

# Hands-On Lesson

to accompany

## *Curriculum Webs*

*A Practical Guide to Weaving the Web into Teaching and Learning*

By Craig A. Cunningham and Marty Billingsley

Boston: Allyn & Bacon, 2003

# LESSON 3: Working with text, layout, and links

FrontPage 2003

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## ***Goals for this lesson***

- Make the text look the way you want on your web pages
- Insert tables and images on your web pages
- Create links between your web pages

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## **Changing the page properties**

The page properties include colors for text, links, background color, and page margins.

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### ***FrontPage***

- Use Format | Background and make your choices.

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## **Justifying text**

Dreamweaver, GoLive, and FrontPage have a set of buttons that look like this:



. These are used to create left, center, right justification, and full justification.

First, make sure the cursor is in the paragraph you wish to justify.

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### ***FrontPage***

- Click a Justification button.
- Or press Ctrl+L for left, Ctrl+E for center, Ctrl+R for right, or Ctrl+J for Full Justification.

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## Adjusting text colors

When selecting colors for text and links, you should use "browser safe" colors. See Chapter 6 in *Curriculum Webs* for more information about color in web pages.

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### *FrontPage*

- Use Format|Font. Click Color button and choose a color.

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## Applying styles

A "style" is a defined set of font attributes. Paragraph styles can include font, font size, bold, underline, or italic, and line spacing. Headings 1 through 6 are examples of predefined paragraph styles in HTML. Another paragraph style is "preformatted," which keeps the line breaks and spacing that the text has been given already.

Text styles can include any combination of attributes except line spacing. Predefined HTML styles include:

- underline
- ~~strike-through~~
- teletype -- a monospaced font
- *emphasis* -- the official version of "italic"
- **strong** -- the official version of "bold"
- code -- used for HTML or other programming code
- *variable* -- used when listing HTML code or programs
- sample -- used to display text to be entered
- keyboard -- used for text that has been entered
- *citation* -- for sources

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### *FrontPage*

- Use Format|Font and then choose an Effect.


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## Indenting paragraphs

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### *FrontPage*

- In Page view, select one or more paragraphs, click the Increase Indent and Decrease indent buttons. 

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## Working with fonts sets

Each web browser has a default font that is used when the page does not specify which font to use. If you do specify a font, you must specify a font found on the client's machine. If you choose an unavailable font, the client's browser will use its default font.

To get around this problem, fonts are grouped into families known as "Font Combinations" or "Font Sets." When displaying text formatted with a font combination, the web browser attempts to display the text in the first font in the set, then the second font in the set, etc. If none of the fonts in the combination are installed on the client computer, the browser uses its own default font.

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### *FrontPage*

- Use Format | Font and select a font. You may also use the font drop-down box on the toolbar. 
- FrontPage does not allow you to edit font combinations.

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## Inserting a horizontal line

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### *FrontPage*

- Use Insert | Horizontal Line.

- After you have inserted a horizontal line, double click on the line and you can change some of the attributes of the line, including height, width, alignment, color, and shading.

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## Creating links

Each of the software packages will allow you to type URLs directly into a link field. This is fine if you know what you are doing (for example, if you are linking directly to an external URL such as <http://curriculumwebs.com>). However, each program will also allow you to browse on your local computer and choose files, and have the URL information entered automatically. This is usually a good idea when you are making links to other pages within your web site.)

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### *FrontPage*

- Highlight text, click on the Insert Hyperlink button  and either type the address in the address field, or choose a file from the Current Folder, Browsed Pages, or Recent Files views.


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## Inserting images

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### *FrontPage*

- Click the Insert Picture From File button . Browse to the image, click Insert.
- Or use Insert|Picture|From File. Browse to the image, click Insert.

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## Creating anchors

Named anchors (also sometimes called targets and page bookmarks) are specified locations on a web page that can serve as the destination or “target” of a link. They are used

in menus to navigate within a page, or can be added to links to the page to specify a particular spot in the page.

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### ***FrontPage***

In FrontPage, an Anchor is referred to as a Bookmark.

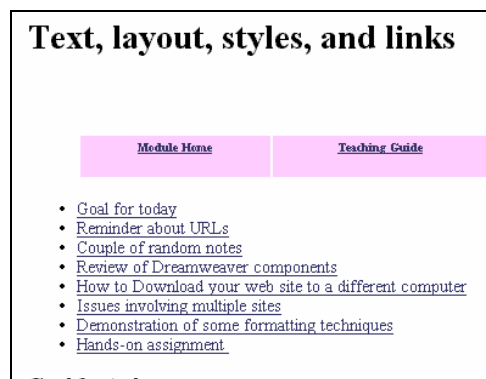
- Select Insert | Bookmark or press Ctr+G and fill in a name and click OK.

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## **Linking to an anchor within the same page**

The whole point of creating an anchor is that you can link to it either from within the same page or from another page.

You might want to link to anchors within a page from a menu at the top of the page. For example, Figure 3-1 shows the menu in one of the “Building a Curriculum Web with Dreamweaver” pages:

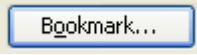


**Figure 3-1: A menu linked to anchors with a long page.**

These are the directions for linking to an anchor from within the same page.

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### ***FrontPage***

- Use Insert | Hyperlink and click the Bookmark button.  Choose the correct name of the bookmark and click OK.

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## Linking to an anchor on a different page

Anchors can also serve as the target of a link from another page.

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### *FrontPage*

Be sure the page you want to link to has a bookmark (anchor) within it and that it has been saved. (It does not have to be open.)

- Highlight the text you want to link from.
- Click the link button. 
- Click the Current Folder section under the Look in section of the Insert Hyper Link box and browse to the correct file.

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## Linking to email addresses

An email link on a web page pops up an email compose box with the address already in the “To:” field. (This assumes that the browser has been configured to handle email.)

The examples assume you want to create an email link to [c-cunningham@uchicago.edu](mailto:c-cunningham@uchicago.edu).

First, highlight the text you want to link from.

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### *FrontPage*

- Click on the HyperLink button and select the E-mail address button from the Link To section. Fill in the Text to display field. Then type “[c-cunningham@uchicago.edu](mailto:c-cunningham@uchicago.edu)” into the E-mail field. FrontPage will add the “mailto:”. You may fill in the Subject field if you wish to indicate what the subject of the email will be


## **Adding tables**

Tables consist of rows, columns, and cells. They can be used for displaying tabular data, for example names and email addresses. They also allow careful positioning of elements on a page. You can nest tables within tables in order to achieve exact placement.

In all of the packages, you can set the color and formatting of individual cells or groups of cells.

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### ***FrontPage***

- Use Table|Insert|Table. Choose number of rows and columns.
- Or use the Insert Table button  and drag yourself a table.