

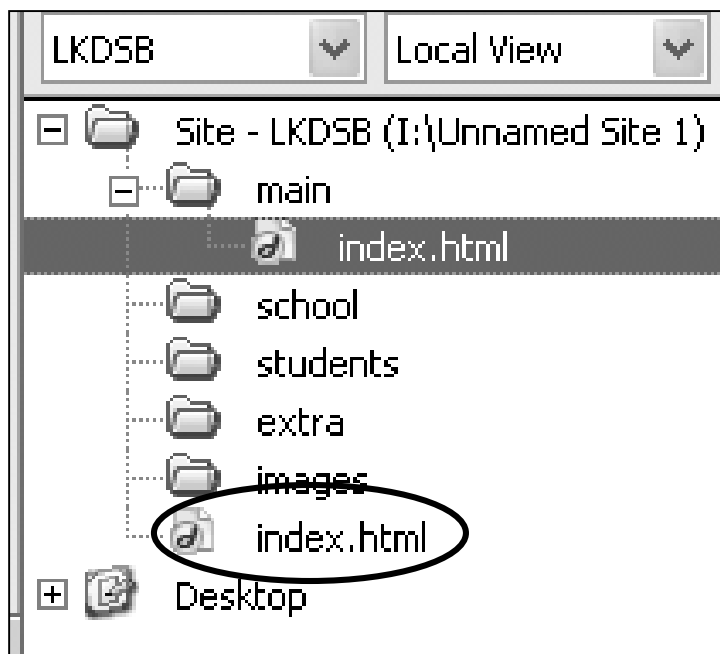
Task Card # 3

Objectives:

- ▢ Participants will be able to create a front (or splash) page for their sites.
- ▢ Participants will adjust and customize the page using the page properties menu.
- ▢ Participants will insert pictures and text into their pages with an ability to hyperlink them to other pages.
- ▢ Participants will use the preview function to view their site in a web browser.

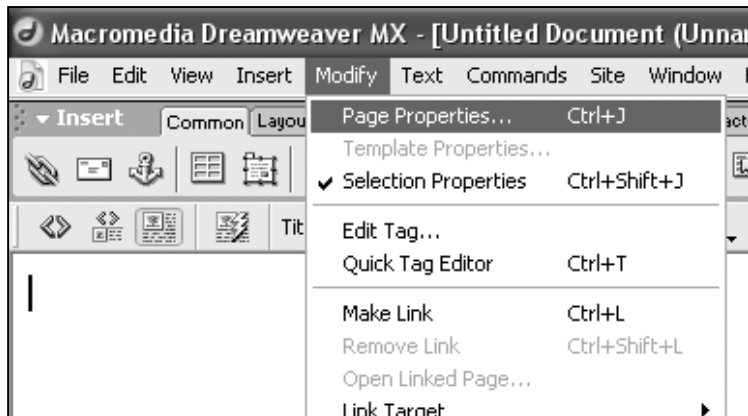
Step #1: What kind of page do I start with?

- ⇐ The first kind of page to begin with is a front (or splash) page to welcome visitors to your site. It should include a picture (such as a school logo) and text. Save any pictures that you have into the “**images**” folder that you created using a graphics program or **Windows Explorer**.
- ⇐ To begin working on the first page that your web visitors will see look in the “**Site**” sidebar and double click on the file “**index.html**” in the main site folder. (This file is circled in the picture below.)
- ⇐ The main window will now be ready for you to work on the page.

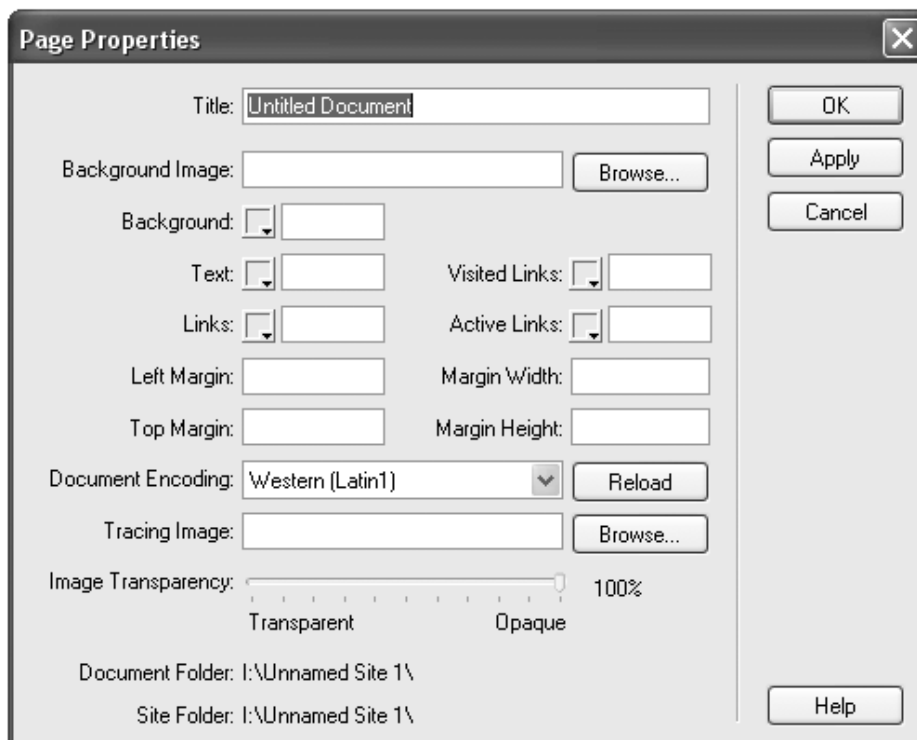


Step #2: How can I make the page look like I want it to?

- ⇐ To quickly customize the look of your webpage, click on “**Modify**” then “**Page Properties**” in the drop down menu that appears.



- ⇐ In the “**Page Properties**” window that appears, enter the title of this page within the “**Title**” area. The name of your school is best.
- ⇐ If you desire to use a background image, it should be in your “**images**” folder. Then you can click the “**Browse...**” button beside the “**Background Image:**” field.
- ⇐ Click on the square beside “**Background:**” to select a background colour. To select your text colour, select the square beside “**Text:**”. Remember, good website have a high contrast between the background colour and the text colour.
- ⇐ Click on the square beside “**Links:**” to pick a colour for your hyperlinks. Continue picking colours for the links you have visited and your active links.
- ⇐ Finish by clicking “**OK**”.



Step #3: How do I insert a picture (your logo) onto the page?

- ⇐ To quickly insert a picture onto your site. Click and drag it from your image folder into the main editing window. Release your mouse button and it will be there.
- ⇐ Another way to insert a picture is to click on “**Insert**” and then “**Image**” and select the picture for your images folder that you would like to insert.
- ⇐ Once the image is in you can click on it to reveal a customized “**Properties**” box under the editing window.
- ⇐ Within the “**Properties**” box you will have many options:

Src – the source of the image. Click on the folder to change the picture.

Link – the area to insert a link on the picture. If you are linking to a file inside your site, click on the folder then select the file to link to. If you want to have the picture link to a page on the internet, type into the field ‘http://www.theaddress.com’.

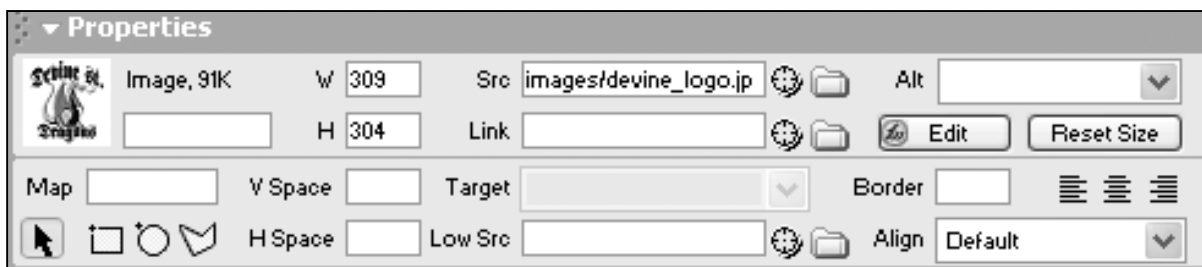
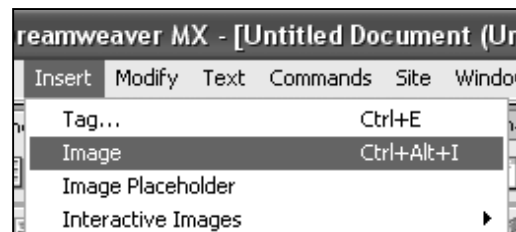
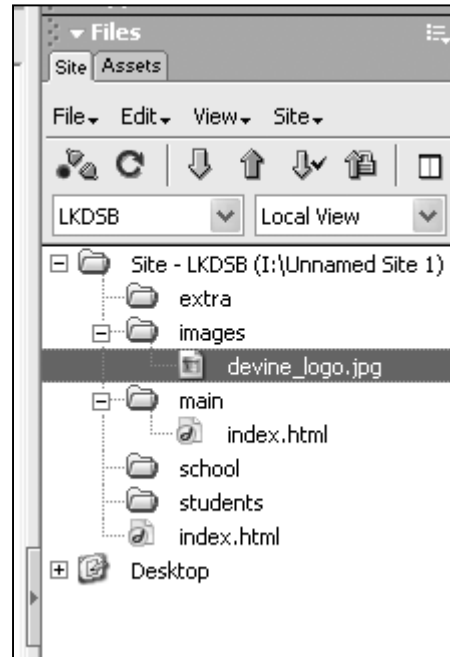
Target – You can have the link pop up in a new window if you select “**Blank**”.

Border – You can set a border that your picture will have. Enter a numeric value (1, 2 or 3)

Alignment – Beside the border field, you can click on the alignment that you would like your picture to have (right, centre, or left).

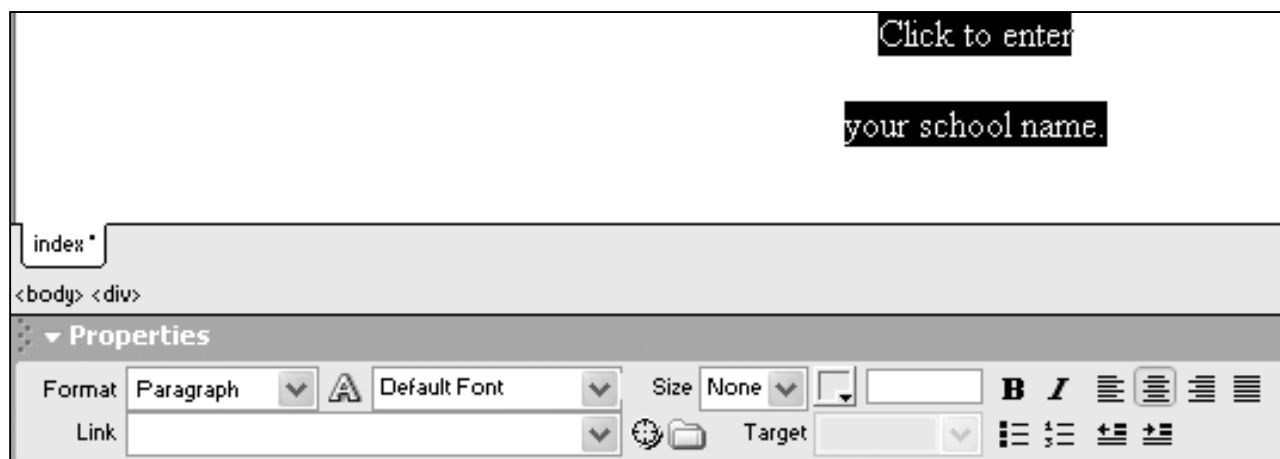
Align – Below “**Border**” you can select more advanced alignment options.

- ⇐ To link the picture to the main page, click on the picture and then select the folder beside the “**Link**” field within the “**Properties**” box. Then within the menu that appears, select the “**main**” folder then the file called “**index.html**” that you created earlier. Then click “**OK**”.



Step #4: Alright, I have a pretty picture, how do I insert some words?

- ⇐ Click on the right hand side of the picture and hit the “**Enter**” key. On the new line that appears, you can type in the text: Click To Enter “**Enter**” Your Site Name.
- ⇐ To format the text and create a link, highlight your text. Within the “**Properties**” box there are now many options:
 - Default Font** – you can select a font for your text (but make sure it is a common font.)
 - Size** – you can select two types of sizes for your text. 1) Absolute size (no plus or minus size.) or 2) Relative size which compares your selection to the viewer’s default settings. (+ or -)
 - Colour** – by clicking on the box beside the “**Size**” field, you can select the colour of your text.
 - Bold, Italics, and Alignment** – beside the colour field, there are options customize the text with bold, italics or alignment features.
 - Link** – if you are linking to a file inside your site, click on the folder then select the file to link to. If you want to have the text link to a page on the internet, type into the field ‘http://www.theaddress.com’.
 - Target** – you can have the link pop up in a new window if you select “**Blank**”.
 - Bullets, Number, Indents** – the buttons beside the “**Target**” field will allow you to create a bulleted list, a numbered list, increase indents or decrease indents.
- ⇐ To link the text to the main page, click on the picture and then select the folder beside the “**Link**” field within the “**Properties**” box. Then within the menu that appears, select the “**main**” folder then the file called “**index.html**” that you created earlier. Then click “**OK**”.



Step #5: Can I see how my page will look on the internet?

⇐ There are two ways to quickly check how your page looks on the internet.

1) The “**Globe**” icon that appears just above the editing window can be click on and then select preview for the browser that you would like to see your page in. If there are no browser present, click “**Edit Browser List...**” to go find the browser that you would like to use.

2) Another way to preview your page in a browser is to click on “**File**” then “**Preview in Browser**” within the drop down menu. Then select preview for the browser that you would like to see your page in. If there are no browser present, click “**Edit Browser List...**” to go find the browser that you would like to use.

