

# Using Adobe Dreamweaver CS4 (10.0)

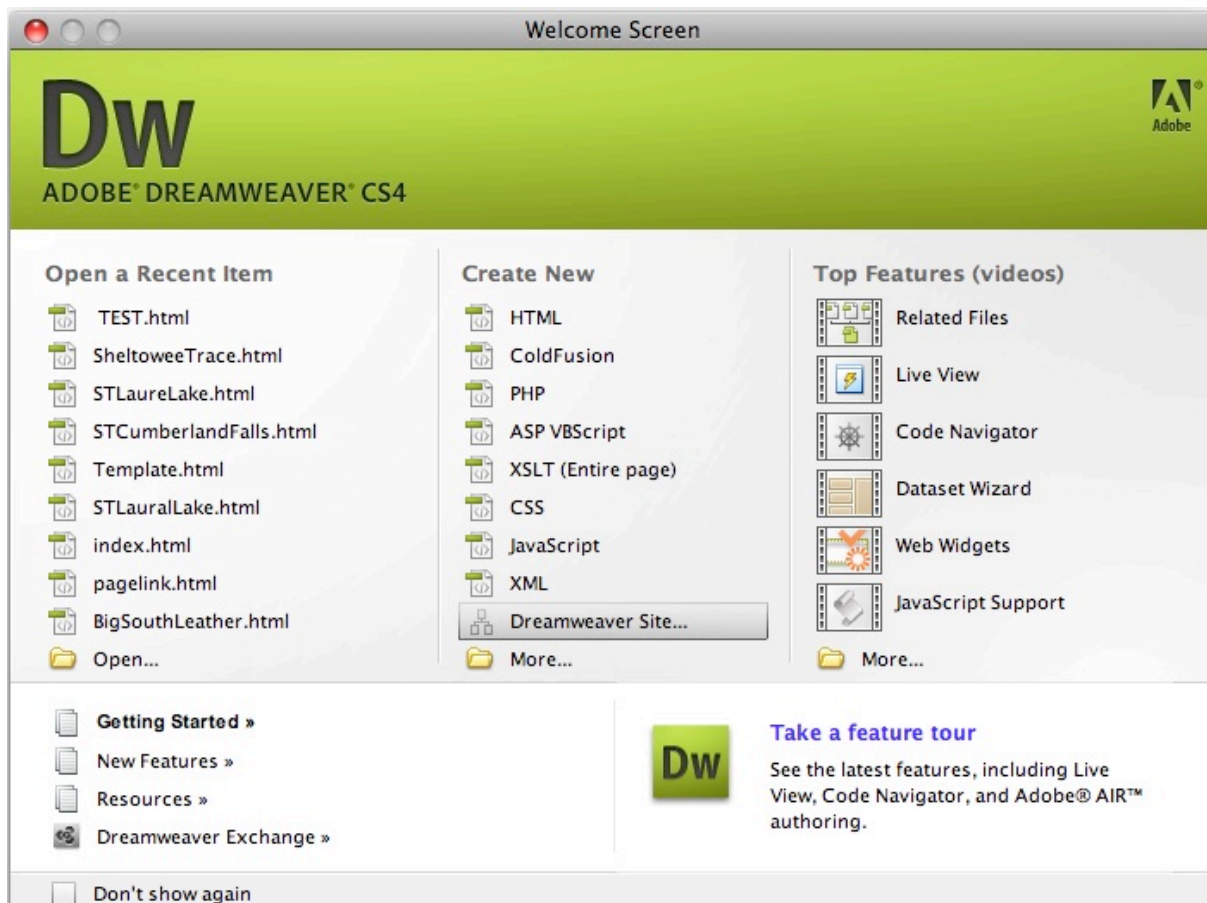
## Getting Started

Before you begin create a folder on your desktop called “**DreamweaverTraining**” This is where you will save your pages. Inside of the “**DreamweaverTraining**” folder, create another folder called “**Images**” this is where you will keep all of your pictures, sounds, clip art, etc.

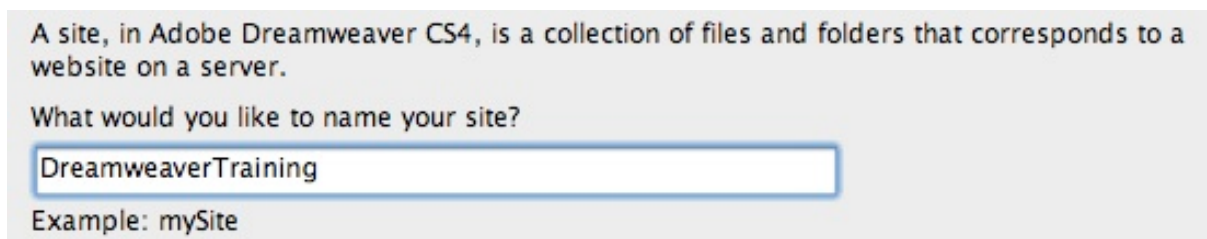
Note: Do not use any special characters or spaces in your file names.

## Creating a site

When you start Adobe Dreamweaver, the program opens a welcome screen. In the Create New column, select **Dreamweaver Site**.



Name your site “**DreamweaverTraining**”, leave the HTTP field empty. Click “**Next**”.



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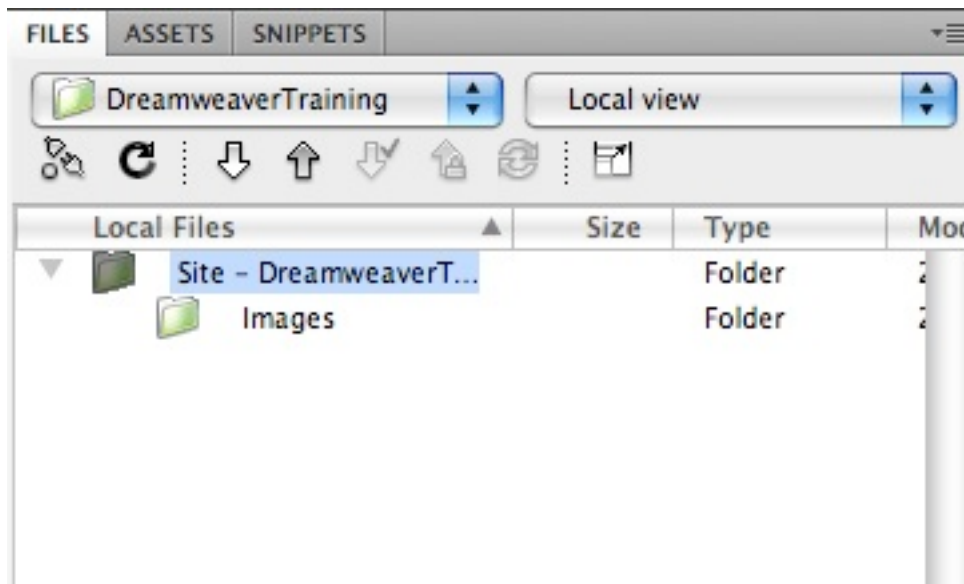
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In the next wizard prompt screen, leave the default setting at **“No, I Don’t” want to use server technology**, click **“Next”**.

In the **“Where on your computer do you want to store your files?”** field, click on the brows folder and navigate to your **“DreamweaverTraining”** folder on your desktop, select it and click **“Choose”**, Click **“Next”**.

In the next wizard prompt screen select **“None”** from the popup list. Click **“Next”**. Click **“Done”**

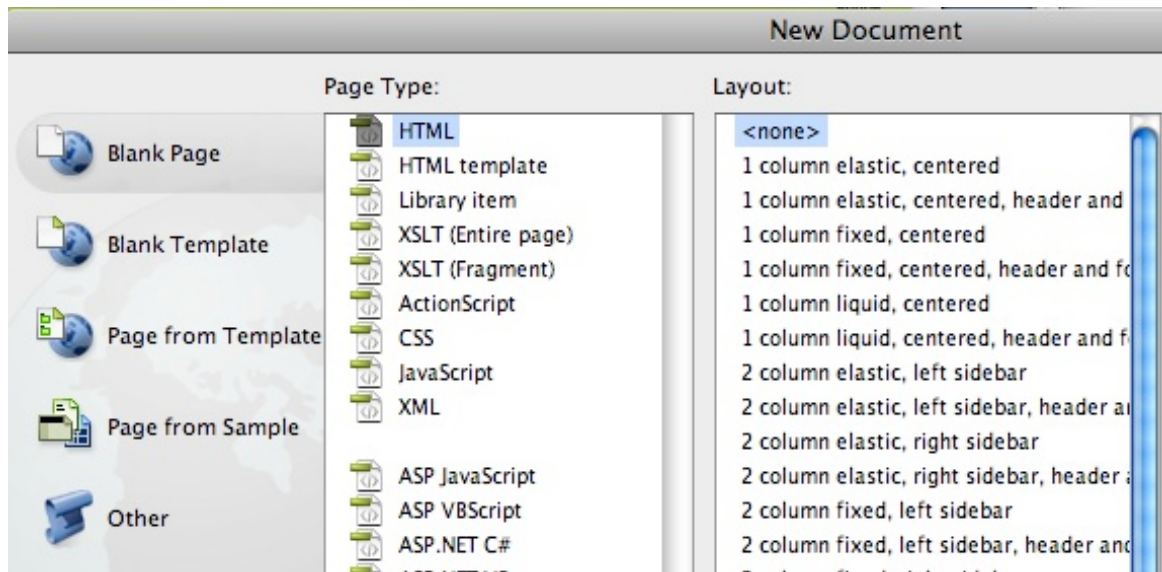
Your site will now be open. Your files and folders appear in the **“Files Tab”** of the Site Panel



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## Creating pages

Choose “**New**” from the “**File**” menu. Dreamweaver Opens another wizard window.



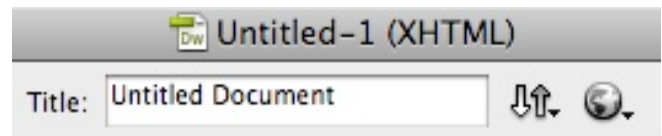
From the wizard, select the “**Blank Page**”, select Page Type: “**HTML**” and then Layout: “**<none>**” and click “**Create**”. The Layout area allows you to select several predefined layouts that you may also choose to use, but for this lesson we will use a blank page.

After creating a new page, it’s important to change the title of the page. The page title appears in the title bar of the Web browser when the page is viewed. It’s also used by Internet search engines to index the page.

### To change the page title:

Do the following:

- Click in the “Title” field at the top of the page. Change the title to “Home”



## Saving pages

Using the Save dialog box, you can save your Web page directly to the folder that stores the pages and images for your Web site. You can also specify a filename for your page.

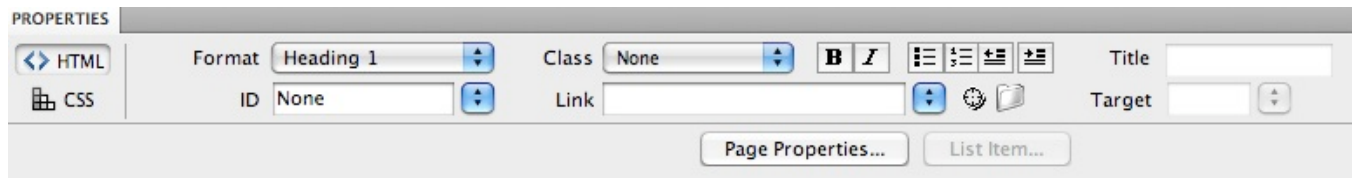
### To save a page:

- 1 Choose File > Save.
- 2 Name the page using the appropriate file naming conventions (no spaces or special characters). *Make sure that you add the .htm or .html suffix to the name to ensure that Adobe Dreamweaver and Web browsers recognize the file as a Web page.*
- 3 **Be sure you are in the right directory!**. If you are not sure, click on the “Site” button at the bottom of the window.
- 4 Click Save.

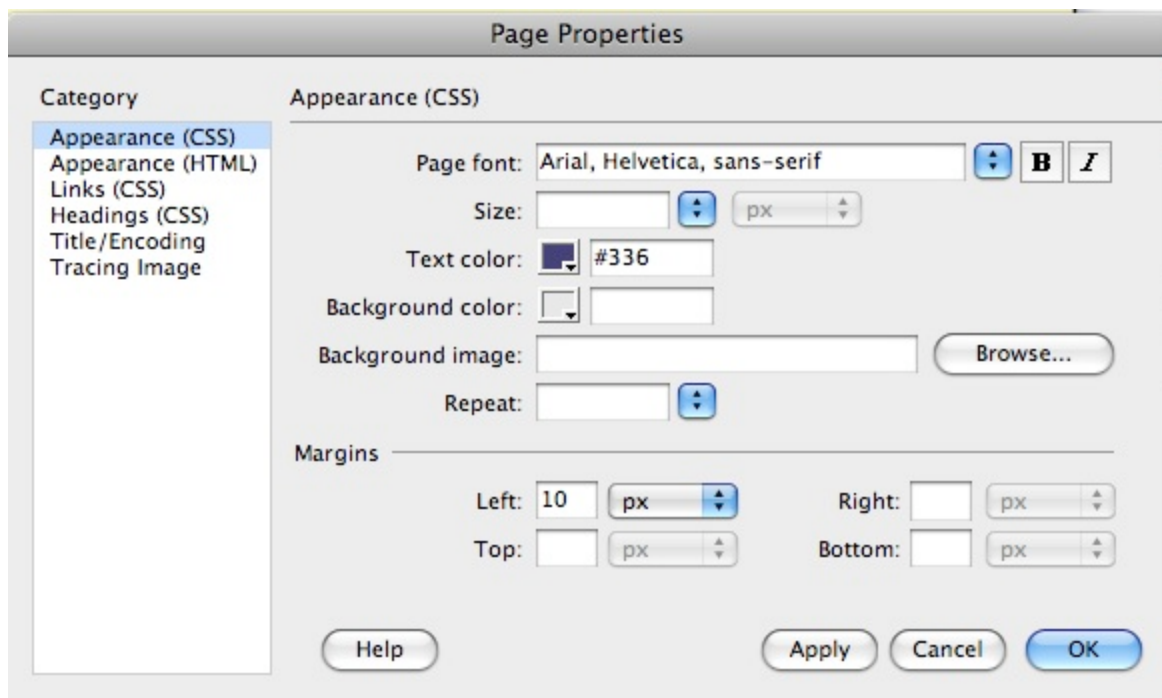
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## Setting Up Pages

### Setting text properties in the Property inspector



When you create a document in Adobe Dreamweaver, the “**Property Inspector**” toolbar appears at the bottom of your screen. You can use the text Property inspector to apply HTML formatting or Cascading Style Sheet (CSS) formatting to your document. The toolbar contains buttons and pop-up menus which you can use to modify selected text and objects in the document window. Choose a paragraph format for selected text or create CSS properties for items on your page. You can also select the “**Page Properties**” button to edit general page settings such as default font, link settings and background colors.



#### To select a text or background color:

- 1 Click the “**Page Properties**” button at the bottom of the “**Property Inspector**”.
- 2 In the “**Page Properties**” window, click the **Appearance (CSS) Category**, and select one of the following options:
  - Background Color to select a background color.
  - Text color to select a color for the body text.
  - Page Font to change the default font setting.
  - Size to change the body text size.

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**3** Click the **Links (CSS) Category** and select one of the following options:

- Link font to select the default link font
- Link color to select a color for standard link text.
- Active Link to select a color for active links. The color that you choose appears temporarily when a viewer clicks a link.
- Visited Link to select a color for visited links.
- Rollover Links to select the color of the link when the mouse is hovers over the link.
- Underline style to remove line from text link. (not recommended).

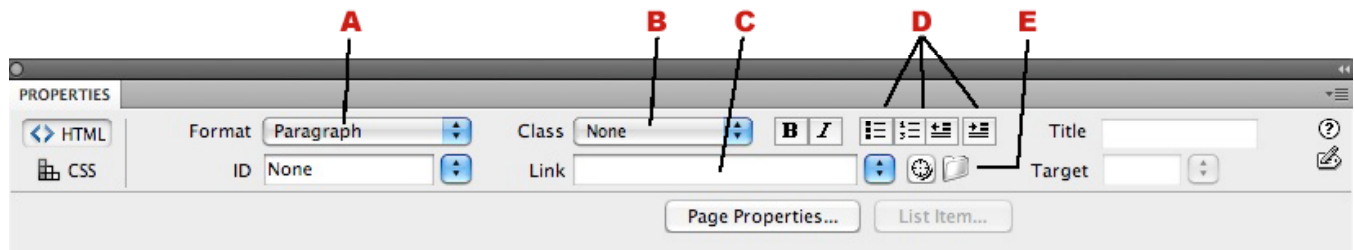
**4** Click the **Headings (CSS) Category** and select one of the following options:

- Heading font to select the default Heading font
- Heading 1 – Heading 6 to select the default H1 – H6 font size and color.

**5** Click “Ok” to accept the changes.

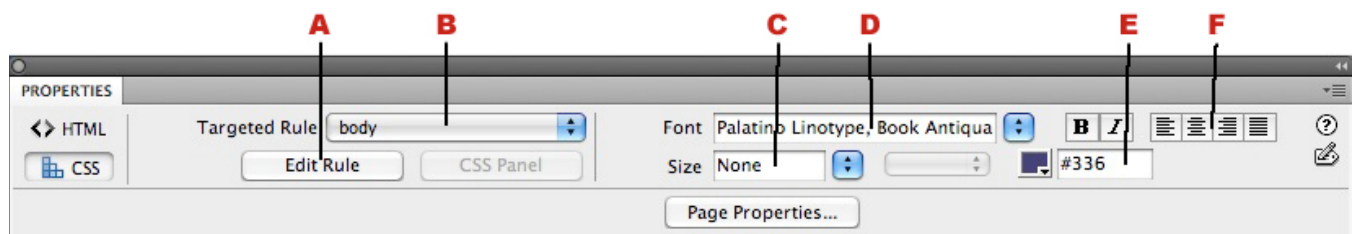
## Using the Inspector

The context-sensitive Inspector lets you set attributes for text and objects in the document window. The contents of the Inspector changes depending on what you have selected in the work area. The Inspector can contain tabs, text boxes, enter buttons, point and shoot buttons, browse buttons, pop-up menus, check boxes, radio buttons, and color fields.



## HTML Properties

**A.** Sets the paragraph style of the selected text & Outdent **B.** Displays the class style that is currently applied to the selected text. **C.** Link URL field **D.** Unordered & Ordered List, Indent & Outdent **E.** Point and Shoot button, Browse file button.



## CSS Properties

**A.** Opens the CSS Rule Definition dialog box for the targeted rule. **B.** Rule you are editing in the CSS Property inspector. **C.** Sets the font size for the targeted rule. **D.** Changes the font of the targeted rule. **E.** Sets the selected color as the font color in the targeted rule. **F.** Adds the respective alignment properties to the targeted rule.



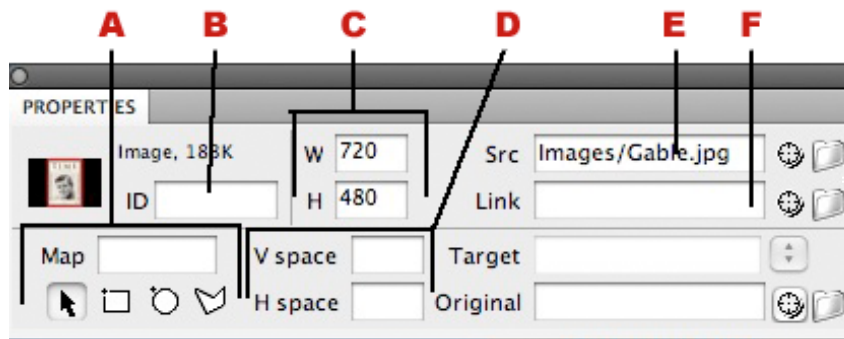
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## Adding an Image

To insert an image into your web page, place the insertion point where you want the image to appear in the Document . From the Menu select **Insert > Image**. Brows to the file you wish to insert and click “**Choose**”. If the file is not inside of your website folder, you will be prompted to copy it, click “**Yes**”. You can rename the file and save it in the **Images** folder, click “**Save**”. You will be prompted to add Alternative Text, type in a description of the image. This is for 504 compliance. Click “**OK**”

## The Image Properties Inspector

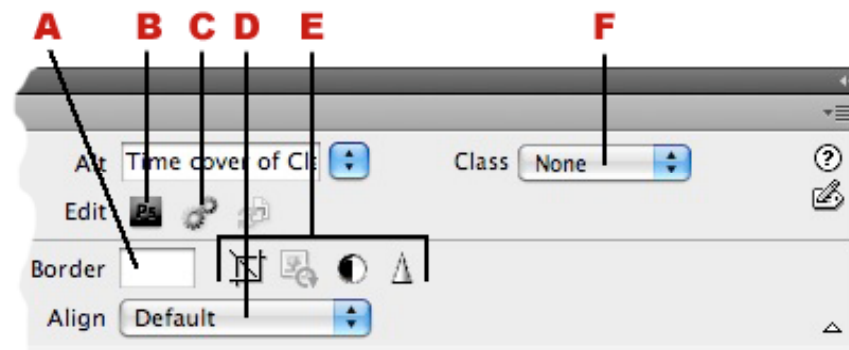
The Image Properties Inspector gives you complete control over your images. It shows you your images attributes and has some tools for editing the image with in your page.



**A.** Allows you to label and create a client-side image map. **B.** Unique ID or Name for your image. **C.** The width and height of the image. **D.** Add space, in pixels, along the sides of the image. **E.** Specifies the source file or path for the image. **F.** Specifies a hyperlink for the image.

## Editing your image

Your image may be to large or the color might not be just right, so Dreamweaver has provided some editing tools for you.



**A.** The width, in pixels, of the image's border. **B.** Image editor you specified in External Editors preferences. **C.** Image Preview dialog box and lets you optimize the image. **D.** Aligns an image and text wrap on the same line. **E.** Set of image editing tools for cropping, resampling, brightness/contrast and sharpness. **F.** Displays the class style that is currently applied to the selected image.

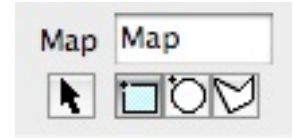
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## Using Image Maps

Image maps are images with hotspots. You can link image maps to other resources.


- To create an image map, place an image on your page. Select the image.
- Choose one of the image map polygon tools from the Image Properties Inspector.
- Drag the polygon tool over the spot on your image you want to make the link.
- Add a description in the Alternative Text field.
- As with any link, you can link to another location on the same page, another page in your site or outside your site or an email address using the Link field.




## Editing An Image

Using the Image Editing tools in Dreamweaver allows you to easily modify your Images. Use the following tools to optimize, resize and correct your images.


### Optimizing

- To optimize your image, Select the image, click on the **Optimize button**. 
- In the “**Saved Settings**” popup choose “**JPEG Smaller File**”
- Click the “**File tab**”. In the Scale section enter the desired width for your finished image. Click “**Save**”.


### Resampling

- To resample an image (change dimension), select the image. click and drag the handles of the image to the size you desire. (Holding the shift key will doing this will constrain the images dimensions).
- Click the **Resample** button. 
- A dialog box will warn you that your changes will be permanent, click “**OK**”.

### Cropping

- To crop an image, select the image. click the **Crop button**. 
- A dialog box will warn you that your changes will be permanent, click “**OK**”.
- The cropping marquee will appear, click and drag the handles into the position you want cropped. Click “**enter**” or “**return**”. The image will be cropped.


### Brightness and Contrast

- To change the brightness or contrast of an image, select the image, click the **Brightness and Contrast** button. 
- A dialog box will warn you that your changes will be permanent, click “**OK**”.
- Drag the sliders to achieve the effect you desire, click “**OK**”.

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## Sharpness

- To change sharpness of an image, select the image, click the **Sharpness** button. 
- A dialog box will warn you that your changes will be permanent, click **OK**.
- Drag the sliders to achieve the effect you desire, click **OK**.

## Creating Links

You need to provide visitors a way to get from one page to another. Links can move visitors from text or graphics on a page, to other pages within the site or other sites.

### To create link from a graphic:

- 1 Select the graphic that you want to use as the source of the link.
- 2 In the Image Properties Inspector do one of the following, enter the URL in the **“Link Field”**, use the **“Point to File”**, or **“Browse for file”** you want the link to go to.

### To create a hypertext link:

- 1 Select the text that you want to use as the source of the link.
- 2 In the Properties Inspector do one of the following, enter the URL in the **“Link Field”**, use the **“Point to File”**, or **“Browse for file”** you want the link to go to..


For a link Title, enter a description of the link for your own reference.

## Using anchors

An anchor is a link to a location on the same page.

1. You should place anchors near the left margin of the page, so that the anchors work more consistently across browsers.
2. You should test links to anchors before publishing your site. Anchors don't always work the same way in all browsers.

### To create an anchor and a link to it:

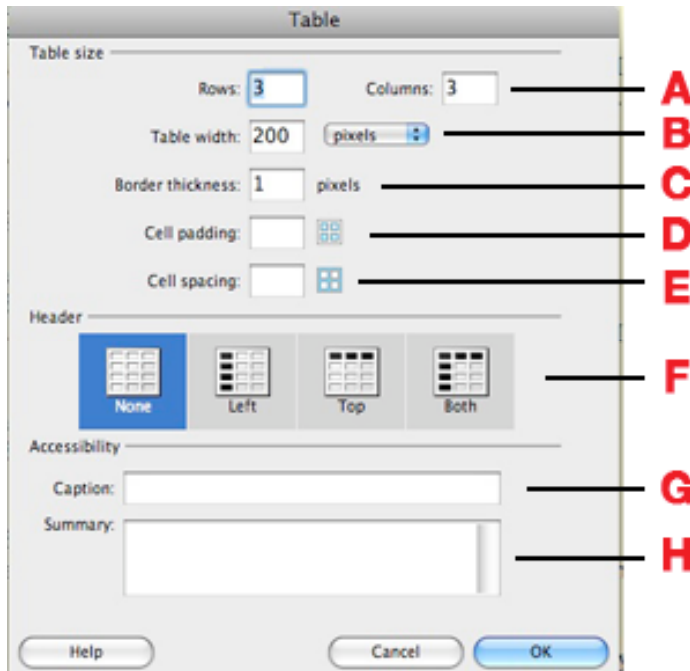
1. Click on the page where you want the anchor to be set
2. Choose **“Insert”** from the menu > **“Named Anchors”**. In the dialogue box, assign a unique name.
3. Select the text or graphic you wish to link from.
4. In the Properties Inspector, click and drag from the **“Point to File”**  to the Anchor icon you inserted on your page.



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## Adding a table

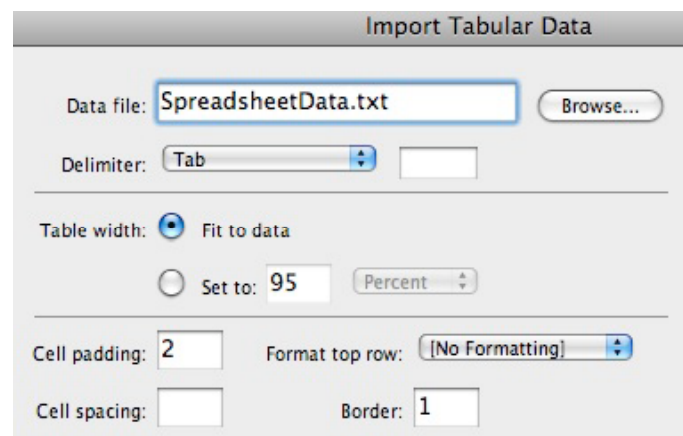
Choose “**Insert**” from the menu > “**Table**”. In the dialogue box, enter the appropriate attributes for your table.



**A.** Number of Rows and Columns. **B.** Table width. **C.** Outside border thickness. **D.** The number of pixels between a cell's content and the cell boundaries. **E.** The number of pixels between adjacent table cells. **F.** Preset Header selections. **G.** Caption to identify table. **H.** Summary of table contents.

## Importing data into a table

Before importing your data, it must be in a recognizable format (tab delimited, comma delimited). Choose “**File**” from the menu > “**Import**” > “**Tabular Data**”. Browse to the file you want. Select “Tab” or “Comma” from the “**Delimiter**” list. “**Table width**”, select “**Fit to data**”. Click “**OK**”



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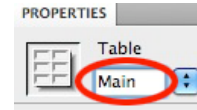
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## Adding a Row or Column to a table

Click in the cell you want to add a row above. From the main menu, select **“Modify” > “Table”, “Insert Row”**. Use the same method to delete/add columns or rows and span/split columns or rows.

## Adding color to a table

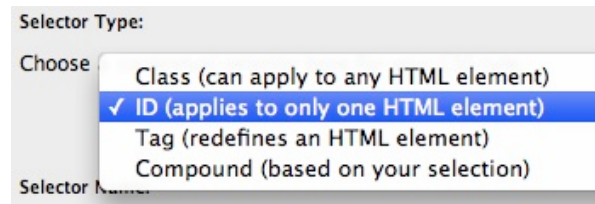
In the Properties Inspector, enter an ID name for the table.



In the CSS panel Select the **“New CSS Rule”** icon.



Select **“ID”** from the **“Selector Type”** popup list. Select the ID name you assigned from the **“Selector Name”** field. (it may already be listed)



In the **“CSS Rule definitions”** menu, select the **“Background Category”**, click on the color well for **“background-color”** to assign a color. To assign a color, style or width to the border of the table select the **“Border Category”**, enter the appropriate settings.

To apply color to a single cell, click in the cell you wish to add color to. In the Properties Inspector, click on the color well and select a color.