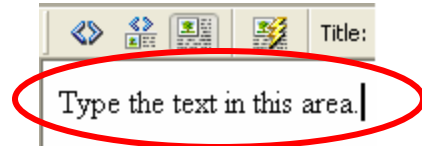


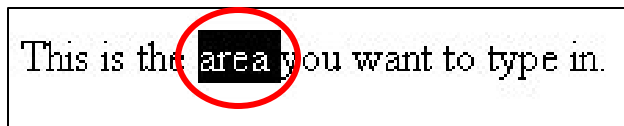
Adding text to a Web Page in 18 Steps using Dreamweaver MX 2004

This Step-by-Step explains the procedures for adding text to a Macromedia Dreamweaver MX 2004 Document.

1) Once Dreamweaver MX 2004 is open on the desktop, click on the work area with the mouse and begin to type the desired text.



2) To edit the text, highlight the text and change the type entered.

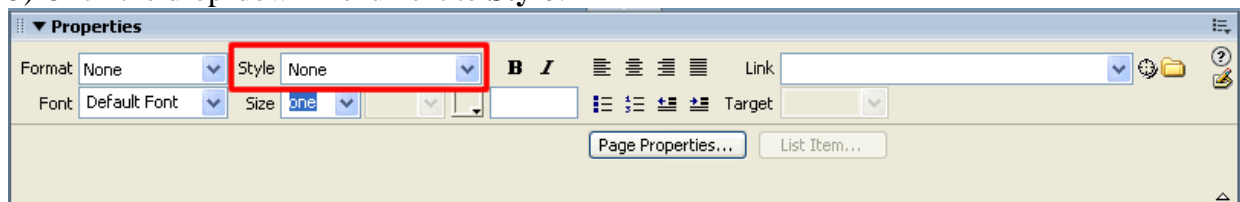


3) By default, the **Properties** window should open on the desktop when Dreamweaver MX is launched. If the **Properties** window is not open, click on the **Window** tab on the menu bar, then scroll to **Properties**.

4) The text's Format, Size, and Font can be controlled within the Properties window.

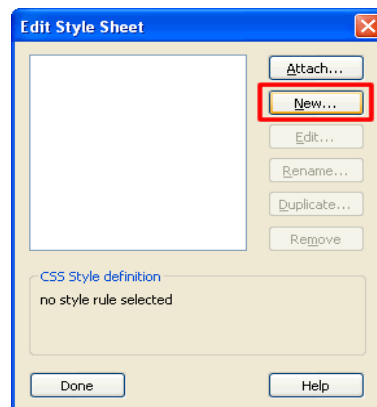
Style Sheets

5) Click the drop-down menu next to **Style**.



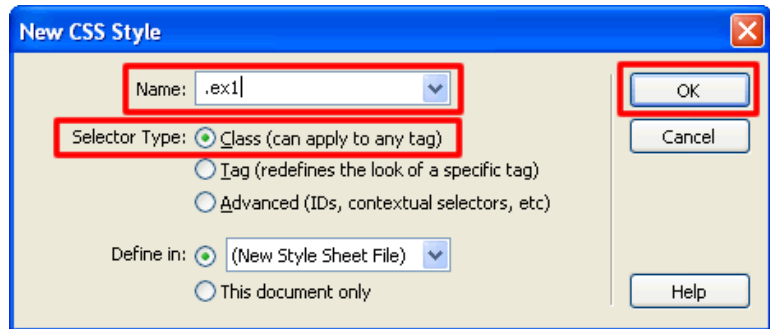
6) Choose **Manage Styles**

7) Choose **New**

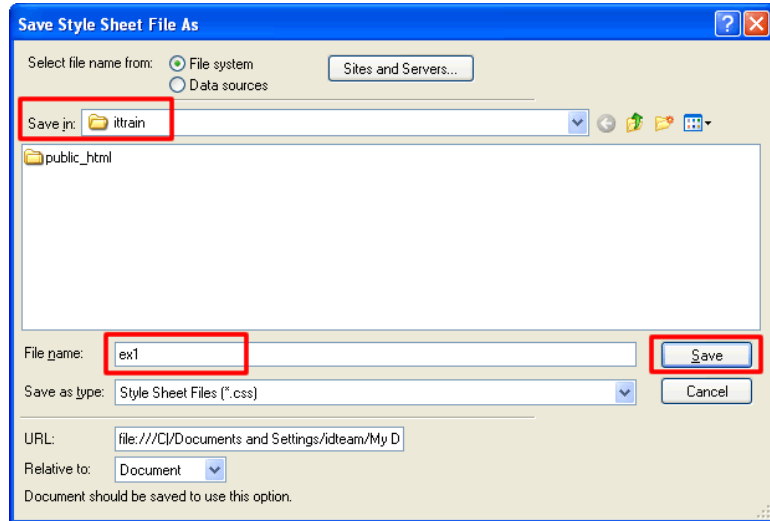


8) Make sure **Selector Type** is set to **Class (can apply to any tag)**.

9) Click **OK**



10) **Save** the file somewhere within the site folder. After typing in a **file name** and choosing the **location**, click **Save**



11) Here's where the style sheet is defined.

Type sets the text's font, size, weight (boldness), style, capitalization, and color.

Background controls the appearance of the sheet behind the text.

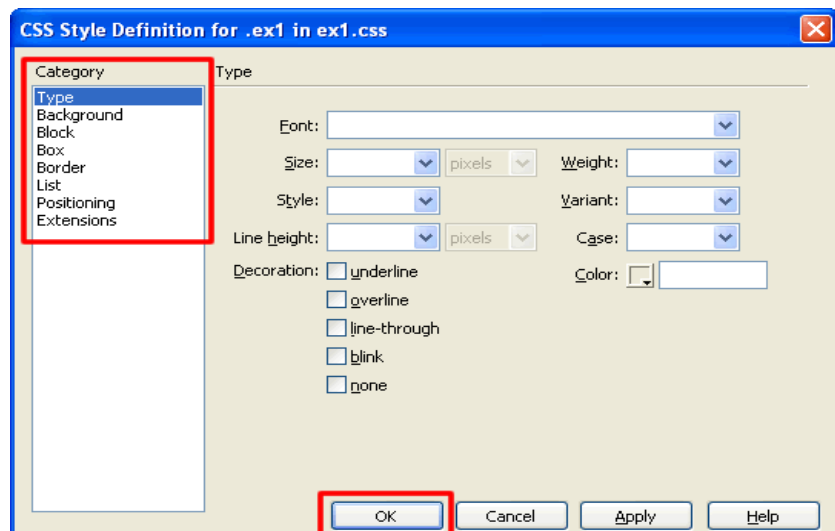
Background color can set the background color to something different than the page's background.

Background image allows a picture behind the text.

Repeat, attachment, horizontal and vertical position all control the appearance of the image.

Block sets more appearance factors such as word spacing, letter spacing, alignment, and whitespace. These factors deal how the text appears inside the sheet.

Box, Border, List, Positioning, and Extensions are beyond the scope of this step-by-step.



12) After setting the above style sheet settings, insert the style sheet into the document.

Page Properties

13) Click the **Page Properties** button in the **Properties** window.

14) **Appearance** controls the webpage's default text color, size, and font, as well as the page's background color.

15) **Links** controls the default link text color, size, and font, as well as the color of visited links, active links, and rollover links.

16) **Headings** can be used to set the appearance of heading 1, 2, ..., 6. It controls the size and color of any text with this heading. This is similar, but more limited than a style sheet (see above).

17) **Title/Encoding** sets the title of the document. The title is what Internet Explorer or Netscape will call the html file.

18) **Tracing Image** is rarely used, but it controls the transparency value of images.