

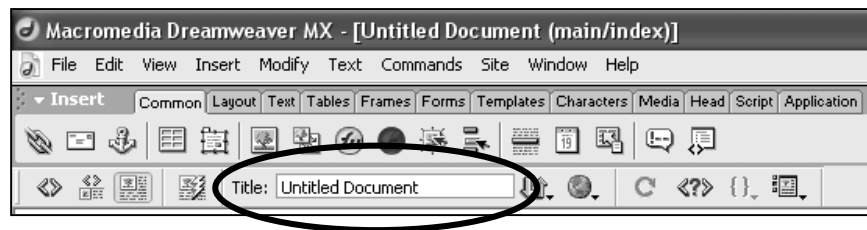
Task Card # 4

Objectives:

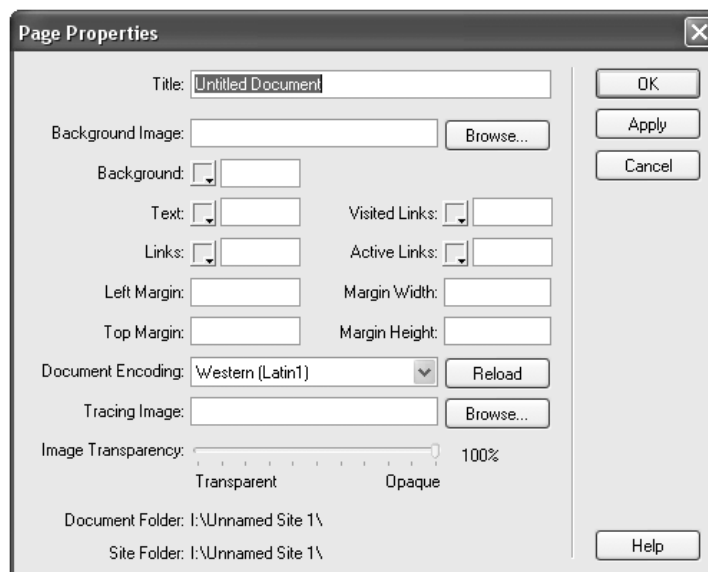
- ▢ Participants will be able to create a main page.
- ▢ Create a look for a webpage.
- ▢ Participants will insert tables and be able to adjust them.

Step #1: I'm ready to create a page for my web site. What do I do?

- ⇐ The main page for your webpage need to be both functional and appealing. To begin working on this page, open the “main” folder then double click on “**index.html**” within the “**Site**” sidebar.
- ⇐ Change the title in the top toolbar to the name of your school or site followed by the words, “Main Page”. (For example: Devine Street Public School: Main Page) You can also change the title under the “**Modify**” menu, then “**Page Properties**”.

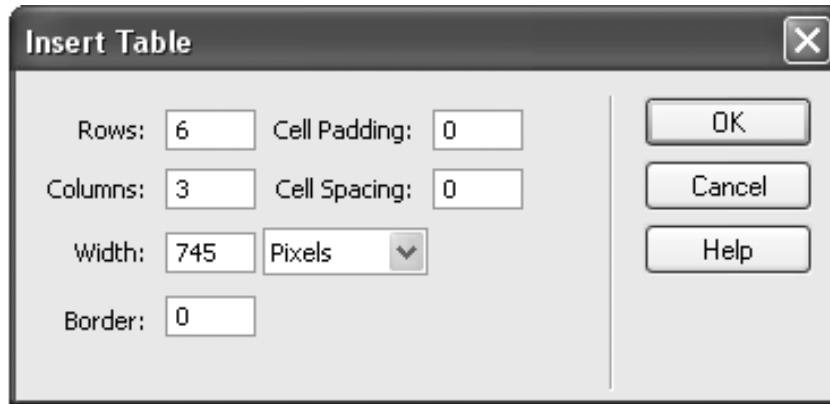
*Step #2: How do I make my site appealing?*

- ⇐ One of the key items when creating a site is its colour scheme. Before you start creating pages think about 2 or 3 colours that you will use in your site. These could be your school colours or variations from them. Also, when in doubt, use white as your background colour. To pick your key colours, access the “**Page Properties**” window under “**Modify**” in the top toolbar.

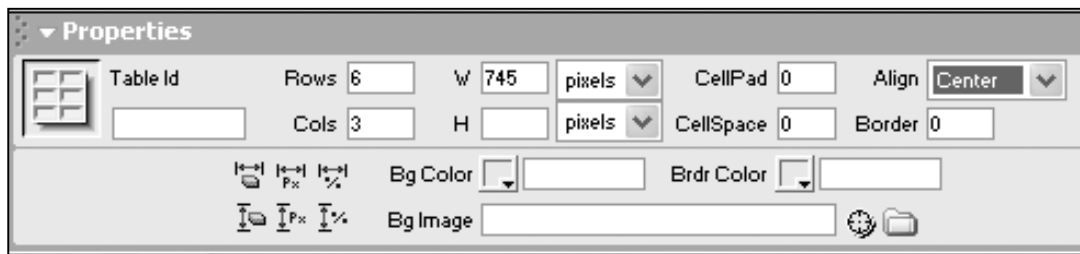


Step #3: How will I organize my page?

- ⇐ To organize your page you will insert a table into your page. From the top toolbar, click on **“Insert”** then select **“Table”** from the drop down menu. A window will appear to allow you to customize this table.




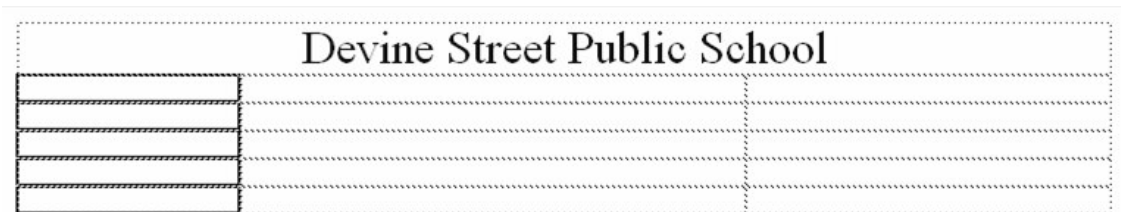
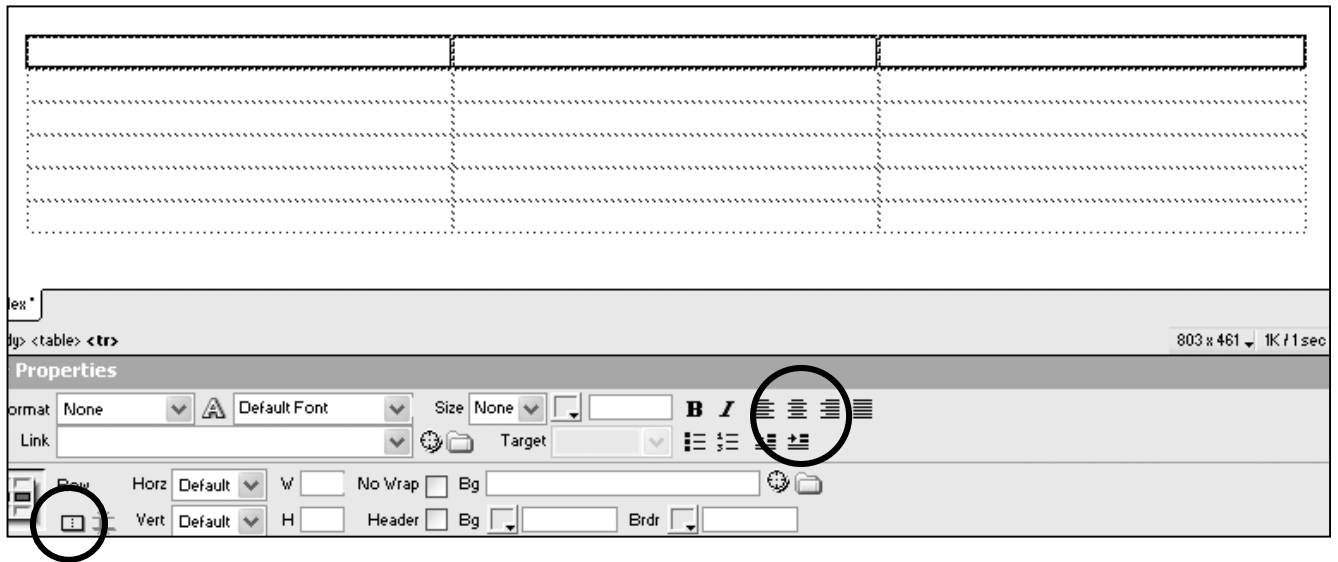
- ⇐ Within the **“Insert Table”** window, put in 6 rows, and 3 columns. Make sure that the cell padding and cell spacing are at 0. Within the width section change the drop down menu to **“Pixels”** and enter the value of 745. Keep the border at 0. Click



“OK”.

- ⇐ In the **“Properties”** box at the bottom, select **“Center”** from the **“Align”** drop down menu.

← Next, highlight the top row of cells. Then within the “**Properties**” box click the  button (merge cells). Then click the centre align button. Choose the size and colour of your title text. Type in your title (such as Devine Street Public School).



← Highlight the cells on the left hand side. Then merge them together. This will be a place for your navigation bar later. Then click on the box beside “**Bg**” in the “**Properties**” box. Select one of your main colours as the background colours for this merged cell. Move your mouse over the right hand edge of the cell. Your mouse pointer will change, then click and drag the width of the columns toward the left.

Devine Street Public School		
[Black Box]		

⇐ Highlight the cells in the centre and right columns, except for the row just below the title and the row above the bottom. “**Merge**” these cells. This will be the main area on your page that you will insert your text, pictures and information.

Devine Street Public School		
[Black Box]	Your main text here!	