

How to keep a single formatting in one location – CSS

UNIT: HTML

LEVEL: EXPERT

WHAT IT IS

Cascading Style Sheets (CSS) allow you to associate particular formatting characteristics with specific tags. These can be defined either in the HTML file, or in a separate file that is referenced by multiple HTML files.

WHEN YOU WOULD USE IT

- When you want to have different formatting for your headings (h1, h2, h3, ...), paragraphs (p), image (img) or table (table, tr, td)
- When a specific formatting is desired among different HTML files in a web site
- When you want specific sections to be treated differently
- When you want to indent paragraphs, define text by points

STEPS

1. Place the <style> tag in the <head>
2. For each heading, paragraph, image, or table element, define the style rules. Style rule consists of two sections:
 - a. Selector (elements affected)
 - b. Declaration (properties for the style)
 - c. Use colons and semicolons instead of equal signs
3. Enclose the style rules in comment tags (<!-- -->) to prevent old browsers that don't support CSS from displaying the code
4. If you only want different elements (e.g. paragraphs) to have different formatting, you will need to define them as classes. In the CSS, associate it with a period (e.g. p.people would create the "people" class for the paragraph tag). In the HTML, you would declare the class property (e.g. <p class= "people">).
5. If you want to define an external CSS:
 - a. Name the file with the .css extension
 - b. Connect it with each HTML file that will use it by putting the file name in the <head>: <link rel= "stylesheet" type= "text/css" href= "filename.css">

SAMPLE CODE – STYLE.HTML

Code related to the style definitions and those that are specific classes are bolded. The style definitions that are not specifically classified are associated with the default tags (e.g. <body> and <p>)

```
<html>
<head>
  <title> Budget Application Process </title>

  <style type="text/css">
  <!--
  body    {
    background: #003366;
```

```

        color: #FFFFFF;
        font-size: 14pt;
        font-family: simsun;
    }
h1    {
    color: #FFFFFF;
    size: 7;
    font-family: "bookman old style";
    }
h1.Personnel    {
    background:#00CCFF;
    color: #FFFFFF;
    font-family: simsun, arial;
    font-size: 18pt;
    text-decoration: underline;
    font-weight: bold;
    }
h2    {
    color: #33FF00;
    }
table.AssistantSection    {
    width: 900;
    background: #7FFFd4;
    color: #000000;
    font-family: simsun;
    font-size: 18pt;
    text-decoration: underline;
    font-weight: bold;
    }
p    {
    color: #FFFFFF;
    font-size: 14pt;
    font-family: simsun;
    }
p.indent    {
    color: #FFFFFF;
    font-size: 14pt;
    font-family: simsun;
    text-indent: 15px;
    }
div.sectionradio    {
    color: #CC0000;
    size: 4;
    }
div.sectiontext    {
    display: inline;
    color: #ffffff;
    }
input.radio    {
    background-color: #003366;
    }
input    {
    background-color: #ffffff;
    }
-->
</style>
</head>

<body>
<form name="myForm">
<center>
    <h1>Budget Application Process</h1>
    <h2>Single Year Budget Application</h2>
</center>
<b1 class="Personnel"> Personnel </h1>
(This formatting was done with h1 styling)
    <p>
    <p> First name: <input type="text" name="Personnel0" size="20" value="" >
        Last name: <input type="text" name="Personnel1" size="30" value="">
        ID #: <input type="text" name="Personnel2" size="7" maxlength="6">
    <p>

```

