

Dreamweaver MX

Full Tutorial

What is Dreamweaver?

Macromedia Dreamweaver is a professional Web Page editing program. Whether your goal is to create a simple Web Page for a class, pursue a far larger project for a club or department, or just make a personal homepage for yourself, Dreamweaver provides a powerful, yet simple-to-use solution.

Table of Contents

- A. Creating A New Web Page
- B. Editing Page Properties
- C. Understanding the Properties Inspector
- D. Text
- E. Images
- F. Links
 - 1. Hyperlinks
 - 2. E-mail Links
 - 3. Named Anchors
 - 4. Image Maps
- G. Tables
 - 1. Creating a Table
 - 2. Splitting & Merging Cells
 - 3. Adding & Deleting Rows or Columns
 - 4. Editing Other Table Properties
- H. Embedding a QuickTime Movie

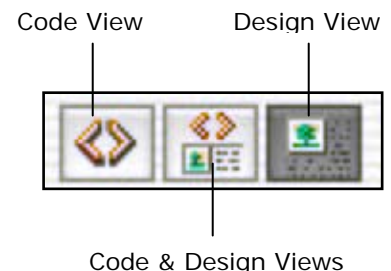


A. Creating A New Web Page

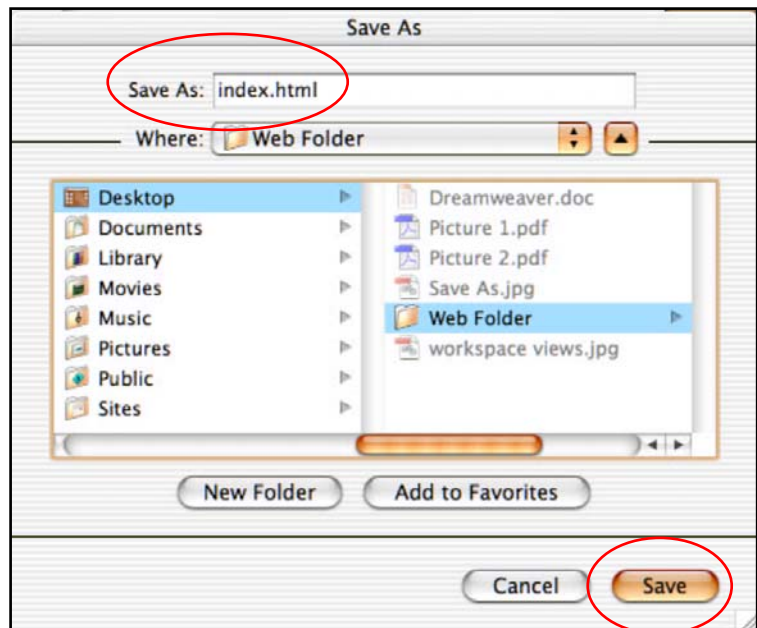
1. To begin, open Macromedia Dreamweaver by clicking on the illustrated icon on the OSX dock. If you are using an OS9 or Windows XP system, you will find Dreamweaver listed under the **Apple** menu or **Start** menu respectively.
2. Once Dreamweaver has loaded, you should see a workspace and several toolbars. The workspace will be displayed in the default, **Design View**. You can also toggle between the **Code View** and the **Code and Design Views**.



NOTE: The **Code View** displays what is known as **HTML** (Hypertext Markup Language). HTML is the underlying code for all of your Web Pages. While it is usually important to have some knowledge of HTML when creating Web Pages, for our simple purposes here it won't be necessary. Dreamweaver, and other Web editors like it, allow you to use a simple graphical interface to type text and place objects, while the program itself writes the underlying code.

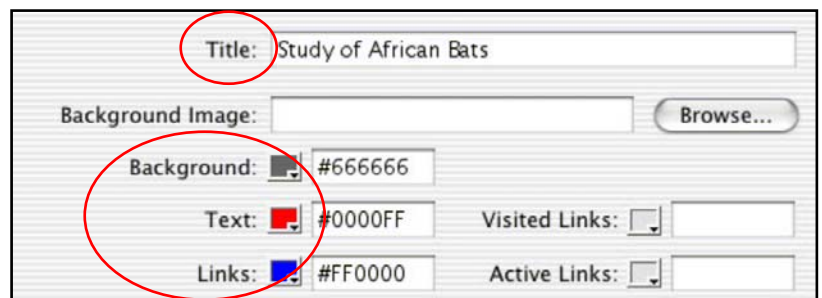


- It is important to save your Web Page to a folder before you even begin working on it. You should create a folder that will contain not only your HTML files, but also any images, documents, or movies that you want to display on your page or link to from your page. Remember to keep all of these files within your folder, because separating them will cause your page to load incorrectly once it has been uploaded. To save your page, go to the **File** menu and select **Save As**. Title your page **index.html**. This will allow any Web browser to immediately recognize this page as your main page. Then, under the *Where* drop-down menu, find your folder and then click **Save**.

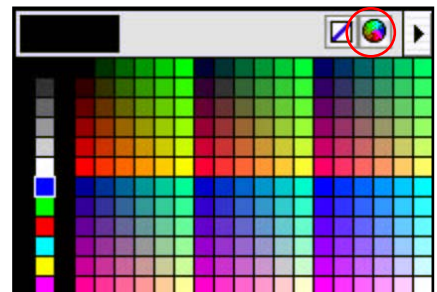


B. Editing Page Properties

- To set the basic properties of your Web Page, go to the **Modify** menu and select **Page Properties**.
- Within the **Page Properties** dialogue box, there are many attributes of your page that you can edit. However, we will focus on the most important ones here. These are *Title*, *Background Color*, *Text Color*, and *Link Color*. You can also set the default colors for visited and active links, as well as change the margins of the page.



- The *Title* of your page is what will be displayed at the very top of the Web browser when people are viewing your page. Therefore, you will want your title to be the name of your page, if you have one, or a summary of its contents. In the example image, we have titled our page, "Study of African Bats." Enter your desired title in this field.
- When setting default colors for the background, text, and links, there are two ways to accomplish this. First, you can enter the **Hexadecimal** code for the color in the field to the right of the heading. For instance, the background in our example image has been set to #666666, which corresponds to a medium gray color. Or, you can click on the colored box to the right of the heading and select your color from a list of 228 colors. The full color wheel of 16.7 million colors can be accessed by click on the icon in the top right of the color menu.

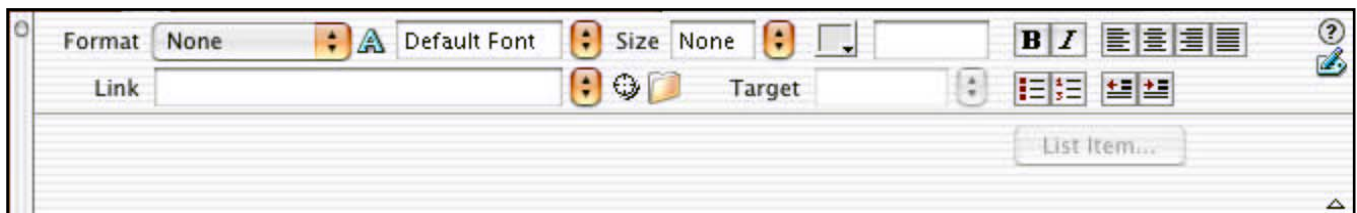


NOTE: When setting the colors for your background, text, and links, be careful not to choose colors that are too bright or gaudy. You should aim for a professional look and feel to your page. Lime green as a background color is probably a poor choice. Likewise, make sure your text and links stand out from the background. If your text is hard to read, people won't bother viewing your page.

- Once you have set all of the attributes to your page in the **Page Properties** window, click **Apply** and then click **OK**.
- There are other options you can set in the **Page Properties** window, but these are the primary ones. ALWAYS set your page properties before you begin working on your page. Often times, people forget to do this and end up lacking a title or setting text and link colors by hand, which is tedious and unnecessary.

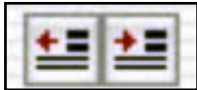
C. Understanding the Properties Inspector

- The **Properties Inspector** is what allows you to change the attributes of individual objects, once you begin adding text, images, tables, etc. to your Web Page. The tools and fields available on the **Properties Inspector** will change depending on what type of object you have selected. Here is an example of the tools and options available when a block of text has been highlighted.



- Notice the many options you have, such as font type, size, color, and style. You can control alignment and indentation. Finally, there is also a field to enter a hyperlink and the option to create bulleted or numbered lists.
- If you were to highlight an image in your workspace, the **Properties Inspector** would change to display an entirely new list of attributes, applicable to the image object type.

D. Text

- Text is entered and manipulated in Dreamweaver much in the same way as it is in your average word processing program like Microsoft Word. However, there are some differences that we will mention here.
 - The <TAB> key will NOT indent text, because this is not a basic function of HTML. If you want to indent a paragraph, use the **Text Indent** keys on the **Properties Inspector** once you have typed your text. 
 - Pressing the <RETURN> key drops your cursor down two line spaces instead of one. In order to drop down a single line space, press <SHIFT> + <RETURN>.
 - Individual fonts are NOT assigned to text. Rather, a Font Set is assigned to text to ensure that all versions of different browsers on both Mac and PC computers will be able to recognize at least one font in the set you choose.
 - Font sizes do NOT run on the normal scale with a 12 pt. default. Rather, fonts are sized on a 1-7 scale with size 3 being the default.
 - To underline text, you must go to the **Text** menu, select **Style**, and then choose **Underline**. There is no hot key combination to underline text (such as <CTRL> + <U>) in Dreamweaver.
- All other text manipulation should be familiar to you. To change font sizes, colors, styles, etc, use the **Properties Inspector**.

E. Images

NOTE: Web browsers will only recognize certain types of images. If you are going to insert images into your Web Page, make sure that they are either in **JPEG** or **GIF** format.

1. To insert an image into your Web Page, go to the **Insert** menu and select **Image**. Navigate through your computer's folder structure and locate the desired image file. Select it and click **Choose**.
2. Now that the image has been inserted into your page, click on it and notice how the attributes available for editing in the **Properties Inspector** have changed. Here, you can add a border to your image, set its alignment, or change its dimensions.
3. If you want to resize an image, remember that it is important to constrain its proportions in order to avoid distortion. Click on your image to select it. Now, while holding down the <SHIFT> key, click on the handle at the bottom right of the image and drag to either shrink or enlarge the image. Notice how the proportions are constrained.



NOTE: Increasing the size of an image will significantly reduce image quality. It is wise to exercise discretion when choosing to do this.

NOTE: You cannot place the image anywhere you wish on the Web Page using wrap settings like in Microsoft Word. You are constrained to the different alignment settings. If you wish to increase image placement flexibility, you might want to consider using a table as a layout device or using drawing layers.

F. Links

1. Hyperlinks
 - a. In order to create a hyperlink to a page outside of your site, a page within your site, or a document or other file, you need to begin by selecting the body of text or image you wish to make into a link.
 - b. Once you have done this, go to the **Properties Inspector** and locate the text entry field that has *Link* written next to it. It will look something like this.



- c. If you are linking to a Web Page outside of your site, you will need to enter the full http address. Here is an example: **http://www.cnn.com/**.
- d. If you are linking to another page within your site, you simply need to enter the name of the file. Again, here is an example: **biography.html**.

NOTE: If your Web Site includes folders to organize your different pages, images, and documents, you will need to be sure to include the folder structure in your link entry. For instance, if **biography.html** were located in the folder **personal**, then you would type the following in the *Link* text box: **personal/biography.html**.

- e. If you are linking to a document or other file type, again, simply enter the name of the file. Here is an example: **myessay.doc**.

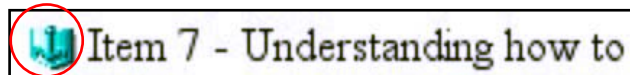
NOTE: Any files, HTML or other, that reside within your folder in your Web space do not need the full http address for the link to recognize the file. If you do type out the full address, the link will still work; it just takes less time to type out the file name rather than the entire address when this isn't required.

2. E-Mail Links

- a. To create an e-mail link, start the same way as before by selecting a block of text or an image.
- b. Go to the **Properties Inspector** and locate the *Link* entry field.
- c. Inside the field, type "**mailto:**" followed by the e-mail address you wish the link to connect to. Now, when a user clicks your link, it will open his/her default e-mail program and insert the given e-mail address into his/her send field. An example of the entire entry will look something like this: **mailto:jronald@hamilton.edu**.

3. Named Anchors

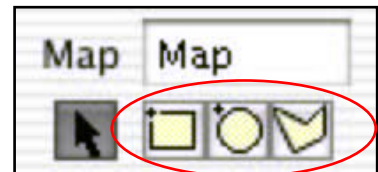
- a. A named anchor is a link that one uses to jump to another point within the same page or to a specific point on another page. Named anchors are commonly used when the amount of text on a page is significant and continual scrolling is required to go from the top of the page to the bottom. By using a named anchor next to a table of contents item, you can allow the user to automatically jump to the location on the page where that specific information is located.
- b. To insert a named anchor, begin by finding the location on the page where you want the link to jump to, NOT where you want to place the actual link!
- c. Go to the **Insert** menu and select **Named Anchor**. In the dialogue box that appears, enter the name for this anchor. Use a name that relates the anchor to the information with which it corresponds. Then click **OK**. Note the example. The golden anchor symbol is the anchor that was inserted next to "Item 7". So, we aptly title this anchor, **item7**.



- d. Now, go to the point on your page where you want to insert the link that will jump to your named anchor. Once you have selected the block of text or image that you want to create into the link, simply type # by pressing <SHIFT> + <3> and then the name of the anchor in the *Link* field in the **Properties Inspector**. Your entry should look something like this: **#item7**.

4. Image Maps

- a. An image map is an image that has several **Hotspots** (individual areas of the image that are links to different Web Pages or files). To create an image map, select the image you wish to create the hotspots on.
- b. Go to the **Properties Inspector** and locate the following portion in the bottom left corner. Notice the three buttons illustrating blue shapes. You can use these to create a **Rectangular Hotspot**, an **Oval Hotspot**, or an irregularly shaped **Polygon Hotspot** on your image.
- c. Select the tool you want and draw the shape around the portion of the image you wish to create into a link by clicking and dragging.



NOTE: By holding down the <SHIFT> key while using the **Rectangular** or **Oval Hotspot** tools, you can create a perfect square or circle.

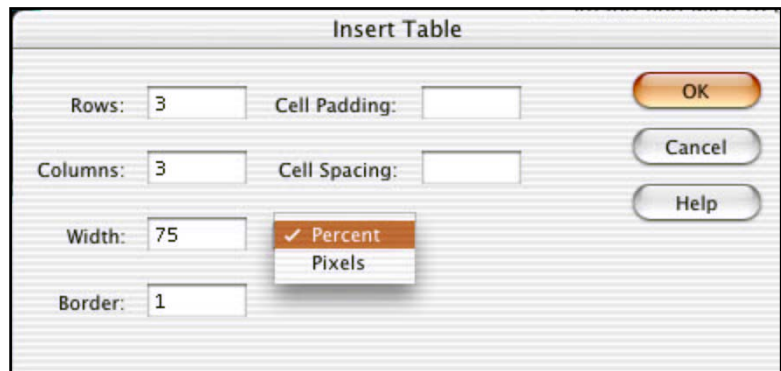
- d. Once you have created your hotspot, you can adjust its borders by clicking on one of the corner handles and dragging.
- e. Now, with the hotspot selected, enter the link into the *Link* field in the **Properties Inspector**. You can use hotspots as named anchor links, e-mail links, or regular hyperlinks to pages, documents, and other files.



G. Tables

1. Creating a Table
 - a. Tables are used often in Web Pages for many reasons. They are an excellent way to organize your information, control the layout of your page, and provide a more professional look and feel to your Web Page.
 - b. To insert a table, go to the **Insert** menu and select **Table**. The **Insert Table** dialogue box should appear.
 - c. In this dialogue box, you can control several attributes of your table. First, you can set the number of *Rows* and *Columns* that your table will contain. Second, you can choose whether or not to use *Cell Padding* or *Cell Spacing*. You can set the *Width* of your table in either pixels or as a percentage of the total width of your Web Page. Finally, you can choose whether or not to include a *Border* with your table. Once you have set all of the attributes, click **OK**.

NOTE: By setting your *Border* value at **0**, you will retain the organizing capabilities of the table without having to see its borders. This is useful if you are using the table as a means to organize the layout of your page. While working in Dreamweaver's workspace, you will see a dotted line bordering your table. This border will not be visible once you upload your page and view it in a Web browser.



2. Splitting & Merging Cells
 - a. Once you have created your table, you can split a cell in two or merge two or more cells together if it suits your needs.
 - b. To split a cell, select the cell of the table you wish to split by clicking in it. Go to the **Modify** menu, select **Table**, and then choose **Split Cell**. A dialogue box will appear asking whether you wish to split the cell into rows or columns and how many splits to make. Enter this information and click **OK**.
 - c. To merge cells, select the grouping of cells you wish to merge together by clicking and dragging to highlight them. Go to the **Modify** menu, select **Table**, and then choose **Merge Cells**. This will automatically merge all of the selected cells into one large cell.
3. Adding & Deleting Rows or Columns
 - a. You can add rows and columns in much the same way that you split and merged cells. To add rows or columns, begin by selecting a cell in the row beneath where you want the new row added, or a cell in the column to the right of where you want the new column added.
 - b. Go to the **Modify** menu, select **Table**, and then choose **Insert Row** or **Insert Column**, depending on your desired action. The new column or row will now be added.
 - c. If you wish to delete a row or column from your table, simply select a cell within that row or column, go to the **Modify** menu, select **Table**, and then choose **Delete Row** or **Delete Column**, depending on your desired action. The column or row you selected will now be deleted.
4. Editing Other Table Properties
 - a. If you wish to edit the table properties, hover the cursor over the outside border of the table until you see the double arrowhead. Now click once. The entire table has been selected.
 - b. Go to the **Properties Inspector** and notice the many attributes you can change, such as width, height, alignment, border, border color, background color, etc.

- c. If you wish to edit individual cell properties, simply click the desired cell and again revert to the **Properties Inspector**. Here you can control the alignment of text and objects within the cell, the border and background colors of the cell, etc.

H. Embedding a QuickTime Movie

1. To embed a QuickTime movie in your Web Page, refer to the document, "Embedding Video into a Web Page," in the ITS Technology Support System. You can find this document by going to <http://www.hamilton.edu/college/its> and searching for **Web Page** in the *Technology Support Search* box.