

Dreamweaver MX - Introduction

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/>

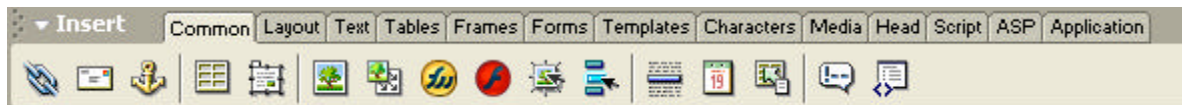
The Work Area

When you open Dreamweaver you will see the Document Window with Panels and Panel groups that change settings depending on what you are creating or editing. The new look of MX saves screen space and makes learning the interface a lot easier. The Document Window displays your web page approximately as it will appear in a web browser.

There are six main parts to the MX Window.

1. Insert Bar
2. Panel Group
3. Panel
4. Document Toolbar
5. Document Window
6. Property Inspector

Insert Bar



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

There are 13 categories or options tied to the Insert Bar. Click on the appropriate tab in the Insert Bar to change categories and available options while creating or editing a web page. The Dreamweaver MX Introduction class will focus primarily on the Common tab.

Rest your mouse cursor on any icon in the Insert Bar to see what each one of the icons stand for. Also, the appearance of the Insert Bar can be changed in the Preferences. For example, if you want to see the tool name in addition to, or instead of their icons.

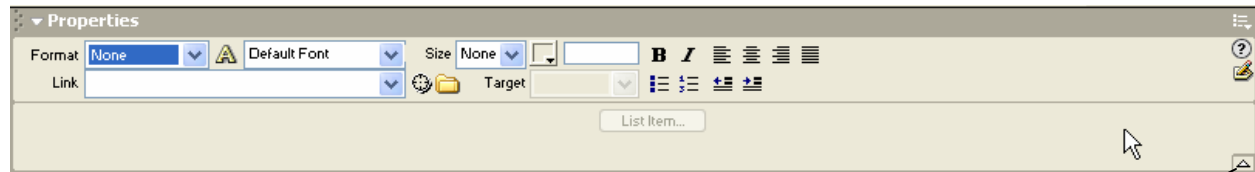
Edit, Preference, General Category, and select an option for Insert Panel

Tip: Most items in the Insert Bar are also available in the Insert Menu.

The Property Inspector

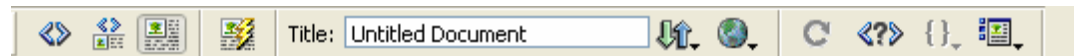
The Property Inspector displays all the properties of the currently selected object.

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



Expanded.
Click here to
collapse.

Document Toolbar



The Document Toolbar allows access to several page options such as set the page title, change the document view from design view to code view, preview in a browser and several other options.

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 field is located to the right of the Window Size menu. This field displays the estimated file size and download times for the web page being created based on the modem settings in the Status Bar category 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 a 28.8 modem.

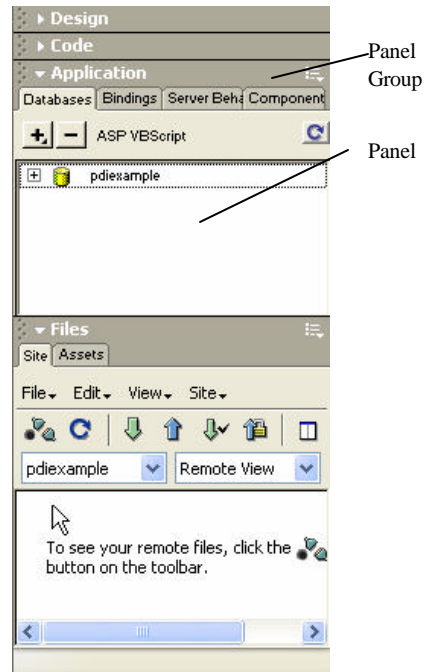
Panels and Panel Groups

Panels and Panel Groups are designed to help the User work more efficiently in Dreamweaver. The Panels and Panel Groups work together to help customize the work space. The majority of Dreamweaver commands are located on both a panel and/or a menu.

A Panel Group can have multiple Panels to choose from. The Panel Groups can be displayed in an Open style or a Collapsed Style by clicking with the mouse on the arrow to the left of the Panel Group Name.

Switch between the different Panels in the Panel Groups by clicking with the mouse on the Panel tab.

The Window menu can also be used to open or close a panel. When viewing the Window menu, any item that has a check mark to the left of the panel name is open or displaying.



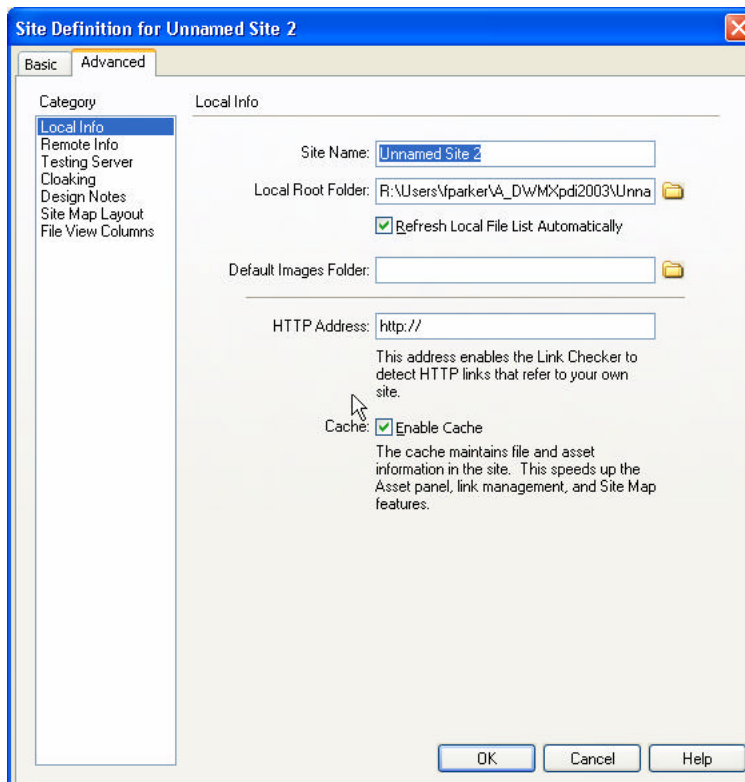
Site Management

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, also known as a 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. Note, all items used in your web project must be stored in the specified Local Root Folder, which you specified within the Site for the 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. The Site Name is like a "pet name" for your project. The Site Name is never transferred to the Web or Remote server.

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.

All files and assets that you plan on using in your web project must be stored in 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.

New to MX: The Site dialog box needs to know where all the images are stored within your Site. Use the Default Images Folder field to point to the folder within your Local Root Folder that will contain or hold all images for the files within the web project specified in the Site dialog box. Note, if you don't have a folder created for your images, then click with the mouse on the Folder icon to the right of the field and create a new folder to house the images.

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 → <http://home.netscape.com/computing/download/>
Microsoft Internet Explorer → <http://www.microsoft.com/windows/ie/>

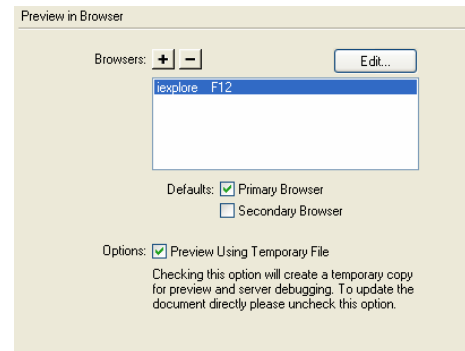
The Preview in Browser option is located in the File menu or in the Document toolbar. From the File menu select Preview in Browser and select a browser from the fly-out menu. The Preview in Browser icon located in the Document toolbar works the same way.

The shortcut key for the browser is located to the right of the browser name in the Preview in Browser fly-out menu. For example, to launch the Preview in Browser using the Internet Explorer browser, press **F12**.

Adding Browsers

To add or delete a browser, choose Edit, Preferences, and select the Preview in Browser category. From the Preview in Browser dialog box, select the Plus icon to add a new browser or the Minus icon to remove a browser.

Tip: Internet Explorer is the default primary browser.



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 or dash. Dreamweaver automatically adds the extension .htm to your file name when you save. You can change the file 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

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 changes to an Eyedropper and it 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.

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.

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**.

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

Adding Text

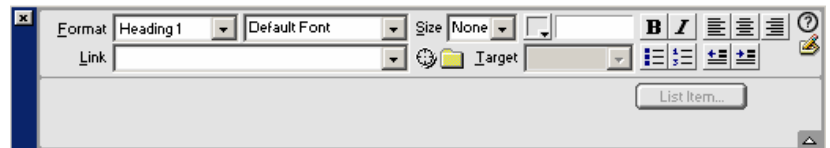
There are several different ways one can insert text on a web page in Dreamweaver. One could type the text directly on the canvas, copy text from a different file and paste it into the canvas, import a text file, or even import a web page that was created in Microsoft Office.

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.

Tip: 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

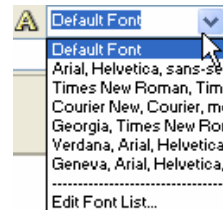
There will be times when single character spacing is needed between words or letters. The tab key doesn't really work in HTML files and the Indent option indents the entire paragraph. Add spaces to your text by pressing the shortcut keys **Ctrl+Shift+Spacebar** or by choosing Insert, Special Characters,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



To create or modify a Font Group, select the Font Style icon in the Properties Inspector and choose Edit Font List from the menu.

Lists



There are two types of lists in Dreamweaver: Unordered List, which are symbols, and Ordered List, which are numeric. 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.

When creating your list, be sure to press the Enter key at the end of each line. If you use the Shift+Enter to insert a single return, Dreamweaver will not recognize the line as a paragraph and the list symbol will only be applied to the first item in your list rather than every line in your list.

Once a list exists on a page, then the List Item properties can be access from the Property Inspector.



Tip: The color of the symbol will default to the text color on the Page Properties menu.

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 Common Tab located in the Inset Bar.

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.

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 first selecting the text or object that will be used as the hyperlink, and second, 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 Common tab 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 tag: <mailto:username@emailaddress.colostate.edu>


Note: there are no spaces in the syntax above.

2. Creating the email link from the Common tab. From your Dreamweaver page highlight the text that will be used as a hyperlink. From the Common tab 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. 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

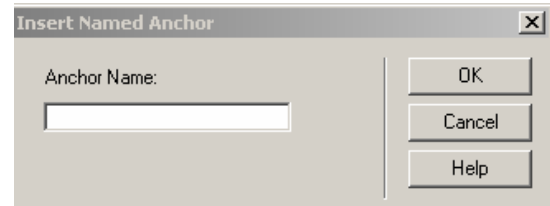
Select the link and view the link properties in the Property Inspector palette. An email address can be changed in the link field or a different file can be selected for the link by choosing the Browse button and selecting a different file. Note, you can also right-click with the mouse on any link and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

Creating an Anchor

An **Anchor**  is a link to a specific area in a document. Anchors are especially useful in long documents. Creating an Anchor is a two-step process. First, create the Anchor and second, link to the Anchor.

Position the cursor at the beginning of a word where you want to insert an Anchor. From the Insert Menu select Named Anchor or press the shortcut keys **Ctrl+Alt+A**. Note, the Common tab displays a Named Anchor that can also be used when creating anchors.

A **Named Anchor** dialog box will display. Type a name for the anchor and do not use any spaces in the Anchor Name. Press OK when finished.



Note: If the **Anchor Marker** doesn't appear at the insertion point location, choose **View, Visual Aids, Invisible Elements**. **Anchor Names are case sensitive.**

Link to an Anchor using the Point-to-File icon in the Property Inspector.

Select the text that will be used as the hyperlink. Next, click on the Point-to-File icon with the mouse and hold and drag to the Anchor. When the arrow from the Point-to-File icon is on the Anchor tag and it turns blue, then release the mouse.

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.

Dreamweaver 3: use the **Edit, Paste as Text** option instead of just **Paste**.

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.