


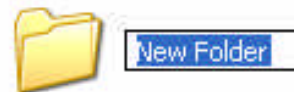
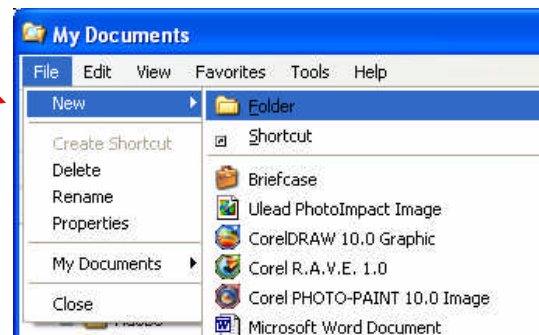
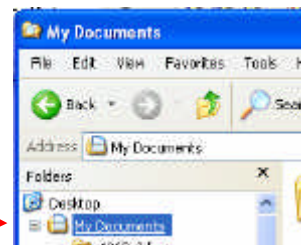


## HotDog Pro 6.0 – Level I

**Background:** HotDog Pro 6 is an enhanced HTML editor and Website Development Tool that allows you to tweak the code behind the page to effectively design a site with flair and pizzazz. HTML (“Hypertext Markup Language”) is the language behind most Web pages and tells a Web Browser, such as Netscape Navigator or Internet Explorer, how to display the Web page.

### 1. Create a folder to hold all Web page files

- a) Open Windows EXPLORER
  - 1) Left click on Start and choose My Documents, -or-
  - 2) Double click on the Windows Explorer icon on your desktop, -or-
  - 3) Right click on Start and choose Explore.
- b) Locate and open “My Documents”.
- c) Click on File ⇒ New ⇒ Folder (The new folder will appear at the bottom of the list on the right side of the Windows Explorer screen.)
- d) Change the name of the “New Folder” to the name of your Web page folder in all lowercase letters with no spaces (ex: *webpage*).
- \*\*All web pages, pictures, and other related files for your web page(s) will go in this folder.**
- e) Close Windows Explorer by either
  - 1) clicking on the  in the upper right corner -or-
  - 2) Click on File ⇒ Close.



### File Names Tips for the Web:

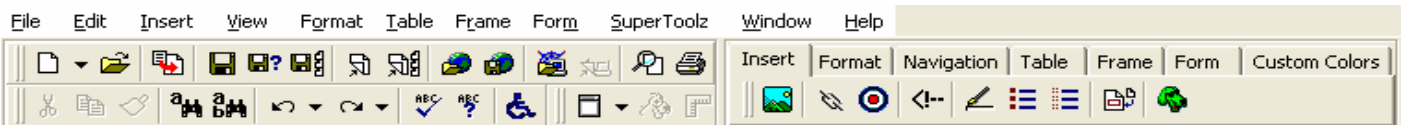
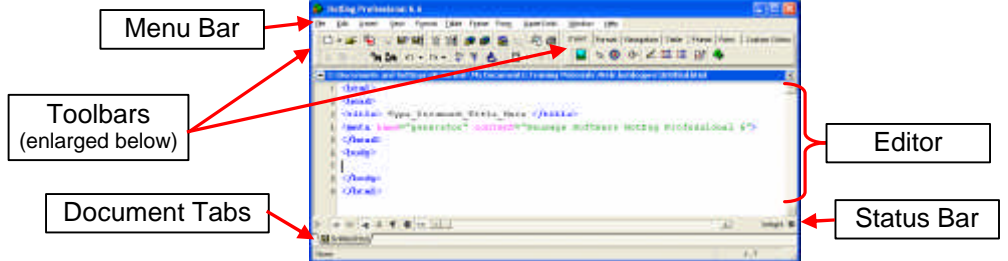
- ✓ Keep names short
- ✓ Use Lowercase Letters, Numbers, or Underscores ( \_ )
- ✓ Put everything in the same folder
- ✓ Save pictures as .jpg or .gif
- ✓ Save Web pages as .html or .htm
- ✗ No Spaces or symbols
- ✗ Avoid Capitalized or long names

## 2. Start HotDog Pro

- a) Open HotDog Pro
  - 1) Click on the HotDog Pro icon on your desktop –or– Click on Start ⇒ All Programs ⇒ Internet ⇒ HotDog Pro.
- b) Start a new document
  - 1) Click on File ⇒ New –or– Click on the blank paper on the toolbar.

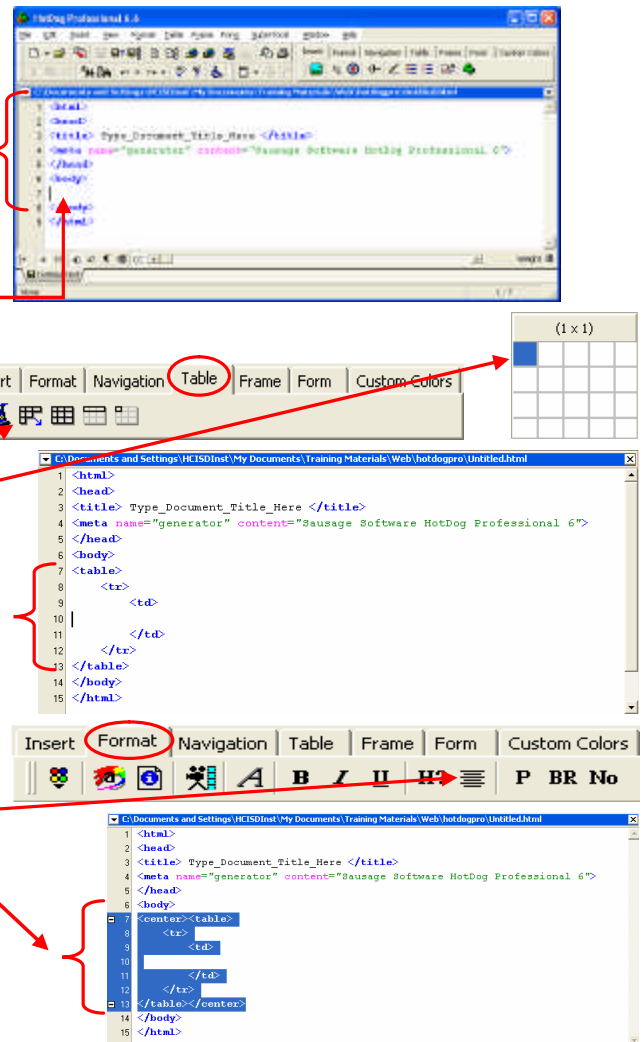


## 3. The HotDog Pro Screen



## 4. Set the Margins for a Page

- a) A blank document will automatically contain basic Web page tags.
- b) Add tags to include a table between the <body> and </body> tags.
  - ♦ “Tags” are the HTML commands to a Web browser. (A list of commonly used tags are attached.)
  - ♦ As a standard, it is suggested that all Web page contents be placed inside a table to control page content width and placement.
- 1). Place the cursor between the <body> and </body> tags
- 2). Click on the “Table” toolbar then the Quick Table button.
- 3). In the grid that appears, drag the mouse over the cells to create a 1x1 (1 row, 1 column) table and Click when it is in blue. (The table tags will be added automatically.)
- 4). Highlight everything from before the <table> tag to after the </table> tag.
- 5). Click on the “Format” toolbar.
- 6). Click on the Center button to center the table. This will center the Web page on the screen when it is viewed online. (<center> tags will be added automatically.)
- 7). All content for the page will go between the <td> and </td> tags. To make it easier, place the cursor between these tags and press Enter once or twice.



## 5. Title and Save the Page

<title> Type\_Document\_Title\_Here </title>

The Page Title appears in the Title bar when the page is viewed on the Internet. If a title isn't added here, "Type\_Document\_Title\_Here" will be the title shown when the page is posted.

The page Title *does not* have to (and should not) match the page File Name (what it is saved as).

Page Title

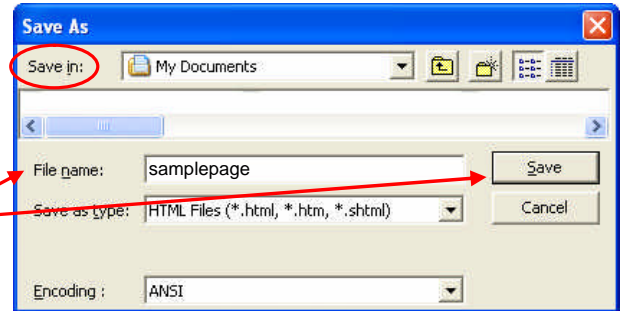
- Highlight "Type\_Document\_Title\_Here" between the <title> and </title> tags.
- Type in a short, descriptive title (this can be changed later if you change your mind). Spaces are allowed, but be brief.

Save the Page

- Click on File ⇒ Save
- Set "Save in" for the folder created in step 1.
- Type a name for the file in "File Name".  
Tip: It should not contain spaces or symbols and it is a good idea to use all lower case letters.
- Click on Save



<title> HotDog Pro Training Page </title>

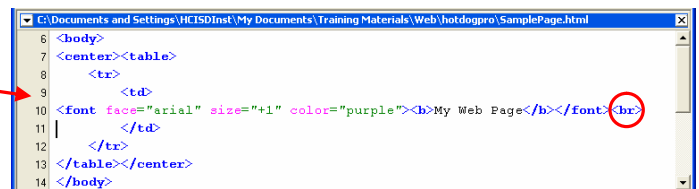
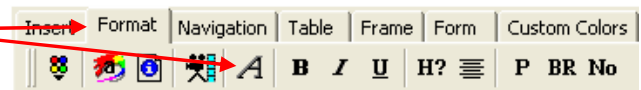
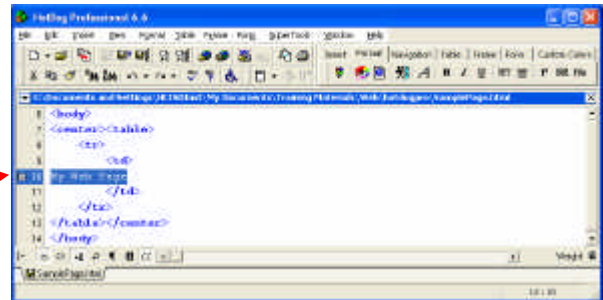


## Begin Designing Your Page!

**Note:** Remember to place all page contents inside the <td> and </td> tags.

### 6. Formatting Text

- Type the words you want to appear between the <td> and </td> tags.
- Highlight the words just as you would in Word.
- Click on the "Format" toolbar.
- Click on the Font button (A).
- Choose the Font, Size, Color and any other options you would like.  
Note: Use only common Fonts (Arial, Times New Roman, or Courier) to be sure everyone can view the page.).  
Settings in this example:
  - Font: Arial
  - Size: +1
  - Color: Purple
  - Options: ✓ Bold
- Click OK.
- The <font> tag and the appropriate tags for the selected options tags will be added automatically.
- ★ To go to the next line (same effect as an Enter in MS Word), a <br> tag must be included. It can be manually typed wherever it is needed or press Shift+Enter.



## 7. Insert Images (.jpg or .gif)

Remember to place all image(s) in the same folder as your web page files – it is best to do this BEFORE inserting.

- Click on the “Insert” toolbar then click on the Image button.
- Locate the image file.
  - Click on the yellow folder to locate the image file to be inserted.
  - Images should always be in the same file folder as the web page.
  - Click on the file to insert and Click Open.
  - Height and Width will automatically be filled in – do not alter these unless necessary.
- Type in a Text description. This is required for Accessibility compliance.
- Click OK.
- The `<img>` tag and the appropriate tag attributes will be added automatically.

The screenshot shows the 'Insert Image' dialog box with the 'Image' button highlighted in the Insert toolbar. The dialog box has fields for 'Name', 'Width', 'Height', and 'Text description of the image'. The 'Name' field contains 'hcidlogo.JPG'. The 'Width' and 'Height' fields are filled with '50' and '51' respectively. The 'Text description of the image' field contains 'HCISD Logo'. The 'OK' button is highlighted. Below the dialog box, the HTML code in the editor shows the resulting code: ``.

## 8. Organize with Numbered & Bulleted Lists

- Type the list within the `<td></td>` tags.

Do not include `<br>` tags after each item; type the 1<sup>st</sup> item, press enter, type the 2<sup>nd</sup> item, press enter, etc.
- Highlight the list items.
- Click on the “Insert” toolbar.
- Click on the Insert (bulleted) List button.
- Choose the List Type and Bullet Style.
- Click OK.
- The `<img>` tag and the appropriate tag attributes will be added automatically.
  - `<ul>` represents an unordered list
  - `<li>` represents a line item in the list

The screenshot shows the 'Insert List' dialog box with the 'List Type' set to 'Unordered List' and the 'Bullet Style' set to 'Circle'. The 'OK' button is highlighted. Below the dialog box, the HTML code in the editor shows the resulting code: `<ul type="circle"><li>Item 1</li><li>Item 2</li><li>Item 3</li></ul>`.

## 9. Add Links to the Page

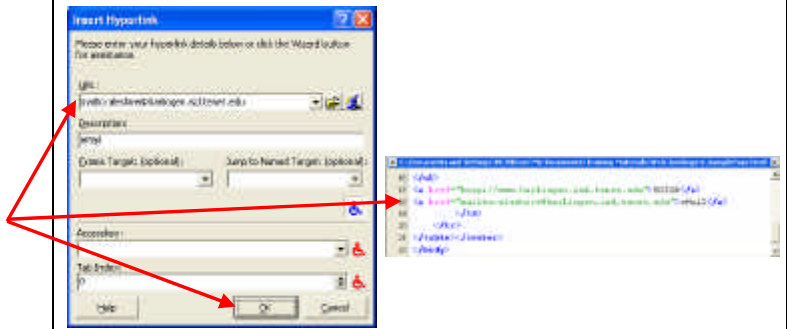
External Links (to outside the page)

- Type and/or highlight the word(s) or image(s) you want to act as the link
- Click on the “Insert” toolbar then Insert Link.
- Type the complete URL (Web site address) you want the link to take you to (include `http://` at the beginning of the address).
  - If it is a Web page you created that is in the same folder as this page, click “Choose File” and locate the file.
- Click OK
- The `<a href>` tag and the appropriate tag attributes will be added automatically.

The screenshot shows the 'Insert Hyperlink' dialog box with the 'URL' field containing 'http://www.harlingen.edu/onet-edu/'. The 'OK' button is highlighted. Below the dialog box, the HTML code in the editor shows the resulting code: `<a href="http://www.harlingen.edu/onet-edu/">HCISD</a>`.

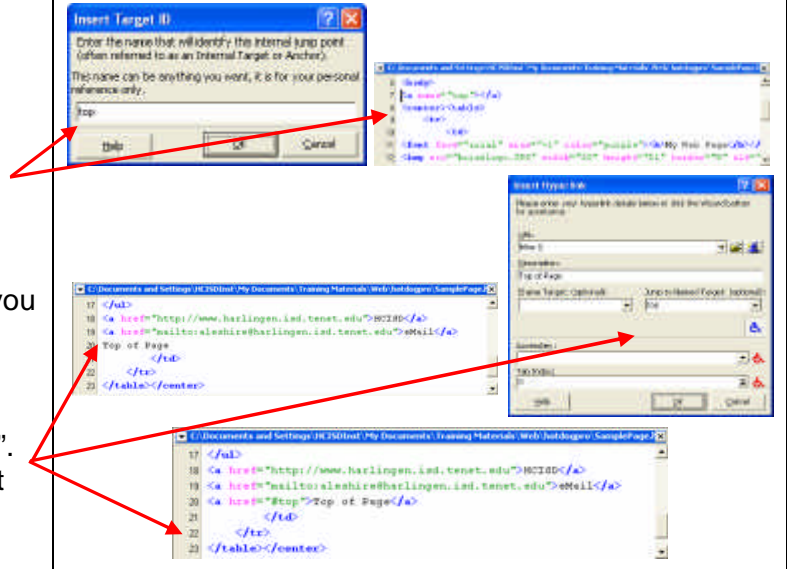
### Linking to an eMail Address

- c) Follow the same procedures as for linking to an External Link above.
- Where you would have typed the URL (Web site address), type *mailto:* then the email address to link to (with no spaces).  
ex: `mailto:aleshire@harlingen.isd.tenet.edu`
- Click OK and an `<a href>` tag will be added.




### Linking to a location Inside the same Page

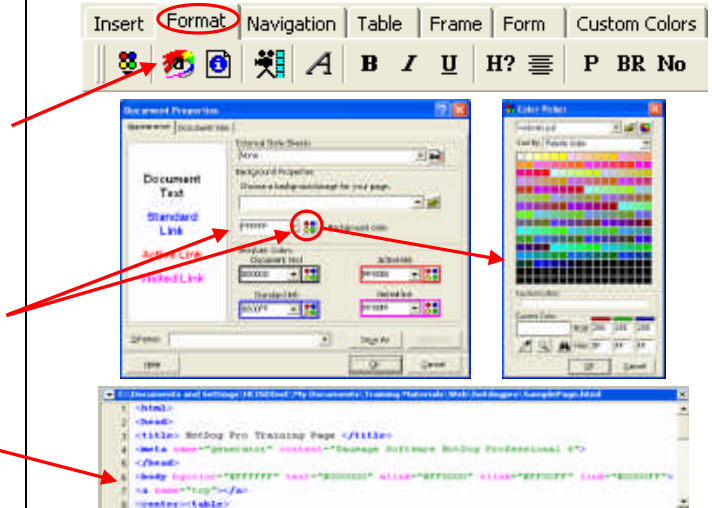
- Set the Target in your page where you want the link to go to (the destination).
  - Place the cursor where the target will be.
  - Click on "Insert" to open the Insert Toolbar.
  - Click on the Insert Target button.
  - Type the Target name (with no spaces).
  - Click OK.
- Type and/or highlight the word(s) or image you want to act as the link to the target.
- Repeat steps a) - c) from above.
- Instead of completing the URL, choose the pull-down arrow for "Jump to Named Target". The name that was designated for the target should be listed; click on it.
- Click OK and an `<a href>` tag will be added.



## 10. Formatting Page Properties

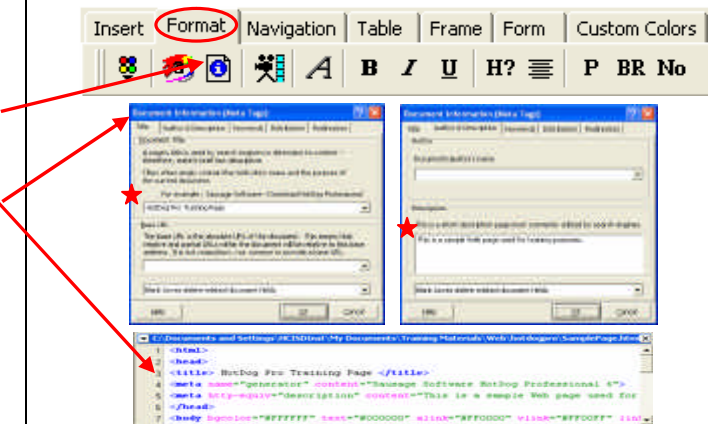
### Page Colors & Backgrounds

- Click on the "Format" toolbar then Document Properties.
- To change the color for the background or text, click on the Color Picker button next to the preferred option. 
- From the Color Picker, click on a color then click OK.
- Once all colors have been picked, click OK and attributes will be added to the `<body>` tag.



### Page Title & Properties

- On the Format toolbar Click on the Document Information button.
- Five Information tabs are available:
  - Title
  - Author & Description
  - Keywords
  - Distribution
  - Redirection
- Click on the tab you'd like to change and type in the information. The ones most commonly completed will be the Title and Description.
- Click OK and attribute tags will be added.

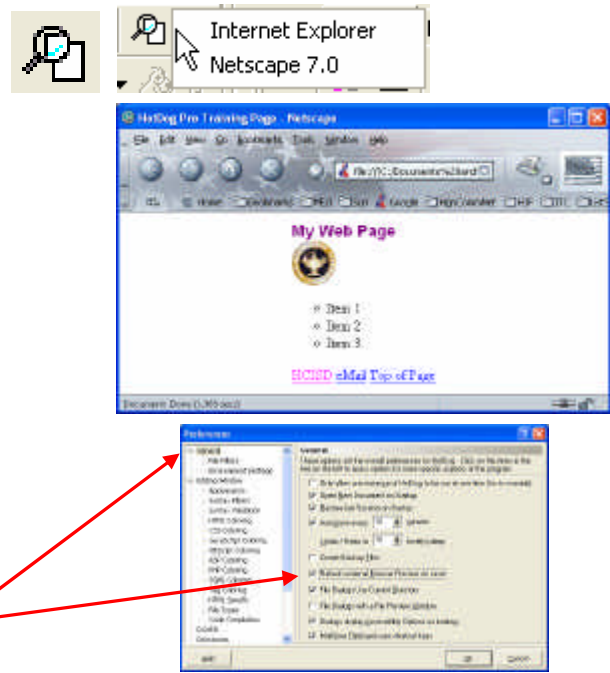


## 11. Pre-Viewing your Web page

- Click the External Previewer button on the Standard Toolbar
- HotDog often provides the opportunity to select which browser (Netscape or Internet Explorer) to view the page in. It is a good idea to preview the page in both browsers to make sure everything is as you intended.

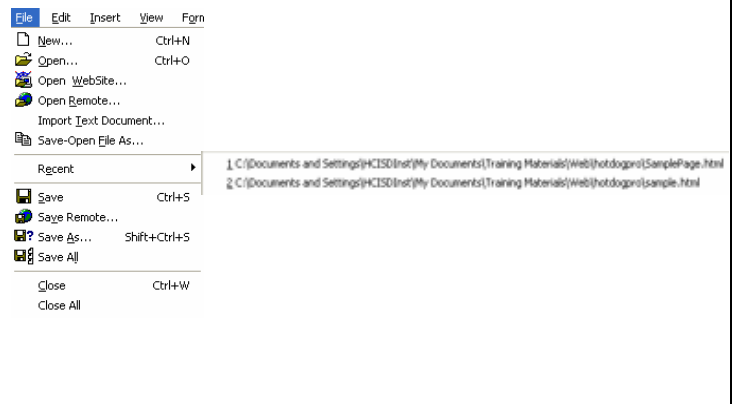
*Option 1: Previewing with the External Previewer opens a browser window each time you preview. Another option is to open Netscape, then Open the File containing the Web page and click on the Reload/Refresh button each time changes/saves are done. This will provide a real-time view of the page.*

*Option 2: HotDog can be setup to automatically update the Browser Preview when the file is saved. To do this, click on Edit ⇒ Preferences then in the General option make sure "Refresh External Browser on Preview" is checked and click on OK.,*



## 12. Close/Open the File

- Click on File in the menu bar.
- To close just this file, choose Close.  
-or-  
To close all HotDog files that are open, choose Close All.
- To Open a file, Open HotDog then Click on File ⇒ Open  
-or-  
Click on File ⇒ Recent and locate the file.



Notes: \_\_\_\_\_

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