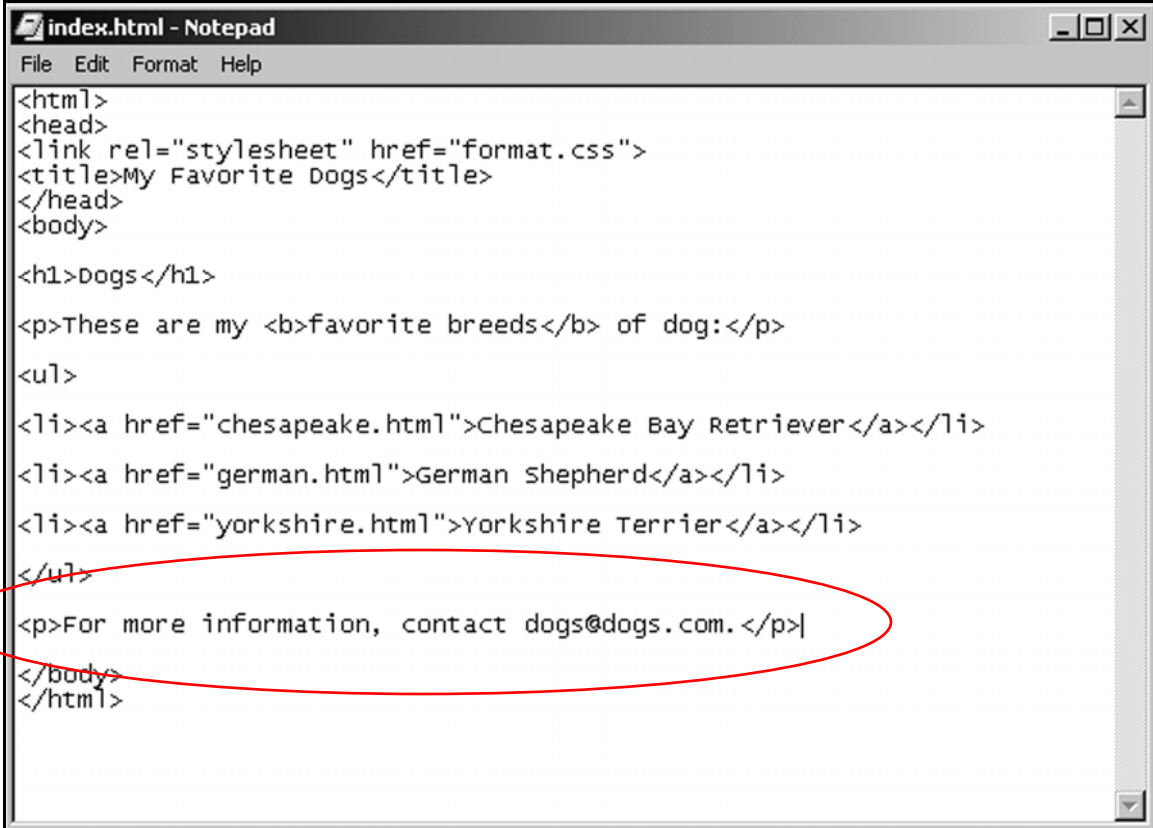
4. Make sure the headings of the German Shepherd and Yorkshire Terrier pages are the same size as the heading of the Chesapeake Bay Retriever page.
5. Save all pages.
6. Click the home page's links to make sure they work.

Create e-mail and external links

Create an e-mail link

1. In Notepad, open **index.html**.
2. Beneath the bulleted list, type:

```
<p>For more information, contact  
dogs@dogs.com.</p>
```



```
index.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>My Favorite Dogs</title>
</head>
<body>

<h1>Dogs</h1>

<p>These are my <b>favorite breeds</b> of dog:</p>
<ul>
<li><a href="chesapeake.html">Chesapeake Bay Retriever</a></li>
<li><a href="german.html">German Shepherd</a></li>
<li><a href="yorkshire.html">Yorkshire Terrier</a></li>
</ul>
<p>For more information, contact dogs@dogs.com.</p>
</body>
</html>
```

- 3.** Surround the e-mail address with anchor tags, but instead of linking it to a Web page, use the `mailto` command to link it to an e-mail program:

```
<p>For more information, contact  
<a href="mailto:dogs@dogs.com">  
dogs@dogs.com</a>.</p>
```



```
</ul>  
<p>For more information, contact  
<a href="mailto:dogs@dogs.com">dogs@dogs.com</a>.</p>  
</body>  
</html>
```

- 4.** Save the home page and view it in the browser.

It should look like this:



5. Click the dogs@dogs.com link.

If an email program is configured on your computer, it should open.

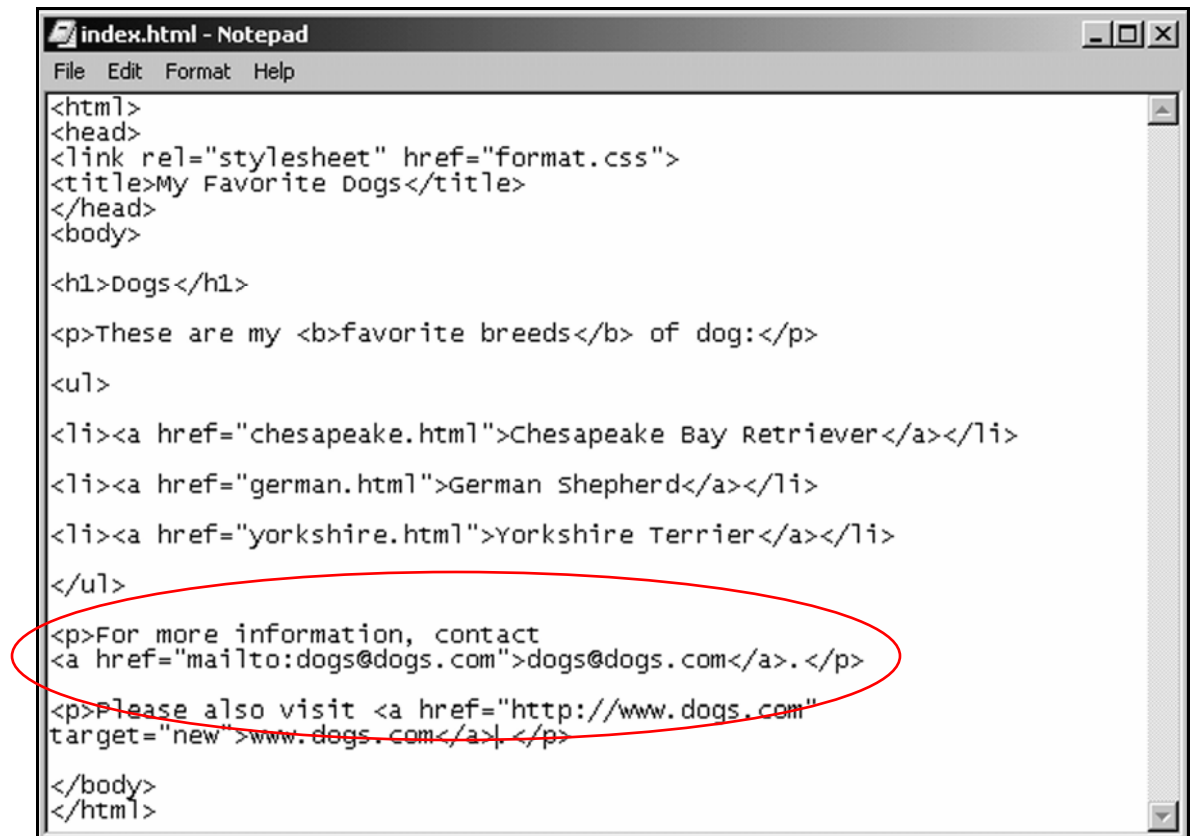
Link to an external site

1. Add a new paragraph below the email link. Type:

```
<p>Please also visit www.dogs.com.</p>
```

2. Surround the Web address `www.dogs.com` with these anchor tags to link it to the external Web site:

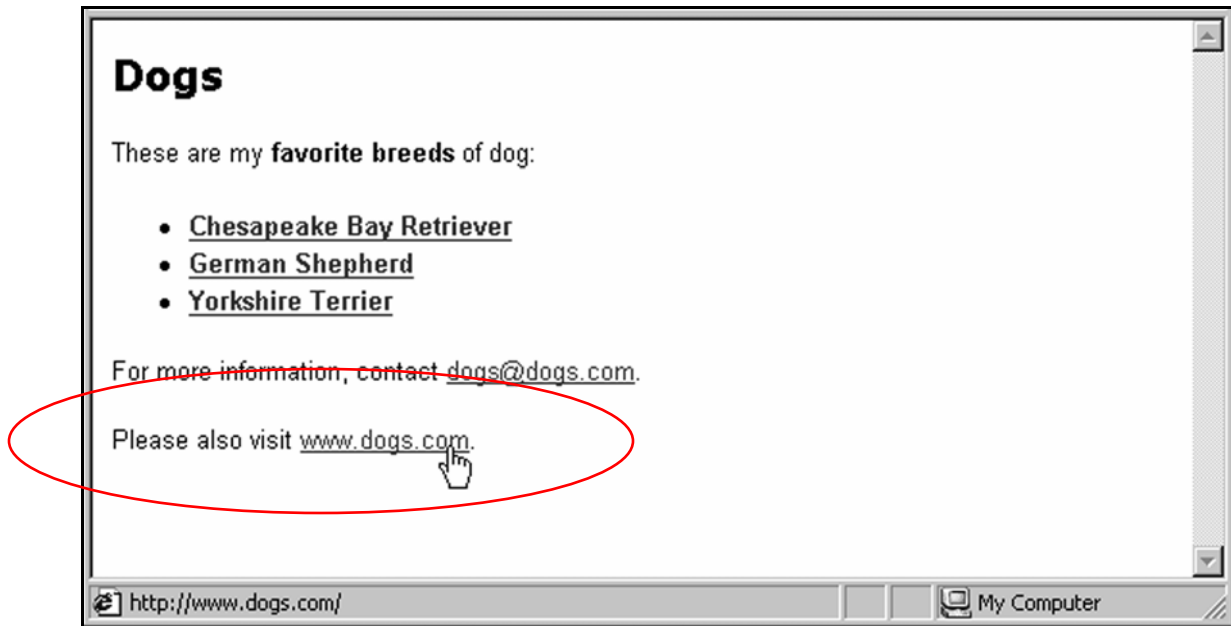
```
<a href="http://www.dogs.com"
target="new">www.dogs.com</a>
```



Tip: For an external link to work, you must type `http://` as part of the Web address.

The attribute `target="new"` opens a new browser window to display the external site.

- 3.** Save the home page, view it in the browser, then click the www.dogs.com link.



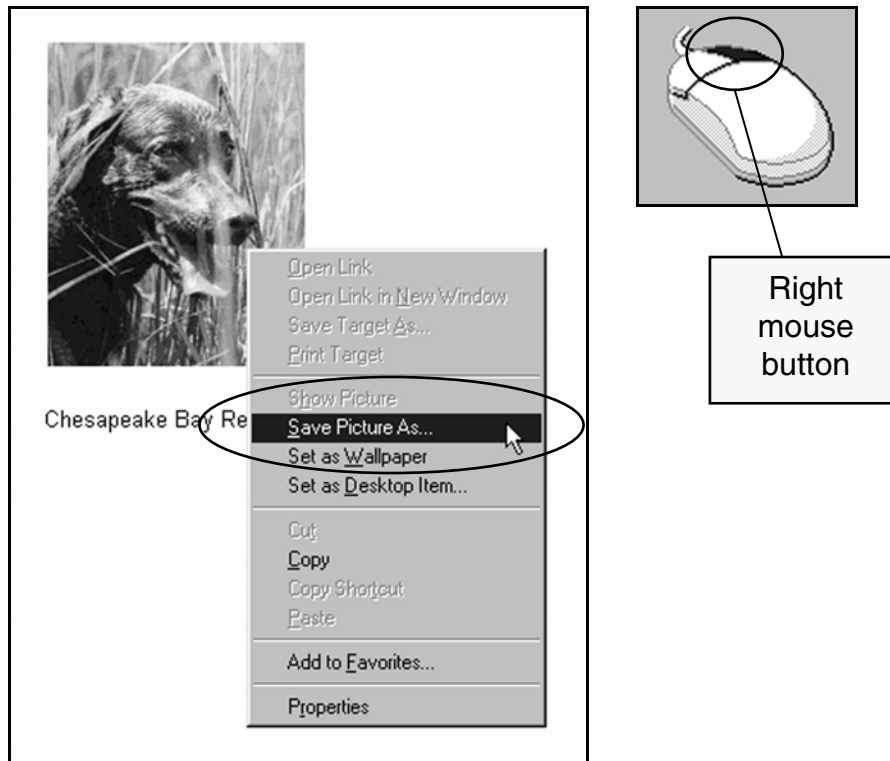
It should take you to an external site. (Probably PetSmart, a site linked to the dogs.com address.)

Insert graphics

Capture graphics

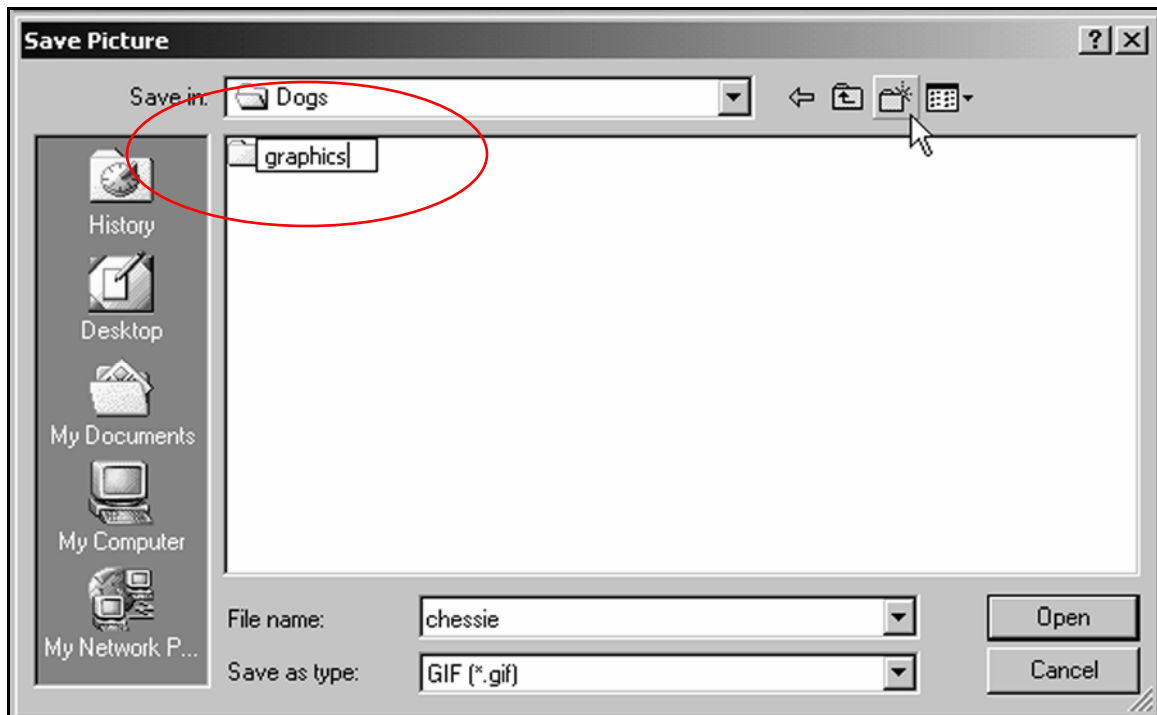
1. Using the browser, go to:

www.visibooks.com/books/html/dogpics
2. Place your cursor on top of the picture of the Chesapeake Bay Retriever, then click with your right mouse button.

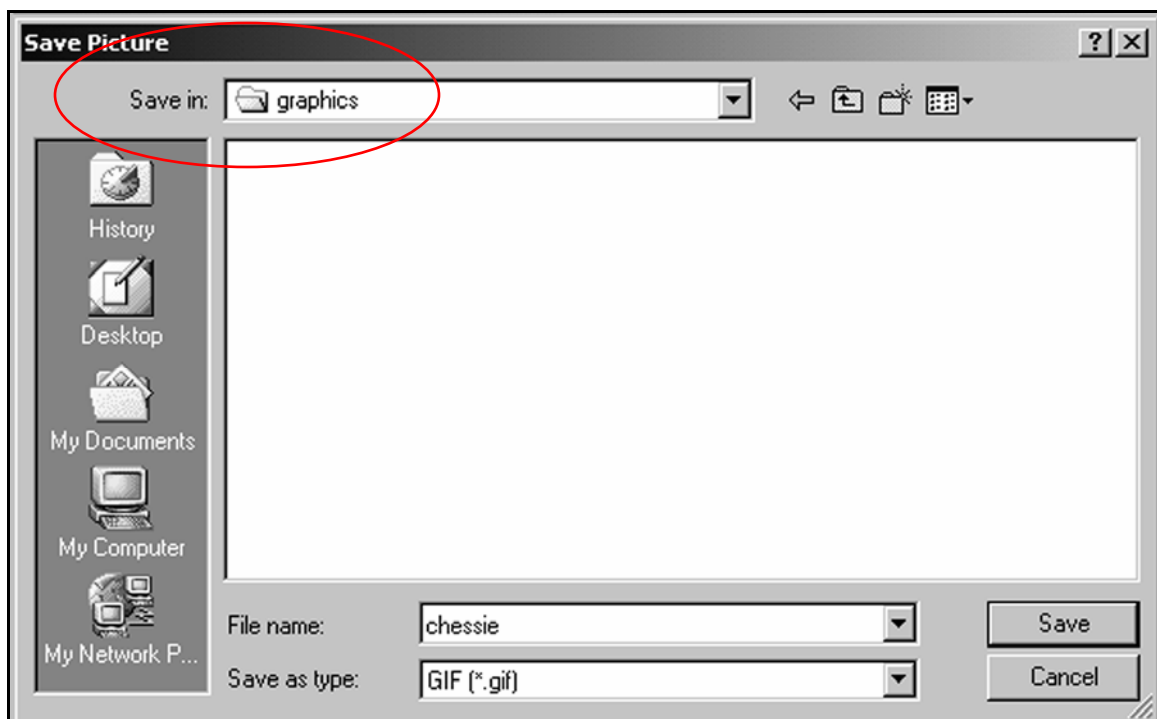


3. When the menu appears, click **Save Picture As**.
4. When the **Save Picture** window appears, click the **Dogs** folder in the **Save in** drop-down list.

- 5.** Create a new folder within **Dogs** called **graphics**.



- 6.** Double-click the **graphics** folder so it appears in the **Save in** drop-down list.



7. Click the  button.

This should save the graphic inside the graphics folder.

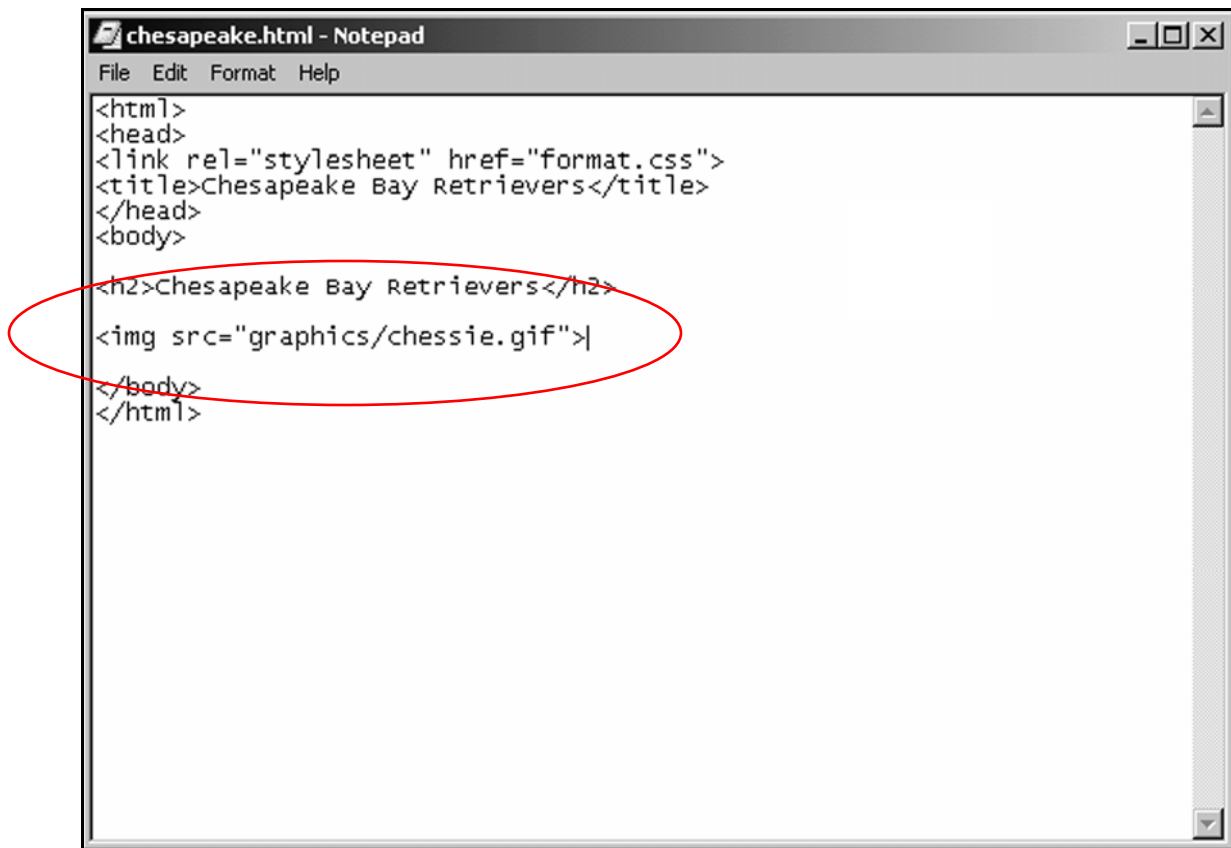
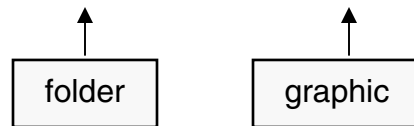
Tip: *Creating this separate sub-folder to hold your site's graphics makes the site easier to organize and update.*

Insert graphics

1. In Notepad, open **chesapeake.html**.
2. Under the main heading, insert an `` (image) tag:

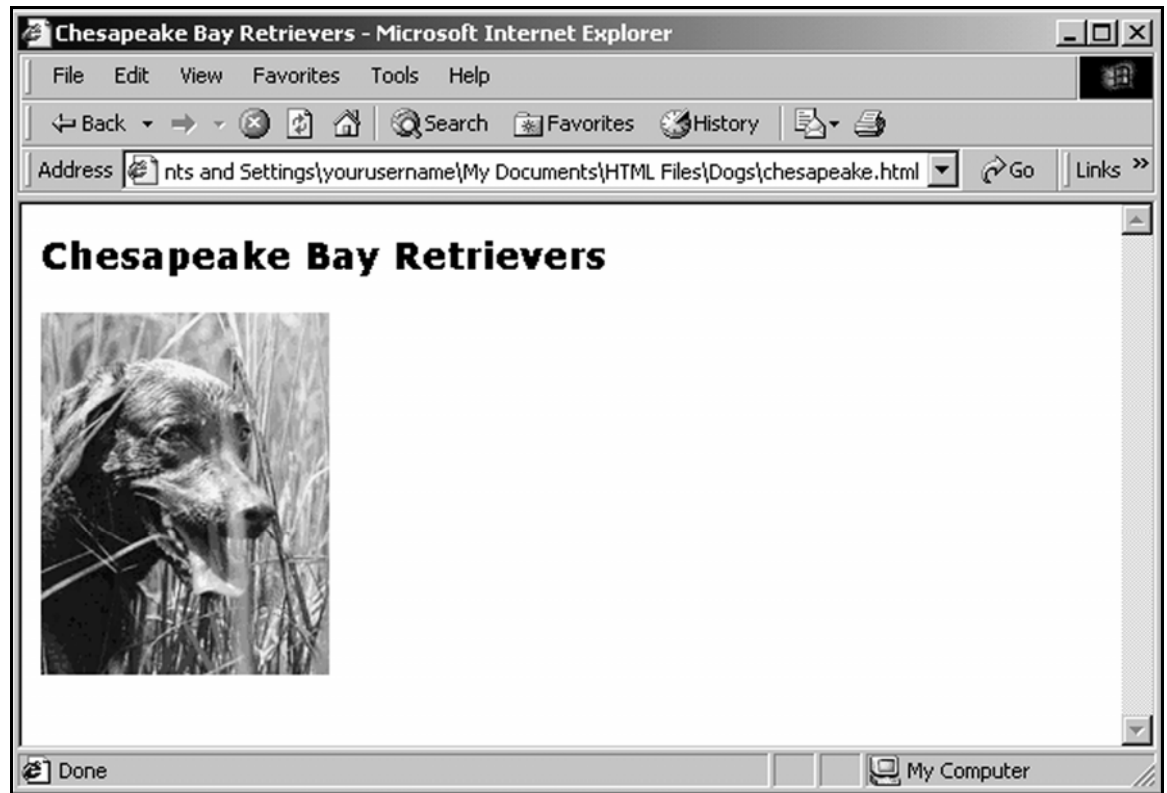
```

```



3. Save the page, then view it in the browser.

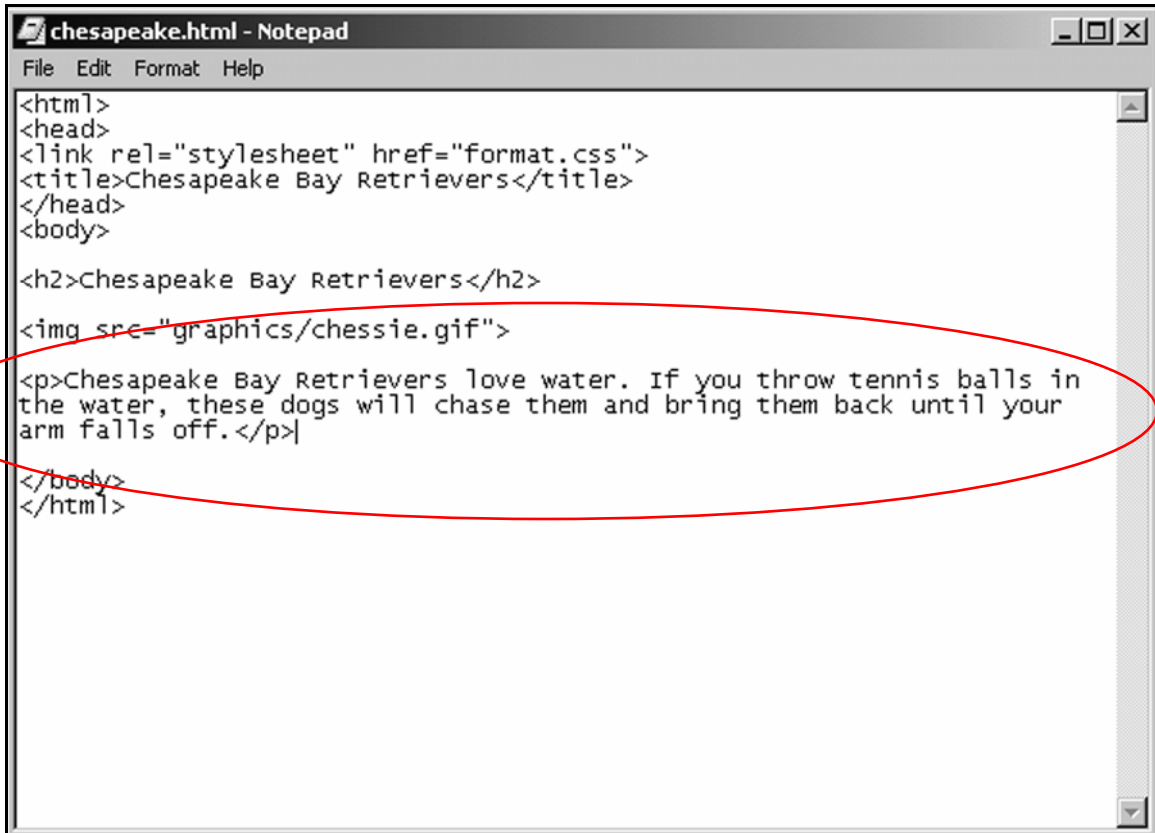
It should now look like this:



Align graphics

1. Below the `` tag, type:

```
<p>Chesapeake Bay Retrievers love water. If you
throw tennis balls in the water, these dogs
will chase them and bring them back until your
arm falls off.</p>
```



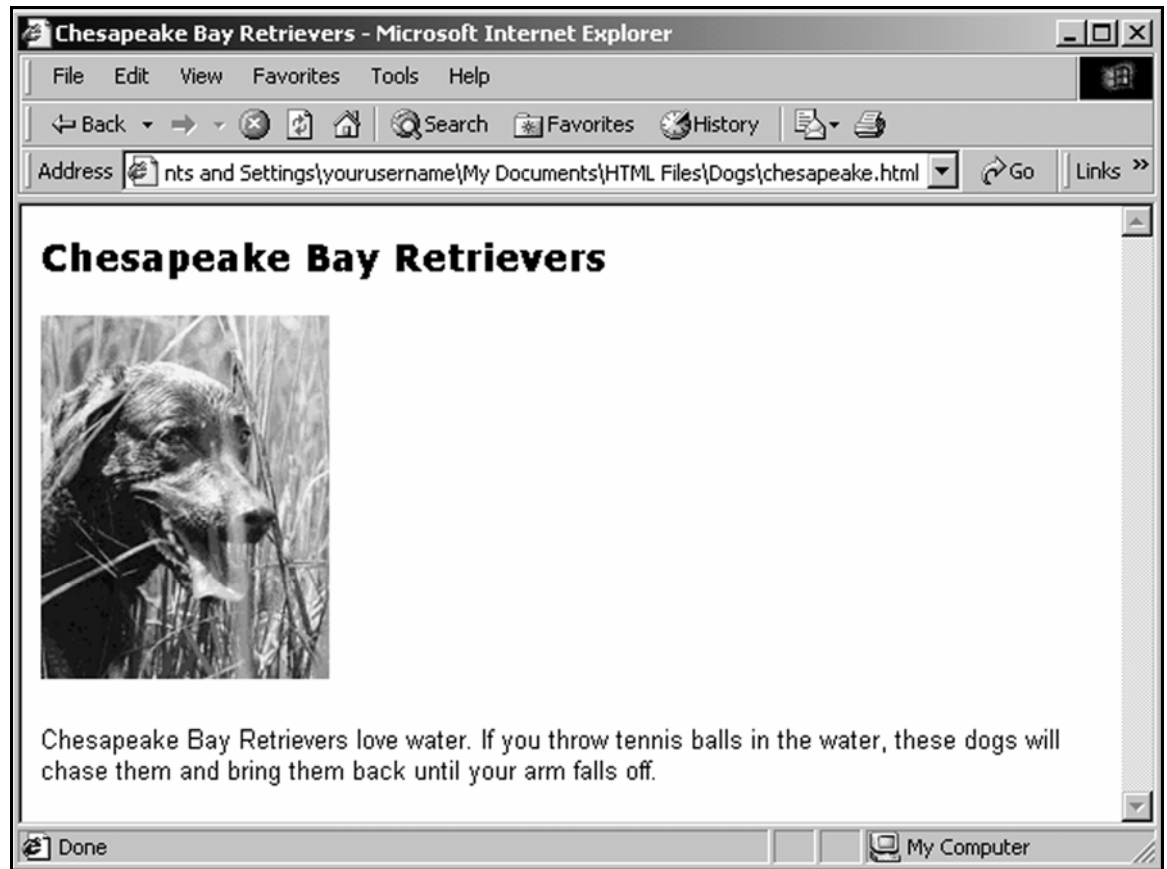
```
chesapeake.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>Chesapeake Bay Retrievers</title>
</head>
<body>

<h2>Chesapeake Bay Retrievers</h2>

<p>Chesapeake Bay Retrievers love water. If you throw tennis balls in
the water, these dogs will chase them and bring them back until your
arm falls off.</p>
</body>
</html>
```

2. Save the page and view it in the browser.

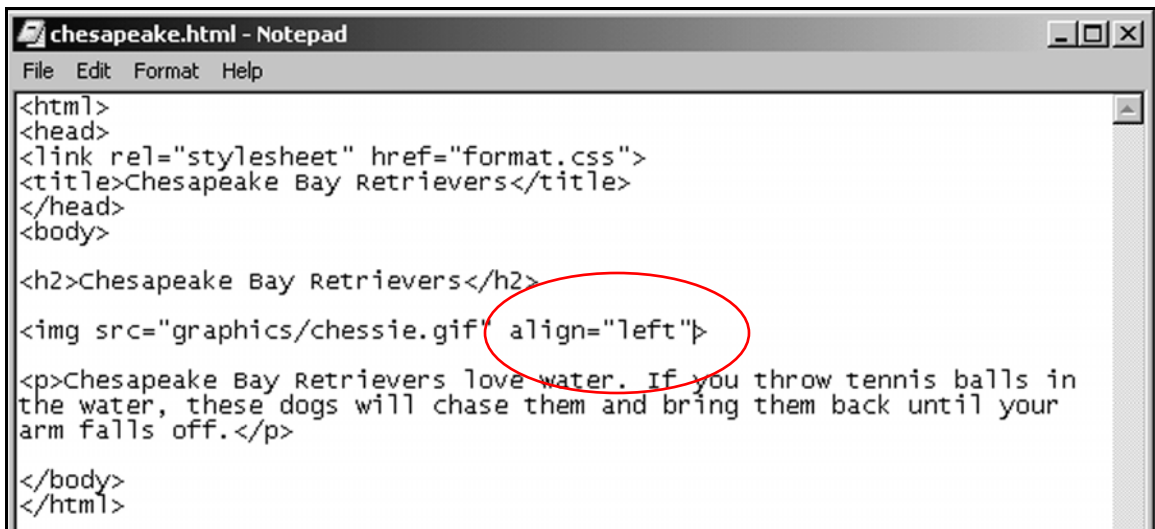
It should look like this:



3. Add the `align="left"` attribute to the `` tag:

```

```



```
chesapeake.html - Notepad
File Edit Format Help

<html>
<head>
<link rel="stylesheet" href="format.css">
<title>Chesapeake Bay Retrievers</title>
</head>
<body>

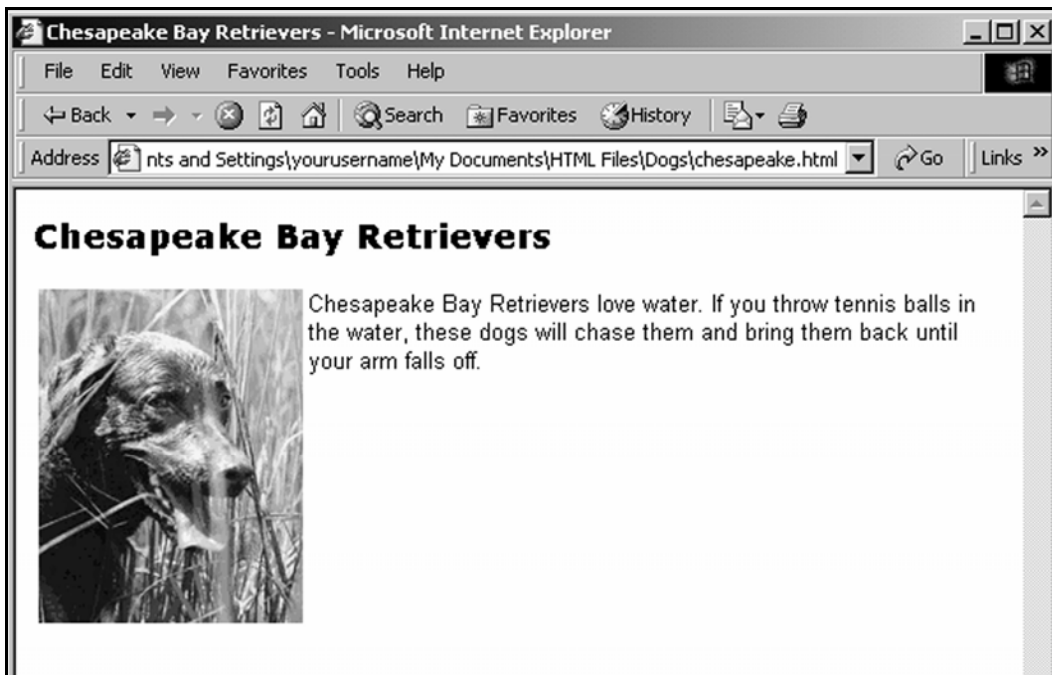
<h2>Chesapeake Bay Retrievers</h2>

<p>Chesapeake Bay Retrievers love water. If you throw tennis balls in
the water, these dogs will chase them and bring them back until your
arm falls off.</p>

</body>
</html>
```

4. Save the page and view it in the browser (just click the  icon).

It should look like this:



Format graphics

1. Add the `alt` (alternative text) attribute to the `` tag:

```

```

Alt text

“Alt” text allows visually-impaired people to know what a graphic represents. Alt text also allows search engines to index visual content.

2. Add the `vspace` (vertical space) and `hspace` (horizontal space) attributes as well:

```

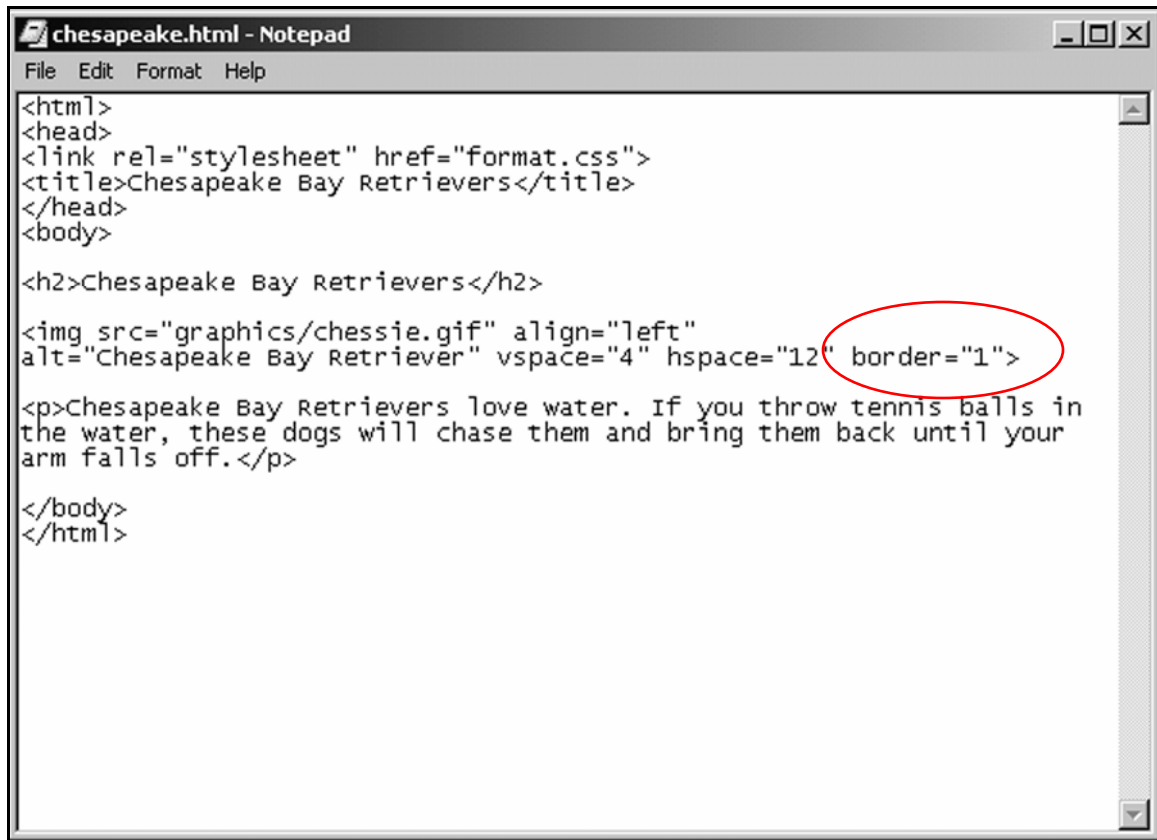
```

Tip: The “4” and “12” in these attributes refer to pixels on the computer screen: 4 pixels vertical space and 12 pixels horizontal space, respectively.

3. Add the border attribute:

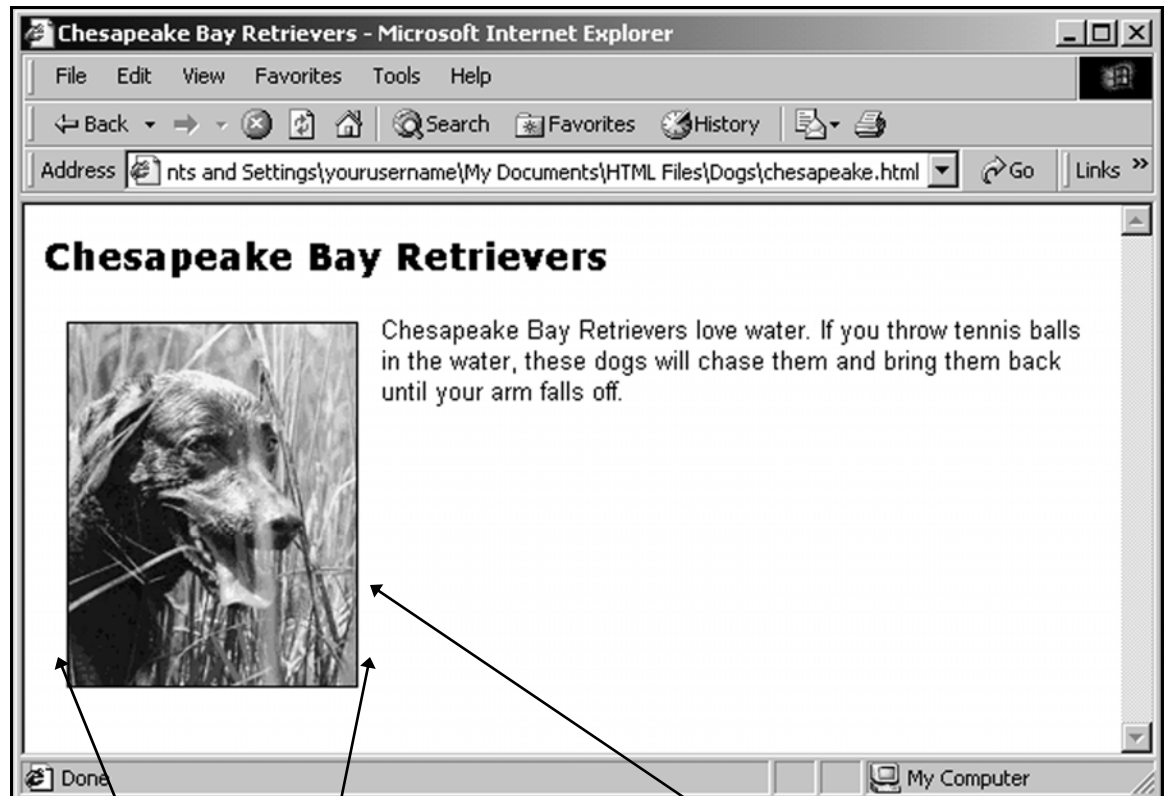
```

```



4. Save the page and view it in the browser.

The text should be aligned with the top of the graphic:

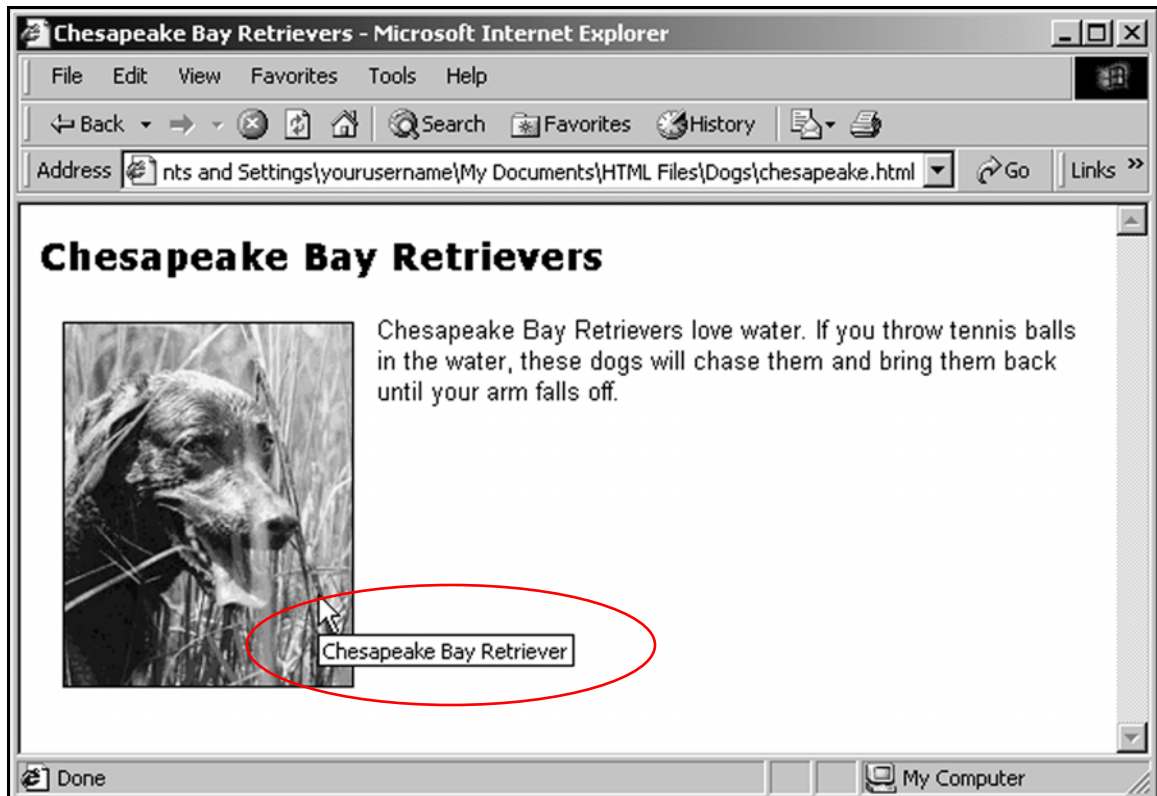


A Border of 1 creates a 1-pixel border around the graphic

An HSPACE of 12 creates a horizontal space of 12 pixels around the graphic that nothing

5. Move your cursor onto the graphic.

The “Alt” text should pop up.



Practice

- 1.** Go to:

www.visibooks.com/books/html/dogpics
- 2.** Save the German Shepherds graphic in the **graphics** folder, with the file name **shepherds.gif**.
- 3.** Save the Yorkshire Terrier graphic in the **graphics** folder, with the file name **yorkie.gif**.
- 4.** Insert **shepherds.gif** into the German Shepherds page below the heading.
- 5.** Insert **yorkie.gif** into the Yorkshire Terriers page below the heading.
- 6.** On the German Shepherds page, insert the text:

`German Shepherds are smart dogs.`

as a paragraph below the graphic.
- 7.** On the Yorkshire Terriers page, insert the text:

`Yorkshire Terriers are cute.`

as a paragraph below the graphic.
- 8.** On both pages, align the text to the side of the graphic, as on the Chesapeake Bay Retrievers page.

- 9.** In both pages, give the graphics a **border** of 1, **vspace** of 4, and **hspace** of 12.

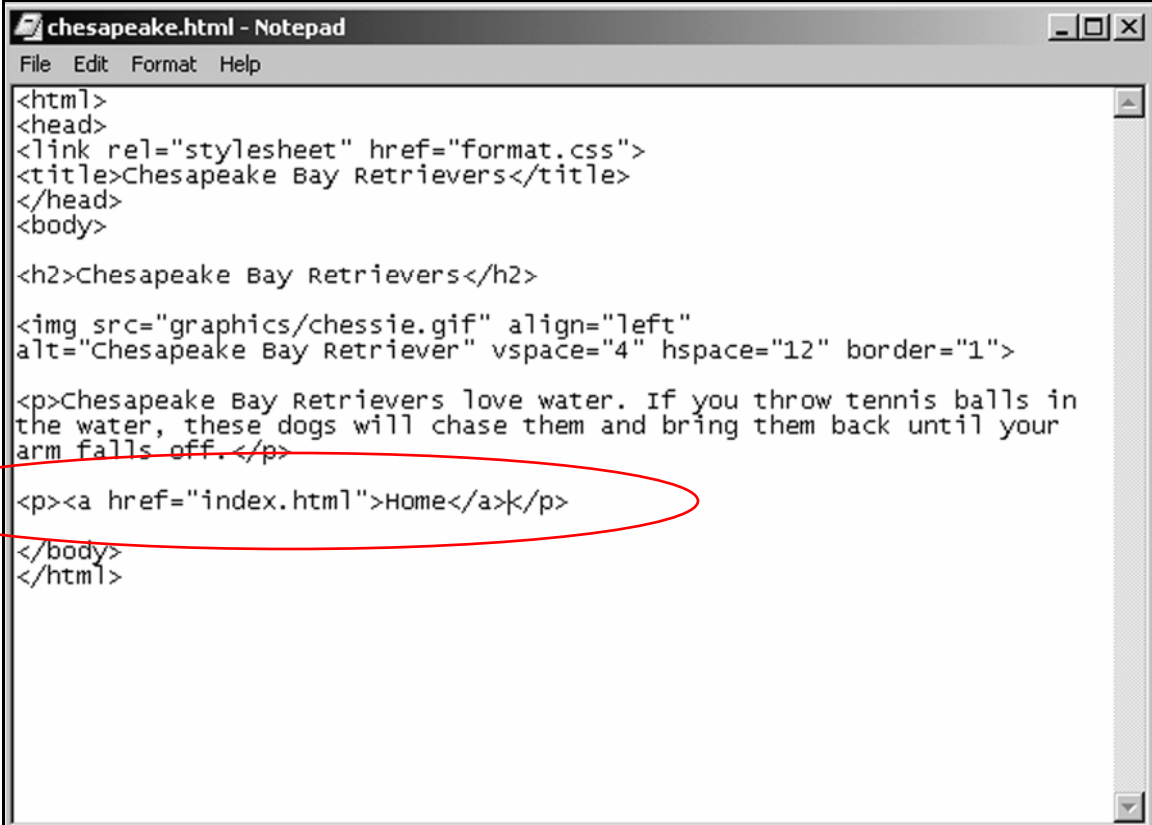
Create a navigation system

Link back to the home page

1. In Notepad, open **chesapeake.html**.
2. Beneath the paragraph, type:

```
<p>Home</p>
```
3. Enclose the word **Home** in anchor tags that link it back to the home page:

```
<p><a href="index.html">Home</a></p>
```



```
chesapeake.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>Chesapeake Bay Retrievers</title>
</head>
<body>

<h2>Chesapeake Bay Retrievers</h2>



<p>Chesapeake Bay Retrievers love water. If you throw tennis balls in
the water, these dogs will chase them and bring them back until your
arm falls off.</p>

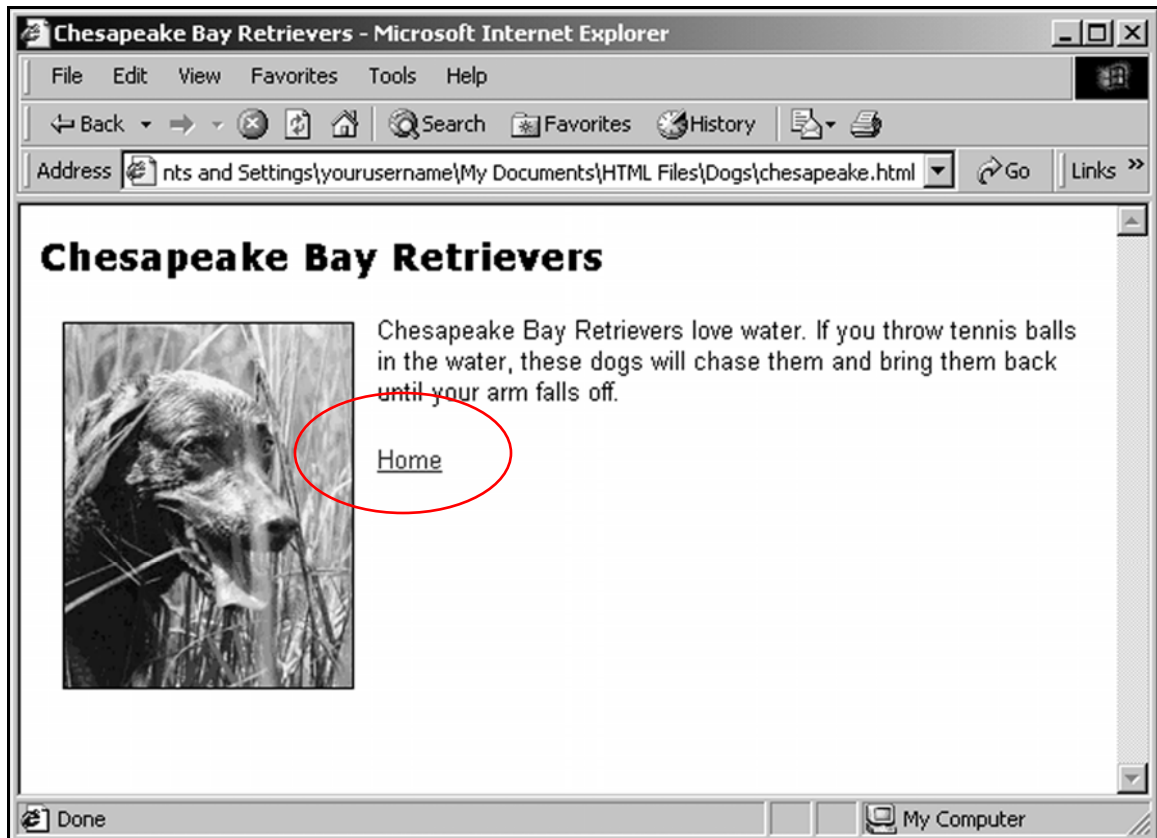
<p><a href="index.html">Home</a></p>

</body>
</html>
```

Tip: Remember, **index.html** is the file name for the home page.

4. Save the page, and view it in the browser.

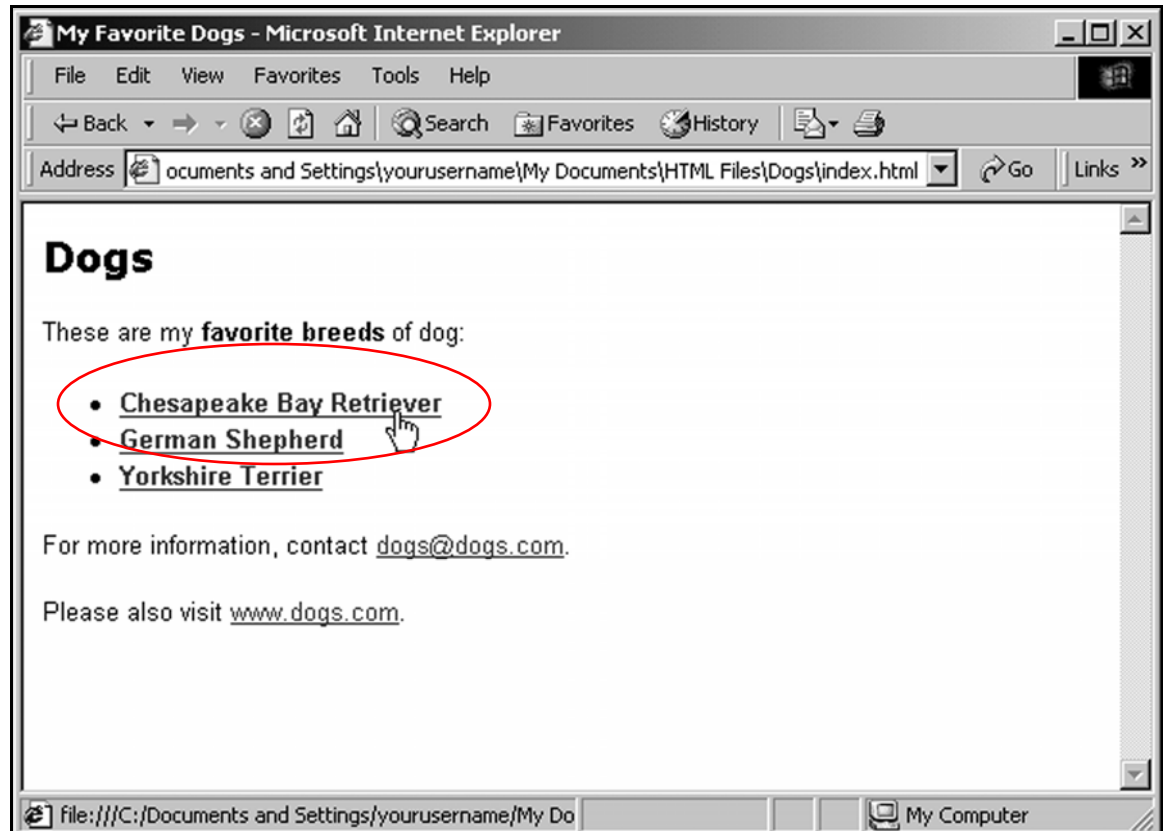
The word **Home** should now be a link:



5. Click the Home link.

The home page should appear in the browser.

6. Click the **Chesapeake Bay Retriever** link.



The Chesapeake Bay Retriever page should appear in the browser.

7. In Notepad, open **german.html**.
8. Create a link back to the home page just like in the Chesapeake Bay Retriever page:
- ```
<p>Home</p>
```
9. On the Yorkshire Terriers page, create a link back to the home page in the same way.

# Link pages to each other

1. In Notepad, open **chesapeake.html**.
2. Following the `<a href="index.html">Home</a>` link, type:

| Chesapeake Bay Retriever | German Shepherd |  
Yorkshire Terrier

```
<p>Home | Chesapeake
Bay Retriever | German Shepherd | Yorkshire
Terrier</p>
```

3. Make the words Chesapeake Bay Retriever bold:

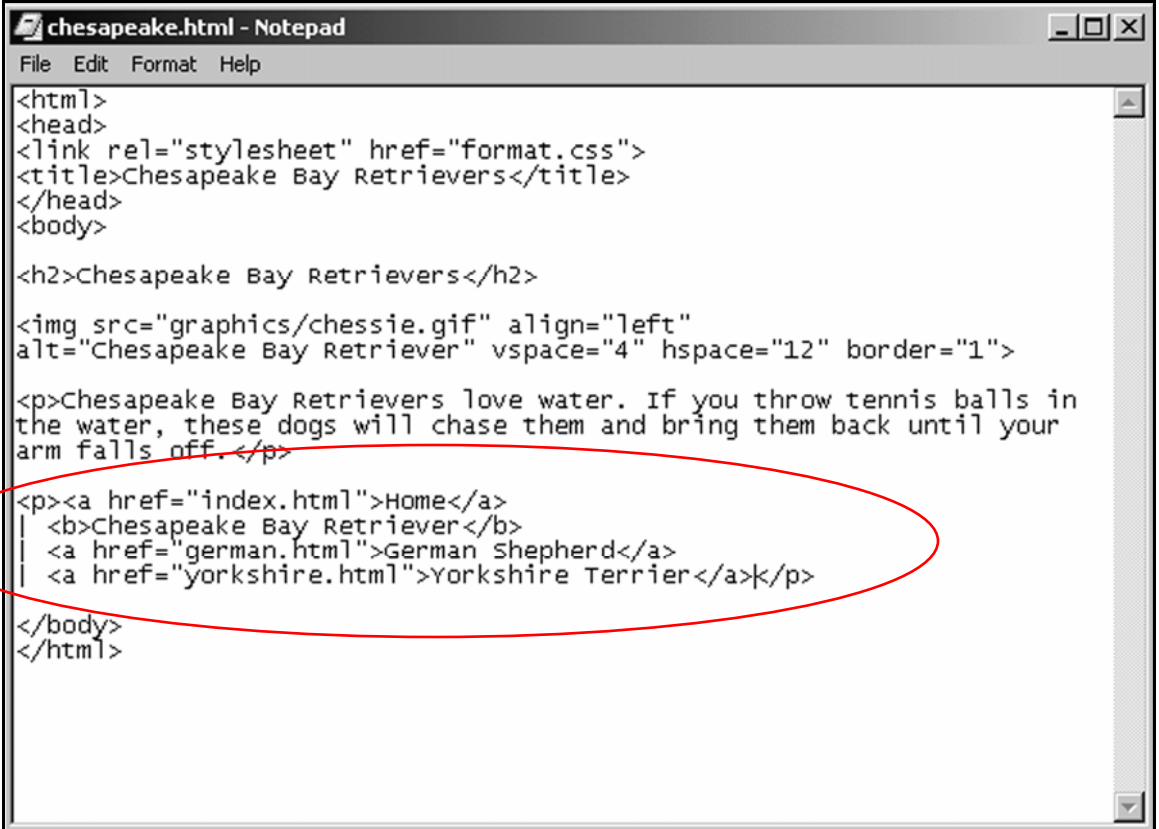
```
<p>Home |
Chesapeake Bay Retriever | German
Shepherd | Yorkshire Terrier</p>
```

4. Link the words German Shepherd to the German Shepherds page:

```
<p>Home |
Chesapeake Bay Retriever | German Shepherd |
Yorkshire Terrier</p>
```

5. Link the words **Yorkshire Terrier** to the Yorkshire Terriers page:

```
<p>Home |
Chesapeake Bay Retriever | German Shepherd | Yorkshire Terrier</p>
```



```
chesapeake.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>Chesapeake Bay Retrievers</title>
</head>
<body>

<h2>Chesapeake Bay Retrievers</h2>

<p>Chesapeake Bay Retrievers love water. If you throw tennis balls in
the water, these dogs will chase them and bring them back until your
arm falls off.</p>

<p>Home
| Chesapeake Bay Retriever
| German Shepherd
| Yorkshire Terrier</p>

</body>
</html>
```



## 6. Save the page and view it in the browser.

It should look like this:



### Showing “you are here”

A site’s navigational system should show people two things: where they are, and where they can go.

To show people where they are, make the link corresponding to the current page into plain text. This lets users know that if they can’t go to that page, they must be looking at it.

[Home](#) | [Chesapeake Bay Retriever](#) | [German Shepherd](#) | [Yorkshire Terrier](#)

↑  
You are here

Making the text bold reinforces the “you are here” message.

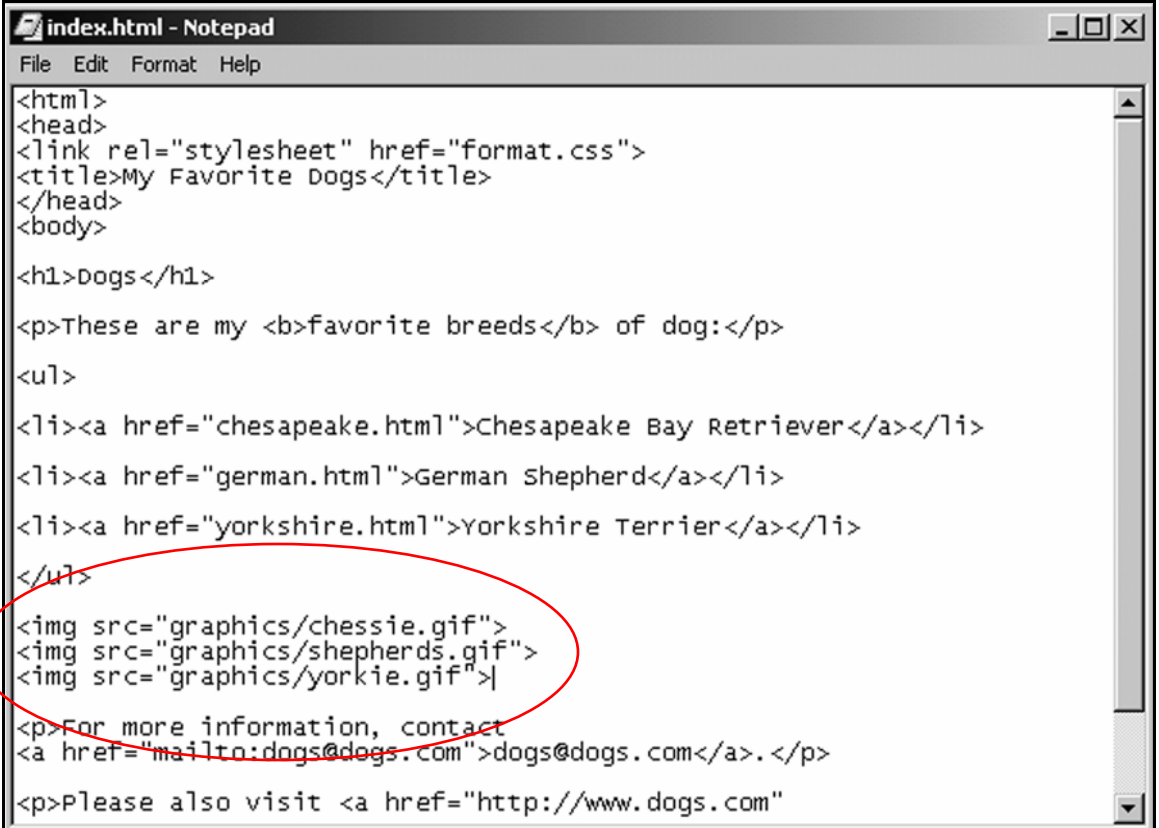
# Use graphics as links

1. In Notepad, open **index.html**.
2. Below the bulleted list of links, insert the Chesapeake Bay Retriever, German Shepherd and Yorkshire Terrier graphics:

```



```



```
index.html - Notepad
File Edit Format Help
<html>
<head>
<link rel="stylesheet" href="format.css">
<title>My Favorite Dogs</title>
</head>
<body>

<h1>Dogs</h1>

<p>These are my favorite breeds of dog:</p>

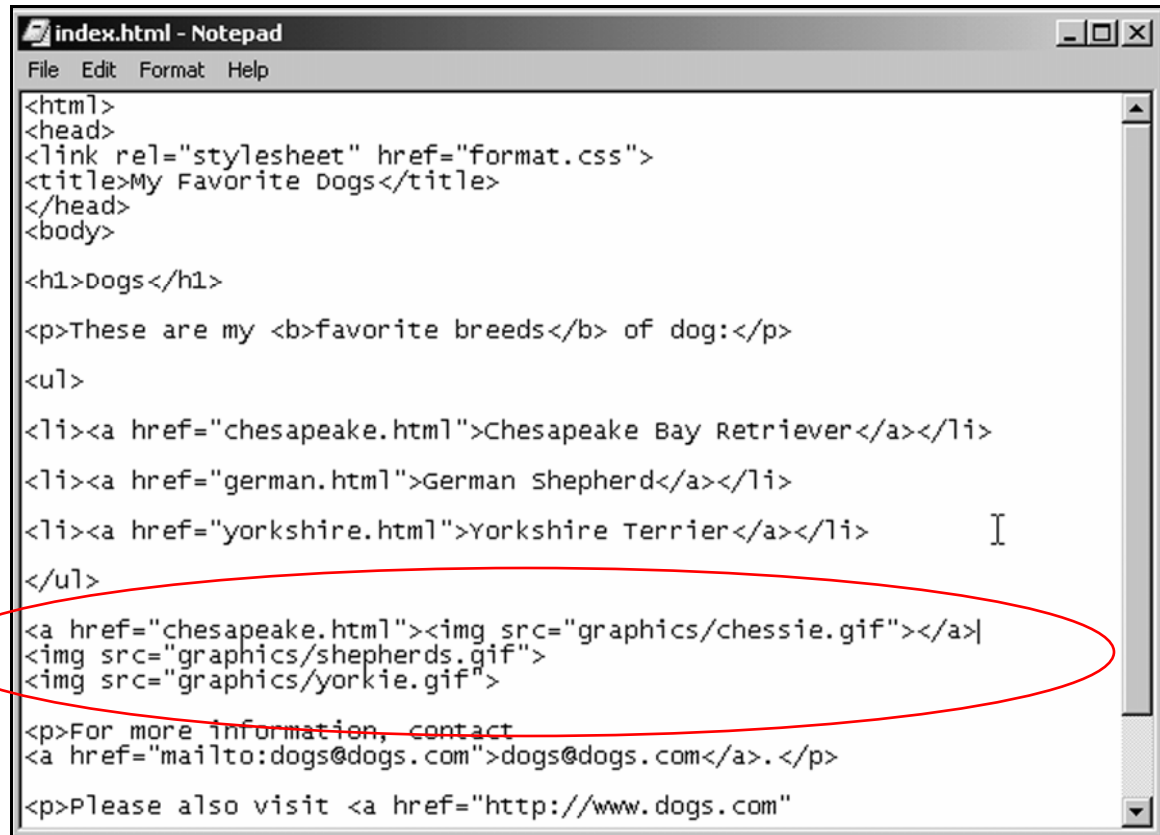
Chesapeake Bay Retriever
German Shepherd
Yorkshire Terrier

<p>For more information, contact
dogs@dogs.com.</p>
<p>Please also visit <a href="http://www.dogs.com"
```

- 3.** Enclose the first image tag within anchor tags that link it to the Chesapeake Bay Retriever page:

```

```



```
index.html - Notepad
File Edit Format Help

<html>
<head>
<link rel="stylesheet" href="format.css">
<title>My Favorite Dogs</title>
</head>
<body>

<h1>Dogs</h1>

<p>These are my favorite breeds of dog:</p>

Chesapeake Bay Retriever
German Shepherd
Yorkshire Terrier

<p>For more information, contact
dogs@dogs.com.</p>
<p>Please also visit <a href="http://www.dogs.com"
```

- 4.** Save the home page, then preview it in the browser.
- 5.** Click the Chesapeake Bay Retriever graphic.
- It should take you to the Chesapeake Bay Retriever page.
- 6.** Add the `border="0"` attribute to the first image tag:

```

```

## 7. Save the home page and view it in the browser again.

The blue link border around the Chesapeake Bay Retriever graphic should be gone:



# Practice

- 1.** In Notepad, open **german.html**.
- 2.** Following the `<a href="index.html">Home</a>` link, type:  
  
`| Chesapeake Bay Retriever | German Shepherd |  
Yorkshire Terrier`
- 3.** Make the words **German Shepherd** bold.
- 4.** Link the words **Chesapeake Bay Retriever** and **Yorkshire Terrier** to their corresponding pages.
- 5.** Save the page.
- 6.** Using the same system, create navigation links for the Yorkshire Terriers page. Then save the page.
- 7.** On the home page, link the German Shepherd graphic to the German Shepherds page.
- 8.** Link the Yorkshire Terrier graphic to the Yorkshire Terriers page.
- 9.** Remove the link borders from all graphics.
- 10.** View the site in the browser.

It should look like the site at:

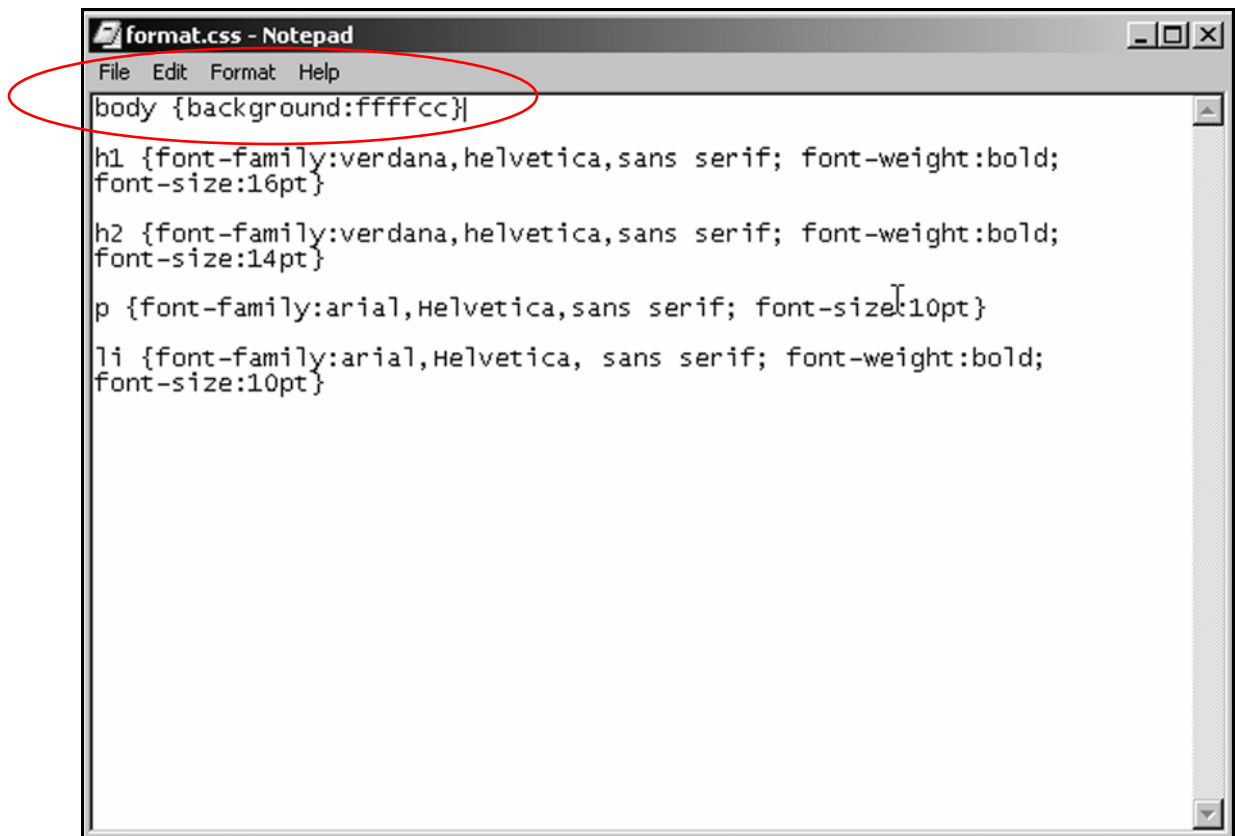
**[www.visibooks.com/books/html/dogs](http://www.visibooks.com/books/html/dogs)**

# Change page and link colors

## Change page background color

1. In Notepad, open **format.css**.
2. On the first line of the style sheet, add formatting for the **<body>** tag:

```
body {background:ffffcc}
```



3. Save **format.css**.

## 4. View the site's pages in the browser.

The background color of each page should now be pale yellow.

### Hexadecimal colors

The `ffffcc` that stands for pale yellow is a hexadecimal color. Hexadecimal colors allow you to specify colors more precisely than you can with words.

For shades of color, hexadecimals must be used. They work like this:

Computers show color as a mix of red, green and blue. In hexadecimal colors, the first pair of letters or numbers signify red, the second pair signify green, and the third pair signify blue:

Red	Green	Blue
ff	ff	cc

The color values go from the maximum amount of color (`ff`) to no color at all (`00`):

Max	Mid-range				None
ff	cc	99	66	33	00

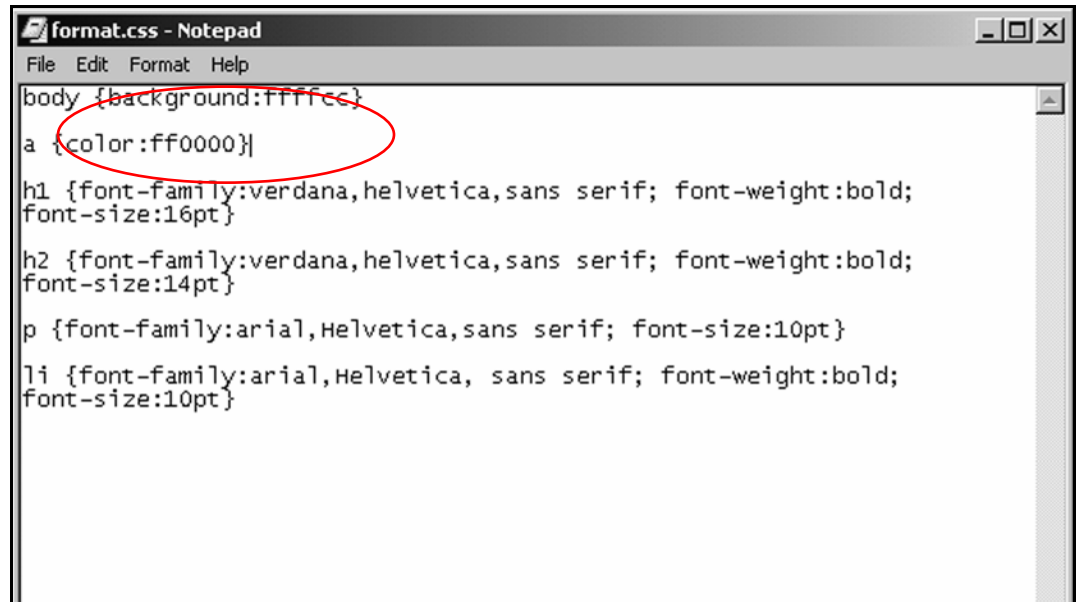
Navy blue would be shown in hexadecimals as no red (`00`), no green, (`00`), and a little bit of blue (`66`):

`000066`

# Change link colors

1. In **format.css**, add formatting for the `<a>` tag:

```
a {color:ff0000}
```



2. Save **format.css**.
3. View the site's pages in the browser.

The links on each page should be red.

## Consistent link colors

Link colors should be consistent throughout a Web site. If the links on one page are red, they should be red on every page.

Learning that "red equals link" once is easier than having to figure out the link color for each page or section of a site.



# Practice: HTML Basics

1. Create a new home page and title it  
**The Wonderful World of Cats**
2. Save the page within the **HTML Files** folder in a new folder called **Cats**.

3. Make the main heading of the home page read  
**The Wonderful World of Cats**

4. Using a style sheet, make the main heading size 1.

**Tip:** *Open **format.css** from the **Dogs** folder, then save it in the **Cats** folder.*

*In the home page, link to **format.css** using a `<link>` tag below the `<head>` tag.*

Then format the heading using a `<h1>` tag.

5. Below the main heading on the home page, insert a bulleted list:
  - **House Cats**
  - **Alley Cats**
  - **Big Cats**
6. Using the style sheet, put these list items in the arial font, with a size of 10 points. Plain text, not bold.

**7.** Link each list item to a new page about it.

For instance, link the words **House Cats** to a new page about house cats, with the file name **housecats.html**.

**8.** On each of these new pages, put a descriptive heading at the top of the page.

For instance, the words **House Cats** at the top of the house cats page.

**9.** Using the style sheet, put the main headings of all four pages in the arial font.

Give the home page's heading a size of 16 points.

Give the headings of the other pages a size of 14 points.

**10.** On each page, write a descriptive sentence or two in a new paragraph below the main heading.

Using the style sheet, put these paragraphs in the arial font, with a size of 10 points.

**11.** Go to:

[www.visibooks.com/books/html/catpics](http://www.visibooks.com/books/html/catpics)

and capture the three cat graphics there.

Put them in a folder called **graphics** within the **Cats** folder.

**12.** Insert the appropriate graphic on each of the 3 pages between the main heading and the descriptive paragraph below.

**13.** Align each graphic left, then specify `vspace` of 4 and `hspace` of 16.

**14.** Link each of the three pages back to the home page, and to each other.

On each page, make the “you are here” link into bold, plain text.

**15.** Using the style sheet, make the background color of each page light gray.

**Tip:** Add `body {background: formatting to the style sheet.`

*The hexadecimal code for light gray is cccccc.*

**16.** Make the link color on each page bright red.

**17.** Preview the site in the browser.

It should look like the site at:

**[www.visibooks.com/books/html/cats](http://www.visibooks.com/books/html/cats)**

# Layout & Navigation

In this section, you'll learn how to:

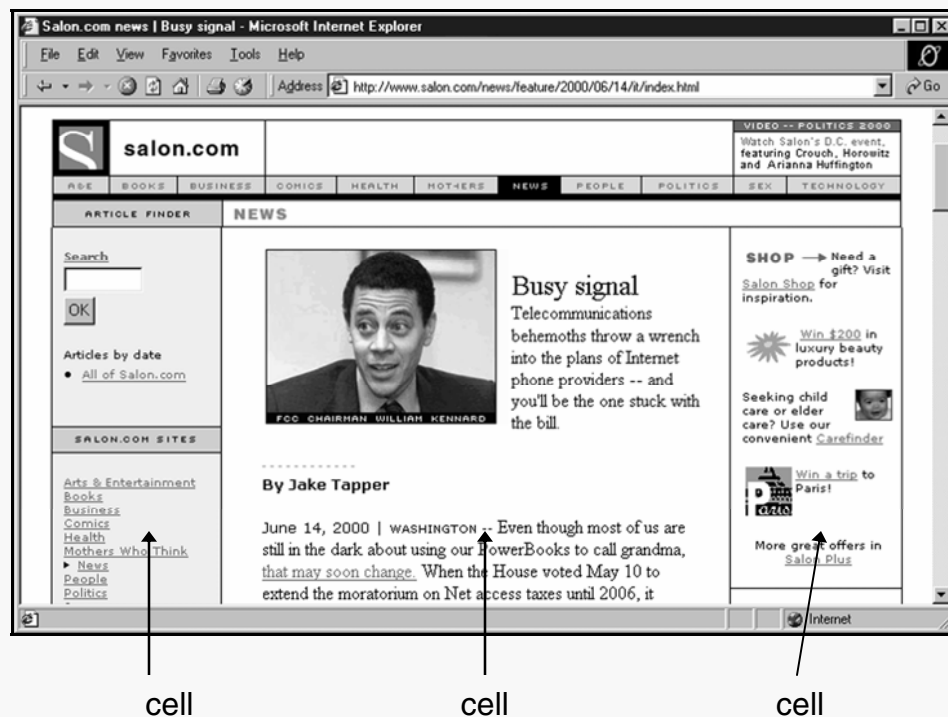
- **Lay out pages using tables**
- **Create navigation bars**
- **Add subsections to site**

# Lay out pages using tables

## Tables and Web page layout

Almost all professional-quality Web sites are laid out using tables. A table on a Web page has cells that contain links, graphics, and text.

The lines on this page clearly show its layout with table cells:



# Create a table

- 1.** Create a new folder within the **HTML Files** folder called **Travel**.
- 2.** In Notepad, create a home page (file name **index.html**) titled **Traveling Down South**.
- 3.** Save it in the **Travel** folder.

**Tip:** *Make sure that your new home page has the correct file name—index.html—and all necessary tags:*

```
<html>
<head>
<title>Traveling Down South</title>
</head>
<body>

</body>
</html>
```

You're going to create a simple one-row, two-cell table that looks like this:

links	content
-------	---------

- 4.** The first step is to begin the table.

Below the `<body>` tag, begin your table with the `<table>` tag:

```
<body>
<table>
```

- 5.** Below the `<table>` tag, start a row with the `<tr>` (table row) tag:

```
<body>
<table>
<tr>
```

- 6.** In the table row, start the first cell with the `<td>` (table data) tag:

```
<body>
<table>
<tr>
<td>
```

- 7.** After the `<td>` tag, type the word `links`, then close the cell with the `</td>` tag:

```
<body>
<table>
<tr>
<td>links</td>
```

You've created the first cell in the row:

links	content
-------	---------

**8.** Now create the second cell in the row:

Add another `<td>` tag, the word `content`, and close the second cell with a `</td>` tag:

```
<body>
<table>
<tr>
<td>links</td>
<td>content</td>
```

links	content
-------	---------

**9.** Close the row with a `</tr>` tag.

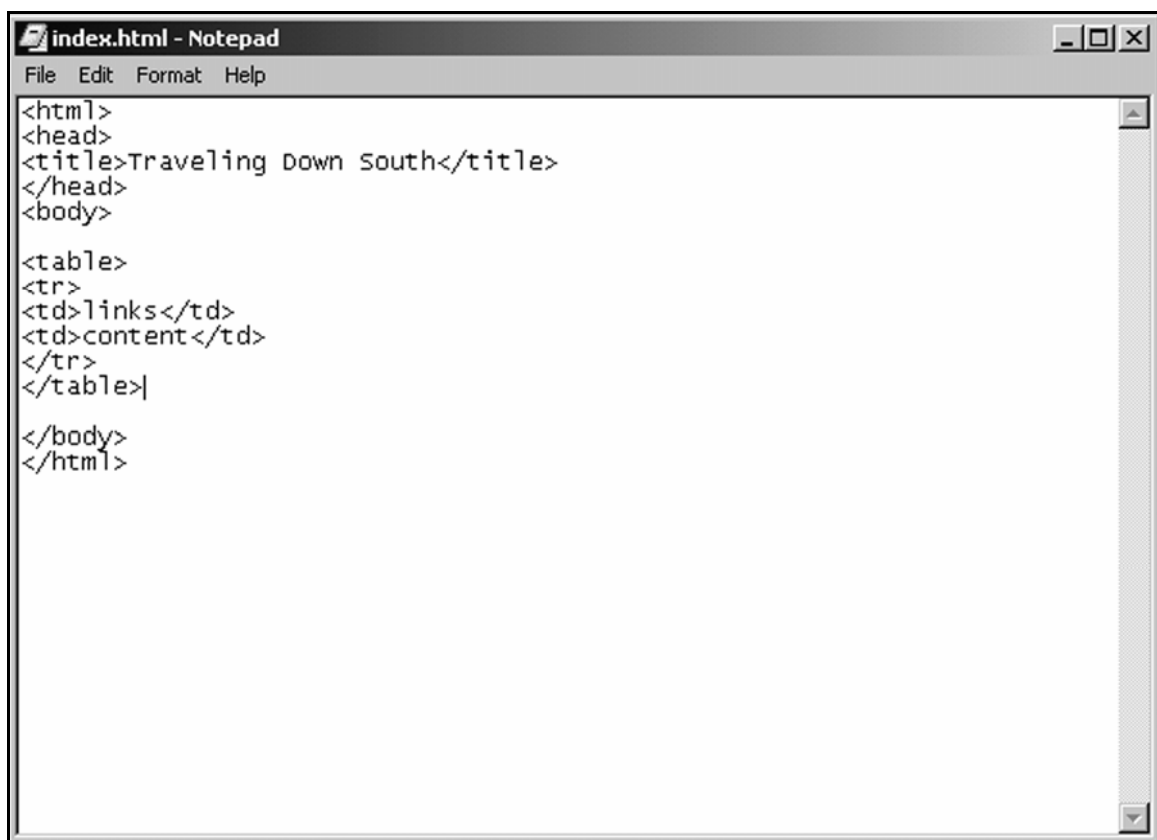
```
<body>
<table>
<tr>
<td>links</td>
<td>content</td>
</tr>
```



## 10. Close the table with the `</table>` tag:

```
<body>
<table>
<tr>
<td>links</td>
<td>content</td>
</tr>
</table>
```

When you're done, it should look like this:

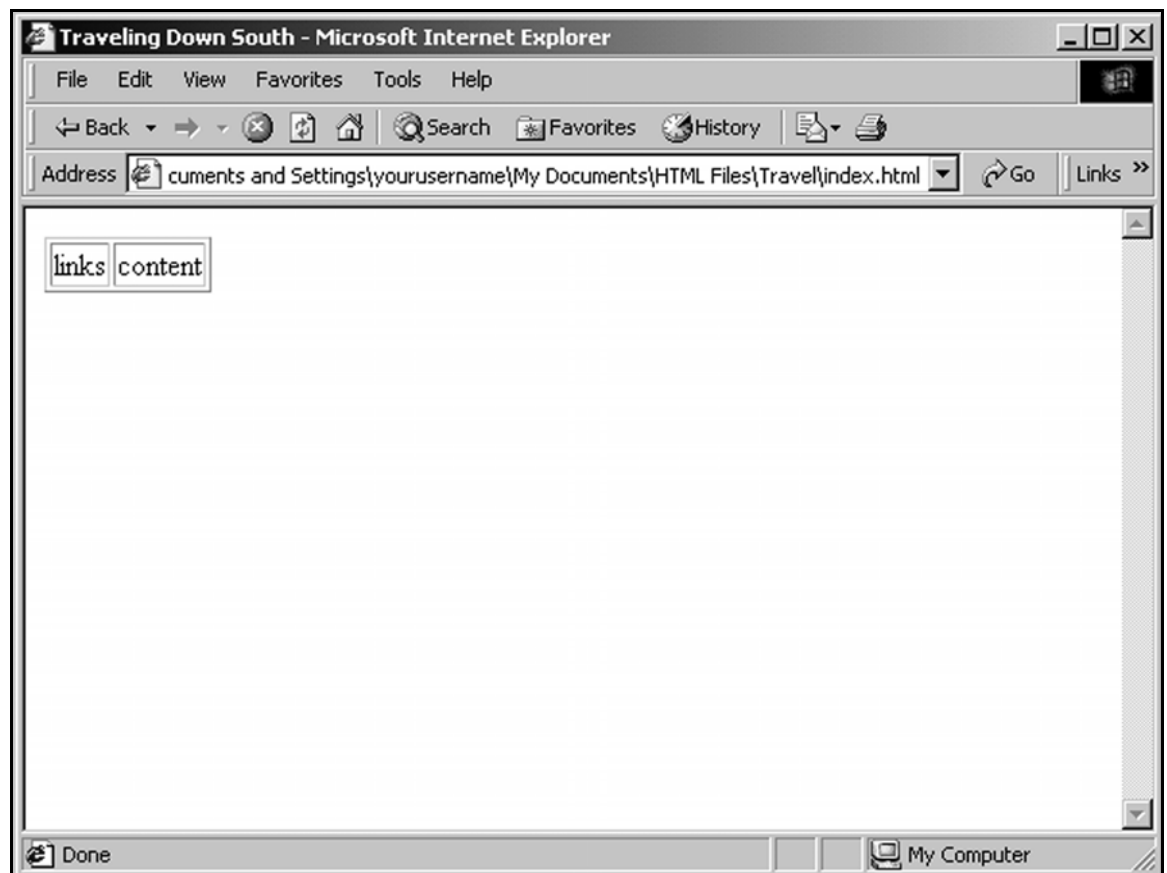


- 11.** Show the table outlines in a browser—add the attribute `border="1"` to the `<table>` tag:

```
<body>
<table border="1">
<tr>
<td>links</td>
<td>content</td>
</tr>
</table>
```

- 12.** Save the page, then view it in the browser.

It should look like this:



# Format a table

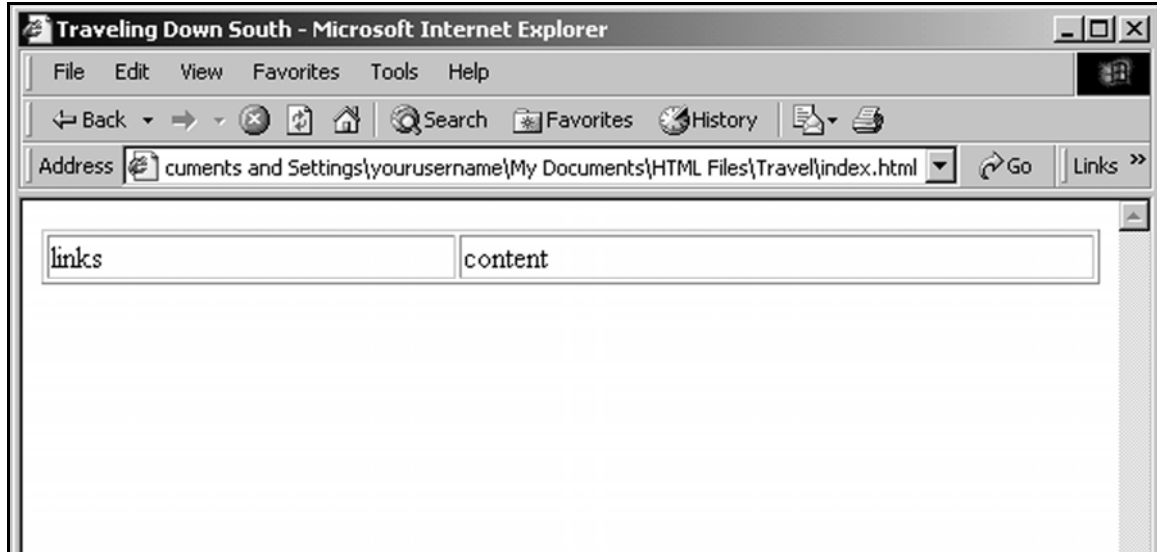
## 1. Now you'll extend the table.

In Notepad, add the `width="100%"` attribute to the `<table>` tag:

```
<body>
<table border="1" width="100%">
<tr>
<td>links</td>
<td>content</td>
</tr>
</table>
```

## 2. Save the page and view it in the browser.

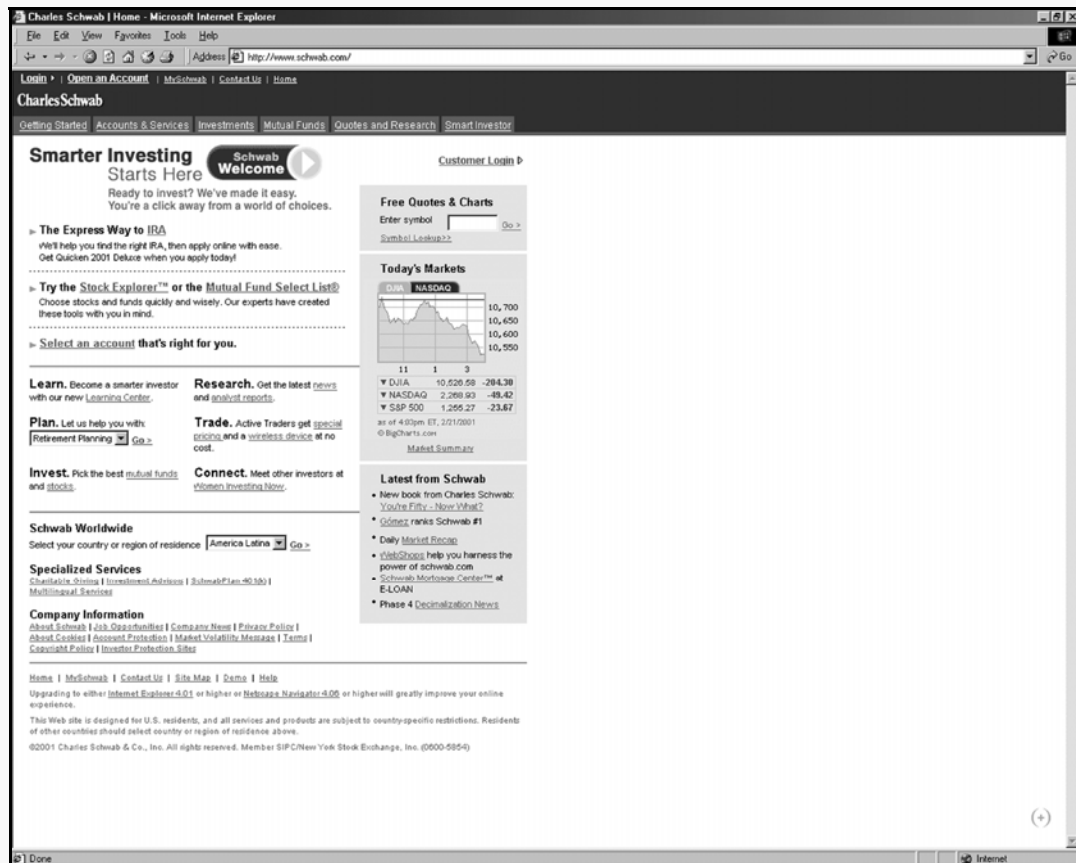
It should look like this:



## Percentage vs. fixed-width tables

When laying out a page using a table, set the table's width at 100%. That way, the contents of the page can stretch to fill the whole monitor, regardless of the monitor's resolution.

Creating pages with fixed-width tables offers precise control. However, fixed-width tables cut off pages on low-resolution monitors, while wasting space on higher-resolution monitors:



Page: laid out using a table 600 pixels wide

Monitor used to view page: 1280 pixels wide

- 3.** Remove the table border by specifying `border="0"`:

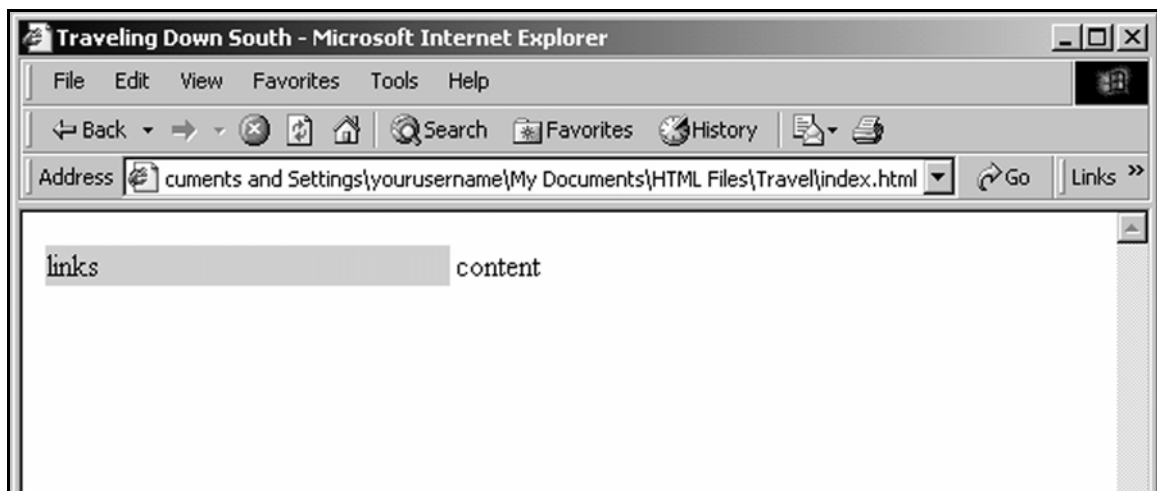
```
<body>
<table border="0" width="100%">
<tr>
<td>links</td>
<td>content</td>
</tr>
</table>
```

- 4.** Make the first cell light gray. Add the attribute `bgcolor="#cccccc"` to the first `<td>` tag:

```
<body>
<table border="0" width="100%">
<tr>
<td bgcolor="#cccccc">links</td>
<td>content</td>
</tr>
</table>
```

- 5.** Save the page and view it in the browser.

It should look like this:



- 6.** You'll notice that the word `links` is right up against the edge of the left-hand cell.

To add a 16-pixel margin between the edge of the cells and their contents, add the attribute `cellpadding="16"` to the `<table>` tag:

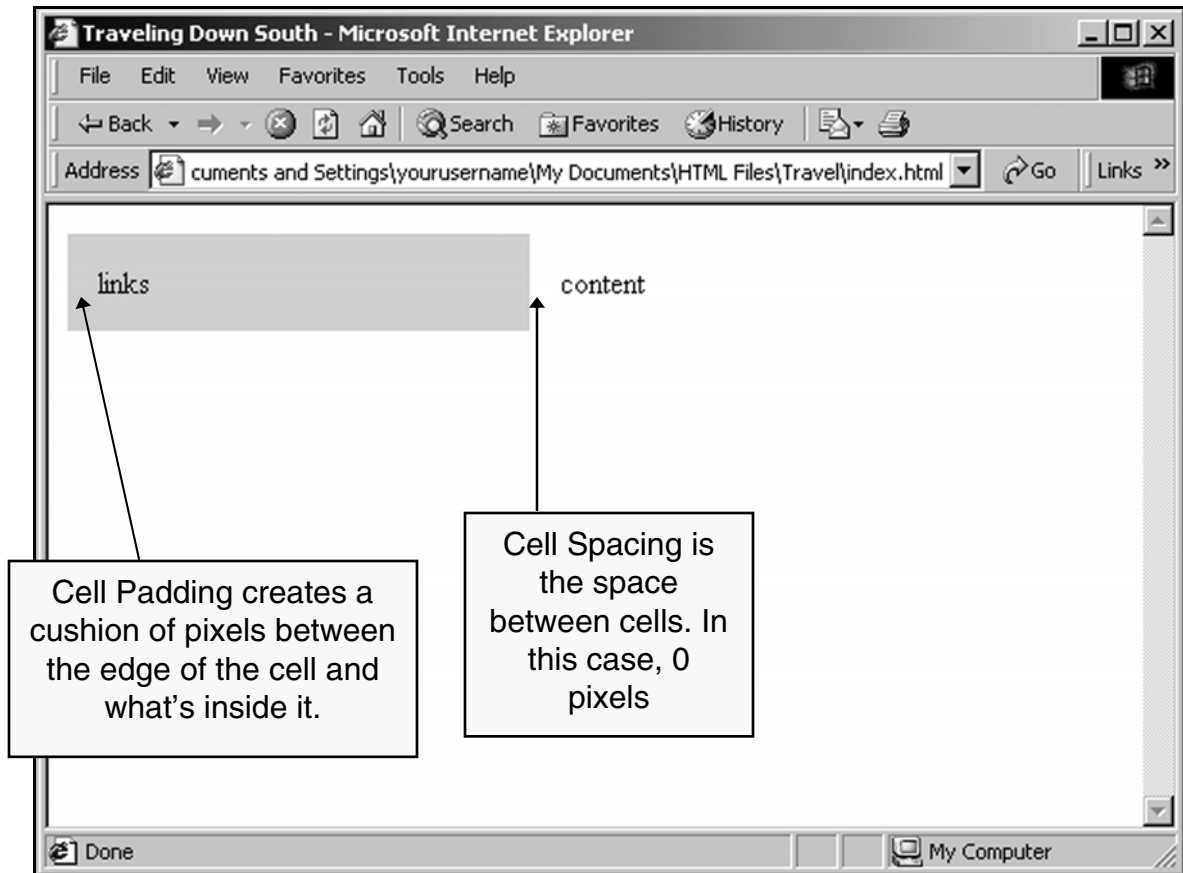
```
<body>
<table border="0" width="100%"
cellpadding="16">
<tr>
<td bgcolor="#cccccc">links</td>
<td>content</td>
</tr>
</table>
```

- 7.** To eliminate the spacing between cells, add the attribute `cellspacing="0"` to the `<table>` tag:

```
<body>
<table border="0" width="100%" cellpadding="16"
cellspacing="0">
<tr>
<td bgcolor="#cccccc">links</td>
<td>content</td>
</tr>
</table>
```

## 8. Save the page and view it in the browser.

It should look like this:



# Create a table-based home page

- 1.** Create a folder called **graphics** inside the **Travel** folder.
- 2.** Using the browser, go to:  
  
**`www.visibooks.com/books/html/travelpic`**
- 3.** Capture the graphic there (**uva.gif**) and save it in the **graphics** folder.
- 4.** In the right-hand cell on the home page, replace the word **content** with the heading:  
  
**`<h1>Traveling South</h1>`**
- 5.** Insert the graphic beneath the heading:  
  
**``**
- 6.** Under the graphic, add the following paragraph:  
  
**`<p>If you've got a couple of weeks for vacation, you might want to visit the South. Richmond, Williamsburg, and Charleston are all beautiful cities.</p>`**

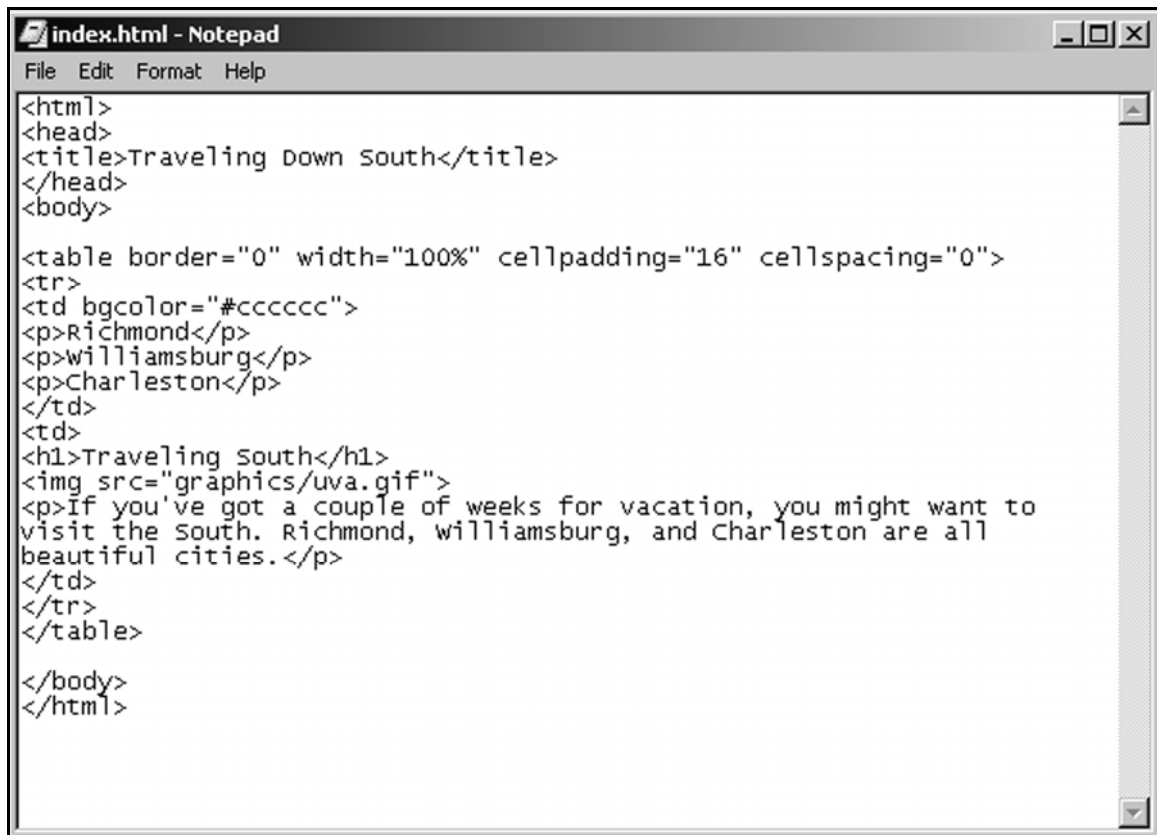


- 7.** In the left-hand cell, replace the word `links` with the names of this site's main sections:

**Richmond, Williamsburg, and Charleston.**

- 8.** Make each word a paragraph.

The code for the page should look like this:



```
index.html - Notepad
File Edit Format Help

<html>
<head>
<title>Traveling Down South</title>
</head>
<body>

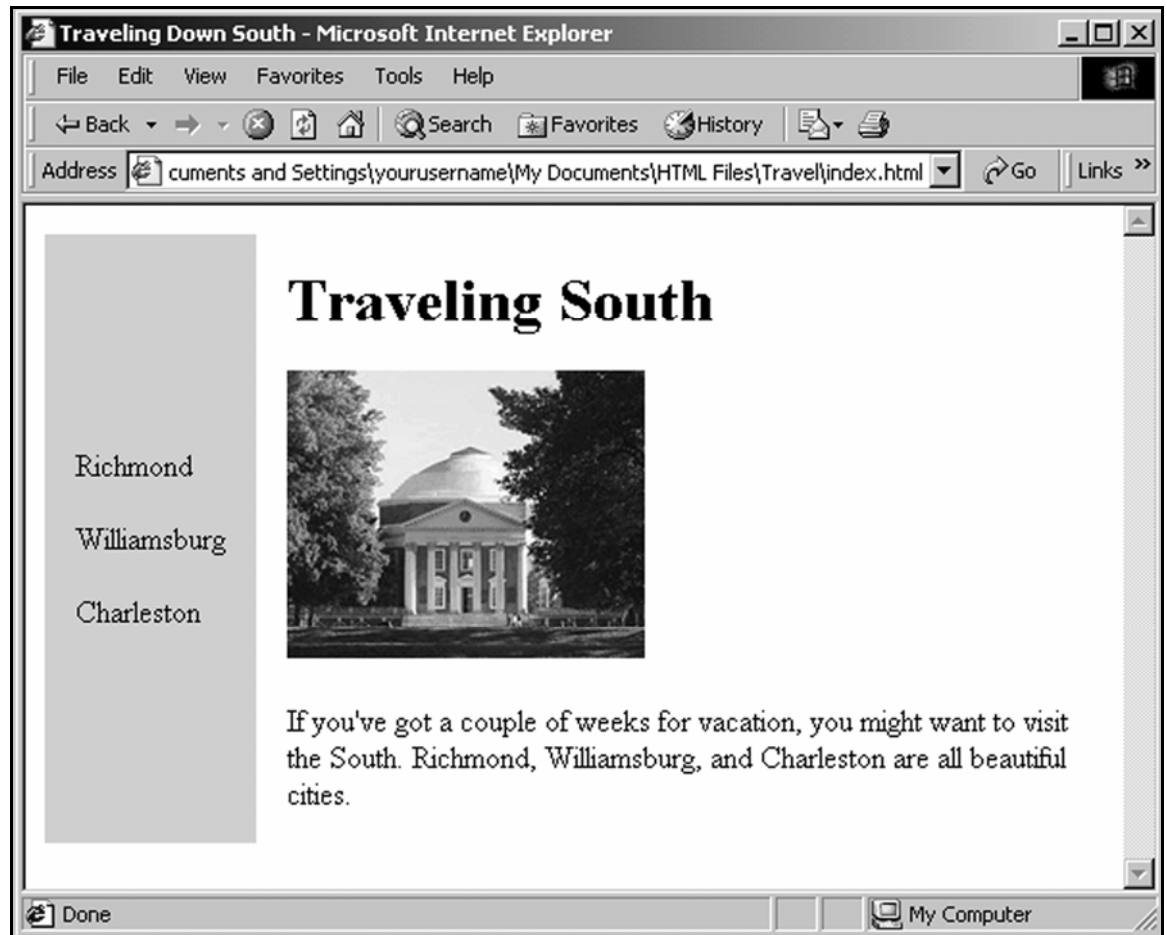
<table border="0" width="100%" cellpadding="16" cellspacing="0">
<tr>
<td bgcolor="#cccccc">
<p>Richmond</p>
<p>Williamsburg</p>
<p>Charleston</p>
</td>
<td>
<h1>Traveling South</h1>

<p>If you've got a couple of weeks for vacation, you might want to
visit the South. Richmond, Williamsburg, and Charleston are all
beautiful cities.</p>
</td>
</tr>
</table>

</body>
</html>
```

## 9. Save the page and view it in the browser.

It should look like this:



## 10. Bring the left-hand cell's content to the top of the cell:

Add the attribute `valign="top"` to the first `<td>` tag.

(To cover all bases, add the attribute to the second `<td>` tag as well)

```
<table border="0" width="100%" cellpadding="16"
cellspacing="0">
<tr>
<td bgcolor="#cccccc" valign="top">

<p>Richmond</p>

<p>Williamsburg</p>

<p>Charleston</p>

</td>
<td valign="top">

<h1>Traveling South</h1>

<p>If you've got a couple of weeks for
vacation, you might want to visit the South.
Richmond, Williamsburg, and Charleston are all
beautiful cities.</p>

</td>
</tr>
</table>
```

## 11. Control the widths of the table cells:

Add the attribute `width="20%"` to the first `<td>` tag, and the attribute `width="80%"` to the second.

```
<table border="0" width="100%" cellpadding="16"
cellspacing="0">
<tr>
<td bgcolor="#cccccc" valign="top" width="20%">

<p>Richmond</p>

<p>Williamsburg</p>

<p>Charleston</p>

</td>
<td valign="top" width="80%">

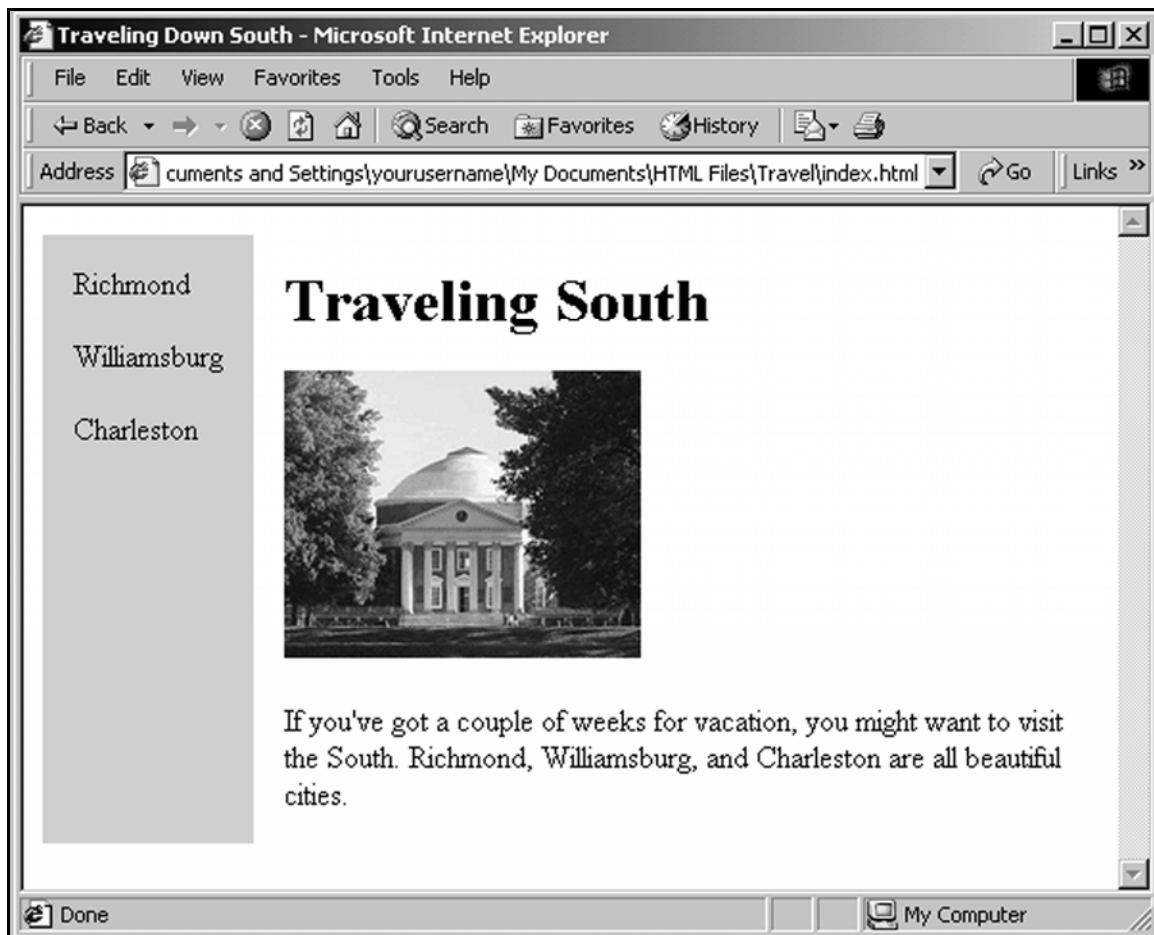
<h1>Traveling South</h1>

<p>If you've got a couple of weeks for
vacation, you might want to visit the South.
Richmond, Williamsburg, and Charleston are all
beautiful cities.</p>

</td>
</tr>
</table>
```

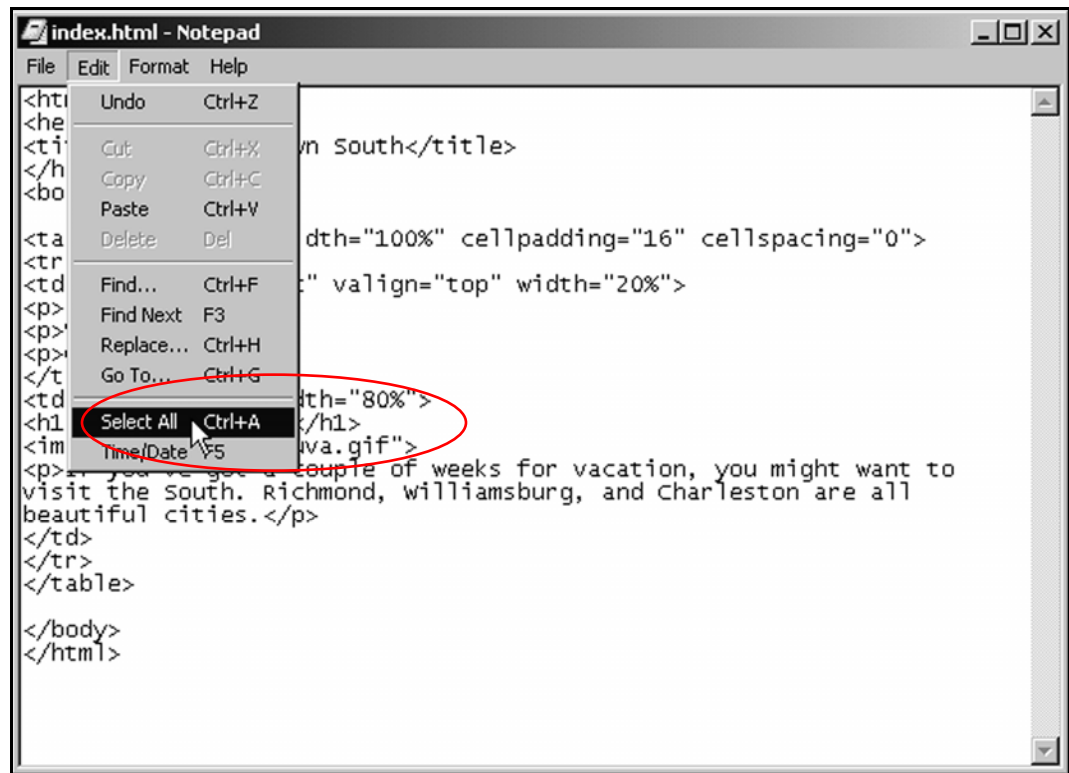
## 12. Save the page and view it in the browser.

It should now look like this:



# Create new table-based pages

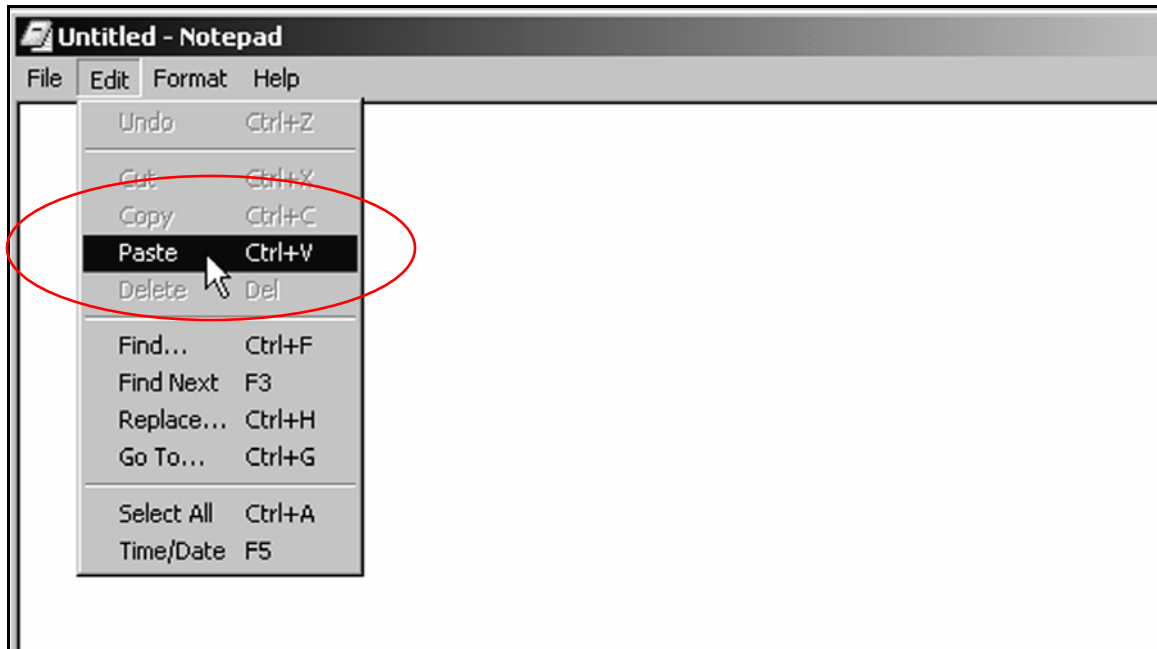
1. On the Notepad Menu Bar, click **Edit**, then **Select All**.



2. Click **Edit**, then **Copy**.

3. Click **File**, then **New**.

- 4.** When a new blank page comes up, click **Edit**, then **Paste**.



- 5.** Save the new page in the **Travel** folder with the file name **richmond.html**.
- 6.** Title the new page **Richmond, VA**.
- 7.** Using the browser, go to:  
**[www.visibooks.com/books/html/travelpic/richpic](http://www.visibooks.com/books/html/travelpic/richpic)**
- 8.** Capture the Richmond, Virginia graphic there (**capitol.jpg**) and save it in the **graphics** folder.
- 9.** Replace the **Traveling South** heading with one that reads **Richmond, Virginia**.
- 10.** Enclose it in **<h2>** tags.

- 11.** Replace the home page graphic with the Richmond graphic:

```

```

- 12.** Beneath the graphic, insert a new paragraph:

```
<p>Richmond is the capital of Virginia.</p>
```

- 13.** Add the word **Home** in a new paragraph in the left-hand cell:

```
<table border="0" width="100%" cellpadding="16"
cellspacing="0">
```

```
<tr>
```

```
<td bgcolor="#cccccc" valign="top" width="20%">
```

```
<p>Richmond</p>
```

```
<p>Williamsburg</p>
```

```
<p>Charleston</p>
```

```
<p>Home</p>
```

```
</td>
```

```
<td valign="top" width="80%">
```

```
<h2>Traveling South</h2>
```

```

```

```
<p>Richmond is the capital of Virginia.<p>
```

```
</td>
```

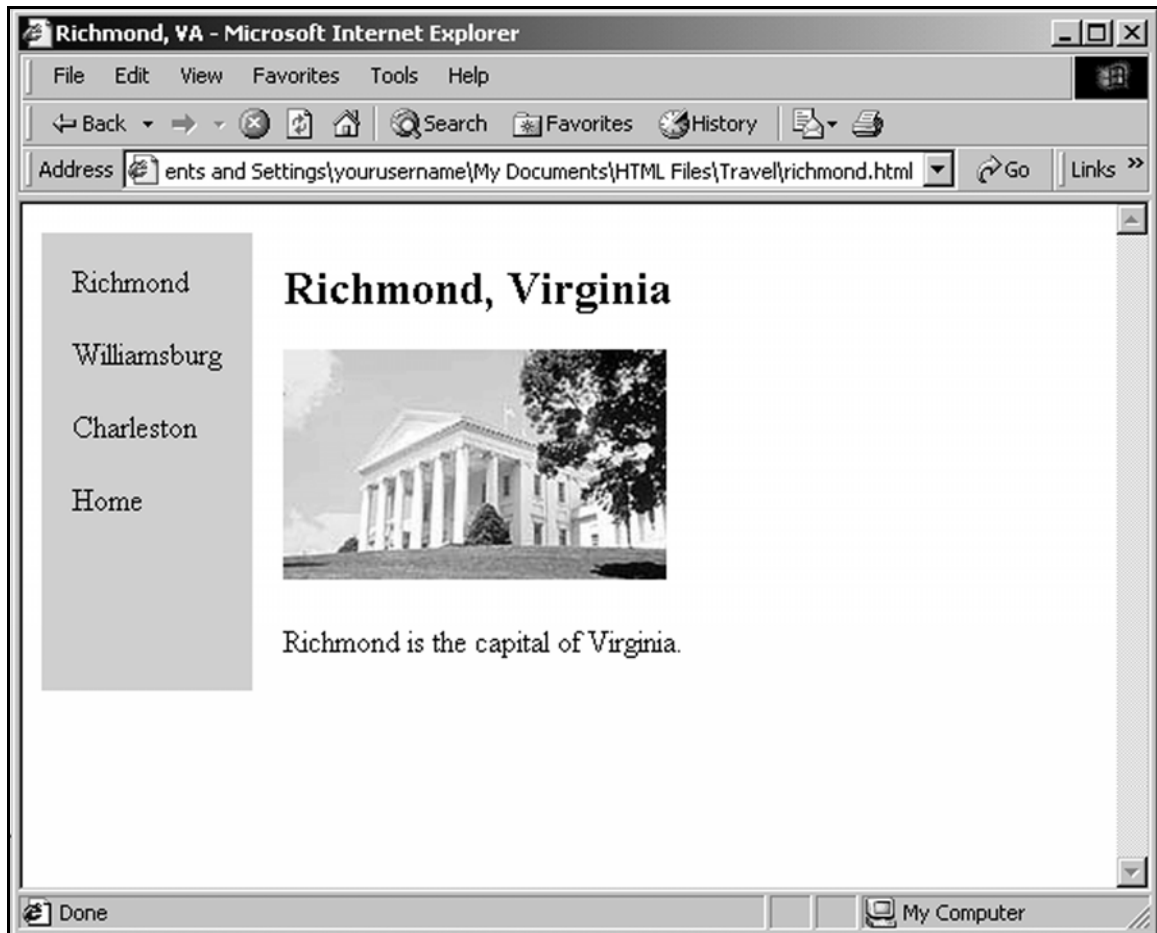
```
</tr>
```

```
</table>
```



## 14. Save **richmond.html** and view it in the browser.

The page should look like this:



# Practice

1. Create pages for **Williamsburg** and **Charleston** just like the **Richmond** page.

Get the graphic and text for the Williamsburg page at:

**[www.visibooks.com/books/html/travelpic/willpic](http://www.visibooks.com/books/html/travelpic/willpic)**

Get the Charleston page's graphic and text at:

**[www.visibooks.com/books/html/travelpic/charlpic](http://www.visibooks.com/books/html/travelpic/charlpic)**

2. Using the words **Richmond**, **Williamsburg**, **Charleston**, and **Home** in the left-hand cell of each page, link all the pages in this Web site to each other.

**Tip:** *Don't forget to transform the link that shows "You Are Here" into bold, plain text.*

3. Insert the text and graphics in their appropriate pages.

4. Align all graphics to the left.

Give them **vspace** of 4 pixels and **hspace** of 12 pixels.

Give each graphic appropriate Alt text.

5. When you're done, preview the site in the browser.

It should look and work like the one at:

**[www.visibooks.com/books/html/travel](http://www.visibooks.com/books/html/travel)**

# Create navigation bars

## Create a navigation bar for a home page

- 1.** Create a folder within the **HTML Files** folder called **Travel West**.
- 2.** Create a home page titled **Traveling West On Vacation**.
- 3.** Save the home page in your **Travel West** folder.
- 4.** Between the `<body>` and `</body>` tags, create a table with one row and 3 cells in the row:

```
<table>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</table>
```

- 5.** Give the `<table>` tag these attributes:

```
width="100%"
border="0"
cellpadding="4"
cellspacing="0"
```

- 6.** In the table's first cell, enter the word **California** as a paragraph. In the second cell, enter **The Rockies** as a paragraph, and in the third cell another paragraph, **The Midwest**.
- 7.** Using the `align="center"` attribute, align each word/paragraph in the center of its cell.
- 8.** Make each cell 33% wide.  
  
(Except for the middle cell, which has to be 34%: their sum must equal the table width of 100%.)
- 9.** Change the background color of all table cells to light gray (`#cccccc`).
- 10.** Open **format.css** from the **Dogs** folder.
- 11.** Change the page background to white:  
  
`body {background:ffffff}`
- 12.** Save the style sheet as **west.css** in the **Travel West** folder.
- 13.** Open the home page, **index.html**, in the **Travel West** folder.

**14.** Using the `<link>` tag, link the home page to the style sheet **west.css**.

The code should look like this:

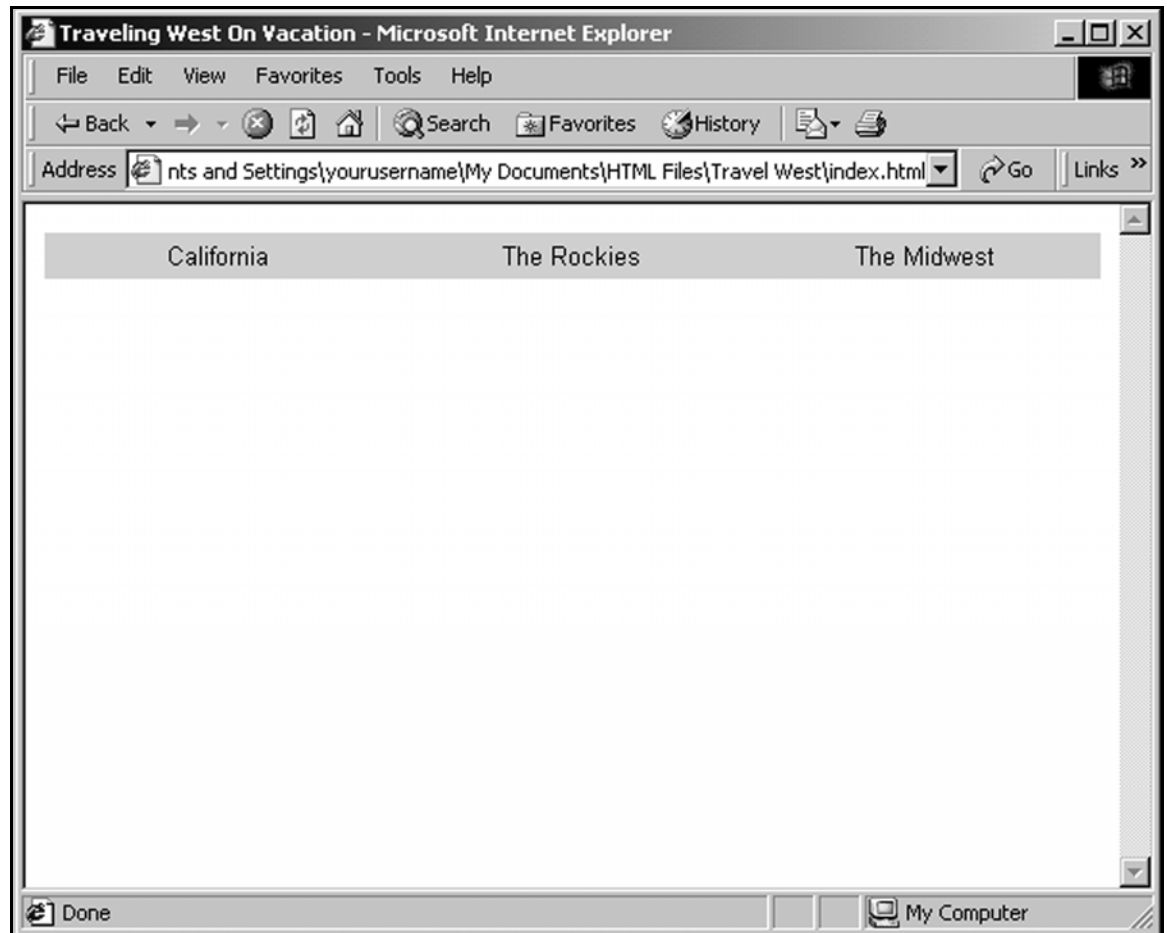
```
<html>
<head>
<title>Traveling West On Vacation</title>
<link rel="stylesheet" href="west.css">
</head>
<body>

<table width="100%" border="0" cellpadding="4"
cellspacing="0">
<tr>
<td width="33%" bgcolor="cccccc">
<p>California</p>
</td>
<td width="34%" bgcolor="cccccc">
<p>The Rockies</p>
</td>
<td width="33%" bgcolor="cccccc">
<p>The Midwest</p>
</td>
</tr>
</table>

</body>
</html>
```

- 15.** Save the page and view it in the browser.

The table should look like this:



- 16.** Below the table, enter an `<h1>` heading:

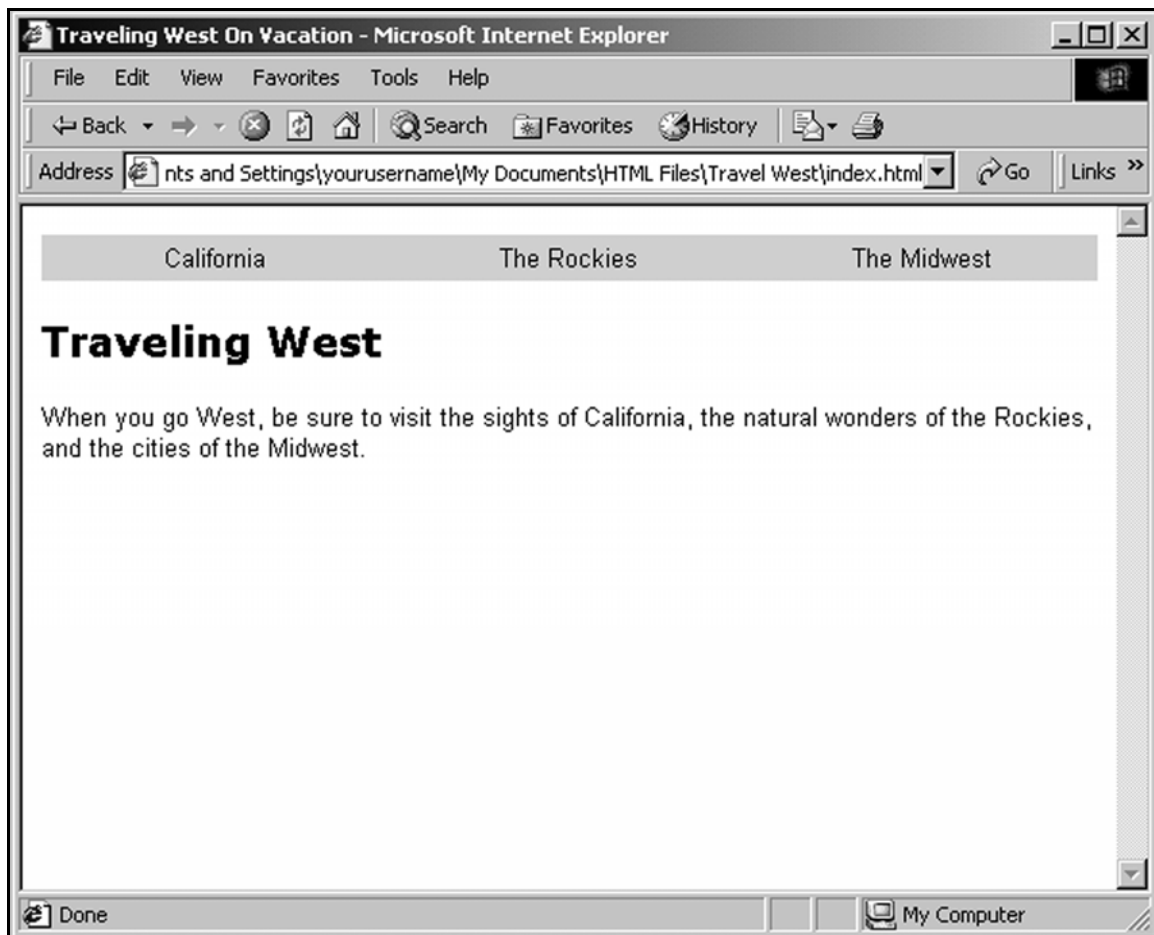
**Traveling West**

- 17.** Below the heading, add a new paragraph with this text:

**When you go West, be sure to visit the sights of California, the natural wonders of the Rockies, and the cities of the Midwest.**

## 18. Save the page and view it in the browser.

It should look like this:



# Create navigation bar for a main section page

- 1.** Create a new page with file name **california.html** and save it in the **Travel West** folder.
- 2.** Title it `Vacationing in California`.
- 3.** Make the table just like the one on the home page, but add an extra cell on the end.

**Tip:** *If you copy the table code from **index.html** and insert it into **california.html**, all you have to do is add a cell: `<td></td>`.*

*Don't forget to change the cell widths. There are now four cells, and their widths must add up to 100%. That means 25% per cell:*

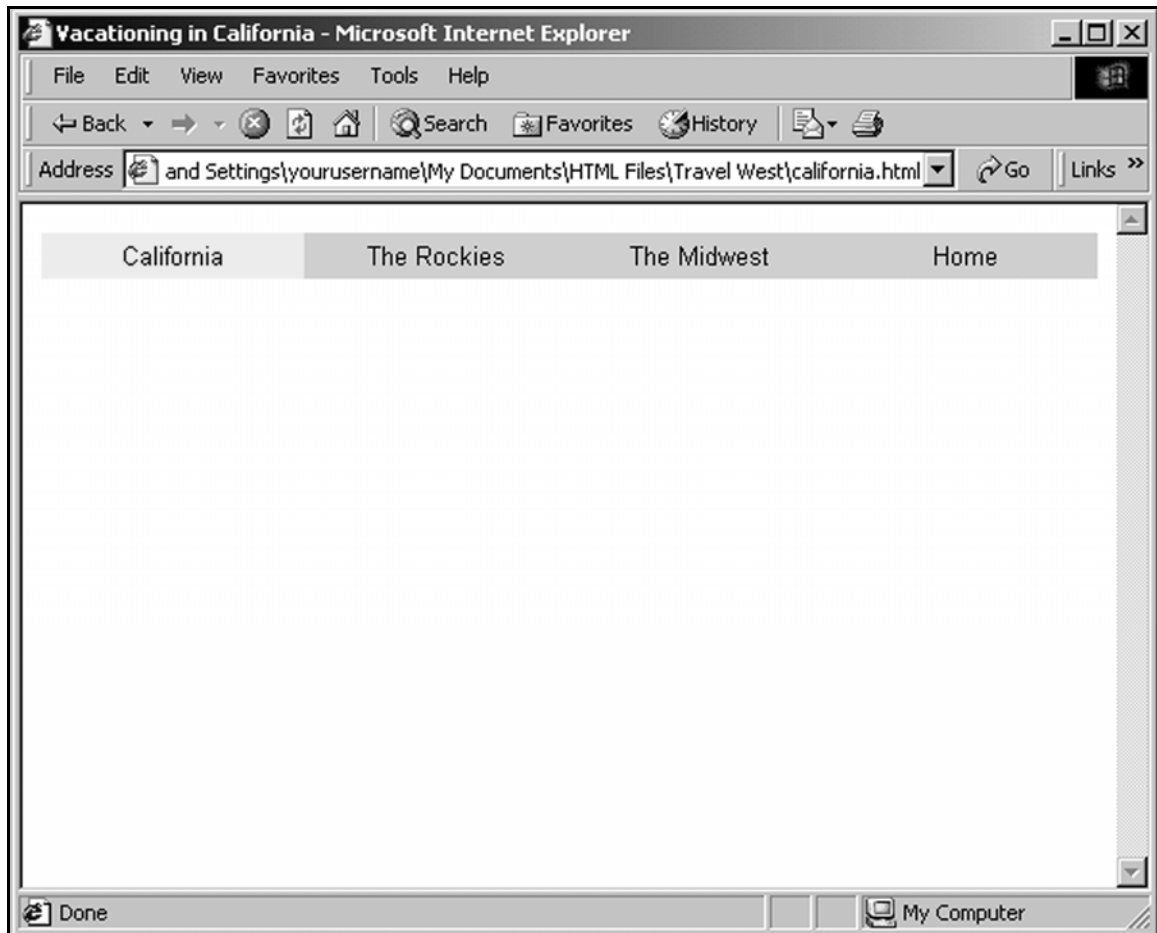
```
<table>
<tr>
<td width="25%"></td>
<td width="25%"></td>
<td width="25%"></td>
<td width="25%"></td>
</tr>
</table>
```

- 4.** Format the table and text just like on the home page, but make the **California** cell bright yellow (`bgcolor="#ffff00"`) to show "You are here."
- 5.** Link the page to the style sheet **west.css**.



6. Save **california.html** and view it in the browser.

The table should look like this:



7. In Notepad, link the word **Home** to the home page (`<p><a href="index.html">Home</a></p>`), then save the page.
8. Open **index.html**.
9. Link the word California to **california.html**.
10. Save **index.html**.

# Practice

- 1.** Create a new blank page and save it with the file name **midwest.html**.

It will be The Midwest page, but leave it blank for right now.

- 2.** Create a new page with file name **rockies.html**.

This is The Rockies page.

Title it **Nature in the Rocky Mountains**.

- 3.** Make its navigation bar table exactly like that of the California page.

- 4.** Change the “You are here” yellow background color from the California cell to The Rockies cell.

- 5.** Link the words **California**, **The Midwest** and **Home** to their respective pages.

- 6.** When you're done, preview the page in the browser.

It should look like this:



- 7.** Repeat this process with the California and Midwest pages so they've got functioning navigation bars that show "you are here."
- 8.** Open the home page in Notepad, and in the navigation bar, link **The Rockies** and **The Midwest** to their respective pages.
- 9.** Make all "you are here" text that corresponds to the current page bold. (Example: make the words **The Rockies** bold on The Rockies page.)
- 10.** Link both pages to **west.css**.

- 11.** Save the pages, then preview the site in the browser.

It should look like the site at:

**[www.visibooks.com/books/html/travelwest](http://www.visibooks.com/books/html/travelwest)**

# Add subsections to site

Insert a table for content and subsection links

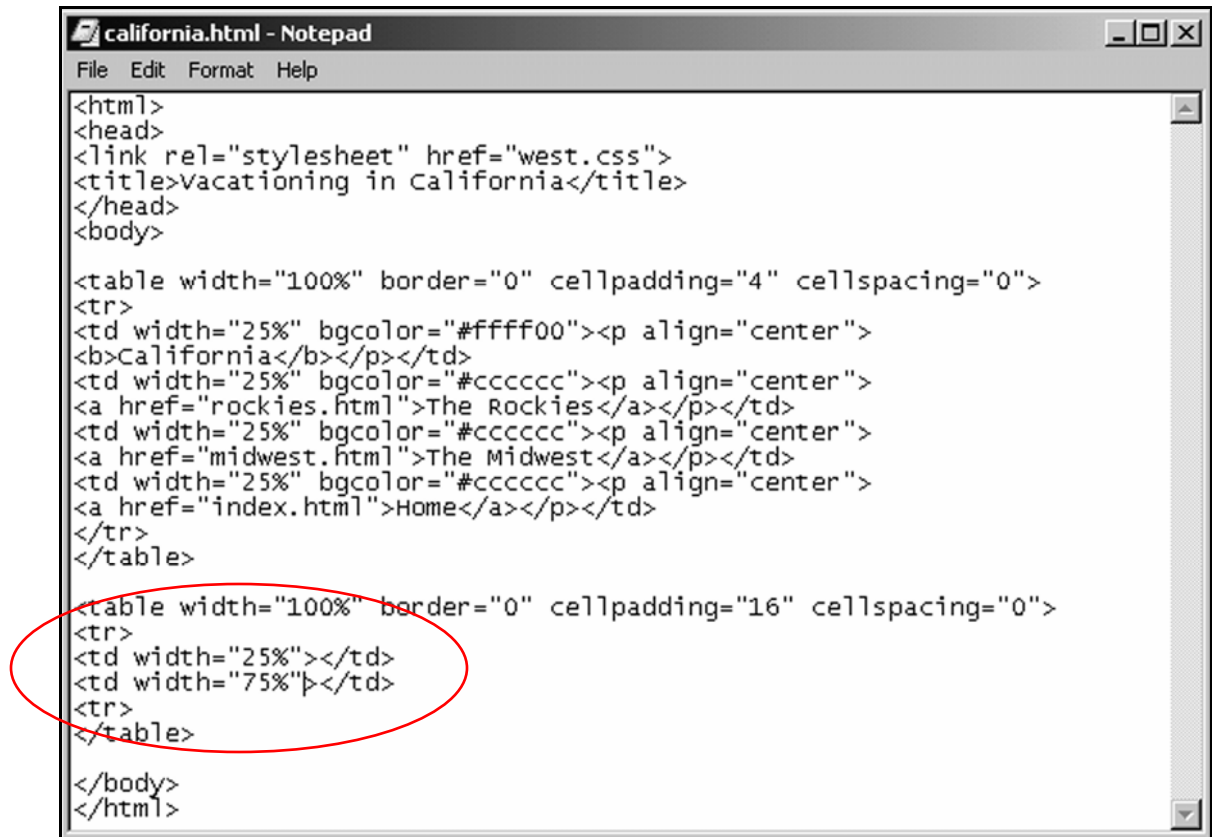
- 1.** In Notepad, open **california.html** in the **Travel West** Web site.
- 2.** Below the navigation bar table, add another table that has one row and two cells in the row:

```
<table>
<tr>
<td></td>
<td></td>
</tr>
</table>
```

- 3.** Give the table these attributes:

```
width="100%"
border="0"
cellpadding="16"
cellspacing="0"
```

4. Make the first cell 25% wide and the second cell 75% wide.



```
<html>
<head>
<link rel="stylesheet" href="west.css">
<title>Vacationing in California</title>
</head>
<body>

<table width="100%" border="0" cellpadding="4" cellspacing="0">
<tr>
<td width="25%" bgcolor="#ffff00"><p align="center">
California</p></td>
<td width="25%" bgcolor="#cccccc"><p align="center">
The Rockies</p></td>
<td width="25%" bgcolor="#cccccc"><p align="center">
The Midwest</p></td>
</tr>
</table>

<table width="100%" border="0" cellpadding="16" cellspacing="0">
<tr>
<td width="25%"></td>
<td width="75%"></td>
</tr>
</table>

</body>
</html>
```

5. In the left-hand cell, put the subsections for the main California section:

`<p>The Golden Gate Bridge</p>`

`<p>Highway 101</p>`

`<p>Big Sur</p>`

6. In the right-hand cell, put the heading:

`<h2>Places to visit in California</h2>`

**7.** Below the heading, put the paragraph :

```
<p>When in California, be sure to see the
Golden Gate bridge, Highway 101, and Big
Sur.</p>
```

**8.** Align the contents of both cells to the top of the cells.

**9.** Save the page and view it in the browser.

It should look like this:



# Create subsection pages

1. Create new blank pages for subsections The Golden Gate Bridge, Highway 101 and Big Sur:

Page	Title	File Name
The Golden Gate Bridge	Seeing the Golden Gate Bridge	goldengate.html
Highway 101	Driving Highway 101	highway101.html
Big Sur	Staying in Big Sur	bigsur.html

2. Copy the tables from **california.html** and paste them into **goldengate.html**.
3. On the Golden Gate Bridge page, change the heading to read **Seeing the Golden Gate Bridge**.

Enclose the heading in `<h3>` tags.

4. Below the heading, change the paragraph to read:

**The Golden Gate Bridge isn't golden--it's actually orange.**



5. Link the words **California**, **Highway 101**, and **Big Sur** to their respective pages.

**Tip:** *Remember to un-bold the word **California**.*

Leave **The Golden Gate Bridge** as plain text to show “you are here.”

6. Save **goldengate.html**.

7. Open **west.css**, and add formatting for the `<h3>` tag:

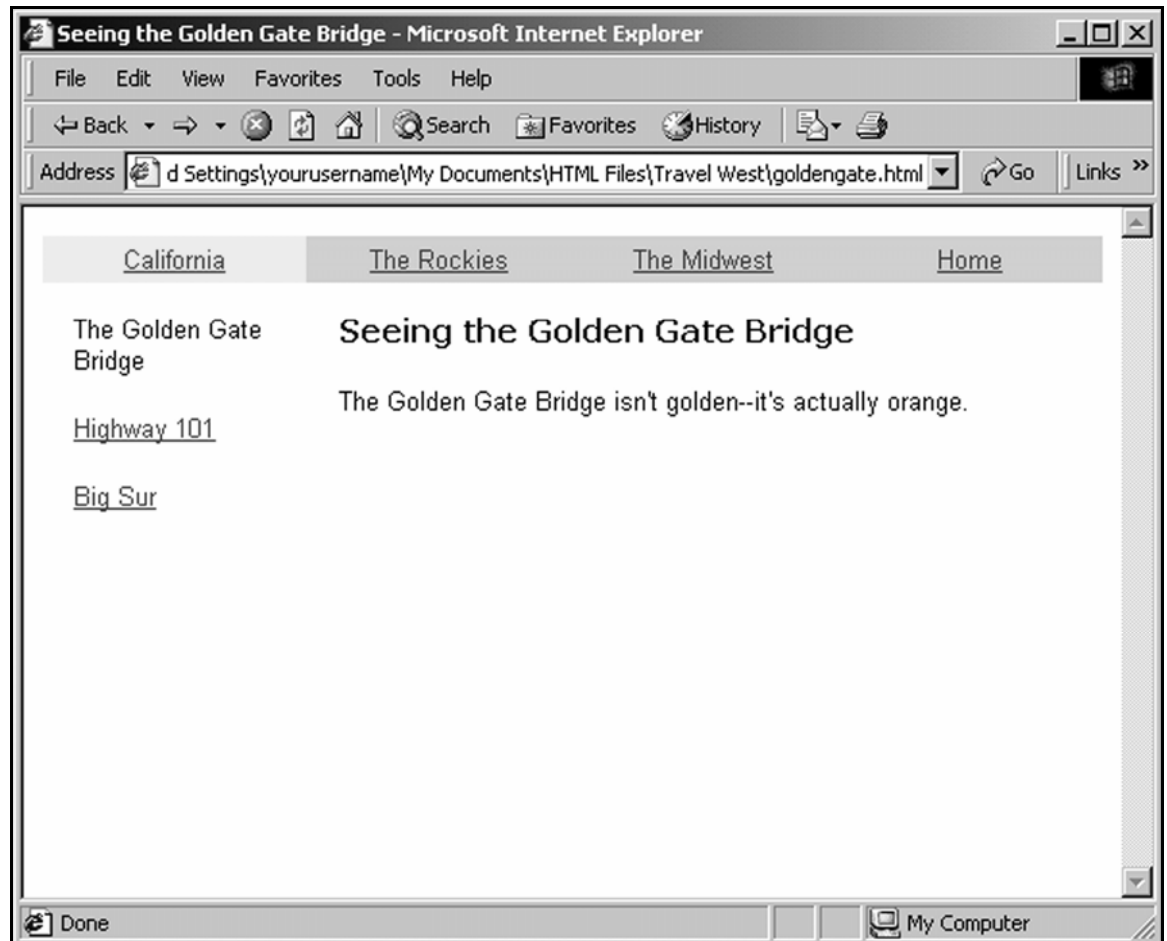
```
h3 {font-family:verdana,helvetica,sans serif;
font-weight:bold; font-size:12pt}
```

8. Save **west.css**.

9. Link all the pages to **west.css**.

## 10. View **goldengate.html** in the browser.

It should look like this:



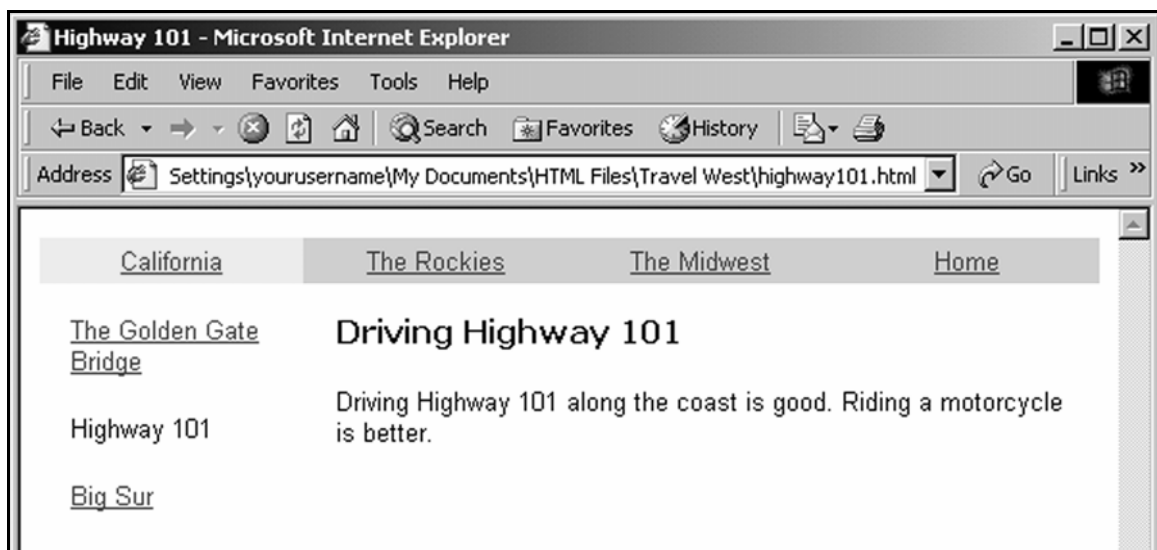
### **Consistent page layout**

Copying tables from one page and pasting them into new pages ensures that all pages share the same layout.

This consistency makes site navigation easier: no matter which page in the site is being viewed, a person knows where the page's links and content will be.

# Practice

1. In Notepad, open **california.html**.
2. Link the words **The Golden Gate Bridge**, **Highway 101** and **Big Sur** to their respective pages.
3. Save **california.html**.
4. Open **goldengate.html** and copy both tables.
5. Paste these tables into **highway101.html**.
6. On the Highway 101 page, link the words **The Golden Gate Bridge** to the Golden Gate Bridge page.
7. Remove the anchor tags around the text **Highway 101** so it shows as plain text.
8. Change the Highway 101 page's heading and descriptive text beneath it so it looks like this:



- 9.** Format **bigsur.html** so its layout and navigation are consistent with the Golden Gate Bridge and Highway 101 pages.

*Heading:*

Staying in Big Sur

*Paragraph:*

There are many excellent hotels right on the ocean in Big Sur.

- 10.** Save all pages and view the site in the browser.

It should look and work like:

**[www.visibooks.com/books/html/travelwest2](http://www.visibooks.com/books/html/travelwest2)**

# Practice: Layout & Navigation

1. In the **Travel West** site, lay out the Rockies page using tables so it looks like the **California** page.

Heading for the Rockies page:

**Nature in the Rocky Mountains**

2. Create pages for three subsections of **The Rockies** main section:

**streams.html**

**snow.html**

**rocks.html**

3. Make sure that these pages are linked and laid out just like the Golden Gate Bridge, Highway 101 and Big Sur pages.

Page	Heading
streams.html	Mountain Streams
snow.html	Snow in the Rockies
rocks.html	Rock Formations

- 4.** Repeat this process with the Midwest section of the site:

Page	Heading
midwest.html	Cities of the Midwest

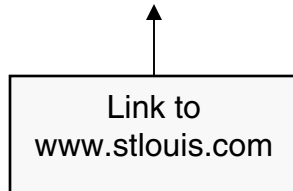
Subsections in the **Midwest** section:

Page	Heading
stlouis.html	St. Louis
chicago.html	Chicago
desmoines.html	DesMoines

- 5.** On the St. Louis page, link to the external Web site [www.stlouis.com](http://www.stlouis.com).

*Paragraph for St. Louis page:*

Find out what's going on in St. Louis at  
[www.stlouis.com](http://www.stlouis.com).



- 6.** When you're done, open the **Travel West** site in the browser.

It should look and function like the one at:

**[www.visibooks.com/books/html/travelwest3](http://www.visibooks.com/books/html/travelwest3)**



# Interactivity

In this section, you'll learn how to:

- **Employ forms**
- **Upload sites to a Web server**



# Employ forms

## Create a form

**1.** Create a new page in the **Travel West** site with the file name **infoform.html**.

**2.** Title the page **Request for Information**.

**3.** Below the `<body>` tag, insert a paragraph:

```
<p>Fill out the following form to get more
information about traveling West:</p>
```

**4.** Below the paragraph, insert a `<form>` tag:

```
<body>
```

```
<p>Fill out the following form to get more
information about traveling West:</p>
```

```
<form>
```

```
</body>
```

**5.** Add a closing `</form>` tag:

```
<form>
```

```
</form>
```

```
</body>
```

- 6.** Below the `<form>` tag, create a table with 4 rows and 2 cells in each row.
- 7.** Make the `width` 50%, give it `cellpadding` of 4, and a `border` of 1.
- 8.** In the top three left-hand cells, put:

```
<p>Name:</p>
<p>Address:</p>
<p>Email:</p>
```

The code should look like this:

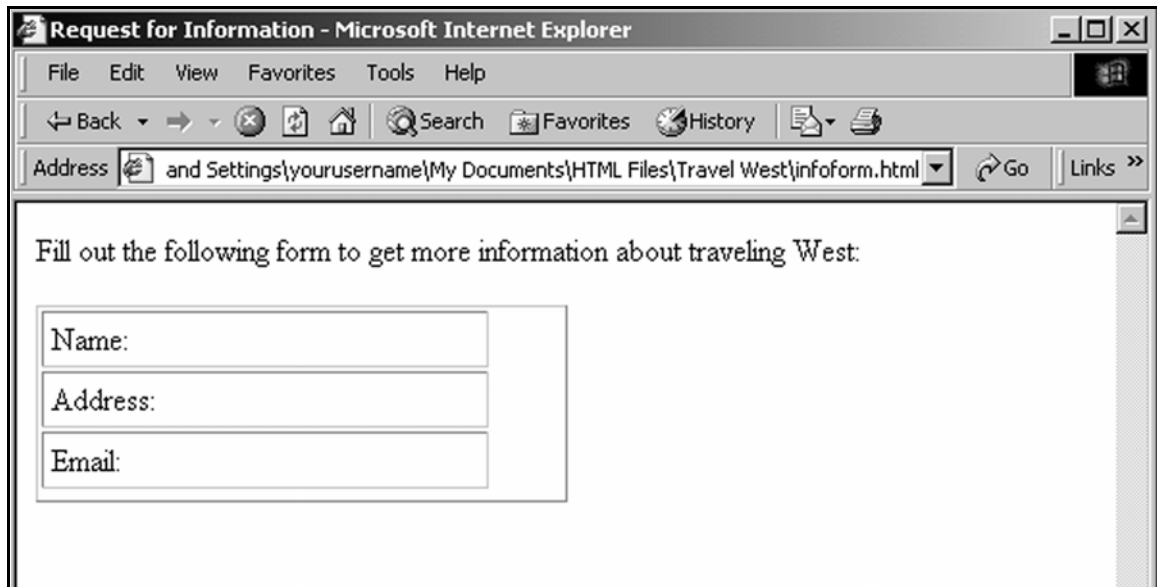
```
<form>

<table width="50%" cellpadding="4" border="1">
<tr>
<td><p>Name:</p></td>
<td></td>
</tr>
<tr>
<td><p>Address:</p></td>
<td></td>
</tr>
<tr>
<td><p>Email:</p></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</table>

</form>
```

- 9.** Save the page and view it in the browser.

It should look like this:



- 10.** In the top right-hand cell, insert a text input field. Do this with an `<input>` tag:

```
<table>
<tr>
<td>Name:</td>
<td>
<input type="text" name="name" size="20">
</td>
</tr>
```

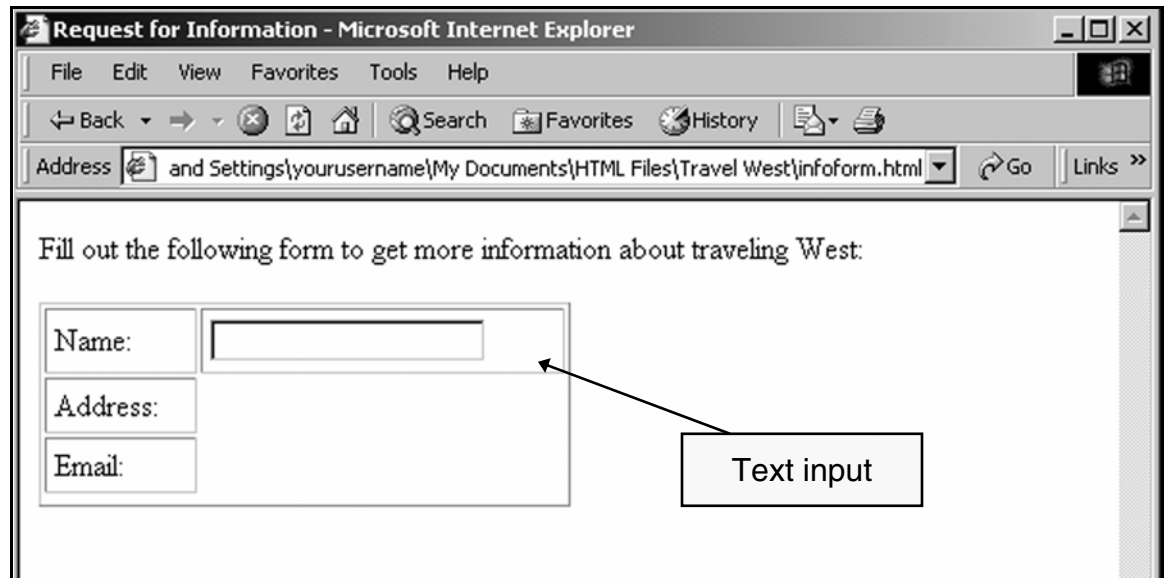
**Tip:** The **type** of this form input field is **"text,"** which makes it a textbox.

The **name** of this input is **"name,"** which is how the server knows that it's where people enter their name.

The **size** is 20 characters—the length of the textbox.

11. Save the page and view it in a browser.

It should now look like this:

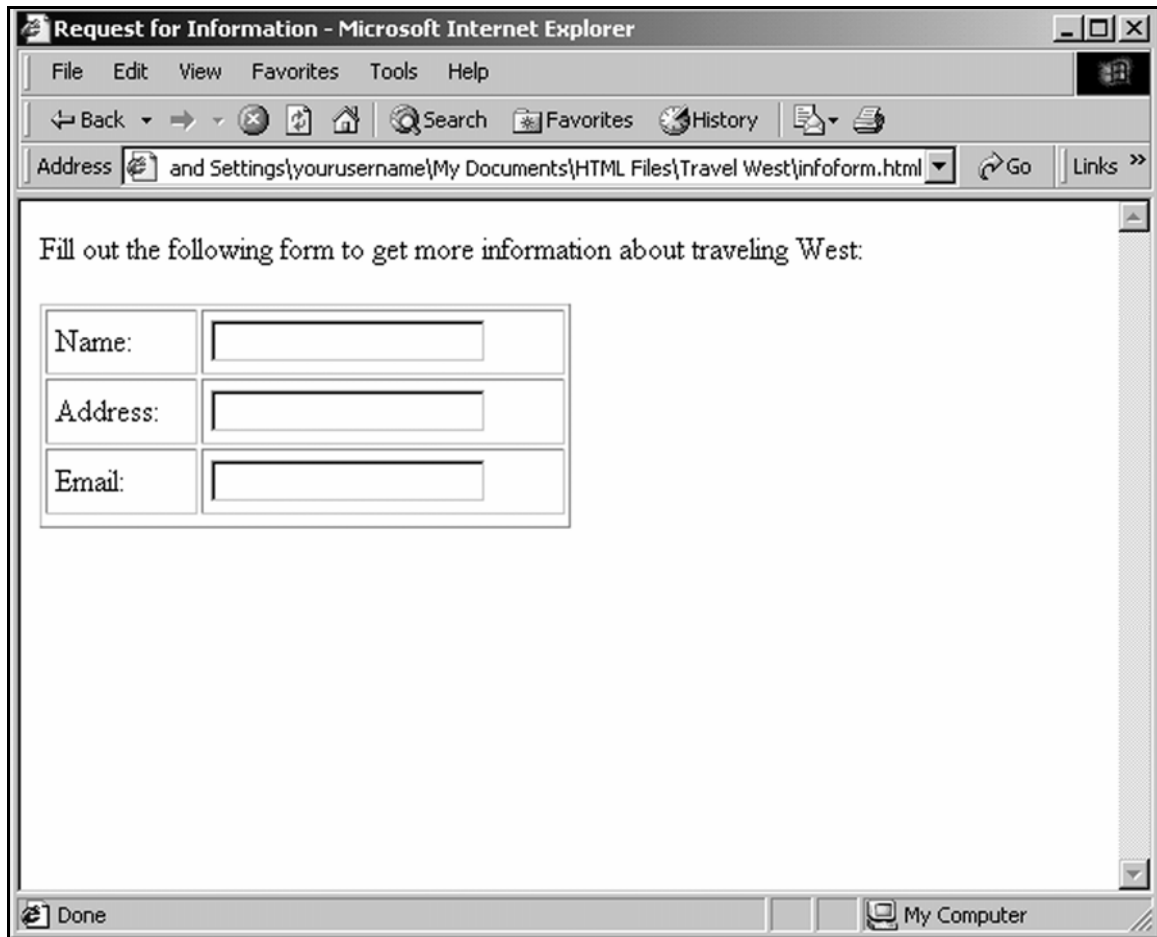


12. Insert textbox input fields in the table cells next to **Address** and **Email** as well.
13. Name the input textbox next to Address "address."  

```
<input type="text" name="address" size="20">
```
14. Name the input textbox next to **E-mail** "email."

## 15. Save the page and view it in the browser.

It should now look like this:



## 16. In the last row's right-hand cell, insert a submit button:

```
<input type="submit">
```

```
<tr>
```

```
<td></td>
```

```
<td>
```

```
<input type="submit">
```

```
</td>
```

```
</tr>
```

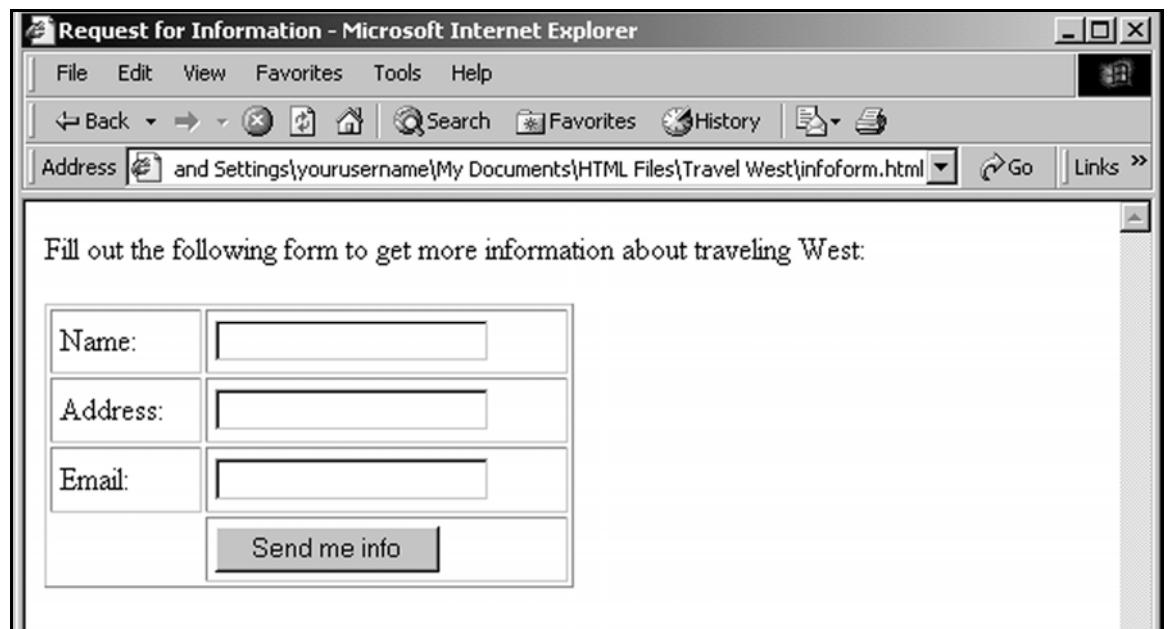
```
</table>
```

- 17.** Use the value attribute to specify the text displayed on the button:

```
<tr>
<td></td>
<td>
<input type="submit" value="Send me info">
</td>
</tr>
</table>
```

- 18.** Save the page and view it in the browser.

It should look like this:



- 19.** Remove the border from the table and align the text in the left-hand cells to the right.

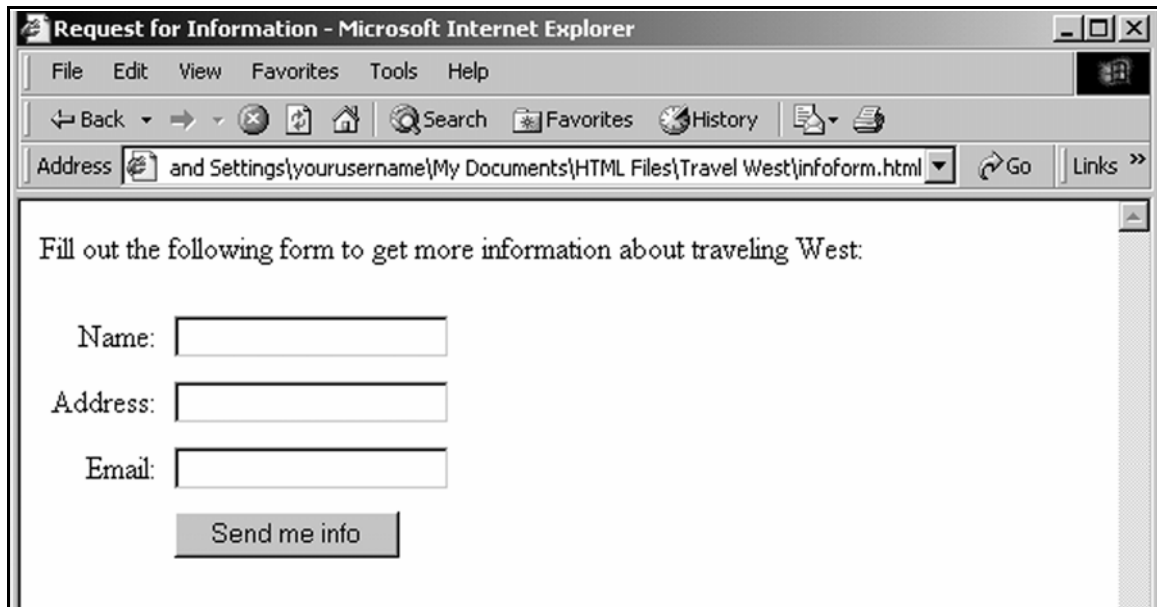
```
<td><p align="right">Name:</td>
```

- 20.** Make the left-hand cell in the first row 5% wide, and the right-hand cell in the first row 45% wide.

**Tip:** By specifying the width of cells in the first row, the cells in the rows beneath will assume the same widths.

**21.** Save the page and view it in the browser.

It should look like this:

A screenshot of a Microsoft Internet Explorer browser window. The title bar reads "Request for Information - Microsoft Internet Explorer". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Home, Search, Favorites, History, and Print icons. The address bar shows the path "and Settings\yourusername\My Documents\HTML Files\Travel West\infoform.html" with a Go button and a Links button. The main content area displays a form titled "Fill out the following form to get more information about traveling West:". The form includes three input fields labeled "Name:", "Address:", and "Email:", each followed by a text box. Below these fields is a button labeled "Send me info".

**22.** In Notepad, open **index.html**.

Add a new paragraph linked to **infoform.html**:

```
<p>Get more information
about Western Travel mailed to you</p>
```

**23.** Save the page and view it in the browser.

**24.** Click the linked sentence.

It should bring up the page with the form.

# Make the form work

1. In the `<form>` tag, add a method:

```
<form method="post">
```

**Tip:** *There are two methods used in forms, `post` and `get`. `Post` is used to send information to the server, `get` to get information from it.*

2. Add an action:

```
<form method="post"
action="http://www.yourdomain.com/cgi-
bin/formmail.pl">
```

3. Save the page.

## Making a form work

To make a form work, an action must be assigned to it.

Consult with your Web server administrator to specify what action you should assign.

The action above tells the form to post its data to a program called `formmail.pl` at `yourdomain.com`.

The `formmail.pl` program might take the form data visitors submit and e-mail it to you.



# Practice

1. Create a new page in the **Travel West** site with the file name **favoritesform.html**.
2. Title it **My Favorite Places**.
3. Insert a form, then insert a table with four rows and two cells in each row.
4. Fill the cells with the text and form objects seen below:

The screenshot shows a Microsoft Internet Explorer window titled "My Favorite Places - Microsoft Internet Explorer". The address bar shows the file path: "Settings\yourusername\My Documents\HTML Files\Travel West\favoritesform.html". The form contains the following elements:

- A text input field labeled "Name:".
- A dropdown menu labeled "My favorite region to visit is:" with "California" selected. An arrow points to this dropdown with the label "Drop-down list".
- A group of radio buttons labeled "I would prefer to travel by:" with options "car" (selected), "plane", and "train". An arrow points to these radio buttons with the label "Radio buttons".
- A "Submit" button.

**Tip:** *The HTML code for a drop-down list looks like this:*

```
<select name="select">
<option>First Choice</option>
<option>Second Choice</option>
<option>Third Choice</option>
</select>
```

*The HTML code for radio buttons looks like this:*

```
<input type="radio" name="radios"
value="radio1" checked> This is radio button 1

<input type="radio" name="radios"
value="radio2"> This is radio button 2
```

*The checked attribute in the first radio button:*

```
<input type="radio" name="radios"
value="radio1" checked>
```

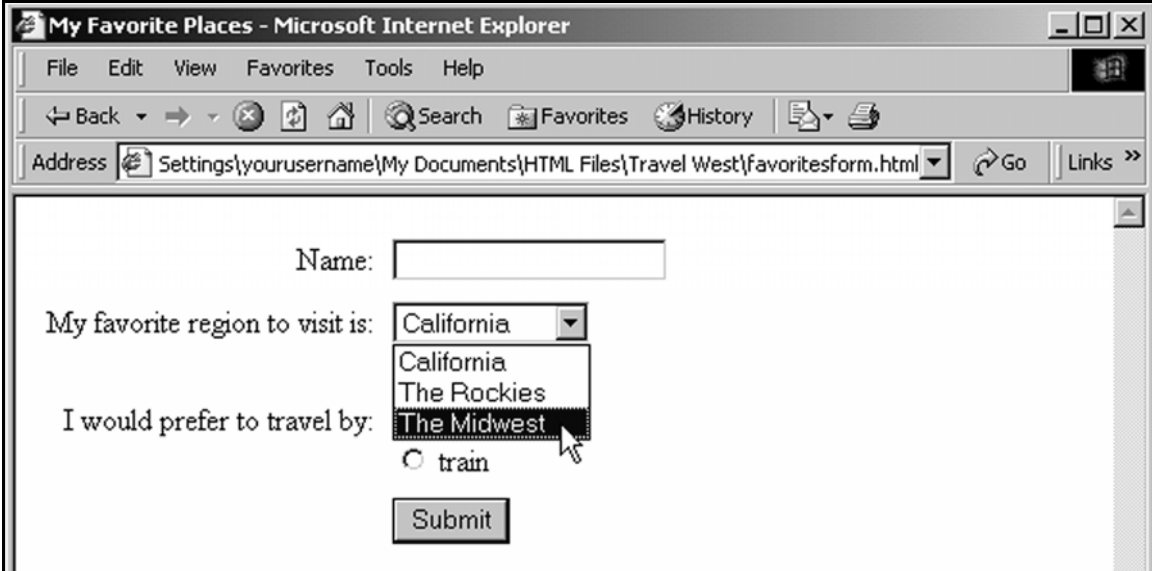
*makes that radio button selected by default.*

- 5.** Put these values in the drop-down list:

**California**  
**The Rockies**  
**The Midwest**

- 6.** When finished, save the page and preview it in the browser.

It should look like this:



The screenshot shows a Microsoft Internet Explorer window titled "My Favorite Places - Microsoft Internet Explorer". The address bar shows the file path "Settings\yourusername\My Documents\HTML Files\Travel West\favoritesform.html". The form contains the following elements:

- A text input field labeled "Name:".
- A dropdown menu labeled "My favorite region to visit is:" with "California" selected. The dropdown list is open, showing "California", "The Rockies", and "The Midwest".
- A radio button labeled "I would prefer to travel by:" with "train" selected.
- A "Submit" button.

# Upload sites to a Web server

## **WS\_FTP**

FTP stands for File Transfer Protocol, a way to transfer files between computers over the Internet. If you have trouble configuring FrontPage to upload pages to a Web server, use an FTP program.

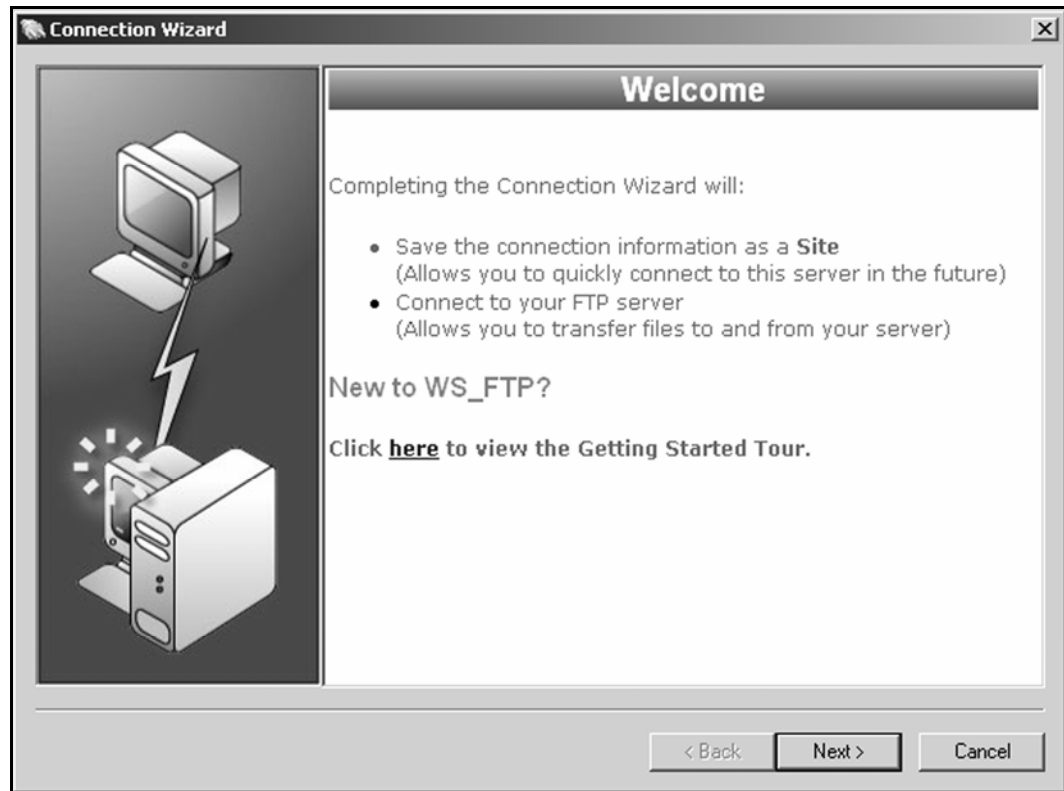
Using an FTP program is the most straightforward way to upload a Web site to a Web server. WS\_FTP is the most popular FTP program used to upload and download Web pages.

The Home version is free to use for 30 days, and can be downloaded at [www.ipswitch.com](http://www.ipswitch.com).

- 1.** Download WS\_FTP Home and install it.

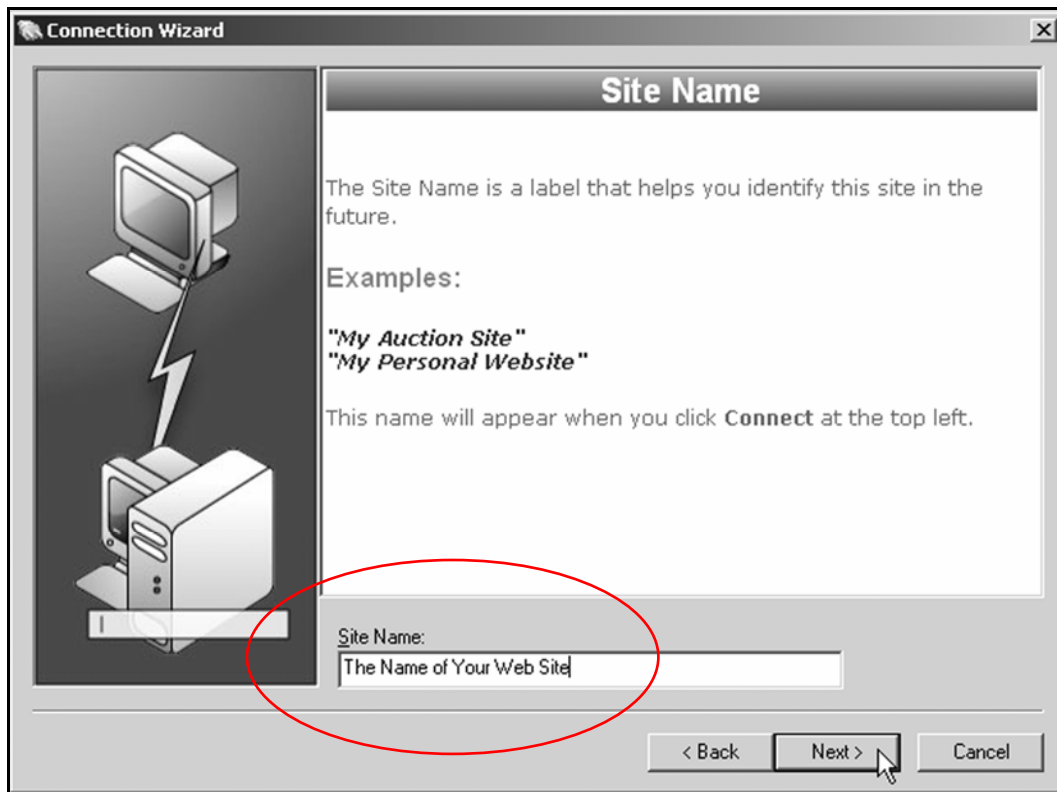
## 2. Open WS\_FTP Home.

The Connection Wizard should open.



## 3. Click the **Next >** button.

When the **Site Name** screen appears, type the name of your Web site in the **Site Name** box.



Then click the **Next >** button.

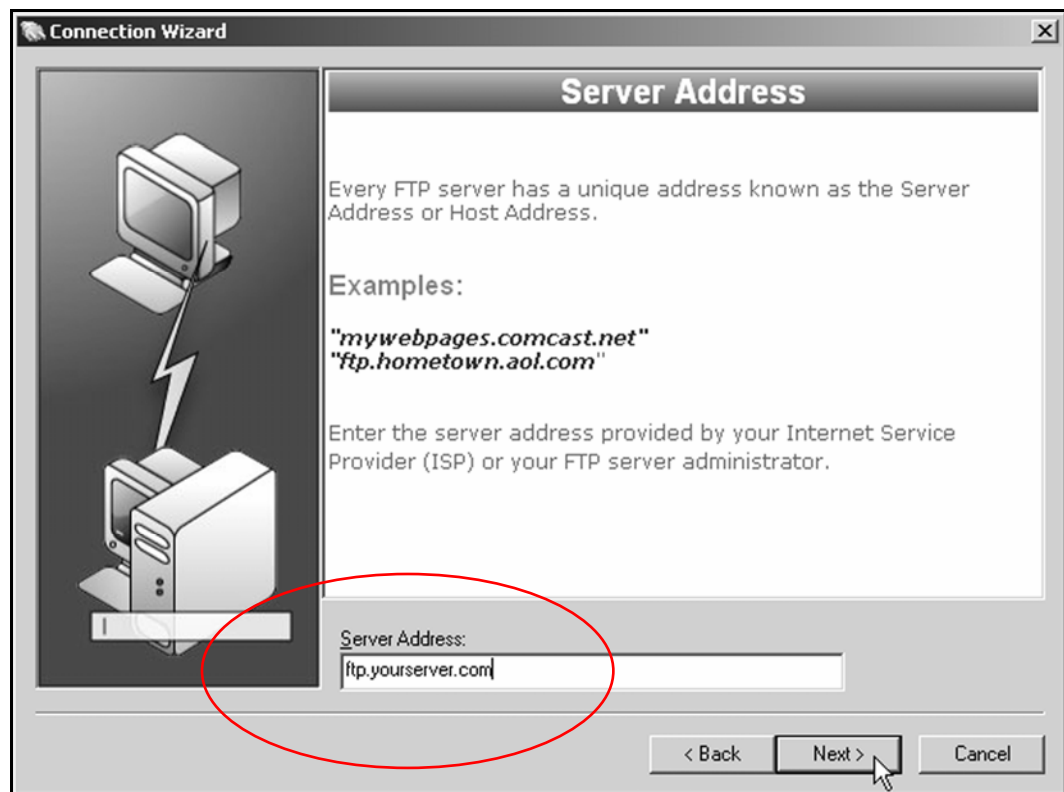
- 4.** When the **Server Address** screen appears, type the host address of your server in the **Server Address** box.

It can be something like:

**www.visibooks.com**

**washington.patriot.net**

**207.176.7.217**



Then click the **Next >** button.

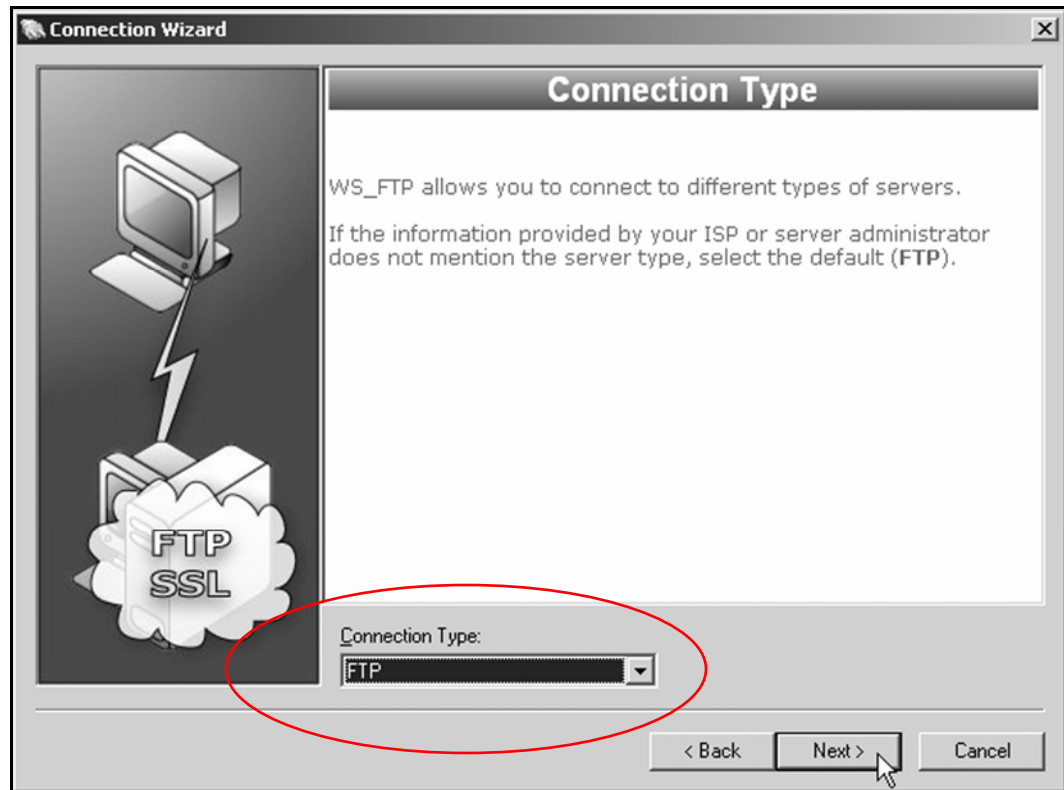
**Tip:** *You can get the Server Address of your Web site, as well as your username and password, from your Web server administrator.*

- 5.** When the **User Name and Password** screen appears, type in your username and password.



Then click the  button.

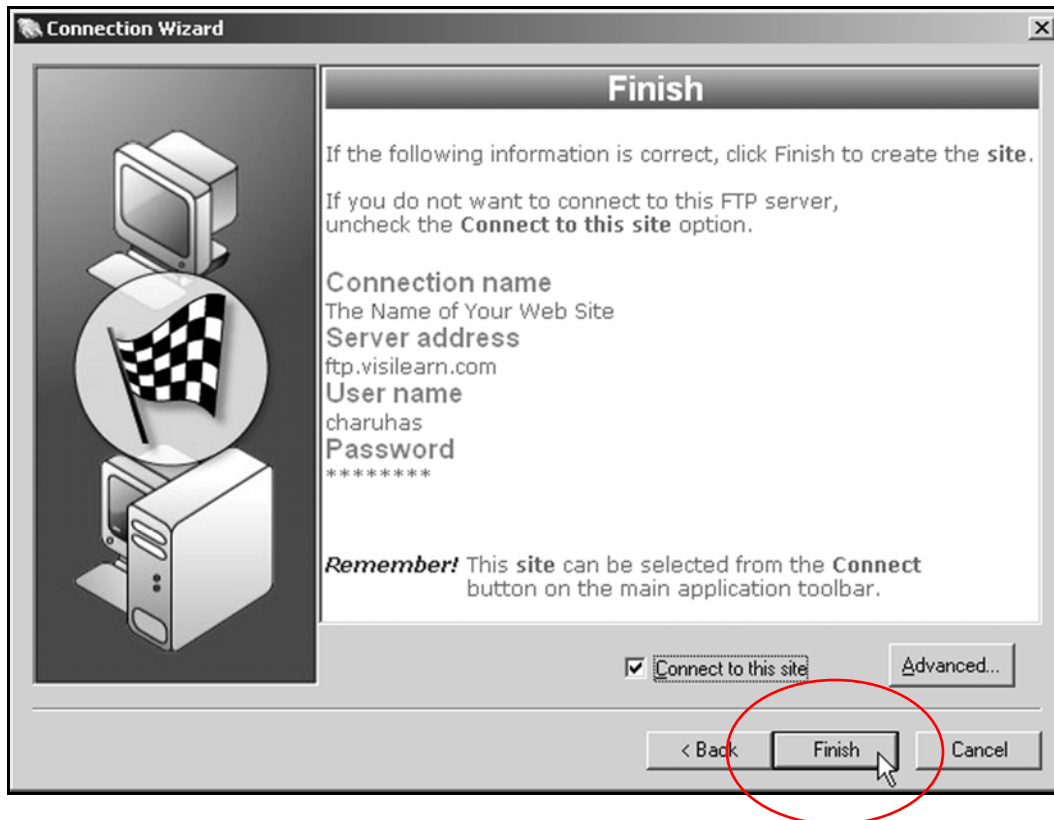
- 6.** When the **Connection Type** screen appears, leave the connection type set at **FTP**.



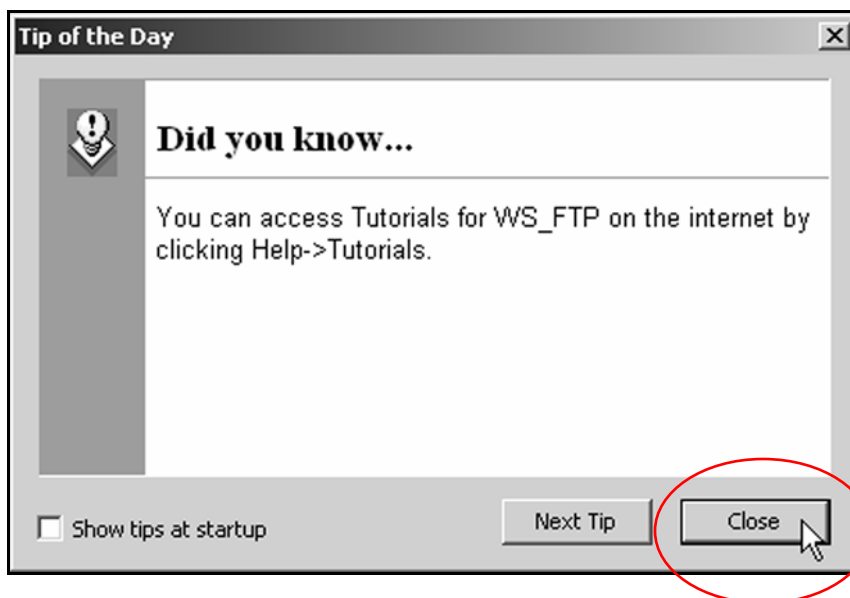
Then click the  button.



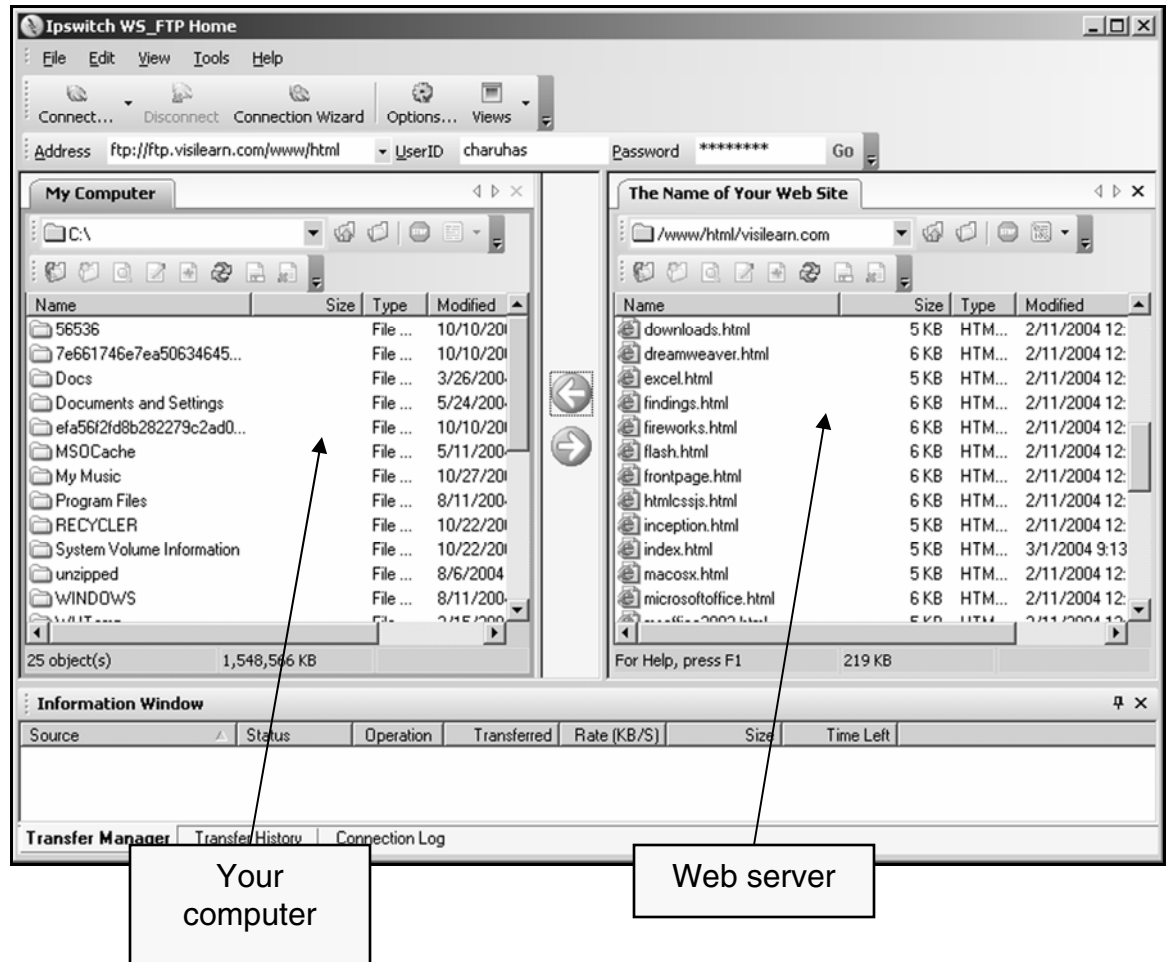
7. When the **Finish** screen appears, click the **Finish** button.




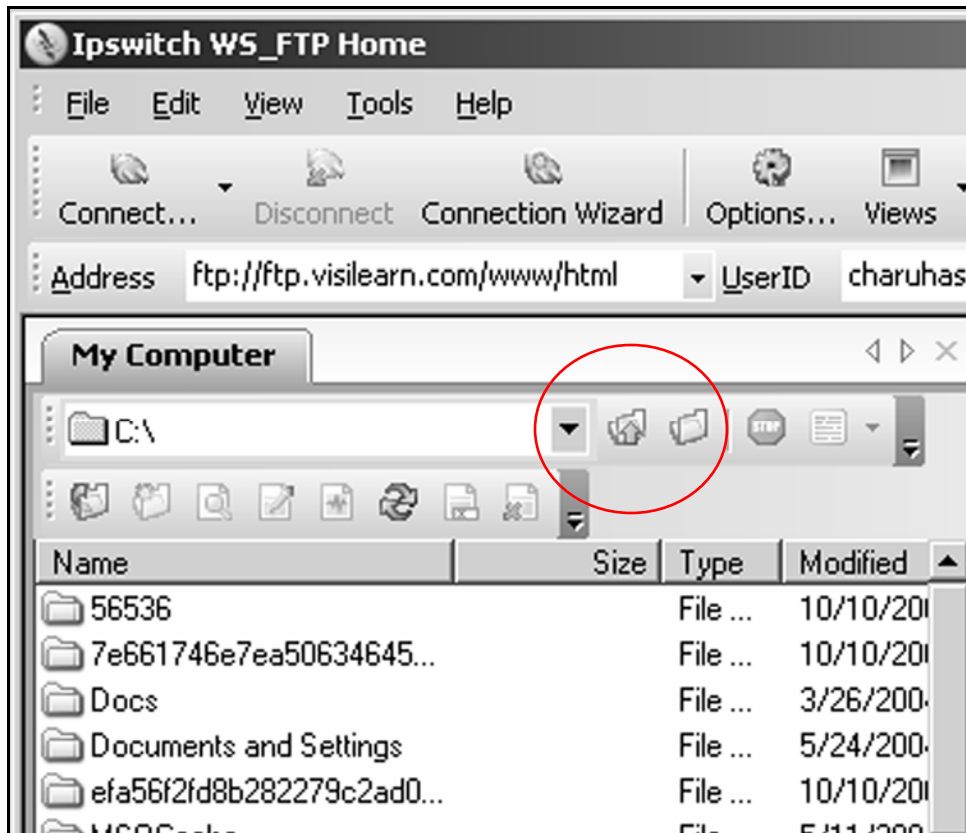
8. When the **Tip of the Day** window appears, uncheck the **Show tips at startup** checkbox, then click the **Close** button.



WS\_FTP should connect to your Web server:



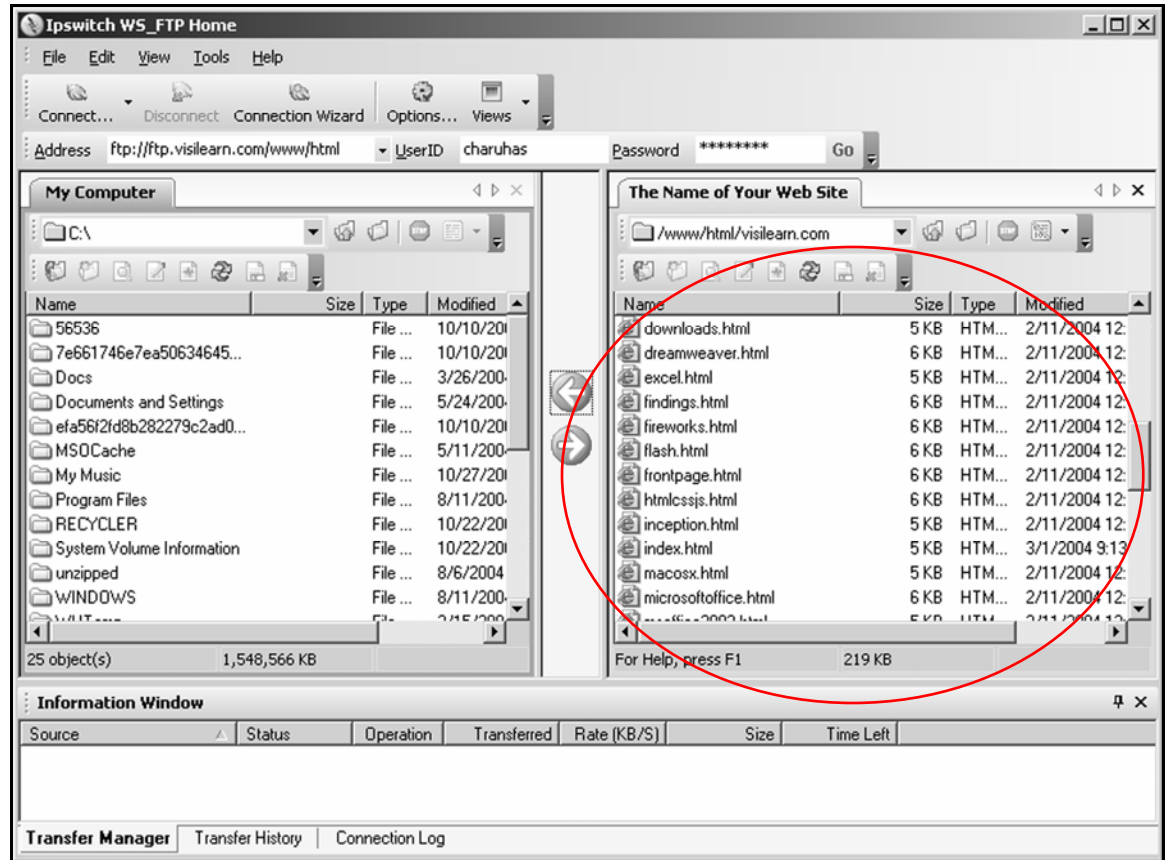
- 9.** In the left-hand **My Computer** pane, double-click the  icon to move up in the file hierarchy.




- 10.** Double-click it until you see the folder that contains your Web site.
- 11.** Double-click the folder containing your Web site to open it.
- You should see all the pages in your Web site listed.

- 12.** In the right-hand pane with the name of your Web site, double-click the **public\_html** folder, **html** folder, or the folder that contains your Web pages on the server.

You should now see the contents of your Web site on the server:



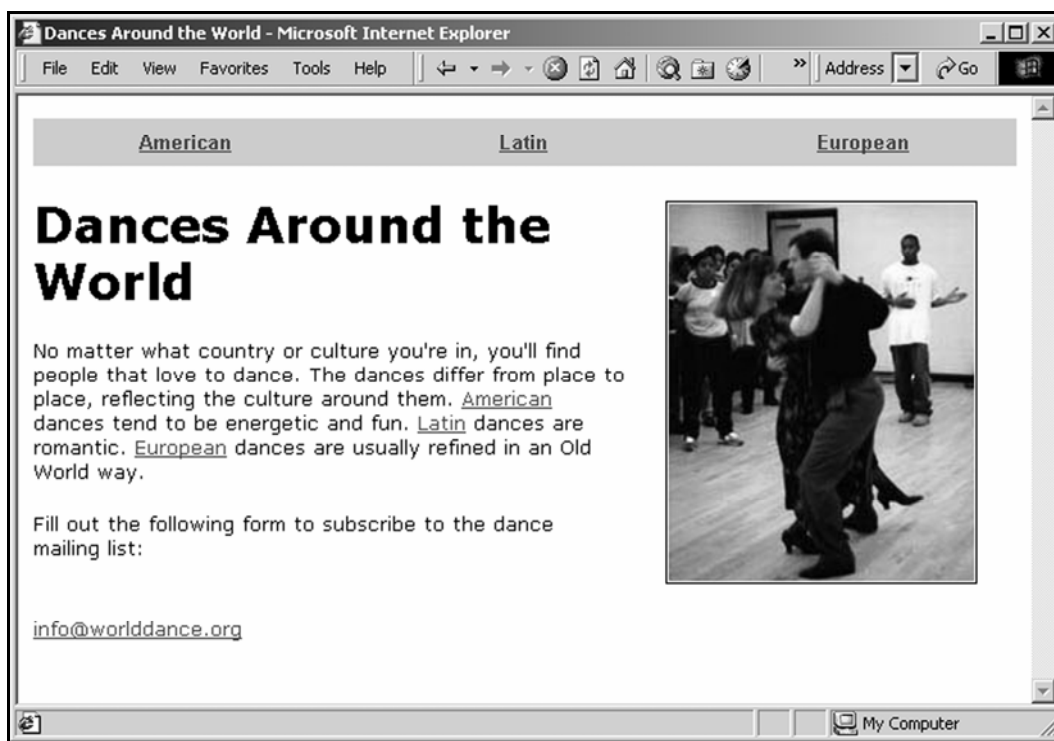
- 13.** To send your Web pages to the Web server, highlight them, then click the  button.

**Tip:** If there are already pages on your Web server, the new pages you send will replace the old versions with the same file name.

# Practice: Interactivity

## Create a new home page and site

1. Create a new home page titled **World Dances**. Save it within the **HTML Files** folder in a new folder called **Dance**.
2. Create a home page for the site that looks like this:



Get the graphics and text for this page at:

**[www.visibooks.com/books/html/dancing](http://www.visibooks.com/books/html/dancing)**

3. At the bottom of this and every other page in the site, put an e-mail link to **[info@worlddance.org](mailto:info@worlddance.org)**.

# Create main section pages

1. Link the words **American**, **Latin**, and **European** in the navigation bar to new main section pages on American, Latin, and European dance, respectively:

**american.html**

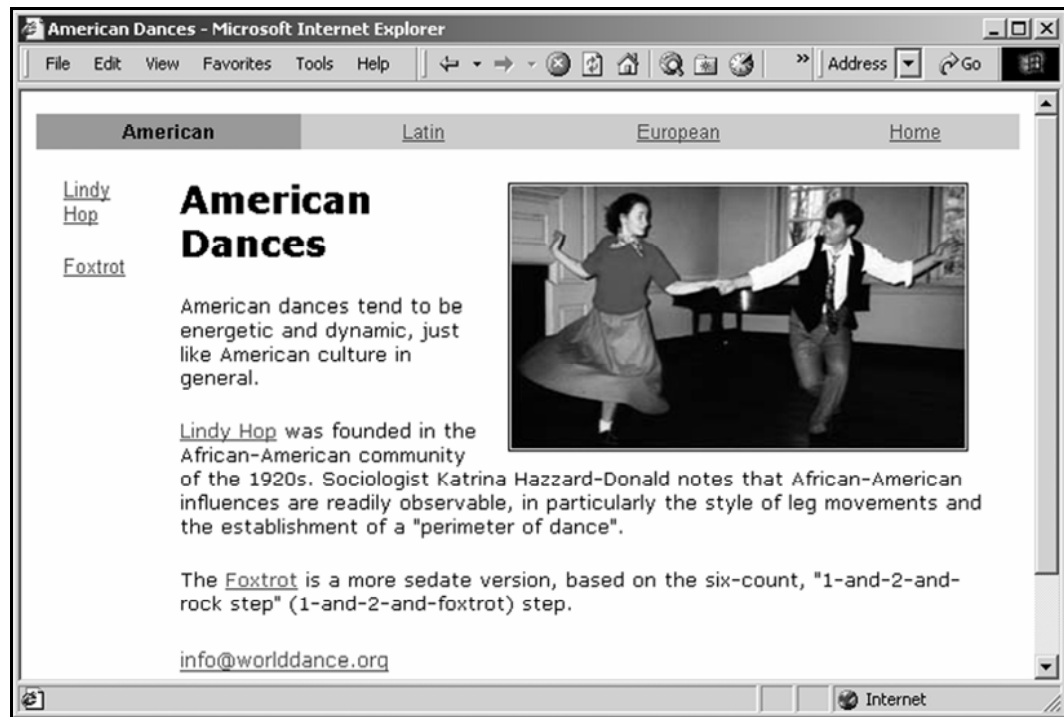
**latin.html**

**european.html**

*Get the images and text for these pages at:*

**[www.visibooks.com/books/html/dancing](http://www.visibooks.com/books/html/dancing)**

The American dance page should look like this:

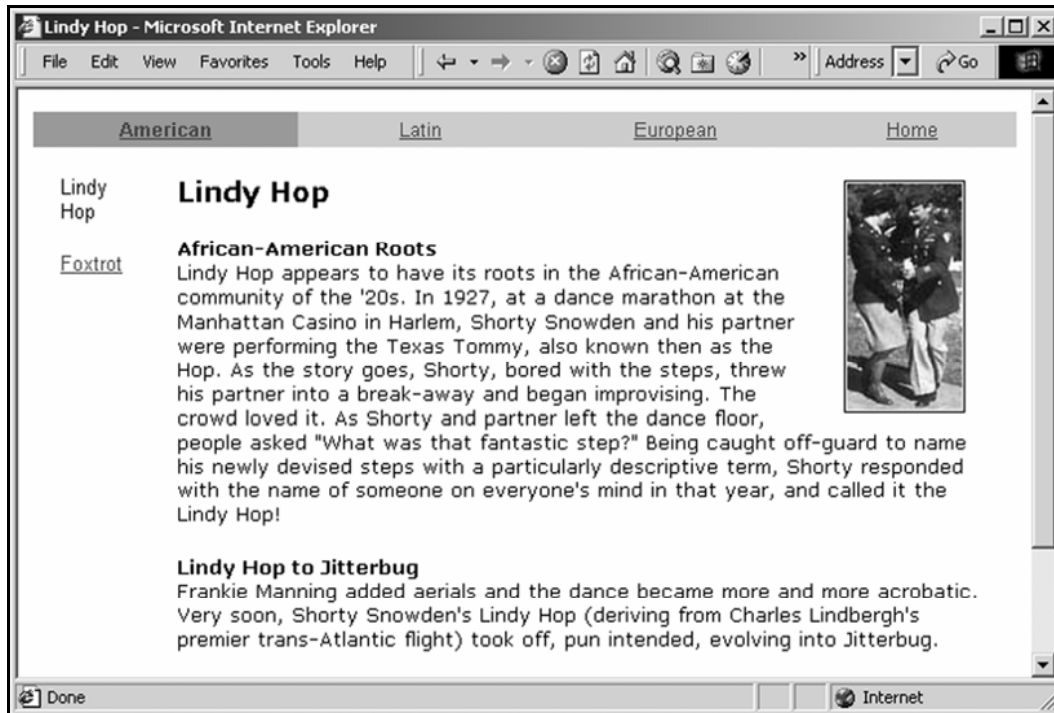


2. Make the Latin and European pages look consistent with the American dance page.

# Create subsection pages

1. On the American dance page, link the words **Lindy Hop** and **Foxtrot** to new subsection pages on those dances.

The Lindy Hop page should look like this:



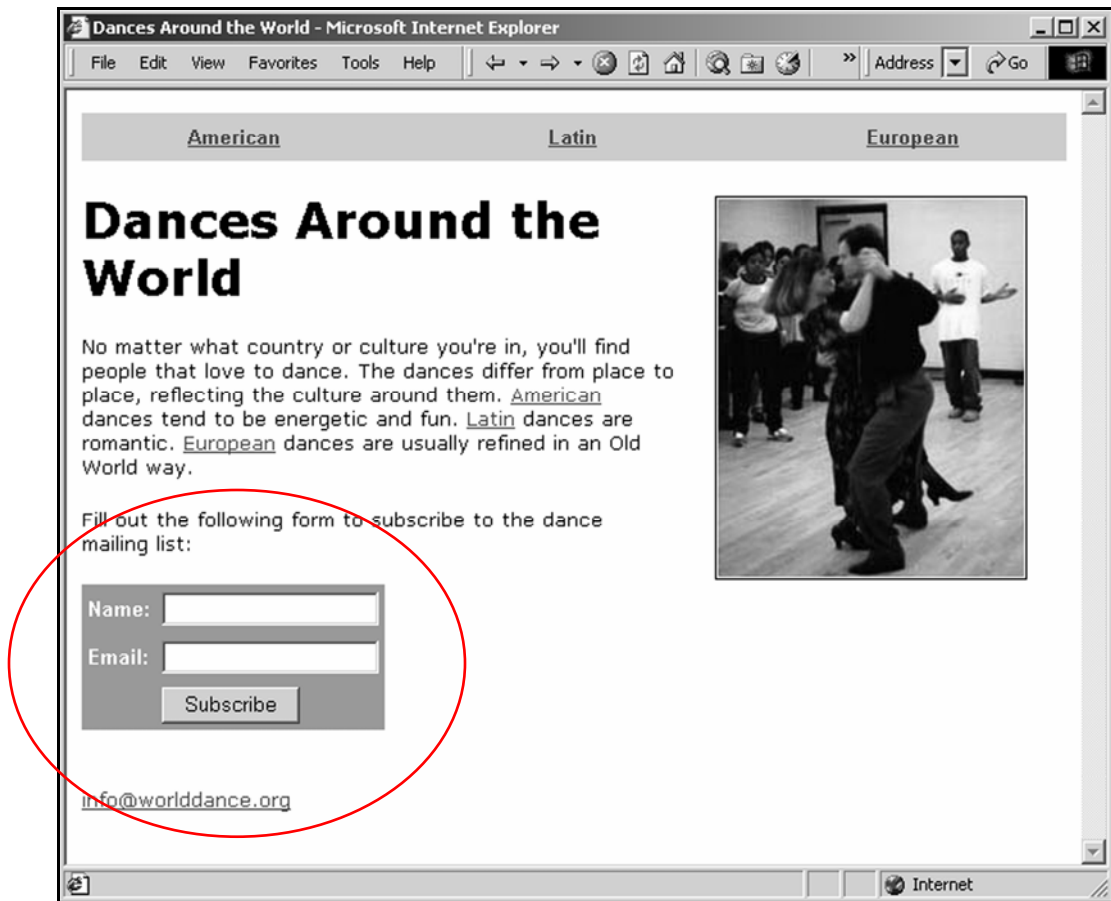
Get the images and text for this and other subsection pages at:

**[www.visibooks.com/books/html/dancesub](http://www.visibooks.com/books/html/dancesub)**

2. Make the **Foxtrot** page look consistent with the Lindy Hop page.
3. Create the subsection pages Tango, Merengue, and Salsa for the Latin section.
4. Create the subsection pages Waltz and Contra Dancing for the European section.

# Creating forms

1. On the home page, insert a form that looks like this:



2. When you're done, preview the whole Web site in the browser.

It should look like the site at:

**[www.visibooks.com/books/html/worldddancing](http://www.visibooks.com/books/html/worldddancing)**





# Advanced Layout

In this section, you'll learn how to:

- **Employ background graphics**
- **Employ style classes**
- **Employ spacer GIFs**
- **Specify page margins**
- **Create rollover effects**

# Employ background graphics

- 1.** Open Notepad.
- 2.** Create a new page with all necessary HTML tags and a one-row, two-cell table:  
  
Rows: 1  
Cells: 2  
Width: 100%  
Border: 0  
Cellpadding: 18  
Cellspacing: 0
- 3.** Create a new folder in the **HTML Files** folder called **Advanced Layout**.
- 4.** Save the file in the **Advanced Layout** folder with the file name **advlayout.html**.
- 5.** Title it **Advanced Layout**.
- 6.** Give both cells in the table a dark blue background color (#000099).
- 7.** Make the first cell 10% wide, and the second cell 90% wide.
- 8.** Create a folder in the **Advanced Layout** folder called **graphics**.

- 9.** Go to:
- [www.visibooks.com/books/html/advlayout/pics](http://www.visibooks.com/books/html/advlayout/pics)
- and save **techtool.gif** in the **graphics** folder.
- 10.** Insert **techtool.gif** in the left-hand cell.
- ```
<td bgcolor="#000099" width="10%">  
  
</td>
```
- 11.** Go to:
- www.visibooks.com/books/html/advlayout/pics
- and save **bkgd.gif** in the **graphics** folder.
- 12.** Make it the background of the right-hand cell using the background attribute:
- ```
<td bgcolor="#000099" width="90%"
background="graphics/bkgd.gif">
```
- 13.** In the right-hand cell, enter the heading:
- ```
<h1>The Magazine for People Who Like  
Gadgets</h1>
```
- 14.** In Notepad, open **west.css** from the **Travel West** folder.
- 15.** Save it in the **Advanced Layout** folder as **layout.css**.

- 16.** In **layout.css**, change the formatting for the `<h1>` tag so it's in the arial font, 14 points, and bold.
- 17.** Using the `color` attribute, make the `<h1>` text white.
- 18.** Save **layout.css**.
- 19.** In Notepad, open **advlayout.html** and use the `<link>` tag to link it to the style sheet **layout.css**.

Save the page and view it in the browser.

It should look like this:



Tip: Notice the line towards the bottom of the right cell where **bkgd.gif** begins repeating. It repeats because background graphics tile to fill all available space in a cell.

*The cell is 136 pixels tall: 100 pixels for **techtool.gif**, plus 36 for **cellpadding** (18 pixels at the top and bottom of **techtool.gif**). **bkgd.gif** is only 123 pixels tall; therefore, there's 13 pixels of space left to fill.*

To fix this, use an image editing program like Photoshop, Fireworks or Paint Shop pro to make the background image 136 pixels tall.

Employ style classes

- 1.** Below the first table, insert a three-cell table with a width of 100% and cellpadding of 4.

Make both its border and cellspacing 0.

- 2.** Make the cells equal width and color them black.

- 3.** In the first cell, enter:

```
<p>Laptops</p>
```

- 4.** In the second cell:

```
<p>Cell Phones</p>
```

- 5.** In the third:

```
<p>PDAs</p>
```

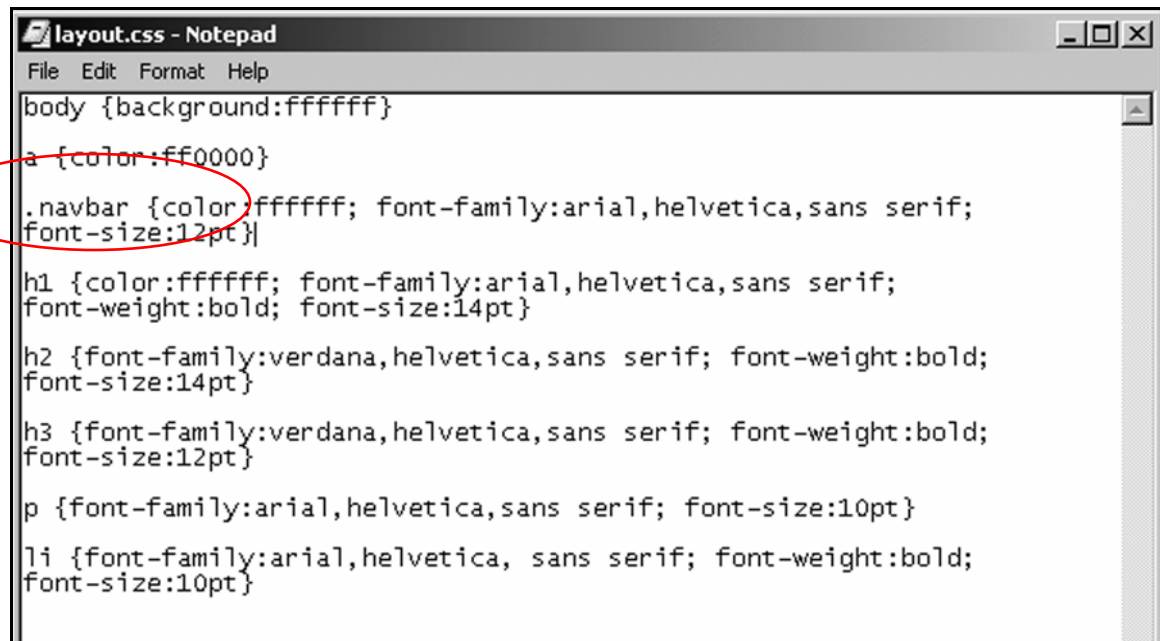
```
<table width="100%" border="0" cellpadding="4" cellspacing="0">
<tr>
<td width="33%" bgcolor="#000000">
<p>Laptops</p>
</td>
<td width="34%" bgcolor="#000000">
<p>Cell Phones</p>
</td>
<td width="33%" bgcolor="#000000">
<p>PDAs</p>
</td>
</tr>
</table>

</body>
</html>
```

- 6.** Open **layout.css** and add formatting for text in the navigation bar:

```
.navbar {color:ffffff; font-family:arial,helvetica,sans serif; font-size:12pt}
```

Tip: *Make sure a period (.) precedes the word navbar.*



- 7.** Open **advlayout.html** and add the **navbar** class to the paragraphs:

```
<p class="navbar">Cell Phones</p>
```

- 8.** Add the **align="center"** attribute to the **<p>** tags:

```
<p align="center" class="navbar">
```

9. Save the page and view it in the browser.

It should look like this:



Employ spacer GIFs

Why use spacer GIFs?

GIF graphics can be used as spacers to stretch table cells to an exact width. If they're transparent, they remain invisible regardless of the cell's background color.

A spacer GIF is used in the exercise below. It keeps the width of the left-hand cell constant, regardless of the size or resolution of the screen used to view it.

1. Go to:

www.visibooks.com/books/html/advlayout/pics

and save **spacer.gif** in the **graphics** folder.

2. In **advlayout.html**, below the two tables, insert a third table just like the first table.

3. Insert **spacer.gif** in the left-hand cell.

Give it a **width** of 100 and **height** of 1.

```
<td bgcolor="#000099" width="10%">  
  
</td>
```

Tip: *Most spacer GIFs are 1x1 pixel, which load very quickly online. This one started out as 50x50 to make it easier to see and save.*

4. Change the background color of the cell containing **spacer.gif** to bright yellow (**#ffff00**).
5. Change the background color of the right-hand cell to white (**#ffffff**).

Enter paragraphs in the right-hand cell so the page looks like this when viewed in the browser:



Tip: To make the letter **W** in **Welcome** larger and bold, add an in-text style in **advlayout.html** using the **** tag:

```
<p><span style="font-weight:bold; font-size:14pt">W</span>elcome to Tech Tool...</p>
```

“Cascading” style sheets

Style instructions can be contained within an individual tag or page, without referring to a separate style sheet.

These instructions will override those of the site’s style sheet, hence the term “Cascading Style Sheets:”

An instruction in a page’s text...

```
<span style="
color:#ff0000">
This is red text.
</span>
```

...overrides a style instruction for the page...

```
<html>
<head>
<style
type="text/css">
.redtext {color:
"#ff0000"}
</style>
</head>
```

...which overrides a style instruction for the site.

```
<head>
<link rel="stylesheet"
href="format.css">
</head>
<body>
```

- 6.** Set the monitor to a higher resolution, or make the browser window wider if you can.

The page should look like this:



Notice how the left-hand cells in the top and bottom tables stay the same width, regardless of the width of the window used to view them.

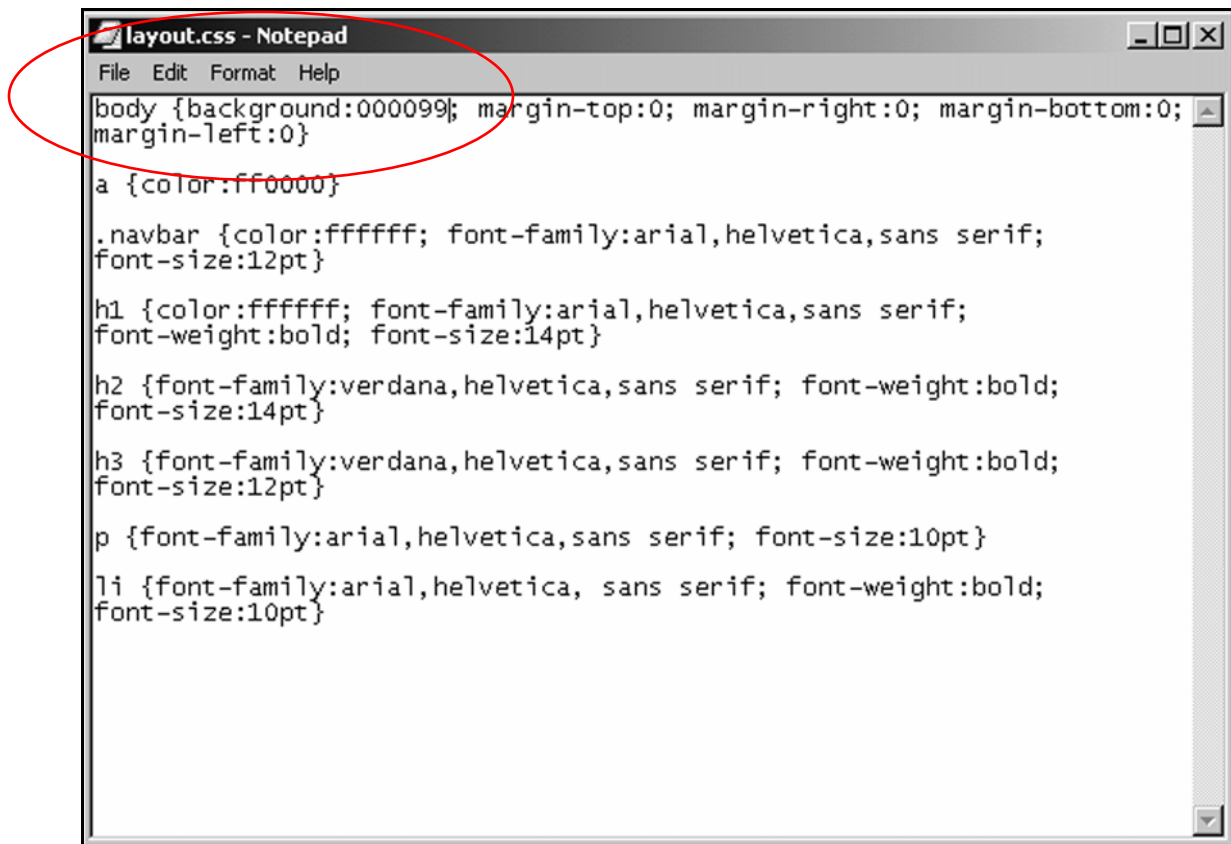
Specify page margins

1. In Notepad, open **layout.css**.
2. In formatting for the **<body>** tag, add the attributes

```
margin-top:0  
margin-right:0  
margin-bottom:0  
margin-left:0
```

```
body {background:ffffff; margin-top:0; margin-right:0; margin-bottom:0; margin-left:0}
```

3. Specify a background color of dark blue (#000099) for the page itself.



4. Save `layout.css`.

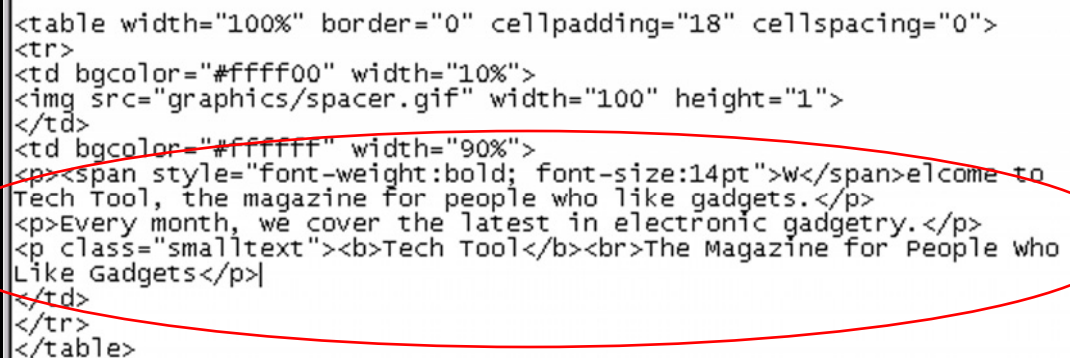
5. Open `advlayout.html` and add the `.smalltext` class using an in-page style:

```
<html>
<head>
<style type="text/css">
.smalltext {font-family:arial,helvetica,sans
serif; font-size:8pt}
</style>
<title>
```

Tip: *In-page styles are employed to specify formatting used only on that page—formatting not used anywhere else on the site.*

6. Add a new paragraph in the `.smalltext` class to the lower right-hand cell:

```
<p class="smalltext"><b>Tech Tool</b><br>
The Magazine for People Who Like Gadgets</p>
```



```
<table width="100%" border="0" cellpadding="18" cellspacing="0">
<tr>
<td bgcolor="#ffff00" width="10%">

</td>
<td bgcolor="#ffffff" width="90%">
<p><span style="font-weight:bold; font-size:14pt">w</span>elcome to
Tech Tool, the magazine for people who like gadgets.</p>
<p>Every month, we cover the latest in electronic gadgetry.</p>
<p class="smalltext"><b>Tech Tool</b><br>The Magazine for People who
Like Gadgets</p>
</td>
</tr>
</table>
```

7. Save the page and view it in the browser.

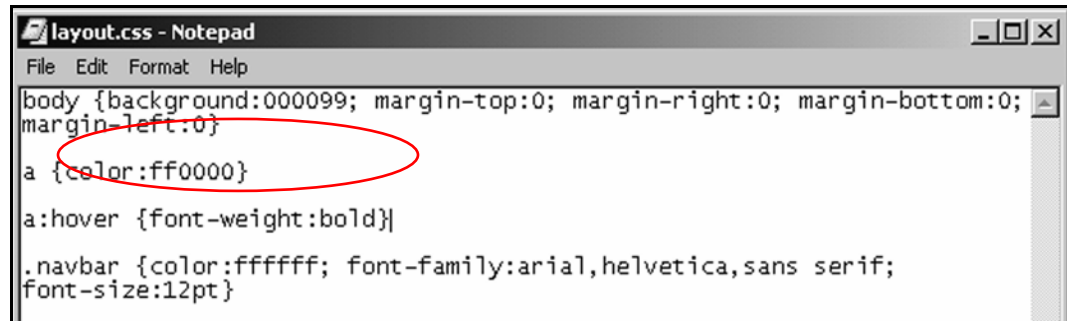
It should look like this:



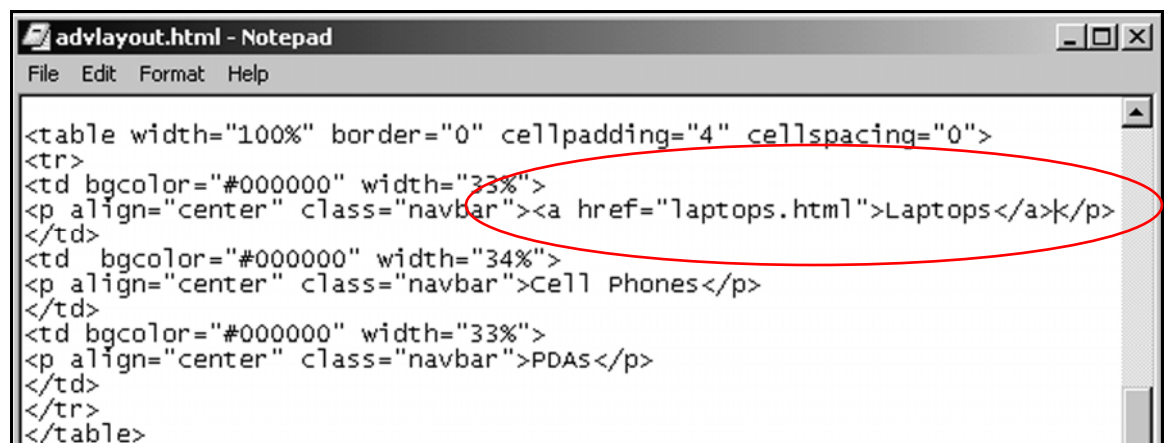
Create rollover effects

1. Open **layout.css**.
2. Add a new line with **hover** formatting for the **<a>** tag:

```
a:hover {font-weight:bold}
```



3. Save **layout.css**.
 4. Open **advlayout.html**.
 5. Enclose the word **Laptops** in **<a>** tags:
- ```
Laptops
```



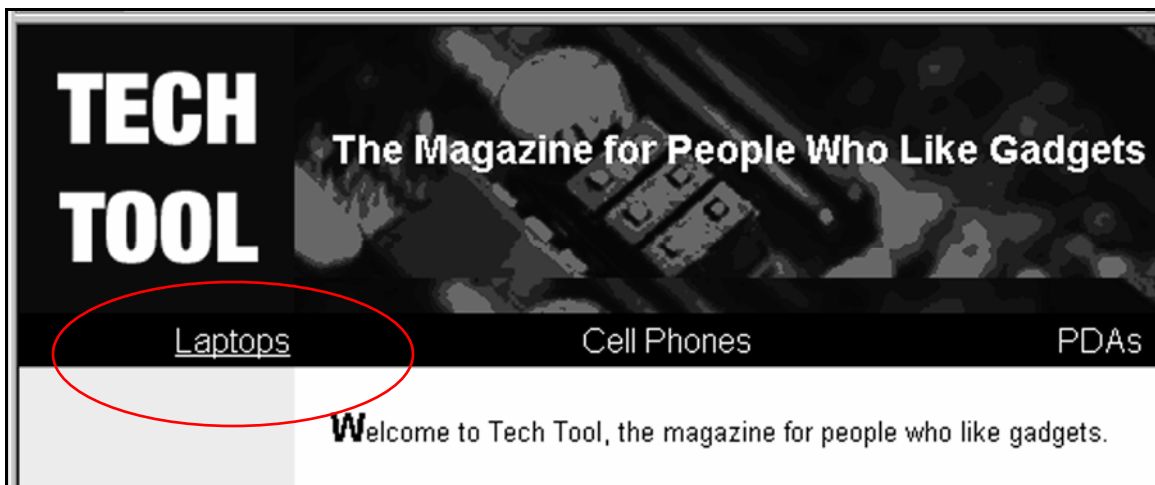


6. Add the `navbar` class to the `<a>` tag:

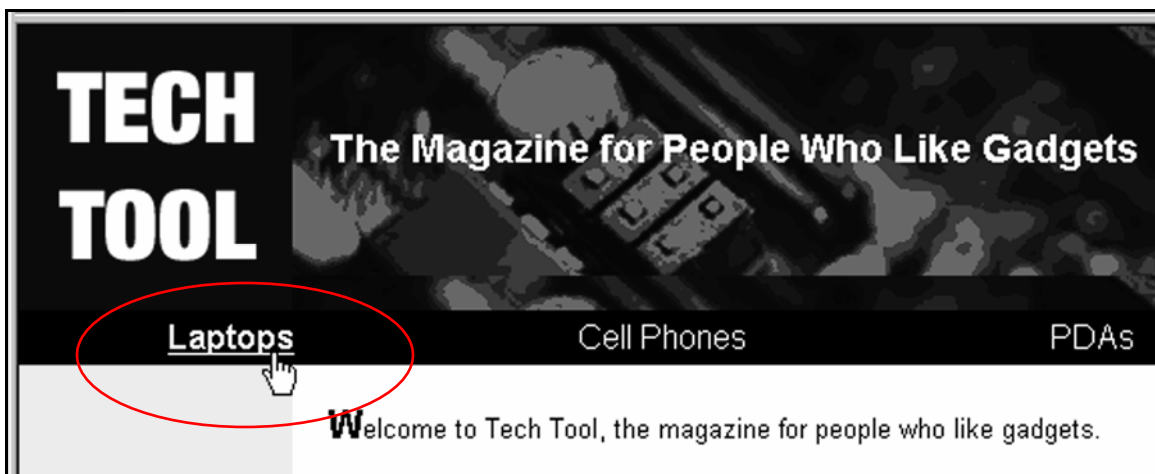
```
<a class="navbar"
href="laptops.html">Laptops
```

7. Save `advlayout.html` and view it in the browser.

8. Place the cursor on the Laptops link.



It should turn bold.



**9.** Open **layout.css** and add italics to the **hover** formatting:

```
a:hover {font-weight:bold; font-style:italic}
```

**10.** Eliminate underlining from the **navbar** links.

Add the **text-decoration:none** attribute to the **.navbar** class:

```
.navbar {color:ffffff; font-family:arial,helvetica,sans serif; font-size:12pt; text-decoration:none}
```

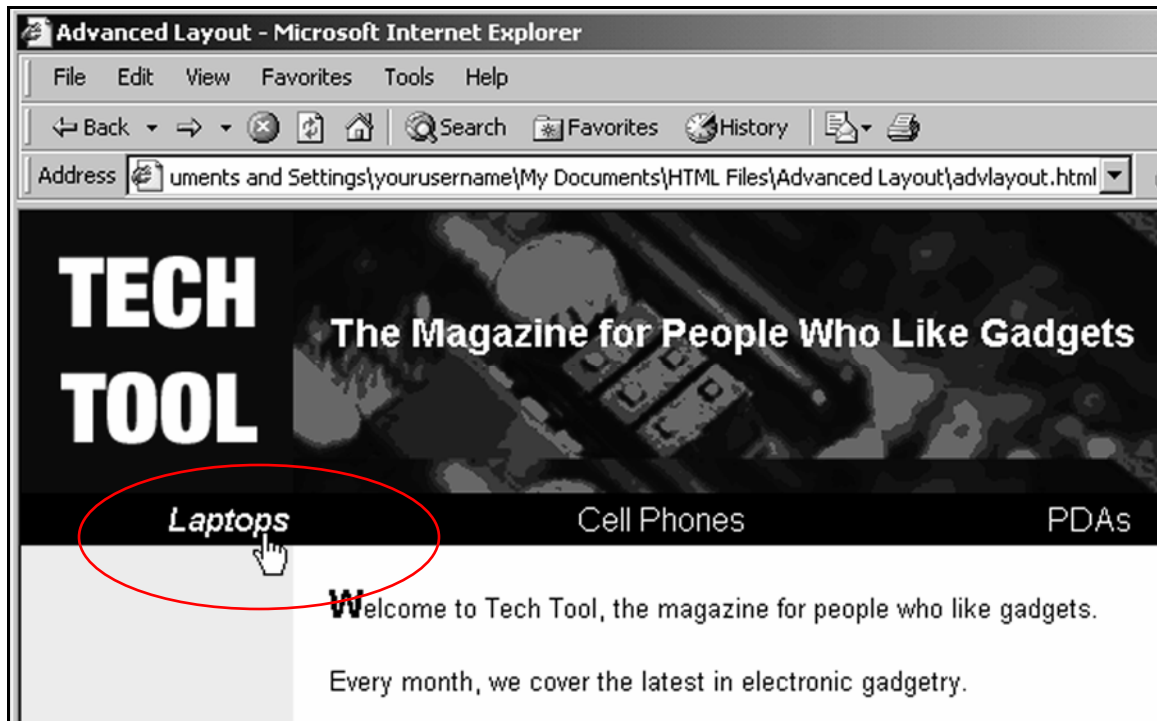
**11.** Save **layout.css**, then open **advlayout.html** and view it in the browser.

It should look like this:



## 12. Place your cursor over the Laptops link.

It should look like this:



# Practice: Advanced Layout

- 1.** Give the navigation table (the one with **Laptops**, **Cell Phones** and **PDAs**) two additional cells between the existing cells.
- 2.** Put | characters (on the same key as the backslash \ character on your keyboard) in the two new cells (they surround the cell that contains **Cell Phones**).
- 3.** Give the cells with the | characters a width of 1%, and center the | characters within the cells.
- 4.** Use the `.navbar` class to color the | characters white.
- 5.** Enclose the words **Cell Phones** and **PDAs** in `<a>` tags that link to **phones.html** and **pdas.html**, respectively.
- 6.** Use the `navbar` class to format the links.
- 7.** Change the in-page style so the `smalltext` class specifies 9pt, italic text.

**8.** Save the page and view it in the browser.

It should look like the one at:

**[www.visibooks.com/books/html/advlayout](http://www.visibooks.com/books/html/advlayout)**



# Layout Coding Chart

| Task                                       | Tag                                                                                                                     | Example                                                                                                                                                                                                                                                          |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Set up a Web page                          | <pre>&lt;html&gt; &lt;head&gt; &lt;title&gt;&lt;/title&gt; &lt;/head&gt; &lt;body&gt; &lt;/body&gt; &lt;/html&gt;</pre> | <pre>&lt;html&gt; &lt;head&gt;   Meta tags, JavaScript, style   sheets go here   &lt;title&gt; The page's title goes   here&lt;/title&gt; &lt;/head&gt;  &lt;body&gt;   Whatever you want to appear on   the screen goes here &lt;/body&gt;  &lt;/html&gt;</pre> |
| <b>Format text</b>                         |                                                                                                                         |                                                                                                                                                                                                                                                                  |
| Create a paragraph                         | <code>&lt;p&gt;</code>                                                                                                  | <code>&lt;p&gt;This is a paragraph.&lt;/p&gt;</code>                                                                                                                                                                                                             |
| Align paragraph right;<br>center paragraph | <pre>&lt;p align="right"&gt;&lt;/p&gt; &lt;p align="center"&gt;&lt;/p&gt;</pre>                                         | <pre>&lt;p align="center"&gt;This paragraph is centered in this cell by using the align attribute.&lt;/p&gt;</pre>                                                                                                                                               |
| Make text bold                             | <code>&lt;b&gt;&lt;/b&gt;</code>                                                                                        | <code>&lt;b&gt;This text is bold.&lt;/b&gt;</code>                                                                                                                                                                                                               |
| Indent text                                | <code>&lt;ul&gt;&lt;/ul&gt;</code>                                                                                      | <pre>&lt;ul&gt; This text is indented. &lt;/ul&gt;</pre>                                                                                                                                                                                                         |
| Create<br>bulleted list                    | <pre>&lt;ul&gt; &lt;li&gt; &lt;/ul&gt;</pre>                                                                            | <pre>List item List item</pre>                                                                                                                                                                                                                                   |
| Create numbered list                       | <pre>&lt;ol&gt; &lt;li&gt; &lt;/ol&gt;</pre>                                                                            | <pre>1. Item #1 2. Item #2</pre>                                                                                                                                                                                                                                 |

| Task                                            | Tag                                                                                                         | Example                                                                                                                                                           |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Create a link</b>                            |                                                                                                             |                                                                                                                                                                   |
| Link to a page within site                      | <code>&lt;a href="x.html"&gt;&lt;/a&gt;</code>                                                              | <code>&lt;a href="x.html"&gt;</code> This sentence is linked to a page about X topic. <code>&lt;/a&gt;</code>                                                     |
| Create an e-mail link                           | <code>&lt;a href="mailto:you@x.com"&gt;&lt;/a&gt;</code>                                                    | <u><a href="mailto:you@x.com">you@x.com</a></u>                                                                                                                   |
| Link to an external page                        | <code>&lt;a href=http://www.x.com target="new"&gt;&lt;/a&gt;</code>                                         | <u>This sentence is linked to <a href="http://www.x.com">www.x.com</a>.</u>                                                                                       |
| <b>Insert a graphic</b>                         |                                                                                                             |                                                                                                                                                                   |
| Insert graphic                                  | <code>&lt;img src="x.gif"&gt;</code>                                                                        |                                                                                  |
| Align a graphic right or left                   | <code>&lt;img src="x.gif" align="right"&gt;</code><br><br><code>&lt;img src="x.gif" align="left"&gt;</code> | Text flows in to the side of the graphic when it's aligned right or left.    |
| Add vertical, horizontal space around a graphic | <code>&lt;img src="x.gif" vspace="x"&gt;</code><br><br><code>&lt;img src="x.gif" hspace="x"&gt;</code>      |  Creates vertical and horizontal space around graphic that nothing can occupy. |
| Remove/Add border                               | <code>&lt;img src="x.gif" border="0"&gt;</code><br><br><code>&lt;img src="x.gif" border="1"&gt;</code>      |                                                                                |

| Task | Tag | Example |
|------|-----|---------|
|------|-----|---------|

## Create a table

Insert table

```
<table>
<tr>
<td></td>
<td></td>
</tr>
</table>
```

--	--

Specify widths

```
<table
width="100%">
<tr>
<td width="20%">
<td width="80%">
</tr>
</table>
```

20%	80%
-----	-----

Specify border

```
<table border="0">
```

Pad cells

```
<table
cellpadding="16">
```

Cell contents are inset	16 pixels from edge of cells
----------------------------	------------------------------------

Space cells

```
<table
cellspacing="24">
```

Cells are separated	by 24 pixels
------------------------	--------------

Change cell background  
color

```
<td
bgcolor="#000000">
```

--	--

Insert background image in  
cell

```
<td
background="x.gif">
```

	
-------------------------------------------------------------------------------------	--



Task	Tag	Example
<b>Include forms</b>		
Establish form	<code>&lt;form&gt;</code>	
Insert textbox	<code>&lt;form&gt;</code> <code>&lt;input type="text"&gt;</code>	
Specify size	<code>&lt;input type="text"</code> <code>size="20"&gt;</code>	
Specify name	<code>&lt;input type="text"</code> <code>size="20" name="x"&gt;</code>	
Insert checkbox	<code>&lt;input</code> <code>type="checkbox"&gt;</code>	
Insert radio buttons	<code>&lt;input type="radio"&gt;</code>	
Insert drop-down list	<code>&lt;select name="x"&gt;</code> <code>&lt;option&gt;&lt;/option&gt;</code> <code>&lt;option&gt;&lt;/option&gt;</code> <code>&lt;/select&gt;</code>	<code>&lt;select name="x"&gt;</code> <code>&lt;option&gt;First Choice&lt;/option&gt;</code> <code>&lt;option&gt;Second</code> <code>Choice&lt;/option&gt;</code> <code>&lt;/select&gt;</code>
Insert comment field	<code>&lt;textarea name="x"</code> <code>cols="22"</code> <code>rows="8"&gt;&lt;/textarea&gt;</code>	
Insert submit button	<code>&lt;input type="submit"&gt;</code>	
Change text on button	<code>&lt;input type="submit"</code> <code>value="your text here"&gt;</code>	

Task	Tag	Example
<b>Employ style sheets</b>		
Create style sheet	Save file with .css extension.	stylesheetname.css
Create style	.stylename { }	
Specify font family	{font-family:font name, font name}	{font-family:arial,sans-serif}
Specify font size	{font-size:0pt}	
Specify font weight	{font-weight:bold}	
Specify color	{color:000000}	
Link to a style sheet	<link rel="stylesheet" href="stylesheetname.css">	
Create link rollover effects	a:hover { }	a:hover {color:ff0000; font-weight:bold}



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