Technology Institute
an Enterprise of Learning and Scholarship

Notes

Dreamweaver

Selecting *Enter* will result in dropping the text down two lines instead of just one. Select *Shift* and *Enter* for a single line break

Highlight bulleted list items and select the *list button* in the properties window of Dreamweaver. Remove the unnecessary images of previous bullets from Word.

Word

Tabular data can be converted into a table in Word before converting to HTML. This will result in a cleaner look in HTML. Select the text in Word, select the table *menu*, select *convert*, *Text to Table*.

Objectives

Conversion Methods from Microsoft Word to HTML
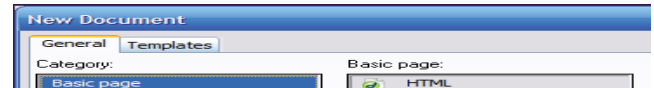- Copy and Paste in Design View
- Dreamweaver Cleanup Word Document Command

Build a Single Webpage
- Simple Format Attributes with CSS

Method 1

Begin with a complete Word Document
1. Select All text an d Copy
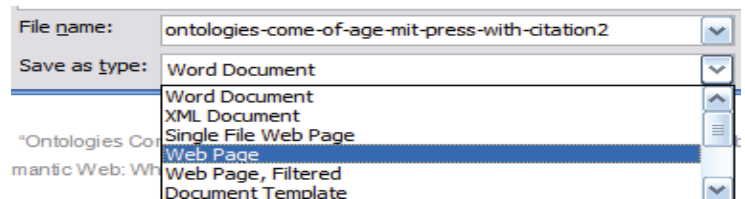2. Open a new Basic HTML document in Dreamweaver

3. Select Design View
4. Paste text in Design View window

Method 2

Begin with a complete Word Document
1. Select File, Save As
2. From the Save As Type drop-down menu select Web Page

3. Open the document in Dreamweaver
4. Select Commands, Cleanup Word HTML