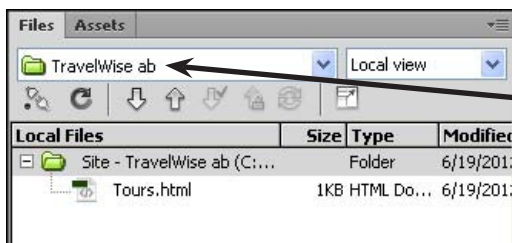


# Entering Text and Graphics

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

## Setting up the Home Page

- 1 Load DreamWeaver or close the current page, then start a new HTML PAGE.



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



- 3 In the TITLE box of the DOCUMENT TOOLBAR enter:

TravelWise Travel Services

- 4 Click back in the DOCUMENT WINDOW.

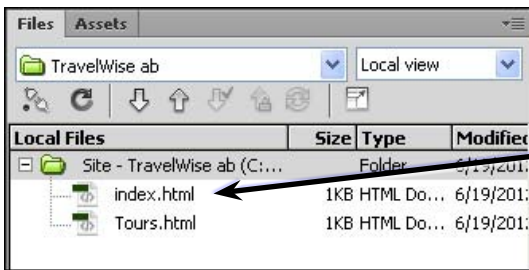
**NOTE:**

- i Your screen should be set to the DESIGNER 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 (Windows system)

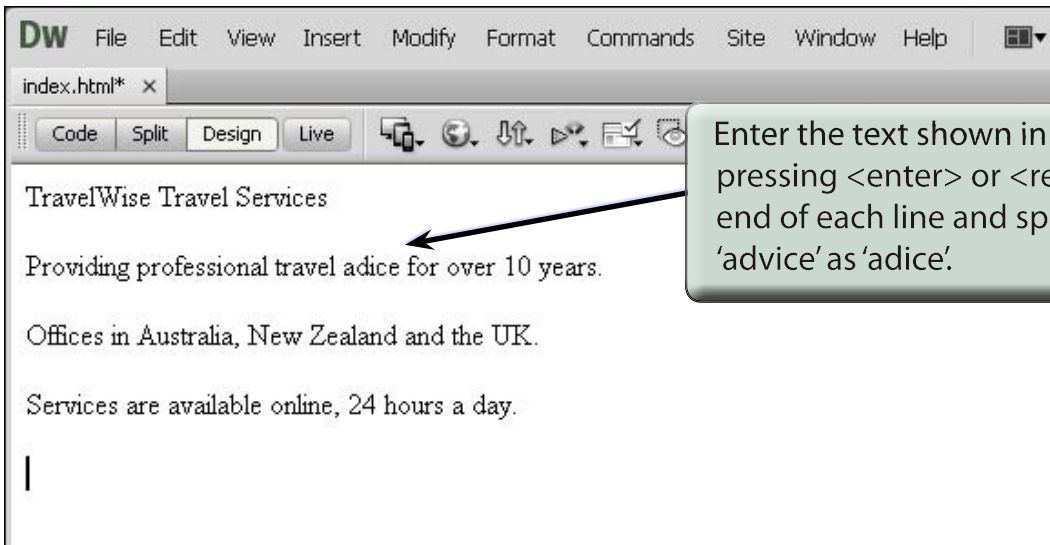
index.html (Macintosh system)



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

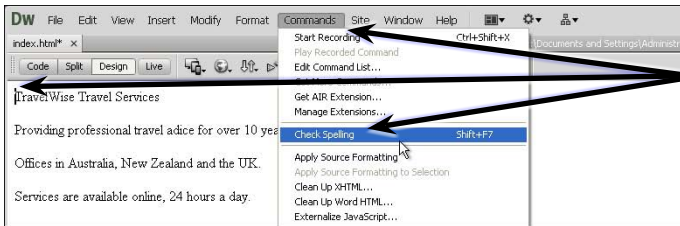


Enter the text shown in the diagram, pressing <enter> or <return> at the end of each line and spelling the word 'advice' as 'adice'.

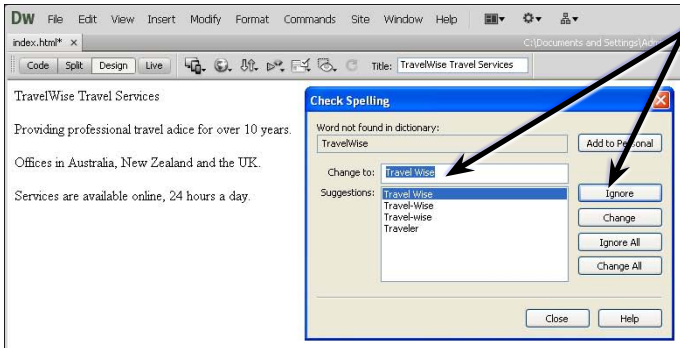
**NOTE:** The word ADVICE has been deliberately misspelt as ADICE so it can be corrected using the program's spell checker.

# Spell Checking the Text

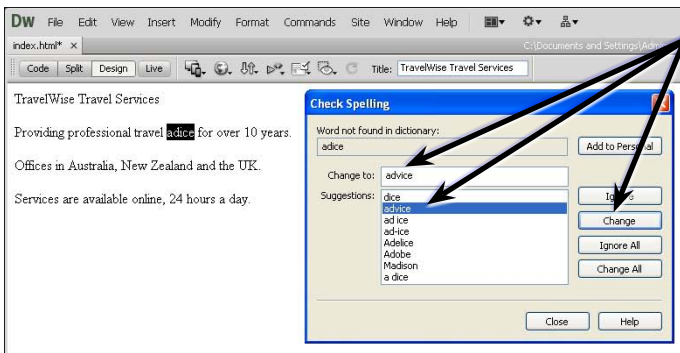
It is always good practice to run the program's spell checker after entering text.



1 Set the cursor at the beginning of the first line then display the COMMANDS menu and select CHECK SPELLING.

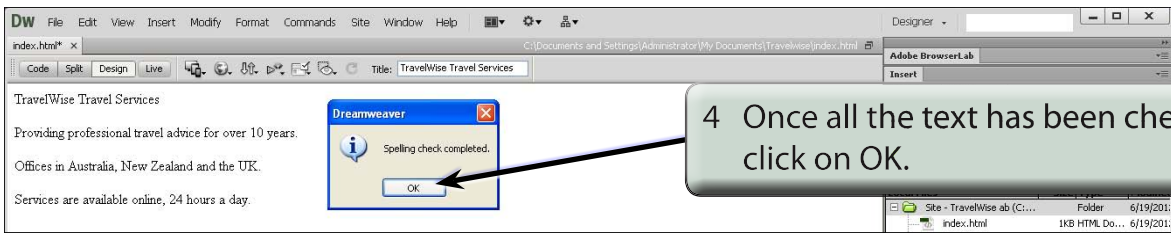


2 The company name should be queried. Click on IGNORE.



3 Check the rest of the document and change the spelling of any incorrect words such as ADICE.

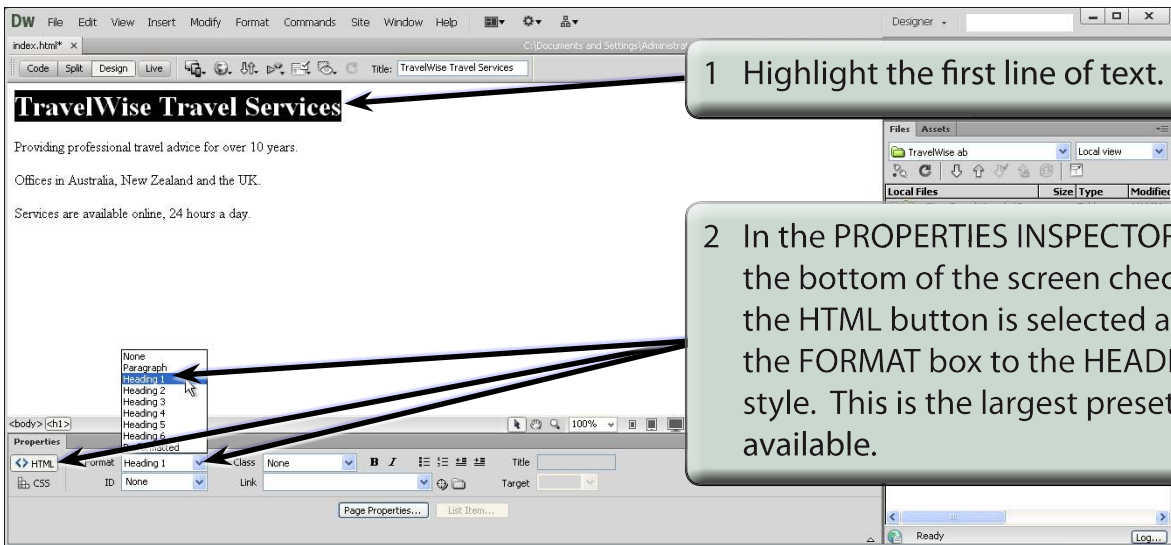
**NOTE:** Possible words for the queried word are displayed in the SUGGESTIONS frame.



## 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 **FORMAT** box 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.