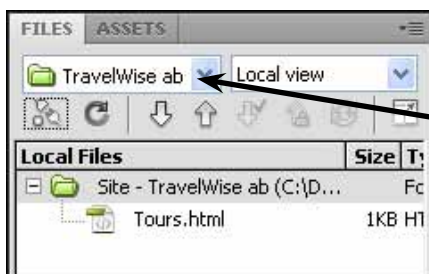


# Entering Text and Graphics

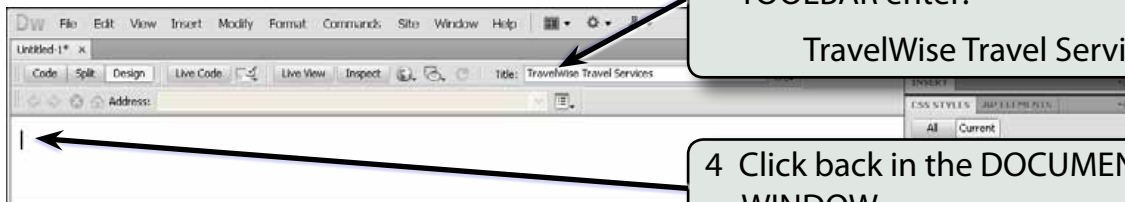
To illustrate how text and graphics are inserted into DreamWeaver pages, a home (or opening) page will be created for TravelWise.

## Setting up the Home Page

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



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



- 3 In the TITLE box of the DOCUMENT TOOLBAR enter:  
TravelWise Travel Services

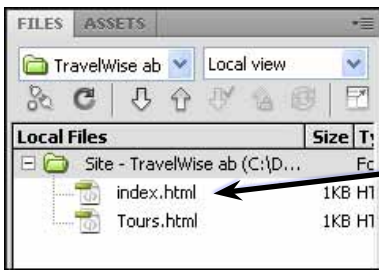
- 4 Click back in the DOCUMENT WINDOW.

**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:

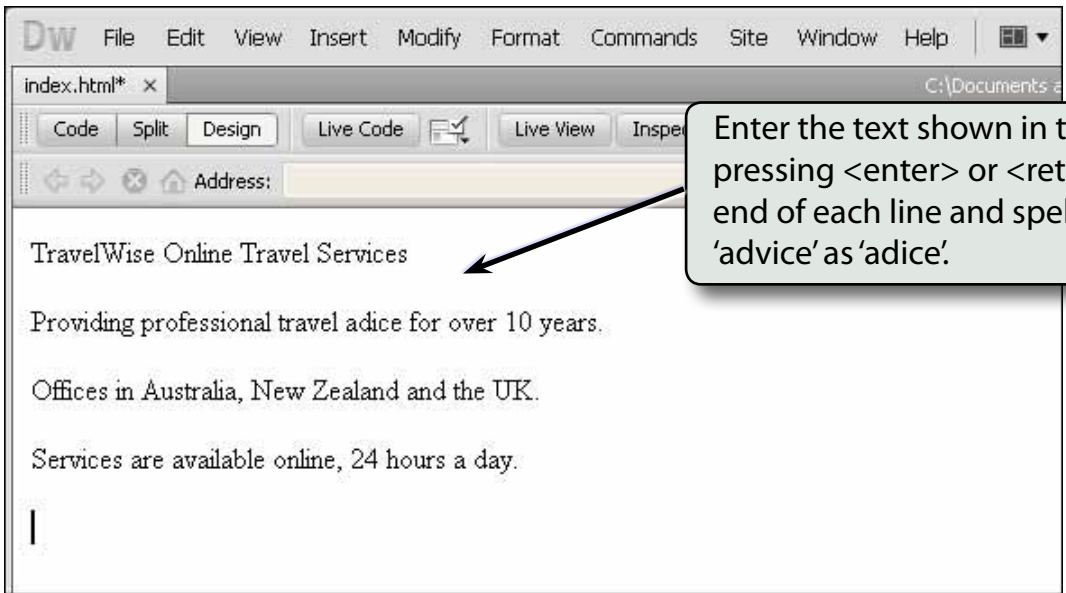
index	(Windows system)
index.html	(Macintosh system)



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

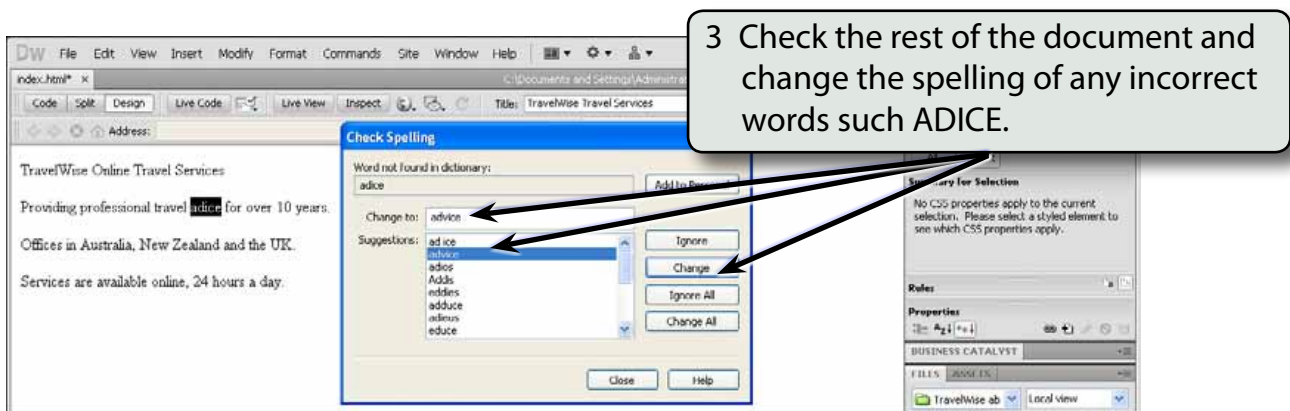
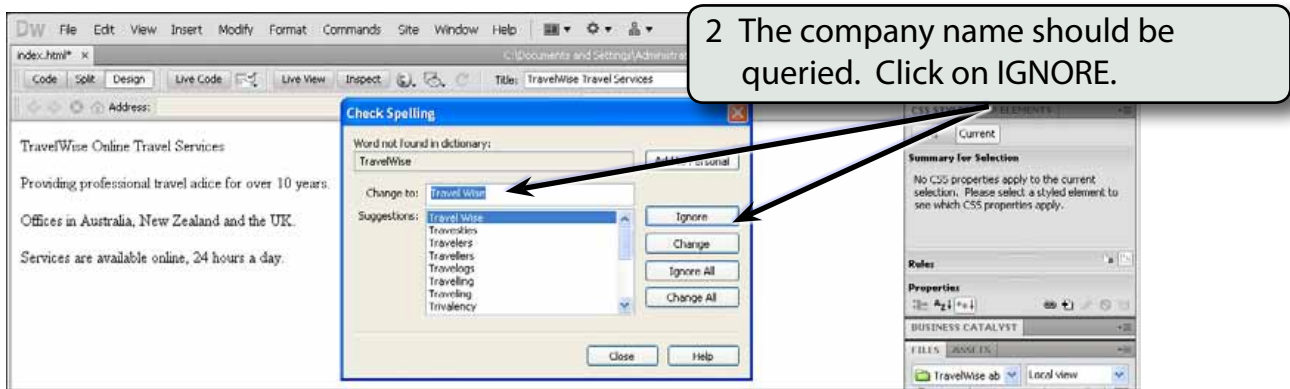
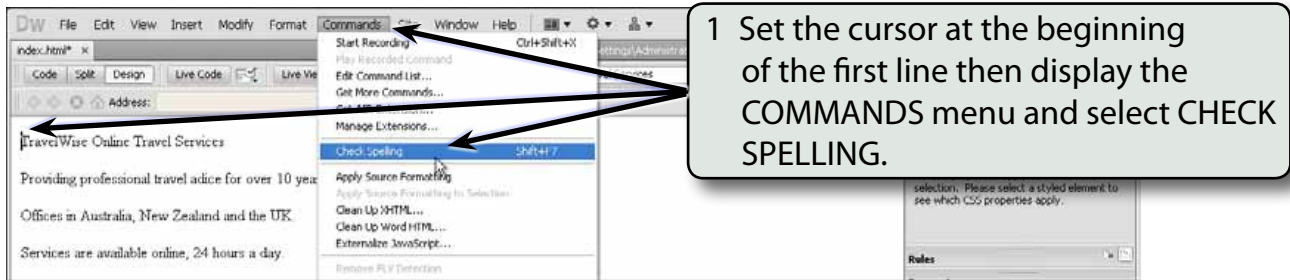


Enter the text shown in the diagram, pressing <enter> or <return> at the end of each line and spelling the word 'advice' as 'adice'.

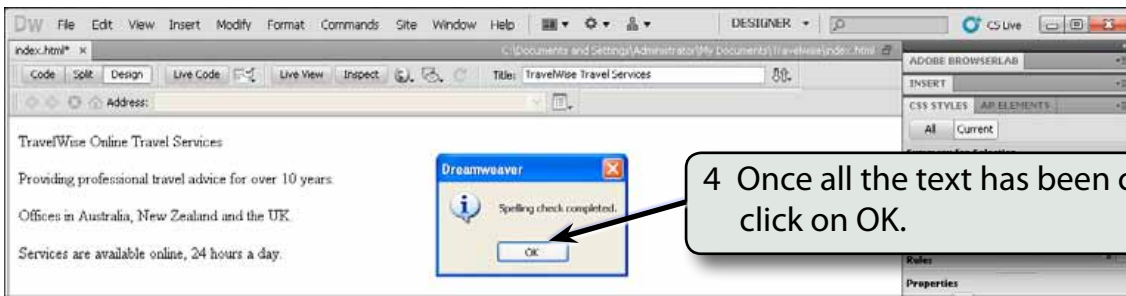
**NOTE:** The word ADVICE has been deliberately misspelt as ADICE so it can be corrected using the program's spell checker.

## 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.

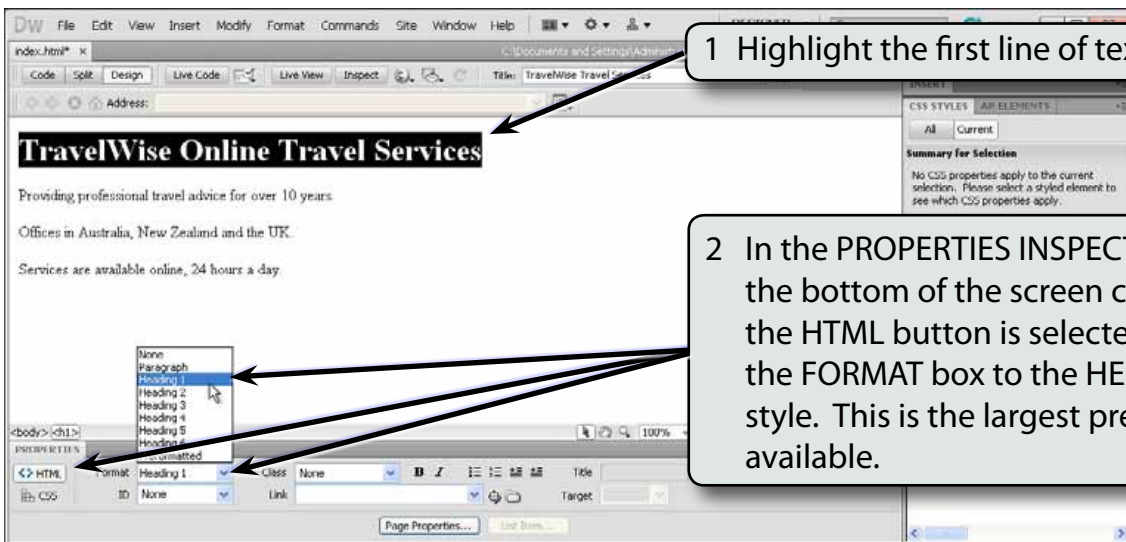


4 Once all the text has been checked click on OK.

## 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

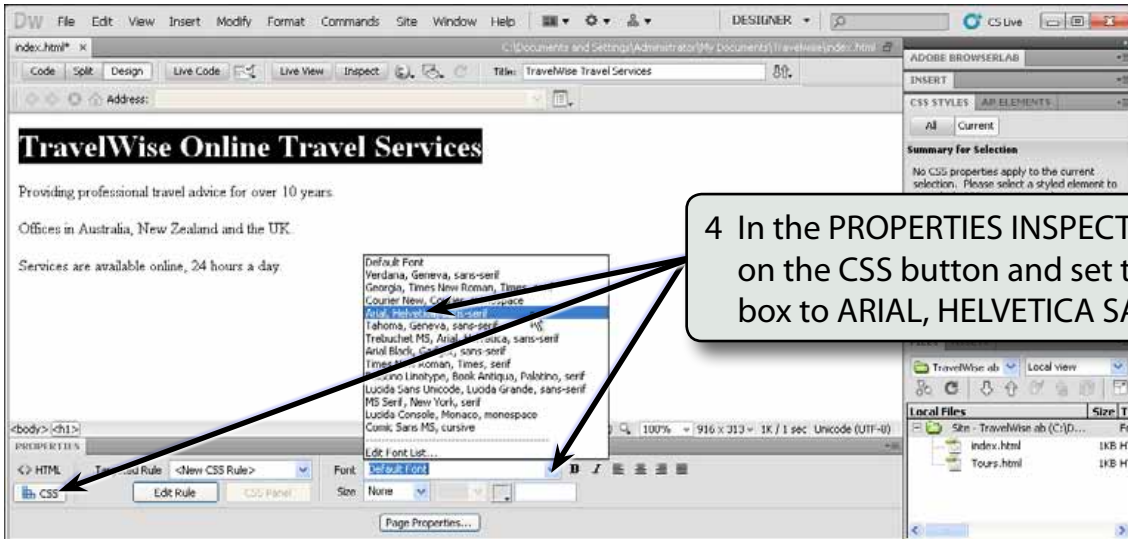


1 Highlight the first line of text.

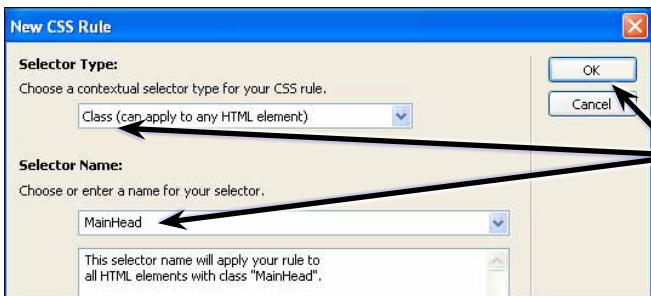
2 In the PROPERTIES INSPECTOR at the bottom of the screen check that the HTML button is selected and set the FORMAT box to the HEADING 1 style. This is the largest preset style available.

**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.



4 In the PROPERTIES INSPECTOR, turn on the CSS button and set the FONT box to ARIAL, HELVETICA SANS-SERIF.



5 You will be asked to save the CSS rule so that it can be applied to other text on the page. Leave the SELECTOR TYPE as CLASS and, in the SELECTOR NAME box, enter:  
  
MainHead  
then 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.