

# COMSC-030

## Web Site Development- Part 1



**Part-Time Instructor: Joenil Mistal**

**NOTE:** This lecture has audio. At the end of the chapter, you will need to answer the multiple choice questions and submit a screen shot of your review completion on the Canvas discussion board

# Lecture 3

---



## 3

## Adding Text and Modifying Text

Are you ready to begin entering text to build your Web page content? This chapter show you how to add different types of text elements to a document.

# Lecture 3 Topics: Adding Text

---

- Creating a New Paragraph
- Changing Paragraph Alignment
- Add a Line Break
- Insert a Blank Space
- Insert Preformatted Text
- Insert a Heading
- Add Block Quotes
- Insert a Comment (Documentation)
- Create a Number List
- Create a Bulleted List
- Insert Special Characters
- Special Characters



Type	Syntax	Description
Tag	<P>.... </P>	Defines a paragraph
Attribute	<P <b>ALIGN</b> ="center">..</P>	<b>Not Supported in HTML 5. Use CSS</b>
Tag	 	Defines a single line break
Entity	<b>&amp;nbsp;</b>	Inserts a blank space
Tag	<PRE>...</PRE>	Defines preformatted text
Tag	<H1> to <H6>...</H1> to </H6>	Defines HTML headings
Tag	<BLOCKQUOTE>... </BLOCKQUOTE>	Defines a long quotation
Tag	<!--..... -->	Defines a comment
Tag	<OL>...</OL>	Defines an ordered list (number list)
Tag	<UL>...</UL>	Defines an unordered list (bullet list)
Tag	<LI>...</LI>	Defines a list item
Entity	&NAMECODE;	Insert special character

HTML 5.0 Tag Reference: <http://www.w3schools.com/tags/default.asp>

# Create a New Paragraph



- You can use **paragraph tags** to start new paragraphs in an HTML document.
- In a word processing program, you press the Enter or Return key to start a new line.
- Web browsers do **not** read these line breaks.
- Instead, you must insert a **<P>** tag any time you want to start a new paragraph in your Web page

Tag	<P>.... </P>	Defines a paragraph
-----	--------------	---------------------

# Create a New Paragraph



## Create a New Paragraph

1. Type **<P>** in front of the text you want to create as a new paragraph.
2. Type **</P>** at the end of the paragraph.

Tag	<code>&lt;P&gt;.... &lt;/P&gt;</code>	Defines a paragraph
-----	---------------------------------------	---------------------

# Create a New Paragraph



## Create a New Paragraph

```
<HTML>
<HEAD>
<TITLE>Planning a Web Site</TITLE>
</HEAD>
<BODY>
Planning Your Web Site
<P>How to Plan Building a Web Site</P>
<P>Carefully planning your Web pages before you build them can help to ensure that your finished Web
site looks create and is well organized. Before you start building your Web site, take a time to organize
your ideas and gather the materials that you will need.</P>
```

Tag

`<P>.... </P>`

Defines a paragraph


# Change Paragraph Alignment

- **ALIGN** attribute is not supported in HTML 5. Depreciated in HTML 4.01.

## HTML `<p>` Tag

### Attributes

Attribute	Value	Description
<a href="#">align</a>	left right center justify	Not supported in HTML5. Depreciated in HTML 4.01. Specifies the alignment of the text within a paragraph

 <http://www.w3schools.com/tags/deprecated.htm>

### Deprecated

A deprecated element or attribute is one that has been outdated.

Deprecated elements may become obsolete in the future, but browsers should continue to support deprecated elements for backward compatibility.

### Obsolete

Obsolete elements and attributes have no guarantee of browser-support and they are no longer defined in the W3C specification.

# Change Paragraph Alignment

- The **align** of a paragraph will need to be added a CSS (Cascading Style Sheet) rule .
- Below is the CSS rule rule defined as an inline style

```
<BODY>  
<H1>Planning Your Web Site</H1>  
<P style="text-align:center"><I><B>How to Plan Building a Web site</B></I></P>
```

# Add a Line Break

---

- You can use the break tag, **<BR>**, to create a line break to start a new line of text.
- Ordinarily, Web browser wrap text automatically so it continues to the next line when the current line reaches the right side of the browser window.
- You can insert a **line break** to instruct the browser to break the text to a new line.
- Line breaks give you **control over** where the text breaks.

Tag	 	Defines a single line break
-----	------	-----------------------------

# Add a Line Break



## Add a Line Break

1. Type **<BR>** in front or at the end of each line of text that you want to appear as a new line.

You can also type the tag at the end of a line of text

Note: You do not need a close tag for the **<BR>** tag.

Tag	 	Defines a single line break
-----	------	-----------------------------

# Add a Line Break



## Add a Line Break

```
<BODY>
Planning Your Web Site

<P ALIGN="center">How to plan building a Web site</P>
<P>Carefully planning your Web pages before you build them can help to ensure that your
finished Web site looks create and is well organized. Beofre you start building your Web
site, take a time to organize your ideas and gather the materials that you will need.</P>
<P>Steps in building a Web site:
<BR>Organize your ideas
1 → <BR>Gather your content
<BR>Define your audience
<BR>Host your finished web site
</P>

</BODY>
</HTML>
```

When displayed in a Web browser, each instant of the tag creates a new text line

Tag	 	Defines a single line break
-----	------	-----------------------------

# Insert a Blank Space

---

- You can insert blank spaces (&nbsp;- non breaking space) within a line of text to **create indents** or **add emphasis** to the text.
- You can also use blank spaces to help position elements on a Web page, such as a graphic or photo.

<b>Entity</b>	<b>&amp;nbsp;</b>	Inserts a blank space
---------------	-------------------	-----------------------

# Insert a Blank Space



## Insert a Blank Space

1. Type **&nbsp;** in line where you want to add a blank space.

To add multiple spaces, type the code multiple times.

.

Entity	&nbsp;	Inserts a blank space
--------	--------	-----------------------

# Insert a Blank Space



## Insert a Blank Space

```
<BODY>
Planning Your Web Site

<P ALIGN="center">How to plan building a Web site</P>
<P> &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp; Carefully planning your Web pages before you build
them can help to ensure that your finished Web site looks create and is well organized.
Beofre you start building your Web site, take a time to organize your ideas and gather the
materials that you will need.</P>
<P>Steps in building a Web site:
<BR>Organize your ideas
<BR>Gather your content
<BR>Define your audience
<BR>Host your finished web site
</P>

</BODY>
</HTML>
```

Entity

&nbsp;

Inserts a blank space

# Insert Preformatted Text

- You can use the preformatted tags, **<PRE>** and **</PRE>**, to keep the line breaks and spaced you enter for a paragraph or block of text.
- Web browsers **ignore** the hard returns, line breaks , or extra spaces between words unless you insert the preformatted text element tags.

Tag	<PRE>...</PRE>	Defines preformatted text
-----	----------------	---------------------------

# Insert Preformatted Text

---

- If you type a paragraph with spacing just the way you want it, you can assign the preformatted tags **<PRE>** to keep the spacing in place.

Tag	<PRE>...</PRE>	Defines preformatted text
-----	----------------	---------------------------

# Insert Preformatted Text



1. Type **<PRE>** above the text you want to keep intact
2. Type **</PRE>** below the text.

Tag	<code>&lt;PRE&gt;...&lt;/PRE&gt;</code>	Defines preformatted text
-----	---	---------------------------

# Insert Preformatted Text



## Insert Preformatted Text

1



```
<P>3. Define Your Audience</P>
```

```
<PRE>
```

```
Identifying your target audience can help you to decide what kind of content to offer on your Web site. It is important to know whether visitors of your site are using the latest Web browser technology and how fast they can view advanced features, such as multimedia.
```

2



```
</PRE>
```

Tag	<PRE>...</PRE>	Defines preformatted text
-----	----------------	---------------------------

# Insert a Heading

- You can use headings to help clarify information on a page, organize text, and create a visual structure.
- You can choose from six different heading levels for a document ranging from heading level 1 (**<H1>**) the largest to heading level 6 (**<H6>**), the smallest.
- Headings appear as **bold type** on a Web page.

Tag	<H1> to <H6>...</H1> to </H6>	Defines HTML headings
-----	-------------------------------	-----------------------

# Insert a Heading

```
Heading Example_Chap3.html - ...
File Edit View Insert Format Help
[Icons]
<HTML>
<HEAD>
<TITLE>Planning a Web Site</TITLE>
</HEAD>
<BODY>

<H1>Planning Your Web Site</H1>

<H2>Planning Your Web Site</H2>

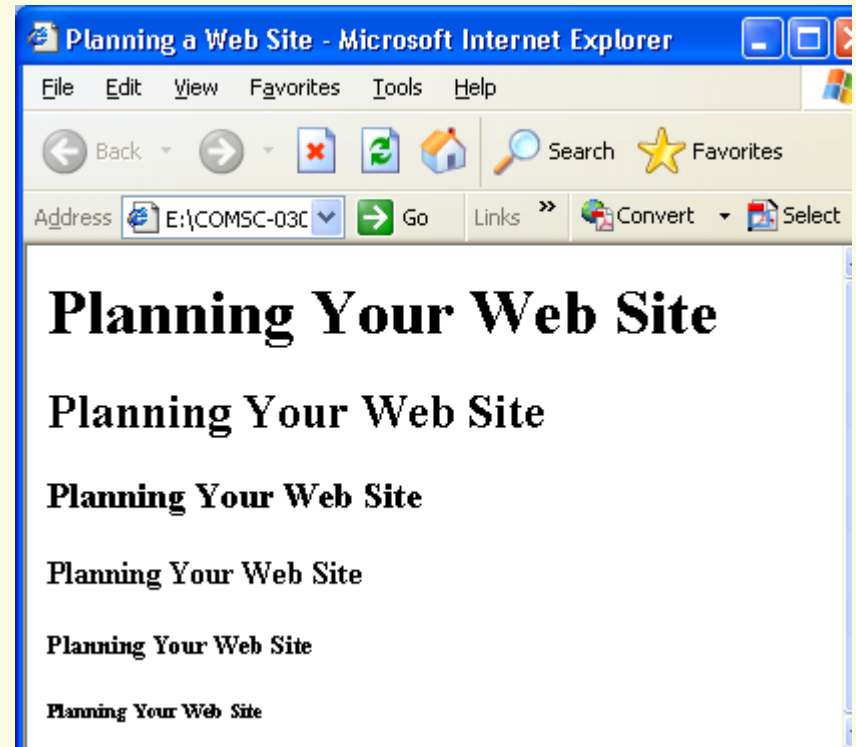
<H3>Planning Your Web Site</H3>

<H4>Planning Your Web Site</H4>

<H5>Planning Your Web Site</H5>

<H6>Planning Your Web Site</H6>

</BODY>
</HTML>
```



Tag	<H1> to <H6>...</H1> to </H6>	Defines HTML headings
-----	-------------------------------	-----------------------

# Insert a Heading

---

- You can use the **ALIGN** attribute to change the horizontal alignment of a heading, such as **<H1 ALIGN="right">**

Tag	<H1> to <H6>...</H1> to </H6>	Defines HTML headings
-----	-------------------------------	-----------------------

# Insert a Heading



## Insert a Heading

1. Type `<H?>` in front of the text you want to turn into a heading, replacing the ? with the heading level number you want to assign.
2. Type `</H?>` at the end of the heading text, replacing ? with the corresponding heading level you assign.

Tag	<code>&lt;H1&gt;</code> to <code>&lt;H6&gt;</code> ... <code>&lt;/H1&gt;</code> to <code>&lt;/H6&gt;</code>	Defines HTML headings
-----	---	-----------------------



# Add Block Quotes

---

- You can use **block quotes** to set off a paragraph from the rest of the document page
- Block quotes are commonly used with quoted text or excerpts from other sources.

Tag	<code>&lt;BLOCKQUOTE&gt;...</code> <code>&lt;/BLOCKQUOTE&gt;</code>	Defines a long quotation
-----	--	--------------------------

# Add Block Quotes



## Add Block Quote

1. Type **<BLOCKQUOTE>** in front of the text you want to turn into a block quote.
2. Type **</BLOCKQUOTE>** at the end of the text

Tag	<code>&lt;BLOCKQUOTE&gt;...</code> <code>&lt;/BLOCKQUOTE&gt;</code>	Defines a long quotation
-----	--	--------------------------

# Add Block Quotes



## Add Block Quote

1

<P>4. Host Your Finished Web Site</P>

<BLOCKQUOTE>

To make you finished Web site accessible on the Web, you need to store, or host, it on a Web server. Most people have their Web sites hosted on a Web server at a commercial Internet service provider (ISP) or at their company or university

2

</BLOCKQUOTE>

Source: Teach Yourself Visually Macromedia Dreamweaver 8 by Janine Warner

Tag	<BLOCKQUOTE>... </BLOCKQUOTE>	Defines a long quotation
-----	----------------------------------	--------------------------

# Insert a Comment (Documentation)

- You can use **comments** to write notes to yourself within an HTML document.
- Comments do **not** appear on the actual Web page.
- For example, you might leave a comment about a future editing task, or leave a note to other Web developers viewing your HTML code.

Tag	<!--..... -->	Defines a comment
-----	---------------	-------------------

# Insert a Comment



## Insert a Comment

1. Type `<!--` where you to place a comment
2. Type the comment text
3. Type `-->`

Tag	<code>&lt;!--..... --&gt;</code>	Defines a comment
-----	----------------------------------	-------------------



# Create a Numbered List

---

- You can use **numbered lists** in your Web page to display all kinds of ordered lists.
- For example, you can use numbered lists (ordered list) to show steps or prioritize items.

Tag	<code>&lt;OL&gt;...&lt;/OL&gt;</code>	Defines an ordered list (number list)
-----	---------------------------------------	---------------------------------------

# Create a Numbered List



## Place text in a numbered list

1. Type **<OL>** above the text you want to turn into a numbered lists.
2. Type **<LI>** in front of each item in the list.
3. Type **</LI>** after each list item.
4. Type **</OL>** after the list text

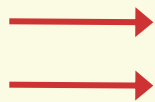
Tag	<code>&lt;OL&gt;...&lt;/OL&gt;</code>	Defines an ordered list (number list)
Tag	<code>&lt;LI&gt;...&lt;/LI&gt;</code>	Defines a list item

# Create a Numbered List



## Place text in a numbered list

1  
2



```
<P>Steps in Building a Web site:</P>
```

```
<OL>
```

```
<LI>Organize your ideas </LI>
```

```
<LI>Gather your content </LI>
```

```
<LI>Define your audience </LI>
```

```
<LI>Host your finished web site </LI>
```

```
</OL>
```

← 3

4



Tag	<code>&lt;OL&gt;...&lt;/OL&gt;</code>	Defines an ordered list (number list)
Tag	<code>&lt;LI&gt;...&lt;/LI&gt;</code>	Defines a list item

# Create a Numbered List



## Set a Number Style

1. Type **TYPE**="?" within the <OL> tag, replacing the ? With a number style code:

**A**: A, B, C

**a**: a, b, c

**I**: I, II, III

**i**: i, ii, iii

**1**: 1, 2,3

The numbered list displays the style you selected.

# Create a Numbered List



## Set a Number Style

```
<P>Steps in Building a Web site:</P>  
<OL TYPE="A"> ← 1  
<LI>Organize your ideas </LI>  
<LI>Gather your content </LI>  
<LI>Define your audience </LI>  
<LI>Host your finished web site </LI>  
</OL>
```



# Create a Numbered List

**How do I add another item to my numbered list?**

Simply insert the text where you want to appear in the list and add the `<LI>` and `</LI>` tags before and after the text.

The Web browser displays the new list order the next time you view the page.



# Create a Numbered List

**How do I start my numbered list with a different numbering than the default numbering?**

By default, a Web browser reads your numbered list coding and starts with number 1.

To start with a different number, you must add a **START** attribute to the **<OL>** tag.

For example, to start the numbering at 5, the coding would read:

```
<OL START="5" TYPE="1">
```

# Create a Bulleted List

---

- You can add a **bulleted list** to your document to set apart a list of items from the rest of the page of text.
- Also called **unordered list**, you can use a bulleted list when you do not need to show the items in a particular order.
- By default, bulleted lists appear with solid bullets on your Web page.

# Create a Bulleted List



## Place Text in a Bulleted List

1. Type `<UL>` above the text you want to turn into a bulleted list.
2. Type `<LI>` in front of each item in the list.
3. Type `</LI>` after each list item
4. Type `</UL>` after the list text.

Tag	<code>&lt;UL&gt;...&lt;/UL&gt;</code>	Defines an unordered list (bullet list)
Tag	<code>&lt;LI&gt;...&lt;/LI&gt;</code>	Defines a list item

# Create a Bulleted List



## Place Text in a Bulleted List

```
<P>2. Gather Your Content</P>
```

```
<P>Before you start building your Web site, gather all of the elements that you want to use. Gathering all of your materials together in the beginning makes it easier for you to organize your Web site once you start building it. Below are the following content that you might need to gather:</P>
```

```
1 → <UL TYPE="square">  
2 → <LI>Text</LI> ← 3  
   <LI>Images</LI>  
   <LI>Hyperlinks</LI>  
   <LI>Tables</LI>  
   <LI>Forms</LI>  
4 → <LI>Frames</LI>  
   </UL>
```

Tag	<UL>...</UL>	Defines an unordered list (bullet list)
Tag	<LI>...</LI>	Defines a list item

# Create a Bulleted List



## Set a Bullet Style

NOTE: If you want to utilize another bullet style, you must add an attribute to the **<UL>** tag.

1. Type **TYPE="?"** within the **<UL>** tag, replacing the ? With a bullet style code:

**circle:** ○

**disc:** ●

**square:** ■

The bulleted lists displays the style you selected.

# Create a Bulleted List



## Set a Bullet Style

```
<P>2. Gather Your Content</P>
```

```
<P>Before you start building your Web site, gather all of the elements that you want to use. Gathering all of your materials together in the beginning makes it easier for you to organize your Web site once you start building it. Below are the following content that you might need to gather:</P>
```

```
<UL TYPE="square">
```

```
<LI>Text</LI>
```

```
<LI>Images</LI>
```

```
<LI>Hyperlinks</LI>
```

```
<LI>Tables</LI>
```

```
<LI>Forms</LI>
```

```
<LI>Frames</LI>
```

```
</UL>
```

← 1

Tag	<UL>...</UL>	Defines an unordered list (bullet list)
Tag	<LI>...</LI>	Defines a list item



# Create a Bulleted List

Can I stop a bulleted list for one line of text, and continue the bullets again for the next list?

Yes. If you leave off the `<LI>` and `</LI>` tags for a line of text within the list, a Web browser reads the line as regular text.

How ever you can insert a line break ( `<BR>` ) or use the paragraphs or heading tags before the non-bulleted text line so that it appears as a separate line in the list



# Create a Bulleted List

Can I stop a bulleted list for one line of text, and continue the bullets again for the next list?

```
<UL>
```

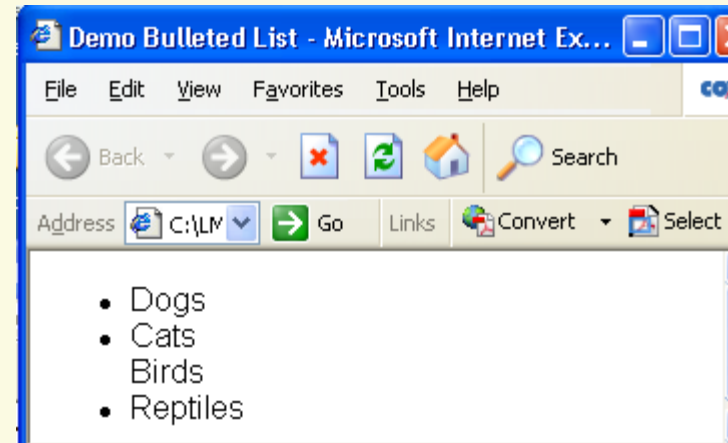
```
<LI>Dogs</LI>
```

```
<LI>Cats</LI>
```

```
<BR>Birds
```

```
<LI>Reptiles</LI>
```

```
</UL>
```



# Insert Special Characters

- You can use HTML code to insert special characters into your Web page text.
- Special characters are characters that do not appear on your keyboard.
- Special characters use number or **name code** preceded by an **ampersand** and ending with a semicolon, such as `&frac13;` for the fraction 1/3 or `@para;` for a paragraph symbol.

Entity	&NAMECODE;	Insert special character
--------	------------	--------------------------

# Insert Special Characters



## Insert Special Characters

1. Click where you want to insert a special character.
2. Type the number or **name code** for the character, with an **ampersand (&)** before the code and a **semicolon (;)** following the code

1 2

<P>1. Organize Your Ideas</P>

<P>Build your Web site on paper before you start building it in a HTML Editor (i.e. Adobe Dreamweaver &reg;). Sketching out a Web site map, with rectangles representing Web pages and arrows representing links, can help you to visualize the size and scope of your project. Use sticky notes if you want to move pages around as you plan your Web site.</P>

Entity	&NAMECODE;	Insert special character
--------	------------	--------------------------

# Insert Special Characters

---

- To properly insert a character into your Web page text, you need to know the code.
- See pg 52 for a list of common special characters you can insert.

Entity	&NAMECODE;	Insert special character
--------	------------	--------------------------

Type	Syntax	Description
Tag	<P>.... </P>	Defines a paragraph
Attribute	<P <b>ALIGN</b> ="center">..</P>	Aligns the paragraph
Tag	 	Defines a single line break
Entity	<b>&amp;nbsp;</b>	Inserts a blank space
Tag	<PRE>...</PRE>	Defines preformatted text
Tag	<H1> to <H6>...</H1> to </H6>	Defines HTML headings
Tag	<BLOCKQUOTE>... </BLOCKQUOTE>	Defines a long quotation
Tag	<!--..... -->	Defines a comment
Tag	<OL>...</OL>	Defines an ordered list (number list)
Tag	<UL>...</UL>	Defines an unordered list (bullet list)
Tag	<LI>...</LI>	Defines a list item
Entity	&NAMECODE;	Insert special character

HTML 4.0 Tag Reference: <http://www.w3schools.com/tags/default.asp>