




## Introduction to Dreamweaver 8

**What is Dreamweaver?** Dreamweaver helps you to create web pages while it codes html (and more) for you. It is located on the bottom tray  or in the **start** menu, under **Macromedia**.

### **Dreamweaver Tutorial and Help**

Dreamweaver has excellent tutorial and help contents under “Help” at the top right of the screen.

### **Before you begin**

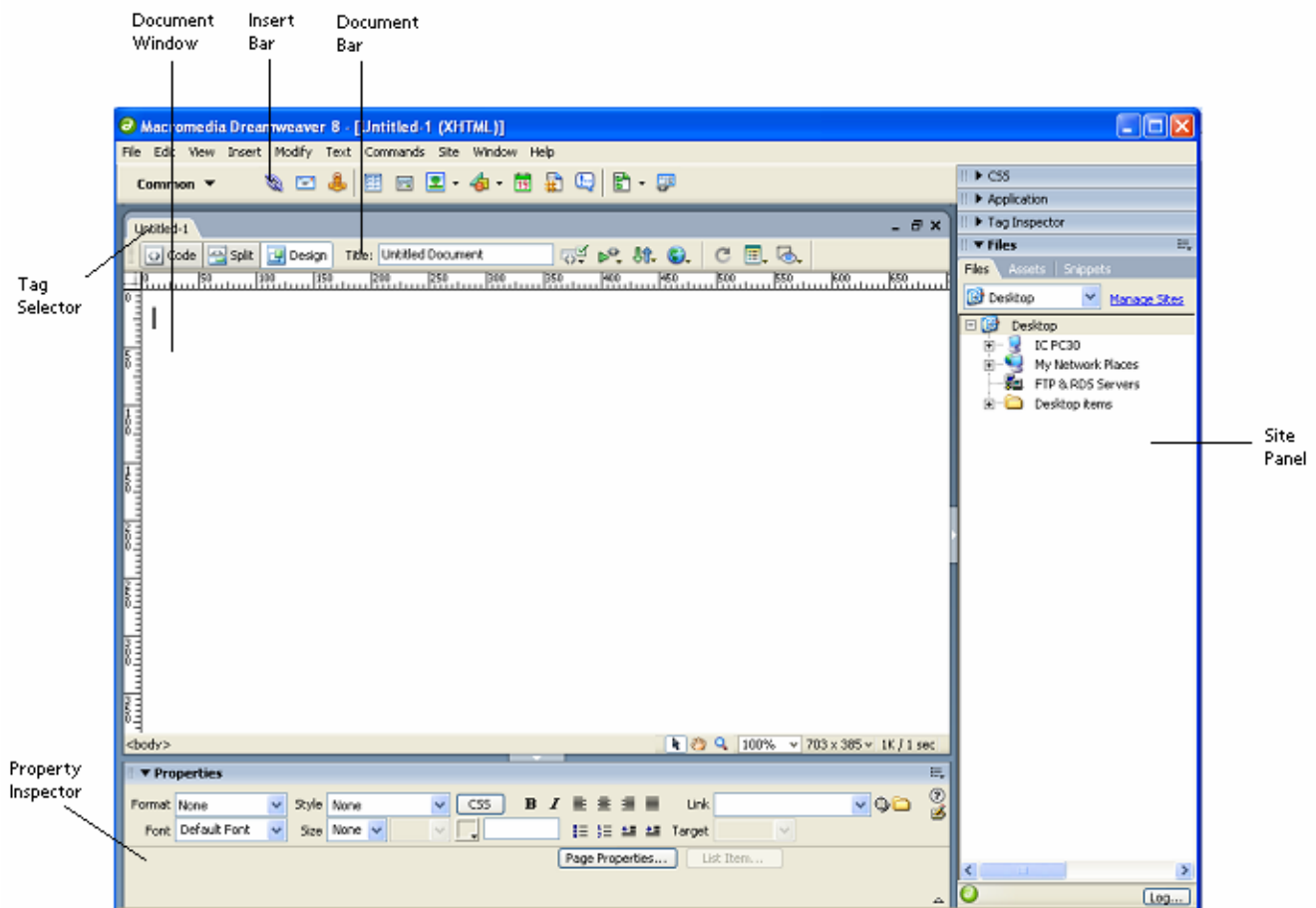
*Webpace:* your webpage must be on your webspace to be accessible from the internet. When mapping the network drive, use PC: \\www\username or Mac: www. The maximum storage space is 30 megabytes.

*Organization:* store all components of the website in one folder. It is recommended that you create a separate “images” folder within the main one to keep track of your images. The main folder must be on your webspace.

*Planning:* it helps if you know how you want your webpage to look *before* using Dreamweaver. Think about colors, uniformity among pages and organization of links and topics.

### **Creating a new page:**

Under “File”, select “New”. Make sure it is set on “Basic Page” and “HTML”.



### **The Dreamweaver Windows**

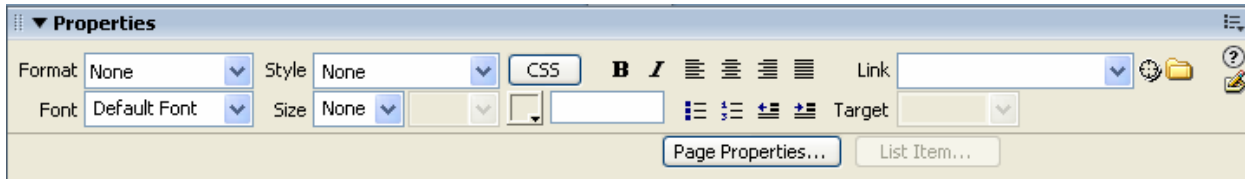
The **Document window** displays the current, editable page.

The **Site Panel** allows you to easily access, view and manage the files and folders that make up your site. This is **optional**, but useful.

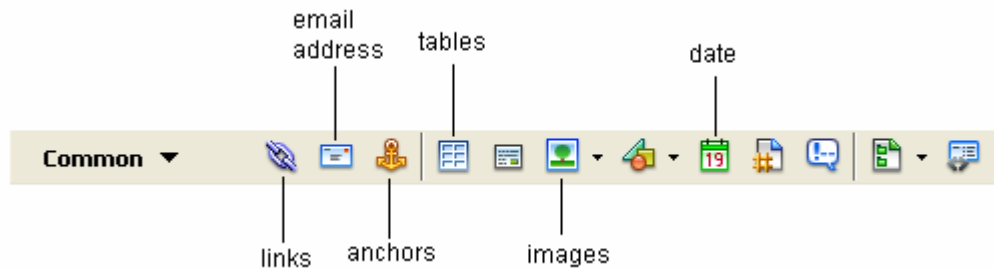
From the top menu, select **Site**→**New Site**→click the “**Advanced**” tab. Fill in the **Site Name** (“bob’s site”), the **Local Root Folder** (the folder where all pages of your website are contained), and the **http address** (the exact online location of your site—[http://www.mtholyoke.edu/~bob/main\\_folder\\_name](http://www.mtholyoke.edu/~bob/main_folder_name)).

The two commonly used tool bars are the **Insert bar** and the **Properties inspector**. If they are not visible on your screen, pull down these options under **Windows (Insert and Properties)** at the top, or press **F4** on your keyboard.

The **Property Inspector** allows you to view and change properties of selected objects or texts.

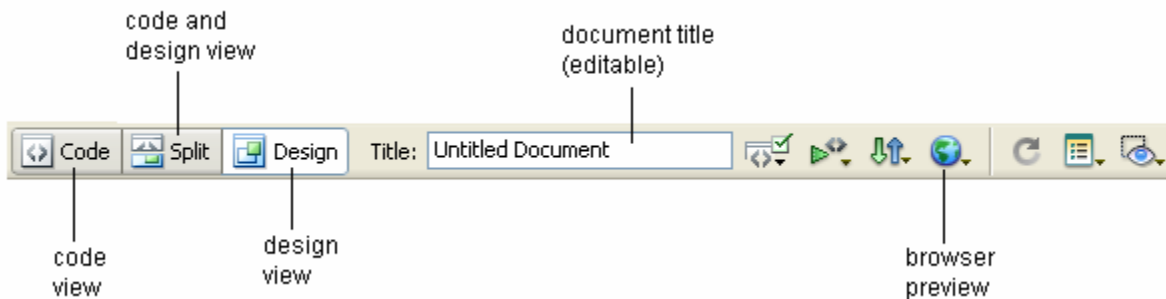


The **Insert bar** contains buttons for inserting various types of objects, e.g. images, tables and text into your page.



The **Document toolbar** contains buttons and pop-up menus that provide different views of the Document window (e.g. Design view, Code view) and gives you access to references and a preview of your page in the browser of your choice. If the document toolbar is not already visible, go to **View**→**Toolbars**→**Document** in the top menu.

To preview your page in a browser click on the Browser Preview on the Document toolbar or choose **File** → **Preview in Browser**. You must save the page first to see changes.

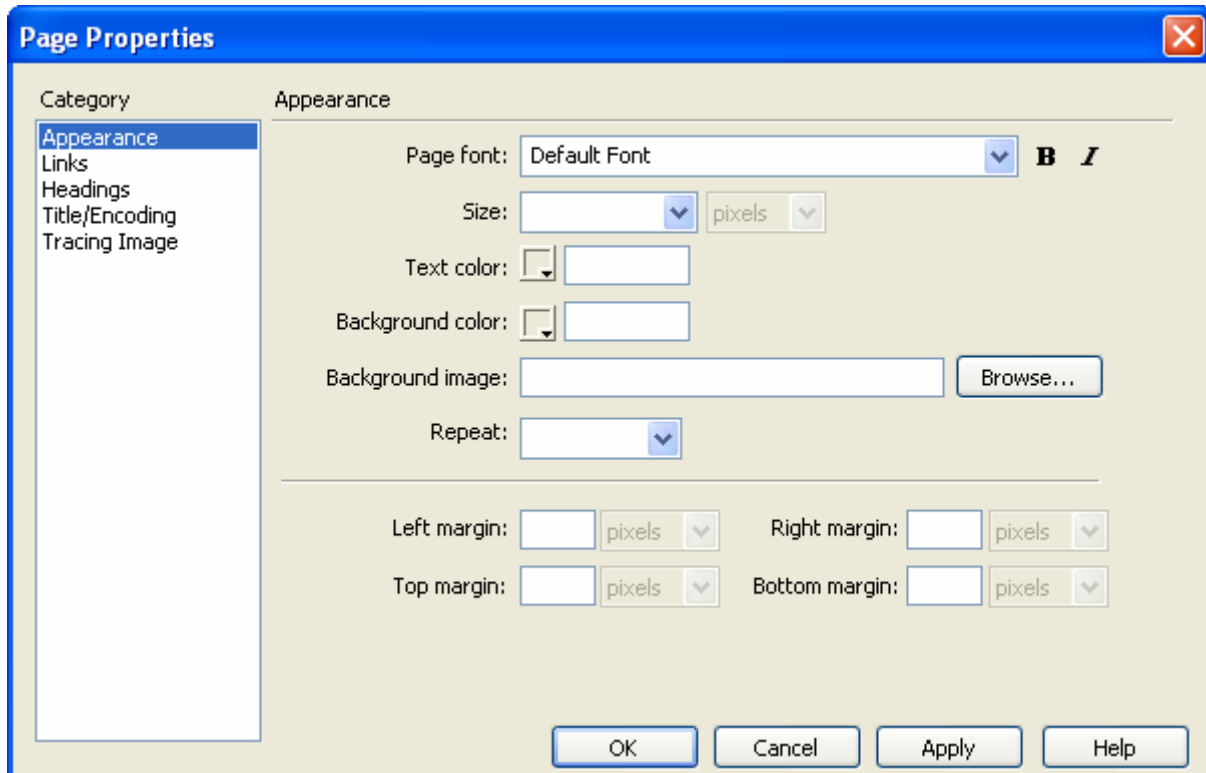


### Page Title and Page Properties

**Page Title:** It is important to title new web pages. A good habit to adopt is to title your page before you do anything else. The page title appears in the top title bar of the browser window and if bookmarked, the title of the bookmark. Without a title, “Untitled document” will appear. You can type in the page title in the Title box located in the **Document toolbar**.

### Page Properties

The default appearance of text, background color, page margins, color of links, and other properties can be changed in the **Page Properties** window. Go to **Modify → Page Properties** or press Control + J on your keyboard to open the Page Properties dialog box. It is important to establish defaults on text as different browsers may have different defaults.



### Backgrounds:

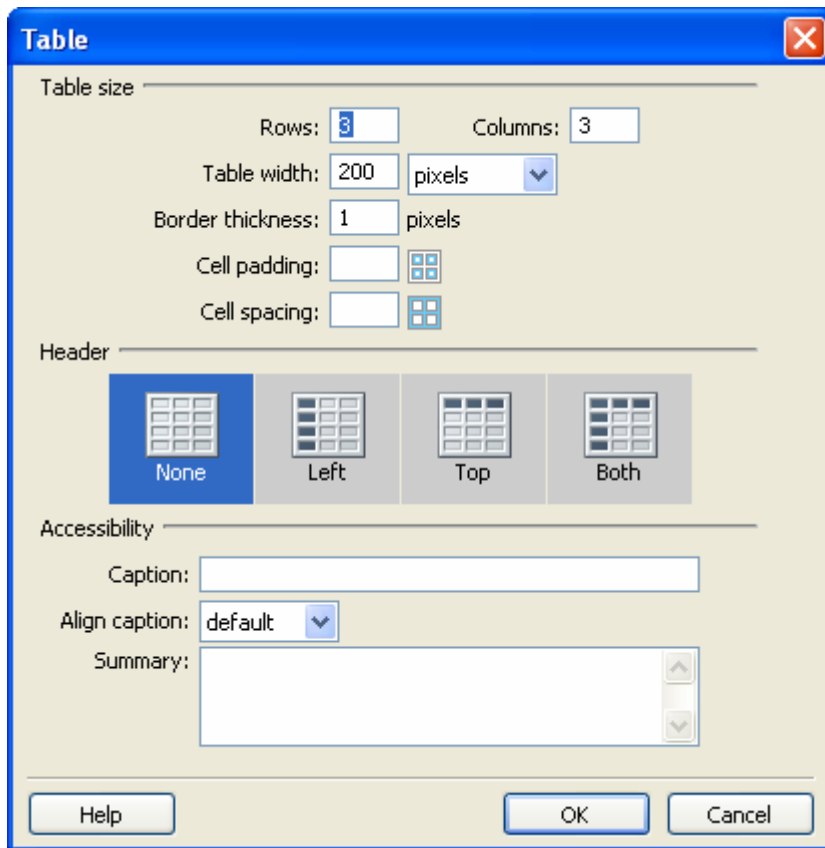
You can set your background color here. It is important to consider readability—good contrast between the text and background color. Neons are bad!

If you have an image to use as background on your page, select ‘Browse’ and click on the image you want to use as your background. The image will tile (repeat the image) over the entire page.

### Tables

Tables are great for organizing and giving structure to the page.

1. Place cursor where you want the table.
2. Choose the Table icon on the Insert bar or at the top choose Insert→Table.
3. Specify the number of columns and rows.



**Cell Padding** – specifies the amount of spacing between the content and the cell edge (wall)

**Cell Spacing** – specifies the amount of spacing between each table cell, not including the border

**Table Width** – specifies the width of the table in pixels or as a percentage of the browser window. For precise layout of text and images, it is recommended that you specify tables in pixels.

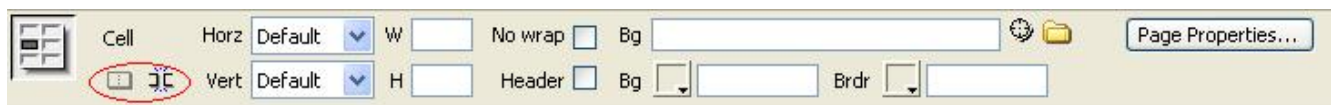
**Nested tables:** When creating nested tables, i.e. table(s) within table(s), designate specific pixels on the outside table. 700 is one standard. Another option is to the outside table at 100%. For tables inside main table percentages are generally used rather than pixels.

**Border thickness:** specifies the width of the table border. A border of “0” means the lines will appear invisible.

**Background Color of Table, Cell or Border:**

Select the entire table or a cell and click the Background color or Border button in the Property Inspector.

**Split/Merge Cells:** You can split (divide the selected cell) or merge (unify selected cells) by selecting the appropriate cell(s) and clicking either the split or merge icon in the properties inspector.



**Inserting Images**

It is recommended that your image be the size you want it to appear on your Web page, rather than enlarging or shrinking the image in your HTML editor. You should set the image resolution to 72 dpi (close to standard computer display resolution) to hold down image file size. Photoshop can help you do this (use the “Save Images for the Web” option).

## To insert an image:

1. Place the cursor where you want the image to appear on the page and then click the Image icon on the Insert bar, or go to **Insert** → **Image** on the top menu.
2. In the dialog box that appears, click Browse to choose a file. It must be in your website folder.
3. Click 'OK'

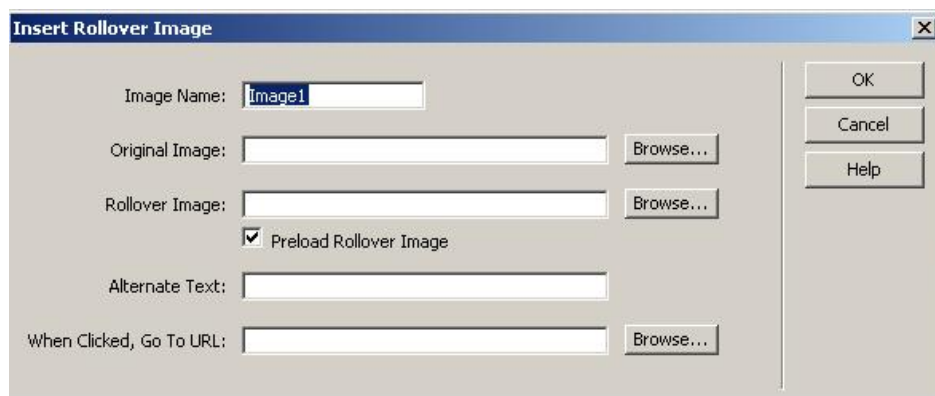
## Inserting Rollovers

A rollover is an image that changes when the mouse cursor moves across it. A rollover consists of two images: the primary image (the image displayed when the page first loads) and the rollover image (the image that appears when the cursor rolls over the primary image).

## To create a rollover:

It is essential that both images are exactly the same size or the images will not appear correctly. You can do this in a drawing program.

1. In Dreamweaver, place the cursor in the Document window where you want the rollover to appear.
2. On the Insert bar, click the Rollover icon or go to **Insert** → **Image Objects** → **Rollover Image**.
3. The Insert Rollover Image dialog box will appear. Browse to select an image file for the original and rollover image.



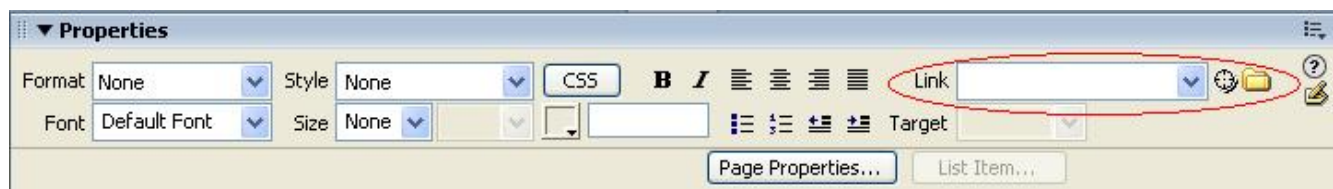
4. Make sure the Preload Rollover Image option is checked so that the rollover image loads when the page opens in a browser. This ensures a quick transition between the images.
5. To create link, in the 'When clicked go to URL' box, browse to select a file.
6. Click OK.

## Creating Links and Email Links

### Creating Links

Links are used to navigate between pages in your site and to introduce material from other web sites.

### To create a link:



1. Highlight text or an image in the Document window.
2. To link to a document inside your site, click the folder icon to the right of the Link field to browse and select a file. The path to the linked document appears in the URL field.
3. To link to a document outside your site, enter an absolute path including the http:// (i.e., for a link to NASA, the absolute path is http://www.nasa.gov)

### **Creating Email Links**

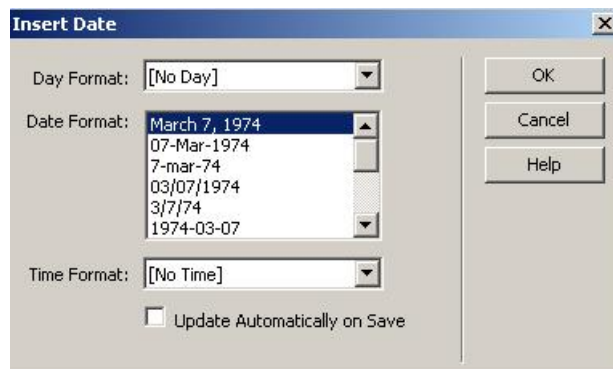
An email link opens a new message window (using the mail program associated with the user's browser) when clicked. In the email message window, the To: field is automatically filled with the address specified in the email link.

To create an email link:

1. In the Document window, position the insertion point where you want the email link to appear, or select the text you want to appear as the email link.
2. On the Insert bar, select the Email icon (looks like an addressed envelope). Or you can go to Insert → Email Link in the top menu.
3. In the Text field of the Email Link dialog box, type or edit the text to appear in the document as an email link.
4. In the Email field, type the email address that will appear in the To: field.
5. Click OK.

### **Inserting a Last Updated Date**

1. Place cursor where you want the date inserted.
2. From the Insert bar, select the Date icon.
3. A dialogue box will appear, choose the day, date and time format you desire. Check the box for "update automatically on save" to have the date change whenever you save the web page file.



### **Inserting Anchors**

Anchors mark specific positions in a page(s). Use named anchors to jump to a marked position in the current document or to link to a marked position in a different document.

To create a named anchor:

1. In the Document window, place the cursor where you want the named anchor.
2. Click on the Named Anchor icon on the Insert bar or go to Insert → Named Anchor from the top menu.
3. Enter a name (no spaces) for the anchor in the dialog box that appears. (If the anchor marker doesn't appear at the cursor location, choose **View → Visual Aids → Invisible Elements.**)

To link to a named anchor:

1. Select text or an image in the Document window.
2. In the Property inspector, enter a pound sign (#) and the name of the anchor in the Link box. For example to link to an anchor named "two" in the current file, type #two.

To link to an anchor named "two" in a different file in the same folder, type filename.html#two.

### **Saving**

It is good practice to save web pages without capitals, spaces, or funny characters. This will ensure that the page will appear on all browsers, as well as make it easier to type in the address correctly.

The homepage of your website should be saved as "index". This means that instead of getting a file directory (where everyone can see ALL the files in your folder) your homepage automatically loads. In any folder, the file named "index" is the homepage.

You can tell if a page hasn't been saved or not if the tag selector has an asterisk. "index.html"\*

A quick and dirty way to use a page as a template is to either create a copy with a different name or copy and paste the code.

### **NOTES:**

Photoshop and Illustrator are great for creating banners and images. We have workshops for that!

Resources: Don't forget the Dreamweaver Help and tutorials. There are also numerous websites for html. Using a search engine to find a solution to a specific problem works pretty well. Consultants hold hours in the Info Commons. Come bother us.

*Last updated: October2006.*