

Chapter 3 Working with Web Pages – Notes and Questions

TOPIC A - An Introduction to Cascading Style Sheets – Activity 3-1

1. _____ are a collection of rules that define the style applied to specific elements. These rules determine the layout and appearance of the elements on a web page.
2. There are three types of CSS: _____, _____, and _____.
3. Inline _____

4. Embedded _____

5. External _____

6. A _____ describes the style that is applied to an element on a web page.
7. It is made up of two parts, namely, the _____ and the _____.
8. The _____ identifies the element that the rule applies to, while an individual _____ in the declaration block consists of a property and a value assigned to it.
9. _____ are CSS styles applied to a particular tag on a web page. When applied to a tag, they modify the appearance of the content within the tag. The formatting specified by a tag style is applied when the associated HTML tag is used on a web page. The tag style can be defined in either an embedded style sheet or in an attached external style sheet.
10. _____ are CSS styles that can be applied to any element on a web page, irrespective of any HTML tags being used. They are identifiable by names prefixed with a dot. It is the default style that Dreamweaver creates when you create a CSS rule. Class styles can be defined in either an embedded style sheet or in an attached external style sheet. They are applied to an element using the class attribute to which the class name is assigned.

11. What is an embedded style?

- (a) A type of CSS that is defined in the head section using the <style> tag.
- (b) A set of class styles that can be applied to any element on a page.
- (c) A type of CSS that is applied directly to tags on a web page using the style attribute.
- (d) A CSS file that is attached to a web page.

12. What is a tag style?

- (a) A CSS style that is saved as a separate CSS file and attached to a web page.
- (b) A CSS style that can be applied to a particular tag on a page.
- (c) A CSS style that can be applied to multiple elements on a page.
- (d) A CSS style that can be applied directly to tags on a web page using the style attribute.

13. Which of these are the types of CSS?

- (a) Inline style
- (b) Class style
- (c) Embedded style
- (d) External style

1. The appearance of text on a web page can be enhanced by modifying the various properties associated with it. The text properties that can be modified include the font type, font style, color, paragraph format, alignment, and indenting. You can modify these properties using the _____ or the _____ menu.
2. _____ are used to organize and display information in a structured format.
3. Dreamweaver provides three types of lists, namely, _____, _____, _____.
4. In an _____, each item is preceded by a bullet.
5. In an _____, each item is preceded by a number or a letter of the alphabet.
6. In a _____, alternate paragraphs are formatted as a term followed by its definition. The term is left aligned with its corresponding definition left indented below it.
7. The _____ dialog box allows you to specify the HTML properties of list items.
8. The attributes that can be set in HTML are the _____ and its _____.
9. For unordered lists, the bullet style can be set to display a _____ or _____.
10. For _____, the bullet style can be set to display numbers, roman numerals, or letters of the alphabet.
11. List properties can also be set using _____.
12. CSS properties that can be set for lists are the _____, _____, and _____.
13. These properties can be set in the _____ panel or using the _____ dialog box.
14. The _____ panel displays the CSS rules that are applied to the elements on the current web page. It lets you create, edit, and delete CSS rules. It also lets you work on CSS rules in two modes: All mode and Current mode.

15. In _____ the panel displays the CSS rules applied to every element on the current page; however, _____, it only displays the CSS rules applied to the currently selected element. The panel also lets you attach an external style sheet to a web page.
16. _____ are defined as CSS rules that affect the appearance of text on a web page.
17. You can create these rules using the _____ dialog box and modify them using the _____ or the _____.
18. The _____ allows you to modify the more commonly used CSS text properties, whereas the _____ panel lists all the CSS text properties that can be modified.
19. CSS text properties are chiefly categorized as _____ and _____.
20. Type _____

21. Block _____

22. The _____ is a pop-up window that lists the code sources that influence a particular section of the web page.
23. By clicking a _____, you can navigate to and view the relevant section of code within the same page or in an external file.
24. It also displays the properties of a _____ as a tooltip when you move the mouse pointer over it.
25. The _____, which appears when you select a web page section or position the insertion point on the web page, can be used to access the Code Navigator.

26. _____ tags are block-level elements used to define logical sections on a web page. Styles can be assigned not only to these tags but also to other tags contained within.

27. _____ tags are inline elements used to format other inline elements, such as text, without introducing a new block-level element.

28. The _____ panel is used to insert objects onto a web page. Options in this panel are categorized based on their function. The following table describes the categories available.

29. Common _____

30. Layout _____

31. Forms _____

32. Data _____

33. Spry _____

34. InContextEditing _____

35. Text _____

36. Favorites _____

How to Format a Web Page

Procedure Reference: Format Text on a Web Page

To format text on a web page:

1. Select the desired text.
 - Click and drag to select the desired text.
 - Or, click before the text, hold down **Shift**, and click after the text.
2. Format the text.
 - Apply formatting using the **Property Inspector**.
 - Click **HTML** and set the desired HTML text properties.
 - Click **CSS** and set the desired CSS text properties.
 - Or, from the Format menu, choose the property to display the desired submenu and then choose the desired text property to apply it.

Procedure Reference: Remove Space Between Paragraphs

To remove space between paragraphs:

1. In Design view, click to the left of the text for which you want to remove the previous paragraph break.
2. Press **Backspace**.

Procedure Reference: Create a CSS Rule

To create a CSS rule:

1. If necessary, choose **Window**→**CSS Styles** to display the **CSS STYLES** panel.
2. Display the New CSS Rule dialog box.
 - At the bottom of the **CSS STYLES** panel, click the **New CSS Rule** button.
 - Or, from the **CSS STYLES** panel options menu, choose **New**.
3. From the **Selector Type** drop-down list, select the desired option.
4. If necessary, from the **Selector Name** drop-down list, select the desired tag or selector.
5. From the **Rule Definition** drop-down list, select the location where the styles are to be saved.
 - Save the CSS rule in an external style sheet.
 - a. Select the **New Style Sheet** File option.
 - b. In the New **CSS Rule** dialog box, click **OK**.
 - c. If necessary, in the **Save Style Sheet File As** dialog box, navigate to the desired folder.
 - d. In the **File name** text box, type the name of the style sheet and click **Save**.
 - e. If necessary, in the **Dreamweaver** message box, click **OK**.
 - f. Select the **This document only** option and click **OK**.
6. In the **CSS Rule definition for <rule name>** dialog box, in the **Category list** box, select the desired category.
7. In the selected category, set the values of the desired properties.
8. Click **Apply** to add the CSS rule to the CSS STYLES panel.
9. Click **OK**.

Procedure Reference: Edit a CSS Rule

To edit a CSS rule:

1. In the **CSS STYLES** panel, in **All** mode, select the desired CSS rule.
2. If necessary, click **Current** to display the CSS styles applied to the currently selected element.
3. If necessary, click **All** to switch to **All** mode.
4. In **All** mode, change the CSS rule definition.
 - In the **Properties** pane, edit the value of the desired properties.
 - Or, make the necessary changes using the **CSS Rule definition for <rule name>** dialog box.
 - a. Display the **CSS Rule definition for <rule name>** dialog box.
 - Right-click the CSS rule and choose **Edit**.
 - Double-click the **CSS rule**.
 - Select the CSS rule and from the **CSS STYLES** panel options menu, choose **Edit**.
 - Or, select the CSS rule and at the bottom of the **CSS STYLES** panel, click the **Edit Rule** button.
 - b. In the **Category** list box, select the desired category.
 - c. Update the values of the desired properties.
 - d. Click **Apply** and click **OK** to apply the changes.

Procedure Reference: Set the Page Properties

To set the page properties:

1. Display the Page Properties dialog box.
 - Choose **Modify → Page Properties**.
 - Or, in the Property Inspector, click Page Properties.
2. In the **Page Properties** dialog box, in the **Category list** box, select the desired category.
3. Specify the desired properties for the page.
4. Click **OK** to apply the changes.

Procedure Reference: Insert a div Tag

To insert a <div> tag:

1. In the document window, place the insertion point at the desired position or select the desired text where you want to insert the <div> tag.
2. Display the Insert Div Tag dialog box.
 - Choose **Insert → layout Objects → Div Tag**.
 - Or, in the **INSERT** panel, click **Insert Div Tag**.
3. From the **Insert** drop-down list, select the desired option.
4. If necessary, from the **Class** drop-down list, select the desired class style you want to apply.
5. If necessary, in the **ID** text box, type an ID.
6. If necessary, click **New CSS Rule** and create a CSS rule for the <div> tag.
7. Click **OK**.
8. If necessary, in the document window, within the <div> tag, type the desired content.

Procedure Reference: Preview a Web Page

To preview a web page:

1. Open the desired web page.
2. Preview the web page in the installed browser application.
 - Choose **File → Preview in Browser → <Installed Browser Application>**.
 - Or, on the **Document toolbar**, click the **Preview/Debug in Browser** button and choose **<Installed Browser Application>**.

TOPIC C- Inserting an Image – Activity 3-4

1. _____ allow you to control how images are displayed on a web page.
2. Some of the common image properties include _____, _____, _____, _____, and _____.
3. Height and Width _____

4. Vertical and Horizontal Space _____

5. Alignment _____

6. Alternate Text _____

7. Image Source _____

8. Border _____

9. _____

10. Placeholders also appear if the viewer has turned off the option of automatic image loading; this option is turned

off when the connection is very slow. In such instances, the _____ that appears in the image placeholder gives a description of the image.

11. The _____ drop-down list in the _____ provides several alignment options for aligning images on a web page.

12. Some of the commonly used options are _____, _____, _____, _____, and _____ alignment.

13. _____ properties are defined as CSS rules that affect the appearance of images on a web page. They are chiefly categorized as _____, _____, and _____.

14. Background _____

15. Box _____

16. Positioning _____

How to Insert Images

Procedure Reference: Insert an Image on a Page

To insert an image on a page:

1. Click in the desired location to place the insertion point.
2. Display the **Select Image Source** dialog box.
 - Choose **Insert→Image**.
 - Or, in the **INSERT** panel, click the **Images** drop-down arrow and select **Image**.
3. Navigate to the desired folder, select a file, and click **OK**.
4. In the **Image Tag Accessibility Attributes** dialog box, in the **Alternate text** text box, type an alternate name for the image and click **OK**.

Procedure Reference: Set Image Properties

To set image properties:

1. Select the image.
2. In the **Property Inspector**, set the desired image properties.

TOPIC D - Inserting Tables – Activities 3-5 & 3-6

1. _____ allow you to structure data as grids of rows and columns. They also help you create layouts in which you can position the web page content in order to ensure a consistent appearance.
2. The _____ tag is used to create tables.
3. The table structure is defined by using the _____ tags within the <table> tag to define rows in a table and the _____ tags within the <tr> tag to define individual cells in a row.
4. <th> _____
5. <thead> _____
6. <tbody> _____
7. <tfoot> _____
8. <colgroup> _____
9. <col> _____
10. _____ are tables placed within a table cell. They allow you to create a complex design grid that will help in the alignment of text and graphics.
11. The _____ dialog box provides several options that enable you to specify the attributes of a table while creating it.
12. Rows and Columns _____

13. Border Thickness _____

14. Cell Padding _____

15. Cell Spacing _____

16. Header _____

17. Caption Summary _____

18. When you select a table or place the insertion point in a table in Design view, the table width and the column width are displayed in the Table Widths _____ at the top or bottom of the table.
19. The _____ allows you to modify the table attributes to control the appearance of a table. In addition to the properties available in the Table dialog box, you can also specify the alignment of the table relative to other elements on the page.
20. _____ properties are defined as CSS rules that affect the appearance of tables on a web page.
21. Box _____

22. Border _____

23. Type _____

24. CSS properties organized under various categories in the _____ dialog box can be used to set properties for various elements on a web page such as text, images, and tables.
25. When you create a CSS rule, you can set _____ properties that can be applied to various elements.
26. You can specify the background image for a table cell using the _____ property for a CSS rule.

How to Insert Tables

Procedure Reference: Create a Table

To create a table:

1. Place the insertion point at the desired location on the web page.
2. Display the **Table** dialog box.
 - In the **INSERT** panel, click the **Table** button.
 - Or, choose **Insert→Table**.
3. Specify the desired settings and click **OK**.
4. If necessary, in the **INSERT** panel, click **Layout** and then select **Expanded** to work in the expanded mode.
5. Add content to the table.
 - Click in a cell and type the text or add an image.
 - Copy and paste the content.
 - a. Copy the desired content.
 - b. Click in the desired cell.
 - c. Choose **Edit→Paste**.
6. If necessary, select the desired region in the table and add a row or column.
 - Right-click the selected row or column, choose **Table**, and then choose the desired command to insert a row or column.
 - Choose **Insert→Table Objects** and then choose the desired command.
 - Or, choose **Modify→Table** and then choose the desired command.
7. If necessary, create a CSS rule for the table.

Table Selection Methods

You can select a particular cell, row, or a column in a table to apply formatting to it. There are a number of methods to select a region in a table.

- Place the mouse pointer on the left border of the desired row. When the mouse pointer changes to a right arrow, click to select the row.
- Place the mouse pointer on the top border of the desired column. When the mouse pointer changes to a down arrow, click to select the column.
- Click and drag to select multiple cells.
- Click a cell, hold down **Shift**, and click another cell to select all the cells between the two cells.
- Click in a cell to select it.

The Paste Special Dialog Box

The Paste Special dialog box allows you to determine the formatting options for the text pasted into Dreamweaver CS4. It consists of four options:

- **Text only:** Allows you to paste unformatted text. All formatting in the original text, including line breaks and paragraphs, is removed.
- **Text with structure:** Allows you to retain the basic structure of the original text, but removes all formatting. You can retain options such as paragraph structures, tables, and lists, but formatting such as bold and italics will not be retained.
- **Text with structure plus basic formatting:** Allows you to retain both structured and simple HTML formats from the original text.
- **Text with structure plus full formatting:** Allows you to retain all the structures, HTML formatting, and CSS styles from the original text.

To format a table:

1. Select the desired region of the table.
2. Format the table using the **Property Inspector**.
 - In the **Property Inspector**, click the **Merges selected cells using spans** button to merge the selected cells.
 - Split a cell.
 - a. In the **Property Inspector**, click the **Splits cell into rows or columns** button to split a selected cell.
 - b. In the **Split Cell** dialog box, specify the options to split a cell into rows or columns and click **OK**.
 - In the **W** text box, click and type a value to change the width, and in the **H** text box, click and type a value to change the height.
 - Select the table and from the **Align** drop-down list, select the desired option to align the table.
 - Insert a background graphic into the table.
 - a. Select the entire table.
 - b. In the **Property Inspector**, to the right of the **Bg** text box, click the **Background URL of cell** button.
 - c. In the **Select Image Source** dialog box, navigate to the desired folder, select the file, and click **OK**.
 - Add a background color to the cells.
 - In the second **Bg** text box, click and type the hexadecimal value of a color.
 - Or, to the left of the **Bg** text box, click the color swatch button and select the desired color.

Procedure Reference: Create a Nested Table

To create a nested table:

1. Click in a table cell.
2. Display the **Table** dialog box.
3. Specify the settings in the **Table** dialog box and click **OK**.
4. Add content to the table.

Procedure Reference: Apply Class Styles to a Web Page

To apply class styles to a web page:

1. In the document window, select the desired content.
2. Apply the desired style to the selected text.
 - In the **Property Inspector**, click CSS and from the **Targeted Rule** drop-down list, select the desired class style.
 - In the **CSS STYLES** panel, right-click the desired class style and choose **Apply**.
 - In the **CSS STYLES** panel, select the desired style and from the **Options** menu, choose **Apply**.
 - Or, choose **Format→CSS Styles** and then choose the desired style.
3. Save the web page.

1. The _____ commands available in Dreamweaver are XML into Template, Tabular Data, Word Document, and Excel Document.
2. The _____ into Template command is used to import data stored in an XML file into a document created based on the XML template.
3. The _____ command allows you to import data available in a delimited text format such as a tab or a comma delimited file.
4. The _____ command allows you to import content from Word documents and the Excel Document command allows you to import data from Excel worksheets.
5. The _____ HTML command can be used to remove unwanted code that gets generated when you create or save an HTML file using Microsoft Word. You can clean up the HTML file by specifying the settings for the version of the Word document used, removing Word markup tags, cleaning up CSS and font tags, fixing invalidly nested tags, and applying source formatting. You can also choose to show a log of the process on completion.

How to Import Data from Other Applications

Procedure Reference: Import Word Documents into Dreamweaver

To import Word documents into Dreamweaver:

1. If necessary, create a web page.
2. Open the desired web page and position the insertion point at the desired location.
3. Import a Word document.
 - Import the document using the File menu.
 - a. Choose **File→Import→Word Document**.
 - b. In the Import Word Document dialog box, navigate to and select the desired document and then click **Open**.
 - Or, import the document using the **FILES** panel.
 - a. From the **FILES** panel, click and drag the Word document to the document window.
 - b. In the **Insert Document** dialog box, select the desired option.
 - Select **Insert the contents** and then select the desired option to copy the formatting.
 - Select **Create a link** to create a link to the Word document.
 - c. Click **OK**.
4. If necessary, preview the web page in a browser.

Procedure Reference: Clean up the Word HTML Document

To clean up the Word HTML document:

1. Open the desired HTML web page created using Microsoft Word.
2. Choose **Commands**→**Clean Up Word HTML** to display the **Clean Up Word HTML** dialog box.
3. On the **Basic** tab, from the **Clean up HTML from** drop-down list, select the desired option.
4. Check or uncheck the desired check boxes to specify options to clean up the HTML.
5. If necessary, select the **Detailed** tab and check or uncheck the desired check boxes to specify options for removing Word-specific markup and cleaning up CSS.
6. Click **OK**.

Procedure Reference: Import Excel Worksheets into Dreamweaver

To import Excel worksheets into Dreamweaver:

1. If necessary, create a web page.
2. Open the desired web page and position the insertion point at the desired location.
3. Import an Excel worksheet onto a web page.
 - Import the worksheet using the **File** menu.
 - a. Choose File-e-Import-e Excel **Document**.
 - b. In the **Import Excel Document** dialog box, navigate to and select the desired worksheet and then click **Open**.
 - Or, import the worksheet using the **FILES** panel.
 - a. From the **FILES** panel, click and drag the Excel worksheet into the document window.
 - b. In the **Insert Document** dialog box, select an option and click **OK**.
 - If necessary, preview the web page in a browser.

How to Organize Files and Folders

Procedure Reference: Create a New Folder in a Defined Site

To create a new folder in a defined site:

1. If necessary, in the **FILES** panel, click the **Expand to show local and remote sites** button.
2. From the drop-down list below the **FILES** panel toolbar, select the desired site.
3. If necessary, expand the selected folder.
4. If necessary, collapse the selected folder.
5. Select the folder in which you want to create a new folder.
6. Create a folder in the defined site.
 - In the **FILES** panel, right-click the folder and choose **New Folder**.
 - Or, from the **FILES** panel options menu, choose File→New **Folder**.
7. Type a name for the new folder and press **Enter**.

Procedure Reference: Create a New File

To create a new file:

1. In the **FILES** panel, select the folder in which you want to create a new file.
2. Create a file.
 - In the **FILES** panel, right-click the folder and choose **New File**.
 - Or, from the **FILES** panel options menu, choose File-s-New **File**.
3. Type a name for the new file and press **Enter**.

Procedure Reference: Move Files into a Folder

To move files into a folder:

1. In the **FILES** panel, select the file that you want to move into a folder.
2. If necessary, hold down **Ctrl** and select the other files.
3. Drag the selected files into the desired folder.
4. In the **Update Files** dialog box, click **Update** to update the links to the moved files.