

COMSC-031

**Web Site Development-
Part 2**



Part-Time Instructor: Joenil Mistal

Topic 3



3

Adding and Styling Text

Text is the easiest type of information to add to a Web page using Dreamweaver. This chapter shows you how to create headlines, paragraphs, bulleted lists, and stylized text.

Topics: Adding and Styling Text

- Copy Text from Another Document
- Create Paragraphs
- Create a Heading
- Create Line Breaks
- Indent Paragraphs with Blockquote
- Create Lists
- Insert Common Special Characters
- Insert Other Special Characters



Copy Text from Another Document

- You can save time by copying and pasting text from an existing document, instead of typing it all over again.
- This is particularly convenient when you have tabular data that needs to appear in a table or a lot of text in a word processing program.
- When you paste text in Dreamweaver, you have **multiple formatting choices**.

Copy Text from Another Document

(pg 72)



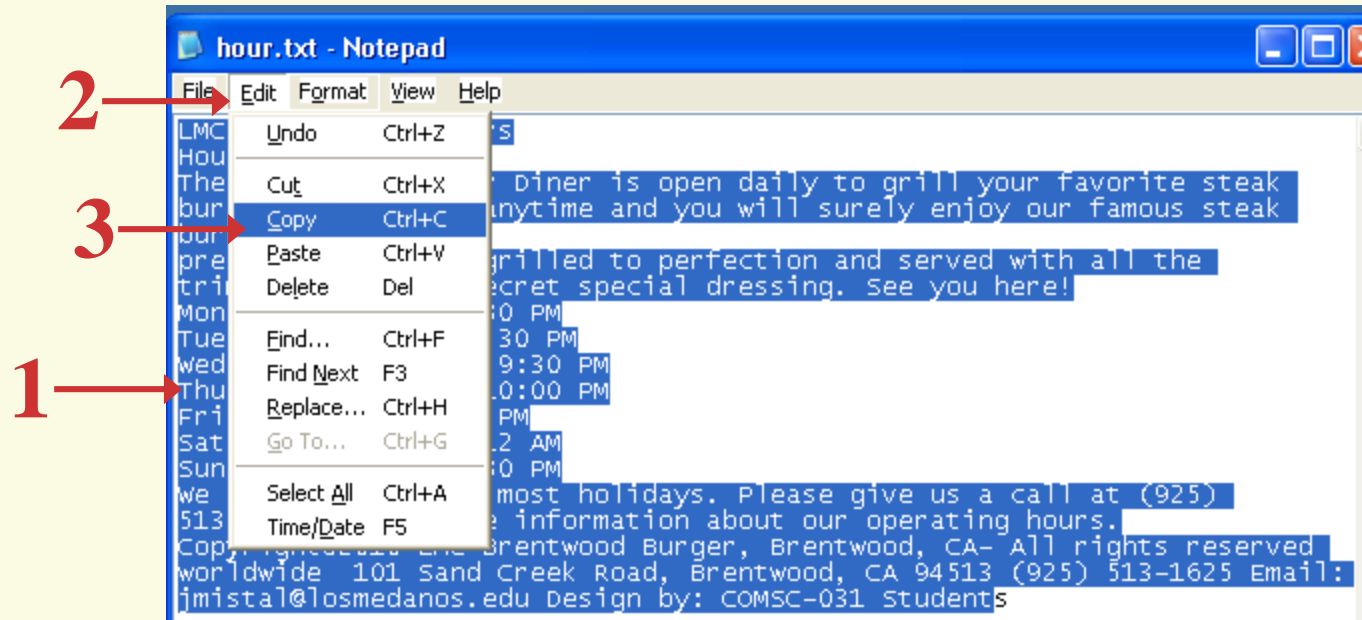
Copy Text from Another Document

1. Click and drag to **select text** in the original file.
2. Click **Edit**
3. Click **Copy**

Copy Text from Another Document



Copy Text from Another Document



Copy Text from Another Document



Copy Text from Another Document

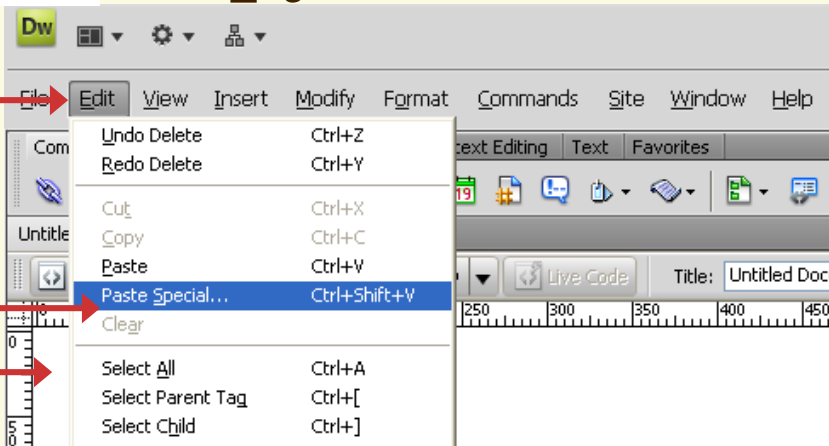
4. Click where you want to insert the text
5. Click **Edit**
6. Click **Paste Special**
7. Click a **Paste option**
8. Click **OK**

Copy Text from Another Document



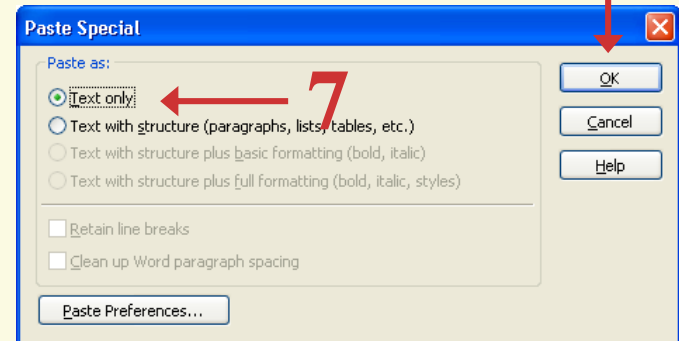
Copy Text from Another Document

5



6

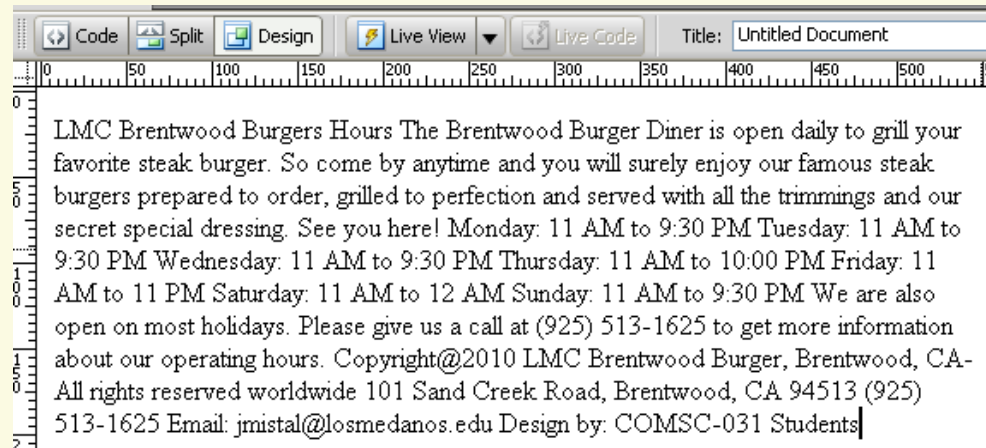
4



8

7

The text is inserted into the HTML file



Copy Text from Another Document



When is it a good idea to copy and paste text?

Even if you type at speeds of over 100 words per minute, you can save time if you do not retype all of your documents.

If your original text file was created using a word processing program, then you can speed up the process by **importing** the Word document into Dreamweaver.

You can also copy and paste text from Excel documents, and Dreamweaver automatically builds tables to duplicate the formatting from Excel

Create a Paragraphs

- You can organize text on your Web page by creating and aligning paragraphs.
- When you press **<Enter>**, you add a paragraph tag to the code, which creates a line break and space between paragraphs.



Create a Paragraphs



Create Paragraphs

1. Type the text for your Web page into the Document window
2. **Position** the cursor where you want a paragraph break.
3. Press **<Enter>**

Note: A blank line appears between the blocks of text, separating the text into paragraphs.
4. Repeat steps 2-3 for the remaining paragraphs

Create a Paragraphs



Create Paragraphs

2

A screenshot of a web browser window titled "hours.html*". The browser has tabs for "Code", "Split", and "Design". The address bar shows "Title: Untitled Document". The main content area displays a paragraph of text. A red arrow points from the number "2" above to the start of the paragraph. The text in the browser is:

LMC Brentwood Burgers Hours The Brentwood Burger Diner is open daily to grill your favorite steak burger. So come by anytime and you will surely enjoy our famous steak burgers prepared to order, grilled to perfection and served with all the trimmings and our secret special dressing. See you here! Monday: 11 AM to 9:30 PM Tuesday: 11 AM to 9:30 PM Wednesday: 11 AM to 9:30 PM Thursday: 11 AM to 10:00 PM Friday: 11 AM to 11 PM Saturday: 11 AM to 12 AM Sunday: 11 AM to 9:30 PM We are also open on most holidays: Presidents Day: 11 AM to 10:00 PM Memorial Day: 11 AM to 10 PM 4th of July: 11 AM to 10 PM Labor Day: 11 AM to 10 PM Thanksgiving: Close Christmas: Close New Years Day: 11 AM to 10:00 PM Please give us a call at (925) 513-1625 to get more information about our operating hours. Copyright@2010 LMC Brentwood Burger, Brentwood, CA- All rights reserved worldwide 101 Sand Creek Road, Brentwood, CA 94513 (925) 513-1625 Email: jmistal@losmedanos.edu Design by: COMSC-031 Students

Create a Paragraphs



Create Paragraphs

After pressing <Enter>, Dreamweaver adds a line break and a space between paragraphs

The screenshot shows a web browser window with the following content:

LMC Brentwood Burgers

Hours

The LMC Brentwood Burger Diner is open daily to grill your favorite steak burger. So come by anytime and you will surely enjoy our famous steak burgers prepared to order, grilled to perfection and served with all the trimmings and our secret special dressing. See you here!

Monday - Thursday: 11 AM to 10 PM

Friday - Saturday: 11 AM to 11 PM

Sunday: 11 AM to 10 PM

We are also open on most holidays:

Presidents Day: 11 AM to 10:00 PM

Memorial Day: 11 AM to 10 PM

4th of July: 11 AM to 10 PM

Labor Day: 11 AM to 10 PM

Thanksgiving: Close

Christmas: Close

New Years Day: 11 AM to 10:00 PM

Please give us a call at (925) 513-1625 to get more information about our operating hours.

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Create a Paragraphs



Align Paragraphs

Note: Paragraphs align left by default.

5. Click and drag to **select** the paragraph that you want to align.
6. Go to the **Code** window
7. In the opening `<P>`, type **`align="center"`**

Create a Paragraphs



Create Paragraphs

```
Code Split Design
directions.html* x
1 <!doctype html>
2 <html lang="en">
3 <head>
4 <meta charset="utf-8">
5 <title>LMC Brentwood Burger- Directions</title>
6 </head>
7
8 <body>
9 <p>LMC Brentwood Burger </p>
10 <p>Directions </p>
11 <p>We're conveniently located just right beside the Los Medanos
    College Brentwood Center. We offer both indoor seating and outdoor
    seating at one of our many sidewalk tables. So the next time you
    want to grab a tasty steak burger with your friends, neighbours or
    classmates, all the while relaxing and enjoying the balmy Delta
    breezes, come check us out. </p>
12 <p align="center">Click here for directions<br />
13 101A Sand Creek Road, Brentwood, CA 94513<br />
14 (925) 513-1625</p>
```

1

2



The paragraph aligns on the page

Create a Paragraphs

demo Create Paragraphs

- Repeat steps 5- 7 to align **center** the rest of the paragraphs.

The other paragraphs aligns to center of the page

hours.html* x E:\Fall2011\COMSC-031\Assignment\chapter5\hours.html

Code Split Design Live Code Live View Inspect Multiscreen

Address: file:///E:/Fall2011/COMSC-031/Assignment/chapter5/hours.html

LMC Brentwood Burgers

Hours

The LMC Brentwood Burger Diner is open daily to grill your favorite steak burger. So come by anytime and you will surely enjoy our famous steak burgers prepared to order, grilled to perfection and served with all the trimmings and our secret special dressing. See you here!

Monday - Thursday: 11 AM to 10 PM

Friday - Saturday: 11 AM to 11 PM

Sunday: 11 AM to 10 PM

We are also open on most holidays:

Presidents Day: 11 AM to 10:00 PM

Memorial Day: 11 AM to 10 PM

4th of July: 11 AM to 10 PM

Labor Day: 11 AM to 10 PM

Thanksgiving: Close

Christmas: Close

New Years Day: 11 AM to 10:00 PM

Please give us a call at (925) 513-1625 to get more information about our operating hours.

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Create a Paragraphs



What controls the width of the paragraphs on my Web page?

The width of your paragraphs depends on the width of the **Web browser window** or the container that surrounds your text.

You can use **tables** or **div tags** with CSS to control the width of our paragraphs.

If you do not, when a user changes the size of the browser window, the widths of the paragraphs will also change.

Create a Paragraphs



What is the HTML code for paragraphs?

In HTML, paragraphs are surrounded by opening `<p>` and closing `</p>` tags

You can click the Code view button to view the HTML code of the page.

Create a Heading

- When you format text with heading tags, you can create large, bold text and specify a range of sizes.
- You can also align your heading text.
- You can choose from six different heading levels for a document ranging from heading level 1 (**<H1>**) the largest to heading level 6 (**<H6>**), the smallest.
- Headings appear as **bold type** on a Web page.

Create a Heading

```
Heading Example_Chap3.html - ...
File Edit View Insert Format Help

<HTML>
<HEAD>
<TITLE>Planning a Web Site</TITLE>
</HEAD>
<BODY>

<H1>Planning Your Web Site</H1>

<H2>Planning Your Web Site</H2>

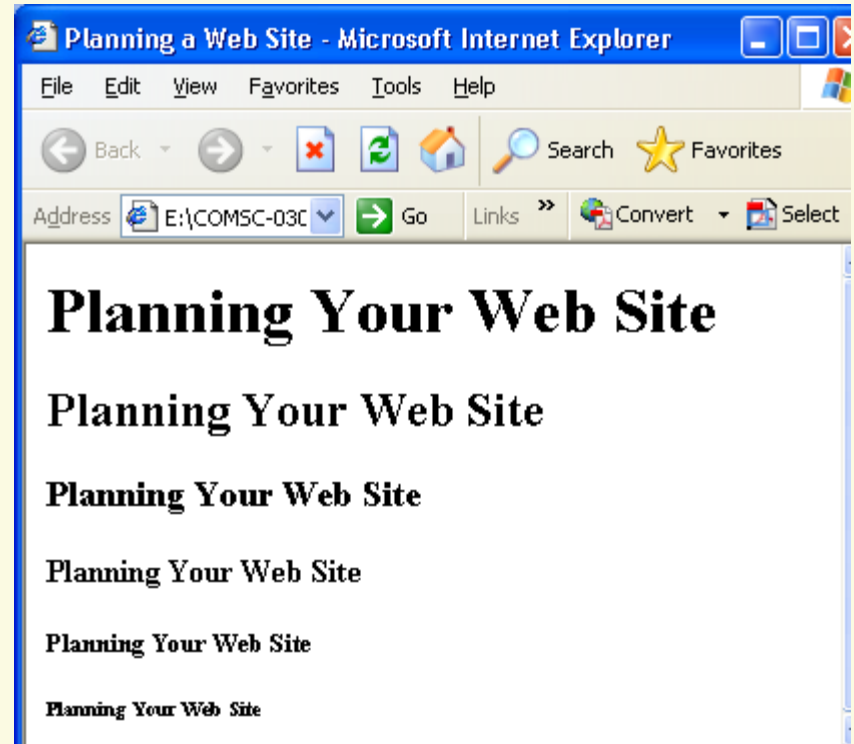
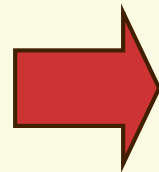
<H3>Planning Your Web Site</H3>

<H4>Planning Your Web Site</H4>

<H5>Planning Your Web Site</H5>

<H6>Planning Your Web Site</H6>



</BODY>
</HTML>
```



Create a Heading



Create a Heading

1. Click and drag to **select** the text.
2. In the Properties Inspector, click **Format** 
3. Click a **Heading 1**
Note: The font size is larger, and the text is now bold.
White space separates it from other text.
4. Click and drag to **select** the next text.
5. In the Properties Inspector, click **Format** 
6. Click a **Heading 2**

Create a Heading



Create a Heading

The first heading is larger, and the text is now bold.

The second heading appears different from the first, but still bold.

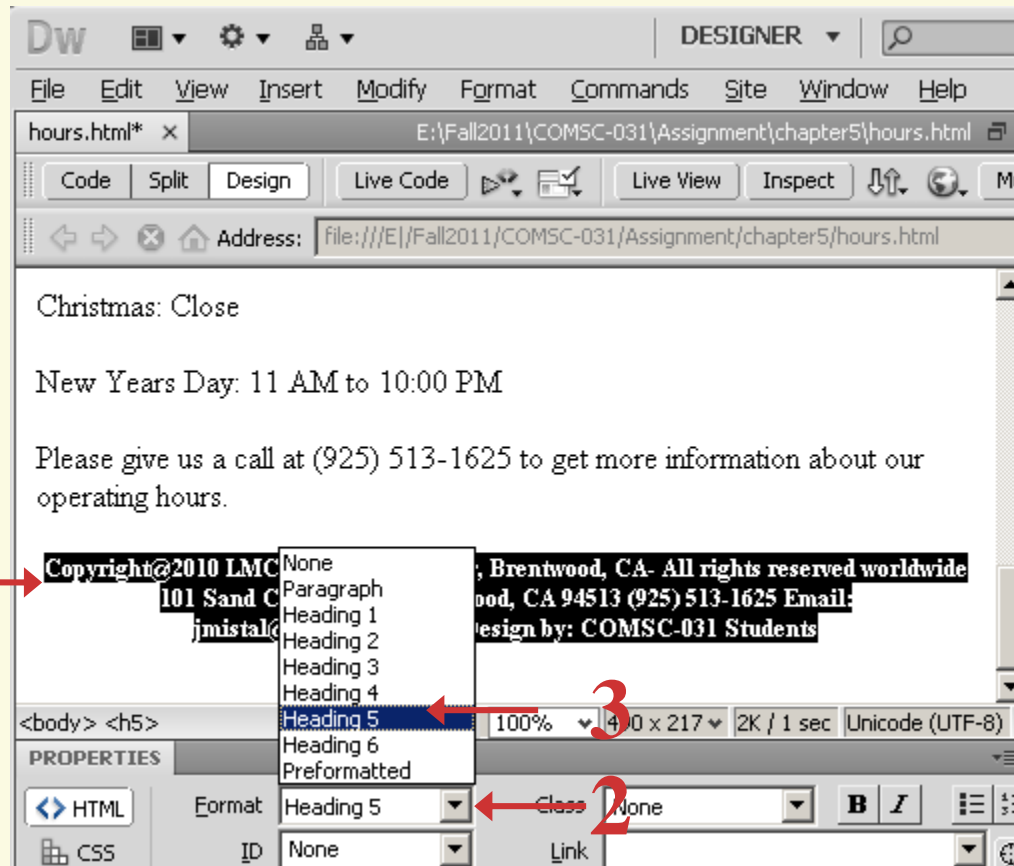
This screenshot shows the Dreamweaver interface with the 'Design' view selected. The main content area displays the text 'LMC Brentwood Burgers' in a large, bold font. A red arrow labeled '1' points to this text. Below it, the text 'Hours' is displayed in a smaller, regular font. A red arrow labeled '2' points to the 'Paragraph' dropdown in the Properties panel. A third red arrow labeled '3' points to the 'Heading 1' option in the expanded dropdown menu. The Properties panel shows the 'Format' set to 'Paragraph' and 'Class' set to 'None'. The status bar at the bottom indicates '100%' zoom, '490 x 217' dimensions, and '2K / 1 sec' load time.

This screenshot shows the Dreamweaver interface with the 'Design' view selected. The main content area displays the text 'Hours' in a large, bold font. A red arrow labeled '4' points to this text. Below it, the text 'LMC Brentwood Burgers' is displayed in a smaller, regular font. A red arrow labeled '5' points to the 'Paragraph' dropdown in the Properties panel. A third red arrow labeled '6' points to the 'Heading 2' option in the expanded dropdown menu. The Properties panel shows the 'Format' set to 'Heading 2' and 'Class' set to 'None'. The status bar at the bottom indicates '100%' zoom, '490 x 217' dimensions, and '2K / 1 sec' load time.

Create a Heading



Create a Heading



The fifth heading is smaller and but still bold

Create a Heading

What heading levels should I use to format my text?

Headings 1, 2, and 3 are often used for titles and subtitles. **Heading 4** is similar to a bold version of default text. **Heading 5 and 6** are often used for smaller text, such as copyright or disclaimer information.



Create a Heading




Why are my headlines different sizes when I see them on another computer?

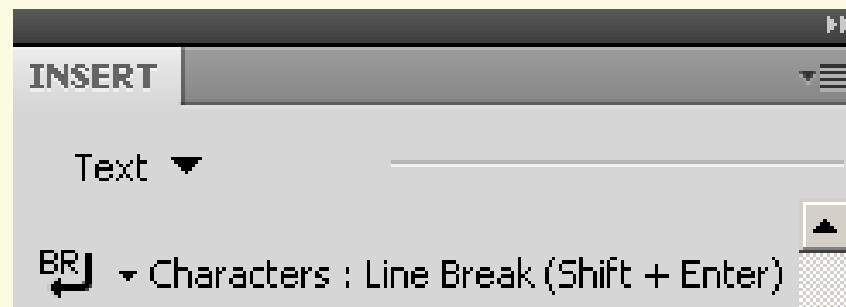
Size can vary from one computer to the next, and some users set their Web browsers to display larger or smaller type on their computer.

Browsers use the default text size to determine the size of the heading.

For example, Heading 1 text is three times larger than the default text size, and Heading 6 text is one-third and default size.

Create Line Break


- When you do not want a full paragraph break, you can use line breaks to keep lines of text adjacent.
- When you hold down the **<Shift key>** and press **<Enter>**, you create a line break.
- You can use the  in the **Characters** button in the Text tab of the Insert Panel

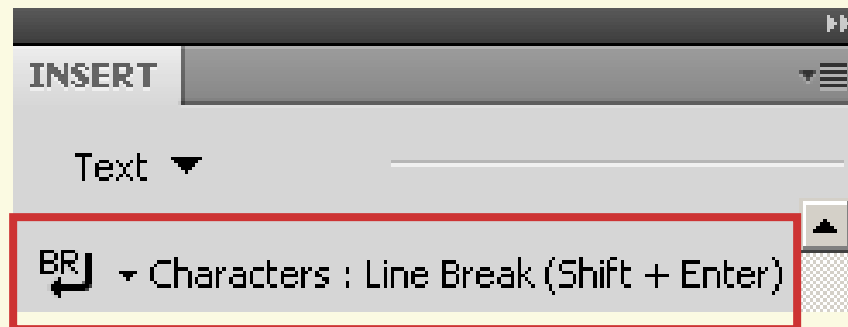


Create Line Break



Create Line Breaks

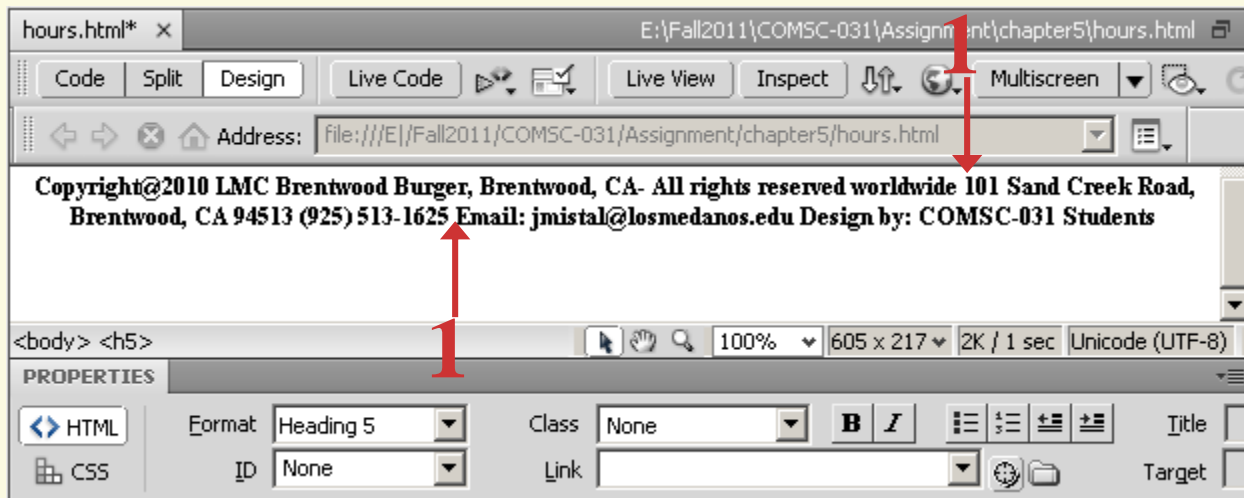
1. Create or insert the cursor where you want to the line of text to break.
2. Press **<Shift>+<Enter>** or  in the Text tab
3. Repeat steps 1- 2 to create additional line breaks.



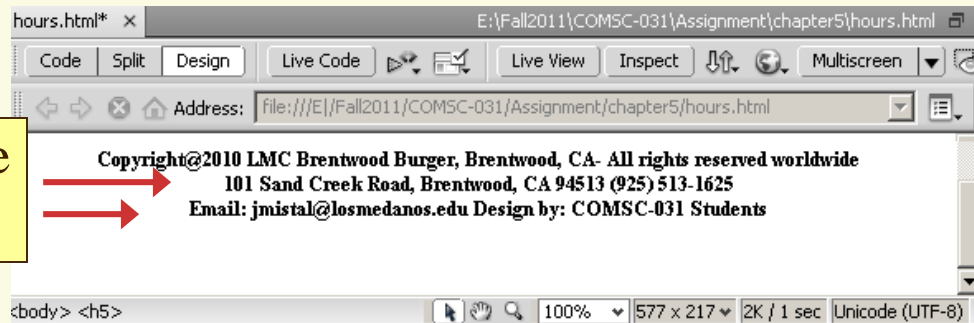
Create Line Break



Create Line Breaks



Dreamweaver adds a line break



Indent Paragraphs

- HTML includes a tag called **<blockquote>**, which is commonly used to indent paragraphs of text.
- You can use it to make selected paragraph stand out from the rest of the text on your Web page in much the same way you would use the indent feature in a word-processing program.

Indent Paragraphs



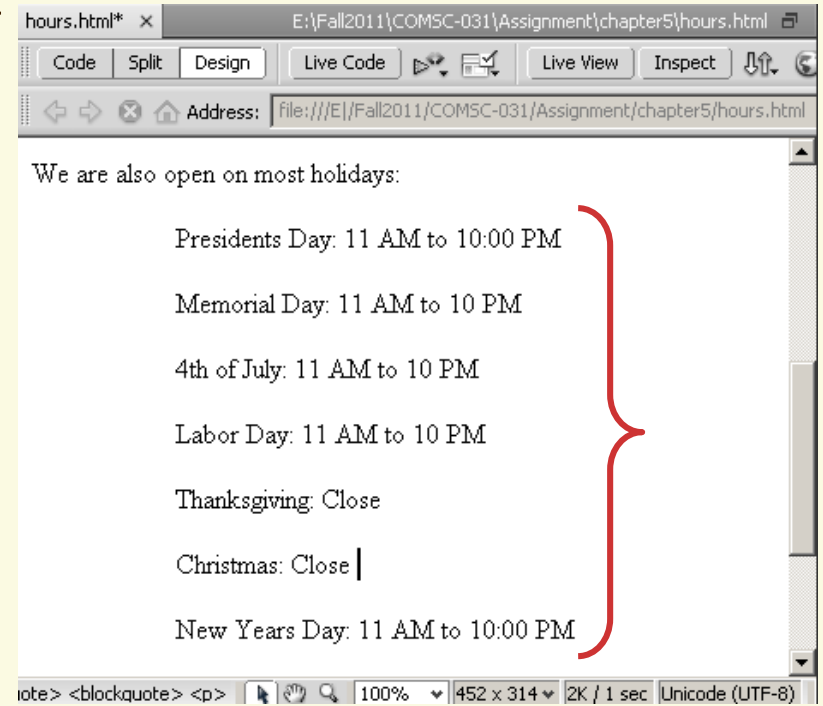
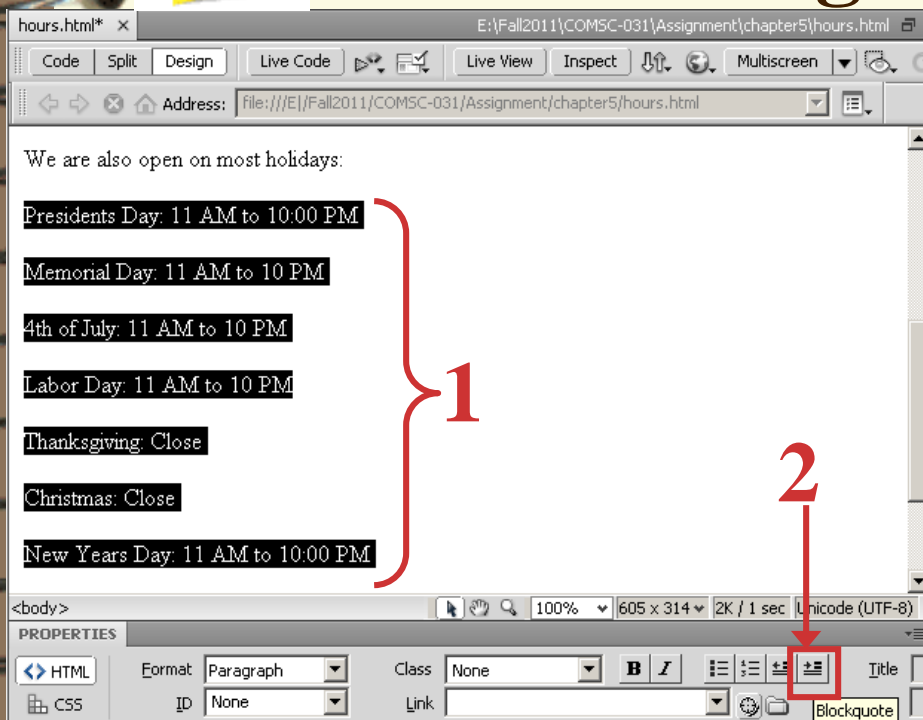
Indent Paragraphs

1. Click and drag to select a paragraph.
2. Click to **indent** the text

Indent Paragraphs



Indent Paragraphs



You can repeat **step 1** and **step 2** to indent the paragraph further

Additional space appears in both the left and right margins of the paragraph

Create Lists

- You can organize text items into **ordered** and **unordered lists**.
- Unordered lists have items that are indented and bulleted
- Ordered lists have items that are indented and numbered or lettered.



Create Lists



Create an Unordered List

1. Type your lists items into the Document window.
2. Click between the items and press **<Enter>** to place each item in a separate paragraph.
3. Click and drag to **select** all of the list items.
4. Click **Unordered** list in the Property inspector.

Create Lists



Create an Unordered List

The items appear indented and bulleted

hours.html* x E:\Fall2011\COMSC-031\Assignment\chapter5\hours.html

Code Split Design Live Code Live View Inspect Multiscreen

Address: file:///E:/Fall2011/COMSC-031/Assignment/chapter5/hours.html

We are also open on most holidays:

- Presidents Day: 11 AM to 10:00 PM
- Memorial Day: 11 AM to 10 PM
- 4th of July: 11 AM to 10 PM
- Labor Day: 11 AM to 10 PM
- Thanksgiving: Close
- Christmas: Close
- New Years Day: 11 AM to 10:00 PM

Please give us a call at (925) 513-1625 to get more information about our operating hours.

<body> <blockquote>

PROPERTIES

HTML CSS

Format: None Class: None ID: None Link:

B I **☰** ☰ ☰ ☰

Create Lists



Create an Ordered List

1. Type your list items into the Document window.
2. Click between the items and press **<Enter>** to place each item in a separate paragraph.
3. Click and drag to select all of the list items.
4. Click **Ordered List** in the Property inspector.

Create Lists



Create an Ordered List

The items appear indented and bulleted

We are also open on most holidays:

1. Presidents Day: 11 AM to 10:00 PM
2. Memorial Day: 11 AM to 10 PM
3. 4th of July: 11 AM to 10 PM
4. Labor Day: 11 AM to 10 PM
5. Thanksgiving: Close
6. Christmas: Close
7. New Years Day: 11 AM to 10:00 PM

Please give us a call at (925) 513-1625 to get more information about our operating hours.




<body> <blockquote>


100% 554 x 269 2K / 1 sec Unicode (UTF-8)

PROPERTIES

HTML CSS

Format: None Class: None ID: None Link:

B *I*   



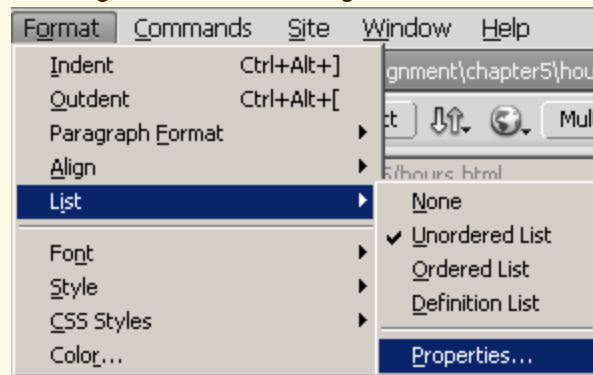


Create Lists

Can I modify the appearance of my unordered list?

Yes. You can modify the style of an unordered list by highlighting an item in the list and clicking **Format** then clicking **Lists**, and then clicking **Properties**.

The dialog box that appears enables you to select different bullet styles for your unordered list.





Create Lists

Can I modify the appearance of my ordered list with CSS?

Yes. You can create CSS style rule for ul, ol, and li tags and change the spacing, alignment and other formatting elements of lists.

Insert Special Characters

- You can insert special characters into your Web page that do not appear on your keyboard.
- Special characters are copyright symbols, trademark symbols and letters with accent marks.



Insert Special Characters



Insert Characters

1. Click the **Text tab** in the **Insert panel**
2. Click where you want to insert the special character.
3. Click the **Character** button.
4. Click the **special character – Registered Trademark** that you want to insert

Insert Special Characters



Insert Characters

The screenshot shows the Adobe Dreamweaver interface in DESIGNER mode. The main workspace displays a web page with the following content:

LMC Brentwood Burgers

Hours

The LMC Brentwood Burger Diner® is open daily to grill your favorite steak burger. So come by anytime and you will surely enjoy our famous steak burgers prepared to order, grilled to perfection and served with all the trimmings and our secret special dressing. See you here!

Monday - Thursday: 11 AM to 10 PM

Friday - Saturday: 11 AM to 11 PM

The right-hand sidebar shows the 'INSERT' menu with 'Text' expanded. The 'Characters : Registered Trademark' option is selected, and the 'Registered Trademark' symbol (®) is highlighted in the list. Red arrows indicate the sequence of actions: 1. Clicking the 'INSERT' menu, 2. Clicking the 'Registered Trademark' option, 3. Clicking the 'Registered Trademark' symbol in the list, and 4. Clicking the 'Page Properties...' button at the bottom.

The special character appears in your Web page text

The HTML code that defines that special characters is inserted into the HTML code of the page

Insert Special Characters

(pg 69)



Why do special characters look strange in a Web browser?

Although most Web browsers display double quotations marks without problems, some standard punctuation marks are considered special characters and require special code.

If you do not use the special HTML code, those characters may not display properly.

Insert Other Special Characters

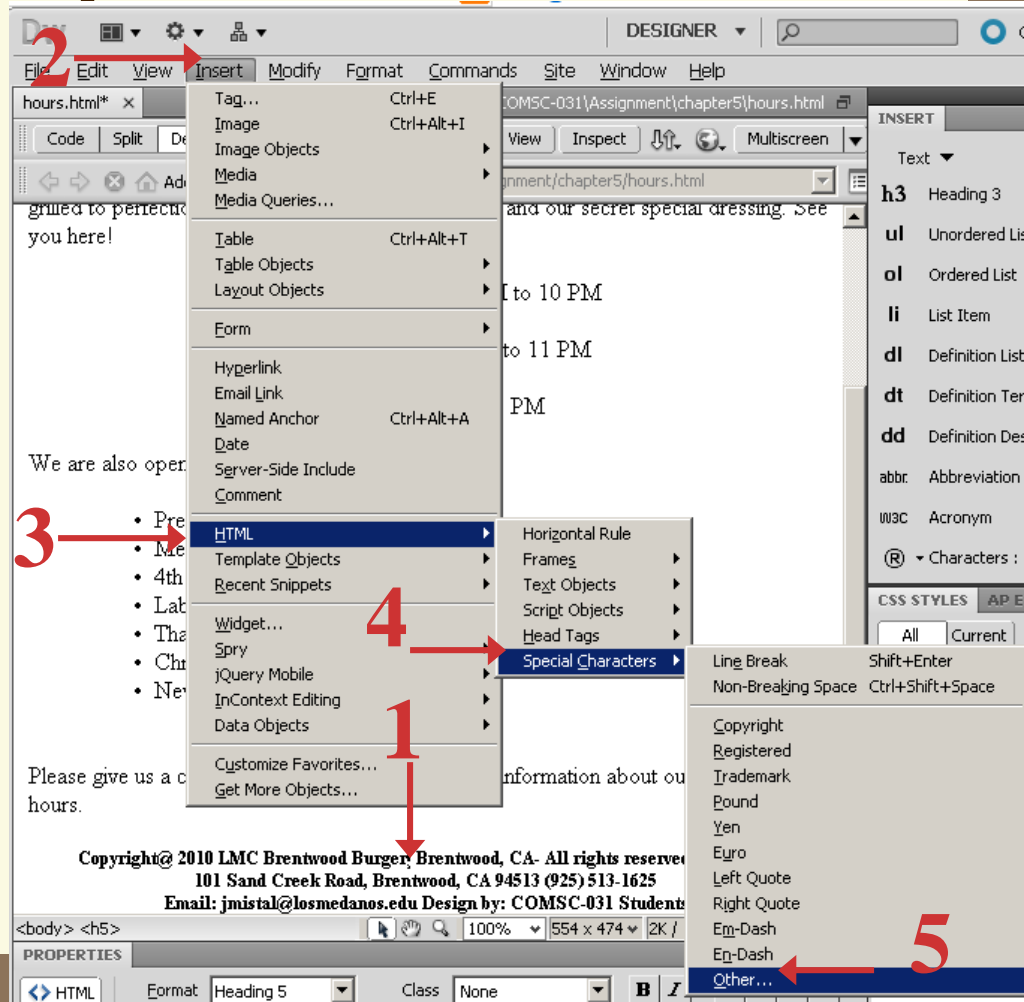
- You can add many more **special characters**, such as accent marks and other language symbols, into your Web page by using the Other option in the Special Character list.

Insert Special Characters (pg 70)



Insert Other Special Characters

1. Click where you want to **insert** the special character.
2. Click **Insert**
3. Click **HTML**
4. Click **Special Characters**
5. Click **Other**



Insert Special Characters



Insert Other Special Characters

6. Click a **special character**
7. Click **OK**

The special character appears in your Web page

The HTML code that defines that special character is inserted into the HTML code of the page

The screenshot shows the Adobe Dreamweaver (Dw) interface. The 'Insert Other Character' dialog box is open, displaying a grid of special characters. The character '™' is highlighted with a red box and labeled '6'. The 'OK' button is labeled '7'. The background shows the Dreamweaver interface with a web page being edited. The web page content includes the text 'grilled to perfection and served with all the trimmings and our secret special dressing. See you here!' and 'Monday - Thursday: 11 AM to 10 PM'. The status bar at the bottom shows the current HTML code as '<body> <h5>'. The footer text reads: 'Copyright© 2010 LMC Brentwood Burger™, Brentwood, CA- All rights reserved worldwide 101 Sand Creek Road, Brentwood, CA 94513 (925) 513-1625 Email: jmistal@losmedanos.edu Design by: COMSC-031 Students'.

Insert Special Characters



How do I include non-English-language text on my Web page?

Many foreign languages feature accented characters that do not appear on standard keyboards.

You can insert most of these characters using the special characters feature described in this task.