

# HTML for Beginners

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## Basic Tags

`<html></html>`

Creates an HTML document

`<head></head>`

Sets off the title and other information that isn't displayed on the Web page itself

`<body></body>`

Sets off the visible portion of the document

## Header Tags

`<title></title>`

Puts the name of the document in the title bar

## Body Attributes

`<body bgcolor=?>`

Sets the background color, using hex value

## Text Tags

`<h1></h1>`

Creates the largest headline

`<b></b>`

Creates bold text

`<i></i>`

Creates italic text

`<font size=?></font>`

Sets size of font, from 1 to 7)

`<font color=?></font>`

Sets font color, using hex value

## Links

`<a href="URL"></a>`

Creates a hyperlink

`<a href="mailto:EMAIL"></a>`

Creates a mailto link

`<a name="NAME"></a>`

Creates a target location within a document

`<a href="#NAME"></a>`

Links to that target location from elsewhere in the document

Formatting

`<p></p>`

Creates a new paragraph

`<p align=?></p>`

Aligns a paragraph to the left, right, or center

`<br>`

Inserts a line break

`<blockquote></blockquote>`

Indents text from both sides

`<ol></ol>`

Creates a numbered list

`<li></li>`

Precedes each list item, and adds a number

`<ul></ul>`

Creates a bulleted list

`<div align=?>`

A generic tag used to format large blocks of HTML, also used for stylesheets

## **Graphical Elements**

``

Adds an image

``

Alt is for the alternative text description for images.

``

Aligns an image: left, right, center; bottom, top, middle

``

Sets size of border around an image

`<hr>`

Inserts a horizontal rule

`<hr width=?>`

Sets width of rule, in percentage or absolute value

<hr noshade>  
Creates a rule without a shadow

## Tables

<table></table>  
Creates a table

<tr></tr>  
Sets off each row in a table

<td></td>  
Sets off each cell in a row

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Recommended Book:

Castro, Elizabeth. HTML For the World Wide Web. Berkeley: Peachpit Press, 1998.  
ISBN: 0-201-69696-7

## Map a drive

You should only have to do this once. The USI server will appear on the Q: drive of your computer.

On the desktop, right click on My Network Places and go to Map a Drive. Select Q: and type the following in the second window:

[\\www\www\\_usi](http://www.usi)

Username - fpage

Password - 12345