

Web Design

Adding Text, Graphics and Tables



1) Add some text

Format text

- a) Add text (Macintosh's will display the size of the text about 3/4th the size of what you see on a Window's machine).
 - i) type or cut & paste
- b) Select your text and open the Properties Inspector to format your text: apply an alignment, font, color and size. Or, better still, apply your style changes to an external style sheet.
- c) Continue to add more text and to format the text (renaming styles along the way).
- d) line breaks (use shift > return) vs paragraphs (return)
- e) formatting paragraphs
 - i) align
 - ii) indent
 - iii) ordered & unordered lists
- f) insert date
- g) special characters
- h) Horizontal Rules
- i) headings
 - i) H1 is the largest while H6 is the smallest. You should only use a maximum of three headings per page. Headings also help search engines to identify the important key elements within your page.
 - ii) Create an ordered list and an unordered list. If you would like more options for the style of your bullets go to the Property Inspector, click the drop down menu where your style is located and choose manage styles. Once the new dialogue appears choose the style you would like to edit. Next, under the Category section to the left choose "List". You may then use the drop down to choose the style of your bullet or to add an image to use as your bullet.

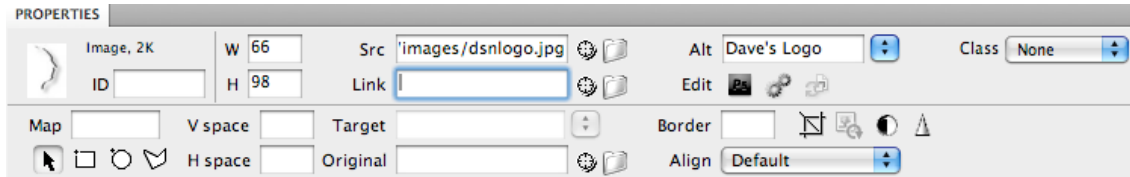
Web Design

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2) Insert a graphic

Insert your image using the insert image tool from the common insert toolbar/panel. **Be sure to store your image in the images folder of your root folder.**

- a) The Property Inspector will again be your main tool (similar to formatting text) for adding images.



- b) Src (located in the Property Inspector) tells you where the image is stored.
- c) Alt field is for naming the image for the visually impaired (**PLEASE USE IT!**)
- d) **NOTE:** New Editing Tools in CS4 allow you to edit directly in Photoshop or edit the file itself! VERY COOL.
- e) Link will inform you if you have your image linked any place.
- f) Alt (alternate text) lets you make a label that can be read aloud by browsers for visually handicapped visitors.
- g) Border will set the border for your image
- h) Align will align your image.
- i) Brightness, Contrast, Crop and Sharpen (not recommended) can adjust the visual appearance of an image.
- j) When saving images always create an image folder to keep the site organized.
- k) Create a thumbnail: duplicate, resize (watch the dimensions change), resample (watch the file size) and sharpen.
- l) When aligning your image and wrapping text adjust the hspace and vspace to create some space between the image and text.

3) Tables

Tables can be spreadsheets and data and can be copied from excel or other spreadsheets. Tables can also be design tools.

- a) insert table
- b) set properties
 - i) # of cells
 - ii) # of. rows
 - iii) cellpadding
 - iv) cellspacing
 - v) width in pixels
 - vi) width in percent

Web Design

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- vii) alignment
 - viii) borders
 - ix) border colors
 - x) background color
 - xi) background colors of cells
 - xii) merge cells (click and drag across the desired cells and click on the merge tool in the property inspector)
- c** nested tables (ctrl or right click inside cell to add more cells within)
- d** **Importing Tabular Data into a Table**
- i) First open Excel, save a current Excel data in tab-delimited form. This will appear in a drop down when you choose Save As.
 - ii) Once you have saved your document, open Dreamweaver. In the Insert toolbar there is an icon named Insert Tabular Data. Click the icon.
 - iii) After the icon has been clicked a new dialogue will appear. Browse to the document you would like to import and choose it.
 - iv) You now have the information from your Excel spreadsheet viewable on your page!
- e** **Formatting and Sorting Table Data**
- i) Select the entire table that was just created. Choose Commands > Format Table.
 - ii) A dialogue box will appear; here you may choose many different options to color your table. There is also a preview option located in the dialogue box that allows you to view what the table will look like before you apply the new color to the table.
 - iii) To Sort the information select the table and then choose Commands > Sort Table.