

## Dreamweaver 4 - Basics

Dreamweaver is an HTML (Hypertext Markup Language) editor, authoring tool, and Web site management tool. Dreamweaver is a WYSIWYG (what you see is what you get) web page editor that is very powerful and easy to use.

If you don't have Dreamweaver yet, visit the site below and download the demo version for an evaluation prior to purchasing the software.

<http://www.macromedia.com/software/dreamweaver/trial/>

### The Work Area

When you open Dreamweaver you will see the Document Window with floating palettes on it. The Document Window displays your web page approximately as it will appear in a web browser.

### The Document Window

The **Title Bar** contains the title of the current Web Page. Note this title will also appear in title bar of the Web browser.

At the bottom of the Document Window is the **Status Bar**, which contains tools to help you get information about the web page.

The **Tag Selector** is located in the lower-left corner of the Status Bar and provides easy access to HTML tags on your page. This becomes more important when Behaviors are applied to specific tags.

### Window Size Pop-up Menu

760 x 420 ▾

The 760x420 Browser window dimensions represent the viewable area on your monitor. The dimensions are less than the Screen resolution because the browser interface takes up space.

The Screen resolution helps when designing and viewing a web page. You can see how your document will look at different resolutions. Use this to verify that your page looks good at all resolutions.

### Download Statistics

2K / 1 sec

The **Download Statistics** are located to the right of the **WindowSize** menu. This displays the estimated file size and download times for the web page being created based on the modem settings in the Status Bar area of the Dreamweaver Preferences.

To set or change the Preferences choose **Edit, Preferences**, select the **Status Bar** category. Recommended modem setting is 28.8 Kilobits. Most people connecting through the CSU modem pool will connect via the 28.8 modem.

### Palettes and Inspectors

Palettes and Inspectors contain commands for Dreamweaver. The majority of Dreamweaver commands are located on both a palette and a menu. Use the **Window** menu to launch or close a palette. When viewing the **Window** menu any item that has a check mark to the left of the palette name is launched.

### Dockable Palettes

Dreamweaver comes with preset docked palettes. The configuration for the docked palettes can be changed. To undock tabs on a palette, left-click on a tab and drag it out of the current palette onto the work area or into another palette. **Note: The Property Inspector cannot be docked to another palette.**

### The Object Palette

The Object Palette contains buttons for inserting common web page elements such as images, tables, layers, hyperlinks, and rollover images.

There are nine layers of menus tied to the Object Palette. To change categories and available options for the Objects Palette, click on the black-right arrow below the title bar in the Objects Palette and select a different menu item.

### The Property Inspector

The Property Inspector displays all the properties of the currently selected object.

The Property Inspector can be viewed two ways: collapsed or expanded



Collapsed.  
Click here to expand.

### Site Management

Site- Management is a mechanism used to keep track of web pages you build for a specific web project and the assets you use in them. Think of Site-Management as a holding tank or a central storage location for all related files, aka **Root Folder**.

### Creating and Defining a Site

Create a Site prior to building any pages for your web project. The Site you create will have a unique name and a storage folder, Local Root Folder, which will be used to hold all the related pages for the web project.

From the **Menu toolbar** select **Site | New** or Press the **shortcut key F5** to open the **Site Definition** dialog box.

Specify a **Site Name** by clicking with the mouse in the **Site Name** field.

The **Site Name** is an internal naming convention. When naming the Site don't worry about spaces or capitalization.

Select the **Folder** icon to the right of the **Local Root Folder** field to create a new **Local Root Folder** or browse and select the folder that will hold the web site and be known as the Local Root Folder.

When back to the **Site Definition** dialog box the **Local Root Folder** should display the folder name just created or selected.

All the files and subfolders that you use for your Site should be stored in the specified Local Root folder so that when you create your pages, the graphics and links are relative to the that folder. When you get ready to publish, you will only need to copy the root folder, which will contain all files and subfolders, and copy (Put) them on the Remote Server (Web Server) from your Local computer. When you **Put** your Site on the Remote Server, Dreamweaver will maintain an identical directory structure as your Local Root to ensure links and references work.

From the **Site Definition** dialog box be sure to select the **Refresh Local File List Automatically** so that Dreamweaver updates the site list when it has been modified.

From the **Site Definition** dialog box be sure to select the **Enable Cache**. This feature will create a cache that will help increase the speed for link management while working in Dreamweaver. The **Site** is now defined.

## Browser Preview

Dreamweaver is a WYSIWYG program, meaning what you see is what you get. However, it's still a good idea to view your page in different browsers prior to publishing to make sure they look good. Dreamweaver lets you set your preferences and specify the browsers you want to preview your creation in. Dreamweaver preferences can hold up to twenty different browsers, but the two most common are Netscape Navigator and Internet Explorer. Note: you must have these programs installed on your computer before you may use the preview option. Both browsers may be downloaded from the Internet.

Netscape Navigator	→	<a href="http://home.netscape.com/computing/download/">http://home.netscape.com/computing/download/</a>
Microsoft Internet Explorer	→	<a href="http://www.microsoft.com/windows/ie/">http://www.microsoft.com/windows/ie/</a>

The **Preview in Browser** option is located in the **File** menu. From the **File** menu select **Preview in Browser**, select a browser. The shortcut key for the browser is located to the right of the browser name. For example, to launch the **Preview in Browser** using the Internet Explorer browser, press **F12**.

## Adding Browsers

To add another browser choose **Edit, Preferences, Preview in Browser, Edit Browser List**

## Creating A Basic Web Page

Dreamweaver opens with an empty window, ready to create or open a document. To open a new window choose **File, New**.

### Saving Your File

Always save your document as soon as you open a new document by choosing **File, Save As**. Name your files with meaningful file names and use lowercase letters or numbers for your file names. Note, when naming and saving your files don't use spaces in your file names; instead use the underscore. Dreamweaver automatically adds the extension .htm to your file name when you save. You can change the extension by choosing **Edit, Preferences** and change the **Add Extension When saving** option from the **General Category**.

### Adding a Title

Always give every HTML document a title. The document title appears in the title bar of the Dreamweaver window and the browser title bar. It's important to give your title a meaningful name because the title name will be used as a browser bookmark or favorite.

A title can be added by using the Title field in the Toolbar



or by choosing **Modify, Page Properties**. Page Properties can also be accessed by right-clicking with the mouse and selecting **Page Properties** from the menu.

Notice (untitled-1\*) appears to the right of the page title. This text is displayed because the file hasn't been saved yet. Once the file has been saved the (untitled-1\*) will change to display filename.


## Modifying Page Properties

Page Properties include the title, background color, background image, text color and hyperlink color. Choose **Modify, Page Properties** to edit properties.

### Selecting Color

All Color Cubes and Continuous Tone colors are considered web safe. There are 216 web safe colors and 213 of the web safe colors appear the same in Netscape and Internet Explorer browsers on both Windows and Macintosh operating systems. Dreamweaver will replace the non-web safe web color with the closest web safe color when the **Snap to Web Safe** option is selected when choosing a color from Windows OS, Mac OS or Grayscale color palette. Creating or using a custom color, which isn't displayed in the color-safe palette, could have an adverse appearance in some browsers.

The cursor icon is the **Eyedropper** and is used to select colors from the color-palette. You can also use the Eyedropper to select any color displayed on your desktop. The Eyedropper will pick up the color and display it in the Current Color box. As you move the cursor over the color swatches the color that your cursor is resting on will display in the upper left hand corner

of the color-picker box. The hexadecimal number for the color will be displayed to the right of  the color swatch.

Located in the upper right corner of the color palette are two icons.

The first icon is the Strikethrough button and is used to clear the current color without choosing a new color. The second icon is the Color Wheel button and is used to create custom colors.

## Background Color

The background default color of a web page is white. To change the background color choose the Background option from the **Page Properties** dialog box or use the shortcut key **Ctrl+J** to access the **Page Properties** dialog box. Remember to use light colored text if you choose a dark background. NOTE: Background images override background color.

## Text Colors



Click on the color swatch to the right of Text Color to select a color, which will return you to the **Page Properties** dialog box. If you know the hexadecimal number for the color, you may type it directly in the **Page Property** dialog box to the right of the **Text Color** field.

## Link Colors

Use the Page Properties dialog box to change colors for the **Links**, **Visited Links** and the **Active Links**. The link colors chosen from the **Page Properties** dialog box will apply to the entire document.

### Types of Links:

The **Links** option is the initial color of a hyperlink, the color a user sees before clicking the link. The default browser color of **Links** is Blue.

The **Visited Links** option is the color the link changes to when a user clicks on the link. The default browser color of the **Visited Link** is Purple.

The **Active Link** option is the color the link changes to while the user holds down the mouse button after clicking the link. The default browser color of the **Active Link** is Red.

## Preset Color Scheme

Dreamweaver provides preset color schemes for the background, text, and links. A **Color Scheme** can be applied to a page at anytime by choosing **Commands | Set Color Scheme**.

**Note: Color Schemes cannot be created from the Set Color Scheme dialog box.**

## Page Margins

Margin tags were new in Dreamweaver 3 and work with version 4.0 of Netscape and Internet Explorer or later.

To access the **Page Margins** choose **Modify, Page Properties** or use the shortcut key **Ctrl+J**. Notice there are four different types of margins to create. Set the left margin and margin width to the same number and set the top margin and margin height to the same number if you want your pages to appear similar in both browsers, Netscape and Internet Explorer.

Note: Left Margin and Top Margin are supported by Internet Explorer 4.0 or later.

Note: Margin Width and Margin Height are supported by Netscape Navigator 4.0 or later.

### Tip: Omit the Offset

Set page margins to zero to omit the offset between the way foreground and background images are displayed in html pages on Netscape and Internet Explorer. Select a different Window Size, located in the status bar, to see how your text looks with your margin settings.

## Adding Text

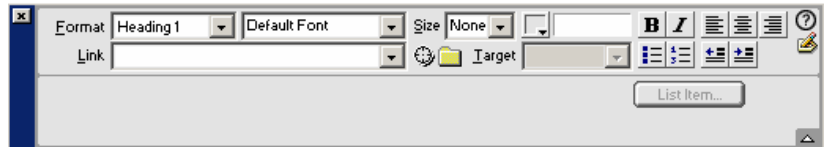
There are several different ways one can insert text on a web page in Dreamweaver. One could type the text directly on the canvas, copy text from a different file and paste it into the canvas, import a text file, or even import a web page that was created in Microsoft Office.

### Typing Text Directly on the Canvas

Position the cursor on the canvas and type the text. Use the Properties Inspector to format the text by adding headings, font styles, colors and more.

## Formatting Text

Formatting options are located in the **Property Inspector**. Access the Property Inspector by choosing **Window, Properties** or use the shortcut key **Ctrl+F3**.



### Format Field

None: Removes only paragraph

formatting such as Headings. *e.g. Heading 1*. This option will not remove formatting that was applied manually such as bold, italic, font color and different font sizes.

Paragraph: The Paragraph option adds paragraph tags, `<p></p>`, to the selected area. Anytime you press the Enter key in Dreamweaver it is considered a paragraph. The paragraph could be one word or several sentences. At the end of the paragraph Dreamweaver automatically inserts a double space below the typed text and includes the `<p></p>` tags around the text in the paragraph.

Heading: There are six **Headings** available. Heading 1 is the largest and Heading 6 is the smallest. A **Heading** it will be applied to the entire paragraph.

**Note:** When using Headings a blank line will be inserted above and below the text that contains the **Heading**.

Preformatted: This style is preformatted and displays text in a non-proportional font. The default font style is Courier and the default font size is 10pt.

## Inserting Spaces

There will be times when single character spacing is needed between words or letters. The tab key doesn't really work in HTML files and the Indent option indents the entire paragraph. Add spaces to your text by pressing the shortcut keys **Ctrl+Shift+Spacebar** or by choosing **Insert Non-Breaking space**. Repeat for each space needed.

## Text Size Field

The text size option is located in the **Size** field on the **Property Inspector** palette. The size can be selected prior to typing text or can be applied to selected text. The sizes range from **1 to 7** with **1** being the smallest and **7** being the largest. The default size is set at **3**.

## Font Style Field

Dreamweaver groups similar **Font Styles** together. When you create a website and select a font style, it may look great on your machine, but what if the end user doesn't have that font available? Dreamweaver tries to address this situation by offering groups of fonts commonly available in Windows and on the Macintosh. If the user doesn't have any of the fonts in the **Font Style** group then the browser will use the default font, usually Times Roman.

## Lists and Indents



There are two types of lists in Dreamweaver: **Unordered List**, which are symbols, and **Ordered List**, which are numerics. Both the Unordered List icon and the Ordered List icon are available in the Property Inspector. Press the shortcut key Ctrl+F3 or choose the Properties option from the Windows Menu. The Unordered List and the Ordered List can be applied to text prior to typing text or after.

## Hyperlinks

A hyperlink can be used several different ways, for example to “jump” from one area of a document to another area within the same document, launch an email window, jump to a web site or launch a different file. Hyperlinks can be linked from text or graphics. A “text” hyperlink is normally identified with an underline. The link color is normally blue for an unvisited link and red for a visited link. However, these colors can be customized. A “graphic” which is hyperlinked is normally identified when you roll your mouse over the image and the pointer changes to a “pointing finger”. A Hyperlink can be a link to other sites on the WWW, a link to a file, an Email link or an Anchor.

The **Hyperlink** button is located in the **Property Inspector** palette. A hyperlink can be created by typing the address of the web page or file you're linking to in the **Link** field, selecting a file through the **Browse** button or by pointing to a file, choosing the browse button and selecting the file, or by using one of the methods described below.

### Creating a link to email.

The Insert E-mail link button from the **Objects** palette or the **Link** field on the **Property Inspector** palette can be used to create an email hyperlink.

1. Creating the email link from the **Property Inspector**: From your Dreamweaver page, highlight the object or text that will be used as a hyperlink. In the **Link** field type the following: <mailto:username@emailaddress.colostate.edu>  
Note: there are no spaces in the syntax above.
2. Creating the email link from the **Objects** palette. From your Dreamweaver page highlight the text that will be used as a hyperlink. From the **Objects palette** choose the **E-Mail Link** icon. An **Insert E-Mail Link** dialog box will open. The text selected prior to choosing the

**E-Mail Link** icon will display in the **Text field** and will be used as the hyperlink. Note: the text that will be used as the hyperlink can be changed in the dialog box. Type the email address in the E-Mail field for the hyperlink. Example: [fran@lamar.colostate.edu](mailto:fran@lamar.colostate.edu). Note: You do not need the **mailto:** in front of the email address when using the Insert E-Mail Link icon from the Objects Palette.

### Editing a Hyperlink

Select the link and view the link properties in the Property Inspector palette. An email address can be changed in the link field or a different file can be selected for the link by choosing the Browse button and selecting a different file. Note, you can also right-click with the mouse on any link and get options to delete, change or edit the link.

### Inserting Tables

Many web page designers use tables as a way to organize text and objects because tables offer many features such as varied colors for the table background, row, column or even a cell. A table can even be nested inside an existing table and cell, row and column sizes can vary. The user can decide where the table will be located on the page and whether or not the table should have a border.

Insert a table by selecting the **Insert Table** icon from the **Objects Palette** or by choosing **Table** from the **Insert Menu**.

### Formatting Options for a Table

Use the **Property Inspector** to change table-formatting options. The **Property Inspector** will change to reflect table properties when any part of the table has been selected.

### Inserting Images

The two standard images types that most browsers support are GIF and JPEG.

- GIF (CompuServe Graphics Interchange Format - GIF extension)
- JPEG (Joint Photographic Experts Group - JPG or JPEG extension)

GIF art images lack the higher quality of JPEG files, but are more compact and display more quickly in web browsers. GIF images work well for black and white "wireframe" or line drawings while JPEG images are more appropriate for "raster" or full color images (such as photographs).

### For Your Information:

A new image format called PNG (pronounced "ping") is becoming a replacement for GIF images. PNG supports alpha channels that are useful for transparency. Microsoft Internet Explorer 4.0 and Netscape Navigator 4.0 both display PNGs but have difficulty with alpha channels and some of the more advanced characteristics of this format.

You can create your own images, scan them, or buy them as part of a commercial clip art package. You can also find GIF and JPEG images in the Internet's many image archives.

## Inserting an Image

**\*\*\*Save your page first.** Place the cursor where you want to insert the image. From the **Insert Menu** choose **Image** and browse to select the image. An image can also be inserted by choosing the **Image icon** from the **Objects Palette**.

### Alternative Text

Alternative text can be displayed in place of an image. You should specify alternative text for those readers who use text-only browsers or have image loading turned off. In addition, use of alternative text allows visually impaired users who use speech synthesizers to read text on a web page. When inserting alternative text, be sure to use descriptive text for the images. For example, alternative text which reads “a car” is not as descriptive as “a blue 1965 Ford Mustang”. Use alternative text to give meaning to your image so the information is accessible to all users. Most browsers display the alternative text as a tool tip when the mouse rolls over the image.

### Adding Alternative Text:

Select the image and the **Property Inspector** palette will change to display image properties. Position the cursor in the **Alt** field and type the alternative text.

### Image Alignment

Select the image and choose the **Left**, **Center** or **Right Align** buttons from the **Property Inspector** to move the image.

### Text and Image Alignment

The **Align** field located on the **Property Inspector** lets you control the way text will appear around your image. The default setting for the **Align** option is **Browser Default**, which is the same as baseline alignment.

## Inserting Text From Other Applications

Use the **cut/copy/paste** method to insert text from other applications into Dreamweaver. Note, Dreamweaver can paste only plain text, but will retain text in separate paragraphs, as its original, when using the cut/copy/paste feature. Use the **Properties Inspector** to format the text by adding headings, font styles, colors and more.

<b>Dreamweaver 3: use the Edit   Paste as Text option instead of just Paste.</b>
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### Inserting Excel Information

Open the file in Excel and save the file as a text file, tab delimited.

From Dreamweaver choose **File | Import | Import Tabular Data**. From the **Import Table Data** dialog box select the **Browse** button and select the Excel text file. **Note:** if the text file was not saved in **Tab Delimited format** then select the correct delimiter from the **Delimiter pull-down menu**.

### **Format the Imported Tabular Data**

Format the inserted data by choosing **Commands | Format Table**. From the **Format Table dialog box** select a color scheme for the table.

### **Sort the Imported Tabular Data**

Sort the inserted data by choosing **Commands | Sort Table**. From the **Sort Table dialog box** select sort options.

### **Importing Office HTML Documents into Dreamweaver**

Choose **File | Import | Import Word HTML** |select the **.htm or .html file**. A **Clean up Word HTML dialog box** will display. **Note:** You are pretty safe to go with the default options.

Dreamweaver creates a new HTML document, imports the file, and cleans up the code. If the **Show Log on Completion option** is selected, Dreamweaver informs you of the modifications made. Dreamweaver provides a full set of options so you can tailor the Word-to-Dreamweaver transformation. There are two different sets of options - one for Word 97/98 and one for those saved Word 2000. The different sets of options can be seen on the **Detailed tab of the Import Word HTML dialog box**.