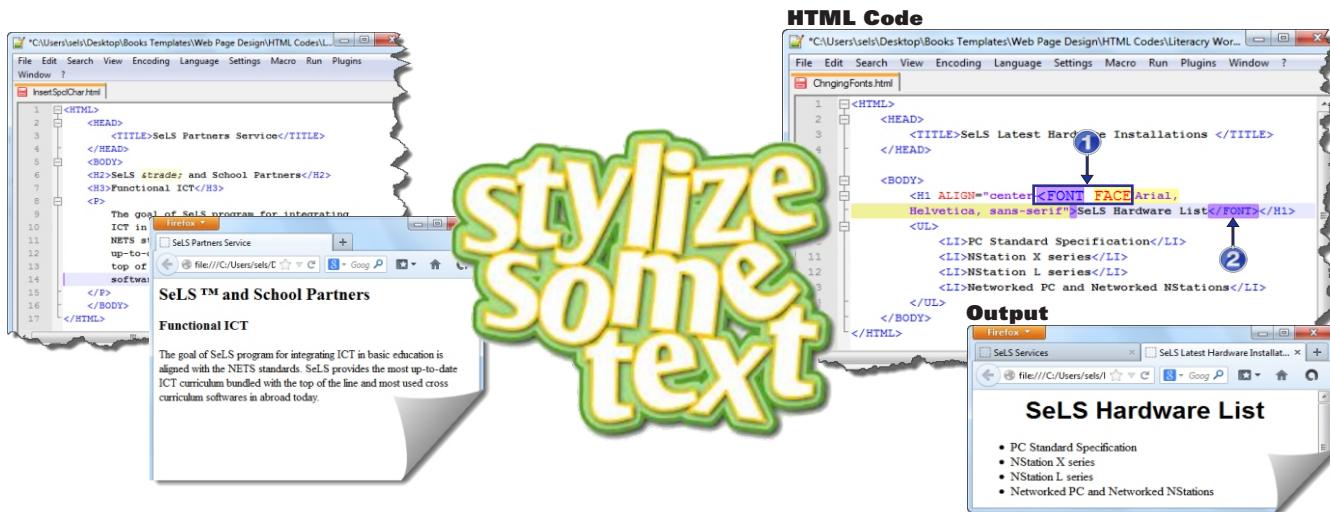


Lesson 2

Are you ready to begin building your Web pages by adding and styling text in HTML? This lesson shows you how to different type of text element to a hypertext document then apply formatting tags to control appearance on your Web page.



Working with Text

Learning Objectives

After completing this lesson, you should be able to:

- create & align paragraph(s) using HTML tags;
- insert preformatted text, heading, block quotes & blank space(s);
- format text by applying bold, underline, font style, size, color;
- adjust & set margins, background and page color;
- create bulleted; nested & definition list; and
- insert special character(s).

Creating a New Paragraph

You can use paragraph tags to start new paragraphs in an HTML document. In a word processing program, you press Enter or Return to separate blocks of text. Web browsers do not read these line breaks. Instead, you must insert a <P> tag in your HTML any time you want to start a new paragraph in your Web page.

Paragraphs are left-aligned by default, but you can choose a different alignment using the align tags.

Create a New Paragraph

- ① Type <P> to start a new paragraph.
- ② Type your text.
- ③ Type </P> at the end of the paragraph.

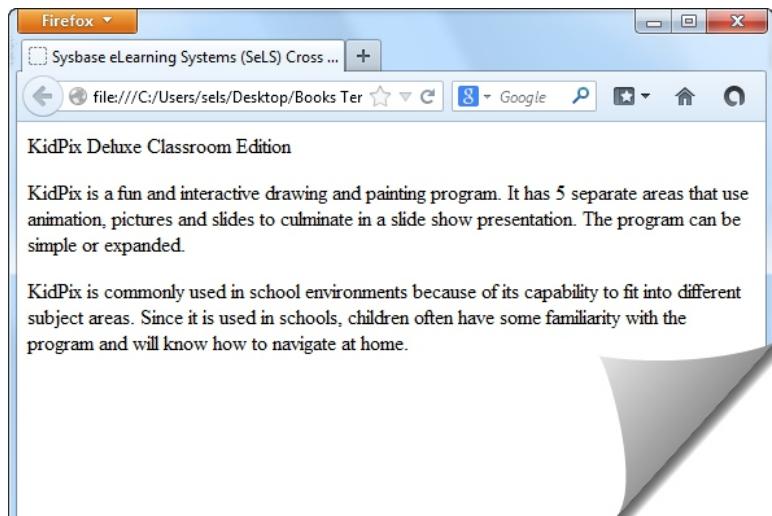
HTML Code

The screenshot shows a Windows-based HTML editor window titled "CrtNwParagraph.htm". The code pane displays the following HTML structure:

```
<HTML>
<HEAD>
<TITLE>Sysbase eLearning Systems (SeLS)
Cross Curriculum Softwares
</TITLE>
</HEAD>
<BODY>
    KidPix Deluxe Classroom Edition
    ① → <P>
        KidPix is a fun and interactive drawing and
        painting program. It has 5 separate areas that
        use animation, pictures and slides to culminate
        in a slide show presentation. The program can
        be simple or expanded.
    ② → <P>
        KidPix is commonly used in school environments
        because of its capability to fit into different
        subject areas. Since it is used in schools,
        children often have some familiarity with the
        program and will know how to navigate at home.
    ③ → </P>
</BODY>
</HTML>
```

The text between the two P tags is highlighted with a blue rounded rectangle. Three numbered arrows point from the steps above to the corresponding code elements: ① points to the opening <P>, ② points to the second paragraph's content, and ③ points to the closing </P>.

Output



Changing Paragraph Alignment

You can control the horizontal positioning, or alignment of your paragraphs by using the ALIGN attribute. You can choose to align a paragraph to the left, right, or center, or justify the text so it is aligned on both the left and the right. Paragraphs are left-aligned by default.

You can use the ALIGN attribute within numerous tag elements, including headings and lists. For example, you can center a heading or right-align a bulleted list.

HTML Code

Change Paragraph Alignment

- ① Click inside the <P> tag in which you want to change the alignment.
- ② Type a space and then **ALIGN="?"**, replacing ? with **Left**, **Right**, **Center** or **Justify**.

Note: You can type HTML commands in upper or lowercase letters, or a combination of the two.

```
<HTML>
<HEAD>
<TITLE>
    Sysbase eLearning Systems (SeLS)
    Cross Curriculum Softwares
</TITLE>
</HEAD>
<BODY>
    KidPix Deluxe Classroom Edition
    ②→<P align="center">
        KidPix is a fun and interactive drawing and
        painting program. It has 5 separate areas that
        use animation, pictures and slides to culminate
        in a slide show presentation. The program can
        be simple or expanded.
    </P>
    <P align="center">
        KidPix is commonly used in school environments
        because of its capability to fit into different
        subject areas. Since it is used in schools,
        children often have some familiarity with the
        program and will know how to navigate at home.
    </P>
</BODY>
```

Output

KidPix Deluxe Classroom Edition

KidPix is a fun and interactive drawing and painting program. It has 5 separate areas that use animation, pictures and slides to culminate in a slide show presentation. The program can be simple or expanded.

KidPix is commonly used in school environments because of its capability to fit into different subject areas. Since it is used in schools, children often have some familiarity with the program and will know how to navigate at home.

When displayed in a Web browser, the text aligns as specified.

In this example, the first and the second paragraphs are center aligned.

Adding a Line Break

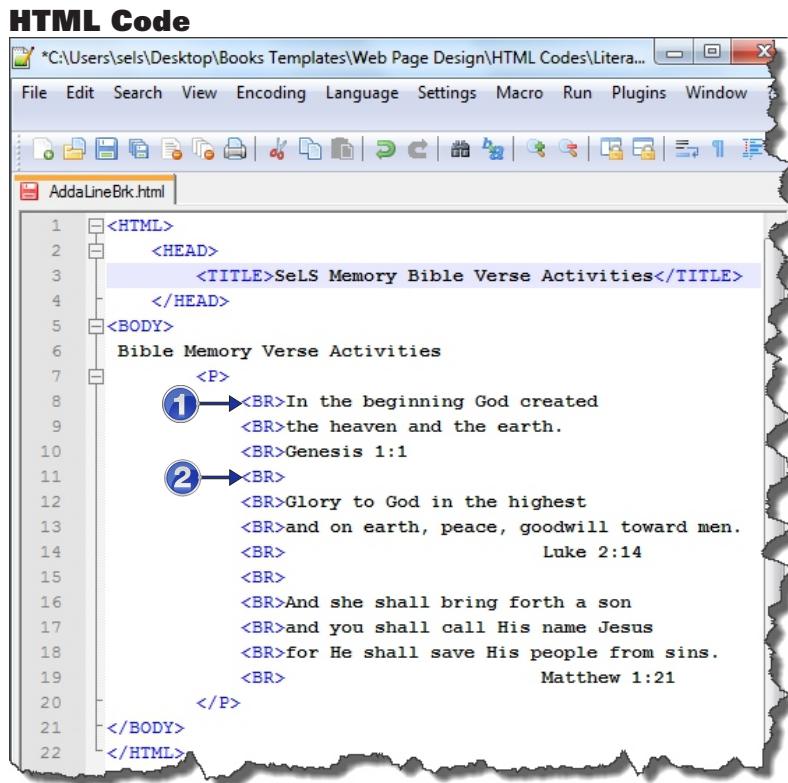
You can use the line break tag,
, to control where your text breaks. Web browsers normally wrap text automatically; when a line of text reaches the right side of the browser window, it breaks and continues on the next line. You can insert a line break to instruct the browser to break the text and go to a new line.

You can also use the
 tag to add blank lines between paragraphs. This is useful if you want to add extra space above or below a block of text or a heading.

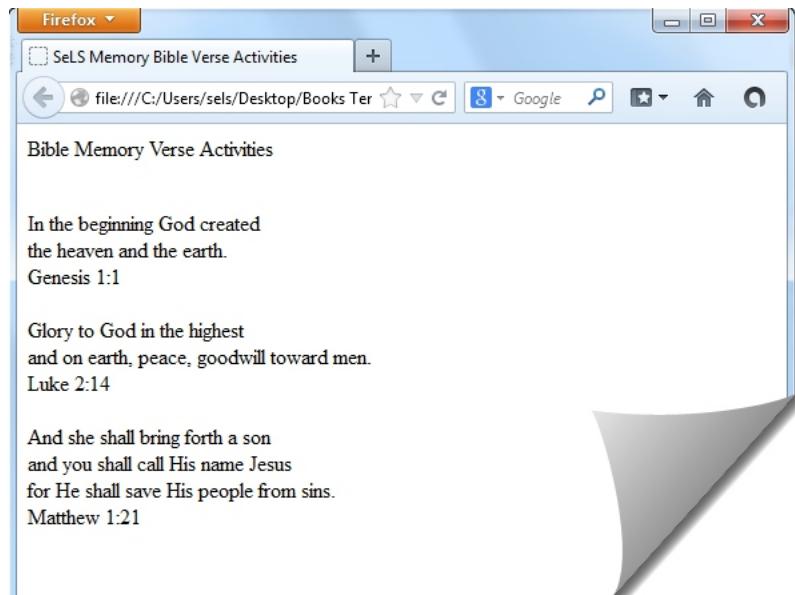
Add a Line Break

- ① Type
 in front of the line of text that you want to appear as a new line.
 - ② Type additional
 tags wherever you want a line break.

Note: You do not need a closing tag for the
 tag.



Output



When the page is displayed in a Web browser, each instance of the tag creates a new text line.

Inserting a Blank Space

You can insert blank spaces within a line of text to indent or add emphasis to your text. You can also use blank spaces to help position an element on a Web page, such as a graphic or photo.

Insert a Blank Space

- Type in the line where you want to add a blank space.

To add multiple spaces, type the code multiple times.

The code stands for nonbreaking space. Web browsers will not create a line break where you insert these characters.

HTML Code

```
<HTML>
<HEAD>
<TITLE>SeLS Online Support</TITLE>
</HEAD>
<BODY>
<P ALIGN="center">SeLS Teachers Support</P>
<P>
&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;SeLS Certified  

Teachers can log-on to our official  

website to access additional printable  

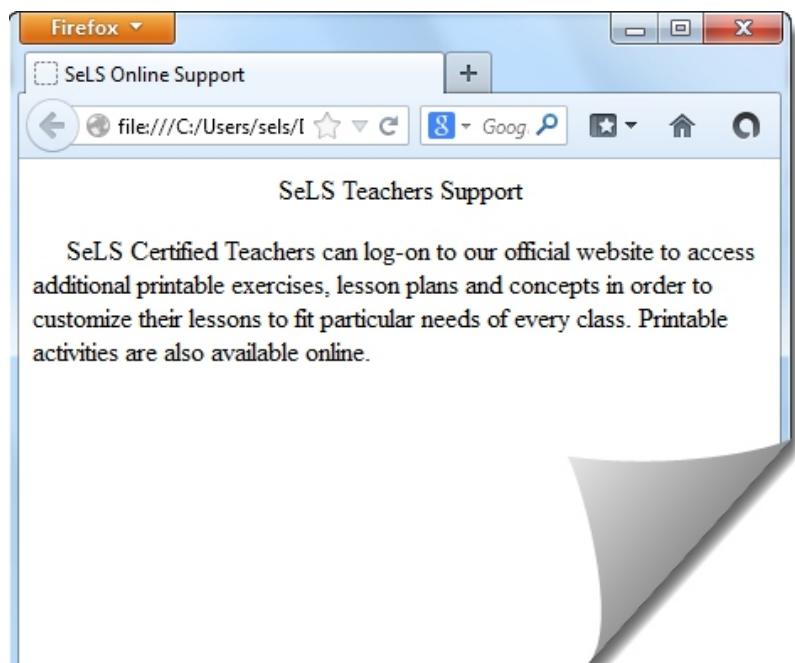
exercises, lesson plans and concepts in  

order to customize their lessons to fit  

particular needs of every class. Printable  

activities are also available online.
</P>
</BODY>
</HTML>
```

Output



Inserting Preformatted Text

You can use the preformatted tags, <PRE> and </PRE>, to keep the line breaks and spaces you enter for a paragraph or block of text. Web browsers ignore hard returns, line breaks, and extra spaces between words unless you insert the preformatted tags. If you type a paragraph with spacing just the way you want it, you can assign the preformatted tags to keep the spacing in place.

Insert Preformatted Text

- ➊ Type <PRE> above the text that you want to keep intact.
- ➋ Type </PRE> below the text.

HTML Code

The screenshot shows a code editor window titled "InsPreformattedText.html". The code is as follows:

```
<HTML>
<head>
    <title>SeLS Cross Curriculum Softwares</title>
</head>
<body>
    <p>SeLS Top of Line Softwares Used</p>
    <pre>
        TuxPaint      Scholastic Keys      HTML
        KidPix       Windows 7
        DreamweaverX5
        Pixie        Office 2010      FlashX5
        Kidspiration Photoshop X5      InDesignX5
        Inspiration   Scratch Programming PHP&MySQL
    </pre>
</body>
</HTML>
```

Two numbered arrows point to the <pre> and </pre> tags, indicating where they should be placed in the code.

Output

The screenshot shows a Firefox browser window displaying the output of the HTML code. The page title is "SeLS Cross Curriculum Softwares". The content is:

SeLS Top of Line Softwares Used

TuxPaint KidPix DreamweaverX5 Pixie Kidspiration Inspiration	Scholastic Keys Windows 7 Office 2010 Photoshop X5 Scratch Programming	HTML FlashX5 InDesignX5 PHP&MySQL
---	--	--

When displayed in a Web browser, the text retains all your original line breaks and spacing.

Browsers display preformatted text in a monospace font by default. This can help you align elements within the text into columns.

Inserting a Heading

There are 6 levels of HTML headings (H1 through H6). H1 is the largest. Use HTML headings for headings only. Don't use headings to make text BIG or bold. Search engines use your headings to index the structure and content of your web pages.

You can use the ALIGN attribute to change the horizontal alignment of a heading, such as <H1 ALIGN="right">.

Insert a Heading

- ① Type <H?> in front of the text you want to turn into a heading, replacing ? with the heading level number you want to assign.

You can set a heading level from 1 to 6.

- ② Type </H?> at the end of the heading text, replacing ? with the corresponding heading level.
- ③ Type additional heading tags for any other text that you want to emphasize on the page.

The heading appears in bold text in the Web browser.

This figure shows an example of each heading size in descending and ascending order.

HTML Code

```
<HTML>
<HEAD>
<TITLE>SeLS ICT Books in Levels</TITLE>
</HEAD>
<BODY>
<H1>4th Year High School</H1>
<H2>3rd Year High School</H2>
<H3>2nd Year High School</H3>
<H4>1st Year High School</H4>
<H5>Kinder 1 & 2</H5>
<H6>Nursery</H6>
<H6>Grade 1</H6>
<H5>Grade 2</H5>
<H4>Grade 3</H4>
<H3>Grade 4</H3>
<H2>Grade 5</H2>
<H1>Grade 6</H1>
</BODY>
</HTML>
```

Output



Adding Block Quotes

You can use block quotes to set off a paragraph from the rest of the document page. Block quotes are commonly used with quoted text or excerpts from other sources.

Add Block Quotes

- ① Type <**BLOCKQUOTE**> in front of the text you want to turn into a block quote.
- ② Type </**BLOCKQUOTE**> at the end of the text.

The Web browser displays the block quote as inset text on the document page.

You can place text inside multiple <**BLOCKQUOTE**> tags to add more indenting.

Inserting a Comment

You can use comments to write notes to yourself within an HTML document. Comments do not appear when a browser displays a Web page. For example, you might leave a comment about a future editing task or leave a note to other Web developers viewing your HTML source code.

You can also place comments around HTML code to turn that code off. HTML tags inside comments are not interpreted by the browser.

Insert a Comment

- ① Type <!- - where you want to place a comment.
- ② Type the comment text.
- ③ Type -->.

The comment does not appear on the page when viewed in a Web browser.

HTML Code

The screenshot shows a code editor window titled "AddBlockQuotes.html". The code is as follows:

```
<HTML>
<HEAD>
<TITLE>SeLS Favorite Quotes</TITLE>
</HEAD>
<BODY>
    <H2>SeLS In Service</H2>
    <BLOCKQUOTE>①
        Anyone who sees in his own occupation merely a means
        of earning money degrades it; but he that sees it as
        a service to mankind ennobles both his labor and himself
    </BLOCKQUOTE>②
        Lawrence Lowell
    </BODY>
</HTML>
```

Annotations: A blue circle labeled "1" points to the opening <BLOCKQUOTE> tag. A blue circle labeled "2" points to the closing </BLOCKQUOTE> tag.

Output

The screenshot shows a Firefox browser window displaying the output of the HTML code. The title is "SeLS In Service". The content is:

Anyone who sees in his own occupation merely a means of earning money degrades it; but he that sees it as a service to mankind ennobles both his labor and himself

Lawrence Lowell

HTML Code

The screenshot shows a code editor window titled "InsertACmmt.html". The code is as follows:

```
<HTML>
<HEAD>
    <TITLE>Sysbase eLearning Systems (SeLS)
        Cross Curriculum Softwares
    </TITLE>
</HEAD>
<BODY>
    Scholastic Keys (MaxWrite,MaxCount,MaxShow)
    <!--Add Scholastic Keys pictures here...-->③
    <P>①
        Scholastic Keys provides elementary students with a kid-friendly interface
        and features for Microsoft Word, Excel, and PowerPoint®.
        It includes a collection of lessons—including lesson plans,
        activities and worksheets—to help teachers integrate technology
        into their language arts, math, science, and social studies curriculum.
    </P>
    <!--Scholastic Keys features...-->
    <P>②
        Scholastic Keys is Complete with drawing tools, hundreds of colorful
        graphics, sound effects, text-to-speech reader, and movies, this program
        provides an early introduction to using Microsoft Office now—and for
        years to come.
    </P>
</BODY>
</HTML>
```

Annotations: A blue circle labeled "1" points to the opening <!--> symbol. A blue circle labeled "2" points to the closing <!--> symbol. A blue circle labeled "3" points to the closing <!--> symbol.

Making Text Bold

You can add bold formatting to your text to give it more emphasis or make your page more visually appealing. For example, you might make a company name bold in a paragraph or add bold to a list of items.

Make Text Bold

- ① Type **** in front of the text you want to make bold.
- ② Type **** at the end of the text.

When displayed in a Web browser, the text appears as bold.

HTML Code

```
*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML C...
File Edit Search View Encoding Language Settings Macro Run Plugins Window ?
MkTxtBold.html
1 <HTML>
2   <HEAD>
3     <TITLE>SeLS Favorite Quotes</TITLE>
4   </HEAD>
5 <BODY>
6   <H3><B>SeLS In Service</B></H3>
7   <BLOCKQUOTE>
8     Anyone who sees in his own <B>occupation</B>
9       merely a means of earning money degrades it;
10      but he that sees it as a service to mankind
11        ennobles both his <B>labor</B> and himself
12      </BLOCKQUOTE>
13      Lawrence Lowell
14   </BODY>
15 </HTML>
```

Output

Firefox - SeLS Favorite Quotes

SeLS In Service

Anyone who sees in his own occupation merely a means of earning money degrades it; but he that sees it as a service to mankind ennobles both his labor and himself.

Lawrence Lowell

Italicizing Text

You can add italics to your text to give it more emphasis or make your page more visually appealing. For example, you might italicize a description under a heading to distinguish it from the rest of the page.

Common uses for italicized text include emphasizing a new term or setting apart the title of a literary work.

Italicize Text

- ① Type **<I>** in front of the text you want to italicize.
- ② Type **</I>** at the end of the text.

When displayed in a Web browser, the text appears in italics.

HTML Code

```
*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML Codes\Lite...
File Edit Search View Encoding Language Settings Macro Run Plugins Window ?
ItalizeTxt.html
1 <HTML>
2   <HEAD>
3     <TITLE>SeLS Favorite Quotes</TITLE>
4   </HEAD>
5 <BODY>
6   <H3><B>SeLS In Service</B></H3>
7   <BLOCKQUOTE>
8     Anyone who sees in his own <B>occupation</B>
9       merely a means of earning money <I>degrades</I> it;
10      but he that sees it as a service to
11        <I>mankind</I> ennobles both his <B>labor</B>
12        and himself
13      </BLOCKQUOTE>
14      Lawrence I 11
15   </BODY>
16 </HTML>
```

Output

Firefox - SeLS Favorite Quotes

SeLS In Service

Anyone who sees in his own occupation merely a means of earning money *degrades* it; but he that sees it as a service to *mankind* ennobles both his **labor** and himself.

Lawrence Lowell

Adding Underlining to Text

You can add underlining to your text for added emphasis. For example, you might underline a term or an important name. Use caution when applying underlining to Web pages because some users may mistake the underlined text for a hyperlink.

Add Underlining to Text

- ① Type **<U>** in front of the text that you want to underline.
- ② Type **</U>** at the end of the text.

The text appears underlined on the Web page.

HTML Code

The screenshot shows a code editor window titled "AddUnderlineTxt.html". The code is as follows:

```
<HTML>
<HEAD>
<TITLE>SeLS Services</TITLE>
</HEAD>
<BODY>
<H3 ALIGN="center">SeLS Free and Discount Stuff</H3>
<UL>
<LI>Free <U>maintenance</U> of the school's computer units.</LI>
<LI>Free <U>training</U> and <U>workshop</U> to ICT Teachers.</LI>
<LI>Free <U>installations</U> of all softwares.</LI>
<LI><U>Discounts</U> on books purchase.</LI>
</UL>
</BODY>
</HTML>
```

Two blue circles with numbers 1 and 2 point to the underlined text in the list items. Circle 1 points to the first underlined word "maintenance". Circle 2 points to the last underlined word "Discounts".

Output



Changing Fonts

You can change the appearance of your text using the tags **** and ****, along with the FACE attribute. You can use the attribute to specify a font by name.

Not all Web browsers can display all fonts. It is best to assign common fonts typically found on most computers, such as Times New Roman and Arial. It is also a good idea to list more than one font name in the FACE attribute, in case the first font is not available on the viewer's computer.

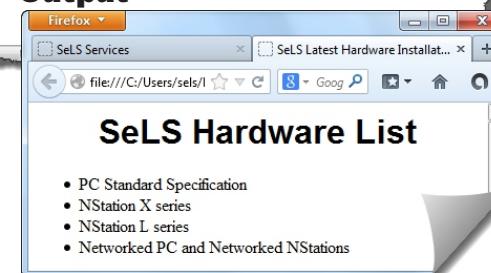
HTML Code

The screenshot shows a code editor window titled "ChngingFonts.html". The code is as follows:

```
<HTML>
<HEAD>
<TITLE>SeLS Latest Hardware Installations </TITLE>
</HEAD>
<BODY>
<H1 ALIGN="center"><FONT FACE="Arial, Helvetica, sans-serif">SeLS Hardware List</FONT></H1>
<UL>
<LI>PC Standard Specification</LI>
<LI>NStation X series</LI>
<LI>NStation L series</LI>
<LI>Networked PC and Networked NStations</LI>
</UL>
</BODY>
</HTML>
```

Two blue circles with numbers 1 and 2 point to the font specification in the H1 tag. Circle 1 points to the "Arial" part of the FACE attribute. Circle 2 points to the "sans-serif" part of the FACE attribute.

Output



- ① Type **** in front of the text you want to change. Replace ? with one or more font names or families, separated by commas.

If the first font you list is not available on the user's computer, the second font will be used.

Commonly supported font families are serif, sans serif, and monospace.

- ② Type **** at the end of the text.

Changing Font Size

You can change the font size of your Web page text using the SIZE attribute. You can specify seven font sizes in HTML. Font Size 1 creates the smallest text, while Font Size 7 creates the largest.

While the SIZE attribute lets you set the text size for a section of text, the <BASEFONT> tag lets you set the font size for the entire page.

Change a Section of Text

- ① Type before the text you want to change, replacing ? with a number from 1 to 7.
- ② Type at the end of the text.
- ③ Type additional tags and SIZE attributes for any other text that you want to size.

HTML Code

```
*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML Codes\Lit... File Edit Search View Encoding Language Settings Macro Run Plugins Window ? ChangeFontSize.html 1 <HTML> 2   <HEAD> 3     <TITLE>Sel Prices of Books</TITLE> 4   </HEAD> 5   <BODY> 6     <H2>Must have ICT and Academic Books</H2> 7     <P> 8       <FONT SIZE="1">school - CompuKidJR</FONT><BR> 9       <FONT SIZE="2">Graders - CompuKid</FONT><BR> 10      <FONT SIZE="3">High School - CompuHigh</FONT><BR> 11      <FONT SIZE="4">College - TechGuru</FONT><BR> 12      <FONT SIZE="5">Web Design - WebMaster</FONT><BR> 13      <FONT SIZE="6">Office Application - OfficeKing</FONT><BR> 14      <FONT SIZE="7">Programming</FONT><BR> 15   </P> 16   </BODY> 17 </HTML>
```

Output



The text appears at the designated font size on the Web page. This figure shows samples of all seven font-size levels.

HTML Code

```
*C:\Users\sels\Desktop\Books Plugins Window ? ChangeTheTxt.html 1 <HTML> 2   <HEAD> 3     <TITLE>SeLS Search Keywords</TITLE> 4   </HEAD> 5   <BODY> 6     <BASEFONT SIZE="4">SeLS Keywords</H2> 7     <P> 8       ICT <BR> 9       Latest Technology <BR> 10      Up-to-date <BR> 11      Service <BR> 12      Functional ICT Curriculum <BR> 13      Visual Learning <BR> 14      Partners Realationship <BR> 15   </P> 16   </BODY> 17 </HTML>
```

Output



All the text appears at the new size in the Web browser.

Note: The <BASEFONT> tag does not affect the size of any headings (<H1>) within your Web page text.

Changing the Text Color

You can enhance your text by adding color. The COLOR attribute works with the tag to change text on a page from the default black to a color. You can specify the color using a hexadecimal value or, for certain common colors, the color's name.

Legibility is always a concern when it comes to applying color attributes to text. Be sure to choose a color that is easy to read on a Web page. Use caution when applying colored text to a colored background. Always test your page to make sure the colors do not clash and your text remains legible.

Change a Section of Text

- Type <**FONT COLOR="?">** in front of the text you want to change, replacing ? with the name or hexadecimal value of the desired color.

This example shows the color name for red.

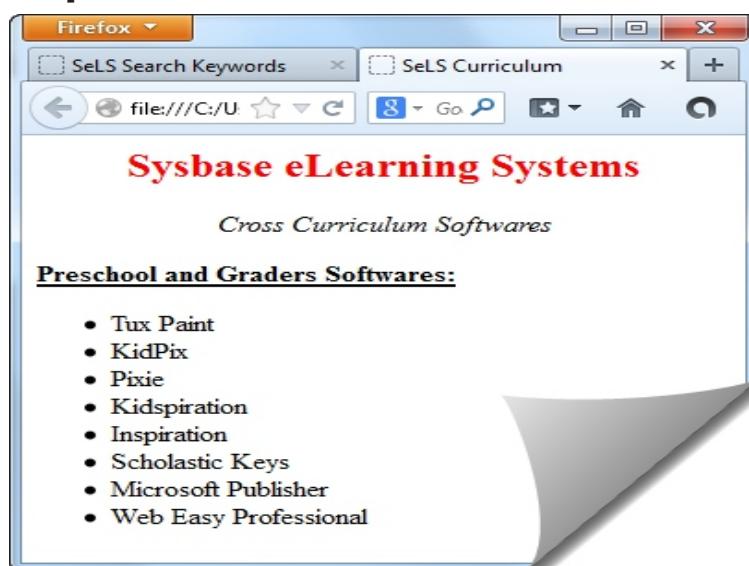
- Type </**FONT**> at the end of the text.

The text appears in the designated color on the Web page.

HTML Code

```
<HTML>
<HEAD>
<TITLE>SeLS Curriculum</TITLE>①
</HEAD>
<BODY>
<H2 ALIGN="center"><FONT COLOR="red">SeLS Curriculum</FONT></H2>②
<P ALIGN="center"><I>Cross Curriculum Softwares</I></P>
<P><B><U>Preschool and Graders Software:</U></B></P>
<UL>
<LI>Tux Paint</LI>
<LI>KidPix</LI>
<LI>Pixie</LI>
<LI>Kidspiration</LI>
<LI>Inspiration</LI>
<LI>Scholastic Keys</LI>
<LI>Microsoft Publisher</LI>
<LI>Web Easy Professional</LI>
</UL>
</BODY>
</HTML>
```

Output



Change All the Text

- 1 Within the <BODY> tag, type **TEXT="?"**, replacing with the name or hexadecimal value of the desired color.

This example uses a hexadecimal value instead of a color name. Always precede a hexadecimal value with a # sign.

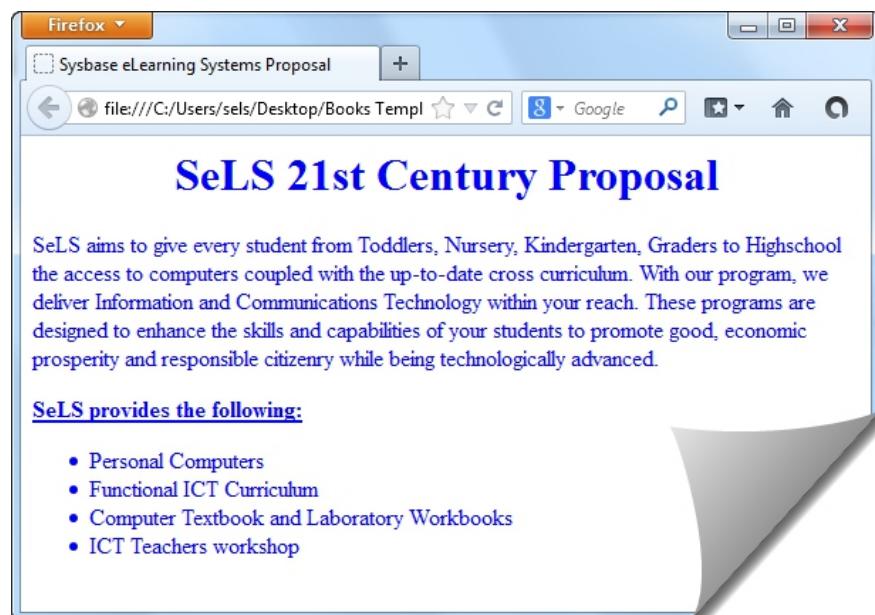
HTML Code

The screenshot shows a window titled "HTML Code" with the file "ChangeAllTheText.html" open. The code is as follows:

```
<HTML>
<HEAD>
    <TITLE>Sysbase eLearning Systems Proposal</TITLE>
</HEAD>
<BODY TEXT="#0000FF">1
    <H1 ALIGN="center">SeLS 21st Century Proposal</H1>
    <P>
        SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skills and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.
    </P>
    <P><B><U>SeLS provides the following:</U></B></P>
    <UL>
        <LI>Personal Computers</LI>
        <LI>Functional ICT Curriculum</LI>
        <LI>Computer Textbook and Laboratory Workbooks</LI>
        <LI>ICT Teachers workshop</LI>
    </UL>
</BODY>
</HTML>
```

A blue circle with the number "1" is placed over the line of code where the BODY tag starts, specifically over the attribute `TEXT="#0000FF"`.

Output



Adjusting Margins

You can adjust the margins of your Web page to change the amount of space that appears at the top, bottom, left edge, or right edge. By default, the HTML margins are set at approximately 10 pixels. You can adjust the settings to suit your design needs.

Adjust Margins

- Within the <BODY> tag, type **MARGIN=?**.

Replace MARGIN with the margin attribute you want to change:

**LEFTMARGIN, RIGHTMARGIN,
TOPMARGIN, BOTTOMMARGIN,
MARGINWIDTH, or
MARGINHEIGHT.**

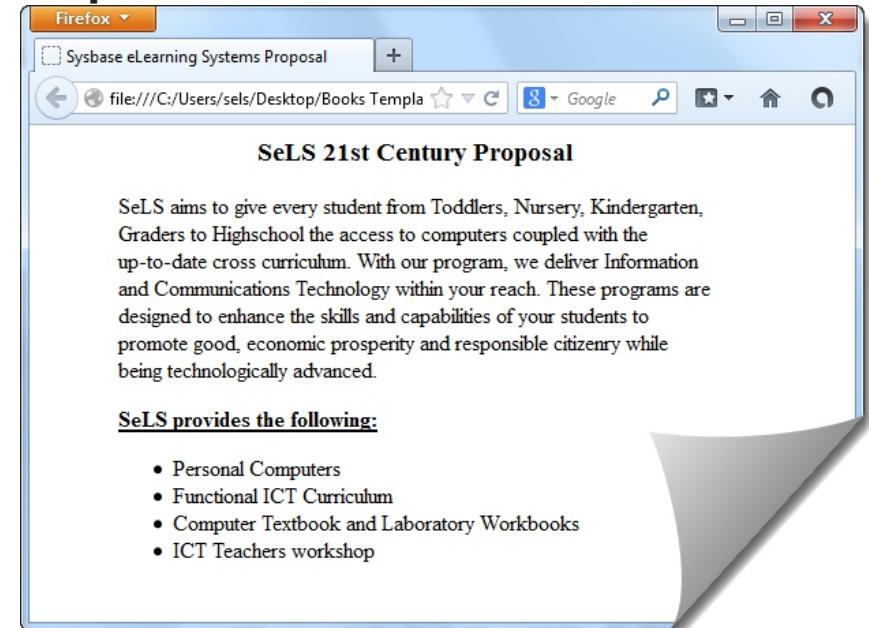
Replace ? with the amount of indentation you want, measured in pixels.

You can set the margin for one side of the page or all four sides, all within the <BODY> tag.

HTML Code

```
<HTML>
<HEAD>
<TITLE>Sysbase eLearning Systems Proposal</TITLE>
</HEAD>
<BODY LEFTMARGIN="65" RIGHTMARGIN="105">❶
<H3 ALIGN="center">SeLS 21st Century Proposal</H3>
<P>
SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skills and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.
</P>
<P><B><U>SeLS provides the following:</U></B></P>
<UL>
<LI>Personal Computers</LI>
<LI>Functional ICT Curriculum</LI>
<LI>Computer Textbook and Laboratory Workbooks</LI>
<LI>ICT Teachers workshop</LI>
</UL>
</BODY>
</HTML>
```

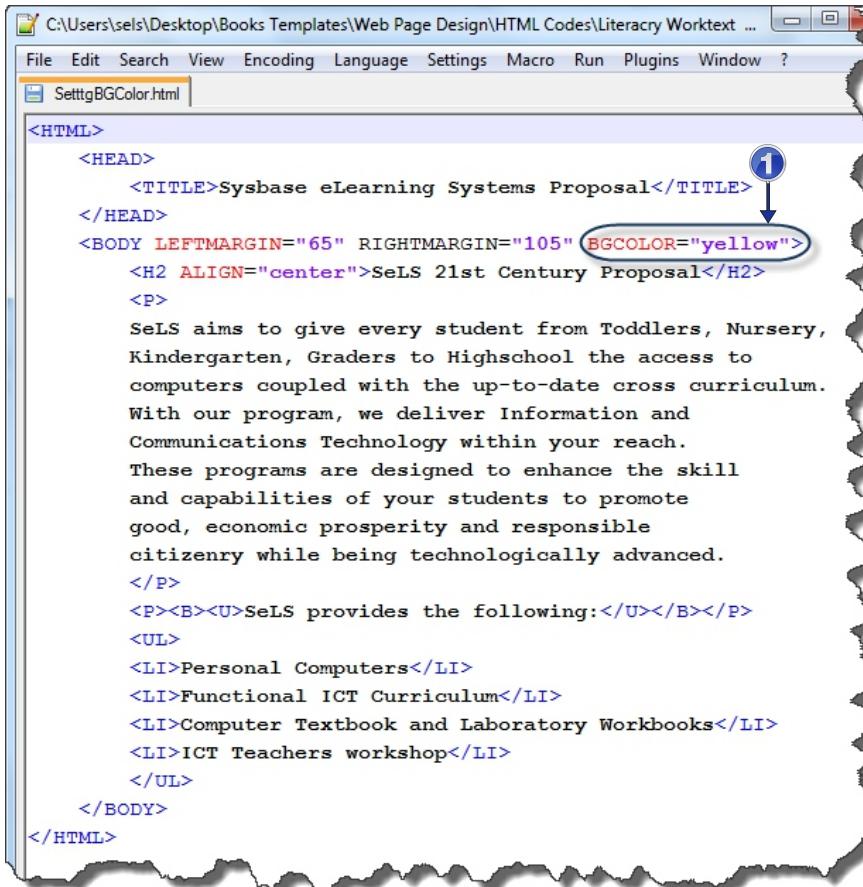
Output



Setting a Background Page Color

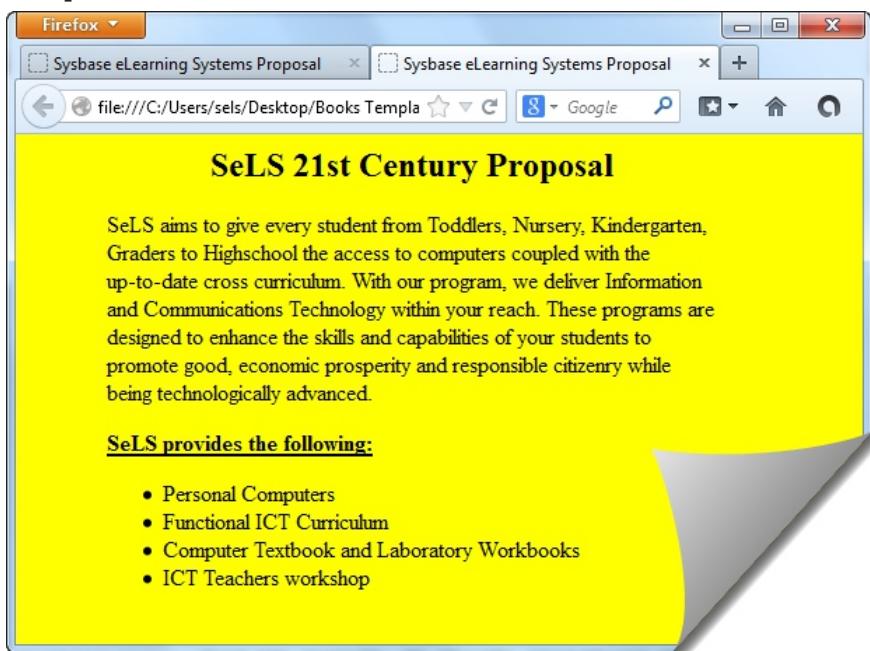
You can add color to the background of the page using the BGCOLOR attribute. It is a good idea to choose a background color that does not obscure your text.

HTML Code



```
<HTML>
  <HEAD>
    <TITLE>Sysbase eLearning Systems Proposal</TITLE>
  </HEAD>
  <BODY LEFTMARGIN="65" RIGHTMARGIN="105" BGCOLOR="yellow">
    <H2 ALIGN="center">SeLS 21st Century Proposal</H2>
    <P>
      SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skill and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.
    </P>
    <P><B><U>SeLS provides the following:</U></B></P>
    <UL>
      <LI>Personal Computers</LI>
      <LI>Functional ICT Curriculum</LI>
      <LI>Computer Textbook and Laboratory Workbooks</LI>
      <LI>ICT Teachers workshop</LI>
    </UL>
  </BODY>
</HTML>
```

Output



The page appears in the Web browser with a background color assigned.

Adding a Horizontal Line

You can add a solid line, or a horizontal rule across your page to separate blocks of information. Horizontal rules must occupy a line by themselves and cannot appear within a paragraph.

You can define the thickness and length of a horizontal line using the SIZE and WIDTH attributes.

Add a Simple Line

- Type **<HR>** where you want to insert a horizontal rule.

The browser displays the line across the page.

Set a Line Thickness and Width

- Within the **<HR>** tag, type **SIZE="?"**, replacing ? with the thickness you want to assign, measured in pixels.

- Within the **<HR>** tag, type **WIDTH="?%"**, replacing ? with the percentage of the page you want the rule to extend across.

You can also set a numeric value to set the width of the rule in pixels.

The browser displays the line across the page.

HTML Code

The screenshot shows a code editor window with an HTML file named "AddingHorizontalLine.html". The code includes a title, a centered header, a centered paragraph, and a horizontal line (HR) tag. The HR tag is highlighted with a red oval and contains the attributes "size='12'" and "width='85%'". A blue arrow labeled "1" points to the "size" attribute, and another blue arrow labeled "2" points to the "width" attribute.

```
<HTML>
<HEAD>
<TITLE>SeLS Home Page</TITLE>
</HEAD>
<BODY>
<H2 ALIGN="center">Sysbase eLearning Systems</H2>
<P ALIGN="center"><I>Your Ultimate Partner in ICT</I></P>
<HR size="12" width="85%">
<P>
SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skills and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.
</P>
<P><B><U>SeLS provides the following:</U></B></P>
<UL>
<LI>Personal Computers</LI>
<LI>Functional ICT Curriculum</LI>
<LI>Computer Textbook and Laboratory Workbooks</LI>
<LI>ICT Teachers workshop</LI>
</UL>
</BODY>
</HTML>
```

Output

The screenshot shows a Firefox browser window displaying the output of the HTML code. The page title is "Sysbase eLearning Systems" and the subtitle is "Your Ultimate Partner in ICT". Below the subtitle is a horizontal line. The main content area contains text about SeLS's mission and services, followed by a section titled "SeLS provides the following:" with a bulleted list of services.

SeLS aims to give every student from Toddlers, Nursery, Kindergarten, Graders to Highschool the access to computers coupled with the up-to-date cross curriculum. With our program, we deliver Information and Communications Technology within your reach. These programs are designed to enhance the skills and capabilities of your students to promote good, economic prosperity and responsible citizenry while being technologically advanced.

SeLS provides the following:

- Personal Computers
- Functional ICT Curriculum
- Computer Textbook and Laboratory Workbooks
- ICT Teachers workshop

Creating a Bulleted List

You can add a bulleted list to your document to set a list of items apart from the rest of the page of text. You can use a bulleted list, also called an unordered list, when you do not need to show the items in a particular order.

By default, bullets appear as solid circles. If you want to use another bullet style, add a TYPE attribute to the tag.

Create a Bulleted List

- Type above the text you want to turn into a bulleted list.
- Type in front of each item in the list.
- Type after each list item.
- Type after the list text.

The text appears as a bulleted list on the Web page.

HTML Code

```
<HTML>
<HEAD>
    <TITLE>SeLS Technical Support</TITLE>
</HEAD>
<BODY>
    <H3>SeLS Hardware Specification</H3>
    <UL>
        <LI>Processor : Intel Pentium Quad Core</LI>
        <LI>Motherboard : Asus P9VN8</LI>
        <LI>Memory : 6 Gigabyte Kingston</LI>
        <LI>Hard Drive : 520 Gigabyte Seagate Hard Disk</LI>
        <LI>Video Card : 2 Gigabyte Nvidia GeForce GTX 546</LI>
        <LI>Monitor : 17 inch LED Touch Screen Samsung Monitor</LI>
        <LI>Keyboard : Windows 7 Compatible Keyboard</LI>
        <LI>Mouse : Genius mouse</LI>
    </UL>
</BODY>
</HTML>
```

Output

SeLS Hardware Specification

- Processor : Intel Pentium Quad Core
- Motherboard : Asus P9VN8
- Memory : 6 Gigabyte Kingston
- Hard Drive : 520 Gigabyte Seagate Hard Disk
- Video Card : 2 Gigabyte Nvidia GeForce GTX 546
- Monitor : 17 inch LED Touch Screen Samsung Monitor
- Keyboard : Windows 7 Compatible Keyboard
- Mouse : Genius mouse

Set a Bullet Style

- Type TYPE="?" within the tag, replacing ? with a bullet style code; for example, A, circle, disc, or square.

The bulleted list is displayed in the style you selected.

In this example, the bulleted list uses letters bullets.

HTML Code

```
<HTML>
<HEAD>
    <TITLE>SeLS Technical Support</TITLE>
</HEAD>
<BODY>
    <H3>SeLS Hardware Specification</H3>
    <UL Type="A">
        <LI>Processor : Intel Pentium Quad Core</LI>
        <LI>Motherboard : Asus P9VN8</LI>
        <LI>Memory : 6 Gigabyte Kingston</LI>
        <LI>Hard Drive : 520 Gigabyte Seagate Hard Disk</LI>
        <LI>Video Card : 2 Gigabyte Nvidia GeForce GTX 546</LI>
        <LI>Monitor : 17 inch LED Touch Screen Samsung Monitor</LI>
        <LI>Keyboard : Windows 7 Compatible Keyboard</LI>
        <LI>Mouse : Genius mouse</LI>
    </UL>
</BODY>
</HTML>
```

Output

SeLS Hardware Specification

- A. Processor : Intel Pentium Quad Core
- B. Motherboard : Asus P9VN8
- C. Memory : 6 Gigabyte Kingston
- D. Hard Drive : 520 Gigabyte Seagate Hard Disk
- E. Video Card : 2 Gigabyte Nvidia GeForce GTX 546
- F. Monitor : 17 inch LED Touch Screen Samsung Monitor
- G. Keyboard : Windows 7 Compatible Keyboard
- H. Mouse : Genius mouse

Creating a Nested List

You can use a nested list to add a list within a list to your Web page. Nested lists allow you to display listed text at different levels within the list hierarchy. You can use both numbered and bulleted lists within an existing list.

Create a Nested List

- ① Click where you want to insert a nested list, or add a new line within the existing list and type **** for a numbered list or **** for an unordered list.
- ② Type the new list text, including the **** and **** tags, using the same technique you used to create the original list.
- ③ Type **** or **** at the end of the nested list.

The screenshot illustrates the process of creating a nested list. On the left, a Notepad++ window titled "CreateANestedList.html" shows the HTML code. A blue box highlights the nested list structure from line 11 to line 13. Three numbered arrows point to specific parts of this highlighted area: arrow 1 points to the opening **** tag, arrow 2 points to the first **** tag within it, and arrow 3 points to the closing **** tag. On the right, a Firefox browser window displays the resulting web page. The heading "SeLS Curriculum Package" is followed by "ICT Books:" and a bulleted list. Below that is "Personal Computer (PC):" and another bulleted list. The nested list structure is clearly visible in the browser's output.

```
<HTML>
<HEAD>
<TITLE>SeLS Curriculum Package</TITLE>
</HEAD>
<BODY>
<H3>SeLS ICT Books + Personal Computer Package</H3>
<H4>ICT Books: </H4>
<UL>
<LI>ICT Worktext</LI>
<UL>
<LI>Teacher's Lesson Plan Manual</LI>
<LI>Teacher's Worktext copy</LI>
</UL>
<LI>ICT Laboratory Workbook</LI>
<UL>
<LI>Teacher's Laboratory Copy</LI>
<LI>DVD Lesson Files and Activities</LI>
</UL>
</UL>
<H4>Personal Computer (PC): </H4>
<UL>
<LI>Main Server</LI>
<UL>
<LI>Admin PC</LI>
<LI>Cashier PC</LI>
<LI>Teacher's Faculty PC</LI>
</UL>
<LI>Work Station</LI>
<UL>
<LI>Computer Laboratory PC</LI>
<LI>Teacher's Laboratory PC</LI>
</UL>
</UL>
</BODY>
</HTML>
```

Output

SeLS Curriculum Package

ICT Books:

- ICT Worktext
 - Teacher's Lesson Plan Manual
 - Teacher's Worktext copy
- ICT Laboratory Workbook
 - Teacher's Laboratory Copy
 - DVD Lesson Files and Activities

Personal Computer (PC):

- Main Server
 - Admin PC
 - Cashier PC
 - Teacher's Faculty PC
- Work Station
 - Computer Laboratory PC
 - Teacher's Laboratory PC

The text appears as a nested list on the Web page.

Browsers usually set off nested lists with different bullet styles. In this example, a nested list gets an open circle.

Creating a Definition List

You can use a definition list in your document to set text apart in the format of a glossary or dictionary.

Create a Definition List

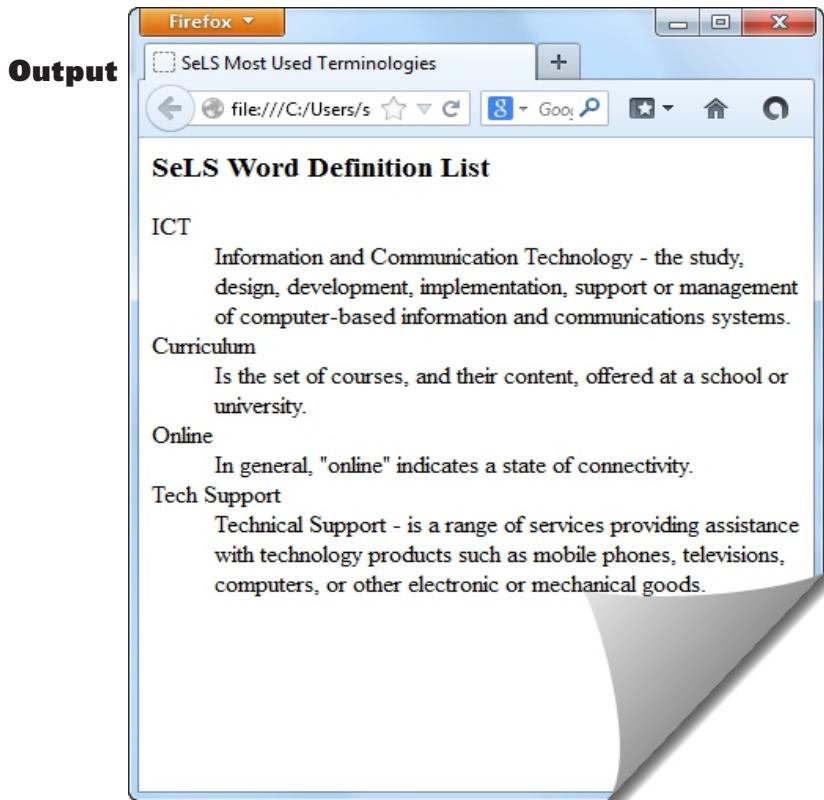
- ① Type **<DL>** above the text that you want to set as a definition list.
- ② Type **<DT>** in front of each term and **</DT>** after each term.
- ③ Type **<DD>** in front of each definition and **</DD>** after each definition.
- ④ Type **</DL>** after the definition list text.

HTML Code

The screenshot shows a code editor window titled "CreateDefList.html". The code is as follows:

```
<HTML>
<HEAD>
    <TITLE>SeLS Most Used Terminologies</TITLE>
</HEAD>
<BODY>
    <H3>SeLS Word Definition List</H3>
    <DL>
        <DT>ICT</DT>
        <DD>Information and Communication Technology
            - the study, design, development, implementation,
            support or management of computer-based
            information and communications systems.</DD>
        <DT>Curriculum</DT>
        <DD>Is the set of courses, and their content, offered
            at a school or university.</DD>
        <DT>Online</DT>
        <DD>In general, "online" indicates a state of
            connectivity. </DD>
        <DT>Tech Support</DT>
        <DD>Technical Support - is a range of services providing
            assistance with technology products such as mobile
            phones, televisions, computers, or other electronic
            or mechanical goods.</DD>
    </DL>
</BODY>
</HTML>
```

The code is annotated with four numbered callouts: 1 points to the opening **<DL>** tag; 2 points to the **<DT>** tag for "ICT"; 3 points to the **<DD>** block for "ICT"; 4 points to the closing **</DL>** tag.



The text appears as a definition list on the Web page.

Inserting Special Characters

You can use HTML code to insert special characters into your Web page text. Special characters are characters that do not usually appear on your keyboard.

The codes used to insert special characters are called entities. Entities consist of number or name codes preceded by an ampersand and ending with a semicolon, such as ½ for the fraction 1/2 or ¶ for a paragraph symbol.

To properly insert many special characters into your Web page text, you need to know their entity codes. The following table lists the common special characters you can insert.

Description	Special Character	Code	Description	Special Character	Code
copyright	©	©	small o, slash	ø	ø
registered trademark	®	®	em dash	—	—
trademark	™	™	en dash	-	–
paragraph mark	¶	¶	micro sign	μ	µ
nonbreaking space		 	macron	—	¯
quotation mark	“	"	superscript one	1	¹
left angle quote	«	«	superscript two	2	²
right angle quote	»	»	superscript three	3	³
ampersand	&	&	one-half fraction	1/2	½
inverted exclamation	¡	¡	one-fourth fraction	1/4	¼
inverted question mark	¿	¿	three-fourths fraction	3/4	¾
broken vertical bar		¦	degree sign	°	°
section sign	§	§	multiply sign	×	×
not sign	¬	¬	division sign	÷	÷
acute accent	‘	´	plus-or-minus sign	±	±
cedilla	ç	¸	less-than sign	<	<
bullet	•	•	greater-than sign	>	>
capital N, tilde	Ñ	Ñ	dagger	†	†
small n, tilde	ñ	ñ	double dagger	‡	‡
capital A, tilde	Ã	Ã	cent sign	¢	¢
small a, tilde	ã	ã	pound sterling	£	£
capital A, grave accent	À	À	euro	€	€
small a, grave accent	à	à	yen sign	¥	¥
capital O, slash	Ø	Ø	general currency	¤	¤

Insert Special Characters

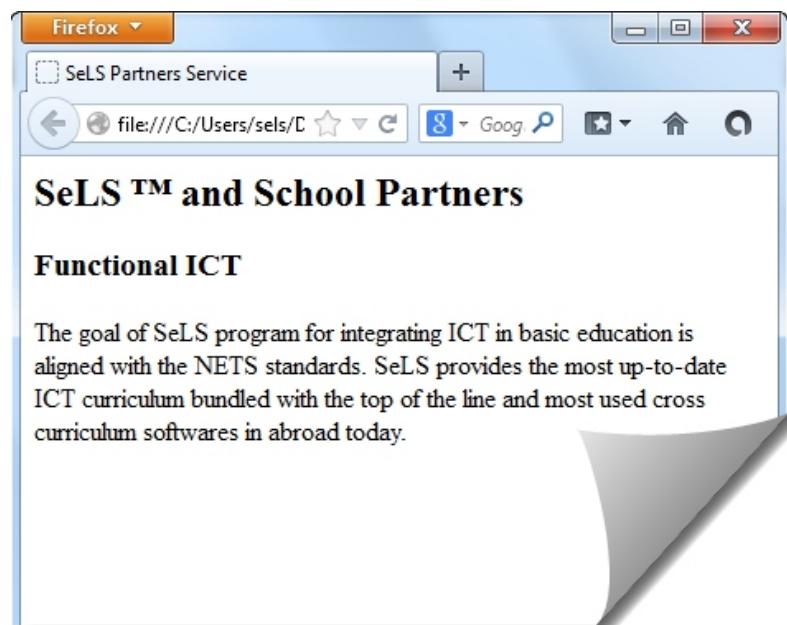
- ① Click where you want to insert a special character.
- ② Type the number or name code for the character, with an ampersand (**&**) before the code and a semicolon (**;**) following the code.

HTML Code

```
*C:\Users\sels\Desktop\Books Templates\Web Page Design\HTML Codes\Lesson 2\InsertSpclChar.html
File Edit Search View Encoding Language Settings Macro Run Plugins
Window ?
InsertSpclChar.html
1 <HTML>
2   <HEAD>
3     <TITLE>SeLS Partners Service</TITLE>
4   </HEAD>
5   <BODY>
6     <H2>SeLS &trade; and School Partners</H2>
7     <H3>Functional ICT</H3>
8     <P>
9       The goal of SeLS program for integrating
10      ICT in basic education is aligned with the
11      NETS standards. SeLS provides the most
12      up-to-date ICT curriculum bundled with the
13      top of the line and most used cross curriculum
14      softwares in abroad today.
15     </P>
16   </BODY>
17 </HTML>
```

Output

The Web browser displays the designated character in the text.



Insert Another Special Character

- ① Type and insert a nested list including the and tags.
- ② Type the name code of your character where you want to insert with an ampersand (&) before the code and semicolon (;) after the code.

HTML Code

The screenshot shows the Notepad++ interface with the file 'How To Cook Humba.html' open. The code includes a nested list of ingredients and a cooking note. Two specific lines are highlighted with blue circles and numbered arrows:

- 1. Line 14: ½ cup cane or apple cider vinegar
- 2. Line 15: ¼ cup soy sauce
- 2. Line 16: ⅓ cup brown sugar
- 2. Line 17: 2 cloves garlic, crushed

- 2. Line 18: ½ teaspoon dried oregano
- 2. Line 19: 1 teaspoon black peppercorns, cracked

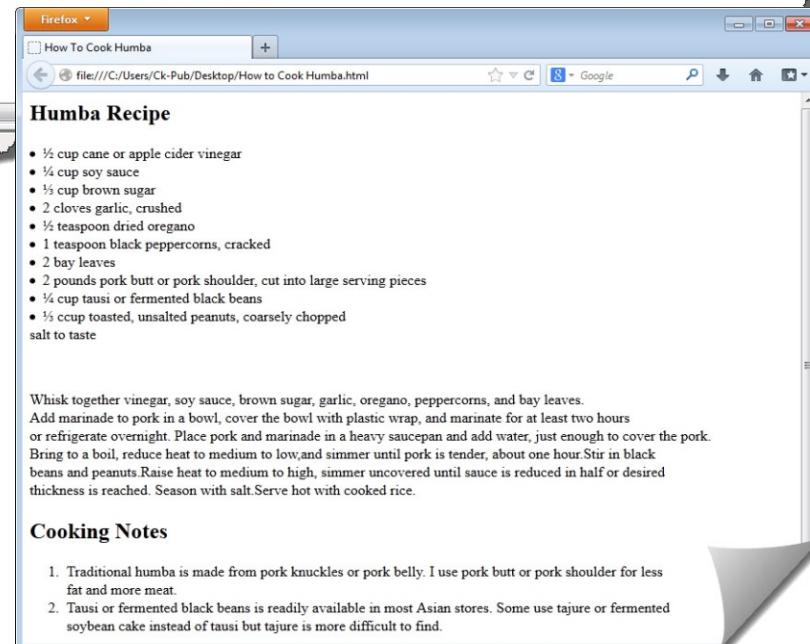
- 2. Line 20: 2 bay leaves

- 2. Line 21: 2 pounds pork butt or pork shoulder, cut into large serving pieces

- 2. Line 22: ½ cup tausi or fermented black beans
- 2. Line 23: ½ cup toasted, unsalted peanuts, coarsely chopped
- 2. Line 24: salt to taste

Output

The Web browser displays the designated character in the text.



6

Laboratory

HTML

Hypertext
Markup
Language
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 2: Working with Text

In order for your Web page to be organize and attractive, you need to format and style your text. This lesson will make your Web page to the next level of design.

Objectives

After completing all the laboratory activities, the student will be able to demonstrate the proper use of HTML tags in formatting and styling text .

Lab 2.1 Alter Align

Estimated Completion time: 5-10 Minutes

Score



Directions:

1. Launch **Notepad ++**.
2. Open the HTML document **FreshStart**.
3. Align the first paragraph to center.
4. Align the second paragraph to right.
5. Save the exercise as **AlterAlign.html**.

Preview:

The screenshot shows a Firefox browser window with the title bar "Mozilla Firefox Start Page". The main content area displays a news article titled "World's Youngest Mother" by Alan Bellows on December 03, 2005. The article discusses a five-year-old girl from Peru who was found to be pregnant. It includes several paragraphs of text and a small image of a baby at the bottom.

World's Youngest Mother

Written by Alan Bellows on 03 December 2005

In 1939, a man from a small village in the Andes mountains carried his five-year-old daughter Lina into a hospital in the town of Pisco, Peru. He indicated to the doctors there that the shamans in his village had been unable to cure the large tumor that was developing in her abdomen. Upon examination, the doctors learned that the swelling was not, in fact, a tumor.

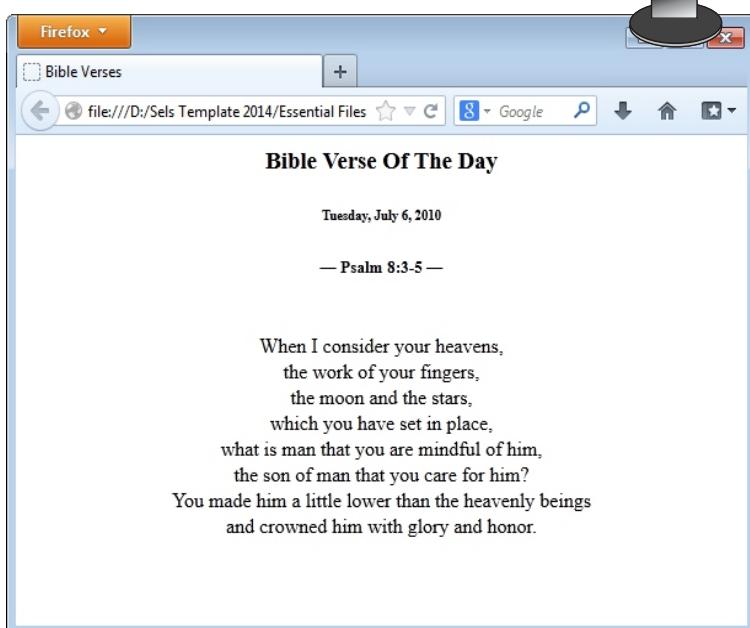
Dr. Gérardo Lozada was told by Lina's father that she had been having regular periods since age three, but they had stopped about 7 1/2 months prior to the visit. He listened to the young girl's abdomen with a stethoscope, and heard a tiny second heartbeat. An X-Ray was also performed, after which there could be no doubt... to the doctors' astonishment, five-year-old Lina Medina was about seven months pregnant.

Soon she was transferred to a hospital in the city of Lima, where specialists confirmed the pregnancy. Lina's father was arrested on suspicion of incest, but due to lack of evidence, he was released. On Mother's Day in 1939, when Lina was just under 5 years and 8 months old, her baby was delivered by cesarean section. It was a healthy 6 pound baby boy, and was named Gerardo after the doctor who originally diagnosed Lina's pregnancy, Dr. Gérardo Lozada.

Score**Lab. 2.2 Be Blessed*****Estimated Completion time: 5-10 Minutes***

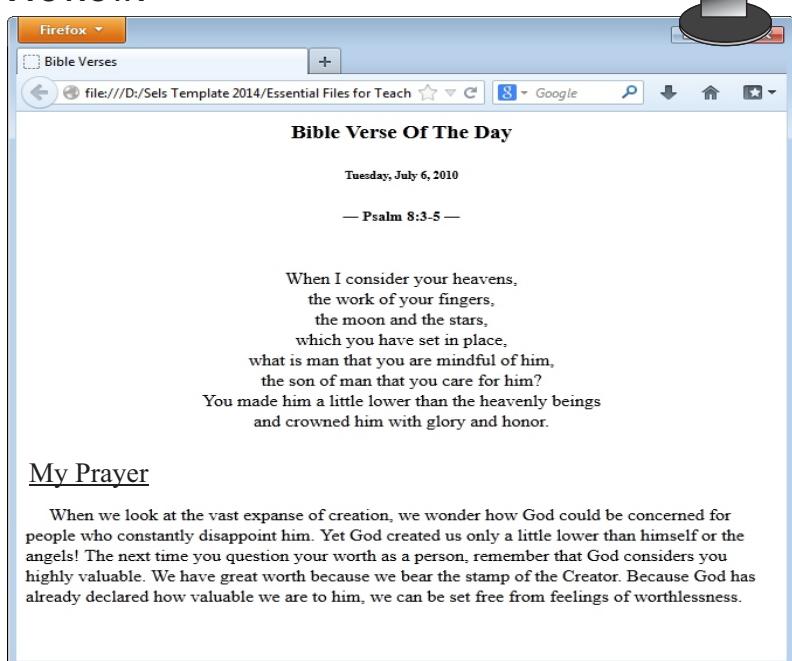
Directions:

1. Launch **Notepad ++**.
2. Create short Web page and use text on your right. Take note on how the Bible Verse is written. Use the correct HTML tags to format your page.
3. Save the activity as **Be Blessed.html** and view to test your codes in a browser.

Preview:**Score****Lab. 2.3 SpaceUp MyPrayer*****Estimated Completion time: 5-10 Minutes***

Directions:

1. Launch **Notepad ++** and open the HTML document **Be Blessed.html**.
2. Add the second paragraph below. You should insert 5 blank lines before the new paragraph is inserted.
4. Save the HTML document as **SpaceUp.html**, then test it by viewing in your browser.

Preview:

Lab. 2.4 Motivated Format

Estimated Completion time: 10-15 Minutes

Directions:

1. Launch **Notepad ++**.
2. Your task is to create a simple webpage. Code it in HTML format.
3. Be sure to type the correct HTML codes.
4. Your output should look like the one on your right.
5. Save the activity as **Motivated.html**.

Score

Preview:

SeLS Top 5 Motivational Quotes

1. Nothing lasts forever. Not even your troubles
By: Arnold H Glasgow
2. There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle.
By: Albert Einstein
3. Being strong means rejoicing in who you are, complete with imperfections.
By: Margaret Woodhouse
4. If you don't go after what you want, you'll never have it. If you don't ask, the answer is always no. If you don't step forward, you're always in the same place.
By: Nora Roberts
5. A life spent making mistakes is not only more honorable but more useful than a life spent doing nothing.
By: George Bernard Shaw

Lab. 2.5 Be Aware

Estimated Completion time: 10-15 Minutes

Directions:

1. Launch **Notepad ++**.
2. Create a simple webpage and code it in HTML.
3. Be sure to apply formatting to your page.
4. Your output should look like the one on your right.
5. Save the activity as **BeAware.html**.

Score

Preview:

SeLS Top 3 Worst Foods to Eat

True, we are surrounded by junk foods, packed with sugar, fat and salt and generally processed to the extreme, but which ones are the real worst foods to eat, the foods that you really should avoid?

Worst food 1: Pork scratching

Heavy and hard, we are talking fatty pig skin deep fried and then doused in salt. Also, if you are lucky you might even get one sporting a few hairs; pig hair is usually removed by quickly burning the skin before it is cut into pieces and cooked in the hot fat.

Worst food 2: Fried desserts

Fried desserts feature high up on the list of worst foods to eat as essentially you are dipping something in batter that is already high in sugar and fat, and then deep frying it. And don't be fooled by pineapple and banana fritters either; they are no better because they are fruit. The layer of batter and the fact they are swimming in sugary syrup make them one of the worst foods too.

Worst food 3: Cheesy fries

Fries could feature as a bad food on their own, but taking a plate of fried potato and layering it in cheese, well, that takes them up a notch in the bad food stakes. Cheese typically contains over 10 times as much saturated fat as fish and white meat and coupled with deep fried carbs, a serving of cheesy chips are a big bad no-no.

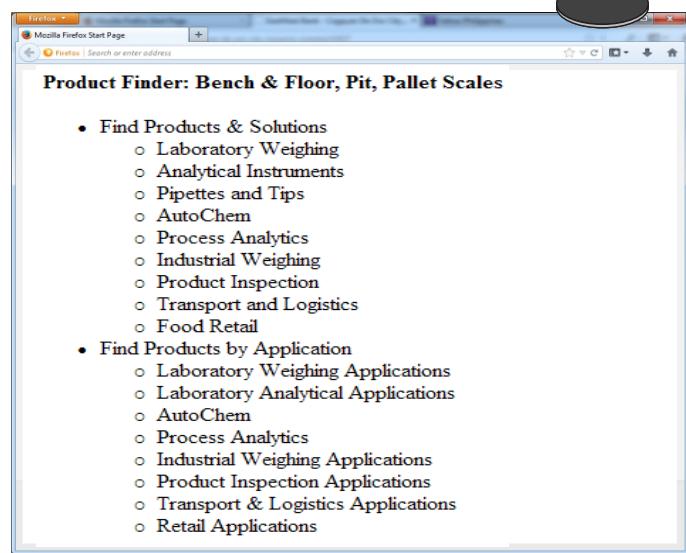
Score

Lab. 2.6 Nest the List

Estimated Completion time: 10-15 Minutes

Directions:

1. Launch **Notepad++**.
2. Create a short Web page, use and type the text on your right while applying the appropriate HTML tags to produce a page like the picture shown.
3. View in browser to test your Web page then save the HTML document as **Nest the List.html**.

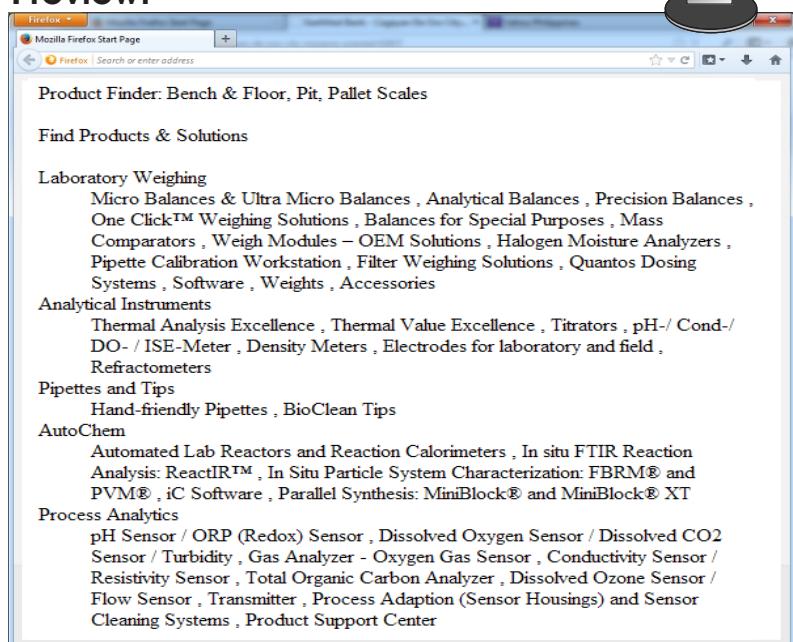
Preview:**Score**

Lab. 2.7 Product in List

Estimated Completion time: 10-15 Minutes

Directions:

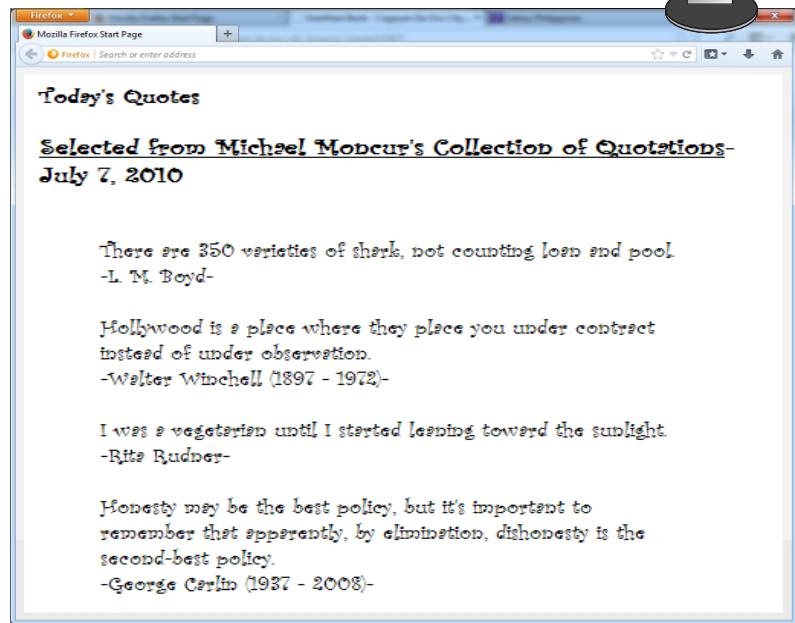
1. Launch **Notepad++**.
2. Open your HTML document **TextFun**.
3. Create a definition list using the data on your right. Use the correct tags to complete the activity.
4. View in browser and save the document as **Products in List.html**.

Preview:

Lab. 2.8 Text in Style***Estimated Completion time: 5-10 Minutes*****Score**

Directions:

1. Launch **Notepad++**.
2. Open your HTML document **QuotableQuotes**.
3. Underline the text "Selected from Michael Moncur's Collection of Quotations."
4. Change the font of the whole text to **Curlz MT** or similar font.
5. Save the HTML document as **Text in Style.html**. View in browser to test.

Preview:**Lab. 2.9 Parade of Lists*****Estimated Completion time: 5-10 Minutes*****Score**

Directions:

1. Launch **Notepad++**.
2. Create a Web page exactly the same as the page on your right. Ignore the link pages for this time.
3. Observe the heading and the lists orders.
4. Save the document as **Parade of Lists.html**.

Preview: