

Lesson 3: More Enhancements to Text

This is part of a distance class on Dreamweaver. Dreamweaver CS3 was used for the screen captures, but this material would be applicable for the most part to people using Dreamweaver MX 2004 or Dreamweaver 8. Created by Linda Ffolliott, ECAT, College of Agriculture and Life Sciences, University of Arizona.

Adding spacing

One of the ways that Dreamweaver is significantly different from a word processor is that you cannot use the space bar to put multiple spaces in a line as you type. (You may have discovered this during Lesson 1 as you typed in paragraphs in your initial document.) If you want to have multiple spaces, you have to use a special character ** **, which stands for **non-breaking space**. This character can be entered by selecting from the Menu bar **Insert**, then **HTML**, then **Special Characters**, then **Non-Breaking Space** as many times as you want "spaces." As an alternative, as you type, you can enter non-breaking spaces by holding down these keys at the same time: **Ctrl, Shift and the space bar**.

```

52 <h2>Contact information:</h2>
53 <p> Linda Ffolliott<br />
54 &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;email: <a href="mailto:ffolinda@ag.arizona.edu">f
55 &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;work phone: 520-621-7179</p>
56 </body>

```

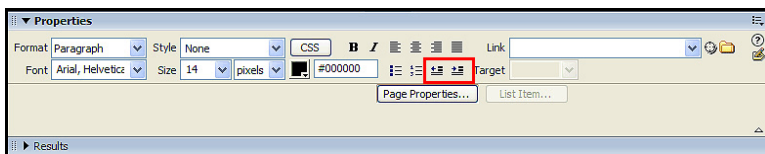
If you have used non-breaking spaces, and split your screen to see the HTML coding, you can see the reference to the non-breaking space code. This code has to be there for browsers to add more

than one space between words or items. Just seeing spaces in the Design mode in your web document does not necessarily mean that those spaces will appear through a browser. Check your document by looking at the HTML code or by using **File, Preview in Browser**.

There certainly are situations in which you may want to put more than one space. You can also create the illusion of extra space by having an empty column in a table or by adding padding for rules being used to define your page. We will look at these options in Lessons 6 and 7.

Indenting and outdenting

As you were typing in the Document window, you may have also discovered that pressing the TAB key has no effect. If you want to indent the first line of a paragraph, there are codes for style sheet rules which allow for indenting of the first line in a paragraph. We will look at this in Lesson 4.

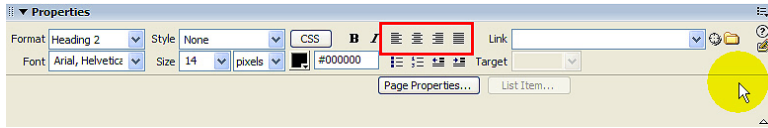


The Properties panel does have two icons for indenting text (the entire paragraph) and outdenting text. This is demonstrated in the video **Spacing and Indenting on Web Pages**. This command affects all

lines in a paragraph area or a block area, not just the initial line in a paragraph. For those of you who have worked with HTML coding already, the code being placed in the document when you use the

indent icon is BLOCKQUOTE. You can have multiple blockquotes in a section, to "indent" the section further. This indents on both the left and right side of the block area.

Alignment options



On the Properties panel there are four icons for alignment options. These can be applied to a block area, like a paragraph, a list of items, or a header. You will see later in the

lessons about tables and lessons about style sheets that alignment can be applied to a table, parts of a table or particular rules, especially rules which define a part of a page. The alignment options here in the Properties panel apply to typically text or a block that contains text.

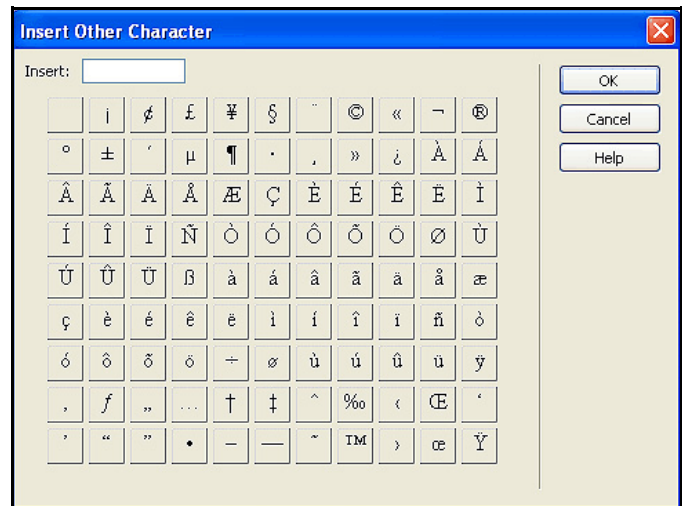
Special characters

Compared with word processors, Dreamweaver allows for relatively few special characters. There are two special characters which we have looked at already: the line-break code and the non-breaking-space code. Periodically you will need to use special characters in your HTML documents, such as a degree symbol, an em-dash, the copyright symbol, or accented vowels, to name a few.

According to the HTML specifications, HTML uses the ISO 8859-1 (Latin 1) character set. In order for your information to display properly, you should use this character set to specify special characters which you wish to use. This code is placed in the "head" area of your document automatically when you create a new document using Dreamweaver CS3, so you don't have to worry about manually adding this code. On a new CS3 document, the code looks like this:

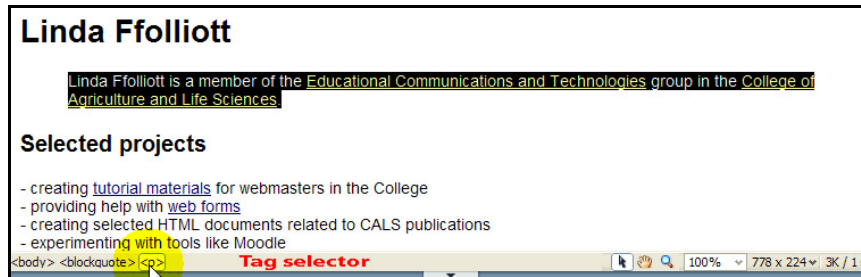
```
<meta http-equiv="Content-Type" content="text/html; charset=utf-8" />
```

The video **Using Special Characters on a Web Page** demonstrates adding a few special characters. You simply select from the Menu bar **Insert, HTML, Special Characters** to see some common choice. The last item in the list is **Other**, which displays the window shown to the right. Select a particular character you want to use, then click on the OK button to close this window.



Incidentally, it is NOT necessary to put a copyright statement on your web page to protect it under copyright. Any posted web page is covered. However, it is not a bad idea to put a copyright statement on the homepage of your site. If you are willing to let others use your materials, provide a contact link for how they can get permission. The copyright associated with pages on a University of Arizona server is the Arizona Board of Regents. You can provide your name or your unit's name as the creator of the material, but the copyright itself is held by the Arizona Board of Regents.

The tag selector line



The tag selector line is located at the left edge of the status bar at the bottom of a document. Although at a beginning level, you may not use this very much, as you start to have more content and coding, the tag selector lets you easily select a particular tag and the content in that tag. For

example, if you want to cut and paste a paragraph to another part of a document, click on the leading `<p>` tag in the tag selector line, which will select the initial tag, the closing tag and all content in that paragraph. Sometimes if you just try to select by dragging with the mouse, you can miss some of the enclosing coding.

Types of lists

There are three types of lists in web documents.

One type is a bulleted list. This is also called an unordered list because the HTML code used is ``.

Selected projects include:

- creating [tutorial materials](#) for webmasters in the College
- providing help with [web forms](#)
- creating selected HTML documents related to CALS publications
- experimenting with tools like Moodle

Another type is a numbered list. This is also called an ordered list because the HTML code used is ``. If you are using an ordered list and insert another item within the listing, the list renumbers correctly. So it is better to use this rather than to hand type in numbers in front of items.

Selected materials to help new webmasters in the College are found at cals.arizona.edu/ecat/web/ Examples of materials are

1. Protecting a site's folder using a password
2. Getting statistical reports on your website
3. Changing settings/permissions on files so others in your group can edit

The third type is a definition list. Originally this got its name since it was used for definitions but this type of list can be used for other types of text. It has two parts.

Adding Forms

Various videos on adding form fields and using FormHandler to get email responses

Tips on a Free Graphic Program

GIMP is a free graphic program that lets you create web images, add text to images and make collages.

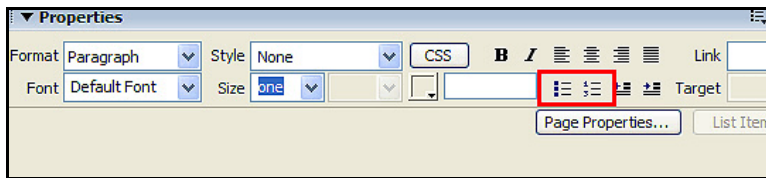
The first part of a definition list (which is coded **dt** in the HTML tagging) is flush to the left margin and

the second part (which is coded **dd** in the HTML tagging) is indented. In the example above, one of the “definitions” is **Adding Forms**, and the associated text is **Various videos on adding form fields and using FormHandler to get email responses**.

Although in the video only a short phrase is used in most of the lists, you can type in long phrases or multiple sentences in a list area. You just cannot have multiple paragraphs inside a list area, since pressing the Enter key typically ends a particular list item.

Creating ordered and unordered lists

Because there are icons in the Properties panel for ordered and unordered lists, these two lists are used a lot.



As you are typing, you can click on either of these two icons to start that type of list.

As you type either of these lists, pressing the Enter key takes you down for another entry. If you press the Enter key and then again press the Enter key, so there is no content for that line, then Dreamweaver knows that the list is over, and it starts a new paragraph. It terminates the ordered or unordered list.

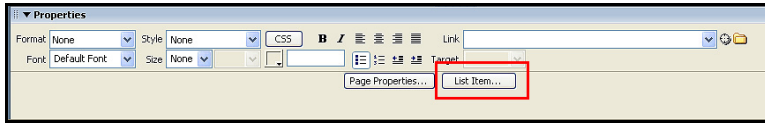
If you have text typed, you can make it a bulleted (unordered) or numbered (ordered) list, but you have to work some with the text. If you have several lines of text (separated by a line break command), and you pick bulleted or numbered list for one of these lines, Dreamweaver treats all lines the same until it finds an ending paragraph. That is, all lines are indented, but only the first item has a number or is bulleted. To fix this, you have to move the insertion point to the end of the line, press Enter, then, when sitting on the next line down, press the Delete key to bring the lower line up. You continue with this pattern until all the lines are completed. This is demonstrated in the video **Types of Lists**.

Creating a definition list

To create a definition list, choose **Text** from the Menu bar, then **List** and pick the **Definition List** option. A definition list puts your cursor at the left margin, and you type in the first part (the definition term section). Press the Enter key to go to the indented section. You type that part, and then press Enter, and Dreamweaver assumes you are ready for the "next definition". There are no bullets or numbers with this type of list. When you press the Enter key again (so you have pressed it twice in a row without typing anything, Dreamweaver exits you from the definition list. You can also go back to **List**, and unselect the definition option to turn off the definition list coding.

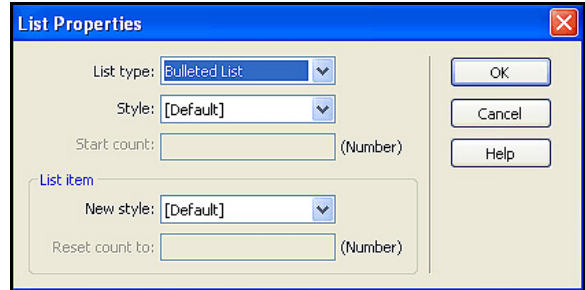
As you create a definition list, you can have a long entries in either part of the definition list, particularly the second part of the definition. You can use the line-break command, but if you use the Enter key, then the current entry is terminated.

Changing the style of the bullets or numbers



When you create either unordered lists or ordered lists, when your cursor is "inside" the list area, the button labeled **List Item..** underneath the two list icons is activated.

Clicking on this button brings up the List Properties dialog box, which is shown to the right. You use this dialog box to change the style of bullets for an unordered list or the style of numbering for an ordered list.

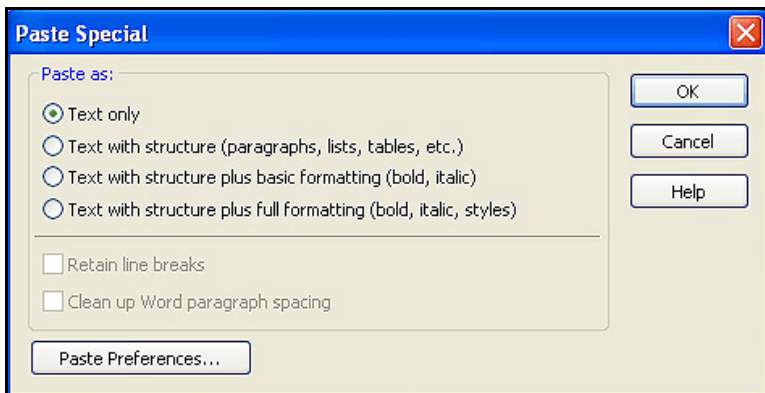


You can create lists within lists, if you are using unordered or ordered lists. Click so you are sitting inside the text area for a list item. Now use the Indent button in the Properties panel (or you can select the **Text, Indent** command from the Menu bar). You will see a visual change in the style of bullet or number. Continue with this listing. To go back to the previous level in the listing, click on Outdent in the Properties panel.

This pretty much covers the basics of creating the three types of lists supported on the web. There will be documents which do not require this feature, but it is useful many times. I personally use definition lists a lot, to help provide some visual "variety" on a web page. All three types of lists are shown in the video **Types of Lists**.

Importing from word processors

If you have existing text in other applications, primarily as Word or WordPerfect files, you can copy the text in your word processing document, and then use **Edit, Paste** to paste the text into a document in Dreamweaver. The same type of paragraph structure in your original document should be found in the "pasted" text, although the resulting formatting code won't be the same (for example, size of the font or the type of font face).



There is also an option under **Edit of Paste Special**. The resulting window is shown to the left. There are options here for just pasting the text, text with structure (tables, lists, paragraphs), text with structure and basic formatting, and text with full formatting. Using Paste Special is shown in the video **Importing Text**.

Images, if part of the Word document, will be imported if you select the **Text with structure plus basic formatting** option or **Text with structure plus full formatting** option. However, you will be prompted for a description for each image. When we look at graphics in Lesson 5, you will see this is for the ALT tag.

If you have columns in your word processing document, the content is brought over but the column structure is not.

With Dreamweaver CS3, under **File**, there is an option to **Import**, then **Word Document**. This has similar options as **Edit, Paste Special**.

Using a template

A template is a special document (in Dreamweaver) used as the basis for creating other documents on your site. When you create a template, and save it as a template, Dreamweaver adds the extension of **.dwt** (dreamweaver template) (rather than .htm or .html). Dreamweaver saves the template in a special folder called **Templates**. Dreamweaver creates this folder for you and saves the template in that folder if you have no templates on your site already. Each HTML document based on a template uses the same layout and structure of the template and often the same font style and coloring as the template. This part of the "template definition," however, does not distinguish a template-associated document from just a regular document you may use each time you create a document on your site.

The second important trait of a template, which distinguishes it from a regular HTML document, is that each template (and thus each document based on the template) has parts of the page which can be changed. These parts are called **editable regions**. It also has parts of the page which are protected and cannot be accidentally changed when using the template. These two parts of the template document distinguish it from just a regular HTML page you are using to create other web pages on your site.

There are several reasons to use templates:

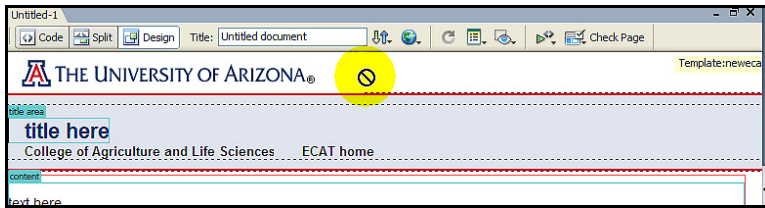
- Templates provide site identity and web page consistency for your site. Pages on a site should have a common appearance, as a visual reminder to visitors that they are still on the same website as they navigate through your site.
- Using templates protects parts of the page from accidental changes and deletions. This advantage becomes more important if you turn your site over to someone less experienced in Dreamweaver or if your site's pages are going to be created by several people. Even though content is coming from different people, the look of the pages will be similar. Related to this, use of a template to create new documents is easier to show parttime help, versus creating a document from another document, since only parts of the page can be changed.
- The final reason, which is only achievable if you use templates, is templates allow you to change quickly the layout or appearance of your pages. For example, if one of the protected parts of the template is a navigation area, you can change the URL for a given link or add/delete links to the navigation area, by making changes in the template. Then you can almost instantaneously update all of the pages using that template. The larger your site gets, the more this is an advantage, even if you are the only one working on the site.

Recognizing the use of a template

If you inherit a site from someone else, there are several ways to determine if templates have been used on a site.

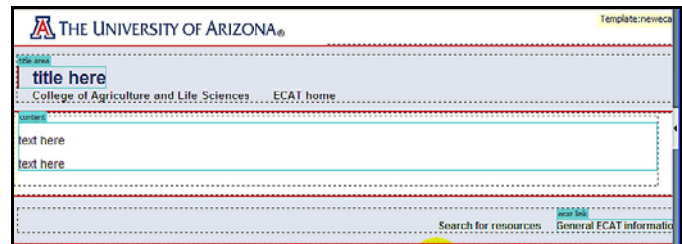
One way is to look at the site structure, in the Files panel display. The existence of a folder called Templates (capital T) with template files in it is an indication that templates were created in Dreamweaver for the site (although they might not have been used).

As you open documents in a site, using Dreamweaver, there are several ways to tell if a template is associated with the open document.



One is that, as you move the cursor around the document, the cursor will display as a **NOT symbol**, as is showing to the left. If the cursor is over a protected part of the document, protected by the template, then the NOT symbol appears.

Another visual symbol on the document is the display of the **region names**, as is shown to the right. The default color is aqua. The region names are created at the time the template is created, but names can be changed.



The procedure for creating a document using a template, if you have inherited a site that uses templates, is shown in the video [Using a Template in Dreamweaver CS3](#) or [Using a Template in Dreamweaver 8](#).

We will look at creating a template in Lesson 7.