

Each HTML command, telling web-browsers how to display a page, is enclosed in `<>` symbols. Frequently, these commands tell the browser to start and stop doing something. For instance, to tell the browser to start writing in bold, type `<strong>`. To tell the browser to stop writing in bold, type `</strong>`. Each command telling the browser to stop doing something will be enclosed in `<>` symbols and will start with a `/`.

Use Notepad to create an HTML file. When you save the file, give it a `.htm` or `.html` extension by selecting “file” “save as”, going to “save as type” and selecting “all files”. Then, on the line for file name, add “.htm” to the end of the name of the file. As you go, you can test out what your file will look like by opening it in a browser. To do this, open the browser you want to use, select “file” “open” and browse for your file name. You can keep the file open in both Notepad and your browser. Each time you change something in Notepad, to see what it looks in the browser, save it in Notepad, and click “refresh” in the browser program.

In Notepad, at the top of the file, put `<html>` to let the browser know that what follows is in HTML.

After the `<html>` comes information about the general aspects of the page. To let the browser know that the information that follows concerns general aspects of the page, type `<head>`. This head section of the page contains information concerning font, background, etc. Also, keywords can be put here, so that search engines will use these words to find your page. Additionally, this is where to put any title that you might want to display (on the blue border at the top of the page).

- To change the font of the page:
  - `<font face="font">`
- To change the color of the background:
  - `<body bgcolor="color">`
- To have a picture as the background of the page:
  - `<body background="picture file –be sure to upload!">`
- to change the color of text:
  - after the “color” or “picture file” above, in the same brackets: `text="color”`
- To put a title on the page, type: `<title>Text that you want to be displayed as the title</title>`.
- To add key word tags that search engines will look for:
  - `<meta name="keywords" content="key word, key word, key word">`
- To add a summary that will appear on search engines under your page:
  - `<meta name="description" content="describe your page or study">`

end the head section by `</head>`

Begin the rest of the page by saying `<body>`

First, you want to let the browser know that what follows is a form. To do this, type `<form method="post" action="name of php file you will create, with .php as extension">`

To do	HTML code
Start a new paragraph	<code>&lt;p&gt;</code> to start; <code>&lt;/p&gt;</code> to end
Go to a new line	<code>&lt;br&gt;</code>

Add horizontal blank space	&nbsp;
Put something in italics	<i> to start; </i> to end
Put something in bold	<strong> to start; </strong> to end
Underline something	<u> to start; </u> to end
Add a link to another page	<a href="page address">text to appear on link; </a> to end link
Add a link to an email address	<a href="mailto:email address">text to appear on link; </a> to end link
To create an open-ended response place	<input type="text" name="variable name (keep to one word, less than 8 characters" size="number of characters want box to take up" maxlength="maximum want be able to put in space">
To create a text box	<textarea NAME="variable name" COLS="number columns want" ROWS="number rows want"></textarea>
To create a pull-down menu	<select size="1" name="variable name"> <option selected>Please choose one.</option> <option>option 1</option> <option>option 2</option> </select>
To create radio buttons	<input type="radio" name="variable name" value="1"> each option for the same variable should have the same name, but a different value
To create check boxes	<input type="checkbox" name="variable name" value="what want value to be if checked">

A good way to line up questions is to put them in tables. To create a table:

<table><table border=0>

To start a new row:

<tr>

to start a new column:

<td>

to end a column:

</td>

to end a row:

</tr>

to end the table:

</table>