

Basic Elements

Subject Descriptors: Insert Hyperlinks, Insert Images, Insert Tables, Page Properties, Save File
Application (Version): Dream Weaver CS4 Windows XP, Windows Vista

Task Description: How do I insert hyperlinks? How do I insert images? How do I insert tables? How do I change the page properties? How do I save a file?

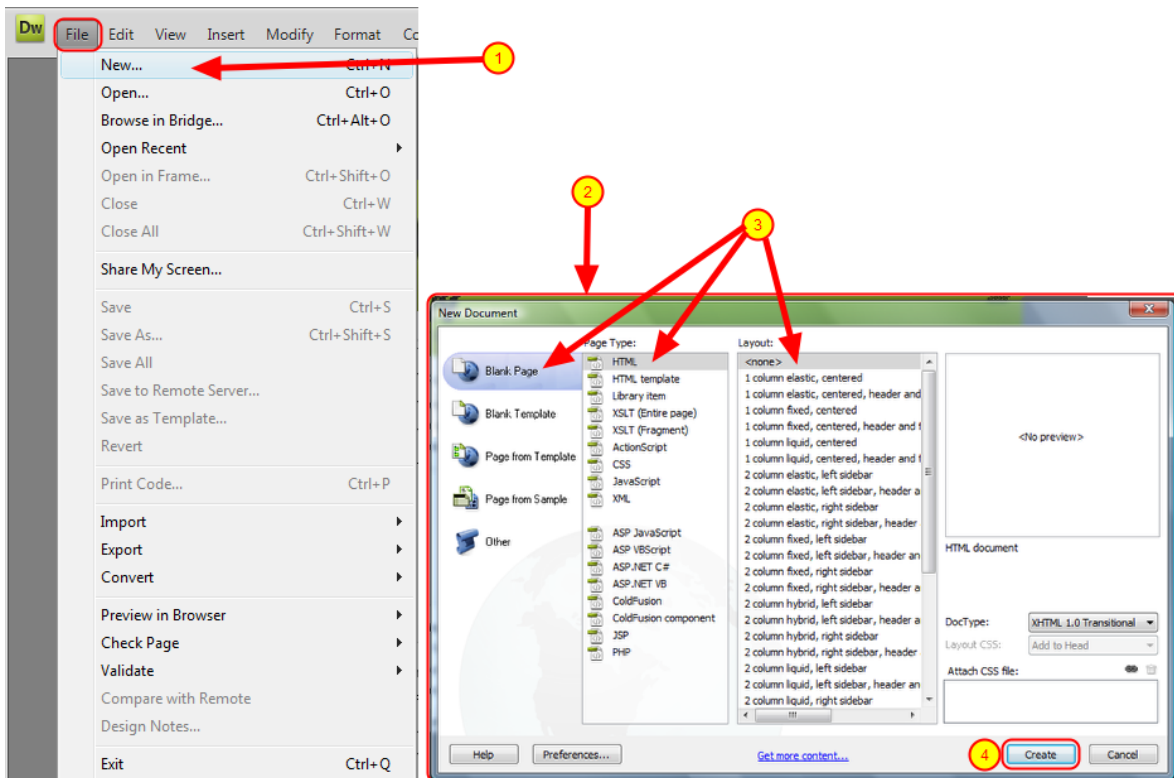
Tutorial Date: 27 May 2009, by Tim Holmes

Overview...

This section covers how to insert text, hyperlinks, images, horizontal rules and tables; how to change their appearance using the Properties panel; and how to copy and import text from Word.

We will begin building our course web site from scratch, and as we develop the site we will use more sophisticated elements. In this section, you will make a basic page. Many of the following steps are similar to what would be done in a normal word processing program.

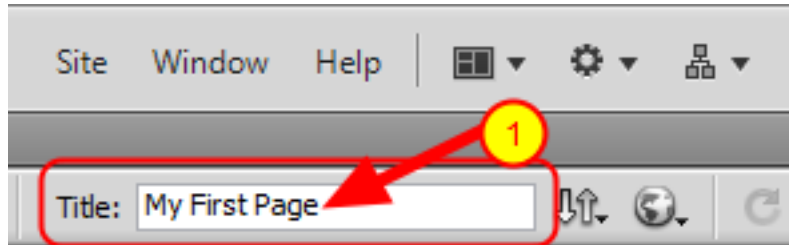
Creating A New Page



- 1) From the **File** menu, click New...
- 2) This will open the **New Document** window.
- 3) Click **Blank Page** and **HTML** and **<none>**

4) When finished click **Create**

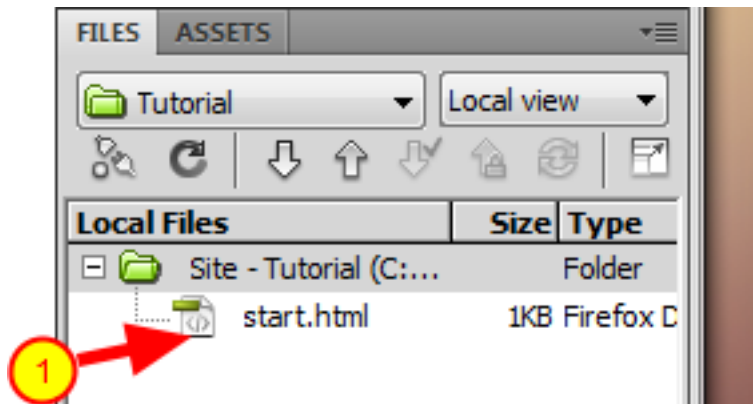
Title Your Page



In the upper tool bar you will see a box that says **Title:**

1) Type the title of your page here.

Save Your File...

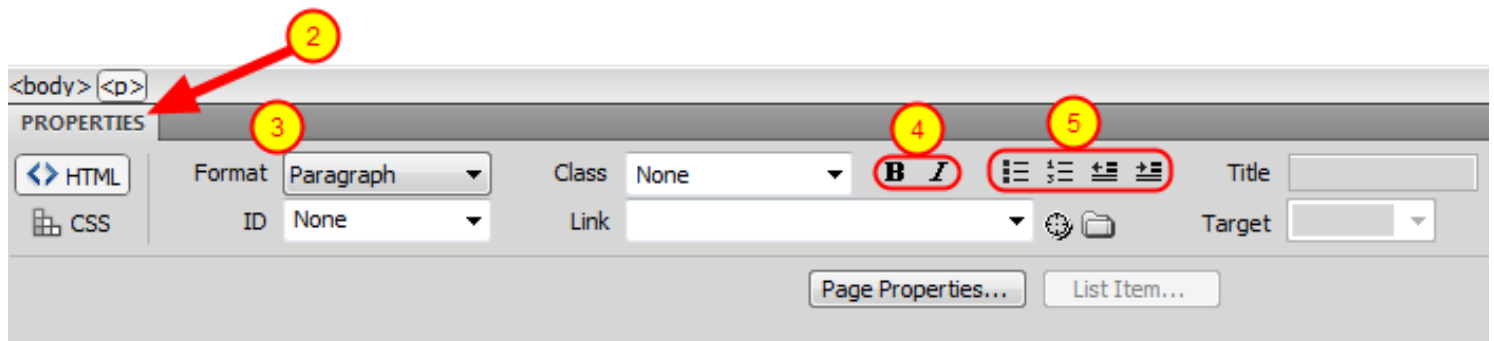


From the **File** menu, **Save** your web page now in the as **start.html**. (Note: We will discuss saving and file names a more in the next section.)

1) Notice how in the bottom right corner of the window under **Local Files** you will see the file you saved, under the **Site Folder**.

Properties, Fonts, Styles, Etc.

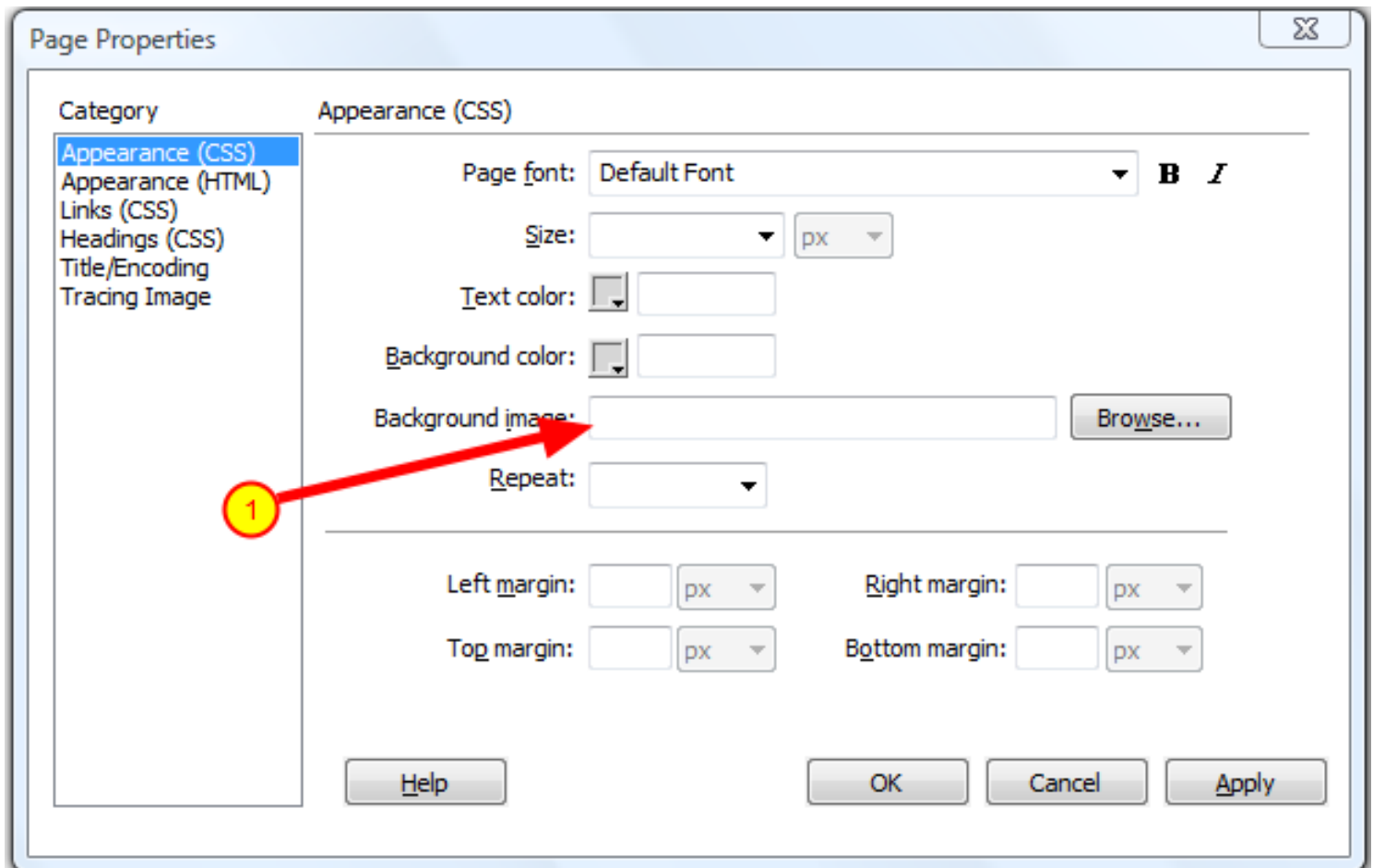
Let's type in some text to experiment with the fonts.



- 1) Type and highlight some text as shown above.
- 2) With the text selected, change its appearance by changing its properties in the Properties panel.
- 3) In the drop-down menu, change the *format* to **Heading 3**
- 4) The **bold** and *italic* features are in this panel (underlines are conventionally reserved in Web documents for hyperlinks).
- 5) **Indenting** and **list** features are also be found here.

For **alignment, style, fonts, etc.** click on Format from the main menu.

Page Properties



Click **Modify** from the main toolbar, and then click **Page Properties...**

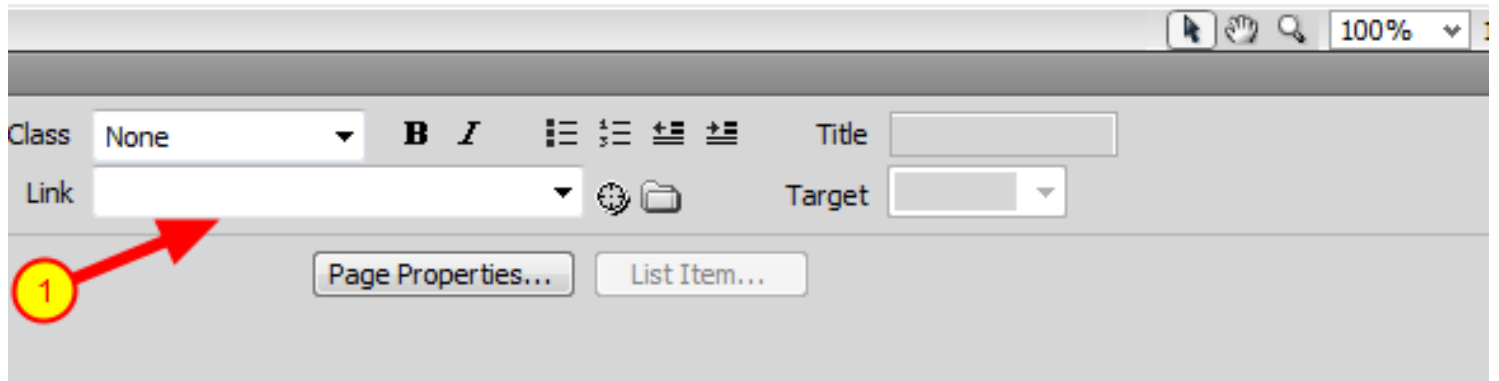
This will bring up a window as shown above.

1) Browse and insert a picture as the background of your page here.

There are many different options, here, that you can choose from to customize your web page. Explore!

Hyper Links

Utah State University



Add an absolute hyperlink to the *Utah State University* home page.

Start a new line and type the words *Utah State University*.

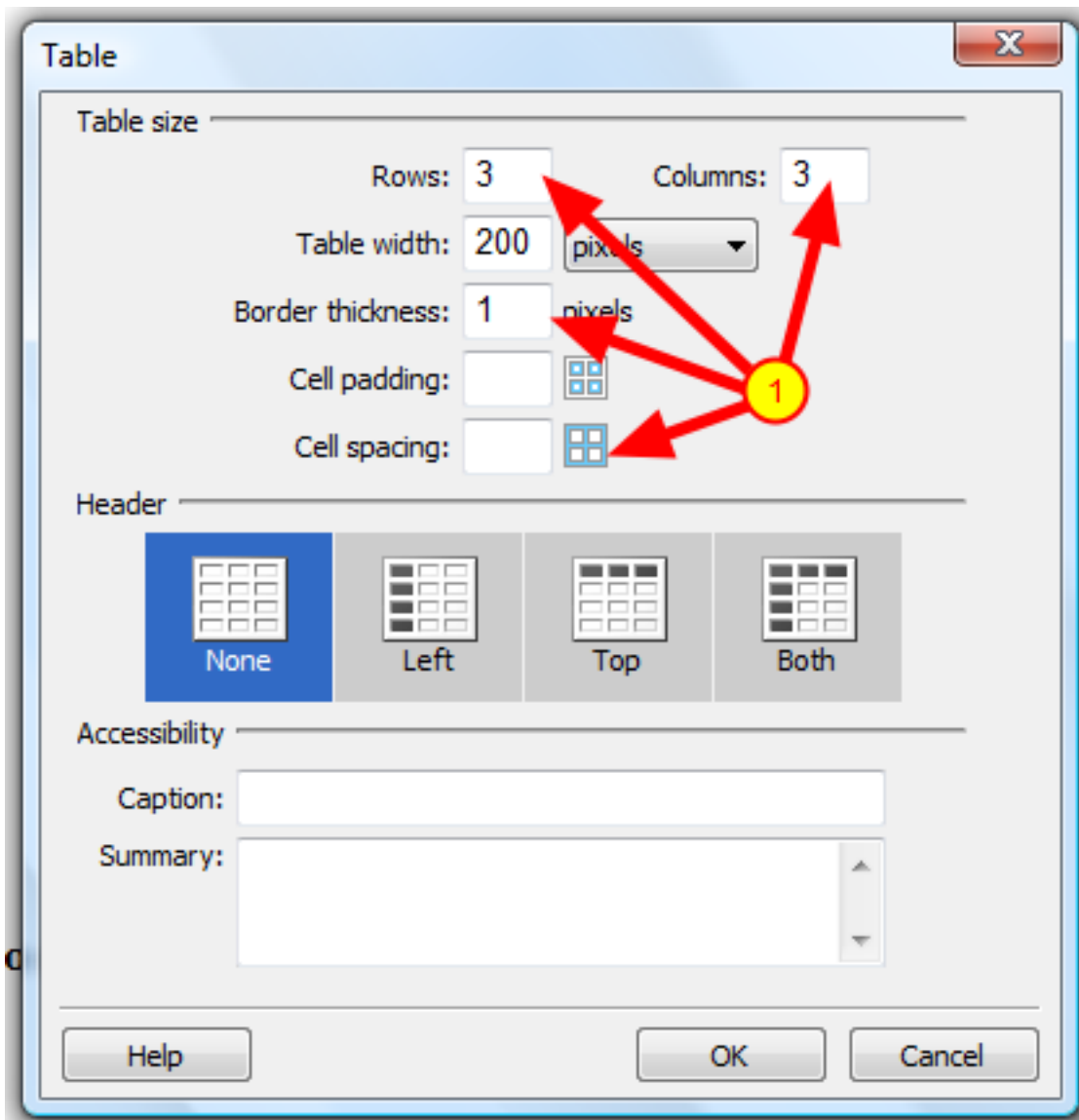
Now highlight these words.

1) In the Properties panel, type in the URL of the *Utah State University* page, <http://www.usu.edu>, in the link section.

When you press Enter, the link will be added, indicated by the underline and a change in the text's color.

Note: Rather than typing "http://www.usu.edu" you can cut and paste this from your browser window. This will help ensure that you type the link correctly. Not all links are eligible as hyperlinks. Some links are not stable, meaning that the same page may not always have the same address; you cannot link to such pages directly.

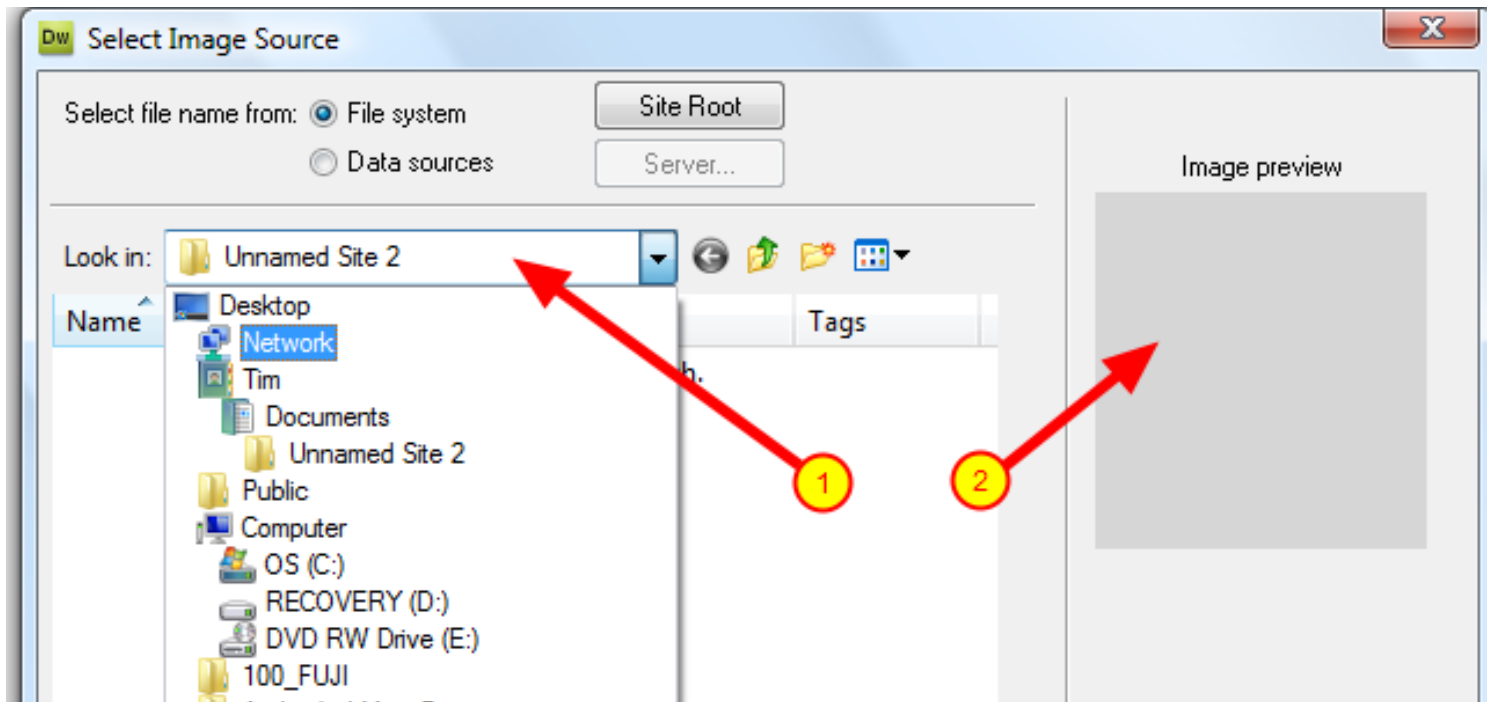
Insert Tables



Using tables in your web pages will help keep your information very organized and pleasing to the eye. From **Insert** in the main toolbar click **Table**.

1) In this screen shot you can see that you can adjust the number of rows, columns, etc.

Insert Images



From **Insert** in the main toolbar click **Image**.

- 1) In the **Look in:** drop down box, you can search for the folder that contains your image that you would like to insert.
- 2) On the right, you can see an **Image preview**.

Click **OK** when finished.