

Creating Web Pages with DreamWeaver

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Before Starting DreamWeaver: Create a new folder on the Desktop where you will save the pages, images, etc. Later you will transfer it to a disk.

Starting DreamWeaver

Click *File, New*. In the New Document Dialog pages, select *BASIC PAGE* category and then select *HTML*. Click the *CREATE* button.

To create a web page, use one of the methods described below. Once you've started a page, you can add and edit text just as you would in a word processor. When you first start decide where you want to save all of your files -- either in one folder on the desktop or on a disk. Later they could be uploaded to a server.

To start from an HTML file (a Web page that your created using another software (ex. Word, FrontPage, Composter, etc.) stored on your local drive:

1. Open the DreamWeaver
2. Open the File menu and choose Open File. You see the File dialog box.
3. On your local drive, locate the file that you want to edit.
4. Click Open to display the specified file in the DreamWeaver window.

NOTE: If you want to transfer text that exists as a word processing document or a spreadsheet, you must open the document its program, select it (highlight by dragging the mouse over the the text you want to transfer) and go to your DreamWeaver file and **PASTE** it into the page by selecting *Edit, Paste*. It will retain the formatting, including the fonts, paragraphs, color, etc.

Before starting the web page, you should become familiar with the Property Inspector at the bottom of the page. This panel enables you to set properties for the selected object (ex. text, image, etc.) and it presents the available properties of whatever object is currently selected. (You will use this panel throughout your webpage creation.)

Creating and Formatting Text

Use the **Property Inspector** for the following:

FORMAT: heading format: size 1-6 (the smaller the number, the larger the text)

paragraph -- adds 2 carriage returns

Break -- starts a new line (shift-enter)

Text -- sizes the text





Font - specified a group of font (will almost guarantee one will be on any browser)

Text color - chooses a color for selected text (colors are express in hexadecimal (ex. Red=#FF0000))

1. Click to place the insertion point anywhere within the text that you want to format. Select (highlight) the text you want to format.
2. Using the drop-down list in the **Property Inspector** item, choose the level of heading you want, from 1 (largest) to 6 (smallest). For example, choose "Heading 1" for your main heading, "Heading 2" for the next level, and so forth.
3. Use other parts of the **Property Inspector** to do other kinds of formatting.

Creating Lists and Indenting Text

1. Type 4 items pressing ENTER after each one.
2. Drag cursor of all items to select them.
3. Selected UNORDERED list in the Property Inspector. The items will have a *bullet* in front of them.

1. Click to place the insertion point within the line of text that you want to format
2. Choose the list style from the Property Inspector:  or 
3.
 - o **Bulleted:** Each item has a bullet (dot) next to it (as in this list). 
 - o **Numbered:** Items are numbered. 

Tip: You can quickly apply a list style to a block of text by selecting the text and clicking the *Numbered List* or *Bulleted List* buttons.

To align a paragraph or text in your page, for example, centering or aligning to the left or right:

1. Click to place the insertion point within the paragraph or line of text you want to align.
2. Open the Format menu and choose Align; then choose an alignment option.

Note: You can also use the *Property Inspector* to align text.

Adding a Separator to a Page: The Horizontal Rule

Horizontal lines are typically used to separate different sections of a document visually.

To insert a horizontal line (also called a *rule*):

Click---> **Insert---**> **HTML---**> **Horizontal Line**


Setting Page Properties

Use Page Properties in the Property Inspector. When the Page Properties dialog box opens, you can do the following.

1. **Add a Page title -- click "General" under Category, type a title and click "ok" or "apply"**
2. **Setting the Page Appearance -- Click Appearance under Category to choose the font, text size, text color, background color and/or background image. Click "ok" or "apply". If you want the background of your page to be an image, type the name of the image file or click Browse to locate the image file on your hard drive or disk.**

Inserting a Table

Tables are useful for organizing text, pictures, and data into formatted rows and columns. To insert a table:

1. Click to place the insertion point where you want the table to appear.
2. Click the Table icon  on the insert bar or choose Insert, Table. . The Table dialog box appears.
3. Type the number of rows and columns boxes.
 - o Enter a size for the table width, and select either percentage of the window or pixels.
4. Enter a number for the border thickness (in pixels); enter zero for no border. (The higher the number the the thicker the boarder)
5. Click OK when you are done.

Note: DreamWeaver uses a double dotted line to indicate tables with a zero border; the dotted line disappears when the page is viewed in a browser.

6. Click OK to confirm your settings and view your new table.
7. If you want to edit the settings in the table, click on the table icon to change the cell padding and cell spacing.
 - o Cell Padding -- This is where you set the amount of space between an object contained in a cell and the border of the cell. It's the padding that sits between the contents of the cell and the cell border.
 - o Cell Spacing -- This is where you set the amount of space between two cells. This setting controls the amount of space between cells.
8. If you want to insert rows or colums after you started working with the table, click the mouse where you want to insert a row or column and then click *insert* on the tool bar. Click "*table objects*" and you will get a list of items that you can insert. Click on the appropriate item.

Changing a Table's Properties

This section describes how to modify properties that apply to an entire table as well as the rows, columns, or individual cells within a table. When you click any place on the table the Table Properties box (similar to the Property Inspector) will appear at the bottom of the screen.:

1. Select the table, or click anywhere inside it.
2. When you click on a portion of the table, the **Property Inspector** shows different the attributes for that section. If you select the entire table, you will see a different properties box.
3. When you click the Table you can change the following properties
 - **Table width and height:** Use this to specify the number of rows and columns. Enter the width of the table and then choose "% of window" or "pixels." If you specify width as a percentage, the table's width changes whenever the Composer window's or browser window's width changes.
 - **Borders, Padding and Spacing:** Use this to specify, in pixels, the border line width, the space between cells, and the cell padding (the space between the contents of the cell and its border).
 - **Table Alignment:** Use this to align the table within the page. Choose an option from the drop-down list.
 - **Background Color:** Use this to choose a color for the table background, or leave it as transparent.

To view, change, or add properties for one or more cells:

1. Select the row, column, or cell, The Table Properties will appear in the Property Inspector dialog box appears.
2. When you click the Cells you can edit some properties also.

Tip: To change the text color or background color of one or more selected cells or the entire table, select the items in the **Property Inspector**. For example **Bg** is for background color

Tip: To change the color of cells select the cell, then click on the Bg box.

Adding and Deleting Rows, Columns, and Cells

DreamWeaver allows you to quickly add or delete one or more cells, columns, or rows in a table.

To add a cell, row, or column to your table

1. Click inside the table where you want to add a cell (or cells).
2. Open **Insert** in the menu bar and then choose **Table Objects**.

3. Choose one of the items that indicates what you want to do. (ex. insert row below, insert row above, etc.)

To delete a cell, row, or column:

1. Click a row, column, or cell to place the insertion point. Or, select neighboring cells to delete more than one row at a time. To select neighboring cells, drag over the cells you want to select. To select individual cells in a table, hold down the Ctrl key (Windows) or the Command key (Macintosh OS) and click on the cells you want to select.
2. Click **Modify** in the menu bar, then click table and choose the item that applies to what you want to do.

To join (or merge) a cell with the cell on its right:

- Select adjacent cells. On the Property Inspector, click the *merge (join)* icon in the **Property Inspector**.

To split adjacent cells:

- Select a cells by dragging over it
- In the **Property Inspector**, click the *split cell* icon.

Inserting an Image into Your Page

You can insert GIF, JPEG, BMP, and PNG (Portable Network Graphics) images into your web page. You can also use them to create links.

Note: If you plan to publish your pages to the web, it's best **not** to use BMP images in your pages.

Tip: It's best to first save your page before you insert images into it. You should also have the image files in the same folder or on the same disk as your pages.

To insert an image:

1. Click to place the insertion point where you want the image to appear.
2. Select the *Image* command from the *Insert bar*, or open the Insert menu and choose Image. You see the Image Properties dialog box.
3. Type the location and filename of the image file, or search for the image file on your hard drive or your disk.
4. Click OK

Editing Image Properties

Once you've inserted an image into your page, you can edit its properties and customize the layout in your page, such as the height, width, spacing, and text alignment. If you are not currently viewing the **Image Properties Inspector** dialog box, follow these steps:

To edit the properties for a selected image:

1. Click the image, to display the **Image Property Inspector** dialog box at the bottom of the screen.
2. Now you can do any other following:
 - **Alternate Text:** Enter text that will display in place of the original image; for example, a caption or a brief description of the image. It's a good practice to specify alternate text for readers who use text-only web browsers or who have image loading turned off.
 - **Resize Picture** -- You can resize the picture by changing the height or width. The other dimension automatically changes when you change one dimension.
 - **Align Image with Text**-- The align drop-down menu controls how objects (text, etc.) that are located beside an image.
 - **Create a Linked Image** (Using an image as a link)--If you want to be able to click the image to hyperlink to a Web site, type a URL in the Link box. Click on the Point-to-File icon (folder) to link to a file. You can now browse for the file that you want to create a link.
 - **Create a Border** -- If you want to create a border around the picture, please a number in the number box. The larger the number, thicker the border.


Creating Links

To create a link to another web site, type the url, including *http://* in the link box in the **Property Inspector**.

To create a link to an e-mail address select text to be the link. Click the *Email Link* object on the *Insert bar* and the Email Link dialog box appears. Enter the e-mail address **OR** you can type *mailto:*and the e-mail address in the link box. (ex. *mailto:jsmith@hotmail.com*) (Do not leave a space after *mailto:*)

Creating Links Within the Same Page

To create a link within the same page, for example a link that the reader can use to jump from one section to another, you must create an *anchor* (target location), and then create a link that points to the anchor. Anchors are also called *named anchors*.

1. Click to place the insertion point where the named anchor will be located. This is the area of the page where the user will jump when he or she clicks the link to the named anchor.
2. *Select Insert.* and choose *Named Anchor* or select the *Names Anchor* in the Common panel of the Insert bar. You see the *Named Anchor Properties* dialog box.
3. Name the anchor in the Anchor Name.
4. Click OK. An anchor icon appears in your document to mark the anchor's location: 

To create the link on which readers can click to jump to the anchor:

1. Select the text or image that will link to the named anchor.
2. In the Link box type the name of the named anchor, preceded by a pound sign. (for example #lesson)
- 3.

Note: To test the link you just created, open the **File** menu and choose **Preview in Browser**, then click the link.

Creating Links to Other Pages

You can create links from your page to local (other) pages you created on your own computer or to remote pages on the Internet.

Tip: It's best to first save your page before you create links to other pages.

To create a link to another page:

1. Click to place the insertion point where you want to create a link, or select the text or image that you want to link to the anchor.
2. In the Link box, type the name of the file or click *Point-to-View* icon to locate the file.

To review the various links that you can create:

- **Link text** (other pages you created): In the Links box type the file name or locate and select the file you want to use as a link.
- **Link Location:** Type URL of the Web page you want to link to. Make sure you begin the url with **http://**
- **Link to an e-mail address:** Begin the link with **mailto:** and then type the e-mail address.

Note: To test the link you just created, click the **Browse** button and then click the link to make sure it works as expected.

Saving and Browsing Your New Page

To save a document::

- Open the *File* menu and choose *Save As* the first time you save; after that you can click *File, Save*; You can also Save to Remote Server (described later).

If you haven't already given your page a title, you will be prompted to provide a name.

DreamWeaver then prompts you to enter a filename and specify the location where you want to save the file. Make sure you preserve the .html extension in the filename. The first page of a Web site should be named **index.html**

To change the filename or location of an existing HTML file:

- Choose Save As and select a different filename or location.

Note: All images must be saved as separate files or they won't be seen on your page.