



# HTML 101: Introduction to HTML

## Computer Skills

LC Notebook Tab VII

### Agenda

9:30 AM

Welcome & Introductions

Essential Elements of HTML

Creating a Page, Part I: The Basics

----- B R E A K (5 min.) -----

Creating a Page, Parts II and III: Images and Tables

UM Library Web Best Practices  
and Web Author's Checklist

UM Library Templates Overview

*WebSpinner* Overview

12:00 PM

Wrapup and Adjournment

Objectives. By the end of this session, participants will be able to:

1. Create a web page incorporating links, images, lists and a table.
2. Use the University Libraries web templates for pages on the Library website.
3. Use *WebSpinner* to upload new and revised pages to the Library website.

#### Handout Quick Table of Contents:

Definitions and Background	p. 2	Saving Your Page	p. 8	Using <i>WebSpinner</i>	p. 14
Common HTML Tags	p. 5	Using Images	p. 9	Troubleshooting Tips	p. 16
Nesting HTML Tags	p. 5	Adding Tables	p. 11	HTML Validation	p. 17
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# Introduction to HTML

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## Component VII: Computer Skills

### Definitions and Background

**HTML** stands for **hypertext markup language**. A markup language is a set of commands that tell a computer how to format your document. HTML tags tell a browser such as *Netscape*, *Firefox*, or *Internet Explorer* how to structure your Web page.

Tags are the individual commands in HTML. Tags are always enclosed in angle brackets. Here is an example of a tag:

`<html>`

Most tags work in pairs; in most cases, both beginning and ending tags are needed. An ending tag contains the same word as the beginning tag, but it includes a slash before the word. For example, `<strong>` is the beginning tag and `</strong>` is the ending tag for text given a strong emphasis (most browsers display this as **bold text**). Although there are a few exceptions that do not need ending tags (such as `<br>` for line break), most tags need to be closed.

A pair of tags governs all the text that is between them. For instance, in the following example, only the word "not" will be **bold** when viewed through a web browser:

Creating a simple Web page is `<strong>` not `</strong>` difficult.

If you forget to include `</strong>`, the rest of your document will appear to be in **bold**! This is why it is crucial to be sure to *preview* your document (in *Netscape Navigator*, *Firefox*, and *Internet Explorer*) as you are creating it – to catch these errors before your page is posted on the server.

Tags can be nested inside other tags. In the following example, the `<h1>` tag (main heading) controls the entire sentence, and the `<em>` tag just controls the word "Simple."

`<h1>` Creating `<em>`Simple`</em>`Web Pages `</h1>`

Each document has two parts: a **head** and a **body**.

The **head** contains information about the Web page that does not appear in the browser window. One such *head* element is the **Title**. *Netscape*, *Firefox*, and *Internet Explorer* will display the title that you put in the head of your document in the bar at the top of the browser window. This is also the title used in bookmarks, and the words you choose for your title are normally the same words you use for your main heading. (For example, if your page title is "Staff Learning and Development, UM Libraries", your page header should be "Staff Learning and Development".) A title is an essential element of an HTML document, and should not be confused with the **file name**.

The *head* may also contain information to help search engines find your page – through the use of *metatags*. It may also contain a link to a separate file that defines the style of your page – called a *style sheet*. The

University Libraries use a series of templates to define what elements should be included in a web page. These templates are available at: <http://www.lib.umd.edu/itd/web/templates/>. (NOTE: **Templates** are further discussed on page 13.)

Metatags included in the *head* section of the Library templates that you need to edit are:

- ↪ **DC.Creator** –Your name, as creator of the web page. This element does not need a closing tag.
- ↪ **DC.Subject** – Keywords separated by commas that describe the content of your web page, such as “Information Technology Division, ITD”.
- ↪ **DC.Description** – A sentence or phrase describing the content or purpose of your web page, such as “Staff, Administration & Publications of University of Maryland Libraries”
- ↪ **DC.Date.Created** – The date in which you first created your page.

For examples of how to code each of these elements on your web page, visit “Guidelines for DC meta tags” page at: [http://www.lib.umd.edu/itd/web/bestpractices/dc\\_guidelines.html](http://www.lib.umd.edu/itd/web/bestpractices/dc_guidelines.html)

The **body** of the document includes the text and images that viewers will see and the HTML tags that determine how they are structured. The body also contains the **footer** of your document, which normally includes information such as last revised dates or e-mail links to content providers. (NOTE: The use of footers in Library web pages is covered in the Library Web Templates session.)

When you start using HTML, you are departing from the "what-you-see-is-what-you-get" (WYSIWYG) environment. What you see on your screen as you create an HTML file looks very different from what you will see when you display your file in your browser.

Although spaces between words or lines on your screen do not determine the format of the Web page you are creating, it is best to leave as little space as possible between items or sections of your web page.

So, although this: `<strong>` HELLO `</strong>` would be displayed in exactly the same way as this:

`<strong>HELLO</strong>` or this:

```
<strong>
HELLO
</strong>
```

it is recommended that you leave as little “extra space” as possible when coding your pages.

#### **IMPORTANT POINTS:**

- ↪ HTML tags are not case-sensitive. People sometimes type the tags in capital letters to make them easier to distinguish from the surrounding text, but it is best to use **lower case** for your tags – as it is required by XML.
- ↪ Although the tags and attributes themselves are not case-sensitive, certain values, such as a Uniform Resource Locator (URL) in an anchor tag or a link, are case-sensitive.
- ↪ All file names you create should be lower-case. (See the discussion of “**Best Practices**” on page 12.)

To see whether you understand the principle, tell which variation is wrong if the URL is the following:

`http://www.lib.umd.edu/groups/learning/stafflearning.html`

1. `<A HREF=" http://www.lib.umd.edu/groups/learning/stafflearning.html">`
2. `<a href=" http://www.lib.umd.edu/groups/learning/stafflearning.html">`
3. `<A href=" http://www.lib.umd.edu/groups/learning/STAFFLEARNING.HTM">`

**Answer:** The third example is wrong and would not work because the case of the value (the part within quotation marks) has been changed from the original. (*IMPORTANT NOTE:* Although number 1 would technically work, it is better to use lower-case for your HTML tags – so number 2 is the “best” answer.)

Why should you learn to use HTML code instead of just creating a Web page with Netscape *Composer* or another web editor? There are several reasons:

- ✎ Some HTML editor programs use HTML code that is not standard. As a result, all browsers may not display your document properly. Have you ever read a Web page that has question marks wherever apostrophes should be? Programs that do not generate standard HTML cause this problem. Not only do they display oddly, but also they are not valid code. (**Note:** In order to include special characters, such as &, ©, or ™, see “**Special HTML Characters**” on page 17.)
- ✎ Some WYSIWYG programs (such as Microsoft *Word*) include so much extra code that pages load slowly and are hard to debug.
- ✎ You may need to make changes or updates to a page that someone else has created. If you know some basic HTML, you can easily do this.
- ✎ If a Web page you are responsible for is not working properly, you are better able to figure out why if you understand the code.
- ✎ A web-authoring program may not always do what you want; you have more control when using HTML tags.

## A HTML ANALOGY...

Think of using an HTML editor vs. knowing HTML coding in this way: when visiting a foreign country, you can either use a translator, or you can learn the language yourself and use it to communicate directly with the natives. A HTML editor can do the work for you, but to understand what is truly happening with your web page, it is helpful to understand HTML.



## Common HTML Tags to Know and Understand

(Remember – you will need to “Close” each of these tags! An example is provided for the first tag.)

<code>&lt;html&gt;</code>	beginning of an HTML document ( <code>&lt;/html&gt;</code> to close)
<code>&lt;head&gt;</code>	beginning of the head of the document
<code>&lt;title&gt;</code>	beginning of the title in the head of the document
<code>&lt;body&gt;</code>	beginning of the body (main part) of the document
<code>&lt;h1&gt;</code>	the headline, or main heading, of your page
<code>&lt;h2&gt;</code>	the subheading of your page
<code>&lt;h3&gt;</code>	the sub-sub heading [Note: There are a total of 6 levels of headers <code>&lt;h1&gt;</code> - <code>&lt;h6&gt;</code> available]
<code>&lt;p&gt;</code>	begin new paragraph
<code>&lt;ul&gt;</code>	unordered list (bulleted list)
<code>&lt;ol&gt;</code>	ordered list (numbered list)
<code>&lt;li&gt;</code>	list item (used in conjunction with <code>&lt;ul&gt;</code> or <code>&lt;ol&gt;</code> )
<code>&lt;a&gt;</code>	anchor (used for a hyperlink) – such as <code>&lt;a href="http://www.lib.umd.edu"&gt;UM Libraries&lt;/a&gt;</code>
<code>&lt;strong&gt;</code>	strong emphasis: usually displays as boldface [Note: Use this tag instead of <code>&lt;b&gt;</code> (bold)]
<code>&lt;em&gt;</code>	emphasis [Note: Use this tag instead of <code>&lt;i&gt;</code> (italics)]
<code>&lt;table&gt;</code>	begin a table
<code>&lt;tr&gt;</code>	begin a table row
<code>&lt;th&gt;</code>	table header (information in the cells of the top row of a table)
<code>&lt;td&gt;</code>	table data (information in an individual cell)

The following tags are *not* used in pairs; only a beginning tag is used:

<code>&lt;br&gt;</code>	line break
<code>&lt;img&gt;</code>	image (used in conjunction with the SRC attribute -- <code>&lt;IMG SRC="..."&gt;</code> )

### A Word About NESTING in HTML...

When you are coding your web page, keep in mind that HTML elements **cannot** overlap each other. So, the following is invalid:

```
<strong><em>Incorrect nesting</strong></em>
```

Why? In this example, the **strong** element is intended to *contain* an **em** element. To be truly *contained* within the **strong** element, the **em** element's end tag must occur before the **strong** element's end tag. To correct this problem, you would need to change the coding to:

```
<strong><em>Correct nesting</em></strong>
```

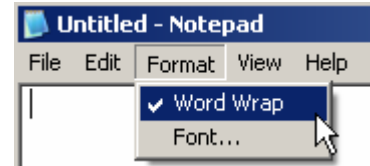
For a visual explanation of nesting – visit “Nesting Tags” from Boston University, available at: <http://www.bu.edu/webcentral/learning/html/basics/syntax-nesting.html>.

Now that we know some of the “basics”, let's put these elements together to create a simple page...

## Creating a Web Page: Part 1 – The Basics

Follow the instructions that appear below to create a simple Web page on any topic that interests you. Type all the HTML tags exactly as shown; they are displayed here in **bold type**. The directions in *italics* will give you a general idea of your own text to type. In this example, the head of your Web page will contain only a title. The body of your Web page will contain headings, a short paragraph, an unordered (bulleted) list, an ordered (numbered) list, bold and italic type, and a link to the University of Maryland Libraries' home page.

Launch **Notepad** on your computer, by going to **Start → Programs → Accessories → Notepad**. To make your efforts at coding a bit easier, go to “Format” and be sure “Word Wrap” is checked.



**VERY IMPORTANT NOTE:** Although it is possible to create a web page using Microsoft *WORD*, do **NOT** use *WORD* or *WordPad* to create files! (These programs generate non-standard HTML.)

Type the following:

**<html>**

**<head>**

**<title>**

*Type the title of your web page here. For example: My First Web Page*

**</title>** [Remember: Always close your tags!]

**</head>**

**<body>**

**<h1>** *Type the title or main heading you want to be seen at the top of your Web page. For Example: My First Web Page* **</h1>**

**<p>** *Type today's date here.* **</p>**

**<h2>** *Type a title for a list. For Example: My Grocery List* **</h2>**

**<p>** *Type a short introduction about the topic.* **</p>**

**<ul>**

**<li>** *Type your first list item. For example: Cake* **</li>**

**<li>** *Type your second list item. For example: Popcorn* **</li>**

**<li>** *Type your third list item. For example: Dove Bars* **</li>**

**<li>** *Type your fourth list item. For example: Tums* **</li></ul>**

**<h2>** *Type a title for a numbered list. For example: My Vacation Priorities* **</h2>**

**<p>** *Type a second short introduction.* **</p>**

**<ol>**

**<li>** *Type your first list item. For example: Disneyworld* **</li>**

**<li>** *Type your second list item. For example: Hollywood.* **</li>**

```
<li>Type your third list item. For example: Universal Studios. </li>
<li>Type your fourth list item. For example: Home. </li></ol>
```

```
<p>Type "Authored by" and your name. </p>
```

Now we will use the **anchor tag** `<a>` to add a link to your sample Web page. Links are also called *hyperlinks*, *hypertext*, or *hot links*. You may link within a single document, as well as linking to other "outside" documents. You may want to add links within a page if your document becomes lengthy. To do this, you will use the anchor tag in two places.

First, add the following to the top of your page, before the `<h1>` tag: `<a name="top"></a>` **[Note: Do not forget the quotation marks!]**

Then, add the following to your page after the final `</p>` (the "authored by" statement):

```
<p>Go to the <a href="#top">top</a> of the page.</p>
```

Whenever you put a URL inside an anchor tag, you must enclose it within quotation marks. Also, don't forget that the URL is case-sensitive.

Insert the following sentence into your sample page *below the numbered list* (after the `</ol>`) to make a link to the visitor's page on the University of Maryland Libraries website. (You can use another site if you know the URL.)

```
<p>More information can be found in the University of Maryland Libraries
<a href="http://www.lib.umd.edu/visitors.html">Information For Visitors</a> web
page.</p>
```

If you were to view your Web page in *Netscape*, *Firefox*, or *Internet Explorer*, this is what you would see:

More information can be found in the University of Maryland Libraries Information For Visitors web page.

When you click on the underlined text, you will go to the UM Libraries' "visitors" home page.

### A Word About Links

There are two ways to link to another document – using "relative" or "absolute" links. If you are making a link from an HTML file to other files or resources on the same server, it is best to use **relative** path names. For example, on the library home page (<http://www.lib.umd.edu/index.html>) there is a link to the Events calendar. The link is coded as `<a href="/groups/pr/prcalendar.html">Events Calendar</a>`, and goes directly to the events calendar in the PR folder. Clicking on this link will take you to the Library events calendar (`prcalendar.html`). The coding indicates the calendar is in the "groups" folder and "pr" subfolder on the server.

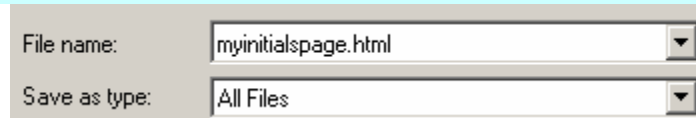
**Absolute links** include the full URL address in the link. If the Events Calendar link had been coded as an absolute link, it would have appeared as: `<a href="http://www.lib.umd.edu/groups/pr/prcalendar.html">Events Calendar</a>`. Notice the difference in coding, and the length of the URL.

If you are linking from a page on the UM Libraries' site to another page on the site, it is preferable to use relative links.

You are almost ready to view your new page in a web browser! First, be sure to include these important ending tags at the bottom of your page. Type these tags before you try to display your page in Mozilla *Firefox*:

```
</body>  
</html>
```

To save your file, go to “file” and “save” in *Notepad*, and save the file to your floppy disk [A:] (or flash drive). Enter a filename, being sure it is all lowercase without spaces and ends in .html, and choose “save as type” – **All files (\*.\*)**.



Choose your own file name, or use the following sample:

**myinitialspage.html** (for example: mzspage.html)

**NOTE:** File names on the Web follow Unix conventions. This means they are case sensitive, and no spaces are allowed. The file title and extension (.html) should be in lower-case, and file names should be as short as possible. Be sure to save your file using the complete (.html) extension. Although you may see some pages use .htm, the University Libraries pages all use .html.

For more information about naming files and directories, see the Libraries’ “**Best Practices**” at: <http://www.lib.umd.edu/itd/web/bestpractices/naming.html>, and see page 12 of this handout packet.

## Previewing Your Work

**To preview your file in Mozilla Firefox:**

Open the *Firefox* browser. Choose **File** → **Open File**, and then from the drop-down menu that appears at the top of the window labeled **Look in**: choose **3 ½ floppy [A:]** or the name of your **flash drive**. Highlight the name of the file you just saved (myinitialspage.html or the variation that you typed), and select **Open**.


After you have viewed your creation, go back to the lists you already created and choose one item from each list to italicize. Add italics to one of your list items by typing the tags shown in bold type:

```
<li><em> list item </em> </li>
```

**Note:** When you are creating your home page, use italics sparingly for emphasis only! **Bold (strong)** text and *italics (em)* lose their impact if they are used too frequently on a web page, and italicized text is difficult to read on screen!

Choose one item from each list to emphasize with bold type. Add the <strong> tags to your existing list as follows:

```
<li> <strong> list item </strong></li>
```

Save your changes in *Notepad*, and refresh your page in *Firefox* (using the reload button ) to see how these changes would appear on the Web.

Now, we can add a link to your e-mail address. Choose the line that reads  
<p>Type "Authored by" and your name. </p> and change the coding as follows:

```
<p>Authored by <a href="mailto:[insert your e-mail address@umd.edu here]"> your name.</a> </p>
```

Be sure to save your changes and view your creation in *Firefox*.

**Congratulations!** You now have a basic web page!

#### POP QUIZ!

The part of an HTML document that contains information about the Web page is the \_\_\_\_\_.

HTML documents contain a \_\_\_\_\_ and a \_\_\_\_\_.

Which is the proper order of nesting?

```
<tr> <td> Hello </tr> </td>
```

```
<tr> <td> Hello </td> </tr>
```

## Creating a Web Page: Part 2 – Understanding and Using Images

Now that you have created a basic web page, it is helpful to understand how to incorporate images. Here is an example of an image used on the University Libraries home page:



This image is named "catalog.gif". Sample HTML code for this image could read:

```

```

An image used on a Web page is a separate file on the Libraries' server. All information about the image is put inside the **<img>** tag. The **<img>** tag stands alone; it is not used in a pair. An important thing to remember is that you have to include enough information within the **<img>** tag to enable the Web server to find your image. Where is the image located? If the image is located in a different folder from your HTML file, you will need to include that information in the URL. In the above example, the image is housed in the "home" subfolder of the "images" folder.

In the above example, there will be no border around the image when it appears on a web page. The "ALT" text is what appears when you "hover" over the image with your mouse in *Internet Explorer*, and also provides important information for people with disabilities who use software designed to help them access the Web. It is also what is displayed when you have a broken link to an image, or if you are using a text-only browser. The text that goes with the **alt** attribute must be enclosed in quotation marks. Think of your users when you are creating these **alt** attributes, and choose descriptive words or phrases.

### A Word About Images

The IMG tag may be used to link to a number of different types of images. Two common types of images you might add to your web page are:

**.GIF** = A frequently-used graphics format, with small files which can be downloaded quickly.

**.JPG** or JPEG = Designed for compressing either full-color or gray-scale images of natural, real-world scenes. JPEGs work well on photographs, naturalistic artwork, and similar material; not so well on lettering, simple cartoons, or line drawings.

### An Important Note about Sizing Images

Images should have their dimensions stated in the `<img>` tag for quicker loading, but it is not good practice to “force” a resize of an image in the `<img>` tag using the **height** and **width** attributes. It is better to make sure the images you use are “optimized” for the web. This means the file size has been set in a graphics program such as *PhotoShop* or *Fireworks*. Images for the Libraries web page, as specified in the templates, (<http://www.lib.umd.edu/itd/web/templates/>) are already optimized. For assistance in optimizing graphics you may wish to add to a library page, contact Web Services at [webservices@itd.umd.edu](mailto:webservices@itd.umd.edu).

For our “sample” web page, let’s add a simple graphic seen on the Learning Curriculum Pages:



On your page, after the “ordered list” `<ol>`, add a new paragraph

```
<p>
```

Then add the following coding to insert the graphic that is saved on the desktop of your computer (`lcpuzzle.jpg`):

```

</p>
```

Now, save your file and view it in *Firefox*. Do you see the Learning Curriculum logo, or do you see either of

these images instead:  or this  ?

Why do you think you cannot see the Learning Curriculum logo?

To fix this, minimize *Firefox*, and open the “My Computer” icon on your desktop. Select the “3½ floppy (A:)” icon or the icon for your flash drive and drag the `lcpuzzle.jpg` image from the desktop to your disk or flash drive to copy the image there.

Preview your file again in *Firefox* (using “Reload” if necessary), and your image should appear. This illustrates an important point – files and images must either be in the same folder, or images must be “pointed to” via the URL.

**NOTE:** When you are creating pages for the Library website, create an /image subfolder and place all images within this folder. Point to this folder when you use the <img> tag.

Now that we have the image saved on disk with our HTML document, you can also align it in various places on your page. Add another copy of the image aligned to the center of your page. To do this, insert this coding after the first graphic:

```
<p><center></center></p>
```

Save your file and view it in *Firefox*.

In addition to making text “hyperlink” to other documents, you can also add a hypertext link to graphics on your pages, which will allow you to “jump” to another page, or to another location within the same page. To do this, select one of the two graphics you inserted into your page. Then, revise the coding so that it reads as follows:

```
<a href="http://www.lib.umd.edu/groups/learning/stafflearning.html"> </a>
```

Once again, save your file, and view it in *Firefox*. Although you will not see the change in the **alt** text when you hover over the two images, a screen reader would distinguish between the two. (If you would like to see your alt tags in action, you can preview your page in *Internet Explorer*.) You should be able to click on the image you linked to, and go to the *Learning Curriculum* web page.

## Creating a Web Page: Part 3 – Adding A Simple Table

Tables may look complicated at first, but they will be easier to understand if you remember that a table in HTML is created **row by row**. Type the tags as shown, and follow the directions in *italic* type. Use any spacing or indentation that makes sense to you, but do not change the order of any of the tags. Be sure to insert this table before the closing body and html tags on your page.

```
<table>
<tr>
<th> Heading for 1st column . For example: Name</th> <th> Heading for 2nd column. For example: Phone Number</th></tr>

<tr>
<td> Words in the first row, first column. For example: Coach Ralph Friedgen</td><td> Words in the first row, second column. For example: X4-7096 </td></tr>

<tr>
<td> Words in the second row, first column. For example: Coach Gary Williams</td> <td> Words in the second row, second column. For example: X4-7029</td>
</tr>
</table>
```

Save your document, and preview it in *Firefox*.

Next, we'll spread out the table by adding space in the cells. This is done by specifying a number, which the browser interprets as a number of pixels between the text and the cell border. The HTML command for this is **cellpadding**. Edit your table to read:

```
<table cellpadding="5">
```

You can also change the amount of space between table cells – which is called **cellspacing** in HTML. Both cellpadding and cellspacing commands can be used at the same time.

```
<table cellspacing="5" cellpadding="5">
```

Once you have made this change, save your file and preview it in *Firefox*.

**Congratulations!** You have now created a simple web page with graphics, links, and a table!!!

## The UM Libraries' Best Practices and Web Author's Checklist

The Web Administration Committee (WAC) developed a series of “Web Best Practices” to guide development of pages placed on the Library server. These guidelines are available at:

<http://www.lib.umd.edu/itd/web/bestpractices/>

The Best Practices cover topics such as:

- Using the Libraries Templates
- Writing HTML
- Linking and Navigation
- Naming Directories, Files and Links
- Know Your User
- Page Design
- Graphics
- Writing for the Web
- Accessibility
- Ongoing Maintenance
- Validating Your HTML

Although you will want to become familiar with all of the “Best Practices”, of particular note are the following:

From “Naming Directories, Files and Links” – (<http://www.lib.umd.edu/itd/web/bestpractices/naming.html>) --

- Use lowercase for directory names.
- Use brief, logical and meaningful file names.
- Give meaningful names to links (avoid "click here"). Remember that some people scan pages for links; make the content of your links jump out at those people.
- When linking off the UM web site, be sure to let users know.

From “Page Design” – ([http://www.lib.umd.edu/itd/web/bestpractices/page\\_design.html](http://www.lib.umd.edu/itd/web/bestpractices/page_design.html)) --

- Left-justify your headings and text to compliment the design of the templates. (See page 13 for a discussion of the templates.)
- Consider content “above the fold” – keep highest priority information at the top of the page so users do not have to scroll down to find it.
- Maintain a professional appearance – avoid blinking text and animation.

- The shade of gold used in the template footer and header should not be used elsewhere in your page (except if you use gold arrows).

The Web Administration Committee has created a brief, easy-to-read reminder of the elements that make a Web site usable and accessible to a large, diverse audience. Called the "Web Author's Checklist", this guide simply references the existing "Best Practices" in writing. The complete Checklist is available online at <http://www.lib.umd.edu/itd/web/checklist.html> or in a more concise, printable form, at <http://www.lib.umd.edu/itd/web/checklist.pdf>.

## UM Library Templates

All Web pages on the UM Libraries' site should follow the consistent look and feel designed for the site. To facilitate this, there are several different templates available for you to use. The templates are found at:

<http://www.lib.umd.edu/itd/web/templates/>

### Generic Templates

- Basic template -- May be used for pages that are best suited for using paragraph tags as the major text divisions. (For example: <http://www.lib.umd.edu/ASD/LPO/AdminMemos/memo5.html> - "Administrative Memo #5: Issuing of Keys.")
- Left column template – Used for pages that have menu items or quick links in the left column. (For example: <http://www.lib.umd.edu/PUB/staffhome.html>- The "Staff and Organization" page.)

### Specialized Templates

- Professional profile (no image) -- may be used for your "Professional" page.
- Professional profile (w/image) -- may be used for your "Professional" page with an image.
- Minutes template
- Guides to Information Resources template -- for use by subject specialists.
- Course Related Web Pages -- for pages created to support a specific class at UM.

There are also templates for usability testing and forms.

In order to use the templates, do the following:

- **Open a template.** Based on the examples provided, choose the layout which best suits your needs.
- **Copy the template code.** Click on the link that takes you to the source code for the template you want to use. With the template mark-up visible in your browser, go to Edit → Select All. Copy the highlighted selection by choosing Edit → Copy. **NOTE:** Be sure to use Select All so that the *entire* template is copied.
- **Open a new document in Notepad.**
- **Paste the template code into the Notepad document.** In the Notepad document, choose Edit → Paste. The complete code you copied from the template will appear.

- **Name your document and save it as a web page.** Use lowercase letters, with no spaces. Make sure that you include the file extension .html at the end.
- **Edit the code and add the content.** Follow the editing instructions embedded within the template carefully. Replace all bracketed text with your own information, deleting the brackets. Pay attention to comment tags (e.g. <! - - Stock Meta Tags DO NOT EDIT - ->) for instructions.




**NOTE:** Refer to the “Using the Libraries Templates” page ([http://www.lib.umd.edu/itd/web/bestpractices/using\\_templates.html](http://www.lib.umd.edu/itd/web/bestpractices/using_templates.html)) for additional information regarding the use of the templates.

To publish your page to the server, use *WebSpinner* (instructions follow).

## Using WebSpinner


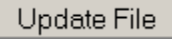
*WebSpinner* is the way in which files are loaded onto the Library server. To use *WebSpinner*, log in at: <http://www.lib.umd.edu/cgi-bin/WebSpinner> and choose the appropriate directory from the welcome screen.

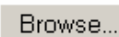
### To Create A New File:


- Select the appropriate directory where you want to load your file.
- Select **New File** , and enter the **File Name** (which must end in one of the following: **.pdf** if a PDF, **.html** if an HTML file, **.jpg** if a JPEG, **.gif** if a GIF).
- Click on **Browse**  to upload the local file to the server.
- Click on **Create File** . Your file should appear in the file list box. You may then launch a second browser and type in the URL of your file to view it. Make changes as needed.

**NOTE:** You would follow this process to upload any type of file to the server (.pdf, .jpg, .gif, .html). To upload multiple files – contact **Web Services** at [webservices@itd.umd.edu](mailto:webservices@itd.umd.edu), for instructions on how to FTP files and use the “Upload” feature in *WebSpinner*.

### To Update An Existing File:



- Select the appropriate directory where you want to edit the file.
- Highlight the file name, and press .
- Either edit the file as needed and press **Update File**  when you are finished, or copy and paste the entire text to notepad, edit the file as needed, and then use the **Browse** and **Update File** buttons to upload your local copy.

Click on "Browse" to upload a local file.  


*Note:* File Uploads override any document text. 

**NOTE:** Do NOT save a file from the website through your browser and then upload it to the site. This will “break” several features of our web pages, such as included files (the header image, etc.).

If you need to change directories when working on pages, choose the  button.

To delete a file from the server, select the file name from the list, and choose the  button. At the “Delete Confirmation” screen, select . (If you change your mind, use your browser’s “Back” button to cancel the deletion.)

**NOTE:** If you rename, move, or delete a file – first check to see who is linking to it at **Link Checking** (<http://www.lib.umd.edu/itd/web/link/all/ALL.html>), and notify the information providers.

When you have finished editing your pages in *WebSpinner*, select the  button.

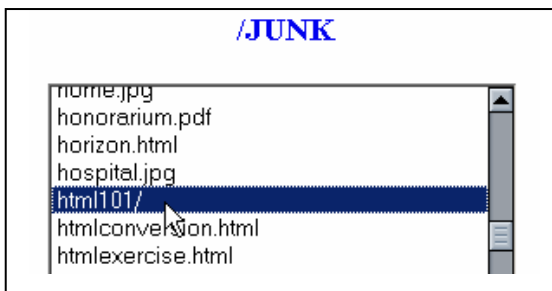
**REMINDER:** If you have questions or problems with *WebSpinner*, contact **Web Services** at [webservices@itd.umd.edu](mailto:webservices@itd.umd.edu).


Let’s use *WebSpinner* to load our file into the “Junk” directory. Go to *WebSpinner* (using the URL above, or by going to the Library Home Page – <http://www.lib.umd.edu>, and choosing **Web Credits and Maintenance** → **Web Author Resources** → **WebSpinner**). Follow the steps below to preview your page on the web server.

➤ At the *WebSpinner* welcome screen, choose the **/JUNK** directory, and click “Go to directory”.

➤ When you are in the **/JUNK** directory, scroll down until you see the

**html101/** subdirectory, and select **Open**



➤ Select **New File** , and enter the **File Name** of the file you had saved on your A: drive (remembering it must end in **.html**).

➤ Click on **Browse**  to upload the local file to the server.

**Create File**

File Name (HTML files should end in ".html"):

Click on "Browse" to upload a local file.

*Note: File Uploads override any document text.*

- As the "Create File" screen indicates, any file uploads will override existing document text
- Click on **Create File**  . Your file will be added to the /JUNK/html101 directory.
- To view your file, open a new browser window, and type in the URL (for example: <http://www.lib.umd.edu/JUNK/html101/myinitialspage.html>).
- After viewing, delete your file from the /JUNK/html101 directory by locating the file name in *WebSpinner*, highlighting the name, and choosing **Delete**  . At the "Delete Confirmation" screen, select .
- Once you are finished in *WebSpinner*, log off by choosing the  button.

**UMD *WebSpinner* Tutorial** – available online at: <http://www.webhosting.umd.edu/howto/wsthost/>

**NOTE:** This tutorial was created by OIT, when *WebSpinner* was "launched" in 2000. The Libraries revised *WebSpinner* for internal use, so some items covered in the tutorial (such as the TEXT->HTML, Security, Style Template, Showpics and Prefs buttons) are not applicable to us.

## Troubleshooting and Helpful Hints

If your code doesn't display as you think it should, there are several things you can do:

1. Press the "Reload" button. The browser you are using to preview your web page may be displaying the previous version of your document.
2. Ask someone who is more experienced to look over your document, and be sure to preview your document in *Netscape*, *Firefox*, and *Internet Explorer* as you are developing it. Page elements may appear differently in each of these browsers, and you need to be aware of this as you are creating your page.
3. Be sure you have used an ending tag wherever required. Omitting the ending tag (or forgetting the slash within it) is a common error.
4. If a link is not working, make sure you typed quotation marks before and after the URL. Make sure you have the entire URL, including <http://>. Check to see whether you've made any capitalization or spelling errors within the URL.

5. With your page displayed in *Netscape* or *Firefox*, click on “View”, then “Page Source”. This will show your HTML document with tags and attributes in a different color from the text. This format makes it easier to see your tags and figure out what is wrong.
6. Break up the information you have on your site into coherent "chunks" rather than placing unrelated information all together on one long page. These smaller chunks make it easier for people to link to the specific information that interests them at your site.
7. Visit the Information Technology Division’s “Web Author Resources” page for more suggestions, tips, and hints: <http://www.lib.umd.edu/itd/web/resources.html/>.
8. Use the World Wide Web Consortium’s (W3C) HTML validator service (described below).

## HTML VALIDATION

Once you have finished a page, make sure your coding is valid by checking your documents against the W3C’s HTML validator at:

<http://validator.w3.org/>

This program will pick out all HTML errors, and it is a good idea to perform this step even if your document is displaying perfectly.

**NOTE:** All pages using the Libraries’ templates have coding included within them that facilitate the use of the HTML validator. If you want to use the HTML validator on your own page (or you are editing an older page on the Library server), type this at the very beginning of your document, before the <HTML> tag:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
"http://www.w3.org/TR/html4/loose.dtd">
```

Then use the HTML validator to check your coding.

## SPECIAL HTML CHARACTERS

In order to include a copyright symbol, certain math equations, and other non-standard characters on your Web page, you will need to include special characters in your HTML coding. To do this, you will use a table of characters called the **ISO-8859-1 Latin-1 Table** (<http://www.htmlhelp.com/reference/charset/>). You can include the Latin-1 characters in your coding by either typing in a **numeric character reference** (&#34;) or an **entity reference** (&quot;) when you write your HTML code.

For instance, a standard double quotation mark ( “ ) is defined as either **&#34;**; using numeric characters or **&quot;**; using an entity reference. Either way, your visitors see a plain quotation mark.

Other handy special characters include:

- ®      **Registered trademark:** &#174; or &reg;

- © **Copyright symbol:** `&#169;` or `&copy;`;
- & **Ampersand:** `&#38;` or `&amp;`;
- ° **Degree sign:** `&#176;` or `&deg;`;
- **Non-breaking space:** `&#160;` or `&nbsp;`;

From: [http://www.netmechanic.com/news/vol5/html\\_no11.htm](http://www.netmechanic.com/news/vol5/html_no11.htm) - *HTML Tip: Learn To Speak Latin*

## ADDITIONAL RESOURCES

A number of resources exist to assist you in learning more about HTML. One recommended source is:

Castro, Elizabeth. Creating a Web Page With HTML: Visual QuickProject Guide. Berkeley: Peachpit Press, 2004.

Additional online HTML resources are available at: <http://www.lib.umd.edu/groups/learning/onlinecomputer.html>

There are also several books available for you to check out from the **Learning Curriculum Resource Library**:

- Castro, Elizabeth. HTML for the World Wide Web. 4<sup>th</sup> Ed. Berkeley: Peachpit Press, 2000.
- Niederst, Jennifer. HTML Pocket Reference. 2<sup>nd</sup> Edition. Sebastopol, CA: O'Reilly, 2000.
- Robbins, Jennifer Niederst. HTML and XHTML Pocket Reference. 3<sup>rd</sup> Edition. Sebastopol, CA: O'Reilly, 2006.
- Robbins, Jennifer Niederst. Web Design in a Nutshell. 3<sup>rd</sup> Edition. Sebastopol, CA: O'Reilly, 2006.

A complete listing of titles in the Learning Curriculum Resource Library is available at:  
<http://www.lib.umd.edu/groups/learning/lcrlibrary.html>.

### For Additional Assistance:

- To establish a *WebSpinner* account, complete the online request form at:  
<http://www.lib.umd.edu/itd/web/forms/requestform.html>.
- For questions regarding HTML, *WebSpinner*, and web design for library pages, contact **Web Services** at [webservices@itd.umd.edu](mailto:webservices@itd.umd.edu).

### CREDITS:

Training session originally designed by Clare Sebok, Staff Training and Development, 1/2002. Revised and updated 7/2003, 11/2003, 9/2004, 9/2005, 3/2007 and 10/2007 by Maggie Saponaro, with assistance from Janet Evander and Gary Phillips, ITD. 4/4/08; Revised and updated by Dawn Borgardt, with assistance from Janet Evander and Julie Brophy 8/2008 .