How to work with text and images

Text and images are the basic elements of almost every website. You add text just as you would in a word processing program, and you add images by inserting them from an existing file. Arranging text and images on a web page requires knowledge of Cascading Style Sheets (CSS) or the use of tables, which are both covered in later activities.

In this activity, you create a simple web page by entering text, applying basic paragraph formatting, and adding an image to the page.

Adding text to a document

You add text by using the keyboard or by pasting from another document. You modify text by using the Property inspector.

To add text:

1. Start Dreamweaver.

2. Click HTML to create a new document (**Figure 1**).

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

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

3. Type some text or paste text copied in another application.

    Make sure the Property inspector is open and the HTML option is selected. It is docked at the bottom of the screen. If the Property inspector is not open, select Window > Properties.

    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 Property inspector (**Figure 2**).

4. 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 Property inspector (**Figure 3**).
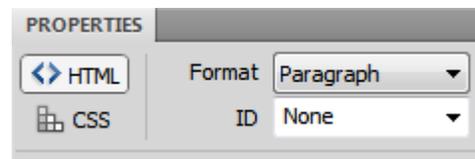
    Note: Web browsers automatically insert a blank line of space between paragraphs. You can start a new line without this space by inserting a line break: Press Shift+Enter (Windows) or Shift+Return (Mac OS).
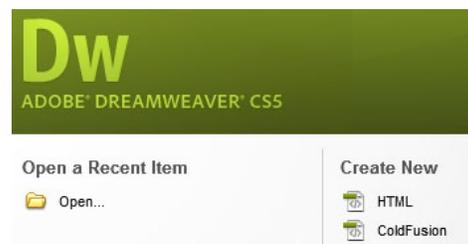
Figure 1 Create New HTML document
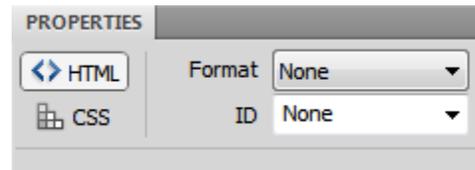
Figure 2 HTML options in the Property inspector

Figure 3 Paragraph format

Applying basic HTML formatting to paragraphs and text

To apply simple formatting, such as bold and italics, or to link text to another web page, you can use the HTML options in the Property inspector.

*To apply basic HTML formatting to paragraphs and text:*

1. Click to place the insertion point anywhere in the line of text you added to the page.

2. In the Property inspector, select Heading 1 in the Format menu.

   The entire paragraph is formatted to the built-in Heading 1 paragraph style.

3. Double-click a single word to select it, or drag to highlight several words.

4. In the Property inspector, click the Italic button (**Figure 4**).

   The selected text is now italic.

   Note: You will learn to apply additional text formatting, such as size and color, in a later activity.
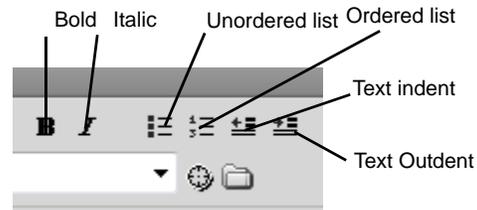
Figure 4 HTML paragraph/text properties

Linking text to other pages, web sites, and e-mail addresses

Using the HTML options in the Property inspector, you can link text to other documents within your site or to other web sites. You can also create an e-mail link. When a user clicks an e-mail link, a new mail message opens in the user's default mail program. The message is addressed automatically to the e-mail address you specify.

Since this is a new site with only one page, you will create an e-mail link.

To link text to an e-mail address:

1. Select the text you want to represent the link.

2. In the Property inspector, click in the Link box and type **mailto:myaddress@domain.com** (or .net, .org, and so on) (**Figure 5**), and press Enter (Windows) or Return (Mac OS).

   The selected text is now formatted as a link, as indicated by the default blue underline (**Figure 6**).

   Note: To link text to another document, enter the path to the document in the Link box. You will learn more about creating links in a later activity.
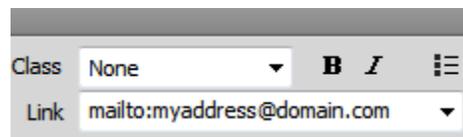
Figure 5 E-mail link
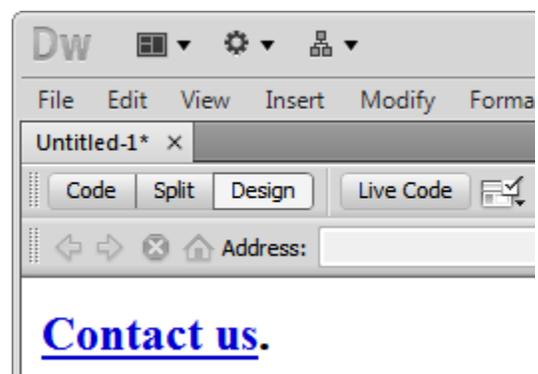
Figure 6 Linked text

Adding images

You can insert any image into a web page, as long as it is accessible to Dreamweaver and in a web format. Most images in web pages are either GIFs or JPEGs.

To add an image:

1. Open a document in Dreamweaver.

2. Make sure the document is saved in your site's local folder.

3. Position the insertion point where you want to add an image.

4. Select Insert > Image.

   The Select Image Source dialog box opens (**Figure 7**).

5. Browse to the folder with the desired image.

6. Select the desired image.

   A preview of the image appears in the right side of the dialog box (Windows).

7. Click OK (Windows) or Choose (Mac OS).

   If the image is not in your site folder, Dreamweaver asks if you want to copy the file there (**Figure 8**). If the image is already stored in your site, you can skip steps 8 and 9.

8. Click Yes.

   The Copy File As dialog box appears (**Figure 9**). By default the image will be copied to the root folder of your site. You can store the image in the root folder, or place the image in a subfolder of your site.

9. Browse to a folder in your site where you want to store the file, and click Save.

   The Image Tag Accessibility Attributes dialog box opens (**Figure 10**). This dialog box lets you add a description to the image so that screen readers can interpret it.
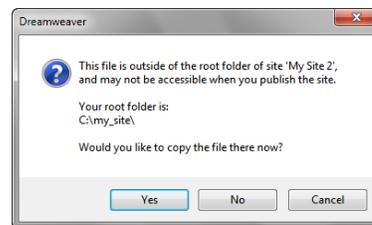
10. Enter a brief description. You can also provide a link to a file with a longer description.
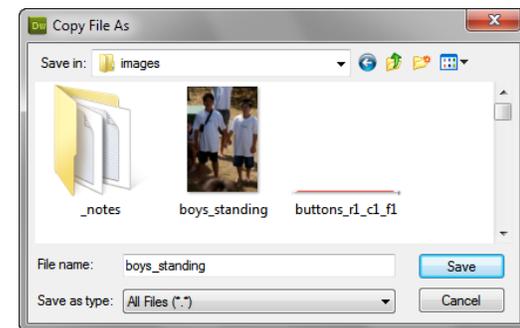
11. Click OK.

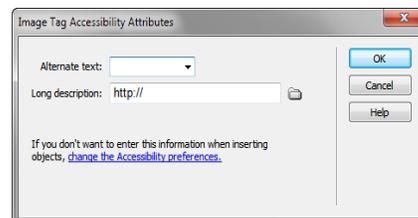   The image is added to your document.
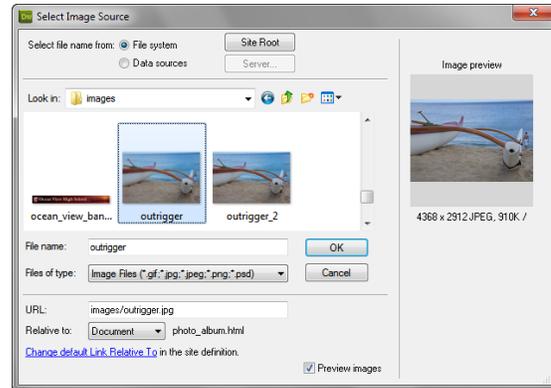
Figure 7 Select Image Source dialog box

Figure 8 File outside of root folder warning message

Figure 9 Copy File As dialog box

Figure 10 Image Tag Accessibility Attributes dialog box

Resizing images

You can resize an image by clicking on it and dragging selection handles.

Note: Changing the width or height of your image in Dreamweaver can reduce the image quality. It is better practice to resize an image in an image-edited program such as Adobe Fireworks CS5 or Adobe Photoshop CS5 before importing it into Dreamweaver.

To resize an image in Dreamweaver:

1. Select the image.

   Selection handles appear on the right and bottom edges of the image (**Figure 11**).

2. Do one of the following.

   • To resize the image horizontally, drag the selection handle on the right.

   • To resize the image vertically, drag the selection handle on the bottom.

   • To resize in both directions at the same time, drag the selection handle at the lower-right corner. To retain the relative proportion of height and width, hold down Shift as you drag.
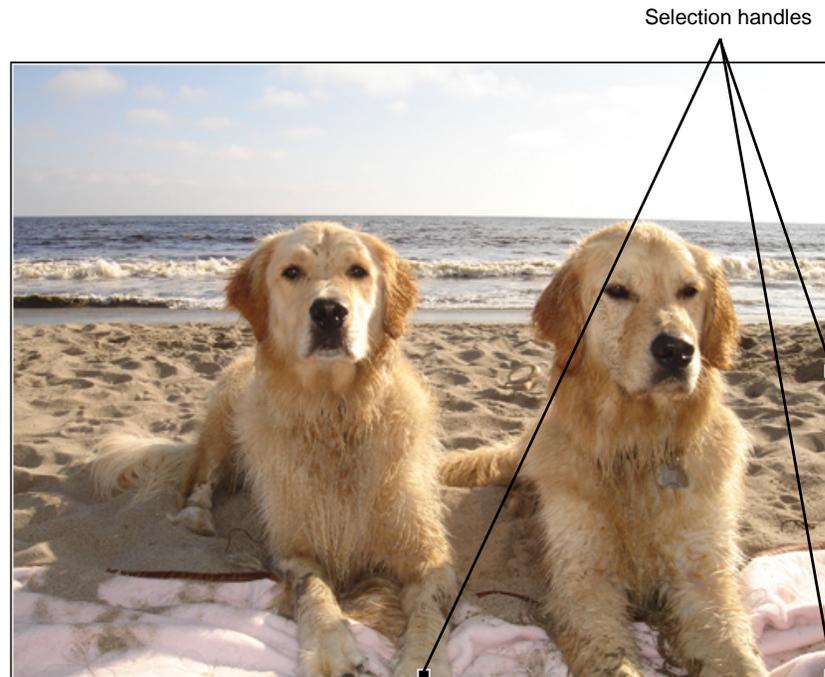
Figure 11 Image with selection handles