

# A GUIDE TO DREAMWEAVER CS4

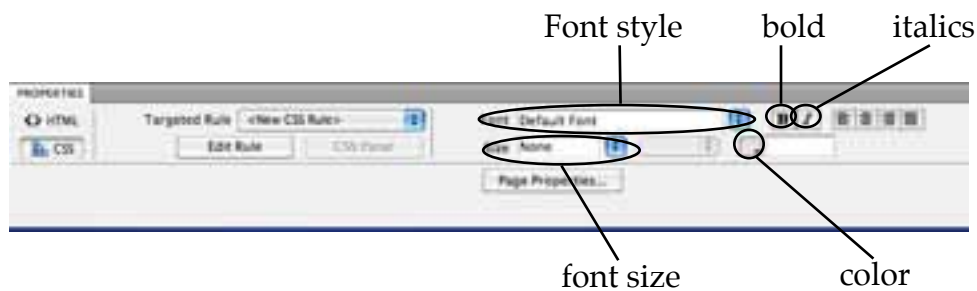
## Formatting Text

In this guide you will learn how to:

- Change the size, style, and color of text
- Create a headline
- Align text to the left, right, and center
- Create a list (bulleted or numbered)
- Create a hyperlink

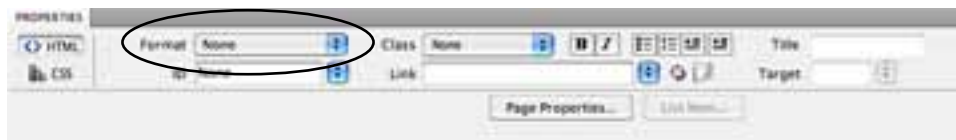
## CHANGING TEXT PROPERTIES

To change the size, style, or color of text first select the “CSS” tab from the properties menu. Then highlight the text and then click on the appropriate button/menu contained in the css properties menu.



## CREATING HEADLINES

To create a headline first select the “HTML” tab in the properties menu. Then highlight a sentence and select a headline size from the format drop down menu. Headline 1 is the largest. To change the style of a heading see the “page properties” Dreamweaver Guide.



## ALIGNING TEXT

To align a paragraph, headline, or even a picture, select the “CSS” tab in the properties menu. Then select/highlight the item and click on the appropriate align button located in the CSS properties menu.



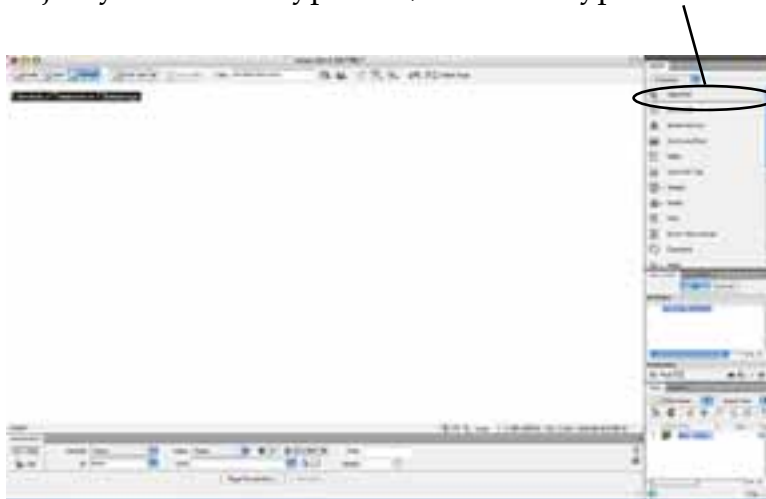
## CREATING A LIST

To create a list first select the "HTML" tab in the properties menu. Then click on the appropriate list button and begin typing. Each time you hit return/enter a new line will be created. When you are finished with the list click on the list button a second time. A bulleted list uses dots, while an ordered list uses numbers.

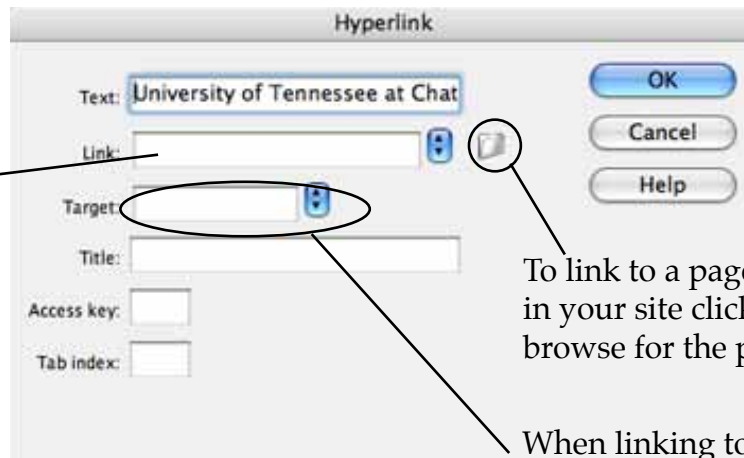


## CREATING HYPERLINKS

To create a hyperlink highlight the text or select the picture you wish to make a link. Once you've selected the object you wish to hyperlink, click on "hyperlink" in the insert menu.



The hyperlink menu will pop up.



Enter the URL of an outside web site here. Be sure to include http://

To make a email link enter mailto: followed by the email address

To link to a page contained with in your site click on the folder and browse for the page.

When linking to an outside Web site you may want to open the link in a new window. To do this select "\_blank" from the drop down menu for the "target".