This manual belongs to:

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Mission of the 4-H Program
Learning through hands on experience is a key objective of 4-H.
Members are encouraged to gain knowledge and skills by actively participating at all
programs levels.

4-H Motto
"Learn to Do By Doing"

4-H Pledge
I pledge:
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
For my club, my community and my country.
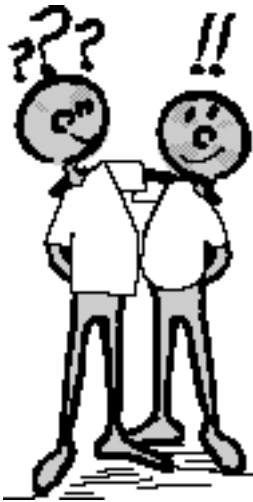
Structure of HTML Member Manual

Welcome to the Alberta 4-H HTML Member's Manual. This manual has been set up in 5 stages to give each of you the chance to work through the HTML tags in a series of mini projects:
-at your own speed,
-based on your computer skills, and
-with your hardware (computer) and software (programs).

Before starting HTML Level 4 you need to complete the 4-H Computers 1-2-3 Project.

It is important that you do the stages in the order that they are in the manual. Once you complete the tags, sample codes and Mini Project in Stage 1, you can move to Stage 2, 3, 4 and then Stage 5, which is your Major Project.

An added bonus to this manual is the sample web pages that you can look at on the Alberta 4-H web site. The sample pages use the same HTML codes as you will use in each of the Mini Projects. The pages are there for you to look at and to use as a reference for the HTML source (the code!!).

So before you start this manual, log on to the Internet, and go to www.alberta4H.ab.ca

Find the Computer Project Reference Section for HTML and use the Add Bookmark or Add Page to Favorites for the future.

This page will be very helpful, it contains:
-examples of the HTML tags you will use
-the source codes, and
-HTML web sites that can help you learn more about HTML!

Completed

3. OUTPUT

HTML Tags Checklist

First Things First
Review Your Internet Safety and Etiquette Plan
The most important thing to remember is that when you're on the Internet, anyone can read everything you write and everything you upload. You should never post, upload or write anything on the Internet that you wouldn't want other people to read.

Safety Rules:
1. Never tell anyone who you are
2. Never get together with someone you "meet" online
3. Never send or reply to e-mail, chat comments, or newsgroup messages that are hostile, rude, inappropriate, or in any way make you or others feel uncomfortable
4. Talk with your parents, computer project leader and tech buddy about their expectations and 4-H ground rules for using the Internet

It's important that you and your parents agree when it comes to your online activities. Communicating with your parents means that you agree on things like:
-when you can use the Internet,
-what you can download,
-what search engines you can use, etc.

As part of your HTML project you need to talk with your parents again and make sure your Internet Safety Plan still works for you. It should include all of the basic rules for safety and etiquette, as well as when you can use the Internet, supervision, downloading rules, chat, email, etc. The plan must be reviewed and agreed to by you and your parent(s). If you are still working with a Tech Buddy (which is a very good idea) or have a new Tech Buddy make sure you review the plan with them.
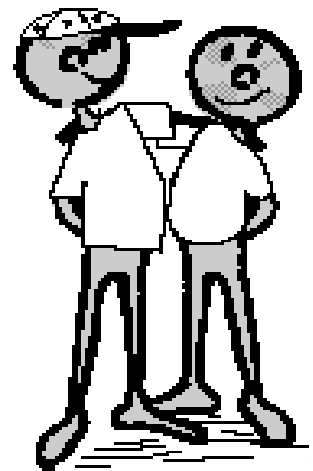
Tech Buddy
_____

Name:
_____

Phone:
_____

Cell:
_____

Email:
_____

Introduction to the Net!

History – The Network of all Networks

Stage One (Military)
Sometime in the mid 1960's, it was obvious that
there was a need for a secure way to communicate.

The idea was to link computers (create a network)
together throughout the United States. With such a
system in place large sections of the country could be
attacked but people could still send messages.

In the beginning, only government "think tanks" and a
few universities were linked. The Internet was an just an
emergency military communications system operated by the
Department of Defense's Advanced Research Project Agency
(ARPA). The Net was referred to as ARPANET.

Stage Two (Scientists)
In time, ARPANET computers were installed at every university
in the United States that had defense (military) related money.
Slowly, the Internet changed from just a military tool to a
communications tool for scientists. As more scientists started
using the net, the administration of the system changed from
ARPA to the National Science Foundation.

Stage Three (Business)
Years later, businesses began using the Internet. The growth in
business related websites, e-commerce and sites that link to
other sites is growing so fast that it can't be measured.

Stage Four (Personal Computers)
At this time no one group "operates" the Internet, there are
several groups that "watch" the system and the protocols
(rules) that are involved. The speed of the Internet has
changed the way people send and receive information. It is very
fast and is slowly replacing many ways we communicate i.e. news-
papers, magazines, mail, etc.
(Adapted with permission from www.internet101.org)

Canada
According to Stats Canada, more than 8 million homes, or about
two-thirds of the total number of Canadian homes, contained
someone last year that had used the Internet either from
home, work, school or a library. (www.statcan.ca)

Alberta

In Alberta, the new SuperNet will make access to high-speed broadband services available to 4,700 facilities in 422 communities across the Province. (www.learning.gov.ab.ca/technology/SuperNet/)

World

The increase in access and use of t internet is being seen all over the world from Internet café's in Cambodia and computer labs in schools to home offices and wire-less access. Technology, including the Internet is the fastest growing business in the world.
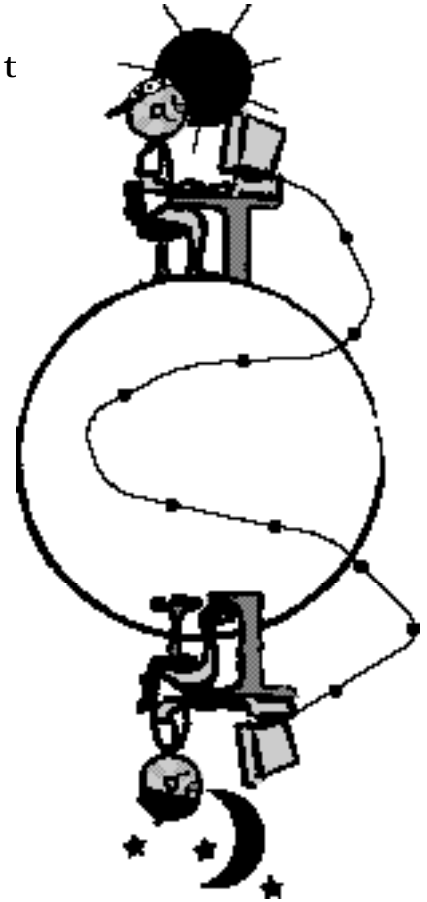
What is the World Wide Web?
The web is a series of protocols, domains, directories and documents that people can access and create from all over the world. The information is shared using HTML (Hyper-Text Markup Language). This sharing of information and the ability to communicate via email, web cams, web sites etc is possible through computers that are connected to the Internet through ISP (Internet Service Providers).

Protocol	Domain	Directory	Document

http://www.my4htestsite/ruraldev/4h.htm

What is HTML?

Hyper-Text Markup Language is the formatting language or code used to build the web. Web sites and their web pages are written in HTML using "tags".

These tags are the "codes" written with letters plus < > and </> symbols that organize text, pictures, sounds, and links on the web. Computers understand the HTML tags and that is why you need to learn the tags, so that you can do the designs that you want.

HTML files are plain text files (ASCII format), so they can be created and edited on Windows or Mac computers.

Understanding and using these HTML tags is the key. The tags are used for:

      font (letter) styles (size and color),
      web safe screen colors,
      line sizes,
      placement of the text and graphics,
      tables, and
      any "links" you may want to use.

Not sure what those things are? Don't worry, by the end of this manual you will have built your first web page!

Tip:
Depending on your computer you may need to use HTML 3.0. or 4.0. Have your project leader check that out.
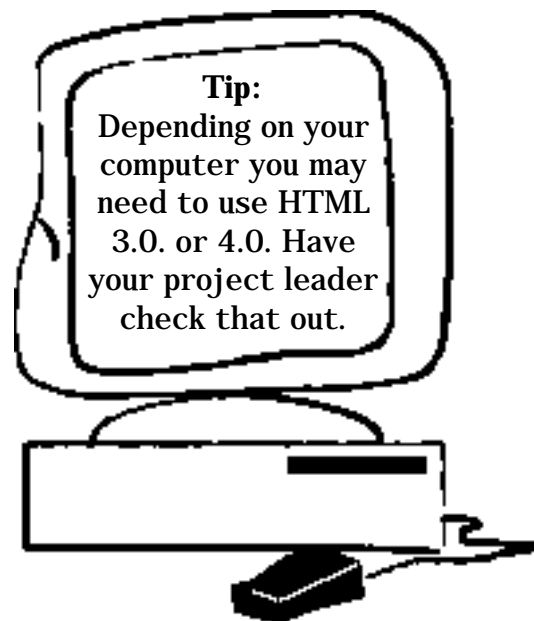
Finding the Source

When looking at HTML code you are looking at what is called the "source". Below is an example of a part of the source from the Alberta 4-H website (www.4h.ab.ca) in May 2003:

```
<HTML>
<TITLE>Ropin' The Web Portal</TITLE>

<BODY BGCOLOR="#FFFFFF">

<TABLE border="0" width="100%" cellpadding="0"
cellspacing="0" background="/app21/rtw/icons/header/
tp_tile.gif">
<TBODY>
<TR>
<TD align="left" valign="top" nowrap><IMG src="/app21/rtw/
icons/header/hd.gif" width="385" height="73" border="0">
</TD>

<TD nowrap><IMG src="/app21/rtw/icons/header/ag.gif"
width="220" height="73" border="0"></TD>
<TD valign="middle" align="center" nowrap>

<TABLE border="0" width="70" cellpadding="0" cellspacing="0"
height="22">

</HTML>
```

At first this code (source) looks very confusing, but once you have had some practice working with it, it all makes sense! So let's get you started becoming an HTML ɡrammer and maybe a future web master!!!

see some different HTML sources visit other bsites. Simply get on the Internet, go to a website, d click View > Source. Once you start to understand the source you can learn a lot just looking at other programmer's code!

Input - Processing - Output (The Basics)

To create and "publish" your web page you will need four things:
    1. Hardware
    2. Software
    3. Knowledge of HTML tags
    4. Planning and Design
            - Process to keep yourself organized

1. The Hardware
CPU (Central Processing Unit)
You need to have a computer that has an Internet connection.
Depending on how complex you want to make your website
(graphics, animations etc.) is controlled by your:
-modem (14.4 or 28.8 speed connection to the internet is good),
and
-processor speed (386 or better is the minimum).

Peripherals
If you have access to any of the following, you can make your
web site pretty flashy:
    Digital camera
    Scanner
    Drawing tablet
    Webcam

2. The Software

Text Editor
You will only need one kind of software for the HTML code. That software is a text editor (or a word processor) like Word, Notepad, WordPad, or Simple Text. A text editor should come with your computer software.

Using the Text Editor (Word Processor)

When you write to the word processor you will need to follow a few steps:

1. Type your HTML code on the page.

2. When you are ready to save, which you should do often, ALWAYS choose SAVE AS.

3. If you have a PC save your document as ASCII TEXT DOS or just TEXT.
When you use a MAC save your document as TEXT.

There are also Web Editors (WYSIWYG) pronounced, "WIZ-zee-wig", which is short for What You See Is What You Get. A WYSIWYG web editor is one that lets you see on your monitor exactly what will appear when the document is on the Internet. Examples include PageMill, GoLive, FrontPage, HomePage etc. One problem with WYSIWYG is that they do all of the HTML code for you. That's good and bad because if you haven't done the code, you don't under-stand the HTML, and you can't fix problems or get really creative in advanced HTML. It's a good idea to learn some basic HTML first, then play around with a WYSIWYG or two!

Multimedia
Depending on what you would like to do on your website, you may need software/hardware for video, sound, and graphics. Make sure you check to see what software/hardware you have on your computer before you plan your website.

3. Knowledge of HTML Tags

For descriptions of different HTML tags go to www.4h.ab.ca and then click on the Computer Projects Resources link. You can also use the HTML tags checklist at the back of this manual to do individual searches on the Internet!

4. Planning and Design

1. INPUT
Planning the project
A little thought and planning is what makes a good web page.

Some tips for Good Web Page Design

1. Clean homepage with lots of blank (white) space.
2. Only relevant content on every page.
3. The home page contains all the important navigation, links, and clearly identifies the "What" of the site.
4. A consistent web site theme including color palettes, fonts, and graphics (images).
5. A clean, easy to read and navigate layout that is relevant to the "Who" and to the content.
6. A well-designed header that uses a combination of graphics and links.
7. Page footers with a duplicate set of links to other web pages in the site and the date of the last revisions to the page.
8. Use the table of contents and anchored subheads at top of page for quick content access.
9. Only relevant images that download quickly and support the content are included. (Max. 50k worth of images on the homepage and 100k of images on sub-pages.)
10. Use few and only important icons, buttons, animated .gifs and symbols.

Remember to plan, plan, plan!

A website is usually to share your information about a topic you like with other people, so your choice of words and pictures are very important. Use the same Thinking Process or 5W's from your Computer 1-2-3 Manual to help you figure out what you want to say and how to best say and show your information.

The Thinking Process:
-What I know
(e.g., information on what I already know about my topic)

-What I want to learn
(e.g., information on my topic, what is my goal?)

-How I will learn it or work with others to reach our goals
(e.g., Internet research, interviews and CD ROM)

-What will I have learned
(e.g. develop a scoring system to see how well you did)

-How I shared, or will share what I have learned
(e.g. web pages, images, text, design, colours)

Or

5 W's Formula
The old formula 5 W's will work just as well for a web site as for a printed document, screened or embroidered item, presentation, robot or signage. Let's look at what this old formula says one more time:

The five W's of the web site
Who - will my audience be?

What – information do I want to share?

When - was the web site done?, When was the information gathered? Is it current or old?

Where - did the information come from? Are there other places where people can find or compare the same kind of information? Should I link to those places (if they are on the web)?

Why - did I do this web site topic? Will other people care?

Starting with the HOME PAGE
Once you have used the Thinking Process or the 5 W's you need to decide how you will do your project.

Think of a home page as the title page of a report where there is a connection with all the other pages. The home page usually has a summary and links of what you'll find on the website. A website can have as many pages as the web master wants. For this manual you will be doing a 5 page website including the home page as your major project.

Web pages are unique in design and content, but many use a traditional magazine format. At the top of the page is a masthead or banner graphic that is often the same on each page in the site, then a list of items (links to other pages), and some images may also link to other parts of the site.

Picture Plans
Let's look at what we will call "Picture Plans" in the Computer 1-2-3 Project. Remember the most common kinds of Picture Plans:

      1. Flow Charts
      2. Mind Maps
      3. Storyboards

These are three of the best ways to organize your web pages before you start any HTML.
(If you have a flow chart, mind map or storyboard computer program, you can use it to draw out the plan for your web site.)

Have a look at some other web sites to get some ideas. Remember to keep it simple the first time. As you get more and more HTML skills you can get fancy.

Tip:
The first step is to figure out what topic you are going to use for your web site!

My Picture Plan

Planning the Scoring

When starting to plan your website, it is also important to talk with your 4-H leader about how the site will be scored. Your leader has more examples of what a good web site contains, but it is important for both of you to agree on the scoring based on the hardware and software that you have access to.

There are three different Scoring Systems you may want to look at using:

      rubric
      checklist
      score card

You may want to use the same kind as Computers 1-2-3 or try a new kind of scoring.

Stage 1 - Building Blocks

2. PROCESSING

Stage 1 - Building Blocks

Basic Elements
HTML documents are plain text (ASCII) files that contain the information you have put together in your web page plan and the HTML tags you use will give the web site the design you have chosen. For the following sections and exercises, we will lead you through the basic tags and the construction of the sample website. Once you have finished this test site, you'll complete a final project that is a website of your own. Let's get started:

Before we start the HTML, it is smart to create a file on your computer where you can save all your HTML documents, graphics etc. Create that file and call it 4H Test Website. Inside this file create at least 2 other files called text files and graphic files. The audio and video files may come later once we've got a handle on the basics. For now let's keep it simple.

Now on to the HTML:

Each web site is actually a series of different pages that are linked together. We will get to hypertext links later, but you need to start thinking about how you will plan a website based on the Thinking Process/5 W's and the Tips for Good Web Design.

Look for the master designer when you are going through this manual. Whenever you see this image, that means you need to enter some HTML.

TAGS

Tags begin with a left-angle bracket < and end with a right-angle bracket >. The first word between the angle brackets is the tag's name. Any further words and characters are the attributes, e.g. <align=right>.

A tag is the basic 'code', and an attribute is some extra detail such as how to format the content.

Element

Each element has three parts:
1. a start tag,
2. content, and
3. an end tag.
Most tags have 'closing tags' such as </> which mark the place where the effect of the 'opening' tag should stop.

Tags are not case sensitive. You can write them in small letters, capital letters, or any mixture. BUT to make it easy to find the tags in your coding we suggest you write all of your TAGS IN CAPITAL LETTERS, that way they'll stand out from the rest of the information in your HTML code.

HTML document

Every HTML document is made up of the same four basic elements:
1. Opening structure code
2. Head
3. Title
4. Body
These elements are all identified by their special HTML <tags>.
Remember, each of these and most other HTML tags have a start (opening) and end (closing).
< > opening
</> closing.
Watch for opening and closing tags as you work through the mini projects in Stages 1, 2, 3 and 4.

1. Opening Structure Tag<HTML>
Every HTML document must begin with this tag so that the
browser software on the computer knows it as an HTML (web)
document.

<HTML> the web page goes in between these two tags
</HTML>

(See the opening brackets and then the closing brackets with
the forward slash)

2. Head<HEAD>
The next tag that is always in the code is the Head tag. This
defines the header portion of the document and the title of
your web page.

<HEAD> This is where you enter the topic of your web page
</HEAD>

3. Title<TITLE>
Your title should give people an idea of what your web page is all
about. This is what people would see if they marked your web
page in their Bookmarks or Favorites. Most search engines will
use your Title as part of their search so it needs to be specific
to your web page content. Make your Title interesting and
descriptive but keep it short so that it will fit in the Title Bar!

The Title tag is placed in the <Head> section between the
opening and closing tags.

<TITLE> In this space you
can type in a catchy Title
</TITLE>

4. BODY <BODY>
This tag is the Body of the
HTML document. All of your
text and any code (tags)
that you use must be in
between the opening and
closing tags of the Body.

<BODY> This is where the
information about my web
page will be typed in later
stages.
</BODY>

> **Tip:**
> When we say
> "HTML document"
> we are talking
> about each web
> page that makes up
> a website.

HTML Template
Now that you know these four basic tags, let's set up your sample code HTML Template.

The HTML template is a document that you should make and save as as master.HTML. Then save another copy and name it "sample code.HTML". That way you always have the original master template to use over and over again!

To start, open your word processing program, notepad or simple text (see page 13).

Enter the HTML exactly as shown below:
These Sample Codes will be provided after each new tag is introduced. You can copy the whole code into your text editor, save as "sample code.htm".
There are two ways to watch what is happening as we add new tags:
1. In your text editor go to VIEW Exit HTML Source, or
2. Open your browser, and select Open File. Choose your "Sample Code" document and you can watch (hit the refresh or reload button each time) as each new tag changes the look of the web page! Remember to switch back to your source to keep adding tags!

ample Code

```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>
<BODY>

This is where the information about my web page will be typed in
later stages.

</BODY>
</HTML>
```

Have a look at this page now with your browser, see what it looks like so that you can see each change as you make it!

If you have a PC, SAVE AS your document as ASCII TEXT DOS or just TEXT.html. On a MAC save your document as TEXT.html. Remember page 13!!

<BODY> Tag "Extensions"

RGB Color

The Internet uses RGB, which, is simply combinations of Red, Green and Blue. These colors are labeled by a hexadecimal (this is the code the HTML document can use and understand). Each web safe color is a hexadecimal number from Hex 00 to Hex FF. To figure out what the hexadecimal is for the color you have chosen for the background you will need to use a drawing program like Paintbrush, Illustrator or Photoshop, or you can check the 4-H website for "web safe colors".

Example:
Open your drawing/painting or graphics program and select a color from the palette.
In Paintbrush use the options menu, select Edit Colors, Define Custom Colors and then write down the RGB values (amount of each color that makes up your color). For example a nice blue may be:
R 51
G 255
B 255

How to convert RGB to hexadecimal:
(If you are using Windows on a PC, you can use the scientific calculator to convert RGB to Hexadecimal.)

Open the calculator and select View then Scientific.
You will enter the RGB one at a time.

In the calculator enter your R value.
Click the Hex option button and record your number beside R's value below.
Repeat this step for the G and B values.
Each Drawing Program is different, so you will have to play around, but make sure the color you are using is web safe. Again there are many sites on the 4-H website that will provide a list of web safe colors and the Hex value that you'll need for your HTML code.

Body Background Color
(BGCOLOR=#hexadecimal value of an RGB
number)

Very important to the <Body> and the look of
your web page are the "web safe" colors. One of
the best ways to give your web page a great look is to
choose a color that you will use for the background
(BGCOLOR) always keeping in mind that you will later have to
select colors for your text, links and visited links.

For example your <Body> tag with a BGCOLOR may now look
like: <BODY BGCOLOR=#66FFFF>

Sample Code

```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>


<BODY BGCOLOR= #66FFFF>

This is where the information about my web page will be typed in
later exercises.
</BODY>


</HTML>
```

Check it out in your browser!

Web Palette
When choosing your web palette (the set of colors you will
use for background, text, photos, logos, links etc.) be aware
of the need for contrast between text and the background
color. A general rule in design is that light backgrounds
require black or a medium to dark color for text. Dark
backgrounds require a light or white color for text. If you
don't have this contrast the text is very difficult to read.

light text; dark background

dark text; light background

Text Colors
(TEXT=#hexadecimal value of an RGB number)

Now is a good time to also look at text colors.
TEXT is another "extension" that will be added to the <Body>
color tag.

For example your <Body> tag with a BGCOLOR and TEXT may
now look like:
<BODY BGCOLOR= 66FFFF TEXT= #000033>

Sample Code

```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
 </TITLE>
</HEAD>

<BODY BGCOLOR=# 66FFFF TEXT= #000033>

This is where the information about my web page will be typed in later
exercises.
</BODY>

</HTML>
```

All you need to do now is select some web safe colors and add
the extensions for Background (BGCOLOR) and text (TEXT) to
your <Body> tag. Use
either your scientific
calculator in Windows or a
web site for web safe
colors to select your col-
ors. The 4-H web site has
some links to help with the
web safe colors!

Tip:

Remember to make
sure there is good
contrast between
the text and the
background color.

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Link Colors

The hypertext links on your web page may need to be changed if your background color is similar to the default color for visited links (maroon) or unvisited links (blue). Default just means that those colors will automatically be used unless you use tags to change them.

The tags for extensions, which can also be added to your Body tag are:

Unvisited links is LINK=#hexadecimal value of RGB

Visited links is VLINK=#hexadecimal value of RGB

For example your <Body> tag with a BGCOLOR, TEXT, LINK and VLINK may now look like:

<BODY BGCOLOR= #66FFFF TEXT= #000033 LINK=#006633 VLINK=#663399>

Sample Code

```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>

<BODY BGCOLOR= #66FFFF TEXT= #000033
LINK=#006633 VLINK=#663399>

This is where the information about my web page will be typed in
later exercises.
</BODY>

</HTML>
```
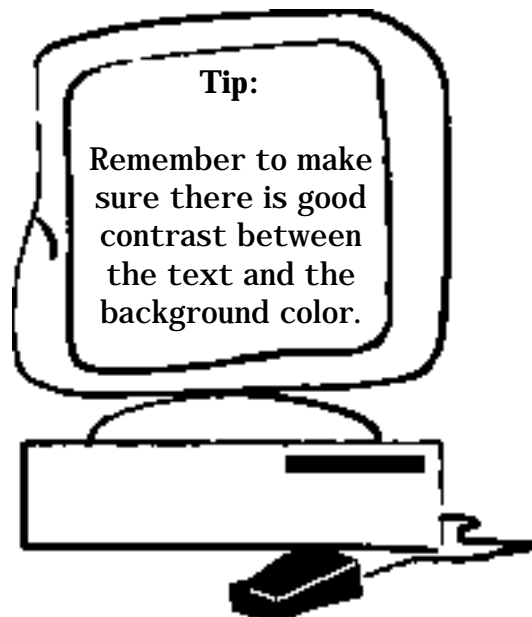
Record your colour information below:

My Drawing Program:		
	RGB Color:	Hexadecimal (HEX) Code:
Background		
Text		
Links		

<Body> Background Images

Another extension to the <Body> tag is the option to use an image or picture as the background. Simple and backgrounds are always the best choice because they make the text easy to ready, they download quickly, and are clean looking.
If you decide to use an image as a <Body> background, be sure that the:
-text is still readable, and
-the image is relevant and clear

There are lots of websites on the net that provide free backgrounds but deny any requests for you to sign up or enter any information including your email address. Check out theAlberta 4-H resource site on the web for some safe links to backgrounds.

The BACKGROUND extension to the <BODY> tag is

 <BODY BACKGROUND="the name of the image.gif"

You can see how this is different from using a plain colored background:
<BODY BGCOLOR= #66FFFF>
verses a background image (picture)
<BODY BACKGROUND="the name of the image.gif">

Sample Code


```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>

< BODY BACKGROUND=photo.gif TEXT= #000033
LINK=#006633 VLINK=#663399>

This is where the information about my web page will be typed in later
exercises.

</BODY>

</HTML>
```
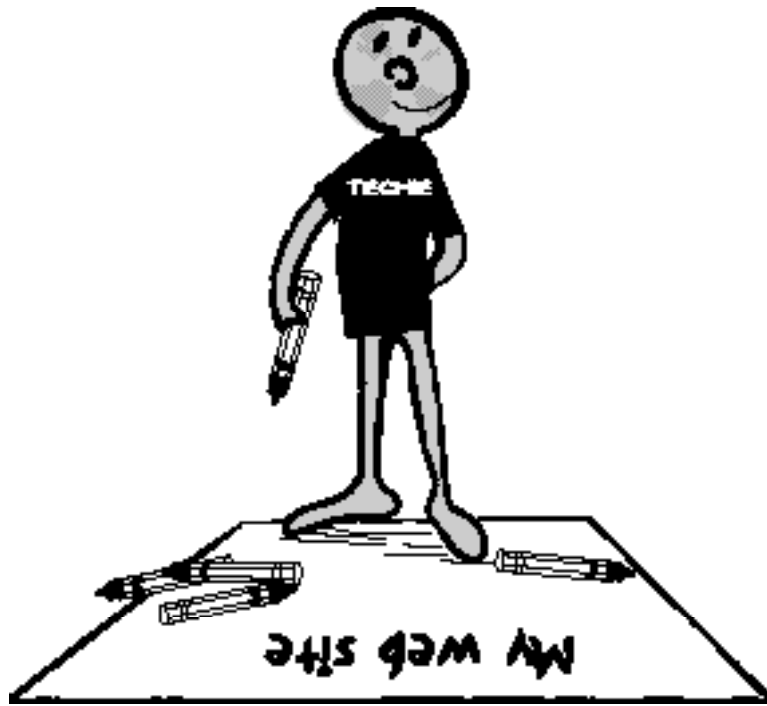
You need to have an image on you computer before you can practise using this tag,.

Stage 1 - Building Blocks

Mini Project Web 1:

Here's where you start your own 4H Practice Web Site. You need to use all of the tags you have learned so far.

Select a:
Web Safe Color Palette in hexadecimal,
    include colors for:
        the background,
        the text,
        the links, and
        the visited links.

Enter your code and save your file using either TEXT or ASCII depending on your computer platform. Remember that master template you saved earlier!!

Remember to go to the Alberta 4-H Computer Resource page for sample source codes and web pages, tips and tricks on color, tags and other HTML codes!

Notes for Mini Project Web 1

_____

_____

_____

_____

_____

_____

_____

_____

Stage 2 - Creating the Space

Stage 2 - Creating the Space

Formatting the Body
In HTML it is important to know that formatting text is not the same as using a word processing program. To change a font to italics, large sizes, bold and so on, you must use HTML code. This code is placed on either side of the text that you want to format so that your browser can understand what you want it to do. One word of caution, each browser may interpret your code differently. For example what you see when you open your page in Netscape may be very different from what you see when you open the same page in Explorer. Also cross platform problems between Mac and PC can happen, but you can investigate more about that at the advanced level!

Each web page "BODY" has three main areas, they are:

The beginning – called the HEADER
In this area you will have a welcome heading and Hypertext links (in a jump area). More on this later.
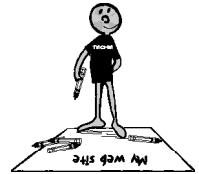
The Middle – the BODY
This is the area with the majority of your information. Remember to divide the area up, and keep it clean with lots of white space. Each new section will start with a Heading Level 2 tag, which would be hypertext linked to the jump area.

The End - the FOOTER
Typically, this area uses a Heading 6 Level tag to make it small and less emphasized. This is where you have copyright information, last updated information, etc.

Headers

Headings are one of the most useful formatting tags and can be used to emphasize and idea, a new paragraph or just a part of your text.

The tag is the same for each heading except that the number changes. The number refers to the size and boldness of the text. The opening tag is placed at the beginning of the text and the closing tag at the end of the text.

The heading levels are from 1 to 6. <H1> is a large bold font tag and <H6> is a small, less emphasized font tag.

Heading Tags	Sample Appearance
<H1> Heading Level One </H>	# Heading Level One
<H2> Heading Level Two </H>	## Heading Level Two
<H3> Heading Level Three </H>	### Heading Level Three
<H4> Heading Level Four </H>	Heading Level Four
<H5> Heading Level Five </H>	Heading Level Five
<H6> Heading Level Six </H>	Heading Level Six

Sample Code

```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>

<BODY BGCOLOR=# 66FFFF TEXT= #000033 LINK=#006633
    VLINK=#663399>

<H1> Welcome to my sample code!</H>

<H3>This is where the information about my web page
will be typed in later exercises.</H>

</BODY>

</HTML>
```
Have a look at this page now with your browser, see how the text has changed sizes!

Line and paragraph breaks

We have mentioned this many times, but it is important when you start this next stage of formatting to design a page with a lot of open space (called white space). To separate your text on the web page you will need to know the tags for line breaks and paragraph breaks.

**LINE BREAK
**
Whenever you want your text to start on a new line you will need a line break. This tag makes the text look like you have pressed the return (enter) key, when you have just provided instructions using the HTML code.
To make this tag obvious in your text editor, place it at the end of the text you are going to break and then the press return (enter) key, <BR> has no closing bracket! This space doesn't show up on your web page, but it makes your code a lot easier to read later on.

Sample Code

```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>

<BODY BGCOLOR= #66FFFF TEXT= #000033 LINK=#006633
VLINK=#663399>

<H1> Welcome to my sample code!</H>

<H3>This is where the information about my web page will be typed
in later exercises.
</H>

<BR>
<H1>
I have a lot of information to add to this page so I want to make sure
that all of the information is clear and easy for people looking at my
web page to read. My main topic is cattle and preparing cattle for
show...etc. etc.</H>

</BODY>

</HTML>
```
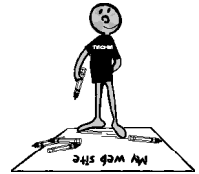
PARAGRAPH BREAK <P>
If you want your text to appear as a new
paragraph, meaning you want to give the text
a new line with a space in between, you can
use the PARAGRAPH BREAK tag. <P> has no
closing bracket!

Sample Code

<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>

<BODY BGCOLOR=# 66FFFF TEXT= #000033
LINK=#006633 VLINK=#663399>

<H1> Welcome to my sample code!</H>

<H3>This is where the information about my web page will be
typed in later exercises.</H>

<H1>
I have a lot of information to add to this page so I want to make
sure that all of the information is clear and easy for people looking
at my web page to read.

<P>

My main topic is cattle and preparing cattle for show...etc. etc.
</H>

</BODY>

</HTML>

HORIZONTAL RULES <HR>

Another way to format or separate your text is to insert lines between sections. These are called horizontal rules. Like the line and paragraph breaks it is a good idea to press return (enter) above and below the horizontal rule, it makes reading your source (code) much easier. <HR> has no closing bracket!

Sample Code

```
<HTML>
<HEAD>
<TITLE> In this space you can type in a catchy Title
</TITLE>
</HEAD>

<BODY BGCOLOR=# 66FFFF TEXT= #000033 LINK=#006633
VLINK=#663399>

<H1> Welcome to my sample code!
</H>

<H3>This is where the information about my web page will be typed
in later exercises.
</H>

<HR>

I have a lot of information to add to this page so I want to make sure
that all of the information is clear and easy for people looking at my
web page to read.

<HR>

<H1>
My main topic is cattle and preparing cattle for show...etc. etc.
</H>

</BODY>

</HTML>
```
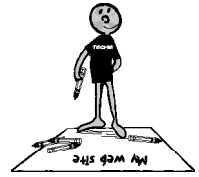
Formatting Text Fonts
An important thing to know at this stage is
that each browser (Netscape, Explorer,
Mozilla, AOL, etc) reads your HTML code a
little different. If you have more than one
browser on your computer have a look at the
differences as we work through some basic font tags and
choose which one works best for you.

Code Used for:
(Try placing some text between each of these tags and see
what happens.)

<ADDRESS> </ADDRESS>   email, phone numbers, and
                              addresses

<BLOCKQUOTE> </BLOCKQUOTE>
                              Indents the text
(You need to do line breaks <BR> or the text will run on)

<EM> </EM> or <I></I>   Italics

<STRONG> </STRONG> or <B></B>
                              Bold

<U> </U>   Underline

<TT> </TT>   Typewriter
(monspaced font like Courier)

<CENTER> </CENTER>   Centers the text between
                              the code on the screen
(make sure you use the American spelling of CENTER)