

Lesson 3: Placing Text on the Page

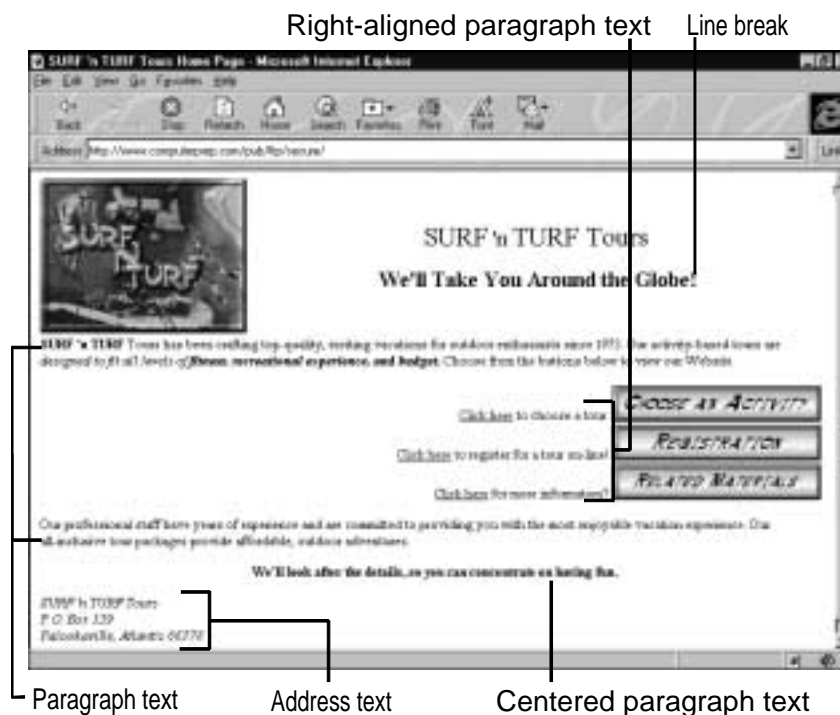
OBJECTIVES

You will be able to:

- format paragraphs.
- create line breaks.
- format addresses.
- create block quotes.
- use preformatted text.

In its early years, the Internet presented information in plain text format only—line after line of plain text. Although many people today think of Web graphics first, text continues to play an important role in Internet information design. Web page developers have an incredible—and ever-growing—array of options for formatting text.

Text formatting decisions can help to organize and highlight key pieces of information, even make dull or complex content easy to read. The following figure displays examples of some text formatting elements used on Web pages.



Web Page Text Formatting Examples

<i>Paragraph text</i>	Text delimited by the paragraph tag <P>, with or without its closing tag. Browsers display paragraph text without formatting, unless you specify format attributes.
<i>Address</i>	A line or lines delimited by the <ADDRESS></ADDRESS> tags and recognized by browsers as the address of the Web page author or owner. While all browsers recognize the tag pair, not all display an address in the same way.
<i>Centered, left- or right-aligned paragraph text</i>	Paragraph text that has been marked with alignment attributes and displayed in a browser

In this lesson, you will use HTML tags to format paragraph text, define line breaks, format address text, and display text in block quotes for emphasis. You will also use <PRE>, the preformat tag, to protect text formatted with spaces or tabs.

Formatting Paragraph Text

Paragraphs are the basic text component of Web documents. In the following exercises, you will use the <P> tag to create paragraphs on your Web page. You will also apply codes to align paragraph text.



*In a Web document, a **paragraph** is one or more lines that are kept together on a page. A paragraph may or may not include line breaks.*

Using the <P> Tag

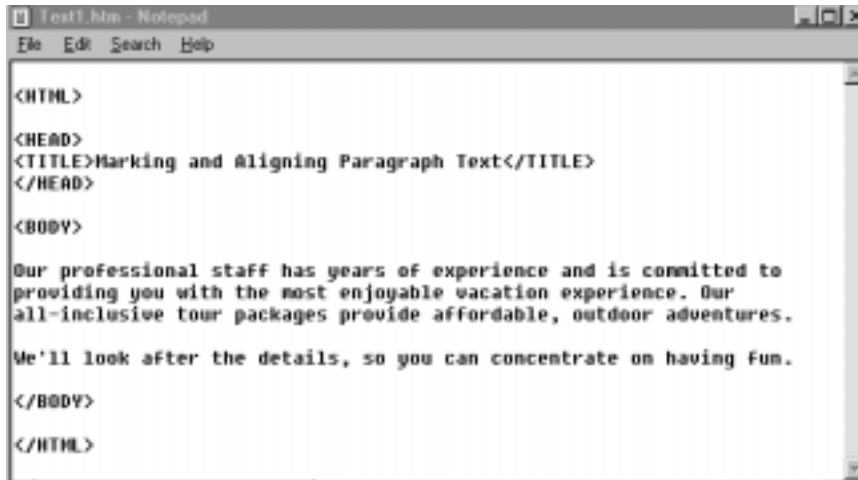
The recommended use of the HTML paragraph tag is to place <P> at the beginning of each paragraph and </P> at the end of each paragraph. Often, the closing tag </P> *can be* omitted, with no effect on the Web page design.

Learning Lab

In this Learning Lab, you will use the <P> tag to define a paragraph in an HTML document.

1. In Notepad, open **C:\My Documents \HTML1\Text1.htm**, then turn on the Edit Word Wrap feature.

Displays the HTML file in Notepad as shown in the following figure.

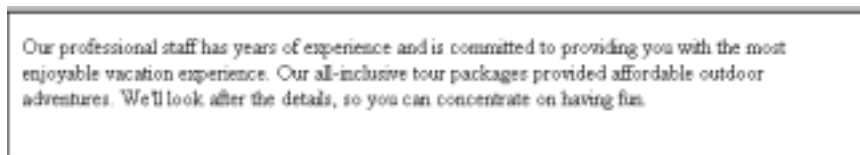


```
<HTML>
<HEAD>
<TITLE>Marking and Aligning Paragraph Text</TITLE>
</HEAD>
<BODY>
Our professional staff has years of experience and is committed to
providing you with the most enjoyable vacation experience. Our
all-inclusive tour packages provide affordable, outdoor adventures.

We'll look after the details, so you can concentrate on having fun.
</BODY>
</HTML>
```

Text1.htm in Notepad

Notice that all of the standard HTML document tags appear in the file. If you view **Text1.htm** in your browser, the body text will display as shown in the following figure.



Body Text Without HTML Tags—Browser

2. In the **Text1.htm** file, click in the blank line between the opening `<BODY>` tag and the beginning of the body text, then type `<P>`.

Indicates the beginning of a paragraph.

3. Click after the word *adventures*, then type `</P>`.

Indicates the end of the paragraph.

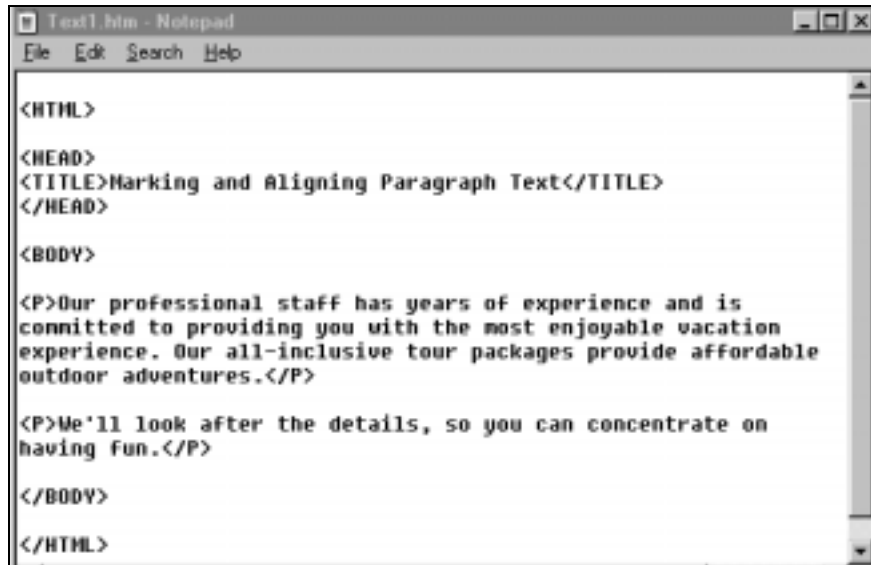
4. Click in the blank line above the sentence starting *We'll look...*, then type `<P>`.

Indicates the start of a new paragraph.

5. Click after the word *fun.*, then type `</P>`.

Indicates the end of the second paragraph.

Your HTML code should appear as shown in the following figure.



```
<HTML>
<HEAD>
<TITLE>Marking and Aligning Paragraph Text</TITLE>
</HEAD>
<BODY>
<P>Our professional staff has years of experience and is
committed to providing you with the most enjoyable vacation
experience. Our all-inclusive tour packages provide affordable
outdoor adventures.</P>
<P>We'll look after the details, so you can concentrate on
having fun.</P>
</BODY>
</HTML>
```

Body Text with Paragraph Tags—Notepad

Note: Do not save this document yet. Complete the next Learning Lab first.

Aligning Paragraph Text

To specify the alignment of a paragraph in an HTML document, you add an alignment attribute within the <P> command. You can align paragraph text to the left, right, or center. Align-left is the default alignment for paragraphs.

The following table shows the alignment attributes you can use within paragraph tags.

Note: In a hypertext document, the default left margin is at the left edge of the browser window, and the default right margin is at the right edge. Centered means centered within the browser window.

<code><P ALIGN=LEFT></code>	Aligns paragraph text to the left margin.
<code><P ALIGN=RIGHT></code>	Aligns paragraph text to the right margin.
<code><P ALIGN=CENTER></code>	Centers paragraph text between the left and right margins.

In this lesson, you will assign an alignment attribute to a paragraph.

*Note: Hypertext **style sheets** allow you to define alignments in another way. You can define a style for each type of alignment you will use and then apply the styles to any element in your document—graphics and tables as well as text.*



In this Learning Lab, you will use alignment attributes to align paragraph text in **Text1.htm**.

1. In the first paragraph tag, click after the <P, press **<Space>**, then type **ALIGN=LEFT**.

Aligns the paragraph text with the left margin.

Note: Because align-left is the default alignment, it is not strictly necessary to add the attribute in this instance..

2. In the second paragraph tag, click after the P, press **<Space>**, then type **ALIGN=CENTER**.

Adds the center-align attribute to the second paragraph.

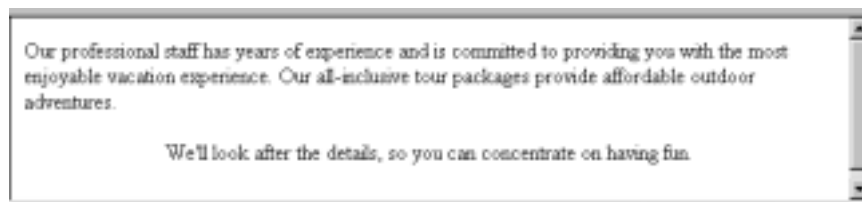
Your opening paragraph tags should now match these:

```
<P ALIGN=LEFT>
```

```
<P ALIGN=CENTER>
```

3. Save your HTML source code as **C:\My Documents\HTML1\Text2.htm**, then close Notepad.
4. Display **Text2.htm** in your browser.

Text2.htm should display as shown in the following figure.



Paragraph Text—Browser

Creating Line Breaks

As an HTML author, you want to know how to insert line breaks to divide your text. In this lesson, you will direct a browser to insert line breaks.



*The line break command is
. It ends a line of text instantly and makes the following text or element flow to the next line.*

 is a single tag, meaning that it has no closing tag. Its instruction to the browser is clear: "End the line here."

Learning Lab

In this Learning Lab, you will use line breaks to divide paragraphs and separate lines of text.

1. Open Notepad, then open **C:\My Documents\HTML1\Text3.htm**.
2. At the bottom of the screen, click after the words *Surf 'n Turf Tours*, then type **
**.
Inserts a line break command.
3. Click after the number *159*, then type **
**.
Inserts a line break command.
4. Click after the number *77777*, then type **
**.
Inserts a line break command.
5. Click after the word *.com*, then type **
**.
Inserts a line break command.
6. Save the document as **C:\My Documents\HTML1\Text4.htm**, then view **Text4.htm** in your browser.

Text4.htm should display as shown in the following figure.



Text with Line Breaks—Browser

Formatting Addresses

There are a number of HTML codes you can use to indicate that certain text blocks should receive special formatting treatment. Each browser recognizes these codes and handles them in its own way.

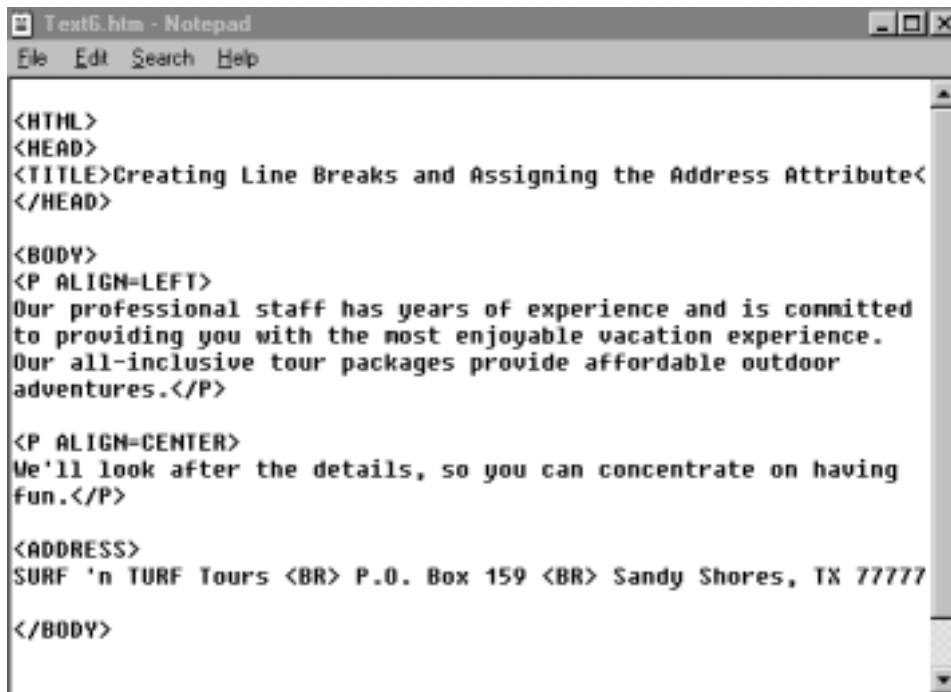
A common text formatting tag is the <ADDRESS> tag. The <ADDRESS> tag indicates an address entry, and it must be accompanied by the closing tag, </ADDRESS>. The browser recognizes the text within these tags as an address block.

Learning Lab

In this Learning Lab, you will insert code that directs a browser to format address text.

1. Open **C:\My Documents\HTML1\Text5.htm**.
2. Click in the line area above *Surf 'n Turf*, then type **<ADDRESS>**.
Starts the address text formatting.
3. Click after the fourth
 tag, then type **</ADDRESS>**.
Ends the address formatting.
4. Save the document as **C:\My Documents\HTML1\Text6.htm**.

Your document code should appear as follows:



```
<HTML>
<HEAD>
<TITLE>Creating Line Breaks and Assigning the Address Attribute<
</HEAD>

<BODY>
<P ALIGN=LEFT>
Our professional staff has years of experience and is committed
to providing you with the most enjoyable vacation experience.
Our all-inclusive tour packages provide affordable outdoor
adventures.</P>

<P ALIGN=CENTER>
We'll look after the details, so you can concentrate on having
fun.</P>

<ADDRESS>
SURF 'n TURF Tours <BR> P.O. Box 159 <BR> Sandy Shores, TX 77777
</BODY>
```

Text with Address Formatting

5. Close Notepad, then view **Text6.htm** in your browser.

Your document should appear as shown in the following figure.



Address Text Formatting—Browser

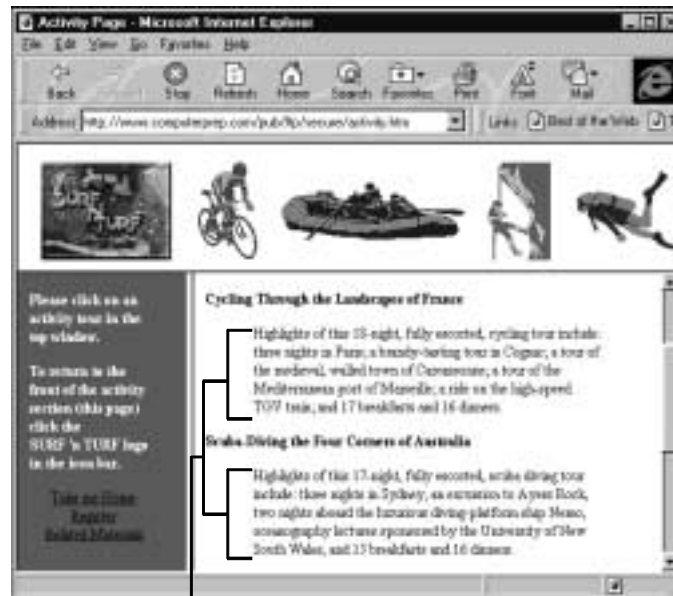
Creating Block Quotes

Like the address text feature, the block quote signals a browser to treat text in a special way. It is often used in text documents to draw attention to the content of a paragraph



Block quotes are indented sections of text, used to offset particular elements of a document.

The following figure illustrates the use of block quotes on a Web page.



Block quotes

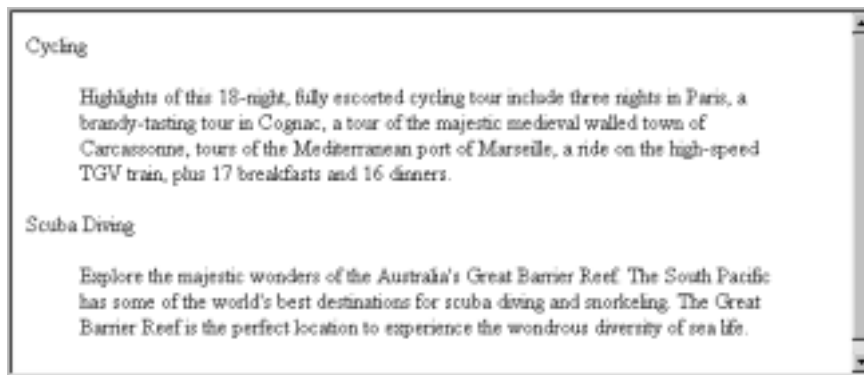
Block Quotes on a Web Page—Browser

To create block quotes, you use the <BLOCKQUOTE> and </BLOCKQUOTE> tags. In this Learning Lab, you will create a block quote and then display it in a browser.

Learning Lab

1. Open Notepad, then open **C:\My Documents\HTML1\Text7.htm**.
2. Click before the *H* in the word *Highlight*, then type **<BLOCKQUOTE>**.
Begins a block quote.
3. Click at the end of the first paragraph, then type **</BLOCKQUOTE>**.
Ends the block quote.
4. Click before the *E* in the word *Explore*, then type **<BLOCKQUOTE>**.
Begins a block quote.
5. Click at the end of the second paragraph, then type **</BLOCKQUOTE>**.
Ends the block quote.
6. Save the file as **C:\My Documents\HTML1\Text8.htm**.
7. Close Notepad, and then view **Text8.htm** in your browser.

Your display should look like the one in the following figure.



Text8.htm—Browser

Using the Preformat Tag

The `<PRE>` tag and its required closing tag, `</PRE>`, define an area in which browsers render text exactly as it is typed in the HTML document. Normally, a browser ignores spaces and tabs, but the `<PRE>` tags allow you to insert spaces or even tabs (not recommended) to arrange your text *and* signal the browser to keep you arrangement.

The only problem is that <PRE> limits you to a monospace font, usually Courier, that does not make lively Web text. You could, however, use the <PRE> tag to create a simple two-column table, like people's names and their birthdays. You could also use it when it is necessary to preserve the original text formatting for any reason, as in reporting statistical data.

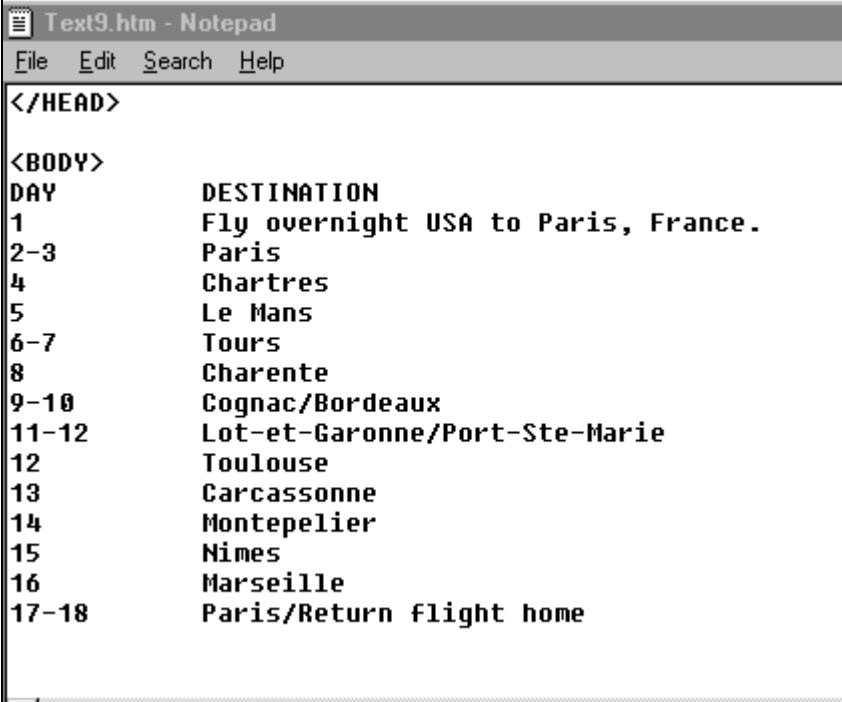
Here's an example, using spaces to separate two columns::

```
John    March 21
Joyce   July 14
Carl    December 6
```

<PRE> can save you time, especially if you have not yet learned to create tables in HTML. Also, it lets you see just how your text will display, while you are typing it into your HTML document.

Note: Browsers interpret tabs differently, so you are usually safer using spaces with the <PRE> tags. If in doubt, try both and preview the results in one or more browsers.

The following figure shows a text list in Notepad.

A screenshot of a Notepad window titled "Text9.htm - Notepad". The window has a menu bar with "File", "Edit", "Search", and "Help". The main text area contains the following HTML code:

```
</HEAD>
<BODY>
DAY          DESTINATION
1           Fly overnight USA to Paris, France.
2-3        Paris
4           Chartres
5           Le Mans
6-7        Tours
8           Charente
9-10       Cognac/Bordeaux
11-12      Lot-et-Garonne/Port-Ste-Marie
12         Toulouse
13         Carcassonne
14         Montepelier
15         Nimes
16         Marseille
17-18      Paris/Return flight home
```

Text List in Notepad Without Preformat Tags

Without the <PRE> and </PRE> tags, a browser displays the text in the following pattern:

```
DAY DESTINATION 1 Fly overnight USA to Paris, France. 2-3 Paris 4 Chartres 5 Le Mans 6-7
Tours 8 Charente 9-10 Cognac/Bordeaux 11-12 Lot-et-Garonne/Port-Ste-Marie 12 Toulouse 13
Carcassonne 14 Montepelier 15 Nimes 16 Marseille 17-18 Paris/Return flight home
```

Text List Without Preformat Tags--Browser

The following illustration shows a text list in a Web browser after the `<PRE>` and `</PRE>` tags have been added.

```
DAY          DESTINATION
1            Fly overnight USA to Paris, France.
2-3         Paris
4           Chartres
5           Le Mans
6-7        Tours
8           Charente
9-10       Cognac/Bordeaux
11-12      Lot-et-Garonne/Port-Ste-Marie
12         Toulouse
13        Carcassonne
14        Montepelier
15        Nimes
16        Marseille
17-18     Paris/Return flight home
```

Preformatted Text on a Web Page—Browser

In this Learning Lab, you will use the `<PRE>` and `</PRE>` tags to preformat text.

Learning Lab

1. Open Notepad, then open **C:\My Documents\HTML1\Text9.htm**.
2. Click after the `<BODY>` tag, press **<Enter>**, then type **<PRE>**.
Begins a preformatted text section.
3. Click above the `</BODY>` tag, then type **</PRE>**.
Ends the preformatted text section.
4. Save the file as **C:\My Documents\HTML1\Text10.htm**.
5. Close Notepad, and then view **Text10.htm** in your browser.

Skills Challenge

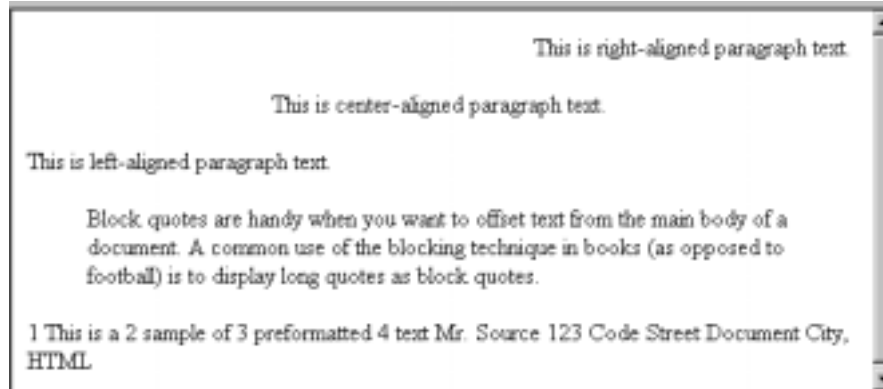
In the following Challenge Labs, you will practice formatting paragraph text. You will create line breaks, mark text for different alignments, and format text to display a block quote and an address.

Challenge Lab 1

Complete the following exercise:

1. In Notepad, open **C:\My Documents\HTML1\Page Text Samples.htm**.
Notice that each of the first three sentences describes a text alignment.
2. Create HTML source code that will align each sentence to match its text.
3. Change the paragraph below the left-aligned paragraph text to a block quote.
4. Save your source code as **C:\My Documents\Page Text Samples2.htm**.
5. Close Notepad, then view the document in your browser.

Your browser should display a page similar to the one shown in the following figure.



Page Text Samples2.htm--Paragraph alignment and a block quote

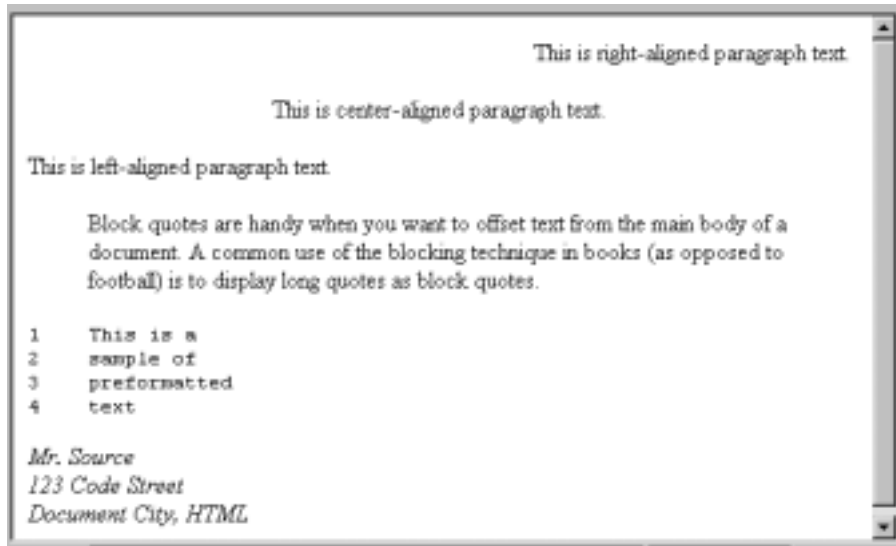
Challenge Lab 2

Complete the following exercise:

1. In Notepad, open **C:\My Documents\HTML1\Page Text Samples2.htm**.
2. Click in front of the line that starts with 1.
3. Add the HTML tags necessary to display the line up to the word *Mr.* as preformatted text.

4. Use the <ADDRESS> tag and
 commands to format the address lines at the bottom of the document.
- 5.. Save your source code as **C:\My Documents\HTML1\Page Text Samples3.htm**.
6. Close Notepad, then view the document in your browser.

Your browser should display a page similar to the one shown in the following figure.



Page Text Samples3.htm—Preformatted text and address formatting

Assessment Questions

1. Which tag do you use to insert a line break?
 - a.

 - b. <P>
 - c. <P ALIGN=RIGHT>
 - d. <BLOCKQUOTE>
2. Which tag is not always necessary in an HTML document?
 - a. </P>
 - b. <HTML>
 - c. <BODY>
 - d. </BODY>
3. Write the name of the tag:
 - a. _____ Ends the current line and moves the following text to the next line.
 - b. _____ Identifies an address block to the browser
 - c. _____ Keeps one or more lines of text together in a block
 - d. _____ Keeps text together and preserves the spaces and tabs you use to separate words or other text.
4. If you do not add an ALIGN attribute to the <P> tag, the text line will:
 - a. Display at the right side of the browser window
 - b. Display at the left side of the browser window
 - c. Not display in the browser window
 - d. Display only in Courier type
5. What is the purpose of the <BLOCKQUOTE> </BLOCKQUOTE> tags?
 - a. To add color to the text in the browser window
 - b. To make the text in the quote appear smaller than the surrounding text

- c. To set the text within the tags off from the surrounding text
- d. To separate the heading from the title in an HTML document

Assessment Answers

- 1.

- 2. </P>
- 3a.

- 3b. <ADDRESS>
- 3c. <BLOCKQUOTE>
- 3d. <PREFORMAT>
- 4. b. Display at the left side of the browser window
- 5. c. To set the text within the tags off from the surrounding text

 **How To**

To format paragraphs:

- Type `<P>` at the beginning of a paragraph.
- Type `</P>` at the end of a paragraph.
- Note: `</P>` is not always necessary.

To align paragraph text:

- To format a paragraph to align left, type `<P ALIGN=LEFT>`.
- To center a paragraph, type `<P ALIGN=CENTER>`.
- To format a paragraph to align right, type `<P ALIGN=RIGHT>`.

To create line breaks:

- Type `
` where you want the line to end.

To have a browser format special text for you:

- Use the `<ADDRESS></ADDRESS>` tags for address text.
- Use the `<BLOCKQUOTE></BLOCKQUOTE>` tags to set off a block of text or a quotation.
- Use the `<PRE></PRE>` and `
` tags to format text in a table-like arrangement.