

# HTML Primer

## Simple HTML for working with WebAdmin Articles

You may want to add images and links to your Web Admin articles, events, and news releases. Here are some tips for how to do that

### HTML Basics

HTML is the language of the world wide web. It uses “tags” to describe to your browser how the information on the web page should be displayed. HTML tags are used to add images and links to your webAdmin articles. HTML tags are also used to add text effects like **bold**, *italics* and underlining and to define the structure of your web page.

Most HTML tags come in pairs that surround the text they are intended to modify. In the following examples the HTML tags will be shown in color to make it clear how the HTML tags surround the affected text.

#### **BOLD**, *Italic*, Underline:

To **bold** text in your article do the following: `<b>[bolded text goes here]</b>`

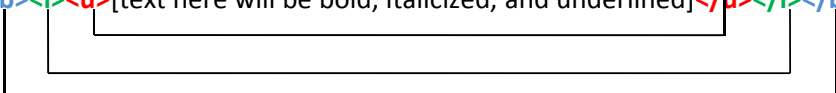
To add *italics* in your article do the following: `<i>[italicized text goes here]</i>`

2<sup>nd</sup> method to add *italics*: `<em>[emphasized text goes here]</em>`

To underline text in your article do the following: `<u>[underlined text goes here]</u>`

You can combine text effects by “nesting” the control tags. For example:

`<b><i><u>[text here will be bold, italicized, and underlined]</u></i></b>`



Notice that the tags at the end of the text segment are in reverse order compared to the tags at the beginning of the text segment. Each additional text effect is “nested” inside the previous one.

**Links:** To add a link to your article you use the “Anchor” html tag:

`<a href="[link destination goes here]">[text to click goes here]</a>`

For example, to link to google’s main page you would enter:

`<a href="http://www.google.com">Click Here for google</a>`

You should include the link target exactly as it appears in the browser navigation bar when you navigate to the page, including the "http://" part of the link address.

The anchor tag can also include a directive that controls how the target web site is opened. For example:

`<a href="http://www.google.com" target="_blank">Click here for google</a>`

Will cause the user's browser to open google's main page in a new browser window and leave your web page displayed in it's current browser window.

**E-mail Link:** You can also add a link that will open the user's mail client using the "Anchor" html tag:

`<a href="mailto:example@example.com">[text to click goes here]</a>`

**Images:** You can add images to your articles using the `<img />` HTML tag. Since the image tag does not directly affect a block of text, it does not have a "closing" tag like the other tags we have discussed so far.

The "File Manager" WebAdmin Menu item allows you to upload your own images. It will also display the link path to your uploaded file. So, to add an image to your article, do the following:

1. Upload the image using File Manager
2. Copy the full path shown for the uploaded image
  - a. highlight the path shown in the filemanager listing
  - b. Click on your browser's "Edit" menu
  - c. Select "Copy"
3. In your article type: `` The align modifier will tell the browser where to place your image with respect to the surrounding text. You can choose either left aligned or right aligned.

For example:

`` will place the stone.gif image to the left of the surrounding text starting at the point in the article where you typed the image tag.

# Advanced HTML Tags

## Bulleted List:

You can easily add bulleted lists to your content articles. To add a bulleted list, you add the `<ul>` tag to the beginning of your list items, then surround each of your list items with `<li>[some list item]</li>`.

When you have finished typing your list items, close your bulleted list with the `</ul>` tag

For example:

```
<ul><li>We deal directly with all of your creditors so they stop harassing you</li>
<li>We help you fill out all paper work that the Bankruptcy Court requires.</li>
<li>We personally file all of the required paper work with the Bankruptcy Court.</li>
<li>We personally attend all creditor meetings</li>
<li>We personally represent you in front of the bankruptcy court. </li>
<li>We help you sign up for and work through financial counseling classes. </li>
<li>Finally, we deal with any and all post-bankruptcy issues that may arise.</li></ul>
```

When this list is displayed each list item will be separated by a blank line.

Here is another example:

```
<ul><li>Utah</li><li>Salt Lake</li><li>Davis</li><li>Weber</li><li>Tooele</li><li>Cache</li><li>San
Pete</li><li>Wayne</li><li>Washington </li><li>Duchene </li><li>Uintah</li><li>Wasatch
</li><li>Cities:</li><li>Alpine</li></ul>
```

This example includes all of the list items on a single line. When the list is displayed each item will have it's own line, but will not have an extra blank line between items.

## Font Styles:

Your webAdmin powered web site is designed using Cascading Style Sheets technology (CSS) which is designed to control the aesthetic aspects of your site "Look and Feel." The css files associated with your web site controls how each element, including text is displayed.

In some instances, you may want to override the css controlled text display parameters for a specific webadmin article or for a section of text within a webAdmin article. We recommend that you use the following text effects sparingly to avoid compromising the overall look and feel of your site.

The `<span>` tag is used to apply local font styles to a small section of text.

For example, if your webAdmin article could contain the following:

```
<span style="font-size: 18px; font-weight: bold; color: blue;">I Love Dry Creek...</span>
```

The article text between the `<span . . .>` and `</span>` tags will be displayed in bold, 18px, blue using the text font specified by your site css file.

Here are the font properties that you can use in your span tag:

**font-size** – Set the size of your text when it is displayed in a browser. Specify the pixel height (px) for your text. Example: **"font-size: 18px;"** will result in large text suitable for headings.

**Font-weight** – Set the weight of your text. Possible values are:

- Normal – Normal font weight
- Bold – Thick characters
- Bolder – Thicker characters
- Lighter – thinner characters

Example: “font-weight: bold;”

font-variant – display text in a small-caps font. Possible values are: “normal” or “small-caps”

Example : “font-variant: small-caps;”

**Color** – set the color of your text. You can use either the color name, or a hexadecimal color number to set this parameter.

You can see a list of html color names here: [http://www.w3schools.com/HTML/html\\_colornames.asp](http://www.w3schools.com/HTML/html_colornames.asp)

Example: “color: blue;” or “color: #0000FF;”

**font-family** – Use this parameter to direct the browser what fonts to choose from when displaying your text. For example “**font-family: Georgia, Times, serif;**” Will tell the browser to use the “Georgia” font if that is available on the users computer. If not, try the “Times” font. Finally if none of those fonts are available in the user's computer, the browser will select a serif style font.

See [http://en.wikipedia.org/wiki/Web-safe\\_fonts](http://en.wikipedia.org/wiki/Web-safe_fonts) for a discussion of web safe fonts. We recommend that you **DONT USE** the font-family parameter, but rather let the css file that your site designer wrote select the font for your article text.