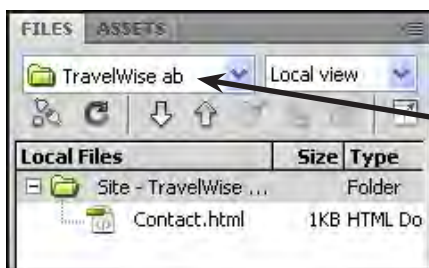


Entering Text and Graphics

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 HTML PAGE.



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



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

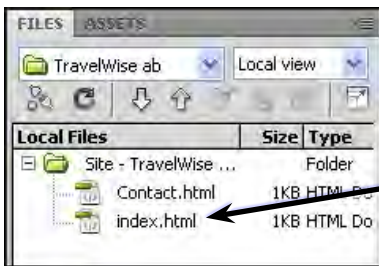
- 4 Click back in the DOCUMENT WINDOW.

NOTE:

- i Your screen should be set to the DESIGNER view.
- ii The 'TravelWise 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:

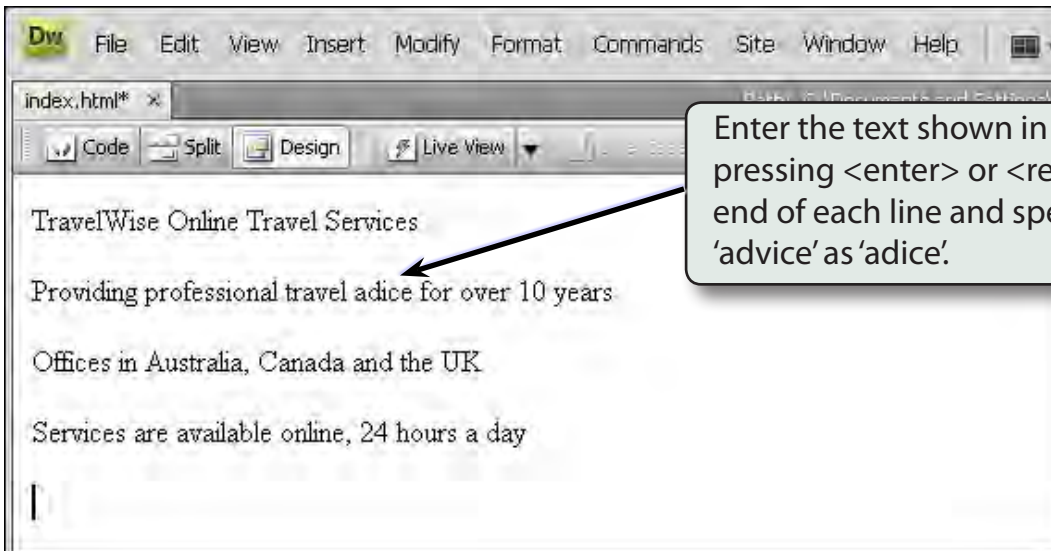
index	(Windows system)
index.html	(Macintosh system)



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

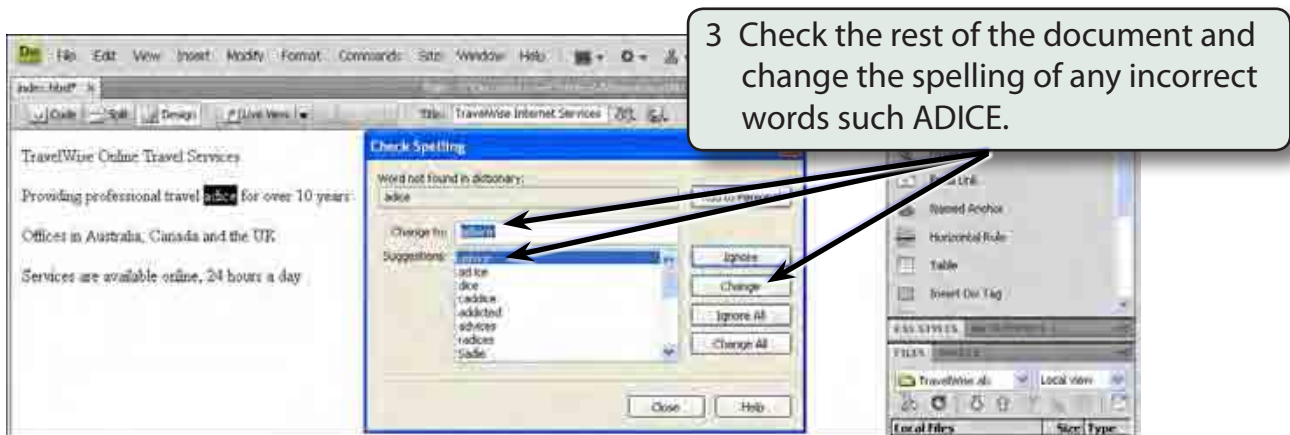
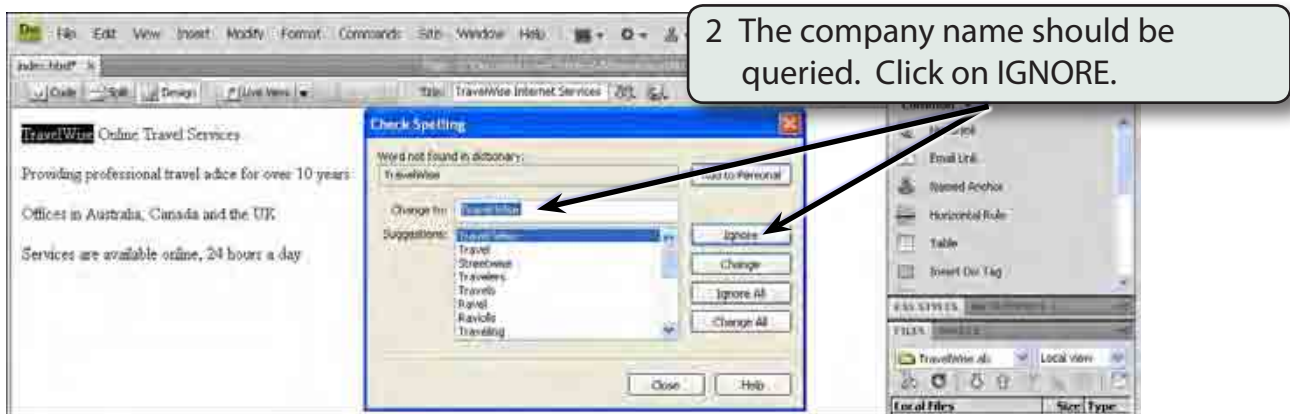
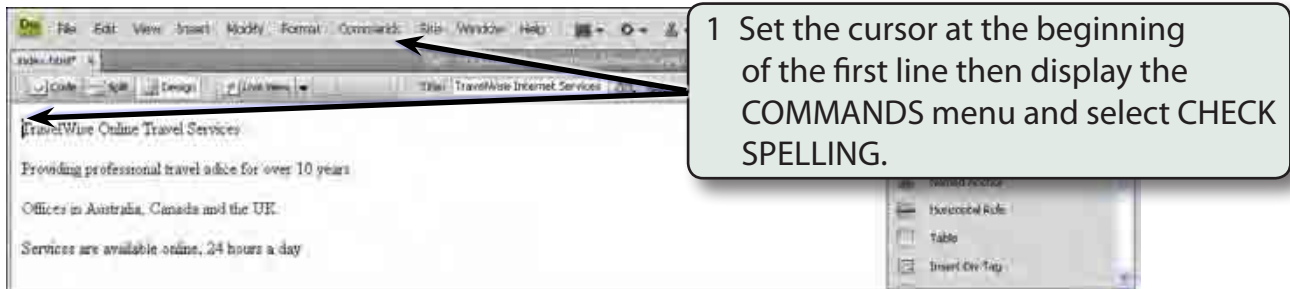


Enter the text shown in the diagram, pressing <enter> or <return> at the end of each line and spelling the word 'advice' as 'adice'.

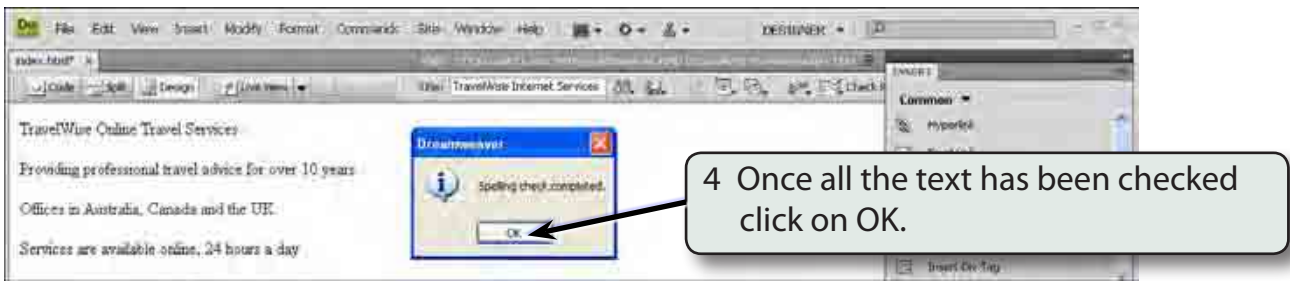
NOTE: The word **ADVICE** has been deliberately misspelt as **ADICE** so it can be corrected by the program's spell checker.

Spell Checking the Text

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



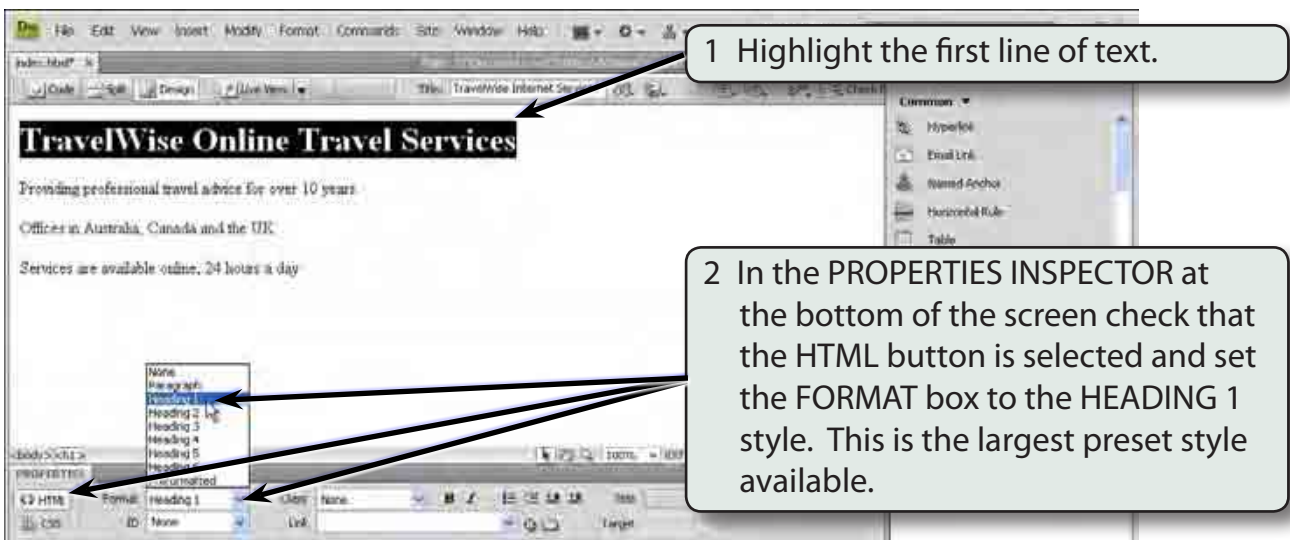
NOTE: Possible words for the queried word are displayed in the SUGGESTIONS frame.



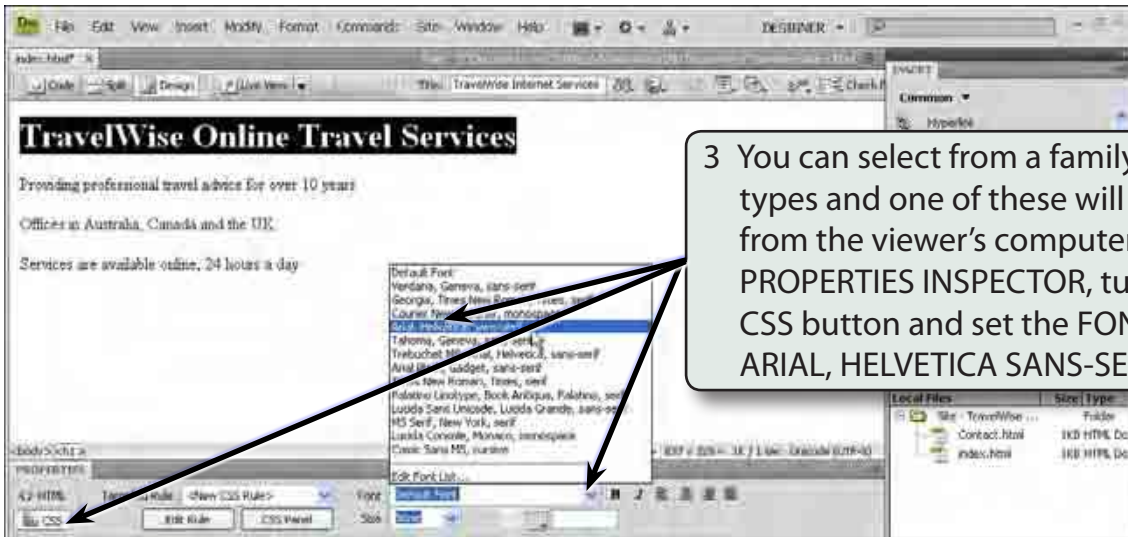
Formatting the Text

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.

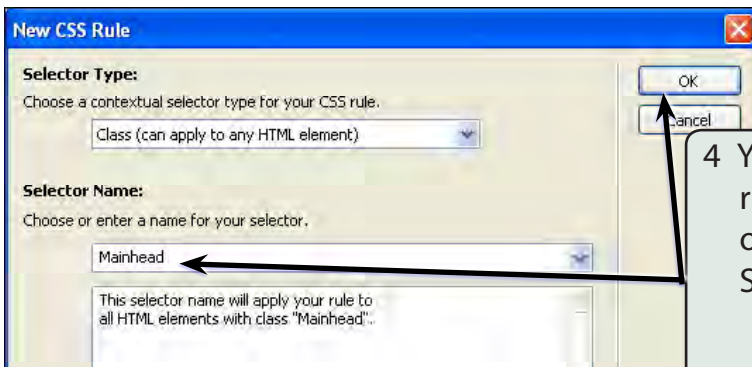
A The Main Heading



NOTE: It is safer to format text using the **FORMAT** box because you cannot be sure which 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**, turn on the **CSS** button and set the **FONT** box to **ARIAL, HELVETICA SANS-SERIF**.



4 You will be asked to save the CSS rule so that it can be applied to other text on the page. Click in the **SELECTOR NAME** box, enter:
Mainhead
and select **OK**.

NOTE:

- i **CSS stands for Cascading Style Sheets. They allow you to apply more detailed formatting to text.**
- ii **The name of a CSS style must have no spaces. If you want to separate words use _ between the words, for example Main_Head.**
- iii **You will cover CSS styles in more detail once you are more familiar with DreamWeaver.**
- iv **Sans-serif fonts are block letter fonts and are usually easier to read on a computer screen.**