



Queen Mary  
University of London

Computing  
Services

© Computing Services  
Queen Mary  
University of London

Permission to use material in  
this document for any  
purpose other than personal  
use should be obtained from  
d.lexton@qmul.ac.uk

---

# Authoring For The World Wide Web

-

## An Introduction

---

*This tutorial workbook  
describes how to create a  
simple HTML document for  
use on the World Wide Web.*

**Acknowledgement**

Based on the document AUTH1 1.0  
produced by Netskills, University of Newcastle.

**Local Amendments**

David Nye, Computing Services,  
Queen Mary & Westfield College.

# Contents

Task 1 Getting Started .....	1
Task 2 Creating A Simple HTML Document.....	2
Task 3 Adding Text To Your HTML Document .....	3
Task 4 Adding Headings To Your HTML Document .....	4
Task 5 Using Lists.....	5
Task 6 Formatting and Logical Tags .....	6
Task 7 Using Hypertext Links .....	8
Task 8 Adding Images .....	10
Task 9 Creating a Simple Table .....	12
Task 10 Publishing Your Document .....	13
Task 11 Checking Your HTML.....	15
Task 12 Finding Out More .....	16
Appendix 1 Guidelines for Good Practice .....	17
Appendix 2 Document Checklist .....	18

## Objectives

This document provides a series of exercises in creating a simple HTML document. When you have completed these exercises you should be able to:

- Create a simple HTML document
- Understand simple HTML tags
- View HTML documents using a WWW browser such as Netscape

## Pre-requisites

This document assumes that you are familiar with Microsoft Windows and use of a WWW browser.

## Format Conventions

The following format conventions are used in this document.

Computer input is shown in a <b>bold Courier font</b>	<a href="http://www.netskills.ac.uk/">http://www.netskills.ac.uk/</a>
Computer output and menu names are shown in a Courier font	Save
Items that you must replace are shown in <i>italics</i> .	Enter your <i>username</i> .

## Site-Specific Features In This Document

This document assumes that Netscape and Notepad are available on the MS Windows desktop.

## Copyright

This copyright material has been developed for the UK higher education community with central funding and is made available to that community at 100% discount. It may be copied and/or adapted for non-commercial academic purposes within UK higher education establishments subject to the following conditions:

- that only a nominal charge not exceeding cost recovery is made for the supply or use of any such copy or adaptation; and
- that this copyright notice is included in any such copy or adaptation.

Netskills reserves the right to change this policy. Any other use is prohibited without the prior permission of the copyright owner, Netskills, University of Newcastle.

## Contact Information

Netskills, University Computing Service, University of Newcastle, Newcastle upon Tyne, NE1 7RU.  
Email: [netskills-admin@netskills.ac.uk](mailto:netskills-admin@netskills.ac.uk)

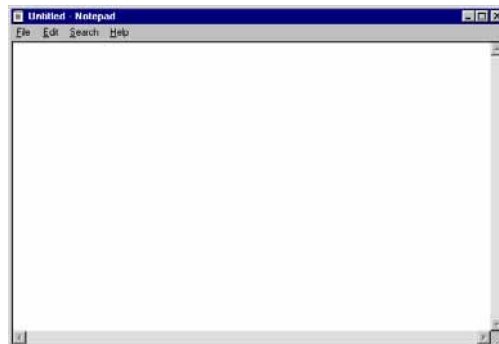
Netskills is a trademark of Netskills, University of Newcastle.

**Print Record** Document: authfeb-00 Printed: February 8th, 2000.

# Task 1 Getting Started

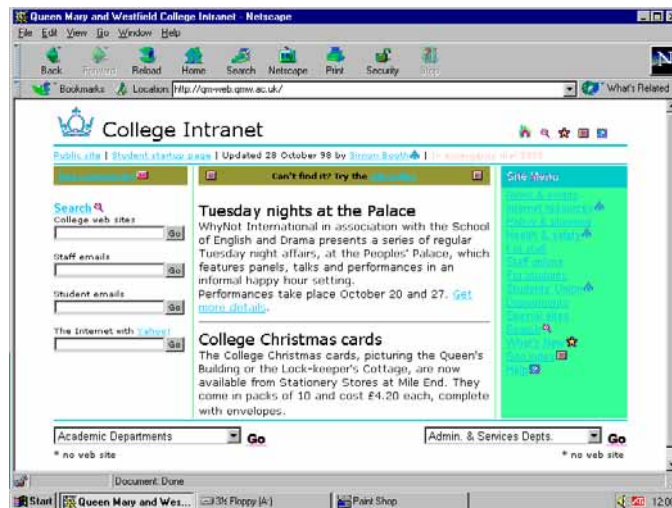
- Objectives** To access the Microsoft Windows 95 desktop and to start up the applications to be used in the following exercises.
- Method** You will run Notepad and Netscape - a World Wide Web browser.
- Comments** The Windows 95 desktop and Netscape start-up screen may differ depending on your local set-up.
- 
- 

**Activity 1.1** Familiarise yourself with the Windows 95 desktop, then, from the Start menu in the Task Bar, choose Programs/Accessories/Notepad. The Notepad program will start and appear as shown in Figure 1-1:



**Figure 1-1.**  
**The Notepad Program**

**Activity 1.2** Now open Netscape, the web browser, by choosing Programs/Netscape Communicator/Netscape Navigator from the Start menu. The Netscape program will appear as shown in Figure 1-2.



**Figure 1-2 The Netscape Screen**

Position the Notepad and Netscape windows so that you can see a section of both windows at any time, allowing you to switch between them using the mouse when necessary.

# Task 2 Creating A Simple HTML Document

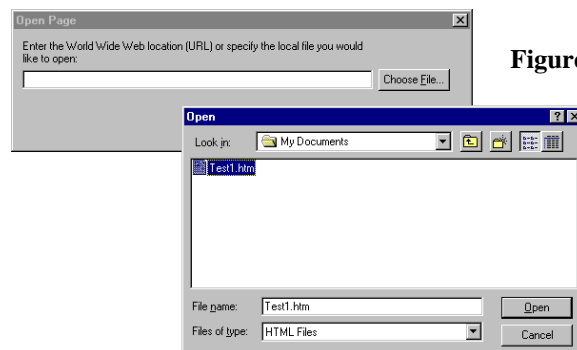
- Objectives** To create and view a simple HTML document.
- Method** You will create a simple HTML document using Notepad and then view the document using Netscape.
- Comments** Notepad is a simple Windows editor which can be used to create and edit text files.
- 
- 

**Activity 2.1** In the Notepad window type in the following text:

```
<html>
<head>
<title>My First HTML Document</title>
</head>
<body>
This is my first HTML document.
</body>
</html>
```

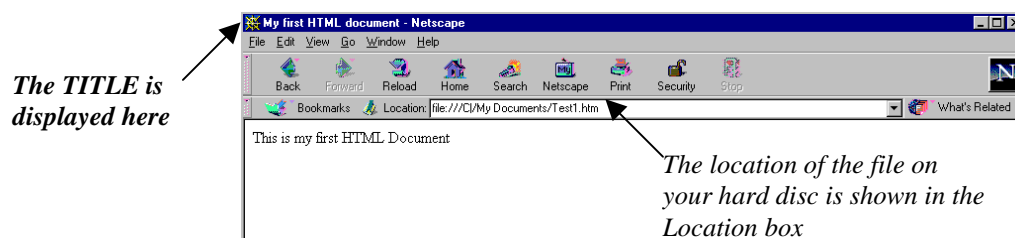
**Activity 2.2** Select the Save option from Notepad’s File menu and save the file as test .htm in the directory My Documents on the C: drive.

**Activity 2.3** Switch to the Netscape program by clicking on any part of its window. From the File menu select the Open Page option. Then click on the Choose File button and select the file you created in the previous activity from the My Documents directory.



**Figure 2-1** Choosing a File

The document should be displayed as shown in Figure 2-2.



**Figure 2-2** HTML Document Displayed Using Netscape

# Task 3 Adding Text To Your HTML Document

- Objectives** To add some paragraphs to your simple HTML document.
- Method** You will add some paragraphs separated by carriage returns which you will view. You will then add the `<p>` paragraph tag.
- Comments** Paragraphs are delimited by the `<p>` and `</p>` HTML tags.
- 
- 

**Activity 3.1** Return to Notepad and add the following text (shown in **bold**):

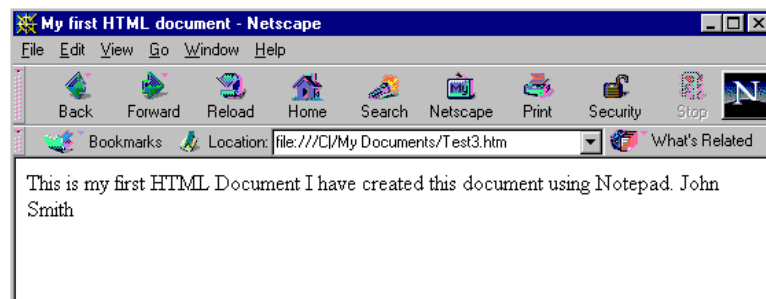
```
<html>
<head>
<title>My First HTML Document</title>
</head>
<body>
This is my first HTML document.
```

**I have created this document using Notepad.**

```
John Smith           replace John Smith with your name
</body>
</html>
```

Save the file using the Save option from the File menu.

**Activity 3.2** Return to Netscape and click on the Reload button. The following screen will be displayed:



**Figure 3-1 Document Displayed as Single Paragraph**

**Note** Notice how the text is displayed in a single paragraph.

**Activity 3.3** Return to Notepad. Enclose each paragraph with the `<p>` and `</p>` start and end tags:

```
<p>This is my first HTML document.</p>
<p>I have created this document using Notepad.</p>
<p>John Smith</p>
```

Save the file.

**Activity 3.4** Return to Netscape and click the Reload button. Notice that the individual paragraphs are now displayed correctly.

**Note** WWW browsers use the `<p>` paragraph tag to identify paragraphs. Carriage returns normally have no effect on the way in which an HTML document is displayed.

# Task 4 Adding Headings To Your HTML Document

- Objectives** To insert sections headings in the HTML document.
- Method** You will add `<h1>` and `<h2>` header tags.
- Comments** Headers should be delimited using the `<h1>` and `</h1>` paragraph tag. Up to six levels of headings can be given.
- 
- 

**Activity 4.1** Return to Notepad and add the following text shown in **bold**:

```
<html>
<head>
<title>My First HTML Document</title>
</head>
<body>

<h1>HTML Authoring Course</h1>
<h2>My First Document</h2>

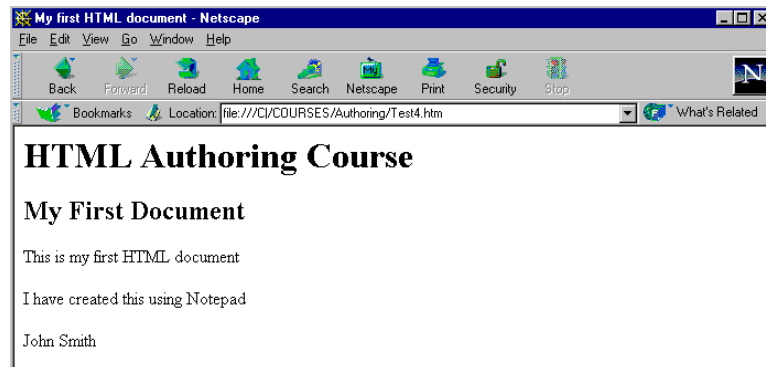
<p>This is my first HTML document.</p>

<p>I have created this document using Notepad.</p>

<p>John Smith</p>
</body>
</html>
```

Then save the file.

**Activity 4.2** Return to Netscape and click the **Reload** button. Notice that the headers are displayed differently from the main text:



**Figure 4-1** Display of `<h1>` and `<h2>` Tags

# Task 5 Using Lists

- Objectives** To add a bulleted list to your HTML document.
- Method** You will add `<ul>`, `<ol>`, `<li>`, `</ol>` and `</ul>` tags.
- Comments** The `<ul>` tag is used to define the start of an unordered list. The `<ol>` tag is used to define the start of an ordered list. The `<LI>` tag is used to define the items in the list. The `</ul>` or `</ol>` tags define the end of the unordered or ordered list.
- 
- 

**Activity 5.1** In Notepad, add the following text (shown in **bold**):

```
...
<p>I have created this document using Notepad.</p>

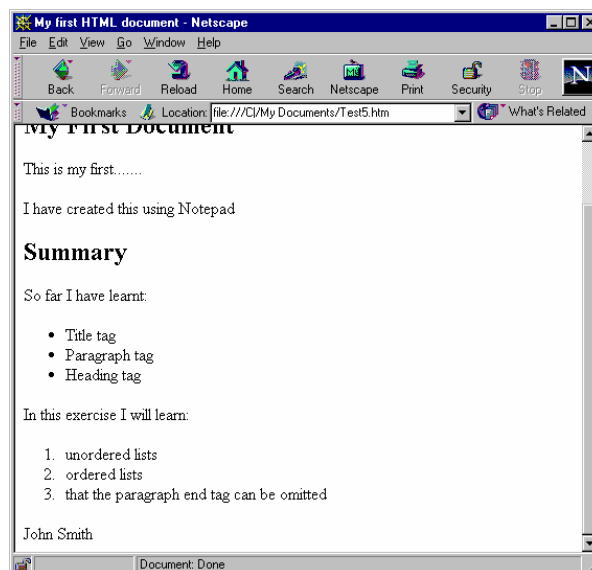
<h2>Summary</h2>
<p>So far I have learnt:</p>
<ul>
<li>How the TITLE tag is displayed
<li>The role of the paragraph tag
<li>The use of the h1 and h2 tags for headers
</ul>

<p>I am about to learn the following three things:
<ol>
<li>About unordered (bulleted) lists
<li>About ordered (numbered) lists
<li>That the paragraph end tag can be omitted.
</ol>
```

Then save the file.

**Note** The `</p>` tag has been omitted from the sentence: `three things:</p>` The end paragraph tag is optional.

**Activity 5.2** Return to Netscape and click the `ReLoad` button. Notice how the unordered and ordered lists are displayed.



**Figure 5-1 Display of Ordered and Unordered Lists**

**Activity 5.3** Create another ordered list using the `<ol>`, `<li>` and `</ol>` tags. Make a list of any problems you have experienced, or any questions you have at this point.

# Task 6      Formatting and Logical Tags

- Objectives**      To demonstrate the effect of various formatting and logical tags in HTML.
- Method**          You will add `<b>` (bold), `<i>` (italic) and `<strong>` tags.
- Comments**        Formatting tags such as `<b>` and `<i>` give you control over the appearance of a document. However logical tags can define the role that text has in a sentence.
- 
- 

**Activity 6.1**      Return to Notepad and add the italic `<i>` tag to the text as shown in **bold**:

```
<p>This is my <i>first</i> HTML document.</p>
```

Save the file and then go to Netscape and click the `Reload` button. Notice how the word *first* is displayed in italics.

**Activity 6.2**      Return to Notepad and change the italic tag to the bold `<B>` tag as shown:

```
<p>This is my <b>first</b> HTML document.</p>
```

Save the file and then and click the `Reload` button in Netscape. Notice how the word **first** is displayed in bold.

**Activity 6.3**      Return to Notepad and change the bold tag to the strong `<strong>` tag as shown:

```
<p>This is my <strong>first</strong> HTML document.</p>
```

Save the file and then go to Netscape and click the `Reload` button. Notice how the word **first** is displayed.

**Note**                Although formatting tags such as `<b>` and `<i>` give you, the author, control over the appearance of your document, structural tags, such as `<strong>` define the role the text has in a sentence. For example the sentence *You must **not** press button A* could be rendered by an audio-enabled browser used by the visually impaired by a change in the emphasis in the tone of the voice. In contrast the sentence *You must *not* press button A* could not be interpreted in this way.

**Activity 6.4**      **Line Breaks**

Insert a line break tag `<br>` in the middle of a sentence and compare its effects with a paragraph tag used previously.

**Activity 6.5**      **Pre-formatted Text**

Sometimes you will want the spaces, tabs and general layout of text to be preserved in an HTML document. For example if you have data or text in columns. To achieve this, the text must be enclosed in the Pre-formatted tags, `<pre>` and `</pre>`.

Type in the following small table using tabs to separate the columns and surrounding it with preformatted tags:

```
<pre>
           Col. 1      Col. 2      Col. 3
           1.1        2.1        3.1
           1.2        2.2        3.2
</pre>
```

Save the file, then reload it into Netscape to see how it looks.

## Activity 6.6 Indented Text

Indent a piece of text like a quotation using the blockquote tags:

```
This is normal text
```

```
<blockquote>
```

```
This paragraph will appear indented in Netscape as it is  
enclosed in blockquote tags. Any spaces      tabs or  
line breaks
```

```
will be ignored.</blockquote>
```

```
Back to normal text
```

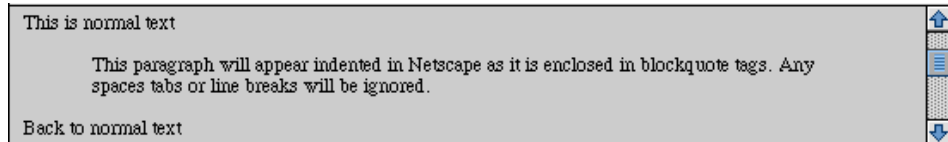


Figure 6.1 Blockquoted Text

# Task 7 Using Hypertext Links

- Objectives** To create a hypertext link in your HTML document.
- Method** You will add the <a> (anchor) tag to provide a link to the College's home page.
- Comments** The <a> anchor tag can provide links to files held on computer systems around the world.
- 
- 

**Activity 7.1** Return to Notepad and add the following text:

```
<a href="http://www.qmw.ac.uk/"> Queen Mary and Westfield  
College</a>
```

Save the file and then view it in Netscape. Notice how the words *Queen Mary and Westfield College* (i.e. the text contained between the <a . . > and </a> tags) is displayed differently from the rest of the text (often in a different colour or underlined).

**Note** Notice that the <a> tag has the format <a href="http://server\_name/pathname"> The *server\_name* is the name of the computer system you wish to access and *pathname* normally refers to the name of the file you wish to retrieve and the directory in which it is located.

**Activity 7.2** Click on the highlighted words *Queen Mary and Westfield College* with the left



mouse button. You will be taken to the QMW home page as shown below:

**Figure 7-1** QMW Home Page

**Activity 7.3** Click on the View menu and select the Page Source option. Examine the HTML used in the document you are viewing. It may appear complicated but try to identify some hypertext links in the HTML source. Close the source window when you have finished.

**Activity 7.4** Click on the Back option of Netscape (which is often an icon, or a menu option located in the Go or Navigate menu).

**Activity 7.5** Start a new file in Notepad and type in the following lines:

```
<html>
<head>
<title>Mydoc</title>
</head>
<body>
<a href="test.htm"> Go to test.htm</a>
</body>
</html>
```

Save this file as `mydoc.htm`, then switch to Netscape and open it using `File/Open Page/Choose File` as before. The line you have just typed should appear in blue as a link. Click on the blue text and you should go to your original file (`test.htm`).

**Activity 7.6** Now re-open your original file (`test.htm`) in Notepad and put in a link pointing to `mydoc.htm`. Try the links to make sure they work.

**Activity 7.7** To link to a specific part of a document the destination text must have an anchor tag and a name. Go back to editing the first file, `test.htm`, and place the following line half way down the document:

```
<p><a name="anchor1"> This is an anchor called anchor1
</a> in test.htm</p>
```

Now insert the following line near the top of the file:

```
<a href="#anchor1"> Go to anchor1</a>
```

Save the changes and try out the link to `anchor1`.

**Note** To make the text of the named anchor appear at the top of the screen, there should be at least a pageful of text below it.

**Activity 7.8** Open the second file, `mydoc.htm`, in Notepad once more. Go to the href line and change it to:

```
<a href="test.htm#anchor1">Anchor1 in test.htm </a>
```

Save the change, open the file `mydoc.htm` in Netscape and try the link to make sure it goes straight to the named anchor in `test.htm`.

**If you have time...**

**Activity 7.9** There are some special href formats. For example, the Hypertext Link to Email Dialogue Box which, when activated, will open up an email dialogue box allowing the caller to send mail using Netscape's own mail interface.

Insert the following construct and try it out:

```
Please mail any comments to
<a href="mailto:your-emailname@qmw.ac.uk">
your-emailname@qmw.ac.uk</a>
```

**Note** It is recommended that the email address is shown as the link (as in the example) as not all browsers accept the `mailto` construct and readers may need to copy the email address for use with their own mail system.

# Task 8 Adding Images

- Objectives** To add an image file to your HTML document.
- Method** You will use the `` tag to include an image.
- Comments** The `<img src=>` tag can provide a link to images. You will normally use GIF, JPEG or PNG image formats in your HTML documents.
- 

**Activity 8.1** The first activity in this section is to acquire an image file to use.

In Netscape, return to the QMW public home page ([www.qmw.ac.uk](http://www.qmw.ac.uk)). You should be able to do this by selecting it from the Go menu. If not, type the URL into the Location box and press the Enter key.

When the page has loaded, point to the crown logo at the top and hold down the right mouse button. The drop down menu in Figure 8-1 will appear.

Select the option `Save Image As...` from the menu and save the file as `logo.gif` in the `My Documents` folder on the C: drive.



**Figure 8-1 Copying an Image or Location**

**Activity 8.2** Return to Notepad and add the following text to `test.htm`:

```

```

Save the file and then go to the browser and click the `Reload` button. The QMW logo will appear in your document, as shown below.



**Figure 8-2 Display of the QMW Logo (logo.gif)**

**Note** The file `logo.gif` should be in the `My Documents` folder – the same one as the file `test.htm` - so only the filename is required as a URL.

The `alt="QMW Logo"` attribute is used in order to provide a textual alternative for browsers which cannot load images, or when loading of images is disabled.

**Activity 8.3** Go back to Notepad and add the `height` and `width` attributes to the image link:

```

```

Save the file and then view it in Netscape. The logo should appear half the size it was before.

**Note** Resizing the image using the `height` and `width` tags does not alter the size of the file itself. This means that it will still take the same amount of time to load. To make the image load faster you need to resize it using a graphical manipulation package.

**Activity 8.4** Return to Notepad and add the following text:

```
<h2> Using the ALIGN attribute for an image</h2>
This text is
aligned to the top.
<hr>
This text
is aligned to the middle.
<hr>
This text
is aligned to the bottom.
<hr>
```

Save the file using the Save option from the File menu. Return to Netscape and click the Reload button. Look at the three images and notice the position of the text in each case.

**Activity 8.5** Return to Notepad and add the text shown below:

```
<h2> Using an image as a hyperlink to a HTML document</h2>
<a href="http://www.qmw.ac.uk/"></a>
<hr>
```

View the file in Netscape. Notice that the image has a coloured border around it, and as you pass the mouse over the image the URL of the pages to be displayed appears in the status bar. Select the image hyperlink.

**If you have time.....**

**Activity 8.6** Enter the URL:

```
http://www.ncl.ac.uk/images/gifs4us/
```

into the Location box in Netscape and press the Enter key.

Move the cursor over one of the images and then hold the **right** mouse button down. Click on the Copy Image Location option of the drop down menu.

Return to Notepad and add the

```

```

tag, replacing the text in italics by pasting in the image location or URL.

Save the file and try out the link in Netscape.

**Activity 8.7** Look at the comprehensive collection of icons and graphics at the following URLs:

```
http://www.iconbazaar.com/
```

```
http://ftp1.rad.kumc.edu/icons/icons.htm
```

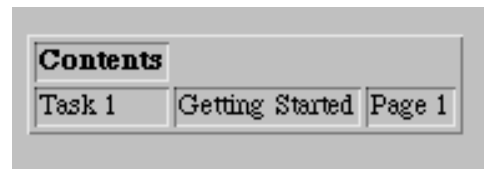
# Task 9 Creating a Simple Table

- Objectives** To create a simple table in your HTML document.
- Method** You will use a number of basic table tags. These will include `<table>`, `<tr>`, `<th>` and `<td>`.
- Comments** Tables may not be supported by older versions of some browsers. They are however a useful tool in organising page layout.
- 
- 

**Activity 9.1** Return to Notepad. Select a suitable place in the body of your document for placing a table and add the following text:

```
<table border>
<tr><th>Contents</th></tr>
<tr><td>Task 1</td>
<td>Getting Started</td>
<td>Page 1</td></tr>
</table>
```

**Activity 9.2** Save your document, return to Netscape and click the Reload button. The table should now appear in your document as shown in Figure 9-1.



**Figure 9-1** Display Of A Table

**Note** The `<table> . . . </table>` tag encloses the whole table. Here we have used the additional attribute `border`, this displays the outline of the rows and columns. The `<tr> . . . </tr>` tag is for the *table row* and within this you use the `<td> . . . </td>` tag to enclose *table data* (a cell value).

The tag `<th> . . . </th>` encloses a column or row *header* inside a row.

The `<th>` and `<td>` elements can have `align` and `span` attributes, for example `<th colspan=3>` would span the header entry across three columns and `<td align=LEFT>` would position the cell data to the left hand side.

The closing tags `</tr>`, `</th>` and `</td>` are not actually required

**Activity 9.3** Return to your document in Notepad and add some more rows to the table. Try placing the Contents header across three columns. What happens when you omit the `border` attribute?

**If you have time...**

**Activity 9.4** Look at the examples of table layout at the URL:

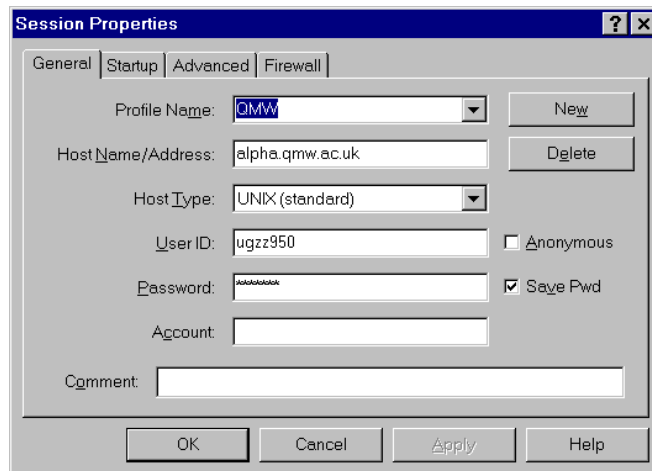
[http://www.netscape.com/assist/net\\_sites/table\\_sample.html](http://www.netscape.com/assist/net_sites/table_sample.html)

# Task 10 Publishing Your Document

- Objectives** To publish the HTML document you have created.
- Method** You will use a file transfer program to upload the file onto a web-server (known as alpha)
- Comments** WS\_FTP is an easy-to-use file transfer program with a typical Windows interface. There are many other such programs available, many of them freeware or shareware.

**Activity 10.1** Go to the Start menu and choose WS\_FTP from the Programs section.

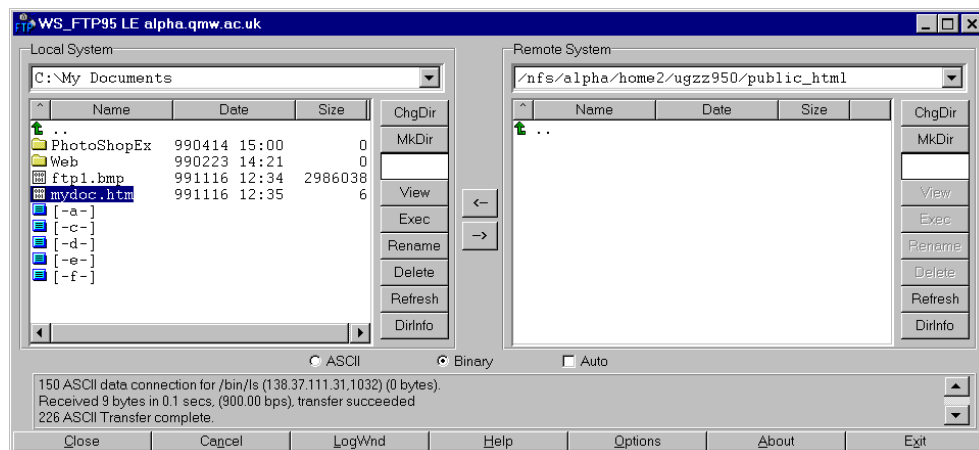
Note the details in the Session Properties dialogue box:



The name of the server to which you will upload the file is `alpha.qmw.ac.uk`.

The user ID and password are already entered, so all you need to do to connect to the server is click the OK button.

**Activity 10.2** When a successful connection has been made the WS\_FTP window will appear like this:



The left side of the window lists the files and folders on the PC (Local System). Make sure that this shows the `C:\My Documents` folder.

The right side of the window lists files and directorois on the server. Make sure that this shows the `public_html` directory.

Select the file you want to upload by clicking on it once, then click on the right arrow button in the middle of the window.

You should now see the file appear in the list of server files on the right.

**Activity 10.3** Go back to Netscape and type the URL of the file you have just uploaded into the Go To: or Location box and press Return.

The URL of the document will be like this:

**`http://www.qmw.ac.uk/~userID/filename`**

where *userID* is that used for logging in to the server and *filename* is the actual name of the file that you uploaded.

**Note:** It is not necessary to include the `public_html` directory in the URL as the server takes that part for granted when interpreting the `~userid` component of the address.

**Activity 10.4** When you have successfully accessed your web document in Netscape, go back to WS\_FTP to close the connection with the server and quit by clicking on the Exit button.

# Task 11 Checking Your HTML

<b>Objectives</b>	To validate an HTML document.
<b>Method</b>	You will use an web-based validation service.
<b>Comments</b>	Use of HTML validation is strongly recommended. This service allows the testing of a published document.

---

---

**Activity 11.1** Return to Netscape and type the following URL into the Location/Go to box:

`http://www.mirror.ac.uk/services/validator/`

Then press the Enter key.

The HTML Validation Service provided by the UK Mirror Service will be displayed.

Type the URL of your web page in the Location box and click on the 'Validate this page' button.

**Activity 11.2** You will probably find that the first error given in the validation results is a missing Doctype statement which should appear as the first line of a strictly conforming HTML document.

Try editing the file, inserting the following statement at the top:

```
<!DOCTYPE PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
```

Save and transfer the file again to the server, then re-submit it for validation.

**Activity 11.3** See if you can eliminate any other errors in your HTML

**Note** Validation is very important. It is possible to create an HTML document, which may look correct when displayed by a WWW browser, but contains errors. For example a document containing an incorrect header end tag would give incorrect results if an automatic table of contents were to be generated.

# Task 12 Finding Out More

<b>Objectives</b>	To find out more about HTML.
<b>Method</b>	You will access information available on the WWW to find out more about HTML.
<b>Comments</b>	The sites below are just a few of those providing information on all aspects of the Web.

---

---

**Activity 12.1** You might like to look at the information available at some of the following URLs.

D) Tutorials and Guides:

*Getting Started With HTML*

<http://www.w3.org/MarkUp/Guide/>

*A Beginner's Guide To HTML*

<http://www.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimer.html>

*Crash Course in HTML*

<http://www.w3-tech.com/crash/CrashCourse.html>

*Creating HTML*

<http://www.rose-hulman.edu/~bornemjd/chtml/html.html>

II) Reference:

*The Barebones Guide to HTML*

<http://werbach.com/barebones/barebone.html>

*The WWW Help Page*

<http://werbach.com/web/wwwhelp.html>

*The HTML Language*

<http://union.ncsa.uiuc.edu/HyperNews/get/www/html/lang.html>

*HTML Tag List*

<http://utopia.knoware.nl/users/schluter/doc/tags/index.html>

III) Style and Design:

*Style Guide for Online Hypertext*

<http://www.w3.org/Provider/Style/Overview.html>

*Guide to Good Practices for WWW Authors (JISC/SIMA Report)*

<http://www.man.ac.uk/MVC/SIMA/Isaacs/toc.html>

IV) HTML Standards:

<http://www.w3.org/pub/WWW/MarkUp/>

V) Complete Guide to the World Wide Web and HTML:

*The World Wide Web Information Pack*

<http://www.abdn.ac.uk/diss/webpack/>

**Activity 12.2** If you find that any of these links are out of date, please let me know!

# Appendix 1 Guidelines for Good Practice

- Consider the needs and facilities of your users.
- Take into account the cost of maintaining WWW data.
- Consider whether HTML meets the requirements of your user group.
  
- Use the Doctype declaration to declare the type of HTML used.
- For maximum portability and usability, use standard HTML.
- Validate your HTML mark-up.
- Make sure your documents are usable on a range of browsers.
- Do not use non-standard extensions in documents intended for general readership.
- Provide alternative options to non-standard elements.
- Use the paragraph tag to enclose paragraphs, not to create space.
- Use heading levels in their natural order, starting with Heading Level 1 at the top of the document, and proceeding one step at a time from one level down to the next.
- Do not use multiple DD tags with one DT tag.
- Avoid overlapping tags.
- Do not embed structural tags in other elements such as lists or anchors.
- Using relative URLs in anchors facilitates moving collections of data.
- Cite URLs for directory entries correctly.
  
- Use a standard classification scheme.
- Give a consistent appearance to a collection of documents.
- Use a template as a starting point for composing documents.
- Provide flexibility.
- Provide navigational aids at all times.
  
- Always give a concise, meaningful title in the HEAD part of the document.
- Limit pages to a manageable size.
- Use links to enrich your document, but let it speak for itself too.
- Don't use 'Click here' for links.
- Supply contextual information about links.
- Make regular checks of the links in your documents.
- Use graphics effectively to enhance yourdo not include large graphics files as inline images.
- Let the user choose whether or not to view large graphics files.
- Test graphics on different monitors.
- Always provide an alternative to images.
- Provide a text alternative to hyperlinked graphics.
- Re-use images in preference to using new ones.

- Check documents on a regular basis.
  - Provide author or publisher information in your documents.
  - Test scripts for effective functioning.
- 
- Do not say anything to harm the reputation of others.
  - Copyright does apply to WWW pages.
  - The default is that copyright belongs to the author/publisher.
  - Obtain consent if you want to use other's material.
  - Your web pages are your property (or your institution's) unless you give them away.
  - Obscene and pornographic material is likely to be unacceptable legally and institutionally, as well as offensive to the average web user.
  - Obtain permission before including personal information or a photograph.
  - Be aware that personal information is protected by legislation.

## Appendix 2 Document Checklist

Here is a list of things to do when you have prepared your document:

1. Read through it carefully. Look at:
  - spelling
  - grammar
  - clarity of expression
  - structure
  - usability
2. Check out the graphics
  - do they enhance the content?
  - are they aesthetically pleasing? (if you can't tell, ask someone who can)
  - are images of manageable size? (downloading time)
  - is the text easily readable? (avoid busy backgrounds, watch colour combinations of text and background)
3. Test it in different environments:
  - at least three browsers, including one plain text one
  - different monitors with varying resolution, size and colour capability
4. Run it through an HTML validation program.
5. Have someone else view it and give you comments.
6. Announce it.