



Software Application Tutorial



Writing HTML Documents Using Text Editors

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For Assistance Call x3350

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Writing HTML Documents Using Text Editors

Gathering your information

Before beginning your web page, as with any project, it is important to gather information. So, as a first step, it is a good idea to spend some time gathering and organizing your content, planning an overall design and the general structure of your site, deciding on page layout, navigation systems and color scheme(s). Visiting other sites on the world wide web is a good way to come up with various style ideas. Below are some types of documentation you might want to include on your web page:

- a) Any written material describing activities, goals and the purpose of your department or program
- b) Organizational chart for the department.
- c) List of faculty, staff and administrators—including names, phone numbers, e-mail address, job titles or specific responsibilities.
- d) Graphics, such as photos, backgrounds, clipart.

ALL WCU WEB PAGES SHOULD HAVE THE UNIVERSITY LOGO ON THEM, THE DEPARTMENT OR PROGRAM NAME (AND IDEALLY CONTACT INFORMATION), AND NAVIGATION (INTERNAL AND EXTERNAL). In other words, there should be navigation to other sections of your site, and also navigation back to the main university home page.

STYLE TIPS

There are various aspects of a web page's style that are very important. Among them are: layout, font style and size, color scheme, readability, image/graphic quality, spelling, grammar, content organization. There are many style guides available on-line and you can visit:

<http://www.wcupa.edu/inforservices/webinfo/> for some general guidelines.

“Borrowing”: Many web authors allow others to use graphics or content from their sites. However, if you borrow information from others, please be sure it is not copyrighted content and where appropriate, obtain permission and credit the source.

Graphics:

- **IMAGE SIZES & NUMBERS USED:** Avoid using large or too many images on a web page. The more graphics and the larger the size used, the longer the page will take to load. If someone is using a slower computer and it takes too long for your page to load, they will just go on to something else.
- **FORMATS:** Graphics used online should be either *.jpg or *.gif format. Gif format is best for clip art and graphics you create yourself; JPG should be used for photos. If you need to modify a photo to prepare it for use online (for example, cropping, resizing, or other forms of image editing), it's best to work with the photo in a format other than JPG, and then convert it to JPG as the last step. This is important because each time you save a *.jpg graphic, the image quality can deteriorate.
- **CLARITY:** Please make sure all graphics used are of good quality and that they present an image of the university and your program that is informative and constructive.

Page/Site Design: As a last bit of advice, it's a good idea to be consistent with your layout from page to page, so that people can easily browse your content and navigate smoothly throughout.

- **FONTS:** It is recommended that you limit the number of font styles to 2 (or 3 max) but it is good to vary font sizes, boldness, etc. Think: "what is the most important content on the page?" and then highlight/organize headings or content based on that result.
- **COLORS:** General design standards recommend using only 2 or 3 different colors on a page, but using different shades of one or two colors can be appealing. It is also a good idea to use complementary colors-or colors from the same color family.

FOR MORE INFORMATION ON GENERAL GUIDELINES FOR WCU WEB PAGES,
check out:

<http://www.wcupa.edu/infoservices/webinfo/>

Saving Pictures from the Internet

Once you have found a picture on the internet that you would like to use in your document, you may want to save it. Using the following steps, pictures and other information may be saved to a disk or your hard drive.

Step 1: Right click on the picture.

Step 2: Select "Save This Image As".

Step 3: At the "Save As" box, set the drive that you wish to save the image (Tip: it is best to save graphics to your hard drive since they are usually large)

Step 4: Set the directory within which to place the image.

Step 5: Name the file.

Step 6: Click on OK.

Picture File Extensions (The two most common used in Web authoring)

*.jpg

*.gif

Among others, these extensions indicate a picture file. Most pictures on the internet have a *.jpg or *.gif extension. For image editing, we recommend JASC® Paintshop Pro®. Paint Shop Pro is a Windows compatible graphics and photo editor for home and business. Paint Shop Pro combines easy-to-use photographic enhancement and graphic design tools with a simple, intuitive interface. A free trial download of PaintShop Pro is available at: www.jasc.com.

Directory Structures



Before you begin composing, you will want to create a directory structure on your hard drive which exactly mirrors the directory on the WCU server (contact the Web Information Coordinator for assistance).

Why? Web sites can become difficult to manage if many of its files are kept in the main directory. Some effort should be made to create a logical organization of sub-directories. For example, it is a common practice to place all images (GIFs and JPEGs) in a folder called images. If your site naturally divides into sections, it would be wise to use a system of sub-directories that mirrors that division.

Conventions for File Names

Format	Extension
HTML	.html or .htm
GIF	.gif
JPEG	.jpg

Please use **default.htm** as the filename for the top page of your site. Web servers will automatically load this page from any directory. This feature allows for

shorter URLs. Spaces are not permitted in any part of a file or directory name.

Relative Pathnames

The use of sub-directories requires the proper use of pathnames. In other words, your links to a file in the same directory will be different from the link to a file located in a directory one level up. The following table of pathnames should be helpful:

Pathname	Links to...
<i>HREF="mypage.htm"</i>	<i>mypage.htm</i> in the current folder.
<i>HREF="html/mypage.htm"</i>	<i>mypage.htm</i> in the folder called <i>html</i> .
<i>HREF="images/jpegs/mypage.htm"</i>	<i>mypage.htm</i> in the <i>jpegs</i> folder, which is inside the folder called <i>images</i> .
<i>HREF="../mypage.htm"</i>	<i>mypage.htm</i> located one level up from the current folder.
<i>HREF="../../mypage.htm"</i>	<i>mypage.htm</i> located two levels up from the current folder.

Getting Started in HTML

The examples referenced in this tutorial maybe viewed in hypertext form at the following location:

1. Open the Internet Explorer browser.
3. Type this URL in the Address Bar:
<http://www.wcupa.edu/infoservices/WEBINFO/publish/>

Starting a file



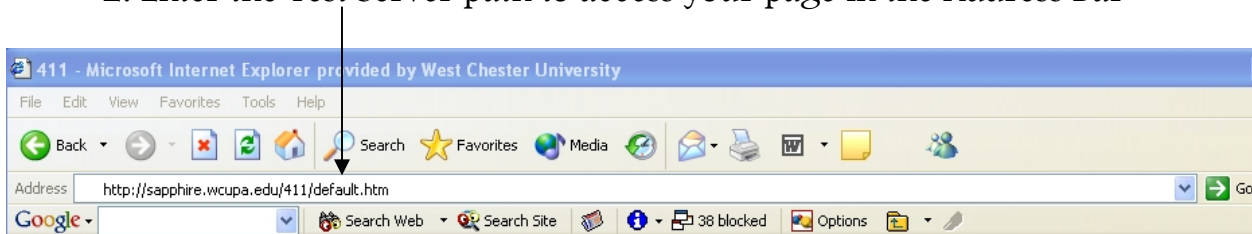
1. Use a text editor such as Notepad. Click on Start, All Programs, Accessories
2. Double-click on Notepad
3. Using the file pull down menu, save the document with the extension *.htm

4. Begin typing the heading and document

You can preview a document in progress with Internet Explorer (and some other Web browsers). After you edit the source HTML file, save the changes and immediately return to Internet Explorer and reload the document to verify the revisions. The changes are reflected on the screen.

Previewing a file in progress (The Test Server: <http://sapphire.wcupa.edu/...>)

1. Open Internet Explorer
2. Enter the Test Server path to access your page in the Address Bar



Now you are ready to start your home page!

Editing in HTML

HTML (Hypertext Markup Language) is a set of formatting commands used to control how your web document appears when viewed with browser software. The commands are in the form of “tags” that appear throughout the document.

HTML tags are like bookends, they have beginning tags and ending tags. The beginning tags turn the command “ON” and the ending tags turn the commands “OFF”. Tags consist of the command enclosed in left and right brackets. The “OFF” tag looks just like the “ON” tag except for a backslash preceding the command. For example the title tag,

```
<TITLE>Document Title</TITLE>
```

All of the tags in this document have “ON” and “OFF” commands unless otherwise specified.

NOTE: HTML tags are not case sensitive; BUT, it is recommended, for ease of page maintenance and identification, you put all tags in upper case.

The Head of an HTML Document

<HTML>- This command tells the computer that the document contains HTML commands. The HTML document is broken up into the head and body sections.

<HEAD>- The heading of a document is one of two parts of a HTML document. The document head gives basic information about the document. The title of the document is contained in this command.

<TITLE>- every document has a title. The title of the document is used for document identification. The title should be descriptive of the document's contents as they are utilized for the following:

- appears in the reverse bar of someone's browser when they view the web page
- used as the words to describe your page when someone adds it to their "Favorites" or "Bookmarks" list
- all major crawlers will use the text of your title tag as the text they use for the title of your page in your listings
- some search engines use this info to find your page

The Body of an HTML Document

<BODY>-This command encloses the body of the document.

Attributes- Some tags contain an attribute. An attribute is additional information included inside the starting tag. For example, you can specify the background color of the document by including the appropriate attribute within the brackets of the body command.

<BODY bgcolor="#color"> Sets the background color of the document

<BODY text="#color"> Sets the color of the document's text

<BODY link="#color"> Sets the color of the unvisited links

<BODY vlink="#color"> Sets the color of the visited links

For example, the following colors have been set using the hexadecimal code for the colors used in the sample page (there is an extended list of these codes at the conclusion of this document).

<BODY Background="sand.jpg" LINK="#8b38c9" VLINK="#150567">

This command uses the file `sand.jpg` for the background, Violet as the color of the links and Navy as the color of the visited links. Note that these commands can be used separately or as one long command.

Setting the Look of Your Text

Headings

HTML has six levels of headings, numbered 1 through 6, with 1 being the most prominent. Headings are displayed in larger and/or bolder fonts than normal body text.

The syntax of the heading element is,

```
<Hy>Text of heading </Hy>
```

(Where y is a number between 1 and 6 specifying the level of the heading.)

Text Style and Size

The font command can contain information pertaining to the size or color of the font. For example the color or size commands:

Font Size

```
<font size="+1">Font Size +1</font>
```

Font Color

```
<font color="#feedd6">Antique White</font>
```

Preformatted Text

```
<PRE>text</PRE>
```

The text typed within this command will appear EXACTLY as you have typed it in the source code. Any tabs or blank lines used anywhere else in your document are ignored.

Separators

Web Browsers ignore any indentations or line breaks in the source text. To place these in your document, the following commands can be used. These commands do not need closing tags (</BR> for example, is not necessary).

<P> Ends the paragraph and places a blank line between the two paragraphs. Paragraphs may also be centered by using alignment command. For example,

<P ALIGN=CENTER> would create a centered paragraph.

Note: It is a good idea to use a closing tag for the paragraph marker if an attribute is added.

 Forced line break, starts a new line of text with no space between the lines.

<HR> Draws a horizontal line the width of the browser window.

Lists

There are three different types of lists that may be used for organizing your information on a web document. All three types follow the same general rules, the reference documents and sample page show examples of lists. The command (without a closing tag) indicates a list element, and the following commands indicate the types of lists,

Numbered and Bulleted Lists

For example and bulleted list,

 bulleted list beginning

 1st list element

 2nd list element

 bulleted list end

A numbered list would use the command and

Definition Lists

<DL></DL> is a definition list
<DT>Term in the definition list
<DD> Definition of the term

Images

Images may be embedded in your document to add effect. This is done as follows:

Subdirectory 

↓

Where "filename.jpg" = Location of picture file.

Pictures may also be aligned according to the baseline, by adding one of the following attributes to the IMG command.

ALIGN=TOP

ALIGN=MIDDLE

ALIGN=BOTTOM

ALIGN=LEFT ((Tip: helpful to use because text will wrap around graphic)

ALIGN=RIGHT

Example of tag:



Tables may be used to organize data for output. The main command for a table is the table command.

<TABLE>Table and Data</TABLE>

This command may contain an attribute specifying the border to be displayed with the table information. In order for a border to appear it must be specified in the table command. The command for a table border is specified in the "ON" command, as follows,

<TABLE BORDER= #>

The number in this command specifies the width of the outer border of the table, larger numbers will display thicker outer borders. These are the basic tags for constructing a table:

<TR> indicates the end of a table row. These commands are only used at the end of the table and do not need an “OFF” tag. The number of <TR> commands used is indicative of the number of rows in the table.

<TH> indicates the beginning of a header cell. The header cell is automatically formatted to bold print and aligned in the center of the cell.

<TD> indicates the beginning of the data cell. Data cells are formatted automatically to left alignment and middle vertical alignment.

Here is the procedure:

Step 1: Entering your table data and columns headers.

For example:

```
<TR>
<TH> This is a header</TH>
<TH> This is another header<TH>
<TD> This is data</TD>
<TD> This is more data</TD></TR>
```

Step 2: Setting the position of the data in the cells.

These commands may also specify the position of the data or column header in the table cell, by use of attributes. For example,

```
<TD ALIGN=MIDDLE>This is data that will be centered<TR>
```

Refer to the Basic Editing Commands section for more information. All data and headers position may be set in the cell. Below is a listing of the different attributes that may be added to the table commands.

Table Attributes

The following commands are used to format the items in a table, the data as well as the cells of the table. These commands may appear inside of the <TH>, <TD> or <TR> commands, that are used in tables

ALIGN= middle, left or right

This sets the alignment of the text within the cell.

VALIGN= top, middle, bottom and baseline

This sets the alignment of the text within the cell with respect to the vertical position.

COLSPAN = some number

This sets the width of the cell (how many columns it will cover).

ROWSPAN= some number

This sets the width of the cell (how many rows it will cover).

Horizontal Rules

The <HR> tag produces a horizontal line the width of the browser window. A horizontal rule is useful to separate major sections of your document.

You can vary a rule's size (thickness) and width (the percentage of the window covered by the rule) and color. Experiment with the settings until you are satisfied with the presentation. For example:

```
<HR SIZE=4 WIDTH="50%">
```

displays as:



Links

Links are used to reference another area of the internet or another area of a document. Links may be set to another page, specific sections within another page or to a specific section within the current document. Linking documents is a pivotal concept of the WWW.

Simple Links to Other Documents

Step 1: Start the command with <A (include a space after the A)

Step 2: Specify the document you're linking to by entering, HREF="filename" followed by a closing right angle bracket (>)

Step 3: Enter the text that will serve as the hypertext link in the current document.

Step 4: Enter the ending linking tag:

Here is an example of a simple link in a hypertext document,

```
<A HREF="filename.htm">This is the Text that will appear as a link</A>
```

The sample document contains many examples of these simple links. Viewing the source will help you to understand the commands.

Links to Specific Sections in Other Documents

To create a link to a specific section of another document, the target section in the other document must first be marked. This is done with the following commands,

```
<A NAME="SectionName">  
Section Text  
</A>
```

The document is then broken up into several sections to be referenced in other documents. The references are done as follows,

```
<A HREF="Filename.htm#SectionName">Linking Text</A>
```

Links to Specific Sections Within the Current Document

This may be achieved by first segmenting your document as was done above. The links are the same except the filename is omitted as follows,

```
<A HREF="#SectionName">Linking Text</A>
```

Instead of using linking text, you can also use pictures as the "linking text". This is done just like inserting a regular picture in place of the linking text, for example,

```
<A HREF="filename.htm"><IMG SRC="filename.gif"></A>
```

General Page Layout



The files that are referenced in the following sections may be viewed and accessed at the following site:

<http://www.wcupa.edu/Infoservices/WebInfo/publish/>

WCU Page Format

For WCU page format items such as:

- ~ *WCU logo images*
- ~ *WCU headers*
- ~ *WCU navigation text bar*
- ~ *WCU web page template*

Visit <http://www.wcupa.edu/InfoServices/WebInfo/publish/>

Contact the Web Information Coordinator, Jeannie Carpenter with web-related questions at 436-3561.

WCU World Wide Web Policy (WCUinfo)

The West Chester University World Wide Web server is a campus wide information service that provides access to interactive, electronic, on-line information. The information found on the main University website is provided by authorized individuals from schools, departments, programs and organizations. The WCU Web is administered by the division of Information Services.

Any official campus organization, such as schools, an administrative office, an academic department, or a registered student organization may provide information to be delivered by WCU Web once authorized by the respective VP, Dean, Director of Chairperson.

Information Providers must meet the following requirements:

Have written approval for the information provided from the Dean / Director / Department / Head of the official campus organization. The Information Provider is responsible for the accuracy, currency, and content of their information as well as any restrictions that may apply. Final approval for content rests with the University, represented by the Office of Public Relations and division of Information Services.

For more information contact the Web Information Coordinator
email: jcarpenter@wcupa.edu or phone: (610)436-3561

Hexadecimal Colors

Reference Sheet 1

White	rgb=#FFFFFF	Lime Green	rgb=#32CD32
Red	rgb=#FF0000	Mandarin Orange	rgb=#E47833
Green	rgb=#00FF00	Maroon	rgb=#8E236B
Blue	rgb=#0000FF	Medium Ailumar	rgb=#32CD99
Magenta	rgb=#FF00FF	Medium Blue	rgb=#3232CD
Cyan	rgb=#00FFFF	Medium Forest Green	rgb=#6B8E23
Yellow	rgb=#FFFF00	Medium Goldenrod	rgb=#EAEAAE
Black	rgb=#000000	Medium Orchid	rgb=#9370DB
Aquamarine	rgb=#70DB93	Medium Sea Green	rgb=#426F42
Baker's Chocolate	rgb=#5C3317	Medium Slate Blue	rgb=#7F00FF
Blue Violet	rgb=#9F5F9F	Medium Spring Green	rgb=#7FFF00
Brass	rgb=#B5A642	Medium Turquoise	rgb=#70DBDB
Bright Gold	rgb=#D9D919	Medium Violet Red	rgb=#DB7093
Brown	rgb=#A62A2A	Medium Wood	rgb=#A68064
Bronze	rgb=#8C7853	Midnight Blue	rgb=#2F2F4F
Bronze 2	rgb=#A67D3D	Navy Blue	rgb=#23238E
Cadet Blue	rgb=#5F9F9F	Neon Blue	rgb=#4D4DFF
Cool Copper	rgb=#D98719	Neon Pink	rgb=#FF6EC7
Copper	rgb=#B87333	New Midnight Blue	rgb=#00009C
Coral	rgb=#FF7F00	New Tan	rgb=#EBC79E
Corn Flower Blue	rgb=#42426F	Old Gold	rgb=#CFB53B
Dark Brown	rgb=#5C4033	Orange	rgb=#FF7F00
Dark Green	rgb=#2F4F2F	Orange Red	rgb=#FF2400
Dark Green Copper	rgb=#4A766E	Orchid	rgb=#DB70DB
Dark Olive Green	rgb=#4F4F2F	Pale Green	rgb=#8FBC8F
Dark Orchid	rgb=#9932CD	Pink	rgb=#BC8F8F
Dark Purple	rgb=#871F78	Plum	rgb=#EAADEA
Dark Slate Blue	rgb=#6B238E	Quartz	rgb=#4D9D9F3
Dark Slate Grey	rgb=#2F4F4F	Rich Blue	rgb=#5959AB
Dark Tan	rgb=#97694F	Salmon	rgb=#6F4242
Dark Turquoise	rgb=#7093DB	Scarlet	rgb=#8CI717
Dark Wood	rgb=#4855E42	Sea Green	rgb=#238E68
Dim Grey	rgb=#545454	Semi-Sweet Chocolate	rgb=#6B4226
Dusty Rose	rgb=#4856363	Sienna	rgb=#8E6B23
Feldspar	rgb=#D19275	Silver	rgb=#E6E8FA
Firebrick	rgb=#8E2323	Sky Blue	rgb=#3299CC
Forest Green	rgb=#238E23	Slate Blue	rgb=#007FFF
Gold	rgb=#CD7F32	Spicy Pink	rgb=#FF1CAE
Goldenrod	rgb=#DBDB70	Spring Green	rgb=#00FF7F
Grey	rgb=#C0C0C0	Steel Blue	rgb=#236B8E
Green Copper	rgb=#4527F76	Summer Sky	rgb=#38B0DE
Green Yellow	rgb=#93DB70	Tan	rgb=#DB9370
Hunter Green	rgb=#215E21	Thistle	rgb=#D8BFD8
Indian Red	rgb=#4E2F2F	Turquoise	rgb=#ADEAEA
Khaki	rgb=#9F9F5F	Very Dark Brown	rgb=#5C4033
Light Blue	rgb=#C0D9D9	Very Light Grey	rgb=#CDCDCD
Light Grey	rgb=#A8A8A8	Violet	rgb=#4F2F4F
Light Steel Blue	rgb=#8F8FBD	Violet Red	rgb=#CC3299
Light Wood	rgb=#E9C2A6	Wheat	rgb=#D8D8BF
		Yellow Green	rgb=#99CC32

Main Commands

1. Head

`<HEAD>Text</HEAD>` Contains the title and other comments of the Page.

2. Titles

`<TITLE>Text</TITLE>` contains the title that will be displayed in the Title bar of the Window.

3. Document Body

`<BODY>Document Body</BODY>` Contains the actual information of the Page.

Some additional commands in the body statement

`<BODY bgcolor="#color">` Sets the background color of the document.

`<BODY background="filename">` Sets the background of the document.

`<BODY text="#color">` Sets the color of the document's text.

`<BODY link="#color">` Sets the color of the unvisited links.

`<BODY vlink="#color">` Sets the color of the visited links.

4. Comments

`<!--Blurb-->`This is for comments about the page that will not be displayed by the viewer.

Text Commands

1. Heading Sizes

`<H#></H#>` Text formatted as Headings

`<H1>` Bold, Very-Large, and Centered. One or two blank lines above and below.

`<H2>` Bold, Large, flush-left. One or two blank lines above and below.

`<H3>` Italic, Large, slightly indented from left margin. Blank lines above and below.

`<H4>` Bold, Normal, indented more than `<H3>`. One blank line above and below.

`<H5>` Italic, Normal, Indented as `<H4>`. One blank line above.

<H6> Bold, Normal, Indented more than <H5>. One blank line above.

2. Font Sizes

Text

3. Font Colors

Text

4. Text Styles

Bold Text

<I>Italic Text</I>

<TT>Typewriter style text</TT>

<PRE>Preformatted Text</PRE>

Separators

NOTE: these commands don't require "OFF" commands

1. Paragraphs

<P>Marks start and end of Paragraphs.

<P ALIGN=middle, left or right>

2. Line Breaks

Line break between words.

3. Line Break

<HR>Horizontal line break.

Lists

1. Bulleted List

Beginning of List

Item 1

Item 2

 End of List

2. Numbered List

Beginning of List

Item 1

Item 2
 End of List

3. Definition List

<DL>beginning of list
<DT>Term<DD>Definition
<DT>Term<DD>Definition
</DL>end of list

Images

Image References

Where "filename.gif" = Location of picture file.

Picture alignment- Where picture is displayed in respect to baseline.

ALIGN=TOP
ALIGN=MIDDLE
ALIGN=BOTTOM

Tables

1. Basic Table with no headings

<TABLE>
Table Data
</TABLE>

2. Table with no headers and a border

<TABLE BORDER>
Table Data
</TABLE>

3. Table Cells

NOTE: These commands don't require end tags, the command is in the "ON" mode until another command is given.

Header Cells

<TH> Cell Header for rows and columns
<TH ROWSPAN=#> Sets the number of rows the header will cover
<TH COLSPAN=#> Sets the number of columns the header will cover
<TH ALIGN=LEFT> Sets the alignment of the text within the header cell

Data Cells
<TD> Cell Data

End of Row Marker
Place this marker at the end of a row <TR>

Links

1. Basic Tag

Returns to other documents or document bookmarks.
2. References to another document
Linking Text
documentname.htm=the url of another document
3. Segmenting your document
Document Section
"Name" = Section of document .
4. References to a specific section in the same document
Linking Text
5. References a specific section in another document
Linking Text