

# HELPFUL HINTS WHEN WORKING ON THE WEB

## Printing a Web Page

- ALWAYS go to File>Print instead of clicking on the Print button
- Most browsers will allow you to decide how many pages to print
- On some web pages (frames pages) only part of what you see may print
- No printing web pages in SRJC lab; you can print in the Library for \$.10/page.

## Printing/Copying Text from a Web Page

- Instead of printing an entire web page, you can usually capture exactly what you want
- Highlight the text you want
- Click on File>Print
- Select the option to print the Selection
- If the above doesn't work, select the text and click on Edit>Copy
- Open a word processing program
- Place your cursor where you want the text to show up and click Edit>Paste
- The spacing may be a little funky, but at least you have your information!
- Remember to give credit to the author of any text you copy!!

## Saving an Image from the Web

- Note: if you want to use a picture in a web site, you must save the image. If you simply want to use it in a word processing document, you can just Copy and Paste.
- Move your cursor over the picture and right-click (PC), hold mouse button (Mac)
- Select the Save Image/Picture as... option from the context sensitive menu
- Decide where you are going to save the picture and give it a new name, if necessary
- ALWAYS keep the three-letter *extension* as it first shows up in the Save As dialog box
- Remember to give credit to the author of any image you use!!

## Viewing Web Page Source Code

- As you begin to understand how to build web pages, you will want to know how other authors made their pages look that way
- Move your cursor over a non-picture part of page and right-click (PC) or hold (Mac) mouse button
- Select View Source or View Page Source from the context-sensitive menu
- From here you can view and/or save the code

Definitions found at <http://www.techweb.com/encyclopedia/>

**SGML (Standard Generalized Markup Language)** - An ISO standard for defining the format in a text document. ... SGML is a very comprehensive language that also includes hypertext links.

**XML (EXtensible Markup Language)** - a simplified version of SGML.

**HTML (HyperText Markup Language)** - a simplified version of SGML for writing web pages and that uses a fixed set of tags.

**XHTML (EXtensible HTML)** - The combining of HTML 4.0 and XML 1.0 into a single format for the Web. XHTML enables HTML to be extended with proprietary tags. XHTML is also coded more rigorously than HTML and must conform to explicit rules. Over the years, HTML has become sloppy, because HTML software was written to accept many variations in the coding.

**DHTML(Dynamic HTML)** - A general term for web pages that are customized for each user; for example, returning values from a search. Contrast with a "static HTML" page, which never changes.