

Format Text

You are now ready to start writing your web page. The first thing you'll do is format the first words of your text to appear as large, bold text, called a header.

- Switch back to Dreamweaver.
- In the main document window, type: Northwestern University Zoology Department

In this section you'll use Dreamweaver's Properties Bar. Among other things, the Properties Bar allows you to change the font and formatting. If the Properties Bar is not visible on your screen, from the Window menu choose Properties.

- Select (highlight) the text you typed. Using the Properties Bar, click the down arrow in the Format field to reveal the dropdown menu, and choose Heading 1.

There are different sizes of headings used on the Web. Heading 1 is the biggest, Heading 6 is the smallest. For comparison, create a smaller heading for the next line of text.

- In the Document window, click under the heading to deselect it.
- Press Enter and type a second line of text, like a subtitle (for example: Your complete zoological guide from Aardvark to Zebra).
- Select (highlight) the second line of text and from the Format dropdown menu in the Properties Bar choose Heading 3.

Next you'll write introductory text about this site.

- Click at the end of your subtitle to deselect it. Press Enter and change the format to Paragraph, to indicate that you're starting a paragraph.
- Type a short paragraph about the Zoology Department.

You can change the appearance of your text by using the Properties Bar.

- Select some text in the paragraph and click the Bold icon in the Properties Bar. The selected text appears bold.
- To revert back to normal, non-bold text, click the Bold icon again, or from the Edit menu choose Undo.
- To change the font size, select some text and from the Size dropdown menu in the Properties Bar choose a different font size. Scroll to see the range of values and sizes for fonts.

Just like heading sizes, there is a range of font sizes. Font sizes are listed in numerous measuring schemes. The numbers are listed in the box immediately right of Size. The unit scheme is listed in the box immediately right of the number. This allows you to select font sizes by pixel count, by point count and various other methods in addition to relative sizing. Font point size 16 is the standard, or default, font size.

- To change the text color, select text and click the gray square to the right of the Size dropdown menu in the Properties Bar. A grid of colored squares appears, and the cursor changes to an eye dropper.
- Click the eyedropper on the desired color. The field to the right of the color swatch reflects the code web browsers need to correctly display the color you've chosen.
- Click off of the text to deselect it. The previously selected text appears in the new color.

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