

Using HTML list Elements

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Introduction

Audience

This guide is for users who are not familiar with the basics of HTML.

Purpose

This document will guide the users to use the list of HTML elements from the reference page [here](#).

Contact Information

Send your queries to <mailto:dashbeckons@gmail.com> for any support required.

HTML Overview

HTML stands for Hypertext Markup Language. It is a standard language used to create web pages and web applications in the Internet. These websites can then be viewed by anyone else connected to the Internet. HTML is divided into three parts,

- **Hypertext**

Hypertext is a text inside a document or a web page which links to another document or web page.

For Example: A Google search returns multiple results, where each result consists of a link which drives us to a particular place.

- **Markup**

Markup defines the concept of marking something in a particular format.

Browsers do not understand the simple plain text but they understand or recognize the HTML code. So, while sending the plain text to browsers, we mark the content with HTML tags like <title> or <p> (paragraph).

Each tag contains open and closed angular bracket. For example,
<Title>My First Page</title>.

- **Language**

Language implies that HTML has its syntax and semantics just like any other language.

How HTML works?

HTML consists of a series of short codes typed into a text-file by the site author — these are the tags. The text is then saved as an html file, and viewed through a browser, like *Internet Explorer* or *Google Chrome* or *Mozilla Firefox*.

This browser reads the file and translates the text into a visible form, rendering the page as the author had intended.

Displaying HTML document

A web page is a document written in HTML and translated by a web browser. A web page can be accessed by entering a URL address into a browser's address bar. A web page may contain text, graphics, and hyperlinks to other web pages and files.

There are a lot of web browsers that displays HTML documents. They are:

- Google Chrome
- Mozilla Firefox
- Internet Explorer
- Safari

Features of HTML

There are a few features of HTML which must be defined. They are:

- HTML is a Markup language and **NOT** a programming language.
- HTML is used to display data as it appears.
- The tags in HTML are **Pre-defined**.
- It is **NOT** mandatory to close the tag in HTML.
- The style sheet is **optional** in HTML.
- The HTML is **Static** in nature.
- HTML is **NOT** a case-sensitive language. It means that you can use tags either in lower-case or upper-case.
- HTML is platform-independent because it can be displayed on any platform such as Windows, Linux and Macintosh, and so on.
- All HTML tags have an opening tag that contains the name with any attributes, a close tag that contains a forward slash, and the name of the tag that is being closed.



Figure 1: Example of an HTML Tag

- HTML code ensures the proper formatting of text and images so that your Internet browser can display them as they are designed to look. Without HTML,

a browser cannot understand how to display the text as elements or load images or other elements.

HTML provides a basic structure of the page, and a Cascading Style Sheets are overlaid to change its appearance. HTML acts as a bone (structure) of a web page, and CSS acts as its skin (appearance).

For Example:

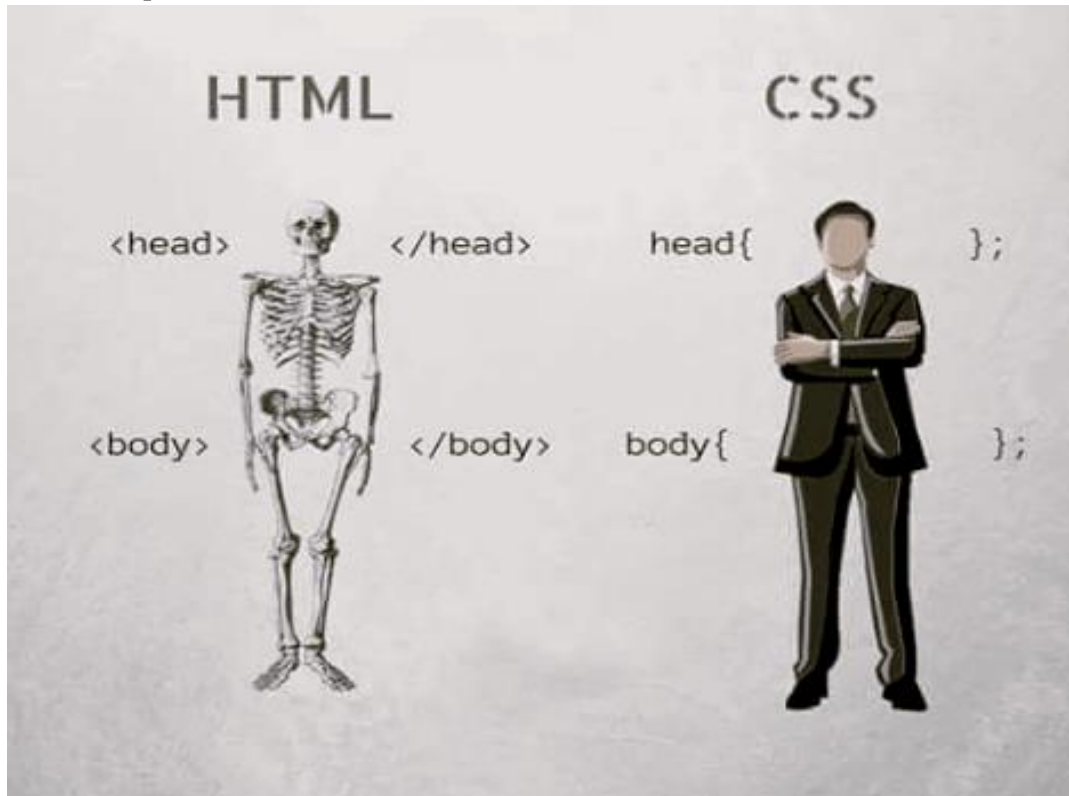


Figure 2: Structure of HTML and CSS

List of HTML elements or HTML Tags

HTML Tags are element names surrounded by angle brackets. They represent the semantics or the meaning. Generally, they consist of opening and closing tag with the content inside.

For Example:



Figure 3: HTML Elements

Features of HTML Tags

The following points describe the features of HTML tags. They are:

- HTML tags normally come **in pairs** like `<p>` and `</p>`.
- The first tag in a pair is the **start tag**; the second tag is the **end tag**.
- The end tag is written like the start tag, but with a **forward slash** inserted before the tag name.

Different types of HTML Tags or elements

There are many two types of tags in HTML which are:

- Paired tags
- Unpaired tags

Paired tags

A tag is said to be a paired tag if the text is placed between a tag and its companion tag. In paired tags, the first tag is referred to as Opening Tag and the second tag is referred to as Closing Tag.

For Example: `ABC`

Here `` is the opening tag, `` is the closing tag and ABC the text in between which will result as ABC on the browser screen.

Unpaired tags

An unpaired tag does not have a companion tag. Unpaired tags are also known as Singular or Stand-Alone Tags.

For Example:

- `<hr>` or `<hr />`
- `
` or `
`

List of different HTML tags (or elements)

The following table represents the different HTML tags and their type:

Serial No.	Tag name	Description	Tag Type
1	<html>	begins html file	Paired
2	<head>	first section of html file	Paired
3	<body>	second, main section of html file	Paired
4	<title>	within HEAD - title goes in top bar	Paired
5	<p>	paragraph	Paired
6	<h1> <h2>	headings	Paired
7		link	Paired
8	<blockquote>	separate, indented text	Paired
9	<i>	italic physical style	Paired
10		bold physical style	Paired
11	<tt>	teletype physical style	Paired
12		emphasis logical style	Paired
13		strong logical style	Paired
14	<cite>	citation logical style	Paired
15		ordered list	Paired
16		unordered list	Paired
17	<dl>	definition list	Paired
18		anchor	Paired
19	<table>	table	Paired
20	<tr>	table row	Paired
21	<td>	table cell	Paired
22	 	line break	Unpaired
23	<hr>	horizontal rule	Unpaired
24		image	Unpaired
25	<!-- -->	comments	Unpaired
26	&...;	escape sequences	Unpaired
27		list item	Can be paired
28	<dt>	term name (left aligned)	Can be paired
29	<dd>	term definition (indented)	Can be paired

Reference

For more details, click [here](#) to access in-depth information on different HTML elements.

Section 1B - Approach used for Assignment

The approach used for this assignment was based on three fundamental factors. They are:

- Writing Content
- Audience Analysis
- Information Design

Writing Content

This area focuses on the following aspects:

- Presenting the content for correct language, accuracy and readability.
- Using graphics
- Editing or Quality Standards (CMOS or MSTP)

Audience Analysis

This section is to clearly understand who you are writing for, why they will use the information and under what scenarios this information is read. In this case, the users were not aware of the HTML concepts and hence had to start from the basics.

The key lies in the following points, namely:

- What – What is the topic?
- Who – Who uses the document?
- Why/When – Usually, both why and when goes hand in hand regarding the purpose of the document.
- Where – Which application or medium is used to complete the task?
- How – The entire process of the manual explained.

Information Design

This component explains the necessity of the right information at the right time at the right place. It comprises of:

- Structure – Parts of a manual
- Logical representations

A user guide, also commonly known as a manual, is a technical communication document intended to give assistance to people using a particular system.

A user guide is described by different parts of a manual. A manual comprises of three key sections (parts), namely:

1. Front Matter
2. Body
3. Back Matter

Front Matter

This appears at the beginning of the document.

Body

This is the main part of the manual and is the reason why readers actually pick up the manual.

Back Matter

This is the section that appears at the end of the manual.

Illustration of Parts of manual is displayed in the table below:

Front Matter	Body	Back Matter
Title Page	Chapters	Glossary
Disclaimer	Paragraphs	References
Preface(or Introduction)	Screenshots	Index
Table of Contents	Examples	Feedback form
Table of Figures	Notes, Tips, Warning	
	Tables	
	Bullets, Steps	

Section 1C – Easiest and challenging tasks of the assignment

The Easiest task of the assignment was regarding the topic, since I am familiar with HTML concepts, features and examples. The HTML language is an easy concept to understand, which encourages finding more descriptive and simple examples to quote as examples.

The challenging task of the assignment was regarding the workflow of the structure. When you know everything regarding a certain topic, but have to start with the basics to teach a novice, then placing the right information in a sequential order becomes the most challenging task in the assignment. In this aspect, I have ensured that the language used is simple and conforms to all the attributes required for a user to understand the basics and perform the task with minimum assistance from an outside source.

As Abraham Lincoln quoted, “If you give me six hours to cut a tree, I shall spend four hours sharpening my axe.” It is a testimony as to how one needs to be strong in the basics in order to perform any advanced task.