

Getting Started with HTML

This help sheet covers the basics of HTML

Overview

Hypertext Markup Language (HTML) is used to format and create hypertext links, and add multimedia to documents on the World Wide Web (WWW).

It consists of case insensitive tags, enclosed in angle brackets (<>) which tells a WWW browser, such as Netscape Navigator, how to view the document.

HTML can be created in a word processing program that saves plain text documents (Word), a simple text editor (Simple Text or Notepad), or you can use a specially designed HTML editor which will do much of the HTML programming for you (e.g. Claris Homepage, Dreamweaver or Adobe GoLive – note that Frontpage documents may only display properly in Internet Explorer).

HTML tags typically appear in pairs: one to start the formatting and one to stop it. In order to create documents in HTML, it is not necessary to be connected to the internet. It is better to create HTML documents offline (on your computer), and make them available via the Internet only when the document is completed.

General Tags

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Name	Description	Start Tag / End Tag
Document Type	Specifies to the web browser what format the page is written in. Always "HTML" for your web pages.	<html> </html>
Page Header	Non-printed, descriptive information about the page, including title.	<head> </head>
Page Title	The name of the page: appears in menu bar and in bookmarks/favorites menu.	<title> name of page </title>
Page Body	The start of the actual content of the page.	<body> </body>

Paragraphs	Inserts a double carriage return, does not require a closing tag.	<p> </p> optional
Line Break	Inserts a single carriage return. Does not have a closing tag.	
Dividing Line or Horizontal Rule	Inserts a thin line across width of the page. Does not have a closing tag.	<hr>
Bold Text	Makes enclosed text bold-faced.	
Italic Text	Makes enclosed text italicized	<i> </i>
Blockquote	Sets text off in a wide-margined block.	<blockquote> </blockquote>
Indent	Inserts the equivalent of a tab. Does not have a closing tag.	<dd>
Align Center	Centers enclosed text	<center> </center>
Headline	Substitute 1 - 6 for "#". Creates headlines. 1 = large, 6 = small.	<h#> </h#>
Font Size	Substitute 1 - 6 for "#". Changes font size. 1 = small, 6 = large, default = 3	
Graphic	Inserts external graphic file into text.	
Link (Anchor)	Inserts hypertext into web page. When clicked, browser moves to specified URL.	 hypertext
Send e-mail	Inserts hypertext into web page. When clicked, opens e-mail window and sends e-mail to the specified address	 hypertext Viewing a document in Netscape Viewing changes in Netscape HTML tips

1. Save your HTML text as a text document and give it a name with the .html extension. (Example: mypage.html)
2. Open Netscape

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3. Select **Open File** from the **File Menu**.
4. Locate your document in the location you saved it.
5. Click on the **Open** button.

You can easily move between your text editor/word processor and Netscape as you work, which allows you to see your page develop. In order for the following steps to work, you must have first gone through the steps above to open your document into Netscape.

1. Save any changes you've made in your text editor/word processor.
2. Return to Netscape.
3. Click the Reload button.

Things to remember about html:

- All html files should be titled name.html (name.htm sometimes used for PCs) where name is less than eight letters long.
 - All html files can be created in any word processor, but they must be saved as **text only**
 - Html tags are case insensitive.
 - Line wraps and carriage returns are ignored by web browsers, you must use `
` and `<p>`.
 - You can view your html file at any time by opening the web browser and choosing open file from the file menu -- select your html document and it will appear in the browser window. This does not mean that it is on the internet, it must be on a web server for the world to see.
 - If you have graphics in your html file, the graphic files must exist in the same disk or folder (directory) as the html code for it to appear when you view it in a web browser.
 - Some word processors (most notably, Microsoft Word) replace the standard quotation marks (" ") with curly quotes (“ ”). Curly quotes are not recognized by web browsers. Set the curly quote option to off in your word processor.
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