

This is the Start Page

Web Pages for Absolute Beginners

Using Windows 95/98 and Microsoft Internet Explorer

These pages will show you how to make your own web pages using HTML code.
All you need is Windows 95 or 98 and Microsoft Internet Explorer.
You don't need any other software /programs

They are designed for **ABSOLUTE BEGINNERS** but may also be used
as a reference by anyone else!

First Timers

Don't try and learn everything in one go.

I suggest you work through from the beginning and follow the 

I have suggested which pages you might like to print out for future reference 

Remember to do the **Now try this** - exercises at the end of each section.

Been here before?

You may like to skip straight to the index 

Technical Stuff

These pages are made using Windows 95, and should be used with Microsoft Internet Explorer 3.0 or above

If you use Windows 98 and MSIE 4 - you will be able to follow most of the instructions, but you may find some differences.

If you are using Netscape - you can still follow the instructions for writing HTML, but

you will not be able to edit code using your browser's View/Document Source facility. You should open Notepad and use Notepad to do your editing.

I use English spelling, which may look odd if you are from the United States.

Since I first wrote this tutorial there have been many developments in Web design - including Frames and Style Sheets. You may like to go on and master these developments, but I **strongly advise** you to learn the art of writing in HTML first.

 
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Introduction to Web Pages for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer or similar browser

Why should I learn to make web pages ?



Web pages look wonderful.



They can be **bright** and **colourful**



They can display photos and moving pictures.



They can play music, and



make sounds.



You can use web pages on your own computer

- to display art work and [photos](#)
- to make your [documents](#) more interesting.



You can send web pages via E mail to your friends.....

(Your friends will need a web browser
like Explorer or Netscape to view them)

AND, of course, you can put web pages on the internet, for everyone to see.

OK, lets begin.

These pages will show you how to make web pages using Microsoft Internet Explorer and Windows 95. You don't need any other software.

Web pages are written using HyperText Markup Language (HTML).

HTML code is easy to write.

You use ordinary text, with a few special code words enclosed in < **tags** >

You can write HTML code using a simple text editor, Notepad, which comes free with Windows 95.

To view and edit your work, use Microsoft Internet Explorer.

If this sounds complicated, don't worry! Just read these pages.



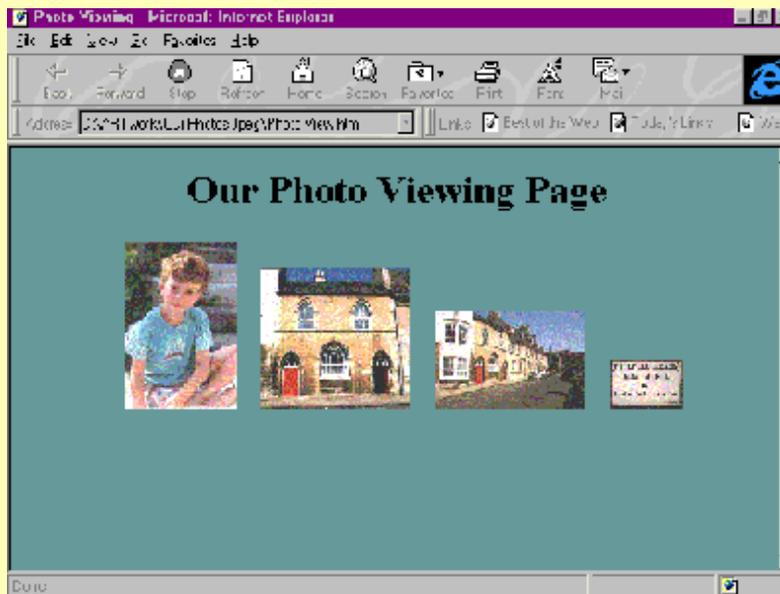
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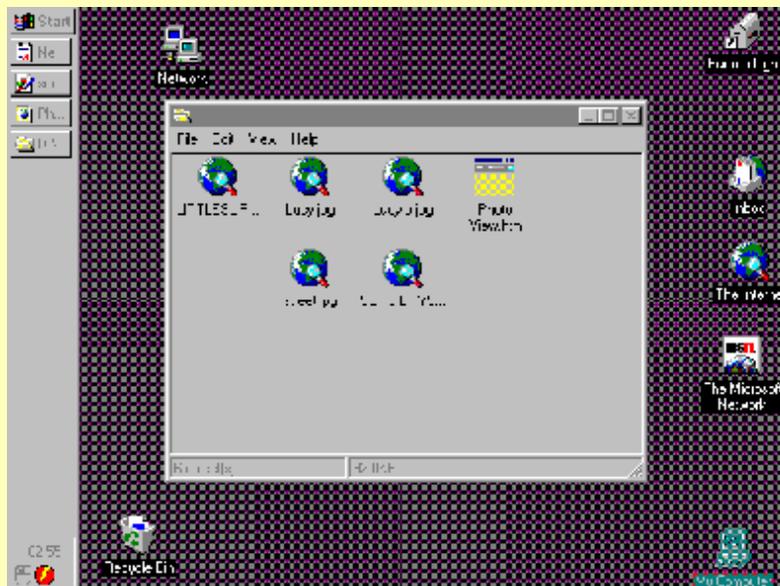
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You can use web pages on your home computer to display PHOTOS

Photos displayed as a web page



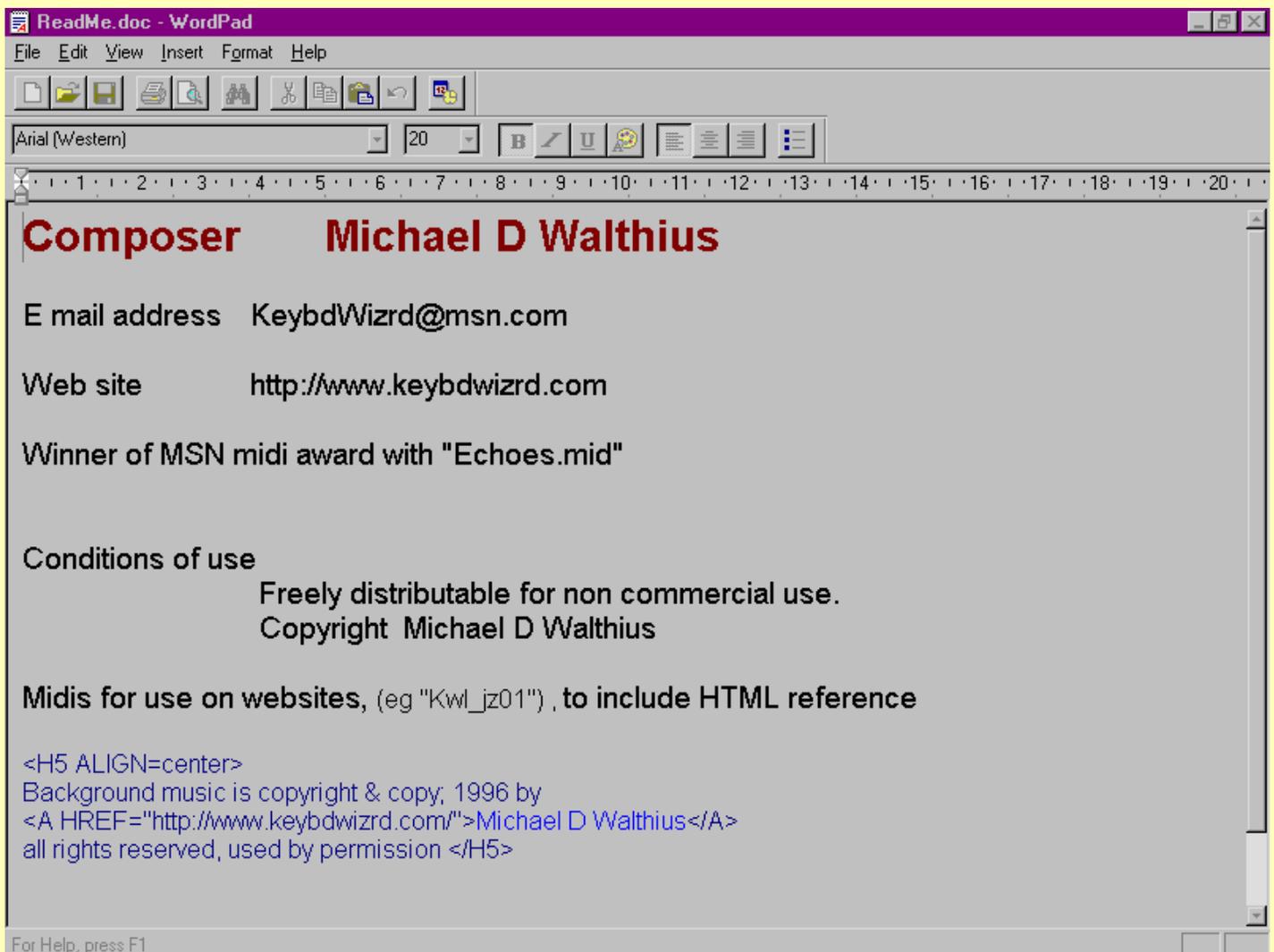
Look so much better than this!





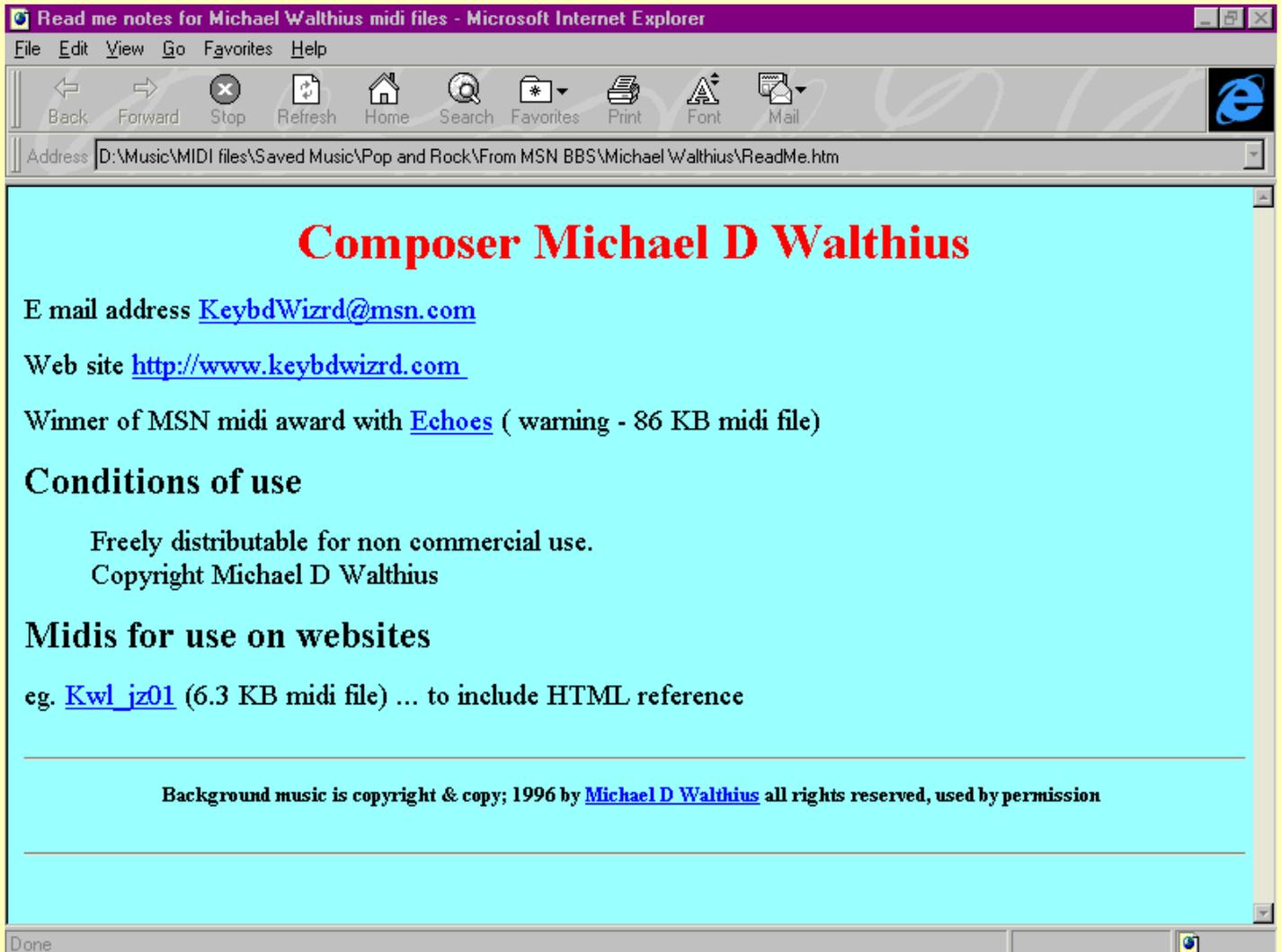
You can use web pages on your home computer to display DOCUMENTS

This is a document about a midi composer, written in Notepad



Below is the same information displayed as a web page.

It has had links added so that it is possible to listen to music,
jump to other web pages
and even send the author an E mail



Of course, the links don't work in this example, which is only an IMAGE of the original page!



This is the Index page

Index to Web Pages for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



The [start page](#) explains how to use these pages.



The [introduction](#) reminds you why you want to make web pages!



Make a simple web page

1. A very [simple web page](#)
2. Arranging [the text](#)
3. Making [lists](#)
4. Use [horizontal rules](#)



Use colours and pictures

1. Using [coloured backgrounds](#)
2. Using [coloured text](#)
3. Adding [pictures to your pages](#)
4. Using [images in the background](#)



Add links to your pages

1. Link [your pages together](#)
2. Link [to other folders and files](#)
3. Provide an [E mail link](#)
4. Make links to [other peoples pages](#)



Putting your web pages on the internet

1. Basic requirements [for getting your pages on the web](#)
2. [Tips and hints](#)
3. Other [HTML help sites](#) on the internet



Showing Off

1. Adding [sound](#) to your pages
2. Scrolling [Marquees and blinking text](#)



Using Tables

1. Making Tables [Part 1](#)
2. More about Tables [Part 2](#)
3. Making Tables look better [Part 3](#)



I welcome any comment or questions. If you have a question you would like me to respond to, please put "HTML question" in the subject line.

Looking for a **Web design service** ? - visit [Ella Web Design](#) for information about our current rates.



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Making a VERY Simple Web Page for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



Anyone with Windows 95 can make Web pages
You don't need any fancy software or editors



Print out this screen, so you can follow these instructions.

First steps

1. Make a new folder called **HTMLwork** somewhere on your hard drive
2. Open a new **Notepad** document

TIP - a quick way to start a new Notepad document

Position your mouse pointer on a clear space on your desktop
Right click, and choose New and then Text Document.

3. Type in the following **exactly** as written

```
< HTML >
```

```
< HEAD > <TITLE> I Type My Title Here </TITLE> < /HEAD >
```

```
< BODY >
```

I can type whatever I like here, and it will be displayed on my
web page.

```
< /BODY >
```

```
< /HTML >
```

4. To save this Notepad document as a **HTML document** -

Click on 'File' and 'Save As'

Type in the new name **mypage.htm** .

Make sure in 'Save as Type' you have "text documents" selected.

And save it in your new HTMLwork folder

5. Close the Notepad document

6. Find **mypage.htm** in your computer, and double click to open it.
7. Admire your new web page. It should look like [this](#)
Very boring isn't it? Don't worry, you'll soon be creating interesting pages.
8. Now click on **View** and **Source** and you will see your HTML code

TIP - you can click View and Source to see the HTML code of any web page you are viewing on the internet.

9. You can change your page.

Click View and Source to open Notepad

Type in your changes

Then click File and Save before closing Notepad

Click Refresh on your browser to see the changes you have just made

Ooops - It didn't work!

- Check your spelling
- Check you used the "tags" < and > EXACTLY where I told you to.
- Check you saved your document as **.htm** and not .txt or .doc
- Try again



THINGS TO REMEMBER

- Your document must begin with the "tags"< HTML > and end with < /HTML >
- Next comes < HEAD > which contains the < TITLE >
- Don't forget < /TITLE > at the end of the title and then< /HEAD >
- Next comes the < BODY > after which appears all the stuff you want to show on your pages.
- Don't forget < /BODY > and finally < /HTML > at the end
- Save your HTML document with .htm or .html at the end (doesn't matter which)



TIPS

It is a good idea to write your HTML tags in CAPITAL letters.

This makes your coding easier to read and edit.

If you have problems - the first thing to do is **check your spelling**

Now try this -

1. Open your new web page, click View and Source. Now add a few sentences about yourself.
 2. Save your document, and Refresh your page to view your changes.
 3. Make a new page, following the instructions above. For your title type **My friend** . After the **BODY** tag, write a short sentence about a friend of yours. Save your new document as **friend.htm** in your HTMLwork folder.
-

Now - lets make your page more interesting



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Arranging TEXT on your web page for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to

1. [arrange](#) text on the page
2. make [headings](#)
3. change the [size](#) of text
4. change the [font](#) of text



You may wish to print out this page for future reference



TECHNICAL NOTE

When you type text using Notepad, you expect certain things to happen automatically.

- to start a new line you press the [return] key
- to leave a blank line you press the [return] key twice
- to leave more than one space between words you press the [space bar] several times

BE WARNED none of these things will happen in your .htm document.

1. Arranging text on the page

- To start a new line - type `< BR >`
remember BR for BReak
- To start a new line and leave a blank line - type `< P >`
remember P for Paragraph
- To centre a line on the page - type
`< CENTER > type line here < /CENTER >`
- To indent a whole paragraph type

< **BLOCKQUOTE** > type your paragraph here < /**BLOCKQUOTE** >

Have a look [here](#) for examples.

2. Making Headings

By using headings, you can type text that will stand out.

- Type < **H1** > type your largest heading here < /**H1** >
- Type < **H2** > type your medium size heading here< /**H2** >
- Type < **H3** > type your smallest heading here < /**H3** >

You can continue down to H6, but only H1, H2, and H3 are a useful size

Here are what these [headings look like](#)

3. Changing the type and size of text

- Use < **B** > for bold text< /**B** >
- Use < **I** > for italic text < /**I** >
- Use < **U** > for underlined text < /**U** >
- Use < **TT** > for evenly spaced Typewriter Text< /**TT** >
- Use < **FONT SIZE=n** > to get different text sizes < /**FONT** >

n can be any number between 1 and 7 . Normal font size is 3. This font size is 1.

4. Changing the text font

This only works for people viewing your pages with Internet Explorer or Netscape Navigator 3

You can change the text font by typing

<**FONT FACE="times new roman"** > for "Times New Roman" text < /**FONT** >

<**FONT FACE="courier"** > for "Courier" text < /**FONT** >

<**FONT FACE="comic sans ms"** > for "Comic Sans MS" text < /**FONT** >

You can specify any font you like, but you will only see a font if it is already installed on your computer.

Your viewer will only be able to see the font if he or she has the same font installed on their computer. If their computer doesn't recognise your font, it may try and guess a font to use, with unpredictable results.

Most people have "arial", "times new roman" and "courier".

You can also specify a choice of fonts

eg. ``

if the first font is not installed, the second font will be used

Now try this -

1. Create a new page called 'Poetry'. Write (or copy) a poem on your page, using `< BR >` to separate lines, and `< P >` to separate verses. Save your page as poem.htm
 2. Use `< H1 >` to create a heading for your poem
 3. Experiment with different fonts to suit the mood of the poem. Go wild!
 4. Take a short magazine article, and try and reproduce it as a web page. Choose an article with different sized headings and different types of text. You may not be able to make your page look exactly like the original article.
-



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I Type My Title Here

I can type whatever I like here, and it will be displayed on my web page

Making LISTS for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to

1. Make a [bullet list](#)
2. Make a [numbered list](#)
3. Make a list of [definitions](#)



You may wish to print out this page for future reference

1. Making a bullet list

- To start a bullet list - type
< UL >
remember UL for Unnumbered List
- For the first item in the list - type
< LI > then type in the first item in your list
remember LI for LIst
- To second item on the list - type
< LI > then type in the second item in your list
- You can add as many < LI > as you wish
- At the end of your list type < /UL >

An example of how to set this out

```
< UL >  
< LI >first item in your list  
< LI >second item in your list  
< LI >third item in your list  
< /UL >
```

2. Making a numbered list

1. To start a numbered list - type
< **OL** >
remember OL for Ordered List
2. For the first item in the list - type
< **LI** > then type in the first item on your list
remember LI for LIst
3. For the second item on the list - type
< **LI** > then type in the second item on your list
4. You can add as many < **LI** > as you wish
5. If you add or remove lines, they will automatically be given the right number
6. At the end of your list type < **/OL** >

An example of how to set this out

```
< OL >  
< LI >first item in your list  
< LI >second item in your list  
< LI >third item in your list  
< /OL >
```

3. Making a list of definitions

- To start a definition list - type
< **DL** >
remember DL for Definition List
- For the first term in the list - type
< **DT** > then type in the first item in your list
remember DT for Definition Term
- Then type -
< **DD** > then type in the text to appear under the first item in your list
remember DD for Definition Detail
- For the second item on the list - type
< **DT** > then type in the second item in your list
- Then type -
< **DD** > then type in the text to appear under the second item in your list
- You can add as many < **DT** > followed by < **DD** > as you wish
- At the end of your list type < **/DL** >

An example of how to set this out

< DL >

< DT >first item in your list

< DD > text to display under first item in your list

< DT >second item in your list

< DD > text to display under second item in your list

< DT >third item in your list

< DD > text to display under third item in your list

< /DL >

Now try this -

1. Have a look here for examples of [lists](#)
 2. Open mypage.htm and make a numbered list of your 5 favourite pasttimes.
 3. Make a bullet list of your 5 most annoying habits
 4. Make a bullet list of the the days of the week.
Then, under each day, make a numbered list of jobs to do.
 5. Make a definition list
List your favourite songs, and give a brief description of each one.
 6. Use headings for each list.
-



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You can click **VIEW** and **SOURCE** to see the html coding for this page.

If you write a long sequence of words without specifying any breaks or paragraphs, the words will appear as one long paragraph. There will always be one space between each word, even if you leave lots of spaces when you type. And if you press the **RETURN** key these breaks will not show up. This makes your text rather boring and difficult to read, so don't forget to use lots of **BReaks** and **Paragraphs**.

There was a young man from Stanages
Who didn't use **BReaks** on his pages
Some say he was lazy
Some say he was crazy
But his pages went on for ages!

Centering text on a pages can be very effective.
Don't forget to use **BReak** when you want a new line
to begin.
AND don't forget to spell centre the American way.
"CENTER"

Or you can use **BLOCKQUOTE** to make a whole section indented.

A Tao saying
He who knows men is clever;
He who knows himself has insight.
He who conquers men has force;
He who conquers himself is truly strong

He who knows when he has got enough is rich.

Do some experimenting with your page. Try typing out a short poem.



This text is the largest heading size = H1

You usually put this heading at the beginning of your page and put your first paragraph here.
You will see how the heading takes up a line on its own
with plenty of space above and below it to make it stand out.

This text is the second heading size = H2

This text is the third heading size = H3

This text is the fourth heading size = H4

This text is the fifth heading size = H5

This text is the sixth heading size = H6

Don't forget, you can see the HTML code for this page by clicking [View and Source](#)



Using Horizontal RULES for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



This page will show you

1. How to make a [simple rule](#)
2. How to alter the [size and appearance](#) of rules



You may wish to print out this page for future reference

1. Making a simple rule

This is the easiest thing you have learnt so far.

Type < **HR** > (remember HR for Horizontal Rule)

And you will produce a horizontal rule , just like the one below

2. Altering the size and appearance of horizontal rules

You can have a lot of fun with horizontal rules.

To alter the width of the rule

< **HR WIDTH=50%** > will give you a rule which only stretches half way across the page

< **HR WIDTH=33%** > will give you a rule which stretches one third of the way across the page

< **HR WIDTH=100** > will give you a rule which always stretches 100 pixels across any sized page

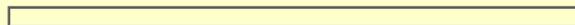
To alter the height of the rule

`< HR size=5 >` will give you a rule 5 pixels high

`< HR size=10 >` will give you a rule 10 pixels high

To alter the appearance of the rule

`< HR size=8 width=40% >` will give you a rule with the normal 3D or "cutout" appearance



`< HR size=8 width=40% NOSHADE >` will give you a dark rule



To alter the position of the rule

`< HR align=left width=50% >` will give you a rule aligned to the left of the page

`< HR align=right width=50% >` will give you a rule aligned to the right of the page

Now try this -

1. Look at [this](#) page for inspiration.
2. Make a page of patterns, using horizontal rules
Try making a ladder pattern.
Try making a circular shape, using rules.

Things you have learnt so far

You have learnt how to create a new web page, using Notepad.

You know how to save your new page as .htm or .html

You can view your page using Microsoft Internet Explorer.

You know how to use View and Source to see the HTML coding behind a page.

You can edit your page, save the changes, and use Refresh to view the changes.

You can write lines and paragraphs using different fonts and headings.

You know how to center your text, and indent sections using blockquote.

You know how to make useful lists.

You can add horizontal rules to your pages to break up text.

Well done!

Now, let's work on making your pages more attractive.

How about adding some COLOUR



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Examples of Lists

Remember you can click **VIEW** and **SOURCE** to see the html coding for this page.

This is an example of a bullet list

The official name for this is an "Unordered list"

A list of things I don't like

- spiders
 - snakes
 - growling dogs
 - rude people
 - beetroot
-

This is an example of a numbered list

The official name for this is a "Ordered list"

To make a web page you need to have these things,

1. The **HTML** tag
2. The **HEAD** tag
3. The **TITLE** tag
4. The title of your page typed here
5. The **/TITLE** tag
6. The **/HEAD** tag
7. The **BODY** tag
8. Then body of your page typed here
9. The **/BODY** tag
10. The **/HTML** tag

If you miss something out, or get the order wrong, your page may not work!

This is an example of a definition list

This allows you to have a list of topics, each followed by an indented paragraph.

A list of childhood illnesses

Whooping Cough

A nasty illness, which can start like a cold, but then a harsh dry cough develops. Coughing fits can last a long time, and are followed by a "whooping" sound as the child breathes in. This can last for weeks, and the child may be seriously ill. Sometimes brain damage can occur. You can prevent the spread of this dangerous illness by making sure your child is immunised.

Mumps

This begins with painful swollen glands in front of the ears. It can vary from a mild attack, hardly noticed, to a very severe illness. Eating and drinking is painful. In older children and adults other glands may also become affected, particularly the gonads and the pancreas gland.

Measles

This starts like a cold, but then a dull blotchy rash develops, which spreads to the face, body and limbs. Eyes may become sore. This can be a serious illness, and is best avoided by immunisation.

Rubella

The other name for this is German Measles. It appears like a very mild form of measles, but the rash is paler, and the child is not very ill. The danger with rubella, is that if a pregnant lady becomes infected, it may damage the growing baby. Blindness and brain damage may be the result.

Parent attention deprivation syndrome

This increasingly common illness is the result of parents spending too much time attached to their personal computers. The Internet has a lot to answer for.

Treatment consists of detaching the parent from their keyboard, either by brute force or by pulling out the electric plug. An alternative treatment is to buy every child their own computer with modem and internet connection. This will enable the child to communicate with their parents by Email.

You can also have "nested" lists

Here is a unordered list, with numbered lists "nested" within it.

My favourite creatures

- Mammals
 1. Dogs
 2. Dolphins
 3. Cats
 4. Elephants
- Fish
 1. Goldfish
 2. Angel fish
 3. Piranhas
 4. Halibut (nicely grilled of course)

Lists are very useful way of displaying information on your web page.

You should experiment with different kinds of lists



Using background COLOURS for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to use -

1. Background colours with the 16 [named colours](#)
2. Background colours which you [mix yourself](#)



You may wish to print out this page for future reference

1. The 16 named colours

red blue green yellow
maroon navy purple olive
teal fuchsia aqua lime
silver gray black white

The HTML code to insert in the BODY tag of your document is

<BODY BGCOLOR=*namedcolour* >

eg. <BODY BGCOLOR=black> or <BODY BGCOLOR=red>

Click on the links below to see these colours in action.

| | | | |
|------------------------|-------------------------|------------------------|------------------------|
| Red | Blue | Green | Yellow |
| Maroon | Navy | Purple | Olive |
| Teal | Fuchsia | Aqua | Lime |

[Silver](#)

[Gray](#)

[Black](#)

[White](#)

WARNING - Not everyone can see these named colours.

2. Colours which you mix yourself

You can mix any color you want by using RGB codes.

The HTML code is written as `<BODY BGCOLOR="#XXXXXX" >`

XXXXXX can be any combination of numbers from 0 to 9 or letters from A to F

The **first two** digits define the amount of **red** light in the colour

The **middle two** digits define the amount of **green** light in the colour

The **last two** digits define the amount of **blue** light in the colour

00=none FF=maximum

- **FFFFFF**=white
- **000000**=black
- **FF0000**=red
- **00FF00**=green
- **0000FF**=blue
- **FFFF00**=yellow

If this seems a bit odd, remember you are mixing LIGHT, not paint!

Try experimenting with your own combinations. Here are some to try.

The pale yellow of this page is #FFFFCC

[rich gold colour](#)

`<BODY BGCOLOR="#D9D919">`

[soft pink](#)

`<BODY BGCOLOR="#FFBBDD">`

[a yummy brown](#)

`<BODY BGCOLOR="#A66A6A">`

[a wonderful blue/green](#)

`<BODY BGCOLOR="#22BBAA">`

[elegant grey](#)

`<BODY BGCOLOR="#D0D0D0">`

Style tips



Bright colours can make a dramatic background for graphics.



BUT if your page contains text, choose gentle colours

Look how hard it is to read text on a bright [fuchsia background!](#)

It is easier to read on a [soft pink background](#)



Remember, other people's computers may show different colours to yours!

Some people have true colour, some have 256 colours, some have only 8 colours.



Some people use browsers which don't show up background colours.

If you use white text on a black background, it may show up fine on most browsers.

However, viewers with browsers that do not recognise text and background colours will see nothing at all!

Trouble shooting

- Have you checked your spelling?

Watch out for 'GRAY' (not grey)

Use the american spelling 'BGCOLOR'.

Now try this -

1. Open one of your pages, and change the background color to blue
 2. Now try creating your own pale shade of blue.
 3. Try and make a pale green.
 4. How about making orange? Experiment and see what happens ...
-



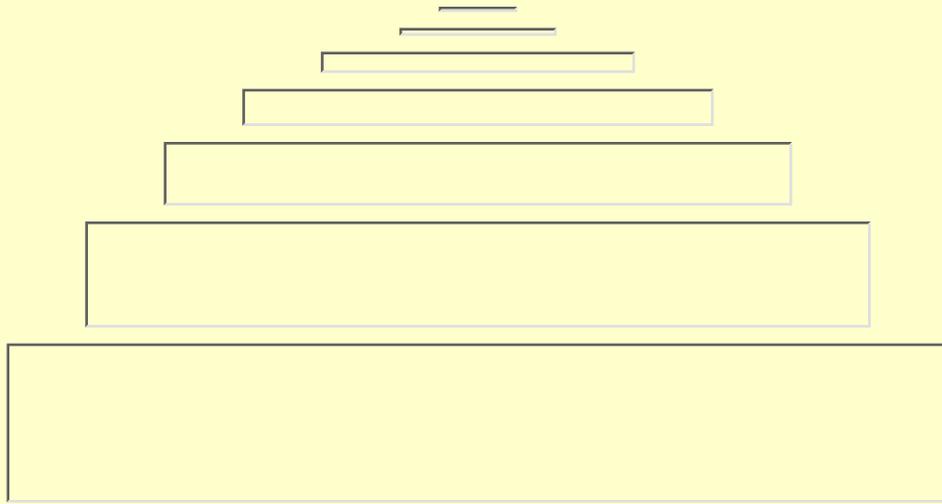
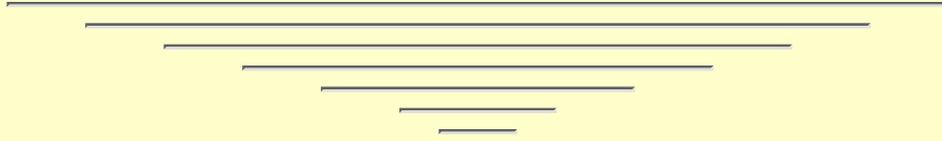
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Examples of using horizontal rules



Using **C O L O U R E D** text

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to use -

- 1. Coloured text with the 16 [named colours](#)
- 2. Text colours which you [mix yourself](#)
- 3. Defining text and link colours at the [start of your page](#)



You may wish to print out this page for future reference

TECHNICAL NOTE

By default, your text will normally be **black** and your links **blue**

However, the person viewing your page may have set their browser to see text and links in colours of their own choice

By putting colour information in your pages, you can "force" the viewer to see text in the colours YOU choose.

1. The 16 named colours

red

blue

green

yellow

maroon

navy

purple

teal

olive

fuchsia

aqua

lime

silver

gray

black

white

The HTML code to insert in the BODY of your document is

eg. or < FONT COLOR=red >

You will not see coloured text in Notepad, but it will appear when you view your page.

< FONT COLOR=red > This will appear as red text - until I close with this tag < /FONT >

< FONT COLOR=green > This will appear as green text - until I close with this tag < /FONT >

< FONT COLOR=navy > This will appear as navy blue text - until I close with this tag < /FONT

>

Remember, some viewers will not be able to see text coloured in this way.

2. Colours which you mix yourself

You can mix any color you want by using RGB codes.

The HTML code is written as < FONT COLOR="#XXXXXX">

XXXXXX can be any combination of numbers from 0 to 9 or letters from A to F

The **first two** digits define the amount of **red** light in the colour

The **middle two** digits define the amount of **green** light in the colour

The **last two** digits define the amount of **blue** light in the colour

00=none FF=maximum

- **FFFFFF**=white
- **000000**=black
- **FF0000**=red
- **00FF00**=green
- **0000FF**=blue
- **FFFF00**=yellow

This is exactly the same method as you can use for mixing your own [background colours](#)

< FONT COLOR="#D9D919" > rich gold colour < /FONT >

< FONT COLOR="#FFBBDD" > soft pink colour < /FONT >

< FONT COLOR="#A66A6A" > a yummy brown < /FONT >

< FONT COLOR="#22BBAA" > wonderful blue/green colour < /FONT >

3. Defining text and link colours at the start of your page

You can choose the colours you would like to appear on your page for

- ordinary text
- text in links
- text in links which have been visited already

This information comes just after BODY in the < BODY > tag.

You can use [named](#) colours or [RBG codes](#)

To define the colour of ordinary text

< **BODY TEXT**=*name or code* >

To define the colour of text used in links

< **BODY LINK**=*name or code* >

To define the colour of text in visited links

< **BODY VLINK**=*name or code* >

remember VLINK for Visited LINK

For example, to make a document with olive coloured text, purple links, and red visited links

< BODY TEXT=olive LINK=purple VLINK=red >

look at this page to [see these colours](#)

You haven't learnt how to add links to your page yet, but you will soon.

Style tips



Coloured text can make a page dramatic and attractive



BUT make sure your coloured text is legible, choose a suitable background



In general, choose light text against a dark background, and dark text against a light background

Now try this

1. Change one of your pages, to white text on a black background
2. Now change the colour of the headings - try yellow.
3. Make a page with a bright background (try lime).
Experiment with different coloured text on this page.

Enough of boring old text

Lets add some PICTURES 



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This is a red background

You can create a red background
by using the code
< **BODY BGCOLOR=red** >



This is a blue background

You can create a blue background
by using the code
< **BODY BGCOLOR=blue** >



This is a green background

You can create a green background
by using the code
< **BODY BGCOLOR=green** >



This is a yellow background

You can create a yellow background
by using the code
< BODY BGCOLOR=yellow >



This is a maroon background

You can create a maroon background
by using the code
< **BODY BGCOLOR=maroon** >



This is a navy background

You can create a navy blue background
by using the code
< **BODY BGCOLOR=navy** >



This is a purple background

You can create a purple background
by using the code
< **BODY BGCOLOR=purple** >



This is a olive background

You can create a olive background
by using the code
< **BODY BGCOLOR=olive** >



This is a teal background

You can create a teal background
by using the code
< **BODY BGCOLOR=teal** >



This is a fuchsia background

You can create a fuchsia background
by using the code
< **BODY BGCOLOR=fuchsia** >



This is a aqua background

You can create an aqua background
by using the code
< **BODY BGCOLOR=aqua** >



This is a lime background

You can create a lime green background
by using the code

< BODY BGCOLOR=lime >



This is a silver background

You can create a silver background
by using the code
< **BODY BGCOLOR=silver** >



This is a gray background

You can create a gray background
by using the code
< **BODY BGCOLOR=gray** >



This is a black background

You can create a black background
by using the code

< BODY BGCOLOR=black >



This is a white background

You can create a white background
by using the code
< **BODY BGCOLOR=white** >



This is a rich gold background

You can create this gold background
by using the code
< BGCOLOR="#D9D919" >



This is a soft pink background

You can create this pink background
by using the code

< BGCOLOR="#FFBBDD" >



This is a yummy brown background

You can create this brown background
by using the code

```
< BGCOLOR="#A66A6A" >
```



This is a wonderful blue/green background

You can create this blue/green background
by using the code

< BGCOLOR="#22BBAA" >



This is an elegant grey background

You can create this grey background
by adding the code

`< BGCOLOR="#D0D0D0" >`



Adding **P I C T U R E S** to Your Pages

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

1. [Find a picture for your page](#)
2. [Add the picture to your page](#)
3. [Position the picture](#)
4. [Change the size of the picture](#)



You may wish to print out this page for future reference

TECHNICAL NOTE

Pictures are called "graphics" or "images" by computer users.

"Icons" are small images, which are often used as links in web pages.

There are two types of images which are commonly used on web pages

1. GIF, ending with **.gif**

Usually drawings, cartoons and diagrams

2. JPEG, ending with **.jpg** or **.jpeg**

Usually photos or complex computer art

1. Finding pictures to use

I suggest you do what most people do, and pinch them from other web pages.

To pinch an image, place your mouse cursor over the image, and **right** click.

A menu will appear, choose **Save Picture as** .

Choose where you want to save the picture on your disk.

Then click the **Save** button



Try this out with the picture of the printer on this page.

Now, **be warned**, stealing other people's work is against copyright laws. But, the good news is, there are many FREE images, which you are allowed to use

Microsoft has a gallery of free images for you to use on your web pages. You can go there by clicking [here to go to Microsoft's Web Gallery](#)

2. Adding pictures to your page

1. Find your file of the printer image which you have just pinched.
2. MOVE or COPY this file into your HTMLwork folder
3. Now, open one of your pages, click view and source to begin editing
4. Make sure your image appears on a new line, by using <P> or

5. The code you need to use is

```
< IMG SRC="name.ext" >
```

To remember this, think of IMaGe SouRCe.

6. You should type < IMG SRC="printer1.gif" >
7. Immediately after the image, type "This is a picture of a printer".
8. Save your work, and refresh your page to view the results.
9. It should appear looking like [this](#)

OOPS! It didn't work

- Check you have moved printer1.gif to the same folder as your page
 - Have you spelt everything correctly, including .gif on the end ?
 - Check for capital letters. Your image name and link must match exactly.
 - Have you remembered the inverted commas around the name of the picture ?
 - Now TRY AGAIN
-

3. Positioning pictures on your pages

Notice that your picture will appear close to the left margin. Any text following your picture will be aligned to the bottom of the picture. You can change this by adding any of the following codes.

- To align the text to the top of the picture
Use the code `< IMG SRC="name.ext" align=top >`
- To align the text to the middle of the picture
Use the code `< IMG SRC="name.ext" align=middle >`
- To align the picture to the left of the page, and allow the text to flow down the right
Use the code `< IMG SRC="name.ext" align=left >`
- To align the picture to the right of the page, and allow the text to flow down the left
Use the code `< IMG SRC="name.ext" align=right >`
- To create a space on either side of the picture
Use the code `< IMG SRC="name.ext" hspace=5 >`
Remember hspace stands for horizontal space.
This will create a space 5 pixels wide on either side of the image.
You can vary the number of pixels. Try using 10 or 20
- To create a space above and below the picture
Use the code `< IMG SRC="name.ext" vspace=5 >`
Remember vspace stands for vertical space.
This will create a space 5 pixels deep.
Again, you can vary the number of pixels. Try using 10 or 20

Here are some [examples](#)

4. Changing the size of your pictures

- Use `< IMG SRC="name.ext" width="50%" >`
to force the picture to stretch across 50% of the page.
- Or use `< IMG SRC="name.ext" height="50%" >`
to force the height of the picture in the same way
- Or use `< IMG SRC="name.ext" width=100 >`
will make the picture 100 pixels wide
- Or use `< IMG SRC="name.ext" height=200 >`
will make the picture 200 pixels high
- Or use `< IMG SRC="name.ext" width=100 height=200 >`
to force the picture to resize to 100 pixels wide and 200 pixels high



TIP

When your page is loading up, any images on the page will take some time to appear. When they do appear, the page will appear to jump. This can be very annoying for your reader.

You can stop this happening by putting the **real** height and width of the image in the image tag. (You can find out the measurements of a picture by opening it in a graphics program and looking at the properties of the image.)

Now try this

1. Visit Microsoft's Web Gallery, using the link above, and collect some pictures
 2. Get a selection of icons, eg. printer icons, mail icons, and arrow icons. You will need these later.
 3. Find some interesting pictures or photos, and save these
 4. Now create a new web page with the title "Pictures I have found"
Display 2 images on your new page.
Give each one a heading, and write a paragraph of text about each one
Create some space around each picture
Align one of the pictures to the left, and one to the right of your page.
 5. Remember the poem you wrote? Try and find a picture to illustrate your poem.
Display the picture in your poetry page.
Use the center tags to position the picture in the middle of the page.
 6. Try changing the size of your pictures and see what happens when you shrink or expand them.
-



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Remember to click view and source to see the code for this page

This text is an olive colour, and I have chosen the font "arial"

This link is a red colour because it takes you back to a page you have already visited
[Go back to the last page](#) is a VISITED link.

This link is a purple colour, because you have never been here

[This page will make your dreams come true](#)

Unfortunately you never will visit this page. It doesn't exist!

You don't have to stick to these chosen colours

Don't forget you can use FONT COLOR=name to force a change in font colour.

when you want to return to your normal text colour use /FONT

You should understand all the HTML coding for this page, except for the LINKS.
Click View and Source, and make have a look at the code.

If you find all this too easy, then remember this is

Web Pages for Absolute Beginners



Adding background I M A G E S to your pages

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

1. [Add a background to your page](#)
2. [Style tips](#)



You may wish to print out this page for future reference

TECHNICAL NOTE

Remember, there are two types of images which are commonly used on web pages

1. GIF, ending with **.gif**
Usually drawings, cartoons and diagrams
 2. JPEG, ending with **.jpg** or **.jpeg**
Usually photos or complex computer art
-

1. Adding images to your background

In the BODY tag, use the following code -

BACKGROUND="named.ext"

eg. `< BODY BACKGROUND="marble.gif" >`

Remember, the image file must be in the same folder as your web page.

Your image will appear tiled in the background.

You can use small images, which will load quickly on the page.

2. Style tips

- Remember, your text must stand out against the background.
 - If you use a dark background image, use a light coloured text.
 - If you use a light background image, use a dark text.
- Check the file size of the images you use. Large images will take a long time to appear, and your viewer will get bored waiting.
 - I suggest you keep background images less than 5 KB
 - I suggest you keep other pictures less than 20 KB, and smaller if possible

Here are some examples

[1st example](#)

[2nd example](#)

Now try this

1. Look at the examples above, and save the background image from each
 2. Add the "bright.gif" image to one of your pages
 3. Now change the background to "dark.gif"
 - Make sure you change the text colour
-

You have come a long way.

You know how to make a web page using Notepad, and how to edit your page. You can arrange your text on the page, using headings, line breaks and paragraphs. You can make a variety of lists, and use horizontal rules to break up your text. You can use different colours and fonts for your text and change the background colour of your page.

You now know how to add images to your pages, either as pictures on your page, or as a background to your page.

If you have been trying the **Now try this** exercises, you should now have a number of different pages on your computer.

You should have made the following pages

1. "mypage.htm" with some information about yourself
2. "friend.htm" about a friend of yours

3. "poem.htm" with a poem

You need these pages for the next stage, so make sure you have them ready.

Now it's time to put all these pages together.

We need to [make some links](#).



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Here is all the stuff you may have written before.

I hope you have been doing lots of experimenting with lists and headings

Make sure there is a **BR**eak or **P**aragraph before you add your image



This is a picture of a printer



Different ways of displaying an image on your page

Remember - you can click View and Source to see the HTML coding behind this page.



This is a picture of a printer. Notice that the picture will appear on the left, and any following text will be in line with the bottom of the picture.



This picture is aligned to the top of any text that follows it. But, the next line of text will appear below the picture, so this can lead to odd gaps in a paragraph.



Here, the text is aligned to the middle of the picture. Notice how the next line of text will appear below the picture. To prevent this, you can use **align=right** or **align=left** as shown below.



If you use **align=left**, the picture will appear on the left side of the page, and text will flow down beside the picture, without any gaps.

If you use **align=right**, the picture will appear on the right side of the page, and text will flow down beside the picture, without any gaps. However, this will only work for people using Netscape or Internet Explorer.



Here are 3 pictures, with 5 pixels of horizontal space between each one.



This picture has 10 pixels of horizontal space on either side.



This picture has 50 pixels of horizontal space on either side.



LINKING your pages together

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

1. [Link your pages together with text](#)
2. [Link your pages together using icons](#)
3. [Link to a particular place in a document](#)
4. [Create an Index page](#)



You may wish to print out this page for future reference

1. Linking your pages with text

The code you need to use is `Type any text you want here`

A text link is called a hypertext link.

The A stands for 'Anchor' and the HREF stands for Hypertext REFerence.

For example - Click here to go to ` my Magic page `

Now you can make a hypertext link from mypage.htm to friend.htm.

1. Make sure both these documents are in the same folder (HTMLwork)
2. Open mypage.htm and find a suitable place to add your link.
3. Click View and Source, and type in the following
Click here to read about ` my friend`
4. Now save your changes and refresh your page to view the link.
5. The link should appear underlined, and is usually a blue colour.
Remember you can change the colour of the link by adding
`LINK=colour name or code` in the body tag.
6. Click on your new link, and your friend.htm page should open.

2. Linking your pages with icons

You can use images to link your pages. Small images are known as icons. Icons are usually small .gif files , but .jpg or .jpeg files can be used.

The code you need is ``

This looks complicated, but you are simply adding an image to your page using the IMG tag, and putting a hyperlink anchor tag around the image tag.

Now you can use an icon to link your mypage.htm to friend.htm. You need a small arrow icon, which you should have collected earlier from [Microsoft's Web Gallery](#)

1. Find the icon you want to use.
2. Rename it, if you wish, to arrow1.gif
3. Move, or copy it, into your HTMLwork folder
4. Open mypage.htm, and click View and Source
5. At the bottom of the page, type the following code
6. ``
7. Save your work, refresh your page, and test your link.

Notice that your icon link has border around it. This border is usually blue.

- You can change the colour of the border by using `LINK=colour name or code` in the body tag.
- You can get rid of this border by adding `BORDER=0` to the IMG tag.
For example,
``
- You can create a thick border by adding `BORDER=n` to the IMG tag.
n can be any number you like. For example,
``

3.Link to a particular place in a document

It can be useful to provide a link which will jump to a specific place in the same page. For examples of this, look at the numbered links at the top of this page.

1. Firstly, you need to **name** the text you want to jump to.

` Here is the text you want to jump to `

2. Secondly, you need to include that name in the link.

```
<A HREF="#name"> Click here to jump to text somewhere else in this document </A>
```

You can also jump to a named area in another page.

```
<A HREF="whatever.htm#name"> Go to a named area in another document </A>
```

Trouble Shooting

If your link doesn't work, check the following

- First, check the name in the link looks exactly the same as your page name (Watch out for capital letters and simple spelling mistakes)
 - Check you have used inverted commas around the linked page name
 - Make sure you have all your linked pages in the same folder
 - Make sure you have closed your anchor tag with ``
-

Now try this

1. Make a text link from mypage.htm to your poetry page
 2. Now use your arrow icon to make a link from your poetry page back to mypage.htm
 3. Get rid of the border around the arrow icon
 4. To make it clear where your arrow icon is linking to, you need to add some text as well.
Make a hypertext link to go with your linked arrow icon.
-

4. Create an Index page

You should now have a number of web pages prepared and you know how to link them together using text or images.

The next step is to create a page called **index.html** or **index.htm**. Most Internet computers will expect you to have a page called **index.html** or **index.htm**. Before you put your pages on the Internet, you will need to make sure that you have an Index page.

1. Make a new HTML page, and call it **index.html**.
2. In **index.html**, list all the pages you have created so far.
3. From this list, create text links to your pages

eg.

```
<A HREF="mypage.htm">Read about me</A>
```

```
<A HREF="friend.htm">Read about my friend</A>
```

```
<A HREF="poetry.htm">Fancy some poetry?</A>
```

4. Save your changes.
5. Check your links work.
6. Now you can rearrange your page - add images and background etc.
Your Index page will be the first page your viewers see, so make it look stunning!



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Using a Background image

This background image is 50 pixels square, and is tiled to form a background for this web page.

You can save this image by clicking on the background, with your right mouse button. Choose "Save Background as" and save the .gif file in your HTMLwork folder.



Using a Background image

This background image is 50 pixels square, and is tiled to form a background for this web page.

You can save this image by clicking on the background, with your right mouse button. Choose "Save Background As" and save the .gif file in your HTMLwork folder.



Adding LINKS to other folders and files

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

1. [Link to pages in other folders](#)
2. [Link to other files](#)



You may wish to print out this page for future reference

1. Making links to pages in another folder

- As your web pages grow, and you will find it easier to make subfolders in your HTMLwork folder. To link to pages stored in a subfolder, you need to use the following code.

Type any text you want here

For example, you could create a subfolder called "Friends" and move friend.htm into this new folder. Now, any links to friend.htm would no longer work. You would have to change your links to something like this :-

Click here to read about ** my friend**

- To link to pages stored in a folder above this one, you need to use the following code

Type any text you want here

For example, let's assume you have moved friend.htm to a subfolder called Friends. Now, you want to make a link from friend.htm back to mypage.htm

The code you need to use should look something like this -
Go back to ** my main page **

If you want to move up TWO folders, use

Go back to ` this page `

- You can link to any file on your computer by typing the complete path in the A HREF tag.

`Type any text you want here`

eg `Type any text you want here`

Of course, this only works for viewing your pages on your own computer, and assumes that your main hard drive is called C.

If this sounds too complicated, don't worry. Just keep all your files in one folder.

2. Making links to other files

You can add links to text documents, image files, sound files etc

` Type any text you want here `

For example, to download a short wav file [click here](#)

Remember

If you want someone to download a file from your web site

1. You must upload the file to your web site
 2. Your viewer must have the right software to read the file
You can assume everyone can read plain text files. However, if you want to make a Lotus 123 Spreadsheet available, only people with Lotus 123 will be able to read it
-

Now try this

If you haven't already done this, try the following

1. Create a folder called Friends within your HTMLwork folder
Move your page called friend.htm into this folder.
Look at mypage.htm and find any links that lead to friend.htm
Now change your links in mypage.htm and check that you can open friend.htm
Make sure you also change any links in friend.htm.
2. Create a new web page, and call it index.htm
Start with a welcome message, and a few brief sentences about yourself.

Then make a list of all the pages you have created so far.
Make hypertext links from this index page to your pages.
Link your other pages back to your index page.

3. Try adding small icons to the index page, and use these in your links.
Try and make it easy for your viewer to move from one page to another
Make sure every page has a link, so the viewer can move on to another page

You should always give your readers an chance to Email you.
You can make this easy by putting a special link on your pages



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Provide an E MAIL LINK in your pages

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

- [Provide an Email link](#)



You may wish to print out this page for future reference

Provide an E mail link

The code you need is

` Whatever text you like here `

For example, if your ID is Jo_Bloggs and your Internet Service provider is msn.com :-

` Click here to send me mail `

But some viewers may not be able to use this **mailto:** facility. You should also supply your full Email address somewhere on your pages.

Instead of `Click here to send me mail` you can type your real Email address.

` Jo_Bloggs@msn.com `

Now try this

1. Place an Email link on your index page. Test it.
 2. Find a suitable image (icon) for Email and make an Email link using this icon.
-

The web is a network of links. Make sure you provide plenty of links on your pages, and

don't lead your viewer into a dead end.

Now you need to provide some links to other people's pages on the internet 



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Make LINKS to other people's pages

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

- [Make links to other people's pages](#)



You may wish to print out this page for future reference

Make links to other people's pages

To make a link to another page, you need to provide the complete internet address.

The code you need is

```
<A HREF="complete URL address goes here"> Text goes here </A>
```

For example, if you would like to make a link to Yahoo :-

```
<A HREF="http://www.yahoo.com"> Click here to go to Yahoo </A>
```

On your page, this should look like this:-

[Click here to go to Yahoo](#)

Simple.

You can use icons for links, using the code

```
<A HREF="complete URL address goes here"><IMG SRC="iconname.ext"> </A>
```

Now try this

1. Create a new page called links.htm
2. List your favourite pages, arranging them under headings
eg. Links to friends pages, links to useful sites, etc

3. Make links to these pages
 4. If you have an internet connection, you can connect and check your links work
 5. Don't forget to link your links.htm page to your index.htm page
-

Summary

You have created a series of pages. You have a page called index.htm, and you have linked your pages together using hypertext and icons. You know how to create links to places on the internet.

Well done. You have created your own little web site.

Your pages only exist on your own computer.

If you want to share them with the rest of the world - read on - 



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Putting your pages on the INTERNET for Absolute Beginners

With Microsoft Internet Explorer and Windows 95/98



This page will show you how to -

1. [Find a company to host your pages](#)
2. [Find a program to to upload your pages](#)
3. [Check that everything works](#)



You may wish to print out this page for future reference

1. Find a company to host your pages

If you are viewing this page on the internet, you will probably be using an Internet Service Provider (ISP). You may have your own account with an ISP, or you may get free access from work or college.

To put your own pages on the web, you will need to find an ISP who will act as your "host".

Most ISPs now provide this service, although there is often a limit to the amount of space they will let you have. The Microsoft Network is one ISP which does NOT provide web space.

It is difficult to give you up to date information about ISPs, because things change so fast !! Here are some ways to make a choice.

- Contact your current ISP (if you have one) and ask about personal web space
- Look in your local paper for adverts.
- Read the computer mags for information
- More information about UK ISPs [at Internet UK](#)

- Visit my main internet service provider [UKonline](#) who provide unlimited web space
-

2. Find a program to upload your pages

After you have found an Internet Service Provider (ISP) to host your pages, you will need some special software to upload your pages to the internet.

First, check with your ISP. They may recommend or supply you with their own software to do this. Most ISPs will advise you to get a **File Transfer Protocol** (FTP) program

Here are sites where you can download FTP programs:

- I recommend [WS_FTP](#). You have to buy the full program.
- A 'lite' version of WS_FTP can be [downloaded from here](#) free of charge.
- You will find a selection of other FTP programs on this [Tucows](#) page.

Once you have downloaded your FTP program you will need to configure it, to give you access to your ISPs web space. Please contact your ISP about this. They will tell you how to connect to your "host".

Here is some information about using [WS_FTP](#)

3. Check that everything works



TECHNICAL NOTE

You will need an index page called **index.html** or **index.htm**

Before you load up your precious pages, make sure they work properly.

- Look at each page individually
- Check your images appear
- Check your links work
- Check your spelling
- Make sure you can find your way from one page to another
- Have you included your Email address?

Then start your FTP program, connect to your ISP and transfer your files to the internet.

Then close your FTP program, connect to the internet and view your pages on the web.
and check everything again

Tips

-  Keep copies of your pages on your own computer. You can easily edit and change them whenever you wish. (ISPs can crash and all your hard work will be lost!)
-  Keep checking your pages, at least once a week. Links can disappear, image files can be accidentally deleted, your Email address can change.
-  Keep your pages up to date. No one likes to read information that is old. Web pages are easy to change, and it only takes a few minutes to upload your new pages to the web.

Here are some more tips to remember when writing your pages



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Tips and Hints for Absolute Beginners

With Microsoft Internet Explorer and Windows 95



Tips to help you-

1. [Make life easy for yourself](#)
2. [Make life easy for your viewer](#)

1. Make life easy for yourself

- If you write your HTML using capital letters in tags, and keep your work well spaced out, you will find it much easier to read and edit your coding.
- Don't be too ambitious. Start with an index.htm and a few other pages. Your pages have plenty of time to develop.
- Everything gets easier with practice. You won't produce the coolest web site ever in a few hours. Keep trying. Keep experimenting
- Watch out for mistakes, (we all make them), and then put things right. Ask your friends to look at your pages and accept their criticisms.
- Remember, there is a great deal more to learn about HTML. If you see a page you like on the net, just click View and Source, and you will be able to see the coding behind the page.
- Don't be put off by friends who tell you to download the latest wonderful home page editor. Your friends won't know what to do when things go wrong. YOU know how to write real HTML code. You will be able to work out any problems and put things right.

2. Make life easy for your viewer

- Make your text easy to read. Beware of weird fonts. Your viewer may not have the same fonts as you. Don't type lines of text in capital letters, because these are hard to read. Break up your text frequently using paragraphs and horizontal rules.
- Keep plenty of contrast between your text and background. Don't give your viewer migraines ! Remember that your viewer may see your colours differently

on their own computer.

- Keep your images small. Make sure your icons are only a few kilobytes in size. No one likes waiting ages for a page to download. In particular, your first page (index.htm) should be quick to download.
- Make it easy to find your way around your web site. Use plenty of well labelled links.
- The web is a network of links. Be part of the network. Make lots of links to other people's pages.

Most important tip of all - ENJOY yourself !

There are many internet sites about HTML. Shall we have a look at some?



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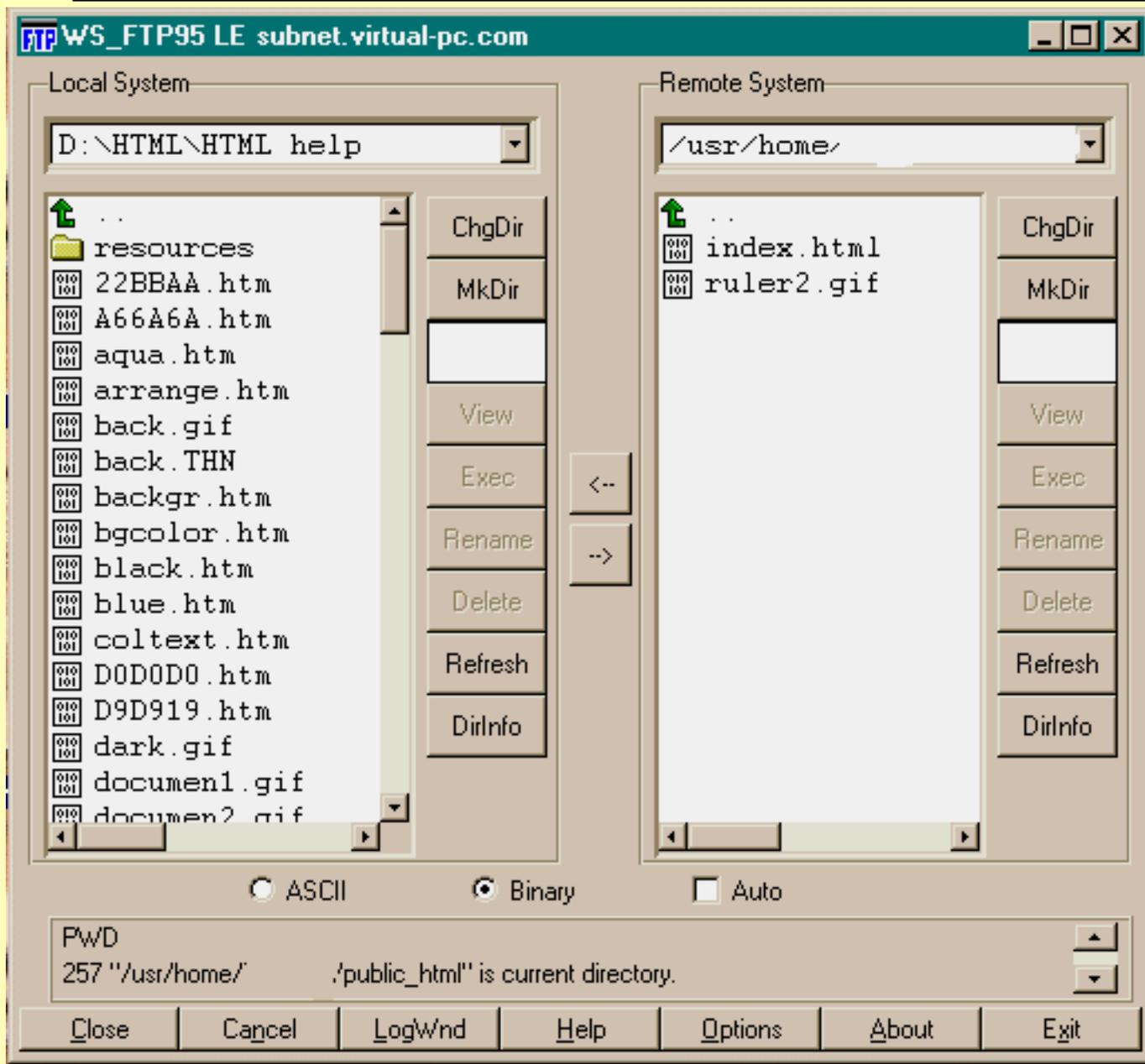
Using WS_FTP

Before you start:

Check with your ISP - make sure you have the correct information to configure your FTP program to connect to your ISP's web space.

Make sure that you have an index page, called **index.htm** or **index.html**.

When you first connect you may have no files on your web space. However, you may see a few odd files with names like CGI BIN. Leave these alone. They may contain important programs, provided by your ISP, which you can use later.



This is an image of my WS-FTP program in action.

The left hand screen contains files on my own computer.

The right hand screen contains files on my web space.

I can move around my computer, and open different folders, by clicking on arrows and folders in the left hand screen.

I can move around my web site in the same way, using the right hand side of the screen.

I can transfer files from my computer to the web site, using the --> button.

I can transfer files from my web site, back to my own computer using the <-- button.

My transfer mode is set to **Binary**. This allows me to transfer images and sound files, as well as text.

I can also delete files on my web site, and add new folders (MkDir) using the buttons on the right.

I can even rename files on my web site. This is useful if I have (or haven't) used capital letters by mistake, and my links don't work.



HTML help sources for Absolute Beginners

With Microsoft Internet Explorer and Windows 95



Sites where you can learn more

1. [General](#)
2. [Specialised](#)
3. [Get your site noticed](#)
4. [Free images and icons you can use](#)

1. General HTML sites

- [NCSA Beginners Guide to HTML](#): provides good, basic information.
- [Web Resources HTML help](#): this friendly site is strongly recommended.
- [HTML help](#) from the Web Design Group.
- [Webzone](#) provides links to plenty of helpful sites.
- [HTML Goodies](#) provides a good basic HTML tutorial - almost as good as this one!
- [Tucows HTML section](#) provides free goodies to help you look after your Web site.

2. Specialised sites

- [Fast Counter](#) from Link Exchange - a good, reliable visitor counter.
- [HTMLgoodies Tutorial on Forms](#): tells you how to add a form to your page.
- [Onelist](#) provides you with a free e-mail discussion list service.
- [Bad style page](#) with tips on what to avoid.
- [Beyond the bones of HTML](#) has some general style ideas.

- [Web Wonk](#) has some excellent ideas on style and presentation.
- [The Web Developer's Virtual Library](#) has more information than you can handle!
- [HTML Doctor](#) will check your HTML coding for you.
- [Htmlhelp's Validator](#) is another way to check your HTML but is very fussy. Be warned - it will seriously depress you.

Sites only for advanced Web page makers!

- [Frames](#) are tricky: try this tutorial by Selena Sol.
 - [Justanotherwebsite](#) has a Frames FAQ.
 - [Easy Javascript](#) can add extra functions to your site.
 - [Javascrpts.com](#) is another source of free JavaScript.
 - [Introduction to Style Sheets](#) from the Web Developers Library.
 - [Boinko.com](#) provides an excellent PERL tutorial.
 - [Matt's Free Perl Scripts](#) are justifiably famous.
-

3. Get your site noticed

There are no short cuts. To get your site noticed you have to visit the Internet 'Search Engines' and tell them you exist. These links will help you on your way to Internet fame.

- [Add me](#) will help you submit your site to 30 search engines.
 - [Add your site to Alta Vista](#)
 - [Add your site to Hot Bot](#)
 - [Add your site to Starting Point](#)
 - [ReSubmit.com](#) will submit your page to 90 search sites, free in exchange for a link.
-

4. Free images and icons you can use



- [My icon page](#)
- [The icon browser](#)
- [Microsoft's Web Gallery](#)
- [Animated Gifs](#)

- [Media Links free graphics](#)
- [A+ Art](#)
- [Icon Bazaar](#)

Would you like to learn how to add sounds to your pages ? 



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Adding **SOUND** to your pages

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

1. [Find sounds for your pages](#)
2. [Add background sound for Microsoft Internet Explorer](#)
3. [Or offer your viewer a sound link](#)



You may wish to print out this page for future reference



TECHNICAL NOTE

There are two types of sounds you can use

1. **.wav** files
useful for short noises or very short pieces of speech
2. **.mid** files
which play tunes, but can't transmit the human voice

To hear sounds, you need a computer with a sound card and speakers. You also need some software to play the sound. Windows 95 comes with Media Player, and you should hear the 1812 overture playing on this page.

1. Find sounds for your pages

1. Make your own !

Windows 95 comes with a program called Sound Recorder.

You can use this to record .wav sounds.

You will need a microphone - these are cheap to buy if you don't already have one.

TIP - If you use Sound Recorder, click Edit and make sure the Audio Properties are set to "telephone". "Radio" and "CD" produce better quality recordings, but the .wav files

produced will be too large to use on your pages.

Some people have midi keyboards, and with the right software, can produce their own midi compositions.

2. Pinch them from the web

BEWARE - the usual copyright regulations apply to wav and midi files.

However, some sites offer free files for downloading.

Click [here to go to Microsoft's Web Gallery](#)

2. Adding background sound to your pages

The code you need is

```
<BGSOUND SRC="whatever.ext">
```

You can specify how often you want the sound to repeat, by using **LOOP=*n***

for example `<BGSOUND SRC="wonderful.mid" LOOP=3 >`

You can also specify an infinite number of repeats

for example `<BGSOUND SRC="noisy.wav" LOOP=infinite >`

Only people using Microsoft Internet Explorer will be able to hear your background sound. If you want to give other viewers the chance to hear your sounds, you will have to provide a link on the page, see below for details.

3. Offer your viewer a sound link

The code you need is simply

```
<A HREF="whatever.ext"> Click here to hear this </A>
```

You can also use an image in your link, like this



TIP



Remember to upload the sound files to your web site !



Keep your sound files small. Keep background sounds less than 20K if possible.



Don't irritate your viewer - annoying sounds can be plain annoying.

You can also add irritating marquees and blinking text to your pages ! 



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Adding Marquees and Blinking Text to your pages

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

1. [Place a scrolling marquee on your page](#)
2. [Make text blink](#)



You may wish to print out this page for future reference

1. Place a scrolling marquee on your page

Scrolling marquees can only be seen by viewers using Microsoft Internet Explorer 3. If you are using this browser, you will see an example of a scrolling marquee at the top of this page. Other viewers will see the words "Using Windows 95 and Microsoft Internet Explorer", but will not see any movement.

Here is the code you need to produce scrolling text

```
<MARQUEE>Your scrolling text goes here</MARQUEE>
```

This should produce the following effect, only visible to people using the latest Internet Explorer

Your scrolling text goes here

To vary the width of the marquee

Add **WIDTH** to the MARQUEE tag

eg `<MARQUEE WIDTH=50%>Your scrolling text goes here</MARQUEE>` will produce scrolling text that looks like this

Your scrolling text goes here

To vary the background colour of the marquee

Add **BGCOLOR**="*colour name or code*" to the MARQUEE tag
eg <MARQUEE BGCOLOR="aqua">Your scrolling text goes here</MARQUEE> will produce this

Your scrolling text goes here

If you are unsure of colour names and codes, look at [this page](#) again.

To vary the direction of the marquee

Add **BEHAVIOR**=**alternate** to the MARQUEE tag (note the American spelling of behavior)
eg <MARQUEE BEHAVIOR=alternate >Your scrolling text goes here</MARQUEE> will produce this

Your scrolling text goes here

Or add **DIRECTION**=**right** to the MARQUEE tag
eg <MARQUEE DIRECTION=right >Your scrolling text goes here</MARQUEE> will produce this

Your scrolling text goes here

2. Making text blink

There is an HTML tag which will make text blink off and on, but, only people who use Netscape Navigator can see this effect.

This is the code to use

<**BLINK**>Your blinking text goes here</**BLINK**>

Netscape Navigator users will see the words below blinking off and on. Internet Explorer viewers, will just see the words ...

Blinking text can drive you MAD

Style tips



Marquees and blinking text can be extremely irritating

Don't use these tags too often !!

Are you ready to learn about TABLES ?



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Making Tables for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



This page will show you -

1. [What is a table?](#)
2. [Why you should use tables](#)
3. [How to construct a simple table](#)
4. [Placing images in a table](#)



You may wish to print out this page for future reference

1. What is a table?

Tables consist of rows of data cells.

You can think of each table data cell as a compartment, into which you can put text or images.

| | | | | |
|---------|---------|---------|---------|---------|
| Cell 1 | Cell 2 | Cell 3 | Cell 4 | Cell 5 |
| Cell 6 | Cell 7 | Cell 8 | Cell 9 | Cell 10 |
| Cell 11 | Cell 12 | Cell 13 | Cell 14 | Cell 15 |

This table consists of 3 table rows, and each row contains 5 table data cells.

You can put as many table cells in each row, and as many rows in your table, as you wish.

2. Why you should use tables

Tables are used for two reasons

1. To display information as a table

Click here to [see an example](#)

2. To position text and images on a page

Click here to [see an example](#)

You may have noticed that most of the pages in Absolute Beginners use tables to form left and right margins on each page. Click View and Source to see this.

3. How to construct a simple table

Here are the HTML tags you need to use

`<TABLE border=1>` this is the start of the table

`<TR>` this the start of the first row (TR = Table Row)

`<TD>` (TD = Table Data)

Contents of the first cell go here

`</TD>`

`<TD>`

Contents of the second cell go here

`</TD>`

`</TR>` this marks the end of the first row

`<TR>` this the start of the second row

`<TD>`

Contents of the first cell, 2nd row, go here

`</TD>`

`<TD>`

Contents of the second cell, 2nd row, go here

`</TD>`

`</TR>` this marks the end of the second row

`</TABLE>` this marks the end of the table

This is how your finished table should look

| | |
|--|---|
| Contents of the first cell go here | Contents of the second cell go here |
| Contents of the first cell, 2nd row, go here | Contents of the second cell, 2nd row, go here |

Notice how the table has adjusted itself to fit around the contents of the table cells.

You can add as many `<TR>` Table Rows as you wish, and your rows can contain as many `<TD>` Table Data cells as you require.



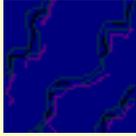
TIPs

1. You should make sure each table row has the same number of cells.
2. Keep your HTML coding well spaced out, to make it easy to change and edit your table.

4. Placing images in a table

You can display images with a table cell, or a mixture of text and images.
Use **IMG SRC** in the usual way.

Here is an example -

| | | | |
|--|--|--|--|
| <p>The first row of this table contains images</p> |  |  |  |
| <p>The second row of this table contains text</p> | <p>This table consists of 3 rows</p> | <p>Each row contains 4 table cells, making a table with 4 columns.</p> | <p>Remember to make sure each table row contains the same number of cells. Otherwise your table may not display correctly.</p> |
| <p>The third row of this table contains text and icons</p> |  <p>Notice how the table will arrange itself to fit around the text and images.</p> |  <p>You will learn how to position your table on you web page, and how to position the contents of each table cell.</p> |  <p>Now try this - but before you continue, please experiment with some simple tables first. Take another look at this table, and try and construct a similar table for your own family or friends.</p> |

Now you can make a simple table, and display information within the table cells.
However, there are a lot of interesting things you can do with tables.

Find out more about tables 



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More about Tables for Absolute Beginners

Using Windows 95 and Microsoft Internet Explorer



This page will show you -

1. How to adjust [the size](#) of your table
2. Adjusting [the position](#) of your table on the page
3. Adjusting the position of your [cell contents](#)
4. Making a [cell span](#) several rows or columns



You may wish to print out this page for future reference

1. How to adjust the size of your table

You can alter the size of your table, using **WIDTH** inside the table tag.

You can use pixels or percentages.

eg `<TABLE WIDTH=500>` or `<TABLE WIDTH=80%>`

You can also specify how wide each table cell should be

eg `<TD WIDTH=250>` or `<TD WIDTH=50%>`

Make sure your cells will fit into your table. For example, a table 600 pixels wide could contain 6 cells 100 pixels wide, or one large 300 pixel cell, and two smaller 150 pixel cells.

Your viewer's browser will try and fit the table around the table cell contents, and sometimes will ignore the **WIDTH** you specified, especially if you get your sums wrong.



TIPS

1. If you want everyone to see your table without having to scroll across the page, keep your table width to 600 pixels or less.
2. To try and ensure that your table follows your size instructions
 - define the **TABLE WIDTH** in pixels
 - define each **TD WIDTH** in pixels - make sure all the TD widths in each row add up to the TABLE width

2. Adjusting the position of your table on the page

You can use the `<CENTER>` tag to centre your table on the page.

You can also use **align** as follows -

| | | | | |
|----|----|----|----|--|
| 1a | 2a | 3a | 4a | <code><TABLE align=left></code> will align your table to the left of your page Any other text will flow down beside your table. |
| 1b | 2b | 3b | 4b | |
| 1c | 2c | 3c | 4c | |

`<TABLE align=right>` will align your table to the right of your page

| | | | |
|----|----|----|----|
| 1a | 2a | 3a | 4a |
| 1b | 2b | 3b | 4b |
| 1c | 2c | 3c | 4c |

3. Adjusting the position of cell contents

Your table will try and adjust itself to fit around your cell contents, but you have some control over how the cell contents are displayed -

Use **align** and **valign** to position your data within your table cells.

`<TD align=left>` will position the contents to the left of the cell

`<TD align=right>` will position the contents to the right of the cell

`<TD align=center>` will position the contents in the centre of the cell

`<TD valign=top>` will position the contents at the top of the cell

`<TD valign=middle>` will position the contents in the middle of the cell

`<TD valign=bottom>` will position the contents at the bottom of the cell

Of course, you can mix **align** and **valign**

eg. `<TD align=left valign=bottom>` will position contents in the bottom left hand corner of a cell

| | | | |
|------------------|------------------|-----------------------------|-----------------|
| left and top | left and bottom | This text is centered | right and top |
| right and bottom | right and middle | not specified | left and middle |

4. Making a cell span several rows or columns

You can enlarge a table cell by using **COLSPAN=*n*** or **ROWSPAN=*n*** in the `<TD>` tag
n is the number of rows or columns to be spanned.

eg. `<TD rowspan=3>` will create a cell which spans 3 rows

eg. `<TD colspan=4>` will create a cell which spans 4 columns

| |
|---------------------------------|
| This table cell spans 4 columns |
|---------------------------------|

| | | | |
|--|--|---|--|
| This table cell spans 3 rows like this | this is the second cell, in the second row | this is the third cell, in the second row | this is the fourth cell, in the second row |
| | it is easy ... | to get confused ... | when spanning ... |
| | TIP | it helps to draw a diagram of your table using pen and paper | before you start. |

You now know how to create a table, how to adjust the size and how to position your table on your page. You know how to align text or images within a table cell, and how to create cells which span several rows or columns.

It is time to make your tables more attractive 



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Displaying Information as a table

| Name | Age | shoe size | Favourite colour | Favourite food |
|-------|-----|-----------|------------------|----------------|
| Ella | 12 | 7 | red | chocolate |
| Lucy | 10 | 3 | purple | chocolate |
| Annie | 8 | 2 | turquoise | cottage pie |
| Ruth | ??? | 6 | dark blue | chocolate |
| John | 92 | 8 | black | garlic |



Positioning text and images, using tables

The table on this page has no border, and so is invisible to the viewer. This table consist of 3 Table Data cells, arranged in a single row.

This layout would be difficult to create without using tables. Try it - and see !

By clicking View and Source, you can see the coding used to create this simple table.



Making your Tables look better

Using Windows 95 and Microsoft Internet Explorer



This page will show you how to -

1. Change the [border](#) of your table
2. Change the [text](#) in your table
3. Change the [background colour](#)
4. Change the [cellpadding and spaces between cells](#)



You may wish to print out this page for future reference

1. Change the border of your table

You can alter the size of the border, by using **border=*n*** within the TABLE tag. *n* can be any number you like.

| | | | |
|----|----|----|----|
| 1a | 2a | 3a | 4a |
| 1b | 2b | 3b | 4b |
| 1c | 2c | 3c | 4c |

For example `<TABLE BORDER=10>`
will give you a table that looks like this.

Or get rid of the border altogether by using **border=0**

If you don't use **border=**, by default your table will have no border.

2. Change the text in your table

Any font tags you have used outside the table, will be ignored inside the table. You will need to specify your choice of font face and colour within each table cell.

`<TD>`

`` your text goes here`</TD>`

| | |
|-----------------------------------|--------------------------------------|
| This is Comic Sans MS font red | This is Times New Roman font blue |
|-----------------------------------|--------------------------------------|

3. Change the background colour

You can alter the background of a table by using **BGCOLOR=**

| | |
|--------|------------|
| this | is a |
| yellow | background |

eg try `<TABLE BGCOLOR=yellow>` to change the whole table

| | |
|-------|------|
| this | is a |
| green | row |

try `<TR BGCOLOR=green>` to alter a whole row

| | |
|------|------|
| this | is a |
| red | cell |

or `<TD BGCOLOR=red>` to alter a single table cell

You can even use a background image within a table, but this will only be seen by viewers with MS Internet Explorer.

| | |
|------|------------|
| this | is a |
| dark | background |

eg `<TABLE BACKGROUND="dark.gif" BGCOLOR="black">`

If you are using a dark image you will need to use a light colour for your font. Remember to specify a dark BGCOLOR for the table, or your writing may be invisible to other people.

You can achieve some wonderful effects with tables. [Look here](#).

4. Cellpadding and spaces between cells

Cellpadding

This is the space between the edge of the cell and it's contents.

You can vary this space by adding **CELLPADDING=*n***, to your TABLE tag.

n can be any number of pixels you like.

| | | | |
|----|----|----|----|
| 1a | 2a | 3a | 4a |
| 1b | 2b | 3b | 4b |
| 1c | 2c | 3c | 4c |

eg `<TABLE CELLPADDING=7>` leaves a margin 7 pixels wide.
Your text will be much easier to read if you include **CELLPADDING** in your table tag.

| | | | |
|----|----|----|----|
| 1a | 2a | 3a | 4a |
|----|----|----|----|

This is the same table with **cellpadding=0**

| | | | |
|----|----|----|----|
| 1b | 2b | 3b | 4b |
| 1c | 2c | 3c | 4c |

Notice there is no space between the text and the edge of the cell, making the table look crowded and difficult to read.

Spaces between cells

| | | | |
|----|----|----|----|
| 1a | 2a | 3a | 4a |
| 1b | 2b | 3b | 4b |

This table has a red background.
The cells have a white background.

You can clearly see spaces between each cell, where the red table colour is visible. You can increase or decrease the spaces between cells by using **CELLSPACING=*n*** in the **TABLE** tag.

| | | | |
|----|----|----|----|
| 1a | 2a | 3a | 4a |
| 1b | 2b | 3b | 4b |

eg **<TABLE CELLSPACING=5 border=2>**

| | | | |
|----|----|----|----|
| 1a | 2a | 3a | 4a |
| 1b | 2b | 3b | 4b |

You can get rid of cellspacing altogether by using **<TABLE CELLSPACING=0>**
eg **<TABLE CELLSPACING=0 border=2>**

Congratulations.

You now know (nearly) everything there is to know about tables.

You should be able to use tables to display information, and to arrange text and images on your web page.



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This is a series of nested tables

