

Hands-On Lesson

to accompany

Curriculum Webs

A Practical Guide to Weaving the Web into Teaching and Learning

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LESSON 3: Working with text, layout, and links

Dreamweaver

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Goals for this lesson

- Make the text look the way you want on your web pages
- Insert tables and images on your web pages
- Create links between your web pages

Changing the page properties

The page properties include colors for text, links, background color, and page margins.

Dreamweaver

- Use Modify | Page properties

Justifying text

Dreamweaver, GoLive, and FrontPage have a set of buttons that look like this:



. These are used to create left, center, and right justification.

First, make sure the cursor is in the paragraph you wish to justify.


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- Use the justification buttons on the Property Inspector.
- Or use Text | Align
- Or press Ctrl+Alt+Shift+L for left, Ctrl+Alt+Shift+C for center, or Ctrl+Alt+Shift+R for right.

Adjusting text colors

When selecting colors for text and links, you should use "browser safe" colors. See Chapter 6 in *Curriculum Webs* for more information about color in web pages.

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- To set a text color for a specific piece of text, highlight it and use the color picker on the Property Inspector: . Click on the color you want.
- Or use Text|Color to reach the same color picker. If you want to choose a non-browser safe color, choose the color wheel from any color picker and choose any color, and add your chosen color to the custom colors available. But be warned that these colors will not work with all browsers.
- To change the default color for the entire page, go to Modify|Page Properties and change the Text color. Click on the little squares to use the color picker, or enter numerical codes.

Applying styles

A "style" is a defined set of font attributes. Paragraph styles can include font, font size, bold, underline, or italic, and line spacing. Headings 1 through 6 are examples of pre-defined paragraph styles in HTML. Another paragraph style is "preformatted," which keeps the line breaks and spacing that the text has been given already.

Text styles can include any combination of attributes except line spacing. Predefined HTML styles include:

- underline
- ~~strike-through~~
- teletype -- a monospaced font
- *emphasis* -- the official version of "italic"
- **strong** -- the official version of "bold"
- code -- used for HTML or other programming code
- *variable* -- used when listing HTML code or programs


- `sample` -- used to display text to be entered
- `keyboard` -- used for text that has been entered
- `citation` -- *for sources*

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- Apply predefined styles using the Text|Styles menu.
- Or create your own styles using Text|HTML Styles|New Style....

Indenting paragraphs

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- Use the  buttons on the Property Inspector, or Ctrl+Alt+[or Ctrl+Alt+].
- If your text is not aligning to the left as you expect, then DIV tags are probably involved. (Use the code view to see if there are any floating around. If so, delete them, as well as the corresponding </DIV> ending tags.)

Working with fonts sets

Each web browser has a default font that is used when the page does not specify which font to use. If you do specify a font, you must specify a font found on the client's machine. If you choose an unavailable font, the client's browser will use its default font.

To get around this problem, fonts are grouped into families known as "Font Combinations" or "Font Sets." When displaying text formatted with a font combination, the web browser attempts to display the text in the first font in the set, then the second font in the set, etc. If none of the fonts in the combination are installed on the client computer, the browser uses its own default font.

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These combinations are available by default:

- Arial, Helvetica, sans-serif
- Times New Roman, Times, serif
- Courier New, Courier, mono
- Georgia, Times New Roman, Times, serif
- Verdana, Arial, Helvetica, sans-serif

Note that the last two and the first two are similar. Georgia and Verdana are typefaces specifically designed for the web, but still not in widespread use.

- You can modify the font combinations in Text | Font | Edit Font List.

Inserting a horizontal line

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- Use Insert | Horizontal Rule, or click the Horizontal Rule button on the Common Objects panel.

Creating links

Each of the software packages will allow you to type URLs directly into a link field. This is fine if you know what you are doing (for example, if you are linking directly to an external URL such as <http://curriculumwebs.com>). However, each program will also allow you to browse on your local computer and choose files, and have the URL information entered automatically. This is usually a good idea when you are making links to other pages within your web site.)

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You have a choice of techniques for creating links. To enter link addresses manually:

- Type a file name into the links field on the Property Inspector. (This only works if the file is in the same folder as the page you are linking from. If you know it, type the path for a file not in same folder.)
- Using the folder icon:
 - ❖ Click the folder icon on the Property Inspector: , then choose the correct file from the resulting dialog box. Dreamweaver automatically fills in the correct Document (or root) relative URL. (as long as the linked-to file is within the Local Root Folder).
- Using the file pointer:
 - ❖ Make sure the text you want to link from is highlighted. Then click and hold the mouse button on the file pointer (in the Property Inspector) and drag the mouse pointer to the site files window; when you are pointing to correct file, release. See Figure 3-1.

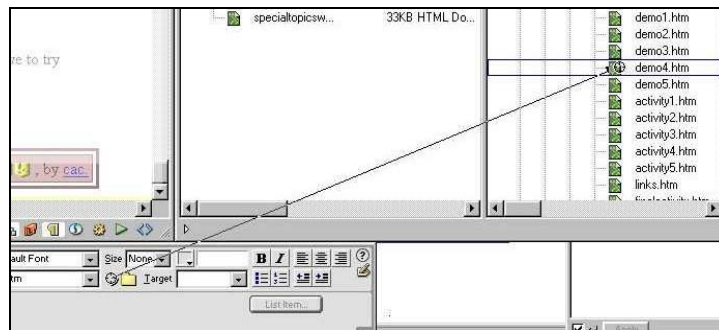


Figure 3-1: Using Dreamweaver's file pointer.

- ❖ You can also highlight text or image you want to link from, then hold down SHIFT key, click and drag to the filename of the file you want to link to on the site files list. See Figure 3-2.

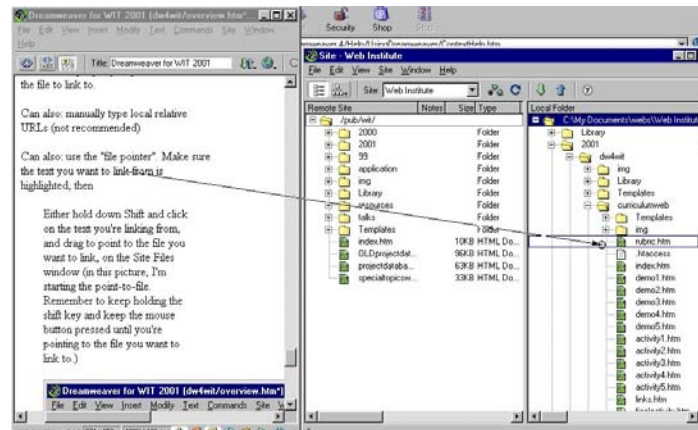


Figure 3-2: Using Dreamweaver's ability to link text to file names. Hold down the Shift key as you click and drag to the filename you want to link to.

Inserting images

Dreamweaver

- Use Insert | Image. Browse to the image, click OK. Image is inserted at cursor.

Creating anchors

Named anchors (also sometimes called targets and page bookmarks) are specified locations on a web page that can serve as the destination or “target” of a link. They are used in menus to navigate within a page, or can be added to links to the page to specify a particular spot in the page.

Dreamweaver

- Highlight a word or click cursor where you want the target.
- Use Insert menu, Invisible Tags, Named Anchor, or Ctrl+Alt+A (PC) or Ctrl+Opt+A (Mac).

- Type a name if necessary. Press enter. The anchor will appear as a little yellow anchor symbol. To see or change the name of an anchor, click on it and use the Property Inspector.
- NOTE: When you create a new anchor by pressing CTRL+ALT+A, the anchor is selected after it is created. Don't type "Enter" to go to the next line or the anchor will be deleted. Press right-arrow and THEN Enter to make a new line.

Linking to an anchor within the same page

The whole point of creating an anchor is that you can link to it either from within the same page or from another page.

You might want to link to anchors within a page from a menu at the top of the page. For example, Figure 3-3 shows the menu in one of the “Using Dreamweaver to Build a Curriculum Web” pages:

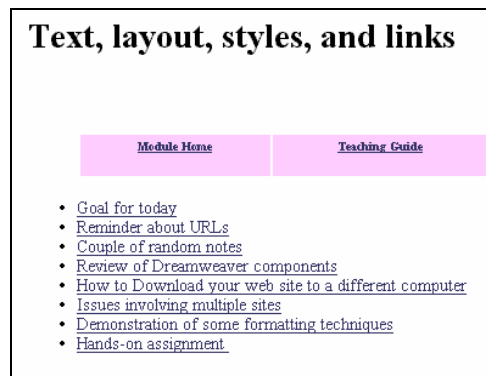


Figure 3-3: A menu linked to anchors with a long page.

These are the directions for linking to an anchor from within the same page.

Dreamweaver

- To link TO the named anchor from within the same page, highlight the text you want to link from, and then type "#" and the anchor's name in the Link field
- Or highlight the text you want to link from, and holding down Shift key, click and hold the mouse button and then drag to anchor. Release.

Linking to an anchor on a different page

Anchors can also serve as the target of a link from another page.

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- Open both pages. Be sure that you can see at least part of the window of the page containing the anchor you want to link to.
- Highlight the word that you want to link from. Press and hold the Shift key and click and drag from the highlighted word to the other document window. Pause for a minute to allow the other window to come to the front. Then, continuing to hold Shift, drag the mouse and point to the anchor. Let go.

Linking to email addresses

An email link on a web page pops up an email compose box with the address already in the “To:” field. (This assumes that the browser has been configured to handle email.)

The examples assume you want to create an email link to c-cunningham@uchicago.edu.

First, highlight the text you want to link from.

Dreamweaver

- Type "mailto:c-cunningham@uchicago.edu" into Link field on Property Inspector, or Use Insert | Email Link

Adding tables

Tables consist of rows, columns, and cells. They can be used for displaying tabular data, for example names and email addresses. They also allow careful positioning of elements on a page. You can nest tables within tables in order to achieve exact placement.

In all of the packages, you can set the color and formatting of individual cells or groups of cells.

Dreamweaver

- Use Insert | Table, then specify rows, columns, padding (within cells, between content and the border) and spacing (between cells); also specify width of table in pixels or percent of browser window, (if desired) and border width (0 for no border)
- Use Tab or arrow keys to move between cells for adding text; if you press Tab at the end of the table, a new row will be added.

The tricky part sometimes is selecting the right cells.

- To select cells, click and hold the button at the beginning of the section you want to select, and drag the mouse to the end of the section you want to select, and let go. Once the table or individual cells are selected, modify the appearance of selected cells or the text contained in them.
- To select the entire table:
 - ❖ Click the top left corner of the table, or click anywhere on the right or bottom edge, or
 - ❖ Click once in the table and use Modify | Table | Select Table., or
 - ❖ Click once in the table and use Edit | Select All, or
 - ❖ Position the insertion point anywhere inside the table, and select the <table> tag in the tag selector at the bottom left corner of the Document window.
 - ❖ Selection handles appear around the table when it is selected.
- To select rows or columns,
 - ❖ Position the insertion point at the left margin of a row or at the top of a column. Click when the selection arrow appears.
 - ❖ Click in a cell, and drag across or down to select multiple rows or columns.
- To select one or more cells, do one of the following:
 - ❖ Click in a cell, and drag down or across to another cell.
 - ❖ Click in one cell and then Shift-click another cell. All of the cells within the rectangular region between the first and second cell you clicked are selected.

- To select nonadjacent cells, do one of the following:
 - ❖ Press Control (Windows) or Command (Macintosh) and click in the table to add cells, rows, or columns to the selection.
 - ❖ Select multiple cells in the table, and then press Control (Windows) or Command (Macintosh) and click cells, rows, or columns to deselect them.

Note that Dreamweaver's Property Inspector (normally about 1 inch high) can be expanded when there are additional settings available. You will notice a tiny little down arrow at the lower right of the Property Inspector. If you click this arrow, additional settings will become visible.