

# Web Page Authoring Checklist

## Lesson 1: Get started

### Know how to:

- ? Map the W: drive
- ? Add text
- ? View the web page
- ? View the code of a web page
- ? Define and describe HTML
- ? Define and explain WYSIWYG

## Lesson 2: The Dreamweaver environment

### Know how to locate and use:

- ? The display window
- ? The property inspector for:
  - o Text
  - o Images
- ? The panels
- ? The insert bar

## Lesson 3: Properties of a webpage

### Know how to:

- ? Name your web page
- ? Save your work
- ? Give your webpage a title
- ? Change page properties
- ? Define text and link colors
- ? Complete page properties

## Lesson 4: Insert and edit text

### Know how to:

- ? Format text
- ? Use the property inspector to edit text
- ? Apply headings
- ? Change the font
- ? Change the font size
- ? Apply font color

## Lesson 5: Work with images

### Know how to:

- ? Insert an image
- ? Select an image
- ? Resize an image
- ? Modify image attributes

## Lesson 6: Work with links

### Know the difference between:

- ? relative links
- ? absolute links
- ? mailto link

## **Lesson 7: Work with tables**

### **Know how to:**

- ? Create a table
- ? Set table properties
- ? Add text to a table
- ? Add images to a table

## **Lesson 8: Things to remember**

### **Know:**

- ? Who can be contacted
- ? Add page revision dates
- ? Label your primary page index.htm

## **Lesson 9: Publish your website**

### **Know how to:**

- ? Map W: drive
- ? See your pages on the web