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November 15, 2001

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Dear Mrs. Bradburn:

My project was to create two documents: a user's manual for basic HTML and good design and a 4-6 page website for Mrs. Donna Barber. I have enclosed those two documents, as well as several photocopied pages from some of my sources with this letter.

This manual provides instructions on how to create a web page using HTML. It covers major topics such as font, color, backgrounds, graphics and links. It also provides examples of what proper coding looks like, and a chart of colors that are used in web pages. The intended audience for my manual is my classmates and you. It will help my audience create simple web pages without much trouble. The website's audience is Mrs. Barber, her students, and their parents. It provides access to homework assignments, school events, etc. It will also provide a way to contact Mrs. Barber through e-mail.

If you have any questions, feel free to contact me at 931-525-6740.

Sincerely,

Misty Adams

Enclosures:

1. "Using Basic HTML: A manual"
2. Photocopies of sources
3. Mrs. Barber's website

# **Using Basic HTML:**

**A Manual**

Misty Adams  
November 15, 2001  
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Manuals may use  
a quick reference  
guide to  
substitute for the  
informative  
abstract

## HTML Quick Reference Guide

### Basic Page Tags

<HTML> </HTML>	beginning and end of every HTML document
<HEAD> </HEAD>	<title> tag and other style tags go between these tags
<TITLE> </TITLE>	wording for title bar goes between these tags
<BODY></BODY>	code for the page goes between these tags
<P>	signals end of paragraph (or end of line with a space after)

### Tags for Formatting Text

<FONT></FONT>	font attributes go after the first tag in this pair
<FONT FACE="arial, courier, serif">	specifies alternate typefaces
<FONT COLOR="FF00FF">	specifies the color red (can also use "red")
<FONT SIZE="2">	specifies font size 2 (font sizes range from 1 to 7, large to small)

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## Introduction

This manual will help you create a homepage using basic HTML coding. HTML stands for Hypertext Markup Language. Designers use HTML “to define and describe the page layout of documents displayed on the world wide web browser.(Taylor 2000:459). HTML consists of HTML tags. These tags give “the specific formatting instructions within an HTML document”( Taylor 2000:459). Most of the HTML tags are paired, meaning they have a beginning tag, <HTML>, and an end tag, </HTML>. There are a few exceptions this manual will point out, such as the <P> tag and <BR> tag.

## Basic Page Tags

There are five basic tags you will need to start your page. They are the <HTML> </HTML>, <HEAD> </HEAD>, <TITLE> </TITLE>, <BODY></BODY>, and the <P> tags. See figure 1 to see what code with these tags should look like.

**<HTML></HTML>**

Place the <HTML> tag at the very beginning of your document and the </HTML> tag at the very end of your document. All information in your document should be placed between these two tags (Taylor 2000).

**<HEAD></HEAD>**

The information placed between these tags tells the browser the “HTML formatting information”(Taylor 2000:49). You will only use it for holding the <TITLE></TITLE> tags in this manual (Taylor 2000).

**<TITLE></TITLE>**

Place these tags between the <HEAD></HEAD> tags. These tags hold the information that tells the browser what to display in the title bar on your computer screen (Taylor 2000).

**<BODY></BODY>**

Place these tags below the </HEAD> tag. These tags hold the “body of your page”( Taylor 2000). All text, graphics, etc., go between these tags.

**<P>**

The <P> tag is one of the exceptions to the paired tag rule mentioned in the introduction. The <P> tag is considered a stand alone tag. Use this tag to specify paragraph and line breaks in your document (Taylor 2000).

```
<HTML>

  <HEAD>
    <TITLE>Figure 1</TITLE>
  </HEAD>

  <BODY>
    <P> This is an example for figure 1.
  </BODY>

</HTML>
```

Figure 1 – Proper HTML coding—basic tags.

## Text

The most basic page you can create contains only text. Although you can make this type of page using the tags listed in the Basic Page Tags section, the page would look rather dull. To liven up your page's appearance you can use the `<FONT></FONT>` tags and their attributes: face, color, and size. See figure 2 to see what code with these tags and attributes should look like.

**`<FONT></FONT>`**

The `<FONT>` tag holds the attributes that give the formatting information for the text that is enclosed between it and the end tag `</FONT>`. Remember to place the attributes only in the beginning tag and not in the end tag (Taylor 2000).

`<FONT FACE="arial, courier, serif">`

The "FACE" attribute tells the browser what typeface to render on the screen. A typeface is the appearance your text takes such as Arial, Times New Roman, or Courier. Remember that not all browsers recognize the same typefaces. You should list multiple typeface choices in this attribute so the browser will have a better chance of recognizing some of your choices. If the browser does not find one it recognizes it will render your text in its default typeface (Taylor 2000).

<FONT COLOR="FF00FF">

The "FONT COLOR" attribute specifies the color of the type (Taylor 2000). Some colors can be specified with just their name, <FONT COLOR="red">. However, you should use the hexadecimal code instead because it is more specific and the browser is more likely to render the right color. See Appendix A for a list of the 141 hexadecimal colors that most major browsers recognize (Powell 2000).

<FONT SIZE="2">

The "FONT SIZE" attribute specifies the size your text will appear on the screen. There are seven different sizes that you can choose from. Each size is represented by a number between 1, the smallest, and 7, the largest. If you do not specify a font size, the browser will automatically render it as size 3 because it is the default size. See table 1 for the font size equivalents to typical point size.

Table 1

Font Size = "X"	Typical Point Size
1	8
2	10
3	12
4	14
5	18
6	24
7	36

Table 1 – Font size equivalents to typical point size. Powell, Thomas A. 2000. Web design: the complete reference. Berkely: Osborne/McGraw Hill. 386.

```
<HTML>

  <HEAD>
    <TITLE>Figure 2</TITLE>
  </HEAD>

  <BODY>
    <P>
      <FONT FACE="arial, courier, serif" COLOR="000000" SIZE="3">
        This is an example for figure 2.
      </FONT>
    </P>
  </BODY>

</HTML>
```

Figure 2 – Proper HTML coding – font tags.

### *Design Tips*

Remember, you want people to read what is on your page, so here are some tips to help you make your page easier to read.

Choose your colors carefully. Yellow text on a white background can be hard to read. Remember that dark text on light backgrounds and light text on dark backgrounds is easier to read (Grantastic Designs). (You will learn how to change background colors in chapter three.)

Size does matter, at least with text anyway. If it is too small, people will have a

hard time reading it (Grantastic Designs). Remember to keep larger type for headings and titles (Norman and others 1999).

## References

Taylor, Dave. 2000. Creating cool HTML 4 webpages. 2<sup>nd</sup> ed. Foster City: IDG Worldwide Inc..

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<[http://werbach.com/web/page\\_design.html](http://werbach.com/web/page_design.html)> Accessed 2001 Oct 17.

## Appendix A

### Hexadecimal Color Code Chart

#### *Hexadecimal Color Code Chart*

This chart lists the 141 colors and their hexadecimal code. These colors are accepted by most major browsers (Powell 2000).

Hexadecimal Code	Color Name	Color
#F0F8FF	aliceblue	
#FAEBD7	antiquewhite	
#00FFFF (same as cyan)	aqua	
#7FFFD4	Aquamarine	
#F0FFFF	azure	
#F5F5DC	beige	
#FFE4C4	Bisque	
#000000	black	
#FFEBCD	Blanchedalmond	
#0000FF	blue	
#8A2BE2	Blueviolet	
#A52A2A	Brown	
#DEB887	Burlywood	
#5F9EA0	Cadetblue	

#7FFF00	Chartreuse	
#D2691E	Chocolate	
#FF7F50	coral	
#6495ED	Cornflowerblue	
#FFF8DC	Cornsilk	
#DC143C	Crimson	
#00FFFF (same as aqua)	cyan	
#00008B	Darkblue	
#008B8B	Darkcyan	
#B8860B	Darkgoldenrod	
#A9A9A9	Darkgray	
#006400	Darkgreen	
#BDB76B	Darkkhaki	
#8B008B	darkmagenta	
#556B2F	darkolivegreen	
#FF8C00	darkorange	
#9932CC	darkorchid	
#8B0000	darkred	
#E9967A	darksalmon	

#8FBC8F	darkseagreen	
#483D8B	darkslateblue	
#2F4F4F	darkslategray	
#00CED1	darkturquoise	
#9400D3	darkviolet	
#FF1493	deeppink	
#00BFFF	deepskyblue	
#696969	dimgray	
#1E90FF	dodgerblue	
#B22222	firebrick	
#FFF0F0	floralwhite	
#228B22	forestgreen	
#FF00FF (same as magenta)	fuchsia	
#DCDCDC	gainsboro	
#F8F8FF	ghostwhite	
#FFD700	gold	
#DAA520	goldenrod	
#808080	gray	
#008000	green	

#ADFF2F	greenyellow	
#F0FFF0	honeydew	
#FF69B4	hotpink	
#CD5C5C	indianred	
#4B0082	indigo	
#FFFFFF0	ivory	
#F0E68C	khaki	
#E6E6FA	lavender	
#FFF0F5	lavenderblush	
#7CFC00	lawngreen	
#FFFACD	lemonchiffon	
#ADD8E6	lightblue	
#F08080	lightcoral	
#E0FFFF	lightcyan	
#FAFAD2	lightgoldenrodyellow	
#90EE90	lightgreen	
#D3D3D3	lightgray	
#FFB6C1	lightpink	
#FFA07A	lightsalmon	

#20B2AA	lightseagreen	
#87CEFA	lightskyblue	
#778899	lightslategray	
#B0C4DE	lightsteelblue	
#FFFFE0	lightyellow	
#00FF00	lime	
#32CD32	limegreen	
#FAF0E6	linen	
#FF00FF (same as fuchsia)	magenta	
#800000	maroon	
#66CDAA	mediumaquamarine	
#0000CD	mediumblue	
#BA55D3	mediumorchid	
#9370DB	mediumpurple	
#3CB371	mediumseagreen	
#7B68EE	mediumslateblue	
#00FA9A	mediumspringgreen	
#48D1CC	mediumturquoise	
#C71585	mediumvioletred	

#191970	midnightblue	
#F5FFF1	mintcream	
#FFE4E1	mistyrose	
#FFE4B5	moccasin	
#FFDEAD	navajowhite	
#000080	navy	
#9FAFDF	navyblue	
#FDF5E6	oldlace	
#808000	olive	
#6B8E23	olivedrab	
#FFA500	orange	
#FF4500	orangered	
#DA70D6	orchid	
#EEE8AA	palegoldenrod	
#98FB98	palegreen	
#AFEEEE	paleturquoise	
#DB7093	palevioletred	
#FFEFD5	papyawhip	
#FFDAB9	peachpuff	

#CD853F	peru	
#FFC0CB	pink	
#DDA0DD	plum	
#B0E0E6	powderblue	
#800080	purple	
#FF0000	red	
#BC8F8F	rosybrown	
#4169E1	royalblue	
#8B4513	saddlebrown	
#FA8072	salmon	
#F4A460	sandybrown	
#2E8B57	seagreen	
#FFF5EE	seashell	
#A0522D	sienna	
#C0C0C0	silver	
#87CEEB	skyblue	
#6A5ACD	slateblue	
#708090	slategray	
#FFFAFA	snow	

#00FF7F	springgreen	
#4682B4	steelblue	
#D2B48C	tan	
#008080	teal	
#D8BFD8	thistle	
#FF6347	tomato	
#40E0D0	turquoise	
#EE82EE	violet	
#F5DEB3	wheat	
#FFFFFF	white	
#F5F5F5	whitesmoke	
#FFFFF0	yellow	
#9ACD32	yellowgreen	

Source: Based on information from Powell, Thomas A. 2000. Web design: the complete reference. Berkeley: McGraw-Hill.