

Using Tables

When creating web pages you need to be able to align text and graphics accurately. The easiest way to do this is through the use of tables. In this case you will use the TABLES function to create a packages page for the eTravel travel agency showing some of the tours they offer.

Creating a Packages Page

The following page will be created.

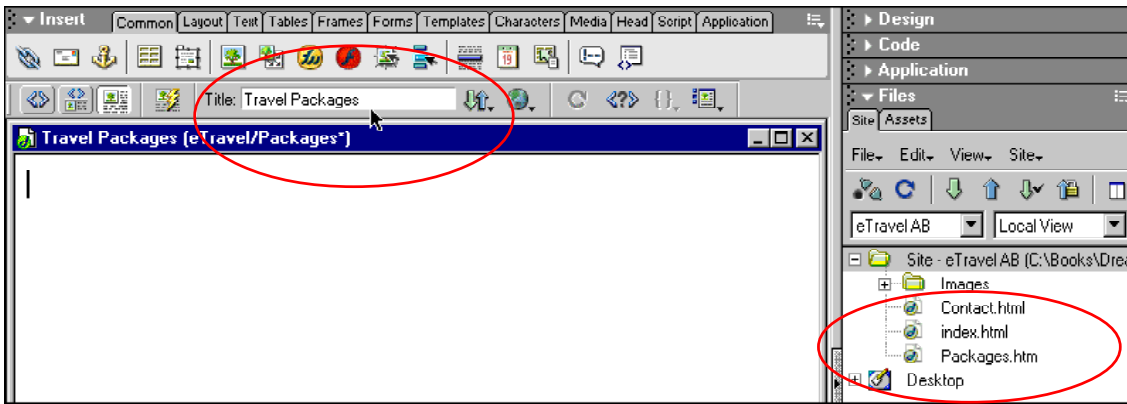
PACKAGES		
<p>The following table describes a range of packages available through eTravel. Please contact us to arrange a meeting to discuss your travel needs.</p>		
	<p>Europe</p> <p>London via Bangkok 14 days, 13 nights, tours to 6 countries.</p>	\$2,225
	<p>USA</p> <p>Los Angeles via Sydney 11 days, 10 nights, tours to 5 major cities.</p>	\$1,850
	<p>China</p> <p>Beijing via Hong Kong 10 days, 9 nights, daily tours.</p>	\$1,900
	<p>South America</p> <p>Rio de Janeiro via Los Angeles 11 days, 10 nights, tours to 5 countries.</p>	\$1,795

- 1 Load DreamWeaver or close the current page and start a new BASIC HTML PAGE.
- 2 Ensure that your eTRAVEL site is selected in the SITE panel.
- 3 Save the page in your eTRAVEL folder as:

Packages or Packages.html
- 4 Set the TITLE box in the DOCUMENT TOOLBAR to:

Travel Packages

 as shown in the diagram at the top of the next page.



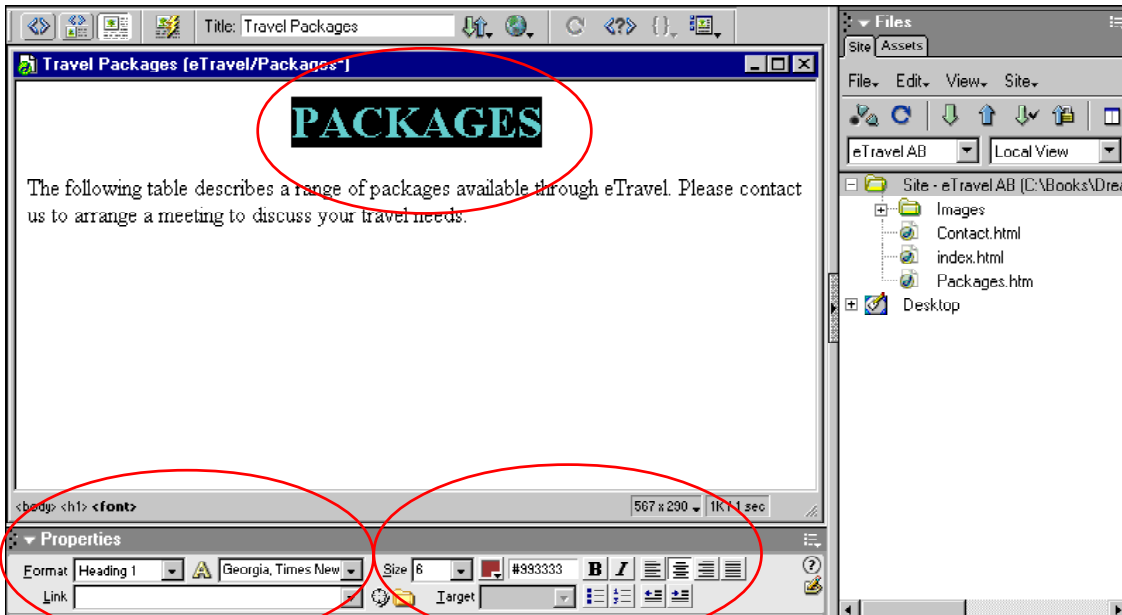
5 Enter the following text:

PACKAGES <enter>

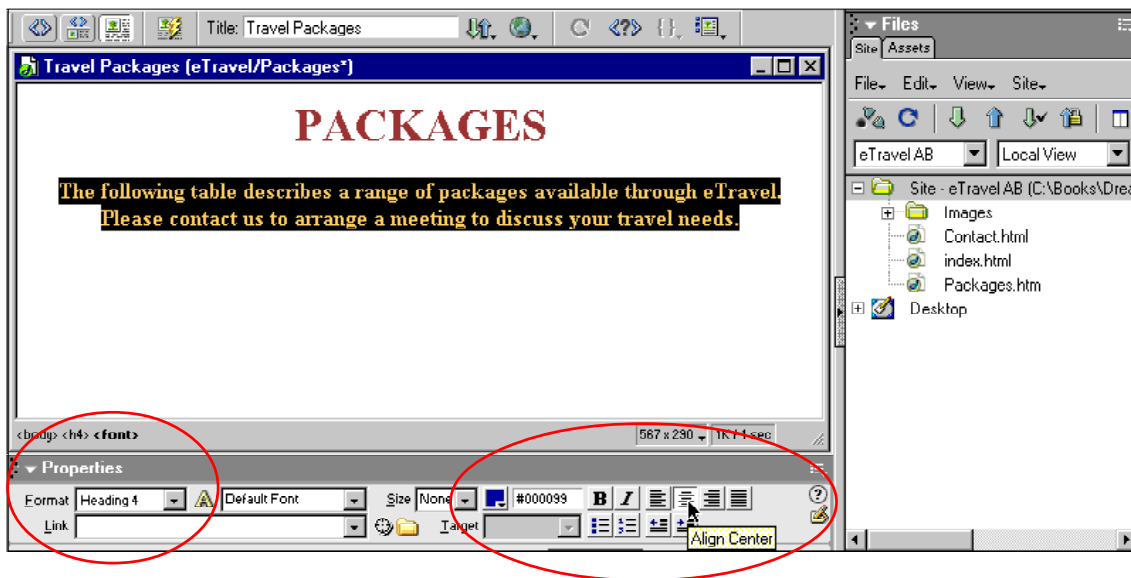
The following table describes a range of packages available through eTravel. Please contact us to arrange a meeting to discuss your travel needs. <enter>

Formatting the Text

- 1 Highlight the first line of text (PACKAGES) and set its FORMAT box in the PROPERTIES INSPECTOR to HEADING 1 (this will set its SIZE to 6), the FONT to GEORGIA, TIMES NEW ROMAN, TIMES, SERIF, its TEXT COLOUR to DARK RED and its TEXT ALIGNMENT to CENTRE.



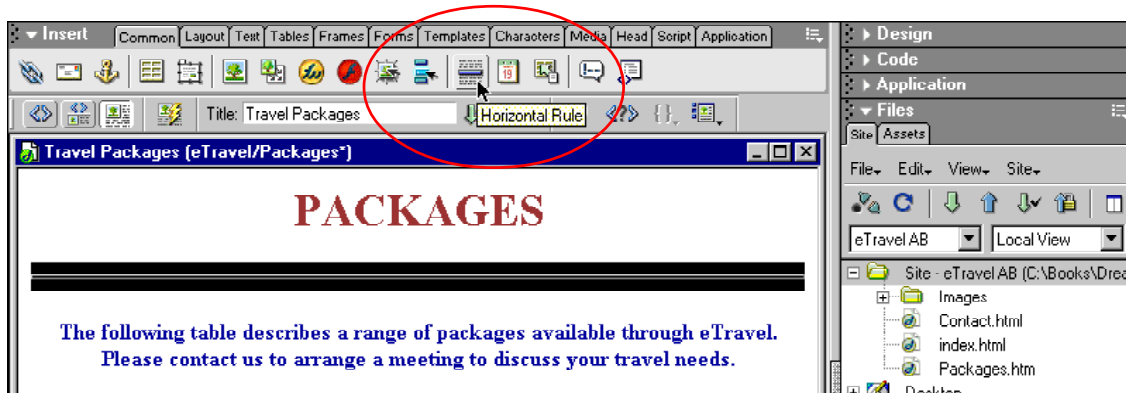
- 2 Highlight the two sentences under the heading and set their FORMAT to HEADING 4, their TEXT COLOUR to DARK BLUE and their TEXT ALIGNMENT to CENTRE. Refer to the diagram at the top of the next page.



NB: We will insert a light background after the table has been entered.

Adding a Horizontal Rule

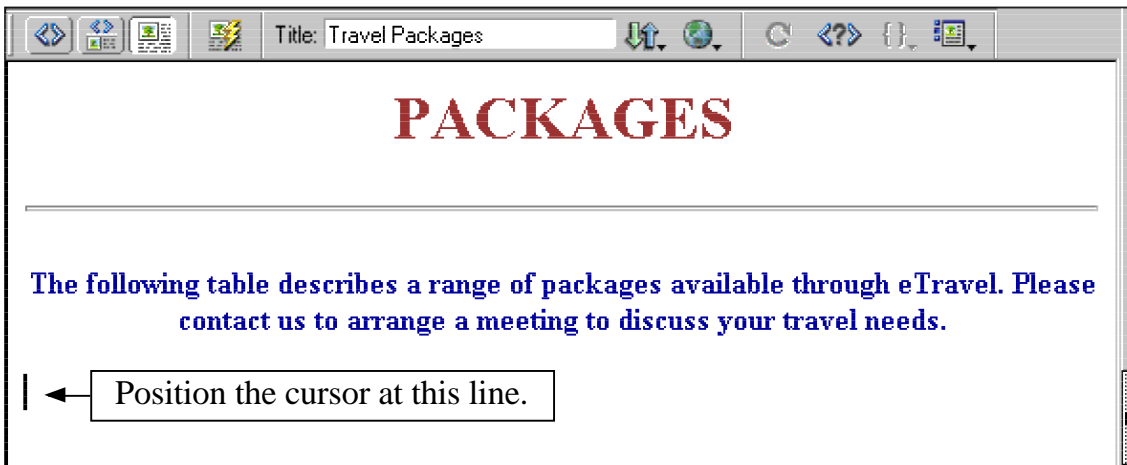
- 1 Click the *cursor* at the beginning of the first sentence.
- 2 Click on the INSERT HORIZONTAL RULE button in the COMMON tools of the INSERT BAR to add a separating line after the main heading.




Inserting a Table

A 4 x 3 table will be required. That is, a table with 4 rows and 3 columns.

- 1 Click the *cursor* on the blank line just after the last line of text. Refer to the diagram at the top of the next page.



- 2 Click on the INSERT TABLE button  in the COMMON tools of the INSERT BAR.
- 3 You should receive the INSERT TABLE dialogue box which is asking you for the table settings.
- 4 Enter 4 in the ROWS box and 3 in the COLUMNS box.
- 5 CELL PADDING is how close the text and graphics are displayed to the border of each cell. Enter 2 in the CELL PADDING box so that the text and graphics will be displayed 2 pixels from each border.
- 6 CELL SPACING is how close borders are displayed next to each other. Set the CELL SPACING blank (or 0) so that just one border is displayed between each cell.
- 7 WIDTH is how much of the browser screen the table will fill. Enter 80 in the WIDTH box and set the box next to it to PERCENT so that the table will fill 80% of the screen no matter how large or small the screen is.
- 8 BORDER is the thickness of the cell outlines. 0 represents no border, 1 a thin border, 2 a thicker border, etc. Set the BORDER box to 1 so that a thin line border will be inserted.
- 9 Click on OK to insert the table which should look like the one displayed in the diagram at the top of the next page.

