

Produce a Web Page (7OVC2)

Task: Produce a web page to inform and persuade people about an issue or topic of study.

NOTES:

a. Using the template file

The instructions for this activity are written for students and/or teachers with little or no experience with web page production. A very rudimentary template is provided. You may choose to enter text into the template, as is, or you may wish to make changes to the template. The instructions below will help you to make changes to the template.

b. Layout of the template

It can be challenging, or first-time web page designers, to have text, images and links appear in a desired layout. To overcome this challenge, designers often use a table to create spaces where the elements of a page will be located. This template uses a basic three-column table:

	Title	
Subtopic 1	Add text here for introductory paragraph.	
Subtopic 2		
Subtopic 3		
Conclusion		
	Add text here for subtopic 1.	Top
	Add text here for subtopic 2.	Top
	Add text here for subtopic 3.	Top
	Add text here for conclusion paragraph.	Top

These links will take the reader further down the page to the named

Most of the text for the page will be located in the wide, centre column.

These links will take the reader back to the top of the page.

As text is added to each of the centre cells, the page may become quite lengthy. To assist the reader to find sections of text on the page, a series of links have been added to the left column. These links provide quick access to sections of the page, saving the reader from needing to scroll through all the text to find a specific topic. For example, clicking on the link "Conclusion" will take the reader to the conclusion paragraph.

BASIC INSTRUCTIONS

Step 1: Run *Dreamweaver MX*.

Step 2: Open the template file by selecting **File >> Open**. In the dialogue box, locate the template file, 7OVC2_web_page_template.htm.

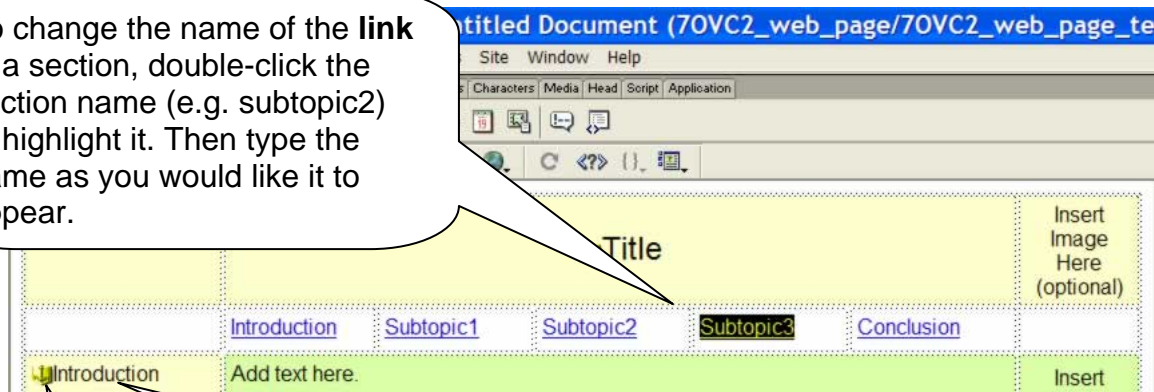
Step 3: Begin by saving the file under a filename of your choice. To save for the first time, select **File >> Save As**. Save the file in a folder as directed by your teacher.

Step 4: Next, enter the title of your document in the centre, middle cell of the table. Highlight the word "Title"; then type the title of your document.

Step 5: Now add the body text for each of the sections. Highlight the text "Add your text here."; then type your own information.

Step 6: You will probably want to change the names of the sections and the links. In the template, the sections are entitled "Subtopic1, Subtopic2" etc.

To change the name of the **link** to a section, double-click the section name (e.g. subtopic2) to highlight it. Then type the name as you would like it to appear.



To change the **name** of a section, double-click the section name (e.g. subtopic2) to highlight it. Then type the name as you would like it to appear.

Be sure not to delete the yellow anchor!

Step 7: If you would like to see what your web page will look like when it is posted on the Internet, press F12 on your keyboard, or select **File >> Preview in Browser**. Specify which browser you want to use (i.e. Internet Explorer). When you are done previewing, close the file by selecting **File >> Close**.

Be sure to save your page often while you are working.

ADDITIONAL INSTRUCTIONS:

a. To add an image:

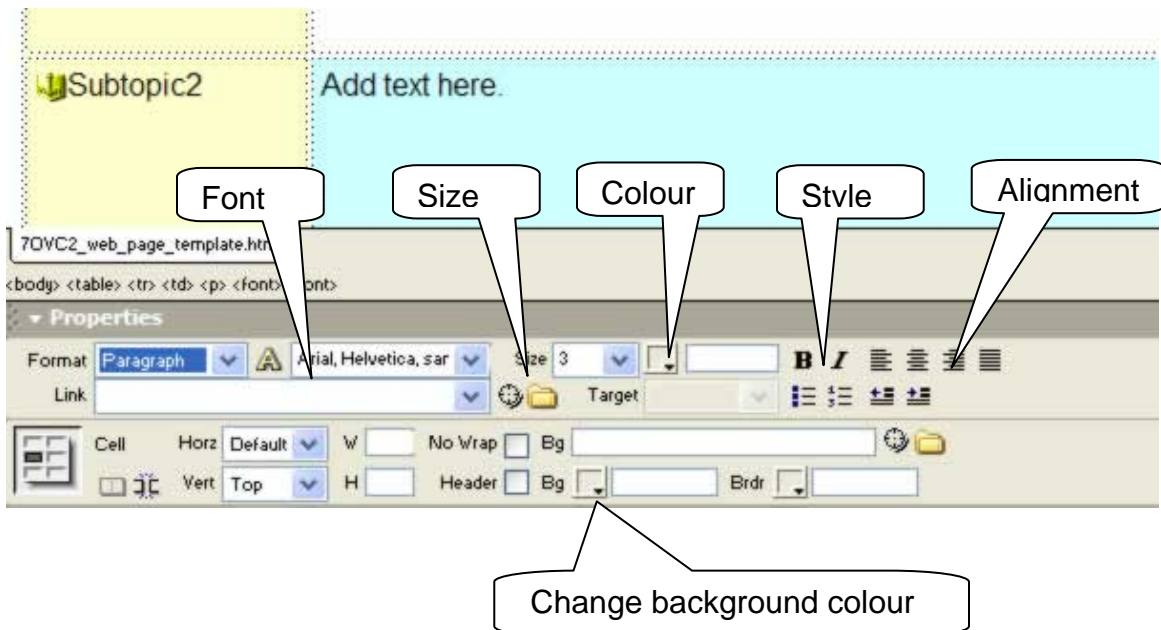
Step 1: Click in the cell where you would like the image to be placed. (You may need to delete the prompt text first.) From the File menu, select **Insert >> Image**. A dialogue box will open which permits you to locate the image file. Click **OK**.

NOTE: Before inserting an image, you should have the image file saved in the same folder where you are saving the web page file.

b. To change the font:

Step 1: Highlight the text.

Step 2: Use the Properties box at the bottom of the page to select the font, style, size and colour of the font.



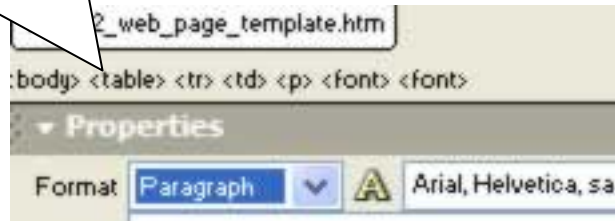
c. To change the background colour:

Step 1: Click in the cell for which you would like to change the background colour.

Step 2: In the Properties box at the bottom of the page, click on the down-arrow of the **Bg** box. A colour palette will appear. Select a colour. The background of the cell will change to the selected colour.

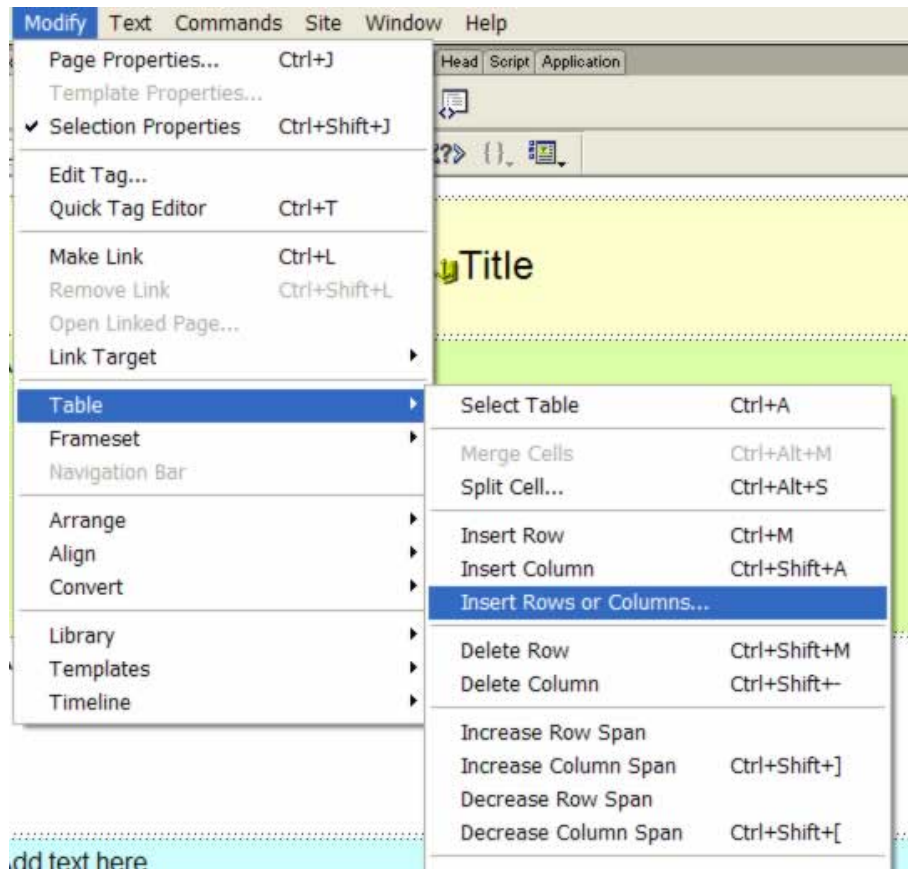
To change the background colour of the whole table, select the table first by clicking on the **<table>** tag above the word “**Properties**”.

To select the entire table, click on <table>.

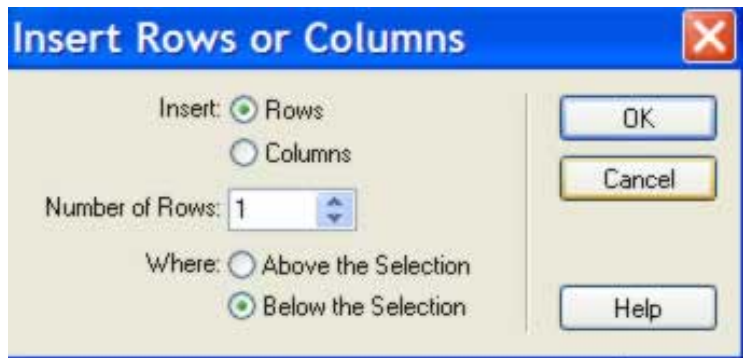


d. To add a row to the table:

Step 1: From the File menu, select **Modify >> Table >> Insert Rows or Columns**.



Step 2: In the dialogue box that opens, specify how many rows you would like to add to the table. You can also specify where they will be added (before or after the row where the cursor is flashing).

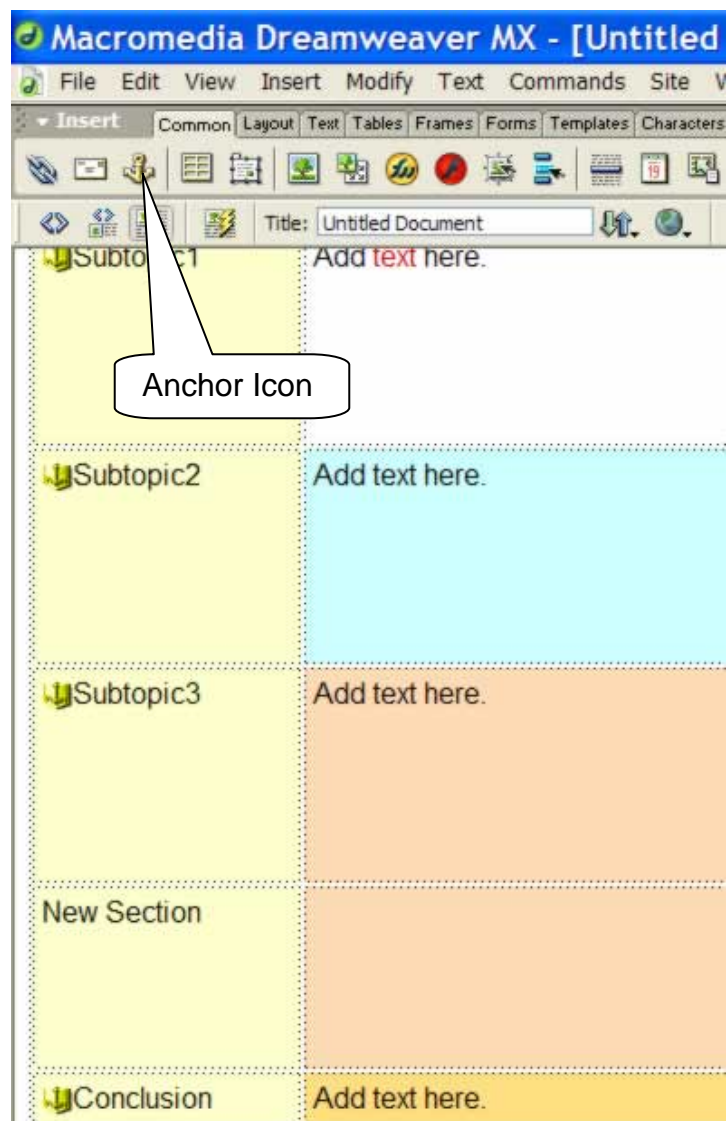


Once you have added a row, you will probably want to add a subtopic to your navigation links. This is done in two steps.

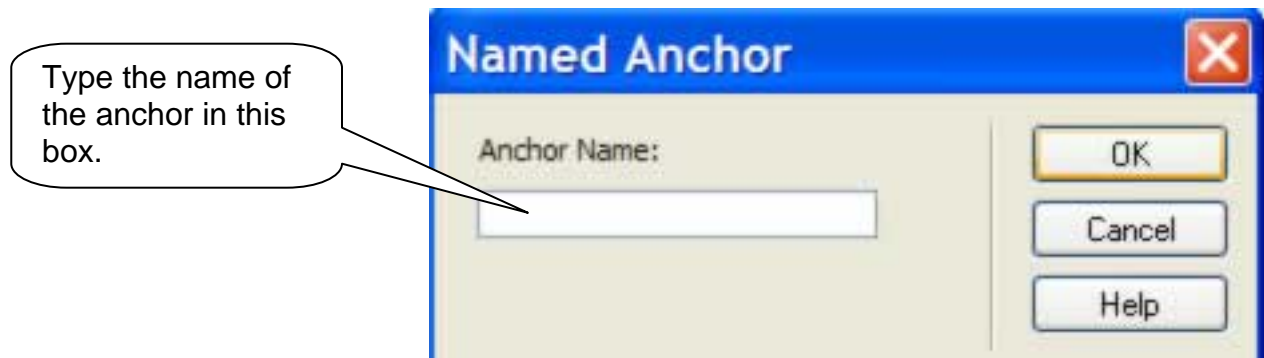
d. To create links within a document:

Step 1: Type the name of the section in the first cell of the new row. For these instructions, the new section is called “**New Section**”.

Step 2: Create an anchor point (called a “Named Anchor”) in front of the new section name. This shows the program where you want to link to. Click in front of the new section title, then click on the anchor icon.

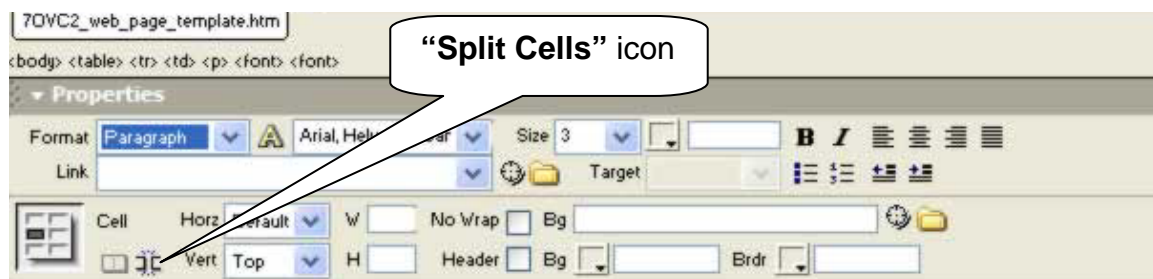


Step 3: Identify the anchor by giving it a name. (Suggestion: Call the anchor by the same name as the new section, i.e. “New Section”.)

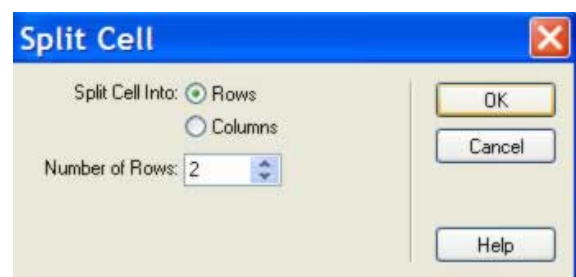


Step 4: Now that you have created the new section, with a named anchor, you can add a link to the new section into the navigation bar under the title. Each link is in a separate cell. Add another cell by clicking in the cell of the last subtopic (in our example, this is Subtopic 3).

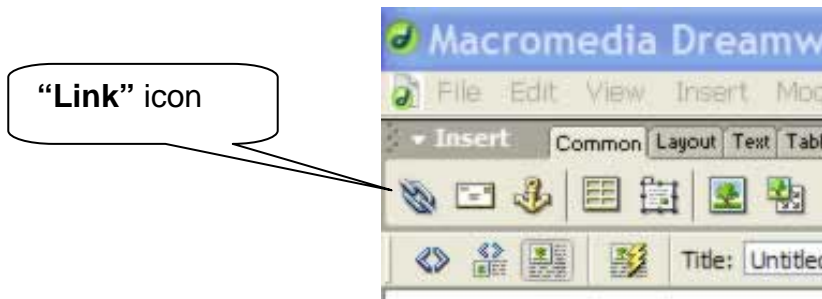
Step 5: In the **Properties** box, click on the **Split Cells** icon.



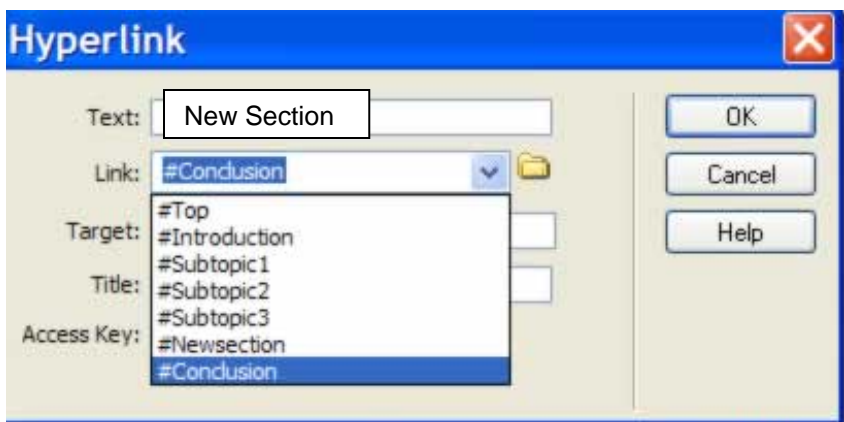
Step 6: Click in the **Columns** box and type the number “2”. This will split the cell into two cells.



Step 7: Next, you will create a link to the new section. Click the cursor into the empty cell you created in Step 6. Click on the **Link** icon in the button bar near the top of the screen.



Step 8: In the dialogue box that appears, type the name of the link in the **Text** box (this will appear in the navigation area). In the example, the name is "New Section".



Step 9: In the **Link** drop down menu, select the name of the anchor (you chose this in Step 4 above). Click **OK**.