

HTML Cheat Sheet

Q: What are HTML tags and what do they do?

A: Tags are companions to the text you type and they help you achieve a desired look and formatting of your text.

Q: What do HTML tags look like?

A: There are two kinds of HTML tags: **start** tags and **end** tags. Both are put inside of angle brackets like this: **<p>**. End tags look very similar to start tags but they are preceded by a forward slash like this: **</p>**. Think of these tags as on/off switches. Start tags turn the feature on and end tags turn the feature off.

End tags are **required** when using HTML. If an end tag is not included then it is possible that the change will have undesired results on your website.

Q: What HTML tags are important for me know to administer my site?

A: Below is a list of tags you will use most often and a brief description of them.

Paragraph and Division tags

Paragraph tags define a paragraph in the document. The **p** tag automatically creates a space before and after itself.

<p> - defines the start of a paragraph

</p> - defines the end of a paragraph

Example: `<p>This is a paragraph.</p>`

The **div** tag behaves exactly like the **p** tag but does not include the extra spaces before and after.

<div> - defines the start of a section

</div> - defines the end of a section

Example: `<div>This is a division</div>`

Paragraphs and divisions can be aligned on the page. This is done by adding **align** property to the tag. Align can have the value of **left**, **right**, or **center**. If the **align** property is not added then it will default to left.

Example: `<p align="center">Text is centered on the page</p>`

Note: When coding, leave an open space between the closing of a paragraph and the start of the next paragraph. It makes it easier for you to keep track of how many paragraphs you have.

Text effects

`Sets text in Bold`

`<i>Sets text in italic</i>`

`<u>Underlines text</u>`

Lists

 - Unordered list: creates a list with bullet points

 - Ordered list: numbers the elements of a list

 - an element within the list

Examples:

First item

Second item

Third item

Result

- First item
- Second item
- Third item

First item

Second item

Third item

Result

1. First item
2. Second item
3. Third item

Links

Text that will link to another location

Example: Link to efollett

Special tags that don't require end tags

There are a few special tags that don't have end tags. These are single purpose elements and the end tag is built into it.

<hr /> - defines a horizontal line that spans the screen

 - creates a line break (return). HTML does not recognize returns like Microsoft word does so this tag will need to be used to send something to the next line.

 - adds an image to the screen.

Special Characters

For special characters like TM, ©, and [®] use the following HTML code (be sure to include the semicolon):

For the trademark symbol TM, type **™**

For the copyright symbol ©, type **©**

For the registered trademark symbol [®], type **®**

For an extra space (HTML does not intemperate more than one press of the spacebar), type ** **

Example: Jansport™ will show up as JansportTM

Styles

The style attribute is used to change the look of text within your HTML code. You can use them to change the color and size of text. Styles are applied to other tags such as the <p> and <div>.

Example: <div style="color:#FF0000">Text</div>

color:

Colors are determined by a 6 digit hex code that determines the intensity of a color. When setting a color style the syntax is **color<colon><number sign><hex number>**

Example: <div style="color:#FF0000">This text is in RED</div>

Note: The # symbol is required when assigning a color value.

font-size:

The size of the font is set just like a Microsoft word. You set the point size of the text, the higher the number the larger the font. When setting a font size the syntax is **font-size<colon><size>pt**

Example: <div style="font-size:14pt">This text is 14 point font</div>

Note: The default website size is 10pt.

10pt font

12pt font

15pt font









18pt font

You can use multiple style attributes to get various font effects. These are separated by a semi colon within the style element.

Example: <div style="color:#FF0000; font-size:15pt;">Text is 15pt and red</div>

Color Codes:

Below is a partial list of colors and their HTML codes. When changing the color of the text try to match the colors of your website as close as possible. Go to http://www.w3schools.com/html/html_colors.asp for a more extensive list of colors.

White	#FFFFFF	Black	#000000	
Bright Red	#FF0000	Bright Blue	#0000FF	
Red	#CC0000	Blue	#0000CC	
Dark Red	#990000	Dark Blue	#000099	
Yellow	#FFFF00	Bright Green	#00FF00	
Orange	#FF9900	Green	#00CC00	
Dark Purple	#660099	Dark Green	#009900	
Purple	#990099			

Finalizing it

When adding custom code to your website through Accelerator **always** review it on the actual website. Customizations don't always look the same in the preview screen then they do on the website. Also, if you have more than one browser (Internet Explorer, Firefox, Safari, etc) on your computer, view it in all of them. Some elements are slightly different from one browser to the next.

If you are not sure where to start or how to make something work please contact your **efollett specialist**. They will be able to walk you through any code you are working on.

Finally, if you would like to learn more about HTML, there are numerous books and online resources available. A great place to start if you want to learn basic HTML is the W3Schools Tutorial on HTML, <http://www.w3schools.com/html/default.asp>.