

# **Web Page Editing**

## **Process for Editing Links Lessons**

**\*Before getting started make sure all files are organized and labeled into distinct folders.**

- 1) Open your quest folder and check filenames**
  - a) No spaces, no capitals, no special characters
  - b) Filenames must end in:
    - htm or html for web pages
    - pdf for portable documents
    - doc for Word
    - xls for Excel
  - c) Move any images (jpg, jpeg, or gif) into the images folder
- 2) Open the images folder and check filenames**
  - a) No spaces, no capitals, no special characters
  - b) Filenames must end in:
    - jpg or gif
- 3) Open Dreameaver**
  - a) Go to File: Open folder as site...
  - b) Locate your quest folder and click on Open
- 4) Using the site editor open each page, one at a time, and spell check each page**
- 5) Browse the quest by opening index.htm in Explorer**
  - Be sure to check that all links are active
- 6) Go back to Dreamweaver to make changes as you feel necessary**
  - Save changes
- 7) Drop the entire folder in my Drop Box including images folder.**