Lesson 2: Working with Text and Meta Data

Working with Meta Data:

Adding a Document Title:

- Switch to Design View
- Click anywhere in the text of the document
- At the bottom of the properties panel is the Document Title field
- Enter title
- Save your changes

Adding Meta Keywords:

- Click on the Insert panel and make sure HTML is selected from the DDL
- Scroll down and Click on Keywords
- A dialog box will open
- Enter keywords

Adding a Meta Description:

- Click on the Insert panel and make sure HTML is selected from the DDL
- Scroll down and Click on Description
- Enter the description

Working with Text:

Entering Text

- You Can type directly into Dreamweaver Design View
- Hitting "Enter" causes a new paragraph
- Hitting "shift + enter" adds a line break

Adding Text from a Word Doc:

- Switch to Design View
- Copy text from existing word doc
- Paste text from word in Dreamweaver Design Window
- Select all text
- Go to Tools > Clean Up Word HTML
- Leave everything checked and say ok
- Click ok when dialog box of results pops up

Using Spell Check:

- Switch to Design View
- Place cursor at the top of the page
- Go to Tools > Spell Check

Formatting Text in Design View:

- Highlight the text you wish to format
- Go to the properties panel
- Click the format list arrow and pick appropriate tag (paragraph, h1-h6)

Formatting Text in Live View:

- Click on a paragraph to see the element display dialog.
- Click the menu icon and you can select the format of the html element
- Double click inside of an element to edit the content inside it
  - If you select text inside of the element display it will prompt the text display dialog where you can modify certain text properties like bold/italic and links.
- You can use the up/down arrow keys to navigate through the text

Create an Unordered List:

- Switch to Design View
- Select the items you would like to make into an unordered list
- Click the unordered list button in the properties panel
- Notice that to create a new list item you mist hit enter to create a paragraph break

Create an Ordered List:

- Switch to Design View
- Select the items you would like to make into an unordered list
- Click the unordered list button in the properties panel
- Notice that to create a new list item you mist hit enter to create a paragraph break

Adding a Blockquote:

- Switch to Design View
- Select text that you wish to make a block quote
- Click the block quote icon in the properties panel

Insert a Horizontal Rule (HR):

- Switch to Design View
- Scroll down to the bottom of the HTML Category on the Insert panel
- Click Horizontal Rule

Inserting a Date Object:

- Click Date from the HTML Category on the Insert Panel
- Select example "March 7, 1974" as the format
- Click the update automatically on save checkbox and click ok