

INSTRUCTIONAL TECHNOLOGY

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Pensacola Junior College

# Basic HTML using Notepad

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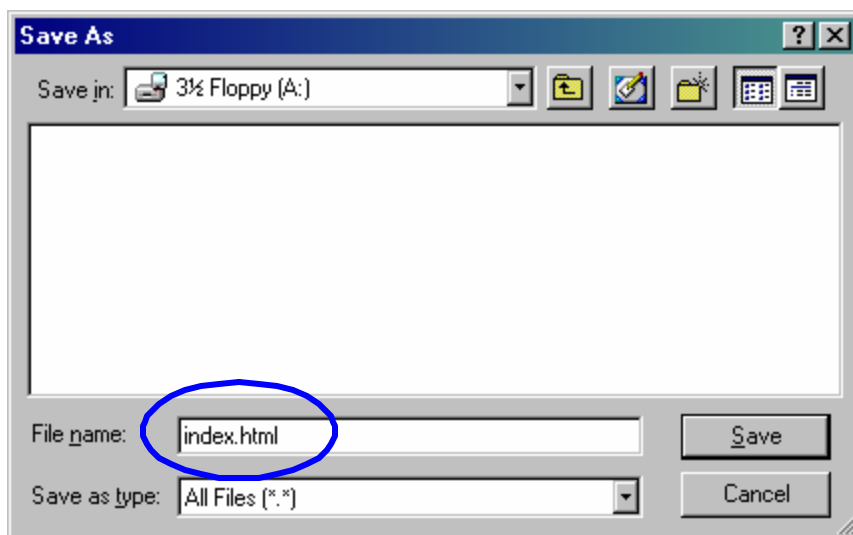
## Tag Team HTML: Knock out a Web Page in 14 Tags or Less!

Web pages can be easily and inexpensively created using a text editor such as Notepad and Hyper Text Markup Language (HTML) code, or tags. You don't need to be a Webmaster or an Internet guru and you don't need any fancy or costly software. Notepad, found in the Accessories directory of the Programs menu, is standard software on all Windows-based computers. In this course, you will:

- Learn 14 basic HTML tags needed to build any standard web page
- Build a web page with a simple text editor and HTML tags
- Preview your web page to check its "look and feel"

### Step 1: Getting Started

Open the Notepad program in the Accessories directory on the Programs menu. A new, blank document opens which you will need to name and save as `index.html`. Save it on the floppy disk provided, and be sure to add the `.html` extension so that it is saved as a web page and not a text document.



### Step 2: Tag Format

HTML Tags are commands that tell a web browser how to display information. All tags are enclosed in angled brackets `< >` and should be written as all capitals or all lower case letters. While all tags have an

opening version, some also have a closing version that tells the web browser to turn a particular function off. The closing tag is a repetition of the opening one, except that it is preceded by a forward slash. For example, the tag `<font face="Arial">` tells the web browser to place the text that follows in the Arial font, while `</font>` tells the web browser to turn off the Arial font.

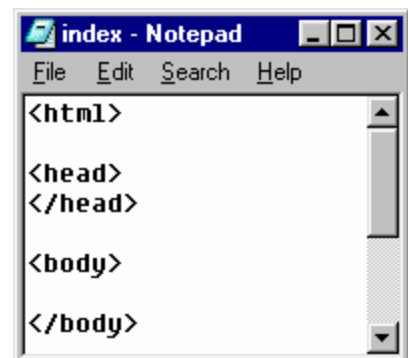


### Step 3: `<HTML>` tag

Since a web browser will display your page, you must first tell it that the page has been written in Hyper Text Markup Language. Place the opening `<HTML>` tag in the first line of `index.html`. Space down a few lines and type the closing `</HTML>` tag. You have told the browser that everything in between these two tags will be written in HTML.

### Step 4: `<head>` and `<body>` tags

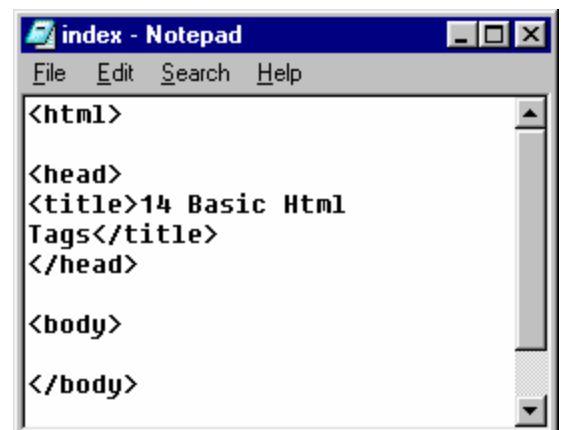
Every web page is divided into two sections: head and body. The head contains information that the web browser will display on its title bar. The body contains everything else. Divide `index.html` by inserting the `<head>` and `<body>` opening and closing tags. Note that when you return in Notepad, you are not causing the web page to move down. Only an HTML tag command will make that happen.



### Step 5: `<title>` tag

The `<title>` tag is part of the `<head>` section so it must appear in between the opening and closing `<head>` tags. The page title that you indicate with the `<title>` tag will not appear on your web page. Instead, it will appear in the web browser's title bar (blue bar at top of web browser). Therefore, you should pick a descriptive title that will help orient the viewer.

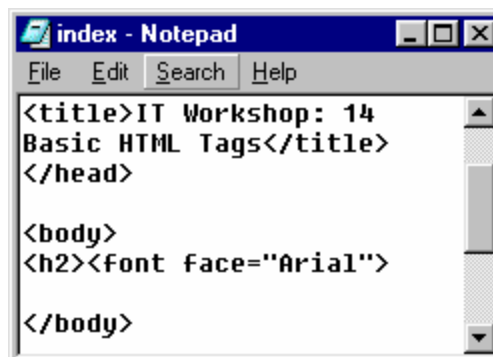
1. Insert the opening `<title>` tag and add the title **14 Basic Html Tags**
2. Insert the closing tag `</title>`



## Step 6: Adding Text to the Body Section: <font> tag and its attributes

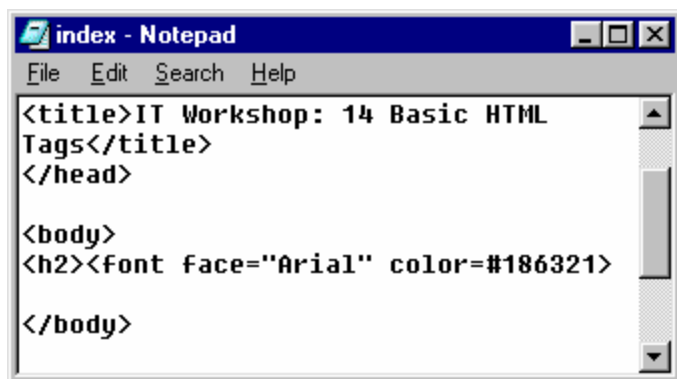
**Size and Style:** Now that the <head> section is complete, you can add the actual title of your web page in the body section. However, you need to specify for the browser which font style, size, color, and alignment you want. *Note that any proper names must appear inside quotation marks, as does the font name "Arial", and that there are no spaces before or after equal signs.*

1. Begin by specifying the font size using the <h2> tag (h1 being the largest, h6 being the smallest font size)
2. Then specify the font style or face shown using the <font face="Arial"> tag.



```
index - Notepad
File Edit Search Help
<title>IT Workshop: 14
Basic HTML Tags</title>
</head>

<body>
<h2><font face="Arial">
</body>
```



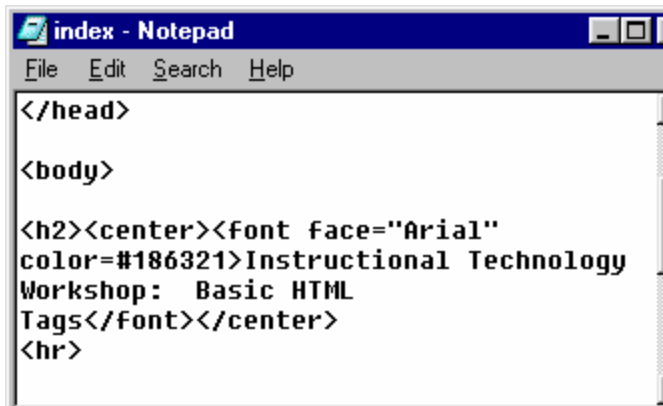
```
index - Notepad
File Edit Search Help
<title>IT Workshop: 14 Basic HTML
Tags</title>
</head>

<body>
<h2><font face="Arial" color=#186321>
</body>
```

**Color:** Web browsers default to black as a rule so if you want text to appear in any other color, you must insert that attribute in a hexadecimal format preceded by the pound (#) sign. Color charts are available on the Internet or in HTML reference books. We're going to use "PJC Green", which is #186321 in hexadecimals, for our title.

1. Inside the <font> tag, specify the color attribute by inserting **color=#186321** after the word "Arial"
2. Be sure to leave a space between information that appears inside a tag's brackets, i.e. between "Arial" and **color**.

**Alignment:** To specify alignment for any text on a web page, insert one of the following tags near the text for alignment or its <font> tag: <left> <center> <right>. Since titles are usually centered, use the <center> tag and a title for the page.



```
index - Notepad
File Edit Search Help
</head>

<body>

<h2><center><font face="Arial"
color=#186321>Instructional Technology
Workshop: Basic HTML
Tags</font></center>
<hr>
```

1. Insert the `<center>` tag before or after the `<font>` tag information
2. Type in the title **Instructional Technology Workshop: Basic HTML Tags** and `</font></center>` to close the font and center alignment features

## Step 7: Refresh and Reflect

Let's take a look at what we've go so far by opening index.html in a web browser such as Internet Explorer or Netscape Navigator as follows:

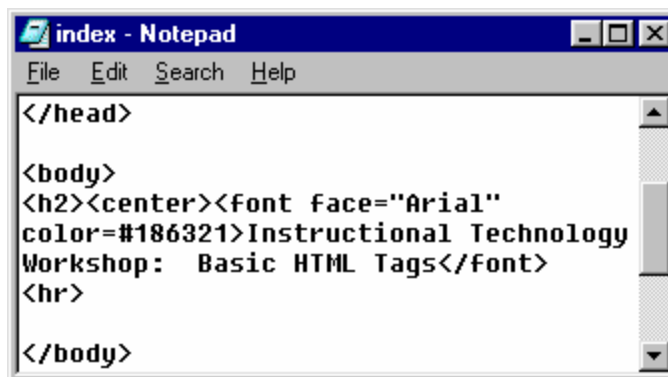
1. Save index.html (Note: Control +S does not work in Notepad - use the File menu)
2. Open the web browser and then select Open from the File menu
3. Use the Browse button to browse to the floppy disk where you have saved index.html and select it
4. Hit Open or Enter
5. Do not close indexhtml in the web browser - leave it open so that you can see the effects of other tags that you will add
6. Minimize or move the browser window so that you can see Notepad again



**Hint** If your page does not look like this, then you have probably made a typo or left out part of the quotation marks or an angled bracket. Minimize the browser window so you can see Notepad and check your tags. Then save index.html again, and hit the Refresh or Reload button in the browser.

## Step 8: Horizontal Rule - <hr> tag

Use the <hr> tag to add a horizontal line to offset the title from the rest of the page. In addition to inserting a line, the <hr> tag automatically adds a line break. Naturally, you will need to insert this tag after the title information. Add the <hr> as shown. Save index.html and then hit the refresh or reload button in your browser to see the effect.

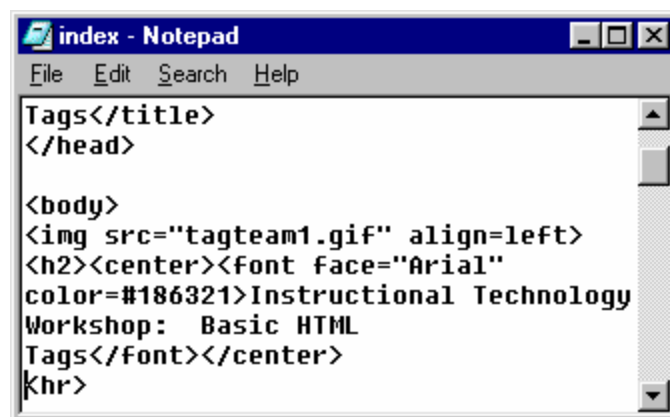


```
index - Notepad
File Edit Search Help
</head>
<body>
<h2><center><font face="Arial"
color=#186321>Instructional Technology
Workshop: Basic HTML Tags</font>
<hr>
</body>
```

## Step 9: Inserting an Image - <img src> tag

For a browser to read an image, it must be in a digitized format. In other words, the file must have either a .gif or .jpg extension. All image editing software, such as Paint Shop Pro or Adobe Photoshop, allows you to save images in these formats. Using the <img src> tag, let's insert the image named "tagteam1.gif" on the floppy disk provided, to the left of our title. We will also need to tell the browser how we want the title text to align itself in relation to this image. The alignment attribute inside the <img src> tag refers to the alignment of the image in relation to other elements, not the image alignment on the page. Therefore, the image will appear to the left of the title text.

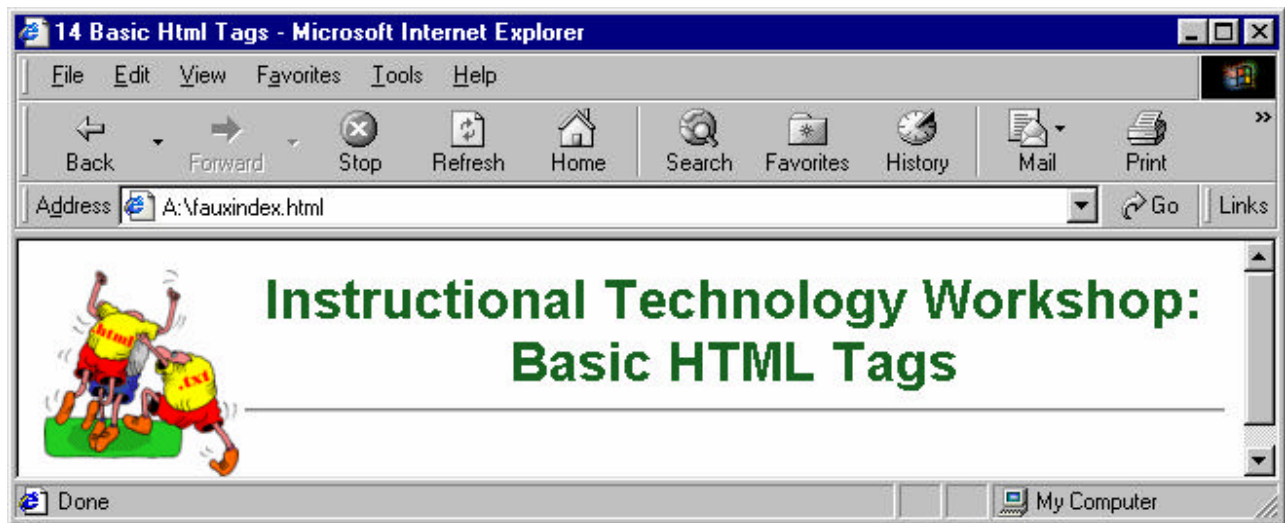
1. Insert the tag <img src= "tagteam1.gif" align=left> before the title info since it needs to appear to the left of the title
2. Be sure to include the attribute align=left so that the image will appear to the left of the title text (omitting it will place the image above the title text)
3. Save index.html and then hit the Refresh or Reload button in the browser window to check the effects



```
index - Notepad
File Edit Search Help
Tags</title>
</head>
<body>

<h2><center><font face="Arial"
color=#186321>Instructional Technology
Workshop: Basic HTML
Tags</font></center>
<hr>
```

**Hint** If your page does not look like this, then you have probably made a typo or left out part of the quotation marks or an angled bracket. Minimize the browser window so you can see Notepad and check your tags. Then save index.html again, and hit the Refresh or Reload button in the browser.



## Step 10: Line Breaks - `<p>` and `<br>` tags

Even though we have hit the return or enter key in Notepad, our web page has not reflected these line breaks. To insert line breaks, use the `<p>` tag to space down 2 lines and the `<br>` tag to space down 1 line. Before we begin adding the traditional "Welcome Message" found on most home pages, let's insert some line breaks to make the page look less crowded at the top.

1. Insert a 1-line break `<br>` after **Instructional Technology Workshop:**
2. Move the Horizontal Rule down 1 line by inserting a `<br>` before it
3. Insert `<p>` and `<left>` tags to space down 2 lines and align text left
4. Specify a new font style, size, and color using the following `<font>` tag and attributes:

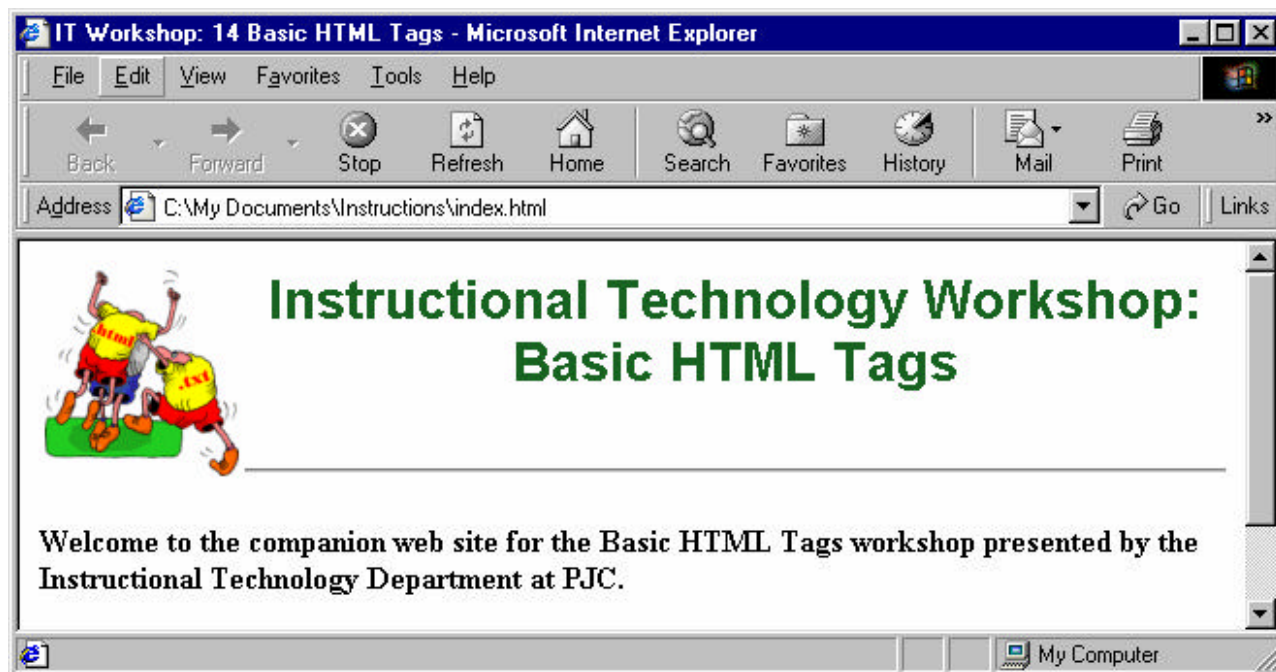
```
<h5><left><font face= "Times New Roman" color=#000000>
```

5. Add the following text after the `<font>` tag: Welcome to the companion web site for the Basic HTML Tags workshop presented by the Instructional Technology Department at PJC.
6. Save index.html and then hit the Refresh or Reload button in the browser

```
index - Notepad
File Edit Search Help
<h2><center><font face="Arial"
color=#186321>Instructional Technology
Workshop: <br>Basic HTML
Tags</font></center>
<br><hr>

<p><left><h5><font face="Times New
Roman" color=#000000>Welcome to the
companion web site for the Basic HTML
Tags workshop presented by the
Instructional Technology Department at
PJC.
```

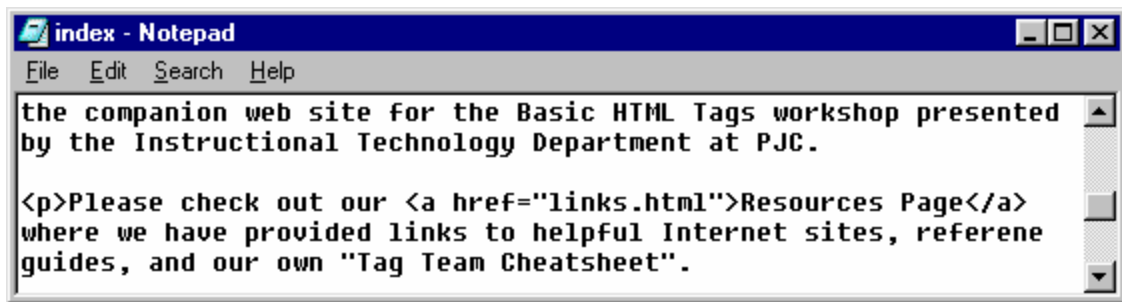
**Hint** If your page does not look like this, then you have probably made a typo or left out part of the quotation marks or an angled bracket. Minimize the browser window so you can see Notepad and check your tags. Then save index.html again, and hit the Refresh or Reload button in the browser.



## Step 11: Inserting Hyperlinks

Of course, hyperlinks are what the Internet is all about. You can insert these links anywhere you want to on your page. Be sure that the name of the page to which you are linking, or a complete URL if you are linking to another site, appears inside quotation marks. The text that will appear "highlighted" on your page is placed in between the opening hyperlink tag and the closing hyperlink tag.

1. Insert a **<p>** tag to start a new paragraph (no need for font info because we want to continue with the same font style, size, and color)
2. Insert the following text: **Please check out our Resources Page where we have provided links to helpful Internet sites, reference guides, and our own "Tag Team Cheatsheet".**
3. Now you're ready to insert the opening hyperlink tag **<a href="links.html">** before the words **Resources Page** and the closing tag **</a>** after them as shown
4. Save **index.html** and hit the **Refresh** or **Reload** button in your browser
5. Now click the active hyperlink, which should take you to the Resources page, which was created and copied to your floppy disk prior to the workshop.



```
index - Notepad
File Edit Search Help
the companion web site for the Basic HTML Tags workshop presented
by the Instructional Technology Department at PJC.

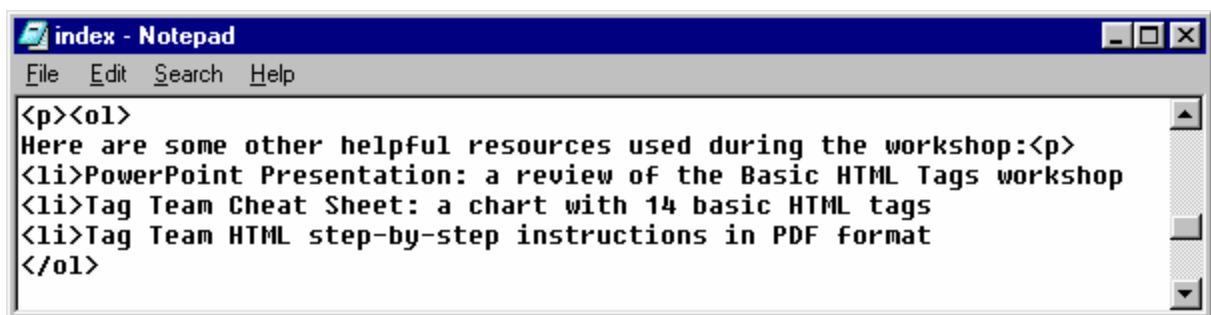
<p>Please check out our <a href="links.html">Resources Page</a>
where we have provided links to helpful Internet sites, referene
guides, and our own "Tag Team Cheatsheet".
```

**Hint:** If your page does not look like this, then you have probably made a typo or left out part of the quotation marks or an angled bracket. Minimize the browser window so you can see Notepad and check your tags. Then save **index.html** again, and hit the **Refresh** or **Reload** button in the browser.

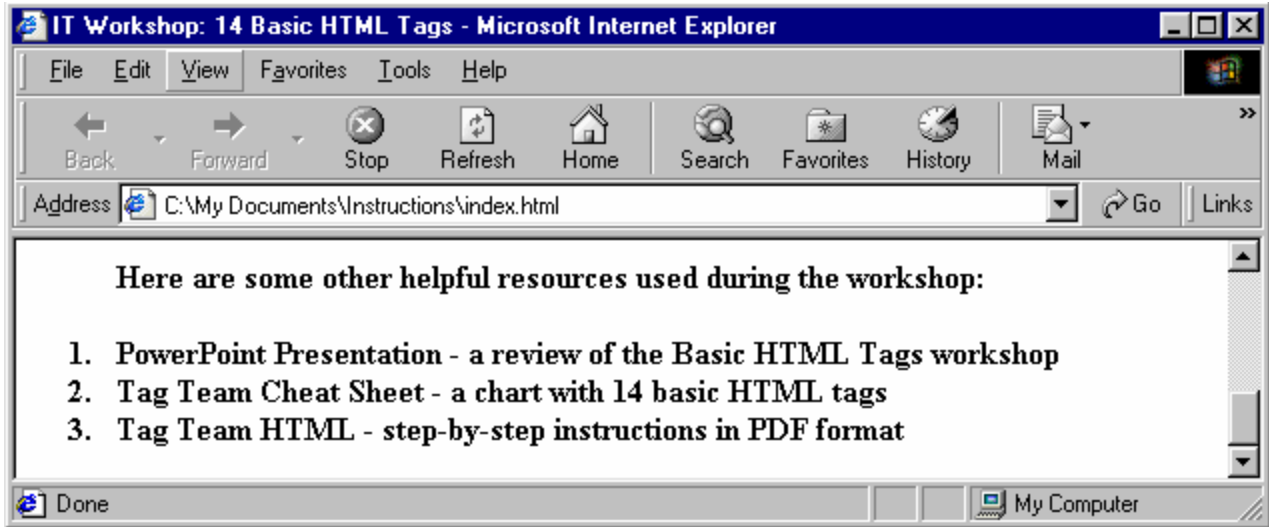
## Step 12: Adding Ordered Lists - <ol>, <li> and </ol> tags

To add numbered lists to a page, use the <ol> and </ol> tags. Although a home page like index.html might not be the ideal spot to include a numbered list, we are going to add one just for practice. Any text after the <ol> tag will be indented. However, only text preceded by the tag <li> will be indented and numbered.

1. Space down 2 lines with a <p> break and insert the opening tag for an ordered list <ol>
2. Add the following text: Here are some other helpful resources used during the workshop:
3. Space down 2 lines with a <p> break
4. Insert a <li> and then type: Power Point Presentation - a review of the Basic HTML Tags workshop
5. Insert a <li> and then type: Tag Team Cheat Sheet - a chart with 14 basic HTML tags
6. Insert a <li> and then type: Tag Team HTML - step-by-step instructions in PDF format
7. Close the ordered list with the </ol> tag
8. Save index.html and hit Refresh or Reload in the browser



```
index - Notepad
File Edit Search Help
<p><ol>
Here are some other helpful resources used during the workshop:<p>
<li>PowerPoint Presentation: a review of the Basic HTML Tags workshop
<li>Tag Team Cheat Sheet: a chart with 14 basic HTML tags
<li>Tag Team HTML step-by-step instructions in PDF format
</ol>
```

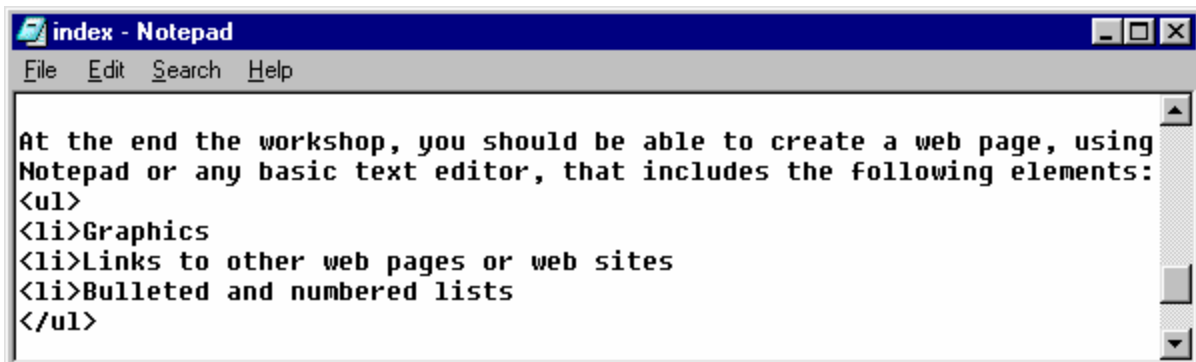


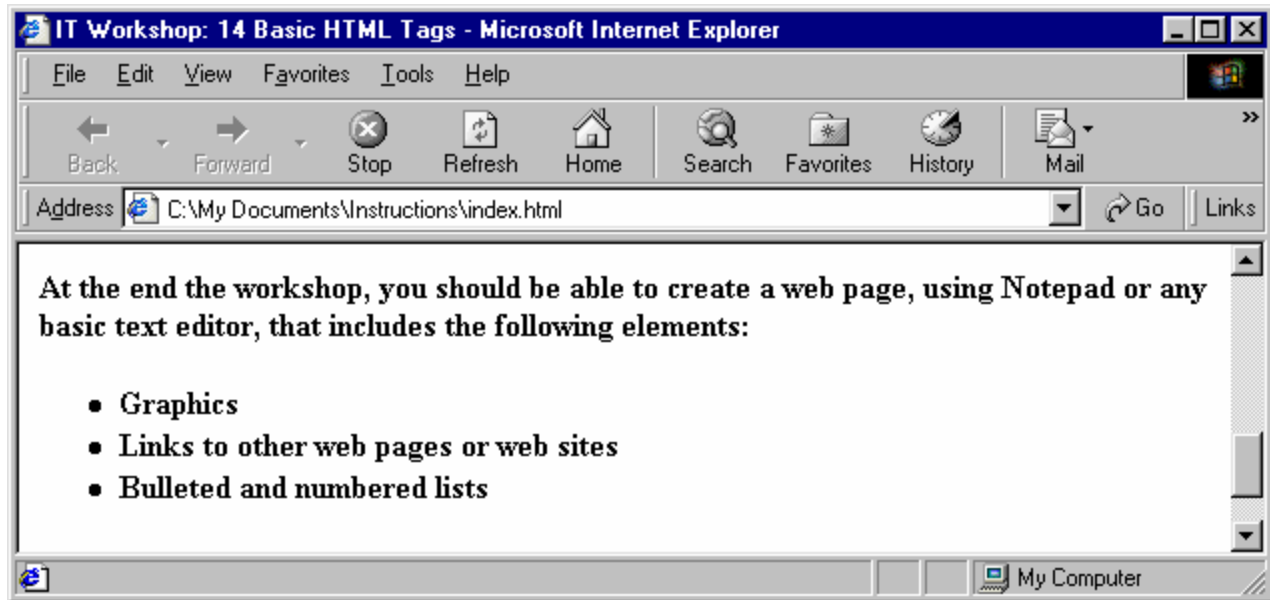
**Hint:** If your page does not look like this, then you have probably made a typo or left out part of the quotation marks or an angled bracket. Minimize the browser window so you can see Notepad and check your tags. Then save **index.html** again, and hit the **Refresh** or **Reload** button in the browser.

### Step 13: Unordered Lists - <ul>, <li> and </ul>

Unordered lists are bulleted lists and they work just like ordered lists. Each line to be bulleted should be preceded by <li>. Any line after the <ul> tag will be indented. Again, one would not want to include a bulleted list right after a numbered one, but we'll do one just for practice.

1. Type the following text (it will not be indented): At the end the workshop, you should be able to create a web page, using Notepad or any basic text editor, that includes the following elements:
2. Insert the opening tag for an unordered list <ul>
3. Insert the first line of text for a bullet by inserting the <li> tag and this text: Graphics
4. Insert a second <li> tag and this text: Links to other web pages or web sites
5. Insert a third <li> tag and this text: Bulleted and numbered lists
6. Save index.html and hit Refresh or Reload in the browser



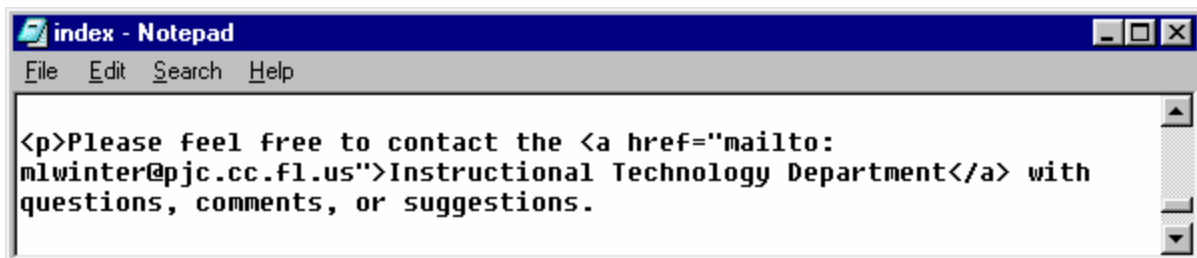


**Hint** If your page does not look like this, then you have probably made a typo or left out part of the quotation marks or an angled bracket. Minimize the browser window so you can see Notepad and check your tags. Then save **index.html** again, and hit the **Refresh** or **Reload** button in the browser.

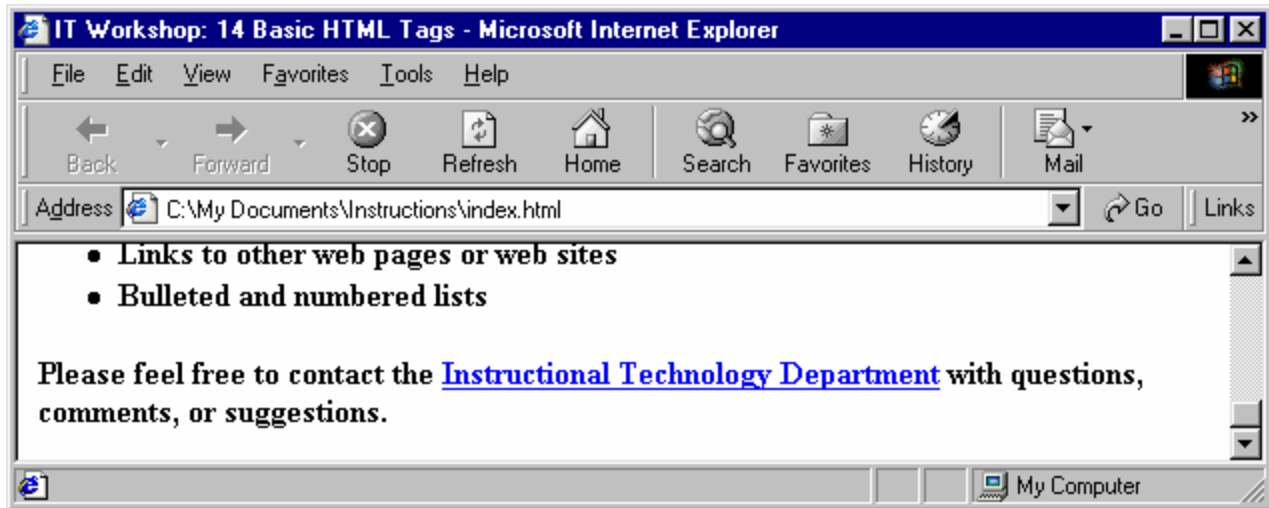
## Step 14: E-mail link - `<a href="mailto: " >`

You can make any text a hyperlink for sending e-mail. Be sure that the e-mail address appears inside the quotation marks along with `mailto:` and that you use the closing tag `</a>`. The text that we want to highlight as the hyperlink is Instructional Technology Department.

1. Space down 2 lines by inserting a `<p>` tag
2. Type the following text: Please feel free to contact the Instructional Technology Department with questions, comments, or suggestions.
3. Insert the opening e-mail tag `<a href = "mailto:mlwinter@pjc.cc.fl.us">` before the word Instructional.
4. Insert the closing e-mail tag `</a>` after the word Department
5. Save `index.html` and hit Refresh or Reload on the browser



**Hint** If your page does not look like this, then you have probably made a typo or left out part of the quotation marks or an angled bracket. Minimize the browser window so you can see Notepad and check your tags. Then save **index.html** again, and hit the **Refresh** or **Reload** button in the browser.



## Step 15: Ending your page - `</font>` `</body>` `</html>`

Since there is nothing else that we want to add to `index.html`, we can add a closing `</font>` tag, although it is not really necessary because we won't be adding more text at this time. We had originally inserted the closing tags `</body>` and `</html>` earlier in Steps 3 and 4. Double-check to verify that they are still there and add them if not. Save the page and test it in both Internet Explorer and Netscape Navigator. Sometimes, pages look slightly different or act differently between the two browsers so it's always a good idea to check them in both.

## End Note:

Congratulations! You have just built a web page from scratch! The next step would be to transfer your web page using File Transfer Protocol (FTP) software to our web server so that it could be accessed from the Internet.

If you got lost or confused in any part of these instructions, we have included the Notepad version of `index.html` on your floppy disk, as well as a copy of what `index.html` should look like in a web browser. The names of these two files are `notepad.html` and `webpage.html` respectively. As always, you can contact the Instructional Technology Department for help as follows:

- E-mail: [mlwinter@pjc.cc.fl.us](mailto:mlwinter@pjc.cc.fl.us)
- Phone: 484-1984