

## Adding new announcements to the Announcements page (“index.html”) in DREAMWEAVER 8

---

- (1) Place the cursor before (to the left of) the first digit of the previous announcement's date.
- (2) Hit [ENTER] twice.
- (3) Place the cursor at the point where the previous date was and hit [ENTER] twice.
- (4) Type the date of the new announcement.
- (5) Hold down [SHIFT] and hit [ENTER] once.
- (6) Insert the image titled “AnnouncementsBar” by clicking Insert > Image. When prompted, type "Line" as the alternative text and click [OK].
- (7) Before clicking anywhere, change the image's properties by clicking in the “W” (width) box at the bottom of the screen under Properties. Change the width from “1” to “421” and hit [ENTER].
- (8) Click on the “AnnouncementsBar” image and tap the [→] (right arrow) key. Then hold down [SHIFT] and hit [ENTER] once.
- (9) Insert the announcement text by either pasting it from a plain text application such as Notepad, or typing it in. Make any links by highlighting the text to be linked and typing the link's URL at the bottom of the screen in the "Link" box (under Properties), and hit [ENTER].
- (10) Highlight the new announcement's date text, and select "AnnouncementDate" from the "Style" drop down box in Properties at the bottom of the screen. Change the date text's color to red by clicking on the square to the right of the "Size" pixels drop-down box. A palette of colors will pop up. Move the cursor to the middle-most box on the far left and click on the red box (if you have the right red, “#FF0000” will be displayed at the top of this palette box).
- (11) Highlight the new announcement's text, and select "AnnouncementText" from the "Style" drop down box in Properties at the bottom of the screen.
- (12) Click directly to the left of the first letter of the new announcement's text and hit [BACKSPACE] once. The announcement's text should now be in the right location (directly under the “AnnouncementsBar” image) and have the right formatting (font, color, etc.).
- (13) Click directly after the last letter of the new announcement text and hit [DELETE] (not Backspace) until the previous announcement's date text is on the same line as the new announcement's text. Now hold [SHIFT] and hit [ENTER] twice. Hit the [↑] (up arrow) key.
- (14) Insert (i.e., Insert > Image) the image called "spacer" and type "Space" as the alternative text when prompted. Before clicking anywhere on the screen, click in the "H" (height) text box at the bottom of the screen under Properties. Type "35" and hit [ENTER].
- (15) Change the previous announcement date text's color from red to black by selecting this text and clicking on the text color box (to the right of the "Size" pixels box at the bottom of the screen under Properties), and clicking on any of the black boxes in the color palette that will pop up.
- (16) Save the page (“index.html”) and copy it to the proper server location, overwriting the old file.

{END}