



Helpful 'How To' Tags

1. How to center a heading on a page:
 - `<H1 align="center"> Center Alignment </H1>`
2. How to add paragraphs of text
 - `<p>Add your paragraph text here.</p>`
3. How to underline text:
 - `<u> </u>`
4. How to bold text:
 - ` `
5. How to add text links:
 - ` or `

NOTES: If linking to a URL, quotes are not necessary.

- If linking to another place on the same webpage, such as the top of the page, use `` up near the header on the page. At the bottom of the page, use `<p>To top </p>` before the `</body>` tag.

OR

- Use `` where *"targetname"* is a unique name for a link target within the webpage. This tag uses the name attribute. No text is included because the target is not intended to appear on the webpage as a clickable link. It is only to mark a specific area to 'jump' to on the webpage.
- If linking to another Web page within the same Web site, use `linked webpage name`. For example, if adding a link from webpage 1 to webpage 2, on webpage 1 the tag would be, `Webpage 2`.

Note: When linking from one webpage to another in the same website, both webpages must be in the same folder (directory). If the linked webpage is in a subfolder, the subfolder name must be added to the tag (`linked webpage name`).

- If linking to an email address, use ``, where the actual email address is enclosed in quotes.

- To add a subject to an email link, use ``, where *subject text* is the subject line you wish to use in the email.

6. How to add an image with wrapped text

- ``

Right aligned image tag is the same except use the word 'right' instead of 'left' for 'align=' in the tag.

7. How to create a **definition list** (offsets information in dictionary-like style)

```
<dl> </dl>    Start and end a definition list
<dt>          Identify a term
<dd>          Identify definition of term directly above
```

Example:

```
<body>
```

```
<dl>
<dt>Internet</dt>
<dd>Worldwide collection of computer networks linked together.</dd>
</dl>
```

```
</body>
```

8. How to add color:

- Background color: `<body bgcolor="blue"> </body>`
- Font color and background color: `<body bgcolor=yellow> </body>`
- Table background color: `<body> <table cellspacing="5" border="2"><table bgcolor=orange> </table> </body>`

- Color code for links:

Example:

```
<a href=http://html-color-codes.info/><a style="color:#80BFFF"><br />
```

HTML Color Codes

Colors are six-digit number codes and may be used for background, text, or link color. However, some colors, such as 'blue', may just be the name of the color spelled out. Other colors that work like this are yellow, black, green, orange, etc. Caution: When using color, make sure the color is appropriate for the background of your webpage.

9. How to add interest and focus with font color and size:

- Example:

```
<head><h1><font color="#ff0000">font color for heading</font></h1></head>
```

10. How to add a horizontal line:

- Place the tag after the line in Notepad where you want the horizontal line to appear. For example, if you want the horizontal line to appear after the first paragraph, the horizontal tag would appear after the paragraph end tag, (</p>).

```
<hr />
```

NOTE: Be sure to press Enter after the self-closing tag.

```
<table cellspacing="5" border="2">
```

```
<tr>
```

```
<th>First Heading
```

```
<br />Row 1
```

```
<br />Table Header</th>
```

```
<th>Second Heading
```

```
<br />Row 1
```

```
<br />Table Header</th>
```

```
</tr>
```

```
<tr>
```

```
<td>Data cell 1 - Row 2</td>
```

```
<td>Data cell 2 - Row 2</td>
```

```
</tr>
```

```
<tr>
```

```
<td>Data cell 3 - Row 3</td>
```

```
<td>Data cell 4 - Row 3</td>
```

```
</tr>
```

```
<tr>
```

```
<td>Data cell 5 - Row 4</td>
```

```
<td>Data cell 6 - Row 4</td>
```

```
</tr>
```

```
</table>
```