

# HTML

## Quick Reference Card



Customizable Print On-Demand Courseware  
1502 Nicollet Avenue, Suite 1, Minneapolis, MN 55417  
Tel. (888) 903-2432 www.customguide.com

### The Fundamentals

- HTML stands for **HyperText Markup Language** and is used to create web pages.
- HTML uses tags to tell web browsers what appears in the web page and how it should be formatted.
- Some tags require a closing tag that begins with a forward slash (i.e. `<B></B>`).
- Some tags may have attributes to provide additional information to the web browser.

#### Example of HTML

```
<HTML>
<HEAD>
<TITLE>Report on
Snails</TITLE>
<!--These are comments
that will not appear in
the web page-->
</HEAD>
<BODY>
<H1>Introduction to
Snails</H1>
<P>Snails are any of as
many as 50,000 marine or
```

### URLs

- Uniform Resource Locators** specify the location of files on the WWW.
- URLs may include the resource type (`http://`), server address (`www.cnet.com`), path (`/reviews/`), and file name (`toshiba.html`).  
For example: `http://www.cnet.com/reviews/toshiba.html`.

### Essential Page Elements

Tag/Attribute	Description	Syntax
Document Type	Beginning and ending of file	<code>&lt;HTML&gt;&lt;/HTML&gt;</code>
Title	Page title, must be in the header	<code>&lt;TITLE&gt;&lt;/TITLE&gt;</code>
Header	Descriptive information, such as page title, content, etc.	<code>&lt;HEAD&gt;&lt;/HEAD&gt;</code>
Body	The bulk of the web page	<code>&lt;BODY&gt;&lt;/BODY&gt;</code>

### Working with Text

Tag/Attribute	Description	Syntax
Base Font Size	Changes default font size from 1 to 7 (3 is the default setting)	<code>&lt;BASEFONT SIZE = num&gt;</code>
Bigger	Increase in font size	<code>&lt;BIG&gt;&lt;/BIG&gt;</code>
Blinking	Makes text blink on and off	<code>&lt;BLINK&gt;&lt;/BLINK&gt;</code>
Bold	Boldfaces text	<code>&lt;B&gt;&lt;/B&gt;</code>
Citation	Indicates a work cited	<code>&lt;CITE&gt;&lt;/CITE&gt;</code>
Font Color	Font color in hexadecimal number	<code>FONT COLOR="#rrggbb"&gt;&lt;/FONT&gt;</code>
Font Face	Font type, such as Arial	<code>FONT FACE="face"&lt;/FONT&gt;</code>
Font Size	Font size from 1 to 7	<code>FONT SIZE="n"&lt;/FONT&gt;</code>
Font Size (Points)	Font size in points	<code>&lt;FONT POINT-SIZE=?&gt;&lt;/FONT&gt;</code>
Font Weight	Font weight or boldness	<code>&lt;FONT WEIGHT=?&gt;&lt;/FONT&gt;</code>
Italic	Italicizes text	<code>&lt;I&gt;&lt;/I&gt;</code>
Non-Breaking Space	Non-Breaking Space Character	<code>&amp;NBSP;</code>
Overstrike	Strike through text	<code>&lt;S&gt;&lt;/S&gt;</code>
Plain Text	Disables tag processing	<code>&lt;PLAINTEXT&gt;&lt;/PLAINTEXT&gt;</code>
Preformatted Text	Displays text exactly as is	<code>&lt;PRE&gt;&lt;/PRE&gt;</code>
Quote	Quotations	<code>&lt;Q&gt;&lt;/Q&gt;</code>
Regular Emphasis	Usually italicizes text	<code>&lt;EM&gt;&lt;/EM&gt;</code>
Sample Output	For literal characters	<code>&lt;SAMP&gt;&lt;/SAMP&gt;</code>
Smaller	Decrease in font size	<code>&lt;SMALL&gt;&lt;/SMALL&gt;</code>
Source Code	For computer source code listings	<code>&lt;CODE&gt;&lt;/CODE&gt;</code>
Strong Emphasis	Usually bolds text	<code>&lt;STRONG&gt;&lt;/STRONG&gt;</code>
Subscript	Subscripts text	<code>&lt;SUB&gt;&lt;/SUB&gt;</code>
Superscript	Superscripts text	<code>&lt;SUP&gt;&lt;/SUP&gt;</code>
Typewriter Style	Fixed width font	<code>&lt;TT&gt;&lt;/TT&gt;</code>
Underline	Underlines text	<code>&lt;U&gt;&lt;/U&gt;</code>

### Paragraphs and Divisions

Tag/Attribute	Description	Syntax
Align Text	Aligns paragraphs	<code>&lt;P LEFT   CENTER   RIGHT   JUSTIFIED &gt; &lt;/P&gt;</code>
Division	Defines a division	<code>&lt;DIV&gt;&lt;/DIV&gt;</code>
Headings	Displays the specified hierarchical heading level (1-6)	<code>&lt;H1&gt;&lt;/H1&gt;...&lt;H6&gt;&lt;/H6&gt;</code>
Horizontal Rule	Draws a line across the screen	<code>&lt;HR&gt;</code>
HR Rule Alignment	A horizontal rule's alignment	<code>&lt;HR LEFT   CENTER   RIGHT &gt;</code>
HR Thickness	The line thickness of a HR	<code>&lt;HR SIZE=n&gt; (in pixels)</code>
HR Width	The length of a horizontal rule	<code>&lt;HR WIDTH=n&gt; (in pixels or %)</code>
Line Break	Starts a new line (without any additional spacing)	<code>&lt;LB&gt;</code>
No Break	Prevents line breaks	<code>&lt;NOBR&gt;&lt;/NOBR&gt;</code>
Paragraph	Starts a new paragraph	<code>&lt;P&gt;</code>
Word Break	Where to break if needed	<code>&lt;WBR&gt;</code>

### Lists

Tag/Attribute	Description	Syntax
Compact	Compacted list	<code>COMPACT</code>
Definition List	List of terms and definitions	<code>&lt;DL&gt;&lt;/DL&gt;</code>
Definition List Item	Item to be defined	<code>&lt;DT&gt;</code>
Definition Text	Definition for the previous item	<code>&lt;DD&gt;</code>
Directory List	List of short items	<code>&lt;DIR&gt;&lt;/DIR&gt;</code>
List Items	A single item on a list	<code>&lt;LI&gt;</code>
Menu	Displays a menu list	<code>&lt;MENU&gt;&lt;/MENU&gt;</code>
Ordered List	Numbered list	<code>&lt;OL&gt;&lt;/OL&gt;</code>
Numbering Type	(for the entire list)	<code>&lt;OL TYPE=A   a   i   I &gt;</code>
Numbering Type	(for this & subsequent items)	<code>&lt;LI TYPE=A   a   i   I &gt;</code>
Starting Number	(for the entire list)	<code>&lt;OL START=?&gt;</code>
Starting Number	(for this & subsequent items)	<code>&lt;LI START=?&gt;</code>

### Hyperlinks

Tag/Attribute	Description	Syntax
E-mail	Where to send e-mail	<code>MAILTO:email@domain.com</code>
Link to Location	(In the same document)	<code>&lt;A HREF="#link"&gt;&lt;/A&gt;</code>
Link to Location	(In another document)	<code>&lt;A HREF="url#link"&gt;&lt;/A&gt;</code>
Target Window	Where a new document or web page appear, i.e. in the same window or in a new window	<code>&lt;A HREF="url" TARGET="_blank   _parent   _self   _top"&gt;&lt;/A&gt;</code>

### Forms

Tag/Attribute	Description	Syntax
Checked	Use with check/radio boxes	<code>&lt;INPUT CHECKED&gt;</code>
Define Form	Defines the area of the web page used as a form	<code>&lt;FORM ACTION="url" METHOD=GET POST&gt;&lt;/FORM&gt;</code>
Field Name	The field name (required)	<code>&lt;INPUT NAME="name"&gt;</code>
Field Size	Field size in characters	<code>&lt;INPUT SIZE="n"&gt;</code>
Field Value	The field value	<code>&lt;INPUT VALUE="value"&gt;</code>
Input Field	Inserts a certain type of input field such as a text box, check box, or button	<code>&lt;INPUT TYPE="TEXT PASSWORD CHECKBOX RADIO FILE BUTTON IMAGE HIDDEN SUBMIT RESET"&gt;</code>
List Items	Items in a list or combo box	<code>&lt;SELECT&gt;&lt;/SELECT&gt;</code>
Max Length	Maximum length in characters	<code>&lt;INPUT MAXLENGTH=?&gt;</code>
Option List	Creates an option list	<code>&lt;OPTION&gt;&lt;/OPTION&gt;</code>
Prompt	Message in input field	<code>&lt;INPUT PROMPT="text"&gt;</code>

### Special Characters

Character	Code	Character	Code	Character	Code
<	<code>&amp;lt;</code>	&	<code>&amp;amp;</code>	Non-Breaking Space	<code>&amp;nbsp;</code>
>	<code>&amp;gt;</code>	"	<code>&amp;quot;</code>		

</