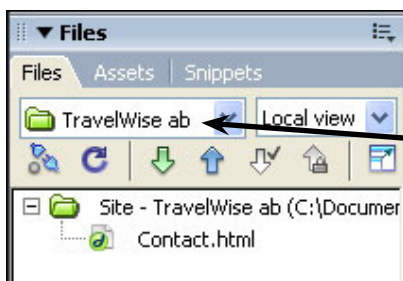


Entering Text and Graphics

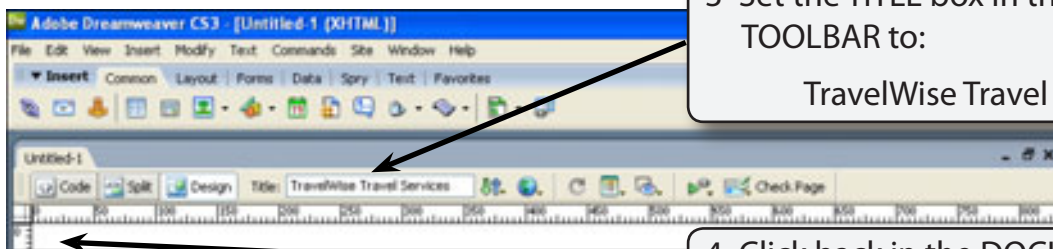
To illustrate how text and graphics are inserted into DreamWeaver pages a home (or opening) page will be created for TravelWise.

Setting up the Home Page

- 1 Load DreamWeaver, or close the current page, and start a new BASIC HTML PAGE.



2 In the FILES panel set the SITE box to your TravelWise ab site.



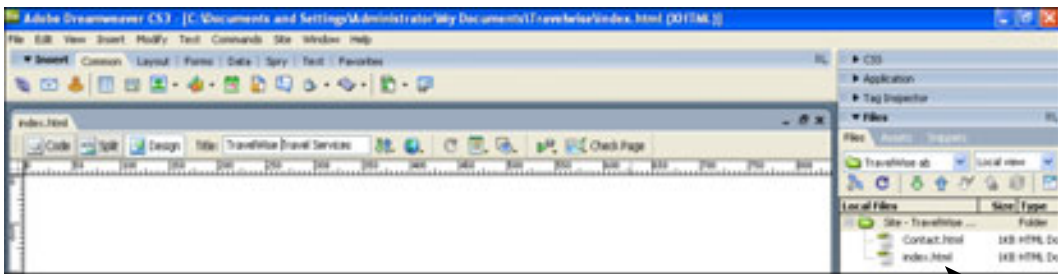
3 Set the TITLE box in the DOCUMENT TOOLBAR to:
TravelWise Travel Services

4 Click back in the DOCUMENT WINDOW.

NOTE: The 'TravelWise Online Travel Services' title will display at the top of the browser screen when the page is viewed on the internet.

- 5 Save the page in your TravelWise folder as:

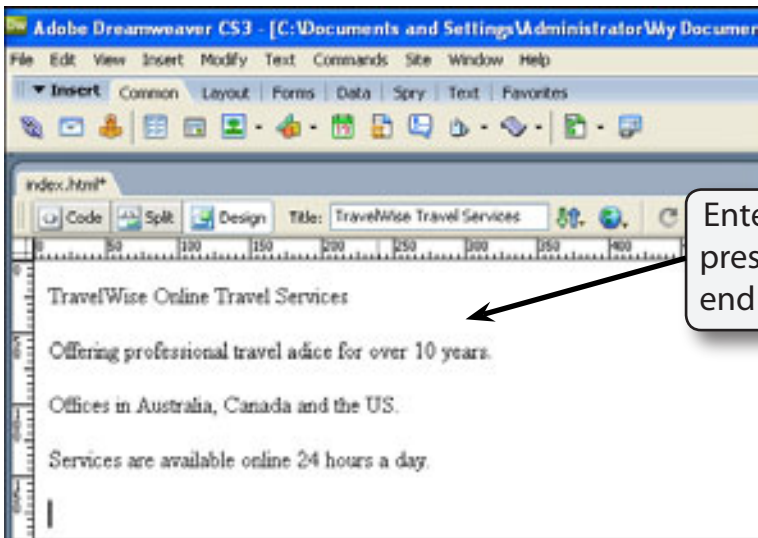
index	(Windows system)
index.html	(Macintosh system)



6 The page is added to the FILES panel.

NOTE: Internet Service Providers usually require the opening or home page of a site to be called index.html with all the text in lower case.

Entering the Text

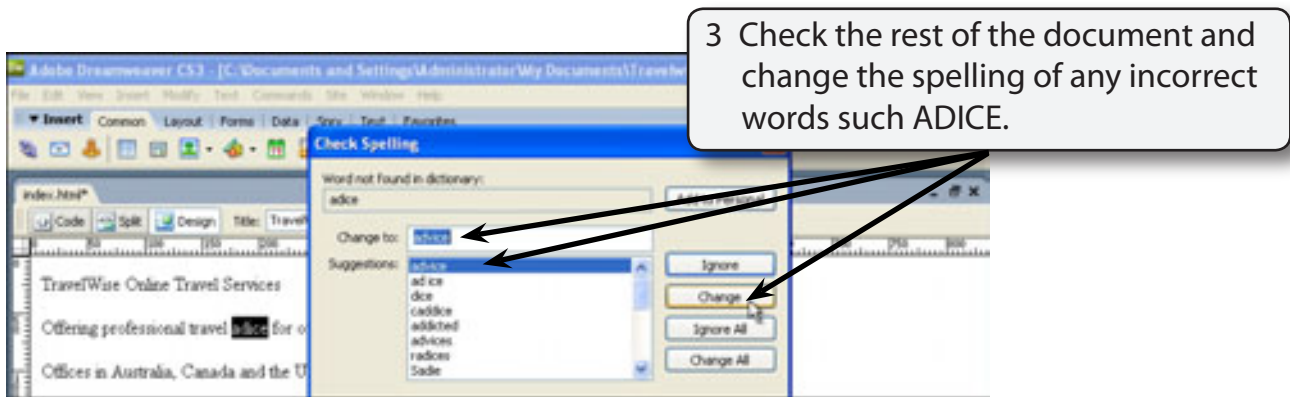
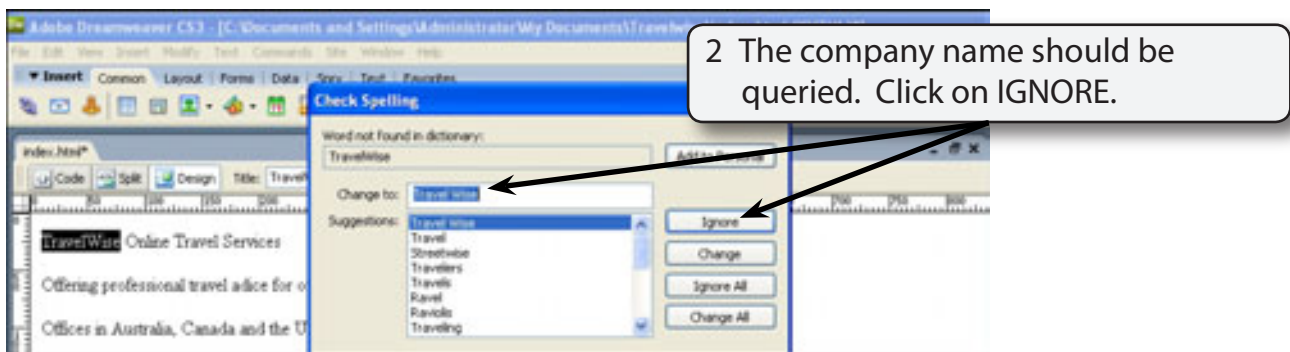
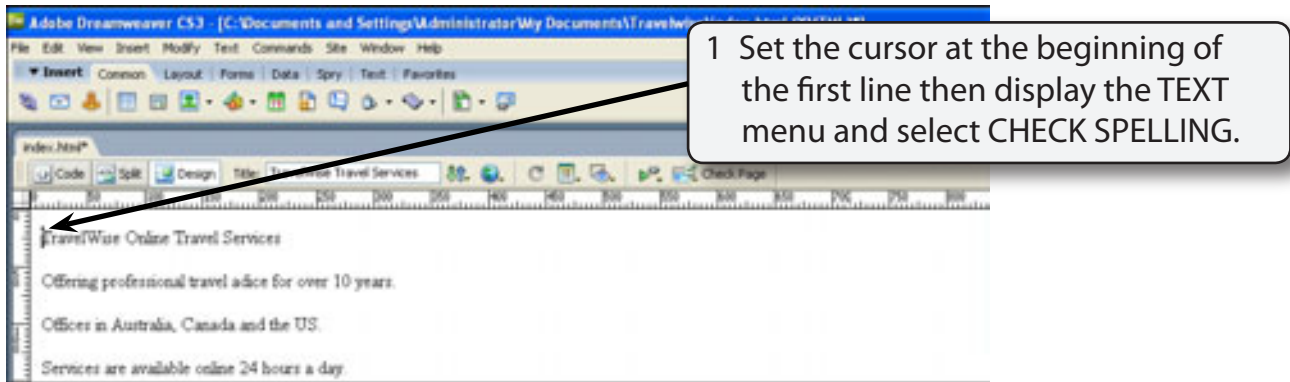


Enter the text shown in the diagram, pressing <enter> or <return> at the end of each line.

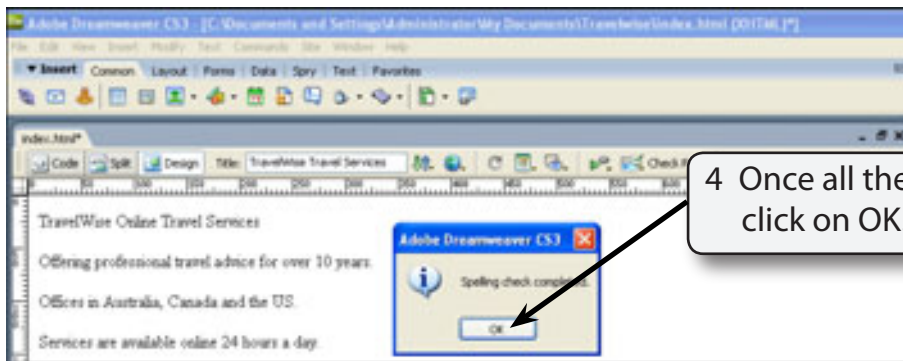
NOTE: The word ADVICE has been deliberately misspelt as ADICE so it can be corrected by the program's spell checker.

Spell Checking the Text

It is always good practice to run the program's spell checker after entering text.



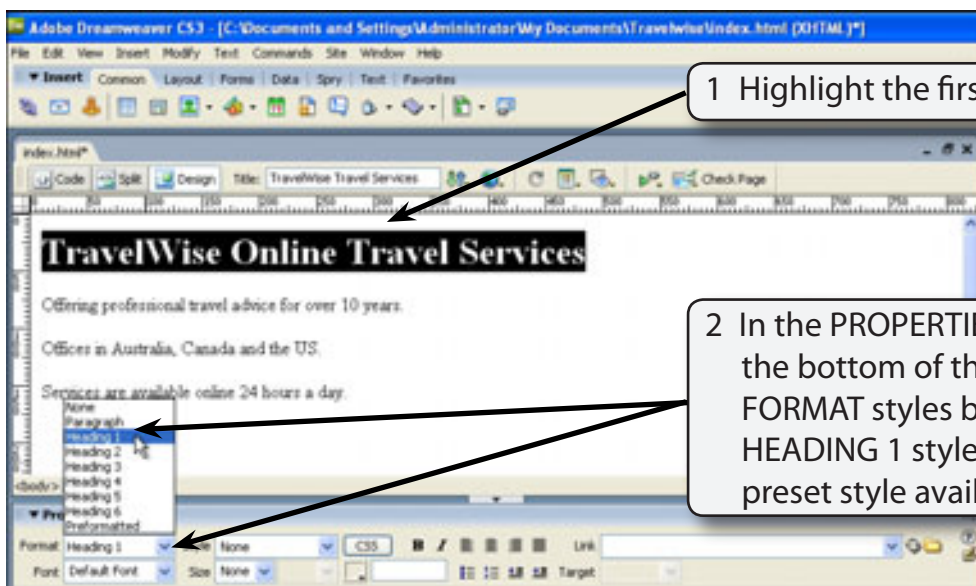
NOTE: Possible words for the queried word are displayed in the SUGGESTIONS frame.



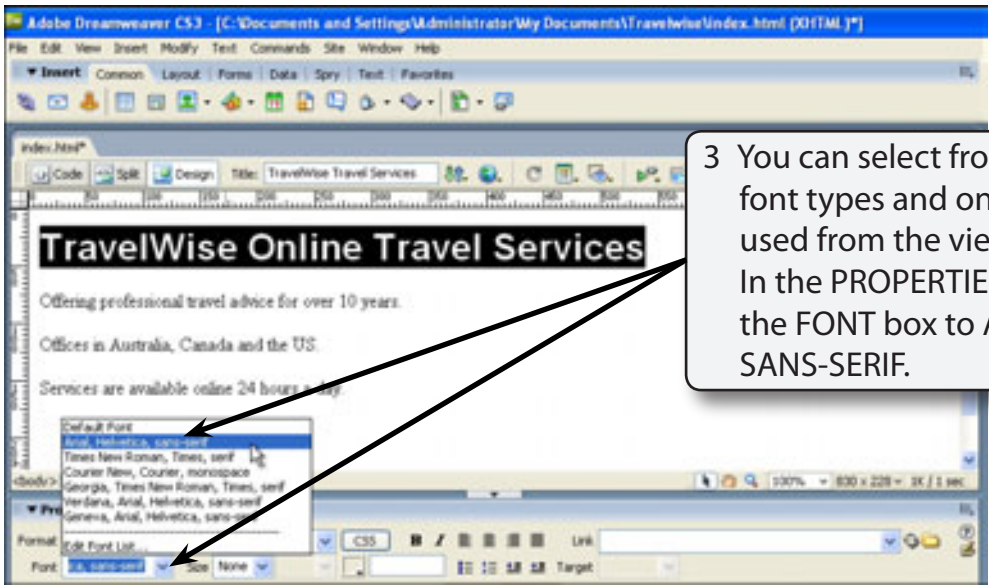
Formatting the Text

You can format the text to make it look more presentable. However, there are some limitations on the level of formatting you can do with HTML.

A The Main Heading

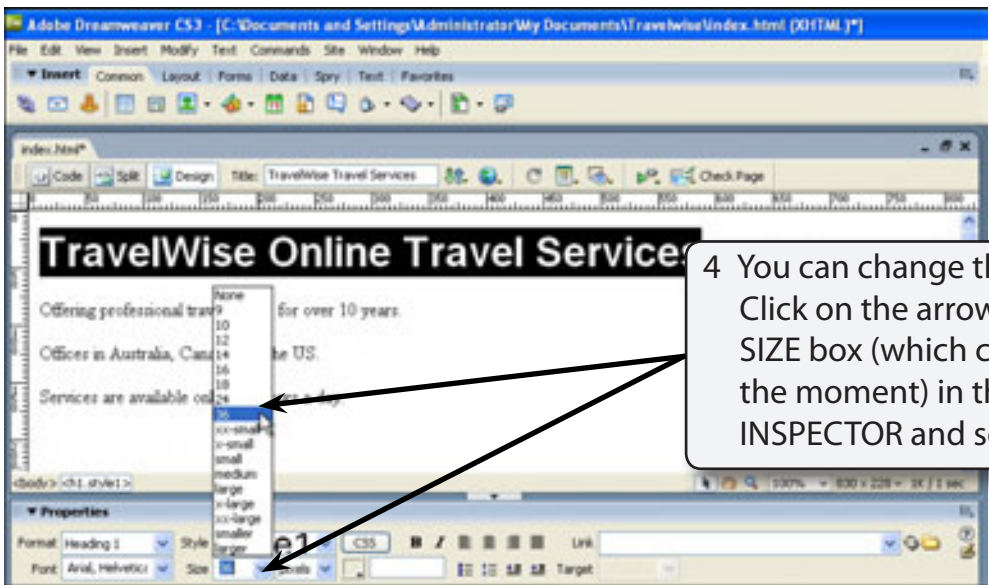


NOTE: It is safer to format text using the **FORMAT** box because you cannot be sure what fonts are installed in the system of the viewer. The **FORMAT** styles provide universal formats that will view correctly on any computer.



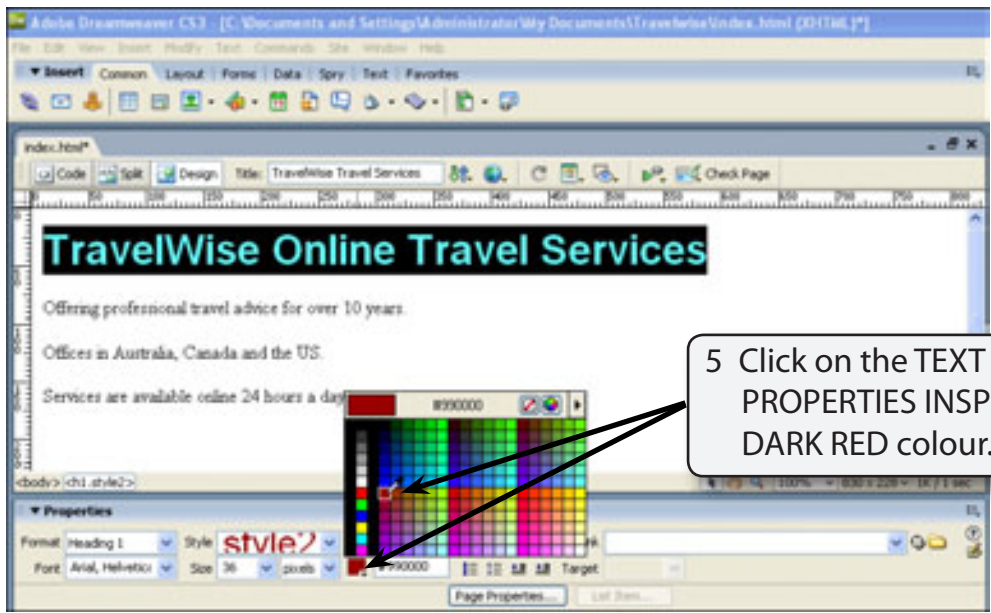
3 You can select from a family of font types and one of these will be used from the viewer's computer. In the PROPERTIES INSPECTOR set the FONT box to ARIAL, HELVETICA SANS-SERIF.

NOTE: Sans-serif fonts are block letter fonts and are usually easier to read on a computer screen.



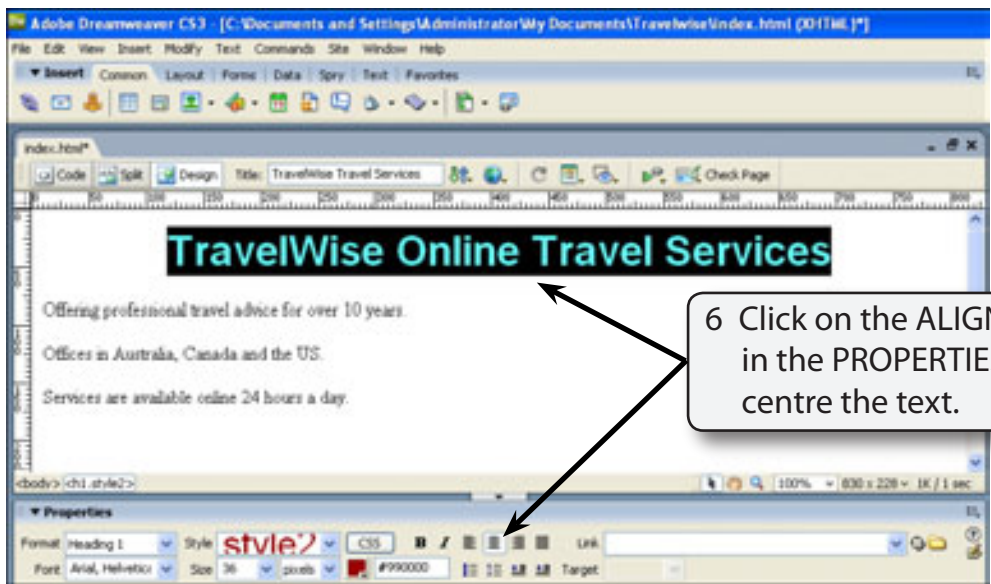
4 You can change the size of the text. Click on the arrow(s) next to the SIZE box (which contains NONE at the moment) in the PROPERTIES INSPECTOR and select 36 pixels.

NOTE: You can set the units for the text in the box next to the size, but for screen displays it is better to leave the units as pixels.



5 Click on the TEXT COLOUR box in the PROPERTIES INSPECTOR and select a DARK RED colour.

NOTE: You could set the text to BOLD by clicking on the BOLD button in the PROPERTIES INSPECTOR, but the HEADING 1 style has already set the text to BOLD.



6 Click on the ALIGN CENTRE button in the PROPERTIES INSPECTOR to centre the text.