

Learn Basic HTML Programming while Building a Website

Learning Basic HTML Programming v1.3

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Introduction to HTML

Over the next two weeks you will not only study HTML (**H**ypertext **M**arkup **L**anguage) but you will register a BLOG (**w**eb **l**og) and design and create your own website. The 6-page fold-out entitled "Building a Website" published by Barnes & Noble is the required class text. With it, this workbook, and guidance from your Instructor, you should have no problem creating your initial website within the allotted time.

Your student website will be hosted on PCTalk.info and, as such, you will not have to worry about obtaining a domain name for your website until you wish to move it to your own host. Small, simple websites may be hosted on PCTalk.info almost indefinitely, but if you are serious about creating a website for a business or for extended personal use, you should consider obtaining not only your own host but also a domain name that can be easily associated with your website.

During this course, you will be asked to fill in certain individual information in this workbook that will be required for the setup of hosting and password recovery. There will be places available for you to record the information in such a way that it may be easily found later. **Please guard this workbook carefully as, if you lose it, whomever finds it will have instant access to all your hard work and could easily destroy it all!** All information may be recorded on the last page of the workbook in the areas provided. Using lowercase letters only for computer information is usually safest for beginners and always print clearly so you will be able to understand your notes months from now when you need them.

You may wish to turn to the last page at this time and record a contact name and phone number where you may be reached if you lose this workbook and the finder needs to call you to return it. **When finished, return here.**

Before your PCTalk.info website or your BLOG can be set up you will need a valid, active Email address which will be used to recover your password if you change it and forget what you changed it to. Now, please turn to the last page and record your Email address. If you feel comfortable doing so, a place has also been provided for your Email password but it is not required as long as you can remember it. **When finished, return here.**

Many examples, images, and the Style Sheet used in this course are available for download from: <http://pctalk.info/Classes/Spock/html/>

Curriculum Outline

HTML Programming, Version 1.5

Class	Topics	Instructor Notes
1	<p>Intro</p> <p>Website Basics</p> <ol style="list-style-type: none"> 1. Website Basics 2. Domain Names 3. Web Hosting 4. Planning your site 	<p>Hypertext Markup Language will be discussed and several examples will be shown from extremely simple to slightly complex. Students will practice creating HTML documents with Notepad and using Internet Explorer to view them.</p> <p>Student information will be collected so the Instructor can create Student access to the Website Builder, Forum, and the Blog. Students must already have valid email addresses before class starts. If you do not have one, please inform the Instructor so something may be worked out.</p> <p>If any student does not have the required text, they should either arrange to buy it themselves or arrange for the Instructor to buy it for them.</p>
2	<p>Access BLOG and PCTalk facilities</p> <ol style="list-style-type: none"> 1. Class Page 2. Design 3. HTML 4. Tags 	<p>Accounts for access to the PCTalk Forum, a basic website builder account, and a student Blog (web log) will be created and made available to the students today. The Blog will be used by the student to record their impressions of the class and to record other information they feel important enough to share with others. The Blogs are all public, so please don't record anything you don't want anyone else to see.</p> <p>The Website Builder the students will be using is initially for a 10-day free trial for web hosting. It will be converted to unlimited access so it does not expire until at least 30 days after the class is over. The Website Builder is based upon a WYSIWYG editor but Advanced HTML editing is also available.</p> <p>Most free offers will have their hosts advertisements added to the student content. The software currently in use via PCTalk should have very few or no ads. Students will commence creation of their own personal web site.</p> <p>Start discussion of Class web page on your web log.</p>
3	<p>HTML Editors</p> <ol style="list-style-type: none"> 1. CSS Part 1 	<p>Notepad has been used up to this point. The students will now be introduced to the Freeware programming tool, 1st Page 2000, located at: http://www.evrsoft.com/</p>
4	<p>Basic HTML</p> <ol style="list-style-type: none"> 1. Tutorial 2. CSS Part 2 3. Publishing 	<p>Students will login to the HTML Code Tutorial site and access their “start learning HTML here” located at: http://www.htmlcodetutorial.com/document/</p> <p>The class will go through the various sections together, discussing various options and creating and running quick programs to see the results.</p> <p>Students must post a “proposal” for their website in their Blog. The proposal should list desired modifications and additions to their website and its contents.</p>
5	<p>Site Creation 1</p>	<p>Students must decide whether to use the PCTalk Website Builder or to create their own from scratch. Once decided, they will be committed.</p>
6	<p>Basic HTML</p>	<p>Short lecture on further HTML basics after which students will continue to work on their web site. The Instructor will be available for technical assistance.</p>
7	<p>Basic HTML</p>	<p>Short lecture on advanced HTML functions after which students will continue to work on their web site. The Instructor will be available for technical assistance.</p>
8	<p>Site Creation 2</p>	<p>Students must have finished their web site by the end of class for them to receive a Certificate of Completion for the course. The Instructor will be available for technical assistance.</p>

Class Notes:

1. (Supplies, Books, and Quizzes): Each student will be responsible for supplying his or her own pens or pencils and notepaper. A limited number of new notebooks/pencil sets are available in class at \$2.00 a set but **it is preferred that students bring their own.**

2. The text used for the class will be the Quamut document, [Building a Website](#). Students may either purchase their own copies or provide the Instructor with \$6.50 on the first day of class so he may purchase them. In addition the Workbook, if desired, will cost \$5.00 due to the cost of paper, ink, and processing. Access to a web based tutorial and an HTML editor will be provided. All lectures are from Instructors notes or Internet Tutorial.
3. Combined lecture and lab sessions will total 2.5 hours per session. Attendance will be taken each class and no one will be allowed to attend who was not present for the first classroom session. The presentation of a certificate of completion depends upon independent completion and enhancement of a student web site. No quizzes will be given for this course. A USB Flash drive may be used to copy your new Website but is not required. **If the student provides a USB Flash Drive with sufficient free space, the Instructor will be happy to assist in copying the contents of the students website onto the drive against possible future use on another host.**
4. (Software and Computers): All software used will be either provided with the Microsoft Operating System or Freeware that the students are encouraged to access for themselves after the class is over. The computers in the lab are owned by the City of Annapolis and, as such, will require each student to read and sign certain forms agreeing to limitations of use. There are certain Freeware programs available that the student may wish to use from home. If you want a copy, please bring a USB capable flash drive to hold it, the class computers do not have floppy drives.
5. (Practice): Students are expected to practice outside of the classroom to help them gain the additional skills they need. The Lab computers should be available during the day and/or weekends when other classes are not in session. Most Maryland Libraries also have public use computers available. The tools needed to work on your website are available from any computer connected to the Internet and logged into your student account.
6. (Questions and Course Material): It is the instructor's job (and desire) to teach and therefore must be easy to understand. It is the student's job to ensure they get the required material. If you have any questions during the lecture, please ask ... there will be others, not nearly as brave, who will appreciate your intervention. I try to maintain as relaxed an atmosphere during class as possible, so please don't be afraid to ask whatever you want about anything related to the material being covered.
7. This course is fairly rigidly structured, as a lot of material must be covered in a very short period of time. The instructor will do his best to stay on-track with the syllabus but will also try not to discourage spirited classroom discussions that pertain to anything important to learn having to do with the material to be covered. If a student has an immediate need for certain information, ask. The question may be able to be worked into the course material.
8. (Website Hosting): Any student created websites will be hosted on PCTalk.info for at least 30 days after the end of class. You will have the capability of creating a main site page and up to 4 sub-pages. After the 30-day period, it is expected that any student wishing to keep their work will copy the website files onto their local system for ultimate upload to their own host. If copied properly, all student pages should be viewable from their PC even when not connected to the Internet, though no one else will be able to see them. Once files are transferred, the PCTalk hosted site may be converted to a single place-holder page or link pointing to the students' new host.
9. If you have a paid ISP and Email, then they will probably allow you space on their server to host your website. Contact you ISP and get a username, password, and information on how to upload your site files to their host. If there are any problems, such as missing files, let me know and I will do my best to ensure you get everything to display your site on your own host.

Registering for the PCTalk Support Forum

- 1) Open your Browser and go to <http://pctalk.info/>,
- 2) Click on the Support Forum button in the Navigation Bar on the right,

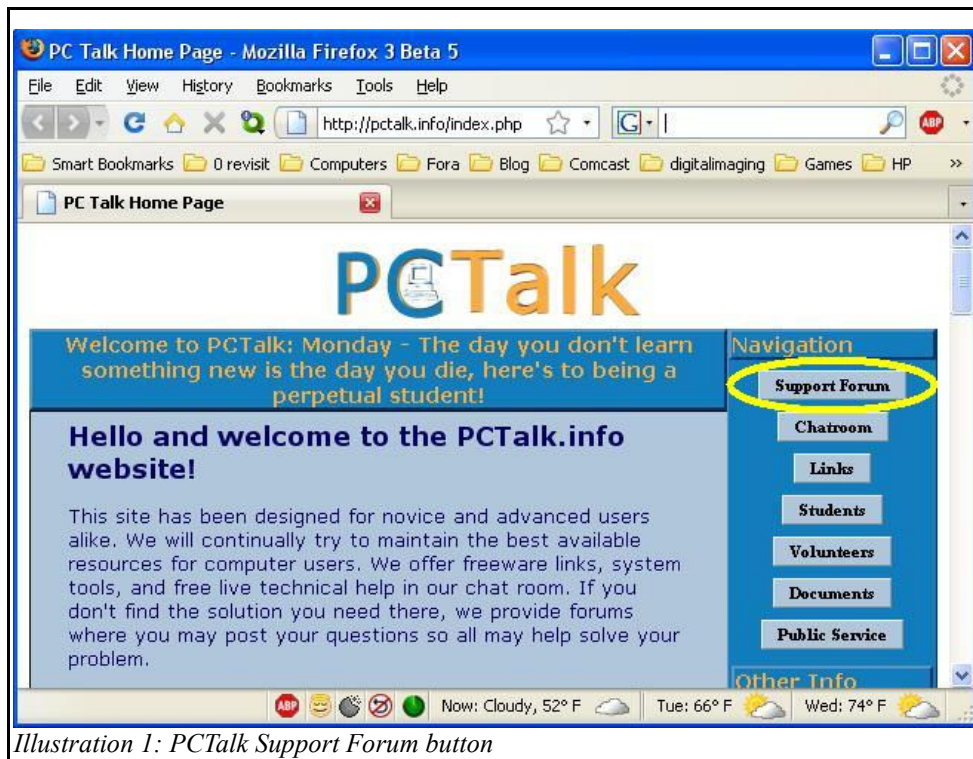


Illustration 1: PCTalk Support Forum button

- 3) Click on the Register link on the right side of the page,

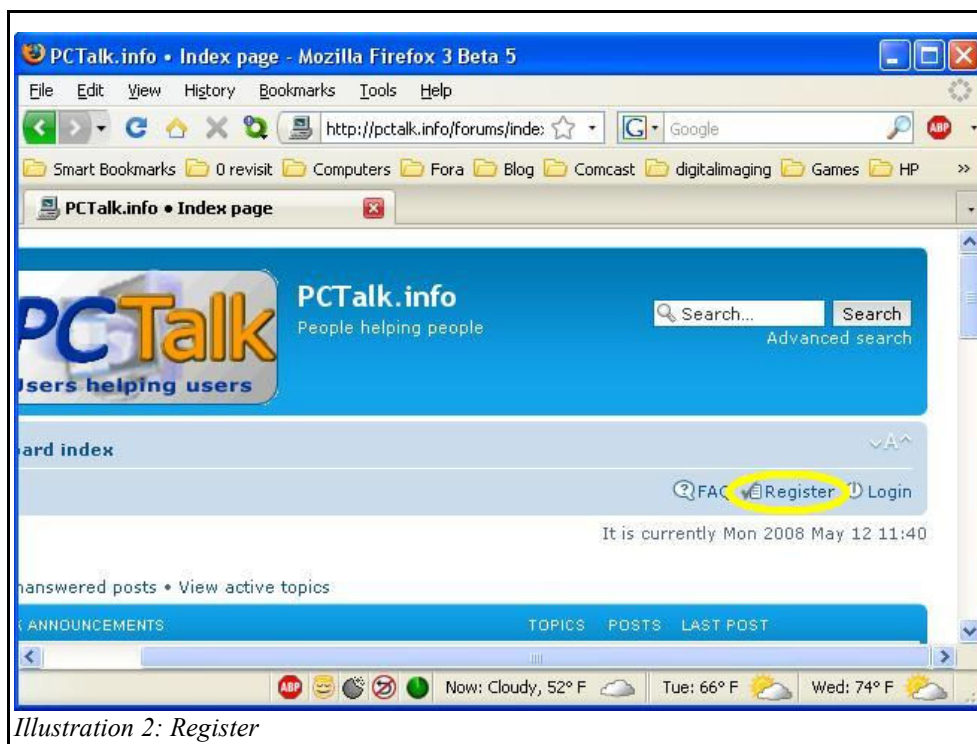
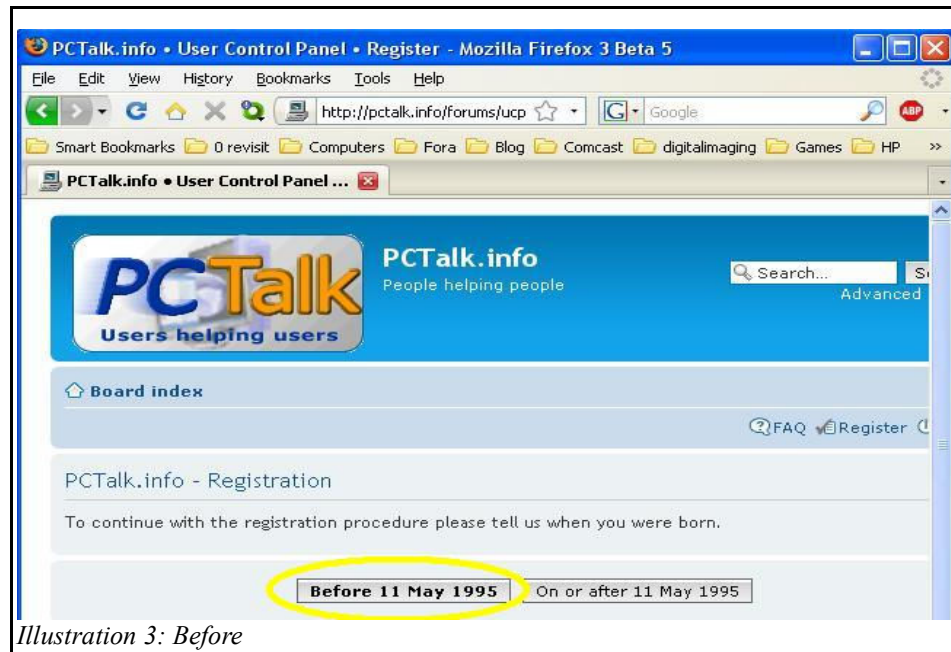


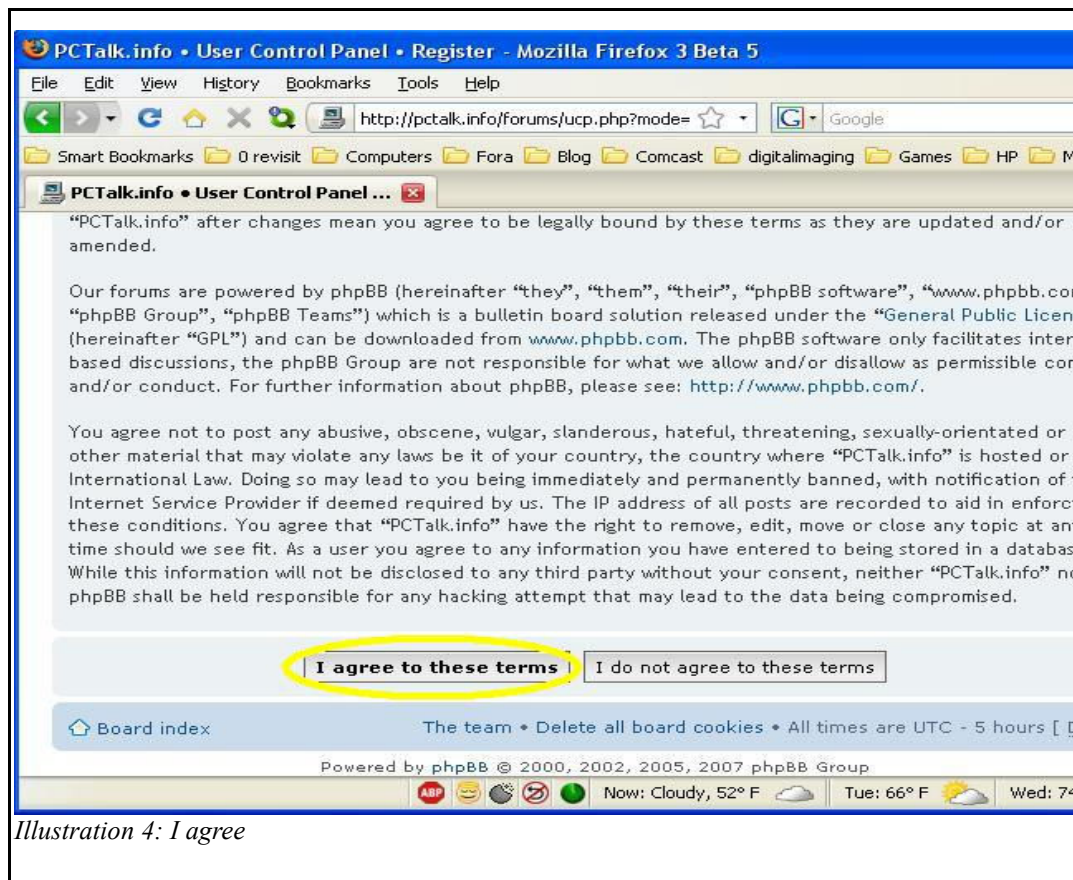
Illustration 2: Register

- 4) Click on the Before button to indicate the date you were born. If you are 13 or under (not too likely

in this class) you must bring a note from your parent or guardian giving you permission to join the forum,



5) Read the Registration agreement and click on the "I agree to these terms" button,



6) Fill in the Registration form. You may use the tab key to move from one block to another but must

never use the Enter key. The only information that **must** be accurate is your email address. The registration will send you an email to respond to and if it bounces registration will be denied,

The image shows a registration form for PCTalk.info. The form is titled "PCTalk.info - Registration" and contains several input fields and a confirmation section. Red numbers 7 through 12 are placed next to various elements to indicate specific instructions. 7 is next to the Username field, 8 is next to the E-mail address field, 9 is next to the Password field, 10 is next to the Language and Timezone fields, 11 is next to the Confirmation code input field, and 12 is next to the Submit button. The Confirmation code section includes a distorted image of the code "060614" and a text input field for the user to enter the code.

PCTalk.info - Registration

Username: 7
Username must be between 3 and 20 chars long and use only letter or number characters.

E-mail address: 8

Confirm e-mail address:

Password: 9
Must be between 6 and 30 characters.


Confirm password:

Language: 10

Timezone: 10

CONFIRMATION OF REGISTRATION

To prevent automated registrations the board requires you to enter a confirmation code. The displayed in the image you should see below. If you are visually impaired or cannot otherwise see this code please contact the Board Administrator.

Confirmation code:  11

11

Enter the code exactly as it appears. All letters are case insensitive, the zero.

12

Illustration 5: Registration Form

- 7) The Username may be anything you wish it to be but I recommend you do not use anything that might enable anyone to know who you are, i.e., do not use your real name. My Username is Spock for various reasons that I will explain in class. You should start with a capital letter and should make it short enough to be convenient for you. Remember, you will have to type it in every time you login. **Write it down on the Student Forum Information sheet at the end of this workbook,**
- 8) The Email address will have to be entered twice for verification,
- 9) Your password may again be anything you wish it to be but it should be easy for you to remember. If you do forget, there will be a link you can click on that will send an email to your registration Email reminding you what your Username and Password is. **Write it down on the Student Forum Information sheet at the end of this workbook,**
- 10) The Language and Timezone entries should be left as is,
- 11) Enter the code you can see in the colored rectangle into the white box underneath it. There will be

various letters (possibly in mixed case) and numbers at odd angles. This is designed to attempt to keep computers from automatically registering for multiple accounts so they can get free advertising on the forum. Sorry, you may have to try multiple times before getting this portion right. If you get it wrong, an error message saying, "The confirmation code you entered was incorrect." and you will have to reenter a new confirmation code to try again,

12) Click on the Submit button.

You should receive an email shortly welcoming you to the forum and repeating for you the Username and Password you used to register. Keep it in a safe place for future reference in case you forget your password. Once you receive your registration email, there will be a link in the email you must click on to activate your new account. Once that is done, you may now login to the forum.

Logging in to the forum

- 1) Open your Browser and go to <http://pctalk.info/>,
- 2) Click on the Support Forum button in the Navigation Bar on the right,
- 3) Click on the Login link on the right of the page or, if you prefer, there is a place for your username and password at the bottom of the page,

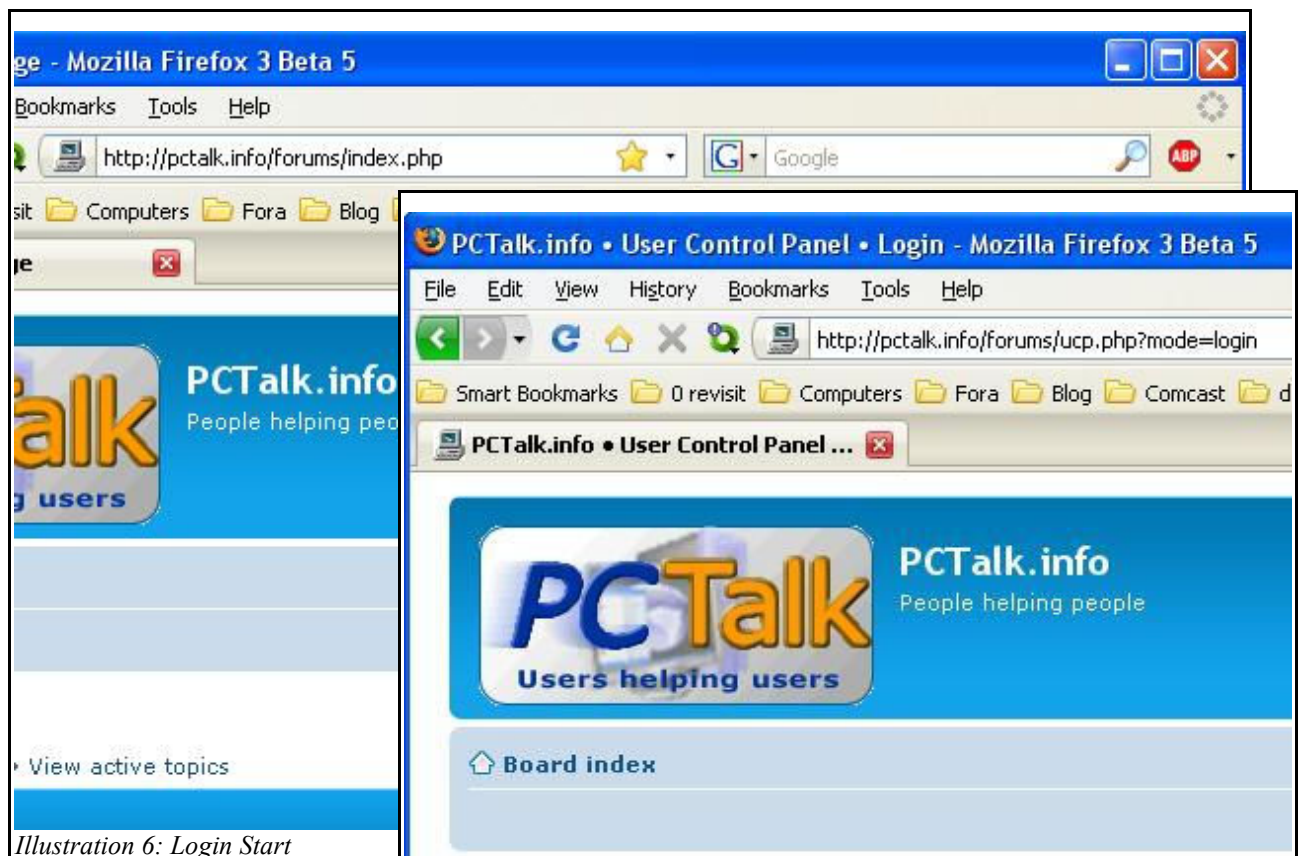


Illustration 6: Login Start

- 4) On the Login page, Enter your Username,

Illustration 7: Login page

- 5) Enter your Password (remember, case counts),
- 6) If you have forgotten your password and lost your registration email, you can click on the "I forgot my password" link to receive a reminder to the same email address you registered with,
- 7) If you are using a safe computer that no one else uses and is password protected, you might want to select the "Log me on automatically each visit" selection box. Please never do this on a public computer or one where others may gain access to your account,
- 8) There is another select ion box that you should probably never select. That is the "Hide my online status this session". It hides your online identity to other forum members and the public only. All Admins and Super Moderators will know who you are regardless but none of the other members will know you are there,
- 9) Click on the Login button to now gain access to the forum.

When you first access the forum, you will be in a purgatory area called Prospective Members. This is an area that is hidden to all full forum members and is what I call part of my Spam Trap. You must make at least one post in there telling me who you are, where you found out about the forum, and why you want to join before I move you up to full membership. While restricted to the Prospective Members forum, you will have very limited access to the forum tools.

As members of my class, I will know what your usernames are, so almost anything will be accepted but your "acceptance post" will be moved out of Prospective Members and into the New Users forum as a form of introductory post to let the other forum members know who you are. You should never give any personal information but you might want to give enough so others with similar interests will want to strike up a friendship.

Help with using the forum



Illustration 8: Using the forum

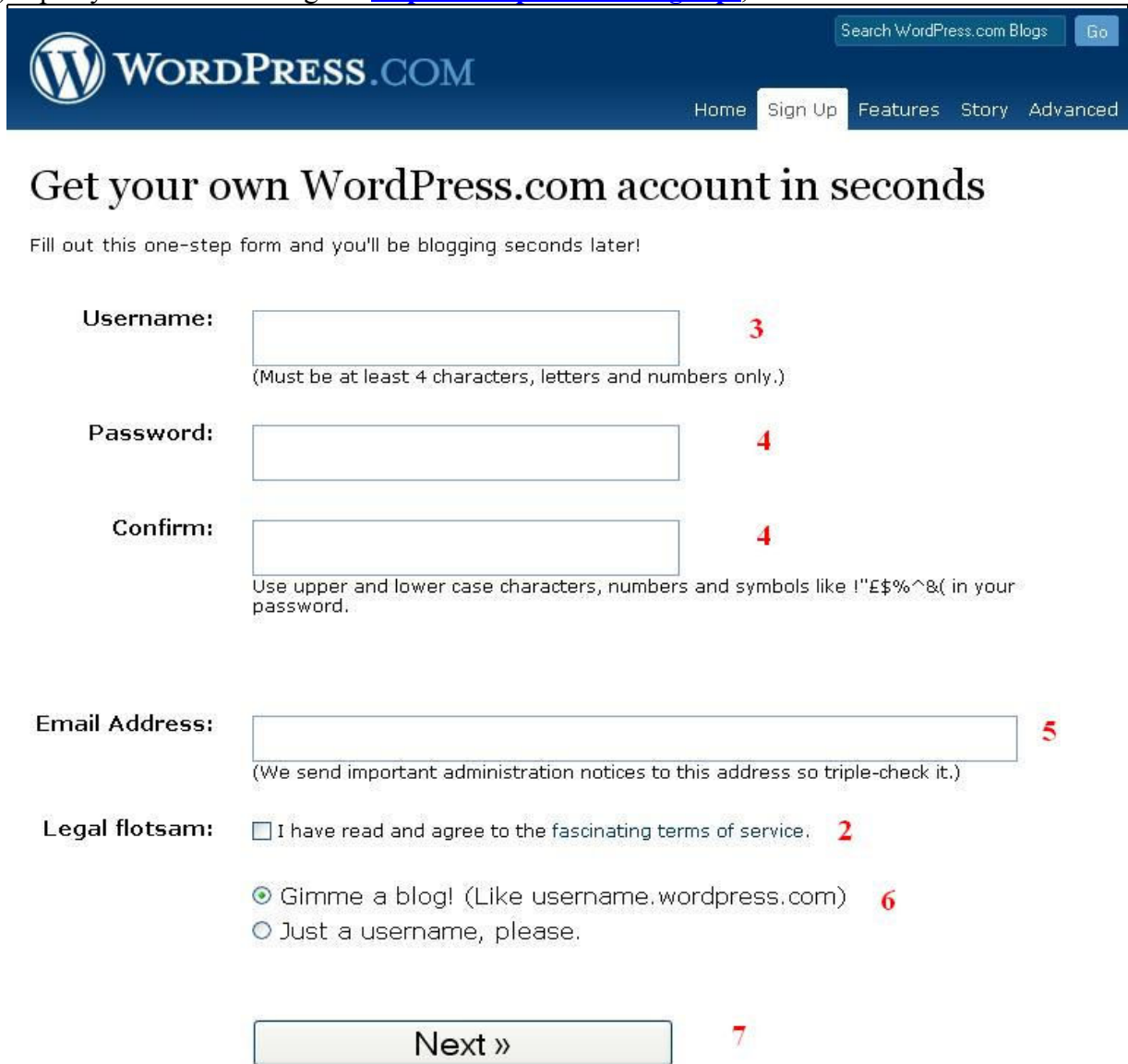
- 1) You are now logged into the forum, you know this because you can see the Logout link next to your username.
- 2) There is a Frequently Asked Questions (FAQ) link that may answer some of your questions about how to use a forum.
- 3) Every time I login to the forum, the first link I click on is the "View new posts" link to see what has been posted since I was last in the forum. I find that if I do that every time I login, I will be able to keep up with what has been happening. If you login and then logout almost immediately, all posts will be marked as read, even if you haven't read them. The link should probably indicate, "View new posts since last login" to be most accurate.
- 4) There is a User Control Panel (UCP) where you may update certain information about your account such as changing your password, adding or changing an avatar, etc. If you change your email address, you will be locked out of the forum until your new email is verified, so it is not a good idea to change it unless you let me know first as the re-authorization process is manual.
- 5) There is an area where any new Personal Messages (PM) will appear. Click on the link to access old, new, and sent. There is a limit to how many of each may be stored on the forum. Once that limit is reached, old ones will be removed to make room for new ones. If you want to keep any for any reason, you might want to selectively prune them yourself.

Setting up your BLOG

To set up your BLOG, you will have to find a site that you like that offers BLOG access. The most popular one I know of is WordPress. You can go to <http://wordpress.com/> and register there for a free BLOG buy following the instructions here.

To create your own BLOG, you will need access to an Internet connected computer. Then simply perform the following steps:

- 1) Open your browser and go to <http://wordpress.com/signup/>,



The screenshot shows the WordPress.com signup page. At the top is a dark blue header with the WordPress logo and 'WORDPRESS.COM' text. To the right of the logo is a search bar for 'WordPress.com Blogs' with a 'Go' button. Below the logo are navigation links: 'Home', 'Sign Up', 'Features', 'Story', and 'Advanced'. The main heading is 'Get your own WordPress.com account in seconds'. Below this is a sub-heading: 'Fill out this one-step form and you'll be blogging seconds later!'. The form consists of several fields and options, each with a red number indicating a step:

- Username:** A text input field with a red '3' to its right. Below it is the instruction: '(Must be at least 4 characters, letters and numbers only.)'
- Password:** A text input field with a red '4' to its right.
- Confirm:** A text input field with a red '4' to its right. Below it is the instruction: 'Use upper and lower case characters, numbers and symbols like !"£\$%^&(in your password.'
- Email Address:** A text input field with a red '5' to its right. Below it is the instruction: '(We send important administration notices to this address so triple-check it.)'
- Legal flotsam:** A checkbox with the text 'I have read and agree to the fascinating terms of service.' and a red '2' to its right.
- Below the checkbox are two radio button options:
 - A selected radio button with the text 'Gimme a blog! (Like username.wordpress.com)' and a red '6' to its right.
 - An unselected radio button with the text 'Just a username, please.'
- At the bottom of the form is a 'Next »' button with a red '7' to its right.

Illustration 9: WordPress Signup

- 2) Read the fascinating terms of service and check the box ... or just check the box and move on as you cannot get a BLOG without agreeing anyway. This is first as, if you put in all the information before this and then return, it will require you to enter your password all over again. While filling in the required information, pay attention to the requirements underneath some of the data entry boxes,

- 3) Username will become the name of your BLOG. If it is already taken you will have to try another,
- 4) Enter your desired password twice,
- 5) Enter a valid email address,
- 6) Make sure "Gimme a blog" is checked
- 7) Click on Next.

You will now see another screen that displays your new Blog Username and how various parameters will be set. If you want your blog to remain private, simply uncheck the Privacy block, otherwise leave it alone. In any case, click on **Signup»** to finish the application.



WordPress.COM

Home Sign Up Features Story Advanced

Blog Domain:
(Your address will be domain.wordpress.com. It must be at least 4 characters, letters and numbers only. It cannot be changed so choose carefully!)

Blog Title:
The blog title can be changed at any time on your Options page.

Language: What language will you be primarily blogging in?

Privacy: I would like my blog to appear in search engines like Google and Technorati, and in public listings around WordPress.com.

Illustration 10: WordPress Success

Note that the Blog Domain in the top box is a truncated display as the Username typed in was too long to fit in the box. The entire name as typed will be the actual Blog Domain. BTW, spongebobsquarepants was already taken. 😊

You will now be sent to a screen that tells you to check your email for a verification link. When you get the email, just click on the link to activate your new Blog Account.

There is other information on the screen that you may or may not wish to fill in, specifically your Profile information. You can safely leave this blank as you can always add it later.

Congratulations, you are now the proud owner of a BLOG! After registering for your BLOG, please turn to the last page and record your BLOG name and password. **When finished, return here.**

Don't forget, a requirement of the class is that you use your BLOG each day to record your impressions of the class, the progress of the Class Page, and the progress of your Website page.

Using your Blog.

You can login to your Blog simply by using the link <http://username.wordpress.com/> where username is your Blog account name. Once in your Blog, you will see a menu bar at the very top of your site. The most important options are My Dashboard and New Post.

My Dashboard - this option will allow you to administrate your new Blog. If you haven't logged in yet, you will have to verify your right to post by entering your password.

New Post - This is the easiest way to enter a new post to your Blog. You will need to enter a Title and text in the body of the Post. As you type it will auto-save periodically (sorry, I don't know off-hand how often) and you will see a Word Count increment as you type. When you press the Enter key at the end of a paragraph, you only need to press it once as it automatically places your paragraphs inside paragraph tags. By default, you are in a Visual mode of text entry but you can switch to HTML any time you feel the need to be abused. Once you are finished with your post, simply click on the Publish button to post it to your Blog.

If anyone wants to see what my Blog looks like, it is at <http://spock.wordpress.com/>.

The interface is fairly intuitive and I highly recommend just playing with the controls to see what happens as an aid to learning. If you have problems, write down your exact circumstances and ask questions in class. If I don't know the answer we will login and find the answer together.

Registering a Domain Name

Your website name should be something that will represent the usage you wish for the site. If it is for a business, it may well be the company name. If it is for a personal site, it could be almost anything that would indicate what the site is used for. Very seldom would you use your real name as a website name. While you are hosted on PCTalk.info, almost any name you can think of is still available as there are relatively few websites hosted there at this time. If, however, you are planning on eventually setting up your own host and domain, your website name should be the domain name if possible. In order to ensure that any particular domain is available, you will need to go to any one of many organizations available who register and sell such domain names. The domain name registrar that I use is called <http://godaddy.com/> but there are many others available. You should never have to pay more than \$10 per year for a domain name.

If you are going to need a domain, it is best to go ahead and register it and maintain payments on it so it will be available when you need it. If you want "pizza.com" and see it is currently available but do not go ahead and register it immediately, you may find it no longer available when you try later. The Instructor can help you find an available domain and help you with the registration process but you must have all the information readily available and have a valid, current credit card to pay the associated fees before the registration process even starts.

Your BLOG name is similar to your Website name in that it represents the BLOG usage. The BLOG which will be with <http://wordpress.com/>, however, is more of a personal entity than a website, so it would lend itself more to a personal name, nickname, or other similar usage. Think of it as a Personal Diary or Journal that you are allowing everyone in the world to look at. Again, if you are doing this for your company, you should probably use your company name. Since the Instructor has no control over the naming conventions or who has what name, you may find your initial choice(s) unavailable and have to try various combinations until you find one that works.

There is no fee associated with either the PCTalk.info website you will be creating as part of this class or for the BLOG. After creating your PCTalk.info Website and your WordPress BLOG, please turn to the last page again and record your Website name/password and your BLOG name and password. **When finished, return here.**

A requirement of the class is that you use your BLOG each day to record your impressions of the class, the progress of the Class Page, and the progress of your Website page.

Hosting

The Website host that I currently use is <http://ipowerweb.com/>. I have used it since 2002 and highly recommend it as being reliable and fairly low cost. If you wish to see what they offer, they have a comparison link on their website at:

<http://www.ipowerweb.com/products/webhosting/compare-hosting-plans.html>

See the table at the bottom of the page for a comparison chart of their offers.

There are other, lower cost hosts available for small Websites but none of the others I've looked at so far offer near as much for a comparable price. If you go to <http://dmoz.org/Computers/> and do a search on "hosting" you will find 64 categories and 10,000 indexed links to different hosting companies around the world! If you go to http://dmoz.org/Regional/North_America/United_States/Maryland/ and search for "hosting", you will find 5 categories and 107 local (to the state of Maryland) hosting companies. If you drill down to Annapolis, you will find only 2 hosting companies listed.

Remember, the location of your hosting company is really immaterial to the Internet. If you can find a reliable, reputable company, say in California, that is cheaper than a local company, why spend more if you don't have to?

Definition:

Bandwidth (computing) - a rate of data transfer, measured in bits per second.

For quick comparison, here is a partial list of the information from the iPowerWeb page:

Plan=>	Ready Site	Pro Plan	Site & Store
Web Space	5 GB	1,500 GB	2,000 GB
Monthly Transfer Volume	250 GB	15,000 GB	Unlimited
Domain Name	\$6.85/yr.	1 free	1 free
Domains Allowed	1	Unlimited	Unlimited
MySQL Databases	1	25	Unlimited
Site Creation	Web Site Creator	Supports most Web Building tools/code	Supports most Web Building tools/code
Website Management	✓	✓	✓
Store & Shopping Cart		✓	✓
POP-3 E-mail Accounts	1	2500	Unlimited
Add-ons (forums, etc.)		✓	✓
3-Month Price	\$6.95/mo + \$10 Setup	\$9.95/mo + \$30 Setup	\$16.95/mo + \$30 Setup
6-Month Price	\$5.95/mo + \$10 Setup	\$8.95/mo + \$30 Setup	\$15.95/mo + \$30 Setup
12-Month Price	\$4.95/mo + \$10 Setup	\$7.95/mo + FREE Setup	\$14.95/mo + FREE Setup
24-Month Price	\$3.95/mo + FREE Setup	\$6.95/mo + FREE Setup	\$13.95/mo + FREE Setup

URL Primer

The following information is courtesy of the University of Illinois' National Center for Supercomputing Applications (NCSA) (<http://www.ncsa.uiuc.edu/AboutUs/>). At one time they hosted an excellent HTML primer which has since been taken offline. Fortunately, I managed to save some bits and pieces. I have edited their URL Primer so that only the information most useful has been shared with my students in this section. I have also edited the material and added some additional information.

A URL is a **Uniform Resource Locator**. Think of it as a networked extension of the standard *filename* concept: not only can you point to a file in a directory, but that file and that directory can exist on any machine on the network, can be served (made available) via any of several different methods, and might be something more complicated than a simple file. URLs can also point to queries, documents stored deep within databases, the results of a search command, or other method.

Since the URL concept is fairly simple ("if it's out there, we can point at it"), this beginner's guide is just a quick walk-through of some of the more common URL types and should allow you to be creating and understanding URLs in a variety of contexts very quickly.

Types of URLs

1) File URLs

FTP (File Transfer Protocol) is one of the preferred methods of transferring information from your local system up to your host or from your host back to your local PC.

Suppose there is a document called "foobar.txt" which sits on an anonymous ftp server called "ftp.yoyodyne.com" in directory "/pub/files". The URL for this file is then:

file://ftp.yoyodyne.com/pub/files/foobar.txt

The toplevel directory of this FTP server is simply:

file://ftp.yoyodyne.com/

The "pub" directory of this FTP server is then:

file://ftp.yoyodyne.com/pub

2) HTTP URLs

HTTP stands for **HyperText Transport Protocol**. HTTP servers are commonly used for serving hypertext documents, as HTTP is an extremely low-overhead protocol that capitalizes on the fact that navigation information can be embedded in such documents directly and thus the protocol itself doesn't have to support full navigation features like the FTP and Gopher protocols do.

A file called "foobar.html" on HTTP server "www.yoyodyne.com" in directory "/pub/files" corresponds to this URL:

http://www.yoyodyne.com/pub/files/foobar.html

The default HTTP network port is 80; if a HTTP server resides on a different network port (say, port 1234 on www.yoyodyne.com), then the URL becomes:

http://www.yoyodyne.com:1234/pub/files/foobar.html

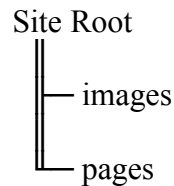
3) Partial URLs

Once you are viewing a document located somewhere on the network (say, the document <http://www.yoyodyne.com/pub/afile.html>), you can use a *partial* URL or *relative addressing* to point to another file in the same directory, on the same machine, being served by the same server software. For example, if another file exists in that same directory called "anotherfile.html", then anotherfile.html is a valid partial URL at that point.

This provides an easy way to build sets of hypertext documents. If a set of hypertext documents are sitting in a common directory, they can refer to one another (i.e., be hyperlinked) by just their filenames -- *however, by whatever means* a reader got to one of the documents, a jump can be made to any other document in the same directory by merely using the other document's filename as the partial URL at that point. The additional information (access method, hostname, port number, directory name, etc.) will be *assumed* based on the URL used to reach the first document.

Of special interest to this course is relative addressing. To indicate that you are referring to a file in the same folder, you may choose to prefix dot-slash ("./") to indicate the current folder instead of just using the filename.

If you have a folder structure where unique file type are stored in unique folders, you can use the prefix dot-dot-slash ("../") to indicate the next level higher in the folder hierarchy. Thus, if you have the following structure set up:



a file in the pages folder could reference an image in the image folder called graphic1.jpg by simply referring to it as "../images/graphic1.jpg". This indicates that you want to look for the referenced file by first moving up one folder level (from pages to Site Root), then move down one level (from Site Root to images), and finally find the referenced file (graphic1.jpg). This will work on your local system when creating your website source. It will also work just as well when you upload your source to your host server.

The dot-slash and dot- dot-slash prefixes are based upon old DOS (Disk Operating System) protocols.

4) Other URLs

Many other URLs are possible, but we've covered the most common ones you might have to construct by hand. At the top of each Mosaic document viewing window is a text field called "Document URL"; if you watch the contents of that as you navigate through information on the network, you'll get to observe how URLs are put together for many different types of information.

More information on URLs can be found at

<http://www.w3.org/hypertext/WWW/Addressing/Addressing.html>

Website Planning

Now look at page two of the class "text". You will see a website diagram in the middle of the page. That's fine as far as it goes but I like to look at a functional diagram as well. I have one program in my root folder and that is the main index.html file that is my home page. Almost all sub-pages are in their own folder called ... pages. All images, pictures, and graphics used on the website are in a folder called images.

You may find the structure of the site is much easier to keep up with if similar objects are located in the same folder. That way not only are individual pages easier to find if you want to update them but others you may want to look at are not hidden in a clutter of dissimilar files. If you have a definite file structure logically laid out, you can also use relative addressing (Relative URLs) to link pages, images, and documents into a seamless network and be assured that everything will link properly.

Draw your proposed Website design and layout on this page. Get input and approval from the Instructor.

Website Design

Before we get into Website Design, you need to decide what you want to display and how you are going to lay it all out. On the third page of the class "text" is a diagram of the layout of a typical web page. It consists of a header at the top, a footer at the bottom, a navigation bar on the left, and a main content area on the right. The website PCTalk.info reverses the NavBar and content area but is very similar in concept to what is shown.

Use the area below to draw a generalized, annotated layout for your proposed Website.

Class Page

One of the things you will need to design as a group is a class page which will be used as an access point to your individual web pages. Please use this page to record your classroom discussion about the design and content of the Class page. The class is responsible to provide the Class Page content and the Instructor will then upload it to the PCTalk.info Host. Feel free to look at previous Class Pages for ideas.

Using HTML to create web pages

What is an HTML document?

HTML documents are plain-text (also known as ASCII) files that can be created using any text editor (e.g., Notepad on Windows machines and Emacs or vi on UNIX machines; SimpleText on a Macintosh; Notepad on a Windows machine). You can also use word-processing software if you remember to save your document as "text only with line breaks". An HTML file is basically a data file that feeds formatting information, text, and graphics on to the Browser program. The formatting information is in the form of tags. Any text editor which writes a pure ASCII (American Standard Code for Information Interchange) text file may be used to create an HTML program (actually an HTML data file).

Tags Explained

An element is a fundamental component of the structure of a text document. Some examples of elements are heads, tables, paragraphs, and lists. Think of it this way: you use HTML tags to mark the elements of a file for your browser. Elements can contain plain text, other elements, or both.

To denote the various elements in an HTML document, you use tags. HTML tags consist of a left angle bracket (<), a tag name, and a right angle bracket (>). Tags are usually paired (e.g., <H1> and </H1>) to start and end the tag instruction. The end tag looks just like the start tag except a slash (/) precedes the text within the brackets. Some HTML tags are listed below.

Some elements may include an attribute, which is additional information that is included inside the start tag. For example, you can specify the alignment of images (top, middle, or bottom) by including the appropriate attribute with the image source HTML code. Some tags that have optional attributes are noted below.

NOTE: HTML is not case sensitive. <title> is equivalent to <TITLE> or <TiTIE>. There are a few exceptions.

Not all tags are supported by all World Wide Web browsers. If a browser does not support a tag, it will simply ignore it. Any text placed between a pair of unknown tags will still be displayed, however. Tags are formed as follows:

1. an initial less than symbol (<),
2. a forward slash (/) if it is a closing tag,
3. a name written as a word or letters,
4. a trailing greater than symbol (>).


Most tags are used in matching pairs but a few are used singly. Pairs of tags may not overlap. A few typical tags are shown in the following table. There are more in the Reference table at the end of this document.

Opening Tag	Closing Tag	Definition
<html>	</html>	Indicate the start and end of all HTML data.
<head>	</head>	Defines the pages heading, including information about the page, such as title, style scripts, and meta data.
<title>	</title>	The information that appears on the Titlebar.
<body>	</body>	This contains the main text and images for the website.
<div>	</div>	Defines a section Division.
<a>		Anchor tags, used to insert pictures and references.
<p>	</p>	Start and end of a paragraph.
		Bold text.
<u>	</u>	Underlined text.
<i>	</i>	Italicized text.
 		A self closing tag that forces following text to a new line.
<hr />		A self closing tag that draws a horizontal line.
<table>	</table>	Sets up a tabular display similar to that used here.
<tr>	</tr>	Defines a row in the table.
<td>	</td>	Defines a column in the row in the table.
		Defines an Undefined list.
		Defines an ordered list.
		List Element Identifier.
<dl>	</dl>	Defines a Definition List.
<dt>		Definition Term.
<dd>		Definition Definition.
/*	*/	Single-line comments
<!--	-->	Multi-line comments

The Minimal HTML Document

Every HTML document should contain certain standard HTML tags. Each document consists of head and body text. The head contains the title, and the body contains the actual text that is made up of paragraphs, lists, and other elements. Browsers expect specific information because they are programmed according to HTML and SGML specifications.

Required elements are shown in this sample bare-bones document:

Code	Image
<pre><html> <head> <TITLE>A Simple HTML Example</TITLE> </head> <body> <H1>HTML is Easy To Learn</H1> <P>Welcome to the world of HTML. This is the first paragraph. While short it is still a paragraph!</P> <P>And this is the second paragraph.</P> </body> </html></pre>	 <p data-bbox="846 1058 1182 1083"><i>Illustration 11: Minimal HTML</i></p>

The required elements are the `<html>`, `<head>`, `<title>`, and `<body>` tags (and their corresponding end tags). Because you should include these tags in each file, you might want to create a template file with them. (Some browsers will format your HTML file correctly even if these tags are not included. But some browsers won't! So make sure to include them.)

A Teaching Tool

To see a copy of the file that your browser reads to generate the information in your current window, select View Source (or the equivalent) from the browser menu. (Most browsers have a "View" menu under which this command is listed.) The file contents, with all the HTML tags, are displayed in a new window.

This is an excellent way to see how HTML is used and to learn tips and constructs. Of course, the HTML might not be technically correct. Once you become familiar with HTML and check the many online and hard-copy references on the subject, you will learn to distinguish between "good" and "bad" HTML.

Remember that you can save a source file with the HTML codes and use it as a template for one of your Web pages or modify the format to suit your purposes.

Markup Tags

HTML - This element tells your browser that the file contains HTML-coded information. The file extension .html also indicates an HTML document and must be used. (If you are restricted to 8.3 filenames, e.g., LeeHome.htm, use only .htm for your extension.)

HEAD - The head element identifies the first part of your HTML-coded document that contains the title.

TITLE - The title element contains your document title and identifies its content in a global context. The title is typically displayed in the title bar at the top of the browser window, but not inside the window itself. The title is also what is displayed on someone's hotlist or bookmark list, so choose something descriptive, unique, and relatively short. A title is also used to identify your page for search engines (such as Google, HotBot, or Infoseek).

For example, you might include a shortened title of a book along with the chapter contents: NCSA Mosaic Guide (Windows): Installation. This tells the software name, the platform, and the chapter contents, which is more useful than simply calling the document Installation. Generally you should keep your titles to 64 characters or less.

BODY - The second--and largest--part of your HTML document is the body, which contains the content of your document (displayed within the text area of your browser window). The tags explained below are used within the body of your HTML document.

Headings - HTML has six levels of headings, numbered 1 through 6, with 1 being the largest. Headings are typically displayed in larger and/or bolder fonts than normal body text. The first heading in each document should be tagged <H1>. The syntax of the heading element is:
<H_y>Text of heading </H_y>

where y is a number between 1 and 6 specifying the level of the heading.

Do not skip levels of headings in your document. For example, don't start with a level-one heading (<H1>) and then next use a level-three (<H3>) heading.

Paragraphs - Unlike documents in most word processors, carriage returns in HTML files aren't significant. In fact, any amount of whitespace -- including spaces, linefeeds, and carriage returns -- are automatically compressed into a single space when your HTML document is displayed in a browser. So you don't have to worry about how long your lines of text are. Word wrapping can occur at any point in your source file without affecting how the page will be displayed.

In the bare-bones example shown in the Minimal HTML Document section, the first paragraph is coded as:

```
<P>Welcome to the world of HTML.  
This is the first paragraph.  
While short it is  
still a paragraph!</P>
```

In the source file there is a line break between the sentences. A Web browser ignores this line break and starts a new paragraph only when it encounters another <P> tag.

Important: You must indicate paragraphs with <P> elements. A browser ignores any indentations or blank lines in the source text. Without <P> elements, the document becomes one large paragraph. (One exception is text tagged as "preformatted") For example, the following would produce identical output as the first bare-bones HTML example:

```
<P>Welcome to the world of HTML. This is the  
first paragraph. While short it is still a  
paragraph! </P>
```

To preserve readability in HTML files, put headings on separate lines, use a blank line or two where it helps identify the start of a new section, and separate paragraphs with blank lines (in addition to the <P> tags). These extra spaces will help you when you edit your files (but your browser will ignore the extra spaces because it has its own set of rules on spacing that do not depend on the spaces you put in your source file).

NOTE: The </P> closing tag may be omitted. This is because browsers understand that when they encounter a <P> tag, it means that the previous paragraph has ended. However, since HTML coding practice now allows certain attributes to be assigned to the <P> tag, it's generally a good idea to include it.

Using the <P> and </P> as a paragraph container means that you can center a paragraph by including the ALIGN=alignment attribute in your source file.

```
<TT><P ALIGN=CENTER></TT>  
<b>This is a centered paragraph.</b> <!-- See the formatted version below. -->  
</P>
```

This is a centered paragraph.

It is also possible to align a paragraph to the right instead, by including the ALIGN=RIGHT attribute. ALIGN=LEFT is the default alignment; if no ALIGN attribute is included, the paragraph will be left-aligned.

Forced Line Breaks/Postal Addresses

The
 tag forces a line break with no extra (white) space between lines. Using <P> elements for short lines of text such as postal addresses results in unwanted additional white space. For example, with:

```
Stanton Community Center<BR> 92 Washington Street<BR>    Annapolis, MD 21401<BR>
```

The output is:

```
Stanton Community Center  
92 Washington Street  
Annapolis, MD 21401
```

Physical Styles:

 - bold text

<i> - italic text

<u> - underlined text

Linking

The chief power of HTML comes from its ability to link text and/or an image to another document or section of a document. A browser highlights the identified text or image with color and/or underlines to indicate that it is a hypertext link (often shortened to hyperlink or just link).

HTML's single hypertext-related tag is `<A>`, which stands for anchor. To include an anchor in your document:

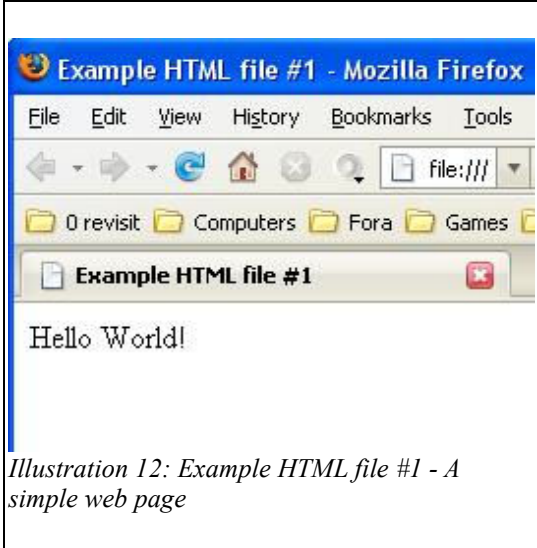

1. Start the anchor with `<A` (include a space after the A)
2. Specify the document you're linking to by entering the parameter `HREF="filename"` followed by a closing right angle bracket (`>`)
3. Enter the text that will serve as the hypertext link in the current document
4. Enter the ending anchor tag: `` (no space is needed before the end anchor tag)

Here is a sample hypertext reference in a file called US.html:

```
<A HREF="MaineStats.html">Maine</A>
```

This entry makes the word Maine the hyperlink to the document MaineStats.html, which is in the same directory as the first document. The above is an example of a relative link.

Sample Web Pages code and images

Code	Image
<pre data-bbox="196 207 667 447"><html> <head> <title>Example HTML file #1</title> </head> <body> <p>Hello World!</p> </body> </html></pre>	 <p data-bbox="894 653 1352 716"><i>Illustration 12: Example HTML file #1 - A simple web page</i></p>
<pre data-bbox="196 802 667 1230"><html> <head> <title>Example HTML file #2</title> </head> <body> <p>Hello World!</p> <p> This line shows the effect that extra spaces and Enters are ignored. </p> </body> </html></pre>	 <p data-bbox="867 1241 1446 1272"><i>Illustration 13: Example HTML file #2 - blank spaces</i></p>

```

<html>
  <head>
    <title>Example HTML file #3 - this appears in
the title bar.</title>
  </head>
  <body>
    <!-- This is an HTML comment. Use this to
comment your code so you can remember what the
heck it was you were doing 14 months ago. Yes, a
comment can traverse multiple lines - just make
sure you open and close it like you see here. -->
    <p>Hello World!</p>
  </body>
</html>

```



Illustration 14: Example HTML file #3 - Comment

```

<html>
  <head>
    <title>HTML Template file #4 - see how the title
bar changes?</title>
  </head>
  <body>
    <!-- This is an HTML comment. Use this to
comment your code so you can remember what the
heck it was you were doing 14 months ago. Yes, a
comment can
traverse multiple lines - just make sure you open and
close it like you see here. -->
    <p><b>!-- The first line is now bold, there is a
blank line, and the word 'second' in the second line
is underlined. -->
    <b>Hello World!</b><br><br>

    There is now a <u>second</u> line of text.
  </p>
  <!-- This is a simple link to a graphic or
picture. -->
  <a href="images/Tux.gif">Tux, The Linux
Penguin</a>
  </body>
</html>

```

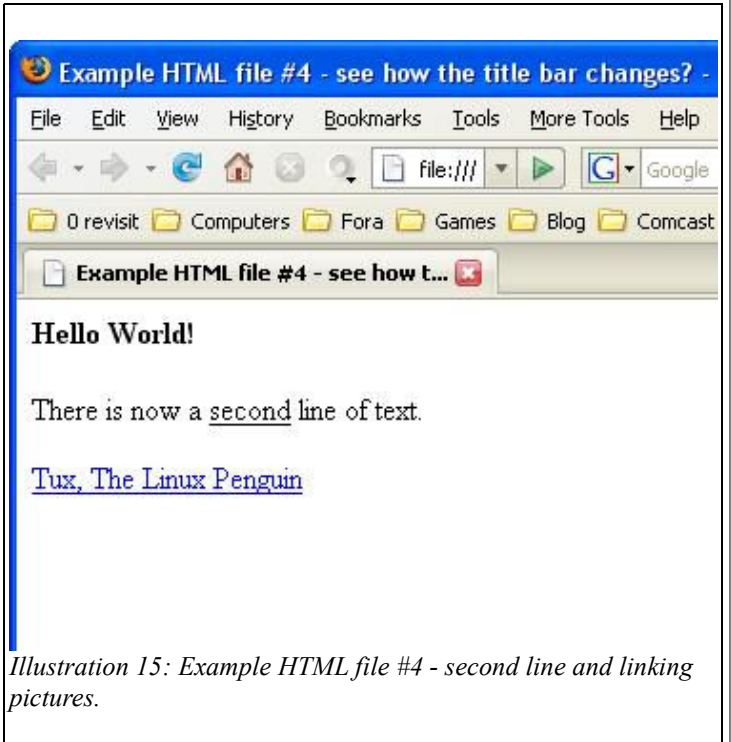


Illustration 15: Example HTML file #4 - second line and linking pictures.

Sample buttons code and images

```

<html>
  <head>
    <title>Example HTML file #5 - Let's try to
make a menu</title>
    <!-- Linking to the style sheets -->
    <link rel="stylesheet" href="style.css"
type="text/css" /> <style type="text/css">
    <!--
    <b>@import url(../pages/styletest.css);
    </b>
    </style>
  </head>
  <body>
    <div class="menuBar">
      <!-- See example file for content -->
    </div>
  </body>
</html>

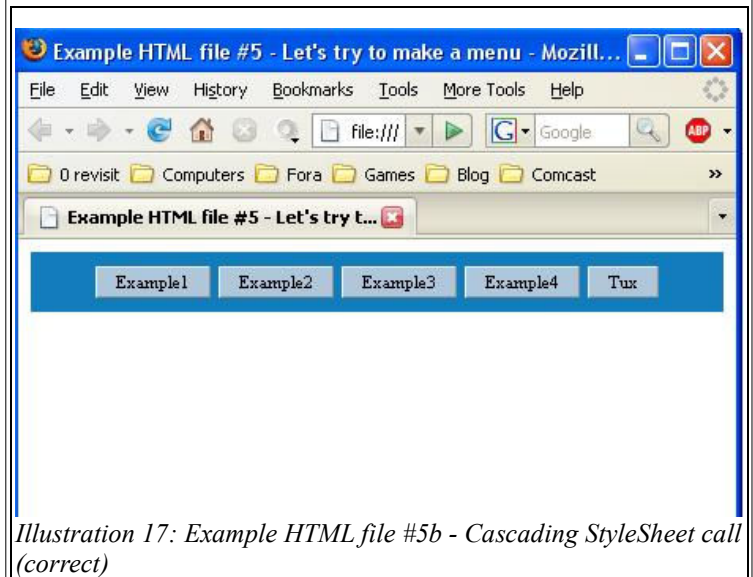
```



```

<html>
  <head>
    <title>Example HTML file #5 - Let's try to make
a menu</title>
    <!-- Linking to the style sheets -->
    <link rel="stylesheet" href="style.css"
type="text/css" /> <style type="text/css">
    <!--
    <b>@import url(../pages/style.css);
    </b>
    </style>
  </head>
  <body>
    <div class="menuBar">
      <a class="menuButton"
href="Example1.htm">Example1</a>
      <a class="menuButton"
href="Example2.htm">Example2</a>
      <a class="menuButton"
href="Example3.htm">Example3</a>
      <a class="menuButton"
href="Example4.htm">Example4</a>
      <a class="menuButton"
href="Photos/Tux.gif">Tux</a>
    </div>
  </body>
</html>

```



Some simple HTML examples code

```
<html>
<head>
  <title>Some simple HTML examples to help learn coding</title>
</head>
<body>
  <p>This is a paragraph.</p>
  <p>This is another paragraph. See the automatic spacing? Some of the words in this sentence are <b>bold</b>,
<i>italics</i>, or <u>underlined</u>. Also notice that
```

blank spaces

and extra blank lines make no difference

to the end product! This means you can add as much "white space" in your original code as you want to make things easy for you to maintain.</p>

```
<table border="2" bordercolor="#000000">
<caption align="center">Next we will look at a simple table. This is the table caption.</caption>
```

```
<tr>
  <td>Row&nbsp;1/Column&nbsp;1</td>
  <td>Column 2</td>
  <td>Column 3 Why is the first column not wrapped but the 4th and 5th are?</td>
  <td>Column 4</td>
  <td>Column 5</td>
```

```
</tr>
```

```
<tr>
  <td>Row 2</td>
  <td>R2 C2</td>
  <td>R2 C3</td>
  <td>R2 C4</td>
  <td>R2 C5</td>
```

```
</tr>
```

```
<tr>
  <td>Row 3</td>
  <td>R3 C2</td>
  <td>R3 C3 - here is an example of some extra text in a cell. See how the cell stretches to allow the extra text to fit?</td>
```

And, if there is enough text but not enough width, it will eventually wrap to additional lines of text.</td>

```
<td>R3 C4</td>
<td>R3 C5</td>
```

```
</tr>
```

```
</table>
```

<p>Notice how the cells increase or decrease automatically to contain whatever is inserted inside them? There is a way to fix the table attributes so each column takes up a set, fixed horizontal space. Can you figure out how to do it?</p>

```
<table border="1" bordercolor="#000000" width="100%">
```

```
<tr>
  <td width="20%">R1C1</td>
  <td width="60%">R1C2</td>
  <td width="20%">R1C3</td>
```

```
</tr>
```

```
<tr>
  <td>R2C1</td>
  <td>R2C2</td>
  <td>R2C3</td>
```

```
</tr>
```

```
</table>
```

<p>No, that wasn't it ... the above is an example of a variable width table. Each column is assigned a percentage of the

overall total. It should give you an idea what to look for though.

Here is a new paragraph but I didn't use the paragraph tags! Next I will look at a simple list ...</p>

```
<ul>This is an unordered list
  <li>This is the first list item.</li>
    <ul>And an unordered sub-list
      <li>This is the first sub-list item.</li>
      <li>This is the second sub-list item.</li>
      <li>This is the third sub-list item.</li>
    </ul>
  <li>This is the second list item.</li>
  <li>This is the third list item.</li>
</ul>

<ol>This is an ordered list
  <li>This is the first list item.</li>
  <li>This is the second list item.</li>
  <li>This is the third list item.</li>
</ol>

<dl>This is a definition list
  <dt>ABC<dd>definition of ABC
  <dt>DEF<dd>definition of DEF
  <dt>GHI<dd>definition of GHI
  <dt>jklmnop<dd>definition of jklmnop
</dl>

<dl compact>This is a compact definition list
  <dt>ABC<dd>definition of ABC
  <dt>DEF<dd>definition of DEF
  <dt>GHI<dd>definition of GHI
  <dt>jklmnop<dd>definition of jklmnop. Notice how the definition starts on the next line if the list item is too long?
</dl>
</body>
</html>
```


Some simple HTML examples image

Some simple HTML examples to help learn coding - Windows Internet Explorer

D:\Teaching\StantonCtr\Docs\2008\Workbooks\Examples\Some simple HTML

File Edit View Favorites Tools Help

Links 0 revisit Blog Fora Computers Comcast digitalimaging Games HP Misc

Some simple HTML examples to help learn coding

This is a paragraph

This is another paragraph. See the automatic spacing? Some of the words in this sentence are **bold**, *italics*, or underlined. Also notice that blank spaces and extra blank lines make no difference to the end product! This means you can add as much "white space" in your original code as you want to make things easy for you to maintain

Next we will look at a simple table. This is the table caption.

Row 1/Column 1	Column 2	Column 3 Why is the first column not wrapped but the 4th and 5th are?	Column 4	Column 5
Row 2	R2 C2	R2 C3	R2 C4	R2 C5
Row 3	R3 C2	R3 C3 - here is an example of some extra text in a cell. See how the cell stretches to allow the extra text to fit? And, if there is enough text but not enough width, it will eventually wrap to additional lines of text.	R3 C4	R3 C5

Notice how the cells increase or decrease automatically to contain whatever is inserted inside them? There is a way to fix the table attributes so each column takes up a set, fixed horizontal space. Can you figure out how to do it?

R1C1	R1C2	R1C3
R2C1	R2C2	R2C3

No, that wasn't it ... the above is an example of a variable width table. Each column is assigned a percentage of the overall total. It should give you an idea what to look for though.

Here is a new paragraph but I didn't use the paragraph tags! Next I will look at a simple list ...

- This is an unordered list
 - This is the first list item
 - And an unordered sub-list
 - This is the first sub-list item
 - This is the second sub-list item
 - This is the third sub-list item
 - This is the second list item
 - This is the third list item

This is an ordered list

1. This is the first list item
2. This is the second list item
3. This is the third list item

This is a definition list

ABC
definition of ABC

DEF
definition of DEF

GHI
definition of GHI

jklmnop
definition of jklmnop

This is a compact definition list

ABC definition of ABC

DEF definition of DEF

GHI definition of GHI

jklmnop
definition of jklmnop. Notice how the definition starts on the next line if the list item is too long?

Illustration 18: Some simple HTML examples

HTML Editor

So far we have been using Notepad to edit and view all the files associated with the tutorials in this workbook. Now I am going to introduce you to your first Programmer's Editor called First Page 2000. First Page 2000 (FP2K) has been out for some time. There are still a few bugs in it as the author has stopped development but overall, it is the development platform of choice for me when I'm working on HTML or PHP files. There are many editors out there but when you have one that does everything you need it to do and is free there is little incentive to search further. While we may discuss other editors in class, FP2K is the one we will be using for further development.

The FP2K editor may be downloaded from the PCTalk.info website at:

<http://pctalk.info/dl/util/Editors/FP2000/>

Please note there are two files to download:

- 1) 1stpage2k.txt - a forum post about a perceived problem with 1st Page and
- 2) 1stpage2k.zip - the actual editor.

You will need either Winzip.exe or winrar.exe to uncompress the zip file to a series of folders. You may download the shareware versions of the programs from:

WinZip - <http://www.winzip.com/downwz.htm>

WinRar - <http://www.rarlab.com/download.htm>

CSS, what is it?

CSS (Cascading Style Sheets) is a way of placing all the information about the style, color, and organization of your HTML document in a single common file that all pages can access. Since all pages access the same Style Sheet, there will be a common theme throughout your website that will not only tie the pages together but will allow you to experiment with changing the look of your entire site quickly and easily.

We saw an example of the Style Sheet at work earlier in Code Example #5 above. When the script call was incorrect, the Style Sheet did not load and all you saw was standard text links. When the script was loaded properly, you saw formatted buttons that appeared to actually work as buttons rather than a standard link.

The Style Sheet used is listed on the following pages and will be discussed in class.

If you wish more information than will be presented in this class, there is an excellent tutorial at: <http://htmlhelp.com/reference/css/>

Style Sheet Listing

```
/* Make a copy of this, make it read-only, and save it somewhere before editing this style sheet. */

/* If you play with the scrollbar colors, remember to save what is here already just in case. */
/* Its fairly hard to get a good combo that does not make the scrollbar look flat. You can delete */
/* them all to get the standard browser scrollbar. These only work in Internet Explorer 5.5 and */
/* up and Galeon for Linux and make the whole style sheet technically (though not really) */
/* invalid according to the w3c standards */
body {
    font-family: "verdana", sans-serif;
    font-size: smaller;
    color: #090161;
    background-color: White;
    scrollbar-face-color: #b2b2b2;
    scrollbar-shadow-color: #c6c6c6;
    scrollbar-3dlight-color: #b2b2b2;
    scrollbar-darkshadow-color: #003963;
    scrollbar-track-color: #cccccc;
    scrollbar-arrow-color: #013765;
}

/* Useful for making notations that will displayed on the page, like footnotes or credit for a */
/* quote or something */
small { font-family: verdana, sans-serif; font-size: 9px; color:#000000; background-color:#afc6db }

/* These define how header levels look. I did not like the browser defaults and made these to my */
/* personal preferences. You can edit, but remember that if you change one you will have to */
/* change all of them to maintain the relative sizes */
h1 { font-family: verdana, sans-serif; font-size: 24px; color:#000000; background-color:#afc6db }
h2 { font-family: verdana, sans-serif; font-size: 20px; color:#000000; background-color:#afc6db }
h3 { font-family: verdana, sans-serif; font-size: 18px; color:#000000; background-color:#afc6db }
h4 { font-family: verdana, sans-serif; font-size: 16px; color:#000000; background-color:#afc6db }
h5 { font-family: verdana, sans-serif; font-size: 14px; color:#000000; background-color:#afc6db }
h6 { font-family: verdana, sans-serif; font-size: 12px; color:#000000; background-color:#afc6db }

hr { color:#003963; background-color: #afc6db }

/* Menubar buttons */
div.menuBar,
div.menuBar a.menuButton {
    font-family: "Times New Roman,Verdana,Tahoma,Arial";
    font-size: 8pt;
    color: #000000;
}

div.menuBar {
    background-color: #117DBC;
    padding: 10px 2px 10px 2px;
    text-align: left;
    margin-left:0px;
}

div.menuBar a.menuButton {
    background-color: #afc6db;
    border: 1px solid;
    border-color: #f0f0f0 #909090 #909090 #f0f0f0;
    color: #000000;
}
```

```

cursor: pointer;
left: 0px;
width: 130px; /* Button fixed width */
margin: 1px;
padding: 2px 10px 2px 10px; /* top, left, bottom, right */
position: relative;
text-align: center;
text-decoration: none;
top: 0px;
z-index: 100;
}

```

```

div.menuBar a.menuButton:hover {
background-color: #afc6db;
border-color: #909090 #f0f0f0 #f0f0f0 #909090;
color: #000000;
}

```

```

/* This is what you use for the main content area */
.main { font-family: "verdana", sans-serif;
font-size: smaller;
background-color: #afc6db;
color: #090161;
border-left-style: solid;
border-top-style: solid;
border-bottom-style: solid;
border-width: 1px;
border-color: #000000;
padding-left: 25px;
padding-right: 25px;
padding-top: 5px;
padding-bottom: 5px
}

```

```

/* This is the style for the banner area */
.banner {
font-family: "verdana", sans-serif;
font-size: medium;
background-color: #afc6db;
color:#000000;
border-width: 1px;
border-top-style: solid;
border-left-style: solid;
border-right-style: solid;
border-bottom-style: solid;
border-color: #000000
}

```

```

/* This is the style for the entire right sidebar. */
/* Try not to edit this or the sidebar may be damaged. */
.rightside {
font-family: "verdana", sans-serif;
font-size: smaller;
font-weight: normal;
color: #090161;
text-decoration : none;
background-color: #afc6db;
border-right-style: solid;

```

```

        border-right-color: #003366;
        border-left-style: solid;
        border-bottom-style: solid;
        border-bottom-color: #000000;
        border-left-color: #6394bd;
        border-width: 1px;
        padding-bottom: 10px
    }

/* This is for any text that goes in the right sidebar */
.right {
    font-family: "verdana", sans-serif;
    font-weight: normal;
    font-size: smaller;
    color: #090161;
    background-color: #afc6db;
    padding-right: 5px;
    padding-left: 5px;
}

/* This is for the section headers, used, for instance, on the Navigation text at the top of the */
/* right sidebar. Do not get this mixed up with the button style which looks very similar */
.section {
    font-family: "verdana", sans-serif;
    font-size: 14px;
    font-weight: bold;
    color: #FEAC3C;
    background-color: #117DBC;
    border-bottom-style: solid;
    border-bottom-color: #003366;
    border-right-style: solid;
    border-right-color: #003366;
    border-top-style: solid;
    border-top-color: #6394bd;
    border-left-style: solid;
    border-left-color: #6394bd;
    border-width: 2px
}

/* This is a style that determines how form submission buttons look. */
.button {
    font-family: "verdana", sans-serif;
    color: #003366;
    border-width: 2px;
    border-bottom-color: #003366;
    border-right-color: #003366;
    border-top-color: #6394bd;
    border-left-color: #6394bd;
    font-size: 11px;
    font-weight: bold;
    background-color: #AFC6DB;
    cursor: pointer
}

/* This is the style for the Project Honeypot tag */
.sefrur {color:#ffffff; font:bold 10px arial,sans-serif; text-decoration:none;}

/* This is what I use when I want to do example text in a span within a div container. */

```

```

/* Makes the example stand out against the normal text */
.example {
font-family: "verdana", sans-serif; font-size: 12px; background-color: #afc6db; color: #0000ff
}

a:link, a:visited, a:active {
color :#090161 ; font-weight : normal; background : none
}

a:hover {
    color :#090161;
    font-weight : normal;
    text-decoration : none;
    background : #ffffff
}

a.hidden:hover { text-decoration : none; }

/* Use this for any transparent images used as a link to keep the browser from displaying the */
/* mouseover color. Note: Square brackets used as angle brackets cause a validation error. */
/* Example: [a class="img" href="http://www.link.com"][img src="link.gif" alt="link"][/a] */
/* The Opera browser does not perform properly, so it will still do the background color */
/* behind the graphic when the mouse is over it. */
a.img:hover {
    color : Red;
    font-weight : normal;
    text-decoration : none;
    background : none
}

/* For the links on the sidebar */

a.rightlinks:link, a.rightlinks:visited, a.rightlinks:active {
    font-family: "verdana", sans-serif;
    color: #090161;
    font-size: small;
    font-weight: bold;
    background : none;
    text-decoration: none;
}

/* Right side navigation bar */
/* End of navbar */

```

HTML and CSS Code Tutorial

If you have access to an Internet connected computer and would like to have some additional material to study, please go to the following link:

<http://www.htmlcodetutorial.com/document/>

Here you will find an excellent HTML and CSS tutorial. The link leads you to a page about HTML Document Tags. To follow the path for the HTML tutorial, simply select any of the links in the contents box. As you read the provided information, you will discover that there is a "Previous / Next" type navigation link at the top and the bottom of each page. The Previous link is on the left and leads back to the previous page. The Next link leads to the next page in the series. If you follow through the entire tutorial, the last "Next" link will lead you back to the initial page about Document Tags.

To follow the CSS tutorial, find the navigation bar at the top of the page and click on **CSS**. To navigate through the CSS tutorial, you will find "Previous / Next" type navigation links as you did for the HTML tutorial.

Website Creation

Website Builder Registration

On the PCTalk.info Website there is a WYSIWYG (What You See Is What You Get) Website Building application. It isn't designed to create very extensive websites but it will get you up and running with an online website in a matter of minutes. To find it and register, perform the following steps:

- 1) Go to the PCTalk.info website and click on the Students link in the Navigation Bar on the right,

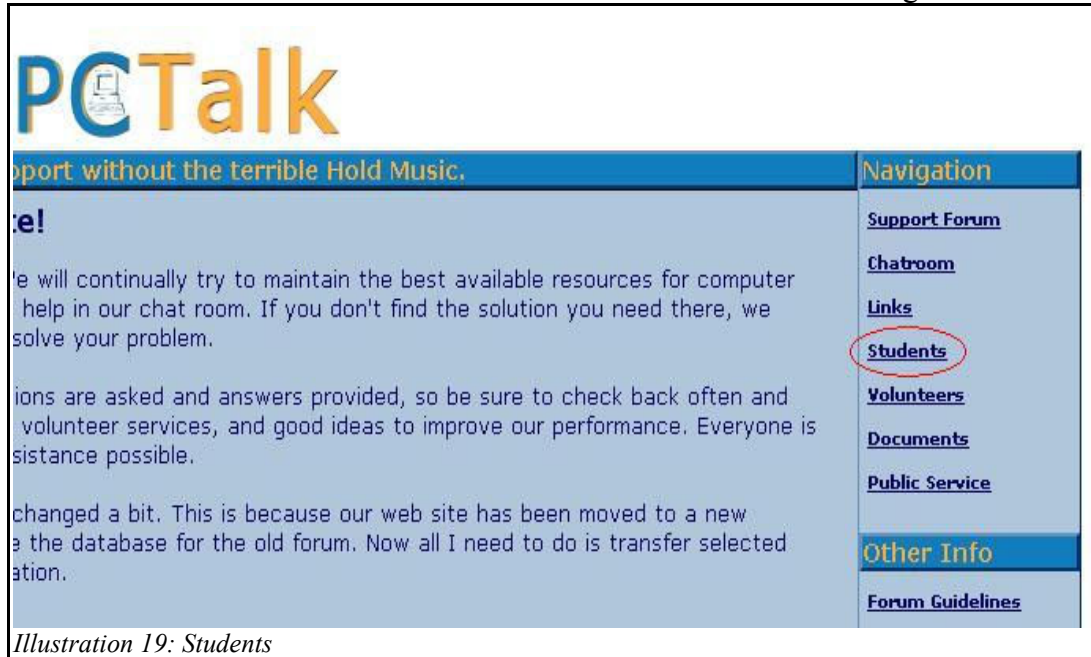


Illustration 19: Students

- 2) The Navigation Bar now contains an option for the Website Builder, click on it,

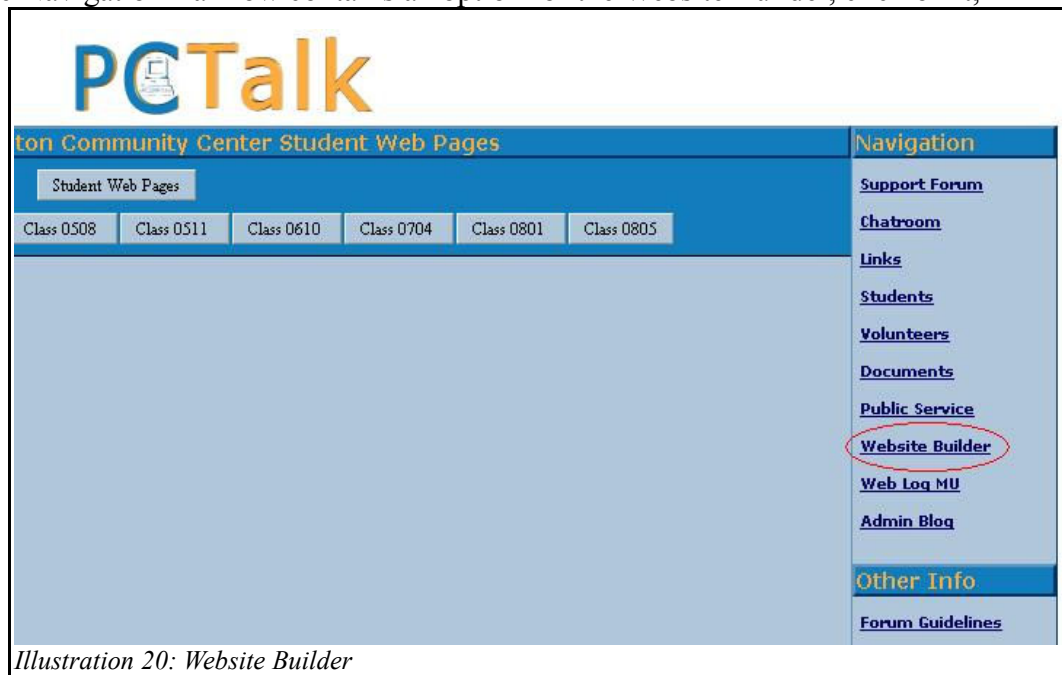


Illustration 20: Website Builder

3) Click on the link that says, "Signup for a 10 Day Free Trial",



Illustration 21: Signup

4) Select one of the Page Designs,



Illustration 22: Select Page

5) Enter a name for your new site. It should be what you want the site to be referred to by,

Step 2 Enter a Site Name you would like to use.

Enter a Name for your new Site.

Use only letters and/or numbers for your Site Name.

<http://pctalk.info/members/YourSite>

<http://pctalk.info/members/> 5

Enter a Password for access to our Site Builder.

Use only letters and/or numbers for your Password.

Password: 6 & 7

Re-enter Password:

8

Illustration 23: Site Name

Write down a password on the last page of this workbook. Enter the same password on the registration form,

- 6) Enter the same password again,
- 7) Click on the button, "Click Here to Continue",
- 8) Fill in your Profile Information. The only really important information is a valid email address but write down all the rest of the information you enter. If you register outside of class, you need to include enough real information that the Instructor can identify you as a valid student or your account will expire after 10 days.

Step 3 Your Profile Information..

All Information with a * is Required.

First Name:	*	<input type="text"/>	Address:	*	<input type="text"/>
Last Name:	*	<input type="text"/>	City:	*	<input type="text"/>
Company Name:		<input type="text"/>	State/Prov:	*	<input type="text"/>
E-mail:	*	<input type="text"/> 9	Zip/Postal Code:	*	<input type="text"/>
Phone Number:	*	<input type="text"/>	Country:		<input type="text"/>

Illustration 24: Profile

You are now in the last registration step but the first step to create your website. Just enter the information requested and feel free to play with any of the options. Once you click on the, "Click Here to Finish" button, you will be taken to your Member CP (Control Panel) and your new website is finished. Of course it doesn't contain much at this point, so let's learn how to make changes.

Website Builder Login

First, let's learn how to return to the Member CP. Close your browser window and perform the following steps to return to your Member CP:

- 1) Go to the PCTalk.info website and click on the Students link in the Navigation Bar on the right,



Illustration 25: Students

- 2) The Navigation Bar now contains an option for the Website Builder, click on it,

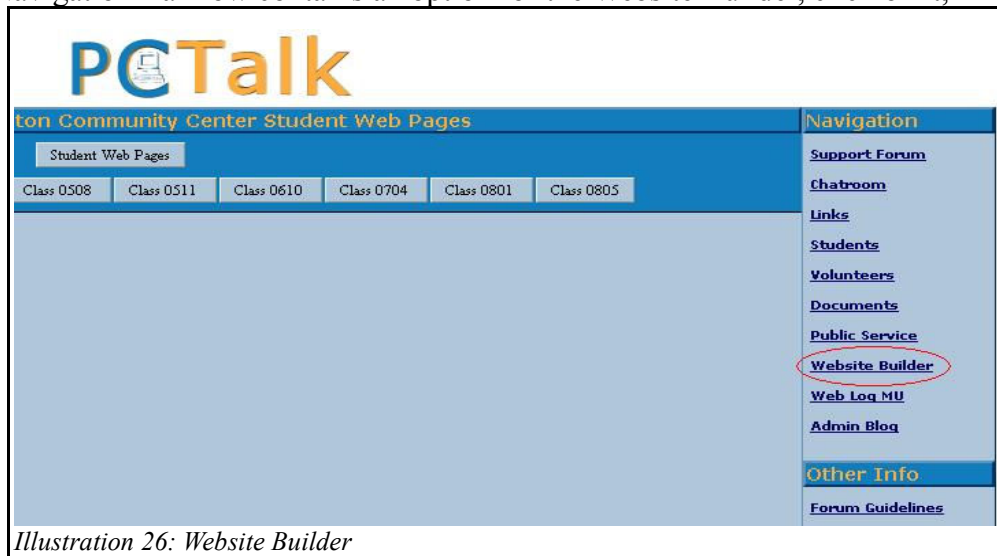


Illustration 26: Website Builder

- 3) Click on the link that says, "Member CP" at the top of the page,



Illustration 27: Member CP

- 4) Click on the link under **Site Map** that says, "My Administration Area",



Illustration 28: My Administration Area

- 5) Enter your Username (Website name) and password (capitalization matters!) and click on "Login". If you forget your password, there is a "Click Here" link to send you your account Username and Password to the Email you registered with,



Illustration 29: Login

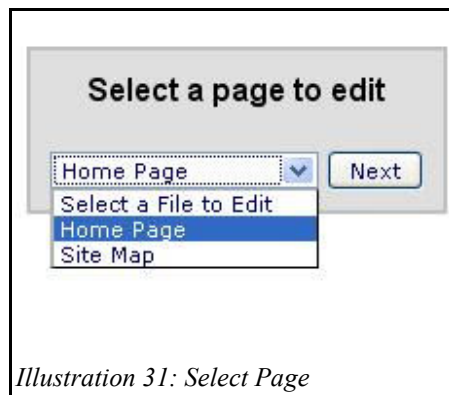
- 6) You are now back in your Member CP and ready to begin editing your website.



Illustration 30: Member Control Panel

The option you will use most often is the "Edit Page" option.

- 1) Click on the "Edit Page" option,
- 2) open the dropdown menu,
- 3) select "Home Page",
- 4) Click on Next.



The forms you will be required to fill in from this point on differ according to the initial Page Design you chose. As you work on your website, make note of any questions that occur as you are working so you can ask in class for clarification. You are currently going through the WYSIWYG portion of the Website Builder but there is another way too.

You can create a website from a template and several of them will be made available in class. Copy the information onto a Flash Drive so you can continue to work on it no matter where you are, either at home or in the class. Once your website is finished enough to work, you may use the Advanced Editor button on your Member CP to upload the code for the pages.

If you have graphics or pictures you want to use, they must be relatively small in order to be uploaded using the File Upload option. Once uploaded, they can be accessed by your web pages.

Your website should have no more than 5 pages total while hosted on the PCTalk host.

Reference:

HTML Quick Reference sheet

Basic Tags	
<code><html></html></code>	Creates an HTML document
<code><head></head></code>	Sets off any information that isn't displayed on the Web page itself
<code><body></body></code>	Sets off the visible portion of the document
Header Tags	
<code><title></title></code>	Puts the name of the document in the title bar
Body Attributes	
<code><body bgcolor=?></code>	Sets the background color, using name or hex value
<code><body text=?></code>	Sets the text color, using name or hex value
<code><body link=?></code>	Sets the color of links, using name or hex value
<code><body vlink=?></code>	Sets the color of followed links, using name or hex value
<code><body alink=?></code>	Sets the color of links on click
Text Tags	
<code><pre></pre></code>	Creates preformatted text
<code><h1></h1></code>	Creates the largest headline
<code><h6></h6></code>	Creates the smallest headline
<code></code>	Creates bold text
<code><i></i></code>	Creates italic text
<code><tt></tt></code>	Creates teletype, or typewriter-style text
<code><cite></cite></code>	Creates a citation, usually italic
<code></code>	Emphasizes a word (with italic or bold)
<code></code>	Emphasizes a word (with italic or bold)
<code></code>	Sets size of font, from 1 to 7)
<code></code>	Sets font color, using name or hex value
<code></code>	Sets the font type using the name of the font.

Links	
<code> Visible_Link </code>	Creates a hyperlink to a specific URL using " Visible_Link " as the text to click on to go to the link.
<code> Visible_Link </code>	Creates a mailto link using " Visible_Link " as the text to click on to send the email.
<code> Visible_Link </code>	Creates a target location within a document using " Visible_Link " as the optional text to display.
<code> Visible_Link </code>	Links to that target location from elsewhere in the document using " Visible_Link " as the text to click on to go to the target.
Formatting	
<code><p></p></code>	Creates a new paragraph
<code><p align=?></code>	Aligns a paragraph to the left, right, or center
<code></br></code>	Inserts a line break
<code><blockquote> </blockquote></code>	Indents text from both sides
<code><dl> </dl></code>	Creates a definition list
<code><dt></code>	Precedes each definition term
<code><dd></code>	Precedes each definition
<code> </code>	Creates a numbered list
<code></code>	Precedes each list item, and adds a number
<code></code>	Creates a bulleted list
<code><div align=?></code>	A generic tag used to format large blocks of HTML, also used for stylesheets
Graphical Elements	
<code></code>	Adds an image
<code></code>	Aligns an image: left, right, center; bottom, top, middle
<code></code>	Sets size of border around an image
<code><hr></code>	Inserts a horizontal rule
<code><hr size=?></code>	Sets size (height) of rule
<code><hr width=?></code>	Sets width of rule, in percentage or absolute value
<code><hr noshade></code>	Creates a rule without a shadow

Tables	
<code><table></table></code>	Creates a table
<code><tr></tr></code>	Sets off each row in a table
<code><td></td></code>	Sets off each cell in a row
<code><th></th></code>	Sets off the table header (a normal cell with bold, centered text)
Table Attributes	
<code><table border=#></code>	Sets width of border around table cells
<code><table cellspacing=#></code>	Sets amount of space between table cells
<code><table cellpadding=#></code>	Sets amount of space between a cell's border and its contents
<code><table width=# or %></code>	Sets width of table — in pixels or as a percentage of document width
<code><tr align=?> or <td align=?></code>	Sets alignment for cell(s) (left, center, or right)
<code><tr valign=?> or <td valign=?></code>	Sets vertical alignment for cell(s) (top, middle, or bottom)
<code><td colspan=#></code>	Sets number of columns a cell should span
<code><td rowspan=#></code>	Sets number of rows a cell should span (default=1)
<code><td nowrap></code>	Prevents the lines within a cell from being broken to fit
Frames	
<code><frameset></frameset></code>	Replaces the <code><body></code> tag in a frames document; can also be nested in other framesets
<code><frameset rows="value, value"></code>	Defines the rows within a frameset, using number in pixels, or percentage of width
<code><frameset cols="value, value"></code>	Defines the columns within a frameset, using number in pixels, or percentage of width
<code><frame></code>	Defines a single frame — or region — within a frameset
<code><noframes></noframes></code>	Defines what will appear on browsers that don't support frames

Frames Attributes	
<code><frame src="URL"></code>	Specifies which HTML document should be displayed
<code><frame name="name"></code>	Names the frame, or region, so it may be targeted by other frames
<code><frame marginwidth=#></code>	Defines the left and right margins for the frame; must be equal to or greater than 1
<code><frame marginheight=#></code>	Defines the top and bottom margins for the frame; must be equal to or greater than 1
<code><frame scrolling=VALUE></code>	Sets whether the frame has a scrollbar; value may equal "yes," "no," or "auto." The default, as in ordinary documents, is auto.
<code><frame noresize></code>	Prevents the user from resizing a frame
Forms	
For functional forms, you'll have to run a CGI script . The HTML just creates the appearance of a form.	
<code><form></form></code>	Creates all forms
<code><select multiple name="NAME" size=?> </select></code>	Creates a scrolling menu. Size sets the number of menu items visible before you need to scroll.
<code><option></code>	Sets off each menu item
<code><select name="NAME"></select></code>	Creates a pulldown menu
<code><option></code>	Sets off each menu item
<code><textarea name="NAME" cols=40 rows=8> </textarea></code>	Creates a text box area. Columns set the width; rows set the height.
<code><input type="checkbox" name="NAME"></code>	Creates a checkbox. Text follows tag.
<code><input type="radio" name="NAME" value="x"></code>	Creates a radio button. Text follows tag
<code><input type="text" name="foo" size=20></code>	Creates a one-line text area. Size sets length, in characters.
<code><input type="submit" value="NAME"></code>	Creates a Submit button
<code><input type="image" border=0 name="NAME" src="name.gif"></code>	Creates a Submit button using an image
<code><input type="reset"></code>	Creates a Reset button

Useful and Interesting links

Chesapeake PC Users Group:

<http://www.chesapeakepcusersgroup.org/>

Computer tutorials based on pictures:

<http://inpics.net/>

Create Web pages:

<http://inpics.net/tutorials/htmlcss/basics2.html>

Free Online Training

<http://www.educationonlineforcomputers.com/training/>

The Internet Public Library:

<http://www.ipl.org/>

Microsoft Digital Literacy:

For those without Internet access, I have created a CD of these tutorials that I am willing to offer the students for the cost of materials, \$5.00 a CD.

<http://www.microsoft.com/About/CorporateCitizenship/Citizenship/giving/programs/UP/digitalliteracy/eng/Curriculum.msp>

The Open Directory Project:

<http://www.dmoz.org/>

PCTalk Student Website:

<http://pctalk.info/>

PCTalk Student Forum:

<http://pctalk.info/forums/index.php>

What Is

<http://whatis.techtarget.com/>

Wikipedia

<http://wikipedia.org/>

ASCII Table

ASCII Character set (7-bit) 000-127				Extended ASCII Character set (8-bit) 128-255		
DEC	HEX	ASCII	Notes	DEC	HEX	ASCII
000	00	NUL	<Ctrl-@>	128	80	Ç
001	01	SOH	<Ctrl-A>	129	81	ü
002	02	STX	<Ctrl-B>	130	82	é
003	03	ETX	<Ctrl-C>	131	83	â
004	04	EOT	<Ctrl-D>	132	84	ä
005	05	ENQ	<Ctrl-E>	133	85	à
006	06	ACK	<Ctrl-F>	134	86	å
007	07	BEL	<Ctrl-G>	135	87	ç
008	08	BS	<Ctrl-H>	136	88	ê
009	09	HT	<Ctrl-I>	137	89	ë
010	0A	LF	<Ctrl-J>	138	8A	è
011	0B	VT	<Ctrl-K>	139	8B	ï
012	0C	FF	<Ctrl-L>	140	8C	î
013	0D	CR	<Ctrl-M>	141	8D	ì
014	0E	SO	<Ctrl-N>	142	8E	Ä
015	0F	SI	<Ctrl-O>	143	8F	Å
016	10	DLE	<Ctrl-P>	144	90	É
017	11	DC1	<Ctrl-Q>	145	91	æ
018	12	DC2	<Ctrl-R>	146	92	Æ
019	13	DC3	<Ctrl-S>	147	93	ô
020	14	DC4	<Ctrl-T>	148	94	ö
021	15	NAK	<Ctrl-U>	149	95	ò
022	16	SYN	<Ctrl-V>	150	96	û
023	17	ETB	<Ctrl-W>	151	97	ù
024	18	CAN	<Ctrl-X>	152	98	ÿ
025	19	EM	<Ctrl-Y>	153	99	Ö
026	1A	SUB	<Ctrl-Z>	154	9A	Ü
027	1B	ESC	<ESC>	155	9B	ç
028	1C	FS	<Ctrl-^>	156	9C	£
029	1D	GS	<Ctrl-`>	157	9D	¥
030	1E	RS	<Ctrl-=>	158	9E	Pts
031	1F	US	<Ctrl-~>	159	9F	f
032	20	SP	<SPACE BAR>	160	A0	á
033	21	!	! (Exclamation mark)	161	A1	í
034	22	“	“ (Quotation mark)	162	A2	ó
035	23	#	# (Number sign)	163	A3	ú
036	24	\$	\$ (Dollar sign)	164	A4	ñ
037	25	%	% (Percent)	165	A5	Ñ
038	26	&	& (Ampersand)	166	A6	ª
039	27	'	' (Apostrophe)	167	A7	º
040	28	(((Opening parenthesis)	168	A8	ı
041	29)) (Closing parenthesis)	169	A9	ƒ
042	2A	*	* (Asterisk)	170	AA	ƒ
043	2B	+	+ (Plus)	171	AB	½
044	2C	,	, (Comma)	172	AC	¼
045	2D	-	- (Hyphen or minus)	173	AD	ı
046	2E	.	. (Period)	174	AE	«
047	2F	/	/ (Forward slant)	175	AF	»
048	30	0	0	176	B0	⋮

DEC	HEX	ASCII	Notes	DEC	HEX	ASCII
049	31	1	1	177	B1	␣
050	32	2	2	178	B2	␣
051	33	3	3	179	B3	␣
052	34	4	4	180	B4	␣
053	35	5	5	181	B5	␣
054	36	6	6	182	B6	␣
055	37	7	7	183	B7	␣
056	38	8	8	184	B8	␣
057	39	9	9	185	B9	␣
058	3A	:	: (Colon)	186	BA	␣
059	3B	;	; (Semicolon)	187	BB	␣
060	3C	<	< (Less than)	188	BC	␣
061	3D	=	= (Equals)	189	BD	␣
062	3E	>	> (Greater than)	190	BE	␣
063	3F	?	? (Question mark)	191	BF	␣
064	40	@	@ (At sign)	192	C0	␣
065	41	A	A	193	C1	␣
066	42	B	B	194	C2	␣
067	43	C	C	195	C3	␣
068	44	D	D	196	C4	␣
069	45	E	E	197	C5	␣
070	46	F	F	198	C6	␣
071	47	G	G	199	C7	␣
072	48	H	H	200	C8	␣
073	49	I	I	201	C9	␣
074	4A	J	J	202	CA	␣
075	4B	K	K	203	CB	␣
076	4C	L	L	204	CC	␣
077	4D	M	M	205	CD	␣
078	4E	N	N	206	CE	␣
079	4F	O	O	207	CF	␣
080	50	P	P	208	D0	␣
081	51	Q	Q	209	D1	␣
082	52	R	R	210	D2	␣
083	53	S	S	211	D3	␣
084	54	T	T	212	D4	␣
085	55	U	U	213	D5	␣
086	56	V	V	214	D6	␣
087	57	W	W	215	D7	␣
088	58	X	X	216	D8	␣
089	59	Y	Y	217	D9	␣
090	5A	Z	Z	218	DA	␣
091	5B	[[(Opening bracket)	219	DB	␣
092	5C	\	\ (Reverse slant)	220	DC	␣
093	5D]] (Closing bracket)	221	DD	␣
094	5E	^	^ (Caret)	222	DE	␣
095	5F	_	_ (Underscore or underline)	223	DF	␣
096	60	`	` (Grave accent)	224	E0	α
097	61	a	a	225	E1	β
098	62	b	b	226	E2	Γ
099	63	c	c	227	E3	π
100	64	d	d	228	E4	Σ

DEC	HEX	ASCII	Notes	DEC	HEX	ASCII
101	65	e	e	229	E5	σ
102	66	f	f	230	E6	μ
103	67	g	g	231	E7	τ
104	68	h	h	232	E8	Φ
105	69	i	i	233	E9	Θ
106	6A	j	j	234	EA	Ω
107	6B	k	k	235	EB	δ
108	6C	l	l	236	EC	∞
109	6D	m	m	237	ED	φ
110	6E	n	n	238	EE	ε
111	6F	o	o	239	EF	∩
112	70	p	p	240	F0	≡
113	71	q	q	241	F1	±
114	72	r	r	242	F2	≥
115	73	s	s	243	F3	≤
116	74	t	t	244	F4	∫
117	75	u	u	245	F5	∫
118	76	v	v	246	F6	÷
119	77	w	w	247	F7	≈
120	78	x	x	248	F8	°
121	79	y	y	249	F9	·
122	7A	z	z	250	FA	·
123	7B	{	{ (opening brace)	251	FB	√
124	7C		(Vertical bar; logical OR)	252	FC	ⁿ
125	7D	}	} (Closing brace)	253	FD	²
126	7E	~	~ (Tilde)	254	FE	■
127	7F	DEL		255	FF	

Notes:

5. Those key sequences consisting of “<Ctrl->” are typed by pressing the CTRL key and, while holding it down, pressing the indicated key.
6. All characters may be generated by pressing the ALT key and, while holding it down, pressing the 3-digit Decimal number using the numeric keypad.
7. All sequences are based on the IBM Personal Computer series keyboards and may not hold true with different keyboards.
8. ASCII codes 001 through 031 in some instances generate IBM Graphic Characters which are sometimes visible as icons.
9. Abbreviations:
DEC = Decimal (Base 10)
HEX = Hexidecimal (Base 16)
ASCII = American Standard Code for Information Interchange

Computer Application



**Chesapeake PC Users Group
Computer Refurbishing
Special Interest Group
1783 Forest Drive # 285
Annapolis, MD 21401
(410) 923-1550**

The ChPCUG/CRSIG is pleased to offer **qualified individuals, & eligible nonprofit organizations that are unable to afford the purchase of a new computer** the opportunity to acquire a refurbished IBM compatible computer as an incentive for making a donation of \$80.00 in **cash at the time of pickup or a check enclosed with the application** made out to the Chesapeake PC Users Group, Inc. The cash donation is due when the computer is picked up. **COMPUTERS ARE FOR THE ELIGIBLE INDIVIDUALS PERSONAL USE & THE ELIGIBLE NONPROFIT ORGANIZATION'S USE ONLY, NOT FOR RESALE.**

See the back of this page for eligibility requirements and additional information.
Arrangements for an Internet Service Provider are the responsibility of the recipient.

If problems with the computer system hardware take place within 90 days after delivery, ChPCUG/CRSIG will, at its discretion, repair or replace the faulty equipment. ChPCUG/CRSIG is not responsible for any malware (e.g. viruses) or software that you install on these computers.

If interested in one of these systems, please provide the information below, and send this application to the address above.

NAME: _____

ADDRESS: _____

CITY STATE ZIP

Phone: _____ **If the computer is not picked up within two weeks of notification it will be reassigned to another client.** Contact the CRSIG chair, refurbishing@chesapeakepcusersgroup.org, for further information. The workshop is open Wednesdays and Thursdays 9:30 - 4:30 except holidays and school closing for weather conditions. The workshop is located on the Crownsville Hospital grounds, call for directions.

Applicant is affiliate with _____
(e.g. name of your senior center)

Signature: _____ Date: _____

Signature indicates acceptance of the conditions on this document.

OFFICE USE: Date Application Rcvd _____ Check/Cash \$ _____ Rcvd Date _____

Date delivered _____ 90 day guarantee extends to _____ (Date)

COA: _____ Reported to MAR (date) _____ # _____

Eligibility Requirements:

A **qualified individual** is some one who has limited access to technology and is either low income, a member of a low income family, or disabled.

Eligible nonprofit organizations are eligible academic users (preschool programs, public libraries, public museums), other tax-exempt nonprofit (501(c)3) organizations that **do not promote** a political party, a religion, and government agencies. Religious institutions providing non-secular activities are eligible.

Eligible nonprofit organizations must include a copy of the letter with their current federal ID# indicating that they are a tax-exempt nonprofit (501(c)3) organization.

This computer system is provided with a 90-day guarantee for failure of the following standard computer components:

- Computer system
- Operating system
- 3-½ inch floppy (“A” drive)
- Hard drive (the “C” drive)
- CD-ROM (the next drive,)
- Network capability
- Sound card
- Speakers,
- Monitor,
- Keyboard,
- Mouse,
- 2 Power cables
- Office Suite (software)

These are refurbished computers that may contain some cosmetic (e.g. scratches) blemishes to the cases. This will not affect the performance of the computer.

THE GUARANTEE DOES NOT COVER BREAKAGE DUE TO MISUSE OF THE COMPUTER OR ITS COMPONENTS,

THE GUARANTEE DOES NOT COVER THE REMOVAL OF MALWARE (e.g. VIRUSES, TROJAN HORSES, WORMS, SPYWARE, ADWARE). Please use and update the appropriate programs to take care of these problems.

When available upgraded components or additional peripheral equipments may be included with the computer described above. **THE 90-DAY** guarantee **DOES NOT COVER ADDITIONAL OR UPGRADED COMPONENTS** because they are only occasionally donated and a replacement may not be available. If computer fails it will be restored to at least the standard condition described in the list above.

The CRSIG DOES NOT INSTALL OR REPAIR ANY PROGRAMS OR COMPONENTS THAT YOU WISH TO ADD TO THE STANDARD COMPUTER DESCRIBED IN THE LIST ABOVE. The person who sells or give you the program or component may install it or you may install it yourself. The guarantee of the company providing the program or component should cover any programs or components that are added to the standard computer.

Please do not remove any of the stickers they are needed to identify the operating system and for warranty purposes.

Revised 7/17//08

Contact the CRSIG chair, refurbishing@chesapeakepcusersgroup.org, for further information.

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Student Website and BLOG information sheet

Full Student Name: _____

Phone number: _____

Active Student email account: _____

Student Email password: _____

Student Website name: _____

Student Website password: _____

Student Website URL: _____

Student BLOG name: _____

Student BLOG password: _____

Student BLOG URL: _____

The following information is only needed if you actually register a Domain and hire a Host for a Commercial Website.

Domain Registrar: _____

Domain Registrar password: _____

Domain Name: _____

Domain (Website) URL: _____

Host: _____

Host password: _____

Receipt for Website Class books

At one time there was some question about whether or not a book had been ordered and paid for. In order to overcome any problem of this type in the future, I have decided to include a receipt here that can be filled out and signed by both the student and the Instructor to record any transaction. I am not here to make money from book sales. If you would prefer to purchase your own books, you are free to do so. If you want me to purchase them for you, I will require cash in advance and this receipt must be filled in properly.

Please be advised that if the books are not in stock it may take as much as 7 business days before they are available. I will take orders the first week of class and will pick all books up at the same time. If you do not place an order but would like to get the books later, you may get them from Barnes and Noble Booksellers. If you get a book, whether through me or by yourself, it should match whatever computer you are going to use at home.

Student copy: Student Name:

Book Name	Retail Price	Tax	Total	Class cost	Amount given instructor (Both initial)
Building a Website Foldout	\$5.95	\$0.36	\$6.31	\$5.50	
Class Workbook			\$5.00	\$5.00	
Total			\$11.46	\$10.50	

Book(s) delivered to student:

Student signature: _____

Instructor Signature: _____

Cut here

Instructor copy: Student Name:

Book Name	Retail Price	Tax	Total	Class cost	Amount given instructor (Both initial)
Building a Website Foldout	\$5.95	\$0.36	\$6.31	\$5.50	
Class Workbook			\$5.00	\$5.00	
Total			\$11.46	\$10.50	

Book(s) delivered to student:

Student signature: _____

Instructor Signature: _____