

M is for Master Page

Use the master page to create a template. Each page will look the same.

Make sure you are working on the Master Page – double click on **Master A** and check the eye is on the master

Add the banner

1. **Insert > Picture > From File**
2. Find your banner image > **Choose**
3. **Click once** to drop the banner on the page (don't drag it out). Move it into position at the top of the page

Now add Alternate text

4. **Right click** on the banner > **Edit Picture**
5. Click on the **ALT/TITLE tab** on the right
6. **Untick** the **Use default ALT text** box
7. Type a brief description of the banner – e.g. Smarts 4 Kidz banner > **OK**

This is a key accessibility feature that helps blind users

Hyperlink the Logo

You **sometimes** have to hyperlink the logo – **just** the logo, not the whole banner

A banner including a suitable title and the campaign logo (which should link to www.therecycledrive.gov.uk). The banner should extend the full width of the page.

1. **Insert > Hotspot** (towards the bottom of the list)
2. Drag a rectangle over the top of the logo part of the banner
A hyperlink window appears
3. **Internet Page** > type the web address in the box **after** the http://
Don't delete the http:// - it's important!
4. Click **OK**

The hotspot is shown by a green rectangle. This doesn't show up in the web browser.

Navigation Bar

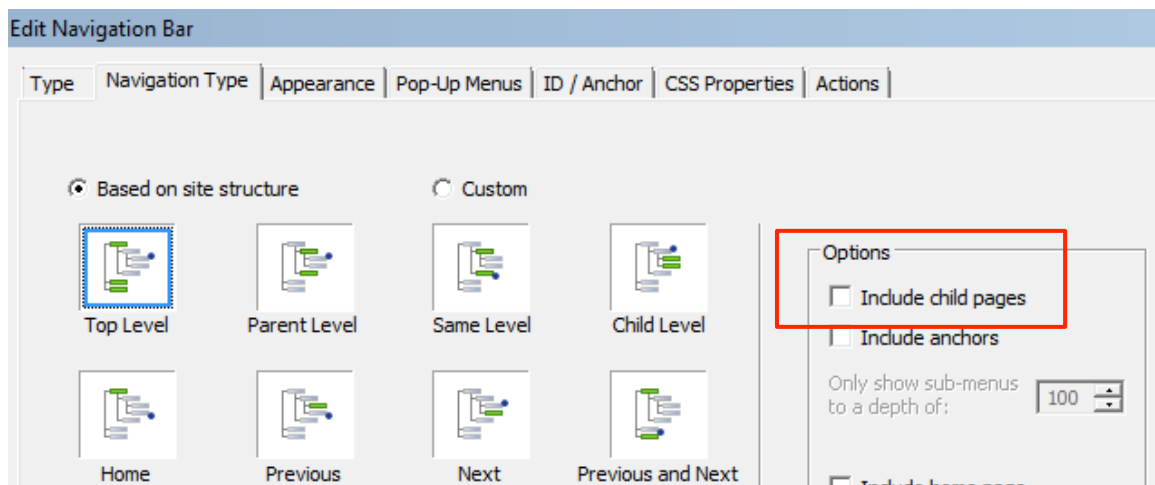
Usually a simple navigation bar will do – but be careful; sometimes something more complex is asked for using individual buttons

A navigation bar linking to: home page, volunteers page and programmes page.

1. **Insert > Navigation > Navigation bar**
2. Choose a simple **horizontal** navigation bar
Really – keep it simple unless you're told otherwise
3. Click somewhere on the Master Page to drop the Navigation Bar in place
4. Position it carefully – but you probably don't need to worry about resizing it

Most exams don't want you to link straight to the child pages. This is a little tricky.

5. **Double click** the Navigation Bar
6. **Untick** the **Include child pages** tickbox



Footer area

You might want to add a footer area at the bottom of the page to add an e-mail address or web address which has to appear on every page. Or possibly the date.

Do this in a regular text frame using smaller text (size 10 perhaps)

Test it

Preview the site in your web browser to check it looks OK so far