Chapter 4: Text
98-102: Entering & Editing Text – editing you already know
   Line Break / New Paragraph – Shift + Enter or Insert > Break
105-112: Finding and Replacing Text – read as necessary
   Spell Check – Tools > Spelling;
116: Run time check is not recommended for web design – p. 116
114-115: Checking the entire site
117-122: Format Tool Bar
123: Font Options
124: Character Spacing & Position
   Remove Formatting – Ctrl + Shift + Z
126: Inserting Special Symbols
   Put cursor in location: Insert > Symbol

Chapter 5: Formatting Paragraphs, Lists, & Headings (pg. 127)
A review of traditional editing features such as fonts, color, etc. Also discusses lists. Review
the material as necessary to achieve the effects you want.
128: Aligning paragraphs
129: Indenting Paragraphs
133: Lists – icons and Format menu
137: Can add your own picture for the bullet
141: Headers

Chapter 6: Adding Hyperlinks
144: Absolute vs. Relative Links
145: Linking to an external page
147-149: Mouseover Text Tip; email link
151: Editing links
152: Update Links - Recalculate
160: Image Links
161: Image Hotspots
164: Interactive Buttons – changing text, font, size

Today’s Class work:
Start a new one page web site and add pages to have at least 5 pages on 3 levels.
Include the following items on your web site:
   1. Paragraph that is right aligned
   2. Paragraph that is indented
   3. A numbered or bulleted list with 3 or more items
   4. A hyperlink to an external page (can use www.mwsu.edu)
   5. An image link with a mouseover text tip
   6. An image with 2 hot spots
   7. Three interactive buttons used together with the description changed
   8. Make sure the site has a theme, at least one picture, a navigation bar.
   9. Insert a special character on 2 pages.
   10. Spell check your pages