

# 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

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

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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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### ***GoLive***

- Right-click within a page. Select Document | Page Properties from the pop-up menu. Use the Inspector palette and the color picker to 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, and right justification.

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

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### ***GoLive***

- Click a justification button on the toolbar.
- Or press Ctrl+Shift+g for left, Ctrl+Shift+M for center or Ctrl+Shift+R for right.

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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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### *GoLive*

- Click the Text Color button on the toolbar and select a color from the color picker.

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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*
- Or create your own styles using Text|HTML Styles|New Style....

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***GoLive***

- Use Type | Style and select a style.

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**Indenting paragraphs**

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***GoLive***

- Select your paragraph. Click the Increase List Level or Decrease List Level buttons.
- Or use Type | Alignment | Increase Block Indent or Type | Alignment | Decrease Block Indent.

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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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***GoLive***

- Use Type | Font and choose a font.
- You can define or edit font combinations (called "font sets") by using Type | Font | Edit Font Sets....


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## Inserting a horizontal line

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### *GoLive*

- Drag the Line Object  from the Object Palette to the spot in your document where you want the line to appear.

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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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### *GoLive*

- Highlight the text to be linked, click on the link icon,  and manually type in the name of the file you want to link to. Or to let GoLive fill in the file name, click the link icon and then click the yellow folder icon. Choose the file from the list. 
- Or, to create a link by pointing and clicking, highlight the text you want to link from, click the link icon, and then click and hold the mouse on the file locator icon  and then drag the mouse pointer to the open document window of the file you wish to link to, or to the filename in the site files listing. (You may have to do this to understand how.)


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## Inserting images

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### *GoLive*

- Drag the Image button  from the Basic tab of the Objects palette on to a page.
- You still need to specify a file name. On the Inspector palette, click on the yellow folder icon and browse to an image. Select the image and click ok.
- Adjust the Image in the Inspector palette.

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## Creating anchors

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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.

### *GoLive*

- To create an anchor, drag the anchor icon from the objects palette to the left of the spot on the page you wish to anchor to. Type a name for the anchor into the Inspector.

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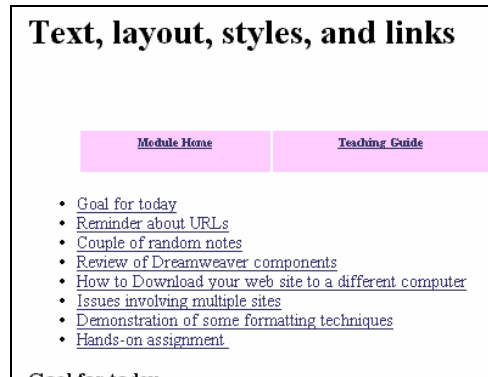
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## Linking to an anchor within the same page

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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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### ***GoLive***

- Highlight the text you want to link from. Click the link button and type "#" and the anchor's name in the Link field of the Inspector.
- Or click and hold the mouse button on the file locator, and drag to the anchor. Release.

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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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### ***GoLive***

- Open both pages. Be sure you can see at least part of the window of the page containing the anchor you want to link to. (Be sure that both pages have been saved before you do the next step.)
- Highlight the text you want to link from. Click the link icon on the Inspector. Then, click on the file locator and, while continuing to hold the mouse button, drag the mouse to the second window. Pause to allow the window to come to the front. Point the cursor to the anchor you want to link to and let go.

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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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### *GoLive*

- Type "mailto:c-cunningham@uchicago.edu" into the link field after clicking on the link button.

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## 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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### *GoLive*

- Drag the Table Button  from the Object Palette on to a page. Select the table and adjust using the Inspector palette.

It is tricky to select cells in GoLive.

- Use Window | Table to access a window that can help. Or press and hold the Shift key while clicking the borders of rows, columns, or cells.
- You can also press Ctrl-Enter while in a cell to select it.