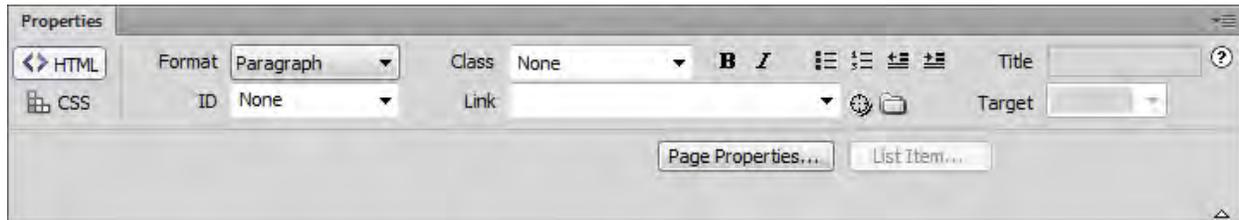


# How to add text

## Adding text to a document

To add text to a Dreamweaver document, you can type text directly in the Document window, or you can cut and paste text. You modify text by using the Properties panel (**Figure 1**).



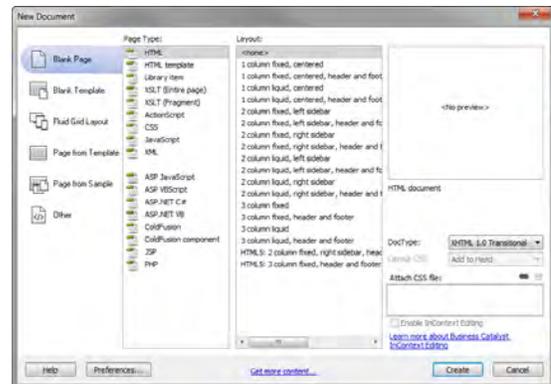
**Figure 1** Properties panel, HTML mode

There are many additional options to working with text such as bulleted and numbered lists, adding special characters, and more. To learn more about adding text to a document, please see “Working with text,” in Dreamweaver Help.

To add text:

1. Start Dreamweaver.
2. Select File > New to create a new document.
 

The New Document dialog box opens (**Figure 2**).
3. In the Blank Page category of the New Document dialog box, select HTML Page Type to create a plain HTML page.
4. In the Layout column, select None.
5. Click the Create button.



**Figure 2** New Document dialog box

The new HTML page opens.

6. In the Document toolbar, click the Show Code And Design View button (**Figure 3**).

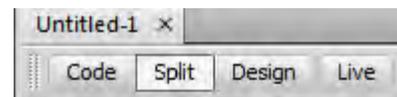
The flashing insertion point is located at the top of the new document in the Design view.

**Note:** In an existing document, you can click to place the insertion point where you want new text to begin.

7. Type some text or paste text copied in another application in the Design view document window.
8. Press Enter (Windows) or Return (Mac OS) to begin a new paragraph.

Dreamweaver applies the default Paragraph style to your text, as shown in the Properties panel (**Figure 1**).

Observe in Code view that Dreamweaver applies paragraph tags around the two new paragraphs (**Figure 4**).



**Figure 3** Document window view options

```
<body>
<p>Ocean View High School is dedicated
to academic excellence. </p>
<p>We offer a highly successful
preparation for college and an
impressive breadth of extracurricular
activities including both athletics
and the arts.</p>
</body>
```

**Figure 4** HTML paragraph tags in Code view

9. Save the new document (File > Save).

10. In the dialog box that appears, navigate to the root folder of your site.
11. Open the Properties panel (Window > Properties), if it isn't already open, and click the HTML button to display the HTML Properties panel.

Dreamweaver has two Properties panels, integrated into one: the CSS Properties panel and the HTML Properties panel. In this section, you HTML Properties panel to apply basic HTML markup tags. In the next section you will use the CSS Properties panel.

When you first begin typing, there is no paragraph formatting applied to the text, as shown by the word None in the Format menu in the Properties panel.

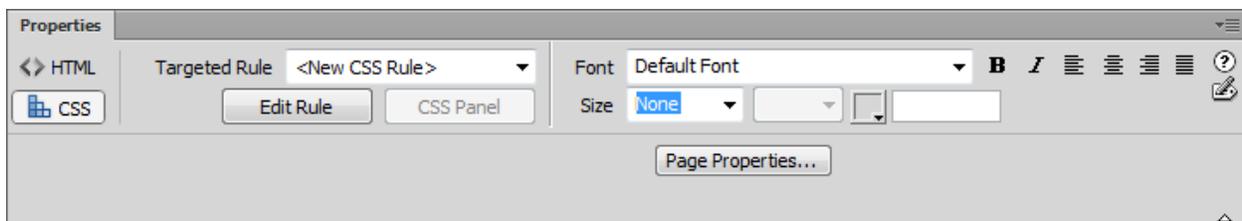
12. In the File Name box, type **index** to name the file.

**Note:** Avoid using spaces and special characters in file and folder names, and do not begin a filename with a numeral. In particular, do not use special characters (such as é, ç, or ¥) or punctuation marks (such as colons, slashes, or periods) in the names of files you intend to put on a remote server; many servers change these characters during upload, which will cause any links to the files to break.

13. Click Save.

### Applying basic CSS formatting to paragraphs and text

You can also use the text Properties panel to apply Cascading Style Sheet (CSS) formatting (**Figure 5**). When you apply CSS formatting rules, Dreamweaver writes properties to the head of the document or to a separate style sheet. By default, Dreamweaver uses Cascading Style Sheets (CSS) to format text.



**Figure 5** Properties panel, CSS mode

CSS formatting is a best practice over HTML formatting. CSS gives web designers and developers greater control over web page design, while providing improved features for accessibility and reduced file size. Using CSS is a way to control the style of a web page without compromising its structure. By separating visual design elements (fonts, colors, margins, and so on) from the structural logic of a web page, CSS gives web designers visual and typographic control without sacrificing the integrity of the content.

The CSS Properties panel lets you access Targeted Rules, as well as create new ones. A *Targeted Rule* is a rule you are editing in the CSS Properties panel. When you have an existing style applied to text, the rule affecting the text's format appears when you click inside the text on the page. You can also use the Targeted Rule pop-up menu to create new CSS rules, new in-line styles, or apply existing classes to selected text. If you're creating a new rule, you'll need to complete the New CSS Rule dialog box. You will learn more about CSS and the New CSS Rule dialog box in later Dreamweaver guides.

To apply CSS formatting to paragraphs and text:

1. Drag to highlight the paragraphs of text you added to the page.
2. In the Properties panel, click the CSS button to display the CSS Properties panel.
3. Use the Font menu to change the default font to Georgia, Times New Roman, Times, serif.

The New CSS Rule dialog box opens (**Figure 6**).

4. Review the settings in the New CSS Rule dialog box, in particular notice the Selector Name fields (**Figure 7**).

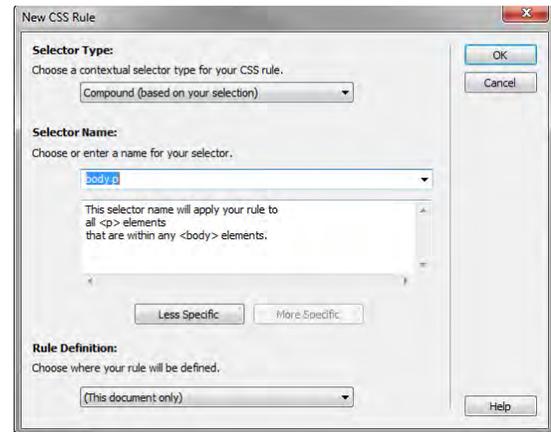
This shows that all instances of the paragraph element in the HTML document will be set with the same font family.

5. Click OK to close the New CSS Rule dialog box.

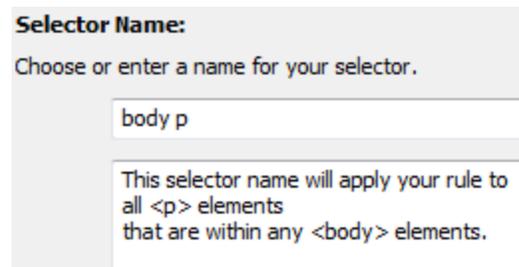
The new font family is applied to the selected paragraphs in Design view.

6. Observe in Code view that Dreamweaver store styles created with CSS directly in the document in the head section of the page (**Figure 8**).
7. (Optional) Click in a paragraph, or drag to highlight a section of text and apply new formatting such as bold, and Align Center.

Observe in Code view how the body p CSS tag is updated to reflect the changes.



**Figure 6** New CSS Rule dialog box



**Figure 7** Detail of New CSS Rule dialog box

```
<head>
<meta http-equiv="Content-Type" content=
"text/html; charset=utf-8" />
<title>Untitled Document</title>
<style type="text/css">
body p {
    font-family: Georgia, "Times New
    Roman", Times, serif;
}
</style>
</head>
```

**Figure 8** Detail of New CSS Rule, code view

## Copying text from another document

One way to add text to a Dreamweaver document is to copy and paste text from another document.

To copy text from another document:

1. Open the document from which you want to copy text.
2. Select the text and select Edit > Copy.
3. Start Adobe Dreamweaver CS6.
4. Open the Dreamweaver document in which you want to paste the text.

5. Position the insertion point in the page where you want to paste the copied text.
6. Select Edit > Paste.

The new text appears in the Dreamweaver document.

**Note:** Copied text may lose some of its original formatting, including line breaks and paragraph breaks. To insert a blank line after a section of text, position the insertion point at the end of the last text line and press Enter (Windows) or Return (Mac OS). To create a line break at the insertion point, press Shift+Enter (Windows) or Shift+Return (Mac OS).

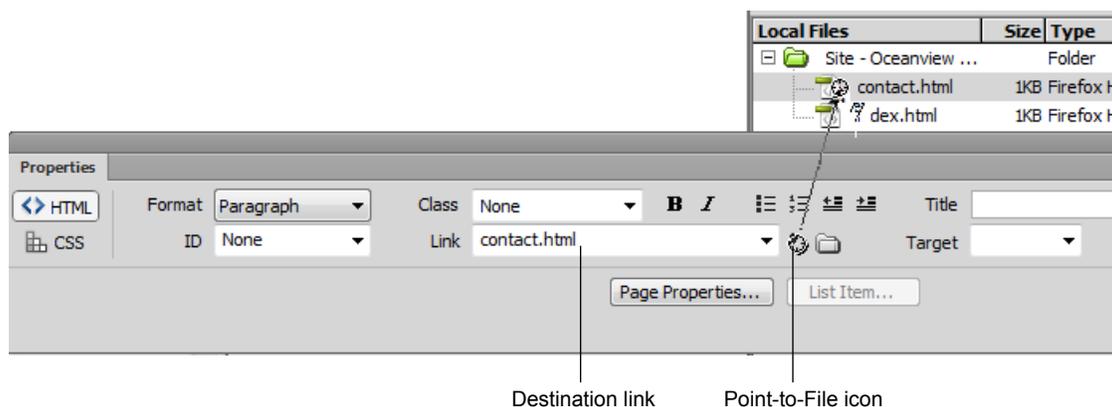
7. To change the format of any new text in the document, select the text and apply a CSS rule or create a new CSS rule based on the format of the new text.

### Linking text to other pages and e-mail addresses

After you've set up a Dreamweaver site to store your website documents and have created HTML pages, you'll want to create connections from your documents to other documents. Before creating a link, make sure you understand how absolute, document-relative, and site root-relative paths work. You can create several types of links in a document:

- A link to another document or to a file, such as a graphic, movie, PDF, or sound file.
- A named anchor link, which jumps to a specific location in a document.
- An e-mail link, which creates a new blank e-mail message with the recipient's address already filled in.
- Null and script links, which you use to attach behaviors to an object or to create a link that executes JavaScript code.

In this section, you will use the Point-To-File icon to create a link to another page (**Figure 9**), and the Properties panel Link box to add a link to an e-mail address. Dreamweaver creates the links to other pages in your site using document-relative paths. For more information about links and other linking options, see the "Linking and navigation" section of Dreamweaver Help. We will also look at linking in more depth in later activities.



**Figure 9** Properties panel, HTML mode

To create a link to another document in your site:

1. Create a new, blank page within your site and name it **contact**, and save the new document (File > Save).

**Note:** Always save a new file before creating a document-relative path; a document-relative path is not valid without a definite starting point.

You should now have two files open in the document window: `index.html`, and `contact.html`.

2. Click the Show Code And Design View button in the Document toolbar.
3. In the `index.html` page, in the Design view, create a new paragraph break and type the text **Contact us**.
4. Drag to select the just-created text.
5. Click the HTML button in the Properties panel.
6. Click on the Point-To-File icon (**Figure 9**).

The cursor converts to a crosshair icon and arrow.

7. Drag the arrow to the `contact.html` file to make a link.

The selected text is now formatted as a link, as indicated by the default blue underline (**Figure 10**). The destination is displayed in the Properties panel Link text box, and the `a href` HTML tags are applied to the text.

8. Save the file.

To create an e-mail link:

1. Click on the `contact.html` tab in the document window.
2. In the Design view, type the text **Contact us**.
3. Select just-created text in the Document window's Design view.
4. In the Link box of the Properties panel, type **mailto:** followed by an e-mail address (**Figure 11**).

Do not type any spaces between the colon and the e-mail address.

5. Press Enter (Windows) or Return (Mac OS).

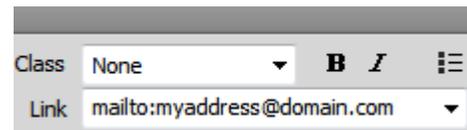
The selected text is now formatted as an e-mail link.

6. Save the file.

```
<p><a href="contact.html">
Contact us.</a></p>
```

Contact us.

**Figure 10** E-mail link, Code view (top) and Design view (bottom)



**Figure 11** Properties panel, detail view