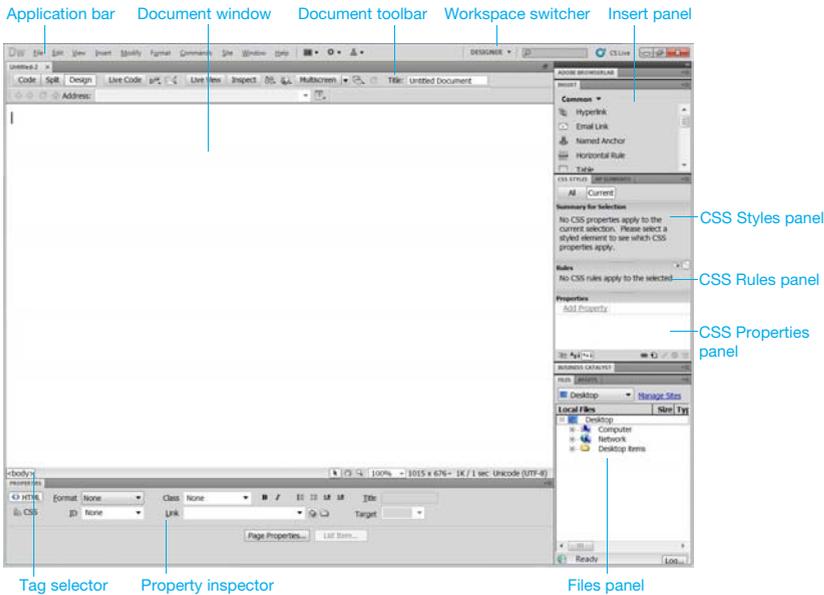


Dreamweaver CS5.5 Opening Screen



Web Editing Goals

This module sets out essential concepts and skills relating to the ability to understand key web publishing concepts and to create, upload and maintain a static web site.

Successful candidates will be able to:

- Understand key web concepts and terms.
- Know about the basic principles of HTML and use common HTML mark-up tags to modify the layout of a web page.
- Use a web authoring application to design and format web pages, format text, and work with hyperlinks and tables.
- Recognise and use common web image formats and create forms in a web page.
- Understand and use cascading style sheets.
- Prepare web pages for publishing to a web server.

Keyboard Shortcuts

General

- Open the file menu **ALT+F**
- New document **CTRL+N**
- Open a document **CTRL+O**
- Close the current document: **CTRL+W**

Navigation

- Up one screen **PAGE UP**
- Down one screen **PAGE DOWN**

Editing

- Open the edit menu **ALT+E**
- Cut **CTRL+X**
- Copy **CTRL+C**
- Paste **CTRL+V**

Formatting

- Bold **CTRL+B**
- Italics **CTRL+I**
- Underline **CTRL+U**

1 Web Concepts

1.1 Key Terms

- 1.1.1 **Understand that the Internet supports a range of services like:**
- The World Wide Web (WWW)
 - File transfer
 - Email
 - Instant messaging (IM)
- 1.1.2 **Understand the term client/server.**
- In a **client/server** network, the server stores data which can be requested and used by the client.
- 1.1.2 **Understand the functionality and relationship between the browser, web server.**
- A **web server** stores and delivers web documents.
 - A **web browser** displays pages sent by a web server.
- 1.1.3 **Understand the terms domain, Uniform Resource Locator (URL), hyperlink, web hosting, search engine.**
- **Domain** - Identifies ownership of a web address
 - **Uniform Resource Locator (URL)** - A website address that is unique for every website
 - **Hyperlink** - A graphic or text with an embedded cross reference that connects to web page, or portion of a web page
 - **Web hosting** - A service which allocates space for websites on computer servers
 - **Search engine** - Software designed to search for information on the World Wide Web
- 1.1.4 **Understand the use of primary protocols:**
- **Transmission Control Protocol/Internet Protocol (TCP/IP)** - The protocol suite upon which the Internet is based
 - **Hypertext Transfer Protocol (HTTP)** - Used to request and transport World Wide Web pages across the Internet
 - **File Transfer Protocol (FTP)** - Used to transfer files from one computer to another over a TCP/IP network

1.2 Web Publishing

- 1.2.1 **Identify the main advantages of having a website:**
- Access to a global audience
 - Ease of updating
 - Audience interactivity
 - Cost benefits
- 1.2.2 **Understand the process of getting a website online like:**
- **Registering a domain** - To obtain exclusive use of a unique domain for a period of time
 - **Choosing a web hosting service** - To store and display your website on computer servers that are connected to the Internet
- 1.2.3 **Recognize search engine optimization techniques like:**
- Including relevant meta data
 - Including a site map and website links
 - Registering with a search engine
- 1.2.4 **Recognize factors that impact on web page download speed: audio, video, graphical objects, animation content, file compression.**
- High quality **Audio**
 - High definition **Video**
 - Too many **graphical objects** on a web page
 - **Animation Content** - Too much on a web page can decrease web page download speed
 - **File compression** - to decrease file size
- 1.2.5 **Recognize appropriate audio, video, graphical file formats to optimize web page download speed.**
- **Audio** - MIDI, MP3
 - **Video** - Flash Video .flv files
 - **Graphical file formats** - jpeg, gif

1.3 Legal Issues

- 1.3.1 **Understand the term copyright and its implications for text, images, audio, video available on websites.**
- **Copyright** is a legal way to protect the rights of ownership of a website and any text, audio, images and video it may contain.
- 1.3.2 **Understand that website content is subject to the laws of the country in which it is hosted.**
- **Website content** is subject to the laws of the country in which it is hosted rather than the country in which it was originally created.

2 HTML

2.1 Fundamentals of HTML

- 2.1.1 **Understand the term Hypertext Markup Language (HTML).**
- **Hypertext Markup Language (HTML)** is a tag based notation language used to format documents on the world wide web.
- 2.1.2 **Understand the role of the W3C consortium in developing HTML recommendations.**
- **World Wide Web Consortium (W3C)** is a standards body that gives recommendations for the development of open web standards, HTML.
- 2.1.2 **Understand the benefits these recommendations offer like:**
- **Interoperability of websites across browsers** - Allows the viewing of web pages across a range of devices and browsers
 - **Enhanced accessibility** - Improves search result rankings, reduces maintenance costs, and increases audience reach
 - **Consistent document type declarations** - Give web pages a consistent look

2.2 Using HTML

2.2.1 Use the browser to view web page source code.

- Click to open [Internet Explorer](#).
- Browse to the web page you want to view.
- Click the [View](#) menu.
- Click [Source](#).

2.2.2 Use markup tags to structure a web page layout: <html>, <head>, <title>, <body>.

- Open a text editor and enter the following tags:

```
<html>
<head>
<title> This is a title</title>
</head>
<body> This is body text. </body>
</html>
```

2.2.3 Use markup tags to develop the layout of a web page: <h1>, <h2>, <p>,
, <a href>, .

- Open a text editor and enter the following tags:

```
<html>
<head>
<title> This is a title</title>
</head>
<h1>This is a heading</h1>
<h2>This is a smaller heading</h2>
<br />creates a single line break in a block of text
<p>This is a paragraph.</p>
<a href="http://www.ecdl.org">This is a link</a>

</html>
```

3 Web Authoring

3.1 Design

3.1.1 Recognize planning and design techniques like:

- Evaluating the needs of the [target audience](#)
- Creating [storyboards](#)
- Organizing the [site structure](#)
- Creating a page [layout template](#)
- Deciding on a [navigation scheme](#)

3.1.2 Recognize good practice in font selection.

Using sans serif fonts like: Arial, Courier, Helvetica.

- A [sans serif](#) font is suitable for a web page because it can be easily viewed in both high and low resolution.

3.2 Using the Application

3.2.1 Open a web authoring application.

- Click the [Start](#) button.
- Select [All Programs](#).
- Click [Adobe Dreamweaver CS5.5](#).

3.2.1 Close a web authoring application.

- Click the [File](#) menu.
- Click [Exit](#).

3.2.1 Open web pages.

- Click the [File](#) menu.
- Click [Open](#).
- Select web pages(s) to open and click [Open](#).

3.2.1 Close web pages.

- Click the [File](#) menu.
- To close the selected open page, click [Close](#).
- To close all open pages, click [Close All](#).

3.2.2 Create a new web page.

- Click the [File](#) menu.
- Click [New](#).
- Click [Blank Page](#).
- Click [HTML](#) for page type.
- Click [Create](#).

3.2.2 Create a new website.

- Click the [Site](#) menu.
- Click [New Site](#).
- Enter site name and local site folder details.
- Click [Save](#).

3.2.2 Save a new web page to a location on a drive.

- Click the [File](#) menu.
- Click [Save](#).
- Create a file name and select the location.
- Click [Save as type](#) and select [HTML Documents](#).
- Click [Save](#).

3.2.2 Save a website to a location on a drive.

- Click the [Site](#) menu.
- Click [New Site](#).
- Enter local site folder details.
- Click [Save](#).

3.2.3 Create a new web page based on an available template.

- Click the [File](#) menu.
- Click [New](#).
- Click [Page from Template](#).
- Select a site that contains the template.
- Select a template.
- Click [Create](#).

3.2.3 Save a new web page based on an available template.

- Click the [File](#) menu.
- Click [Save](#).
- Create a file name and select the location.
- Click [Save as type](#) and select [HTML Documents](#).
- Click [Save](#).

3.2.4 Add, edit a descriptive page title.



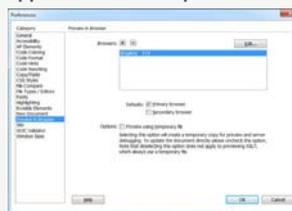
- Click the [Design](#) button.
- Select the text [Untitled Document](#) in the [Title](#) box located on the [Document](#) toolbar.
- Type in a new page title and press the [Return](#) key.

3.2.5 Change between source code and design view.

- Click the [Code](#) button on the [Document](#) toolbar to show the source code.
- Click the [Design](#) button on the [Document](#) toolbar to show the design view.

3.3 Enhancing Productivity

3.3.1 Set basic options/ preferences in the application: default preview browser.



- Click the [Edit](#) menu.
- Click [Preferences](#).
- Select [Preview in Browser](#) in the Category box.
- Click the [Browsers +](#) button to add details.
- Click [OK](#) twice.

3.3.1 Set basic options/ preferences in the application: default document type, encoding.

- Click the [Edit](#) menu.
- Click [Preferences](#).
- Select [New Document](#) in the Category box.
- Click [Default document](#) and select a document type.
- Click [Default encoding](#) and select a default encoding.
- Click [OK](#).

3.3.1 Set basic options/ preferences in the application: fonts.

- Click the [Edit](#) menu.
- Click [Preferences](#).
- In [Category](#), select [Fonts](#).
- Select an encoding type from the [Font Settings](#) list.
- Select a font and size.
- [Proportional font](#) - Used to display normal text
- [Fixed font](#) - Used to display text within pre, code, and tt tags
- [Code view](#) - Used for all text that appears in the Code view and Code inspector
- Click [OK](#).

3.3.2 Use available Help functions.

- Click the [Help](#) menu.
- Click [Dreamweaver Help](#).

3.4 Text Input and Formatting

3.4.1 Insert text.

- Enter text into the design work area.

3.4.1 Edit text.

- Edit text as required.

3.4.1 Delete text.

- Select the text to delete.
- Press the [Delete](#) key.

3.4.2 Understand relative font size.

- Makes websites more accessible and readable
- Can be set relative to surrounding elements
- Allows a user to change the text size in browsers

3.4.2 Use relative font size.

- Click the [Modify](#) menu, click [CSS Styles](#).
- Double click an existing rule or property in the top pane of the [CSS Styles](#) panel.
- In the [CSS Rule Definition](#) dialog box, select [Type](#), and then set the style properties.
- Click the [Font-size](#) drop-down arrow and choose a relative size, for example, medium.
- Click [OK](#).

3.4.3 Apply text formatting: bold, italic.

- Select the text to format.
- To embolden the text, click the [Format](#) menu, select [Style](#) and click [Bold](#).
- To italicize the text, click the [Format](#) menu, select [Style](#) and click [Italic](#).

3.4.3 Apply text formatting: font type.

- Select the text to format.
- Click the [Format](#) menu.
- Select [Font](#) and click on a font from the list.

3.4.3 Apply text formatting: color.

- Select the text to color.
- Click the [Format](#) menu.
- Click [Colour](#) and select a color.
- Click [OK](#).

3.5 Paragraph Formatting

3.5.1 Set paragraph properties: alignment.

- Select the paragraph to align.
- Click the [Format](#) menu.
- Select [Align](#).
- Select [Left](#), [Centre](#), [Right](#), [Justify](#).

3.5.1 Set paragraph properties: indentation.

- Select the paragraph to indent.
- Click the [Format](#) menu.
- Click [Indent](#) or [Outdent](#).

3.5.2 Insert, remove paragraph break.

- To insert press the [Return](#) key.
- To remove click on the paragraph break and press the [Delete](#) key.

3.5.2 Insert, remove line break.

- To insert position the cursor to force a line break.
- Click the [Insert](#) menu.
- Select [HTML](#) and select [Special Characters](#).
- Click [Line Break](#).

- To remove click at the beginning of the line break and press the [Backspace](#) key.

3.5.3 Create a single-level ordered numbered list.

- Select the text to list.
- Click the [Format](#) menu.
- Select [List](#) and click [Ordered List](#).

3.5.3 Modify a single-level ordered numbered list.

- Click anywhere in the list.
- Click the [Format](#) menu.
- Select [List](#) and click [Properties](#).

3.5.3 Create an unordered bulleted list.

- Click anywhere in the list.
- Click the [Format](#) menu.
- Select [List](#).
- Click [Properties](#).

3.5.3 Modify an unordered bulleted list.

- Click anywhere in the list.
- Click the [Format](#) menu.
- Select [List](#).
- Click [Properties](#).

3.6 Page Formatting

3.6.1 Set page margins: top, bottom, left, right.

- Click the [Modify](#) menu.
- Click [Page Properties](#).
- Enter a left, right, top, bottom, margin.
- Click [Apply](#).

3.6.2 Add, modify a page background color.

- Click the [Modify](#) menu.
- Click [Page Properties](#).
- Click [Appearance \(HTML\)](#).

- Click the **Background** color box.
- Select a color from the color picker.

3.6.2 Remove a page background color.

- Click the **Modify** menu.
- Click **Page Properties**.
- Click **Appearance (HTML)**.
- Click the **Background** color box.
- Click the **Default Color** button on the top of the color picker.

3.6.2 Add, modify a background image.

- Click the **Modify** menu.
- Click **Page Properties**.
- Click **Appearance (HTML)**.
- Beside **Background image** click the **Browse** button in the **Select Image Source** dialog box.
- Navigate to and select the image.
- Click **OK**, click **Apply** and click **OK**.

3.6.2 Remove a background image.

- Click the **Modify** menu.
- Click **Page Properties**.
- Click **Appearance (HTML)**.
- Select the text in the **Background** image box.
- Press the **Delete** key.
- Click **Apply** and click **OK**.

3.6.3 Change a page hyperlink colour: visited, active, unvisited.



- Click the **Modify** menu.
- Click **Page Properties**.
- Click **Links (CSS)**.
- **Visited** - Click the **Visited links** color picker and select a color.
- Click the appropriate links color picker and select a color.

3.7 Hyperlinks

3.7.1 Understand the terms absolute and relative hyperlinks.

- **Absolute hyperlinks** are used when linking to pages outside of the current site that have a different domain name.
- **Relative hyperlinks** are addresses that are relative to the current domain or location.

3.7.2 Insert a hyperlink: text, image.



- Click in the web page where the link should appear.
- Click the **Insert** menu.
- Click **Hyperlink**.
- Click in the **Text** box and enter the link text.
- Click in the **Link** box and enter the name of the file to link to.
- Click in the **Target** box and enter or select the name of the window in which the file should open.
- Click in the **Title** box and enter a title for the link.
- Click in the **Access Key** box and enter a keyboard equivalent (one letter) to select the link in the browser.
- Click in the **Tab index** box and enter a number for the tab order.
- Click **OK**.

3.7.2 Edit a hyperlink: text, image.

- Click on the hyperlink for editing.
- Click the **Modify** menu.
- Click **Change Link**.
- Enter the new file or URL details.
- Click **OK**.

3.7.2 Remove a hyperlink: text, image.

- Click on the hyperlink to remove.
- Click the **Modify** menu.
- Click **Remove Link**.

3.7.3 Insert, an e-mail hyperlink: text, image.

- Click in the web page where the link should appear.
- Click the **Insert** menu.
- Click **Email Link**.
- In the **Text** box, enter text for the hyperlink.
- In the **Email** box, enter the email address.
- Click **OK**.

3.7.3 Edit an e-mail hyperlink: text, image.

- Select the link.
- Click the **Insert** menu.
- Click **Email Link**.
- In the **Text** box, edit text for the hyperlink.
- In the **Email** box, edit the email address.
- Click **OK**.

3.7.3 Remove an e-mail hyperlink: text, image.

- Click on the hyperlink to remove.
- Click the **Modify** menu.
- Click **Remove Link**.

3.7.4 Define hyperlink target: same window, new window.

- Click the **Insert** menu.
- Click **Hyperlink**.
- Click in the **Target** arrow:
 - **_blank** - loads the linked file into a new, unnamed browser window
 - **_self** - loads the linked file into the same frame or window as the link
- Click **OK**.

3.7.5 Set an anchor.

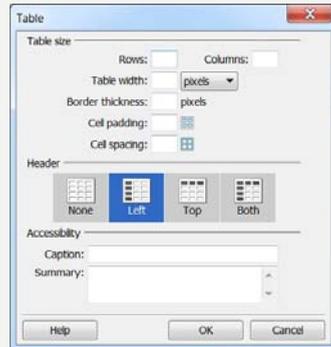
- Click in front of the first letter of the word to be anchored.
- Click the **Insert** menu.
- Click **Named Anchor**.
- Click in the **Anchor name** box and enter a name.
- Click **OK**.

3.7.5 Insert a link to an anchor.

- Select the text to be linked.
- Click **Point to File** in the **Properties inspector**.
- Drag the arrow to the anchor to link to and release the mouse button.

3.8 Tables

3.8.1 Insert a table.



- Click in the page where the table should appear.
- Click the **Insert** menu, click **Table**.
- In the **Table** dialog enter settings as required.

3.8.1 Delete a table.

- Select the table and press the **Delete** key.

3.8.2 Insert a table caption.

- Click where you want the table to appear.
- Click the **Insert** menu.
- Click **Table**, in the **Table** dialog enter the table settings.
- **Caption** - Enter a title in the **Caption** field.

3.8.2 Edit a table caption.

- Click in the table caption and edit the text.

3.8.3 Align a table: left, centre, right.

- Select the table and from the **Properties inspector**, click the **Align** box.
- Select **Left**, **Center**, **Right**.

3.8.4 Insert rows.

- Click in a cell below the row to insert.
- Click the **Modify** menu and select **Table**.
- Click **Insert Row** for a row to appear above the insertion point.

3.8.4 Insert columns.

- Click the **Modify** menu and select **Table**.
- Click **Insert Column** for a column to appear to the left of the insertion point.

3.8.4 Delete rows and columns.

- Click in a cell within the row or column to delete.
- Click the **Modify** menu and select **Table**.
- Click **Delete Row** or **Delete Column**.

3.8.5 Modify column width.

- Drag the right border of the column you want to change.

3.8.5 Modify row height.

- Drag the lower border of the row you want to change.

3.8.6 Merge cells.

- Select the cells in a line or a rectangle shape.
- Click the **Modify** menu and select **Table**.
- Click **Merge Cells**.

3.8.6 Split cells.

- Click in a cell.
- Click the **Modify** menu and select **Table**.
- Click **Split Cell**.

3.8.7 Modify table border width, cell padding, cell spacing.

- Select the table, in the **Properties inspector**, click the **Border** box and enter a width.
- Click the **CellPad** box and enter a value.
- Click the **CellSpace** box and enter a value.

3.8.8 Change background colour of cells, entire table.

- Select the cells and from the **Properties inspector**, click on the **Bg** box.
- Select a color from the colour picker.

3.8.8 Change background graphic, image of cells, entire table.

- Select the cell containing the background image and from the **Properties inspector**, click on the **Browse for File** folder adjacent to the **Src** box.
- Click on an image in the **Select Image Source** dialog.
- Click **OK**.

3.8.9 Add a table background graphic, image.

- Open the **CSS Styles** panel.
- Double-click on a table rule in the **Rules** pane.
- Click on **Background** in the **Category** pane. This will open the **CSS Rule Definition for table in layout.css** dialog box.
- Beside **Background-image** click the **Browse** button in the **Select Image Source** dialog box and navigate to and select the image.
- Click **OK**.
- Click **Apply** and click **OK**.

3.8.9 Remove a table background graphic, image.

- Select the table.
- Open the **CSS Styles** panel.
- Double-click on a table rule in the **Rules** pane.
- Click on **Background** in the **Category** pane. This will open the **CSS Rule Definition for table in layout.css** dialog box.
- Click the **Background-image** box arrow and select **None**.
- Click **OK**.
- Click **Apply** and click **OK**.

4 Using Objects

4.1 Graphical Objects

4.1.1 Add an image on a web page.

- Click the **Insert** menu.
- Click on **Image**.
- When the **Select Image Source** dialog box appears, navigate to the image you want to use.
- Click **OK**.

4.1.1 Remove an image on a web page.

- Click on the image.
- Press the **Delete** key.

4.1.2 Set, modify attributes of an image: size, border, alignment, alternative text.

- Select the image and use the **Properties inspector** to set or modify various attributes of the image.

- Click in the **W** box and enter the image width.
- Click in the **H** box and enter the image height.
- Click in the **Border** box and enter the width.
- Click the **Align** drop-down box and select how the text will wrap around the image.
- Click in the **Alt** box and enter the image description.

4.2 Forms

4.2.1 Insert a form on a web page.

- Click on the web page where the form appears.
- Click the **Insert** menu and select **Form**.
- Click **Form** and use the **Properties inspector** to set various properties.
- Click in the **Form ID** box and enter a unique name for the form.
- Click in the **Action** box and enter name and location.
- Click on the **Method** box arrow to select the method to transmit the form data to the server.

4.2.2 Add single-line, multi-line text fields.

- Click the **Insert** menu and select **Form**.
- To add a single-line field click **Text Field**.
- To add multi-line field click **Text area**.

4.2.2 Remove single-line, multi-line text fields.

- Select the fields and press the **Delete** key.

4.2.3 Add form fields: drop-down, check box, radio button.

- Click the **Insert** menu and select **Form**.
- To add a drop-down field click **Select (List/Menu)**.
- To add a check box field click **Checkbox**.
- To add a radio button field click **Radio Button**.

4.2.3 Remove form fields: drop-down, check box, radio button.

- Select the fields and press the **Delete** key.

4.2.4 Set, modify form field properties: text field.

- Click on the text field and set, modify properties in the **Properties inspector**.
- **Char width** - Enter the maximum number of characters that can be displayed in the field
- **Max Chars** - Enter the maximum number of characters that can be entered in a text field
- **Num Lines** - Enter the height of the field for a multi-line text field
- **Type** - Select single line or multi line
- **Init val** - Enter default text or value

4.2.4 Set, modify form field properties: drop-down.

- Click on the drop-down and set, modify properties in the **Properties inspector**.
- **Select** - Enter a unique name
- **Type** - Select **Menu** to display a drop-down menu, select **List** to display a scrollable list
- **Height** - Enter the number of items displayed in List
- **Selections** - Select **Allow multiple** to allow more than one item to be selected from a menu
- **List Values** - Click **List Values** to add, remove or reorder items in the menu

4.2.4 Set, modify form field properties: check box.

- Click on the check box and set, modify properties in the **Properties inspector**.
- **Initial state** - Select to have checked or unchecked

4.2.4 Set, modify form field properties: radio button.

- Click on the radio button and set, modify properties in the **Properties inspector**.
- **Checked Value** - Enter the value to be sent to server when radio button is selected
- **Initial State** - Select to have radio button, selected or not selected when initially displayed in a browser

4.2.5 Add submit button.

- Click the **Insert** menu and select **Form**.
- Click **Button**.

4.2.5 Add reset button.

- Click the **Insert** menu and select **Form**.
- Click **Button**.
- Select the button in the form and click **Reset form** as the action in the Properties pane.

4.2.5 Remove submit, reset buttons.

- Select the button and press the **Delete** Key.

4.2.6 Set, modify properties for submit, reset buttons.

- Click on the button and set, modify properties in the **Properties inspector**.
- **Value** - Enter the text to appear on the button
- **Action** - Select **Submit form** to submit the form data or select **Reset form** to clear the form contents

4.2.7 Set, modify form action to send form output by email.

- Click on the web page where you want the form to appear.
- Click the **Insert** menu and select **Form**.
- Click **Form** and use the **Properties inspector** to set, modify various properties.
- **Action** - Enter the text mailto:emailaddress
- **Method** - Select **POST**
- **Enctype** - Enter the text, text/plain

5 Styles

5.1 CSS Concepts

5.1.1 Understand the term Cascading Style Sheets (CSS), their use and benefits.

- A CSS page layout uses the Cascading Style Sheets format to organise the content on a web page.
- The benefits are: easier to edit, load faster, smaller in size, quick to develop, greater control of design.

5.1.2 Recognize the main approaches to applying styles:

- Inline
- Internal
- External

5.1.3 Understand the structure of a CSS rule: selector and declaration (property, value).

- **Declaration** - it has two parts, property and value
- **Selector** - Specifies which items in the web page will be affected by the declaration
- Selector {property:value}
- H2 {color:yellow}

5.2 Using CSS

5.2.1 Create, save a new CSS file.

- Click the **File** menu and select **New**.
- Click **Blank Page** in the New Document dialog.
- **Page Type** - click **CSS**.
- Click the **Create** button.
- Create a file name and select the location.
- Click **Save as type** and select **Style Sheet File**.
- Click **Save**.

5.2.2 Create CSS rules: font.

- Open the **CSS Styles** panel.
- Click **New CSS Rule**.
- In the **New CSS Rule** dialog box, select a selector type, selector name, and rule definition.
- Click **OK**.
- In the **CSS Rule Definition** dialog box, select **Type** and then set the style properties for fonts.
- Click **Apply**.
- Click **OK**.

5.2.2 Create CSS rules: background.

- Open the **CSS Styles** panel.
- Click **New CSS Rule**.
- In the **New CSS Rule** dialog box, select a selector type, selector name, and rule definition.
- Click **OK**.
- In the **CSS Rule Definition** dialog box, select **Background** and set style properties for background.
- Click **Apply**.
- Click **OK**.

5.2.2 Modify CSS rules: font.

- Open the **CSS Styles** panel.
- Click the **All** button on the **CSS Styles** panel.
- Double click the rule you want to modify.
- In the **CSS Rule Definition** dialog box, select **Type** and then modify the style properties for fonts.
- Click **Apply**.
- Click **OK**.

5.2.2 Modify CSS rules: background.

- Open the **CSS Styles** panel.
- Click the **All** button.
- Double click the rule you want to modify.
- In the **CSS Rule Definition** dialog box, select **Background** and then modify the style properties for background.
- Click **Apply**.
- Click **OK**.

5.2.3 Attach an external CSS to a web page.

- Open the **CSS Styles** panel.
- Click the **Attach Style Sheet** button.
- In the **Attach External Style Sheet** dialog box, click **Browse** to browse to a CSS style sheet.
- Click **OK**.
- Select **Link** to create a link between the current document and an external style sheet.
- Select a media for the style sheet.
- Click **Preview** to view styles applied.
- Click **OK**.

6 Prepare Upload

6.1 Check

6.1.1 Identify and fix broken links in a website.

- Click the **File** menu and select **Check Page**.
- Click **Links**.
- Any broken links found will be displayed in the results panel under the **Link Checker** tab.

6.1.2 Recognize good practice in web page content:

- Including a last updated date
- Details of software required to open, view files
- Ensuring web browsers compatibility

6.1.3 Spell check a web page and make changes.

- Click the **File** menu and select **Check Page**.
- Click **Spelling**.

6.2 Publish

6.2.1 Understand the process of uploading, a website to a web server.

- Obtain a web hosting account.
- Enter details about the web hosting account.
- Create the web pages for upload to the website.
- Define the upload method to be used, usually FTP.
- Upload the web page files to the web server.
- Test the website by using a web browser.

6.2.1 Understand the process of downloading a website from a web server.

- Create a local folder to contain the website files.
- Set up an FTP connection.
- Select and download files from the web server.

6.2.2 Upload a website to a server.

- To create a local folder click the **Site** menu.
- Click **New Site**.
- Click in the **Site Name** box and enter the name of the website.
- Click in the **Local Site Folder** box and enter the location to save web pages.
- Click **Save**.
- After creating your web pages define the website.
- To set up a remote folder click the **Site** menu.
- Click **Manage Site, Edit, Servers**.
- Click the **Add New Server +** button.
- Click **Basic** at the top of the dialog box.
- Enter the Server name and FTP settings.
- Click **Save**.
- Click the **Site** menu, click **Put** and click **Yes**.
- The files will begin uploading.

6.2.2 Download a website from a server.

- Create a local folder to contain the existing site and set up the folder as the local folder for the site.
- Set up a remote folder, using the remote access information about the existing site.
- In the **Files** panel, click the **Connects to Remote Host** button for FTP access.
- To download the full website select **root folder** and click **Get Files**.
- To download only part of the website, select files for download and click **Get Files**.