

# Dreamweaver



## Getting Started

### File Storage/Architecture:

Create a new folder for yourself in “My Documents” folder. In this folder, you will store all your website files. Name it appropriately. i.e. COX Website. All .html files and images must reside in the same folder.

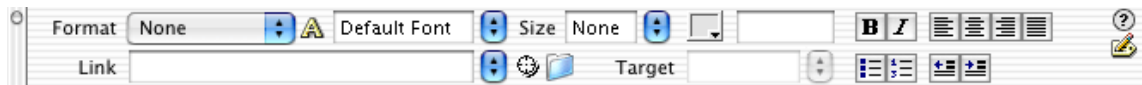
When you begin working on your site, your images should be ready to insert into web pages. They should be in either .jpg or .gif format. Place all your images in an images folder inside your website folder. This will make it easier to find your images when you need them.

**Page Creation:** Open a new page in Dreamweaver and save it as index.html in your website folder.

The home page or main page of your website should always be named “index.html”.

### Properties Palette:

You should see



the Properties palette when you open a new Dreamweaver file. If you do not, click on *Window*, then *Properties*.

**Naming Conventions:** When naming .html or image files, keep the names short with no spaces.

## Setting Page Properties



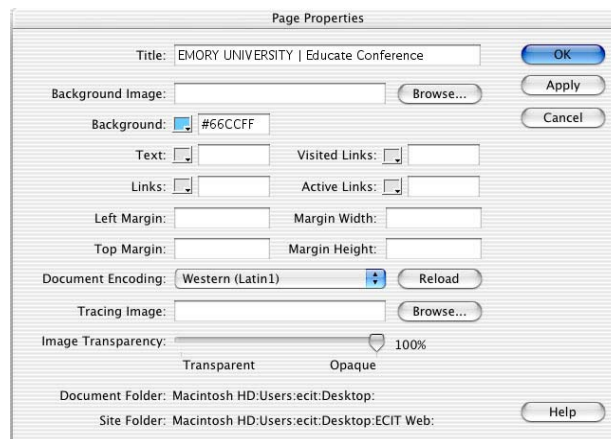
To set the page properties (title, background), choose Page Properties from the Modify menu.

Place a title for your page in the text box labeled *Title*. Each webpage should have a title.

Choose a background color by clicking on the small color box next to the word *Background* and select a color from the pop up color palette.

Background images should be specifically designed to fit the page for proper resolution.

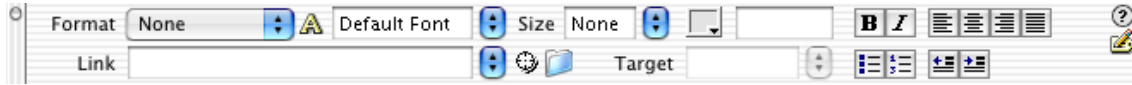
You have the option here of changing the colors of the default text, links, visited links and active links in the same manner as the background.



## Enhancing Text

You may type directly into DW or copy and paste from a text document.

Highlight the text you want to modify. Use the Properties palette to change the attributes of the selected text.



**Format:** Heading Sizes

**Default Font:** Choose from the drop down list of web-safe fonts

**Size:** Options of text sizes. Do not use the minus or plus font sizes. Stick to 1-7.

**Text color:** Next to size is a beveled box. Click to select text color from palette.

**Bold and Italic** can be set by clicking the appropriate button.

**Left, Center and Right Alignment** can be set by clicking the appropriate button.

**Bulleted and Numbered lists** can be created by clicking the buttons.

**Text Indent/Tab:** the right and left arrows next to the numbered box are your tabs. These buttons will indent your text incrementally.

**Double Space:** Return

**Single Space:** Shift + Return

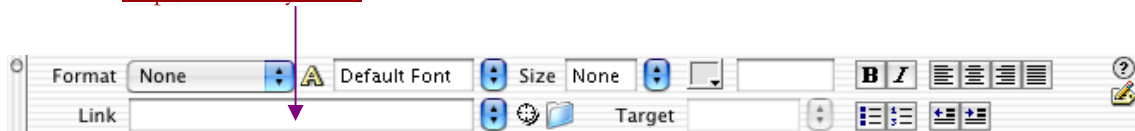
**Indent 1<sup>st</sup> line** of single spaced paragraph: Mac - apple key + shift + space bar  
PC - control + shift + space bar

## Creating a Link

There are four types of links:

1. **Absolute Link:** a link to a web page that is not on your site.

Highlight the text you want to be the link, and click in your properties link window and type in the entire url: i.e. <http://www.nyt.com>



2. **Relative Link:** a link to another page on your website.

Highlight the text you want to be the link, and click on the file folder to the right of the link window and choose the page you want to link to.

3. **Email Link:** a link that launches an email client.

Highlight the text you want to be the link, i.e. email webmaster.



In the properties link box, type in: <mailto:address@wherever.com>

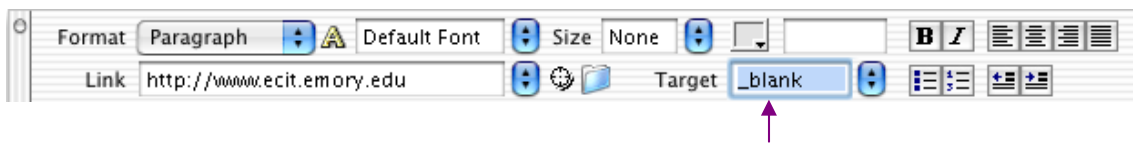
There are no spaces in this text. Example: <mailto:webmaster@emory.edu>

Alternatively: You can click on the letter icon (2<sup>nd</sup> from left) in your Object Palette. A window will prompt you to type in the text and the email address.

4. **Document/PDF file Link:** a link that launches a document/PDF file.

First, save the document/PDF file in your folder. Highlight the text you want to be the link, and click on the file folder to the right of the link window and choose the document/PDF file you want to link to.

To have a linked website open in a **new browser window**, type in the full url in the link window and then select *Target, blank*.



**Image Links:** Images also can be links. Click on the image you want to be a link and type the url in the link window or browse for the file on your website by clicking on the file folder to the right of the link window.



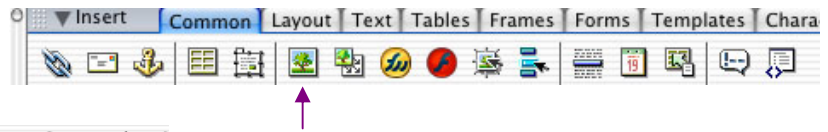
## Adding Images

You have your page open in Dreamweaver and may have some content. Now you are ready to add images to your page. All images are in your website folder with all other website files, are in a .jpg or .gif format and have already been re-sized in a graphics program, such as Photoshop or Fireworks.

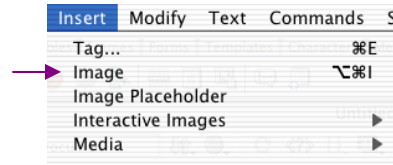
Place your cursor where you want your image to appear.

There are two ways to insert images:

1. Click on the tree icon in your Objects Palette. (6<sup>th</sup> icon from the left). If you do not see your Objects palette, click on *Window*, then *Objects*.



2. Go to *Insert, Image*.



Both options will give you the *Select Image Source* window:

Select the image you want to appear on your webpage.

(Your images should already be collected in your webpage folder.)

Click *Choose*. Your image should appear on the page. If you click once on the image to select it, the Properties Palette will show information about that image:



**SRC** Indicates the location of the file. It also is the name of the file as it appears in your website folder.

**ALIGN** Indicates the alignment of the image. To place text the left or right of an image, click once to on the image, then select left or right alignment. This will allow you to add text next to the image.

**LINK** Images can be links. If you want your image to be a clickable link, type the address of the page you want to link to in the blank Link box (or if you want to link to a page on your site, click on the file folder to the right of the link window and browse for the file you want to link to).

**ALT** Indicates the Alternate text that should be displayed if a viewer has set their browser to not display images. Note: Any images that are relevant to the content of your site should be accompanied by an *alt* tag to be ADA compliant. With an *alt* tag, even if one cannot view the graphic, they can still understand the content of that page by reading the image tag. i.e. The alt tag for an image of Emory University might read “Emory University photo”.

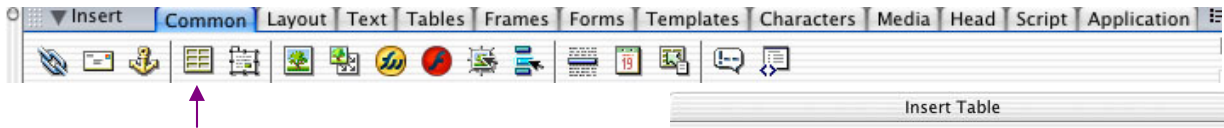
**W, H** These two fields are the width and the height. These measurements are in pixels. **Do not** change these measurements in Dreamweaver. Images should be the desired size before inserting them into your page.

## Adding Tables

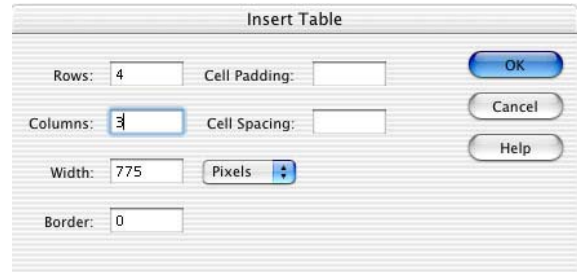
Tables make it much easier to format and align your text and images the way you want.

To add a table to your website, make sure your Objects Palette is open. Open it by going to *Window, Objects*. You can also insert a table by clicking going to your *Insert* Menu at the top of the page and selecting *Table*.

Place your cursor on your page where you'd like the table to appear and click on the table icon.



The following box will prompt you to select **rows and columns**:



**Width:** You can select the size of the table in pixels or percentage. If you choose pixels, 775 is the maximum size you should specify.

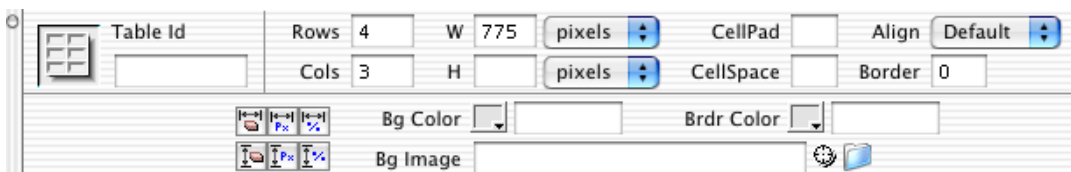
**Border:** If the *Border* is 0, the outline of your table will be invisible.

**Cell Padding:** Is the amount of space around an element in a cell.

**Cell Spacing:** The amount of space between individual cells.

Your table will appear on the page with empty cells. You can then drag and drop text and images into the cells of your table.

When your table is selected, the **Properties Palette** will show the details of your table. You can add rows or columns here or by going to the *Modify* menu and selecting *Table*. This menu also allows you to specify different background colors for each cell in your table.



## Merging Cells

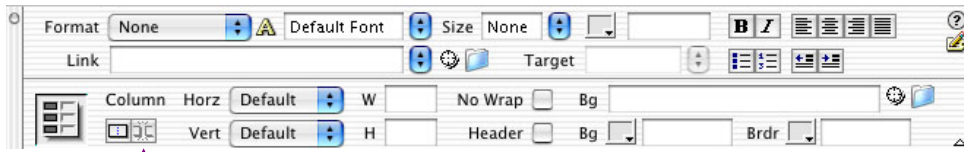
1. Highlight the cells: Click in one cell, hold your mouse down, and drag the cursor to any additional cells you want to merge.
2. Click on the Merge Cells icon in the Properties Palette.



↑ Merge Cells

## Splitting Cells

Click inside the cell you'd like to split and click on the icon next to the merge cells icon.



### Split Cells

Select whether to split the cell into rows or columns, then specify the number of divisions desired. Click "OK" when finished.

Note: If you are splitting a cell into both rows and columns, you must perform each operation separately.

