

ACTIVITY 2-3

Creating a Document

Data Files:

Welcome.txt

Before You Begin:

- Navigate to the My Documents\Your Folder\Dreamweaver Files\Building a Website\Our Global Company -Updated folder and open the Welcome.txt file in Notepad.
- Switch to the Adobe Dreamweaver CS4 application.

Scenario:

You are ready to start working on the web pages for your company's website. As the first step, you decide to get the basic information about the company ready for display.

What You Do	How You Do It
1. Create a blank web page	<ol style="list-style-type: none">Choose File > NewIn the New Document dialog box, verify that the Blank Page category is selected, and in the Page Type list box, verify that HTML is selectedIn the DocType drop-down list, verify that XHTML 1.0 Transitional is selected and click Create to create a blank HTML document.
2. Add text to the web page.	<ol style="list-style-type: none">Switch to the Notepad window.Choose Format > Word Wrap to view all the content.Choose Edit > Select All to select all the content in Notepad.Choose Edit > Copy to copy the content.Switch to the Adobe Dreamweaver CS4 application.Choose Edit > Paste to paste the content in the document window.
3. Add the page title.	<ol style="list-style-type: none">On the Document tool bar, in the Title text box, click before the word "Untitled," hold down Shift, and click after the word"Document" to select it.Type Our Global Company and press Enter.
4. Include metadata keywords and a description for the web page.	<ol style="list-style-type: none">Choose Insert > HTML > Head Tags > Keywords.In the Keywords dialog box, in the Keywords text box, type Our Global Company, New YorkClick OK to insert the keywords.

	<ul style="list-style-type: none">d. Choose Insert > HTML > Head Tags > Description.e. In the Description dialog box, in the Description text box, type <i>Leader in providing consulting services</i>f. Click OK to insert the description.g. On the Document tool bar, click Code to switch to Code view.h. Observe that the keywords and description are displayed in <meta> tags within the <head> tag.i. On the Document toolbar, click Design to switch to Design view.
5. Save the web page.	<ul style="list-style-type: none">a. Choose File > Save.b. In the Save As dialog box, navigate to the My Documents\Your Folder\Dreamweaver Files\Building a Website\Our Global Company - Updated folder.c. In the File name text box, click and type <i>index.html</i>d. Click Save to save the web page.e. Choose File > Close to close the web page.f. Close the Notepad application.