Creating consistent content pages

Content pages link from the electronic portfolio's home page. Using the ideas from the class discussion, determine the consistent elements of your content pages and plan your navigation bar. Create a checklist of items that will appear on each page by answering the following questions. Then draw a general layout of a content page, drawing and labeling the elements that will appear on all content pages.

Organizing content

How you organize content on a page highlights important features and elements of your site. Important elements might be higher in the page, larger in size, or in stronger colors. Include rough descriptions of navigation, copy layout, graphic allocation, key headers, and other elements that appear on a screen. Identifying common structures between pages helps visitors understand they are in the same site as they navigate from page to page.

- Will your page banner be on each page? If yes, is it in the same place? Is it the same size?

- What font will you use for titles or headings on your content pages?

- What color will you use for titles or headings on your content pages?

- What font will you use for descriptions on your content pages?

- What color will you use for descriptions?

Navigation

For visitors of your website to understand the content, you must provide clear navigation. Visitors need to know where they are in a site, where they need to go, and how to get back to where they came from. Having a consistent layout grid helps orient visitors and keeps them from feeling lost. Using consistent buttons, links, and graphics on each page maintains a sense of place. As visitors move from page to page, provide familiar visual cues and navigational aids.

Here are some questions to answer:

- Where will you place the navigation bar on the page?

- What content will be on the navigation bar?

- Will the navigation bar be on every page?

- How will your navigation bar help visitors know which page they are on?

How to set document properties

You can use the Page Properties dialog box to set page layout and formatting properties, such as a default font family, font size, font color, and background color.

Set document properties

1. Open a document in Adobe Dreamweaver CS3.
2. Select Modify > Page Properties.

   The Page Properties dialog box opens (**Figure 1**).

Change the default font for a page

1. Select a font in the Page Font pop-up menu.
2. Select a font size in the Size pop-up menu.

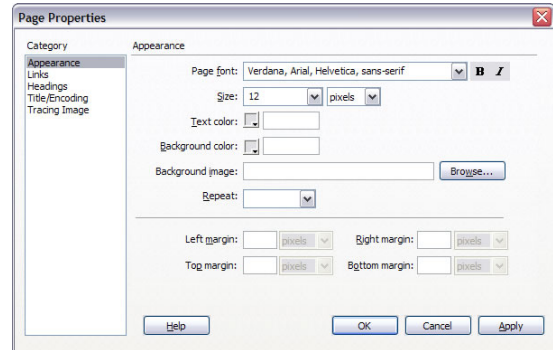   Any unformatted text will appear in the selected font and font size.

Figure 1 Page Properties dialog box

Change the default text color for a page

1. Click the Text Color box.
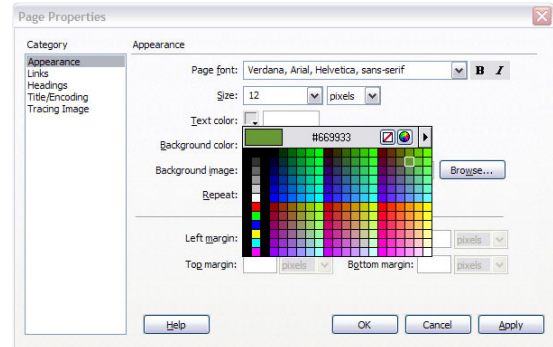2. Select a color in the color picker (**Figure 2**).

Figure 2 Text color picker

Change the background color of a page

1. Click the Background Color box.
2. Select a color in the color picker (**Figure 3**).

   For information about other options in the Page Properties dialog box, click Help.
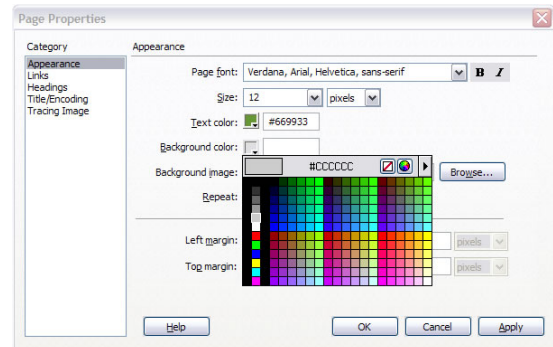3. Click OK to close the Page Properties dialog box.

Figure 3 Background color picker

How to create lists

You can create numbered lists and bulleted lists from existing text or from new text as you type in the Document window. Numbered lists are also called *ordered lists*. Bulleted lists are also called *unordered lists*.

Creating numbered lists

In Adobe Dreamweaver CS3, you can use numbered lists (**Figure 1**) to organize information that needs to be in order. You can apply numbering as you create the list, or you can add numbering to an existing list.

To create a numbered list:

1. Place the insertion point in your document where you want to add the list, and then click the Ordered List button in the Property inspector (**Figure 2**).

2. Type the first list item.

3. Press Enter (Windows) or Return (Mac OS) at the end of each list item to type another item.

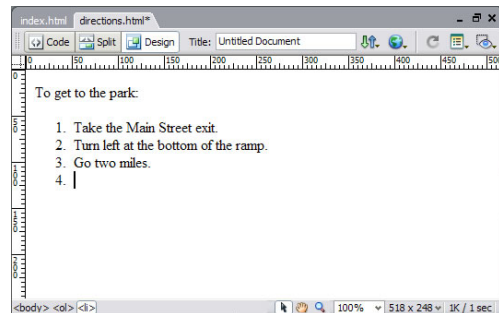4. When you finish typing the list, press Enter (Windows) or Return (Mac OS) twice to turn off the list function.

To create a numbered list from existing text:

1. Select multiple lines of existing text.

2. Click the Ordered List button in the Property inspector (**Figure 2**).

Figure 1 A numbered list

Figure 2 List buttons in the Property inspector

Creating bulleted lists

Use bulleted lists (**Figure 3**) to organize information that does not need to be in order. You can apply bullets as you create the list, or you can add bullets to an existing list.

To create a bulleted list:

1. Place the insertion point in your document where you want to add the list, and then click the Unordered List button in the Property inspector (**Figure 2**).

2. Type the first list item.

3. Press Enter (Windows) or Return (Mac OS) at the end of each list item to type another item.

4. When you finish typing the list, press Enter (Windows) or Return (Mac OS) twice to turn off the list function.

To create a bulleted list from existing text:

1. Select multiple lines of existing text.

2. Click the Unordered List button in the Property inspector (**Figure 2**).
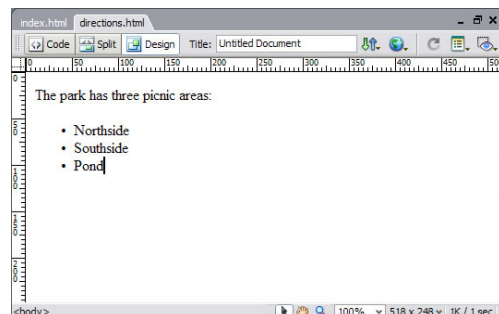

Figure 3 A bulleted list

How to add text from another document

Copy text from another document

1. Open the document from which you want to copy text.

2. Select the text and select Edit > Copy.

3. Start Adobe Dreamweaver CS3.

4. Open the Dreamweaver document in which you want to paste the text.

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.

    Note: Copied text may lose some of its original formatting, including line breaks and paragraph breaks. To insert a blank line after a section of text, position the insertion point at the end of the last text line and press Enter (Windows) or Return (Mac OS). To create a line break at the insertion point, press Shift-Enter (Windows) or Shift-Return (Mac OS).

7. To change the format of any new text in the document, select the text and set options in the Property inspector.

Import Word HTML

HTML pages created in Microsoft Word have elements that need to be cleaned up before you can work with these pages in Dreamweaver.

1. Select File > Open.

    The Open dialog box opens.

2. Navigate to and select the HTML file you want to open, and click Open.

    The Word HTML file is opened in Dreamweaver.

3. Select Commands > Clean Up Word HTML.

    The Clean Up Word HTML dialog box opens (**Figure 1**).

4. Click OK.

    A summary of the cleanup process appears.

5. Click OK.

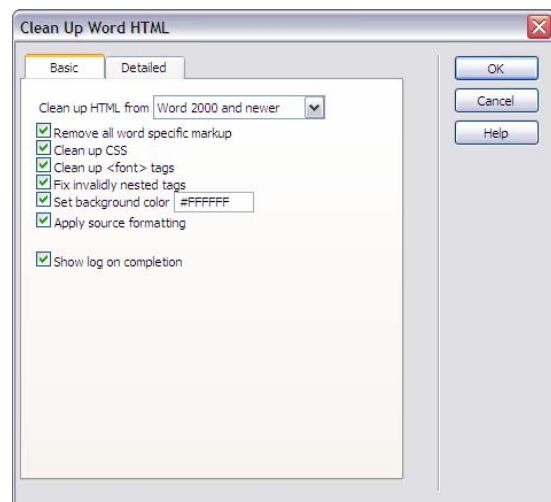   Use the Property inspector to edit the text as necessary.

Figure 1 Clean Up Word HTML dialog box

How to import spreadsheet tables

You can import a spreadsheet table created in a program such as Microsoft Excel into your Adobe Dreamweaver CS3 page. Save the spreadsheet file in tab-delimited (txt) or comma-separated-values format (csv). These tables are a quick way for setting up the layout for a catalog or directory of information.

Save a spreadsheet in TXT or CSV format

1. Open a spreadsheet file in the program in which you created it, such as Microsoft Excel.

2. Select File > Save As.

3. For the file format, select either Text (Tab Delimited) or CSV (Comma Delimited) in the Save As Type (Windows) or Format (Mac OS) pop-up menu to save the spreadsheet as a data file.

4. Save and close the spreadsheet program.

Insert the spreadsheet into a Dreamweaver document

1. Start Dreamweaver and open the document into which you want to insert the spreadsheet table.

2. Select the Data category in the Insert bar and click the Import Tabular Data button (**Figure 1**).

    The Import Tabular Data dialog box opens (**Figure 2**).

3. In the dialog box, click Browse and select the spreadsheet file. Click Open.

4. On the Delimiter pop-up menu (**Figure 3**), select Tab if you saved the spreadsheet file in tab-delimited format or select Comma if you saved the file in CSV format.

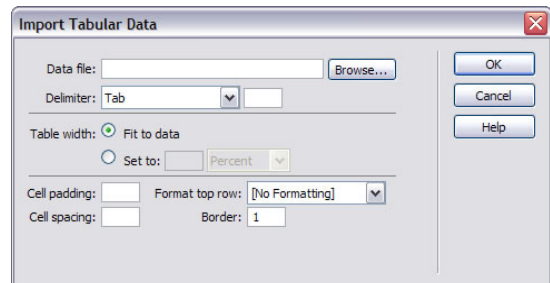5. Click OK to close the Insert Tabular Data dialog box.

    The contents of the spreadsheet file are displayed in a table on the page.

Import Tabular Data

Figure 1 Import Tabular Data button on Insert bar

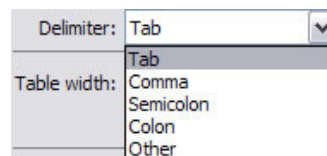**Figure 2** Import Tabular Data dialog box

Figure 3 Delimiter pop-up menu

Format a data table

To format the imported table, select the table in the
Dreamweaver document (**Figure 4**) and use the Property
inspector to set formatting options, or select either
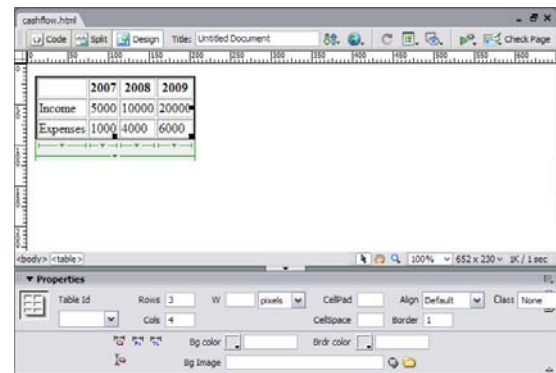Format Table or Sort Table in the Commands menu.

Figure 4 Table selected