

**VISUAL QUICKSTART GUIDE**

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# Dreamweaver CS6



**TOM NEGRINO  
DORI SMITH**

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VISUAL QUICKSTART GUIDE

# Dreamweaver CS6

TOM NEGRINO • DORI SMITH

Visual QuickStart Guide

## **Dreamweaver CS6**

Tom Negrino and Dori Smith

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## **Dedication**

To our son, Sean Smith, with love from Mom and Dad

## **Special Thanks to:**

Our patient and cheerful editor, Nancy Peterson, who made this book better, and encouraged us when we were weary. Thanks for pushing us over the finish line.

Virginia DeBolt, who contributed several chapters to previous editions, which we have built upon in this revision. Her work was terrific, and we are grateful for her help.

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Of course, our gratitude to the members of the Adobe Dreamweaver CS6 team for creating a terrific product.

In Tom's office, the soundtrack for this book included music from my Pandora and Rhapsody subscriptions, and lots of embarrassingly bouncy pop music that shall go unnamed.

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# Introduction

Welcome to *Dreamweaver CS6: Visual QuickStart Guide*! Adobe Dreamweaver has long (initially under its previous name, Macromedia Dreamweaver) been the premier visual tool for Web site developers, allowing you to build great-looking Web pages and smoothly running Web sites. Dreamweaver's ease-of-use takes much of the pain out of creating Web sites, without sacrificing flexibility. It's possible to use Dreamweaver to create terrific Web sites without knowing much about HTML, CSS, and JavaScript.

Dreamweaver is a rich, powerful, and deep program, and at first glance, it can be a bit intimidating. We've written this book as a painless introduction to Dreamweaver and its features, and with our help, you will use Dreamweaver to build an excellent Web site.

## Using this Book

We've organized the different elements of building Web sites with Dreamweaver CS6 into chapters, and within each chapter are numbered, step-by-step directions that tell you exactly how to accomplish various tasks. You don't have to work through the entire book in order, but it is structured so the more complex material builds on the earlier tasks.

We start with an overview of Dreamweaver, move on to setting up your Web site and creating your first Web page, then discuss how to add content, structure, and interactivity to your pages. Finally, we show you how to work with HTML code and manage your Web site.

When we first decided to write this book, we wanted to take a fresh look at Dreamweaver—at how people use it, and how people *should* use it. Throughout the book, we've tried to show you how to use Dreamweaver using its most modern features, rather than using some of the features that

are still in the program but that are “old school.” Specifically, we’ll show you how to apply styles and lay out your page elements using Cascading Style Sheets, rather than older, obsolete methods. If you don’t know what that means, don’t worry; it’s all explained in Chapters 7 through 9.

For keyboard commands, we’ve included Mac keyboard shortcuts in parentheses immediately after the Windows shortcut, like this:

To open the Find & Replace dialog, press Ctrl-F (Cmd-F).

While writing this book, we’ve made the assumption that you’re familiar with the basics of using Windows or OS X. You don’t need to be a computer expert by any means, but you shouldn’t be stumped by concepts like selecting text, using menus, clicking and dragging, and using files and folders. Naturally, you should be familiar with Web surfing and how to use a Web browser to view a Web site.

## Tips

**TIP** Throughout the book we’ve included many tips that will help you get things done faster, better, or both.

**TIP** Be sure to read the figure captions, too; sometimes you’ll find extra nuggets of information there.

**TIP** When we’re showing HTML, CSS, or JavaScript code, we’ve used this code font. We also use the code font for Web addresses.

**TIP** You’ll also find sidebars (with gray backgrounds) that delve deeper into subjects.

## Getting the most from Dreamweaver

Dreamweaver is a professional-class tool, and it provides professional results. Dreamweaver allows you to build Web sites visually, without needing to know the details of HTML, CSS, and JavaScript. But to best use Dreamweaver, you will still need some fundamental knowledge of what these languages are, and how they work together to make up a Web site. Similarly, you will find it helpful to know basic things such as what a Web page is and what a Web server does.

Where necessary, throughout this book we explain what you’ll need to know about HTML, CSS, and JavaScript to work with Dreamweaver. But there is much more to say about these subjects, and there are thousands of books devoted to that job. In fact, we wrote one of the most popular books on JavaScript. You’ll find information about that book, as well as some of our favorite Web design and development books written by other authors, in Appendix A.

## A note for our Mac-using friends

If you’ve flipped through this book already, you probably noticed that the vast majority of the screenshots were taken on machines running Windows. That doesn’t mean that the book (or its authors) doesn’t welcome Dreamweaver users on the Mac. Far from it; in fact, both of us are primarily Mac users, and we are frequent contributors to *Macworld* magazine and other Mac-oriented publications.

However, our crack research department tells us that most Dreamweaver users are running the program on Windows

machines, so we have included screenshots that will reflect the experience of the majority of our readers. Happily, Dreamweaver works almost identically on both platforms. In the few cases where there are differences, we've included separate procedures for Windows and for Mac users.

There is one other thing that we *haven't* done in this book that we have done in our previous Mac books. We are no longer telling Mac users to Control-click to bring up a context menu (also known as a shortcut or contextual menu). Instead, we've adopted right-click, because Apple now ships its multiple-button mouse with all of its computers that come with a mouse. If you are using a Mac with a trackpad, just mentally substitute Control-click wherever you see right-click in the book. Better yet, we suggest that you get any USB or wireless mouse with multiple buttons and a scroll wheel. It will really increase your productivity.

### **There's more online**

We've prepared a companion Web site for this book, which you'll find at:

**[www.dreamweaverbook.com](http://www.dreamweaverbook.com)**

On this site, you'll find news about the book and links to other online resources that will help you use Dreamweaver CS6 more productively. If we discover any mistakes in the book that somehow got through the editing process, we'll list the updates on the site, too.

Because of space limitations in the paper edition, we're taking some sections that were in previous editions of the book and posting them on the Web site. These bonus chapters have been updated for

Dreamweaver CS6. By moving them to the Web, we can also easily keep them up to date between paper editions of the book. If you bought the paper edition, you can download the bonus chapters from our site. If you bought the ebook edition, there's no need to download the bonus chapters; the ebook edition includes all the bonus chapters.

If you have any questions about the book's contents, please first check the FAQ (Frequently Asked Questions) page on the companion Web site. It's clearly marked. If you've read the FAQ and your question isn't answered there, you can contact us via email at **[dwcs6@dreamweaverbook.com](mailto:dwcs6@dreamweaverbook.com)**. We regret that because of the large volume of email that we get, we cannot, and will not, answer email about the book sent to our personal email addresses or via the contact forms on our personal sites. We can promise that messages sent only to the **[dwcs6@dreamweaverbook.com](mailto:dwcs6@dreamweaverbook.com)** email address will be read and answered, as time allows. Unfortunately, due to the danger of computer viruses being spread with email attachments, we cannot accept any messages with attachments. We also must limit ourselves to responding to questions about the book; time doesn't permit us to answer general questions about Web design and development.

### **Let's get started**

Every journey begins with a first step, and if you've read this far, your journey with Dreamweaver has already begun. Thanks for joining us, and let's get started building your great Web site.

—Tom Negrino and Dori Smith, June 2012

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# 4

## Adding Text to Your Pages

The main message of most Web sites is conveyed by the site's text, and a major part of your job in working with any site will be adding, modifying, and styling that text. Dreamweaver gives you the tools you need to effectively put text on your pages and get your message across.

When you add text, you need to deal with two different aspects of the text: its *structure* and its *presentation*. Structural elements are things like paragraphs, headings, lists, and the like; presentation is how the text looks, including things like the font, font size, text color, and so on. Most sites these days separate the structure and the presentation. Structure is about organizing the content on the page, and presentation involves making the content look good.

In this chapter, we'll concentrate on getting text onto your page and applying structure using headings and lists. We'll also cover using basic HTML text styles to change the look of your text. You'll learn how to more precisely style text and present it using Cascading Style Sheets in Chapter 7.

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---

# Adding Text

Most of the text on a Web page is formatted in *blocks*, which are enclosed by beginning and ending HTML tags. For example, the HTML for a line of text with paragraph tags wrapped around it looks like this:

```
<p>This text is wrapped in beginning  
and ending paragraph tags.</p>
```

For a browser to understand that this is a paragraph, you (or in this case, Dreamweaver) have to make it one by adding the surrounding `<p>` tags.

Of course, in Dreamweaver's Design view or Live view, you won't see the HTML tags. All of the text contained between the opening `<p>` tag and the closing `</p>` tag is considered by a Web browser to be within the same paragraph, no matter how much text is between the tags. The `<p>...</p>` combination is an example of a *container tag*. Virtually all of the structural formatting that you can apply with Dreamweaver is done with container tags.

## Selecting Text

Besides selecting text by dragging over it with the mouse cursor, Dreamweaver also gives you some text selection shortcuts in Design view:

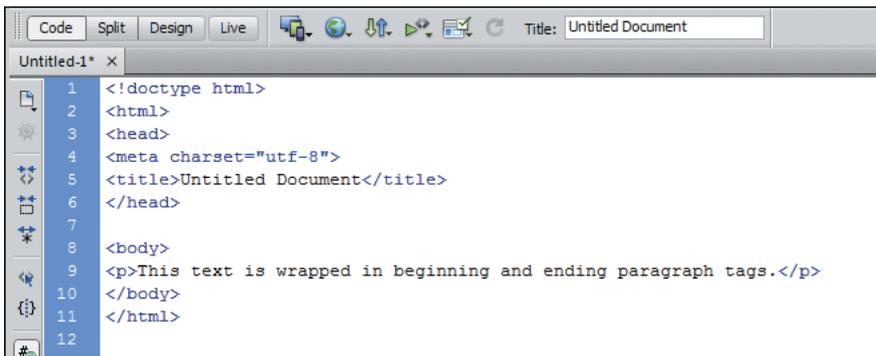
- Double-click a word to select it.
- Move your cursor to the left of a line of text until the cursor changes from an I-beam to an arrow pointing at the text. Then click once to highlight a single line, or drag up or down to select multiple lines.
- Triple-click anywhere in a paragraph to select the entire paragraph.
- For finer control over selecting individual letters, hold down the Shift key and press the left or right arrow key to extend the selection one letter at a time.
- Ctrl-Shift (Cmd-Shift) plus the left or right arrow key extends the selection one word at a time. Ctrl (Cmd) plus the left or right arrow key moves the cursor one word to the left or right but doesn't select any text.
- Press Ctrl-A (Cmd-A) to Select All (the entire contents of the current document).

When you add text to a page with Dreamweaver, the program automatically wraps the text with paragraph tags when you press the Enter (Return) key on your keyboard. You can see this if you switch to Code view by clicking the Code button at the top of the Dreamweaver editing window **A**.

Dreamweaver also has special commands that help you import entire Microsoft Word or Excel documents as Web pages. (See “Using Paste Special,” later in this chapter. Also, refer to the bonus chapter “Working with Other Applications” at the end of the ebook edition or download it from [www.dreamweaverbook.com](http://www.dreamweaverbook.com).)

### To insert text:

1. In Dreamweaver’s Design view, click in the page where you want to add text.
2. Type the text you want.



The screenshot shows the Dreamweaver Code view for an "Untitled Document". The code is as follows:

```
1 <!doctype html>
2 <html>
3 <head>
4 <meta charset="utf-8">
5 <title>Untitled Document</title>
6 </head>
7
8 <body>
9 <p>This text is wrapped in beginning and ending paragraph tags.</p>
10 </body>
11 </html>
12
```

**A** Dreamweaver adds paragraph tags around text when you press the Enter (Return) key.

# Cutting, Copying, and Pasting Text

Just as with a word processor, you can cut, copy, and paste text on a page in Dreamweaver, which shares the same menu commands with virtually all standard Windows and Mac word processors and text editors. When pasting text in Design view from one part of a Dreamweaver page to another or between Dreamweaver pages, text formatting is automatically maintained.

Dreamweaver also allows you to paste text and maintain some or all of the text's formatting. This is especially useful when moving text from applications such as Microsoft Word or Excel to a Web page. See "Using Paste Special," later in this chapter.

## To cut or copy text:

1. Select the text you want to cut or copy.
2. To cut the text to the clipboard, choose Edit > Cut or press Ctrl-X (Cmd-X).

*or*

To copy the text to the clipboard, choose Edit > Copy or press Ctrl-C (Cmd-C).

The text is placed on the clipboard.

**TIP** When you have text selected, most of the time you can right-click to cut or copy the text using a context menu. You can also right-click to paste text from the context menu. If you have a single-button mouse on the Mac, you can Ctrl-click to bring up the context menu.

## To paste plain text:

1. Click to place the insertion point on the page where you want the text to appear.
2. Choose Edit > Paste, or press Ctrl-V (Cmd-V).

**TIP** If you copy some HTML source code from another program, such as the Source view of a Web browser, and paste it into a Dreamweaver page in Design view, the HTML appears on the page with tags and all. That's because although what you've pasted in is HTML markup, Dreamweaver is trying to be smarter than you—it assumes that markup is what you want to display. If that's not what you want, but rather you want the result of the markup to display in your page, just switch to Code view in Dreamweaver before you paste. The HTML code will paste into the page, and when you switch back to Design view, it will display the proper formatting.

**TIP** Dreamweaver offers Undo and Redo commands in the Edit menu, which can often be very useful for fixing mistakes or repeating operations. You can also press Ctrl-Z (Cmd-Z) for Undo and Ctrl-Y (Cmd-Y) for Redo.

# Dragging and Dropping Text

If all you want to do is move some text from one place on a page to another, it's often faster to drag and drop the text.

## To drag and drop text:

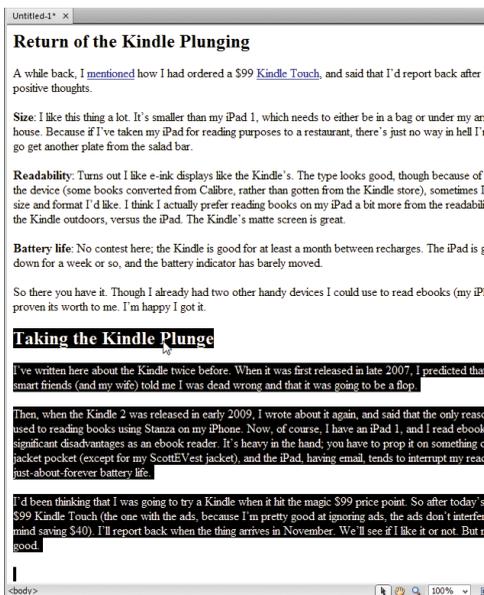
1. Select the text you want to move **A**.
2. Move the cursor over the selected text.

The cursor changes from an I-beam to an arrow.

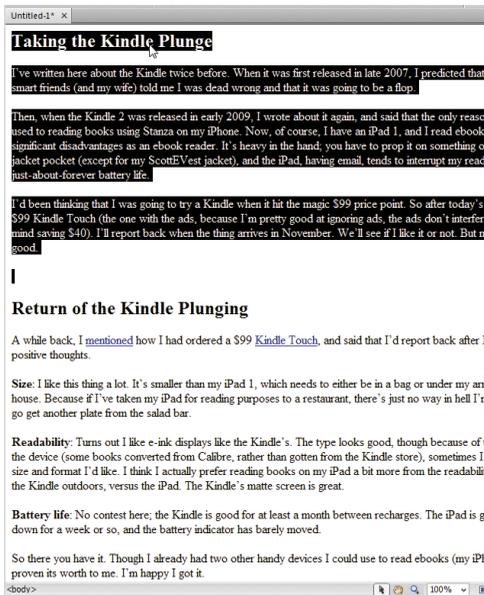
3. Click and hold your mouse button over the selected text, and drag it to its new location, releasing the mouse button when the cursor is where you want the text **B**.

The text moves to its new home.

**TIP** To duplicate the text, hold down the **Ctrl (Option)** key while dragging and dropping. A copy of the text appears when you release the mouse button.



**A** Begin dragging and dropping text by selecting it.



**B** When you release the mouse button, the text moves to where you dragged it.

# Using Paste Special

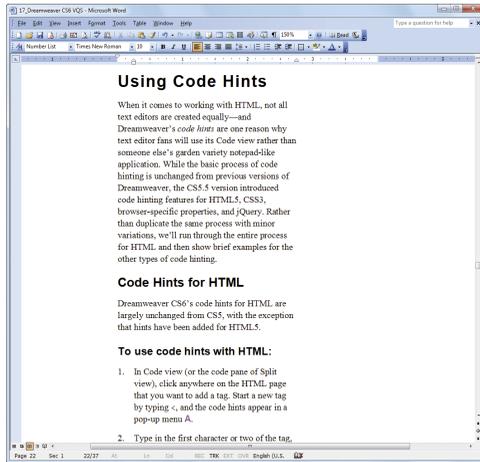
Dreamweaver's Paste Special command in the Edit menu gives you a variety of options that control the way formatted content is pasted into Dreamweaver's Design view.

You will probably use the Paste Special command most often when pasting in text from Microsoft Word or Excel to maintain the formatting that the text had in those programs **A**. Text pasted in from Excel can appear in Dreamweaver as a formatted table, which saves you a lot of time and effort.

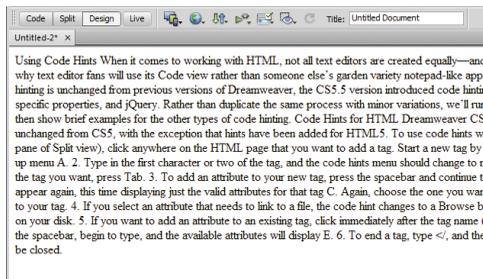
The Paste Special options include:

- **Text only** pastes just the text; paragraph marks and all formatting are stripped from the text **B**.
- **Text with structure** pastes the text and maintains the structure (notably paragraphs, tabs, and lists) but eliminates other text formatting **C**.

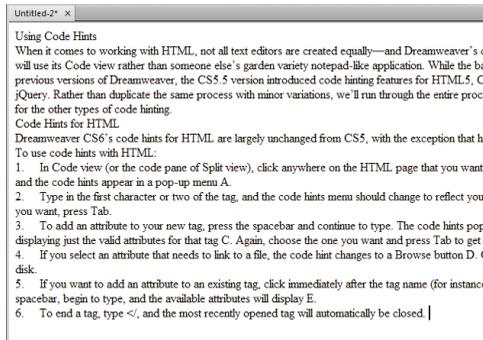
*continues on next page*



**A** Paste Special will do a great job of maintaining the formatting from this Microsoft Word document.



**B** This is the "Text only" version of the text from **A**, with paragraph marks and formatting stripped out.



**C** With the "Text with structure" option, the text and paragraph marks are there, but there's no character formatting.

- **Text with structure plus basic formatting** keeps the text and text structure and retains bold and italic formatting **D**.
- **Text with structure plus full formatting** preserves the text, structure, and styles from the original document **E**.

## To use Paste Special:

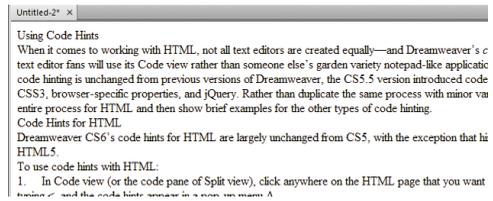
1. Select the text you want to cut or copy.  
The text will usually be in a different application than Dreamweaver.
2. Cut or copy the text.
3. Switch to Dreamweaver, and click to set the insertion point where you want the text to appear.
4. Choose Edit > Paste Special, or press Ctrl-Shift-V (Cmd-Shift-V).  
The Paste Special dialog appears **F**.
5. In the dialog, click the radio button next to the paste option you want.
6. Click OK.

The text pastes in according to the option you selected.

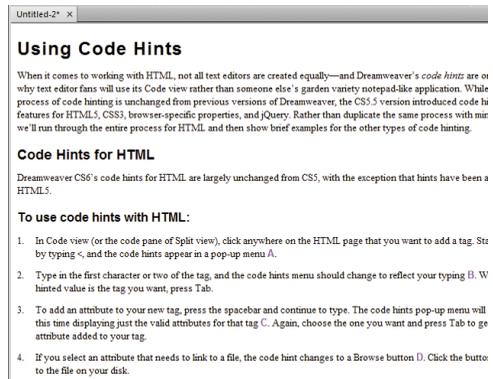
**TIP** If you use the “Text with structure plus basic formatting” or “Text with structure plus full formatting” choices, you can also paste graphics into Dreamweaver along with the formatted text.

**TIP** You can copy and paste graphics from most applications into Dreamweaver, but if you want to paste a graphic along with formatted text, you must use Paste Special.

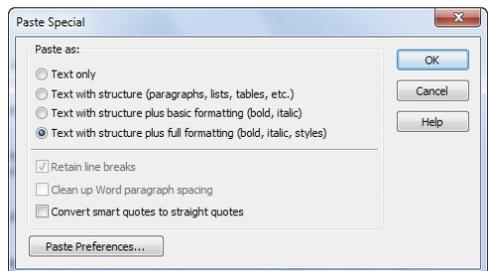
**TIP** When pasting from Word and maintaining full styles, Dreamweaver reads the Word styles and creates CSS styles with the same names and attributes. It places the CSS styles in the same document. If you want to use these styles elsewhere on your site, you should move these internal styles to an external style sheet. See “Moving Internal Styles to External” in Chapter 9 to learn how to do that.



**D** The “Text with structure plus basic formatting” option maintains bold and italic formatting.



**E** The final option, “Text with structure plus full formatting,” maintains all the formatting from the Word document.



**F** Choose the option you want from the Paste Special dialog.

<b>h1</b>	<b>It doesn't get more important than this.</b>
<b>h2</b>	<b>This is perhaps a bit less important.</b>
<b>h3</b>	<b>This is middling priority.</b>
<b>h4</b>	<b>We'll let you know when you need to pay attention.</b>
<b>h5</b>	<b>Check this out if you really want to.</b>
<b>h6</b>	<b>Hey! Wake up!</b>
paragraph	This is the everyday text that you'll see in most paragraphs.

**A** Examples of the six heading sizes, plus paragraph, which is usually used for body text.

## Applying Headings

After paragraphs, headings are the most important structural element on most Web pages. Headings point your site's visitors to essential information on the page, and they separate sections of the page. Think of headings as being similar to headlines in a newspaper.

Text you enter into Dreamweaver begins with no heading; Dreamweaver refers to this text as None in the Property inspector. As soon as you press Enter (Return), Dreamweaver wraps the text in paragraph tags, and the text becomes paragraph text.

HTML has six sizes of headings, plus paragraph text **A**. These headings don't have a fixed point size, unlike headings in, say, Microsoft Word or Adobe InDesign. Instead, they are sized relative to one another and to the size of the paragraph text, and the size that the user sees depends on the settings in the user's Web browser. By default, headings are usually displayed in boldface.

You can change the look of headings (their size, font, color, and so forth) using CSS, which we'll cover in Chapter 7.

**TIP** You can have only one size of HTML heading in a particular element. You can work around this limitation with CSS styles.

**TIP** Headings are also important because they help search engines find and index content on your pages. Google in particular uses headings in this fashion, so it's a good idea to use headings when they are appropriate to your content.

## To apply a heading:

1. Click in the line you want to change.  
Note that you don't have to select text; a heading is a block style, so it affects the entire paragraph the cursor is in.
2. Choose Format > Paragraph Format > Heading x, where x is the heading size you want **B**.

or

Press Ctrl-1 for Heading 1, Ctrl-2 for Heading 2, and so on. On the Mac, press Cmd-1 for Heading 1, Cmd-2 for Heading 2, and so on.

or

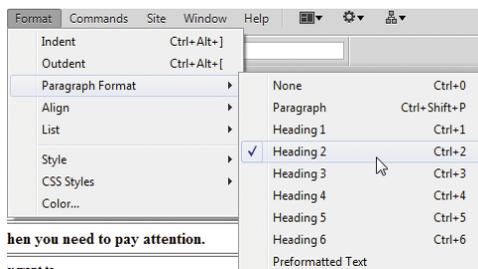
Choose a heading from the Format pop-up menu in the HTML mode of the Property inspector **C**.

or

Click one of the heading buttons in the Text category of the Insert panel **D**.

There are only buttons for Heading 1, Heading 2, and Heading 3, which are listed as h1, h2, and h3, respectively.

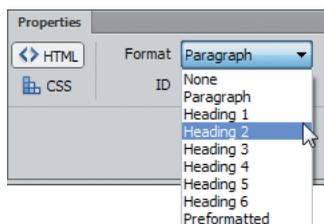
The text changes to the heading you selected.



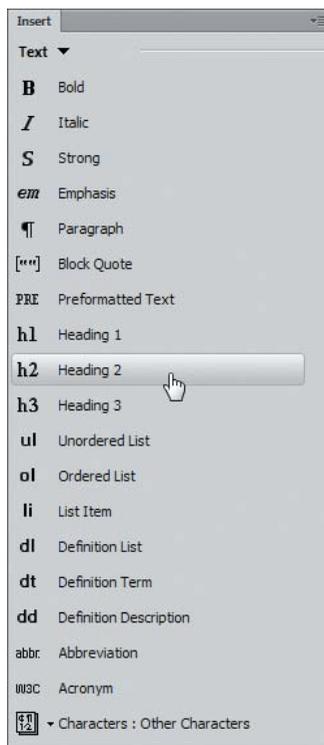
when you need to pay attention.

you want to.

**B** Choose the heading size you want from the Paragraph Format submenu.



**C** Another way to choose the heading size is to use the Format menu in the HTML mode of the Property inspector.



**D** The Text category of the Insert panel gives you buttons with many options, including ways to apply three heading sizes.

### **To turn text into paragraph text:**

1. Click in the line you want to change.
2. Choose Format > Paragraph Format > Paragraph.

*or*

Choose Paragraph from the Format pop-up menu in the HTML mode of the Property inspector.

*or*

Press Ctrl-Shift-P (Cmd-Shift-P).

Dreamweaver changes the text into a paragraph.

### **To remove heading formatting:**

1. Click in the line you want to change.
2. Choose Format > Paragraph Format > None.

*or*

Press Ctrl-0 (Cmd-0). (Those are zeros, not the letter “O.”)

The Format menu of the Property inspector changes to None, indicating that the text has no heading or paragraph style assigned to it.

# Applying Character Formats

*Character formatting* is styling that you can apply to words and individual characters rather than to blocks such as paragraphs. This formatting includes changing the font, font size, and font color.

Beginning several versions ago and continuing through the current version of Dreamweaver, the program dispensed with the old method of applying these sorts of character formatting (which was to use the HTML `<font>` tag) in favor of using CSS styles. This change happened mostly behind the scenes in Code view, so if you have been using Dreamweaver for quite some time, you may not have even noticed the change. Beginning with Dreamweaver CS4, the program enforces the use of CSS for text styling by requiring you to participate in defining CSS rules for changing fonts, font sizes, and font colors.

The reason for the change to CSS is important. Pages styled with CSS are much more flexible than pages that use HTML `<font>` tags, and they can be maintained more easily. For example, when a site is redesigned, every page that uses `<font>` tags must be individually changed to match the new design. If you have hundreds or thousands of pages in your site, that's a lot of work. Sites that use CSS to style text only need to change the style sheet document, and the changes automatically ripple through the whole site. You'll learn more about using CSS to style text (especially for setting font properties) in Chapter 7. Some other formatting operations are still performed using HTML markup, and those are the ones we'll explore in this chapter.

# Applying HTML Text Styles

The most common text formatting is to make text bold or italicized, and of course Dreamweaver can do that with either HTML markup or a CSS rule. But it can also apply several other text styles, some of which are for specialized uses, as shown in **A** and **Table 4.1**.

<b>Bold style</b>	<del>Strikethrough style</del>	Code Style	<i>Citation style</i>
<i>Italic style</i>	Teletype style	<i>Variable style</i>	Definition style
<u>Underlined style</u>	<i>Emphasis style</i>	Sample style	<del>Deleted style</del>
	<b>Strong style</b>	Keyboard style	<u>Inserted style</u>

**A** Dreamweaver offers a number of useful (and not so useful) HTML text styles.

**TABLE 4.1** Text Styles

Style	Description
Bold	Makes text boldface.
Italic	Italicizes text.
Underline	Underlines text.
Strikethrough	Text is shown with a line through it.
Teletype	Reminiscent of an old typewriter. Usually shows text in a monospaced font such as Courier.
Emphasis	Italicizes text onscreen. Causes screen readers to stress importance in speech.
Strong	Bolds text onscreen. Causes screen readers to add additional importance to speech.
Code	Depicts programming code, usually in a monospaced font.
Variable	Marks variables in programming code. Usually displayed as italics.
Sample	Meant to display sample output from a computer program or script. Usually displayed in a monospaced font.
Keyboard	Meant to depict text a user would type on the keyboard. Usually displayed in a monospaced font.
Citation	Used to mark citations and references. Usually displayed as italics.
Definition	Used to mark the first, defining usage of a term in a document. Usually displayed as italics (Safari on the Mac displays this as regular text).
Deleted	Marks deleted text. Shown the same as strikethrough.
Inserted	Marks inserted text. Shown the same as underlined.

Many of these text styles are meant for displaying programming or script code, so they won't be used at all on many sites. Others, such as Underline and Strikethrough, are deprecated as of the HTML 4.01 standard, which means that they are obsolete and may not work in future browsers. Instead, you should use a CSS property. See “Dreamweaver CSS Categories” in Chapter 7.

### To apply an HTML text style:

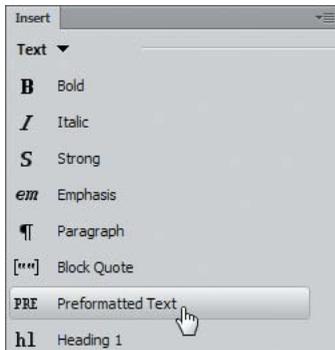
1. Select the text you want to change.
2. Choose Format > Style, and then choose the style you want from the submenu.

The text's appearance changes.

**TIP** Actually, by default Dreamweaver does not use the traditional `<b>` and `<i>` HTML tags for bold and italic, respectively. Instead it uses `<strong>` and `<em>` (for emphasis). The latter tags are preferred as part of best practices, because they are better handled by the screen readers used by visually impaired users. If you want to switch Dreamweaver back to using `<b>` and `<i>`, choose Edit > Preferences (Dreamweaver > Preferences) and, in the General category of the Preferences dialog, deselect “Use `<strong>` and `<em>` in place of `<b>` and `<i>`.”

Planet	Orbital period (years)	Day (days)	Moons
Mercury	0.241	58.6	none
Venus	0.615	-243	none
Earth	1.00	1.00	1
Mars	1.88	1.03	2
Jupiter	11.86	0.414	63
Saturn	29.46	0.426	49
Uranus	84.01	0.718	27
Neptune	164.79	0.671	13
Pluto	248.5	6.5	1

**A** Preformatted text lines up neatly, as in this table.



**B** Apply the style with the Preformatted Text button.

## Using Preformatted Text

Browsers usually ignore invisible formatting that doesn't affect page content, such as tabs, extra spaces, extra line feeds, and the like. If you need to display text exactly as entered, however, you can use the Preformatted paragraph format, which wraps the text in the `<pre>...</pre>` tags and makes browsers display all of the text characters.

Originally, preformatted text was meant to display tabular data in rows and columns, as in the output of a spreadsheet. To make the information line up, browsers display preformatted text in a monospaced font such as Courier **A**.

### To apply preformatting:

1. Select the text you want to change.
2. From the Format pop-up menu of the HTML mode of the Property inspector, choose Preformatted.

or

In the Text category of the Insert panel, click the Preformatted Text button **B**.

or

Choose Format > Paragraph Format > Preformatted Text.

The text changes appearance.

**TIP** If you want to display tabular data, it often makes more sense to use a table rather than preformatted text. You get much more control over the table style and spacing of the items in the table, and you can add CSS to style the table's contents if needed. See Chapter 10 for information about using tables.

# Adding Line Breaks

Just as in a word processor, you press Enter (Return) in Dreamweaver to create a new paragraph. This is fine when you want to actually create a new paragraph, but not so great when you just want to move the cursor down a line, as you might want to do when entering an address. That's because Web browsers (and Dreamweaver) insert a blank line above and below a paragraph, so if you make each line of the address its own paragraph, it looks goofy **A**.

What you want to do is add a *line break*, which moves the cursor down one line without creating a new paragraph. In the code, Dreamweaver adds the HTML `<br />` tag to the end of the line.

## To insert a line break:

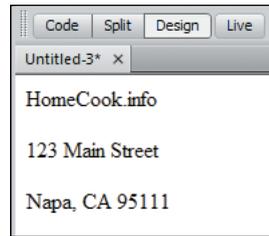
At the end of the line you want to break, press Shift-Enter (Shift-Return).

or

At the end of the line you want to break, in the Text category of the Insert panel, select Line Break from the Special Characters pop-up menu.

The text changes **B**.

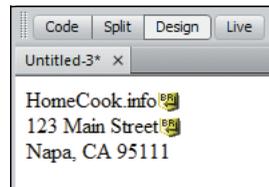
**TIP** Line breaks are invisible characters in both Dreamweaver and Web browsers, but you can make them visible in Dreamweaver if you want. Choose Edit > Preferences (Dreamweaver > Preferences), and then click the Invisible Elements category. Select the check box next to "Line breaks," and then click OK. Dreamweaver then displays line breaks in Design view **C**.



**A** Paragraphs have whitespace before and after them, which isn't really appropriate for things like addresses.



**B** After you replace the paragraph tags with line breaks, the address looks better.



**C** With the appropriate preference enabled, you can see the invisible line break characters.

# Indenting and Aligning Text with HTML

You won't indent or align text in Dreamweaver as you would with a word processor. The most common kind of indenting, indenting the first line in a paragraph, is usually done with a tab in a word processor, but tabs have no effect in HTML. Instead, you can use the **text-indent** CSS style property. Similarly, there are CSS properties for text alignment. See Chapter 7 for more about using CSS.

You can add whitespace to text—and simulate a tab—with non-breaking spaces. See “Inserting Special Characters,” later in this chapter.

When you are indenting paragraphs to set them apart from preceding and following paragraphs, Dreamweaver uses the HTML **<blockquote>** tag. This indents both the left and right margins of the block-quoted paragraph. You aren't limited to paragraphs; you can block quote any block element, such as headings.

Dreamweaver can align text with the left margin, right margin, or center of the page. You can also justify text, which adds space as needed between words so that both the left and right margins are aligned.

The method shown here adds alignment attributes to the HTML markup. You can also use Cascading Style Sheets to align text, which is covered in Chapters 7 and 8.

## To block quote text:

1. Click in the paragraph or other block element you want to indent.
2. Click the Indent button on the HTML mode of the Property inspector **A**.

or

In the Text category of the Insert panel, click the Block Quote button.

or

Choose Format > Indent or press Ctrl-Alt-] (Cmd-Opt-]).

The text changes **B**.

**TIP** To add more indenting, click the Indent button on the Property inspector again. This nests the <blockquote> tags.

**TIP** The CSS margin property is a much more flexible way to indent block elements, as described in Chapter 7.

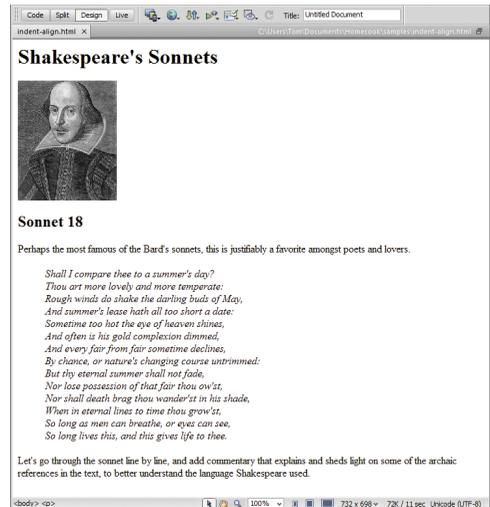
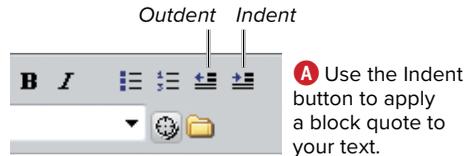
## To remove block quoting:

1. Click in the paragraph or other block element you no longer want to indent.
2. Click the Outdent button on the Property inspector.

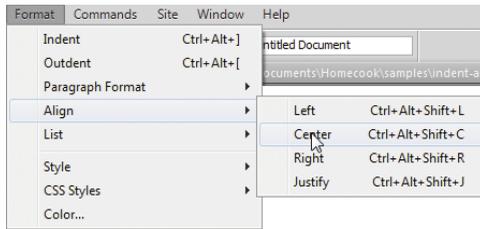
or

Choose Format > Outdent or press Ctrl-Alt-[ (Cmd-Opt-[).

The text changes.



**B** The block quote nicely sets off the sonnet from the commentary text.



**C** Choose a text alignment from the Format menu.

**TABLE 4.2** Alignment Shortcut Keys

Shortcut Key (Windows)	Shortcut Key (Mac)	What It Does
Ctrl-Alt-Shift-L	Cmd-Opt-Shift-L	Left alignment
Ctrl-Alt-Shift-C	Cmd-Opt-Shift-C	Center alignment
Ctrl-Alt-Shift-R	Cmd-Opt-Shift-R	Right alignment
Ctrl-Alt-Shift-J	Cmd-Opt-Shift-J	Full justification

## To align text:

1. Click inside the paragraph you want to align.
2. Choose Format > Align, and then choose Left, Center, Right, or Justify from the submenu **C**.

or

Use one of the keyboard shortcuts listed in Table 4.2.

**TIP** Longtime Dreamweaver users may be thrown a bit by the removal of the alignment buttons from the HTML mode of the Property inspector. Those buttons have been moved to the CSS mode of the Property inspector, and Dreamweaver will enforce creating and naming a new style rule if you use the alignment buttons. The program will also alert you if you enter a name for the style rule that is the same as the HTML alignment attributes (left, center, right, or justify). Use different names to prevent confusion.

# Working with Lists

Lists are an easy way to organize content on your Web page. Dreamweaver supports three types of lists:

- **Numbered lists or Ordered lists**, for lists with items that need to be in a particular order **A**. List items are numbered and indented from the left margin. If you add or remove items from the numbered list, it automatically renumbers.
- **Bulleted lists or Unordered lists**, for lists of items in no particular order **B**.
- **Definition lists**, where each item has an indented subitem **C**.

## Tift Merritt Discography

1. Bramble Rose (2002)
2. Tambourine (2004)
3. Another Country (2008)
4. See You on the Moon (2010)

## Tift Merritt Discography

1. Bramble Rose (2002)
2. Tambourine (2004)
3. Home Is Loud (*live recording*) (2005)
4. Another Country (2008)
5. Buckingham Solo (*live recording*) (2009)
6. See You on the Moon (2010)

**A** Numbered lists automatically renumber if you insert a new item between two existing items.

## Global Survival Kit

- Metal box
- Survival knife
- Compass
- Fire starter
- Water bag
- Water purification tablets
- Rescue whistle
- Fishing and foraging kit

**B** Bulleted lists are single-spaced and indented.

## Excerpts from *The Devil's Dictionary*, by Ambrose Bierce

Originally published 1911 (copyright expired)

### **CHILDHOOD**, *n.*

The period of human life intermediate between the idiocy of infancy and the folly of youth -- two removes from the sin of manhood and three from the remorse of age.

### **DAWN**, *n.*

The time when men of reason go to bed. Certain old men prefer to rise at about that time, taking a cold bath and a long walk with an empty stomach, and otherwise mortifying the flesh. They then point with pride to these practices as the cause of their sturdy health and ripe years; the truth being that they are hearty and old, not because of their habits, but in spite of them. The reason we find only robust persons doing this thing is that it has killed all the others who have tried it.

### **DELIBERATION**, *n.*

The act of examining one's bread to determine which side it is buttered on.

### **NONSENSE**, *n.*

The objections that are urged against this excellent dictionary.

### **SCRIBBLER**, *n.*

A professional writer whose views are antagonistic to one's own.

### **TWICE**, *adv.*

Once too often.

**C** Definition lists have the definitions indented under the definition terms. The definition terms don't have to be all uppercase—they just happen to be in this figure.

## To create a list:

1. Type the items for your list into the window. After typing each item, press Enter (Return).
2. Select the items in the list.
3. Choose Format > List, and then choose Unordered List, Ordered List, or Definition List from the submenu.

*or*

Click either the Unordered List or Ordered List button in the HTML mode of the Property inspector.

*or*

Click one of three buttons in the Text category of the Insert panel: *ul* for Unordered List, *ol* for Ordered List, or *dl* for Definition List.

The text changes to the kind of list you chose.

**TIP** At the end of your list, you can turn off the list function either by pressing Enter (Return) twice or by clicking the appropriate list button in the Property inspector again.

**TIP** There are three other buttons in the Text category of the Insert panel that you can use to apply list tags to text. The *li* button marks text as a list item; the text must be within a bulleted or numbered list. The other two buttons are used for definition lists. The *dt* button marks text as a definition term, and the *dd* button marks text as a definition description.

**TIP** Because the Text category of the Insert panel was originally designed to help you work in Code view, some of the list buttons will cause the Dreamweaver window to change to Split view, so you can see the Code and Design panes at the same time. If you want to avoid code altogether, use the Property inspector or the menu bar to format your lists.

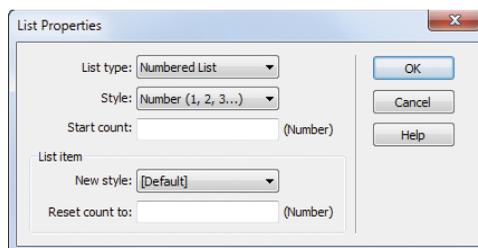
## Setting List Properties

You can change numbered list and bulleted list properties in Dreamweaver. Choose between five types of numbering, as shown in **Table 4.3**. For bulleted lists, you can choose either a round bullet (the default) or a square bullet. There are no properties to set for a definition list.

### To set list properties:

1. Click in the list you want to change to place the insertion point.
2. Choose Format > List > Properties.  
The List Properties dialog appears **D**.
3. Do one or more of the following:
  - ▶ In the List type pop-up menu, select Bulleted List, Numbered List, or Directory List (“definition list” is called “Directory List” in this dialog for some reason).
  - ▶ In the Style pop-up menu, select one of the Bulleted List or Numbered List styles.
  - ▶ Use the Start count text box to set the value for the first item in the numbered list.
4. Click OK.

**TIP** You may notice that there is a fourth choice in the List type pop-up menu: **Menu List**. That choice creates an unusual type of list that is based on the <menu> tag. That tag was deprecated (that is, it was recommended that it not be used) when HTML 4.01 was standardized in 1999. We suggest that you avoid the use of the Menu List option. It’s one of those little things that should have long since been removed from Dreamweaver, in our view.



**D** In the List Properties dialog, you can change the way lists are numbered and bulleted.

**TABLE 4.3** Numbered List Style Options

List Name	Example
Number	1, 2, 3, 4
Roman Small	i, ii, iii, iv
Roman Large	I, II, III, IV
Alphabet Small	a, b, c, d
Alphabet Large	A, B, C, D

## Nesting Lists

You can indent lists within lists to create *nested lists*. Because nested lists do not have to be of the same type, you can create, for example, a numbered list with an indented bulleted list, and you can have multiple levels of nested lists within one overall list **E**.

### Solar System Outer Planets and their four largest moons

- **Jupiter**
  1. Ganymede
  2. Callisto
  3. Io
  4. Europa
- **Saturn**
  1. Titan
  2. Rhea
  3. Iapetus
  4. Dione
- **Uranus**
  1. Titania
  2. Oberon
  3. Umbriel
  4. Ariel
- **Neptune**
  1. Triton
  2. Proteus
  3. Nereid
  4. Larissa

**E** You can nest numbered lists inside bulleted lists.

## To create a nested list:

1. Click the end of a line within an existing list to place the insertion point.
2. Press Enter (Return).

Dreamweaver creates another line of the list.
3. Press Tab.

Dreamweaver creates a new indented sublist of the same type as the parent list. For example, if the parent list is a numbered list, the new sublist will also be a numbered list.
4. (Optional) If you want the sublist to be a different type of list than the parent list, click the Numbered List or Bulleted List button in the HTML mode of the Property inspector.
5. Type the list item.
6. Press Enter (Return).

Dreamweaver creates a new sublist item.
7. To return to the original list, use the up or down arrow keys to move the insertion point into one of the items in the original list, or click to place the insertion point where you want it.

**TIP** You can also click the **Outdent** button in the HTML mode of the Property inspector to merge the sublist back into the main list.

**TIP** Use the List Properties dialog to format sublists as well as lists.

**TIP** If you try to create a sublist within a list that is in a table by pressing Tab, Dreamweaver jumps to the next cell rather than indenting and creating a nested list. One work-around is to create the nested list outside of the table, cut it, and then paste it in the table cell where you want it to go.



## To insert a special character:

1. Click in the page to place the insertion point where you want the special character to appear.
2. In the Text category of the Insert panel, choose the character you want from the Characters pop-up menu **A**.

or

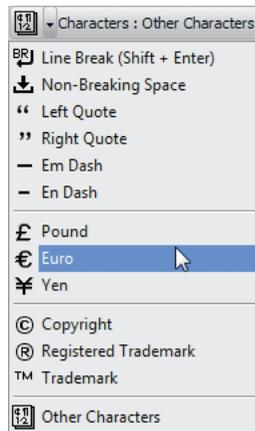
Choose Insert > HTML > Special Characters, and then choose the special character you want from the submenu.

or

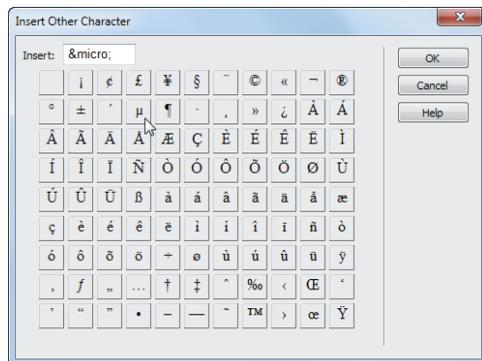
If the character you want doesn't appear in the menu, choose Other Characters from the pop-up menu in the Insert panel or choose Other from the Insert > HTML > Special Characters submenu. The Insert Other Character dialog appears **B**.

3. Click the character you want to use, and then click OK to close the dialog.

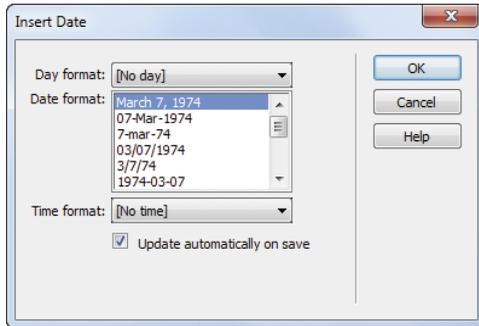
Dreamweaver inserts the special character on your page.



**A** Insert unusual characters from the Characters pop-up menu in the Text category of the Insert panel.



**B** The Insert Other Character dialog provides the rest of the special characters Dreamweaver can insert.



**A** Dreamweaver lets you insert dates into your pages in a variety of formats.

## Adding Automatic Dates

Dreamweaver can insert the current date and time in a variety of formats into your Web page. You can choose whether or not to add the day of the week.

### To insert the current date:

1. Click in your page to place the insertion point where you want the date to appear.

2. Choose Insert > Date.

The Insert Date dialog appears **A**.

3. Do one or more of the following:

- ▶ If you want the name of the day to appear, use the Day format pop-up menu to set the appearance of the day of the week.
- ▶ Make a selection from the Date format list.
- ▶ If you want the time to appear, choose the 12-hour or 24-hour format from the Time format list.
- ▶ Select “Update automatically on save,” if you want that to happen. This is very useful if you want visitors to your site to know when the page was last updated.

4. Click OK.

Dreamweaver inserts the date (and any additional items you chose) into your page.

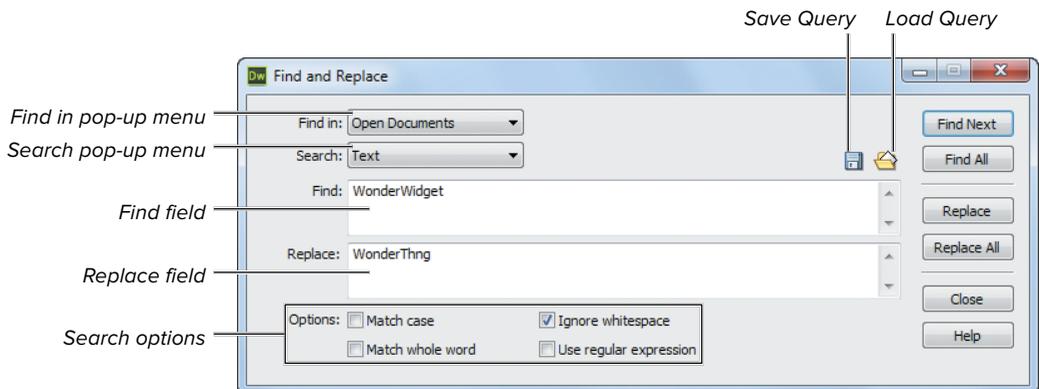
# Finding and Replacing

Dreamweaver's Find and Replace feature can save you a lot of time, because you can automatically find and change text on a single page, in pages within a folder, on pages you select, or throughout your site. You can choose to change text in Design view, or you can search and change just in Code view.

Imagine that you have a company's site with dozens of pages devoted to singing the praises of its premier product, the amazing WonderWidget. Then one day you get a call from your client letting you know that because of a trademark dispute, the company has to rename the product WonderThing. Rather than opening each page and making one or more changes on each of them, just put Dreamweaver's Find and Replace feature to work, and you'll be done in just a few minutes.

## The Find and Replace window

The Find and Replace window, which you open by choosing Edit > Find and Replace or by pressing Ctrl-F (Cmd-F), will be the tool you use for changing text **A**. Let's look at some of this window's parts.



**A** The Find and Replace dialog provides a lot of power for making quick changes on a single page or throughout your site.

- The **Find in** pop-up menu allows you to tell Dreamweaver the scope of the search. You can choose to find text in the Current Document (the default); Selected Text; Open Documents; in a Folder you select; in Selected Files in Site; or in the Entire Current Local Site.
- The **Search** pop-up menu lets you choose what kind of search you want to do. You can choose Text; Text (Advanced), which gives you additional search options; Source Code, which allows you to search in the HTML; or Specific Tag, which searches the contents of HTML tags that you select. The latter two options are covered later in this chapter.
- The **Find** field is where you enter the text you want to find.
- The **Replace** field is where you enter the text you want to use to replace the found word.
- The **Save Query** button allows you to save searches for later use. This is great for instances where you create complex queries, so you don't have to do all the work to set up the search again.
- The **Load Query** button allows you to retrieve a saved search.
- The **Search options** let you constrain your searches. "Match case" returns results with the same uppercase and lowercase letters as the text you entered in the Find field. "Match whole word" finds the text only if it matches one or more complete words. "Ignore whitespace" tells Dreamweaver not to pay attention to additional spaces and non-breaking spaces. It's on by default, and it's usually best to leave it on. Finally, "Use regular expression" (covered later in this chapter) lets you use wildcard characters to construct extremely complex searches.

# Finding Text with a Simple Search

Simple searches in Dreamweaver work pretty much the same way that they do in a word processor. Just enter the text you want to find and the text that you want to replace it with, and away you go. Of course, you don't have to replace text; if you want you can just use the Find and Replace dialog to find text in one or more files.

## To find text:

1. Choose Edit > Find and Replace, or press Ctrl-F (Cmd-F).

The Find and Replace dialog appears (see figure A in “The Find and Replace window”).

2. From the Find in pop-up menu, choose one of the options for the scope of your search.
3. From the Search pop-up menu, choose Text.
4. In the Find field, type the word or phrase that you're looking for.

5. Click the Find Next button.

Dreamweaver finds and highlights the found text. If the scope of the search included more than one page, Dreamweaver opens the first file the text was found within and highlights the text. If the text isn't found, you'll get a message to that effect at the bottom of the Find and Replace dialog.

or

Click the Find All button.

Dreamweaver does the search, closes the Find and Replace dialog, and opens the Search tab of the Results panel **A**.

6. If you clicked Find All in step 5, double-click one of the search results in the Results panel to open it and highlight the found text.

**TIP** You can click the green triangle button in the Results panel to reopen the Find and Replace dialog with the same search terms.

**TIP** If you have a search that's running for a very long time, you can cancel it by clicking the octagonal red Cancel button in the Results panel (this button is dimmed in figure **A**).

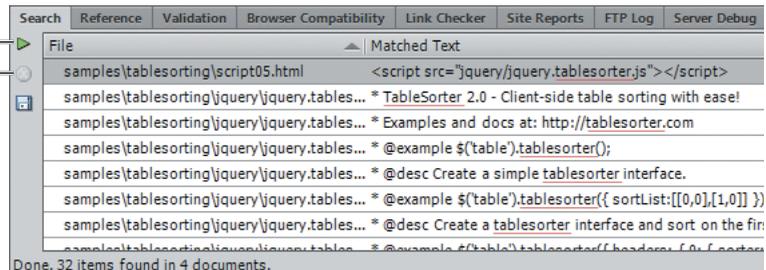
**TIP** You can clear the search results in the Results panel by right-clicking in the panel and choosing Clear Results.

**TIP** If you select some text before you bring up the Find and Replace dialog, the text automatically appears in the Find field, as long as you selected fewer than 255 characters.

**TIP** You can do a quick find on the current page by selecting some text and then choosing Edit > Find Selection or pressing Shift-F3 (Cmd-Shift-G). Dreamweaver highlights the next occurrence of the text you selected.

Reopen Find and Replace with same search items

Cancel currently running search



**A** The Search tab of the Results panel shows you the filename and matched text when you click the Find All button.

## To find the next result:

Choose Edit > Find Next, or press F3 (Cmd-G).

Dreamweaver finds and highlights the next result of the search without reopening the Find and Replace dialog.

## To find and replace text:

1. Choose Edit > Find and Replace, or press Ctrl-F (Cmd-F).  
The Find and Replace dialog appears.
2. From the Find in pop-up menu, choose one of the options for the scope of your search.
3. From the Search pop-up menu, choose Text.
4. In the Find field, type the word or phrase that you're looking for.
5. In the Replace field, type the replacement word or phrase.
6. Click the Find Next button.

When Dreamweaver finds the text, it is highlighted.

7. Click the Replace button.

Dreamweaver replaces the found text with the contents of the Replace field.

*or*

Click Replace All.

Dreamweaver warns you that you cannot undo changes made in unopened files. Of course, you can undo changes in any open documents by choosing Edit > Undo. If you still want to make the changes, click Yes.

Dreamweaver searches through the entire scope of the search, replacing all occurrences of the found text. When it is done, you'll see a message telling you how many changes it made.

**TIP** Use a Replace operation to expand abbreviations and save time while you're creating pages. For example, let's say that you're creating a Web site about JavaScript. Rather than typing JavaScript again and again while writing the site, just type "JS"; then before you upload the site, do a Find and Replace, changing every occurrence of "JS" to "JavaScript." You can do the same thing with company names, people's names, or almost any text that you repeat a lot.

**TIP** Dreamweaver does not update the Search tab of the Results panel when you perform Replace operations.

**TIP** If you get a bunch of search results but only want to make replacements in some of those results, you can do that—and save a bunch of time in the process. Rather than opening each page separately and applying the replacement, do it all in one swoop by using the Results panel and the Find and Replace dialog together. First, click the green triangle in the Results panel, which reopens the Find and Replace dialog. In the Results panel, Ctrl-click (Cmd-click) the results where you want to make replacements. Those lines will highlight. Then switch back to the Find and Replace dialog, and click Replace (not Replace All). The files that are modified are marked by a green dot next to their names in the Results panel.

# Performing Advanced Text Searches

An advanced text search allows you to do a more precise search by looking for text within (or outside of) particular HTML tags. You can further fine-tune the search by specifying particular attributes of the HTML tags.

Perhaps the most common example of why you would want to use such a search lies in the title of your Web pages. Whenever you create a new page in Dreamweaver, the page automatically gets the title “Untitled Document.” If you forget to enter titles, you could end up with a bunch of pages on your site with the same “Untitled Document” name (it’s easy to do; while writing this section, I found and fixed a page on my personal site that had been titled “Untitled Document” for four years!). A basic search and replace won’t help, because “Untitled Document” is within the `<title>` tag of the pages, and a basic search only searches the body of a document. An advanced text search, which combines text and HTML searches, is the solution.

## To perform an advanced text search:

1. Choose Edit > Find and Replace, or press Ctrl-F (Cmd-F).  
The Find and Replace dialog appears.
2. From the Find in pop-up menu, choose one of the options for the scope of your search.

*continues on next page*

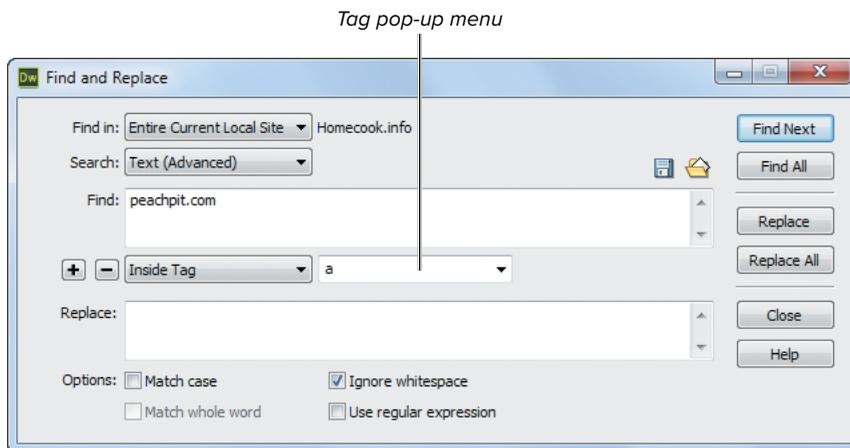
- From the Search pop-up menu, choose Text (Advanced).

The dialog changes and adds the option to search tags **A**.

- In the Find field, type the word or phrase that you're looking for.
  - Choose either Inside Tag or Not Inside Tag from the pop-up menu next to the + and – buttons.
- Inside Tag refers to text that is enclosed within a container tag, such as `<p>...</p>`.
- Choose an HTML tag from the Tag pop-up menu.
  - (Optional) If you want to narrow the search further by limiting the search to a particular attribute of the tag you chose in step 6, click the + button. If you do not, skip to step 12.

The attribute line is added to the dialog **B**.

An example of an attribute would be the `class` attribute of the `<table>` tag.



- A** The Text (Advanced) option allows you to search for text within HTML tags.

8. (Optional) From the first pop-up menu in the attribute line, choose With Attribute or Without Attribute.

9. (Optional) Choose the attribute you want from the next pop-up menu.

Dreamweaver only shows the attributes for the tag you chose in step 6.

10. (Optional) Set a comparison in the next pop-up menu, choosing from = (equal), < (less than), > (greater than), or != (not equal). These only work if the attribute's value is a numeric amount, such as the **size** attribute of the **<input>** tag—for example, **<input size="4">**.

11. (Optional) In the next field (which is also a pop-up menu), type the value of the attribute. This can be a number or text.

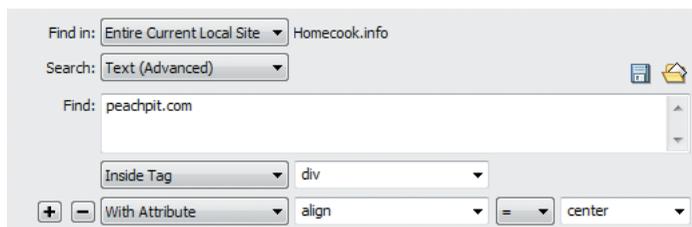
*or*

Choose [any value] from the pop-up menu. This is useful when you want all tags with a particular attribute, but you don't care what the value of the attribute is.

12. If you want to replace the found text, type the replacement word or phrase in the Replace field.

13. Depending on what you want to do, click Find Next, Find All, Replace, or Replace All.

**TIP** For more information about the different HTML tags and their attributes, choose **Window > Results > Reference**, click the **Results** panel, click the **Reference** tab, and from the **Book** pop-up menu choose **O'Reilly HTML Reference**.



**B** You can narrow your search further by adding one or more attributes to the tag search.

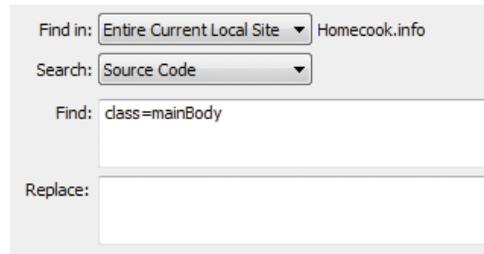
# Finding and Replacing in Source Code

Dreamweaver's ability to find and replace within the HTML source code is extremely powerful. You can look for text within particular tags, and you can even look within particular tags for specific attributes. You can also find text relative to other tags. For example, you can change specified text within a `<table>` tag and leave everything else alone. If you like, you can even use Find and Replace to replace, delete, or change tags and attributes.

Searching and replacing inside source code is much like regular text searches except you'll be working in Code view. When you perform the search, Dreamweaver automatically changes to Code view, so you don't have to do it manually before you start the search.

## To find and replace in source code:

1. Choose Edit > Find and Replace, or press Ctrl-F (Cmd-F).  
The Find and Replace dialog appears.
2. From the Find in pop-up menu, choose one of the options for the scope of your search.
3. From the Search pop-up menu, choose Source Code **A**.
4. In the Find field, type the word or phrase that you're looking for.
5. In the Replace field, type the replacement word or phrase.
6. Depending on what you want to do, click Find Next, Find All, Replace, or Replace All.



Find in: Entire Current Local Site Homecook.info  
Search: Source Code  
Find: class=mainBody  
Replace:

**A** Choose Source Code to search the HTML in Code view.

**TIP** If you choose Current Document from the Find in pop-up menu, searches will not search related files, such as attached CSS or JavaScript files. To include those in your search scope, choose Open Documents in the Find in pop-up menu.

# Finding and Replacing with a Specific Tag

A specific tag search lets you find and modify HTML tags. This has many uses; for example, you may still need to convert old sites that used `<font>` tags to CSS. You can use a specific tag search to strip out all those old tags, replacing them with CSS classes. Or you can change the now-passé `<b>` and `<i>` tags to their more modern equivalents, `<strong>` and `<em>`.

The key to the specific tag search is the Action menu, which specifies what replacement action Dreamweaver will carry out on the tags found in the search. See [Table 4.4](#) for a list of the actions available.

---

**TABLE 4.4** Action Menu Options

Action	Description
Replace Tag & Contents	Replaces the tag and everything within the tag with the contents of the field that appears to the right of the Action pop-up menu when this action is selected. This can be either plain text or HTML.
Replace Contents Only	Replaces the contents of the tag with the contents of the With field.
Remove Tag & Comments	Deletes the tag and all of its contents.
Strip Tag	Removes the tag, but leaves any content within the tag.
Change Tag	Substitutes one tag for another.
Set Attribute	Changes an existing attribute to a new value, or adds a new attribute.
Remove Attribute	Removes an attribute from a tag.
Add Before Start Tag	Inserts text or HTML before the opening tag.
Add After End Tag	Inserts text or HTML after the closing tag.
Add After Start Tag	Inserts text or HTML after the opening tag.
Add Before End Tag	Inserts text or HTML before the closing tag.

---

## To find and replace within a specific tag:

1. Choose Edit > Find and Replace, or press Ctrl-F (Cmd-F).

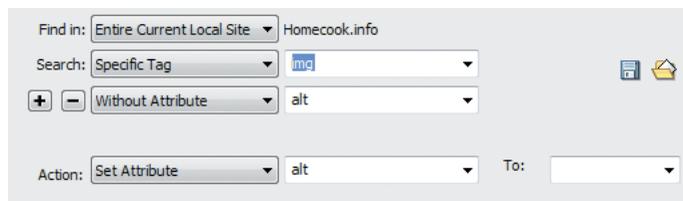
The Find and Replace dialog appears.

2. From the Find in pop-up menu, choose one of the options for the scope of your search.
3. From the Search pop-up menu, choose Specific Tag.

The Find and Replace dialog changes to show the tag functions **A**.

4. Choose the tag that you want from the tag pop-up menu that appears next to the Search pop-up menu.

You can either scroll the pop-up menu to find a tag, or you can type the first letter of the tag in the box. Dreamweaver automatically scrolls the list. Depending on the tag you choose, Dreamweaver will change the available actions in the Action pop-up menu, so don't be surprised if the contents of that menu look a bit different from those listed in Table 4.4.



**A** When you are searching within a specific tag, you can add attributes for that tag, and you can also specify actions that you want to perform on the found tag.

- 5.** (Optional) If you want to narrow the search to a particular attribute of the tag that you selected, click the + button and then choose values for that attribute, as discussed previously in this chapter.

If you want to narrow the search further, you can do so by clicking the + button and adding attributes.

- 6.** Choose from the Action pop-up menu and, depending on the action you chose, set any required values.
- 7.** Depending on what you want to do, click Find Next, Find All, Replace, or Replace All.

# Using Regular Expressions for Searching

A *regular expression* is a pattern, written using special symbols, that describes one or more text strings. You use regular expressions to match patterns of text, so that Dreamweaver can easily recognize and manipulate that text. Like an arithmetic expression, you create a regular expression by using *operators*—in this case, operators that work on text rather than numbers.

The operators in a regular expression (see **Table 4.5** on the next page) are like the wildcard symbols that you may have seen in find and replace features in other programs, such as word processors, except that regular expressions are much more powerful. They can also be complex and difficult to learn and understand, so if Dreamweaver's other find and replace methods are sufficient for you, you may not need to bother with regular expressions.

Learning regular expressions is beyond the scope of this book, but we'll show you how to use one in an example. Let's say that you want to find all of the HTML comments throughout your site. You can use this simple regular expression (we know it looks weird, but don't lose heart; all will be explained):

```
<!--[\w\W]*?-->
```

---

**TABLE 4.5** Regular Expression Special Characters

Character	Matches
\	Escape character; allows you to search for text containing one of the below special characters by preceding it with the backslash
^	Beginning of text or a line
\$	End of text or a line
*	The preceding character zero or more times
+	The preceding character one or more times
?	The preceding character zero or one time
.	Any character except newline
\b	Word boundary (such as a space or carriage return)
\B	Non-word boundary
\d	Any digit 0 through 9 (same as [0-9])
\D	Any non-digit character
\f	Form feed
\n	Line feed
\r	Carriage return
\s	Any single whitespace character (same as [ \f\n\r\t\v])
\S	Any single non-whitespace character
\t	Tab
\w	Any letter, number, or the underscore (same as [a-zA-Z0-9_])
\W	Any character other than a letter, number, or underscore
[abcde]	A character set that matches any one of the enclosed characters
[^abcde]	A complemented or negated character set; one that does not match any of the enclosed characters
[a-e]	A character set that matches any one in the range of enclosed characters
[\b]	The literal backspace character (different from \b)
{n}	Exactly <i>n</i> occurrences of the previous character
{n,}	At least <i>n</i> occurrences of the previous character
{n,m}	Between <i>n</i> and <i>m</i> occurrences of the previous character
()	A grouping, which is also stored for later use
x y	Either x or y

---

Let's break down that expression. You read a regular expression from left to right. This one begins by matching the beginning characters of the HTML comment, `<!--`. The square brackets indicate a range of characters; for example, `[a-z]` would match any character in the range from a to z. In this case, the range includes two regular expression operators: `\w` means "any single letter, number, or the underscore," and `\W` means "any character other than a letter, number, or underscore." Taken together as a range, `[\w\W]` means "any character."

The `*` means "the preceding character (in this case, everything found by the contents of the square brackets) zero or more times," and the `?` means "the preceding character zero or one time." Taken together, they match a comment of any length. The regular expression ends by matching the closing characters of an HTML comment, `-->`.

### **To search with a regular expression:**

1. Choose Edit > Find and Replace, or press Ctrl-F (Cmd-F).  
The Find and Replace dialog appears.
2. From the Find in pop-up menu, choose one of the options for the scope of your search.

3. From the Search pop-up menu, choose any of the options.

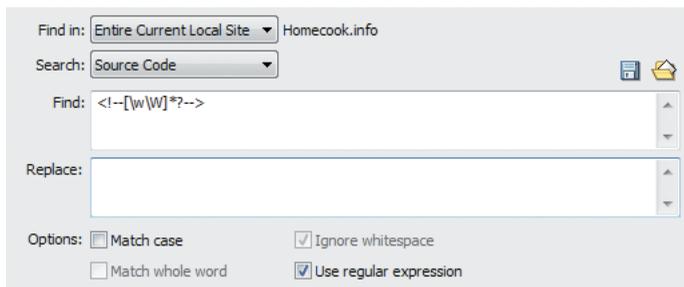
In this case, since we're looking for HTML comments, you should choose Source Code.

4. Enter the regular expression in the Find field **A**.
5. Select the check box next to "Use regular expression."

When you choose "Use regular expression," it disables the "Ignore whitespace" search option, because they are mutually exclusive.

6. (Optional) Enter text or a regular expression in the Replace field.
7. Depending on what you want to do, click Find Next, Find All, Replace, or Replace All.

**TIP** There's a lot to say about regular expressions, certainly enough to fill an entire book or 12. If you're interested in learning more, check out *Mastering Regular Expressions* by Jeffrey Friedl (O'Reilly Media, 2006). For a lighter read, try *Teach Yourself Regular Expressions in 10 Minutes* by Ben Forta (Sams, 2004). There are also many Web sites that provide regular expression tutorials, which you can find with a Google search.



Find in: Entire Current Local Site Homecook.info

Search: Source Code

Find: <!--[wW]\*?-->

Replace:

Options:  Match case  Ignore whitespace  
 Match whole word  Use regular expression

**A** You can add regular expressions to both the Find and Replace fields.

# Checking Spelling

No word processor comes without a spelling checker these days, and Dreamweaver is no different (even though it's not a word processor). You can check the spelling on the currently open page and add words to Dreamweaver's spelling checker in a personal dictionary.

## To spell-check your page:

1. Choose **Commands > Check Spelling**, or press **Shift-F7** (same on Windows and Mac).

If Dreamweaver finds a word it believes is spelled incorrectly, the Check Spelling dialog opens **A**. Otherwise, you'll get a dialog that says "Spelling check completed."

2. Click the **Add to Personal** button if the word Dreamweaver found is correct and you want to add it to your personal dictionary so that Dreamweaver doesn't flag it as an error again.

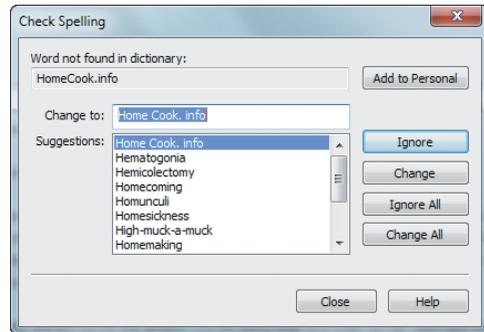
*or*

Click **Ignore** to tell the spelling checker to ignore this instance of the word, or click **Ignore All** to ignore the word throughout the document.

*or*

Select a replacement from the **Suggestions** list, or type the replacement in the **Change to** text box. Then click the **Change** button, or click **Change All** to replace the word throughout the document.

3. When the spelling check is finished, click **Close**.



**A** Click **Add to Personal** in the Check Spelling dialog to add an unknown word to the user's personal Dreamweaver dictionary.

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