

# Basics of Page Format

## HTML Structural Tags

Certain HTML tags provide the structure of the HTML document. These include the <html> tag, the <head> tag, the <title> tag, and the <body> tag. As soon as a new HTML page is created, Dreamweaver adds these structural tags. You will see them if the Code View is open. Their functions are described below:

- **<html> and </html>** This tag defines the beginning and end of an HTML document.
- **<head> and </head>** An HTML document is made up of two basic parts, the head and the body. This tag defines the beginning and end of the head section. The head section contains information (such as a title) that describes the document.
- **<title> and </title>** This tag can only exist within the <head> tag. It is important that text within the <title> tag be short and describe the page. This text is what will appear for the page in bookmark lists and title bars.
- **<body> and </body>** This tag, as you might have guessed, defines the beginning and the end of the main body of an HTML document. What falls within the <body> tag makes up the actual content of a web page.

## HTML Title

You need not edit the HTML code directly to change the Title. Dreamweaver provides a box for the title beneath the Insert Panel. It is visible below:



## Format Text and Color

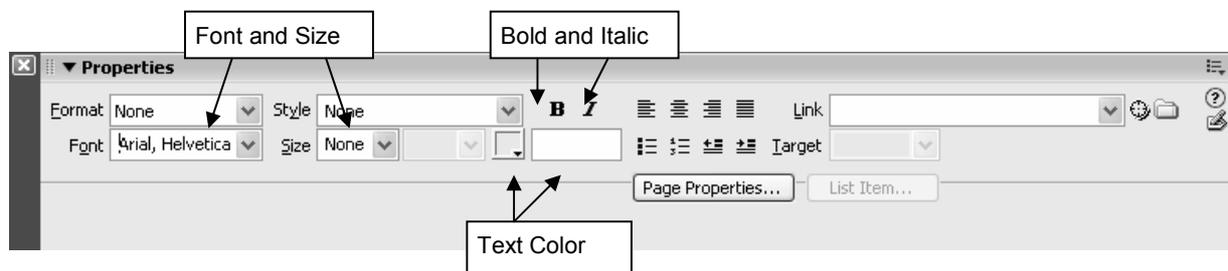
If you have used a word processor such as Microsoft Word, many of Dreamweaver's text formatting tools will look familiar. Just highlight text and click on the "B" icon to bold the text, for example.

The text on your pages can be formatted in the Properties Inspector, in the Text tab of the Insert Panel, or in several other panels. In this section, we will discuss how to format text.

## Font size, display and color

Dreamweaver allows you to format the text that will appear on your page by using the Properties Inspector. As mentioned in the previous section, you can open and close this window by either selecting "Properties" in the Windows drop-down menu, or by selecting "Selection Properties" in the Modify menu.

To change the font, you can highlight the text you wish to format and make adjustments to the size, bold status, etc. just like you might in a word processing program. You can change the color of text by highlighting text and selecting a color from the small colored box next to font size. Some font manipulation elements are available also in the "Text" tab of the Insert Panel. (The Insert Panel is available for selection under the "Windows" drop down menu). A screenshot showing the Properties Inspector is below.



*Please note that although bold and italics are readily available options, underlining text is not. This is because in HTML pages, underlining generally indicates that the underlined text is a link. It is possible to underline text that is not a link by use of the <u> tag in the code, but since this is not desirable; Dreamweaver does not make it easy.*

## Block level code

Some attributes may only be applied to a "Block level" tag such as a single paragraph or heading tag. For example, a specific sentence or word within a larger paragraph may not be aligned differently than the rest of the paragraph. The entire paragraph

must share the same value for the align property. Therefore, any change made to alignment will affect the entire paragraph.

## Creating Lists

Text in your document can be formatted as an indented list (using numbers or bullets). You can do this by highlighting the text and then selecting either:

1. The bulleting or numbering icons in the Properties Inspector, or
2. The “ul” (unordered, or bulleted) icon, or the “ol” (ordered, or numbered) icon in the “Text” tab of the Insert Panel.

When creating a list from existing text, each item must be its own paragraph. Otherwise, only one bullet will be added for the entire list.

## “Preview in Browser” vs. “Save and Refresh”

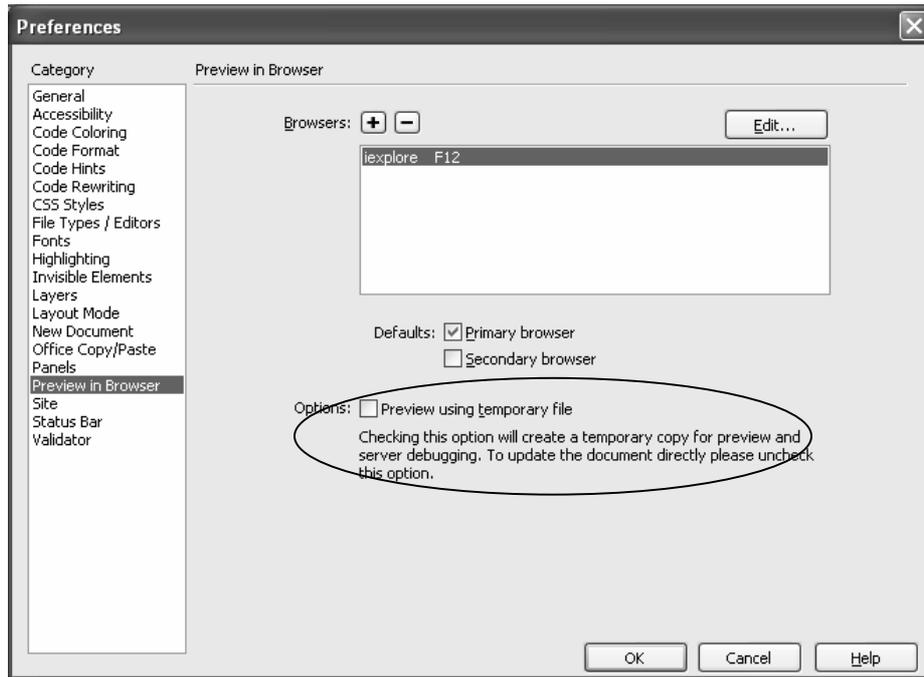
While working on HTML documents in Dreamweaver, you will most likely want to see how the page will look when it is up “live” on the web. Since you are working in Design view, you will get a good idea for how the page will look. Browsers, however can vary slightly in how they display the pages you create.

In order to ensure that your document looks the way you intended it to look you will want to frequently preview the page in a browser. Dreamweaver allows you to do this by selecting “Preview in Browser” in the main File menu (or via **F12**).

When using the “Preview in Browser” function, by default Dreamweaver will attempt to create a temporary file and open that file in your default browser rather than the original document. One benefit to “Preview in Browser” is that the default browser may be opened in one simple step by clicking on F12. Additionally, you need not save your file each time you preview it because Dreamweaver will save a snapshot of what the document looks like at that moment. (Be sure to save frequently, however!) It is this snapshot that is opened in the default browser. You may find that it strange, however, that you are constantly viewing different files and you may find that you end up with many browser windows open.

Many developers prefer to save the document, open it in a browser and then use the “Save and Refresh” method. This simply means that when a change is made to the document, save it, and switch to the browser and click refresh.

Dreamweaver now allows “Preview in Browser” (and its shortcut F12) to preview the actual file and not create temporary files. Change this in the **Edit → Preferences** box as seen below:



## Exercise 2: Create the Site's Index Page

In this exercise, we will create a web page for the Pet Adoption site. This page, while simple, will be edited and expanded in future exercises. When you are completed, it may look something like this:



1. Start a new document (basic HTML page) and save it as **index.html** inside your **working\_site** folder.
2. View the page in **Split View**. Note the structural tags already included in the code. Give the page an appropriate title in the <title> tag.
3. Open **index-text.txt**. It holds the following text which you may copy into your newly created index.html. Once copied to the new file, this text must be formatted in an attractive manner.

Pet Adoption Central

Home | Dogs | Cats | Locations | Contact Us | FAQ

Pet Adoption Central has been offering a second chance to homeless animals since 1943. We are committed to serving not only pets and pet owners but the community as a whole as we understand the powerful role that pets play in our lives!

Our Services

Adoption & Placement Services  
Animal Birth Control Spay/Neuter Program  
Cruelty Investigations  
Humane Education  
Foster Care  
Pet Assisted Therapy  
Golden Age Retrievers  
Obedience Training  
Volunteer Opportunities  
Resources

The goal of our Adoption Program is not to just make good matches, we want to build lifelong relationships. We know that the key to a good relationship is careful consideration of factors like lifestyle, temperament and family make-up. Our adoption counselors know the background on each one of our animals and will work individually with you to make sure the "match" is appropriate. Adopters should be sure to bring along the following items:

[Home](#) | [Dogs](#) | [Cats](#) | [Locations](#) | [Contact Us](#) | [FAQ](#)

4. Use some of the following:

Heading 1 for the text at the top of the page

Heading 2 for the inner headings

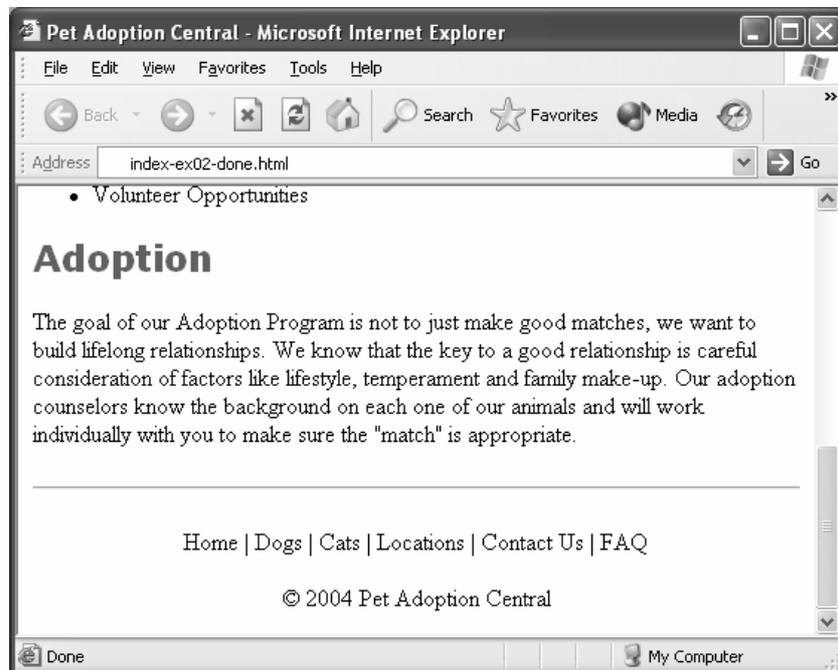
Change the font

Add a bulleted list for the services

Change the color of the headings to (#666633)

5. Periodically save your page and test it in a browser. Does it look the way you intended it to look?

When you are finished, your page should look something like this:



## **Try this!**

See if you can figure out how to edit the format (font, font-size, color, bold, etc.). Can you find multiple places that allow you to change this? Edit your text's format and preview the page again in a browser.

## Possible Solution to Exercise 2

Saved as **done\_versions/index-ex02-done.html**

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<title>Pet Adoption Central</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1"
/>
<style type="text/css">
<!--
.style1 {
    color: #666633;
    font-family: Verdana, Arial, Helvetica, sans-serif;
}
-->
</style>
</head>

<body>
<h1 align="center" class="style1">Pet Adoption Central</h1>
<p align="center">Home | Dogs | Cats | Locations | Contact Us | FAQ </p>
<hr />
<p>Pet Adoption Central has been offering a second chance to homeless
animals
    since 1971. &nbsp;We
    are committed to serving not only pets and pet owners but the community
as
    a whole as we understand the powerful role that pets play in our lives!
</p>
<h2 class="style1">Our Services </h2>
<ul>
<li>Adoption & Placement Services </li>
<li>Animal Birth Control Spay/Neuter Program </li>
<li>Cruelty Investigations </li>
<li>Humane Education </li>
<li>Foster Care </li>
<li>Pet Assisted Therapy </li>
<li>Golden Age Retrievers </li>
<li>Obedience Training </li>
<li>Volunteer Opportunities </li>
</ul>
<h2 class="style1">Adoption</h2>
<p>The goal of our Adoption Program is not to just make good matches, we
want
    to build lifelong relationships. We know that the key to a good
relationship
    is careful consideration of factors like lifestyle, temperament and
family
```

make-up. Our adoption counselors know the background on each one of our animals and will work individually with you to make sure the "match" is appropriate.</p>

<hr />

<p align="center">Home | Dogs | Cats | Locations | Contact Us | FAQ </p>

<p align="center">&copy; 2004 Pet Adoption Central </p>

</body>

</html>