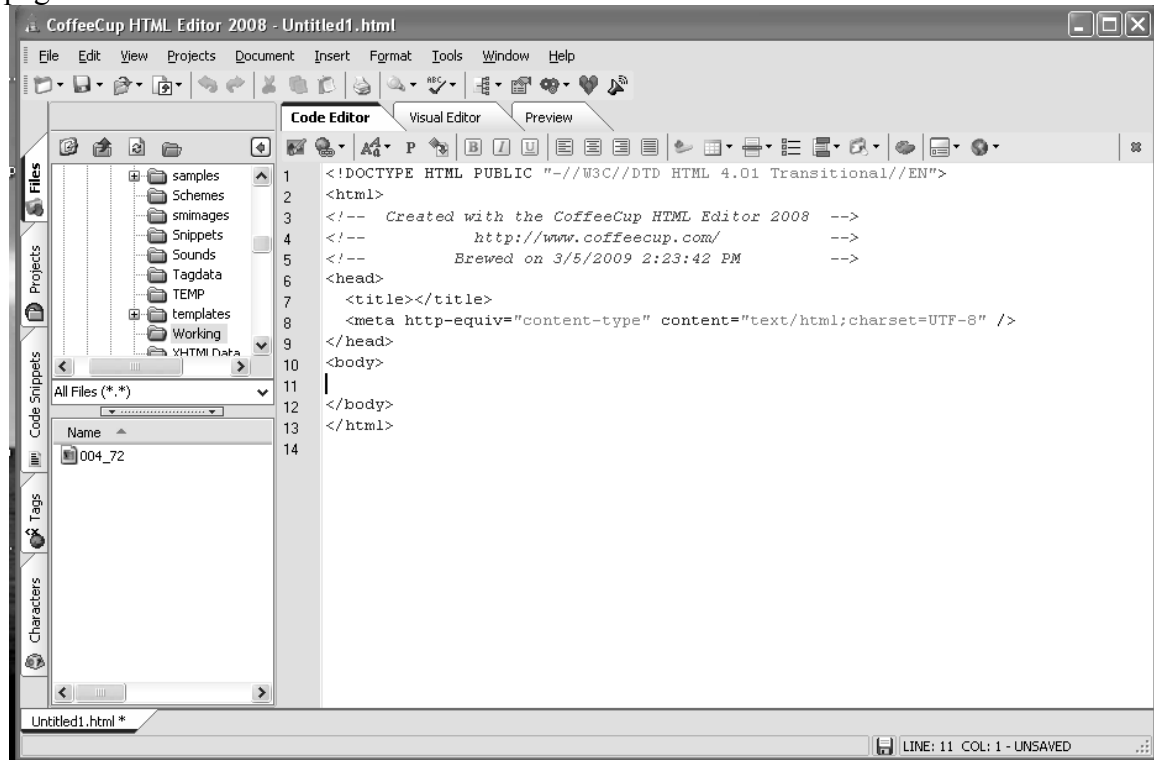


Prepared by Lori Stammer

www.clientswebsitecompany.com

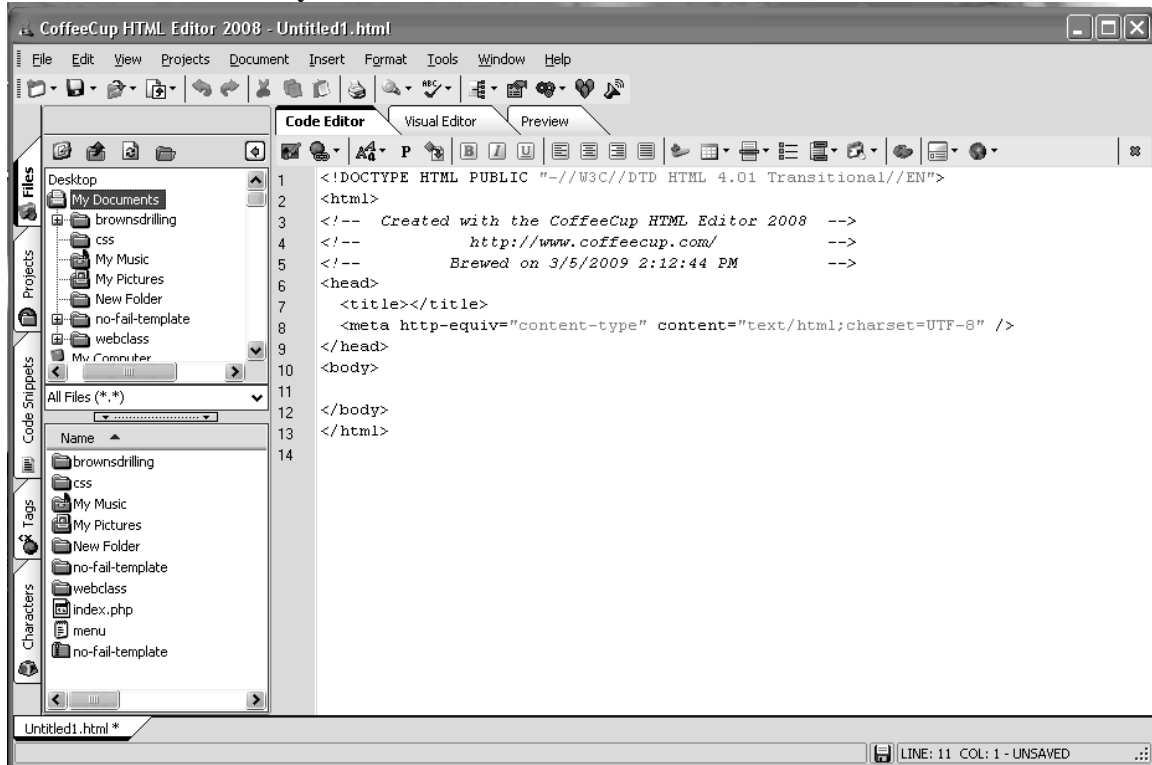
BUILDING THE SITE

1. Open up the html editor, it will open an untitled.html page. You will not be using this page.



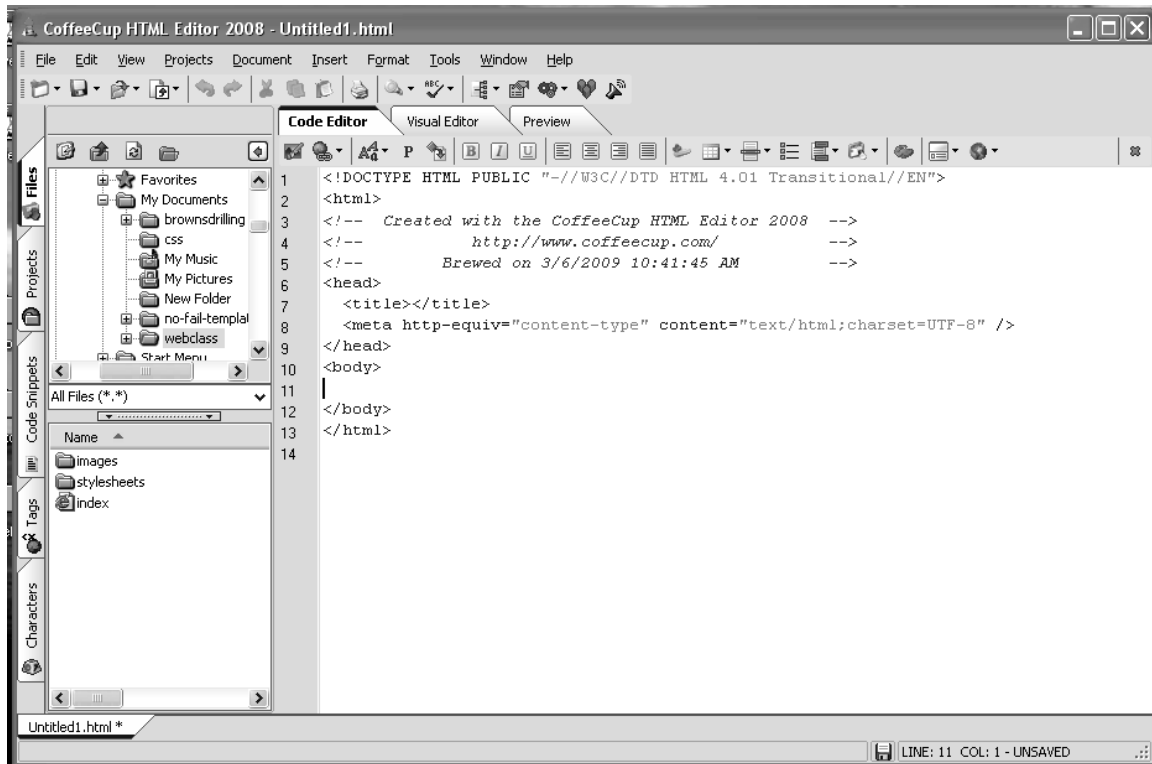
Instead, in top left column scroll up till you find 'my document' folder, double click on it. Notice files also open up in the bottom left section. These folders and files are what are inside a folder clicked on in the top left section.

When you double click on 'my documents' the bottom left section opened all the files and folders in 'my documents'

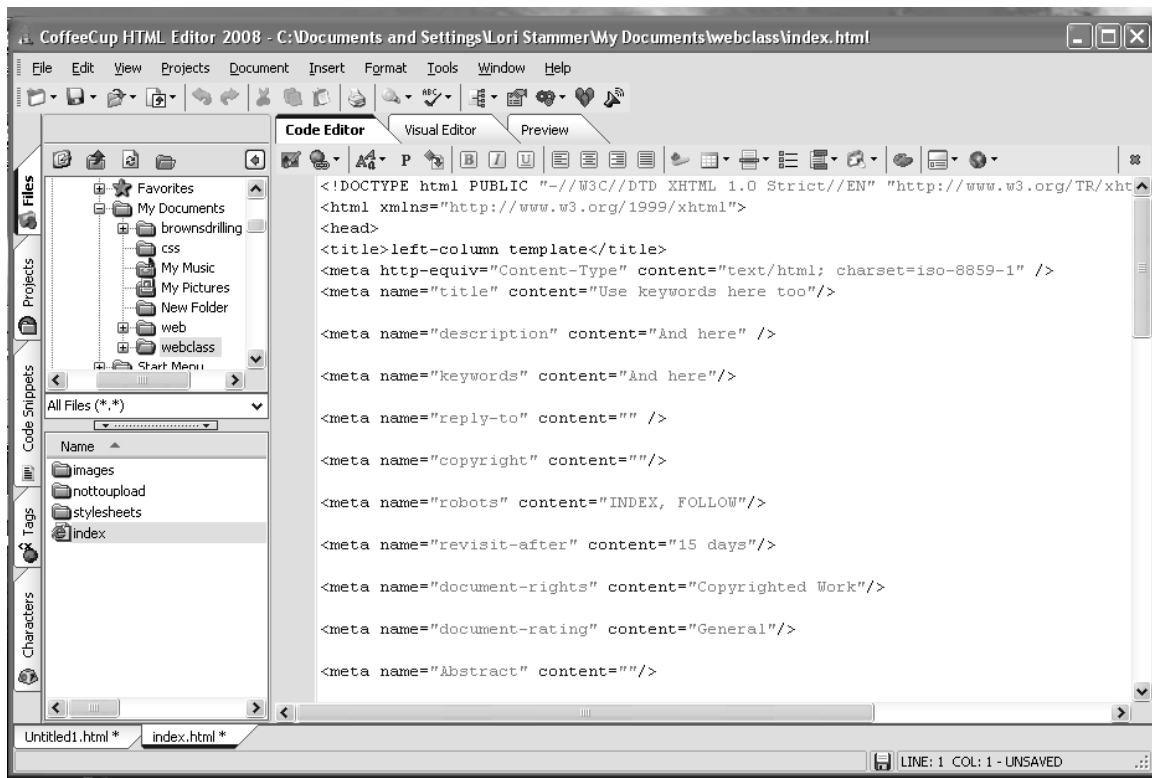


Staying in the top left section, scroll down to the name of the folder you renamed earlier. Double click on folder you re-named the no fail folder. In this case, I called it 'webclass'

In the below left section you should now see the following files and folders: images (folder), stylesheets (folder) index (this has a large blue green letter e on it, this is coffee cup's way of saying this file is an html (web page) file. In other editors you would see index.html



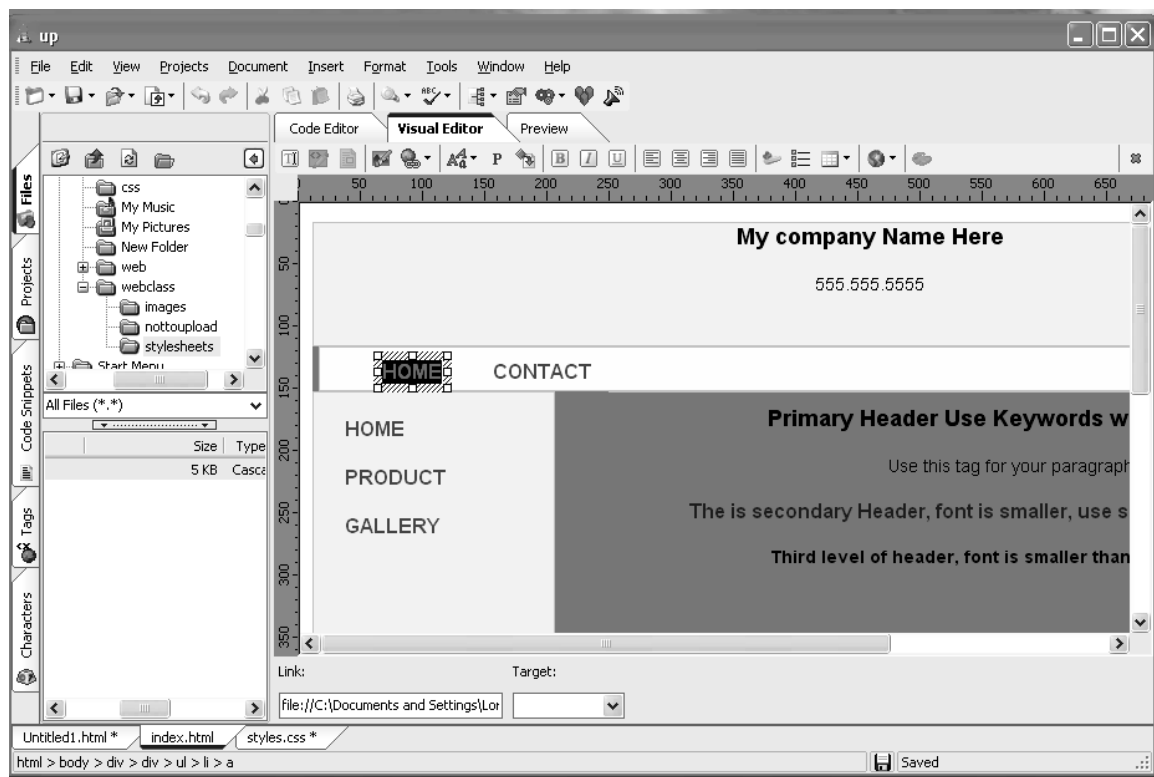
Double click on the index in the bottom left section



Notice in the bottom of the program there are tabs. One says untitled.html and the other says index.html. You will be working on the index.html. Make sure to save it each time you make changes to it. To save, hold down control (Ctrl) and press the letter s.

A few features, along the top there are three tabs, the Code Editor, which is opened (the letters are bold), The visual Editor, and the Preview.

The Visual Editor allows you to make changes to the site without dealing with codes.

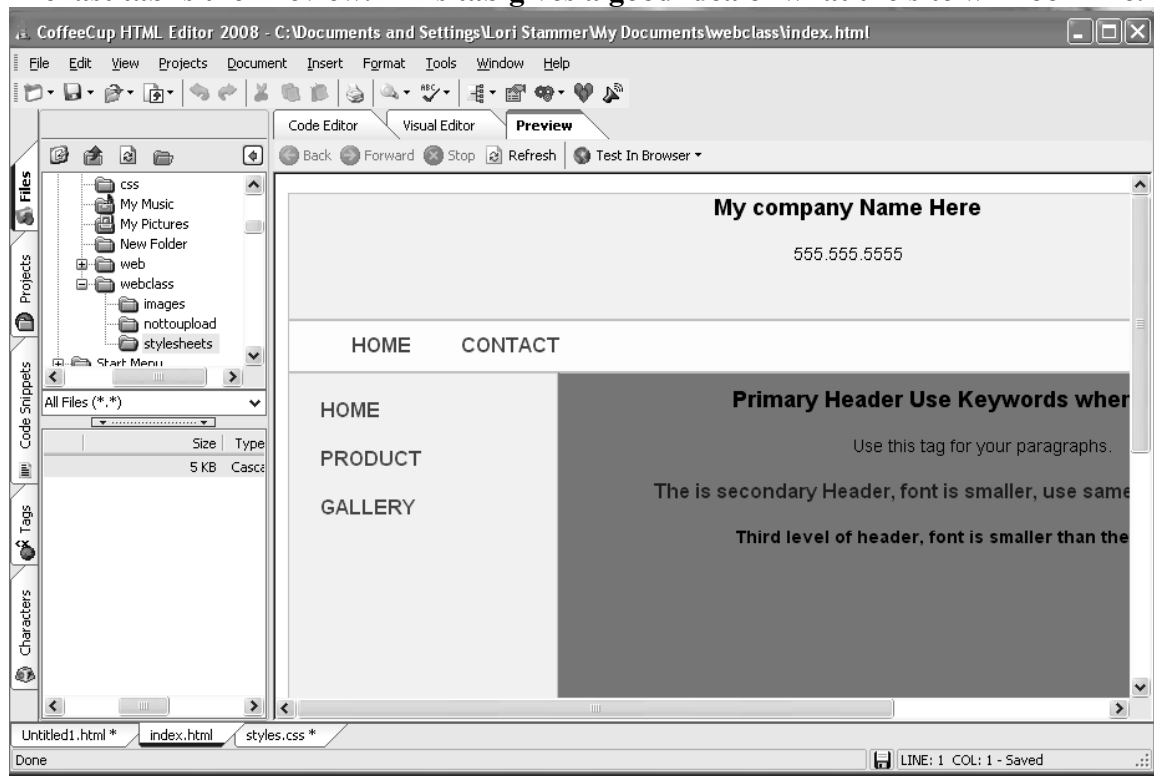


This can be very helpful, but it can also be deceiving.

<TIP> use the preview often when working with Visual Editor. Best way to learn about coding is to make a change in Visual Editor then take a look at how the codes changed.



The last tab is the Preview. This tab gives a good idea of what the site will look like.



To view in any of these tabs, the index.html or what ever the page is called must be highlighted. Look at the bottom tabs in the image above.

<TIP> When ever you want to see what it will look in a browser; you can click on the green world icon located just below the three tabs. <>