Tutorial 2:

Formatting Text
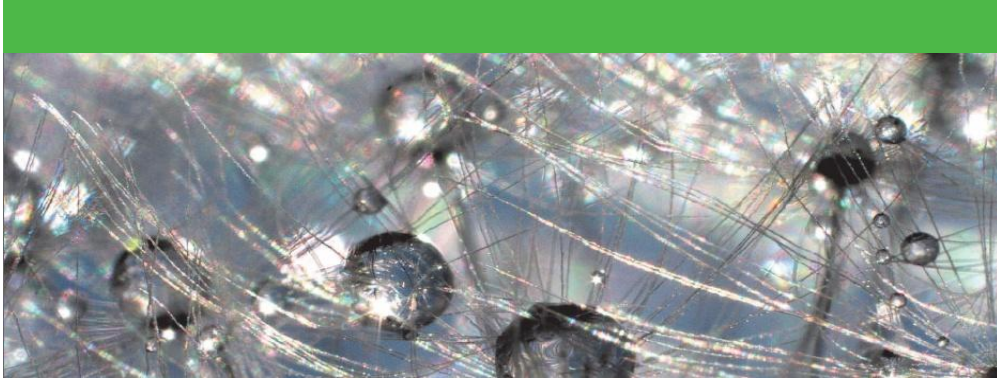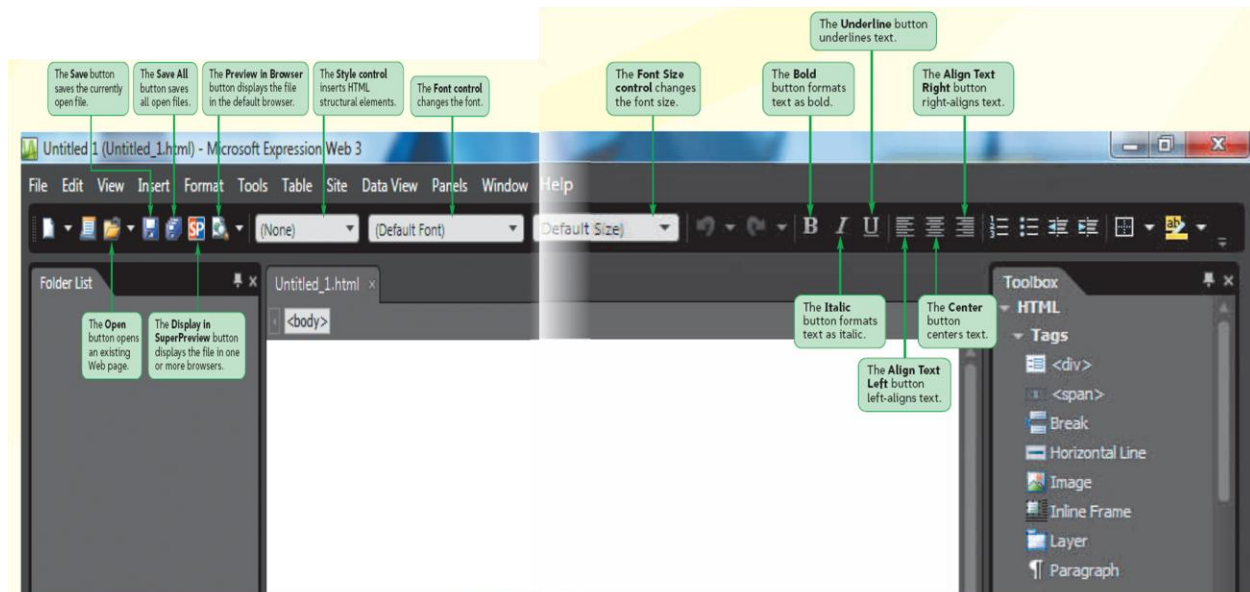
Summarized by Antonay'a Judkins

Table of Contents

Visual Overview
File Management and Font Buttons

Opening an Existing Web Site

In Expression Web, a Web site is a collection of Web pages, files, objects, and folders that will be published for presentation on the Web. With Expression Web, you can do the following:

- Use the Folder List panel to organize all of your files
- Update links to other files automatically.
- Automatically apply CSS code to as few or as many documents in your Web site as you want
- Find and replace text in multiple documents within your Web site.
- Perform a spelling check on multiple documents within your Web site
- Create template documents that standardize the appearance of pages in your website
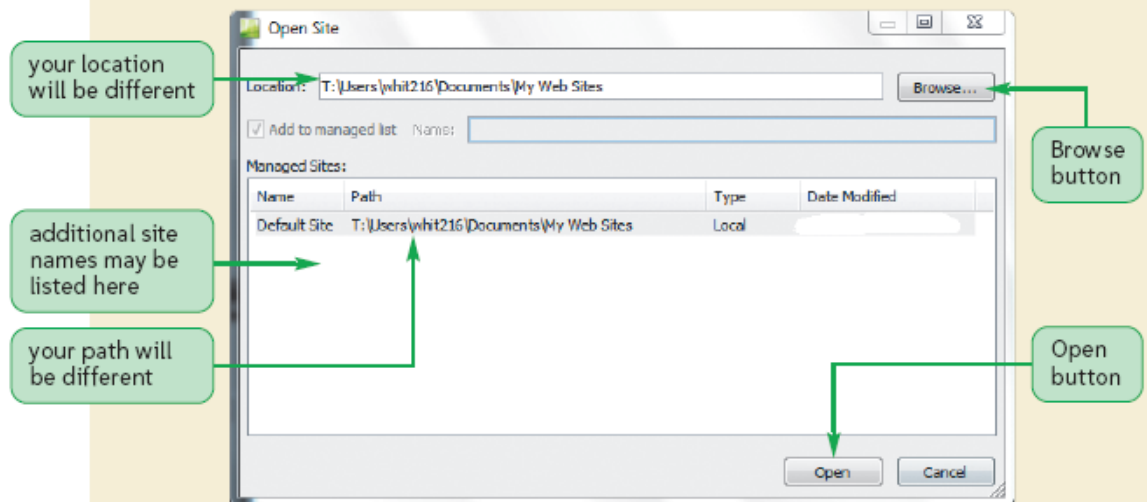
Figure 2-1   The Open Site dialog box

your location will be different

additional site names may be listed here

your path will be different

Browse button

Open button

Figure 2-2   The Web site opens

Folder List panel shows site folders
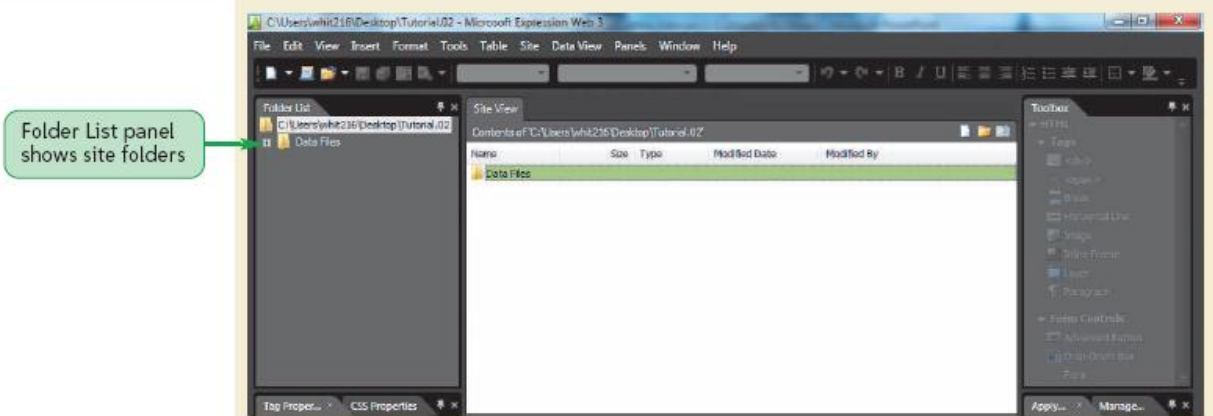
To ensure that the relationship among files and folders is always maintained (especially for linked documents), it is important that you perform all of your Web site file management within Expression Web using the Folder List panel, rather than using the store your websites. Once you create a website, you should revise all of the files for that Web site within Expression Web so that you can take advantage of the time-saving features that Expression Web offers. Every web page should have a title that will display in the title bar at the top of the browser window.

Figure 2-5 **Entering Title, Page Description, and Keywords**

title for the Web
page in the browser

page
description

keywords include
two intentional
misspellings
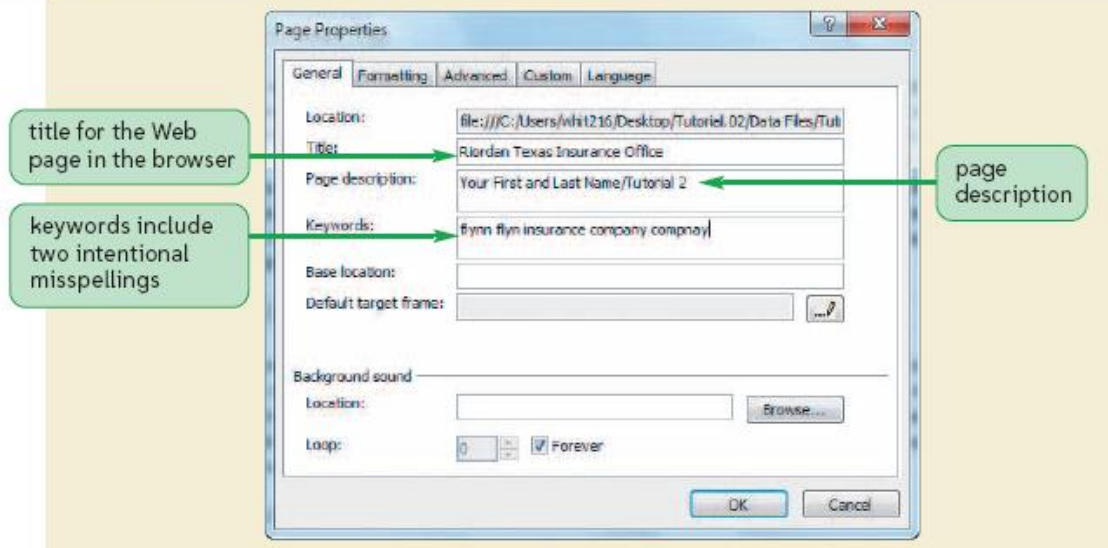
Changing the background color of the page

You can use the page properties to change both the text color and the background color. To change a color, you click a **swatch**, a block of color that represents a sample of that color choice.

Figure 2-6 **The Page Properties dialog box**

the Background
list arrow
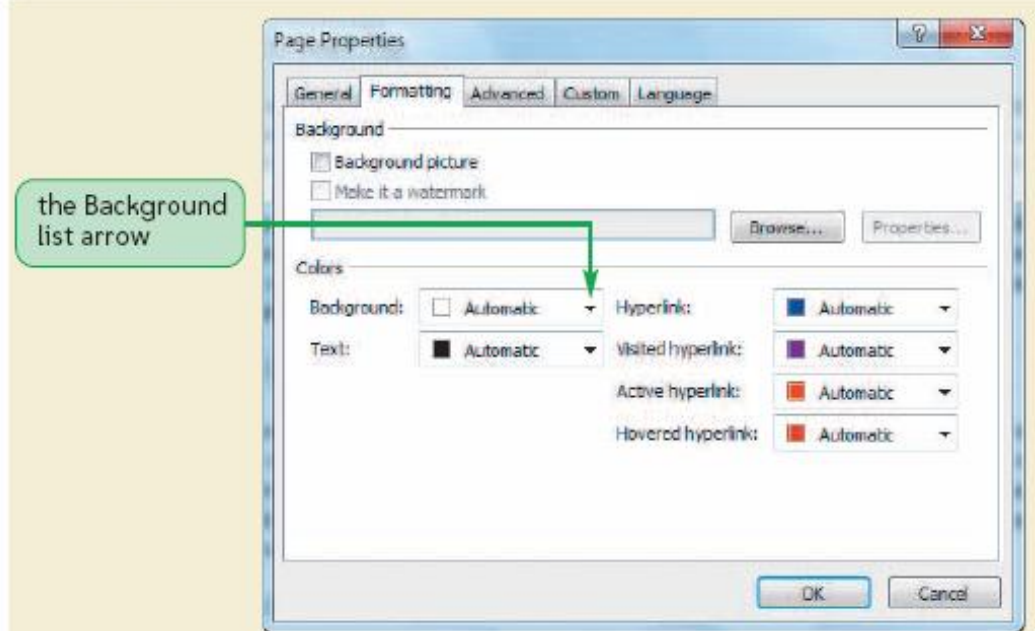
Working with the Common Toolbar

As the name implies, the Common Toolbar has the buttons to accomplish the most commonly used tasks in Expression Web.

Changing the font size

Unlike a word-processing program where you have many settings to change the text size, HTML has only six font sizes. The HTML headings can accomplish the following:

- Change the size of text to one of six sizes.
- Make the text bold
- Insert a blank line before and after the heading text

Expression Web also allows you to change the font size by choosing from seven CSS keywords in the Font Size box on the Common toolbar. An HTML **keyword** is a word that has special meaning in the Web page code. Figure 2-9 shows the relationships between the six heading sizes and the seven text size keywords, which are used strictly to change the size of text. In typography, a **point** is 1/72 of an inch in height.

Figure 2-9	Headings, keywords, and font sizes

Heading	Keyword	Font Size (in points)
-	xx-large	36pt
h1	x-large	24
h2	large	18
h3	medium	14
h4	small	12
h5	x-small	10
h6	xx-small	8

there is no corresponding value for this choice

a point is 1/72 of an inch in height

Working with fonts

A **font** is a particular design given to the appearance of text. A **serif font** is a font ebellished with stroke ending s that resemble hooks or tails. A **sans-serif font** does not have stroke embellishments. Courier is an example of a **monospace font**, which is a font where each character occupies the same amount of space, similar to pront from an old-fashioned typewriter. A **cursive font** is a font in which the characters resemble handwriting or script. A **fantasy font** is a font designed to appear whemsical and artistic.

How to change the font

1. Select the text
2. Click the font list arrow on the Common Toolbar
3. Click any of the font families

A **font face** is a particular type of font, such as Arial. A **font family** is a group of variations on the same font face, such as Ariel, Ariel Narrow, and Ariel Black. The **generic fonts** are five major categories of HTML fonts. Figure 2-11 illustrates the differences among these five categories.

Figure 2-17 The 17 Web-safe colors

Name	Hexadecimal Value	Name	Hexadecimal Value
aqua	#00FFFF	olive	#808000
black	#000000	orange	#FFA500
blue	#0000FF	purple	#800080
fuchsia	#FF00FF	red	#FF0000
gray	#808080	silver	#C0C0C0
green	#008000	teal	#008080
lime	#00FF00	white	#FFFFFF
maroon	#800000	yellow	#FFFF00
navy	#000080		

Whenever you change the font for a Web page, it's always a good idea to list the font family and the appropriate generic font name at the end of the list of fonts. **Styles** are a means of consistently applying formatting characteristics to Web page content.

Creating a border

One way to call attention to text is to place a border around it. You can create more complex borders, by changing the border style, the border color, and the border width.

How to change the border

1. Select the text or the container tab
2. Click Format on the menu bar
3. Click Borders and Shading
4. For the Setting, click either Default, Box, or Custom
5. In the Style box, click the border style
6. Click the Color list arrow and then click a color
7. For the width, repeatedly click the top spin button until you find the value you want.
8. Optionally, set the padding choices for the Left and Right and for Top and Bottom

Working with color

You can modify both the foreground color and the background color using buttons on the Common toolbar. Expression Web refers the foreground color as the **font color**, and refers to the background color as the **highlight color**. Colors used in HTML code are usually described by either their name or by a hexadecimal value. The **web-safe** colors are those colors that are so common that all monitors should be able to display them correctly.

Figure 2-17   The 17 Web-safe colors

Name	Hexadecimal Value	Name	Hexadecimal Value
aqua	#00FFFF	olive	#808000
black	#000000	orange	#FFA500
blue	#0000FF	purple	#800080
fuchsia	#FF00FF	red	#FF0000
gray	#808080	silver	#C0C0C0
green	#008000	teal	#008080
lime	#00FF00	white	#FFFFFF
maroon	#800000	yellow	#FFFF00
navy	#000080		

The primary advantage to using hexadecimal values to refer to colors is that there are millions of hexadecimal color values. The **hexadecimal system** I a numbering system based on the number 16. The hexadecimal values for color are based upon the intensity of red, green, and blue. A **flag character** is a character that has special significance in HTML or CSS code. The flag character is followed by three **RGB triplets**, which are three two-character groups of hexadecimal numbers representing the intensity red, green, and blue. Most web developers simply refer to hexadecimal numbers as **hex code**. **Short hex** is a shorthand notation for representing repeating values in hex code.

Emphasizing Text

Text emphasis is applied to text in the same manner as it is in many Microsoft programs.

How to emphasize text

1. Select the text
2. Click the Bold button in the Common toolbar to make the text appear bold
3. Click the Italic button on the Common toolbar to make text appear in italic.

Visual Overview
Formatting Buttons

The **New Document** button creates a new HTML document.

The **Bullets** button creates an unordered list.

The **Decrease Indent Position** button decreases the indent.

The **Increase Indent Position** button increases the indent.

Untitled 1 (Untitled_1.html) - Microsoft Expression Web 3

File   Edit   View   Insert   Format   Tools   Table   Site   Data View   Panels   Window   Help

(None)   (Default Font)   (Default Size)   B   I   U

Folder List

The **New Site** button creates a new Web site.

Untitled_1.html

<body>

The **Numbering** button creates an ordered list.

Toolbox

- HTML
  - Tags
    - <div>
    - <span>
    - Break