HTML CHEAT SHEET

Your Destiny Home Page can be used to provide information, promote various materials and activities, and make announcements to students and staff.

To customize the HOME page in Follett's Destiny Library Manager, you can use some basic HTML commands to format your text.

One important thing to note: when you are using HTML tags, your text must be surrounded by the tag. There is always an opening tag and a closing tag. The tags surround the content and apply meaning to it.

TEXT FORMATTING TAGS

** … **
Create bold text. (Can also use …)

<i> … </i>
Add italics to text.

<u> … </u>
Underline text. However, many users assume any underline text is a hyperlink, so use this sparingly.

<center> … </center>
Center your text on the screen.

**
**
Put a <br> at the end of a line to create a line break. Line breaks are not automatic in HTML. Just pressing [Enter] on your keyboard will not create a line break. You must use the <br> tag. (Can also use <p> … </p> as well – this is the paragraph tag and creates line breaks as well).

<marquee> … </marquee>
This creates a "crawler" or scrolling marquee of text across the screen.

** **
This allows you to specify the font color for the text between the tags. You can also use numeric codes for font colors if preferred. You must put quotes around the font color.

** … **
Allows you to specify the font size. Font sizes range from 1 (smallest) to 7 (largest) with 3 being the default size for normal text. You must put quotes around the font size number

LINK TAGS

 ...
Anchor text for hyperlink. Hyperlink goes between quotes. Clickable text is between tags.

 ...
A link used to pull up an outgoing message to a specific email addresses.

 ...
A link to make phone numbers clickable, especially useful for mobile users.

IMAGE TAGS

An image tag to include and display image files. The source of the image is a web address (the image cannot be saved locally on your computer. It must be on the web available for all to access).

alt="text"
Alternative text that helps explain the image content to both search engines and users.

align=""
The alignment of the image (relative to other text elements on the page).

NOTE: You can use more than one effect on your text. For example, if you want something bold and in italics, you would so the following:

<i>Your text here</i>

The forward slash inside brackets will end a text effect – for example, the tells the web browser to stop the bold for any text following the end tag.

ADDITIONAL RESOURCES

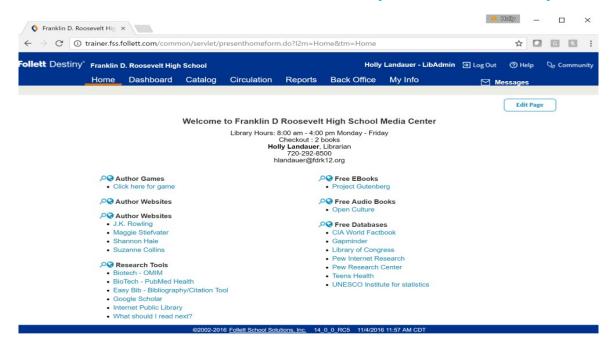Simple Guide to HTML
http://www.simplehtmlguide.com/cheatsheet.php

Adding images to a webpage
http://www.pageresource.com/html/image1.htm

Free clipart
http://classroomclipart.com/

SAMPLE HOME PAGE (HTML ONLY)

The text at the top (the library hours, Checkout limits, and my contact information) is all HTML code. You would click on the EDIT PAGE button in the top right hand part of the window. Click on the paper and pencil icon next to Edit Introductory Text. In the BODY box, type the following:

*<center>Library Hours: 8:00 am - 4:00 pm Monday - Friday
 Checkout:*

*2 books
*

*your name here, Librarian
*

*phone
*

email@follett.com</center>

The <center> tag centers your text in the window

The <br> tag at the end of the line puts a line break (so the text goes on the next line)

The tag around YOUR NAME puts your name in bold

The two <a href> tags create hyperlink for your phone and email.

You can change the text between the tags to say whatever you want it to say.

You can then add links to any site you think may be beneficial to your patrons.

SAMPLE HOME PAGE WITH MARQUEE

<center>Welcome to the Millard Fillmore Memorial Library

Home of the Huskies!

<p><img src="https://image.freepik.com/free-photo/siberian-husky_2922818.jpg" Height="60" Width="110"></img>

<marquee><i>Find...Information &nbsp; &nbsp;

Find...Adventure &nbsp; &nbsp;

Find...A great book to read &nbsp; &nbsp;

Learn more about people and places &nbsp; &nbsp;

Follow your dreams &nbsp; &nbsp;

Visit places you have only dared to imagine!

</i></marquee></p>

<p><center>Library Hours:

Monday - Thursday | 8:00 am to 3:30 pm

Friday | 8:30 am to 2:30 pm

Librarian - Sue Short</center></p>

NOTE: "&nbsp;" creates a hard space after text. It is used multiple time above to create a space between the text scrolling across the screen

Imbedding a Google Calendar on Your Library Home Page