

## Guide to HTML

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.

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

A. Here's a list of tags you will use most often, and a brief description of them.

<p> Defines the start of a paragraph

</p> Defines the end of a paragraph

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.

<hr /> Defines a horizontal rule (has no end tag)

<br /> Defines a line break

<strong>**Sets text in Bold** </strong>

<em>*Sets text in italic* </em>

<a href="url">Allows you to link your page to another website</a>

example: <a href="http://www.efollett.com">Efollett Website</a> This creates a link to the efollett web site.

<font></font> Changes the formatting of your text by using additional selector tags.

Example <font face="arial" >This is some text in Arial!</font> Changes the font to Arial using the FACE selector

<font color="#ff0000">**This is some RED text!** </font>

Changes the font to red using the COLOR selector.

<font size="7">This is some text at normal size</font>

Changes the size of the font using the SIZE selector. You can use numbers 1(smallest) through 7(largest). 3 is the default size.

You can use multiple selector tags together to get various font effects

`<font size="2" face="Arial" color="#ff0000">`This is RED text in the ARIAL font at the number 2 size`</font>`

### Special Characters

For special characters like ™ and ® use the following HTML code:

For the ™, type **&trade;**

For the ® type **&reg;**

For example if you type Jansport&reg; it will show up as Jansport®

### Color Codes

Below is a partial list of colors and their html codes. Feel free to experiment with colors and find the ones that best suit your needs. There are many more out there. Go to <http://users.rcn.com/giant.interport/COLOR/1ColorSpecifier.html> for a more extensive list.

White #ffffff

Royal Blue #4169E

Forest Green #228B22

Orange #ffa500

Blue #0000ff

Black#000000

Blue #0000ff

Yellow #ffff00

Red #ff0000

Green #00ff00

Slate Grey #708090

Dark Green #006400

Gold #ffd700

Pink #ffc0cb

Brown 1 #ff4040

Grey #bebebe

Green 2 #00ff00

Brown 2 #a52a2a

Maroon #b03060

Navy Blue #000080

If you want 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 Webmonkey Intro to HTML at <http://www.webmonkey.com/webmonkey/96/53/index0a.html?tw=authoring> and the Webmonkey HTML Cheat Sheet [http://www.webmonkey.com/webmonkey/reference/html\\_cheatsheet/](http://www.webmonkey.com/webmonkey/reference/html_cheatsheet/)