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**INTRODUCTORY**  
**HTML**

**TEACHUCOMP, INC.**

*...it's all about you*

# INTRODUCTORY HTML

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# INTRODUCTION AND OVERVIEW

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Welcome to TeachUcomp, Inc.'s Introductory HTML course. This class introduces the student to HTML (*Hypertext Markup Language*) - the language used to create Web pages on the Internet.

The purpose of this class is to educate the student in the basic language skills necessary in Web design. Several HTML editors exist today that use WYSIWYG (What You See Is What You Get) interfaces that do much of the work for you. Popular applications such as Adobe's Dreamweaver and Microsoft's FrontPage allow people to create Web pages while knowing very little HTML. However, it is important to first understand the language and components of Web design in order to discover the true power of those applications. In addition, with the increasing popularity of Web sites such as eBay and myspace.com that allow people to customize their listings and space, basic HTML skills are becoming more valuable to a much wider audience than ever before.

Whether you want to simply jazz up your eBay listings or create a Web site for your small business, understanding HTML is the place to begin.

# ABOUT THIS MANUAL

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## **Menu Bar:**

When menu items from the menu bar are referenced, the main menu title will be displayed, followed by a “[”, followed by the menu item.

Example: Edit| Copy.

## **Keyboard Shortcuts:**

When keyboard shortcuts are referenced, the keyboard combination will be displayed as the first key which is held down, followed by a “+”, followed by the second key which is pressed and released quickly.

Example: CTRL+A

## **HTML Tags:**

HTML tags generally appear as pairs (with a few exceptions such as meta tags). The two tags are often used in conjunction, separated by text, to start and stop a specific action. In this manual, tags are often listed together and separated by an ellipsis (...) which represents the web page content between the tags.

Example: <body>...</body>

Whenever attributes are available for a tag, the attribute will be referred to in UPPERCASE within explanations, but in lowercase as it would appear in normal usage in examples.

Example: <p align=“center”>Your Text Here.</p>

# LESSON 11-

## WORKING WITH TEXT IN CSS

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- **BOLDING**
- **ITALICIZING**
- **INDENTING**
- **FONT SIZES**
- **FONT SIZES**
- **TEXT CASE**
- **TEXT ALIGNMENT**
- **LETTER SPACING (KERNING)**
- **LINE SPACING (LEADING)**
- **TEXT COLOR**
- **MARGINS**
- **PADDING**
- **BORDERS**
- **LINK COLORS**
- **NUMBER AND BULLET STYLES**
- **SIZING ELEMENTS**
- **BACKGROUND COLORS**
- **TEXT WRAPPING**

# WORKING WITH TEXT IN CSS

## Bolding:

To bold text in a CSS style rule, use the FONT-WEIGHT property. You can use the default value of “bold” or you can assign a degree of boldness with a numerical value in multiples of 100, with 100 be the lightest and 900 being the darkest bold.

<b>Property:</b>	font-weight	
<b>Value:</b>	bold or 100, 200, 300...900	
<b>Example:</b>	p {font-weight: 300}	
<b>Result:</b>	Sets the CSS rule to apply boldness of 300 to text of paragraphs.	

## Italicizing:

To italicize text in a CSS style rule, use the FONT-STYLE property. There are three different values you can assign: italic, oblique and normal. “Italic” defines the italic version of the assigned font. If the particular font has no italic version, you can use “oblique” which will tell the computer to attempt to slant the font to mimic italics. If the element has inherited italics from a previous element and you want to remove the italics, use the value “normal”.

<b>Property:</b>	font-style	
<b>Value:</b>	italic, oblique or normal	
<b>Example:</b>	p {font-style: italic}	
<b>Result:</b>	Sets the CSS rule to apply italics to text of paragraphs.	

## Indenting:

To indent the first line of a paragraph use the TEXT-INDENT property. The value you assign can be in the form of pixels (px), inches (in), millimeters (mm), centimeters (cm), points (pt), picas (pc) or x-height (ex).

<b>Property:</b>	text-indent	
<b>Value:</b>	px, in, mm, cm, pt, pc or ex	
<b>Example:</b>	p {text-indent: 35px}	
<b>Result:</b>	Sets the CSS rule to apply indent the first line of paragraphs by 35 pixels.	

# WORKING WITH TEXT IN CSS

## Fonts:

To control the fonts in a CSS style rule, use the FONT-FAMILY property. Just like with fonts in your HTML pages, by listing several fonts, the Web browser will attempt each of the fonts, in the order you list them. For example, listing “Arial”, “Helvetica”, “Times New Roman” will display Arial, if available, then try Helvetica, then Times New Roman, and so on. Unlike other values, fonts need to be in quotes.

<b>Property:</b>	font-family	
<b>Value:</b>	font name in quotes	
<b>Example:</b>	p {font-family: “verdana”, “georgia”}	
<b>Result:</b>	Sets the CSS rule to apply the verdana font first, then georgia to text of paragraphs.	

## Font Sizes:

The FONT-SIZE property allows you to create a CSS rule that controls the size of the font. The value you assign can be a numerical value in the form of pixels (px), inches (in), points (pt), millimeters (mm), centimeters (cm), picas (pc), x-height (ex) which is the height of the lowercase x, or em (the height of the current font). If you prefer, you can assign what is called a descriptive value in the form: xx-small, x-small, small, medium, large, x-large or xx-large.

<b>Property:</b>	font-size	
<b>Value:</b>	px, in, pt, mm, cm, pc, ex or em	For numerical values.
	xx-small, x-small, small, medium, large, x-large or xx-large	For descriptive values.
<b>Example:</b>	p {font-size: 14pt}	
<b>Result:</b>	Sets the CSS rule to apply the font size 14pts to all paragraph text.	

# WORKING WITH TEXT IN CSS

## Text Case:

You can control the case of text with CSS by using the TEXT-TRANSFORM property which changes the text, regardless of how it was typed. There are four values from which you can choose: capitalize, uppercase, lowercase and none. "Uppercase" causes each letter to be capitalized. "Lowercase" causes each letter to be lowercase. Assigning the value "capitalize" causes the first character of each word to appear capitalized. The value "none" is used to leave text as typed and to override any case values inherited from other tags.

<b>Property:</b>	text-transform	
<b>Value:</b>	capitalize, uppercase, lowercase <i>or</i> none.	
<b>Example:</b>	h1 {text-transform: uppercase}	
<b>Result:</b>	Sets the CSS rule to apply all capitals to all level 1 headings.	

## Text Alignment:

You can use the TEXT-ALIGN property to control the horizontal alignment of any block-level text. Block-level text are paragraphs, tables and other elements that have a blank line before and after them. The value you assign to the alignment is either "left", "right", "center" or "justify".

<b>Property:</b>	text-align	
<b>Value:</b>	left, right, center <i>or</i> justify	
<b>Example:</b>	h1 {text-align: center}	
<b>Result:</b>	Sets the CSS rule to center all level 1 headings.	

## Letter Spacing (Kerning):

Kerning is a term that refers to controlling the horizontal spacing between characters of text. You can control the kerning of text by using the LETTER-SPACING property. The value you assign can be in the form of points (pt), pixels (px), centimeters (cm), millimeters (mm), inches (in), picas (pc), x-height (ex), or em.

<b>Property:</b>	letter-spacing	
<b>Value:</b>	pt, px, cm, mm, in, pc, ex <i>or</i> em	For numerical values.
<b>Example:</b>	h1 {letter-spacing: 5px}	
<b>Result:</b>	W e l c o m e t o T e a c h U c o m p	Sets the CSS rule to kern level 1 headings by 5 pixels.



# WORKING WITH TEXT IN CSS

## Line Spacing (Leading):

Leading is a term that refers to controlling the vertical spacing between lines of text. You can control the leading of text by using the LINE-HEIGHT property. The value you assign is typically expressed as a multiple of the height of the font. However, you can also assign spacing as a percentage of the font, or an absolute value measured in the form of points (pt), pixels (px), centimeters (cm), millimeters (mm), inches (in), picas (pc), x-height (ex), or em.

<b>Property:</b>	line-height	
<b>Value:</b>	x.x	Where "x.x" is expressed as a multiple of the font.
	x%	Where "x" is a percentage of the font.
	pt, px, cm, mm, in, pc, ex, or em	
<b>Example:</b>	p {line-height: 2.0}	Expressed as two times the height of the
<b>Result:</b>	Sets the CSS rule to apply a level of two times the height of the font as the leading.	

## Text Color:

You can use the COLOR property to control the color of text. Just as with your HTML pages, you can assign either the name of a color or a hexadecimal value. The COLOR property can also be applied to other elements such as tables, borders and lines.

<b>Property:</b>	color	
<b>Value:</b>	color name or hexadecimal color	
<b>Example:</b>	h1 {color: maroon}	
<b>Result:</b>	Sets the CSS rule to apply a maroon font color to all level 1 headings.	

# WORKING WITH TEXT IN CSS

## Margins:

If you want to control the margins of elements within your HTML pages, you can use the MARGIN property in your style sheets. You can change all four margins of an element with the MARGIN property, so you must also add a dash (-) and the name of the margin you want to change (left, right, top or bottom). The value you assign can be in points (pt), pixels (px), centimeters (cm), millimeters (mm), inches (in), picas (pc), x-height (ex), or em.

<b>Property:</b>	margin-x	Where "x" is the margin you want to change (left, right, top or bottom).
<b>Value:</b>	pt, px, cm, mm, in, pc, ex, or em	
<b>Example:</b>	h2 {margin-left: 30px}	
<b>Result:</b>	Sets the CSS rule to apply a left margin of 30 pixels to all level 2 headings.	

## Padding:

The PADDING property is used when you want to add padding (blank space) around an element. The value you assign can be in points (pt), pixels (px), centimeters (cm), millimeters (mm), inches (in), picas (pc), x-height (ex), or em.

<b>Property:</b>	padding	
<b>Value:</b>	pt, px, cm, mm, in, pc, ex, or em	
<b>Example:</b>	h1 {padding: 30px}	
<b>Result:</b>	Sets the CSS rule to apply padding of 30 pixels around all level 1 headings.	

# WORKING WITH TEXT IN CSS

## Borders:

Adding a border to a Web page element can add emphasis and make the element stand out on your page. The property you use in your CSS rule is BORDER. You can assign a thickness to the border by using a value of “thin”, “medium” or “thick”. In addition, in order for Web browsers to display your border, you must also specify a border style: “solid”, “double”, “groove”, “ridge”, “inset”, “outset”, “dotted” or “dashed”. After you have indicated which border style you want, you can also add a space and color value to change the border’s color. Additionally, it’s generally a good idea to add some padding to elements surrounded by a border so that the text is easy to read. Remember to separate the BORDER property and its assigned values and the PADDING property with a semicolon.

<b>Property:</b>	border	
<b>Value:</b>	thin, medium or thick	Changes thickness of the border.
	solid, double, groove, ridge, inset, outset, dotted <i>or</i> dashed	<b>Required value.</b> Identifies the border type.
<b>Example:</b>	h1 {border: solid navy; padding: 10px}	
<b>Result:</b>	Sets the CSS rule to apply a light, solid navy border around all level 1 headings with a 10 pixel padding.	

# WORKING WITH TEXT IN CSS

## Link Colors:

You can use CSS to assign different colors to links in their various states in your HTML pages. By default, a link's color changes after a visitor has clicked on the link. This helps visitors know where they have been already. If you want to change the link properties, use A:? (where ? is "link" for links not yet selected, "visited" for visited links and "active" when the user is selecting the link) followed by a color value. In addition, if you assign a value of "text-decoration: none", you can remove the default underlining that appears beneath a link.

<b>Property:</b>	a:? {color:}	
<b>Value:</b>	link, visited or active ( <i>to identify which links</i> ) color value ( <i>to assign the color</i> )	
<b>Example:</b>	a:link {color: navy; text-decoration: none}	
<b>Result:</b>	Sets the CSS rule to make all unselected links as navy with no underline.	

## Number and Bullet Styles:

If your goal is to change the look of your ordered or unordered lists, you can use the LIST-STYLE property. Value choices for ordered lists are: "decimal" (the default), "lower-alpha", "upper-alpha", "lower-roman" and "upper-roman". Value choices for unordered lists are: "disc" (the default), "circle" or "square".

<b>Property:</b>	list-style	
<b>Value:</b>	decimal, lower-alpha, upper-alpha, lower-roman <i>or</i> upper-roman	For ordered lists.
	disc, circle <i>or</i> square	For unordered lists.
<b>Example:</b>	ul {list-style: circle}	
<b>Result:</b>	Sets the CSS rule to apply circles as the bullets for all unordered lists.	

# WORKING WITH TEXT IN CSS

## Sizing Elements:

If you want to control the sizing of certain elements in your pages, you can use the WIDTH and HEIGHT properties in your style sheets. The value you assign can be in points (pt), pixels (px), centimeters (cm), millimeters (mm), inches (in), picas (pc), x-height (ex), or em or as a percentage of the page size.

<b>Property:</b>	width, height	
<b>Value:</b>	pt, px, cm, mm, in, pc, ex, <i>or</i> em or a percentage of the page	
<b>Example:</b>	img {width: 167px; height: 145px}	
<b>Result:</b>	All image tags are resized to 167 x 145 pixels.	


## Background Colors:

To change the background color of specific elements, you can use the BACKGROUND property with a hexadecimal color value. As is always the case when assigning background colors, use caution not to make the rest of the element illegible.

<b>Property:</b>	background	
<b>Value:</b>	hexadecimal color value	
<b>Example:</b>	table {background: yellow}	
<b>Result:</b>	Sets the CSS rule to apply a background color of yellow to all tables.	

## Text Wrapping:

The FLOAT property is used when you want to control how text wraps around elements on your page. The value you assign is either "left" or "right". If you choose "left", the element will appear to the left of the text. If you choose "right", the element appears on the right. In order for this CSS rule to work properly, make sure that the floating element appears directly before the text you want to wrap.

<b>Property:</b>	float	
<b>Value:</b>	left <i>or</i> right	
<b>Example:</b>	img {float: left}	
<b>Result:</b>	 Sets the CSS rule to cause all images to appear on the left of the text you want to wrap.	

# ACTIONS- WORKING WITH TEXT IN CSS

## BOLD TEXT IN A CSS:

1. Type: X {font-weight: Y}  
(where “X” is the element you wish to control and “Y” is the value either as “bold” or a numerical value in multiples of 100)

## ITALICIZE TEXT IN A CSS:

1. Type: X {font-style: italic}  
(where “X” is the element you wish to control)

## INDENT TEXT IN A CSS:

1. Type: X {text-indent: Y}  
(where “X” is the element you wish to control and “Y” is the value in px, in, mm, cm, pt, pc or ex.)

## CHANGE FONTS IN A CSS:

1. Type: X {font-family: “Y”, “Z”}  
(where “X” is the element you wish to control and “Y” and “Z” are your font choices in quotes)

## CHANGE FONT SIZE IN A CSS :

1. Type: X {font-size: Y}  
(where “X” is the element you wish to control and “Y” is the value in px, in, mm, cm, pt, pc, ex, em, xx-small, x-small, small, medium, large, x-large, or xx-large)

## CHANGE TEXT CASE IN A CSS :

1. Type: X {text-transform: Y}  
(where “X” is the element you wish to control and “Y” is the value capitalize, uppercase, lowercase, or none)

## CHANGE TEXT ALIGNMENT IN A CSS :

1. Type: X {text-align: Y}  
(where “X” is the element you wish to control and “Y” is the value left, right, center or justify.)

## CHANGE SPACING (KERNING) IN A CSS :

1. Type: X {letter-spacing: Y}  
(where “X” is the element you wish to control and “Y” is the value in px, in, mm, cm, pt, pc, ex, or em)

# ACTIONS- WORKING WITH TEXT IN CSS

## CHANGE LINE SPACING (LEADING) IN A CSS:

1. Type: X {letter-height: Y}  
(where “X” is the element you wish to control and “Y” is the value in px, in, mm, cm, pt, pc, ex, or em)

## CHANGE TEXT COLOR IN A CSS:

1. Type: X {color: Y}  
(where “X” is the element you wish to control and “Y” is the color name or hexadecimal color value)

## CHANGE MARGINS IN A CSS:

1. Type: X {margin-Y: Z}  
(where “X” is the element you wish to control, “Y” is the margin you want to control with left, right, top or bottom and “Z” is the size of the margin in px, in, mm, cm, pt, pc, ex, or em)

## CHANGE PADDING IN A CSS:

1. Type: X {padding: Y}  
(where “X” is the element you wish to control and “Y” is the size of the padding in px, in, mm, cm, pt, pc, ex, or em)

## CHANGE BORDERS IN A CSS :

1. Type: X {border: Y Z; padding: ?}  
(where “X” is the element you wish to control and “Y” is the required value border type in solid, double, groove, ridge, inset, outset, dotted, or dashed and “Z” is the border thickness in thin, medium or thick and “?” is the value of the padding in px, in, mm, cm, pt, pc, ex, or em)

## CHANGE LINK COLORS IN A CSS :

1. Type: a:X {color: Y}  
(where “X” is the type of link you want to change – as link, visited, or active and “Y” is the color value you wish to assign)

## CHANGE NUMBER AND BULLET STYLES IN A CSS :

1. Type: X {list-style: Y}  
(where “X” is the type of list you wish to control and “Y” is the value as decimal, lower-alpha, upper-alpha, lower-roman, upper-roman, disc, circle, or square)

# ACTIONS- WORKING WITH TEXT IN CSS

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## SIZE ELEMENTS IN A CSS:

1. Type: X {width: Y; height: Z}  
(where "X" is the element you wish to control and "Y" and "Z" are the size values in px, in, mm, cm, pt, pc, ex, or em)
- 

## CHANGE THE BACKGROUND COLOR OF AN ELEMENT IN A CSS:

1. Type: X {background: Y}  
(where "X" is the element you wish to control, "Y" is the dexadecimal color value you want to assign)
- 

## WRAP TEXT AROUND AN IMAGE IN CSS:

1. Type: X {float: Y}  
(where "X" is the element you wish to control and "Y" is the value as left or right which represents the side of the text you want the element to appear on)



# EXERCISES-

## WORKING WITH TEXT IN CSS

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### Purpose:

To create a simple *internal* CSS and apply it to the HTML page created in earlier lessons.

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### Exercises:

1. Open your HTML page created in the previous lessons.
  2. On the line before the `</head>` end tag, type: `<style>`
  3. Press “Enter”.
  4. Type: `h1 {color: maroon; font-style: italic}`
  5. Press “Enter”.
  6. Type: `table {background: yellow}`
  7. Press “Enter”.
  8. Type: `</style>`
- 

### Purpose:

To create a simple *external* CSS and apply it to the HTML page created in earlier lessons.

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### Exercises:

1. Open your text editor and start a new document.
2. Type: `h1 {color: maroon; font-style: italic}`
3. Press “Enter”.
4. Type: `table {background: yellow}`
5. Save the document as a text file, name it “my-test-stylesheet” with a `.css` extension.
6. Open your HTML page created in the previous lessons.
7. Between the `<head>...</head>` tags, type: `<link rel=“stylesheet” type=“text/css” href=“mytest-stylesheet.css”>`