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**

<img src="name">
Adds an image

<img src="name" alt=?>
Alt is for the alternative text description for images.

<img src="name" align=?>
Aligns an image: left, right, center; bottom, top, middle

<img src="name" border=?>
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

---

**Recommended Book:**
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
Username - fpage
Password – 12345