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# Completed Staff Work

AKA Completed Course Assignments.

Read and understand the assignment.

Analyze, Organize, Introduce, Develop, Summarize  
and Edit Written Assignments.

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# Personal Web Page

A professional representation.

Content and format is key to a good web page.

Personal introduction. (link from main page)

You as a student. (links to class pages)

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# CATS Web Pages

[WWW2.UCSC.edu/cats/sc/help/intro/own-web.shtml](http://WWW2.UCSC.edu/cats/sc/help/intro/own-web.shtml)

Step-by-step Set-up of Personal Web Pages.

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# Web Page Guidelines

Title Section with name, school, address, contact information and photograph.

Education Section

Link to Personal Introduction

Personal Resume

Extracurricular Activities

Page links and external links

Looks good--format, organization and color

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# Web Page Creation

1. Do basic text content in Microsoft Word and download as a HTML document. Need some HTML basics to clean up spacing, etc.
2. Do entire page in HTML.
3. Use a Web page authoring software like Front Page.

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## HTML Web Page View

It helps to look under the hood while looking at Web pages to see how other people use HTML.

The View Source function of your browser displays the underlying code of the document you're viewing.

Another method is to save the HTML file to disk and then re-open it using "NOTEPAD" or any other text editor program.

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## Text Editor

The first step in having a Homepage on the Internet is creating an HTML file. Use your text editor (e.g. NOTEPAD) to create a file called index.html. The first part of the name can be anything (though "index", "Homepage" or "home" are good identifiers), but the ".htm" or ".html" suffix is mandatory -- it identifies the file as a hyper text file that can be read by a Web browser.

Click on Start, Programs, Accessories, Notepad.

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## Case Sensitive

HTML tags are NOT case sensitive.

`<center>` is the same as `<CENTER>` is the same as `<Center>`.

EXCEPT: image filenames! ... the filename should be written exactly as it appears.

For example, `` is not the same as ``

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## Opening and Closing Tags

Almost all HTML commands have an opening and a closing tag.

The opening tag, `<center>` causes all text and graphics that appear after the tag to be centered in the page.

Everything will remain centered until the closing tag `</center>` is used.

The `/` is the command to close that particular function.



# Format

The basic format for all HTML documents should be:

`<html>` Identifies as an HTML file.

`<head>` Surround the title and the introductory text.

`<title>` Describes the content of the page.

`</title>` Closes the title.

`</head>` Closes the heading section of the page.

`<body>` The main part of the page goes within these tags.

`</body>` Closes the content of the page.

`</html>` Signals the end of the HTML file.



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# Browsers

Not all HTML tags are supported by all browsers. If a tag is not recognized by a browser, it will simply ignore it. Some browsers are text only and will not support images, some will not support tables or frames or special tags like “blink”.

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# HTML Headers

Headers (for subheads) range from H1 (biggest) to H6 (tiny), and are coded in pairs:

```
<H1>Things I like to do...</H1>
```

```
<H3>Places I've been...</H3>
```

```
<H5>Hobbies, etc.</H5>
```

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# Spacing

HTML ignores line breaks or paragraphs that you type into your text. You have to write a specific command for line breaks and for paragraphs.

**LINE BREAKS** `<br>` This starts a new line. **NO** closing tag is needed. `<p>` Skips a line and starts a new line. Also does not have to be closed.

**NON-BREAKING SPACE TAG** `&nbsp;`; If you use five of these in a row, `&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;`; you will get a space      this wide.

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## Character Tags

**BOLD LETTERS** `<b>` Causes the letters to be bold and must always be closed with the `</b>` tag.

*ITALICS* `<i>` Causes the letters to be italicized and must always close with the `</i>` tag.

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# Horizontal Lines

HORIZONTAL LINES `<hr>` Makes a very fine shaded horizontal line such as is used throughout this page. NO closing tag is needed. You can control the thickness, length and alignment of the line, by combining the following attributes: Width is expressed as a % of the width of the page. For example, `<hr width=50%>`

Size is (thickness) expressed as a number (of pixels).

For example, `<hr width=50% size=10>`

Align can be left or right. If not specified, it will default to the center.

For example, `<hr width=50% size=10 align=right>`

You can make the line dark by specifying noshade.

`<hr width=50% size=10 align=right noshade>`

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## To Center Text or Images

`<center>` will cause whatever follows to be centered in the next line in the page. You must always close with the `</center>` tag.

For example: `<center>` This text is centered  
`</center>` will appear as:

This text is centered

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# Lists

UNORDERED LISTS `<ul>` Begins an unnumbered, indented list. Each item in that list is then prefaced with the `<li>` tag. It is not necessary to insert a break at the end of each line. The `<li>` function will automatically create the new line. You must end with the `</ul>` tag.

```
<ul>
```

```
<li>Kangaroo
```

```
<li>Koala
```

```
<li>Emu
```

```
</ul> appears as:
```

Kangaroo

Koala

Emu

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# Lists

ORDERED LISTS `<ol>` Begins a numbered, indented list. Each item in that list is then prefaced with the `<li>` tag and will automatically create a new line. You must always close with the `</ol>` tag.

`<ol>`

`<li>Wombat`

`<li>Wallaby`

`<li>Tasmanian tiger`

`</ol>` appears as:

1.Wombat

2.Wallaby

3.Tasmanian tiger

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## Nested Lists

A nested list begins in the same way as an unordered list. The nesting (or subsequent indenting in of the list) is created by typing in the `<ul>` tag several times. You must close with the `</ul>` tag, repeating once for every time that the `<ul>` tag is used. In the following example, `<ul>` is used 3 times, therefore `</ul>` MUST also be used 3 times.

|                          |                          |                          |             |
|--------------------------|--------------------------|--------------------------|-------------|
| <code>&lt;ul&gt;</code>  | <code>&lt;li&gt;</code>  | Jabiru                   | Jabiru      |
| <code>&lt;ul&gt;</code>  | <code>&lt;li&gt;</code>  | Kookaburra               | Kookaburra  |
| <code>&lt;ul&gt;</code>  | <code>&lt;li&gt;</code>  | Quokka                   | Quokka      |
| <code>&lt;/ul&gt;</code> | <code>&lt;/ul&gt;</code> | <code>&lt;/ul&gt;</code> | appears as: |

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## Ordered Lists Variations

<OL Type=I>

<OL Type=i>

<OL Type=A>

<OL Type=a>

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## Links within Your Web Page

You will want to join your pages together, so that the visitor can simply click from one of your pages to another.

To create the link, insert the following tag:

```
<a href="filename.html">NAME of FILE</a>
```

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## Links to Another Web Page

The procedure to link to someone else's page is very similar to that used to link to one of your own pages. The only difference is that you have to insert the FULL URL of that page.

```
<a href="http://whatever the URL is">The name of  
the page</a>
```

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# Image Tag

`` This tag places the image on your page. For example, `` places the gif file called pink on the page.

When you enter the tag for an image, you need to use attributes or tags to define where you want the image to appear.

If you place the image on its own line, it will automatically default to the left hand margin. If you want it centered on the page, simply use the `<center>` and `</center>` tags. If you want it aligned at the right hand margin, use the tag ``

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## Sizing Images

You do not have to use the original size of any image. You can change the size and proportions of the image.

By inserting a "width" tag, you can change the overall size, while keeping the same proportions.

```

```

The "140" is the number of pixels so a normal web page photo would be around 190 to 225 pixels.

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## Linking Via Images

An image can be used as a 'clickable' link. Use EXACTLY the same tags as for a regular link, BUT, where you would normally write the words that would be clicked, you instead write the img src tag.

```
<a href="http://www.index.html"><img src=
"/images/arrowleft.gif">Back</a>
```

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## Good References

*HTML for the World Wide Web* by Elizabeth Castro.

Numerous beginning primers on the Internet by simply searching on HTML.

Existing web pages via the view of the page source.