


Introduction to Dreamweaver CS3

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 **Adobe Web Premium CS3**.

Dreamweaver Tutorial and Help

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

Before you begin

What is Webspaces?

College assigns storage space of 200 megabytes (MB) for each student, where she can store her personal web pages and all the materials (i.e. images, buttons, sound clips, video clips etc.) that she uses in her website, and an addition 750MB in each students classweb space—a space specifically provided for websites and pages created for academic purposes.

How do you access your Webspaces?

For PC users:

1. Right-click on ‘My Computer’.
2. Click on ‘Map Network Drive’
3. In the ‘Folder’ box, type ‘\\www\username’ (as shown below).

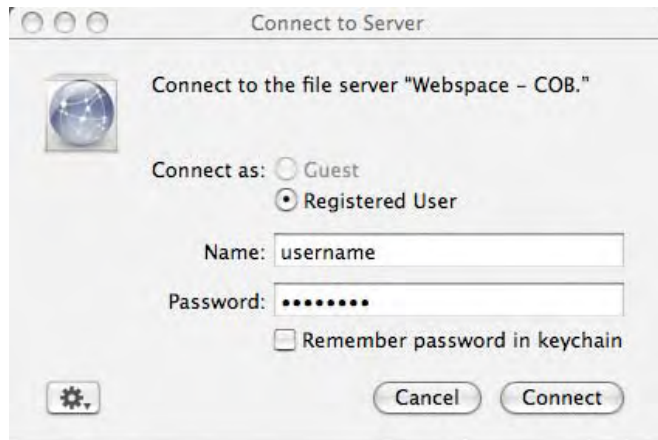


4. Then put in your password when prompted and your Webspaces will open up.

For Mac users:

1. Click on ‘Go’ then click on ‘Connect to Server’

2. Choose server address to be 'www' and click on 'Connect'
If that doesn't take you to the next dialog box, change "www" to "smb://www"
3. Put in your username and password when prompted (as shown below).



What is Classweb?

Classweb is a folder shortcut in student's webspace, linking to an area on a separate server which has larger space than the outer interface of the classweb. When you are working with larger websites, it is better to store your files in the classweb folder.

How do you view your webpage in web browser?

You have to make sure that you have saved your webpage correctly, so that you can view it in a web browser.

If you have saved your **index** page **outside** classweb folder then you have to type 'www.mtholyoke.edu/~username' as the URL address in the address bar of the web browser to view your page.

If you have saved your **index** page **inside** classweb folder then you have to type 'www.mtholyoke.edu/~username/classweb' as the URL address in the address bar of the web browser to view your page.

Planning and file management

Creating folders for organization purpose

It is important and wise to create folders to store each kind of files like images, buttons, audios, videos etc separately, which you use while building the website.

Filename

When you name your individual webpage you need to keep the following things in mind for efficiency and convenience:

1. Make filename short.
2. Avoid spaces within the filename.
3. Use lower case.
4. Do not use special characters.

Size of your File

It is better to keep the size of your file under 32 kilobytes so that it does not take long time to download on the web browser. Bigger files take longer to download causing inconvenience to the audience who is trying to view your webpage.

Consistency among WebPages

It is better to have certain level of consistency if you have multiple pages in your website (it is likely that you will have multiple pages). It depends on you how much consistent you want it to be. But it is advisable that it has some level of consistency in terms of banner, page layout, logo etc, so that people realize that they are on the same website when they go through multiple pages of your website.

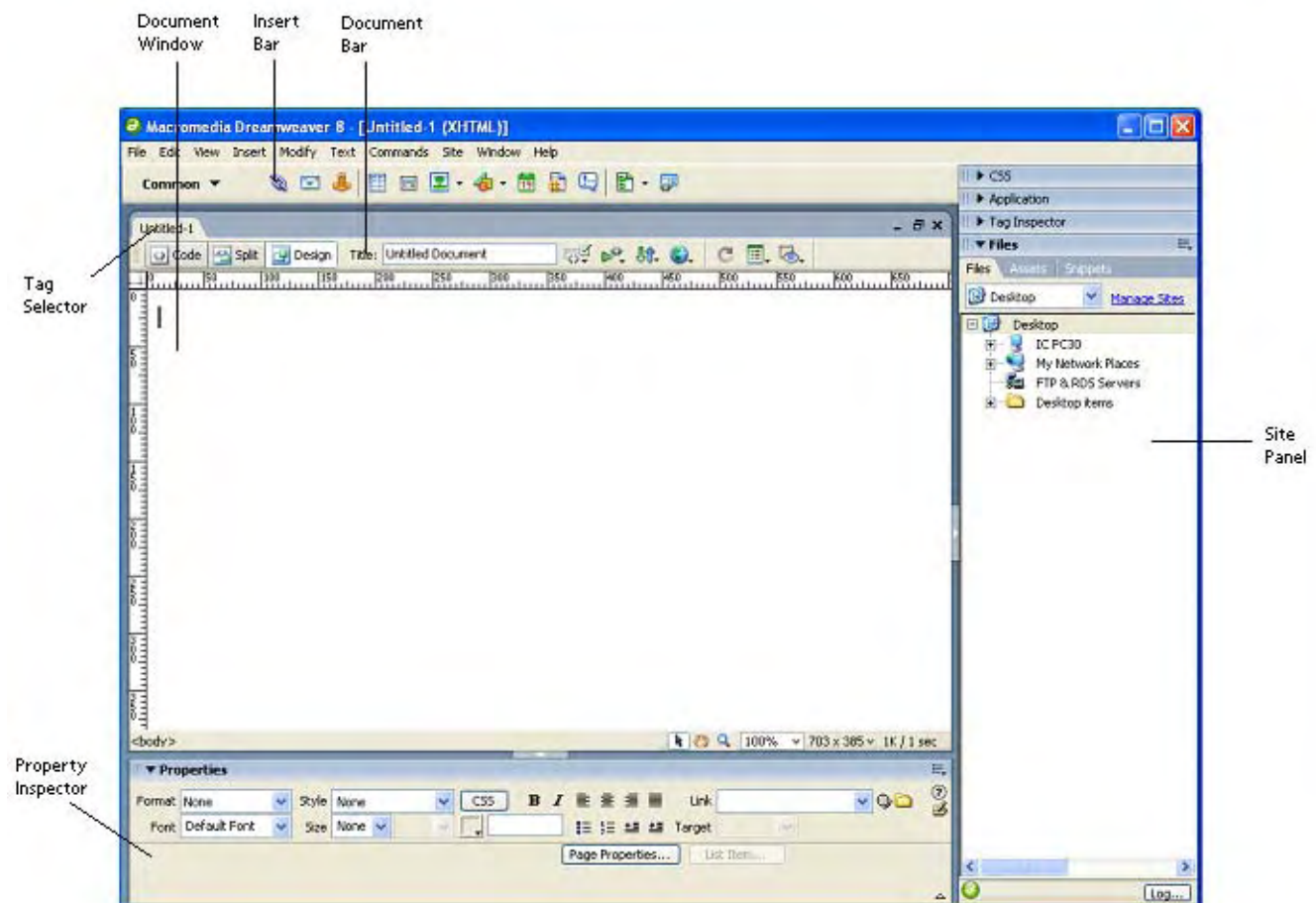
Starting Dreamweaver

Creating a new page

1. Click on 'File'
2. From the dropdown menu select 'New'
3. Make sure that you select 'Basic Page' and 'HTML' when the 'New Document' dialogue box pops up and hit 'Create' tab on it.

Dreamweaver Window

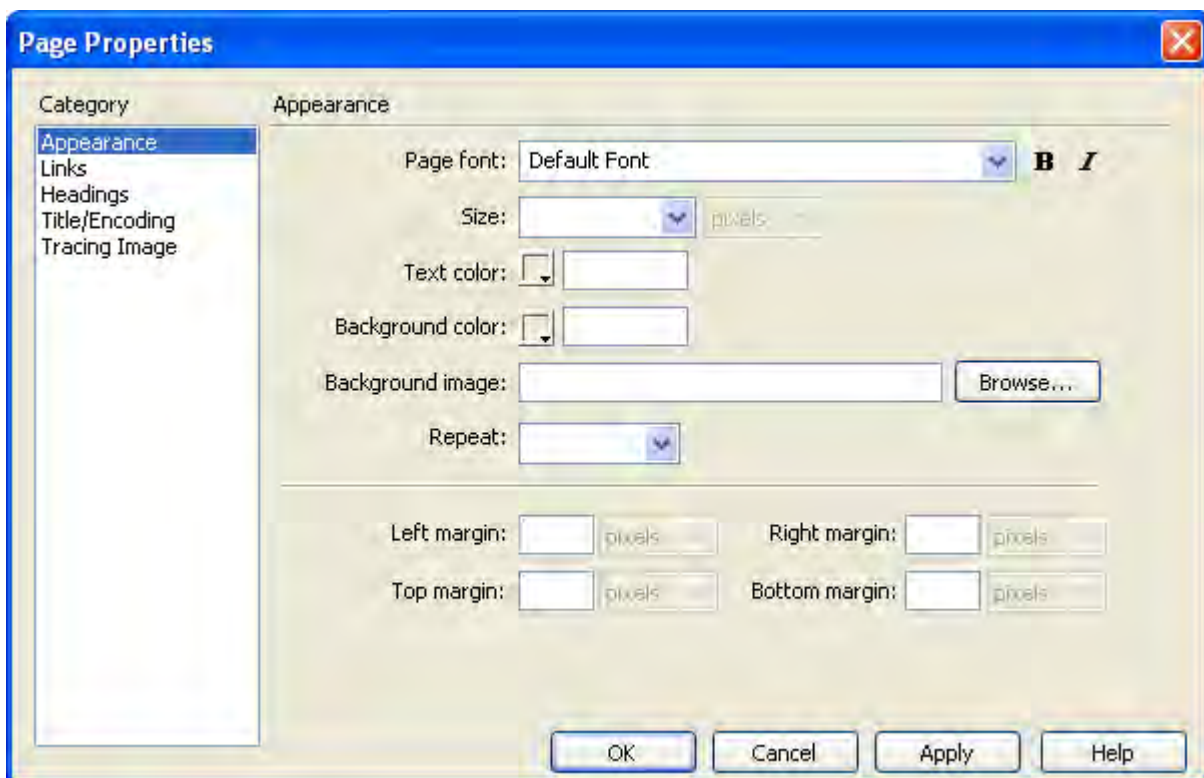
Use 'Design' view to design your webpage. Dreamweaver window in 'Design' view will as below:



Page Properties

Page properties allow you to choose and change the default appearance of text, background color, page margins, color of links, and other properties.

Go to **Modify** → **Page Properties** or press **Ctrl + 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.



Note on setting your Background

While setting your background color, you have to be careful that there is a good contrast between your text color and background color, enhancing readability. Using neon colors are not that great an idea. Also, make sure that you are using web safe colors such that all the web browsers support that color that you are using on your page.

(For information on web safe colors, visit: <http://www.lynda.com/hex.asp>)

If you are using image as the background in the page, make sure that the image has softer colors and does not take over the text that you have over it. The image that you use as the background tiles throughout the page.

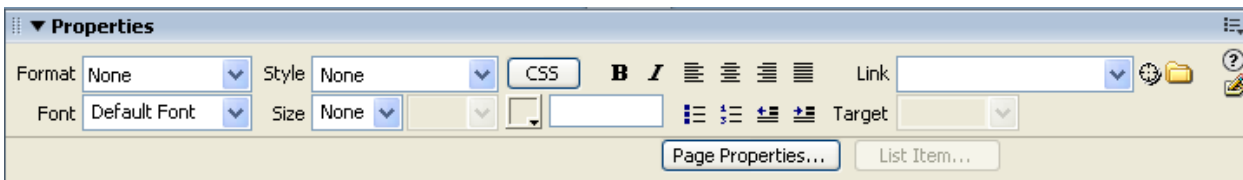
Insert Bar and Properties Inspector

The two most useful tool bars are the **Insert Bar** and the **Properties Inspector**. If they are not visible on your screen, click on 'Windows' and check on 'Insert' and 'Properties' in the dropdown menu or press **F4** on your keyboard.

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

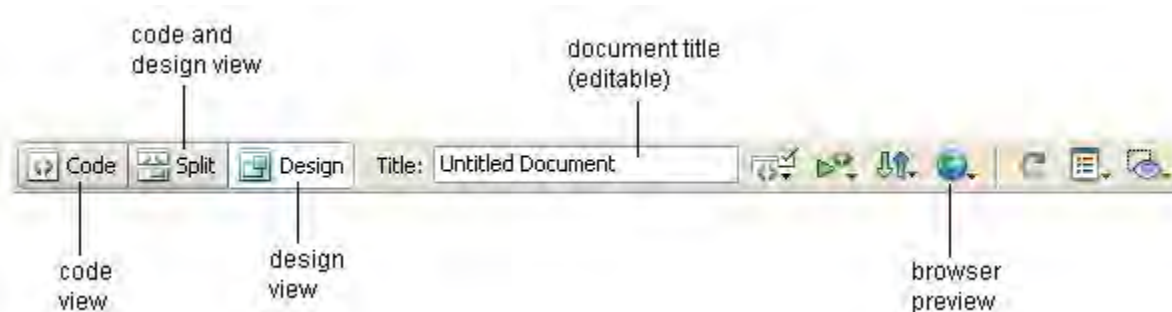


Properties Inspector allows you to format your text, page, to insert links etc.



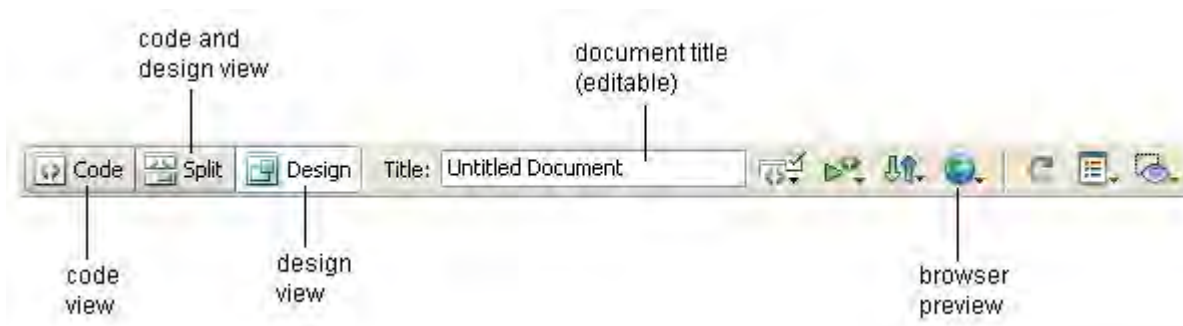
Document toolbar

The **Document toolbar** contains buttons and pop-up menus that provide different views of the Document window (e.g. Design view, Code view). It also 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.



Page Title

It is important to give a title to a new web page. The page title appears in the title bar at the top of the browser window. If the page is bookmarked then it will be the title of the bookmark. If you do not give a title 'Untitled document' will appear in the title bar. You can type the document title in the 'Title' box located in the Document toolbar of Dreamweaver window.



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 to see changes.

Creating a Table

A table is used as a 'backbone' of your webpage's layout. Utilizing tables appropriately can give an organized look to the webpage.

Inserting a table

1. Place the cursor where you want the table to be inserted on the page and then click the Table icon on the Insert bar, or go to **Insert → Table** on the top menu.
2. In the dialog box that appears, set the number of rows and columns for the table.
3. Also in the same dialog box, you can set the width of the whole table, the thickness of the border, cell padding, and cell spacing. (*Cell padding is the space between the outline of a cell and the actual contents, such as texts or images, in the cell. Cell spacing is the space between each cell.*)
4. Click 'OK'

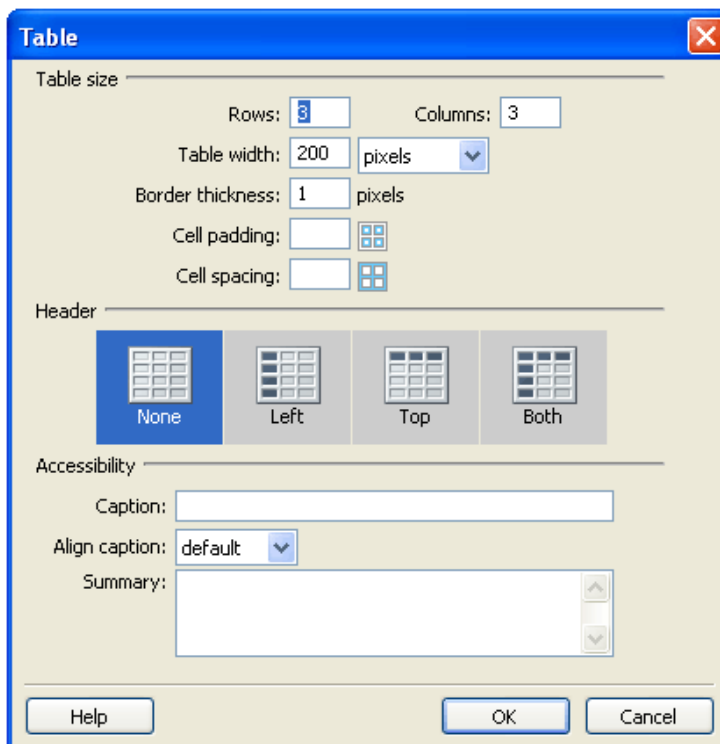
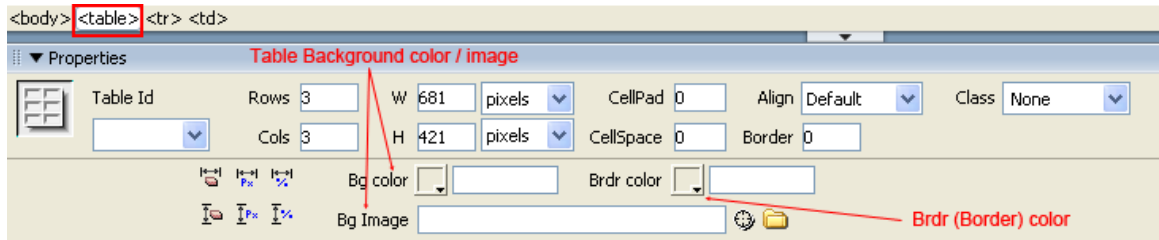


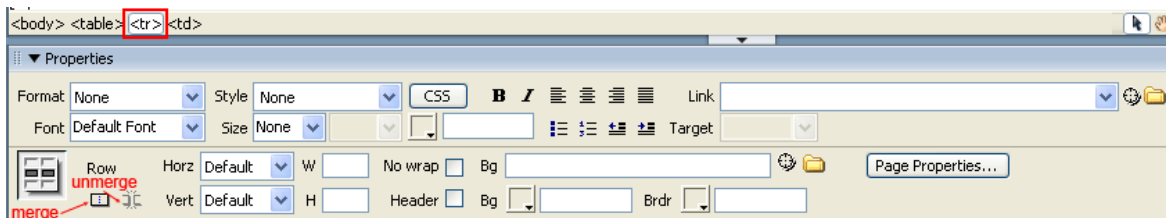
Table Properties

You can change settings (background color, size, etc) of the table using table properties at the bottom of the Dreamweaver window. There are three different properties for tables.

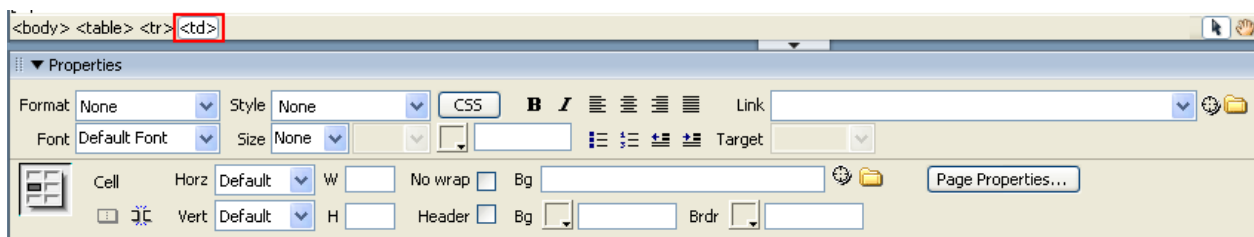
1. Properties for the whole table can be viewed by clicking `<table>` at the status bar. This also selects the table. In the Table Properties, you can modify background color for the table, or set an image as a background for the table. Also, you can set border size, border color, table width and height, cell padding, and cell spacing.



2. If you want to select a row of cells, you can first place the cursor in one of the cells in the row, and click `<tr>` on the status bar. This also changes the properties to the Row Properties. If more than one cell is selected, you can merge these cells by clicking the merge button in the properties. You can also select two or more cells by clicking in one cell and dragging the cursor to the next cell/cells.



3. If you want to change the background color for only one particular cell, you can do that in Cell Properties, which can be viewed by clicking `<td>` on the status bar. Here, you can also set horizontal and vertical alignment of the texts/images within the cell.

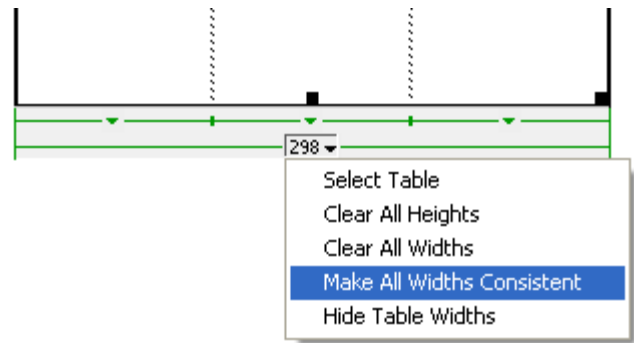


Inserting text/image in table

You can write text or insert images in cells by placing the cursor in the desired cell, and typing or inserting image. Inserting image is covered in the upcoming section, and you can follow the same steps when you are inserting the image in a table. The rule of thumb is that if you can insert any object (link, image, video, music, text...) directly on a webpage, you can put it inside a table/cell. Yes, you can even insert a table in a table.

Sometimes, when an image or text is inserted in a cell, the size of the cell is dramatically enlarged instantly. This can be prevented if a step is taken before inserting any image.

1. Select the table by clicking **<table>** on the status bar.
2. Right under the table, there should be a grey area with green lines and numbers. These numbers are the size of the table/ cells in pixel.
3. Of the numbers, choose the one that represents the width of the whole table, and click on the upside-down triangle right next to the number. The drop down menu will be shown.
4. Click **Make All Widths Consistent**.



Images in Dreamweaver

Before you insert the image

1. Resize your image into the size you want it to appear in the page using Photoshop instead of enlarging or shrinking the image in Dreamweaver.
2. Compress the size of image into a reasonable size. It is recommended that you set image resolution to 72 dpi (close to standard computer display resolution) to hold down image file size.
3. Save the image either as 'JPEG' or 'GIF'.

Inserting an image

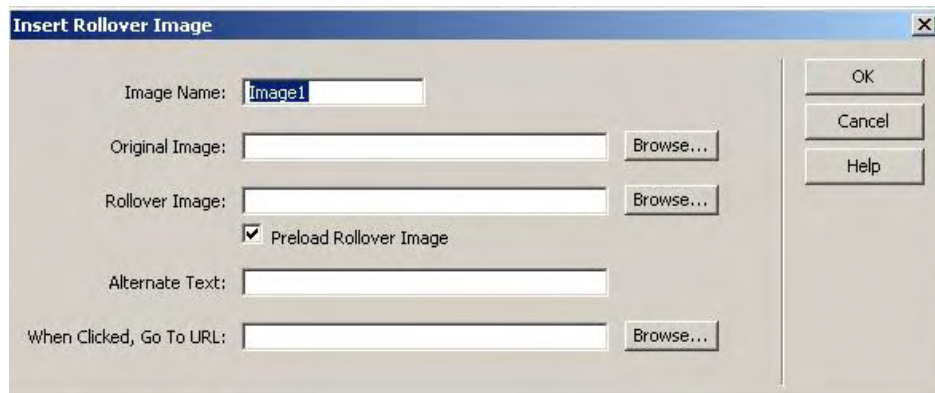
5. Place the cursor where you want the image to appear on the page and then click the Image icon on the Insert bar, or go to **Insert → Image** on the top menu.
6. In the dialog box that appears, click Browse to choose a file. It must be in your webspace preferably stored in a separate folder.
7. Click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

Inserting Rollovers

A rollover is an image that changes when the mouse cursor moves on 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).

It is essential that both images are exactly the same size or the images will not appear correctly.

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.

Alternate Text

If you want a text to appear when you move the mouse over the image, you can type the text on 'Alt' box in the properties inspector. It is especially useful when the image does not load into the webpage for some reason as your audience can get the information about the image even if they cannot see the image.

Creating Links, Email Links and Anchors

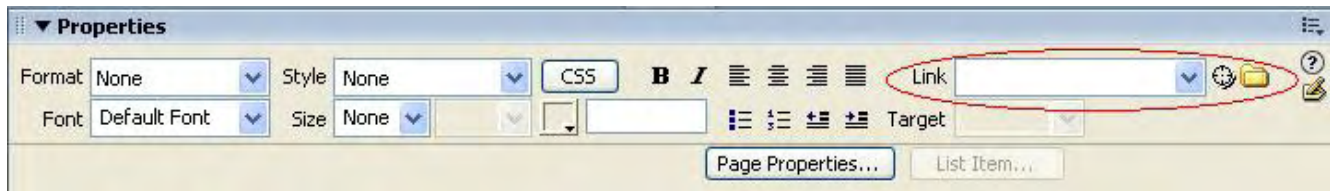
Links

Links are used to navigate between pages in your site and to introduce material from other web sites. There are two types of link.

1. Internal Link
When you have multiple pages in your website, you can create links between your pages. This type of link, which links your different pages are called the internal links.
2. External Link
When you link your page to external sources like other websites (pages outside your website) then such a link is called external link.

Creating a Link

1. Highlight text or an image in the Document window. If you want to link your image to another page, then you have to select the image.
2. To link to a document within your site, click the folder icon to the right of the 'Link' box to browse and select the 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)



Email Links

Although Dreamweaver offers an option of creating email links, it is strongly recommended that you **DO NOT** use email links for your webpage. The reason is that the email links or even the emails just written on webpage (ie. username@mtholyoke.edu) can easily be used by spammers for sending spam mails. Instead, for the purpose of letting other viewers of your webpage know your contact information, you can write out your email addresses in words. *Ex.: username-at-mtholyoke-dot-edu.*

Inserting Anchors

Anchors mark specific positions in a page. You can use named anchors to jump to a marked position in the current document or to link to a marked position in a different document. It is useful when your page has lot of text so, that you can use anchors to navigate within the document.

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 (without 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 as 'html#two'.

Saving

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.

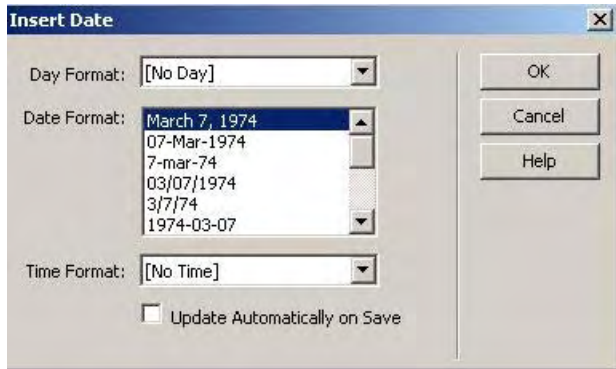
You can tell whether a page hasn't been saved if the tab selector has an asterisk 'index.html*' (near document toolbar) in the Dreamweaver window.

You can always go back and make changes in your pages. Just remember to 'SAVE'.

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.



NOTES:

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

Resources: Don't forget the Dreamweaver Help (F1) and tutorials. There are also numerous websites for html. Using a search engine to find a solution to a specific problem works pretty well. Most Technology Consultants in the Info Commons can help you with these basics, and sometimes you may find a P2P teacher on duty as well: come bother us!

Last updated by CTMS: January 2009.