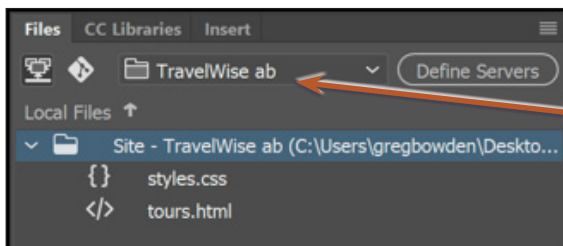


# Entering Text and Graphics

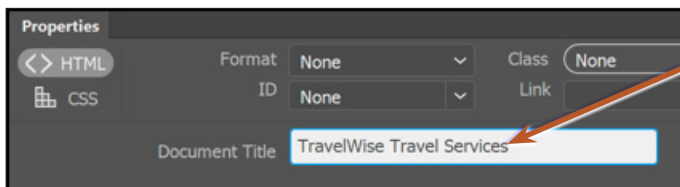
To illustrate how text and graphics are inserted into DreamWeaver, a home (or opening) page will be created for TravelWise.

## Setting up the Home Page

- 1 Load DreamWeaver or close the current pages then click on the HTML DOCUMENT icon in the QUICK START section of the START screen to start a new document.



- 2 In the FILES panel set the SITE box to your TravelWise site.



- 3 Highlight the text in the DOCUMENT TITLE box of the PROPERTIES INSPECTOR and enter:

TravelWise Travel Services

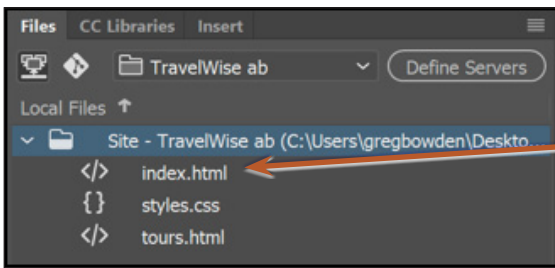
- 4 Click back in the DOCUMENT WINDOW

**NOTE:**

- i Your screen should be set to the STANDARD workspace.
- ii The 'TravelWise Travel Services' title will display at the top of the browser screen when the page is viewed on the internet.

- 5 Save the page in your TravelWise folder as:

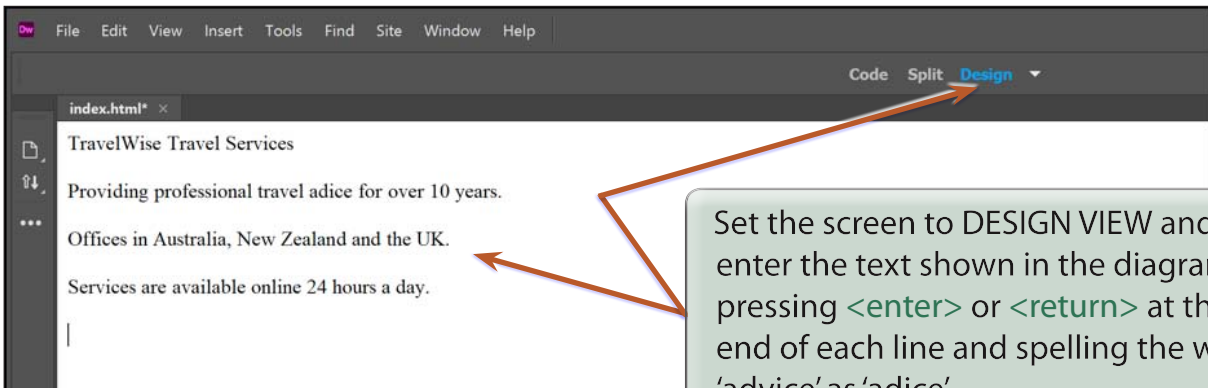
index.html



6 The page is added to the FILES panel.

**NOTE:** Internet Service Providers usually require the opening or home page of a site to be called `index.html` with all the text in lower case.

## Entering the Text

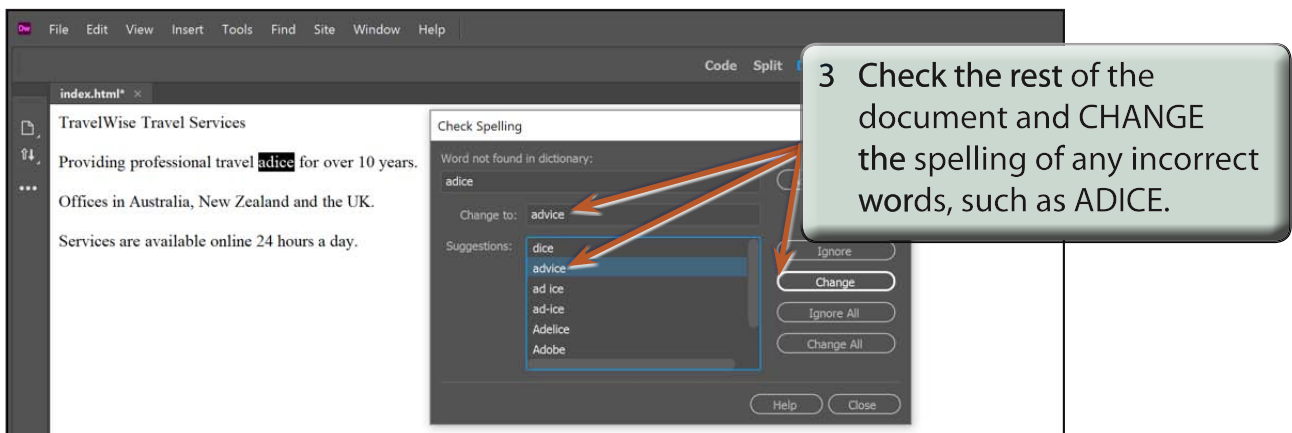
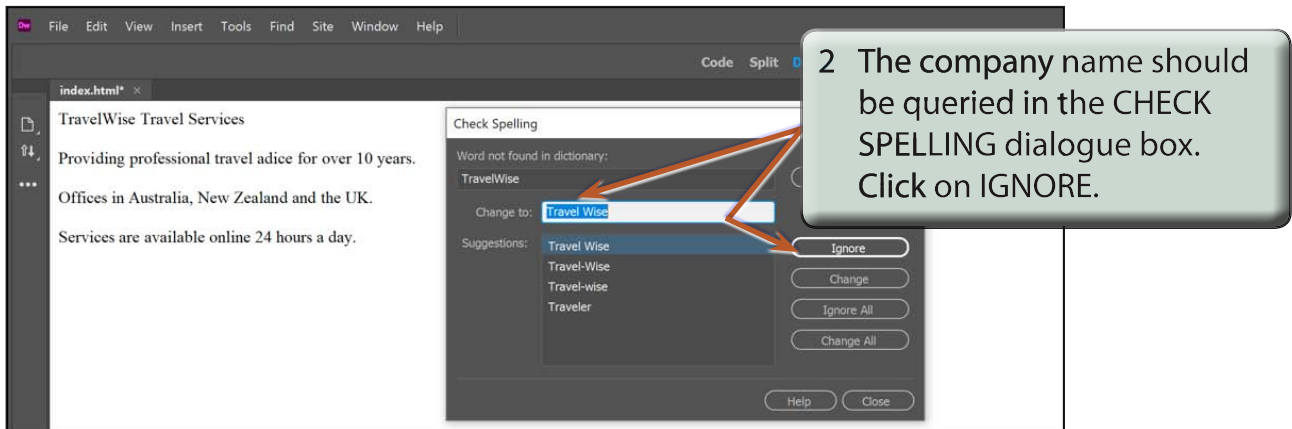
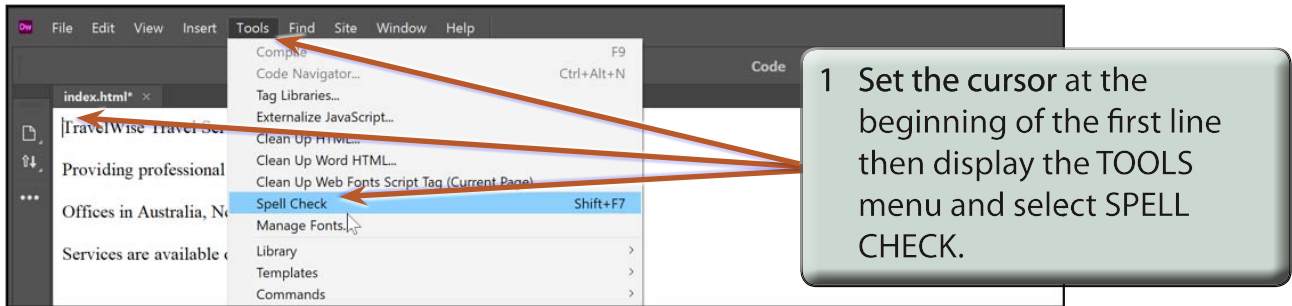


Set the screen to DESIGN VIEW and enter the text shown in the diagram, pressing `<enter>` or `<return>` at the end of each line and spelling the word 'advice' as 'adice'.

**NOTE:** The word `ADVICE` has been deliberately misspelt as `ADICE` so that it can be corrected using the program's spell checker.

## Spell Checking the Text

It is always good practice to run the program's spell checker after entering text.



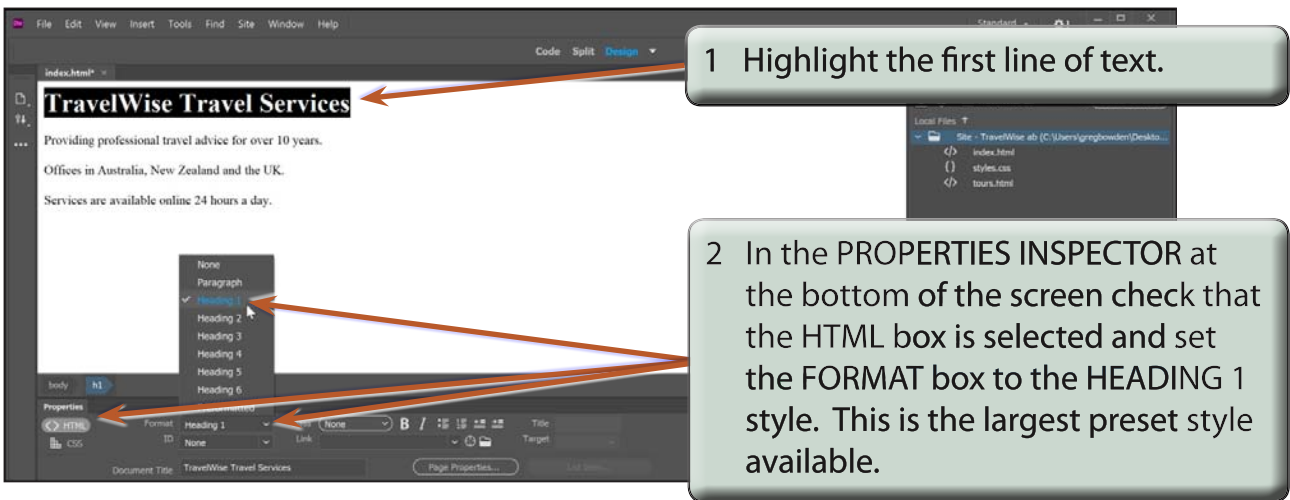
**NOTE:** Possible words for the queried word are displayed in the SUGGESTIONS frame.



## Formatting the Text

You can format the text to make it look more presentable. However, there are some limitations on the level of formatting you can do with HTML.

### A The Main Heading



**NOTE:** It is safer to format text using the formats provided by DreamWeaver because you cannot be sure which fonts are installed in the system of the viewer. The FORMAT styles provide universal formats that will view correctly on any computer.