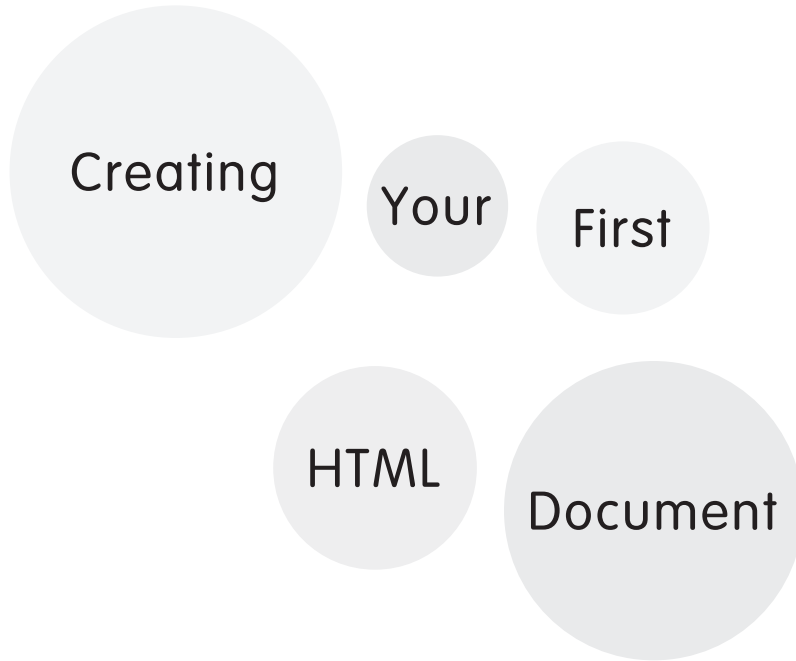


# Unit 2



**After completing this unit, you should understand the following:**

HTML basics

How to create an HTML document

How to add headings

## The Basics

It's time to create a sample HTML document. Finally! First we'll practice the basics. Once you've learned about the tags, you'll read more theory about good Web page design. Then you can start designing your own personal page.

### Begin at the Beginning

Every HTML document starts with an `<HTML>` start tag and ends with an `</HTML>` end tag. These two tags identify the text between them as HTML formatted. Everything you type from here on will be nested inside this tag pair.

You can't add white space to an HTML document by pressing the spacebar, pressing **Tab**, or adding blank lines. HTML doesn't recognize white space unless it's in a preformatted paragraph. (`<PRE>` tags are discussed later in the book.)

Inside the `<HTML>...</HTML>` tag pair is the `<HEAD>...</HEAD>` pair and then the `<BODY>...</BODY>` pair. The `<HEAD>` and `<BODY>` tag pairs effectively divide the document into two sections: the heading and the body.

👉 **Head and Title:** The `<HEAD>...</HEAD>` tag pair can include a variety of optional information, which we'll go into later. For now, the most important element in the `<HEAD>` tag pair is the `<TITLE>` tag for your page. The title is important because search tools often index pages by their titles. The title should be short and descriptive of the page content. (For example, "Northwest Dogs Home Page" is more

#### NO ROOM FOR MISTAKES

*HTML is an unforgiving language. Typographical errors will often render a tag invisible to the browser. Some HTML editors include built-in error-checking logic that doesn't allow you to save a document containing formatting mistakes. Shareware HTML verification programs are also available online. (Weblint is a good one for the PC.) Regardless, type carefully and check for typos. If you don't catch them in the text editor, you'll certainly see them when you view the page in a browser window.*



descriptive than “Dogs.”) Often the title matches the first heading in the body of the document. If your page is part of a multipage site, the title should also include a site identifier. (For example, “Northwest Dogs: Grooming Huskies.”) Though the title doesn’t usually display on the Web page itself, browsers often display it in a separate text box or include it as part of the window’s title.

➤ *Body:* The `<BODY>...</BODY>` tag pair includes all other elements: headings, paragraphs, lists, graphics, links—you name it.

The structure of these tags never changes. It’s the first thing you type when you create a Web page. (In some HTML editors, these tags are automatically entered when you create a new document.) In most second and third generation HTML editors (and by second and third generation we are talking about products such as Adobe PageMill and Macromedia Dreamweaver), much of the

HTML coding is done for you. The problem with these programs is that they also include many proprietary tags that many browsers may not recognize. The format for an HTML document is as follows:

```
<HTML>
<HEAD>
<TITLE>document title</TITLE>
</HEAD>
<BODY>
headings, paragraphs, links,
graphics, lists, and so on
</BODY>
</HTML>
```

Let’s see how this looks on the screen and add a title.

1. If the following tags aren’t already entered, click the **New** button or choose **New** from the **File** menu. If you’re not using an editor that inserts these tags automatically, type them as follows:

```
<HTML>
<HEAD>
```

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

*Important:* Some default HTML documents contain a `<!DOCTYPE HTML PUBLIC "-//IETF/DTD HTML 3.0//EN" "HTML.dtd">` tag above the `<HTML>` start tag. This is a comment and will not display in the browser. It exists for information purposes only and is not currently required.

2. Type **The Dog Page** inside the `<TITLE>...</TITLE>` tag pair.

```
<HTML>
<HEAD>
<TITLE>The Dog Page</TITLE>
</HEAD>
<BODY>
</BODY>
</HTML>
```

*Note:* Because HTML doesn't recognize or care about line breaks and blank lines (unless they're so tagged), the document entered as a continuous string of text is also perfectly legal (but harder to edit). The example above can be entered as follows:

```
<HTML><HEAD><TITLE>The Dog Page</TITLE></HEAD>
<BODY></BODY></HTML>
```

## ADDING COMMENTS

*Comments can be typed inside a comment tag, `<!-- comment text here -->`, and inserted anywhere in an HTML document. You must include a space after the initial `<!--` and preceding the `-->`. Avoid placing HTML tags inside of comment brackets because the extra angle brackets can confuse some browsers.*

*Good:*

```
<!-- updated September 5 -->
<!-- Each comment must have its
own start and end comment tags.
-->
```

*Bad:*

```
<!-- Ozzie says to change the
tag to <UL> but I disagree -->
<!-- Each comment must have its
own start and end comment
tags.<BR> -->
```

## Adding Headings and Paragraphs

Headings and paragraphs are all inside the <BODY> of the page. When you specify a heading or a paragraph, you are indicating a structural element. The browser software determines the appear-

ance. If you press **Enter** to insert blank lines between headings and paragraphs, the browser will ignore them. Use blank lines to enhance the readability of the HTML file itself, but don't expect them to show up in the browser window.

### Adding Headings

There are six levels of HTML headings. Each heading is indicated by a tag pair numbered H1 through H6 as follows:

```
<H1>level 1 heading text</H1>
<H2>level 2 heading text</H2>
<H3>level 3 heading text</H3>
<H4>level 4 heading text</H4>
<H5>level 5 heading text</H5>
<H6>level 6 heading text</H6>
```

Heading levels are differentiated from each other and the paragraph text by typeface, point size, and extra space above or below the elements. As with all tag pairs, if you don't include the end tag (/), the browser will think that the subsequent text is formatted as part of the same heading.

In Netscape Navigator, the six levels of headings look like Figure 2-1.

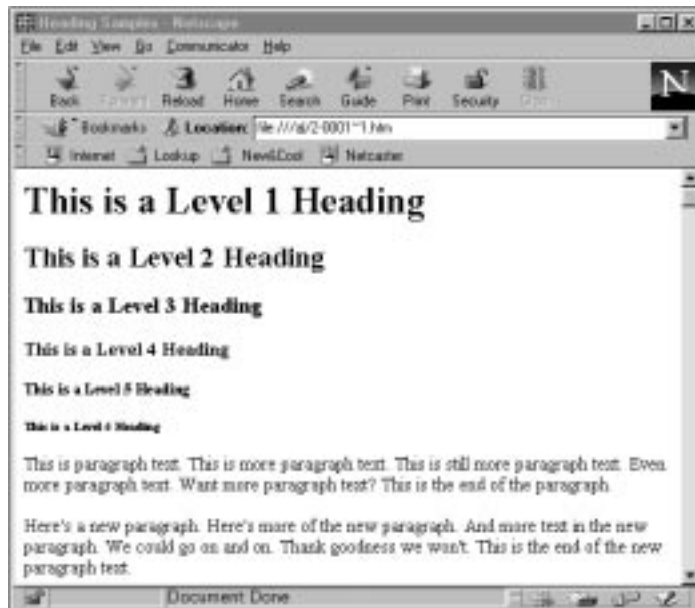


FIGURE 2-1 Headings in Netscape Navigator

Add a level 1 heading to your new document:

3. Type the following level 1 heading into your document.

```
<HTML>
<HEAD>
<TITLE>The Dog Page</TITLE>
</HEAD>
<BODY>
<H1>THE DOG PAGE</H1>
</BODY>
</HTML>
```

### Adding Paragraphs

Paragraph tags are `<P>` and, optionally, `</P>`. As with heading text, paragraph text looks different from browser to browser. Typically, paragraphs are not indented, and a single blank line is inserted between them. The format is as follows:

```
<P>paragraph text
```

or

```
<P>paragraph text</P>
```

`<P>` tags cannot include heading tags, but they can include links and various

forms of styles (covered later in this book). Currently, a closing `</P>` tag isn't required in standard HTML, but rumor has it that it may become standard in later versions. Some browsers do allow modification of `<P>` tags, necessitating a closing `</P>`. `</P>` tags are sometimes used to add a little extra white space between paragraphs.

4. Add the following paragraph text to your document.

```
<HTML>
<HEAD>
<TITLE>The Dog Page</TITLE>
</HEAD>
<BODY>
<H1>THE DOG PAGE</H1>
<P>Dogs are fascinating
animals. So are cats and
iguanas; but this is a dog
page, not a cat and iguana
page.
</BODY>
</HTML>
```



**FILE NAMES—UNIX, PC, OR MAC?**

*More than likely, your published Web site will be run on a Unix machine. Considering this, there are a few simple naming conventions to follow:*

*Use the file naming convention of the target server right from the start. This will save you from having to change file names prior to uploading the site to the server. If you don't know the convention, use the DOS/Unix file naming convention described below. This is sometimes referred to as the 8.3 naming convention.*

*If you're working on a PC, give your files a .htm extension. If you're working on Unix, give your files a .html extension. Other extensions such as .shtml exist, but we'll stick with the basics for now.*

*Because Unix file names are case sensitive (Doghome.htm and doghome.htm are two different files), choose a case preference—upper, lower, or mixed—and stick with it.*

**Saving the Document**

In most cases, you must save an HTML document before you can view it in the browser. The Save function is standardized in most software. (It's a good idea to save all of your Web site files in a single directory for easy referencing. More information on file organization will be presented later.)

*Note:* Some HTML editors contain a Preview feature that launches the browser specified in the Options dialog box and displays a temporary version of the current document. But the Preview feature doesn't work with all browsers. Instead of using Preview, we'll save the document when we're ready to view it, and use the Reload button in Netscape Navigator to display the updated file.

Save the document on Drive A.

5. Select **Save** (usually located in the **File** menu).
6. Insert your student diskette into Drive A.
7. Name the file **a:\doghome.htm**.
8. Click **OK**.

**Viewing the Document**

As you create your Web page, you should view it frequently in the browser window. This helps you catch mistakes early in the game, before the page gets too complicated. If possible, keep the editor and the browser open so you can switch

between them as necessary. (Use the **Alt** + **Tab** key combination to easily alternate between the two.)

### Viewing the Finished Web Page

To view the Web page as it'll appear on the Web, launch your browser and open the local HTML document you just created. This is known as opening a local file, because you're not going online to access it.

Open the file as a local document.

1. If necessary, launch the browser.
2. Open your local HTML document, `a:\doghome.htm`. In Netscape Navigator, click **File**, click **Open Page**, and select the file. Correctly formatted, the page should resemble Figure 2-2.

If your screen doesn't match the figure, return to the editor and check that all your tag pairs are closed properly and typed correctly. Save the document and then view the updated version by selecting the **Reload** button in the browser.



FIGURE 2-2 The Dog Page—Version 1

### Viewing the Document Source

The source is simply the HTML text file with all the codes revealed. Remember what you typed in your editor? That's the source. Most browsers let you view the HTML source for any Web document you display. This is useful because you can study how other Web pages are structured.

Browsers usually contain a View Page Source command. In Netscape Navigator, choose **Page Source** from the **View** menu



to display the source of the currently displayed Web page.

Open a document source window to view the doghome.htm HTML file.

1. With doghome.htm currently displayed in your browser, choose **Page Source** on the **View** menu to display the source code.
2. Click the Close button at the upper-right corner of the window to close it and return to the browser.



FIGURE 2-3 The Dog Page—The Document Source

## Adding Level 2 and 3 Headings

Let's beef up doghome.htm by adding a level 2 heading (`<H2>...</H2>`), a couple of level 3 headings (`<H3>...</H3>`), and

more paragraph text. When you view the document in the browser, notice the font differences among the heading levels.

Insert level 2 and level 3 headings into the document as follows:

1. Switch to the HTML editor window (which should still contain doghome.htm) and add the following text:

```

<HTML>
<HEAD>
<TITLE>The Dog Page</TITLE>
</HEAD>
<BODY>
<H1>THE DOG PAGE</H1>
<P>Dogs are fascinating
animals. So are cats and
iguanas; but this is a dog
page, not a cat and iguana
page.
<H2>The most popular dog
breeds</H2>
<P>According to Sleeping
Dogs, Inc., the most popular
dog breeds are terriers,
retrievers, bulldogs,

```

collies, and poodles.

```
<H3>My favorite dog</H3>
```

```
<P>My favorite dog is
```

```
Herman, a silly looking mutt
with the body of a golden
retriever and the legs of a
basset hound.
```

```
<H3>Mom's favorite dog</H3>
```

```
<P>Mom's favorite dog is
```

```
Sam, a sweet, hairy, little
sheltie. Unfortunately, Sam
is no longer with us.
```

```
</BODY>
```

```
</HTML>
```

2. Save a:\doghome.htm.
3. Switch to the browser window. In the browser, click **Reload** or select **Open Page** from the **File** menu (or execute an equivalent command) to reload the updated doghome.htm. The page should resemble Figure 2-4.

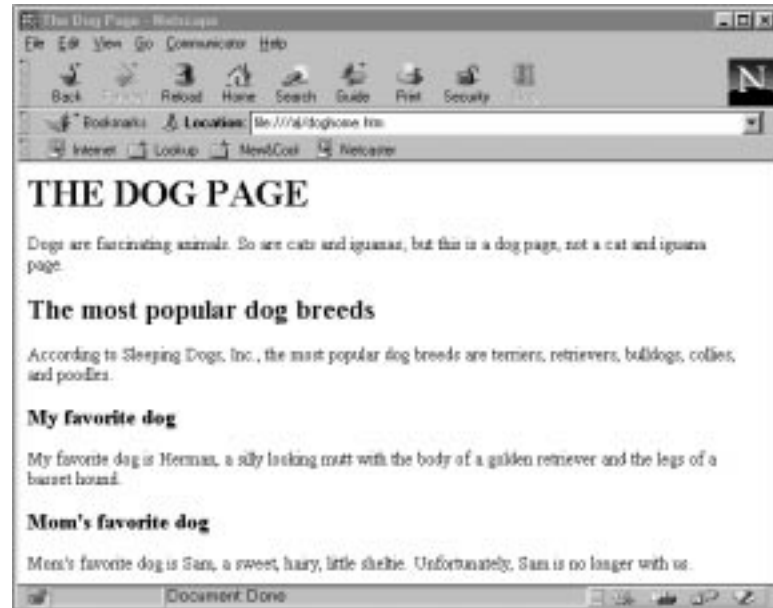


FIGURE 2-4 The Dog Page—Version 2

## Skills Check

---

1. The `<HTML>` tag tells the browser
  - a. nothing.
  - b. the name of the file.
  - c. how to interpret the document.
  - d. where to enter text.
2. Which tag pair is used to create the smallest heading?
  - a. `<H1> </H1>`
  - b. `<H1> <\H1>`
  - c. `<HS> </HS>`
  - d. `<H6> </H6>`
3. Which tag is used for creating a new paragraph?
  - a. `<PARAGRAPH>`
  - b. `<PARA>`
  - c. `<P>`
  - d. `<NEW>`
4. Which tag pair contains all the information that is displayed?
  - a. `<HTML> </HTML>`
  - b. `<P> </P>`
  - c. `<SECTION> </SECTION>`
  - d. `<BODY> </BODY>`
5. Which tag identifies a comment in HTML?
  - a. `<?-->`
  - b. `</-->`
  - c. `<@-->`
  - d. `<!-->`