

Even More HTML

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Introduction

This handout provides basic instruction on creating a resume using a text editor and HTML. This handout will focus on some important concepts in HTML programming like creating tables in HTML. The task of creating a “Digital Resume” will be used as a medium to learn the above mentioned skills. This is not a “how-to-write-a-resume” handout.

This handout assumes that you:

1. have created a ‘public_html ‘ directory in your lschool server space
2. know HTML document structure and basic tags
3. know how to transfer files to and from your lschool server space

Objectives

After completing this handout, you will have a sample HTML resume and know how to:

- Center and justify text
- Design a web page table with rows and columns of text
- Write the HTML for an invisible table that creates side-by-side columns
- Create a table that has different colored cells
- Build a list of items with indented text block definitions
- Insert a footer at the bottom of your Web page Add embedded information that will help others find your site using Internet searches

Justification and Alignment

Text Alignment gives you more control over the layout of your page. Alignment is an attribute that can be used to right justify, left justify or center text on your page. We will use the “divisions” tag `<div>...</div>` to align your name and email address. All text within the tag is justified according to the align attribute:

`<div align=left>...</div>` to left justify

`<div align=right >...</div>` to right justify

`<div align=center >...</div>` to center justify

Step One:

Open yourlastname.html

Step Two:

In the body of the page (between `<body>...</body>`) type:

`<div align=left>`

```

    <font size=+1>
      <b>YourName </b>
    </font>
  </div>
  <div align=right>
    <a href="mailto:yourlogin@ischool.utexas.edu">
      yourlogin@ischool.utexas.edu
    </a>
  </div>

```

Step Two:

Save and load into your web browser. Your page will look like this:

YourName	yourlogin@ischool.utexas.edu
-----------------	--------------------------------------------------------------------------------

Center Alignment

Now we will use the `<p align=center>...</p>` tags to center your name and email address on the page.

Step One:

Open yourlastname.html

Step Two:

Delete the code we just wrote.

Step Three:

In the body of the page (between `<body>...</body>`) type:

```

<div align=center>
  <h2>YourName</h2>
  <a href="mailto:yourlogin@ischool.utexas.edu">
    yourlogin@ischool.utexas.edu
  </a>
</div>

```

Step Four:

Save and load into your web browser. Your page will look like this:

<p>YourName</p> <p>yourlogin@ischool.utexas.edu</p>

Tables

Tables provide a structure for organizing data into “grids” on the page, and can also be used to set up your layout. The HTML code for the basic table structure is shown below:

Row 1 col 1	Row 1 col 2	Row 1 col 3
Row 2 col 1	Row 2 col 2	Row 2 col 3
Row 3 col 1	Row 3 col 2	Row 3 col 3

```

<table border=1 >

  <tr>
    <td>Row 1 col 1</td>
    <td>Row 1 col 2</td>
    <td>Row 1 col 3</td>
  </tr>

  <tr>
    <td>Row 2 col 1</td>
    <td>Row 2 col 2</td>
    <td>Row 2 col 3</td>
  </tr>

  <tr>
    <td>Row 3 col 1</td>
    <td>Row 3 col 2</td>
    <td>Row 3 col 3</td>
  </tr>
</table>

```

The border=1 attribute in the <table> tag instructs the browser to draw a line around the table with a thickness of 1 pixel. Each row is defined by Table Row tags <tr>...</tr> and then cells in each row are defined by table Data <td>...</td> tags. Each <td>...</td> tag can contain any other type of HTML tag, headers, styled text, hypertext links, graphics, etc.

Creating a Basic Table

Step One:

Open yourlastname.htm

Step Two:

Under your email address, insert the following:

```

<table border=1 width ="100%">
  <tr>
    <td width = 33% >
      <div align ="center">Education</div>
    </td>
    <td width = 33%>

```

```

<div align = "center">Experience</div>
</td>
<td width= 33%>
<div align= "center">Skills</div>
</td>
</tr>
</table>

```

Step Two:

Save and load into your web browser.

Your page should now look like this:

Education	Experience	Skills
-----------	------------	--------

Nesting Tables

Tables can get pretty complicated, especially when tables can exist within tables, and then attributes exist within those tables. It is often helpful to examine your information and sketch out tables before you begin writing HTML. Let's use Education as an example. In this resume, I want to include the following information:

Education

2000-2002 School of Information, University of Texas, M.S. Information Studies

Related Coursework: Software Usability Engineering

Information Architecture

Database Management Principles

1991-1997 University of Texas at Austin, B.A. History

I have 7 rows of text, and I have three indentions in the text which indicates three columns. If I were to draw a table around this information, it would something like this:

Education		
2001-2003	School of Information University of Texas, M.S. Information Studies	
	Related Coursework:	Software Usability Engineering Information Architecture Database Management Principles
1994-1999	University of Texas at Austin, B.A. History	

Another option which would look better in this case:

Education		
2001-2003	School of Information University of Texas, M.S. Information Studies	
	Related Coursework:	Software Usability Engineering
		Information Architecture
		Database Management Principles
1994-1999	University of Texas at Austin, B.A. History	

By nesting a table within a table, space is used more efficiently and the information lines up evenly, making it easier to read.

Creating a Nested Table

Step One:

Open yourlastname.htm

Step Two:

```
<table width=100% border=0>
<tr>
<td colspan=2>
<h3>Education<a name="education"></a></h3>
</td>
</tr>
<tr>
<td width="25%">2000 - 2002</td>
<td width="75%"><a href="http://www.ischool.utexas.edu">School of
Information</a></td>
</tr>
<tr>
<td width="25%"></td>
<td width="75%"><a href="http://www.utexas.edu">University of Texas</a>,
M.S.Information
Studies</td>
</tr>
<tr>
<td width="25%" height="73"></td>
<td width="75%" height="73">
<table width=60% border=0>
<tr>
```

```

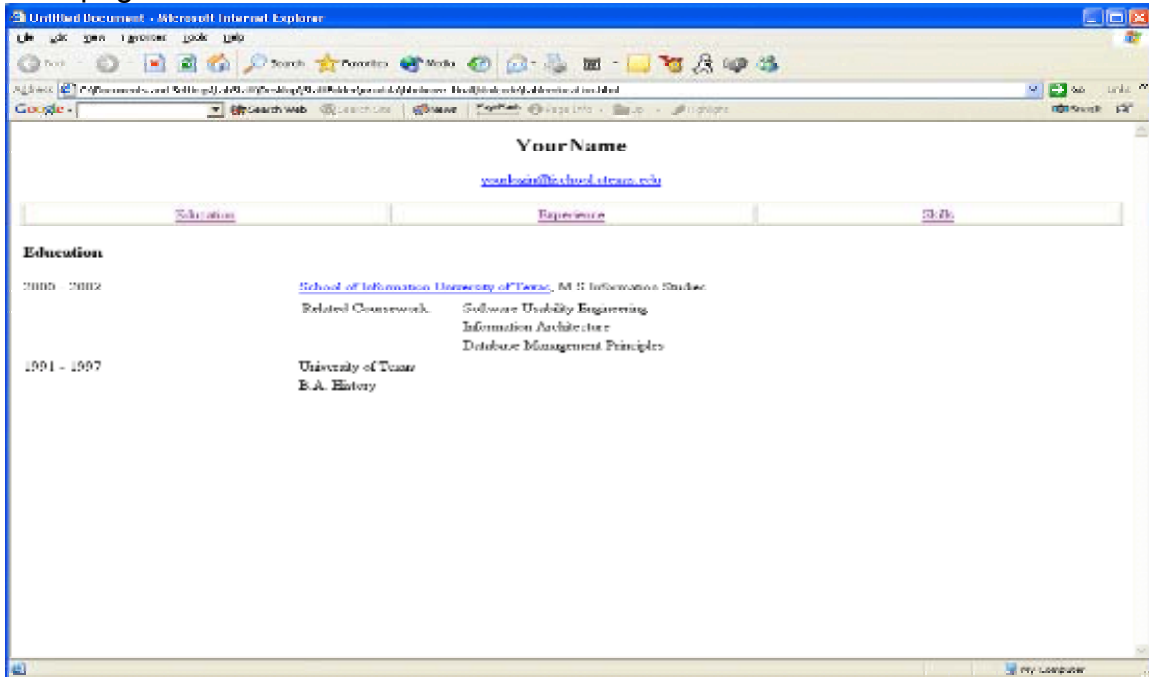
<td align=left>Related Coursework:</td>
<td >Software Usability Engineering </td>
</tr>
<tr>
<td></td>
<td>Information Architecture </td>
</tr>
<tr>
<td></td>
<td>Database Management Principles</td>
</tr>
</table>
</tr>
<tr>
<td width="25%">1991 - 1997</td>
<td width="75%">University of Texas</td>
</tr>
<tr>
<td width="25%"></td>
<td width="75%">B.A. History</td>
</tr>
</table>
</tr>

```

Step Three:

Save and load into your web browser.

Your page should now look like this:



More Tables

In the previous tables we included the attribute `<colspan>`. We use the `colspan` and `rowspan` attributes within the `<td>...</td>` tags when cells within a table span more than one column or row.

The HTML for this nested tables structure is shown below:

Row 1 col 1	Row 1 col 2-3	
Row 2 col 1	Row 2 col 2	Row 2 col 3
Row 3 col 1		Row 3 col 2

```
<table border=1 >
<tr>
  <td>Row 1 col 1</td>
  <td align = center colspan=2>Row 1 col 2-3</td>
</tr>
<tr>
  <td>Row 2 col 1</td>
  <td valign= top rowspan=2>Row 2 col 2</td>
  <td>Row 2 col 3</td>
</tr>
<tr>
  <td>Row 3 col 1</td>
  <td>Row 3 col 2</td>
</tr>
</table>
```

Experience Table

Let's say we are making a list of positions you have held, including the location and dates, and a sublist of job duties you performed.

It might look something like this:

Teaching Assistant, University of Texas, May 2000 –present

- * Developed a number of graduate-level course websites
- * Maintained online grade reports for students
- * Participated in the development of the UT website

Information desk Volunteer, Austin Public Library, May 1996 – May 2000

- * Assisted students with questions
- * Provided instruction for UT's Library online
- * Created distribution carts and shelved books

Again, the easiest way to display this information would be by using a table.

Step One:

Open yourlastname.htm

Step Two:

After last `</table>`, enter the following:

```

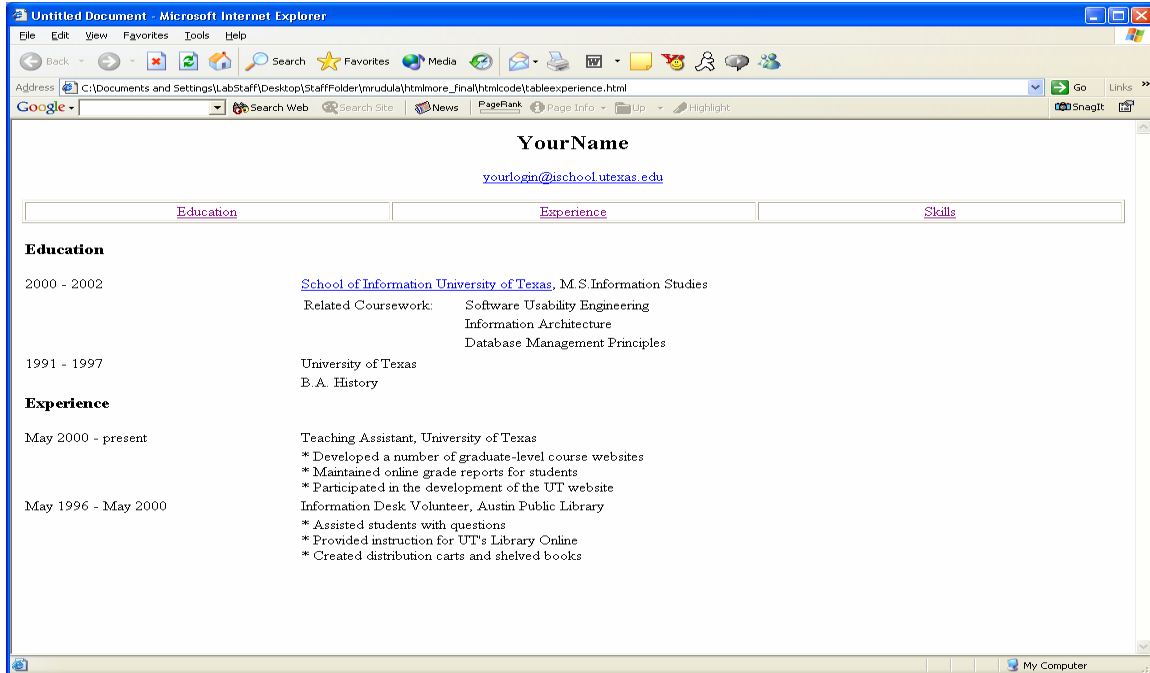
<table width="100%" border="0">
<tr>
<td colspan=2>
<h3>Experience<a name="experience"></a></h3>
</td>
</tr>
<tr>
<td width="25%">May 2000 - present</td>
<td width="75%">Teaching Assistant, University of Texas</td>
</tr>
<tr>
<td width="25%"></td>
<td rowspan=3 width="75%">* Developed a number of graduate-level course
websites
<br>
* Maintained online grade reports for students<br>
* Participated in the development of the UT website</td>
</tr>
<tr>
<td width="25%"></td>
</tr>
<tr>
<td width="25%"></td>
</tr>
<tr>
<td width="25%">May 1996 - May 2000</td>
<td width="75%">Information Desk Volunteer, Austin Public Library</td>
</tr>
<tr>
<td width="25%"></td>
<td rowspan=3 width="75%">* Assisted students with questions<br>
* Provided instruction for UT's Library Online<br>
* Created distribution carts and shelved books</td>
</tr>
<tr>
<td width="25%"></td>
</tr>
<tr>
<td width="25%"></td>
</tr>
</table>
<dl>
<dt>

```

Step Three:

Save and load into your web browser.

Your page should now look like this:



Coloring Tables

Coloring tables is an effective means of adding graphic/color elements to a web page without attaching a lot of bandwidth consuming images. It is as simple as inserting `bgcolor = #66cc00` as an attribute to the different `<table>` tags:

TASK	HTML Syntax
Color the area behind the entire table	<code><table bgcolor = #336699></code>
Color the area behind a single row	<code><tr bgcolor = #336699></code>
Color the area behind a single cell	<code><td bgcolor = blue></code>
Color around the border of a cell	<code><table bordercolor =blue></code>

Creating links

Inserting links inside tables is similar to inserting links at any part in a HTML document using the keyword "href".

Step One:

Open `yourlastname.htm`

Step Two:

Below the second table enter:

```
<table width="100%" border="1" bgcolor="#FFFFCC" bordercolor="#000000">
<tr bgcolor="#FFFFCC" bordercolor="#000000">
<td> <div align="center">
<a href="yourlastname.txt">Text Only</a>
</div>
```

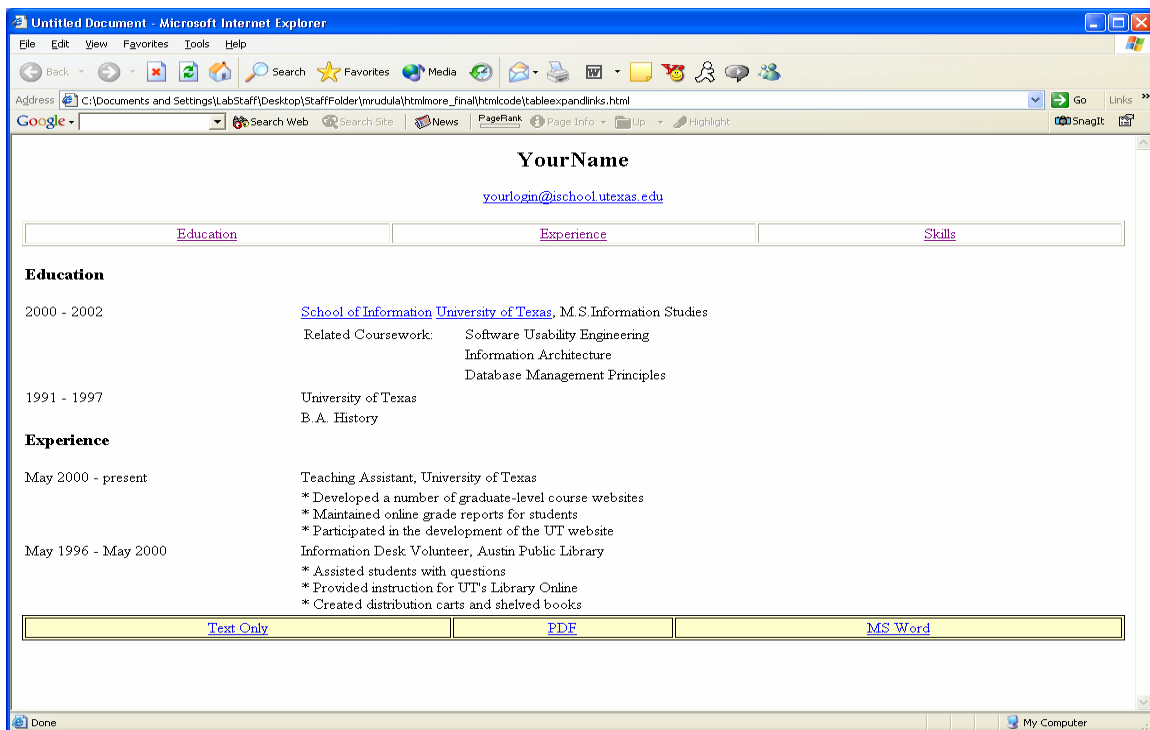
```

</td>
<td> <div align="center">
<a href="yourlastname.pdf">PDF</a>
</div>
</td>
<td> <div align="center">
<a href="yourlastname.doc">MS Word</a>
</div>
</td>
</tr>
</table>
<br>

```

Step Three:

Save and load into your web browser.
Your page should now look like this:



Definition Lists

In Beginning HTML you learned how to create two types of lists: ordered `...` and unordered `...` lists. These lists use bullets or numbers to mark entries. The definition list marks its entries by a pattern of indentation. This is especially handy when creating a glossary, bibliography or any list of items with indented

```

<dl>
  <dt> title1
  <dd> definition1

```

```

<dt> title2
  <dd> definition2
<dt> title2
  <dd> definition2
</dl>

```

Step One:

Open yourlastname.htm

Step Two:

Type in the following code:

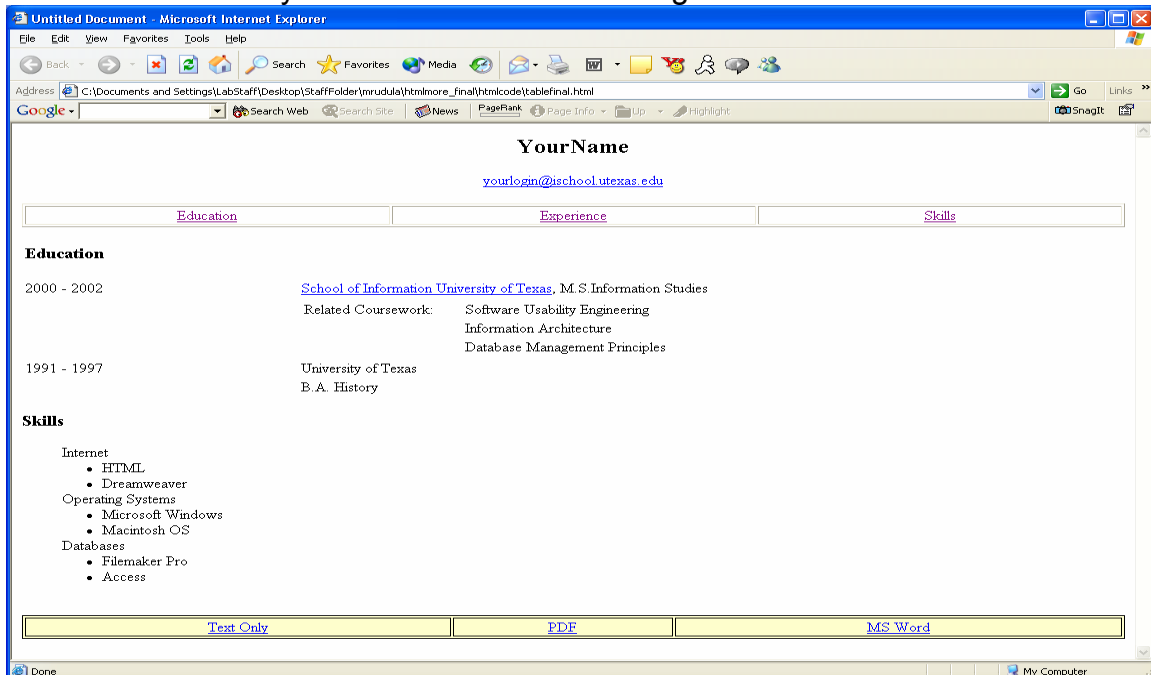
```

<dt><h3>skills</h3>
<dd>Internet
  <ul>
    <li>HTML
    <li>Dreamweaver
  </ul >
<dd>Operating Systems
  <ul>
    <li> Microsoft Windows
    <li> Macintosh OS
  </ul>
<dd>Databases
  <ul>
    <li>Filemaker Pro
    <li>Access
  </u>
</d>

```

Step Two:

Save and load into your Web browser. Your Page should look like this:



Anchor Links

A named anchor is a hidden reference marker for a particular section of your HTML file. This might be used to link to a different section of the same page if it is long, or to a marked section of another page. In this exercise we will create anchor links from the sections of the resume.

How it works:

The HTML format for creating the named anchor is:

```
<a name="education"> Education </a>
```

When you want to create a hypertext link to a named anchor, use the following:

```
<a href="#education"> Education </a>
```

The "#" symbol instructs your web browser to look through the HTML document for a named anchor. When you select or click on the hypertext, it brings the part of the document that contains the named anchor to the top of the screen.

Adding Named Anchors

Step One:

Open yourlastname.htm

Step Two:

Locate and change all header <h3> tags in your resume:

```
<h3><a name="education">Education</a></h3>
```

```
<h3><a name="experience">Experience</a></h3>
```

```
<h3><a name="skills">Skills</a></h3>
```

If you reload now from your web browser, you will not notice any visible change. The named anchor tags we have just added are hidden from the user's view.

Adding Links to a Named Anchor

Step One:

Open yourlastname.htm

Step Two:

Locate the first table

Add and tags so that the section looks like:

```
<table border= "1" width= "100%" >
```

```
<tr>
```

```
  <td width=33%>
```

```
    <div align="center">
```

```
      <a href " #education" >Education</a></div>
```

```

    </td>
    <td width33%>
      <div align"center">
        <a href "#experience" >Experience</a></div>
      </td >
    <td width33%>
      <div align"center">
        <a href "#skills" >Skills~</a></div>
      </td >
  </tr>
</table>

```

Step Three

Save and Load into your web browser. When you click on a link in the first table, the browser should display the associated section at the top of your screen. This document is really much too short to demonstrate the benefits of anchor links. They are more useful in long documents and web pages.

Page Footers

Page footer provides information about the author and the document, maybe the last date it was modified, as well as a means to send the author a message by e-mail. This is the place for the address tag which simply stylizes a block of text in italic. It is a good idea to make footers brief, informative, and consistent between your different web pages. Some useful information to include is:

- * Title or subject of the current page
- * Date it was created/updated
- * Copyright if appropriate
- * Name and e-mail for the web page author
- * Name and hypertext link to affiliation/organization

The HTML format for the address tag looks like:

```

<address>
text text text text text
text text text text text
</address>

```

HTML inside the address tag is legal, so you can modify it with bold tags, line breaks, and hyperlinks.

Step One:

Open yourlastname.htm

Step Two:

Add a page footer to the bottom of your page - just before the </body> tag:

```

<br>
<address>
Last Updated March 17, 2002<br>

```

```
by <a href="mailto:yourlogin@ischool.utexas.edu
Your Name here~/a>
http://www.ischool.utexas.edu/~yourlogin/resume.html
</address>
```

Step Three:

Save and load it into your web browser.

Meta Data

META tags are syntax was created to allow "meta" or "extra" information to be embedded in a web page, in the part that is not displayed by the web browsers. META tags allow you to add extra information that will help identify your web page when people use Internet searches. The place that these tags go are within the <head> ... </head> part of your HTML document.

The HTML format for META tags is:

```
<META name="description" content="this is where you type the
description of your page and content.">
<META name="keywords" content="librarian, student, graduate">
```

Resumes are often retrieved from databases using keyword searches, so in your keywords include every program you have used, every language you know, and all the job skills you possess. Research the positions you want and compile a list of the words you see repeated in the ads. Jargon is important-you will probably come up with a number of skills that are listed that you already possess. The maximum length of a META tag, from the first < to the last > is 1024 characters or about 100 words.

Step One:

Open yourlastname.htm

Step Two:

After the <head> tag add these two meta tags:

```
<META name="description" content=" Resume of Your Science, M.A. Information
Studies.">
<META NAME' keywords" CONTENT="school of information science, library
science, librarian, public libraries, reference services, research, HTML, web
design, Word, Access, Filemaker, Dreamweaver">
```

Step Three:

Save and Load into your web browser.

The addition of these META tags will not change the appearance of your web page but once they are placed on a web server, they will enhance how your web page is "indexed" by the different web search sites.

References:

Information referred from the WWW on February 1, 2003 from
<http://hotwired.lycos.com/webmonkey/-pd>

Information referred from handout "Creating an Digital Resume" from Kayla Chioco.

Short Courses

The lab offers free classes on various computer topics for Information School students, faculty, and staff. To register for a class or view a complete list of available short courses go to:

<http://www.ischool.utexas.edu/technology/tutorials/shortcourse.html>

Can't make a Short Course?

IT Services also offers Short Courses online at Tutorial Junction. Tutorial Junction is a collection of tutorials and instructional materials covering a broad range of computer applications and technologies. The tutorials are prepared by members of the Information School IT Services staff.

<http://www.ischool.utexas.edu/technology/tutorials/index.html>

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