

3.2

Insert a text

Write the text directly into the big text field. To format the text is done in almost the same way as in Microsoft Word. The functions for text formation in the menu works as in Microsoft Word by using a short-cut key. These functions are cut, copy, paste, find, replace, undo, change, select all, choice of text-adjusting, list with point or number, text colour and background colour for text etc.

3.3

Styles



Your webpage comes with some pre-installed styles. These styles are often about text (and some times tables). Use these styles when you insert your own text on your page to uphold the design on your webpage. The styles most often used are Title, under title and body text. The styles special and addresses are also used on same pages. Link is the style that concerns the links on your webpage.

3.4

Add/edit and delete link

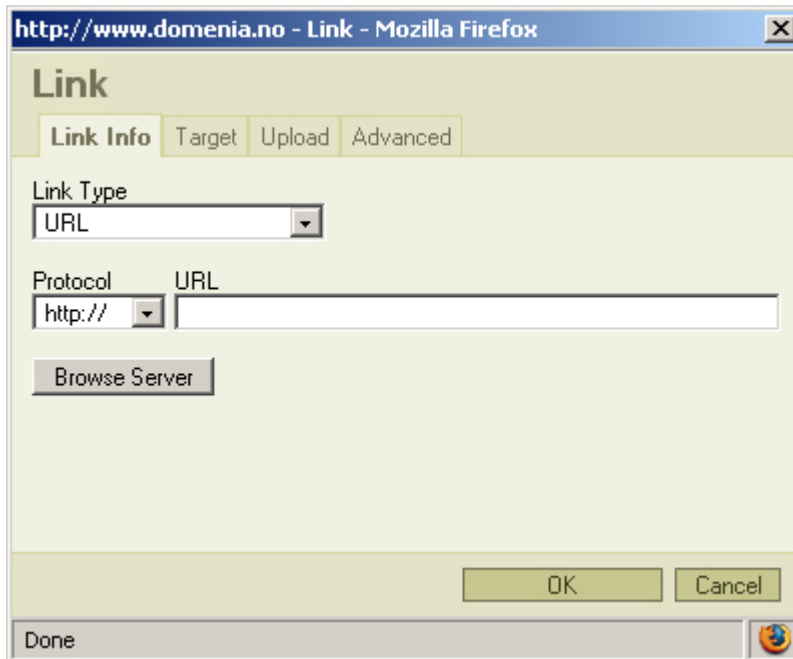
Use these functions to make a link to a page:



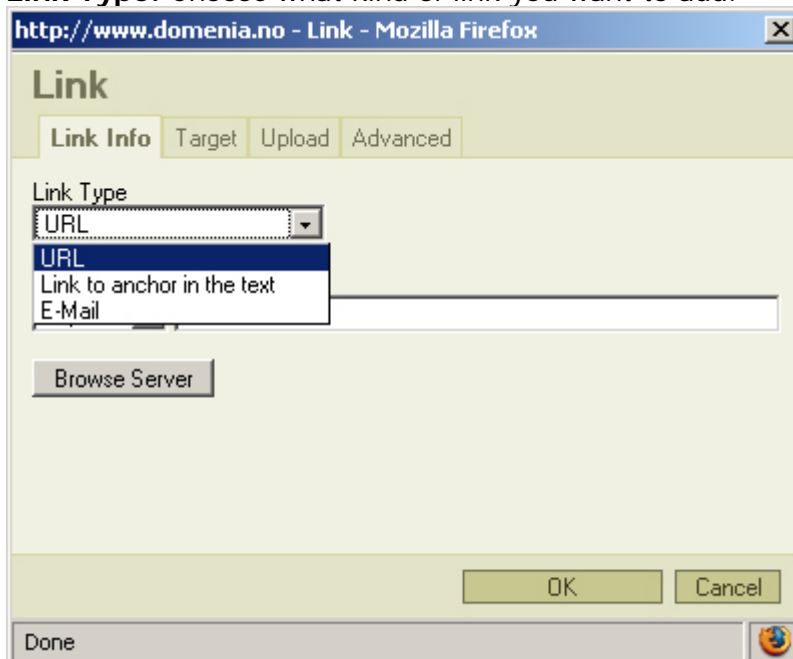
Select the text you want to be active. This can be both text and picture.



Press "Add/ edit link". This window will then show:

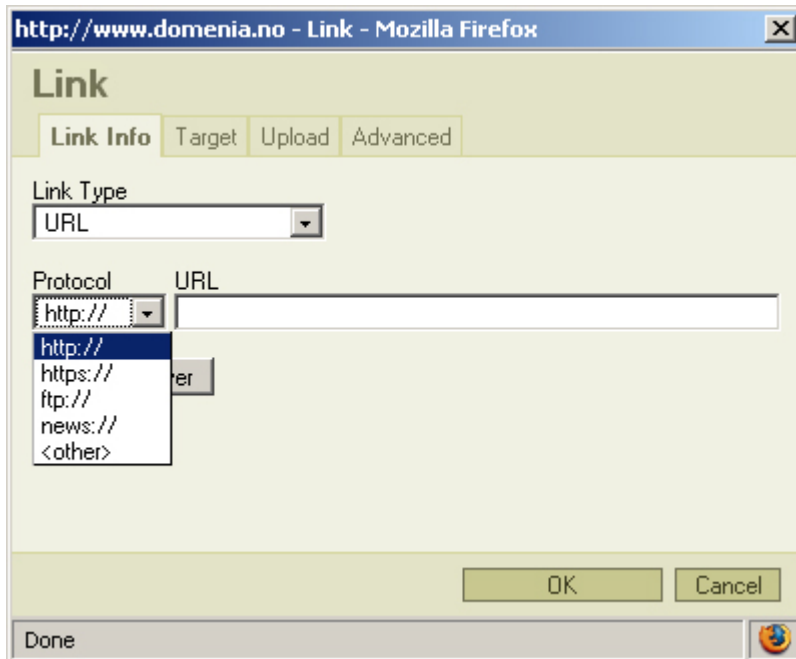


Link Type: Choose what kind of link you want to add:



Protocol: Choose what protocol you want the use for the link.

If you want to make a link to another page in you web area, choose <other> .
If you want to make a link to an external page (for example www.domenia.no to make a link to our pages), you most often use http://



URL: Write the address to the page you want to make a link to.

If the page you want to make a link to is outside your web area, write the full address. (Protocol= http://)

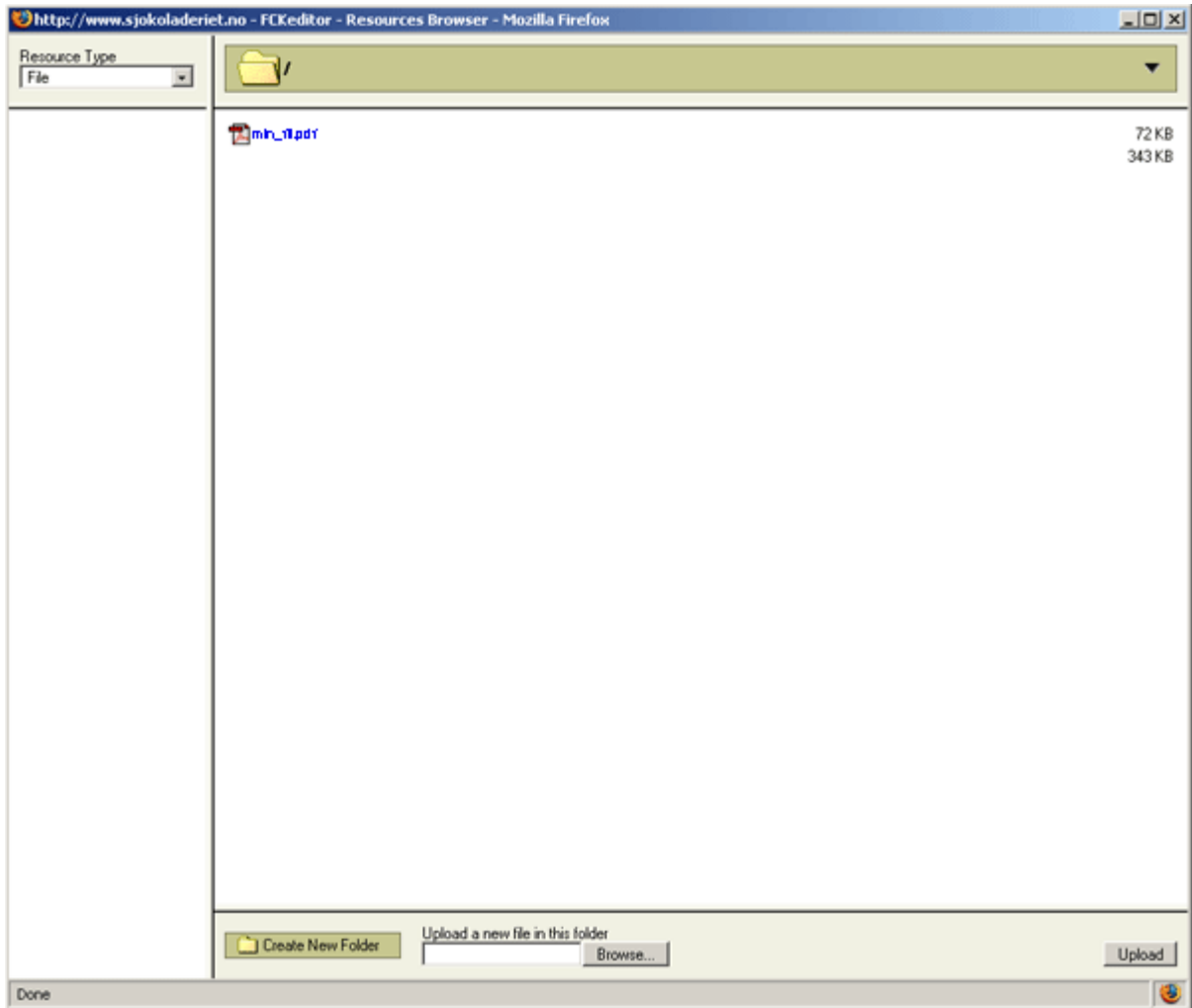
For example: *www.domenia.no/domenia.php*

If there is a page within your web area, all you have to do is to write the text after the name of the domain. (Protocol= <other>)

For example: *domene.php*

Browse server: Here you can upload and make links to documents you want on your page.

Press *Browse Server*.



Resource Type: Here you will find a list of the different categories of files you may upload (File, Image, Flash and Media). If you want to upload or make a link to for example a pdf-file that has already been uploaded, choose *File*.

Making a link to a file that has already been uploaded:

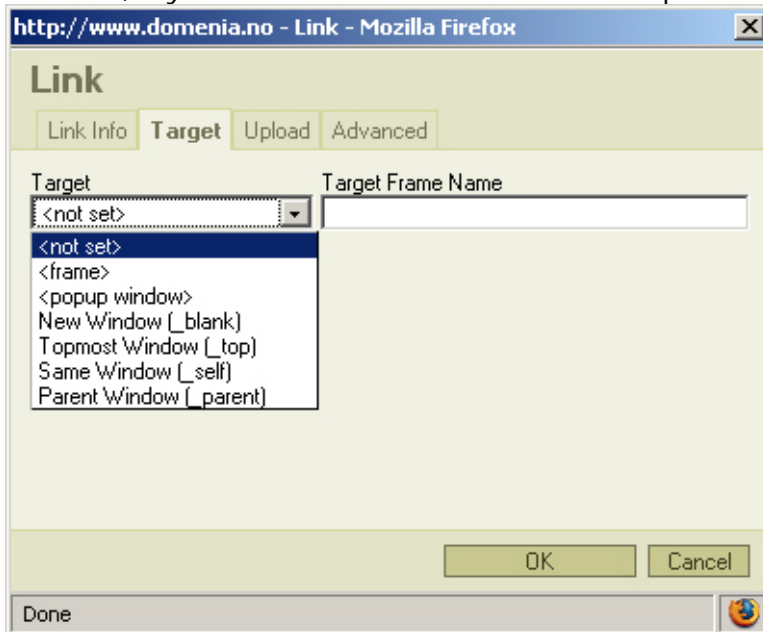
Press link to the name of the file (here; min_fil.pdf).

Upload a new file to link this to:

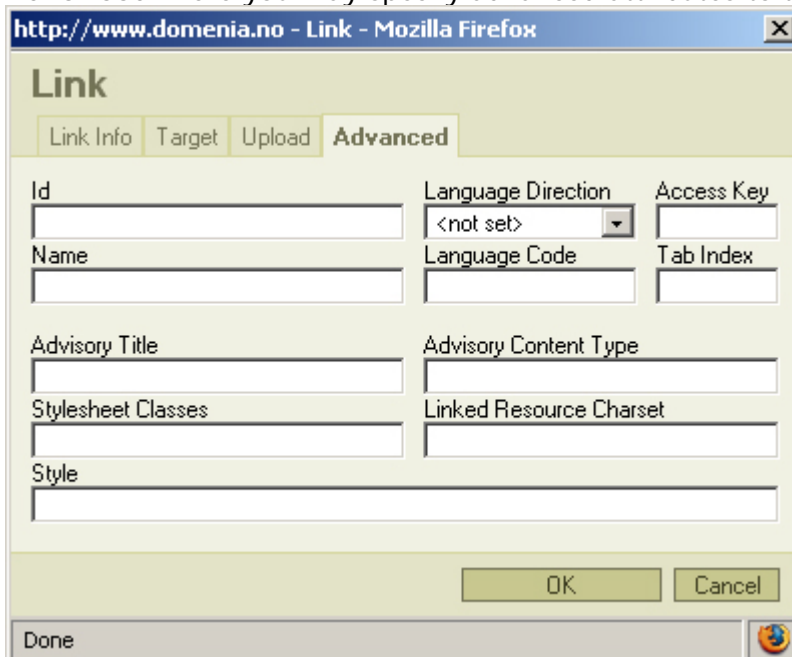
Press *Browse*, find the file you want to upload on your computer. When you have found the file, choose it and press *Upload*. Now the new file will pop up in the resources browser the uploaded files. Press the link with the name of the file you have uploaded.

Target: Setting that decides if the page you have made a link to should show in a separate window or in an existing window in the browser.

Target Frame Name: Here you may specify the name of the window where the link is shown, if you have chosen this to show in a separate window:



Advanced: Here you may specify advanced attributes to the link.



When you have finished, press "OK"

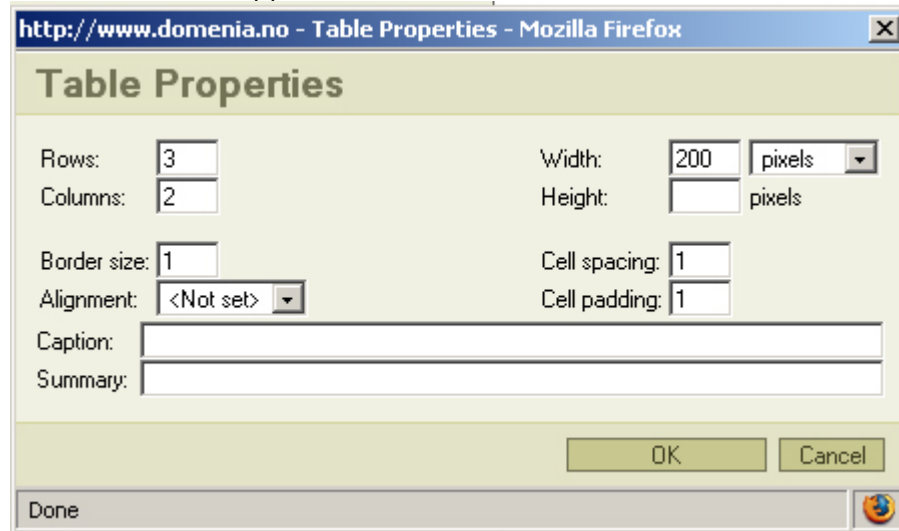
3.5

Insert/edit table

Put the marker where you want to insert a table and press "Insert/edit table":



This window will appear:



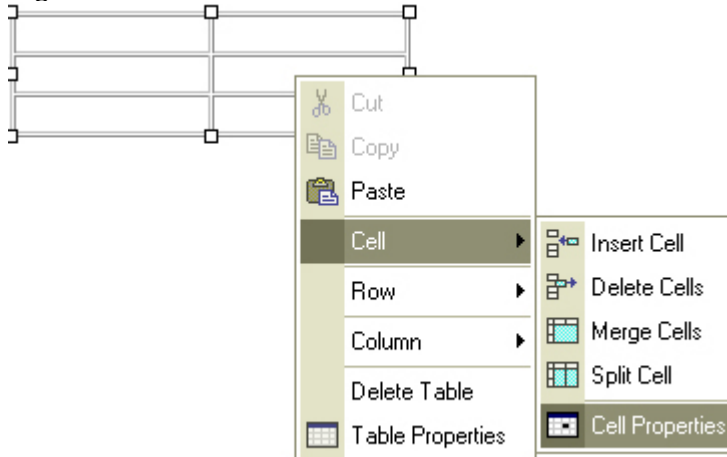
Here you can choose the number of rows, columns and the size of the table. You may also choose the border size. Set this to 0 if you don't want the borders of the table to show.

In the menu for "Alignment" you can decide if you want the table to be adjusted to the left, centred or to the right.

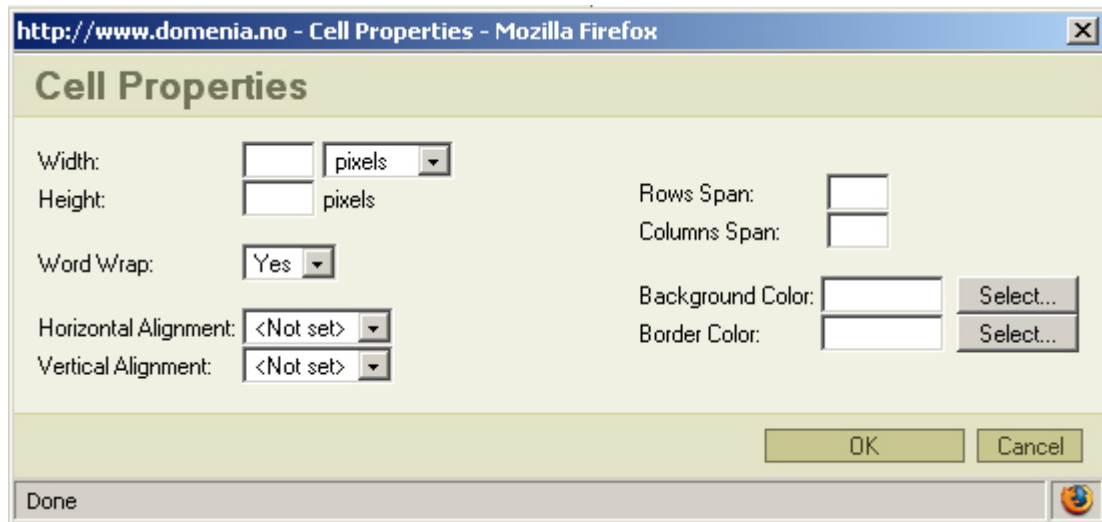
3.5.1

Edit a cell

If you want a cell in a table to have a special formatting, you can edit this cell. Right-click in the cell in the table:



This window will appear:

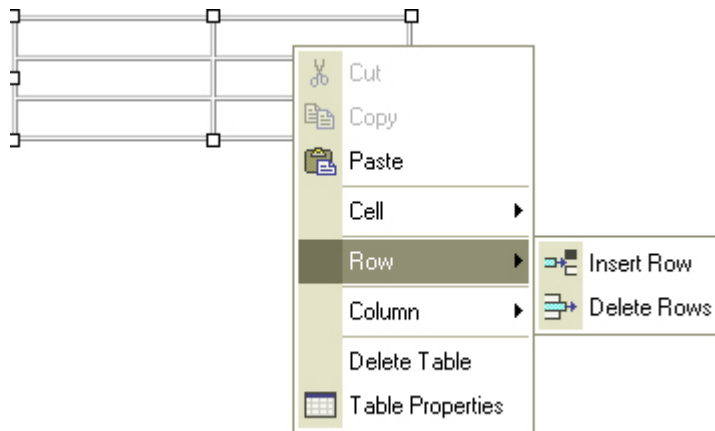


When you have set the cell parameters, press "OK"

3.5.2

Insert /delete columns or a row

Right-click in the table if you want to add or delete a row. You will then get these options:



If you choose Column you will get the same options for the column.

3.6

Insert /edit a picture

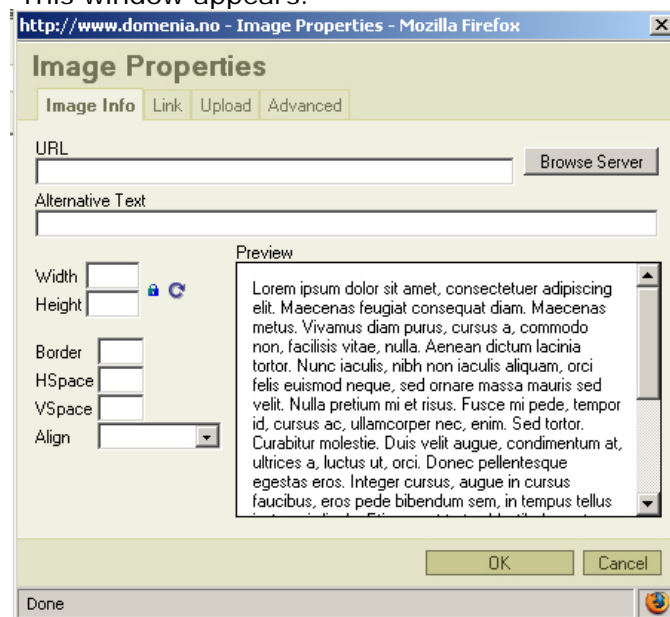
Use this when you want to add a picture on your page.

NB! Pictures on the web should be as light as possible to enable the page to be uploaded quickly. Use a picture editing software to save the picture in the size you want it to be on the page. Don't upload a heavy picture and then resize it on the page.

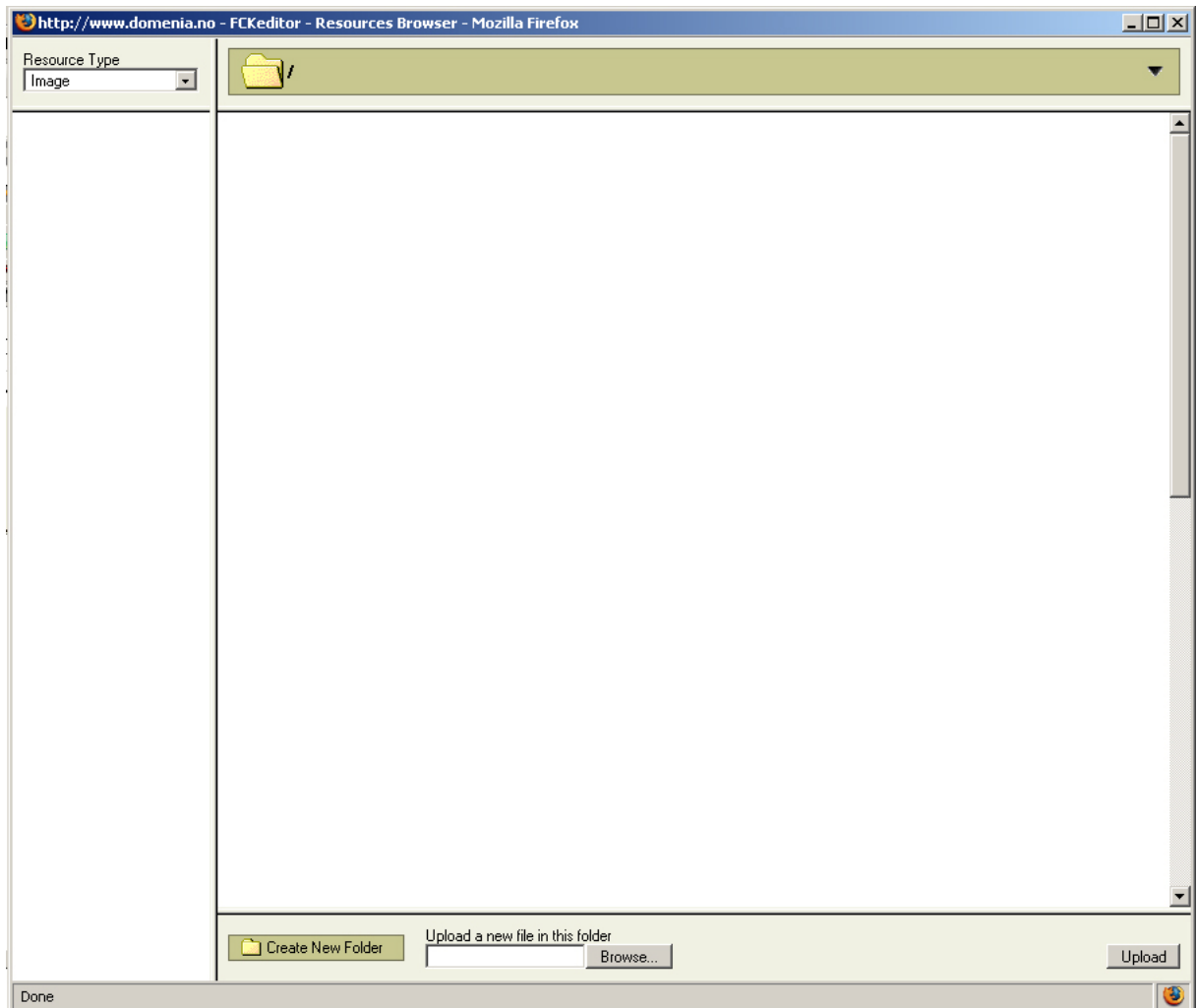
Put the mouse-pointer where you want to insert the picture and press "Insert/Edit picture":



This window appears:



Press "Browse Server". A new choice will appear:

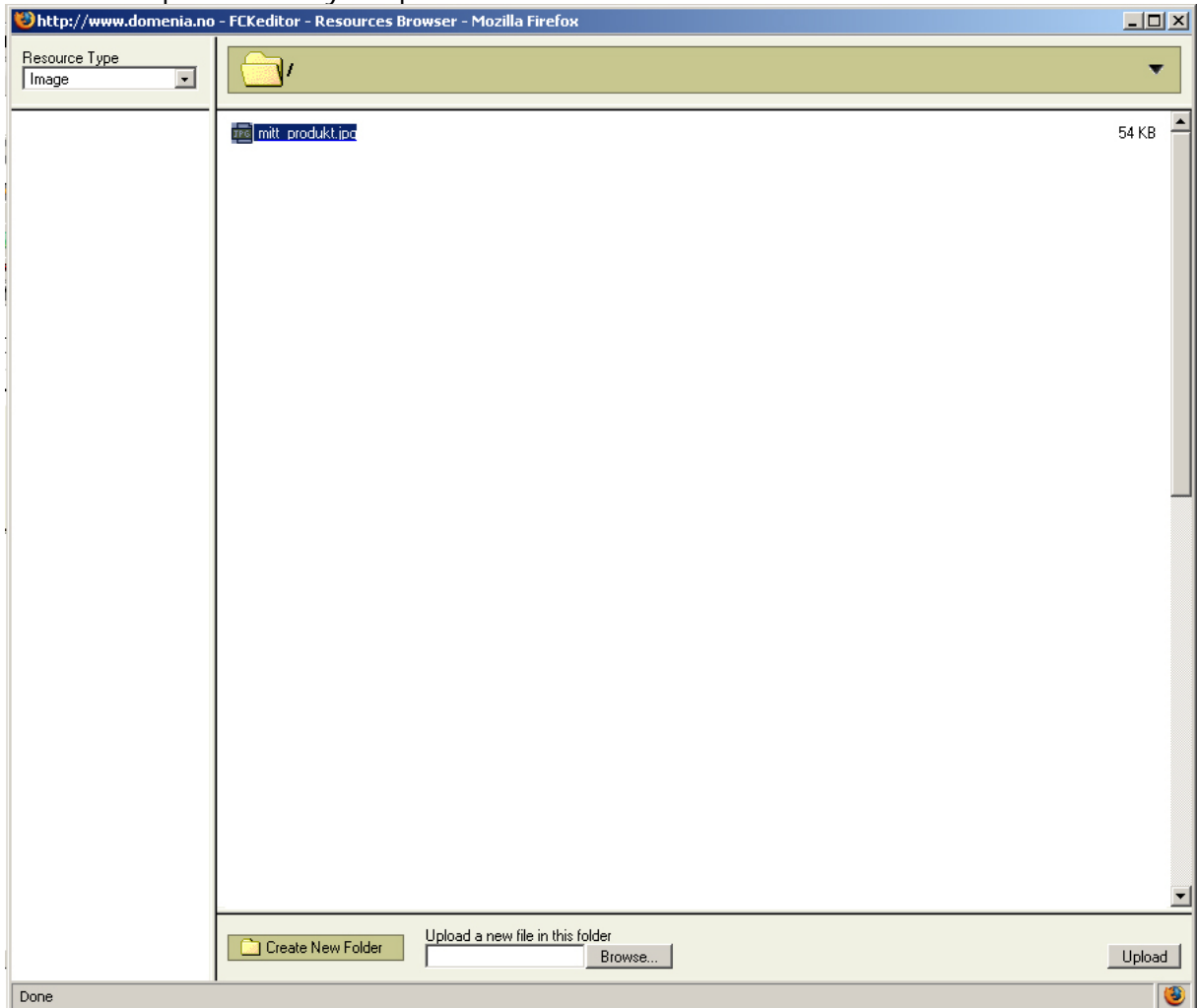


Press "Browse" at the bottom of the page, a new window will show the content of your computer. Find the picture you want to use on your computer and press "Open".

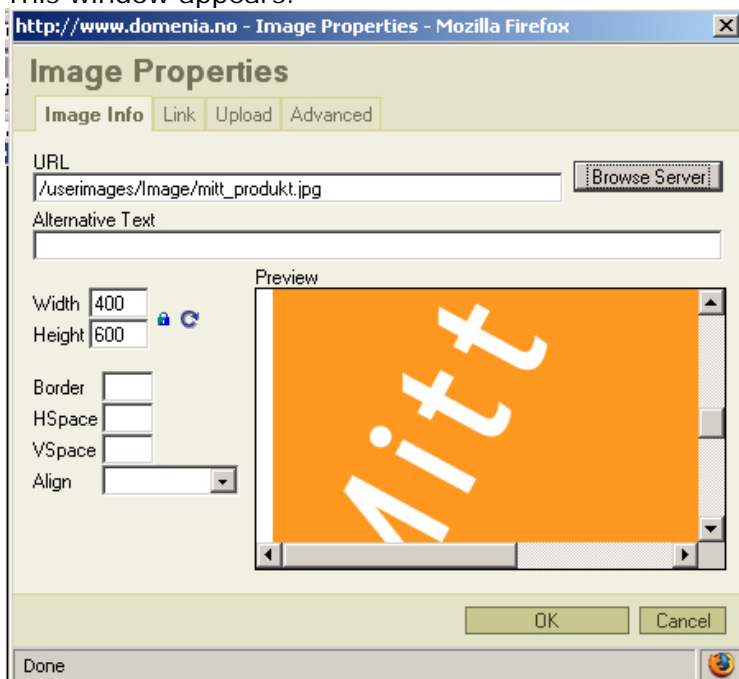


Then press "Upload".

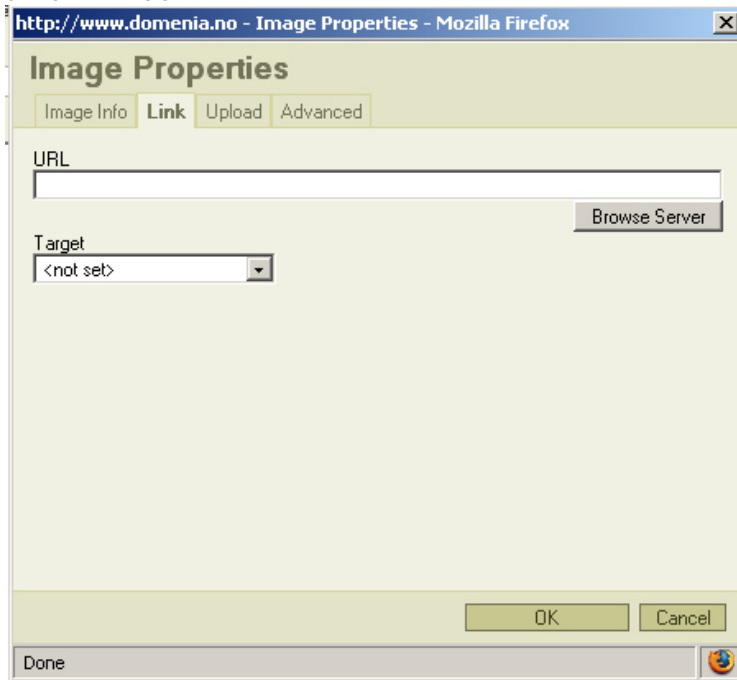
Choose the picture that you uploaded from the list:



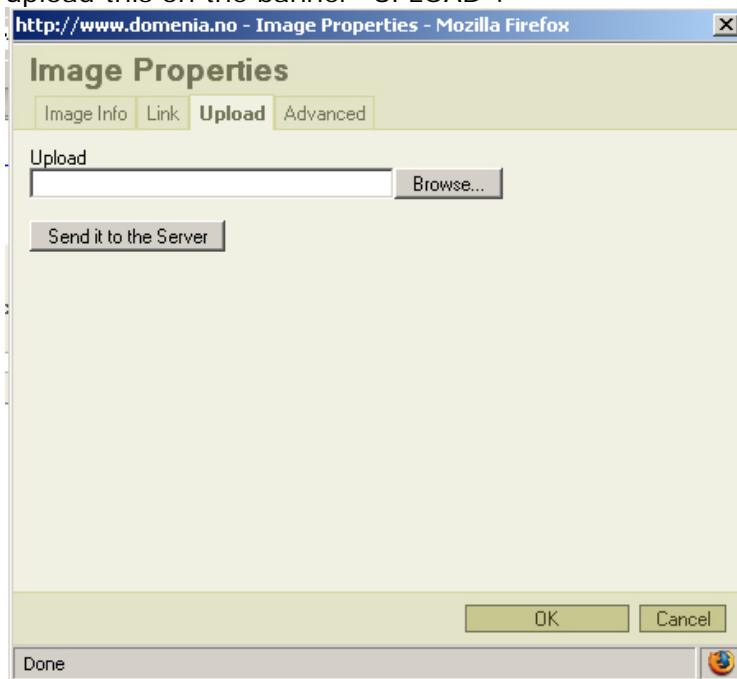
This window appears:



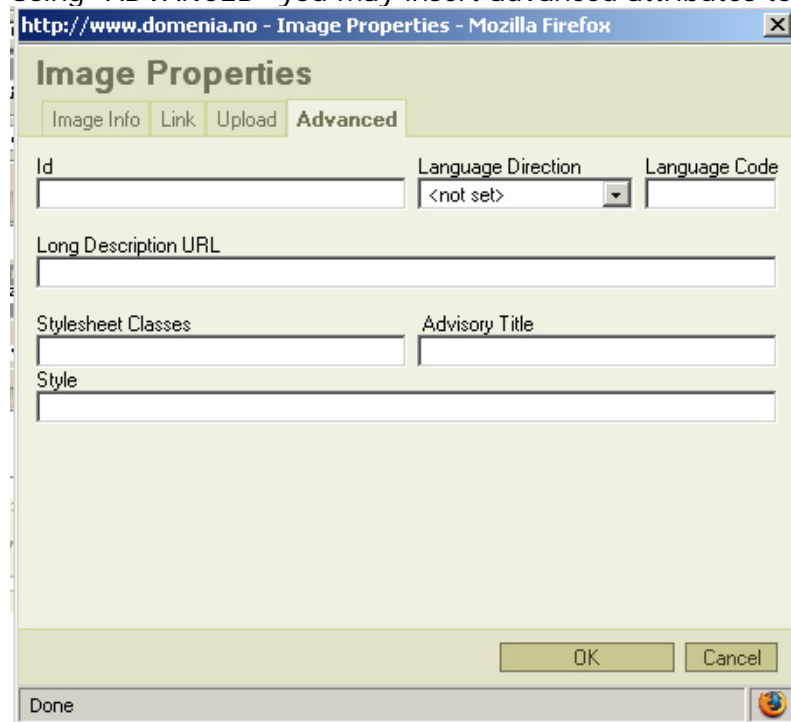
If you want to add a link on the picture, press the banner "Link" at the top of the page.
Here you may specify what you want the link to contain, and if you want it to show in a new window.



If you want the link to lead to a file (picture or for example a pdf-file), you may upload this on the banner "UPLOAD":

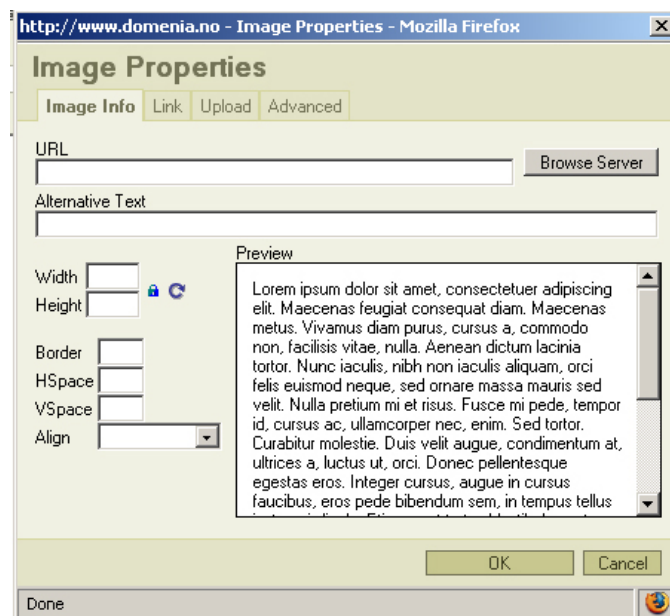


Using "ADVANCED" you may insert advanced attributes to the picture:



If you want to use a picture you have already uploaded on the server, press "Insert/Edit picture" and then press "Browse Server". All the pictures you have saved on the server will now show in a separate window. Choose the picture you want to use.

If you want to insert a link or advanced attributes, do as is shown above.



When you have finished, press "OK".
The picture will now show where you wanted it to.

3.7

When the page is finished.

When you are happy with the page, press "Update" or "Save", and your changes will be saved and published. They will now show in your browser.

If you want to make changes to a new page, choose this in the *selection box* and do the same as you did when you made changes to a page – see above.