

# Dreamweaver Basics Outline

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- Property Inspector
- Insert Toolbar
- Right Palette
- Modify Page Properties
- File Structure
- Define Site

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## What is Macromedia Dreamweaver?

Macromedia's Dreamweaver MX is a powerful Web site development software program used by professionals, as well as beginners.

The program makes it easy for designers to create visually attractive, interactive Web pages without having to know HTML or JavaScript. However, Dreamweaver MX also enables the experienced professional to edit HTML using the new code editor.

If your department doesn't already own a copy of Dreamweaver, you may talk to your IT Department about downloading a free 30 day trial from the Macromedia website at <http://www.macromedia.com>. Purchasing information is available on IT Center Training's Homepage.

## The Interface

### The Toolbar



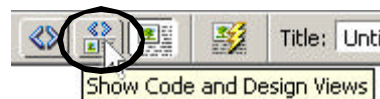
The toolbar contains several important options. It is located toward the top of the screen in Dreamweaver MX.

#### Show Code View



The show code view will switch the view on the screen to display the html code. This is for users that want to write their pages by hand using HTML.

#### Show Code and Design Views



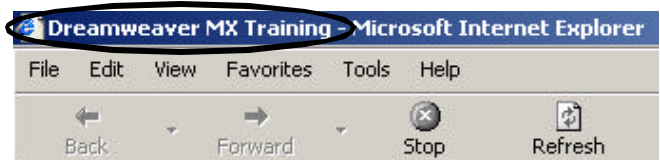
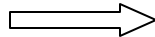
This option will allow the user to view the code while editing their page. This is very useful if you need to find a piece of code relating to your page. Just click on on the object in the document, and it will highlight the corresponding selection in code in the code view.

#### Show Design View



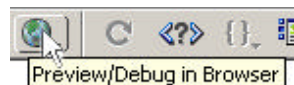
The design view displays the current page like it will be shown in a browser. NOTE: It is also very important to preview pages in both browsers to ensure that the page can be viewed in Netscape and Internet Explorer.

#### Title



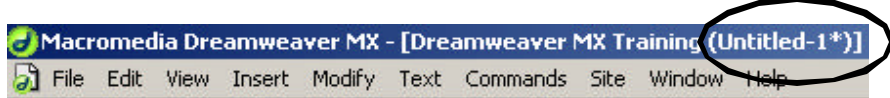
The title text box enables you to type the name of the document or Web page. This information will appear in the title bar of the browser.

#### Preview/Debug in Browser



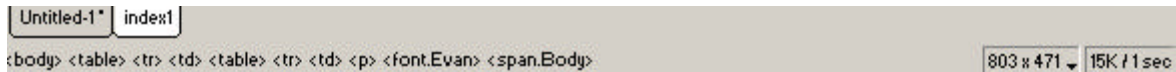
Click on the **Preview/Debug in Browser** button, a drop-down menu appears displaying the various browsers assigned. Select the browser that you would like to preview your page in. It is important that the page is previewed in both Netscape and in Internet Explorer, because it is possible to see different results. Once finished previewing the page, it is important to close the browser in order for Dreamweaver to allow the page to be previewed once it has been updated.

## Saving Documents

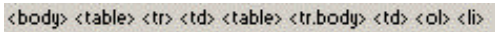


Make sure to save the document frequently. Notice the asterisk next to the file name which indicates that a change was made to the page without saving.

## The Status Bar



## HTML Tags



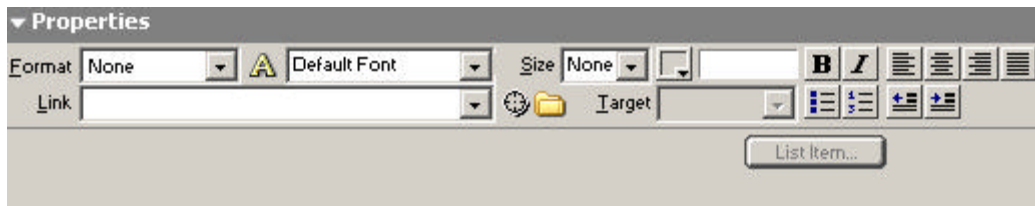
These are the HTML tags that are currently being used in the page. Select them to make selections.

## Window Size



The pop-up menu of the **Window Size** displays a variety of monitor screen dimensions. This enables you to see how your page would be viewed on different monitors. This indicator will update instantly as the size of the page is changed.

## The Property Inspector



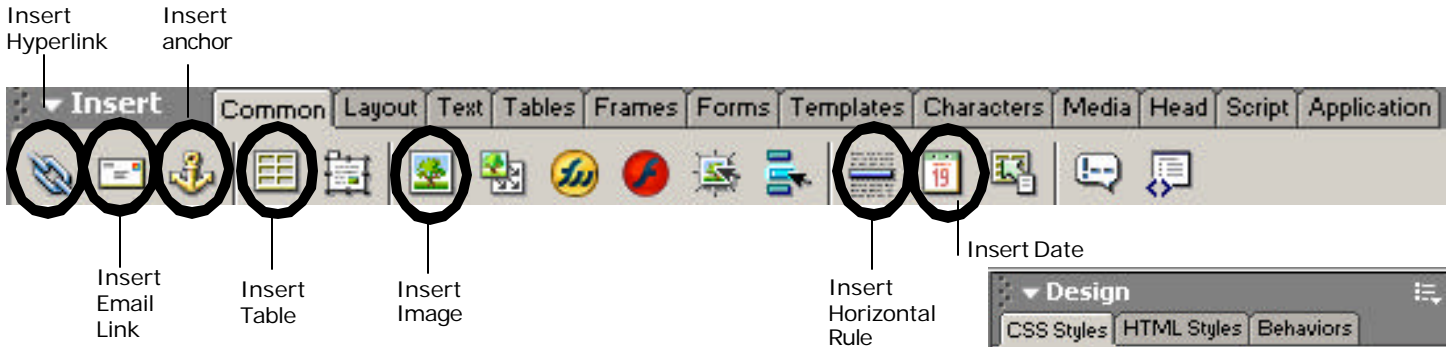
This is the most widely used tool in Dreamweaver. It enables you to specify the attributes you want for a particular object or line of text. They could be a font name, hyperlink, image size, text box value, or table settings.

The property inspector can be minimized by clicking the arrow next to 'properties,' and can be enlarged again by clicking the arrow next to 'properties.' The property inspector is docked on the bottom of the screen. If you wish to have the properties inspector floating, you can click the 5 small indentations left of the word properties and drag the bar wherever you want.



# Insert Toolbar

To navigate through the different options offered by the insert toolbar, such as the forms options, click on the tab above the icons, and they will change depending on which tab you click on. If you wish to minimize this toolbar to increase workspace, click on the arrow next to the word 'Insert', and the toolbar will minimize. In order to maximize it again, click on the arrow next to 'Insert' again.



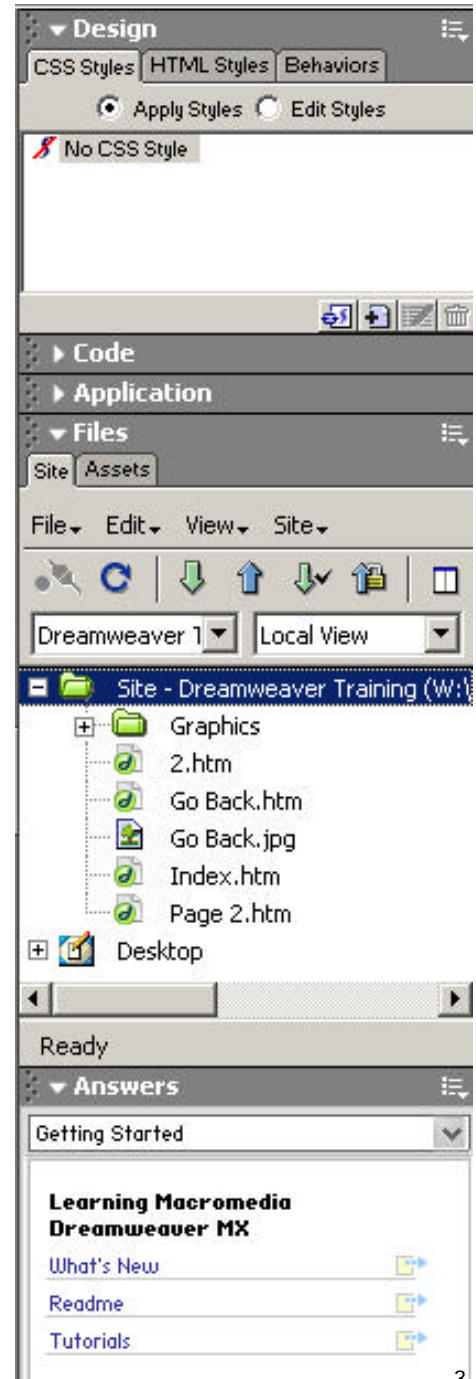
# Right Palette

## Style Sheets

The Style Sheets window is under the Design Tab. Style sheets will be discussed in more advanced Dreamweaver classes. (Dreamweaver CSS and Templates)

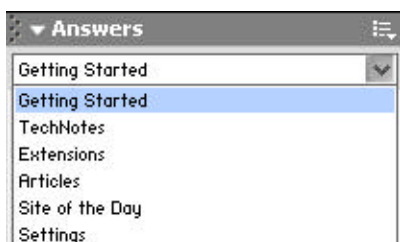
## Site Files

This is the window located under the 'Files' tab. More detail regarding file management is in the next section of this packet.



## Answers

If you click on this tab, this is where help from Macromedia and other relevant articles to Dreamweaver can be found. Click the drop down arrow next to getting started for more options. It also gives you the option to update the content to bring you the most current information.



# Modify Page Properties

From the main menu, choose **Modify > Page Properties** and the Page Properties dialog box will be displayed.

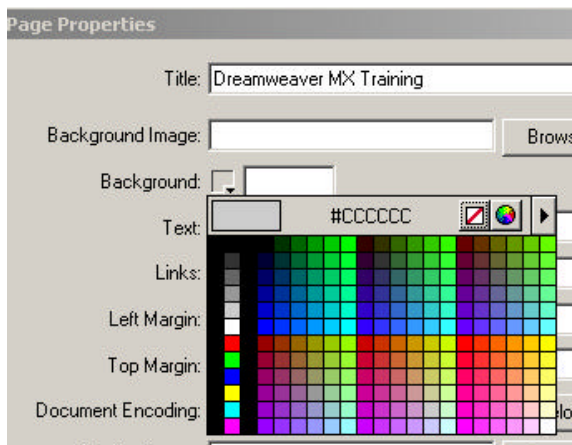
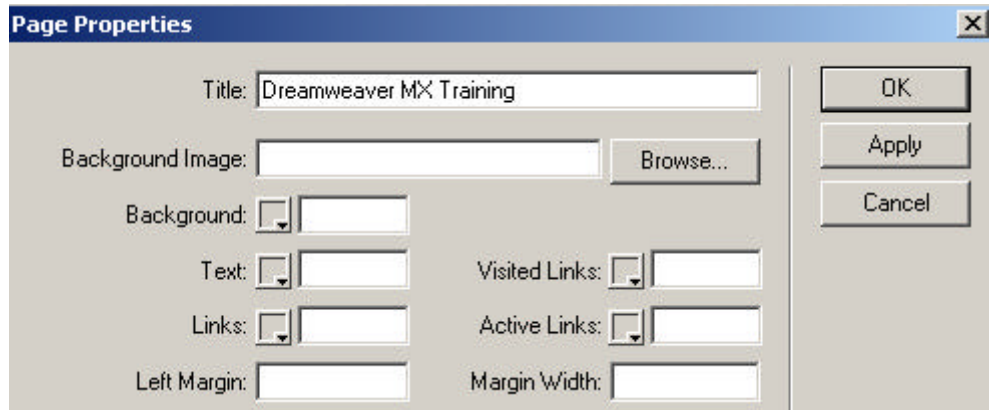
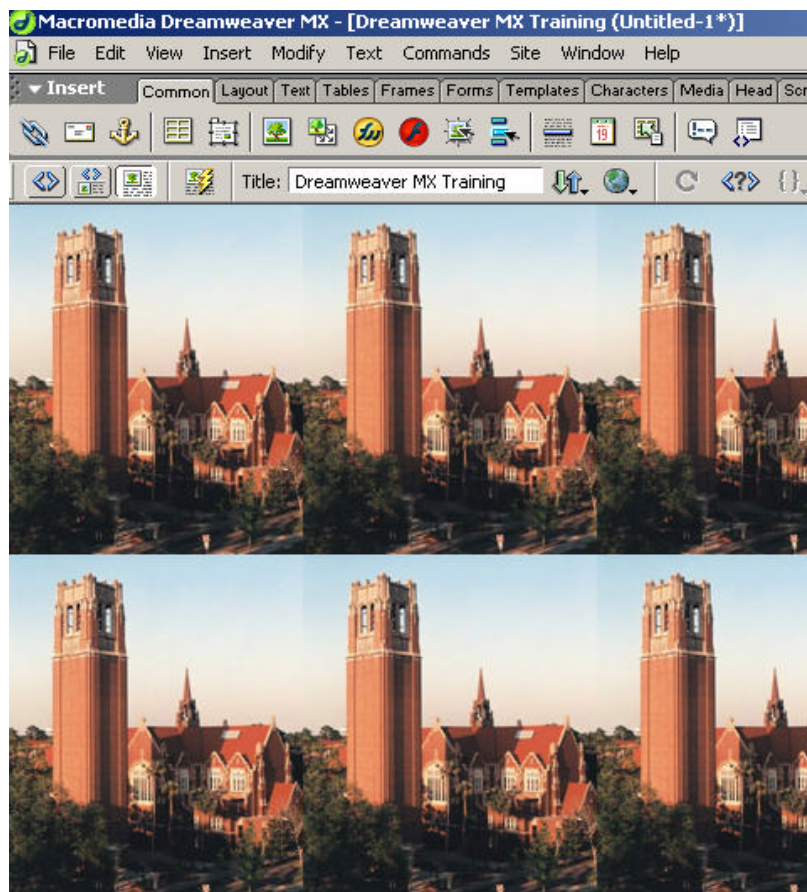
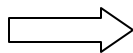
## Title

This is the same as the title function on the toolbar. What is typed in this field will end up at the top of the web browser.

## Background Image

If you click browse, and select an image, that image will become your webpage background, but it will be tiled. So, if the image is small, it will appear multiple times throughout the page.

Example: If you pick the following image as your background image, this is what will happen.



## Background Color

This feature is used to choose a background color for your webpage. Click the little box next to the word background in order to see an array of colors. Select a color and then click ok. White is the default background color.

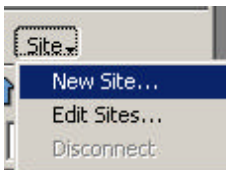
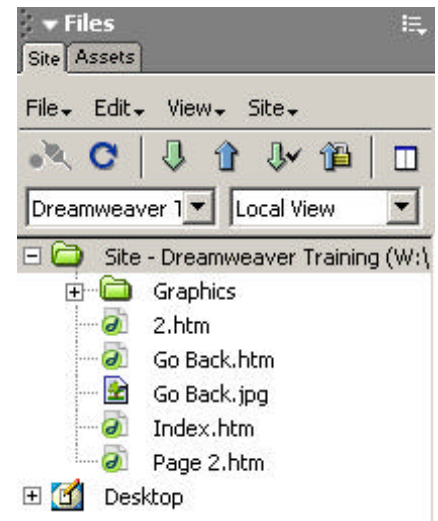
The color of links can be changed by performing the same process, except to the links box.

# File Structure

It is important that all of your files associated with your webpage are located within the same folder. For example, it is useful to have a folder on your desktop called "Webpage." When you insert images into your webpage, it is very important that the images are inside this webpage folder and not somewhere else on your hard drive. A good way of organizing images and webpage files, is to make a separate folder within the webpage folder called "graphics" and save only your graphics in that folder.

## Defining a Site

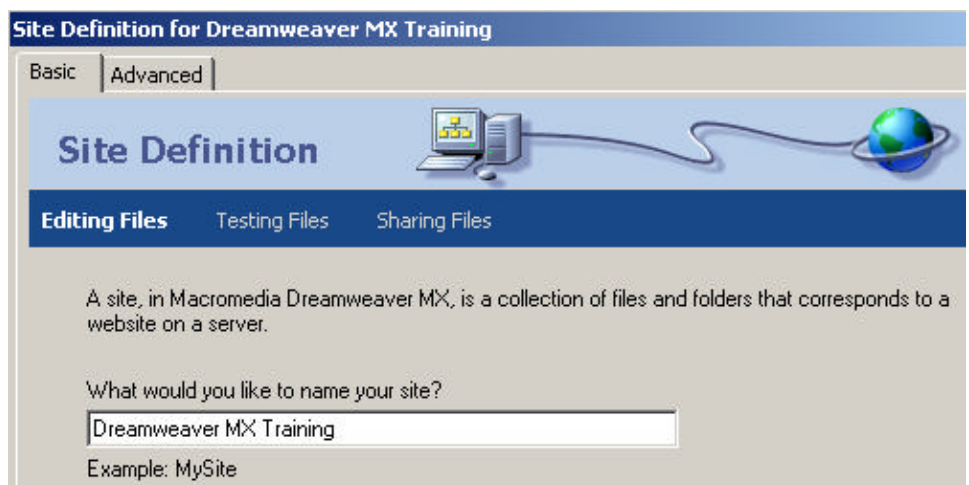
In order to transfer files from your computer to the internet, it is important to define the site that is being worked on in Dreamweaver. 'Defining the site' means telling Dreamweaver where the files are located on the hard drive, and where the web server is so that it can transfer the files from the hard drive to the web server.



**Step 1:** In the files palette, click 'site' and then select 'new site.'

**Step 2:** Enter the name of the site and then click 'next'.

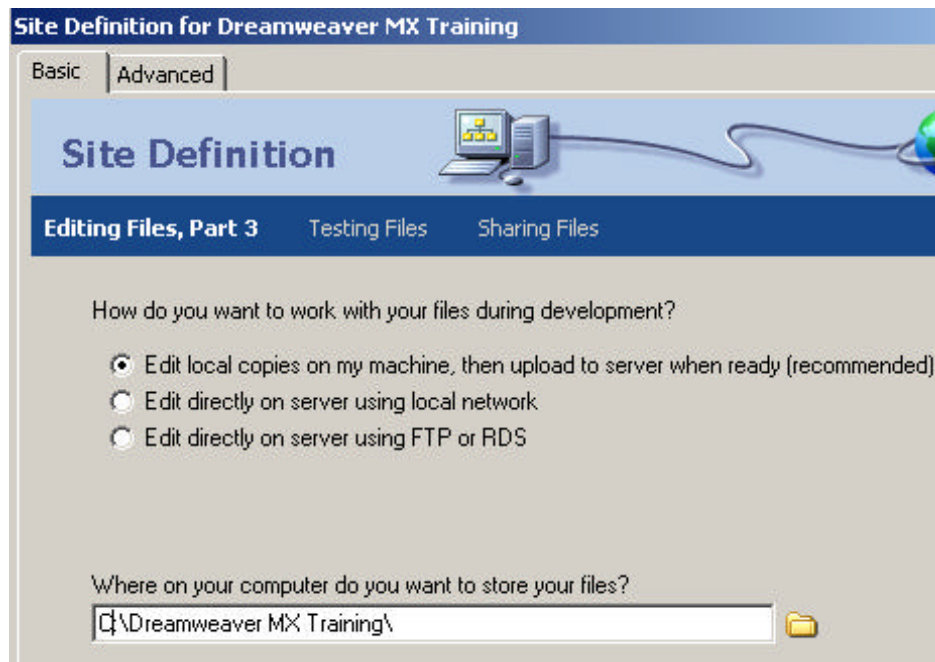
**NOTE:** Look toward the top of the site definition screen and you will see two different tabs, 'basic' and 'advanced.' The difference is that the basic is using Macromedia's new wizard, and if you click advanced, it brings up the window used to define a site identical to the one in Dreamweaver 4.



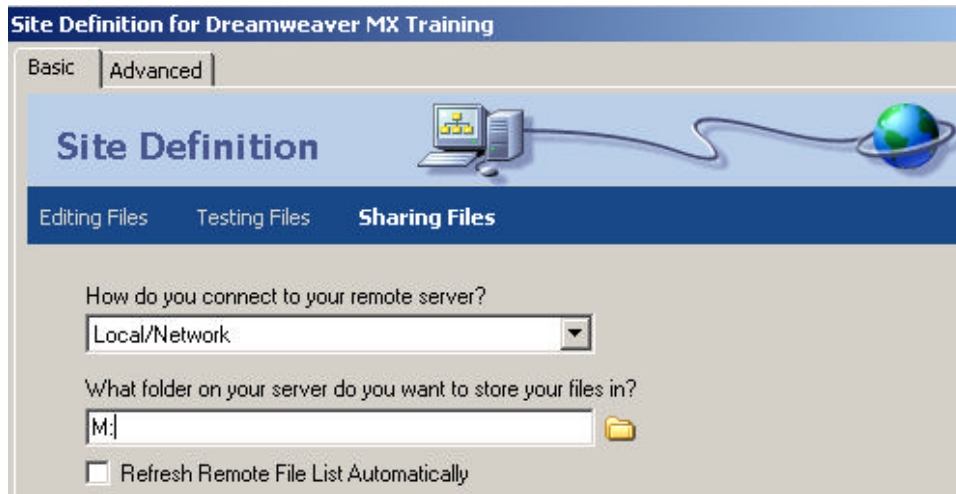
**Step 3:** It will ask if you would like to use server technology. These refers to using databases, ASP, and other complex server technology for more advanced users, so select 'no,' and then click 'next'.



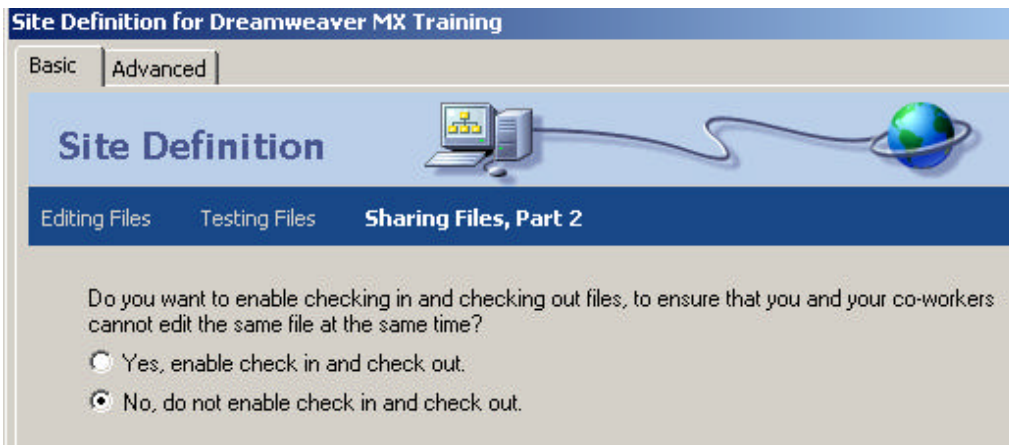
**Step 4:** Now it is going to ask how we want work with our files. Choose the recommended option which is 'editing local copies on my machine, then upload to server.' Below this option, it will ask you where the local copies are located on your machine. If you click the folder on the right of the textbox, it will allow you to choose the folder on your machine where your website resides. Click 'next'.



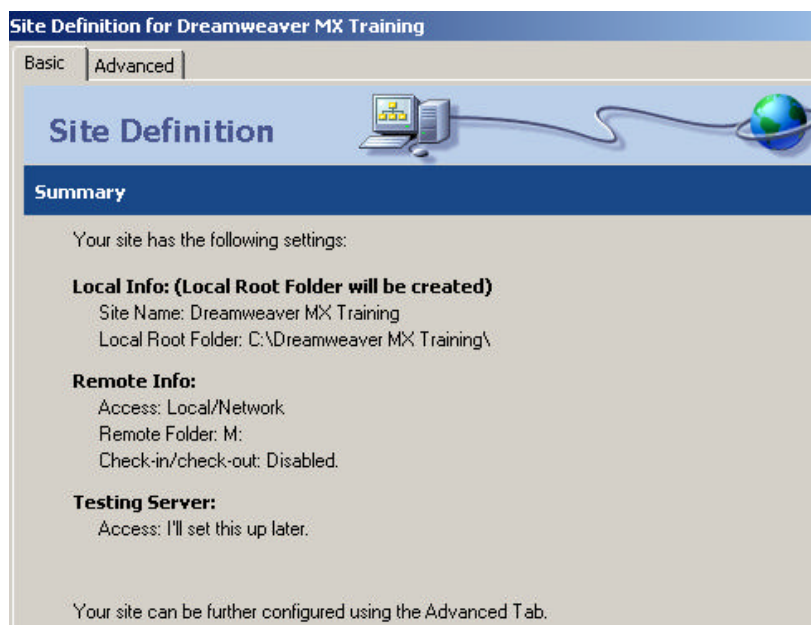
**Step 5:** Now, it is going to ask where the server is located. First, specify what type of connection you have, which in our case is Local/Network. If you have FTP access, you will need to change that option to reflect FTP access. Now it wants to know the path to the server, so click on the folder next to the textbox and select the drive that your web server is located on. Then click 'next'.



**Step 6:** Do not enable 'check in and check out.' Click 'next'.



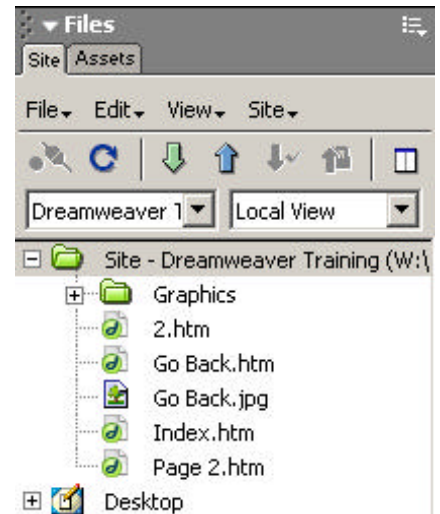
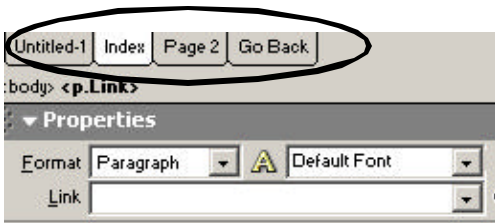
**Step 7:** Dreamweaver MX will display all of the settings that you just entered. Verify that they are correct and then click 'done.'



Now that you have defined your site, you will see all of the files that are currently in your site in the site management window.

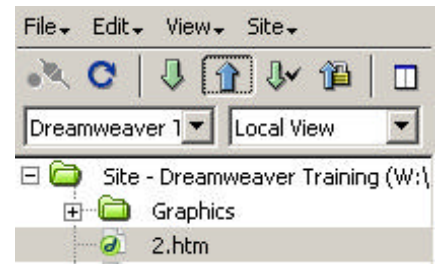
## Opening Files

It is possible to open files the traditional way (Clicking file, open), but now it is easier because the file that needs to be opened can be double clicked on from the files palette and it will open up. Files will not open up into multiple windows, but all of your open webpages will remain inside one single Dreamweaver window. In order to navigate through multiple open pages, you will see tabs right above the properties inspector with each file name that is open. Just click the tab to move through the different open files.

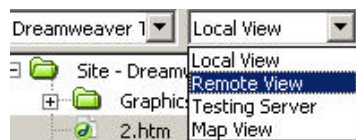


## Uploading Files to the Web

This process is what transfers the files from the hard drive to the internet so that all internet users can see the page. Make sure that you have the files open on the right-hand side of your screen. Select the file to upload, and then click the arrow pointing up, and it will upload the file onto the server. Make sure that you save your file before uploading it. When files are first uploaded to the internet, Dreamweaver will ask if you want to include the dependent files. Click Yes. This means that all the files such as images, etc that each page needs in order to show up, will all be uploaded when the page is uploaded, so you do not have to worry about uploading each individual object.



**NOTE:** The two dropdown boxes above the files listed are important. The first one is stating the name of the site that you are currently working on, and you can maneuver around multiple sites with this menu, and the second menu states 'local view.' This means that it is showing you the files that are located on your computer. If you wish to see the files located on the server, change 'local view' to 'remote view.'



# Building a Webpage

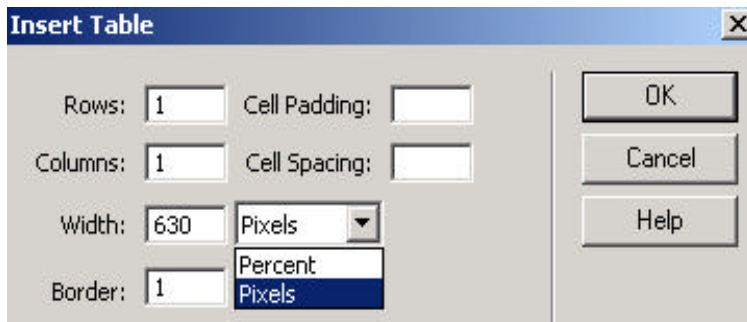
## Working with Tables

Tables are very important in web design. Many webpages would not be able to look the way they do without tables. Tables serve mainly to keep information organized, and to keep the formatting clean. Certain things can be done without tables, such as images next to text, but you run the risk of strange things happening, such as the text appearing on top of the image on certain computers (or vice versa), depending on the settings.

First, insert a table, by going to insert, and then table, or clicking the insert table icon.



Insert the amount of rows and columns that you would like. For now, you change the width setting to pixels and type in 630.



### Cell Padding

The cell padding is the margins between the text or image in the cell and the edge of the cell.

### Cell Spacing

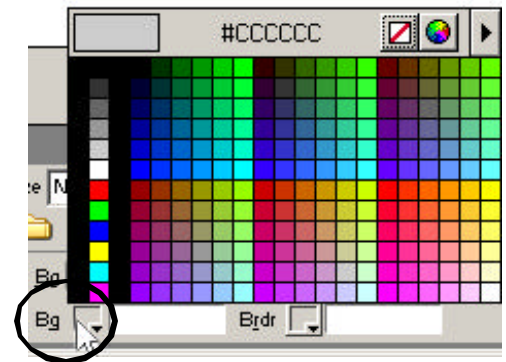
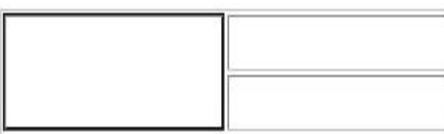
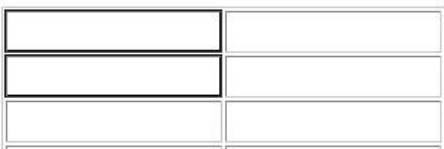
The cell spacing is the spacing in between cells in a table.

### Cell Background Color

If you would like to change the background color of a single cell, click in that cell and then move to the properties inspector, and click bg and select a color.

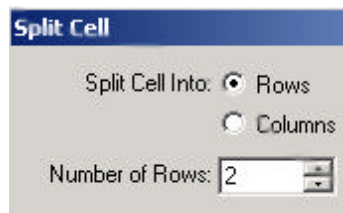
### Merging Cells

If you would like to merge two cells, select the two cells and then click the merge function on the property inspector. Once the two cells are merged, you will get the following result.



### Splitting Cells

If an existing cell needs to be split, select the icon located to the right of the merge cell icon on the property inspector. The cursor must be in the cell that is going to be split. Once the icon is selected, the following menu will appear, and select the appropriate options.

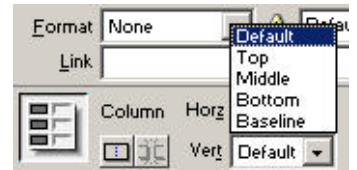


## Adjusting the table sizing:

The best way to adjust the size of cells and tables is to click the edges of the cell that you want to adjust and drag to the appropriate size.

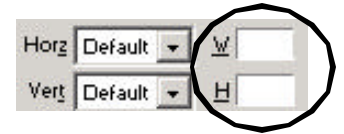
## Alignment:

On the properties toolbar, there is a horizontal and vertical alignment that you can use to align text and images in a table cell.



## Cell Sizing

If it is necessary to manually input the width or height of cells, it can be done using the property inspector.



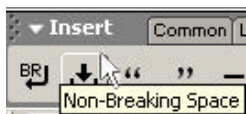
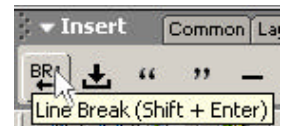
## Adding additional rows or columns

Select modify, table, and then "Insert Rows or Columns." The advantage of selecting 'insert rows and columns' as opposed to just selecting one or the other, is that it allows you to select where you would like to insert the rows or columns (i.e. above or below).

## Working with Text

When adding text in Dreamweaver, type as if using a word processor. There are several exceptions.

If you wish to move to the next line, you must press shift + enter or else it will jump down two lines, creating a new paragraph. By using the shift + enter, it is inserting a line break (which is a single space). There is also an icon under the characters tab at the top that will insert a line break.



Also, in order to space, you cannot use the space bar more than once in between words, so if you wish to have more than once space in between words, press control + shift + spacebar and you will get spaces. These are called non-breaking spaces. There is also an icon under the special characters tab that will insert a non-breaking space.

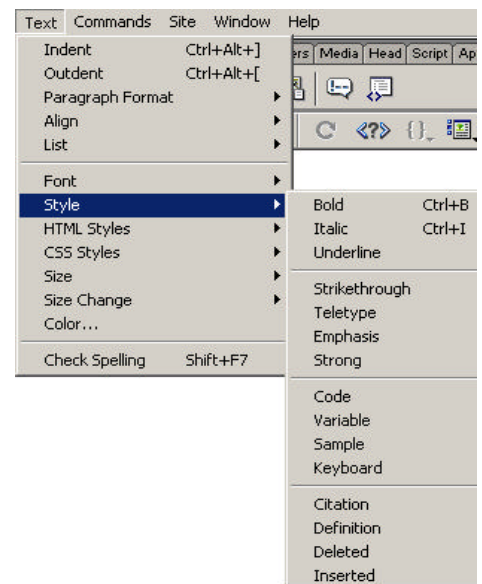
Adding styles such as bold, italics, and underlining is similar as it is in word. You use the property inspector to perform several of these tasks.



## Aligning Text

Text can be aligned in Dreamweaver similarly to how it is done in a word processor. You can click the align left, align center, align right, or justify icon on the properties inspector.

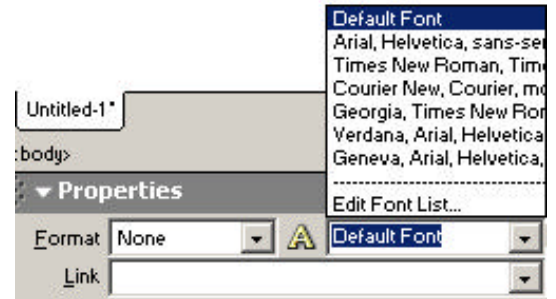
Some features that are not available on the property inspector are available from the text menu located at the top of the screen.



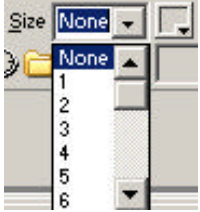
## Fonts

In Dreamweaver fonts work differently than in a word processor. There are only several fonts available for use in web design, and these fonts are the most common fonts located on most computers. This is not a Dreamweaver issue, but rather something that is built into the HTML language.

The fonts are listed in lists of 3, the first font being the preferred font. When the webpage is loaded on the client's computer, it will scan the computer for the available fonts, and choose the font in order the webpage designer selects it.



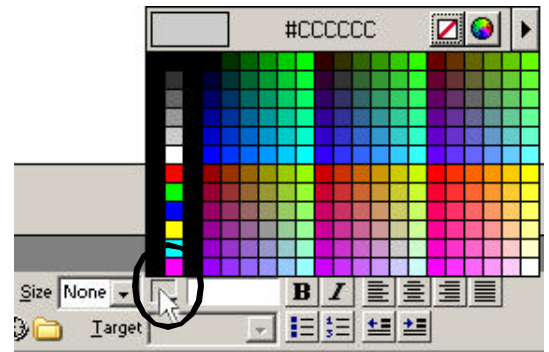
## Font Size



Select a size or the default size will be selected. As you can see, these font sizes are not measured in points like they are in word processors. Sizes range from 1-6.

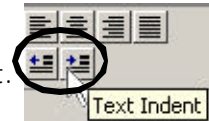
## Font Color

You use the property inspector in order to change the color of the text. You just click the box next to the font size selector and then select one of the colors.



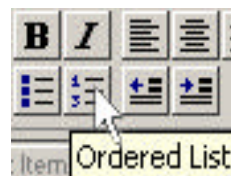
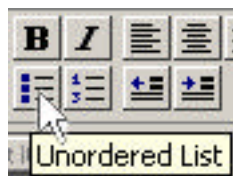
## Indenting

From the properties button, click the text indent button to indent your text.



## Lists

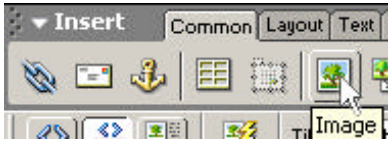
There are two types of lists. Ordered Lists (numbered lists) and unordered lists (bulleted lists). In order to create lists, you can either use the text menu at the top of the screen or use the property inspector. On the property inspector, click the icon.



# Working with Images

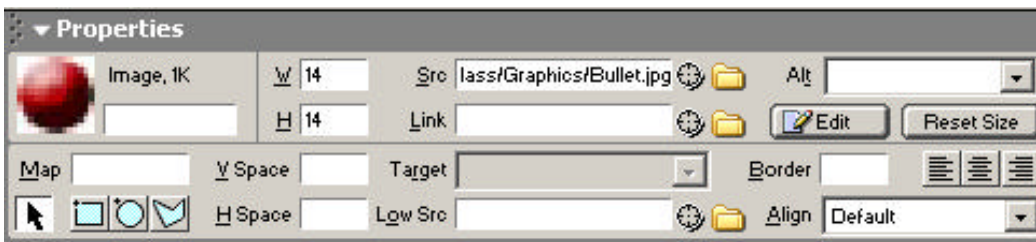
## Inserting Images

Click on the insert image icon, and select the image that you would like to place on the webpage.



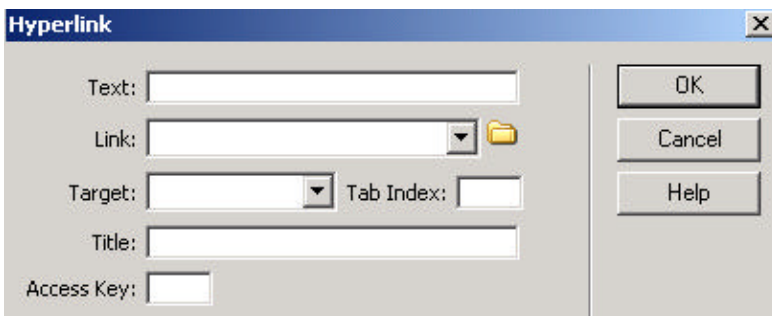
## Image Options

When you select an image, the property inspector changes its options to correspond to image preferences. It places a small version of the image on the left, to show the user which image is going to be adjusted. You can align images the same way as with text. Images can also be linked using the property inspector. A border can be placed around the image by entering a number in the space next to border. 1 is a hairline border thickness, and as you increase the numbers, the border will get thicker.

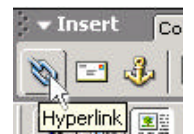


## Links

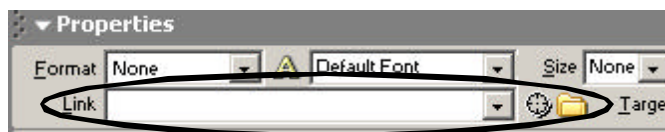
There are two different types of links that are used-- internal links and external links. Internal links are links to other pages within your website. External links are links to pages outside of your website. There are two different ways to create links.



The first option is to select the 'insert hyperlink' from the top toolbar. The box on the left will appear. Insert the text you would like the link to say and the URL, or file that is going to be linked. To create an internal link, select the folder next to the link field, and it will list all of the pages within the defined website. If target: blank is selected, the link will be opened up in a new window. The 'title' field is optional and will give a title to each link, meaning when the mouse is rolled over the link, a box will appear stating what the title of that link is.



The second option to create a link, which is used to create a link to text that is already existing in the document. Select the text that will be linked, and in the property inspector, enter the URL or click the folder to the right of the link field to select the file to link to.



## Other Features

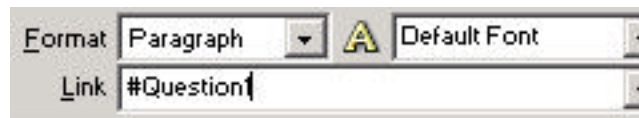
### Named Anchors

Named anchors allow linking between two objects on the same page. An example would be: If you had a question and answer page, the web designer may prefer to have all the questions listed at the top of the screen, and when the user clicks on the question, it jumps down to the answer.

Insert the named anchor on the part of the page where you would like to have the page jumped too when it is selected. It is suggested that the anchor be named relevant to the purpose. It can be inserted by selecting the 'Insert Named Anchor' icon from the top toolbar. A screen will pop up asking to have the anchor named.

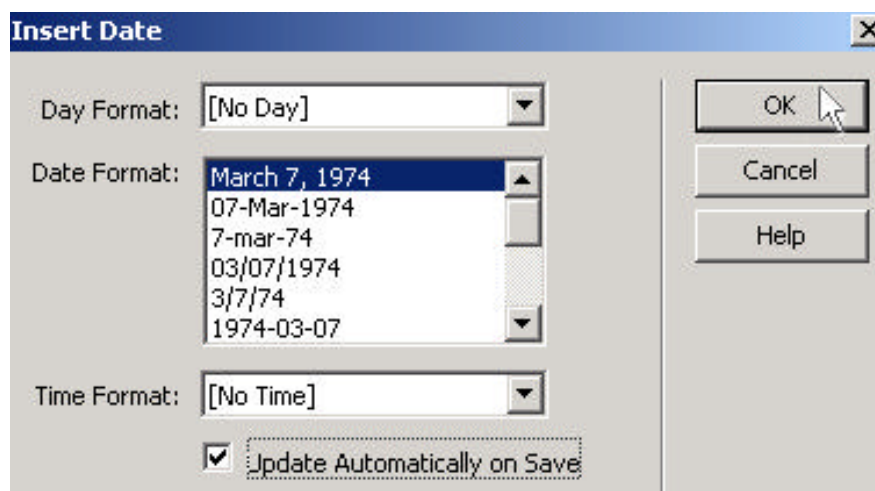


The second step is to create a link to the anchor that was just created. Select the part of the document that is to be linked, and place the cursor in the link field of property inspector. Insert a # and then type in the name of the anchor. The # must be inserted in order for the link to work properly.



### Date

The insert date function has two different uses. The first use is to simply insert the today's date on the page. The second option is that the date can be inserted on the page, and updated each time that the page is saved. This would be useful if a statement on the document is necessary to say each time that the webpage was updated, but you would rather not have to manually change that each time.



## **Horizontal Rule**

This tool inserts a horizontal line across the page at the cursor point. To insert the horizontal rule, select 'insert horizontal rule.'



The horizontal rule can be modified by selecting it changing its options on the property inspector. It's size can be adjusted by changing the number of pixels, either for width or height.