

<html basics>

HTML (hypertext markup language) is, quite simply, a means of telling your web browser how it should display the contents of a web page (or .html file) through the use of various commands known as **tags**. If your web page should display a particular background color, then a certain tag is used to indicate that color. If a line of text is to be formatted in a particular way, there's a tag for that, too. Need to include a photo on your page? Guess what? You'll need a tag for that, too.

A basic web page begins with one file, known as an HTML (or HTM) file, which "holds" all the display instructions for that one page. In order for this file to be recognized universally by the various web browsers, the file's name must end with the tag ".html" or ".htm".

Most commands or instructions within your HTML file will contain both an opening *and* a closing tag. Most closing tags are distinguished with the inclusion of a forward slash — "/" . For instance, here are a few basic tags which must be included in your file:

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

(Essentially all of the instructions for your page will be enclosed within the "body" tags.)

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

Adding an image to your file is rather simple, but does require that a separate image file exist for your web page to "link" to.

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

```

```

(Currently, there are only two image file formats which are compatible for the web... JPEG, indicated by the .jpg tag, and GIF, indicated by the .gif tag. In addition, image files for web use should be saved with a resolution of 72 dpi, and an image mode of RGB. Adobe Photoshop is, by far, the best application for preparing images for the web.)

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

Creating “links” within your page (for linking to other pages or web sites) is a bit more complicated, but, again, uses the tag system.

```
<html>
```

```
<body>
```

```
<a href="nameoffile.htm"> (Both text and graphics may be used as links within this tag.) </a>
```

```
</body>
```

```
</html>
```

One last basic tag is the paragraph tag. This tag is useful for text insertion, and, in particular, “breaking” large areas of text into paragraphs. This command, unlike most of the other HTML commands, does not require a closing tag in order to function properly.

```
<html>
```

```
<body>
```

```
<p> (Your text can be inserted here.)
```

```
</body>
```

```
</html>
```

<more><html basics>

Add the following attribute to the <BODY> tag of your page to include a **background image**...

```
<BODY BACKGROUND="bgimage.gif">
```

Use the following code format to provide a **hypertext link** to a page *within* your website...

```
<A HREF="destination.htm">Name of link here</A>
```

Use the following code format to provide a **hypertext link** to a page *outside of* your website...

```
<A HREF="http://www.anothersite.com/destination.htm">Name of link here</A>
```

Use the following code format to provide an **email link** on a page of your website...

```
<A HREF="mailto:name@site.com">Name of link here</A>
```

Use the following code to insert an **image** on a page of your website...

```
<IMG SRC="image.jpg" HEIGHT="???" WIDTH="???" ALT="image name">
```

Use the following code to insert an **image** on a page of your website **AND** to have that image serve as an **active link** (ie: a button)...

```
<A HREF="destination.htm"><IMG SRC="image.jpg" HEIGHT="???" WIDTH="???"  
ALT="image name" BORDER="0"></A>
```

Use the following code to insert **background music** on a page of your website...

```
<CENTER><EMBED SRC="name.mid" HIDDEN=true AUTOSTART=true  
LOOP=true></CENTER>
```

(It is suggested that this code be inserted just before the closing </BODY> tag.)

<table><basics>

The <TABLE> tag is especially useful, not only for displaying a chart or table of information, but for controlling the positioning of text and images within a web page. The basic <TABLE> tags are listed below, along with several additional (and optional) attribute tags. NOTE: All tags in the <TABLE> family must have closing tags to function properly across all browsers.

<TABLE> *The basic tag to begin your table and to let the browser know that a table of some sort should be displayed. Attributes of this tag include:*

BORDER="n" - *Where "n" indicates width of border around table. "0" would display a table with no border showing.*

WIDTH="n" - *Where "n" indicates in pixels the overall width of your table.*

HEIGHT="n" - *Where "n" indicates in pixels the overall height of your table.*

CELLSPACING="n" - *Where "n" indicates in pixels the spacing between each cell of your table.*

CELLPADDING="n" - *Where "n" indicates in pixels the spacing between the border (or wall) of each cell and the contents of each cell. (ie: use when you don't want text or images to 'touch' the sides of the cell.)*

NOTE: If you choose to use these attributes, they will fall within the <TABLE> tag.

<TR> *Indicates a row in your table.*

<TD> *Indicates a cell within a row of your table. Table rows may have multiple cells. Attributes of this tag include:*

ALIGN="left, right or center" - *Indicates the horizontal positioning of a cell's contents.*

VALIGN="top, bottom or middle" - *Indicates the vertical positioning of a cell's contents.*

</TD> *Closes each table cell.*

</TR> *Closes your table row.*

</TABLE> *Closes the entire table.*