

# **VIDYAPITH ACADEMY**

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# **CERTIFICATE IN** **WEB DESIGNING** **(CWD)**

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# “ADOBE PHOTOSHOP”

## **Adobe Photoshop**

Adobe Photoshop is a graphics editing program developed and published by Adobe Systems.

Adobe's 2003 "Creative Suite" rebranding led to Adobe Photoshop 8's renaming to Adobe Photoshop CS. Thus, Adobe Photoshop CS6 is the 13th major release of Adobe Photoshop. The CS rebranding also resulted in Adobe offering numerous software packages containing multiple Adobe programs for a reduced price. Adobe Photoshop is released in two editions: Adobe Photoshop, and Adobe Photoshop Extended, with the Extended having extra 3D image creation, motion graphics editing, and advanced image analysis features. Adobe Photoshop Extended is included in all of Adobe's Creative Suite offerings except Design Standard, which includes the Adobe Photoshop edition.

Alongside Photoshop and Photoshop Extended, Adobe also publishes Photoshop Elements and Photoshop Lightroom, collectively called "The Adobe Photoshop Family".

In 2008, Adobe released Adobe Photoshop Express, a free web-based image editing tool to edit photos directly on blogs and social networking sites; in 2011 a version was released for the Android operating system and the iOS operating system.

## **File Format**

Photoshop files have default file extension as .PSD, which stands for "Photoshop Document." A PSD file stores an image with support for most imaging options available in Photoshop. These include layers with masks, transparency, text, alpha channels and spot colors, clipping paths, and duotone settings. This is in contrast to many other file formats (e.g. .JPG or .GIF) that restrict content to provide streamlined, predictable functionality. A PSD file has a maximum height and width of 30,000 pixels, and a length limit of 3 Gigabytes.

Photoshop files sometimes have the file extension .PSB, which stands for "Photoshop Big" (also known as "large document format"). A PSB file extends the PSD file format, increasing the maximum height and width to 300,000 pixels and the length limit to around 4 Exabyte. The dimension limit was apparently chosen arbitrarily by Adobe, not based on computer arithmetic constraints (it is not close to a power of two, as is 30,000) but for ease of software testing. PSD and PSB formats are documented.

Because of Photoshop's popularity, PSD files are widely used and supported to some extent by most competing software. The .PSD file format can be exported to and from Adobe's other apps like Adobe Illustrator, Adobe Premiere Pro, and After Effects, to make professional standard DVDs and provide non-linear editing and special effects services,

such as backgrounds, textures, and so on, for television, film, and the web. Photoshop's primary strength is as a pixel-based image editor, unlike vector-based image editors. Photoshop also enables vector graphics editing through its Paths, Pen tools, Shape tools, Shape Layers, Type tools, Import command, and Smart Object functions. These tools and commands are convenient to combine pixel-based and vector-based images in one Photoshop document, because it may not be necessary to use more than one program. To create very complex vector graphics with numerous shapes and colors, it may be easier to use software that was created primarily for that purpose, such as Adobe Illustrator or CorelDraw. Photoshop's non-destructive Smart Objects can also import complex vector shapes.

### **Language Availabilities**

Photoshop is available in more than 20 languages. These are the following:

Chinese Simplified, Chinese Traditional, Czech, Danish, Dutch, English, Finnish, French, German, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish and Ukrainian. Also Arabic and Hebrew as of Photoshop CS6.

### **Plugins**

Photoshop functionality can be extended by add-on programs called Photoshop plugins (or plug-ins). Adobe creates some plugins, such as Adobe Camera Raw, but third-party companies develop most plugins, according to Adobe's specifications. Some are free and some are commercial software. Most plugins work with only Photoshop or Photoshop-compatible hosts, but a few can also be run as standalone applications.

There are various types of plugins, such as filter, export, import, selection, color correction, and automation. The most popular plugins are the filter plugins (also known as 8-bit plugins), available under the Filter menu in Photoshop. Filter plugins can either modify the current image or create content. Below are some popular types of plugins, and some well-known companies associated with them:

- Color correction plugins
- Special effects plugins
- 3D effects plugins

Adobe Camera Raw (also known as ACR and Camera Raw) is a special plug-in, supplied free by Adobe, used primarily to read and process raw image files so that the resultant images can be processed by Photoshop. It can also be used from within Adobe Bridge.

### **Webworks – A Workshop Series in Web Design (Session Three)**

Table of Contents:

1. What is Photoshop?

2. about the Work Area
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4. Selection
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7. Layers
8. Text Editing
9. Gradients
10. File Type: GIF or JPG

## 1. What is Photoshop?

Adobe Photoshop is a professional image editing software package that can be used by experts and novices alike. While this handout offers some very basic tips on using the tools available in Photoshop, more comprehensive guidance can be accessed on the web or in the help menu of your version of Photoshop. The version used for this tutorial is Adobe Photoshop CS.2. **about the Work Area**

The work area can be intimidating to work with because of all the complex functionality but with a quick breakdown of the available features and their uses, you will be ready to comfortably navigate the work area with ease. The work area in Photoshop has the following basic functionality.

### Features:

- **MenuBar**—this is where you can access most of the commands and features in Photoshop
- **Drawing Palette**—where the image being worked on will appear
- **Options bar**
- **Content sensitive display of tool options**— changes as different tools are selected
- **Displaying Window > Options or Click a tool in the toolbox.**

### Lasso options bar

- **Toolbox** -for creating and editing images (display or hide using Window > Tools)

- **Palettes**-to monitor and modify images (there are 5 palettes by default)
- **PaletteWell** -to organize palettes in work area
- Drag a palette's tab into the palette well to store it in the palette well
- **Once in the palette well click on the palette tab to use it Webworks.**

### 3. Resizing Images and Size Guide

When working with images for a website, you will need to resize your images to suit your particular purpose. Here is a basic guide that can help you decide on what is suitable. (The units used here are pixels, which are standard units across all computer platforms. The conversion between pixels and inches is roughly 1" = 72 pixels or 1cm = 28 pixels) to use this particular unit of measure you will need to adjust your preference settings by selecting Edit > Preferences > Units and Rulers and changing the units and rulers to measure in pixels.

### 4. Selection

There are several ways to select images or portions of images in Photoshop. Here are few basic methods to do so:

#### Adding to a Selection and making a square

- Use the rectangular Selection Tool on the Toolbox to select an area to work on.
- To add to a selection, hold Shift before dragging.
- To make the selection exactly square, start dragging, then hold Shift.
- You can press Ctrl+D to "deselect" and remove the selection at any time.

#### Elliptical Selections and subtracting Selections

- Hold down on the Selection Tool on the Toolbar, and choose the Ellipse.
- To move the selection, just click inside it and drag.
- Holding Alt while selecting subtracts that area from the selection

## 5. Cropping

Cropping is the process of removing portions of an image to create focus or strengthen the composition.

You can crop an image using the crop tool and the Crop command. To crop an image using the Crop command:

- Select the part of the image you want to keep by doing one of the following:
- With the rectangle, rounded rectangle, or elliptical marquee, drag over the area you want to select.
- Hold down Shift as you drag to constrain the marquee to a square or circle.
- To drag a marquee from its center, hold down Alt (Windows) or Option (Mac OS) after you begin dragging.

• Choose Image > Crop.

To crop an image using the crop tool:

- Select the crop tool.
- Press Enter to apply the selection to the cropped area.

## 6. Modify Color and effects

Photoshop has many powerful tools to modify the color and effects of images. You should experiment with a few options under the Filters menu to view a few of the available effects. Some that you may like to try out are:

- To improve the appearance of an image you can simply select: Image > Adjustments > Auto Levels/Contrast/Color
- Filters can be used to achieve a special effect. These are fun to play with! Some examples are:
- Liquefy – to edit out unwanted areas of your pictures with colorful swirls
- Artistic Filters – to give artistic flare to a simple image

- Textures-tochangethelookandfeelofanimage

## 7. Layers

- TheLayerswindowshowsthevariouslayersthatyourimageismadeupof.Workshop Committee of Technology Assist by Students Web works
- Tomake a newlayer, click the NewLayer button (F)orselectingLayer > New> Layer in the menu bar.
- The backgroundlayercannot be removed,since ithasto serve asthe background”for the entire image.
- Toworkonadifferentlayer,clickonthatlayer.Theeyeballwillappearnexttothatlayer.
- Youcandraglayersupanddownthelist.
- Remember–createanewlayerforeachpartofyourimage.Thisallowsyoutogoback and edit the layers individually.

### PhotoshopLayers palette:

- A. Layerspalette menu
- B. Layer set
- C. Layer
- D. Layerthumbnail
- E. Layereffect
- F. newlayericon eyeball

## 8. Text Editing

Toedittextonthetype layer:

- Alwaysuseanewlayertocreatetext
- Selectthehorizontaltypetoolortheverticaltype tool.
- Select the type layer in the layers palette (which will appear with the icon next to it), or click the text flow to automatically select a type layer.



- Click to set insertion point or select one or more characters you want to edit
- Enter text and format as desired using the character palette (display character palette using: Window > Character or click Character palette tab if the window is open but not visible)
- Commit changes to type layer by either:
  - Click the Commit button in the options bar
  - Press the Enter key on the numeric keypad.
  - Press Ctrl+Enter on the main keyboard (Windows) or Command+Return (Mac OS).
- Select any tool in the toolbox, click in the Layers, Channels, Paths, Actions, History, or Styles palette, or select any available menu command.

## 9. Gradients

Gradients are a great way to introduce flashy, eye-catching graphics in your pages. Word of caution—use them carefully! Abusing gradients may result in confused visitors. Locate this button on the toolbar and click on it. Notice that the toolbar underneath the menus have changed to: Click on the small bar next to the mini-gradient (this is a preview of the actual gradient), and a menu of various gradients will show up: You can also change the properties of the gradient by clicking on the gradient preview box. A new dialog box titled “Gradient Editor” will open. Picking any box is fine, but for now, just pick the box with an orange background and a yellow stripe. Create a new image, and take your cursor and drag it across. Depending on how you drag the mouse, you will get a gradient. Have fun experimenting! Workshop Committee of Technology Assist by Students Web works

## 10. File type: GIF or JPEG

When considering what format to save images in there are three basic things to consider: color, size and compression which affect the loading time. Making image files smaller is useful for transmitting files across networks and for archiving libraries of images. This saves disk space and improves transmission time. It takes longer to decode and view a JPEG image than to view an image of a simpler format such as GIF. Thus using JPEG is essentially a time/space tradeoff: you give up some time in order to store or transmit an image more cheaply. GIF is superior in image quality, file size, or both. Editing tools Crop.

Dodge and Burn tools affect the tone, respectively lightening and darkening an area. Blur, Sharpen, and Smudge affect the focus in a chosen area. Similar effects can be found in “Filters.” Clone stamp samples from another area. Good for removing specks and other imperfections. Resample often and uses short strokes when cloning a large area. Healing



Brush and Patch Tool are similar to Clone Stamp, but preserve lighting/shading and texture. Avoid crossing into dissimilar (in tone or texture) areas.

## Filters

Blur and Sharpen filters are often used in conjunction with selection tools. Best choices:

**Gaussian Blur:** Especially useful to de-emphasize background and foreground objects. Motion Blur also works well.

**Unsharp Mask.** Increases contrast along perceived edges. "Threshold" determines how high contrast must be to be affected (Default = 0, sharpens all; higher settings sharpen only high-contrast areas). Unlimited special effects. Posterize, mosaic, emboss, halftone, chrome, you name it...go nuts!

## Optimizing for the Web

File size is more important for Web graphics, since download times are a consideration. Since computer monitors are unable to display images at a resolution higher than 96ppi, images for the Web should be smaller files to begin with. Slicing images into pieces further improves download time. HTML code for the resulting table becomes embedded in the file. File sizes can be further reduced in a couple of ways: JPG is the format of choice when subtle gradations of color are involved, as with a photograph. The amount of detail lost in compression when saving as a JPG is controlled by choosing a low (small file size), medium, or high (larger file size) quality file. Detail loss is cumulative, so reworking and resaving JPEGs should be avoided. GIF is the best format for sharp-edged graphic images with flat, limited colors. GIFs also preserve transparency; JPGs do not. Though "lossless" compression is used, GIFs are limited to 256 colors (8-bit). The size of a GIF file can be reduced by further limiting the number of colors, by applying "lossy" compression, or by a combination of the two methods. File sizes and estimated download times for JPG, GIF, and PNG images can be previewed in Image Ready or by choosing "Save for Web" in Photoshop.

## Tools

Upon loading Photoshop, a sidebar with a variety of tools with multiple image-editing functions appears to the left of the screen. These tools typically fall under the categories of drawing; painting; measuring and navigation; selection; typing; and retouching. Some tools contain a small triangle in the bottom right of the toolbox icon. These can be expanded to reveal similar tools. While newer versions of Photoshop are updated to include new tools and features, several recurring tools that exist in most versions are discussed below.

## Pen Tool

Photoshop includes a few versions of the pen tool. The pen tool creates precise paths that can be manipulated using anchor points. The freeform pen tool allows the user to draw paths freehand, and with the magnetic pen tool, the drawn path attaches closely to outlines of objects in an image, which is useful for isolating them from a background.



## **Measuring and navigation**

The eyedropper tool selects a **color** from an area of the image that is clicked, and samples it for future use. The hand tool navigates an image by moving it in any direction, and the zoom tool enlarges the part of an image that is clicked on, allowing for a closer view.

## **Selection**

By using path selection tool, we can select path nodes.

## **Cropping**

The crop tool can be used to select a particular area of an image and discard the portions outside of the chosen section. This tool assists in creating a focus point on an image and excluding unnecessary or excess space. Cropping allows enhancement of a photo's composition while decreasing the file size. The "crop" tool is in the tools palette, which is located on the right side of the document.

## **Slicing**

The "slice" and slice select tools, like the crop tool, are used in isolating parts of images. The slice tool can be used to divide an image into different sections, and these separate parts can be used as pieces of a web page design once HTML and CSS are applied. The slice select tool allows sliced sections of an image to be adjusted and shifted.

## **Moving**

Once an area of an image is highlighted, the move tool can be used to manually relocate the selected piece to anywhere on the canvas.

## **Marquee**

The marquee tool can make selections that are single row, single column, rectangular and elliptical. An area that has been selected can be edited without affecting the rest of the image. This tool can also crop an image; it allows for better control. In contrast to the crop tool, the "marquee" tool allows for more adjustments to the selected area before cropping. The only marquee tool that does not allow cropping is the elliptical.

## **Lasso**

The lasso tool is similar to the "marquee" tool; however, the user can make a custom selection by drawing it freehand. There are three options for the "lasso" tool – regular, polygonal, and magnetic. The regular "lasso" tool allows the user to have drawing capabilities. Photoshop will complete the selection once the mouse button is released. The user may also complete the selection by connecting the end point to the starting point. The "marching ants" will indicate if a selection has been made. The "polygonal lasso" tool will only draw straight lines, which makes it an ideal choice for images with many straight lines. Unlike the regular "lasso" tool, the user must continually click around the image to outline the shape. To complete the selection, the user must connect the end

point to the starting point just like the regular lasso tool. "Magnetic lasso" tool is considered the smart tool.

### **Quick Selection**

The quick selection tool selects areas based on edges, similarly to the magnetic lasso tool. The difference between this tool and the lasso tool is that there is no starting and ending point. Since there isn't a starting and ending point, these selected areas can be added on to as much as possible without starting over.

### **Magic Wand**

The magic wand tool selects areas based on pixels. The user only needs to click once, and this tool will detect pixels that are very similar to each other. If the eye dropper tool is selected in the options bar, then the magic wand can determine the value needed to evaluate the pixels; this is based on the sample size setting in the eye dropper tool. When the image requires more than a few clicks, this tool becomes a disadvantage. The user must decide what settings to use or if the image is right for this tool.

### **Eraser**

The eraser tool does exactly what it's called. It erases an image based on the layer it is on. If the user is on the text layer, then any text that the tool is dragged across will be erased. The erased areas will convert the pixels to transparent, unless it is the background layer. The size and style of the eraser can be selected in the options bar. This tool is unique in that it can take the form of the paintbrush and pencil tools. In addition to the straight eraser tool, there are two more available options—background eraser and magic eraser.

### **Typing**

Photoshop also provides tools for adding and editing text. The type tools create an area where text can be entered, and the type mask tools create a selection area that has the shape of text. The type tool creates vector-based text, so symbols, letters and numbers in various fonts and colors can be re-sized while maintaining the same quality.

### **Retouching**

There are several tools that are used for retouching, manipulating and adjusting photos, such as the clone stamp, eraser, burn, dodge, and smudge and blur tools. The clone stamp tool samples a selected portion of an image, and duplicates it over another area using a brush that can be adjusted in size, flow and opacity. The smudge tool, when dragged across part of an image, stretches and smudges pixels as if they are real paint, and the blur tool softens portions of an image by lowering the amount of detail within the adjusted area.

### **Content-aware**

Content-awareness is a useful aspect of Photoshop where image editing is done automatically and intelligently. It comes in two forms, content-aware scaling, and content-aware filling, in which elements in a background automatically re-compose according to

the area a user of the program decides to fill or scale. More specifically, content-aware scaling works by rescaling an image and causing its content to adapt to the new dimensions and preserving important areas of it. Content-aware filling functions by matching tone, color, and noise of an area of the image that contained an object or detail in which the user decides to remove.

### ***Healing tools***

With improvement retouching tools like the Clone Stamp tool and Healing Brush tool, imperfections of an image can easily be removed. These tools essentially function by locating a source point (or multiple source points) that can be scaled or rotated in order to cover an imperfection or unwanted detail in a specific area of an image.

### ***Puppet wrap***

Similar to the content-aware tool, the puppet warp tool reveals Photoshop's intelligence by allowing a user to reposition an object in an image such as a flower or arm. This is done by using points that outline the structure of an object and easily repositioning in the wanted orientation.

### **Video Editing**

In Adobe CS5 Extended edition, video editing is comprehensive and efficient with a broad compatibility of video file formats such as MOV, AVI, MPEG-4, and FLV formats and easy workflow. Using simple combination of keys video layers can easily be modified, with other features such as adding text and the creation of animations using single images.

### **3D**

With the Extended version of Photoshop CS5, 2D elements of an artwork can easily become three-dimensional with the click of a button. Extrusions of texts, an available library of materials for three-dimensional and even wrapping two-dimensional images around 3D geometry are all possible with this version of Photoshop. Realism can also be added to an image using the 3D features of Photoshop such as animating image-based lights and depth of field.

### **Mobile integration**

Third-party plugins have also been added to the most recent version of Photoshop where technologies such as the iPad have integrated the software with different types of applications. Applications like the Adobe Eazel painting app allows the user to easily create paintings with their fingertips and use an array of different paint from dry to wet in order to create rich color blending.

### **Camera Raw**

With the Camera Raw plug-in, RAW images can be processed without the use of Adobe Photoshop Lightroom, along with other image file formats such as JPEGs, TIFFs, or PNGs. The plug-in allows users to remove noise without the side-effect of oversharpening, add grain, and even perform post-crop vignetting.

# WEBScriPT LANGUAGE HTML

## Introduction to HTML

**HTML (Hypertext Markup Language)** is used to create document on the World Wide Web. It is simply a collection of certain keywords called 'Tags' that are helpful in writing the document to be displayed using a browser on Internet. It is a platform independent language that can be used on any platform such as Windows, Linux, Macintosh, and so on. To display a document in web it is essential to mark-up the different elements (headings, paragraphs, tables, and so on) of the document with the HTML tags. To view a mark-up document, user has to open the document in a browser. A browser understands and interprets the HTML tags, identifies the structure of the document (which part are which) and makes decision about presentation (how the parts look) of the document. HTML also provides tags to make the document look attractive using graphics, font size and colors. User can make a link to the other document or the different section of the same document by creating Hypertext Links also known as Hyperlinks.

### WEBDESIGNING

**Website:** Collection of Web Pages and Web Pages is made by HTML Tags.

**Internet:** 24 Hours presence on Internet with World Wide Reach.

**Webdesigning: Static Site:** Without Database | Photoshop (Web Templates / Homepage) | HTML | DHTML | Dreamweaver | Flash Animation | CSS & Div Tag.

**Webdevelopment: Dynamic Site:** Database Site | JavaScript | ASP.NET | PHP | Ms- Access | MySQL | Sql Server

**Requirement for Website:** Domain Name | Hosting (Server Space) | Website

**HTML - Hyper Text Markup Language** The language used to develop web pages is called HTML. HTML is the language interpreted by a Browser. Web pages are also called HTML documents. HTML is a set of special codes. HTML is specified on TAGS.

**For creation of HTML files we required two ways:**

**Editor:** For writing purpose or making HTML files Notepad is best editor it is support coding language.

**Browser:** For output display there are of two type of browsers Internet Explorer and Netscape Navigator.

The contents of HTML page are written in **Tags/Attributes**.

**HTML Tags:** Tags are instructions that are embedded directly into the text of the document. An HTML tag is a signal to a browser that it should do something other than just throw text up on the screen. By convention all HTML tags begin with an open angle bracket (<) and end with a Close angle Bracket (>) **HTML** tags can be of two types:

**Paired Tags:** A tag is said to be paired tag if it, along with a companion tag, close the text.

**Singular Tag:** The second type of tag is the singular or stand-alone tag. It does not have a companion tag.

**Tag Attributes & Value:** Additional information supplied to an HTML tag is known as Attributes of a tag. Attributes are written immediately following the tag, separated by a space. **Like:**

```
<HR Size=5 Color="Red" Width=70% Align="Right">
```

Here HR

= Tag  
Size, Color, Width, Align = Attributes  
5, Red, 70%, Right = Values

### Basic structure of HTML Document:

Every HTML program has a rigid structure.

**<HTML>** Start Tag | Opening Script

**<HEAD>** Information placed in this section is essential to the inner working of the document and has nothing to do with the content of the document.

**<TITLE>** Explanation of page purpose, Display in Title Bar of I.E.

**</TITLE>** Closing Tag

**</HEAD>** Closing Tag

**<BODY>** Information and Links/Secondary Links/Footers mean any type of Text or Graphics for Page.

**</BODY>** ClosingTag  
**</HTML>** ClosingTag|ClosingScript

**ParagraphBreaks:** A blank line always separates paragraphs in textual material. The tag that provides this functionality is <P>. <P>tag is used to create a new paragraph.

**Line Breaks:** When text needs to start from a new line and not continue on the same line, the <BR> tag should be used.

**Heading Style:** HTML supports six different levels of headings. The highest-level header format is

<H1> and the lowest level is <H6>.

**Align Attribute:** Alignment attributes are often used with the text, image.

**Align=Left/Center/Right** <H1 Align="Left">Soft Brain</H1>

**Drawing Lines:** The tag <HR> draws lines and horizontal rules. The attributes to the <HR> tag are:

**<HR Size=5 Color="Red" Width=70% Align="Right">**

**Text Level Elements:** Text level elements change the appearance or function of text.

**Bold:** Bold element <B> and </B> causes text to appear in a bold typeface.

**<B>Soft Brain</B>**

**Italic:** Italic element <I> and </I> causes the text to appear in an italic typeface.

**<I>Soft Brain</I>**

**Underline:** Underline element <U> and </U> causes text to underline.

**<U>**

**Soft Brain </U>**

**Strike:** Strike element indicates that text enclosed in <S> and </S> will have a line drawn in the middle of text.

**<S>Soft Brain</S>**

**Teletype:** Teletype element changes the font like a monospaced typewriter font.



<TT>SoftBrain</TT>



**Superscript:** Raised one point text upper word 15th August or SoftBrain™.

15 <SUP> th </SUP> August 15th August

**Subscript:** Text raised down one point downward.

H<sub>2</sub>SO<sub>4</sub> H<sub>2</sub>SO<sub>4</sub>

**Controlling Font Size and Color:** All text specified within the tags <Font> and </Font> will appear in the font size and color as specified as attributes of the Tag <Font>. The attributes:

**Face**=Set the font to be specified font name.

**Size**=Set the size of the text. Size can take values between 1 to 7.

**Color**=Set the color of the text.

<Font face="Arial" size=4 color="green">SoftBrain Informatics Technology Pvt. Ltd.  
</Font>

**Bgcolor Attributes:** Specifies background color using color name.

<Body Bgcolor="RED">

**Text Attributes:** Specifies foreground color or the color of the text.

<Body Text="Aqua">

**Using Special Characters:**

Non-breaking space                      &nbsp;

Copyright Sign                              &copy;                      Copyright ©

Registered Trademark                      &reg;                      Softbrain ®

Trademark                                      &#8482;                      Softbrain™

## LIST STYLE

Lists are the best method of organizing information and presenting it in a structured fashion. Basically, there are three kinds of lists. They are:

**Ordered List (Numbering):** An ordered list starts with the tag <ol> and ends with </ol>. Each list item <li> starts with tag <li>. If tag <li> is not present at the beginning, the listed items appear on the same line.

**Using Attributes: Type Attribute**      **type="1"** will give Counting numbers (1, 2.....)      **type="A"** will give Uppercase letters (A, B.....)      **type="a"** will give Lowercase letters (alb.....)      **type="I"** will give Uppercase Roman numerals. (I, II, III.....) **type="i"** will give Lowercase Roman numerals. (ixia. )

**Start Attribute:** The start attribute allows you to specify the beginning of the list's numbers. (**Start="1"**)

**UnorderedList (Bullet):** We use the tag <UL> and </UL> for an unordered list.

**Attributes of UnorderedList**

**type="circle"**

**type="square"**

**type="disc"**

**Definitionlist:** The definition list uses the <DL> start tag and the </DL> end tag to create a definition list. Definition list consists of two parts.

**Definition term=Appears after the Tag <DT>**

**Definition description=Appears after the Tag <DD>**

**Result in Internet Explorer: KEYBOARDANINPUTDEVICE**

**ADDITON OF GRAPHICS/IMAGES IN HTML DOCUMENTS**

Other than text, HTML allows placing of static and animated images in an HTML page.

The commonly used image file types are GIF (Graphic Interchange Format) JPEG (Joint Photographic Experts Group) also called as JPG. To add an image in HTML document, you just need to include the <IMG> tag with a reference to the desired image. The

<IMG>(image) tag is an empty element (i.e. it doesn't require a closing tag).

**<IMG SRC="image name.gif">**

**<IMG SRC="image name.jpg">**

**Image Element Attributes:**

**Align Attributes with Text: Align=Top/Middle/ Bottom**

E.g.:

### Align Attributes with Floating Image: Align=Left/ Right

**Border:** specifies the size of the border to place around the image.

**Height:** specifies the height of the image.

**Width:** specifies the width of the image.

**Hspace:** indicates the amount of space to the left and right of the image.

**Vspace:** indicates the amount of space to the top and bottom of the image.

**Alt Attribute:** ALT attribute for the <IMG.....> tag allows for substitution of a description string of text to hold the place of the image.

 Alt

working for text

<a href="filename.html" title="Success is a Journey">link content</a>

### CREATING TABLES

Table present information in the form of rows and columns. To include a table in your web pages you first need to create the table structure and for that you use HTML's Table Tags.

**<TABLE>** The table's beginning with a <TABLE> tag and the end with a </TABLE> tag.

**<TR>** The table row element <TR> with an optional </TR> end tag creates a horizontal row of cell.

**<TH>** The table heading <TH> with an optional </TH> creates leading cells.

**<TD>** The table data element <TD> tags with an optional </TD> end tag.

**Table Attributes: <Align> Attribute:**

<Table Align="Left"/"Center"/"Right">

**<Border> Attribute: <Table Border=5>**

**Bgcolor Attribute: <Table Bgcolor="ColorName or ColorValue">**

<Tr Bgcolor="ColorName">

**<TdBgcolor="ColorName">**

**<ThBgcolor="ColorName">**

**BackgroundAttribute:** This sets an image on the background of table.

**<TableBackground="Computer.jpg">**

**Caption:** This tag is optional and it contains table's description.

**<CaptionAlign=Top/Bottom/Left/Right>CaptionText</Caption>**

**Width & Height Attribute:** **<Table Width="300" Height="400">**

**Cell spacing Attribute:** You can use cell spacing attribute to control the spacing between each cell in the table.

**<Table Cell spacing="Number">**

**CellpaddingAttribute:** (Space between cell content and cell border)

**<TableCellpadding="Number">**

**RowspanAttribute:** The rowspan attribute is used in a cell to make the cell's content merge with another cell in a row.

**<TdRowspan="Number">**

**<ThRowspan="Number">**

**ColspanAttribute:** Similar to ROWSPAN, COLSPAN attribute is used in a cell to make the cell's content merge with another cell in a column.

**<TdColspan="Number"><ThColspan="Number">**

## LINKING DOCUMENTS

**LINKS:** HTML allows linking to other HTML documents as well as images.

Clicking on a section of text or an image in one web page will open an entire web page or an image.

The text or an image that provides such linkages is called Hypertext, a Hyperlink or a Hotspot. Every Hyperlink.

1. Appears in blue color.
2. The hyperlink text/image is underlined.
3. When the mouse cursor is placed over it, the standard arrow mouse cursor changes to the shape of a hand.

The blue color, which appears by default, can be overridden. To change these link colors there are three attributes that can be specified with the <BODY> tag. These are:

**Link:** Change the default color of a hyperlink to whatever color is specified with this tag.

**Alink: (Active Link)** Change the default color of a hyperlink that is activated to whatever color is specified with this tag.

**Vlink: (Visit Link)** Change the default color of a hyperlink that is already visited to whatever color is specified with this tag.

**The Anchor Tag:** Anchor elements are used to link between two or multiple HTML documents. "Anchor" tag starts with <A> and ends with </A>. The <A> tag requires the **HREF** attribute and (**hyperlink reference**) attribute accepts the URL of the linked page.

**<AHREF="filename.html">content</A>**

**Every hyperlink has two components:** The source and the destination.

**<a href="http://www.yahoo.com/">OPEN YAHOO SITE</a>**

**Images As Hyperlink:** Just as text can act as a Hyperlink, so also images can act as hyperlinks.

**<A href="abc.html"></A>**

**External Link:** links with other HTML document.

**Internal Link:** link in a same document. The anchor element is used to create both external and internal links.

**Name Attribute:** Named Anchor is used to create links to a specified section within document.

**This is a two-step process:** At Top of page after Body Tag

**<A NAME="LOCATION">**

At bottom of page before Body Tag

**<AHREF="#LOCATION">Content</A>**

**MARQUEE**

**MarqueeTag:** For scrolling text and image.

**<Marquee>**----- **</Marquee>**

### **MarqueeAttributes**

**<Marqueebehavior="slide"> </marquee>**In this text scrolls for one time only.

**<Marqueebehavior="alternate"></marquee>**In this text will scroll continuously left to right.

**<Marqueebehavior="scroll"></marquee>**In this text will scroll continuously.

### **For direction of scrolling**

**<Marquee behavior="slide" direction="right"/"up"/"down">**

### **For background color/width/height**

**<Marquee behavior="slide" bgcolor="red" direction="right" width="500" height=20>**

### **For speed controlling in marquee**

**<Marquee scroll amount=1 maximum slow & 1000 maximum fast>**

**<Marqueescrolldelay=1000maximumslow&1maximumfast>**

**MULTIMEDIA**

**Multimedia** refers to "Multiple Medium" that is the ability to add sound and moving pictures to your WebPages.

**Adding Video:** **<embedsrc="movies.mpg"height="200"width="200">**

**Adding Sound:** Webpage contain basically two varieties of sounds that play whenever the visitor accesses the WebPages that is the background sound, and when the visitor clicks something. The most common sound file formats are MIDI (Musical Instrument Digital Interface), WAV (as in Wave), AU (Audio) and (Audio Interchange File Format).

Sound files can be added in many of the ways. We can use the **<A>** anchor tag so that the visitor has the option whether to hear the sound or not. For example:

**<Ahref="music.wav">Click Here For Background Music</A>**

As the user clicks on the text, the background sound starts. So the visitor has the option whether to hear the sound or not.

Second option requires `<Bgsound>` tag: **`<Bgsound src="Soundurl">`**

Here the src attribute specifies how many times the sound should play. If loop is specify loop = No or infinite to play the sound is an endless loop.

### **Adding Animated Gif's: (Graphics Interchange Format)**

**`<img src='A.gif' width=100 height=100>`**

## **FORM Creation in HTML**

**Creating A Form:** Web Pages can be interactive if they collect information from the user. An HTML form is used for creating interactive web pages. The information entered by the user is passed back to a web server where it might be recorded in a Database for further use. So, a form is simply a collection of fields of information. These fields of information can be in the form of text boxes, radio buttons, pull down menus etc. Common uses of forms are Online order forms, Feedback forms-mail registration forms, or any web page in which input is required from the user in order to complete a given task. An HTML form consists of two parts. The first part, the user can see and which he falls out and next one is the part, the user can't see the second part specifies how the server should process the user's information. Here we commonly used PHP script.

**The Form Tag:** A form must start with a `<FORM>` tag and end with a `</FORM>` tag. It has mainly two attributes:

**1. Action**

**2. Method**

**Syntax: `<Form action="URL" method=get/post>Form`**

**Elements..... `</Form>`**

**Action** is used to specify e-mail address that will receive the form information. If you have written a form handler to which the data in the form will be sent, then you will have to add an `action="URL"` attribute to specify the location of the handler.



The **Method** attribute tells the browser how to send the user's data to the server. There are only two possible values for the method attribute: Method="get" or Method="post". The default value is "post".

**Using FormControl Elements:** The form element can contain different elements to create form controls.

**Input Element:** The <input> tag allows user to input information.

**Text:** Used to create the single line text boxes.

**Password:** Similar to text, except the characters you type are not seen on screen.

**Checkbox:** A on or off switch.

**Radio:** Similar to a checkbox, except that in a group of radio buttons only one radio button can be on at a time.

**Submit:** Submits a form to be processed.

**Reset:** Clears all the input on a form.

**Button:** creates a button similar in appearance to a submit button.

**File:** Can be used to send a file from the surfer's computer along with the rest of the form data.

**Form Creation:**

**Fieldset and legend tag:** <Fieldset> tag is used to group more form controls together. The <legend> tag, which is optional these tags require closing tag. The Syntax is:

**<Fieldset>**

**<Legend>GroupLabelText</Legend>**

**Control1      Control2      Control3      Control4**

**</Fieldset>**

**<html>**

**<head><title>Feedback Online Form</title></head>**

**<body bgcolor="black" text="white">**

**<form>**

**<fieldset>**

**<legend align="right">Form info@softbrain.org</legend>**













action attribute of the form tag. By default, "Submit" is written over the button instead of the value attribute. The button size will be controlled directly by the text length.

```
<input type="submit" name="sub" value="Submit">
```

**Reset Button:** The reset value of the type attribute cleans all form entries to the default once or leaves them blank if no defaults are specified. As the reset button can simply wipe off all the work done, therefore it should be well labeled and should never be placed before submit button.

```
<input type="reset" name="res" value="Reset">
</fieldset>
</form></body></html>
```

## FRAMES

**Frames** are used to create a document that divides the browser window into different parts and display a different web page in each of them. A frame set document is a document that defines one or more frames by using frameset and frame elements.

Frames can communicate with each other so that an action performed on a page in one frame can change the contents and behavior of another frame. A common frame layout uses an index frame with links on the left, and a content frame on the right. As you click on the links on the left frame, the corresponding HTML page will appear on the right frame. One frame can be used to keep some information static while the other frame can contain the actual content of different sections of website.

**The <Frameset> Tag:** The splitting of a browser screen into frames is accomplished with the <frameset> and </frameset> tags embedded into the HTML document. The <frameset> tag required one of the following two different attributes depending on whether the screen has to be divided into rows or columns.



**Rows & Cols:** Row attribute is used to divide the screen into multiple rows. Cols attribute is used to divide the screen into multiple columns. It can be set equal to a list of values. Depending on the required size of each Row and Column. The value can be:

1. A number of pixels.
2. Expressed as a percentage of the screen resolution.
3. The symbol, '\*' which indicates the remaining space.

**Example :** <Frameset

**Rows="50%,50%"></Frameset>**Result: It divides the browser screen into two equal horizontal sections.

**<Frameset Cols="50%,50%"></Frameset>**

**Result:** It divides the browser screen into two equal vertical sections.

**The <frame> tag:** Once the browser screen is divided into rows (horizontally) and columns (vertically), each different HTML document. This is achieved by using the <Frame> tag which takes in the following attributes:

**Name="name":** Gives the frame a unique name so it can be targeted by other documents. The name given must begin with an alphanumeric character. **<Frame Name="AA">**

**Src="Url":** Indicates the URL of the document to be loaded into the frame.

**Creating Framed Documents:** Creating frames is actually quite simple. First of all you need to decide as how you want to divide the browser's window of the webpage. Then write the HTML document that you want to put in the page segments. In addition to this a master document is to be written which is used to specify what goes where. Suppose we want to divide a page into two rows and four columns. Then the HTML code for the frameset will be:

**<Html>**

**<Head><title>FRAMEONLINE..... </title></head>**

**<Frameset>**

**<frameset cols="30%,\*">**

```
<frameset rows="50%,50%">
```

```
<frame name="aa">
```

```
<frame name="bb">
```

```
</frameset>
```

```
<frameset rows="50%,50%">
```

```
<frame name="cc">
```

```
<frame name="dd">
```

```
</frameset>
```

```
</frameset>
```

```
</frameset>
```

```
</html>
```

The **<Frameset>** and **<Frame>** tag: The master page doesn't have a **<body>** tag. Instead, it uses

**<Frameset>** tags. The **<Frameset>** tag is included after the **<Head>** tag and it establishes frames within the HTML document. It does all the dividing. It requires a closing tag and there may be any number of frameset tags within an HTML document. The **cols** attribute is used for vertical frames whereas the **rows** attribute is used for horizontal frames. The width or height is specified as a comma-delimited list of sizes in pixels, percentage or as a proportion of the remaining space by using "\*" .

Another basic tag is the **<FRAME>** tag. It contains the frame content and it tells the browser what to put in each frame. Each frameset must include a

**<FRAME>** definition for each division. As in our example there were four partitions and so four **<FRMAE>** tags. Notice that frame does not have a closing tag.

**Frame Border Attributes:** By default, most browser use a frame border. Border attributes that control the frame border. To turn off frame borders set border=0 and for turn on border set border=8. You can use these attributes both in the <frameset> or

<frame> tags. To remove all the borders from your frames add them in the <frameset> tag and to remove the border from individual frames include these attributes in the corresponding <frame> tag. You can also set the color of the border by Just add bordercolor="purple".

**Controlling Scroll Bars:** Scrolling controls the appearance of horizontal and vertical scroll bars in a frame. This takes the value **Yes / No / Auto**.

In simple words, if the frame's content goes beyond the frames width, most browsers add scroll bars so that the user can see the full content. Even though scroll bars are useful to see the entire frame's content, sometimes they can be unnecessary and visually disturbing. You can control the use of scroll bars in a frame by including scrolling attributes.

**Yes** means the frame gets scroll bars - whether they are needed or not.

**No** means there will be no scroll bars, even if your frame content is much large. The browser will simply display as much as it can.

**Auto** is default. If scroll bars are needed, they appear, if they are not needed they stay conveniently out of the way.

**Targeting Named Frames:** Whenever a hyperlink which loads a document in a frame is created, the file referenced in the hyperlink will be opened and will replace the current document that is in the frame.

In a situation where the new document needs to be opened in a different frame while keeping the document from which the new document was browser open in a different frame, a simple HTML coding technique must be used.

Since the hyperlink must open an HTML file in another frame, the frame in which the HTML file is to be opened need to be named. This is done by using the name attribute of the <FRAME> tags. The name takes one parameter, which is the frame name. The hyperlink tag will have to be supplied with the following information:

1. **The filename.html file that has to be opened.**
2. **The name of the frame where the filename.html file has to be opened.** The attribute via which the frame name is specified is the TARGET attribute, which is a part of the <A></A> tag. This information is given as: TARGET="frame name" <a href="filename.html" TARGET="frame name">Link Content</a>

## WEB EDITOR NOTEPAD

There will be times when you will want to edit textual files. Textual files are different from documents created by WordPad, Word, WordPerfect or some other word processing program in that they contain no imbedded codes. Editing these files with a word processing program can introduce special characters that make these files unusable. Instead, use Notepad which allows you to edit the file as pure text.

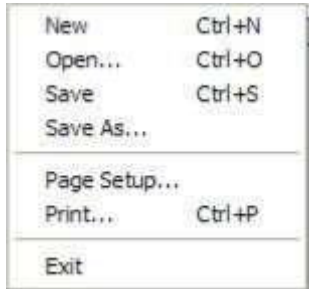
Textual files will normally have a TXT file extension, but there are several special purpose files in Windows that must be pure text. Some of the more important of these include your CONFIG.SYS, AUTOEXEC.BAT, WIN.INI and SYSTEM.INI (These files existed in earlier versions of Windows, but have been eliminated in Windows XP). You may get to the point of wanting to play with these files. If so, use Notepad to edit these and not WordPad as your system cannot use the resulting WordPad file. If you decide you want to create a web page, but don't have an HTML editor, you will want to use Notepad so as not to introduce those nasty characters associated with WordPad, etc.

In addition to having a tool to use in editing those special files on your system, learning Notepad can provide a good foundation for learning some of the other tools that come with Windows 95/98/ME/XP as well as a number of the applications that you may want to add to your system later. Notepad is simple to learn but has some features in common with other programs.



The first thing I want to point out in the above is that I have entered some text into Notepad. Okay, let's look at some of the features of Notepad. Let's start off by looking at each of the menus across the top of Notepad. Before we go to the individual menus, notice something about the menu bar itself. See the underlined letters in each of the menu items (File, Edit, Format, View, etc.). (Under Windows XP, the underlines are only visible when you hold down the <Alt> key - previously the underlines were always visible)? These are meaningful. If you hold down the <Alt> key and press these letters, you will select that menu. Obviously you can select each menu with the mouse, but this gives you an alternative way of getting into them. So, you can get into the File menu by pressing <Alt>F.

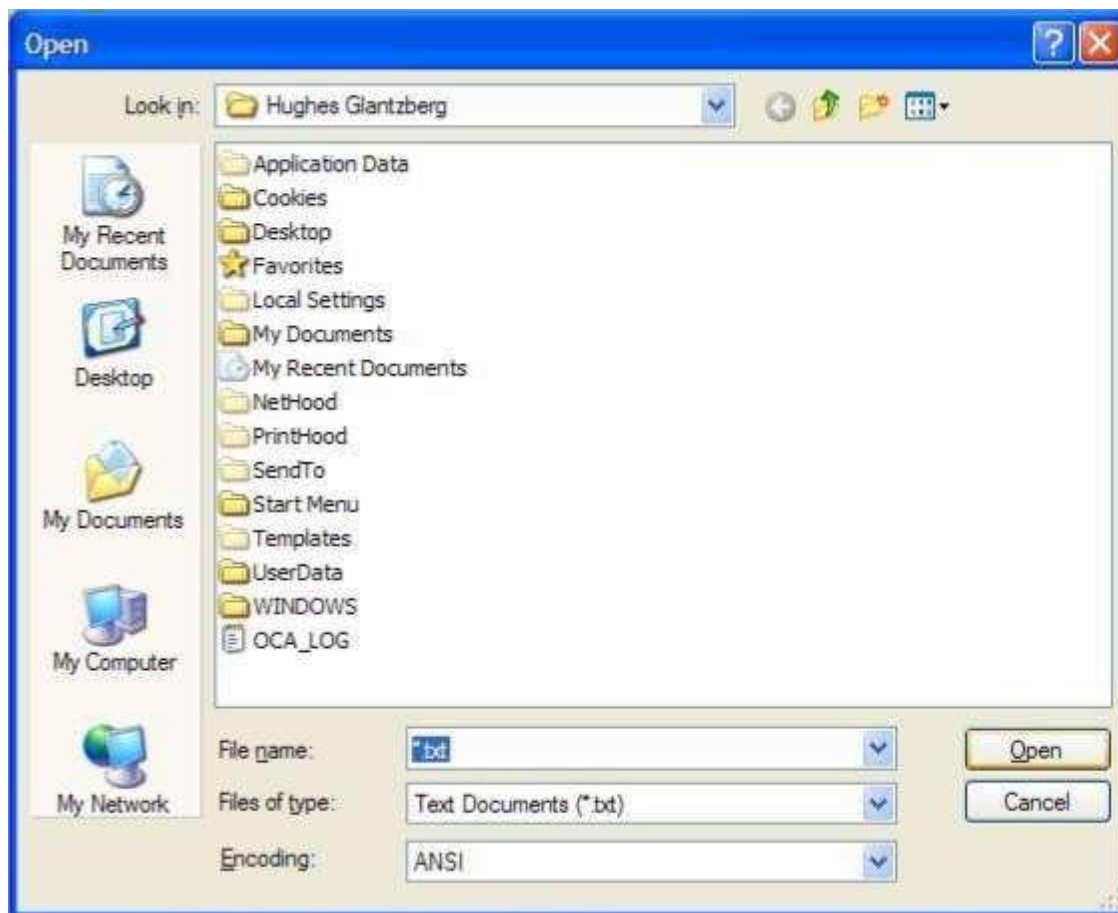
## File Menu



This is the File menu. Notice a couple of things about this menu. Notice the "... " at the end of several selections. This indicates that selecting these items will take you to a dialog box that will allow you to carry out that operation. Notice the codes down the right side of the menu - Ctrl+N, Ctrl+O, etc. These are hotkeys you can use from within the document without having to go into the menu. For example, holding the <Ctrl> key down and pressing N is the same as going into the File menu and selecting New. These hotkeys can save you some time in getting to these functions. I wouldn't try to memorize these hotkeys right now, but just make a mental note of them - you'll learn them over time as you find them appropriate to your situation.

New - This will start a new document. If you are currently working on a document that you haven't saved, the system will prompt you to save the old document before starting a new one.

Open... - This allows you to bring an existing document into Notepad to view and/or edit it. You'll see the following dialog box when you make this selection:



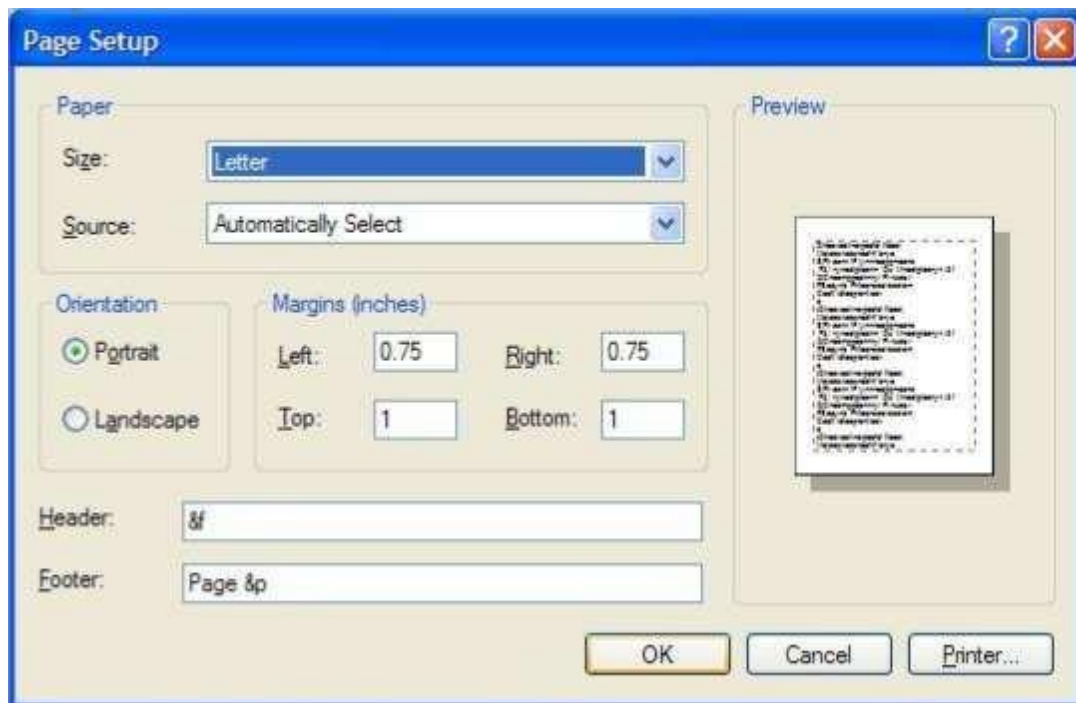
This is the standard Open dialog box used by most Windows programs. It consists of a toolbar across the top that shows you which folder you are currently in along with a couple of control buttons for getting to where you want to go. The main part of the Open dialog box shows you the files/folders that match the criteria for this application. Next is where the system will tell you the name of the file it thinks you want. Right now, it doesn't know so it assumes you want to look at all TXT files. Next is where you can tell the system what type of files you are interested in looking at. By default, Notepad looks at Text Documents (\*.TXT), but you can change this to look at anything else. Finally, you can either Open the selection or Cancel this operation.

Save-If you are making modifications to an existing file, Save will put the changes back into the file after confirming that you really want to make the changes. If the file you are working on is a new file, Save works the same as Save As....

Save As...-Save As... Brings up a dialog box similar to the Open dialog box above.

In Notepad you get to save the file wherever you want, but the best place would be in My Documents. It's easy enough to change folders and save a file anywhere on the system you want. See Naming a File for some suggestions on how to organize your data.

Page Setup...-The Page Setup... dialog box allows you to customize some of the things you see when you print your document. For example, you can change the size of your paper; customize the header and footer on each page as well as the margin at the top, bottom and either edge of the paper. The Page Setup... dialog box looks like this:

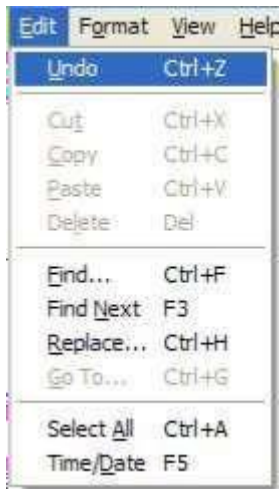


Print...-This is a standard print operation. It brings up the Print dialog window where you can modify the printer information.

Exit - This shuts down Notepad. If the file you've been working on has not been saved, you will be prompted to save the file before Notepad exits.

*Edit Menu*





The Edit menu contains those functions that allow you to manipulate the information you have on the screen. In this case, there are four items that appear dim in the menu. The reason for this is that these items are not available at the present time. In most cases, you have to have something selected for these items to work. Windows does a pretty good job of communicating with you to tell you what you can and cannot do. Also notice that most of the items in the Edit menu have a key combination on the right (Ctrl+Z, etc.). These are hot keys that can be used from within the document without having to go to the Edit menu. For example, you can do a Copy from within a document by holding down the <Ctrl> key and pressing the "C" key. I don't recommend that you try and memorize these hot keys just now. Instead, I would recommend that you just make note of them as you use the menu items and over time pick up on those you use most frequently.

Undo - Notepad does have a rather neat feature called the Undo. In essence, this is your *Oops* button. If you make a mistake and suddenly say "Oops", you can select the Undo and reverse whatever it was you just did. Unless I'm mistaken, the Undo item will only work on the most recent change you've made to your document.

Cut - Again, this item is only available if you have something selected in your document. Otherwise you have nothing to Cut. You can select some piece of your document by holding down the left mouse button and dragging across the letters/words/sentences that you want to select. Your selection will have white letters and a blue background.

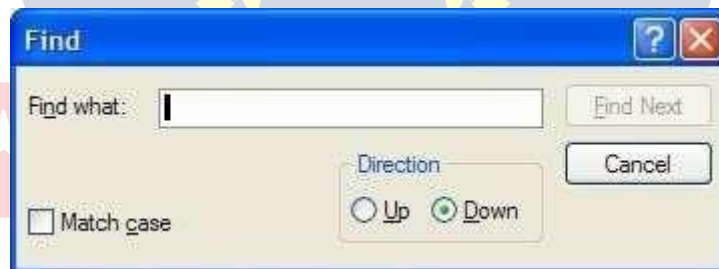
Now you will be able to Cut this selection. Cut removes the selected text from your document and puts it on the Clipboard. The information is not totally deleted, but is being held in case you want to put it somewhere else.

Copy - Copy is very similar to Cut. The only difference is that with Copy, your selected text is not removed from the document. Instead, a copy of your selected text is placed on the Clipboard for you to use later.

Paste-Once you have some text on the Clipboard (using either Cut or Copy above), you can move to wherever you would like to put this text and Paste it back into your document. In other words, the combination of Cut and Paste allows you to move text around within your document while the combination of Copy and Paste allows you to duplicate information.

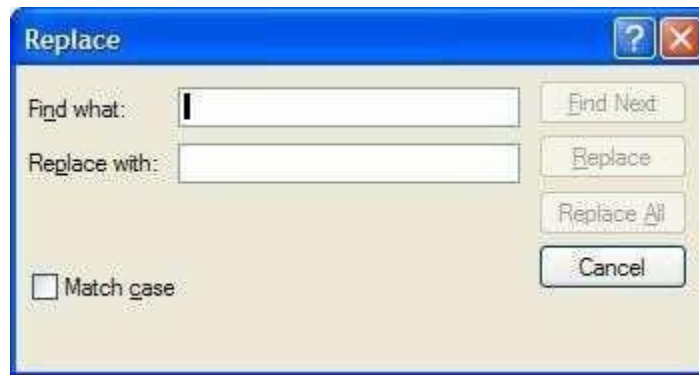
Delete-When you Delete text from your document, it is gone. If you do this by accident, you can use the Undo function to bring it back, but otherwise it is gone. Delete does not place the selected text on the Clipboard.

Find...-As you've already seen, this function opens a dialog box that allows you to enter the text you want to search for along with a couple of pieces of information to help Notepad perform the search. If the text is found, it will be selected ready for you to Cut, Copy or overwrite.



FindNext- This function simply repeats a previous Find. This is useful if you have the same text in several different places within your document.

Replace-This function allows you to locate some text within your document and replace it with some other text. It even has the ability to perform its function globally through the document, but be careful of using this as it can get you into trouble. For example, suppose you wanted to replace "eat" with "ate" globally throughout a document. This function would do it, but it would also change "eaten" to "ateen", "cheat" to "chate" and "defeat" to "defate".



Go To... - In Goto line, type the line number you want the cursor to jump to. You do not have to have line numbers in your document for this command to work. Lines are counted down the left margin beginning at the top of the document.



Select All - If there is something you want to do with all the text in your document at the same time, all you have to do is select the Select All function and your entire document will be selected. Now you can either Cut or Copy all the text to your Clipboard.

Time/Date - The Time/Date function is a neat feature of Notepad. Some people like to keep a journal and in a journal, you might want to have the date and time as part of the document. Obviously, you can't type in the date and time, but with the Time/Date function, Notepad will automatically insert the date and time like this: 7:47 AM 2/27/98.

### *Format Menu*

WordWrap - In some cases, you may want the text you type to appear on the same line, but most of the time, you'd like to be able to see all the text on the screen at the same time. If you only have a little bit of information, you might be able to enlarge the Notepad

window to see all the text. Another way of handling this is to select the Word Wrap function. This will take words that don't fit in the Notepad window and wrap them down to the next line. A checkmark appears when word wrap is turned on. Wrapping text enables you to see all the text on the line, but it doesn't affect the way text appears when it is printed.

Font... - This allows you to change the font used to display the file you have open. It doesn't change the font of the file itself. It simply allows you to view/edit files using whatever font you wish.



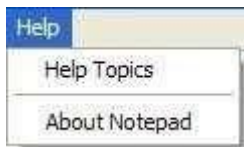
### View Menu



This menu only contains one item; Status Bar which will place an extra line at the bottom of the Notepad window to keep you informed of what has or will be done as you work in Notepad.

### Help Menu

- ESTD 2020 -



Most programs in Windows have a Help menu that provides information about using that particular program. The Help menu may not answer all your questions about a program, but I would encourage you to explore what is there before you look elsewhere. Most companies marketing software today are providing more Help and less hardcopy documentation.

Help Topics - Notepad is a very simple program to use as it doesn't contain a lot of bells and whistles. As a result, the Help Topics is not very long. You should be able to explore all of Help Topics in just a few minutes. I would encourage you to do so for two reasons. First, you'll know nearly everything there is to know about Notepad. Second, you'll become familiar with the format of the Help facility Microsoft uses so you'll know what to expect in other Microsoft products.



About Notepad - The function of the about for any program is simply to let you know what version of the program you are running. From time to time, the programmer might include some additional information about your system, but don't expect this. Here's what my version of About Notepad looks like:

## WEB BROWSER INTERNET EXPLORER

### Basic Terms

One of the more popular and fastest growing areas in computing is the Internet. The Internet is a collection of large computer networks, each of which is a collection of smaller networks. A network is composed of several computers connected together for the purpose of sharing information and resources. Consider your computer at Floyd College. Your computer is connected to the local network at the college, which is in turn connected to Peachnet, which is connected to the Internet. The software used to connect computers is called Transmission Control Protocol/Internet Protocol, or TCP/IP.

### The World Wide Web

Modern computers have the ability to deliver information in a variety of forms such as graphics, sound, video, animation, as well as text. The ability to deliver information in these different forms is called multimedia. On the Internet this multimedia capability is available in a form called hypermedia. Hypermedia is any variety of computer media including text, graphics, video and sound. On the Internet, hypermedia is usually accessed through the use of a hyperlink. A hyperlink, or link, is a special software pointer that points to the computer that contains the information in whatever format the information exists. The collection of hyperlinks throughout the Internet creates a network of links called the World Wide Web. Each computer in the Web that contains hypermedia that can be referenced by hyperlinks and accessed by other computers is called a Web

Site. Hundreds of thousands of Websites around the world can be accessed through the World Wide Web.

### URL (Uniform Resource Locator)

The URL of a Web page is a unique address of each individual Web page at the Web sites on the Internet. A typical URL is composed of three parts. We will use the URL below to explain the function of each part.

The first part of any web address is the protocol. A protocol is a set of rules that computers follow. Most web pages use http, which stands for hypertext transfer protocol. HTTP describes the rules for transmitting hypermedia documents electronically. The protocol is entered in lower case as http and is followed by a colon and two forward slashes. The colon and the two forward slashes are required punctuation. Other protocols used on the internet include FTP which stands for file transfer protocol, gopher which gives the rules for menu driven document transfer, and telnet which describes the rules for remote terminal sessions.

The second part of a URL is the domain name. The domain name is the Internet address of the computer on which the Web pages are located. In our example above, the domain name is www.softbrain.org. The last part of the domain name gives an indication of the type of organization responsible for the Web site. For example, com at the end indicates a commercial site, gov indicates a government site, and edu indicates an educational site.

The third part of the Web address is the file specification of the web address. This part of the Web address shows the filename of the web page as well as which folder or folders contain the Web page. This is called the path name of the page.

### HTML (HyperText Markup Language)

Web pages are created using a special formatting language called hypertext Markup Language. HTML formatting codes are used to display the pictures and graphics used to create Web pages. When you are viewing a Web page, you can see the HTML

code used to create the page by selecting the “View” pull-down menu and then clicking on “Source”.

### HomePages

A homepage is the introductory page of a Web site. All other web pages for that site can usually be reached through the home page.

### InternetBrowsers

A browser is a program that makes using the World Wide Web easier by removing the complexity of having to remember the rules, syntax and commands for accessing Web pages. Internet Explorer is the browser that you will be using in this course. Another popular browser is Netscape Navigator.

### StartingInternetExplorer

Before you can use Internet Explorer, it must be installed on your computer and you must be connected to the Internet through either a local area network such as the one at Floyd College or a modem. If the program is installed, you start Internet Explorer either by double clicking on its icon on the desktop or by clicking on the start button, Programs, and then Internet Explorer. When the program starts, you should see the Floyd College home page. The title of the web page will be displayed in the title bar.

### TheInternetExplorerWindow

The Internet Explorer window contains several features to make your work on the Internet easy. Several of these features are common to all Windows 95 applications such as the title bar at the top with the menu bar containing pull-down menus below it.

Below the pull-down menus is the standard toolbar. Each of the main features of the Internet Explorer screen is discussed below:

### MenuBar

The menu bar contains several buttons which are used to group commands into groups. File contains the commands which relate to file operations such as saving a file or printing a file. The Edit menu contains commands for editing your work. To display a



menu choices such as File, click on the word File in the menu bar. A list of choices should appear below the word file. To select one of these menu choices, click on the appropriate choice from the pull-down menu.

### Display area

Most web pages are too large for the entire page to be seen on the computer screen at one time. When viewing a page in Internet Explorer, you will usually see a scrollbar at the right side of your screen, which can be used to scroll down and view the rest of the document. Use the arrows on the top and bottom of the scrollbar to move up and down through the document.

Some of the words on a web page will be displayed in blue letters. This is the default color of text which is a hyperlink. A hyperlink is a pointer that sends your computer to another place on the Internet simply by clicking on the link. Pictures and graphics can also be hyperlinks. As your mouse pointer is moved over a hyperlink, the pointer changes to a pointing hand to show you that whatever is displayed on that portion of the screen is a link (pointer) to another place on the Internet.

### Standard Toolbar

The buttons on the standard toolbar allow you to perform common tasks quickly and more easily than doing those same tasks using the choices on the pull-down menus. Two very important buttons are back and forward. These buttons allow you to move through the web pages that you have viewed in Internet Explorer. The back button takes you back one screen at a time while the forward button moves you forward one screen at a time. Each button on the toolbar is normally gray. Color is added when the mouse pointer is placed over a button.

Another important button on the standard toolbar is the STOP button. Some web pages are very large and take considerable time to load and display. You might see the first part of a page and decide that you do not need this page or you might decide that you do not want to wait for the entire page to load. Clicking the STOP button will stop a web page from being downloaded.

### Address Bar

The Address Bar contains a white text box which displays the URL for the web page currently displayed. The URL of a web page is its Internet address. These will be discussed in more detail below. You can also type a web address into this box and press ENTER to load the web page in Internet Explorer.

### Internet Explorer Icon

The Internet Explorer icon rotates while a connection to a website is being made, a web page is being loaded into memory, and a web page is being displayed on your screen.

### Status Bar

The Status Bar displays the URL of a link when the mouse pointer passes over the link. It also provides information about the progress of your request to load a new web page.

### Toolbars

Several toolbars are available in Internet Explorer. Each one contains buttons that enable you to easily move between web sites and stop a page from being downloaded.

### Internet Addresses

All internet addresses have the same general format as shown below:

[http:// www.softbrain.org](http://www.softbrain.org)

The first part, <http://>, lets the computer know that you are looking for a web server, not news or mail server. The middle section, [www.mcp.com](http://www.mcp.com), is the name of the computer which contains the files you are looking for. The part that appears after the slash names the folders and filenames of the documents you are looking for. The [.html](http://www.mcp.com) indicates the type of document you are looking for, in this case HyperText Markup Language which is the standard language in which all web documents are written.



You can leave off the “http://” when typing an internet address in Internet Explorer. Internet Explorer also assumes that the address will be in the form www.mcp.com and it is not necessary to type the www and the .com. These will be filled in by Internet Explorer if you leave them out while typing an internet address.

Note: Many computers on the internet are case sensitive so you need to make sure that every letter that should be capitalized is capitalized. Also make sure that you are using a forward slash “/” when necessary instead of the backslash “\”.

### The Links Toolbar

The links toolbar provides a set of links to get the new user oriented to the internet. It comes with connections to a variety of places including *Best of the Web*, *Microsoft's Home Page*, *the Web Gallery*, *Product News*, and *Today's Links*. If you select one of the links shown on this bar, Explorer opens that Web Page. From there you can access information in diverse areas by following the links shown on the screen. As an example, if you choose *Best of the Web*, you can access information on travel, entertainment, sports, and much more just by following the links. Travel through the layers and eventually you will reach an article discussing the subject in which you are interested.

### Forward and Back Buttons

Two of the most useful buttons on your screen are shown in the upper left corner of your screen on the standard toolbar. These are the forward and back buttons. Many times as you explore on the internet, you will need to move back to a page that you have already visited. By clicking the back button you can move back through the pages you have visited one at a time. Then you can click the Forward button to move forward through the pages as you browse for information.

Note: Once you move back to your first page, the Back button will be gray indicating that you have traveled as far as possible in this direction.

Note: You can only use the forward button after you have first gone back. Until you go back, the forward button will be gray indicating that this option is unavailable.

## HomeButton

If you become hopelessly lost in your internet explorations, you can always click the home button to return to your Starting Page. This page could be out of date especially if it is one that is updated frequently, so you might need to click on the refresh button to display the latest version of the page.

## Links

The World Wide Web is made of millions of web pages that are joined together by hypertext links that provide a truly "point and click" environment for accessing information on your computer. These links are really pointers that instruct your computer where to go on the Internet to access the information you requested. By default, links are displayed in blue text, but a web page can display its links in any color. There is one additional way that you can identify a link. When the mouse pointer is moved over a hypertext link, the pointer changes to a hand. When the mouse pointer changes to the pointing hand, you will see the URL of the link displayed in the status bar located at the bottom of your screen.

## Using Links

Links are activated by placing the mouse pointer on the link and clicking once with the left mouse button. When you click on the link, Internet Explorer loads whatever document, file, or web page that is attached to that link. While a document is being loaded, the small globe in the upper-left-hand portion of the screen will spin. Explorer will load the text of a web page before it loads the graphics so that you can begin reading the contents of the page while the graphics, which load much slower, are being displayed. White boxes will be displayed to mark the location of the graphics that will be shown later. When the globe stops spinning, the page is completely loaded.

Note: If the globe stops spinning half-way through a turn or the message "connecting to host" is displayed at the bottom of the screen for an extended period of time, then you have a problem with the web page you are trying to load. Either the site was busy or just not working for some reason. If this happens, click the "STOP" button located on your toolbar at the top of the screen.

## The Right Mouse Button

Once a web page is displayed, you might want to save the page for later use, or you might want to use a graphic on the page as wallpaper. To perform either of these tasks, use the right mouse button. Let's suppose that you find an image that you want to save on your hard disk for later use. Point to the image with your mouse and click the "right" mouse button. A shortcut menu will pop up giving you choices such as saving the image or using the image as wallpaper. In our example we have found an image that we want to save on our hard disk, so we will select "Save Picture As" from the shortcut menu that appears. You will be asked to name the image you are saving and select a location for saving the file. Click OK when you are finished. You could also select "Set as Wallpaper" to make the picture the wallpaper that will be displayed on your desktop.

## Using History

Internet Explorer provided other ways to move around in the pages you have visited than just using the *Back* and *Forward* buttons. The History List allows you to instantly move to any site that you have recently visited. History keeps track of not only the sites you have visited today, but also keeps track of the sites you have visited in the past few weeks. The exact length of time a site stays in history is determined by the user, but the default time is two weeks. To use this feature, click on the History button at the top of your screen and select the site you wish to revisit from the list.

## Saving a Web Page

If you are doing research, you are going to need to save the information that you locate so that you can use it at a later time. Web sites change so often that you cannot be assured that the files you find on Wednesday will still be there on Thursday. For this reason, saving files is an extremely important function of computer applications. To save a web page, follow these steps:

1. With the web page open, click on the file pull-down menu.
2. Select the location where you want to store the file.
3. Give the file an appropriate name.
4. Click the save button in the dialog box.

Note: When you save a webpage, all you are saving is the HTML code. The graphics that were on the original site will be missing.

### Adding Links to the Favorites Menu

When you are searching on the Internet, you will undoubtedly find certain sites that you will wish to visit often. You can add these sites to a list of "favorite" sites. This is also called a *bookmark*. Bookmarks on the Internet are just like bookmarks in a book. They mark your place.

To add a webpage to your list of favorites, follow these steps:

1. While viewing the page you wish to bookmark, click on the "favorites" pull-down menu.
2. Select "Add to Favorites".
3. In the name box, type the name that you wish Internet Explorer to use in your list of favorites.
4. Click OK and this site will be added to your list of favorites.

### Accessing the Favorites Menu

To view a page that you have listed as a favorite, simply click on the "Favorites" button on the standard toolbar and select the web page that you wish to go to.

# WEBFRAMEWORKDREAMWEAVER

Dreamweaver is a web authoring program that uses a WYSIWYG “what you see is what you get” interface. The HTML code is being created and is accessible to you if you want to play with it.

Finally, let's get started with Dreamweaver. Launch

Dreamweaver

1. Start Dreamweaver. You should see a startup screen.

Dreamweaver lets you publish your Web site by easily uploading your Web site to a Web server. Right now we won't be worrying about that. For now, you will be creating and viewing your site locally (which means the site will be located on your computer).

We need to define your site:

Create a New Site

2. From the Site menu, choose Manage Sites... The Manage Sites Box should appear.
3. Click New and then choose Site from the pop-up menu.
4. Click on the Advanced Tab under Site Definition for Unnamed Site 1.

Local Info

Local Info is where we put in the information about the files that are on your local computer (which is where all your files are or will be for now).

5. IntheAdvancedTab,underCategory,chooseLocalInfo.4





6. Next to Site Name, type: My First Dreamweaver Web site. You will use this name when you go into Dreamweaver to retrieve the files associated with this site. This name has to be unique within Dreamweaver.
7. Next to Local root folder, click on the yellow folder icon to browse for where you want to store your web site on your local computer. You may wish to create a new folder to store your files in. I stored my Website on F:(my flash drive) in a folder I called My Website. This is now your Root Folder
8. Click DONE. You should see a Files panel on the right side of your screen. The Local View in the Files Panel will display all the files for your Web site that are in the Root Folder on your computer. Later we will add information about connecting to the server.

The Remote View shows which files have been uploaded to the server.

9. Once we've entered all this information about local and remote servers, it will be set up for us next time we use Dreamweaver on this computer. Unfortunately, it doesn't work that way on lab computers. If you move to another computer, you will have to set up your Web site on the new computer as well. 5

### **WHAT'S A ROOT FOLDER?**

The local root folder is where you will keep ALL the files for your website. You can create subfolders under it, but consider it to be the parent of all parent folders. You'll keep all of the files and subfolders for your Website (including HTML pages, images, multimedia files, etc.) either in the root folder or a subfolder under the root folder.

Making your first Web Page:

10. Under the File menu at the top, choose New.
11. In the New Document dialog box, make sure you have Blank Page selected, the Page Type is HTML, and the Layout is <none>.

12. Click Create. You should now see a blank Web page in the Document Window.

13. Under the File Menu, choose Save.

14. In the Save As box, find your Website folder and save your file as index.html

15. Click Save. In the Files panel, you should now see index.html. Congratulations! You've created your first Web page using Dreamweaver. Unfortunately, it's pretty boring at the moment.

Save the Page

RULES OF THUMB for naming web files:

- Do not use spaces or special characters, such as those found about the number keys on the keyboard, in your file names. You can use dashes and underscores. (e.g., my\_page.html)
- Always use a 3- or 4-character file extension for every file you use on the Web. In the case of a regular Web page, always use .html or .htm.
- Be very specific about capitalizing because most Web servers are case-sensitive.

Give your Web Page a Title In the document toolbar, find the Title box.

16. On the document toolbar, locate the Title field.

17. Type in a title for your page. Feel free to be creative (but not indecent). Hit Enter.

18. The title doesn't show up on the page, but will appear in tabs and across the top of browsers. Adding Some Content Add Content to the Page

19. In the Document window, type in a good title. This one will be the head of your Web page. If you can't think of anything, you can always use, "Aardvark Adoption Society of Delaware".

20. Add a subtitle. Again, it can be anything you want. If you'd prefer, it could be, "We speak for

Aardvarkswhocan'tspeakforthemselves."

21. Now that you've got a good title, add some content. Logically, it should go with the title. Type one or two lines now for now. We'll add more later. (If you can't think of anything, feel free to throw in some of the Aardvark content).

Nowlet'sformatthe content:

22. On theWebpage,highlightthe title.

23. InthePropertyInspector,clickontheFormatdropdownarrow,andchooseHeading 1.  
Note:IfyoudonotseethePropertyInspector,chooseWindow>>Properties.

24. Onthewebpage,highlightthesecondlineof text.

25. FromtheFormatmenuonthePropertyInspector,chooseHeading 2.

Note:Whenformattingyourtext, keepinmind thattext sizes inHTML arerelative sizes. Thismeansthat,whenyourpageisviewedinabrowser,thetextsizewilldependonthe defaulttextsizessettingsoneachuser'scomputer.Relativesizesgiveusers theabilityto adjust the text size to suit their individual needs.

This option is especially important for people with visual impairments, but it means that the appearance of your pages may vary from computer to computer. Playing with Font Properties

26. HighlighttheSubtitle.Changethefontsize to24.7

27. Highlight anyword on the page and click the Bold icon (  )on the PropertyInspector. The selected word appears bold.

28. Highlight the title click the gray square to the right of the Size popup menu in the PropertyInspector. A grid of colored squares appears, and the cursor changes to an eye dropper.
29. Click the eyedropper on the desired color. The field to the right of the color swatch reflects the code Web browsers need to correctly display the color you've chosen.
30. Click anywhere on the page to deselect the text. The previously selected text appears in the new color.

### Alignment

31. 1. Highlight the title and subtitle on the page.
32. Click the Align Center button ( ) on the Property Inspector. The titles should now be centered on your page.

### Creating Lists

33. First we need to add a list.
34. Type in a title for your list and then type in a list of items. Make sure there are at least 3 items in your list. Make sure you hit return after each item. (Feel free to use a list from the aardvark homework if you can't think of your own.)
35. Highlight the list title and choose Heading 3 from the Format menu on the Property Inspector.
36. Highlight the list items and click the Unordered List button on the Property Inspector.
37. The items appear as a bulleted list.
38. Now type in another list title and another list of items.
39. Highlight the title and select Heading 3.

40. Highlight the rest of the items and click the Ordered List button on the Property inspector (next to the ordered list button). The items should now appear in a numbered list.

41. Save your work. Get into the habit of saving your work regularly.

## Page Properties

In this section you will learn how to set your page's background color, as well as the default text and link colors. These settings differ from what you've done so far on the

Property Inspector because they'll apply to all the text and links on the page—not just a selected piece of text.

42. From the Modify menu at the top of the workspace, choose Page Properties.

43. To change the text color, click the bottom right corner of the text color box.

44. Using the eyedropper, choose a color by clicking on any of the color swatches.

45. Similarly, you can change the background color for the page using the Background color setting. 9

46. You can also change the color of links, active links, and visited links. An active link is a link just when the user clicks it. A color change lets the user know that s/he clicked on a link. A visited link is one that the user has already clicked on and visited. A color change lets the user know s/he's already visited that link.

47. Select "Links" from the Category menu at left, then make your selections for link, visited link, and active link colors as you did in Step 3.

48. Click the Apply button to see how your color choices look on the index page. The Page Properties dialog box will remain on the screen.

49. When you're satisfied with the colors you've picked, click OK.

Note: You can add a background image if you want. Browse to find an image by the background image.

See what it looks like. Now you know that's an option. We'll talk about this option more later. For now, go back to a solid color background.

Note: If you changed the color for any text using the Property Inspector, those changes will override general page color choices.

## **WebPage Preview**

As you create a page in Dreamweaver, the page may not look exactly like it would in a browser. To preview the page in a browser:

50. Choose File >> Preview in Browser >> i.e. explorer or Netscape or press the F12 key. A web browser, such as Netscape or Internet Explorer, opens and loads the web page.

51. Take a look at your page to see how it will appear on the Web.

52. When finished, close the browser and switch back to Dreamweaver.

NOTE: Colored or underlined text can be mistaken for links. Choose your color scheme so that the links stand out from rest of the text. The text and links also should stand out from the background for readability. When selecting colors, keep it simple. Too many colors can be distracting or confusing.

## **Adding Images**

Note: Any editing or resizing of an image should be completed before it is added to a web page.

53. First you need an image. Feel free to find one on your own that suits the theme of your web page. If you don't feel like it, I've included an image on my Web site that you can download.

54. Next, add it to your Web page.
55. Place your cursor below the sub-header in your document and press Enter twice.
56. 2. Choose Insert >> Image. The Select Image Source dialog box will appear.
57. 3. Using the dialog box, locate and select an image, then click OK. 10
58. 4. You will first encounter a prompt to add accessibility attributes:
59. Type a brief description of the image in the Alternate text box, and then click OK.
60. Because you're trying to use a file that lies outside your root folder (my website), you'll receive the following message:
61. Click Yes. The Copy File As dialog box will appear.
62. Click the Save button to place a copy of the image file inside your my website folder.
63. The image will appear on your web page.
64. Click the Refresh button on the Files panel() and the image file will appear in the list of local files.

### **Delete an Image**

65. In the Document window, click on the image to select the image.
66. Press the Delete key. The image disappears.
67. To reverse the deletion, use the Undo command. From the Edit menu, choose Undo. The image should re-appear on the page.

### **Create a Second Page**

Next, you will create a second page for your Website.

68. From the File menu, choose New... The New page dialog box appears.

69. Click the Create button. The new file will appear in the document window.

70. Save your new page in the my website folder as Page2.html

71. In the Title field, type an appropriate title for this page. We'll eventually make it into a Calendar of Events Page, if that helps you decide on a title.

72. Save your work.

Page Planning: When planning your Web site, you will need to decide how to organize each Web page. What will be placed on each page? Divide your site into pages for simple access. If your readers want to read or print only a calendar of

events, you don't want them to have to print the entire site to see it. Your site planning will also include how the pages will be linked together.

### Page Navigation

Now that we have two pages, you can link them together. We'll link the index.html page to the Page2.html and vice versa. It's easy in Dreamweaver!

73. Use the tab on the Document toolbar to toggle back to the index page.

74. On the index page, type some descriptive text that describes your Page2.html.

75. Highlight the text you want to make a link.

76. In the Property Inspector, click on the Browse for File icon to the right of the link box. A Select File dialog box appears. 12

77. Using the dialog box locate and select the file Page2.html.

78. Click the OK button. Cool! You just made a link!

79. The selected linked text is underlined and appears in the link color you chose. In the Property Inspector, the Link field reads: "Page2.html"



80. Save your work and preview the page in a browser.
81. Test the link. When finished, return to Dreamweaver.
82. Now, try linking Page2.html back to the index page.
83. Save your work and test the new link in a browser.

Note: The text you use for your links should be brief but descriptive, giving your visitors an idea of where the link will take them even before they click it.

Let's compare: click here for more information lacks detail.

Compared to Calendar of Upcoming Events, which is clear and concise?

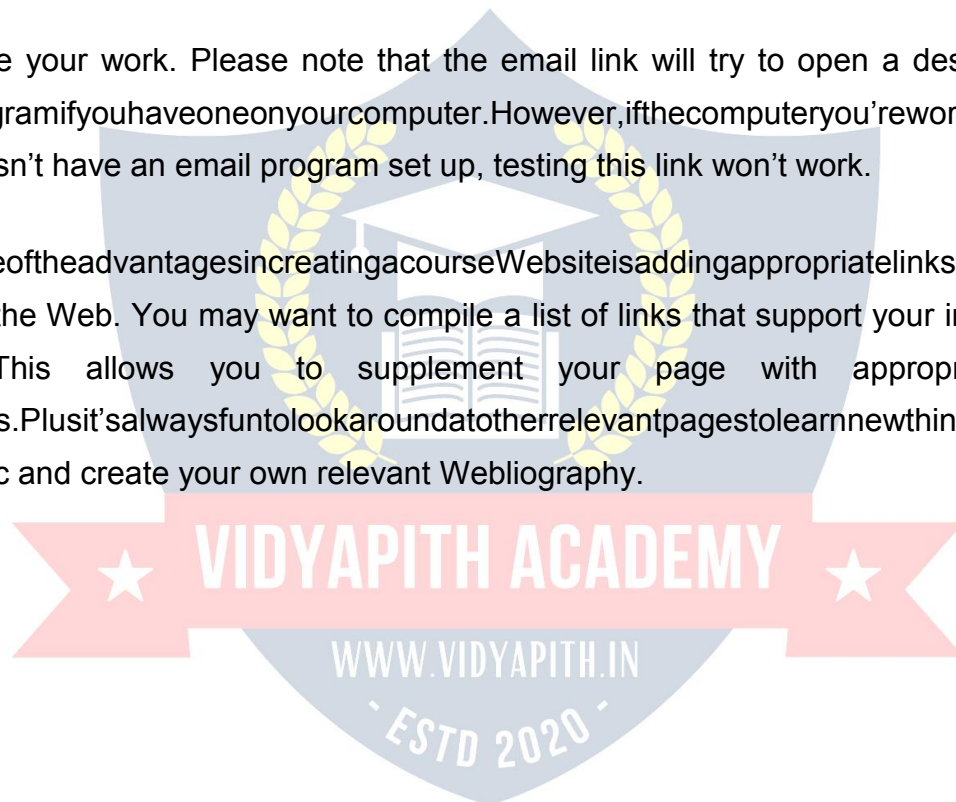
84. Link to a Web Page
85. Next let's add an external link. By that I mean let's link to a Web page that is located somewhere on the World Wide Web. We'll need to use the full (absolute) URL to link to this page.
86. Go to the bottom of your index.html page and type "More info on Aardvarks".
87. Highlight the text you just typed.
88. In the Link box in the Property Inspector, type <http://en.wikipedia.org/wiki/Aardvark/> and press Enter.
89. The text you selected should now link to Wikipedia's web page on Aardvarks. To make sure the link works properly, preview the page in a browser.
90. Switch back to Dreamweaver to continue editing your page.

## **Add an E-mail Link**

Now you'll make your e-mail address a link so that visitors can send you questions and comments via email.

91. At the bottom of your page, type "Send me an email" and highlight the word email.
92. From the Insert toolbar (across the top, below File Edit, etc.), click on the envelope icon to insert an email link.
93. Place your cursor in the E-mail box and type your email address:
94. Hit OK. Your e-mail address appears as a link.
95. Save your work. Please note that the email link will try to open a desktop email program if you have one on your computer. However, if the computer you're working on doesn't have an email program set up, testing this link won't work.

Note: One of the advantages in creating a course Website is adding appropriate links to other sites on the Web. You may want to compile a list of links that support your instructional goals. This allows you to supplement your page with appropriate Web resources. Plus it's always fun to look around at other relevant pages to learn new things about your topic and create your own relevant Webliography.



### **Creating a Link within a Page**

Create the Target of the link

96. Place your cursor at the top of your page
97. Choose Insert >> Named Anchor. The Named Anchor dialog box will appear.
98. In the Anchor Name box, type a name for the anchor. This should describe the content in that section of the page.

99. Click OK. A yellow anchor will appear just before the text. If the yellow anchor symbol does not appear, then choose View >> Visual Aids >> Invisible Elements.

### **Create a link to the anchor**

100. At the bottom of the page, type "Back to Top". Highlight this text.

101. On the Property Inspector, click on the point-to-file icon to the right of the Link field and drag it to the schedule anchor symbol. (You literally click on it and, without releasing the mouse, drag it over the anchor symbol in your Web page).

As the arrowhead moves over the anchor, the anchor name preceded by the pound sign (#) will appear in the link field. The selected text is now a link, and is underlined with a different text color.

The form that this type of link uses is different from a standard link. In the link field, a pound sign appears followed by the name of the anchor. The # (pound sign) indicates that the link is to an anchor on the Web page.

Note: When planning your Web site, you will need to decide how to organize links between all the pages.

A good practice is to place links to other pages at the top and the bottom of each page. Also, each page should be linked to your home page (index.html).

### **Page Layout with Tables**

We can use a table to layout the format of text and images. A table has rows and columns and may be used for layout in a number of ways, including placing text or images side by side on a page. In this section, you'll make a table that shows the Calendar dates and events for an Aardvark Sanctuary.

### **Create a Table**

102. Place your cursor at the top of Page2.html after the text. Now, you'll insert a table with 3 rows and 2 columns.

103. From the Insert menu, choose Table. The Table dialog box appears.

104. Under Tablesize, adjust the settings as follows:

Rows=3

Columns=2  
Table width = 75 %

Border thickness=115

105. Click OK. The table will appear on your page.

106. Place your cursor in the upper-left cell of the table and type: "Schedule of Events"

107. On the second row, in the left-hand cell type: Date

108. Press the [Tab] key to move to the next cell in the table.

109. Type: Event

110. Press the [Tab] key again to move to the next row.

111. Type in a date. Move to the next cell, and type in a description of an event. As you type in a long paragraph, the words wrap within a cell.

112. Press the TAB key, and a new row is automatically added to the table. Enter the date and event description in the fourth row.

### **Merge Cells**

We want the Schedule of Events to be centered across the entire table. To do that, we first need to merge the two top cells in the table.

113. Click and drag your cursor from left to right across row 1. You'll now merge those two cells into one.

114. Choose Modify >> Table >> Merge Cells. Now, in row 1, you should see one large cell.

## **Insert an Image**

115. Place your cursor in the right-hand cell of the last row. Press the [Tab] key to add a new row.

116. Place your cursor in the right-hand cell of that new row. Choose Insert >> Image. The Select Image Source dialog box appears.

117. Navigate to an image – either one you’ve downloaded and is on your flash drive or one from my Web site that you can download.

118. Click OK. The image you chose will appear in the table cell.

Add a new row to the table.

After you have created a table, you may need to add information in the middle of the table. You can add rows or columns to expand the table.

119. Click in the third row of your table.

120. Choose Modify >> Table >> Insert Row.

A new row appears in the table.

121. Click in the second column of the new row and insert another image (your choice). The image appears in the cell.

122. Click in the cell to the left of the image and type some relevant information in the cell.

## **Delete a row**

The table can also be adjusted by removing unnecessary rows or columns.

123. Click in the second row of your table.

124. From the Modify menu, choose Table, and then choose Delete Row. The row and its contents are deleted.

**Resize columns and rows**

Depending on the content you add to your table you might find that columns are too wide or narrow.

You can adjust the column width to better fit the content in your table.

125. Place the cursor over the line dividing the columns. The cursor turns into a two-headed arrow.

126. Click and drag the two-headed arrow toward the right to the middle of the table. The columns are re-sized.

127. Place the cursor over the right side of the table. Click and drag the two-headed arrow to resize the table again.

128. Save and preview the page.

Try changing the size of the browser window. Notice that the table size changes as the browser window size changes – why? The reason the table size is not constant is because the width of the table is expressed as a percentage of the total width of the browser window, in this case, 75%. If you wish to lock the table to a specific size, you have to express the table dimensions differently.

Table dimensions can also be expressed as fixed using “pixels”. A pixel is a single point in a graphic image. Screens are divided into thousands (or millions) of pixels, arranged in rows and columns. On a Web page, a recommended pixel size for a table’s width would be no higher than 600. (Assuming a screen resolution of 800 x 600).

When your table is selected, you can view and change the table width on the Property Inspector.

### **Experiment with cell color and other options**

129. To add background shading to a cell or row, select the cell(s) and click on the bottom corner of the Bgcolor box on the Property Inspector.

130. Click on a swatch with the eyedropper to choose a color.

131. Try various formatting options for the rest of the table using the Property Inspector. Change the size, color or style of the text, and try the alignment options.

132. Save your work and preview.

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