



HTML TUTORIAL TO UPDATE YOUR WEBSITE

What Is a Tag?

A tag is a method of formatting HTML documents.

With tags you can create *italic* or **bold** characters, and can control the **color** and size of the lettering.

Tags can be "nested". This means that you can make something **bold** and *italic* and **green** by simply surrounding the previous tag with the next.

Tags can be used to insert pictures and graphics.

Tags can be used to create bulleted lists like this one.

Tags look something like this: ` chosen text ` .

All tags use the `<` and `>` (less-than and greater-than symbols) to signal the browser. These are located above the comma and period keys.

Within a tag, capitalization doesn't matter. `` is the same as `` or `` .

It is *essential* to always close the tags! If not, the formatting will contaminate everything that follows it.

Putting In Line Breaks and Paragraphs

Using the tag `
` will cause the text to begin directly below the previous line

Using the tag `<p>` will leave a blank line between the sections of text.

Without these two, the text will appear in one large block, without any paragraph breaks.

Italics

To make *italics* surround the chosen text with these tags:

```
<i> chosen text </i>
```

The `"/i"` tag is essential; this will close the tag and stop the italics. If this is not done, all the text which follows the first, `<i>` , tag will appear italicized.

Bold Lettering

To make letters **bold** surround the chosen text with these tags:

```
<b> chosen text </b>
```

The `"/b"` tag is essential; this will close the tag and stop the bold lettering. If this is not done, all the text which follows the first, `` , tag will appear in bold.

Changing Font Size

1. Headers are abbreviated with the letter "h" and a number from 1 to 6 with "h1" being the largest font and "h6" being the smallest font. For example:

```
<h1>Big</h1>
```

```
<h6>small</h6>
```

The `"/h# "` tag is essential; it will close the tag and define the end of the specialized formatting. If this is not done, all the text which follows the first, `<h#>` , tag will appear in the altered size.

Changing Text Color

To change the color of the text surround the chosen text with the following tags:

```
<font color="blue">chosen text</font>
```

The "/font" tag is essential; this will close the tag and signal the end of the colored text. If this is not done, all the text which follows the first, , tag will appear in the altered color [blue in the example].

The "color name" can be one of two things. If you only want to use a common color, you can simply put in the name of that color – "blue"

The second thing you can use as a "color name" is a numeric code for the color. This allows you to fine tune the color more than you can with the fixed colors listed above. For example you can have different shades of blue.

```
<font color="#000088">chosen text</font>
```

You'll need a color chart to get the numbers – just "Google" the term "HTML Color Chart" and you'll find lots of websites that provide you the color numbers you want

How To Add Images

If you wish to add graphics such as 😊

First, here is what the tag for the image looks like:

```
😊 = <IMG SRC="images/smiley.gif" >
```

What this means:

- IMG -- This stands for "image" and tells the browser that you are putting in a picture.
- SRC -- This stands for "source" and refers to the location where the browser can find the image.
- images/smiley.gif -- This is the location of the image --- it's in a directory on a website in a folder called "images"
- smiley.gif -- Is the name of the actual file for the image 😊
- Notice that this tag stands alone, you do not need a second tag to close it.

Note: The quotation marks around the file location are essential!

IMPORTANT: your images should be stored in a folder on your website called "images" making it easy to find, organize and link images

How To Make a Link To Another Page on Your Web Site or a link to an another Web Site

Making a link, such as to another webpage or website is very similar to inserting a graphic. One major difference is that there must be a second tag to close the first one.

You can link to files within your site or you can link to other websites.

Links looks like this when coded in HTML:

A link to another site page within your website: `My Latest News`

A link to an outside website: `Northstar Hall of Fame`

The first tag consists of three basic parts:

1. The **a** stands for "anchor", and is the term used in HTML to refer to links.
2. The **href** stands for "**h**ypertext-**r**eference" and tells the browser you are making a link to another page or site.
3. The location of the web page or website you are referring to is then inserted **in quotation marks after the = sign**

Once this first tag is complete, anything typed after it will appear as an underlined link until you insert the second, closing, tag ``. For example, I could write the above link as

If you do not close the tag, with the ``, then everything that follows will appear as an underlined link.

Making an Image also be a Link

You can make a picture *also* be a link to a web site by combining the links for each. The link tag (`a href=`) goes around the outside, with the image tag (`img src=`) taking the place of the words of the link:

The picture may or may not have some text next to it:

Ex. A: ``



[Result: picture link with no text beside it]

Ex. B: `Northstar Hall of Fame`



Northstar Hall of Fame

[Result: picture link with text beside it]

How To Center a Section Of Text

Being able to center text or images comes in handy.

```
<center>chosen text</center>
```

To stop centering, use the `</center>` tag.

How To Make Bulleted Lists

1. First you must tell the browser you are making an unnumbered list by typing:

```
<UL>
```

2. Then you must denote the start of each item in the list by typing:

```
<LI>
```

in front of the item.

3. Then you must tell the browser that the list is complete by closing the list tag:

```
</UL>
```

Notice that the `` tags do not need to be closed.

Here is an example:

```
<UL>
```

```
<LI> Item one on list.
```

```
<LI> Item two on list.
```

```
<LI> Item three on list.
```

```
</UL>
```

Results in the following list:

- Item one on list.
- Item two on list.
- Item three on list.