

Dreamweaver: Formatting

Lesson 7: Lists

What are my choices for formatting lists?

There are three different types of lists to choose from when you are creating a list on a web page:

- Unordered Lists
- Ordered Lists
- Definition Lists

An **unordered, or bulleted, list** is a sequence of text lines in no particular order. Each line is preceded by a bullet or, if you choose, another marker. The following is an example of an unordered list:

- Unordered List
- Ordered List
- Definition List

An **ordered, or numbered, list** is a sequence of text lines in a necessary order. Each line is numbered consecutively with an Arabic numeral (1,2,3, ...) or, if you choose, a capital or small Roman numeral ("I, II, III, ..." or "i, ii, iii, ...") or letter ("A, B, C, ..." or "a, b, c, ..."). The following is an example of an ordered list:

1. Boil water.
2. Pour water into a cup.
3. Add instant soup mix.
4. Stir.

A **definition list** is composed of items followed by an indented description. This type of list is most useful for creating a glossary on a web page. The following is an

example of a definition list:

F12

Press the function key F12 anytime to view your Dreamweaver web page within your active browser.

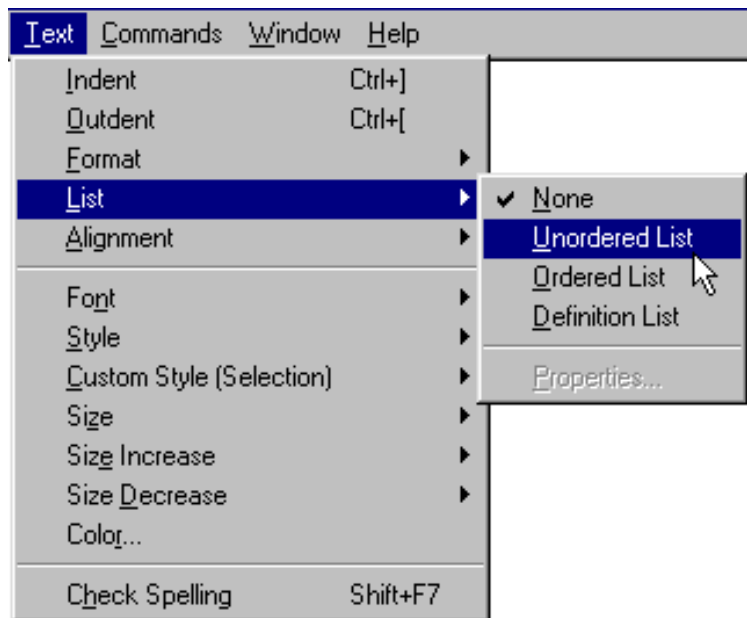
F1

Press the function key F1 anytime to access the Dreamweaver help pages.

How do I create an unordered list?

To create an unordered list:

1. Pull down the **Text** menu.
2. Point to **List** and select **Unordered List** from the fly-out menu:

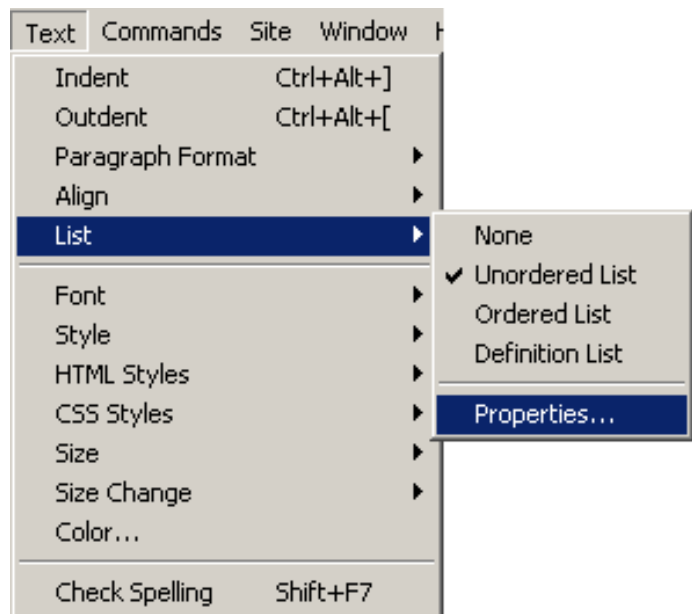


3. Type your text.
4. When you are done, press the **Enter** key to add the next item in the list.

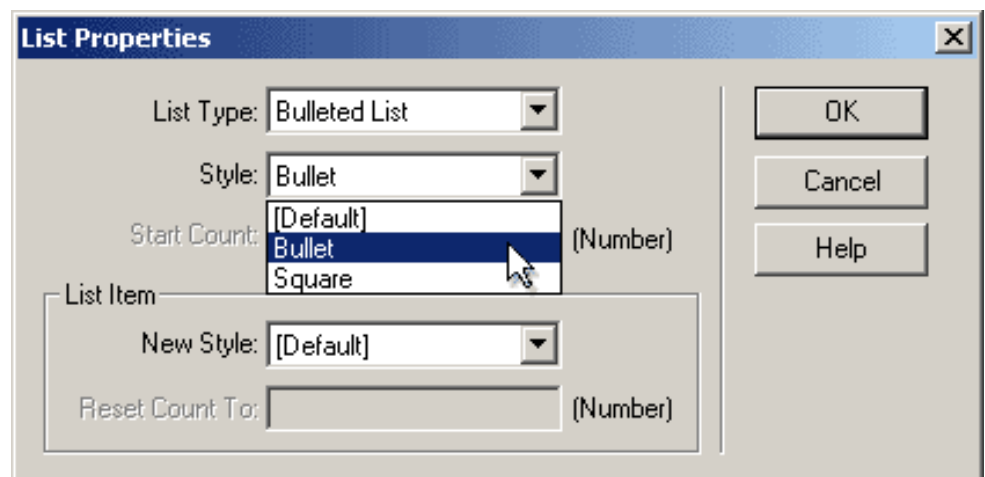
Changing the Bullet Style of an Unordered List

To change the bullet style for all the items within an unordered list:

- Click on any list item.
2. Pull down the **Text** menu.
3. Point to **List** and select **Properties** from the fly-out menu:



The **List Properties** dialog box will appear:



4. Click on the drop down arrow to the right of the **Style** box to see the available bullet styles.
5. Select the style you want.
6. Click **OK** to see the change.

Example: The bullet style in the following list has been changed to a square:

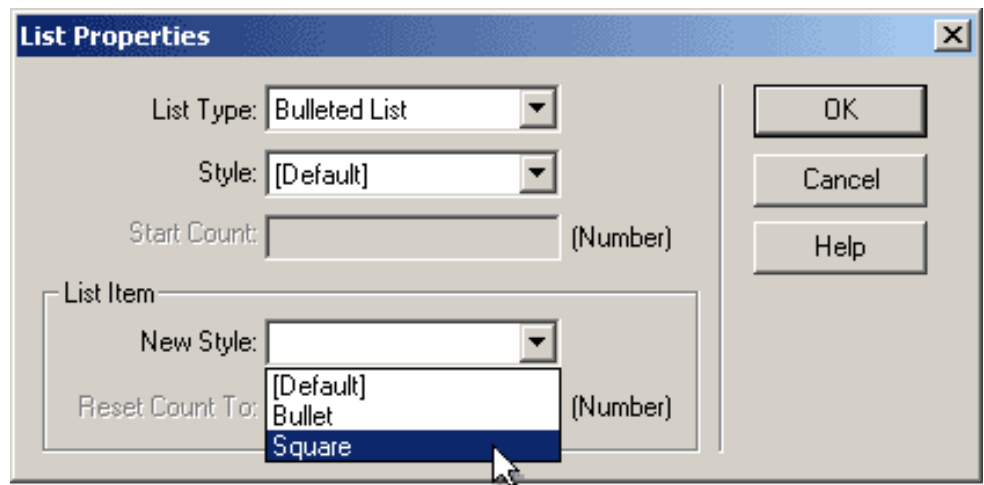
- Unordered List
- Ordered List
- Definition List

Changing the Style for Just One List Item

Any change to a single list item affects all items from the position of this item down to the bottom of the list. Therefore, you may need to format the individual item and then reformat the listed items following it.

To change the style for an individual item within the unordered list:

1. Click the list item you wish to re-format.
2. Pull down the **Text** menu.
3. Point to **List** and select **Properties** from the fly-out menu. The **List Properties** dialog will appear.
4. In the **List Item** section, click on the drop down arrow to the right of the **New Style Box**:



5. Select the style you want.
6. Click on **OK**.

Example: Three different styles have been applied to the unordered list bullets below:

- Unordered List
- Ordered List
- Definition List

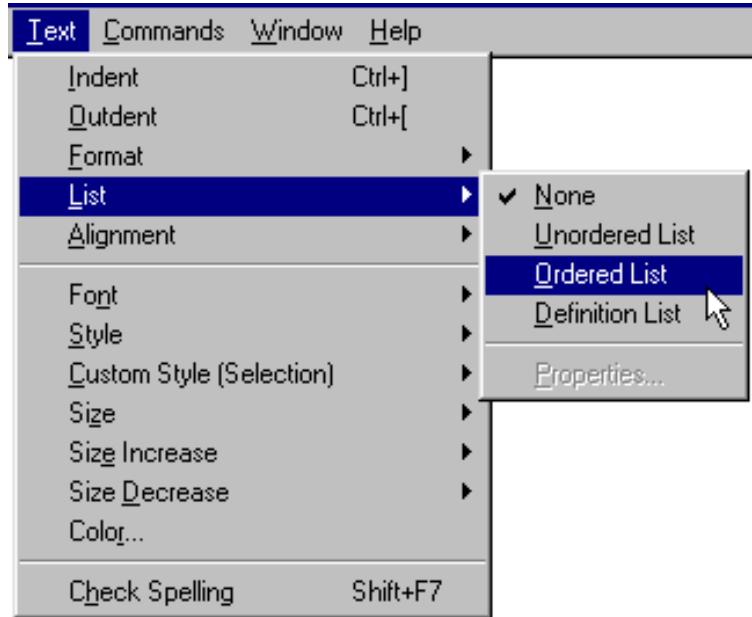
Note: When you indent list items within an unordered list, Dreamweaver automatically applies a new style to the inner list items, like this:

- Unordered List Styles
 - Bullet
 - Circle
 - Square
 - Ordered List Styles
 - Number
 - Roman Small
 - Roman Large
 - Alphabet Small
 - Alphabet Large
-

How do I create an ordered list?

To create an ordered list:

1. Pull down the **Text** menu.
2. Point to **List** and select **Ordered List** from the fly-out menu:

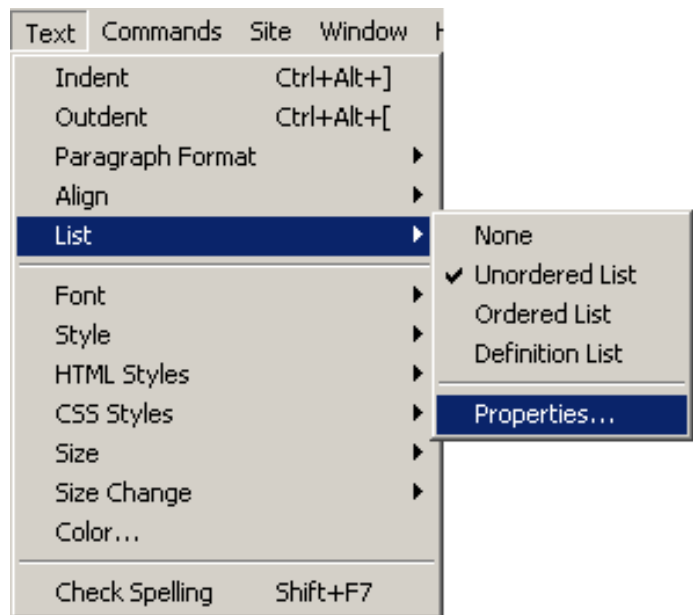


3. Type your text.
4. When you are done, press the **Enter** key to add the next item in the list.

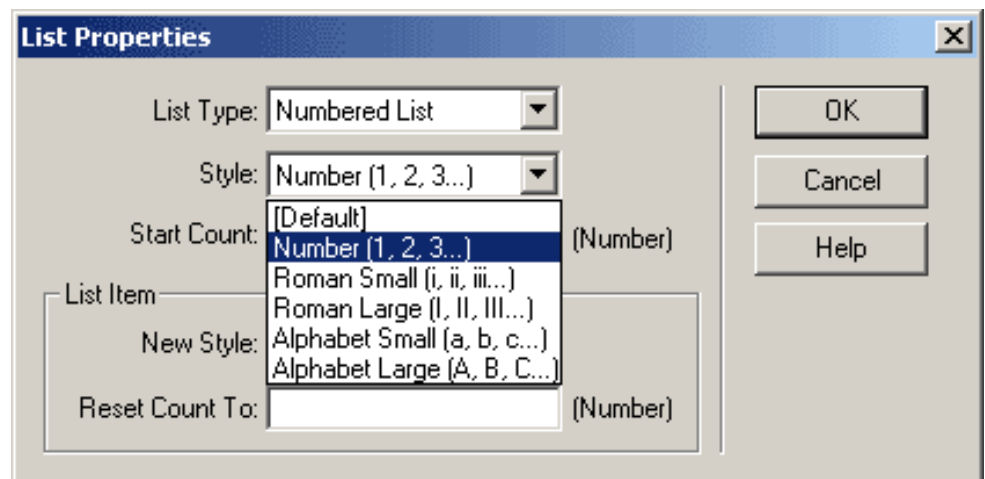
Changing the Numeric Style of an Ordered List

To change the numbering style for all the items within an ordered list:

1. Click on any list item.
2. Pull down the **Text** menu.
3. Point to **List** and select **Properties** from the fly-out menu:



The **List Properties** dialog box will appear:



4. Click on the drop down arrow to the right of the **Style** box to see the available bullet styles.
5. Select the style you want.
6. Click **OK** to see the change.

The style of the following ordered list is changed to Roman Small:

- i. Unordered List
- ii. Ordered List
- iii. Definition List

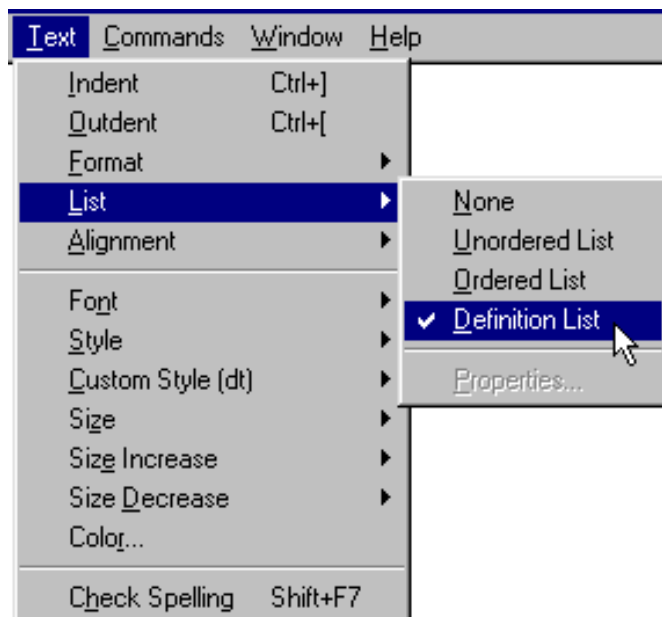
Note: When you indent list items within an ordered list, Dreamweaver automatically applies a new numbering style to the inner list items:

1. Unordered List Styles
 - i. Bullet
 - ii. Circle
 - iii. Square
2. Ordered List Styles
 - a. Number
 - b. Roman Small
 - c. Roman Large
 - d. Alphabet Small
 - e. Alphabet Large

How do I create a definition list?

To create a definition list:

1. Pull down the **Text** menu.
2. Point to **List** and select **Definition List** from the fly-out menu.
3. Type your text.
4. When you are done, press the **Enter** key to add the next item in the list.



Lesson 8: Tables

What are tables?

Tables are areas of a web page that are divided into rows and columns. The intersection of the rows and columns make cells, and objects such as text or graphics can be inserted into cells.

Here is an example of a table with three rows and three columns:

Name	Qz. 1	Qz. 2
John	5	4
Peter	5	3

Why use tables?

Tables are generally used to store data in a tabular format. In addition, tables can be used to place text and/or graphics side-by-side on a web page.

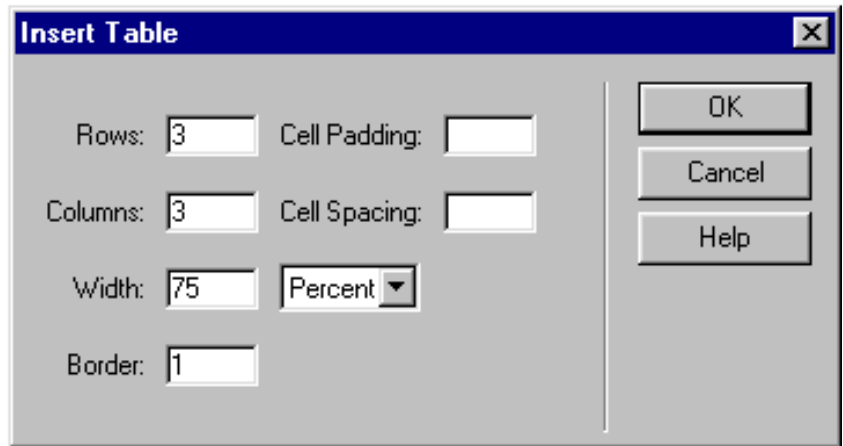
How do I create tables?

To create a table in Dreamweaver:

1. Pull down the **Insert** menu and select **Table**:

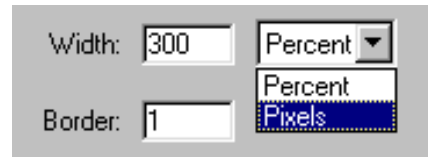


The **Insert Table** dialog box will appear:



2) **Enter the desired number of rows and columns** into the **Rows** and **Columns** entry boxes.

3) **Enter the desired width of the table** in the **Width** entry box. You can enter the value either in pixels, or in a percentage of the width of the browser window:



If you choose a percentage, the table will resize itself whenever the width of the browser window is changed. If you choose a pixel measurement for your table, the table size will not change when the window is resized.

4) **Enter the desired thickness of the border** around the outside of the table: type the value (in pixels) into the **Border** entry box. An entry of 1 will put a thin line around the table; increase that number for a thicker outline. An entry of zero will make the border, as well as the grid lines within the table, disappear.

Here is an example of how the border setting can affect the look of your table:

border = 1 pixel

border = 5 pixel

5) **Enter the desired thickness of the grid lines** within the table: type the value (in pixels) into the **Cell Spacing** entry box. An entry of zero will create very thin grid lines; increase that number for thicker lines. (To make the gridlines disappear altogether, enter zero in the **Border** entry box.)

Here is an example of how the cell spacing setting can affect the look of your table:

cell spacing = 0 pixel

cell spacing = 5 pixel

6) **Enter the desired white space, or padding,** between the grid lines and the contents of the cell: type the value (in pixels) into the **Cell Padding** entry box. An entry of zero will make sure that there is no space between the contents of the cell and its border; increase that number if you want some white space between the contents of the cell and the cell edges.

Here is an example of how the cell padding setting can affect the look of your table:

	Grid	

cell padding = 0 pixel

	Grid	

cell padding = 5 pixel

7) To create the table, click **OK**.

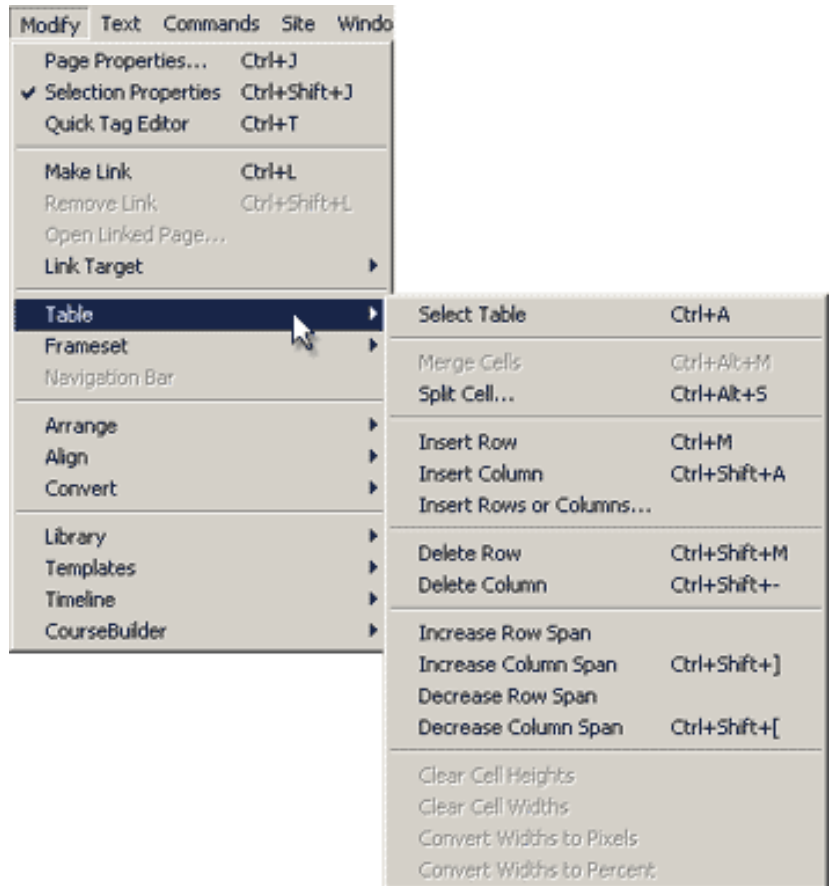
How do I modify Tables?

To resize of the rows or columns in a table, drag the gridlines with your mouse.

To modify your table structure:

1) Click anywhere inside the table. (If you want to make a change to a specific cell or group of cells, select it with your mouse.)

2) Pull down the **Modify** menu, point to **Table**, and then click on the desired command from the fly-out menu:



Some of the most frequently used options include:

- *Select Table* -- selects the entire table
- *Merge Cells* -- combines two or more cells into one single large cell
- *Split Cell* -- divides the current cell into two or more rows or columns
- *Insert Row* -- inserts a new row on the top of the current row
- *Insert Column* -- inserts a new column to the left of the current column
- *Insert Rows or Columns* -- inserts a given number of rows or columns before or after the current rows or columns
- *Delete Row* -- removes the current row from the table
- *Delete column* -- removes the current column from the table

Practice

Take the web page you have been working on (welcome.htm) and add a table:

- 1) Create a table whose width is 75% of the window; it should have 4 rows and 2 columns, and a 2 pixel border.
- 2) Merge the cells in the top row so that you have one long cell across the top of the table. (Hint: use the Merge Cells command.)
- 3) Enter some text into some of the table cells.
- 4) Type a title for your table in the top row. Center the title using the Text->Align command, and make the title bold.

Lesson 9: Frames

What are frames?

Frames are used to split a web page into two or more sections. Each section displays a different html file, with the combination forming the web page.

Frames can be used to separate constant objects of a web site (such as navigation buttons) from changing ones (such as the page content). Why would that be useful? Here's one example: You have a navigation bar at the top of every page in your site. If you make a change to the navigation, you will have to update every individual web page that has that navigation bar. However, if your navigation bar exists in just one html file that you display on every page, you only have to make the change once and maintenance is much easier.

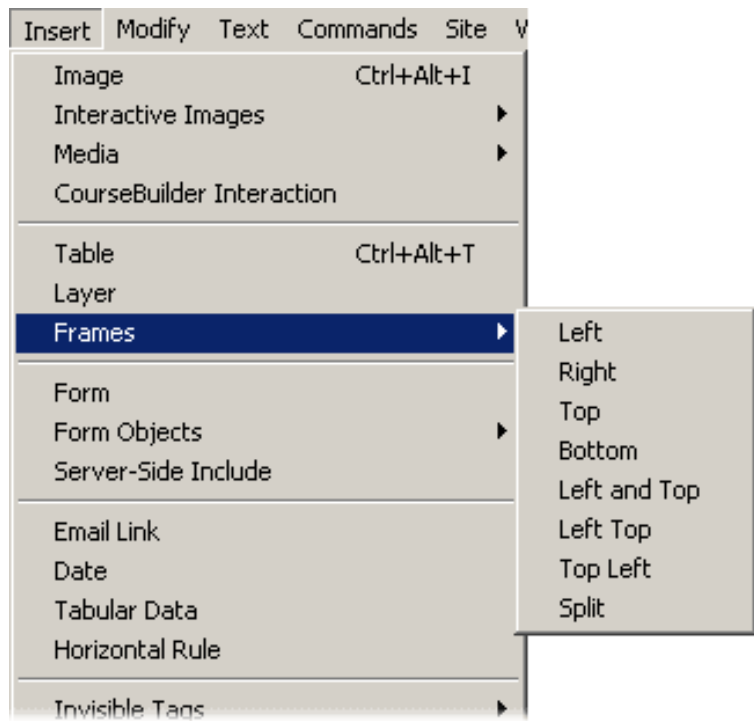
Another benefit of using frames is that you can control the scrolling of each frame area independently. This means that you can have objects on your page (such as a header) that never scroll "off" the screen, while other parts can scroll.

Early browsers (version four and lower) did not support the use of frames very well, and web designers are inclined to avoid them. However, more recent browsers have reduced many of the navigation and printing difficulties that were associated with early browsers, and the judicious use of frames is OK.

How do I create frames?

To create frames in your web page:

1. Click in the window you want to divide into frames.
2. Pull down the **Insert** menu, point to **Frames**, and select an option from the menu:



Choices include:



Left -- splits the window into two vertical frames, one narrow and one wide. The narrow one is on the left.



Right -- splits the window into two vertical frames, one narrow and one wide. The narrow one is on the right.



Top -- splits the window into two horizontal frames, one short and one tall. The short one is on the top.



Bottom -- splits the window into two horizontal frames, one short and one tall. The short one is on the bottom.



Left and Top -- splits the window into four frames: a narrow one across the top, a narrow one along the left, a small one in the corner where the two other frames cross each other, and the main frame bottom right.



Left Top -- splits the window into three frames. A narrow vertical frame on the left is created first, then the remaining frame is split horizontally, with a narrow frame across the top and the main frame bottom right.



Top Left -- splits the window into three frames. A narrow horizontal frame across the top is created first, then the remaining frame is split vertically, with a narrow frame on the left and the main frame bottom right.



Split -- splits the window into four equal frames.

How do I edit my web page if it has frames?

Changing the layout of your frames is easy:

- To resize a frame, drag the frame border to where you want it.
- To delete a frame, drag the frame border off the page, or drag it on top of the border of another frame.
- To split a frame into two smaller frames, alt-drag a frame border to where you want the new frame border to appear.

For the purpose of adding content, each frame in your window can be treated as a separate web page. Simply click in the frame you want to edit, then type text, insert graphics, create tables, etc. as usual.

What's really happening behind the scenes?

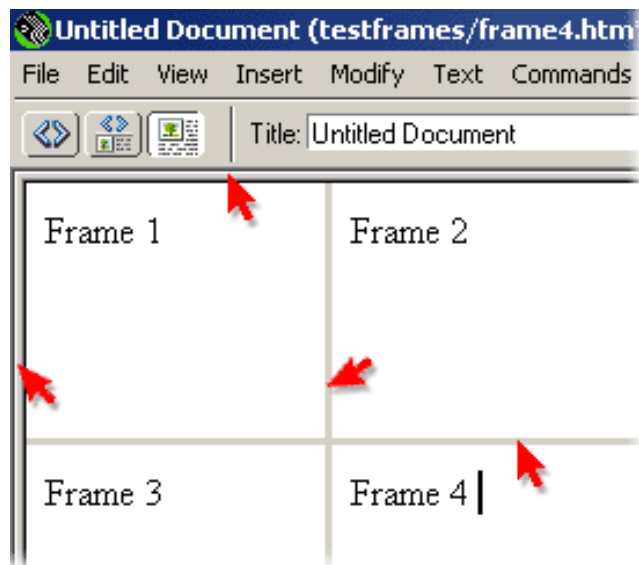
Although you don't necessarily see it when you are using Dreamweaver, a web page with frames is really composed of several html documents. Each frame displays its own html document.

There is one additional html file, called the *frameset document*. This document contains the frameset definition, which tells the browser how to arrange the frames on the page, and indicates which html document should be displayed in each frame.

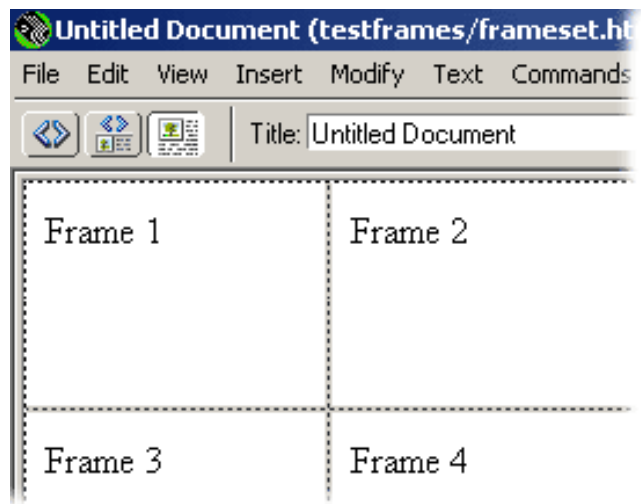
How do I save all these files?

Because it contains several html files, saving a web page with frames is a little more complicated than saving a web page without frames.

- To save just one of the html documents, click in the frame that is displaying that document, pull down the **File** menu and select **Save Frame**.
- To save all of the html documents (both the displayed html pages and the frameset document), pull down the **File** menu and select **Save All Frames**.
- To save just the frameset document, you first have to select the entire frameset area of the web page. Do this by clicking on one of the frame boundaries (indicated by the red arrows below):



You will know that the frameset area has been properly selected by the dotted lines that appear along the frame boundaries:



Once the selection has been made, then pull down the **File** menu and select **Save Frameset**.

How do I change the properties of a frame?

There are various ways in which you can customize your frame settings. Some of the things you can specify for each frame include:

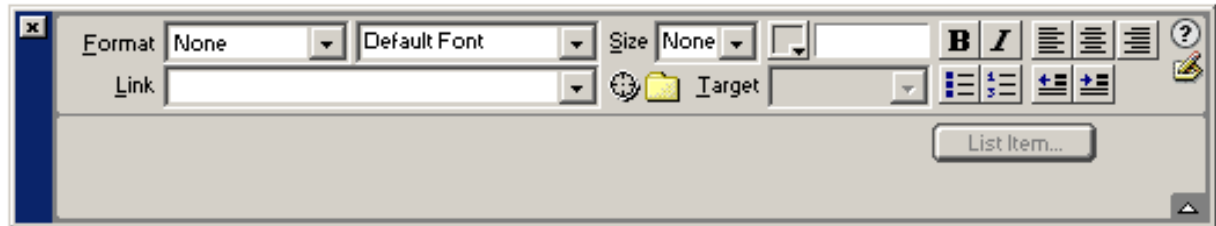
- the name of each frame
- the html file associated with each frame
- the frame margins
- whether the user can scroll the frame
- whether the frame can be resized
- whether the frame border is visible, and if so, in what color

Some of the things you can specify for the entire frameset include:

- dimensions of the frames
- the color of the borders between frames
- width of the borders between frames

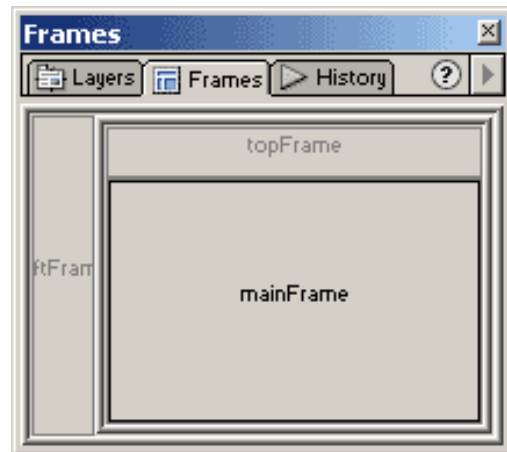
To change frame properties:

1. Pull down the **Window** menu and select **Properties** to open the Property Inspector:



The Property Inspector lets you easily view and edit properties for the page element that is currently selected (text, a graphic, a table, a frame, etc.) The contents of the Property Inspector will change depending upon what page element is selected. (You will learn more about the Property Inspector in Lesson 11.)

2. Pull down the **Window** menu and select **Frames** to open the Frames panel:



The Frames panels lets you quickly view the frame layout of your entire web page. You can select an individual frame by clicking on it in the Frames panel, or you can select the entire frameset by clicking on its border in the Frames panel.

3. Once you have selected the desired frame or frameset, the contents of the Properties Inspector will change to show the appropriate options. To change any settings, just edit it in the Properties Inspector.

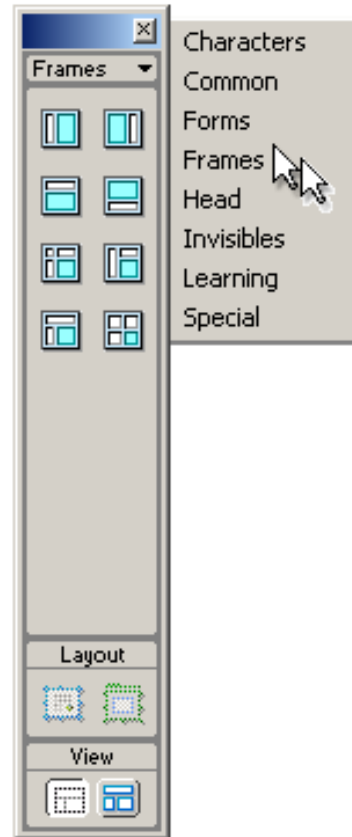
Lesson 10: Object Palette

What is the Object Palette?

The object palette is a floating tool bar that contains buttons for inserting objects such as images, tables, and rollover images. (See the picture to the left.)

To display or hide the object palette, pull down the **Window** menu and select **Object**.

The object palette has eight different "panels" — that is, collections of related buttons. If you look at the object palette to the left, you will see the word "Common" at the top. If you click on the down-arrow, you can select from the other available panels. For example, the animation below shows the Frames panel being selected:



As you can see from the animation, the object palette has eight different panels, and each one has a different set of buttons that will be displayed, representing different objects that can be inserted into your web page.

How do I insert an object?

To insert a particular object into your web page, click its button in the object palette, or drag it from the object palette into the document window. When you insert an object, it will appear at the location of your cursor in the document window.

Note: All the objects represented in the object palette can also be inserted into the document window by pulling down the **Insert** menu and selecting the appropriate object.

What are some of the objects I can insert?

There are numerous objects that can be inserted into a web page. As we saw above, these are grouped into panels of related buttons. Below we'll cover just a few of the most frequently used panels and objects.

The **Common** panel includes many of the most commonly used objects. Here is a description of some of the more simple objects:



Image: Inserts a graphic image.



Table: Inserts a table. (See the lesson on Tables).



Horizontal rule: Inserts a horizontal rule.



Rollover image: Inserts a rollover image. (See the lesson on Rollovers).



Date: Inserts a variable which will display the current date whenever the page is viewed.



Email: Inserts a link to an email address.

The **Frames** panel includes the objects to create a frameset. The buttons below divide the current web page into frames (see Lesson 9 for more information

about frames):



Creates a narrow left vertical frame and a wide right vertical frame.



Creates a wide left vertical frame and a narrow right vertical frame.



Creates a narrow top horizontal frame and a wide bottom horizontal frame.



Creates a wide top horizontal frame and a narrow bottom horizontal frame.



Creates a narrow horizontal top frame, a narrow vertical left frame, a small top left corner frame, and a large lower right corner frame.



Creates a narrow left vertical frame, and divides the right-hand frame into two smaller frames.



Creates a narrow top horizontal frame, and divides the bottom frame into two smaller frames.



Creates four equal-sized frames.

The **Forms** panel includes the objects to create a form. Here are some of the more common Form objects:



Form: Inserts a new form.



Text Field: Inserts a text field box into the form for data input.



Button: Inserts a button into the form.



Check box: Inserts a check box into the form.



Radio button: Inserts a radio button into the form.

Lesson 11: Property Inspector

What is the Property Inspector?

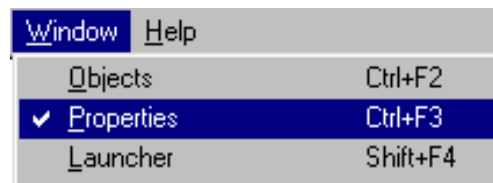
The Property Inspector is a floating palette that displays all the properties, or formatting, for a selected object. The Property Inspector lets you quickly and easily view or modify those properties. In previous lessons we learned how to format text, tables, and images; the Property Inspector gives you shortcuts for changing those properties, all in one place!

Here's what the Property Inspector looks like when you first open it:



The properties displayed in the Property Inspector vary with the type of object that's currently selected. In other words, the properties in the Property Inspector will be different for text, tables, table cells, images, etc.

To display or hide the Property Inspector, pull down the **Window** menu and select **Properties**:



The Property Inspector will appear.

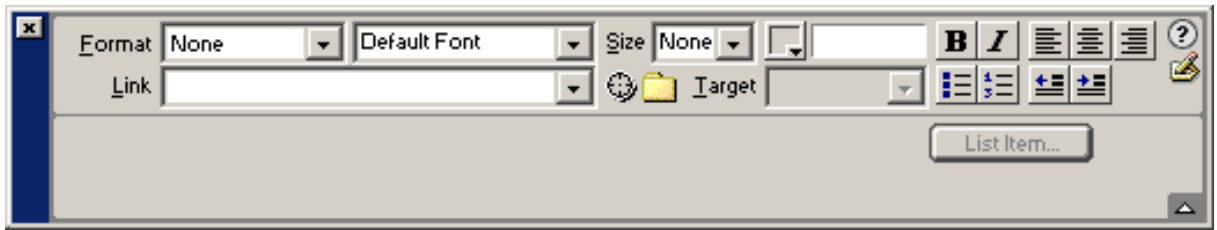
To see the properties of an object, select the object with your mouse. The contents of the Property Inspector will immediately change.

Click the arrow in the bottom-right corner to display all properties, not just the most-frequently used ones.

In the rest of this lesson, we will cover some of the common objects whose properties can be set in the Properties Inspector floating palette.

Text Properties

With text selected, the Property Inspector looks like this:



You can quickly change the following text properties right in the Inspector:

Format: To set the paragraph format

Font: To select the font family

Font Size: To set the font size

Font Color: To color the text



Left Align: To left align the text



Center: To center the text



Right Align: To right align the text



Bold: To bold the text



Italic: To italicize the text



Unordered List: To create or cancel an unordered list (see lesson on Lists)



Ordered List: To create or cancel an ordered list (see lesson on Lists)



Indent: To indent text



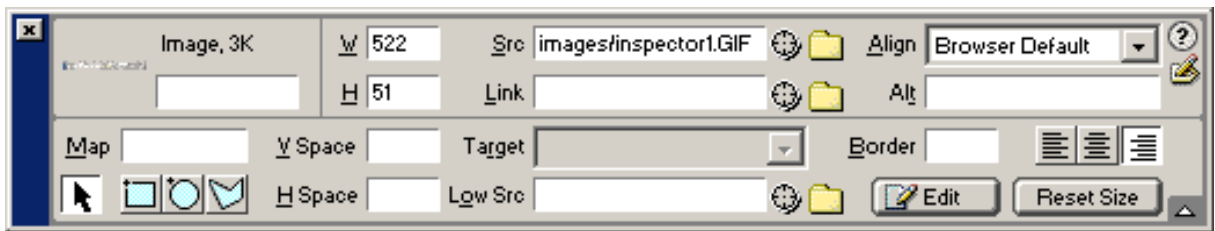
Outdent: To outdent indented text

Link: To turn the text into a link

(See Lesson 4 for more information on formatting text; see Lesson 13 for how to create links.)

Image Properties

With an image selected, the Property Inspector looks like this:



Here are some of the graphic image properties that you can quickly change right in the Inspector:

W: To set the width of the image (resize)

H: To set the height of the image (resize)

Src: To specify the image source

Link: To turn the image into a link

Align: To align the image



Left Align: To left align the image



Center: To center the image



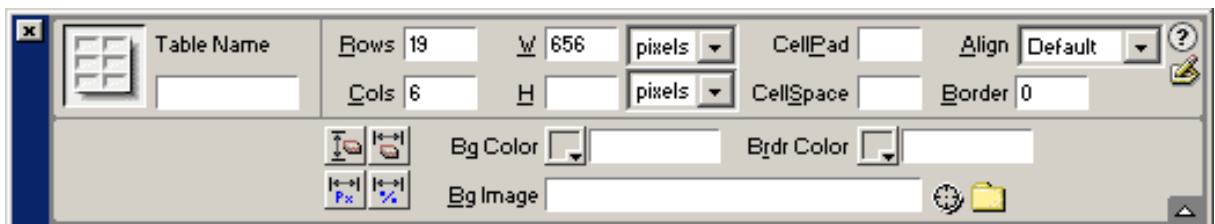
Right Align: To right align the image

Border: To enter (in pixels) the desired border width around the image

Alt: To set an Alt tag for the image (text that displays while the image is loading)

Table Properties

With a table selected, the Property Inspector looks like this:



Here are some of the table properties that you can quickly change right in the Inspector:

Rows: To set the number of rows

Cols: To set the number of columns

W: To specify the table width

H: To specify the table height

CellPad: To specify the cell padding

CellSpace: To specify the cell spacing

Align: To change the alignment of the table

Border: To enter (in pixels) the desired border width around the table

Brdr Color : To set the color of the border around the table (if any)

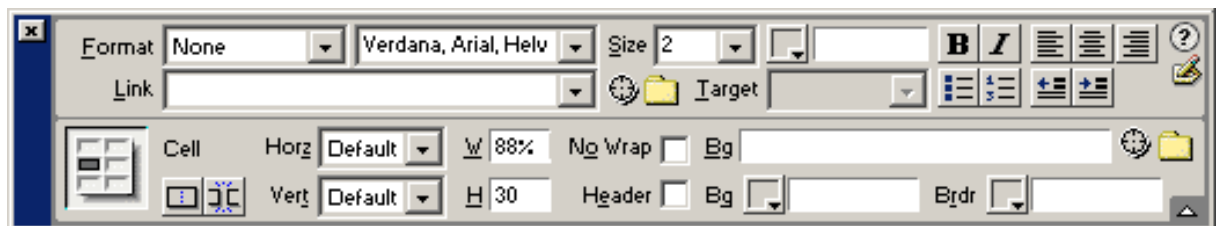
Bg Color : To set the background color of the table

Bg Image: To set a background image for the table (if any)

(See Lesson 8 for more information on creating and formatting tables.)

Cell Properties

With a cell selected, or with the blinking insertion bar inside a cell, the Property Inspector looks like this:



Since cells can contain text, the text formatting options are still available in the Inspector. Below them are some of the cell properties that you can quickly change right in the Inspector:



Join Cells : To join the selected cells together into one cell



Split Cell : To split the selected cell into smaller cells

Horz: To set the horizontal alignment of the contents of the cell (left, center, right)

Vert: To set the vertical alignment of the contents of the cell (top, middle, bottom)

W: To specify the cell width

H: To specify the cell height

Brdr Color: To set the color of the border around the cell (if any)

Bg (Color): To set the background color of the cell

Bg (Image): To set a background image for the cell (if any)

Lesson 12: Templates

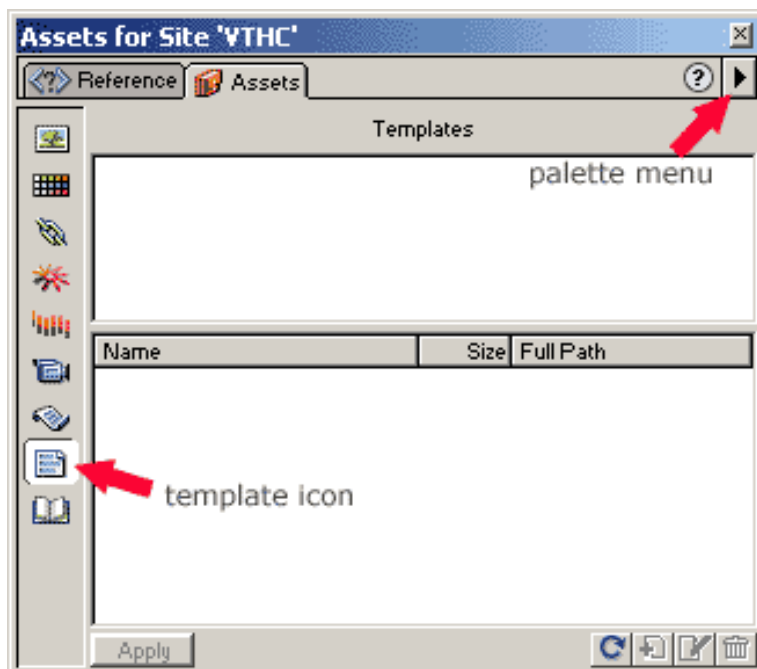
What is a template?

Web pages within the same site usually share common characteristics such as layout, navigation bar, titles, tables, and more. A template reduces your development time by allowing you to create those elements once for all the pages within your web site. An existing HTML document can be saved as a template and then be used to create other documents based on the same format. Templates are associated with specific web sites; you can have more than one template for a site.

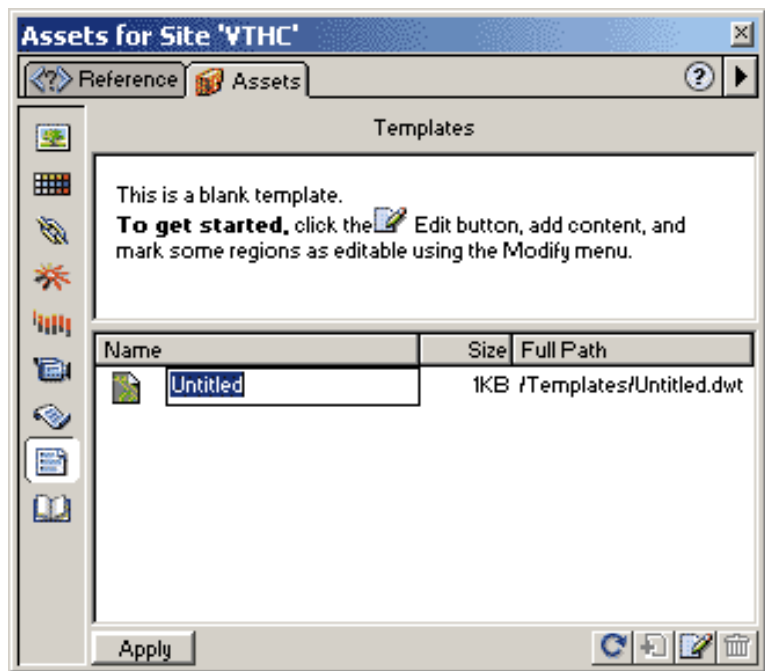
How do I create a template?

To create a new template in Dreamweaver:

1. Pull down the **Window** menu and select **Templates**. The **Assets** palette will open, and the **Templates** icon in the left column will be selected:



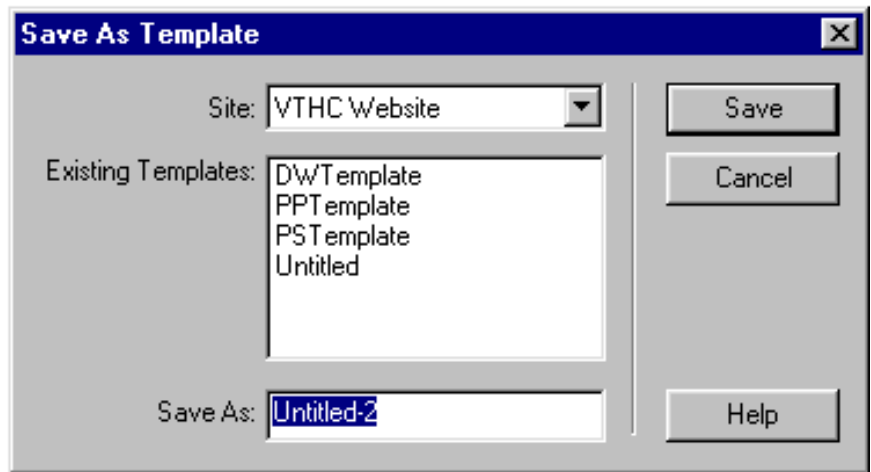
2. Pull down the palette menu and select **New Template**. An untitled template is added at the end of the template list:



3. Type a name for the template, then press **Enter**.
4. Double-click the template's name to open the template file.
5. Put all of the static elements for the site into the page (e.g., header graphic, footer, table structure, navigation).
6. Mark the area or areas you want to be editable (in other words, the areas that can change from page to page). To do this, click in the area you want to be editable, then pull down the **Modify** menu, point to **Templates**, and select **New Editable Region** from the fly-out menu.
7. You will be prompted to name the area; type in a name and click **OK**.
8. Pull down the **File** menu and select **Save** to save the template.

To save an existing HTML document as a template:

1. Open the document you wish to use as a template.
2. Pull down the **File** menu and select **Save as Template**. The **Save As Template** dialog box will appear:



3. In the "Site" pull-down menu, select the site you want the template to apply to.
4. In the "Save As" text box type a name for the template.
5. Click the **Save** button.

How do I modify a template?

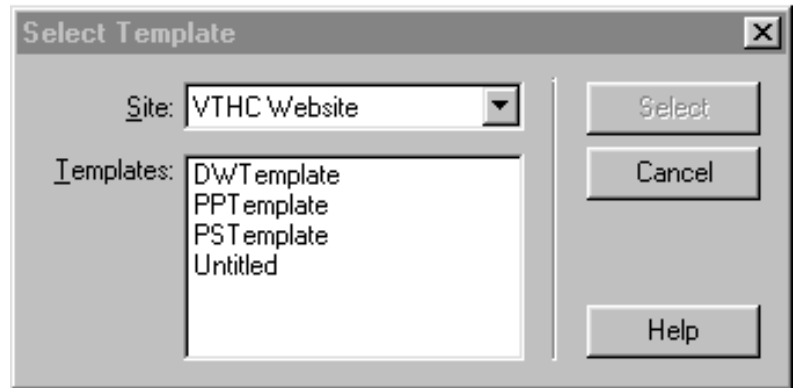
To modify an existing template:

1. Pull down the **Window** menu and select **Templates**. The **Assets** dialog box will appear with the **Templates** icon selected in the left-hand column, and the list of templates will appear to the right.
 2. Double click the name of the template you want to modify to open it.
 3. Make all the edits and changes.
 4. Pull down the **File** menu and select **Save** to save the template.
-

How do I use the template I've created?

To create a new document using an existing template:

1. Pull down the **File** menu and select **New from Template**. The **Select Template** dialog box will appear:



1. Select the site from the "Site" pull-down menu.
2. Select the name of the desired template from the "Templates" list.
3. Click the **Select** button. A new untitled document based upon the selected template will be created and opened for you to work in.

You will only be able to make changes to the parts of this new document that were editable in the template. The non-editable features (like headers, navigation, etc.) can't be changed.