

English 498: Adapting Texts

Web Authoring: Tables, Anchors, and Clips

To add a table



- ❖ Click on the **Table** icon on the toolbar or choose **Insert** and **Table** from the menu. A table properties box will appear.
- ❖ Set the number of rows and columns you want in your table. The table properties box also allows you to align your table, choose whether you want a border or not, and set spacing between the cells. If you're using the table to format text, type "0" under **Border Line Width** and **Cell Spacing**. Choose 0-5 for **Cell Padding**.
- ❖ The table properties box also allows you to set the width of your table as a percentage of the window or by pixels. Experiment with this function to set a width that looks good to you.
- ❖ Click **OK** once you've made your choices.
- ❖ Once you've created your table, you must go into each cell and align it to the top. To do so, right-click in each cell and choose **Table Properties**. A new table properties box will appear. Click on the **Cell** tab and choose **Top** from the **Vertical Alignment** bubbles.
- ❖ Click **OK**.

To create anchors

Anchors allow viewers to jump to a specific point in a long Web page. When using anchors, remember to create an anchor to the jump point, an anchor at the top of the page, and links to both anchors.

- ❖ To create an anchor to a specific place in the text, place your cursor to the left of the point you wish to jump to. Choose **Insert** and **Named Anchor** from the menu.
- ❖ A **Named Anchor Properties** box will appear. Enter a name for this anchor in lowercase with no spaces. Click **OK**. An anchor icon will appear next to your text.
- ❖ Remember to create an anchor to the top of your page, following the instructions above. Name this anchor "**top**."
- ❖ To create links to your anchors (text viewers can click to jump to the anchor points), highlight the text you want to link, and click on the **Link** icon.
- ❖ In the **Link Properties** box, select the anchor to which you want to link and click **OK**.

To add video clips

For today, we will use clips our course web site: <http://courses.washington.edu/kgb2lit/adaptation>. Once you've opened the page in your browser, choose **Materials**, click on **Clips Page** and log on with your UW Net ID. Once I receive proposals, I'll create additional clips.

All clips in the library are located on my UW streaming media server space. This means that our course page links either to the file on the media server (Windows Media) to reference files that tell the browser where to access the clip (QuickTime and Real Media).

For Windows Media Clips

- ❖ Right-click on the link to the clip you want to use.
- ❖ Select **Copy Link Location** from the menu that appears.
- ❖ To include the clip on your page, follow the same procedure you followed for creating an internal link:
 - Highlight the text to which you want to link the clip.

- Click on the **Link** icon.
- Paste the link URL into the box and click **OK**.

For QuickTime or RealMedia Clips

- ❖ To save the file that accesses the clip from the streaming media server, right-click on the linked text and choose **Save Link Target As**. A **Save As** box will appear; select your Web Project folder on the L: drive and choose **Save**.
- ❖ To include the clip on your page, follow the same procedure you followed for creating an internal link:
 - Highlight the text to which you want to link the clip.
 - Click on the **Link** icon.
 - Type the name of the video file (e.g., branagh_frankenstein_bride_ref.mov) and click **OK**. You can also use the **Choose File** button to find the file if you cannot remember the name.

Clips are in Real Media, QuickTime, and Windows Media format. Remember to give viewers a link to the free player download site (www.real.com, www.microsoft.com, www.apple.com/quicktime).