

## XHTML Guide For Common Tasks

The documents of the templates at <http://www.freechurchwebdesigns.com> all use what is called XHTML. It is almost the same as regular HTML except it conforms better to web standards and is more likely to produce pages that do not do “funny things” when a variety of different internet browsers are used. For more reasons why XHTML is the better code to use, visit [http://www.w3schools.com/xhtml/xhtml\\_intro.asp](http://www.w3schools.com/xhtml/xhtml_intro.asp)

An important characteristic of XHTML (and HTML) is the use of “tags”. Tags tell the browser to perform a specified action between the opening and closing tags. For example, to make some text bold, we would put the opening tag <strong> before the text and the closing tag </strong> after the text. Notice that the closing tag has the attribute </ - this is nearly always the case. In this document, instructions for some very common formatting tasks are given.

### Creating Paragraphs

To create a paragraph, enclose all the text in the paragraph with opening tag <p> and closing tag </p>. For example, to make the paragraph:

This is a sample paragraph. It contains several lines of text and will have a line break before and after the text.

You would enter

```
<p> This is a sample paragraph. It contains several lines of text and will have a line break before and after the text.</p>
```

### Creating Paragraphs That Are Left Justified, Centered, or Fully Justified

To create a paragraph that are centered or justified left or fully justified, you will need to add an additional bit of text within the opening <p> tag, as shown below.

For example, to make this paragraph that is **centered**:

This is a sample paragraph that is centered. It contains several lines of text and will have a line break before and after the text.

You would enter

```
<p align="center"> This is a sample paragraph that is centered. It contains several lines of text and will have a line break before and after the text.</p>
```

To make the paragraph this paragraph that is **left-justified**:

This is a sample paragraph that is left-justified. It contains several lines of text and will have a line break before and after the text. Since this a paragraph that is left justified, the text on the far right does not line up.

You would enter

```
<p align="left"> This is a sample paragraph that is left-justified. It contains several lines of text and will have a line break before and after the text. Since this a paragraph that is left justified, the text on the far right does not line up.</p>
```

To make this paragraph that is **fully justified**:

This is a sample paragraph that is fully justified. It contains several lines of text and will have a line break before and after the text. Since this a paragraph that is fully justified the text on the far right does line up.

You would enter

```
<p align="justify"> This is a sample paragraph that is fully justified. It contains several lines of text and will have a line break before and after the text. Since this a paragraph that is fully justified the text on the far right does line up. </p>
```

### Making Text Bold

To make text bold, add the tag `<strong>` before the bold text and the tag `</strong>` after. For example, to create the sentence:

This is a sentence with **bold text** in it.

You would enter

```
This is a sentence with <strong>bold text</strong> in it.
```

Note: You can also create bold text with `<b>` and `</b>` tags. `<strong>` tags, however, tell a text reader for the blind to place verbal emphasis on the text where as `<b>` tags do not.

### Italicizing Text

To make text italicized, add the tag `<em>` before the italicized text and the tag `</em>` after. For example, to create the sentence:

This is a sentence with *italicized text* in it.

You would enter

```
This is a sentence with <em>italicized text</em> in it.
```

Note: You can also create italicized text with `<i>` and `</i>` tags. `<em>` tags, however, tell a text reader for the blind to place verbal emphasis on the text where as `<i>` tags do not.

### Placing Text Within Header Tags

If you look at the code on a typical HTML or XHTML page, you will see `<h1>`, `</h1>`, `<h2>`, `</h2>`, `<h3>`, and `</h3>` tags around bodies of text. These tags do two things:

1. They tell the search engines (and text readers) to place emphasis upon the words contained within these tags.
2. They format the text within the tags, generally making the text bigger and bolder. This is another indication that the text within these tags has importance.

For example, here is some text within paragraph tags, header 1 `<h1>` tags, header 2 `<h2>` tags, and header 3 `<h3>` tags:

This is text within paragraph tags.

It would be entered as

```
<p>This is text within paragraph tags.</p>
```

## This is text within h1 tags.

It would be entered as

```
<h1>This is text within h1 tags.</h1>
```

## This is text within h2 tags.

It would be entered as

```
<h2>This is text within h2 tags.</h2>
```

## This is text within h3 tags.

It would be entered as

```
<h3>This is text within h3 tags.</h3>
```

You should use only one block of text within <h1> tags. This would be your main “headline” and you would use near the top of your page. After that, you can use multiple <h2> tags for secondary headlines, and <h3> tags if needed.

### Do I have to use h1, h2, and h3 tags?

No, you don't. But it usually is a good idea to use one headline within h1 tags near the beginning of your page to tell the search engines what the major emphasis of your page is. And use the h2 and h3 tags if you think they are needed. There are even h4, h5, and h6 tags, but most folks rarely use them.

### How big will the h1, h2, and h3 text be?

If you do not define the size, you will get default size text similar in size to those shown above. Otherwise, the size will be determined by something called a **Style Sheet**. A Style Sheet is a universal formatting file that your pages of your site refer to. More will be said about this Style Sheet in a bit. The web templates at <http://www.freechurchwebdesigns.com> all refer to a Style Sheet. Don't worry though, you won't have to do anything with this formatting file but upload it.

### Putting in Line Breaks

Sometimes, you want to put in a line break and not use the paragraph tags. To do this in XHTML, you would use the **single tag** <br />. In this unique case, the single tag acts as both the opening and closing tag. For example, to create the sentence:

This is a sentence  
with a line break,  
and yet one more line break.

You would enter

```
This is a sentence<br />with a line break,<br />and yet one more line break.
```

### Putting in Horizontal Lines

Horizontal lines, (called horizontal rules), are another case where there is a single XHTML tag <hr /> that acts as both the opening closing tag. To put in the horizontal line of standard thickness, running across the page like this:

---

You would enter <hr />

To put in a horizontal line specified to be only 250 pixels long, yet 8 pixels thick, like:



You would enter `<hr width="250" size="8" />`

### Creating Lists

To create the simple list:

- List item number 1
- List item number 2
- List item number 3
- List item number 4
- Some more information here for a list item

Enter

```
<ul>
  <li>List item number 1</li>
  <li>List item number 2</li>
  <li>List item number 3</li>
  <li>List item number 4</li>
  <li>Some more information here for a list item. </li>
</ul>
```

### Making Links To Other Sites

Links to sites use opening and closing tags, like the previous examples, but the syntax is a bit difficult to remember, so it is best to copy and paste an existing link and then modify it. Here is a sample of the code use to link to google.com:

```
<a target="_blank" href="http://www.google.com">Search On Google</a>
```

which would show up as [Search on Google](http://www.google.com) .

Notice that there are tags `<a>` and `</a>` and the `<a>` tag has some other elements with it's brackets. Here is an explanation of what these elements mean:

- The text **target="\_blank"** tells the browser to open the page in a new window. In general, you usually want a link to open in a new window if it takes the visitor away from your site, although this is a matter of preference.
- The text **href="http://www.google.com"** tells the browser the address of the link.

After the closing of the `<a>` tag, with all its needed text within it, is the text shown for the link. In this case, the text **Search on Google** is used.

This is an example of an unformatted link. It displays in default Times New Roman text if you are not using a Style Sheet. Normally, you would want to format your link with a given style.

**CONTINUED ON NEXT PAGE**

Here is a sample of the code use to link to google.com using a formatted link that uses the hypothetical link style **redlinks** that we assume to be in our Style Sheet, where this formatting style calls for red bold links using Arial 11pt text.

```
<a target="_blank" class="redlinks" href="http://www.google.com">Search On  
Google</a>
```

which would show up as **Search on Google** because this style specifies that the link be red, bold, and in Arial text.

**Your best bet is to simply copy and paste one of the given sample links and modify it with the web address and the text you want to use.**

### **Don't Worry About All This Style Sheet Business!**

Don't worry, you don't have to set these styles to use the given templates! The styles have been set and do not need to be modified.

### **Making Links To Pages Within Your Site**

When making links to pages within your site, you would use the same code as shown previously *except* you would delete the text **target="blank"**. This would result in the browser not opening a new page. You don't want your visitors opening new pages whenever they navigate around your site – it can result in 5 or 6 open pages very quickly. Also, if linking to a page on your site, you only need to include the page name and html extension, and not the whole http://www... prefix.

For example, if you were making a link to your events.html page with text Events Page, you would type this in as

```
<a href="events.html">Events Page</a> and it would display as  
Events Page
```

Notice this is an unformatted link with no assigned style. Assuming we have the style redlinks in our style sheet that makes our links bold, red, and with Arial text, we would use the code

```
<a class="redlinks" href="events.html">Events Page</a> and it would display as  
Events Page
```

**I would recommend that you use one of the given links on the template as a sample. Copy and paste it and edit it. Don't change the style of the given link however.**

## Making Unstyled Email Links

Email links are similar to regular links. An example email link is shown below:  
To make the email link Here is my EMAIL LINK which allows someone to email you at myemailaddress@myemailserver.com, which displays as

[Here is my email link](mailto:myemailaddress@myemailserver.com)

Enter as

```
<a href="mailto:myemailaddress@myemailserver.com">Here is my email link </a>
```

Note that this is an **unstyled** email link – it uses default text and color.

## Making Styled Email Links

To make the **styled email link** below with brown text in Arial font,

[Here is my email link](mailto:myemailaddress@myemailserver.com)

We would enter the code as

```
<a href="mailto:myemailaddress@myemailserver.com" class="brownemaillinks">Here is my email link</a>
```

**NOTE:** This assumes that we have the hypothetical style in our style sheet called brownemaillinks that specifies that the text is brown and in Arial font. In the included files, **you should use the given email links as a guide and modify them.** They refer to the correct email style for the given template.

## What is a Style Sheet?

A style sheet is a formatting file that has the file extension **.css** at the end of it. There is one such file included with the downloaded files. Within this file are rules for text size, text color, link size, link color, as well as some more complicated code to produce the nice menus that change colors when you mouse over them, and code to dictate where and how certain parts of the site appear. Producing these files was a major part of creating these templates, and modification of a Style Sheet is best done with special html software and a fair amount of knowledge. So, **I would recommend that you not modify the style sheet file for your site**, except for experimental or educational purposes.

Make sure to upload this style sheet file when you publish your website. If you don't, you will have a pretty silly looking site!

## What are all the <div id= ...> and </div> tags I see in the code?

These tags are associated with the style sheet. If you delete them, very major changes will occur in your site, all for the worse! So don't delete them!

**CONTINUED ...**

### **A Common Headache: My Pictures Won't Show Up!**

This is very common, and happens to the best of us! You edit and save a photo named photo1.JPG to replace photo1.jpg, but your photo will not show when you publish the site! The reason is that the capital .JPG extension is considered different than the .jpg extension by the web server. To further confound you, the .JPG photo loads just fine when you preview the site on your computer before you upload it to the server. **The solution** is to log into your server control panel using your User Name and Password as if you were publishing files. Then click on File Manager and then \_Public to choose your folder. Then, click on the file name of each file with the incorrect extension and choose the Rename Option. Rename the file with the small case extension and your photos will now show. So for example, if your photo file is named photo1.JPG, rename it to photo1.jpg .

This also applies to files with the png extension, since .png extension files are also graphic file. You do not have to edit the png files, unless you decide to edit the banner and other graphics.

**Tip:** Use a photo editor that uses the small case extension to begin with when editing, resizing, and renaming your photo files. Most do. If you use MSPaint for editing graphics or photos, it will generally assign the large case extension to jpg and png extension graphic files.

### **I Have Totally Messed Up My Site – What Should I Do?**

If your site is completely messed up, simply start again with brand new files. You can download the template files again, or you can make a copy of the folder with your files before editing them just for this purpose. Even as an experienced web designer, I will generally make a copy of my files or folder containing all my files before doing major modifications, just in case!

### **In Closing, Here's a Great Tip**

After downloading the template files, only do a few edits to your html pages and test them on your own computer by finding the file in its folder and double-clicking on the it to open it in your web browser. If all is working well, then publish (upload) what you have to the server and then test them by going to your actual domain on the internet. Edit and rename 1 or 2 of your photos and upload them. Test to see if the photos are loading OK. Then edit a little more and upload to the server, overwriting the files you already have loaded. Test again. If you do this in small steps, then you will easily spot any errors you have and can correct them before moving on and creating a great big mess. Believe me, I've been there more than a few times!