

Lay Out Text

Lists and alignment can help visitors quickly find the information they want. In this section you'll learn how to make lists and align text.

- After your paragraph, press Enter and type a list of three items. These items could be job responsibilities, services provided by a department, or the name of three animals studied by the Zoology Department.

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Select the three lines and click the Unordered List button in the Properties Bar. The items appear in a bulleted list.

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With the items still selected, click the Ordered List icon, which is to the right of the Unordered List button. The items appear in a numbered list.

You can also lay out text by aligning it .

- Select the headings at the top of your page and click the Align Center button in the Properties Bar. The headers are centered on your page.

- Preview your work in Internet Explorer. From the File menu, Preview in Browser submenu, choose iexplore; or press F12.

- Switch back to Dreamweaver.

- To view the HTML tags click the Code tab at the top left; OR press F10.

The list is enclosed by `` and ``, for a bulleted, or unordered list, or `` and `` for ordered, or numbered, list. Each item in the list is enclosed by `` and `` tags, which designate each list item.

- Click on the Design tab to switch out of Code view.

Tutorial Source