

UNIVERSITY OF BAHRAIN
COLLEGE OF APPLIED STUDIES
MISA210
LAB 2
Working with Text

Description:

Text is one of the basic elements of almost every website. You add text just as you would in a word processing program.

In this activity, you will create a simple web page by entering text and applying basic paragraph formatting.

Activity 2.1: Adding Text to a Document

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



Figure 1: Create New HTML document

3. Type the following text into the document “Welcome to University of Bahrain” (**Figure 2**).

Make sure the *Property inspector* is open and the HTML option is selected. If the Property inspector is not open, select Window > Properties.

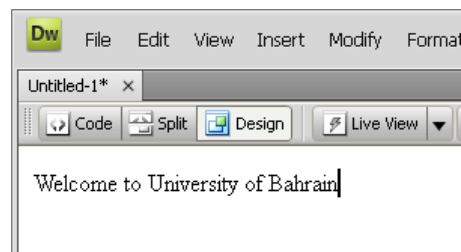


Figure 2: Creating Text

When you start 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 3**).

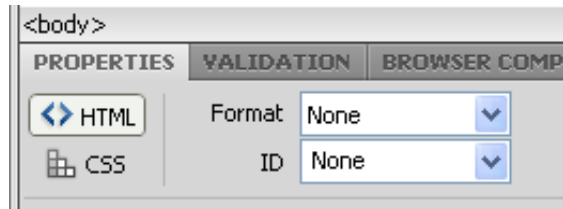


Figure 3: HTML options in the Property inspector

4. Press Enter to begin a new line of text.

Dreamweaver applies the default Paragraph style to your text, as shown in the Property inspector (**Figure 4**).

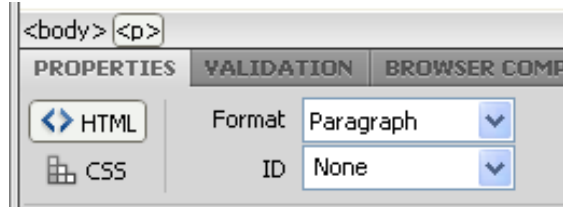


Figure 4: Paragraph format

Activity 2.2: Applying basic HTML formatting to paragraphs and text

To apply simple formatting, such as bold, italics, ordered/unordered list and text indent/outdent, you can use the HTML options in the Property inspector.

Using Headings

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. There are six types of headings (**Figure 5**).



Figure 5: Headings in format menu

3. Apply different type of headings to the text “Welcome to University of Bahrain” (**Figure 6**).



Figure 6: Using different types of headings

Bold/Italic

1. Write the following text “College of Applied Studies”
2. Double-click the word “college” to select it.
3. In the Property inspector, click the *Italic* button (**Figure 7**).
4. Highlight the words “Applied Studies” and select *bold* from the property inspector.
5. The selected text now is bold and italic (**Figure 8**).

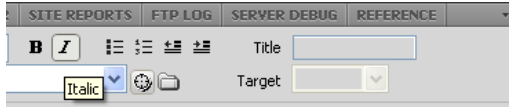


Figure 7: HTML paragraph/text properties

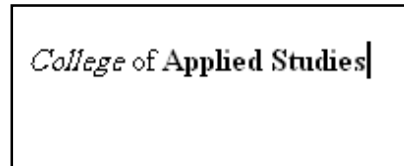


Figure 8: The text after formatting

Ordered/unordered list

1. Write the following text into the document (**Figure 9**).
2. Select the second two lines and choose *ordered list* from the properties inspector (**Figure 10**).
3. Select the second two lines again and choose *unordered list* from the properties inspector (**Figure 11**).

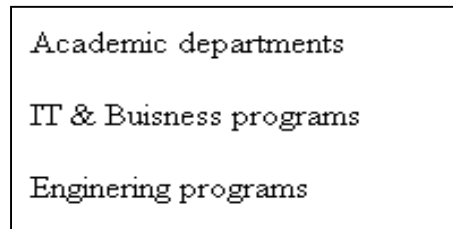


Figure 9

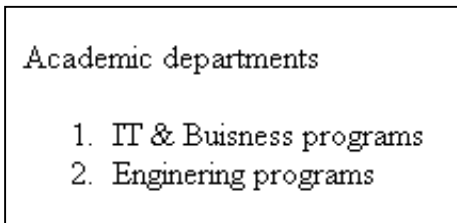


Figure 10: Ordered list

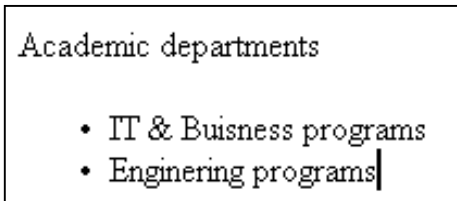


Figure 11: Unordered list

Text indent/outdent

1. Select the text “Academic departments” and try to apply text *indent/outdent* from the properties inspectors.

Using the context menu

When you right click on the document a menu will appear with more formatting options such as list, align, style and other options that we will talk about in future labs (Figure 12).



Figure 12: Right click menu

1. Select the text “Academic departments” and right click.

2. Choose Align → Center

The text will be in the centre now (Figure 13).

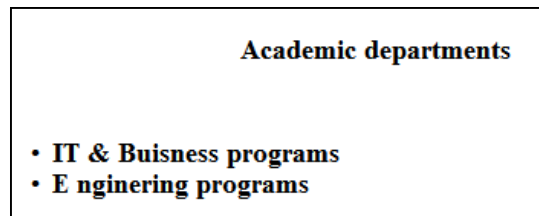


Figure 13: Using Centre Alignment

3. Select the text “Academic departments” again and right click.

4. Choose style → underline

The text will be in the underlined now (Figure 14).

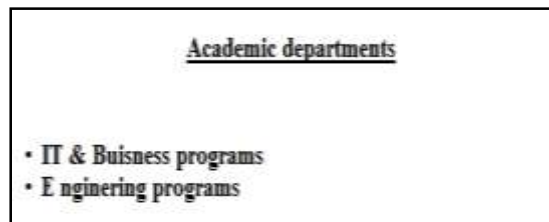


Figure 14: Using underline

Adding Text from another document

1. Open the document from which you want to copy text.
2. Select the text and select Edit > Copy (**Figure 15**).
3. Start Adobe Dreamweaver CS4.
4. Open the Dreamweaver document in which you want to paste the text.

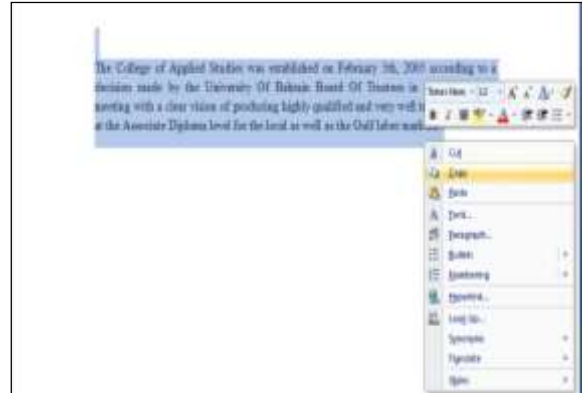


Figure 15: Copy the text from the word document

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 (**Figure 16**).

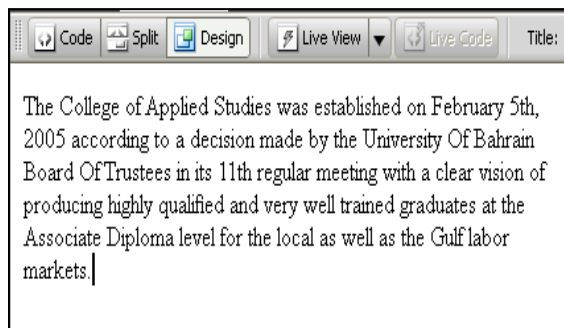


Figure 16: Paste the text into the Dreamweaver document

In-Class Exercise:

1. Start Dreamweaver
2. Click HTML to create a new document
3. Add the text as shown in (**Figure 17**) to the document.
4. Apply the following formatting to the text:
 - Format the first line as Heading 1, Centre, bold and underline.
 - Select the second line as Heading 3, bold and underline.
 - Select the rest of the text and choose order list.
 - Select the text “Girls, Boys, Dress and Shoes” and choose text indent then ordered list.
 - Select the text “Kids Wear and Women Wear” and make it underline.
5. Go to file menu and choose save, name the file as EX1.html
6. Open the EX1.html it will be as shown in (**Figure 18**).



Figure 17

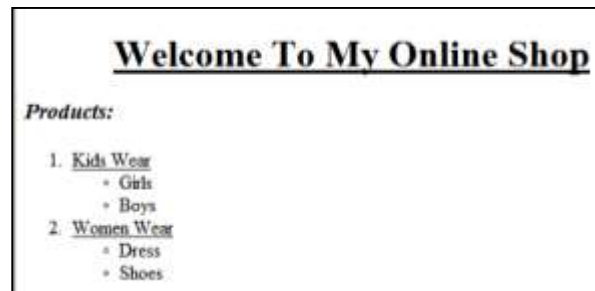


Figure 18: The text after formatting

