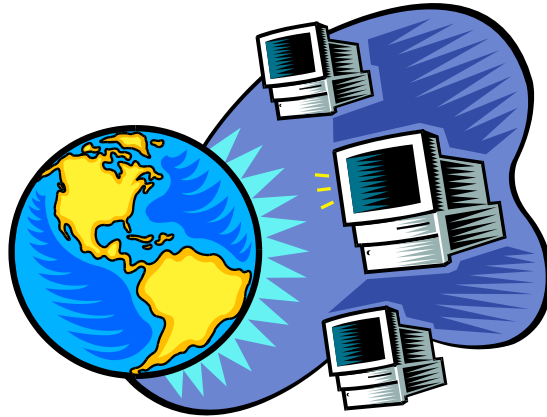


HTML Module

“Web Page Design”



Introduction:

The web page design module is designed to teach you to program using HTML (Hyper Text Markup Language). In the end, you will create a web page.

The module guide is divided into lessons. **Read through each lesson.** There are assignments spread throughout the module book. Apply what you have learned in the lesson by doing each assignment. Each assignment is a continuation of the last. In the end you will have a web.

Objectives: Students should be able to...

- Explain terms related to HTML and Web Page Design
- Plan a web site taking into accounts design features that should be avoided
- Apply and explain common HTML tags
- Design and Construct a web site using HTML

Materials:

Computer with Internet Access

Lesson 1: WWW



Here are a few things that you need to know about the World Wide Web.

(Source: W3Schools – Free HTML tutorial
http://www.w3schools.com/html/html_www.asp)

What is the World Wide Web?

- The World Wide Web (WWW) is most often called **the Web**.
- The Web is a network of computers **all over the world**.
- All the computers in the Web can **communicate with each other**.
- All the computers use a **communication standard called HTTP**.

How does the WWW work?

- Web information is stored in documents called Web pages.
- Web pages are files stored on computers called Web servers.
- Computers reading the Web pages are called Web clients.
- Web clients view the pages with a program called a Web browser.
- Popular browsers are Internet Explorer and Google Chrome.

How does the browser fetch the pages?

- A browser fetches a Web page from a server by a request.
- A request is a standard HTTP request containing a page address.
- A page address is called an URL and it looks like this:
<http://www.someone.com/page.htm>.

How does the browser display the pages?

- All Web pages contain instructions for display
- The browser displays the page by reading these instructions.
- The most common display instructions are called HTML tags.
- HTML stands for Hypertext Markup Language.
- HTML tags look like this `<p>This is a Paragraph</p>`.

Who is making the Web standards?

- The Web standards are not made up by Netscape or Microsoft.
- The rule-making body of the Web is the W3C.
- W3C stands for the World Wide Web Consortium.
- W3C puts together specifications for Web standards.

Assignment 1:

Answer these questions on your workbook page.

1. All the computers on the Internet use a standard called _____ to communicate.
 - a. HTTP
 - b. WWW
 - c. URL
 - d. W3C

2. Web clients view the pages on the Internet with a program called a_____.
 - a. Web server
 - b. Web Client
 - c. Web Browser
 - d. Web page

3. A browser fetches pages from a server by request based on a _____.
 - a. HTTP
 - b. WWW
 - c. URL
 - d. W3C

4. A web page displays pages on your computer screen based on the instructions called _____.
 - a. URL
 - b. Tags
 - c. Paragraphs
 - d. WWW

5. Who makes decisions that govern the internet?
 - a. The US Government
 - b. Microsoft
 - c. Anybody
 - d. W3C (World Wide Web Consortium)

6. HTML stands for:
 - a. Hot Mail Language
 - b. Hypertext Mark-up Language
 - c. Hypertext Made-up Language
 - d. Hypertext mail Language

Lesson 2: **Your First Tags**



HTML works through codes called TAGS that give the computer instructions about the way the page should look.

Tags are put in upper case letters so they can easily be distinguished from the information on your webpage.

All tags are enclosed in brackets <>. Most instructions have a beginning and an ending tag. If they have both, they are called **container tags**. Container tags could cause a change in formatting throughout the document, like Bold text, or, underlining, so you have to tell them when you want them to end.

If they only have a beginning tag, they are called **separator tags**. Separator tags are used to insert things like line breaks or a horizontal line (things that can't continue throughout the document). You'll see some examples of each later on.

Example Beginning and Ending Tags:

<TITLE> </TITLE>

If you put tags in upper they are easily distinguished from the content of the page. This makes it easier to edit your work.

There are a few documentation tabs that are required in every web page so your pages will be recognized on the World Wide Web.

<HTML> <HEAD> <TITLE> <BODY>

HTML

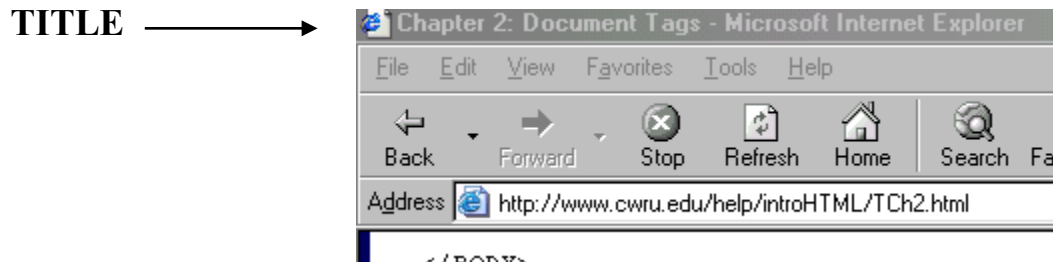
The first and last tags in a document should always be the HTML tags. These are the tags that tell a Web browser where the HTML in your document begins and ends.

HEAD

The HEAD tags contain all of the document's header information. When I say "header," I don't mean what appears at the top of the browser window, but things like the document title and so on. Speaking of which...

TITLE

This container is placed within the HEAD structure. Between the TITLE tags, you should have the title of your document. This will appear at the top of the browser's blue title bar, and also appears in the history list. Also, the contents of the TITLE container go into your bookmark file, if you create a bookmark to a page. So, put in a title that represents your page content.



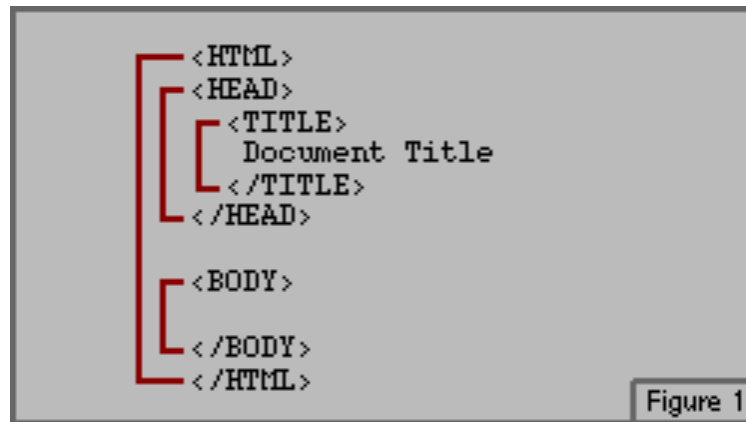
BODY

BODY comes after the HEAD structure. Between the BODY tags, you find all of the stuff that you would consider your web page. All of the text, the graphics, and links, and so on -- these things occur between the BODY tags. You will start filling in between the beginning and ending body tags when you learn some other tabs in the next lesson.

Summary:

So, putting everything we've covered thus far into one file, we have:

```
<HTML>  
<HEAD>  
<TITLE>Document Title</TITLE>  
</HEAD>  
  
<BODY>  
  
</BODY>  
</HTML>
```



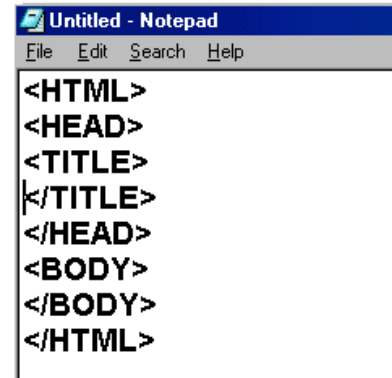
This diagram shows how there is a beginning and an end to each tag and the way it relates to the overall web page.

Assignment 2

1. Open Notepad and start your page with the tags shown in the diagram.

- Use Notepad (**START – PROGRAMS – ACCESSORIES – NOTEPAD**) as your text editor.

- Enter the code exactly as shown in the diagram on the right.



```
Untitled - Notepad
File Edit Search Help
<HTML>
<HEAD>
<TITLE>
</TITLE>
</HEAD>
<BODY>
</BODY>
</HTML>
```

If all you use is these four tags, all your web page would have is a Title in the blue bar at the top and a blank screen. When you have your tags typed in, save your work. Be very careful to follow the instruction for saving exactly as they are below.

Save it!

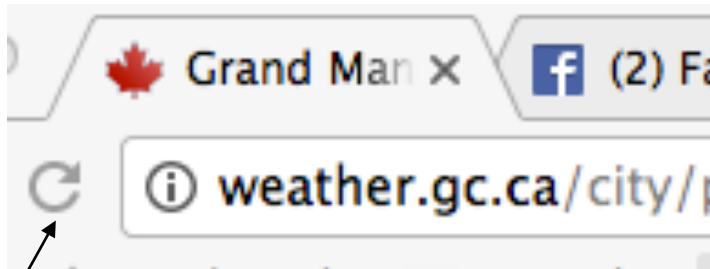
Saving

- Make a folder in your network drive called: **Web_Page**. Everything for your web page goes in that folder.
- Save each page the first time by clicking: **FILE – SAVE AS**. Direct the save to your Web_Page folder. Give the page a name but don't use special characters or spaces in the name. **Be sure to put a period and HTML after your file name** (Call this page Practice.html)

A file extension (Example:.html) indicates the type of file it is. Html extensions open as web pages.

2. **After saving in notepad, check out your work using the internet browser (Internet Explorer or Chrome).**

- The first time each day, you will have to open your web page by right clicking on the file you save and choosing "open with Chrome".
- Next time you save (every 5 minutes or after you have made a change and want to check it out). **In notepad click FILE – SAVE** and it will update your changes. **Then in your Browser click Refresh.** You have to save before you will see any changes on your web page.



To see the changes that you save in notepad, Click Refresh on your Browser.

Lesson 3: Body Tags

Lets review: There are two parts to every web page, a **HEAD** and a **BODY**. The HEAD contains the title of your page and the body is the main contents of the page. Tags are commands that tell the browser how to display the page.

Container tags have both a start, and an ending. **Separator** tags only have a beginning tag.



Now, lets learn some basic body tags, such as...

Text Formatting Tags:

<u>Tag</u>	<u>Results</u>
<pre><P>This is a paragraph.</P> <P>This is a paragraph.</P> <P>This is a paragraph.</P></pre>	<p>This is a paragraph.</p> <p>This is a paragraph.</p> <p>This is a paragraph.</p>
<pre><H3 ALIGN="left"> Title </H3> <H3 ALIGN="center"> Title </H3> <H3 ALIGN="right"> Title </H3> <H6> ALIGN="justified" There once was an old lady who lived in a shoe. She had so many children, she didn't know what to do.</H6></pre>	<p>Title</p> <p>Title</p> <p>Title</p> <p>There once was an old lady who lived in a shoe. She had so many children, she didn't know what to do.</p>

Note: Justified means aligned on both sides.

Headings

Headings are defined with the <H1> to <H6> tags. <H1> defines the largest heading. <H6> defines the smallest heading.

```
<H1>This is a heading</H1>  
<H2>This is a heading</H2>  
<H3>This is a heading</H3>  
<H4>This is a heading</H4>  
<H5>This is a heading</H5>  
<H6>This is a heading</H6>
```

This headline uses H1

This headline uses H2

This headline uses H3

This headline uses H4

This headline uses H5

This headline uses H6

HTML automatically adds an extra blank line before and after a heading.

The Font Tag

Pre-formatted font tags range in size from 1 to 7.

```
<FONT SIZE="+1">This is font size =+1</FONT SIZE>
```

You can use font size changes to create a "dropped cap" look, as well.

Like this!

This is font size=+1

This is font size=+2

This is font size=+3

This is font size=+4

This is font size=-1

Note: Font size changes do not add any line breaks by themselves, and thus require the addition of line breaks or paragraph breaks if you need to use them as headlines.

The font tag can be used in other ways as well. Look at the example bellow and see how three different conditions are included in the one tag (Color, Type of font, and Size).

```
<FONT COLOR="green" FACE="arial" SIZE="4">
```

Note: You can use specific colors by referring to the COLOR codes (Hexadecimal Codes) later in this guide.

Line Breaks

The
 tag is used when you want to end a line, but don't want to start a new paragraph. The
 tag forces a line break wherever you place it.

```
<P>This <BR> is a para<BR>graph with line breaks</P>
```

The
 tag is an Separator tag. It has no closing tag.

Horizontal Lines

Horizontal lines are included in the text tag lesson because lines are useful to separate text. The <HR> tag will create a line but some conditions will allow you to size the line and determine the thickness.

```
<HR SIZE=10 WIDTH=75%>
```

Note: You can play with the size and width to see what looks best on your page.

This text is bold
This text is strong
This text is big
This text is emphasized
This text is italic
This text is small
This text contains subscript
This text contains superscript

More Tags

****This text is bold****

****This text is strong****

<BIG>This text is big**</BIG>**

****This text is emphasized****

<I>This text is italic**</I>**

<SMALL>This text is small**</SMALL>**

This text contains**_{**subscript**}**

This text contains**^{**superscript**}**



A common character entity used in HTML is the non-breaking space: ** **; A non-breaking space is a space that will not break into a new line.

Assignment 3a:

1. When you are done reading and studying the tags, open your Practice.html document.

Write the tag that would center the word Assignment 3 on the page. Add each of the samples (shown in textboxes) in this lesson you're your web page and then save it.

Assignment 3b:

Answer these questions on your workbook page

- The opening and closing tags for the title of a web page, in order, are:
 - <TITLE> and </TITLE>
 - </TITLE> and <TITLE>
 - TITLE and /TITLE
 - <TITLE> and </HEAD>
- In the correct order and format, the eight tags that are the basics for an HTML Web page are:
 - HTML> <HEAD> </HEAD> <TITLE> </TITLE> <BODY> </BODY> </HTML>
 - <HTML> <BODY> <HEAD> <TITLE> </TITLE> </HEAD> </BODY> </HTML>
 - <HTML> <HEAD> <TITLE> </TITLE></HEAD> </HTML> <BODY> </BODY>
 - <HTML> <HEAD> <TITLE> </TITLE> </HEAD> <BODY> </BODY> </HTML>
- What is a file extension?
 - A period and letters added to the end of a file name to identify what type of file it is.
 - The name of a folder.
 - The name of a text editor program.
 - An addition to the name of a file so that it is different from another file of the same name.
- If I want to use an Arial style font on my page, the tag would be:
 - <font="arial">
 - <face="arial">
 - <letter="arial">
 - <type="arial">
- The heading level that is the biggest is:
 - H1
 - H3
 - H5
 - H6
- The heading level that is the smallest is:
 - H1
 - H3
 - H5
 - H6

7. The line of code that you would use to center a level 5 heading of *Things To Do Today* would be:
- A. `<H5> <CENTER> Things To Do Today </H5>`
 - B. `<H5> <CENTER> Things To Do Today <CENTER>`
 - C. `<H5> <CENTER> Things To Do Today </CENTER> </H5>`
 - D. `<H3> <CENTER> Things To Do Today </CENTER> </H3>`
8. The smallest pre-formatted font size is:
- A. 1
 - B. 2
 - C. 5
 - D. 7
9. The biggest pre-formatted font size is:
- A. 1
 - B. 2
 - C. 5
 - D. 7
10. The tag used to insert a line break is:
- A. ``
 - B. `<HR>`
 - C. ` `
 - D. `
`
11. The tag used to insert a blank space is:
- A. `< >`
 - B. ` `
 - C. ` `
 - D. `
`
12. The tag used to insert a horizontal rule is:
- A. `HR`
 - B. `<HR>`
 - C. ` `
 - D. `
`
13. Line breaks, horizontal rules, headers, and blank spaces are used to:
- A. make the Web page longer.
 - B. create links to other Web pages.
 - C. help organize the information on the Web page.
 - D. confuse the designer of the Web page.
14. The HTML you would use to center *This is fun!* in size 5, red text is:
- A. ` <CENTER> This is fun! </CENTER> `
 - B. ` This is fun! <CENTER> </CENTER> `

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- C. ` <CENTER> This is fun! </CENTER> `
- D. ` <CENTER> This is fun! </CENTER> `
15. What is the HTML that would create the following line of text?
*This is our **amazing** web site!!*
- A. ` This is our <I> amazing web site!! </I> `
- B. ` This is our <I> amazing </I> web site!! `
- C. ` This is our <I> amazing </I> web site!! `
- D. `<FONT="BLUE"> This is our <I> amazing </I> web site!! `
16. ` <I> BBT is lots of fun. </I> ` will create a line of text that looks like:
- A. *BBT is lots of fun.*
- B. **BBT is lots of fun.**
- C. ***BBT is lots of fun.***
- D. **BBT is lots of fun.**

Note: For security reason you shouldn't put student names with student pictures on your web site. Instead, you can put the student's initials, or if there is a group of students in the picture, create a list of student names in alphabetical order.

Lesson 4: Graphics Tags

This lesson will teach you how to change your background color and manipulate pictures and other graphics on your web page. You will also learn to link your pages and create a link to e-mail.



Graphics Tags:

1. Background Color

Adding a plain background color to your page is easy. All you need to do is add a bgcolor property to the body tag:

```
<BODY BGCOLOR="red">
```

You can either write the color as a word (only choice is some basic colors) or a color code (hundreds of color choices)

On the next page is a list of color numbers. For a list of hexadecimal numbers for special colors search the web or try these sites:

<http://html-color-codes.com/>

http://www.w3schools.com/colors/colors_picker.asp

Note: You must plan your font color and background color well. One of the greatest problems with background colors is that it becomes more difficult to read the text!

Color Table

Color Name	RGB Value
White	#FFFFFF
Red	#FF0000
Green	#00FF00
Blue	#0000FF
Magenta	#FF00FF
Cyan	#00FFFF
Yellow	#FFFF00
Black	#000000
Aquamarine	#70DB93
Brass	#B5A642
Bright Gold	#D9D919
Brown	#A62A2A
Bronze	#8C7853
Copper	#B87333
Dark Purple	#871F78
Dark Tan	#97694F
Dusty Rose	#856363
Forest Green	#238E23
Light Gray	#A8A8A8
Maroon	#8E236B
Plum	#EAADEA
Rich Blue	#5959AB
Steel Blue	#236B8E
Violet	#4F2F4F

NOTE: These are just a few of the different colors that can be used to change text color. When either using the text value or the RGB value, it is important to use quotation symbols around them.

2. Background Image

Here are few things to consider before using a background image:

- Will the background picture overpower the text on the page?
- Will the background image work with the text colors and link colors on the page?
- How long will the page take to load my background image? Is it simply too big?
- Will the background image work when it is copied to fill the entire page? In all screen resolutions?

If you want to add a background image instead of a background color, you will need to specify in the <body> tag which image should be used for the background.

```
<BODY BACKGROUND="school.jpg">
```

Caution: unless an image is actually yours (you took the photo, you drew the art, etc.), you **MUST** acknowledge the rightful owner of the image if you copy it for your Web page. Not to do so is a form of theft called plagiarism.

Footnotes:

We **must** give credit for information and pictures that belong to someone else. Here's how...

(check your agendas for other formats)

Internet Footnote Format:

Page Name, Web Site Name,
Internet, Date Seen, Web
Site Address.



CN Tower, City of Toronto Home
Page, Internet, January 1, 2003,
www.visittoronto.com

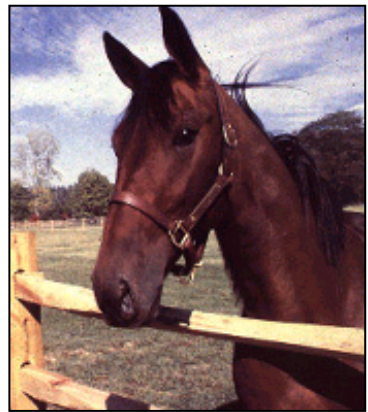
3. Adding a Graphic file

You add an pictures to your site with the tag. Put the file name of the picture in the quotation marks, exactly as it is in the file name (it is case sensitive). Make sure that the picture file is saved in the folder you made for all your web page files.

```
<IMG SRC="car.jpg">
```

Note: If you are having trouble with the IMG SRC tag check these two things: First, the name is case sensitive so be careful that you typed it in the same way it is listed. Second, make sure the picture file is in your web folder.

GIF & JPG Images



Images are stored in several different ways. Some storage methods focus on compressing the size of the image as much as possible. Images on a web site take more time to load than text, and that can be a big problem.

To reduce download times as much as possible two of the best image compressing formats used on the web are: GIF and JPG. **Right click on a picture and choose Properties to find out the format.**

GIF	JPG
256 colors	Unlimited colors
Can handle transparent areas	Can't handle transparent areas

This format is not good at compressing photographs	Excellent for compressing photographs and complex images
In general, it is excellent for banners, buttons and clipart	In general, it is not good for banners, buttons and clipart

This means that:

- ✓ Banners, buttons, dividers, clipart and other simple images usually work best as GIF's.
- ✓ Photographs and other complex images usually work best as JPG's.

Assignment 4a:

When you are done reading and studying the tags, open your Practice.html document.

Write the tag that would center the word **Assignment 4** on the web page. Add each of these to the page:

- Add an appropriate background color to your page
- Find a photo on the internet. Save it to your webpage folder. Add the photo to the page and center it.
- Under the picture write the PROPER source reference that will appear under the photo.

Assignment 4b:

Answer these questions on your worksheet:

1. Plagiarism is:
 - A. allowed by copyright laws.
 - B. when you do not state where unoriginal text and images come from.
 - C. using HTML to place images on a Web page.
 - D. the extension used to shown that a file is an image.

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2. Two examples of image file extensions are:
- A. .gif and .jpg
 - B. .html and .gif
 - C. .doc and .jpg
 - D. .html and .jpg
3. The image contained in *Santa.gif* is to be centered on the Web page. The correct HTML is:
- A. `<CENTER> </CENTER>`
 - B. `<CENTER> </CENTER>`
 - C. ``
 - D. `<CENTER> </CENTER>`
4. To make the background color red, the correct tag is:
- A. `<BODY BACKGROUND="RED">`
 - B. `<BODY BGCOLOR= RED>`
 - C. `<BACKGROUND="RED">`
 - D. `<BODY BGCOLOR="RED">`
5. To insert the image *pastels.jpg* as a background, the correct tag is:
- A. `<BODY BACKGROUND="pastels.jpg">`
 - B. `<BODY BGCOLOR= "pastels.jpg">`
 - C. `<BODY IMG SRC="pastels.jpg">`
 - D. `<BODY BGIMAGE="pastels.jpg">`
6. When using colored backgrounds, an important consideration is:
- A. to ensure that the image or color is pretty.
 - B. to ensure that the image is colorful.
 - C. to ensure that the image makes a statement.
 - D. to ensure that the text information can be easily read.

Lesson 5: Resizing, Borders, and ALT

You can re-size your picture so it fits your space by adding the height and width condition to the **** tag as shown below. You can also add in a border with the border condition. The next feature is really interesting, if you run your mouse over the picture the **<alt>** tag will display text about the picture. Use the same alignment tags that you learned in the last lesson to position your picture.

```
<IMG SRC="car.jpg" WIDTH="60" HEIGHT="40" border="2" ALT="Nice Car"
ALIGN="center">
```



Note: It is usually best to use the width and height tag to reduce the image. Enlarging the image may cause it to be distorted. Make sure you keep the proportions the same so it doesn't appear stretched.

Note: Netscape will not show a border unless the picture is linked.

Web graphics should be saved at 75 dpi. The maximum file size should be less than 25 kb. Right click on your picture and choose Properties. This will tell you the file size. Name files and pictures without leaving spaces in the name.

Assignment 5:

When you are done reading and studying the tags, open your Practice.html document.

Write the tag that would center the word Assignment 5 on the practice web page.

- Resize the photo you used in Assignment 4 to half size and place it on the practice webpage.

Lesson 6: Links

Simple Links

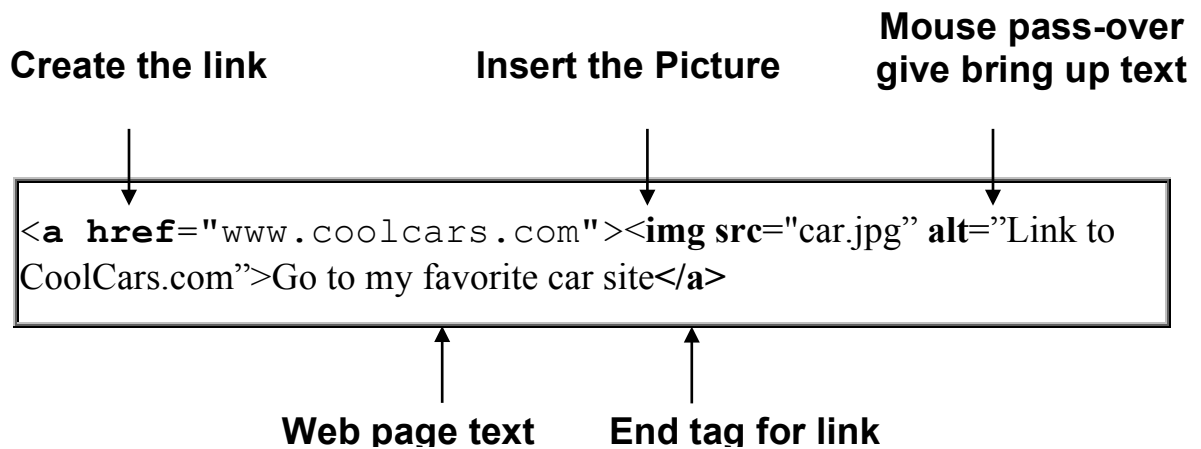
In this link you click on the word **here** to go to the Yahoo site. See the `<href>` tag and the `` end tag. Notice that the word **here** is between the beginning and ending tags.



Click `here` to go to yahoo.

1. Image Links

You can setup an image so that when you click on it your browser go to a designated site or another page in your own site. Put in the `<href>` tag which creates the link, then your image tag in as usual, and any text that you want to describe the link.



2. Text Links

You can also select text to link to another site or another page on your site. Just give the file name of another page in your web (make sure that this page is also in the Web_Page folder that you created).

```
<a href="page_2_of_my_site">Go to my next page</a>
```

3. E-mail Link

Having a link that allows visitors to send email from your web site can be a great addition to your site, making it easy for your visitors to send questions or comments. The `` link will result in the visitor's email program opening a new email with your address already in the To: field.



```
<a href="mailto:bob@hotmail.com">Email Me</a>
```

↑
Tag

↑
Mailto: followed by
your e-mail address

↑
Link Text to
click on

↑
End tag

Note: This link will probably not work at your workstation because the school computers don't have an e-mail program configured, but it would work elsewhere.

A well developed page has a combination of text, graphics, and links.

Assignment 6a:

When you are done reading and studying the tags, open your Practice.html document.

Write the tag that would center the word Assignment 6 on the practice web page.

- Create a link to Google.com from the word LINK
- Find a photo on the internet that has LINK written on it. Save it to your web folder. Write the code that takes it you to Google.com when you click on the image.
- Create an email link to your school email address.



Assignment 6b:

Answer these questions on your worksheet:

1. A hyperlink is:
 - A. a way to change text colors on a Web page.
 - B. a device to take the user to another Web page or site.
 - C. a way to insert images on a Web page.
 - D. a device to create more Web pages.
2. To use the words *Click Here* as a link to take you to *www.snowboarders.com*, the correct HTML is:
 - A. ` Click here `
 - B. ` Click here `
 - C. ` Click here `
 - D. ` Click here <A>`

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3. To use the image *icecream.gif* as a link to take you to *icecreamshoppe.com*, the correct HTML is:
- A. ` `
 - B. ` `
 - C. ` `
 - D. ` `
4. To link to a second page within a Web site, *second.html*, that is in the same folder as the home page, using *Page 2* as the text link, the correct HTML is:
- A. ` Page 2 `
 - B. ` Page 2 `
 - C. ` Page 2 `
 - D. ` Page 2 `
5. A hyperlink should always:
- A. work!
 - B. be easy to find.
 - C. let the user know where they're going.
 - D. all of the above.

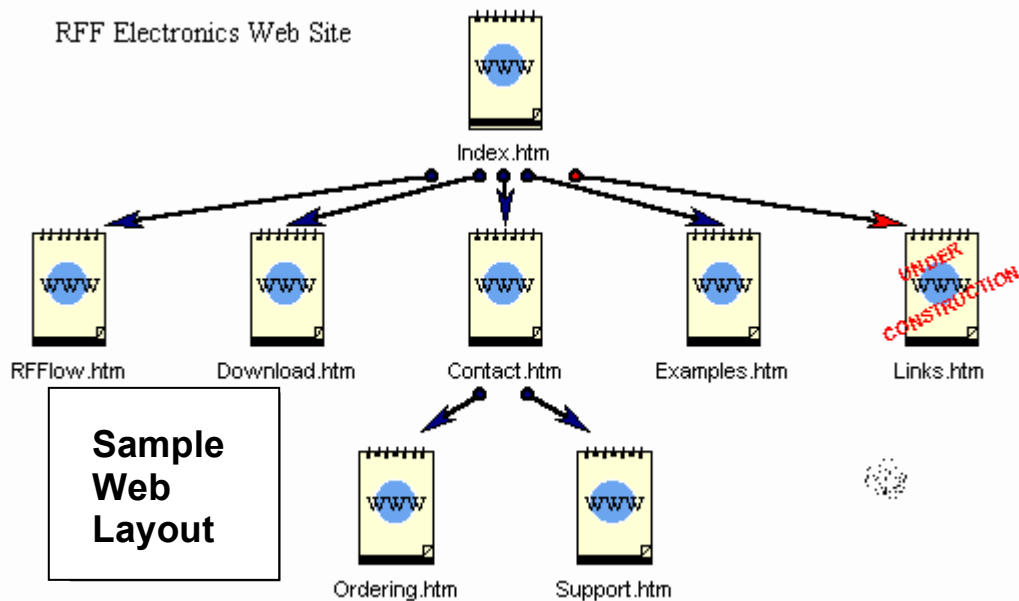
HTML Project

Congratulations! You have now finished all of the activities in this module. This means that you now have the basic skills needed to design your own Web site. Here's your chance to let your creativity and knowledge shine!

Organizing Your Web

A well organized web site has a **Home Page** that links to other pages in your web site or to other sites. Each page in your web site should focus on one theme.

For example, the school web site that you will design will have a Home Page that will link you to a **Sports Page, a Staff Page, a Picture Page, a Courses Page, and a Personal Page** for you and your partner. We do this because one long page takes too long to load for



Project Assignment:

Now, in your workbook, start planning your web by writing HOME PAGE in the center of the page. Now, think of the different themes that you might want to include in your site. Draw these themes in like the spokes of a wheel, leaving the home page as the center or axle.

You can choose the theme of your pages but you must do a home page (Index.html) and one other page about something you are interested in.

Show this to your instructor for approval before going on.

As soon as you open the page in Notebook, save it as **Index.html**.

Index.html is often used for the Home Page of your web because it allows users to open the page with a shortened URL.

Page 1

- ❖ Main title and headings.
- ❖ Information on your topic – at least two original paragraphs of text.
- ❖ A background selection.
- ❖ A section titled *Links* with a minimum of five working links to Web sites related to your topic.
- ❖ At least one image.
- ❖ A link to your second page.

Page 2

- ❖ Main title and headings.
- ❖ A picture and a paragraph about each of the Web page designers.
- ❖ A background selection.
- ❖ A bibliography of any images used.
- ❖ A link back to your home page.

Lesson 7:

PASSING POINT – at this point (if you did the work correctly) you have passed the module. The next activities will increase your mark. You must do them if you have time... your teacher can excuse you from them if you are out of time

Now... the Tables tags!

Tables are useful to organize information on your page. However, you will have to look at the examples closely to see how they are used. The `<table>` tag tells the page that you are setting up a table, but then you have to designate the number of rows and columns. Use the `<tr>` tag for each row, and the `<td>` tag for each cell (box) in that row.

```
<table border="1">
<tr> <td>Row one, left side</td> <td>Row one, right
side</td> </tr>
<tr> <td>Row two, left side</td> <td>Row two, right
side</td> </tr>
</table>
```

Results



Row one, left side	Row one, right side
Row two, left side	Row two, right side

You could also do the same thing this way if it is easier for you to follow:

```
<table border="1">

<tr>
<td>Row one, left side</td>
<td>Row one, right side</td>
</tr>

<tr>
<td> Row two, left side </td>
<td> Row two, right side </td>
</tr>

</table>
```

Here is another example of a table with a border. This time there are heading which use the <th> tab.

```
<table border="1">

<tr>
  <th>Name</th>
  <th>Telephone</th>
  <th>Telephone</th>
</tr>

<tr>
  <td>Bill Smith</td>
  <td>852-9107</td>
  <td>856-2314</td>
</tr>

</table>
```

Results

Name	Telephone	Telephone
Bill Smith	852-9107	856-2314

Note: There is a lot more that can be done with tables. To go a little farther, try this site, or do a search for HTML tags on the World Wide Web.

<http://www.echoecho.com/html.htm>

List Tags

We often create lists of things with either bullets (unordered lists) or numbers (ordered lists). Bullets can be a variety of symbols but these bullets will be small round circles.

To create a bulleted list you need to add a `` and a `` tag at the beginning and the end of the list.

Numbered lists have `` tags instead of `` tags.

For each item in the list use `` and `` tags. There are special settings that you can use to customize the lists on your page.

Unordered List

```
<ul> <li>Coffee</li> <li>Milk</li> </ul>
```

Results

- Coffee
- Milk

Ordered List

```
<ol>  
<li>Coffee</li>  
<li>Milk</li>  
</ol>
```

Results

1. Coffee
2. Milk

Assignment 7:

- Create a table of Grade 9 teachers and a table with grade 0 courses (this can be a separate page or on the school page).
- Create a list of your 5 favorite hobbies or your 5 favorite foods on your Home Page

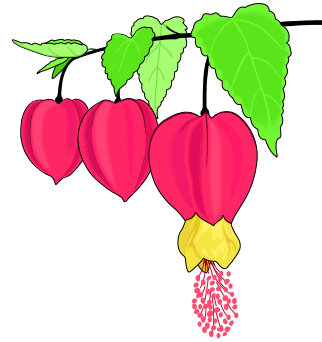
Assignment 8: Review

Answer each question below on your own paper. Call your page Assignment 10 questions. The answers are contained in this user guide.

1. What does HTML stand for?
2. Who sets the rules for the world wide web?
3. What is a web browser?
4. Give two examples of the most popular web browsers.
5. What type of software is used to upload a web site to a web server?
6. What is wrong with having a really long web page?
7. What type of tags have both a beginning tag and an ending tag?
8. What are the 4 main tags that are required in every web page?
9. What file name extension do you have to add to create a web page when you are saving it?
10. What icon on the browser updates any changes that you have saved in your text editor?
11. What is another name for a web page address?
12. The beginning page of you web site that has links to all the other pages is called the _____?
13. What type of tag is the tag for a horizontal line?
14. What should we do when creating web pages to protect the identity of students who appear in pictures on our web site?

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15. Which tag shows a message when you leave your mouse pointer over a picture?
16. At what resolution should pictures be scanned to put on the web?
17. What is the best picture format for the web?
18. Does an unordered list have numbers or bullets?
19. Which search engine is set up as a "catalogue"?
20. What does the meta tag do?



Lesson 9: FTP (File Transfer Protocol)

In order for your site to be viewed around the world, you must send it to a web server by using an FTP (File Transfer Protocol) program. There are sites such as Angelfire.com and others who offer free web site hosting. There may also be room on the Department of Education server for your site (ask your instructor). There are a variety of FTP programs available. One popular one that can be downloaded free of charge is called CuteFTP.

Your site wouldn't be much good if no one could find it. There are a couple of ways that search engines are able to offer your site when someone does a search. Some search engines are use **Indices** and others use **Catalogues**.

(Source: HTML: An interactive Tutorial for Beginners
<http://www.davesite.com/webstation/html/chapP1.shtml>)

Indices - An Index is a collection of the text off web pages that it has "spidered" or "crawled", as it visits new pages it collects links from it, and visits the linked pages, and so on. It slowly makes its way around the web collecting more pages and links, updating the index about old pages and deleting pages that no longer exist or that have moved. Normally all you will need to get into an index search engine is submit your URL, and the spider (program that collects the data) will visit your page. Most search engines fit this category including Google, Excite, MSN, and AltaVista.

Catalogs - A Catalog doesn't actually visit your page, instead you submit your URL, Title, and Description to it, and place it in the proper category. Often these are verified by a real person which usually delays entry a few weeks, but sometimes your entry is automatically added once you have submitted. Yahoo is an example of a catalogued search engine.

Also, the **<meta>** tag can help your site get recognized, especially if it is listed with an Indices Search Engine.

Many search engines now support the **<META>** tags, which allow you to give keywords and a description to your page. This gives you more control over how your page will

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show up during a search, and will often cause more traffic to your page.

The `<META>` tag can be used for a few different purposes. Usually, you should place the `<META>` tag within the `<head>` tags at the beginning of your document. To improve search engine results, we will use two specific attributes within the meta tag. **Place the `<meta>` tag after the `<title>` tag but before the `</head>` tag.**

Here is an example:

```
<meta name="description" content="description of page  
goes here – up to 200 characters long">
```

```
<meta name="keywords" content="keywords go here – up to  
1000 characters long">
```

Assignment 9:

Write a meta name tag for your homepage.

Lesson 10: Evaluating Web Pages

A website can be evaluated on these criteria:

- **Accuracy.** If your page lists the author and institution that published the page and provides a way of contacting him/her and . . .
- **Authority.** If your page lists the author credentials and its domain is preferred (.edu, .gov, .org, or .net), and, . .
- **Objectivity.** If your page provides accurate information with limited advertising and it is objective in presenting the information, and . . .
- **Currency.** If your page is current and updated regularly (as stated on the page) and the links (if any) are also up-to-date, and . . .
- **Coverage.** If you can view the information properly--not limited to fees, browser technology, or software requirement, then . . .

Some URL endings:

.com	companyl
.edu	education
.gov	government
.mil	military
.org	organization
.net	network

Top 10 List of Things to Avoid

Large, Screaming Fonts – Size does matter! Pick a font and size that is suitable for your page. Viewers don't want to be screamed at when they view your page. Like everything on a page, check to see if it tastefully done.

A lot of Animated Gifs – One animation is neat. More than one is too much! Make sure that the animation is appropriate to your page.

Huge Images – Images should be small enough so that the entire image can be seen on the screen without scrolling. If your pictures are large than only put a couple on each page. The best solution is to “thumbnail” the pictures in a table. Then the view can click on the ones he/she wants to see and they enlarge. This allows the page to be must neater, loads faster, and allows the view to make choices.

Clashing Text and Backgrounds – Black text on a white background is the most popular web style because it stands out best. Colors that don't stand out well make your page unreadable, so choose your colors carefully.

Auto play background music – Music takes considerable time to load, so avoid it!

Anything that "pops up" without warning – Pop-ups are usually used for advertising. They are frustrating to users.

Scrolling Marquees – These are messages that scroll across the bottom of your screen. They are annoying, so avoid them.

Extremely long pages – If your page is long, divide it into two or more pages, grouped by topic.

Outdated information – It is important to maintain your web site monthly. Update it by getting rid of old information and including new work. It is best to put the date that it was last updated on the bottom of the home page so that viewer can tell that it is up to date.

Long Load times – Most people are not willing to wait more than a few seconds for a page to load. Check your graphics and make sure that they are not too large. Also, music that plays on start-up takes considerable time to load.


























Non standard link colors – It is important for views to know which text links to other pages/sites. Standard link colors are blue and they turn red or purple when you have already visited the link.

Assignment 10:

Click on the Assignment 7 links on the BBT website and evaluate the three 2 sites based on the criteria above. Use the Web Site Evaluation sheets in your workbook.

Web Site Evaluation

Site URL: _____

CRITERIA	RATING				
	1 = poor		5 = exceptional		
	1	2	3	4	5
ACCURACY					
1. Accuracy of Web Documents <ul style="list-style-type: none"> • Does it say who wrote the information? • Do you know the reason the page was produced? • Is the person qualified to write this document? 					
AUTHORITY					
2. Authority of Web Documents <ul style="list-style-type: none"> • Check the domain of the document Was it a reputable institution that publishes this document? • Does the publisher list his or her qualifications? 					
OBJECTIVITY					
3. Objectivity of Web Documents <ul style="list-style-type: none"> • What goals/objectives does this page meet? • How detailed is the information? • What opinions (if any) are expressed by the author 					
CURRENCY					
4. Currency of Web Documents <ul style="list-style-type: none"> • Does it say when it was produced? • Does it say when it was updated' • Do all the links work? 					
COVERAGE					
5. Coverage of the Web Documents <ul style="list-style-type: none"> • Are there links to other sites? • Is there a balance of Text and graphics? • Are there references for the information? 					

HTML Check Sheet

Assignment 1:

- 6 questions

Assignment 2:

- Start "Practice" webpage

Assignment 3:

- Add tags to your "Practice" webpage
 - Paragraph tag
 - "H" tags
 - Align tag
 - Headings tag
 - Font tag
 - Brake tag
 - Horizontal Line tag
- 16 questions

Assignment 4:

- Add tags to your "Practice" webpage
 - Background Tag
 - Photo Tag
 - Source Reference
- 6 questions

Assignment 5:

- Add tags to your "Practice" webpage
 - Resize photo

Assignment 6:

- Add tags to your "Practice" webpage
 - Word Link Tag
 - Photo Link Tag

- Email Link
- 5 questions

Project Assignment:

- Draw a web structure
- Create a homepage and at least one other page

PASSING POINT – at this point (if you did the work correctly) you have passed the module. The next activities will increase your mark. You must do them if you have time... your teacher can excuse you from them if you are out of time

Assignment 7:

- Add tags to your "Practice" webpage
 - Tables Tags
 - Lists Tag
 - Lists Tags

Assignment 8:

- Answer 20 questions about your module

Assignment 9:

- Meta name tag

Assignment 10:

- Evaluate two web sites