



Creating a Web Page in WebLearn

TABLE OF CONTENTS

<i>CREATING A WEB PAGE IN WEBLEARN</i>	2
Creating a Web Page with the HTML Creator	2
Creating a new Web Page in WebLearn	2
Appendix: HTML Creator Icons	4

CREATING A WEB PAGE IN WEBLEARN

Creating a Web Page with the HTML Creator

1. Why would you want to create a web page in WebLearn?
 1. A singular web page can be used in WebLearn as an announcement page, informational page or title page.
2. One of the main tools that we will focus on to build a web page(s) is the **HTML Creator**.
 1. This tool is used in the creation of web pages in WebLearn. You will also find the HTML Creator in many other places in WebLearn. The principles that we will cover regarding the HTML Creator can be used wherever you see the HTML Creator.

Creating a new Web Page in WebLearn

1. Locate the area in WebLearn where you would like to place your web page.
2. Select **Add File > Create File** (Figure 1-1)

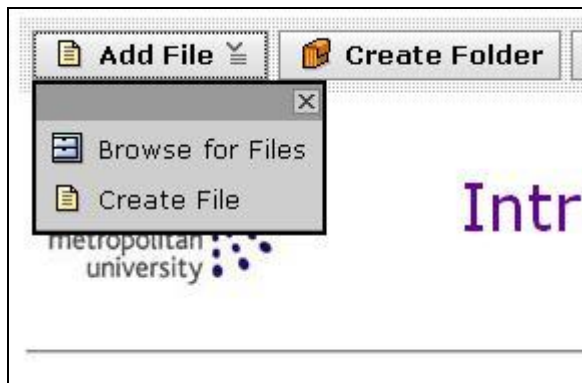


Figure 1-1

3. In Figure 1-2 you will see a sample file. You need to fill out various areas to create your web page properly.

Create File

*Title:

*Content:

Use HTML

File name:

If no file name is entered, the title will be used as the file name.

Item Visibility: Show Item
 Hide Item

Figure 1-2

4. First, give the page a Title. The Title is the item that the users will click on to view the page. The Title for this web page is **Cellular Biology Welcome Page**.
5. Next you should work on the Content. This is the main body of the webpage. This is the area that you will use to communicate your message to the viewer. The best way to create an interesting body of content is to use the HTML Creator.
6. Click on **Enable HTML Creator** to create the main body of your page. The HTML Creator screen will appear as seen in Figure 1-3.

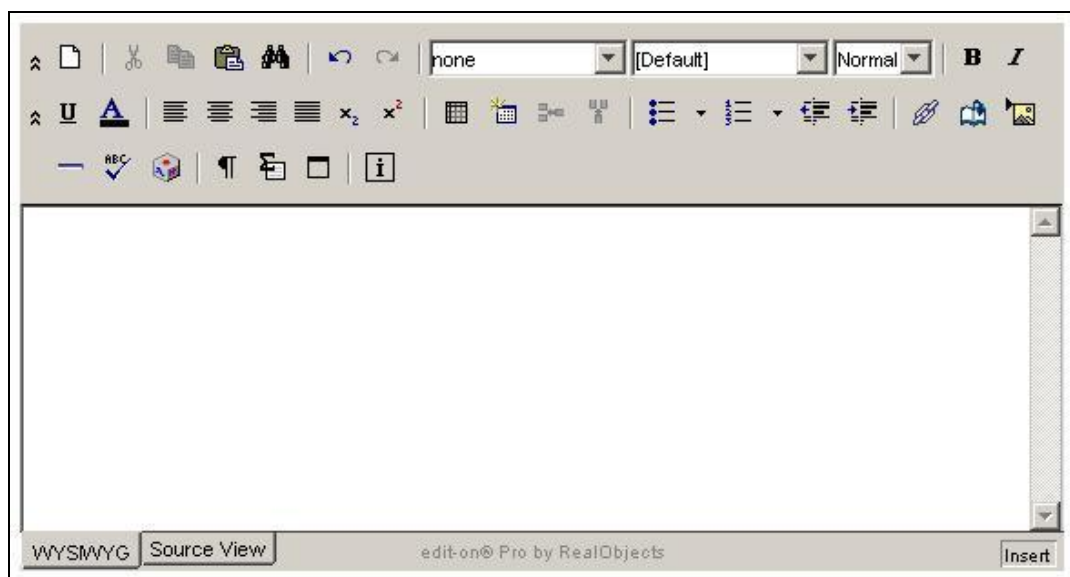


Figure 1-3









7. Using the HTML Creator

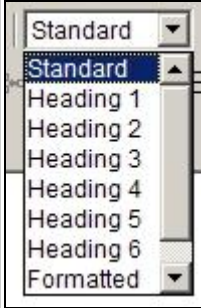
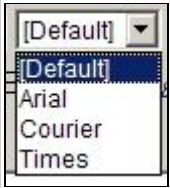
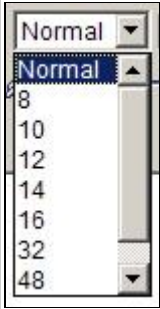












- a. The HTML Creator is a little application, which allows you to customise your text in the same way that you would customise text in MS Word.
- b. Simply type in the text that you like.
- c. To make changes to the text you must highlight it (just like you would do in MS Word). Then select a tool to customise your item.
- d. A description of all of the tools is available in the **Appendix** of this handout.

















8. Name the File

- a. The **File name** will be created from the **Title** you supplied in step 4 unless you have specified a unique name **File Name** as seen in Figure 1-2. This will be the file saved in the File Manager. It is recommended that you choose a name that is short without any spaces, numbers, uppercase letters or unusual symbols.
- b. When you hit save the file will be saved in your File Manager with an .html extension. This extension is automatically added by WebLearn when you hit save.
- c. Your new web page has been created!

Appendix: HTML Creator Icons

Icon	Name	Function
	New Page	Open a new document without saving the current document.
	Cut	To cut or remove text in the editing area.
	Copy	To copy text in the editing area.
	Paste	To paste text in the editing area.
	Insert Text	To insert text or HTML from a source that is different from the editing area.
	Find and Replace	To search for text and replace the text.
	Undo	To undo the last action you took.
	Redo	The undo button undoes the last action; while the redo button redoes the action you undid.

	Paragraph Format	To apply a different paragraph format to text in the editing area.
	Font Type	To change the font style of the text in the editing area.
	Font Size	To change the size of the text in the editing area.
	Bold	To bold the text in the editing area.
	Italic	To Italicise the text in the editing area.
	Underline	To underline the text in the editing area.
Icon	Name	Function
	Font Colour	To change the font colour of text in the editing area.
	Align Left	To align the text to the left in the editing area.
	Align Centre	To centre the text in the editing area.
	Align Right	To align the text to the right in the editing area.
	Justify	To justify the text in the editing area. This makes an even margin on either side of the text.
	Subscript	To make the text subscript in the editing area.
	Superscript	To make the text superscript in the editing area.
	Insert Table	To insert a table in the editing area.
	Insert Table Wizard	To insert a simple table that you cannot format as freely as the table option in your editing area. With the Insert Table wizard, you may only insert a maximum of

	Insert Row	ten rows and ten columns in the table. To insert a row in a table in the editing area.
	Insert Column	To insert a column in a table in the editing area.
	Unordered List	To insert an unordered or bulleted list.
	Ordered List	To insert an ordered numbered list.
	Decrease Indent	To decrease the left indent of text in the editing area.
	Increase Indent	To increase the left indent of text in the editing area.
	Insert Hyperlink	To insert a link to a file in WebLearn, on your computer or on the Internet.
	Insert Bookmark	To insert a bookmark in your editing area.
	Insert Image	To insert an image in the editing area.
	Insert Horizontal line	To insert a horizontal line in the editing area.
	Spelling Check	To check the spelling of you're content in the editing area.
Icon	Name	Function
	Insert Icon Symbol	To insert a symbol in the editing area.
	Show All	To show paragraphs and other formatting marks in the editing area.
	Document Statistics	To view the number of words, characters, paragraphs and images in your editing area.
	Frame Window Mode	To make the HTML creator appear in a new window, which you can resize.
	About	To find out more about the HTML creator.