

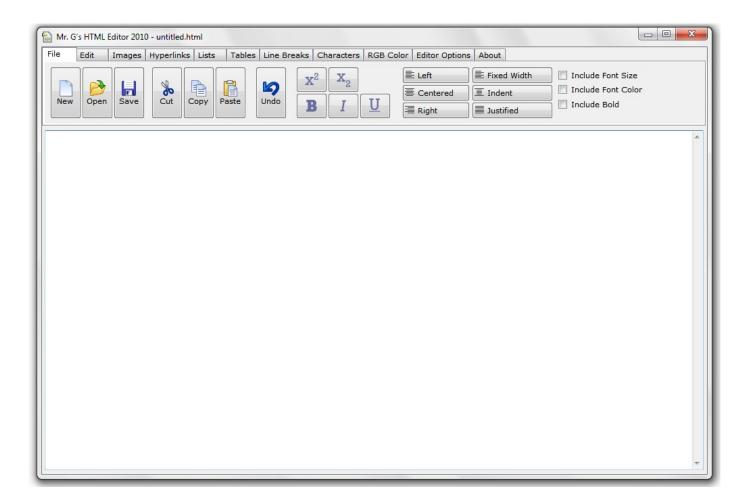
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Please consider the environment before printing anything from this document.

## Introduction



HTML document (web pages) are simply text documents. As such, you could use any text editor (ie. Windows's NotePad) to create and edit an HTML document.

Many programs (FrontPage, Publisher, Word, etc.) allow you to create websites in a graphical manner. These programs then convert your work to HTML code.

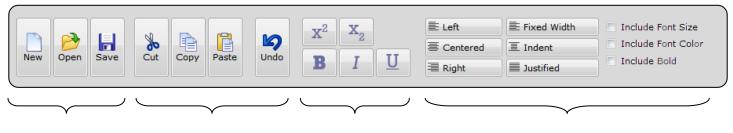
**Mr. G's HTML Editor 2010** is a program that allows you to work directly with the HTML code.

The advantage of using an HTML Editor over a simple text editor is that you don't have to memorize HTML tags.

**Mr. G's HTML Editor 2010** allows you to easily insert and edit HTML tags.

Mr. G's HTML Editor 2010 was written by Phil Giansante using Visual Basic 2008.

### **File Tab**



**File Commands** 

**Edit Commands** 

**Text Formatting** 

**Paragraphs** 

### **Inserting Paragraphs**

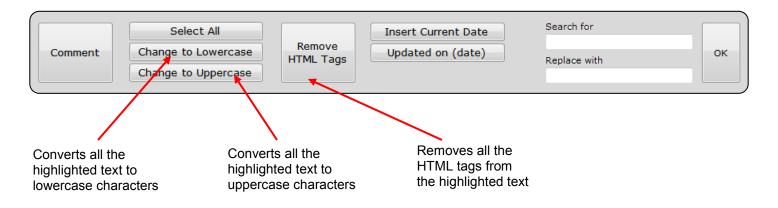
To insert a paragraph of text in your Web Document:

- 1. Place the insertion point where you want the paragraph of text to appear -or- select the existing text which you want to place in a paragraph.
- 2. Click on one of the Paragraph buttons.

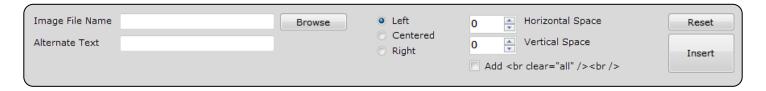
#### Notes:

When entering paragraphs of text, do not press [ENTER] at the end of every line, the editor automatically takes care of any word wrap which is necessary.

## **Edit Tab**



# **Images Tab**



The **Images Tab** allows you to insert graphics and specify several attributes.

## **Hyperlinks Tab**



The **Hyperlinks Tab** allows you to insert links to other documents.

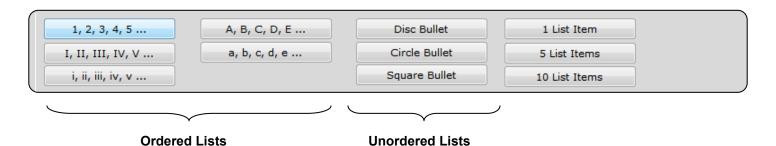
#### Note:

When specifying websites, you must use the **full** address (URL).

Wrong cnn.com

Right http://www.cnn.com

## **Lists Tab**



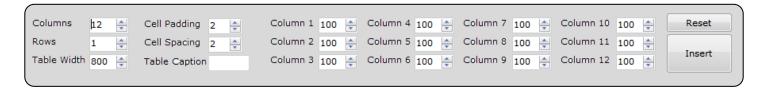
The **Lists Tab** allows you to insert lists of text.

Lists come in two types: ordered and unordered.

To insert a list of text in your Web Document:

- 1. Place the insertion point where you want the list of text to appear -or- select the items which you want to place in a list.
- 2. Click on one of the List buttons.

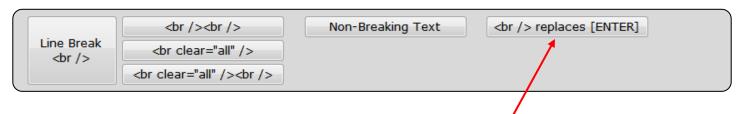
### **Tables Tab**



The **Tables Tab** allows you to insert Tables containing text, numbers, pictures, etc.

You can specify the number of rows and columns and also the width of each column.

### **Line Breaks Tab**



To insert a forced line break in your Web Document:

- 1. Place the insertion point where you want the line break to appear.
- 2. Click on the Break button.

#### Notes:

You must use <br /> tags if you want to leave blank lines (simply pressing [ENTER] in the editor does not do the trick).

This button replaces all the [ENTER]s with a <br/> /> tag. Example:

First Line Second Line Third Line Fourth Line Fifth Line

Becomes ...

First Line<br />
Second Line<br />
Third Line<br />
Fourth Line<br />
Fifth Line<br />

### **Characters Tab**



The **Characters Tab** allows you to insert special characters such as accented letters.

It is often necessary to use special symbols such as: ½ © ® ™ or special alphabetical characters such as: à ô ç in a web page. Each character which a browser can display has a special numerical code (some browsers also support word codes for many characters).

To insert special symbols or alphabetical characters ...

- 1. Place the insertion point where you want the special character to appear.
- 2. Click on the symbol or character you want to insert.

Note: When you click on a button, the corresponding

code (not the character itself) will appear

in the editor.

For example, if you click the copyright symbol, then © will appear in the editor.

**Note**: The Euro symbol (€) is relatively new and

some older fonts do not support it.

To insert the Euro symbol, use the code € -or- &#euro;

**Note**: The code for the pi symbol  $(\pi)$  is

<font face="symbol">&#112;</font>

### **RGB Color Tab**



The **Color Tab** allows you to insert RGB codes that correspond to various colors.

The RGB codes can represent over 16 million different colors.

Select from the palette of common colors.

Create your own color using the RGB codes.