

# Web Page Basics

## Using Dreamweaver MX

Open Dreamweaver MX -

- Go to menu bar > File > New
- Choose Basic Page > HTML > click on Create

Save Page -

- Type name of page in Title window on menu bar (*ie* Krueger Home Page - this is what will appear at the top of your page in a browser and will become the bookmark reference)
- Go to File > Save As > save page in your folder on website drive (*ie* krueger.j)
- File name should be lower case (no symbols or spaces)

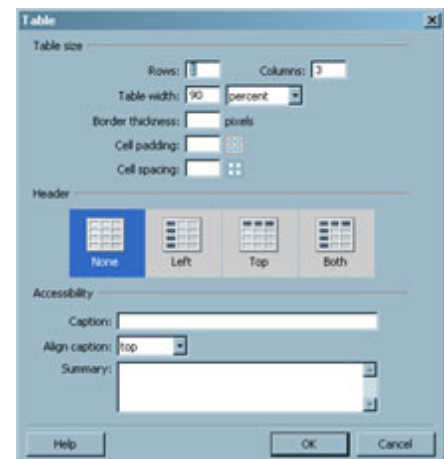
Insert Background

- Go to Modify > Page Properties > Appearance, click on Background Color button to access palette, select color, click Apply and OK.
- Background image - Go to Modify > Page Properties > Appearance, click on Browse button, select background image file in your website folder, click Apply and OK. [*Note: All image files (backgrounds, photos, logos, clip art) must be saved in your website folder before they can be used on your web page.*]



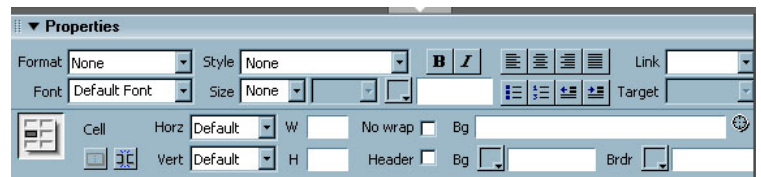
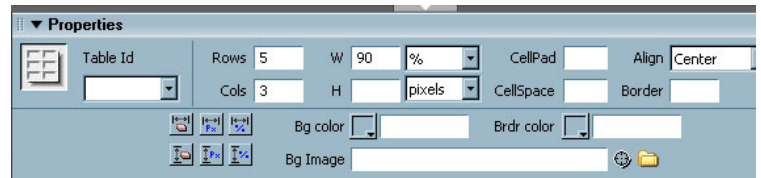
Insert Tables -

- Go to Insert > Table
- Choose 3 columns and any number of rows
- Set table width at 90%
- For an invisible table, set border at 0 pixels
- Click OK
- In Properties window at bottom of screen, choose Align: Center (*If Properties window is not open, go to menu bar > Windows > Properties*)



## Edit Tables -

- Right click in cell of table and choose Table > Select Table
- Edit table in Properties window at bottom of screen
- Click in individual cell of table > edit individual cell in Properties window
- Right click in table > choose Table > use menu options to split cells, merge cells, insert rows and columns, etc.
- **Use cells of table to position graphics and text on page!**



## Find Graphics on the Web -

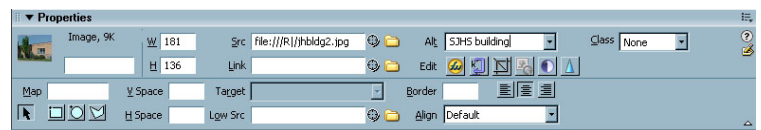
- Use search engine (*ie* Google) to find clipart, photos, backgrounds
- Be aware of copyright issues -- make sure graphics you save are free to use!
- Some graphics require that you give credit on your page or provide a link back to the source

## Save Graphics -

- Right click on the image
- Chose "Save Image (or Picture) As. . ."
- Save as JPEG or GIF file in your website folder

## Insert Graphics on Web Page -

- Click in cell of table where you wish to insert graphic
- Select Insert > Image on menu bar
- Locate and select graphic file which has been saved in your website folder
- In Alt box in Properties window, type in a short description of the graphic (Alternate text is what will appear on the page if the image takes time to load.)



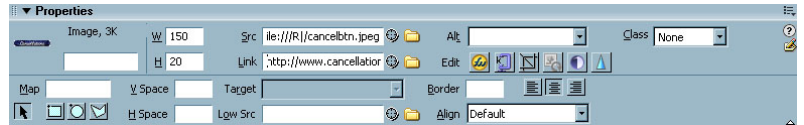
## Create an Internal Link w/graphic -

- Click on image to highlight
- Go to Properties window > click on folder icon next to Link window > locate web page you want to link to in website folder > click OK
- Save page > click Browse button (globe) on toolbar or use F12 key to test link in browser



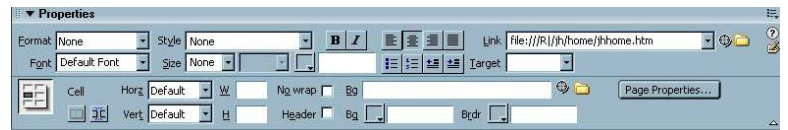
### Create an External Link w/graphic -

- Click on image to highlight
- Go to Properties window > in Link window, type URL of page you want to link to (*address must begin with http://*)
- Save page > click Browse button (globe) on toolbar or use F12 key to test link in browser



### Create an Internal Link w/text-

- Highlight text
- Go to Properties window > click on folder icon next to Link window > locate web page you want to link to in website folder > click OK
- Save page > click Browse button (globe) on toolbar or use F12 key to test link in browser

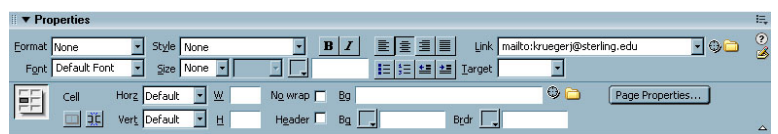


### Create an External Link w/text -

- Highlight text
- Go to Properties window > in Link window, type URL of page you want to link to (*address must begin with http://*) > click OK
- Save page > click Browse button (globe) on toolbar or use F12 key to test link in browser

### Create an E-mail Link -

- Highlight text or graphic that you want to become a link
- Go to Properties > in Link window, type mailto:(name@address)
- Save page > click Browse button or use F12 to test link in browser



### Resources on the Web -

- Web Page Tutorial -- [www.deblogan.com/design.html](http://www.deblogan.com/design.html) (user-friendly site for page design and content)
- Graphics & Images - [www.flamingtext.com/start.html](http://www.flamingtext.com/start.html) (site for making headings, buttons etc.)
- Design / Create / Animate - [www.mediabuilder.com](http://www.mediabuilder.com) (another site for creating original graphics & images)

## Important USD 376 Policy Reminder -

- Web pages may not contain a picture, name, or project of an individual student unless a signed parent permission form is on file.
- When referring to students on a web page, only first names may be used.

