

Formatting Text:

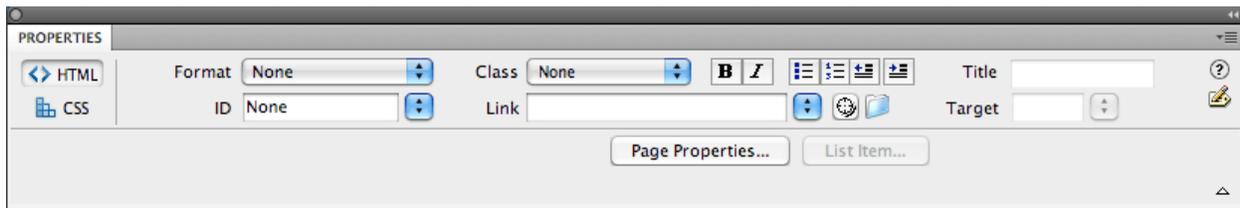
Using the Properties panel and Page Properties – Dreamweaver CS4

© nigelbuckner.com 2010

Formatting text is achieved mostly by using the Properties panel and Page properties.

Default text values are applied by using **Page Properties**. There is no need to highlight text when setting text values with Page Properties.

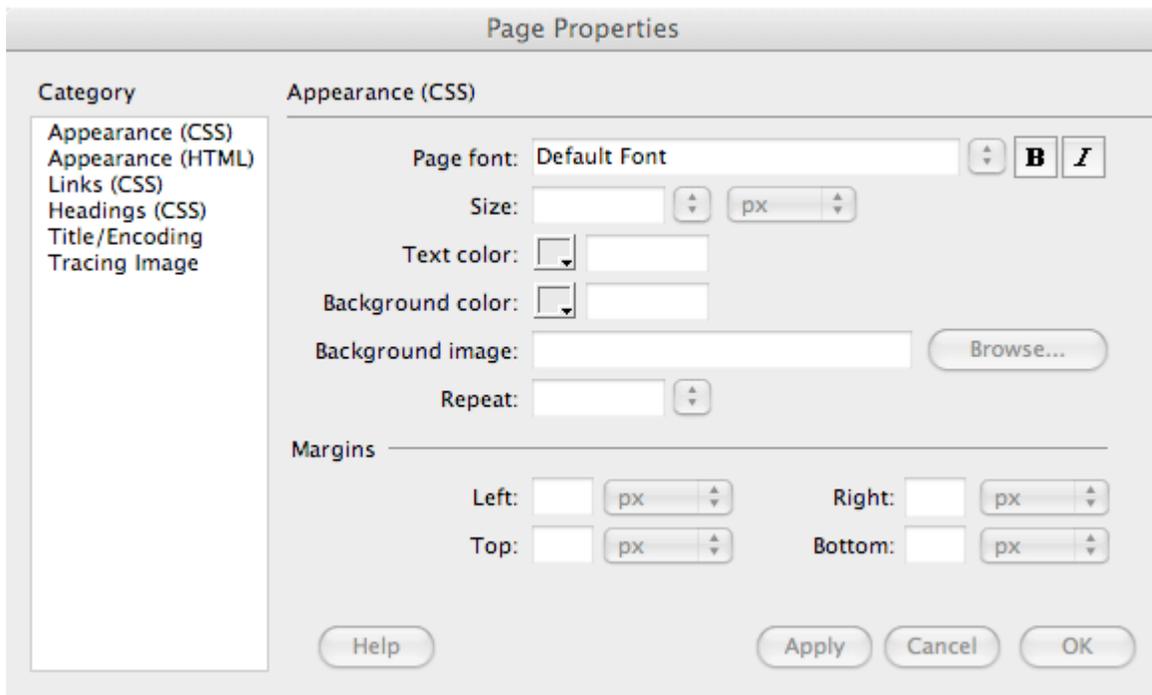
Formatting particular instances of text e.g. a paragraph, line or word, is achieved by using the **Properties panel**.



Page Properties

Setting default text properties

To set default values for text click on the Page Properties button in the Properties panel or go to the menu and click on Modify > Page Properties.



The Category on the left of the Page Properties panel needs to be set to Appearance (CSS). From here it is possible to set Page Font, Size and Text colour. After making changes click on Apply to see the effect on the page. Click OK to close the panel.

The chosen text properties get added to the HTML of the web page. View the page in Code or Split view and notice that a style sheet (CSS) has become established in the <head> part of the code containing the properties for the text.



```
1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www
2 <html xmlns="http://www.w3.org/1999/xhtml">
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=UTF-8" />
5 <title>Untitled Document</title>
6 <style type="text/css">
7 <!--
8 body,td,th {
9     font-family: Arial, Helvetica, sans-serif;
10    font-size: 24px;
11    color: #C30;
12 }
13 -->
14 </style></head>
15
```

Changing the appearance of text links

In Page Properties click on the Category Links (CSS) there are options for changing the appearance of text links such as font, size, colour and underline style. When choosing colour it is advisable to choose a colour for all 4 options (link, visited, rollover and active) otherwise they may not appear as expected. The rollover effect is only visible in the browser. Bear in mind that when previewing in a browser if the link has been previously clicked the *visited* colour will show and not the intended primary link colour. Clearing browser history will undo this.

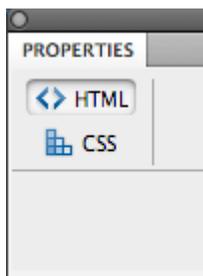
Changing the appearance of headings

Size, font and colour of individual heading sizes (<h1> <h2> etc.) can be changed by going to the Headings (CSS) category. Making <h1> smaller than <h2> by this method will not alter the importance of <h1> over <h2> (and so on) in regard to word search by search engines.

Using the Properties panel

It is possible to create properties for particular instances of text on a page by using the Properties panel. These properties include things such as heading sizes, font style, font size, font colour, bold and italicised text and alignment.

The Properties panel displays two sets of options for formatting text. Click on the HTML or CSS buttons on the left of the panel to change the options.



It is set out like this because text can be formatted by either HTML tags and/or by styles (CSS). To distinguish between the two, think of CSS as aesthetic styling, making something look good, whereas HTML is used for functional emphasis.

Formatting with HTML

With the HTML option it is possible to set heading sizes <h1> <h2> etc. make text bold

, italicised , create text lists and indent <blockquote> as well as adding links to text.

It is not possible to directly change the colour, font or size from the HTML option, without having set them in the CSS option first.

Changes can be made to the text by either clicking at the appropriate point or highlighting text and selecting the desired formatting from the Properties panel.

Heading sizes, text indent and lists are paragraph formatted HTML tags and are created by clicking at the appropriate point in the text. Other options require that the text is highlighted first.

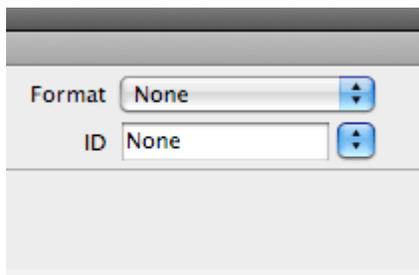
Formatting text with the HTML option formats text with appropriate HTML tags.

Heading sizes

These are important as keyword searches for search engines. Use heading size 1 for main headings, size 2 for secondary headings and so on.

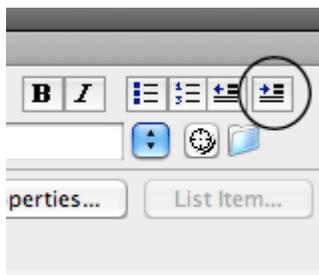
Heading sizes apply to a paragraph of text therefore it is not possible to select a portion of text within a paragraph and give it a heading size. The heading will apply itself to the whole paragraph. Do not use the heading size as a substitute for bold text.

To apply a heading size just click within a line of text that is within a paragraph. In the Properties click where it says Format and from the drop-down choose a heading size.



Text indent

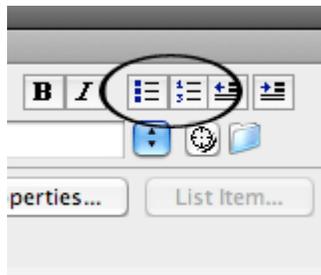
This is applied to a paragraph. Click inside a paragraph of text and click on the text indent button.



Text lists

Each list item (bullet point or number) is created by using the return/enter key as if making a paragraph.

To create a list, it is best to enter the text required but not to separate each item with a paragraph or line break to begin with. Click at the beginning of the first list item and choose the type of list by clicking on one of the list buttons in the Properties.



Then for each subsequent list item use the return key.

To modify the list e.g. to have Roman numerals instead of numbers, click inside the list on the page and click on the List Item button. This opens a dialogue with further options.

Non paragraph formatting

For Bold and Italicised options, highlight any piece of text and click on the appropriate button in the Properties panel.

Formatting with CSS

Further text formatting is available with the CSS option of the Properties e.g. font, colour and size. The styles created here are entered (by default) into a style sheet in the <head> part of the document code. The styles are then referred to in the <body> of the code by HTML, for instance:

```
<p class="text1">Styled text</p>  
OR  
<span class="text1">Styled text</span>
```

“text1” refers to the name given (user defined) for that particular style. In the examples above the first one has the style included as part of the paragraph tag. The second example has the style included in the tag which corresponds to text that was highlighted on the page.

To format text with CSS you need to create a ‘Rule’ which is a named style with properties e.g. colour, size and so on.

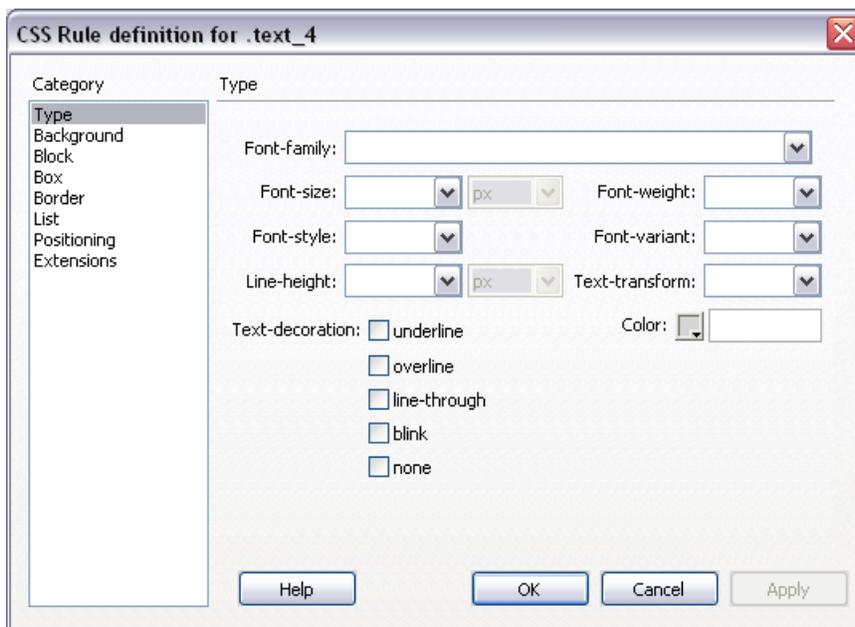
Formatting a paragraph

Click inside the paragraph that you wish to format. In the Properties panel ensure that in the Targeted Rule field the option <New CSS Rule> is selected and click on the Edit Rule button. This will open the New CSS Rule dialogue.



Leave the Selector Type as Class. The only thing you need to do here is enter a Selector Name (the name of the style you are about to create), for instance 'para1'. You can use alphanumeric characters, capitals and underscores but no spaces.

Click OK and the CSS Rule definition box opens.



Under the Type Category are the options for formatting text. Choose the required options and click OK (clicking Apply will have no effect at this stage). The style will be applied to the paragraph. The style name will now appear in the Targeted Rule drop-down of the Properties panel

Certain elements of the style can be edited quickly by the features found to the right in the Properties panel.



To have the option to change more elements you will need to return to the CSS Rule definition box. To do this, click inside the paragraph (if not already) and click on the Edit Rule button and change the style as required. This time, clicking on the Apply button will apply the changes to the page.

Formatting selected text

If you wish to format text other than a whole paragraph then you need to highlight it on the page first. The subsequent procedure is then the same as for formatting a paragraph.

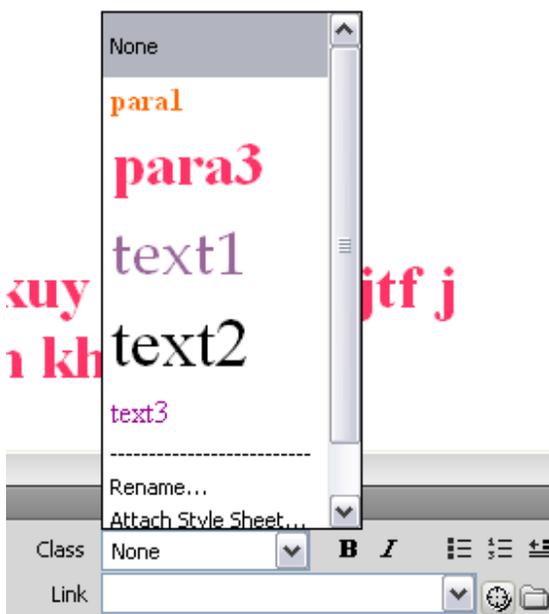
Changing or removing styles

If you wish to go back and change previously formatted text then you will need to click inside the portion of text with the style that needs changing. The style name for that text appears in the Targeted Rule field of the Properties panel. Next, change elements of the style from the right of the Properties panel or click on the Edit Rule button.

To remove a style from text choose <Remove Class> from the Targeted Rule dropdown.

Styles with the HTML Properties view

Any styles that are created in the CSS option of the Properties panel become available in the HTML option. Click on the Class dropdown and you will see any styles created listed there. Selecting text and choosing a style from this list will apply the style.



Selecting None from this list will remove a style from selected text.