

Web Design Made Easy!



Creating and Maintaining Your Dreamweaver Website

DREAMWEAVER GOALS FOR THE DAY:

1. **Import your webpage.**
 - a. **You will have 6 pages to add content to (basic page has been created for you) and publish:**
 - i. **Default**
 - ii. **Calendar**
 - iii. **lesson_plans**
 - iv. **links**
 - v. **syllabus**
 - vi. **Teacher_bio**

You may add other pages to your website but are only required to have the pages listed above.

2. **Basic web design techniques**
3. **Saving and Publishing**
4. **Creating a new page**
5. **Working with color**
6. **Links**
7. **Working with Images**
8. **Bookmarks (Target Anchors)**

IISD TEACHER WEBSITE GUIDELINES

Responsibility

Teachers posting to the district-based web server are responsible for meeting the guidelines in this document. Teachers must ensure that all links are functional, up-to-date and linked correctly to their school/site pages.

The teacher is the only person authorized to upload files to the server. The teacher is solely responsible for the content of the web site. Do not share your username and password with students or parents.

Subject Matter

All subject matter on classroom web pages and their links must relate to curriculum and instruction or school-oriented activities. Web sites may not be used as a forum to advance your own personal beliefs or causes. Some examples include, but are not limited to references and or links to commercial, political, social, religious or philosophical organizations outside the scope of curriculum.

Communication Links

No web page content should allow people accessing the page to contact any student directly. Communication with respect to the content of any page must be directed either to the principal or to the classroom teacher.

Teacher home pages must include a "mailto:" link to the classroom teacher.

Advertisements

School web pages may not contain advertisements or links to sites that advertise.

Identification of Students

No pictures of students (video or still) or audio clips will be published without written and dated permission from the student's parent or guardian.

Student's names are not allowed to be connected to any photo.

Student phone numbers or email addresses are not allowed to be published.

Filenames for pages and images should be checked to ensure that students' names do not appear there, e.g. jondoe.gif

No original student work will be published without written and dated permission from the student's parents or guardian

Copyright

Copyright must be respected. The author of the web page must not use copyrighted materials without permission

Quality

All work must be free of any spelling or grammatical errors.

Documents may not contain objectionable material or point directly to objectionable material.



Basic Tips

1. **ALWAYS SAVE YOUR WORK BEFORE YOU PUBLISH.** If you don't save before you publish your changes will not show up when you view your page from the internet. If the website you are working on is open on the internet explorer you will have to hit the **REFRESH** button. If you do not hit the REFRESH button your changes will not show up. If open your page in explorer after you publish your changes should show up without hitting the refresh button.
2. **Double check your work on internet explorer to make sure you're your page looks like you want it.** If your new information is not there you might not have saved before you published. What you see on your screen is not always what it looks like on some else's screen. If you are publishing from a laptop with a wide screen or computer with a wide monitor (high resolution) be aware that (low resolution)normal screens will not be able to show as much information as your wide screen and you should reduce the size of the content to allow for normal size screens. If you have a wide screen monitor it is **VERY** important to check your website from a normal size monitor to make sure all of your page is able to be viewed by normal size screen folks. If you leave extra room on the right and left of your large screen everything should fit on the smaller screens. If you don't get it all to fit properly, all of your information will show up, the small screen folks will just have to scroll right, left, up or down to see it.

3. Use your user name and password, to publish – it is the same as you log onto the network with.
4. The folder address of your website is:
www.iisd1.org/ihs_teachers/mdoggett (your name). FOR I.H.S.
www.iisd1.org/ijhs_teachers/mdoggett (your name). FOR I.J.H.S.
www.iisd1.org/iee_teachers/mdoggett (your name). FOR I.E.E.
www.iisd1.org/iew_teachers/mdoggett (your name). FOR I.E.W.
5. **Always double check your links to make sure they all work.** You can click on the little earth icon at the top of the page and that will preview you page in explorer, this will allow you to check your work – this will give you the basic look of what your website will look like after you have published. **NOTE:** at times not all effects will be shown in preview – so double check it on explorer after you publish. It is always a good idea to have the page you are working on open in explorer while you are working on it and then after you publish click over to it, hit refresh and see if it looks like you want it to.
6. Make sure the header is not bigger than can fit on one screen when viewing your page from explorer – if you have to scroll left or right to look at any part of your top header you will need to resize it so that it fits. (your page will not always fit on your screen the way you will see it on your computer, (remember that Dreamweaver will take up some of the screen with it s tool bars so you will not have as much space to view your page when working on it as you will when you view it in explorer.
7. Always pick **contrasting colors** so that your text and background colors can be read easily.
8. Stay away from too much animation on your backgrounds – it can make your text hard to find and read.
9. You might want to set up several folders on your computer (my documents) to put background pictures, animations, and images for your website.
10. Do Not Use Fancy Fonts on your page because they will not show up on someone else computer unless they have the same font on their computer – they will only be able to see a default font which is plan text like Times Roman etc. If you want different fonts you will need to make your fonts a picture image – you can make font images on www.flamingtext.com
11. **Images for page backgrounds:** You can use any image for a background on any of your pages – but if the image is small Dreamweaver will title it and you will end up with many small images on your background (you may or may not want this) If you want one large image you will need to find pictures that are made for web backgrounds --- you can find free web backgrounds by surfing the net for page like <http://www.backgroundcity.com> WHEN SURFING THE NET ALWAYS SEARCH FOR FREE IMAGES OR BACKGROUND SO THAT YOU WILL NOT TAKE A CHANCE OF BREAKING A COPYRIGHT LAW.
12. If you find an image or an animation you like and it is not copyright just right click on it and save it to your computer and use it on your website – you can even right click, copy, paste it right into your website.
13. Never delete anything on your folder list just because you don't know what it is – it might stop something from working.

DREAMWEAVER TIPS:

~NOTES~

1. Each new webpage will ALWAYS need to be titled in lower case and connect titles with more than one word with a (_) when saving. You will only need to do this the first time you create and name - (lesson_plan) – All of your 6 pages have been titled and saved for you – you will only need to do this if you create a new page.
2. **ALWAYS SAVE YOUR WORK!** Save your work before moving on to a different page. If you do not save your work changes will not be made after you publish.
3. **CHECK YOUR WORK AFTER YOU PUBLISH!** Make sure you work actually published and looks like you want it to – IT IS VERY EASY TO FORGET TO SAVE BEFORE YOU PUBLISH (PUT)
4. **The DEFAULT page.** (the first page that will come up on your website). Always make sure you homepage is titled default.

~NOTES~


Getting Started with Dreamweaver

1. This document will provide you with basic information to get started using Dreamweaver MX

Creating a New Web Page

To create a new blank web page, use one of the following options:

Creating a New Web Page: Toolbar Option

1. [Open Dreamweaver](#)
2. From the *Standard* toolbar, click **NEW** 
NOTE: If the *Standard* toolbar is not visible, from the *View* menu, select **Toolbars » Standard**
The *New Document* dialog box appears.
3. To create a new blank document,
 - a. From the *Category* list, select **Basic page**
 - b. From the *Basic page* list, select **HTML**
 - c. Click **CREATE**
A new web page appears.

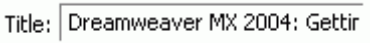
Creating a New Web Page: Menu Option

1. [Open Dreamweaver](#)
2. From the *File* menu, select **New...**
The *New Document* dialog box appears.
3. To create a new blank document,
 - a. From the *Category* list, select **Basic page**
 - b. From the *Basic page* list, select **HTML**
 - c. Click **CREATE**
A new web page appears.

Adding or Modifying a Page Title

The title of a web page is used for identifying bookmarks and by search engines to locate pages, so it is important to have a descriptive title. If you are developing pages for a course, you may want to include the course number and UWEC along with a description of the page (e.g., Syllabus, English 110, UWEC).

Adding or Modifying a Title: Toolbar Option

1. In the *Document* toolbar, in the *Title* text box, type the desired title

Title: Dreamweaver MX 2004: Gettir
2. Windows: Press **[Enter]**

Saving a Web Page

To save a web page, you must give the page a filename. The filename is the name of the page as it appears in your operating system. Web pages require an .htm or .html file extension. It is essential for the web browser to identify your files as HTML files.

1. From the *File* menu, select **Save As...**
The *Save As* dialog box appears.
2. Windows: From the *Save in* pull-down list, navigate to and select the location where you want to save the file
3. Windows: In the *File name* text box, type the **filename**
NOTE: The filename must have an .htm or .html extension
EXAMPLE: **mydoc.html**
4. Click **SAVE**

Exiting Dreamweaver

When you are finished using Dreamweaver, save your work and exit the program. If you try to exit but have not saved your work recently, a confirmation dialog box will appear, asking if you want to save changes.

Windows:

1. From the *File* menu, select **Exit**
OR
Click the **X** in the upper right corner
A prompt may appear, asking if you want to save changes to your work.
2. Click the desired option: **YES**, **NO**, or **CANCEL**

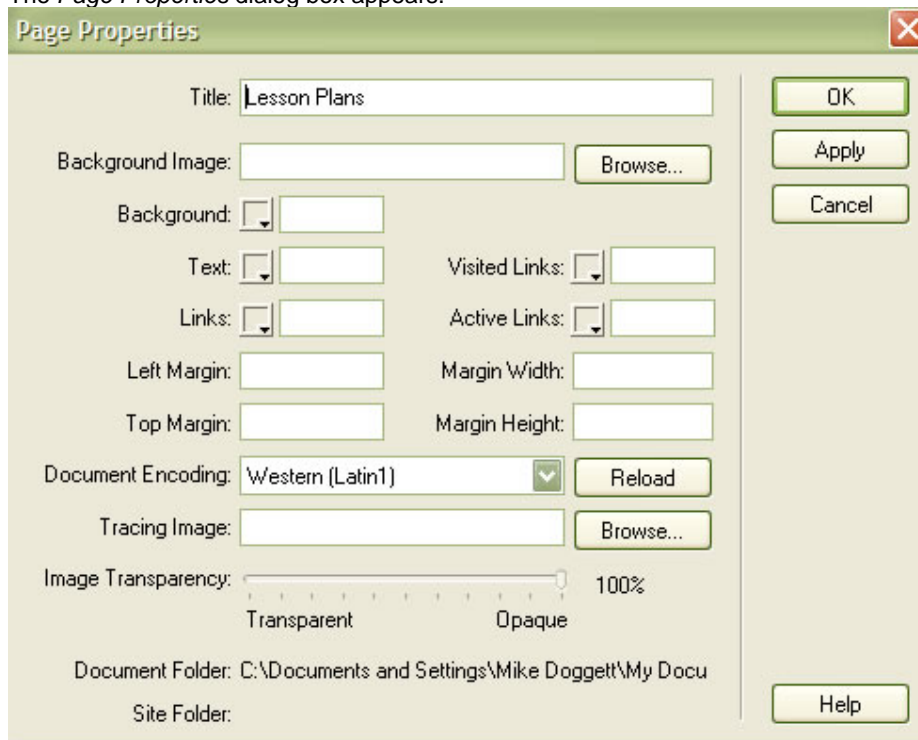
Setting Page Colors

Colors and backgrounds can add a lot of character to your web pages. However, not all web browsers will be capable of viewing your exact background and text color combinations, and many monitors display colors differently. Luckily, in most cases, the specified colors will revert to the browser's default colors with no ill effects. Be aware that colorblind users will be unable to decipher pages with certain color combinations. You should always test your document colors to ensure the web pages look good from all perspectives.

Accessing the Page Properties Dialog Box

The *Page Properties* dialog box allows you to adjust page elements such as the title, background image, colors, and margins.

1. From the *Modify* menu, select **Page Properties...**
OR
Windows: Right click anywhere in the document » select **Page Properties...**
The *Page Properties* dialog box appears.



Setting Page Color



Page colors can be set for your background, text, links, visited links, rollover links, and active links. Setting any of these colors can be done using similar steps.

Setting Page Colors: Color Box Option

The color box option gives you a color palette from which to select colors.

[Access the Page Properties dialog box](#)

The *Page Properties* dialog box appears.

- To set background color,
 - click **BACKGROUND COLOR** Background color: 
A color palette appears.
 - Select the desired color
- To set text color,
 - Click **TEXT COLOR** Text color: 
A color palette appears.
 - Select the desired color
- To set link colors,
 - select **Links**
The *Links* section appears.
 - Click the appropriate color box(es)
 - Select the desired color(s)
- To test the results, click **APPLY**
NOTE: Remember to test the compatibility of your background color with the color of your text and hyperlinks. Though the colors individually may look great, when you place them all together on one page, you may find that some colors do not contrast enough and are thus more difficult to read.
- If you are satisfied with your results, click **OK**
If you are not satisfied with your results, repeat steps 2-5
- Windows: To undo the new color settings, press **[Ctrl] + [Z]**
Macintosh: To undo the new color settings, press **[Command] + [Z]**

Working with Colors





Colors applied to text, tables, or backgrounds add character to web pages. The colors you assign to such elements are important in determining the effectiveness and overall usability of your website. Dreamweaver allows you to assign colors to text, backgrounds, cells, tables, and borders. If you don't specify a color for an element, Dreamweaver applies the default color.

NOTE: Not all web browsers are capable of displaying all background and text color combinations. In most cases, the browser will revert back to its default colors with no ill effects. Also, colorblind users will be unable to decipher pages with certain color combinations. To ensure document readability, you should user-test color choices.

Selecting a Color


In Dreamweaver, you can assign color to specific elements using the color box in the *Properties* pane. There is a color box available for each element that can be assigned a color. For example, by placing the insertion point within a cell, the *Cell Properties* pane displays both the *Cell Background* color box and the *Cell Border* color box. For more information on selecting colors, refer to [Selecting Colors by Value](#).

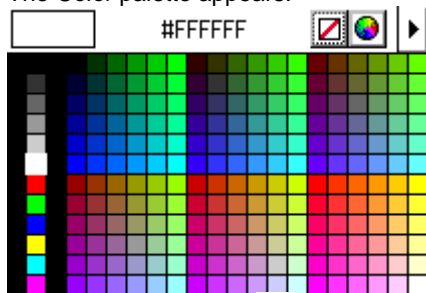
This is a sample of the most common color boxes and their corresponding elements:


Color Box	Description
	Text color box
Bg 	Cell Background color box
Brdr 	Cell Border color box
Bg color 	Table Background color box


Brdr color 

Table Border color box

1. Select the desired element
2. In the *Properties* pane, click the appropriate color box 
The *Color* palette appears.



3. Use the eyedropper  to select a color from the *Color* palette
The new color appears in the color box.

HINT: If the desired color is not displayed on the *Color* palette, you can use the eyedropper  to select a color from an element on the screen.

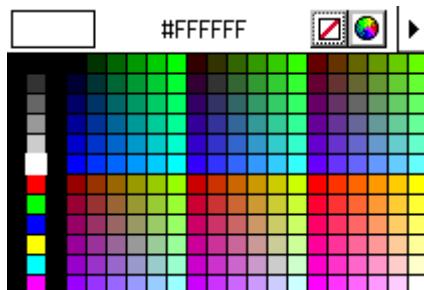
Working with Color Palettes

Color palettes determine which colors are available for selection from the color boxes. Although the *Color Cubes* color palette is the Dreamweaver default palette, you can [select a color palette](#) from five [available color palettes](#).

Available Color Palettes

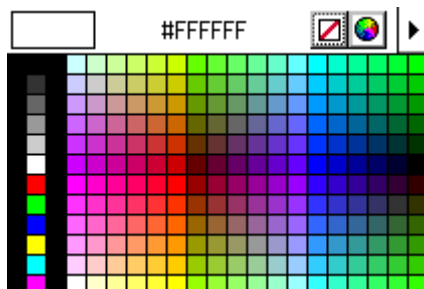
You can select colors from five different color palettes in Dreamweaver: [Color Cubes](#), [Continuous Tone](#), [Windows OS](#), [Mac OS](#), or [Grayscale](#).

Color Cubes



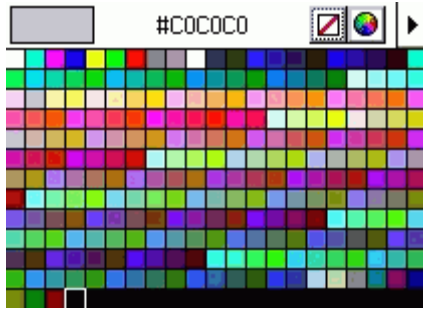
- Uses the 216-color web-safe color palette
- Dreamweaver's default color palette
- All colors are web safe

Continuous Tone



- Uses the 216-color web-safe color palette.
- All colors are web safe

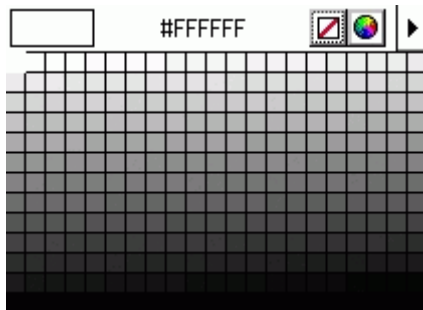
Windows OS (Windows Operating System)



- Uses the Windows System's default 8-bit color palette
- All colors are not web safe

NOTE: To use Windows OS colors that are web safe, from the *Color Palette* menu, deselect **Snap to Web Safe**


Grayscale




- Displays a range of grayscale color
- All colors are not web safe

NOTE: To use Grayscale colors that are web safe, from the *Color Palette* menu, deselect **Snap to Web Safe**

Selecting a Color Palette

1. To select a color palette, click the color box 
The *Color palette* appears.



2. From the *Color palette*, click **COLOR PALETTE MENU** 
The *Color Palette* menu appears.
3. From the *Color Palette* menu, select the desired color palette
4. OPTIONAL: To show only web safe colors, from the *Color palette*, click **COLOR PALETTE MENU » SNAP TO WEB SAFE**

NOTE: When a check mark appears next to *Snap to Web Safe*, all the colors shown are web safe.

Formatting Text and Paragraphs

Formatting text and paragraphs in Dreamweaver is similar to formatting them in Word, and this is done most efficiently with styles. A style is a preformatted definition of how selected text will appear on the web page. For example, a style called *Heading 1* applies a large, bold font size to the selected text. Dreamweaver styles are supported by HTML codes. These include styles from *Heading 1* (largest) to *Heading 6* (smallest), along with other styles for formatting lists and other options. Most styles affect the entire paragraph rather than a portion of the paragraph. For individual words or characters, use text formatting.

Many of the paragraph and heading style options are located in the *Format* pull-down list of the *Properties* pane. Individual text formatting options are listed in the *Text* menu or accessed by using toolbar buttons or keyboard shortcuts.

Using Fonts

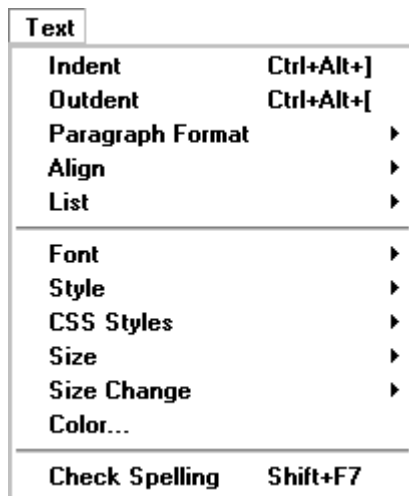
When the web designer applies font size to a page, it will not always display as that size on the user's screen. Many browsers have different settings that allow users to change the font size to their own comfortable reading level. If the designer uses font markups, the browser will be able to open the page and show the text without distorting any of the margins or columns. If the designer specifies type sizes, many browsers can only open the site using the specific fonts and sizes. Thus, it becomes extremely difficult for a vision-impaired person to read the text on the page.

Using Scrolling or Moving Text

To liven up a page, designers sometimes use scrolling or moving text. While a person using a screen reader may not have any difficulties with this, a person with partial vision might be unable to read the moving text. Because moving text can also be distracting to a person with normal vision, it is best to avoid using this text effect altogether.

Using Color

As a web designer, you must know how something so simple as color decisions can make your web page go from colorful to unreadable. Web users who have vision impairments, such as color blindness, struggle with web pages that are not designed with color blindness in mind. For example, users with a color deficiency are often unable to differentiate between colors of a similar hue when those colors are of the same lightness and saturation, like red and green. As much as possible, use colors that create sharp contrasts for the viewer.



Checking Spelling

Always check the spelling in your document using Dreamweaver's *Check Spelling* feature.

1. From the *Text* menu, select **Check Spelling**
OR
Press [Shift] + [F7]
The *Check Spelling* dialog box appears, displaying misspelled words and suggestions for correction.
2. Make the desired selection for each misspelling until Dreamweaver has finished checking your document
NOTE: The dialog box options include the options described in the following table.

Dialog Box Option	Action
Add to Personal	Adds the word to the dictionary list. NOTE: Make sure the word just added into the dictionary is correct. The next time you check your spelling, the spell check will treat this word as correct.
Ignore	Ignores only that word.
Change	Changes the word to the selected suggestion.

Ignore All Ignores that word and every other instance of that word.

Change All Changes all identical misspellings to the selected suggestion.

3. Click **CLOSE**

Additional Text Formatting Options

Getting your document text in the desired position on the web page may require some additional formatting.

Adjusting Paragraph Alignment

Dreamweaver offers four paragraph alignment options: left, right, center, and justify. Choosing a paragraph alignment will align selected paragraphs to the left, right, or center of the page. The justify alignment aligns text to both the left and right borders of a paragraph.


Adjusting Paragraph Alignment: rties PanePrope


1. Place your cursor in the paragraph to be formatted
2. In the *Properties* pane, click the appropriate alignment button



Applying Paragraph Indents

Dreamweaver provides a standard paragraph indent, also called a blockquote, approximately equal to one half inch.

1. Place your cursor in the paragraph to be formatted
2. In the *Properties* pane, click **TEXT INDENT** 
3. To further indent the paragraph, repeat step 2

NOTE: To reduce or eliminate a paragraph indent, click **TEXT OUTDENT** 

Inserting Line Breaks

If you want to begin a new line but not a new paragraph, you can insert a line break. Inserting a line break will move the cursor from the line on which you are working to the very next line on the page without leaving a blank line between the two.

Inserting Line Breaks: Keyboard Option

1. Place the cursor at the end of the line where you would like to insert the line break
2. Press **[Shift] + [Enter]**

Adding Special Characters

Dreamweaver allows you to insert special characters that are supported by HTML code. Examples include the copyright symbol ©, the registered symbol ®, and characters unique to other languages (e.g., the ñ used in many Spanish words) and other diacritical marks.

Previewing Pages in Browser

To see how your web page will appear to users, you can preview your work in different web browsers.

Previewing in Browser




When previewing your web page in a browser, you have a selection of browsers to choose from.

1. From the *File* menu, select **Preview in Browser » browser name**
HINTS:
Windows: You can preview in your primary browser by pressing [F12] or in your secondary browser by pressing [Ctrl]+[F12]

Cutting, Copying & Pasting

When developing a page in Dreamweaver, users may find it necessary to cut and copy text and images.

NOTE: Once text or an image is cut, it no longer appears in its original location. When text or an image is copied, it is not erased from its original location.

1. If the *Standard* toolbar is not displayed, from the *View* menu, select **Toolbars » Standard**
The *Standard* toolbar appears.
NOTE: A check mark will appear next to the option if it is displayed.
2. Select the text or image you want to cut or copy
3. On the *Standard* toolbar, click **CUT**  or **COPY** 
OR
Windows: Press [Ctrl] + [X] or [Ctrl] + [C], respectively
4. Place the cursor where you would like the text or image to appear
5. On the *Standard* toolbar, click **PASTE** 
OR
Windows: Press [Ctrl] + [V]
The text or image appears in the new location.
NOTE: The text or image will stay on your *Clipboard* until it is replaced or until the program is exited.

Linking to Internet Resources

When working with links in Dreamweaver, it is often necessary to create external links (i.e., links to other pages on the Web that are not part of your website). These links are created using absolute references. Absolute references contain the complete address, including the http:// information.

Adding Links Using the Properties Pane

The *Properties* pane allows you to create a link quickly without having to go through any dialog boxes.


1. Select the text that is to become the link
2. In the *Properties* pane, in the *Link* text box, type the **URL**
NOTE: Be sure to include *http://* in the URL.
3. Windows: Press [Enter]
A link is created.

Adding Links Using the Hyperlink Dialog Box

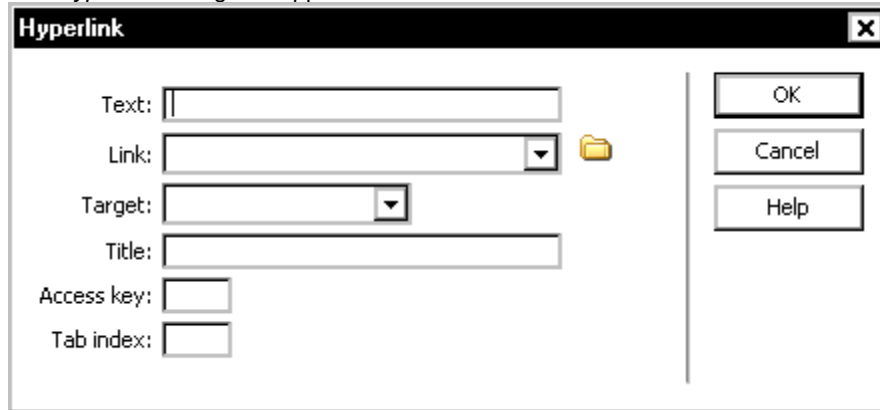
By using the *Hyperlink* dialog box, you are able to set more options for a link you create, such as text and a title.

NOTE: If you see: file:///, the link will not work for your users.

1. From the *Insert* menu, select **Hyperlink**
OR

From the *Common* toolbar, click **HYPERLINK** 

The *Hyperlink* dialog box appears.



2. In the *Text* text box, type the text that will become the link
3. In the *Link* text box, type the **URL**
NOTE: Be sure to include *http://* in the URL.
4. OPTIONAL: To set the target frame a link is opened in, from the *Target* pull-down list, select the desired option

Target Frame Option	Definition
Blank	Opens the link in a new browser window .
Parent	Opens the link in the current browser window, or parent frame.
Self	Opens the link in the same frame (or window) as the link.
Top	Opens the link in a full window, removing all pre-set frames.

5. OPTIONAL: To set a description of the link, in the *Title* text box, type an appropriate description for the link
6. OPTIONAL: To set a key on your keyboard to open the link, in the *Access key* text box, type a single letter
NOTE: The access keys work only for the most recent browser versions.
7. OPTIONAL: To specify the order in which users can use [Tab] to select links, in the *Tab index* text box, type the desired number
NOTE: Links with lower numbers will be tabbed to first, and links with no tab index defined will appear last in the tab order.
8. Click **OK**
9. A link is created.

Adding Email links

1. Go to the menu bar and select Insert and then “email link”
2. In the dialog box that opens type in the name that the link will be called and the email address in the next box and click OK. Your email link will now be placed where in the sport where your cursor was located on the page you were working on.

Linking to Pages in Your Collection


To enable your user to move between pages within your website, you will need to create links to those pages. These links are internal links and have relative references. Relative references do not include the complete URL, only the filename and, if not in the same directory, the path of the file.

Adding Links Using the Properties Pane

The *Properties* pane allows several easy ways to quickly link to other pages in your site.

NOTE: If you see *file:///* in the *Link* text box , the link will not work for your users.

Adding Links Using the Properties Pane: Folder Option


1. Select the text that is to become the link
2. In the *Properties* pane, to the right of the *Link* text box, click **BROWSE FOR FILE** 
The *Select File* dialog box appears.
3. Locate and select the desired file in your collection
4. Windows: Click **OK**

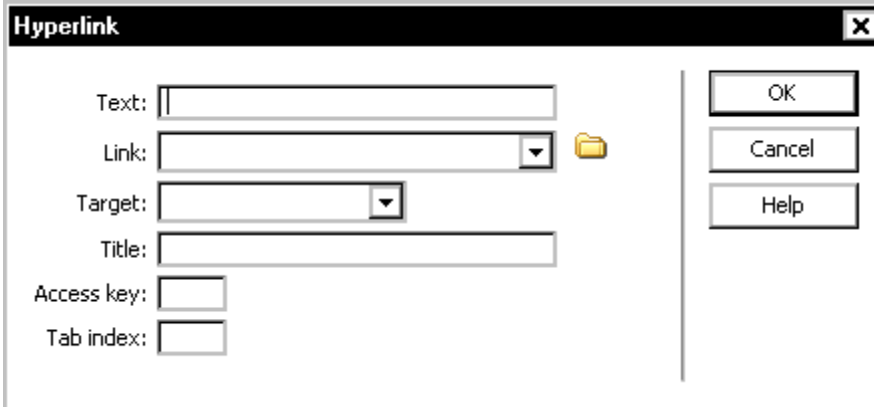
Adding Links Using the Hyperlink Dialog Box


By using the *Hyperlink* dialog box, you are able to set more options for a link you create, such as text and a title.

NOTE: If you see *file:///* in the *Link* text box, the link will not work for your users.

1. Place your insertion point where the link is to appear
2. From the *Insert* menu, select **Hyperlink**
OR

From the *Common* toolbar, click **HYPERLINK** 
The *Hyperlink* dialog box appears.



3. In the *Text* text box, type the text that will become the link
NOTE: If text is selected before opening the **Hyperlink** dialog box, it will appear in the *Text* text box.
4. In the *Link* text box, type the *path/filename*
OR
To select the file,
 - a. In the *Link* text box, click **BROWSE FOR FILE** 
The *Select File* dialog box appears.
 - b. Locate and select the desired file
 - c. Windows: Click **OK**
Macintosh: Click **CHOOSE**
5. OPTIONAL: To set the target frame a link is opened in, from the *Target* pull-down list, select the desired option

Target Frame Option	Definition
Blank	Opens the link in a new browser window .
Parent	Opens the link in the current browser window, or parent frame.
Self	Opens the link in the same frame (or window) as the link.
Top	Opens the link in a full window, removing all pre-set frames.

6. OPTIONAL: To set a description of the link, in the *Title* text box, add an appropriate description for the link
7. OPTIONAL: To set a key on your keyboard to open the link, in the *Access key* text box, type a single letter
NOTE: The access keys work only for the most recent browser versions.
8. OPTIONAL: To specify the order in which users can use [Tab] to select links, in the *Tab index* text box, type the desired number
NOTE: Links with lower numbers will be tabbed to first, and links with no tab index defined will appear last in the tab order.
9. Click **OK**

Creating Target Links

Target links are convenient, timesaving elements to add to your web page. Target links allow instant connections to different sections within your page, as well as to other pages in your collection. With Dreamweaver, target links are very easy to create. This document offers instructions and hints for creating and maintaining target links.

Linking to a Section in the Current Document

Creating target links with Dreamweaver is a two-step process: [setting an anchor](#) and [linking to the anchor](#).


Setting an Anchor

The first step to creating a target link is setting an anchor at the place you would like to link.

1. Place the insertion point at the beginning of the section you want to link
2. If the *Insert* toolbar is not displayed, from the *Window* menu, select **Insert**
NOTE: A check mark will appear next to *Insert* when it is visible.
3. From the *Insert* menu, select **Named Anchor**
The *Named Anchor* dialog box appears.



The image shows a dialog box titled "Named Anchor" with a close button (X) in the top right corner. On the left side, there is a text input field labeled "Anchor name:" which is currently empty. On the right side, there are three buttons stacked vertically: "OK", "Cancel", and "Help".

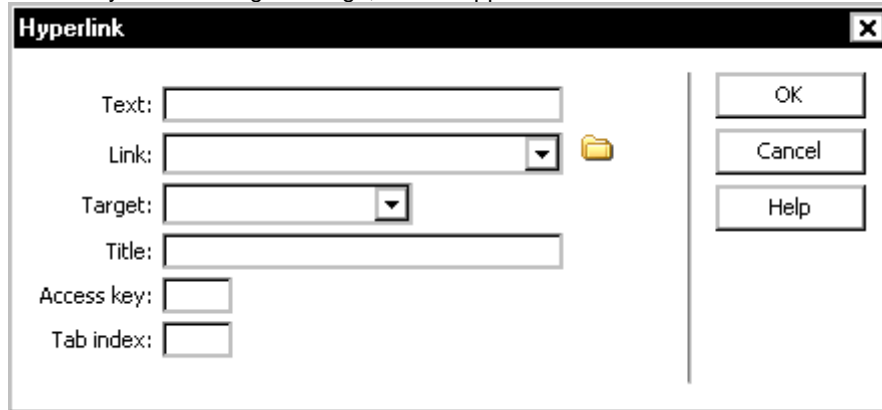
4. In the *Anchor name* text box, type a name for the anchor
HINTS:
Assigning meaningful names to your anchors will make page maintenance easier.
Spaces are not allowed in anchor names.
5. Click **OK**
An anchor icon appears .

Linking to the Anchor: Dialog Box Option

The second step to creating a target link is creating a link from one place in your page to the location you anchored. When using the *Hyperlink* dialog box, you can browse to locate the anchor name.


1. Select the text or object to be linked
2. From the *Insert* menu, select **Hyperlink**
The *Hyperlink* dialog box appears.
In the *Text* text box, the text that you selected for the link appears.

NOTE: If you are linking an image, no text appears.



3. From the *Link* pull-down list, select the desired anchor in the current document
4. Click **OK**
The link is created.

Linking to the Anchor: Point to File Option

1. Select the text or object to be linked
2. In the *Properties* pane, click and hold **POINT TO FILE** 
3. Drag and point to the anchor you want to link to
NOTE: A line with an arrow appears.
4. Release the mouse button
The link is created.

Linking to a Section in Another Document

The procedure for creating a target link within another document is similar to creating a target link in the current document. You must first set the anchor and then link to it.

1. In the document you are linking to, [set the anchor](#)
2. In the document that will contain the link, select the text or [object](#) to be linked
3. Using the [Point to File](#), drag and point to the desired file in the *Files* palette
The link is created.
4. In the *Properties* pane, in the *Link* text box, immediately after the *filename*, type **#anchortext**
EXAMPLE:

Link   

5. Windows: Press **[Enter]**
Macintosh: Press **[Return]**
The target link to another document is created.

Deleting Anchors

As you modify your page, your anchor needs may change. To keep your web page clean, you should remove any unused anchors.

1. Select the anchor icon 
2. Windows: Press **[Delete]**
Macintosh: Press **[del]**
NOTE: Be sure to remove any links referring to this anchor.

Editing Links



You may change the text or destination of a link to a [different page](#), a [different anchor](#), or [sitewide](#).

Changing the Text of a Link


1. Select the linked text you want to edit

2. Make the desired changes to the text

Changing the Destination of a Link to a Different Page

1. Click within the existing link
2. In the *Properties* pane, in the *Link* text box, type the correct link path/filename
OR
To browse for and select the destination file, click **BROWSE FOR FILE** 
OR
To point to the destination file, click **POINT TO FILE**  and drag to the correct file in the *Files* pane
The link destination is updated.

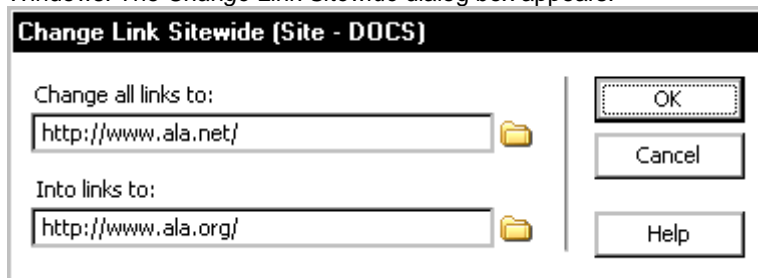
Changing the Destination of a Link to a Different Anchor



1. Click within the existing link
2. To point to an anchor within the current web page, click **POINT TO FILE**  and drag to the correct anchor
OR
In the *Properties* pane, in the *Link* text box, type **#anchor_name**
EXAMPLE: **#searching**
NOTES:
For anchors in another web page, type the path and filename followed by **#anchor_name**
Anchor names are case sensitive.
The link destination is updated.

Changing the Destination of a Link Sitewide

It may be that most or all of your site documents have a link to the same destination (e.g., a national organization). If that link needs to be updated, you can do so without updating each individual page in your site.

1. In the *Files* pane, select the **Files** tab
2. From the *Site* menu, select **Change Link Sitewide...**
Windows: The *Change Link Sitewide* dialog box appears.



3. In the *Change all links to* text box, type the current destination of the link
OR
To select the current link destination, click **BROWSE FOR FILE** 
4. In the *Into links to* text box, type the new destination of the link
OR
To select the new link destination, click **BROWSE FOR FILE** 
5. Click **OK**
The link destination is updated sitewide.

Removing Links

In some situations, you may want to remove a link you have created.

Removing Links: Modify Menu Option

1. Click within the existing link
2. From the *Modify* menu, select **Remove Link**
OR
Windows: Press **[Ctrl] + [Shift] + [L]**

Macintosh: Press [command] + [Shift] + [L]
The link is removed.

Removing Links: Properties Pane Option

1. Click within the existing link
2. In the *Properties* pane, in the *Link* text box, select all of the text
3. Windows: Press [Backspace]
Macintosh: Press [Delete]
The link is removed.

Removing Links: Quick Menu Option

1. Windows: Right click within the existing link » select **Remove Link**
Macintosh: Press [ctrl] + click within the existing link » select **Remove Tag <a>**
The link is removed.

Working with Images

This page introduces you to the techniques available for working with images in Dreamweaver.

Adding Images

When you add an image to a web page, you have two basic options: add an image [from your website collection](#) or create a [link to an image on the Web](#). Instructions for both options are included here.

Inserting an Image from a File

If the image is already part of your website collection, you can insert the image as a file. If you have the image saved electronically but it is not saved with your website, copy or move the image into the collection before completing the following steps. Set your insertion point where you want the image to appear

1. From the *Insert* menu, select **Image**
OR
On the *Common* toolbar, click **IMAGE** 
The *Select Image Source* dialog box appears.
2. Using the *Look in* pull-down list, locate and select the image to insert
3. Windows: Click **OK**
The image appears in the document.

Moving Images

Image placement may need to be adjusted for a variety of reasons: the content has been rearranged, flow of the images is no longer appropriate, etc. If the image is moving a short distance, you can use the [drag-and-drop](#) method. If it is moving a large distance or to another web page, you will need to use the [cut and paste](#) method.

Moving Images: Drag-and-Drop

1. Select the image
2. Click and drag the image to the new location
3. Release the mouse button

Moving Images: Cut and Paste

1. Select the image
2. From the *Edit* menu, select **Cut**
OR
Windows: Press [Ctrl] + [X]
3. Place the insertion point where you want the image to appear

- From the *Edit* menu, select **Paste**
OR
Windows: Press [Ctrl] + [V]

Linking with Images

You can create a hyperlink for images just as you did for text. You can also establish a link for the image using the *Image Properties* dialog box.

- Select the image by clicking it
- In the *Properties* pane, in the *Link* text box, type the complete URL of the page you wish to link to
- Windows: Press [Enter]

Placing and Aligning Images

After an image has been [inserted](#) into a web page, it is important to consider the image's placement and alignment to create a more visually appealing web design. The image's alignment refers to the amount of whitespace between the image and surrounding text or images.

Vertical Space

Adjusting the vertical space of an image adds or subtracts the number of pixels of whitespace along the top and bottom of an image, separating the image from surrounding text. This example illustrates the difference between the appearance of a single image set at two different vertical space values. The image is identical in both examples, but the vertical space value of the left image is set at 0 (zero), while the vertical space value of the right image is set at 20.

The vertical space value



for this image is zero.

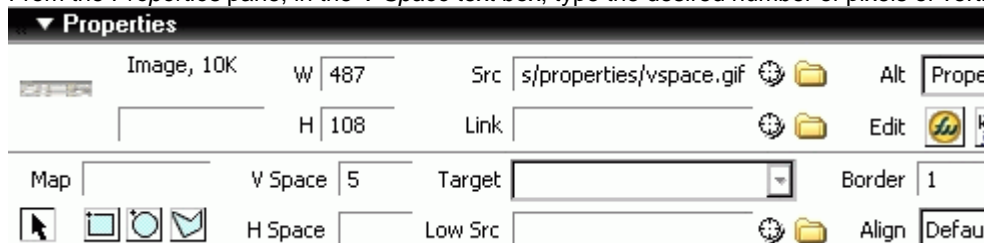
The vertical space value



for this image is 20.

Adjusting Vertical Space

- Select the desired image
- From the *Properties* pane, in the *V Space* text box, type the desired number of pixels of vertical space



- Windows: Press [Enter]
OR
Click outside of the *V Space* text box
The new *Vertical Space* value is applied to the image.

Horizontal Space

Adjusting an image's horizontal space changes the amount of whitespace on both the left and right sides of the image. This space separates the image from surrounding text, creating a more appealing web design. This example illustrates the difference

between two different horizontal space values. The image is identical in both examples, but the horizontal space value in the first example is set at 0 (zero), while the horizontal space value in the second example is set at 20.



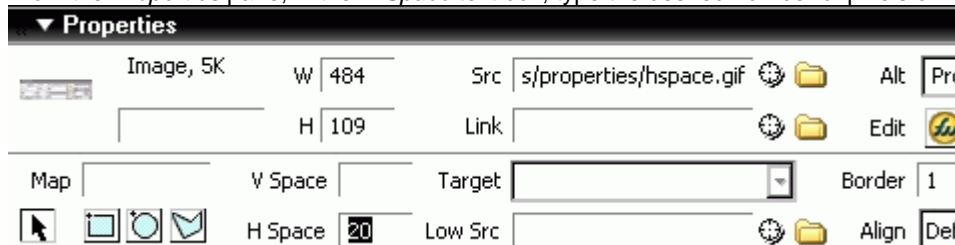
The horizontal space value for this image is zero.



The horizontal space value for this image is 20.

Adjusting Horizontal Space

1. Select the desired image
2. From the *Properties* pane, in the *H Space* text box, type the desired number of pixels of horizontal space



3. Windows: Press [**Enter**]

OR

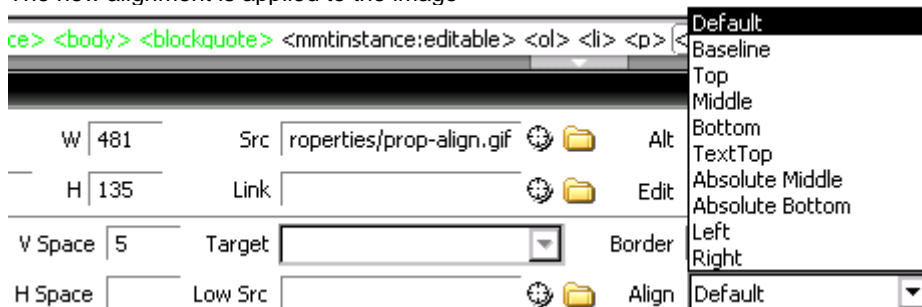
Click outside of the *H Space* text box

The new *Horizontal Space* value is applied to the image.

Aligning Images

Appropriate image alignment is important for creating appealing web pages. Dreamweaver offers ten different image alignment options, each of which changes how the image is aligned with surrounding text and other images.

1. Select the desired image
2. From the *Properties* pane, from the *Align* pull-down list, select the desired image alignment
The new alignment is applied to the image



Getting Started with Tables

Tables are a powerful tool for laying out text and graphics on your page. They also are helpful for keeping everything organized in rows and columns. To get you started using Dreamweaver tables, this document shows how to create tables, add text and images to tables, and select a table or parts of a table.

Creating Tables


Tables are useful tools for arranging text, links, and images in a readable format. Tables are composed of horizontal rows and vertical columns. When creating tables, you have the option of using the *Insert* menu or the *Common* toolbar.

NOTE: You are able to insert a table within an existing table.

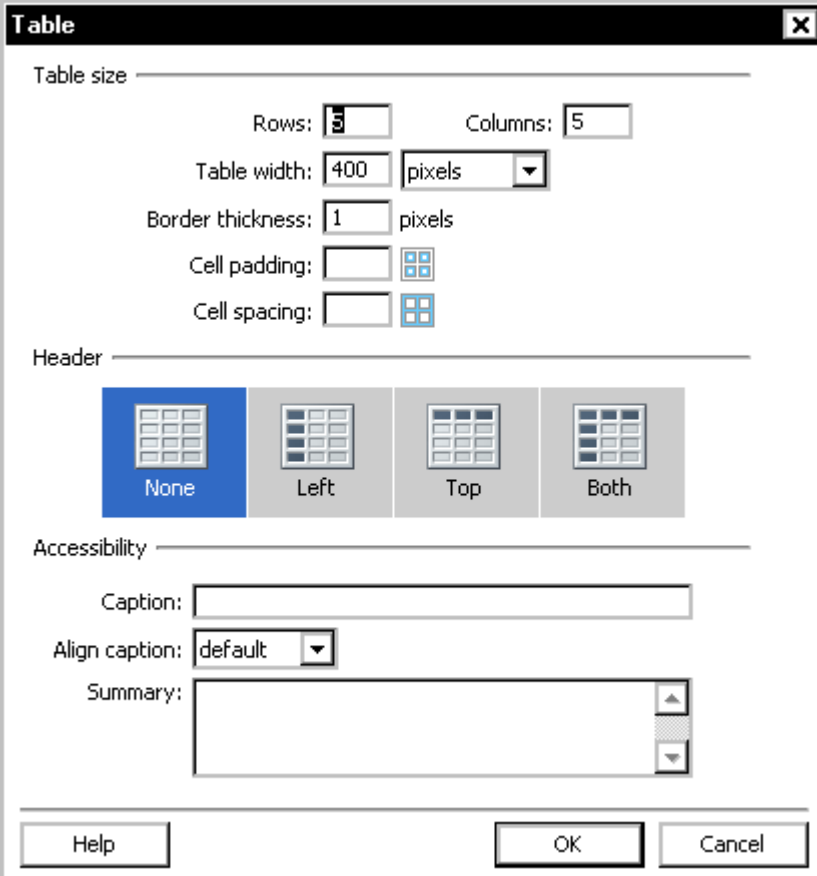
Creating a Table

1. Place your insertion point where the table should appear
2. From the *Insert* menu, select **Table**

OR

On the *Insert bar*, click **TABLE** 

The *Table* dialog box appears.



3. In the *Rows* text box, type the desired number of rows
4. In the *Columns* text box, type the desired number of columns
5. **OPTIONAL:** To alter the width of the table,
 - a. In the *Table width* text box, type the desired width
 - b. From the *Table width* pull-down list, select **percent** or **pixels**

NOTES:

The *Percent* option controls the percent of the screen the table will take up. Your control over the size is relative because the table will adjust to fit the size of a user's browser.

With the *Pixels* option you are allowed more control over the exact size of the table because it is an absolute measurement.

6. OPTIONAL: To add a border around the cells of the table, in the *Border thickness* text box, type the desired size
HINT: For no border, type [0] (zero).
7. OPTIONAL: To adjust the cell padding, in the *Cell padding* text box, type the desired number
NOTE: Cell padding is the amount of blank space surrounding text or images in a cell. Adjusting it affects the entire table.
8. OPTIONAL: To adjust the cell spacing, in the *Cell spacing* text box, type the desired number
NOTE: Cell spacing is the space between adjacent cells. Adjusting it affects the entire table.
9. In the *Header* section, select the desired option
NOTE: It is a good idea to use headers in case any of your website visitors use screen readers. Screen readers read table headings and help screen reader users keep track of table information.
10. OPTIONAL: To add a table title that would display outside the table's border, in the *Accessibility* section, in the *Caption* text box, type an appropriate title
HINT: A table caption is similar to a figure or picture caption.

Accessibility

Caption:

Align caption:

Summary:

11. OPTIONAL: To specify where the table caption appears, from the *Align caption* pull-down list, select the desired alignment
12. OPTIONAL: To provide a table description, in the *Summary* text box, type an appropriate description.
NOTE: Screen readers read the summary text, but the text does not appear in the user's browser. This is especially important when the table presents statistics or numerical data.
13. Click **OK**
A blank table appears.

Adding and Formatting Table Text


Now that you have created a table, you can add text by typing in the cells. Once the text has been added, you can format it as you do other text in your document. You can also insert images and use colored text in a table.

Adding Table Text

1. Click within the desired cell
HINT: To move between table cells, press [Tab]
2. Type the text
3. To continue adding text, repeat steps 1 and 2 as necessary

Aligning Text within a Cell

You can align text horizontally or vertically within a cell. The horizontal alignment options are default, left, center, right, and justify. The vertical alignment options are default, top, bottom, middle, and baseline. Baseline aligns all the text in the row along the imaginary line created by the bottoms of the letters. The default horizontal setting is left alignment, and the default vertical setting is middle alignment.

1. Place the insertion point in the desired cell
OR
[Select multiple cells](#)
2. To adjust the horizontal alignment of the content within the cell(s), in the *Properties* pane, click the appropriate text alignment button. 
OR
In the *Properties* pane, from the *Horz* pull-down list, select the desired option
3. To adjust the vertical alignment of the content within the cell(s), in the *Properties* pane, from the *Vert* pull-down list, select the desired option

Inserting Images

Images are inserted into tables just as they are inserted anywhere else in your web page. For more information about images refer to [Working with Images](#).

1. Click within the desired cell
2. [Insert an image](#)

Selecting a Table or Parts of a Table

A table or parts of a table can be selected so that you can edit or delete the table or certain cells, rows, or columns within a table.

Selecting a Cell

1. Windows: [Ctrl] + click within the desired cell

Selecting a Row

1. Move the pointer to the left of the row
A dark arrow appears.
2. Click the mouse
3. OPTIONAL: To select multiple rows, click and drag the arrow past the rows you wish to select

Selecting a Column

1. Move the pointer to the top of the column
A dark arrow appears.
2. Click the mouse
3. OPTIONAL: To select multiple columns, click and drag the arrow past the columns you wish to select

Selecting an Entire Table: Quick Menu Option

1. Windows: Right click within the table » select **Table** » **Select Table**

Selecting an Entire Table: Mouse Option

1. Place the pointer over any border of the table
The pointer becomes a 2 headed arrow with two vertical or horizontal lines (depending on which border you have your insertion point over) between the arrows.
2. Click the border
The entire table is selected.

Adjusting Basic Table Elements

Once you have created basic table elements, you may want to adjust them. This document explains the difference between table and cell properties and shows how to adjust a few basic table elements.

Comparing Table and Cell Properties

When you adjust tables, you can adjust some properties that affect the entire table and other properties which affect only the cell you are working with. For example, if you want to align the entire table to the center of the page, you would adjust the alignment property of the entire table. If you wanted to align the text in a cell to the center of that cell, you would adjust the alignment property of that individual cell.

Since table properties and cell properties are often called the same thing, it is important to pay attention to which property you want to adjust. The following table summarizes some of the key differences:

	Table Property	Cell Property
Alignment	Aligns the entire table to the right, center, or left of the page	Aligns the text in a cell to the right, center, or left of the cell
Height	Adjusts the height of the entire table	Adjusts the height of the specified cell
Width	Adjusts the width of the entire table	Adjust the width of the specified cell



Adding Rows and Columns

You may add a row or column to a table you have already created. This can be accomplished through the *Modify* menu.

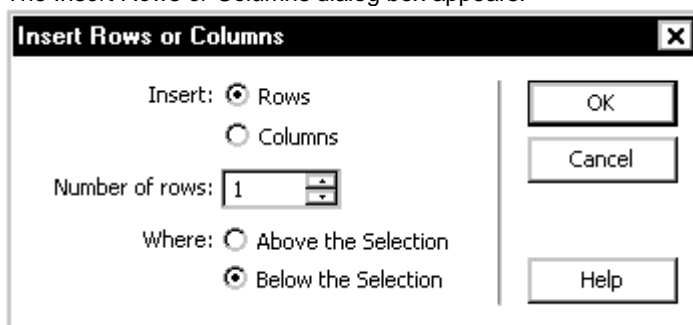
HINT: Pressing [Tab] in the last cell of the table will add a new row.

Adding One Row or Column

1. Place the insertion point in a cell adjacent to the row or column to be inserted
NOTE: If you insert a row, it will appear above the selected row; if you insert a column, it will appear to the left of the selected column.
2. From the *Modify* menu, select **Table » Insert Row** or **Insert Column**
OR
Windows: Right click within the cell » select **Table » Insert Row** or **Insert Column**

Adding Multiple Rows or Columns

1. Place the insertion point in a cell adjacent to the row or column to be inserted
2. From the *Modify* menu, select **Table » Insert Rows or Columns...**
OR
Windows: Right click within the cell » select **Table » Insert Rows or Columns...**
Macintosh: [control] + click within the cell » select **Table » Insert Rows or Columns...**
The *Insert Rows or Columns* dialog box appears.



3. From the *Insert* section, select **Rows** or **Columns**
4. In the *Number of rows* or *Number of columns* text box, type the desired number
5. In the *Where* section, select the location for the rows or columns to be inserted



Deleting Rows and Columns

When you delete a row or column, all cells and their contents are deleted.

1. Place the insertion point within the row or column to be deleted
2. From the *Modify* menu, select the **Table » Delete Row** or **Delete Column**
OR
Windows: Right click within the cell » select **Table » Delete Row** or **Delete Column**

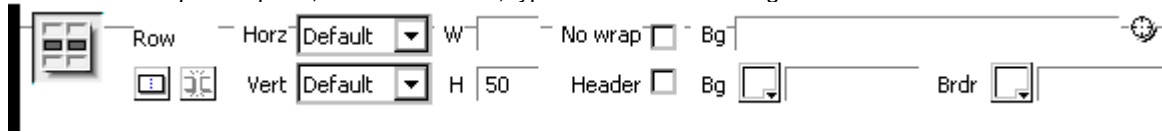
Adjusting Row Height

You can adjust row height either by typing a value in the *Table Properties* pane or by clicking and dragging the border.

RECOMMENDATIONS:

Use the *Table Properties* pane to ensure uniform formatting throughout browsers.
Let the content determine the row height.

1. Click in a cell of the row you wish to adjust
2. In the *Table Properties* pane, in the *H* text box, type the desired row height



3. Windows: Press **[Enter]**
The row is adjusted to the specified height.

Adjusting Column Width


You can adjust column width either by typing a value in the *Table Properties* pane or by clicking and dragging. Using the *Table Properties* pane is recommended to ensure uniform formatting throughout browsers.

1. Click in a cell of the column you wish to adjust
2. In the *Table Properties* pane, in the *W* text box, type the desired column width
3. Windows: Press **[Enter]**
Macintosh: Press **[return]**
The column is adjusted to the specified width.

Merging Cells

Merging cells combines multiple cells, creating one large cell.


NOTE: No cell contents will be lost during a merge.

1. Select the cells to be combined
NOTE: To learn how to select cells, refer to [Selecting Tables or Table Parts](#) in *Getting Started with Tables*.
2. From the *Modify* menu, select **Table » Merge Cells**
OR
In the *Table Properties* pane, click **MERGE CELLS** 
OR
Windows: Right click within the cell » select **Table » Merge Cells**

Splitting Cells

Splitting cells creates multiple cells from one cell.

NOTE: The contents of the cells will be placed in the first cell.

1. Select the cell to be split
NOTE: To learn how to select cells, refer to [Selecting Tables or Table Parts](#) in *Getting Started with Tables*.
2. From the *Modify* menu, select **Table » Split Cell...**
OR
In the *Table Properties* pane, click **SPLIT CELL** 
OR
Windows: Right click within the cell » select **Table » Split Cell...**
The *Split Cell* dialog box appears.
3. From the *Split cell into* section, select **Rows** or **Columns**
4. In the *Number of rows* or *Number of columns* text box, type the desired number
5. Click **OK**

Adjusting Cell Spacing and Padding

Cell spacing is the space between adjacent cells. Cell padding is the amount of blank space surrounding text or images in a cell. Adjusting either of these options affects the entire table.

The following graphics are examples of tables that use cell spacing and cell padding:

Table with **Cell Spacing** of 10 pixels

Cell 1	Cell 2
Cell 3	Cell 4

Table with **Cell Padding** of 10 pixels

Cell 1	Cell 2
Cell 3	Cell 4

Adjusting Cell Spacing

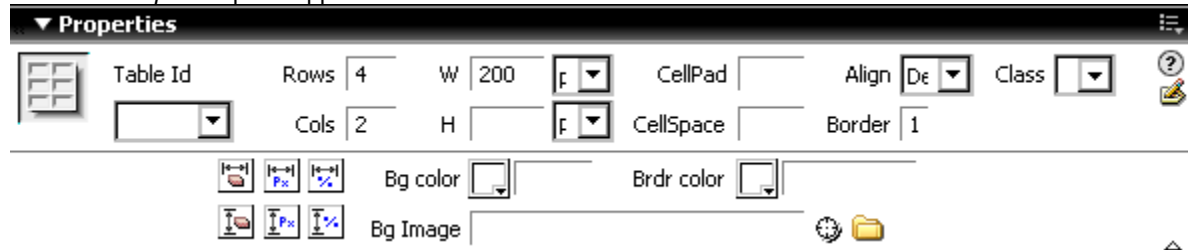
1. Place the insertion point in the table
2. From the *Modify* menu, select **Table » Select Table**

OR

Windows: Right click within the cell » select **Table » Select Table**

Macintosh: Press **[control]** + click within the cell » select **Table » Select Table**

The table *Properties* pane appears.



3. In the *CellSpace* text box, type the desired number
4. Windows: Press **[Enter]**
Macintosh: Press **[return]**

Adjusting Cell Padding

1. Place the insertion point in a cell
2. From the *Modify* menu, select **Table » Select Table**

OR

Windows: Right click within the cell » select **Table » Select Table**

Macintosh: Press **[control]** + click within the cell » select **Table » Select Table**

The table *Properties* pane appears.

3. In the *CellPad* text box, type the desired number
4. Windows: Press **[Enter]**
Macintosh: Press **[return]**

Table Formatting Options

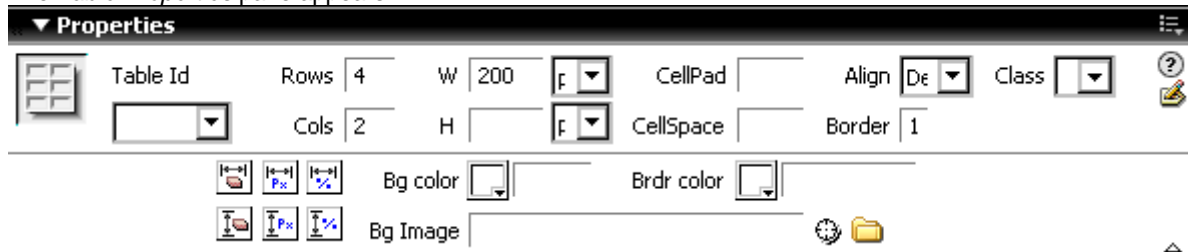
In addition to adjusting basic table elements, you can format tables with borders, column/row header cells, and backgrounds.

Applying Borders

A border is a group of lines that marks the edges of cells and tables. You can specify how wide the border is, as well as specific colors for the border.

Adjusting Border Width

1. Windows: Right click the table » select **Table » Select Table**
Macintosh: Press [ctrl] + click the table » select **Table » Select Table**
The *Table Properties* pane appears.



2. In the *Border* text box, type the desired border size
NOTE: For no border, type **0** (zero). To include a border, in the *Border* text box, type a number (of pixels) greater than zero.

Adjusting Border Color

When choosing a border color, keep in mind that not all browsers support colored borders. Also, the borders may look different when viewed from different browsers and within different versions of the same browser.

1. Windows: Right click the table » select **Table » Select Table**
Macintosh: Press [ctrl] + click the table » select **Table » Select Table**
The *Table Properties* pane appears.
2. From the *Brdr color* palette, select the desired color
OR
In the *Brdr color* text box, type the hexadecimal value of the desired color
NOTE: For more information, refer to [Selecting Colors by Values](#).
The border color is applied to the table.

Using Header Cells

A header cell is a cell that designates a row or column heading. The text within header cells is bolded and centered. Using header cells improves the table's readability for vision-impaired users.

EXAMPLE: In the table of student assignments that follows, the header cells are the cells that contain the course title and the week.

Physics					
Week 1	Problem 1	Read Ch 2	Problem 2	Quiz	Discussion of Quiz
Week 2	Read Ch 3	Problems 3 & 4	Read Handout	Problem 5	Discussion of Problems 3,4 & 5
Week 3	Read Ch 4	Problem 6	Reserve Reading	Review for Test	Test #1

1. Select the appropriate row, column, or cell
For information on selecting within tables, refer to [Selecting a Table or Parts of a Table](#).
The *Row*, *Column*, or *Cell* properties pane appears.



2. Select the **Header** checkbox
The row, column, or cell is designated as a header cell.

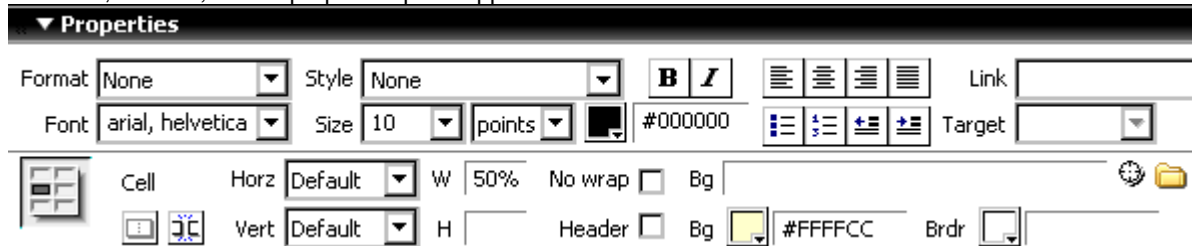
Adding Backgrounds


A background is an image or solid color that appears behind the table text or images. You can apply backgrounds to an individual cell or to the entire table.

When choosing backgrounds, keep in mind that not all browsers support image backgrounds for tables or cells. Also, the backgrounds may look different when viewed from different browsers and within different versions of the same browser.


Adding Cell Background Images

1. Select the appropriate row, column, or cell
For information on selecting within tables, refer to [Selecting a Table or Parts of a Table](#).
The *Row*, *Column*, or *Cell* properties pane appears.




2. In the *Bg* text box, type the location of the desired image
OR
To browse for the image location,
 - a. Click **BACKGROUND URL OF CELL** 
The *Select Image Source* dialog box appears.
 - b. Using the *Look in* pull-down list, locate and select the appropriate file
 - c. Windows: Click **OK**
The background image is applied to the cell.


Adding Table Background Images

1. Right click the table » select **Table** » **Select Table**
The *Table Properties* pane appears.
2. In the *Bg Image* text box, type the location of the desired image
OR
To browse for the image location,
 - a. Click **BROWSE FOR FILE** 
The *Select Image Source* dialog box appears.
 - b. Using the *Look in* pull-down list, locate and select the appropriate file
 - c. Windows: Click **OK**
The background image is applied to the table.

Adding Row, Column, or Cell Background Colors

1. Select the appropriate row, column, or cell
The *Row*, *Column*, or *Cell* properties pane appears.
2. In the *Bg* color text box, type the hexadecimal value of the desired color
OR
From the *Bg* color pull-down list , select the desired color
The background color is applied to the cell.

Adding Table Background Colors

1. Windows: Right click the table » select **Table » Select Table**
The *Table Properties Pane* appears.
2. From the *Bg color* pull-down list , select the desired color
The background color is applied to the table.


Additional Table Options

To make your website more accessible to visually-impaired viewers create captions and summaries for your tables. Dreamweaver simplifies this procedure by allowing you to add a caption and/or a summary when you create a table.

Adding a Caption to a Table

A caption is text that appears above or below a table. The purpose of table captions is similar to the purpose of most figure or picture captions—they explain or clarify the contents of a table. The summary does not appear to typical users; it is read by a screen reader when vision-impaired users visit the page. These are especially important when the table presents statistics or mostly numerical data.

When you are first inserting your table, you must enter the accessibility information in the *Table* dialog box. Keep in mind that not all browsers support table captions summaries.

1. From the *Insert* menu, select **Table**
OR
Windows: Press **[Ctrl] + [Alt] + [T]**
OR
From the *Insert* bar, select **Table**  from the *Common* toolbar.
The *Table* dialog box appears.
2. Complete the *Table Size* and *Header* sections as appropriate
3. In the *Accessibility* section, in the *Caption* text box, type the desired table caption

Accessibility

Caption:

Align caption: 

Summary:

4. From the *Align caption* pull-down list, select the desired alignment option for your caption
5. In the *Summary* scroll box, type the desired table summary
6. Click **OK**
The table and its caption are inserted.

Inserting Tables within a Table

You can insert tables inside of an existing table.

1. Place the insertion point in the desired cell of an existing table

2. From the *Insert* menu, select **Table**

OR

Windows: Press **[Ctrl] + [Alt] + [T]**

The *Table* dialog box appears.

3. Complete the *Table* dialog box as appropriate

4. Click **OK**

The new table is inserted within the selected cell of the existing table.