HOUR 3

Getting Started: Adding Text, Lists, and Previewing in the Browser

What You’ll Learn in This Hour:

- How to create a new web page and set up properties for the whole page
- How to use the Property inspector to change text fonts and font sizes
- How Dreamweaver creates new CSS Styles and how to rename and apply styles
- How to align text and add unordered and ordered lists
- How to preview a web page in different browsers

The most common elements in a web page are text and images, so this hour we’ll start with text. You’ll get started creating web pages with Dreamweaver by becoming familiar with adding text and setting text properties. You’ll learn how Dreamweaver formats the appearance of text, modifying font attributes such as font face, color, and size, using Cascading Style Sheets (CSS). This hour introduces CSS while Hour 16, “Formatting Web Pages Using Cascading Style Sheets,” gives more in-depth information into Dreamweaver’s CSS capabilities.

Creating a New Page and Adding Text

To create a new web page, select File, New. The New Document dialog box appears, enabling you to select the type of document you want to create. Make sure that the General tab is selected in the New Document dialog box; the other tab, the Templates tab, will be discussed in Hour 24, “Creating Reusable Web Pages: Using Templates.” This dialog box is organized into a Category column and a column that lists the pages in the selected
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category. Select the Basic Page category, and then select HTML as the Basic Page type, as shown in Figure 3.1. Click the Create button. A new document is created, and you can add text, images, and other objects to it.

![New Document dialog box](image)

The keyboard shortcut to open the New Document dialog box is Ctrl+N (Command+N on the Macintosh). You can also create a new page from Dreamweaver’s Start Page (remember the screen that is visible in the Document Window when you first open Dreamweaver?). The middle column in the Start Page is titled Create New and you can select HTML in the middle column to quickly create a web page.

**Did you Know?**

What Is Document Type and XHTML?

You might have noticed the Document Type drop-down menu in the New Document dialog box. By default, Dreamweaver creates an HTML type defined using the XHTML 1.0 Transitional document type, often called doctype because it is defined using the `doctype` tag. XHTML is the most recent version of HTML, combining HTML with XML (extensible markup language). You’ll explore document type more in Hour 6, “Getting Down and Dirty with HTML.”

To enter text into the new web page you just created, you can simply type into the Document window. Type some text to serve as a heading at the top of the page, press the Enter key, and type a couple of sentences. This is the best way to add text to the web page if you are creating it in that moment. If the text exists elsewhere,
Creating a New Page and Adding Text

however, such as in a Microsoft Word document, an email, or another type of text file, you’ll want to look at the next section on copying and pasting text into Dreamweaver.

Spelling and Grammar Are Important!
I like to create text for web pages in a robust word processing application such as Microsoft Word so I have the automatic spell check and grammar check. You can, of course, use Dreamweaver spell checker but there is no grammar checker in Dreamweaver. I can then copy and paste the text into a web page in Dreamweaver.

Copying and Pasting Text from a File

Often, you need to transfer text that exists as a word processing document into a web page. You can easily copy text from another application, such as Microsoft Word or even the spreadsheet application Microsoft Excel, and paste it into Dreamweaver. Dreamweaver can paste text two ways: with and without text formatting. Often the formatting (font, font color, and font size, for example) in the web page is different from the formatting in the original document, so I usually paste into Dreamweaver without formatting.

To copy and paste text from a word processing program or another program, follow these steps:

1. Open a Word document (.doc) or other word processing document.
2. Select at least a couple of paragraphs.
3. Copy the text by selecting Edit, Copy or using the keyboard command (Ctrl+C for Windows or Command+C on the Mac).
4. Go to Dreamweaver and place the insertion point where you want to paste the text.
5. Select Edit, Paste or use the keyboard shortcut (Ctrl+V in Windows or Command+V on a Mac). The text is pasted into Dreamweaver, and it retains its formatting, including fonts, paragraphs, color, and other attributes.

If you don’t want the formatting, select Edit, Undo (Ctrl+Z in Windows or Command+Z on a Mac) to remove the text you just pasted. To paste without formatting, select Edit, Page Special and one of the Paste Special options shown in Figure 3.2. This gives you finer control over what is pasted into your web page.
Applying Text Formatting

The Property inspector is the panel directly beneath the Document window. You will use this panel extensively to set properties of objects on a web page. You can display the Property inspector by choosing Window, Properties. You apply standard HTML formatting to text by using the Format drop-down menu in the Property inspector. There are four basic formatting options here:

- **None**—This option removes any formatting styles currently applied to the selection.
- **Paragraph**—This option applies paragraph tags (\(<p>\)/) to the selection. This adds two carriage returns after the selection.
- **Heading 1 through Heading 6**—These options apply heading tags to the selection. Heading 1 is the largest heading and Heading 6 is the smallest. Applying a heading tag makes everything on the line that heading size.
- **Preformatted**—This option displays text in a fixed-width, or monospaced, font (on most systems, 10-point Courier). The text resembles typewriter text. You probably won’t use this format option too often.

Select the top line heading in your web page and apply Heading 1 formatting, as shown in Figure 3.3. While you are creating web pages you will use the different Heading formats and Paragraph format all of the time. These formatting options wrap the text you’ve selected with HTML tags. The Heading 1 format, for instance, adds the \(<h1>\) tag before the selection and the closing tag \(</h1>\) after the selection.

Understanding Paragraph and Break Tags

It’s important to understand the difference between paragraph (\(<p>\)> and break (\(<br>\)> ) tags. Paragraph tags surround a block of text, placing two carriage returns
after the block. You create a new paragraph by pressing the Enter or Return key.
Think of the paragraph tags as creating a container for the block of text. This con-
tainer is a square block that contains text. Later, in Hour 16, you’ll understand how
to modify this container with CSS.

The break tag inserts a single carriage return into text. You can insert a break into a
web page by using the keyboard shortcut Shift+Enter or selecting the Line Break
object from the Characters drop-down menu in the Text category of the Insert bar.
The break tag does not create a container as the paragraph format does. This tag is
best used for creating a new line within a paragraph such as when formatting an
address on different lines.

It’s important to understand the difference between paragraph and break tags.
Pressing Shift+Enter twice, inserting two line breaks, instead of pressing Enter to cre-
ate a paragraph looks identical in a web page. However, because you haven’t cre-
ed a paragraph container, any formatting applied to the paragraph gets applied to
the entire container. This will become more important as you begin formatting por-
tions of web pages in different ways.

**Setting Page Properties**

You can also set global page properties, such as the default font and font size for all
the text on the page. In addition, you can set the page title in the page properties.
To get started, select Modify, Page Properties to open the Page Properties dialog box.
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The Page Properties dialog box, shown in Figure 3.4, has five property categories listed in the left column: Appearance, Links, Headings, Title/Encoding, and Tracing Image. Next you’ll learn about the property settings in the Appearance, Headings, and Title/Encoding categories; the Links category settings will be covered in Hour 5, “Setting Lots o’ Links: Hyperlinks, Anchors, and Mailto Links,” and the Tracing Image category will be covered in Hour 13, “Designing Page Layout Using Tables.” You simply click on one of the categories in order to modify its property settings.

**FIGURE 3.4**
The Page Properties dialog box enables you to set properties for the entire web page.

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**Setting Global Page Appearance**

You use the settings in the Appearance category of the Page Properties dialog box to set the text font, size, and color, along with several other settings, for the entire web page. For instance, the text on a web page is black by default. You can change the default text color on the web page by changing this setting in Page Properties.

**Setting the Global Page Font and Size**

Select the Appearance category in the Page Properties dialog box by clicking the category name on the left side of the dialog box. You can select the default Page Font for the entire page along with the default text size and color. These settings may be overridden by any local text setting, such as the settings you’ll apply later this hour.

To set the default font properties, follow these steps:

1. In the Page Properties dialog box, select the font family you want from the Page Font drop-down menu.
2. You can also set the default text to be bold, italic, or both.
Setting Page Properties

3. Select the font size in the Size drop-down menu. If you select a numeric font size, you also need to select a unit type, such as points or pixels.

4. Click the Apply button at the bottom of the Page Properties dialog box in order to view the font changes you’ve changed so far. You might have to adjust the position of the Page Properties dialog box so it isn’t blocking your view. The Apply button enables you to view your changes without closing the Page Properties dialog box.

Use Pixels Instead of Points

Many web designers prefer to standardize using pixels as the measurement unit of choice for font sizes (and other objects, too). Points are used for designing type for print but are often unpredictable for displaying text on a computer screen. Pixels seem to be the most predictable in various browsers and on various platforms. If you develop on Windows or on a Mac and it’s important that your fonts look similar on the other operating system, use pixels as your unit of measurement for fonts.

Did you Know?

Setting the Global Text Color

In a number of areas in Dreamweaver, you can change the color of an object or text. In HTML, colors are specified by using a hexadecimal numbering system, but if you don’t know the hexadecimal translation of the color you’d like to use, you can use Dreamweaver’s color picker. You access the Dreamweaver color picker by clicking on the color picker box, shown in Figure 3.5. Dreamweaver’s color palette appears.

You can experiment picking a color by using the color picker in a number of ways:

- Pick one of the available color swatches by clicking it with the eyedropper.
- By default the Color Cubes palette is displayed. You can select one of the five other panels: Color cubes, Continuous tone, Windows OS, Mac OS, and Grayscale.
- Use the eyedropper to pick up any color onscreen by simply clicking the eyedropper on it. You can pick up any color on the computer screen, not just colors in Dreamweaver. Try selecting a color from one of the icons in the Insert bar. You’ll need to arrange Dreamweaver so that you can see other Windows and click the eyedropper on the colors.
Select the System Color Picker button to create a custom color as shown in Figure 3.6. This opens the system color picker, where you can either pick one of the basic colors or click anywhere in the color spectrum to mix your own color. Click the Add to Custom Colors button and then click the OK button to use the color.

You can also type the color information directly into the color text box in the Property inspector:

- Colors are represented in HTML by three hexadecimal numbers preceded by the pound (#) sign. For instance, the hexadecimal RGB (red, green, blue) value for light blue is represented as #0099FF, where the value for R is 00, the value for G is 99, and the value for B is FF. If you know the hexadecimal value for a color, you can simply type it in.

- Most browsers display standard color names in addition to hexadecimal values. For instance, you could type in red instead of #FF0000.

To clear the current color without picking another color, click the Default Color button in the color picker.
Web-Safe Colors
The Dreamweaver web-safe palette (also known as a browser-safe palette) is made up of 212 colors that work on both Windows and Macintosh operating systems displaying 256 colors. Choosing custom colors that are not part of the panel might have an undesirable appearance in older browsers. Most newer computers automatically display more than 256 colors (either thousands or millions of colors), so some web professionals argue that the web-safe palette is no longer necessary. But if your web pages will potentially be viewed on older computers, you should be conservative and design your web pages by using the web-safe palette.

Are You Locked Into Web Safe?
If you enter a color and Dreamweaver doesn’t take the value, the color you entered isn’t part of the web-safe palette. If the Snap to Web Safe setting is selected in the color picker, Dreamweaver won’t let you pick a non-web-safe color. You’ll need to turn off the Snap to Web Safe setting before Dreamweaver will allow you to use the color. You turn off this setting in the Color Picker menu by making sure the check mark is not checked next to the Snap to Web Safe command.
Utilities to Identify Color Values

For Windows users to easily identify the hexadecimal value of a color on the screen, download ColorCop, a freeware program available at www.datastic.com/tools/colorcop. On Mac OS 10.4 (Tiger), you can select DigitalColor Meter from the Utilities folder in Applications to identify RGB values on the screen as hexadecimal values.

Did you Know?

Setting the Background Color and Background Image of a Web Page

You can set the background color of an entire page in the Appearance category of the Page Properties dialog box. For example, if you’d like to set the web page background color to white, you can enter the hexadecimal color code (#FFFFFF) into the Background Color text box, type white into the box, or use the color picker. Of course, you can pick any color that you want as the background color, but make sure that the combination of the background color and the text color doesn’t make your web page difficult to read. If you apply a dark background color, you need to use a light text color for contrast so the viewer can easily read the text.

You can also set a background image for a web page. This image is tiled both vertically and horizontally on the page. In order for the web page background to really look nice, you should find or create an image especially designed as a web page background. You can find these specially designed background images on the Web or in image galleries that you purchase. A background image should never interfere with the readability of a page.

To add a background image, select the Browse button and navigate to an image file saved on your hard drive. The image needs to be saved in the GIF, JPEG, or PNG formats (you’ll learn more about image format in Hour 7, “Displaying Images”). Click the OK button. You might receive a message from Dreamweaver that a file:// path will be used until you save your document. Just click OK; Dreamweaver automatically corrects that path after you save the web page.

Setting the Page Margins

Margins set the amount of space between the contents of the web page and the edges of the browser window. You set the margins for a page in the Page Properties dialog box. The default setting for page margins varies from browser to browser so it’s impossible to predict the amount of white space visible around the border of your web page design. You can change the page margins by entering values into the margin boxes, as shown in Figure 3.7. There are four page margin settings: Left Margin, Top Margin, Right Margin, and Bottom Margin. Many web designers set the
Left and Top Margin settings to 0 pixels so the design is snug to the upper-left corner in the browser window.

**FIGURE 3.7**
Set the page margins, the space between your web page design and the edge of the browser window, in the Page Properties Appearance category.

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**Setting Global Heading Properties**

You create a Heading by selecting one of the heading formats, Heading 1 through Heading 6, in the Format drop-down menu in Dreamweaver’s Property inspector. In the Headings category of the Page Properties dialog box, you can set global properties for these headings, as shown in Figure 3.8. You can select a Heading Font for all of the sizes of headings. You can also set a unique font size and color for each of the heading sizes.

**FIGURE 3.8**
Set the global heading properties in the Headings category of the Page Properties dialog box. You can set a font for all of the heading sizes and then specify font sizes for each size individually.
To set how Heading 1 will appear, follow these steps:

1. Select Modify, Page Properties if you don’t already have the Page Properties open. You should already have some text set to Heading 1 on the page.

2. Select a default font for all of the headings by selecting one of the fonts beside the Heading font setting. You can also select the Bold or Italic button if you’d like.

3. Select a large font size beside Heading 1. A good size to try is 36 pixels. You can also change the color by clicking on the color picker in the Heading 1 settings.

4. Click the Apply button (refer to Figure 3.4) to apply your changes without closing the Page Properties dialog box.

**Watch Out!**

**Heading Sizes**
Remember that the headings are meant to become smaller as the heading size number increases. So, Heading 1 is logically meant to be larger than Heading 2. You can override these sizes but it isn’t a good idea to do so.

**Adding a Page Title**

The Title/Encoding category of the Page Properties dialog box enables you to set the document title of your web page along with the Document and Encoding Types. The title of your web page is important because it appears in the title bar of the browser when someone views your web page. This same title is also saved to a user’s browser Bookmarks or Favorites list when she saves the address of your site; therefore, you should make it meaningful and memorable.

**Did you Know?**

**Search Engines Want Your Page Title**
It’s important to give your web page a meaningful title, especially if you want people to be able to find your page by using the major search engines. While search engines use many factors to find and rate web pages, the page title is often an important factor. You can find Keith Robinson’s excellent discussion on writing better web page titles at www.7nights.com/dkrprod/gwt_seven.php.

To add a title to a document, follow these steps:

1. Select Modify, Page Properties if you don’t already have the Page Properties dialog box open.
2. Select the Title/Encoding category.

3. Type a descriptive title in the title box at the top of the Page Properties dialog box.

4. Click the OK button to save the settings. The page title appears in the Document Title textbox in the Document toolbar, as shown in Figure 3.9. You can always add the title in this textbox instead of opening the Page Properties dialog box.

![Page Properties dialog box]

Dreamweaver automatically adds a tag (the `<>`) at the top of each web page describing the document type for the browser. This tag tells the browser the flavor of HTML that your web page is written in and helps the browser interpret the page. By default, Dreamweaver applies the XHTML 1.0 Transitional document type, which is a good choice because XHTML is an up-and-coming standard and the transitional version of XHTML enables old browsers to still view the web page. XHTML is written in XML (extensible markup language) and enables you to create web pages that are ready for the next generation of websites that are viewable in browsers and also on other devices, such as TVs or cell phones.

There are various alphabets in the world, and using the Encoding command is how you tell a web browser which one you are using for your web page. By default, Dreamweaver lists the Western European encoding type used in the United States and Europe. If you create a page using another alphabet, you need to change the Encoding setting. You can change Dreamweaver's default encoding type in the New Document category in Dreamweaver's Preferences dialog box (Edit, Preferences).
Introducing Cascading Style Sheets

You probably didn’t realize it, but you were creating CSS Styles while you were modifying settings in the Page Property dialog box. Dreamweaver automatically adds CSS to your web page and the styles created are visible in the CSS Styles panel (Window, CSS Styles) as shown in Figure 3.10. To view the styles in a web page, make sure the All button is selected at the top of the CSS Styles panel and expand the list of styles by clicking on the Expand/Collapse (+) button next to <style>.

The styles created by Dreamweaver Page Properties dialog box are Redefined Tag styles. These styles add formatting properties and alter the default appearance of various tags. For instance, when you change the background color of the page, Dreamweaver redefines the <body> tag, which is the tag that contains everything on the web page. These styles are defined in the web page you are working in, but in Hour 16 you’ll learn how to place these styles in an external style sheet that can be shared by multiple web pages.

By the Way

Goodbye, <font> Tag

Note that older browsers—pre-1997 browsers older than Internet Explorer 4 or Netscape Navigator 4—don’t support CSS. The older method of formatting text is to use the <font> tag. This tag has been deprecated by the World Wide Web Consortium (W3C), the Web standards organization. Deprecated means that the W3C is removing it from the approved tag list and eventually it might not be supported by browsers. Dreamweaver 8 does not insert any <font> tags into your code.
Changing Text Attributes in the Property Inspector

In the first part of this hour you learned about the global page settings that affect text. In the next section you’ll explore setting properties of sections of text on the page using Dreamweaver’s Property inspector. The Property inspector enables you to change the font, font size, and color for sections of text.

Selecting a Text Font

To apply a text font, select some text and then select the Text Font drop-down menu in the Property inspector, as shown in Figure 3.11.

The fonts in the Text Font drop-down menu are defined in groups. Specifying a group instead of an individual font increases the odds that your viewers will have at least one of the fonts in the group. The browser will attempt to display text with the first font listed, but if that font isn’t available, the browser will continue through the list. Dreamweaver has predefined groups to choose from, and you can also create your own groups.
Remember, just because you can see the font and it looks great on your machine doesn’t mean that everyone has that font. If a font isn’t available, the browser will use the default font—usually Times New Roman—instead. The fonts that are in the predefined font combinations in Dreamweaver are commonly available fonts in Windows and on the Macintosh.

**Changing Text Size**

You change text size by selecting one of the size settings in the Property inspector Text Size drop-down menu shown in Figure 3.12, or by typing a number in the text box. If you select one of the numbers at the top of the list, the Units drop-down menu becomes active so that you can select the unit type. Point and pixel are the most common unit types. You can also select one of the relative sizes (xx-small, medium, large, and so on). These text size settings enable the text to appear relative to the size settings that the user configures in his browser. This is particularly useful for users who have vision impairment but it makes it difficult for you to strictly control how your web page appears to the user.

**Selecting a Text Color**

You change the text color by either selecting a color using the color picker or by entering a hexadecimal color value, such as `#0000FF` for blue, into the Text color text box.
Dreamweaver Easter Egg
An Easter Egg is a fun bit of functionality that the programmers secretly put into software applications. It is undocumented and unsupported. If you are using Dreamweaver for Windows, there is an Easter Egg associated with text color. If you type the word Dreamweaver into the Text Color box in the Property inspector and then press enter, Dreamweaver displays a little game. Enjoy! Sorry, this doesn’t work in the Macintosh version of Dreamweaver.

Renaming a Style that Dreamweaver Creates
When you apply text formatting in Dreamweaver’s Property inspector, a CSS style is created in the code. This style defines the appearance of the text. You can see the style definition that Dreamweaver creates in the CSS Styles panel by simply clicking the CSS button in the Property inspector, shown in Figure 3.13. If the CSS Styles panel is already open, the button is dimmed. The name of the style that Dreamweaver created for you is displayed in the CSS Style drop-down menu.

By the Way
Show CSS button
CSS Style menu
New CSS style

Dreamweaver gives the style a default name (.style1, .style2, .style3, and so on) that is visible in both the CSS Styles panel (make sure the All button is selected) and the CSS Style drop-down menu in the Property inspector. You can edit that
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name by selecting the style in the CSS Styles panel and right-clicking (Control-clicking on the Mac) to bring up the context menu. Select the Rename command from the menu and give the style a more meaningful name, preferably a name that describes the function of the style in the page. The Results panel might open underneath the Property inspector; you can simply close this panel by selecting the Close Panel Group command from the panel menu in the upper-right corner of the Results panel.

Instead of redefining the same formatting and the same CSS style over and over, you should re-apply an existing CSS style. First select some text on the web page and then select a style from the CSS Style drop-down menu in the Property inspector. You can repeat this process over and over. You'll learn how to edit the style definition in Hour 16.

No Guarantees in Website Design

There is really no way to guarantee that a web page will look the same on a viewer's computer as it does on your computer. Browser preferences enable the user to override font settings, size settings, background colors, and hyperlink colors. Don't depend on the page fonts and colors to be exact. If it makes you feel better, though, keep in mind that most users don't change the browser defaults.

You might have noticed that all of the styles listed in your CSS Styles panel don't appear in the CSS Style drop-down menu in Dreamweaver's Property inspector. For instance, the h1 style or the body, td, th style doesn't appear. That's because you apply these redefined tag styles by simply applying the HTML tag to text. In the case of the h1 style, you simply select Heading 1 from the Property inspector's Format drop-down menu. The styles that Dreamweaver initially named beginning with a period, such as .style1, are class selectors, a special type of style that needs to be applied individually to selections of text. Again, you'll learn more about class selectors in Hour 16.

Aligning Text

You can align text to the left, center, or right side of the web page. You can also justify the text so the left and right margins are evenly set down the page. To align some text in the center of the page, follow these steps:

1. Select the text.

2. Click the Align Center icon (see Figure 3.14) in the Property inspector. These icons are very similar to icons in popular word processing programs.
Creating Lists and Indenting Text

By using Dreamweaver, you can create bulleted lists, called *unordered lists* in HTML, and numbered lists, called *ordered lists* in HTML. The Unordered List and Ordered List buttons appear in the Property inspector when you have text selected.

First, create an unordered list by following these steps:

1. Type three items for the list, pressing the Enter (or Return) key after each item so that each is on its own line.
2. Drag the cursor over all three items to select them.
3. Click the Unordered List button in the Property inspector, as shown in Figure 3.15.

Alternatively, with the text selected, select Text, Align, Center. The Text menu also contains all the text formatting commands you have used in this hour.

**FIGURE 3.14**
The alignment icons in the Property inspector look and act like the alignment commands in word processing software.

**FIGURE 3.15**
The Property inspector has buttons to create ordered and unordered lists. You can select the Indent and Outdent buttons to nest lists or to indent and outdent text.
Now each line is preceded by a bullet. Next, add another list that is nested in the first list:

1. Place the insertion point after the last item.

2. Press the Enter key to make a new line. The new line should be preceded by a bullet.

3. Type three items, as you did in the previous list.

4. Drag the cursor over these new items and select the Indent button in the Property inspector.

Now the second list is nested within the third item of the first list. You can tell because it is indented and preceded by a different style of bullet. Use the Outdent button to place the nested list back in line with the main list.

**Did you Know?**

**Customize Your Bullets and Numbers**

You can change the bullet or number style by clicking the List Item button in the Property inspector (refer to Figure 3.15) when your cursor is located within the list. Oddly, the List Item button does not appear if you have the entire list selected. Pick the bullet style (either bullet or square) for an unordered list or pick a number style for an ordered list. You can also start the number count at a number other than one by entering the initial number in the Start Count box.

To turn the nested unordered list into an ordered list, select the three items in the nested list again and click the Ordered List button in the Property inspector. To bring the nested list back in line with the main list, select the Outdent button.

With regular text, you use the Indent and Outdent buttons to modify the margins of a block of text. In HTML there is no easy way to tab or indent text, so Dreamweaver uses the `<blockquote>` tag to indent. This tag actually indents both the left and right sides of the text, so it might look strange if you indent multiple times.

**Adding a Separator to a Page: The Horizontal Rule**

A graphical item that has been around since the Web stone age (about 10 years ago!) is the horizontal rule. That little divider line is still useful. The horizontal rule creates a shaded line that divides a web page into sections. Note that you can’t place anything else on the same line with a horizontal rule.
Add a horizontal rule to your web page by selecting the Horizontal Rule object from the HTML category of the Insert bar. Of course, if you’re a menu kind of person, you can do this by selecting Insert, HTML, Horizontal Rule. In Figure 3.16, the Property inspector presents the properties of a horizontal rule. You can set width and height values in either pixels or percentages of the screen. You can also set the alignment and turn shading on and off.

Many objects in HTML have width and height values either in absolute pixel values or as a percentage of the size of the container they are in. If a horizontal rule in the body of a web page is set to a percentage value and the user changes the size of the browser window, the horizontal rule resizes to the new window size. If the horizontal rule is set to an absolute pixel size, it does not resize, and the user sees horizontal scrollbars if the horizontal rule is wider than the screen.

**Saving Your Work and Previewing in a Browser**

Even though Dreamweaver is a WYSIWYG tool, you need to see how your page really looks in particular browsers. It’s a good idea to save your work before you preview it. Saving your work lets Dreamweaver set the paths to linked files, such as images, correctly. We’ll explore the concept of linked files and paths further in Hour 4, “Organizing: Defining and Configuring a Website.” To save your web page, select File, Save.

Macromedia says you can define up to 20 browsers for previewing. Good luck finding 20 browsers! I generally have the following browsers installed for testing: Mozilla Firefox, Microsoft Internet Explorer, Netscape, and Opera on my Windows machine and Internet Explorer, Netscape, Safari, and sometimes Opera on my Mac. You have to have these programs installed on your computer before you can use them to preview your web pages. All the browsers mentioned have free versions and are available to download over the Internet.
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Get Your Browsers Here!

First, set up a browser as follows:

1. Select File, Preview in Browser, Edit Browser List command. Dreamweaver’s Preferences dialog box opens to the Preview in Browser category. Dreamweaver might have already located a browser and entered it here during the installation process, so the list might not be empty. My Windows installation of Dreamweaver always finds Internet Explorer and places it in this list for me.

2. Click the plus button to add a browser, as shown in Figure 3.17.

3. Leave the Name text box empty for now; Dreamweaver automatically picks up the name of the browser.

4. Click the Browse button next to the Application text box and navigate to the browser program. For computers running Windows, the default installation
location for most browsers is in the Program Files directory. For the Mac, look in your Applications folder.

5. Click either the Primary Browser check box or the Secondary Browser check box. This determines which keyboard shortcut you use to launch the browser. The keyboard shortcut for one primary browser is F12, and the shortcut for one secondary browser is Ctrl+F12.

6. Repeat steps 2–5 until all browsers have been added.

7. Make sure that the Preview Using Temporary Files is not selected. Click the OK button when you are done.

Below the browser list is a single check box option that controls whether you directly view your web page in the browser or whether you want Dreamweaver to create a temporary file to display in the browser. When the box is checked, you won’t need to save your web page prior to previewing in a browser because Dreamweaver creates a temporary file for you to display in the browser. If you uncheck this box, you need to save your web page prior to previewing it in the browser. I prefer to uncheck this box and know that I’m viewing the actual web page instead of a temporary file. Even after you’ve saved your page in Dreamweaver and previewed it in the browser, you can still undo changes that you made prior to saving the page.

Select File, Preview in Browser or select Preview in Browser on the Document toolbar to view the current web page. Select the browser you want to use from the menu. If the browser is already open, you might have to switch to the application to see your page. If the browser isn’t already open, Dreamweaver opens it and loads the requested page so you can preview it.

Dreamweaver actually checks each page you open in Dreamweaver for potential browser errors. The Check Browser menu on the Document toolbar displays whether you have any browser check errors in the target browsers selected. By default, Dreamweaver checks your page for errors in Internet Explorer 5 and Netscape 6. Modify the browsers and version in the Target Browsers dialog box, shown in Figure 3.18, by selecting Check Browser, Settings.

Congratulations! You’ve created your first web page in Dreamweaver and learned a lot about formatting the page and text on the page. Many of the tasks described in this hour will become habitual to you with every web page you create, and you will be able to quickly move through the steps you’ve practiced in this hour.
Summary

In this hour, you have learned how to enter and import text into a web page. You have set text properties, including headings, fonts, lists, and alignment. You’ve been introduced to CSS, the language of presentation on the Web. You have used a horizontal rule to separate the page into sections and previewed your work in a browser.

Q&A

Q. Where can I learn more about CSS styles? They seem important.

A. CSS styles are important, and they are part of the movement in web development toward separating content (the words and images on the web page) from the presentation (font size, colors, and positioning). This separation is important because it is becoming more and more common to deliver content to various devices, such as PDAs (personal digital assistants), and to people with disabilities, such as impaired sight.

You’ll learn much more about CSS styles in Hour 16 and I’ve listed a number of books and websites in Appendix A, “Resources,” that will help you learn about CSS.

Q. I indented a line of text by clicking the Indent button. I wanted it to act like a tab acts in my word processing program, but it seems to indent both the beginning and the end of the line. What’s going on?

A. Oddly enough, there is no way in HTML to tab as you do in your word processing program. The Indent button applies the <blockquote> tag to the text. This tag, as you noticed, actually indents both the left and the right of the text. The block quote tag was originally designed for quotes in research-type documents. The easiest way to indent text is to place your text in a table. You’ll learn about tables in Hour 12, “Displaying Data in Tables,” and Hour 13, “Designing Page Layout Using Tables.”
Workshop

Quiz

1. What button in the Property inspector do you select to nest a list?

2. By default, which heading size is largest on the screen—Heading 1 or Heading 6?

3. What are the usual default font, size, and color for pages viewed in the default browser configuration?

Quiz Answers

1. The Indent button nests one list within another.

2. Heading 1 is the largest size and Heading 6 is the smallest.

3. The usual defaults for pages viewed in the default browser configuration are Times New Roman, 10 point (medium), and black text.

Exercises

1. Try changing the alignment, shading, and size of a horizontal rule. Use a pixel size value and then use a percentage size value. Test each of your experiments by previewing the page in a web browser.

2. Experiment with creating lists. Create an ordered list, an unordered list, a definition list (see the Text tab of the Insert bar), and some nested lists. As you do this, look at the tag selector in the status bar and see which HTML tags are being used. What do you think the <li> tag is used for?

3. Select one of the color boxes in the Page Properties dialog box and set up a custom color. Use the eyedropper to pick a color from anywhere onscreen. You can even pick a color from another application you have open.