

## DREAMWEAVER 8 - BASICS & BEYOND

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The instructions in this document assume the reader has already created web pages using some other web page creation software (e.g., Netscape Composer or Microsoft FrontPage). Some knowledge of HTML coding is also recommended.

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#### ***Before You Begin***

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Before you begin creating the web pages within a website, it's a good idea to plan your design and organization first. Following are references you may want to read for help in that regard.

- **The Non-Designer's Web Book**, 3rd Edition, by Robin Williams and John Tollett (2005).
- **Site Accessibility** — providing the ability for anyone to read every web page is a priority for campus web pages. Refer to campus **policy** for additional information.

See also **Some Accessibility Suggestions** on the campus accessibility website at <http://www.csun.edu/accessibility/>.

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#### ***Getting Started With Dreamweaver***

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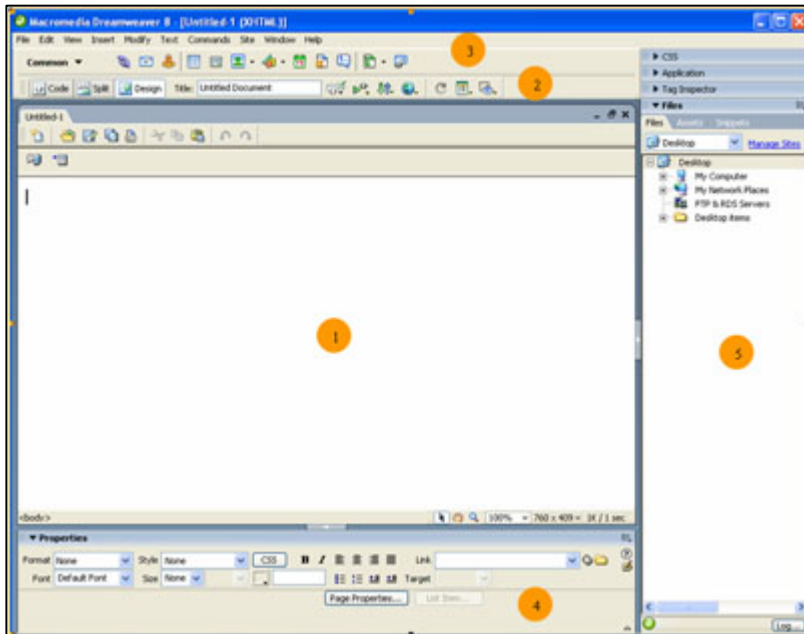
##### **Defining a New Website**

Dreamweaver includes a site maintenance and file transfer capability. To use this feature to organize your site, create a local folder (e.g., on your desktop computer) to hold the site's files and then define your site. Make sure all files for a site are saved to the Local Root Folder or a subfolder thereof. That way you can easily create relative links in your documents and, when you're ready, publish the entire site to the equivalent location on the remote server.

##### **The Dreamweaver Work Area**

The Dreamweaver work area contains the document window and (if displayed) a number of panel groups. You can choose which panel groups to display from the Window menu. The panels shown and described below will be displayed the first time you open Dreamweaver.

**Figure 1: Dreamweaver Work Area**



## 1. Document Window

The document window is the place where you'll enter the text, place the pictures, and include the links that make up your web page. The status bar at the bottom of the window contains the following helpful elements.

- **Tag Selector**

Displays tags affecting the selected text or object. Click a tag to highlight (select) its contents. Clicking `<body>` highlights (selects) the entire document.

- **Window Size**

Shows the current window size; the dropdown menu provides screen resolution choices.

- **File Size and Download Time**

Gives the estimated file size and download time of the file at a connection speed of 28.8 Kb/second — or some other connection speed you can specify as a preference.

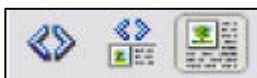
- **Edit | Preferences | Status Bar**

Try to keep page load time under 9 seconds (maximum file size = 300Kb).

## 2. Document Toolbar

Included on the Document Toolbar are the following.

- **View Buttons**



(left to right) Show Code View, Show Code and Design Views (a split screen), and Show Design View (default).

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- **Document Title Box**



Where you enter the title that will appear in the Title Bar of the browser window when someone views your published page.

- **Preview/Debug in Browser**



A dropdown menu from which you can select a browser in which to preview your document. The Edit Browser List option allows you to add or remove browsers from the list.

### 3. **Insert Toolbar**

Buttons and tabs on the Insert toolbar (or panel group) provide quick access to many Dreamweaver features.



### 4. **Properties Panel**

The context-sensitive Properties Panel (or Property Inspector) is used to inspect and modify the properties of text and objects. If the insertion point is positioned in text, you see the properties for that text. If an object is selected (such as a table or image), you see the properties for that object.

### 5. **Panel Groups**

A number of panel groups provide quick access to information about the current document, the current site, and the Dreamweaver program. Visible when you first use the program are the Site panel of the Files panel group and the Answers panel. Click a panel header bar to expand (or collapse) a panel group. Panels can be hidden (or shown) by making the appropriate selection from the Window menu.

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## **Creating a Basic Web Page**

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1. Enter a descriptive title in the "Title:" textbox at the top of the document window. This is the title that will appear in the title bar of the browser window when people view your page; it is also the text that will be used when someone creates a bookmark to your page.

2. Save the document. Make sure the main page (in the root folder and any subfolders) is named **index**.

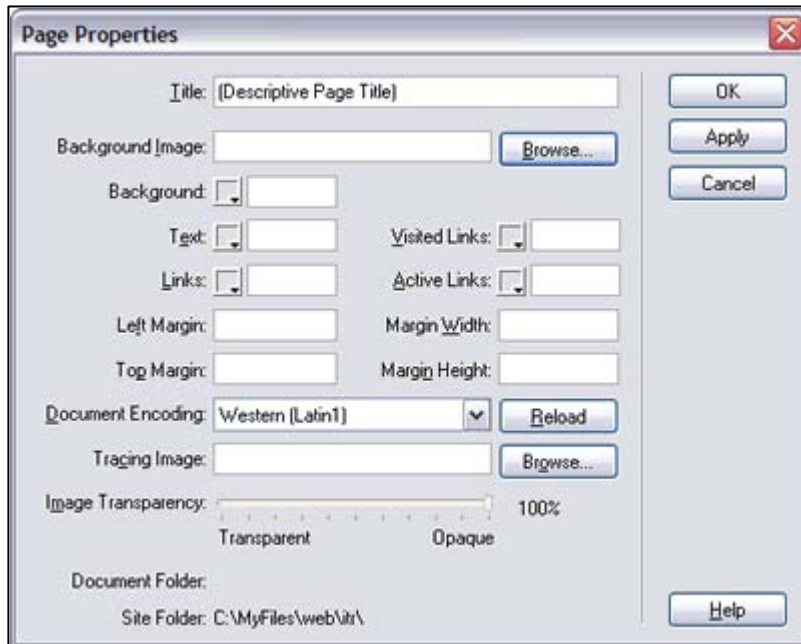
**NOTE:** The extension **.htm** (Windows) or **.html** (Macintosh) will be added automatically. Windows users who would like files to use the extension **.html** should type the full file name in the "File name:" text box (e.g., index.html).

3. Design your page. Basic design elements are described below.

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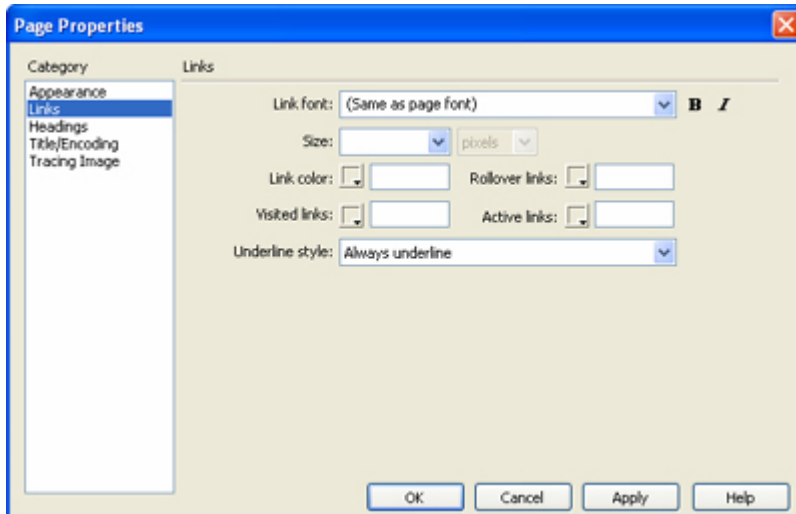
## Page Properties

Figure 2: Page Properties Dialog Box

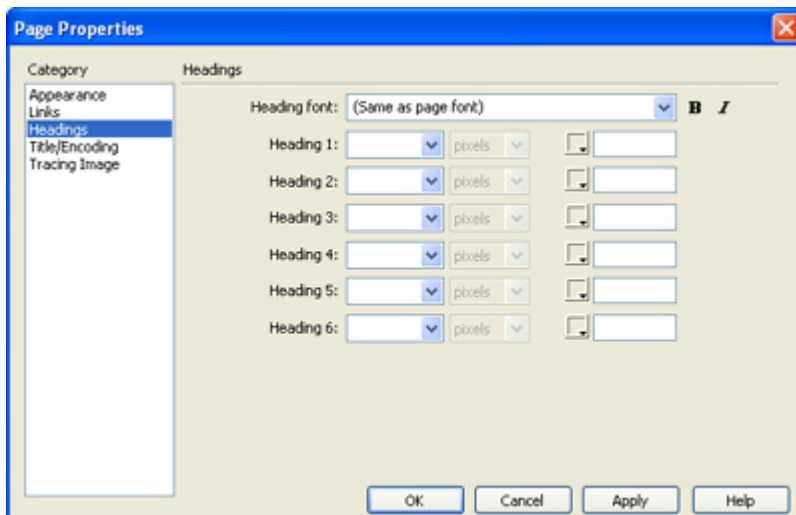


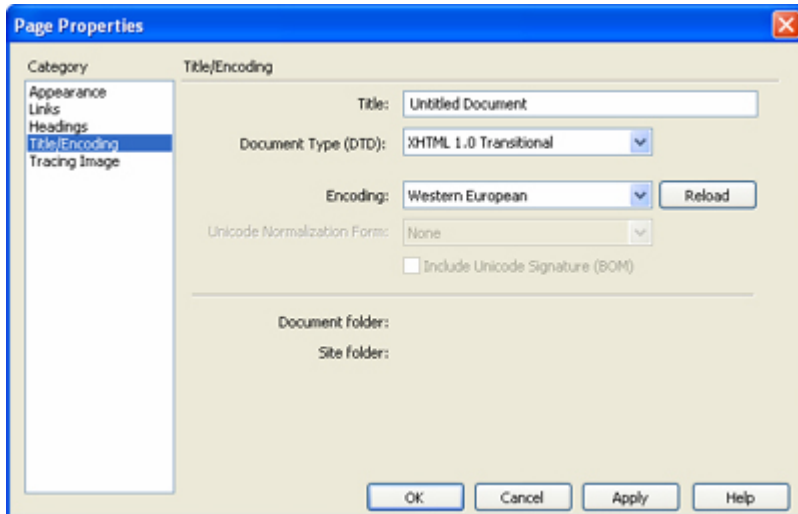
To set properties that affect the entire page, choose **Page Properties** from the **Modify** menu. The dialog box is shown in Figure 2 and descriptions of various options follow.

- **Document Title:** Make sure it's there; if it isn't, you can enter the page title in the text box provided.
- **Background Image:**
  - If you use a background image
    - make sure the text can still be read easily.
    - do not use the University word mark on a background image. See <http://www.csun.edu/images> for usage instructions and examples.
  - choose contrasting text and link colors.
  - choose a matching background color so that if someone turns off images or your background image doesn't load for some reason, your text will still be readable.



- **Background:** Choose from dropdown color palette; use the eyedropper to pick any color on your computer screen (such as a color from the background image if you're using one); or type in the hexadecimal code.
- **Text, Links, Visited Links, Active Links:** For each of these, you can choose from dropdown color palette, use the eyedropper to pick any color on your computer screen, or type in the hexadecimal code.
- **Apply:** Use to see how selections will appear on the page.
- **OK:** Use to save the settings.





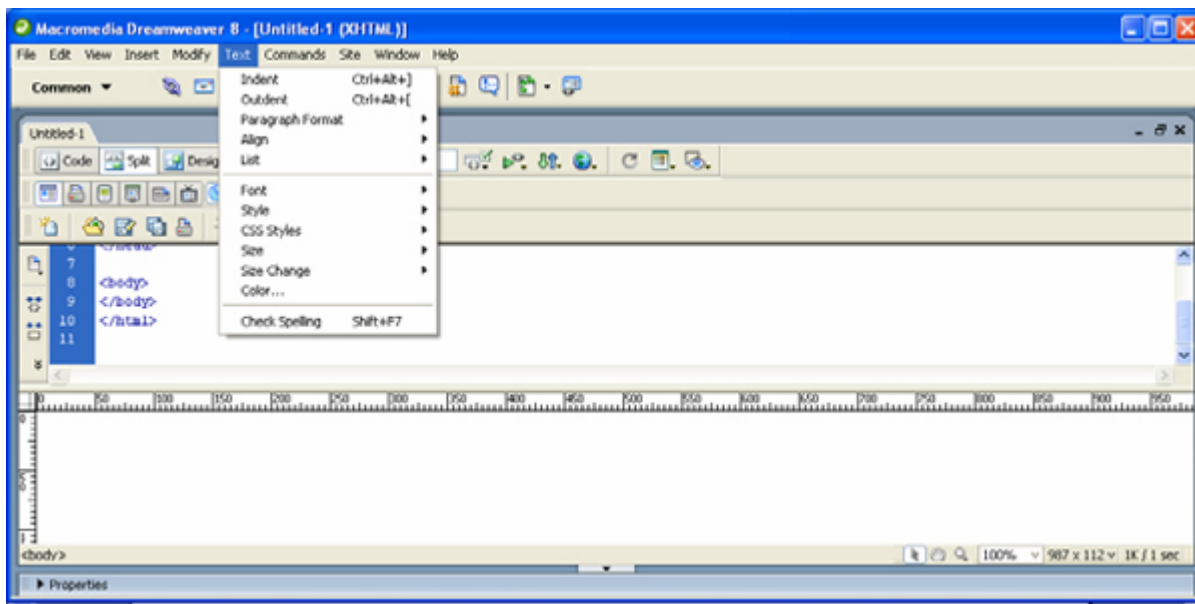
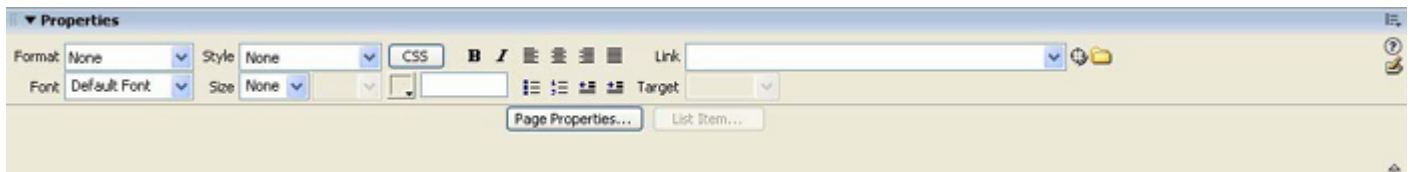
## Text

You can type text or cut and paste text from another source.

## Formatting Text

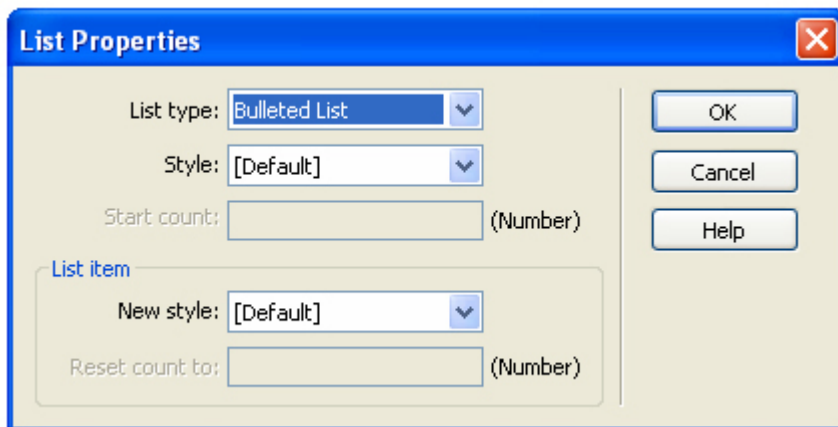
You can use the **Properties** panel to format the **text** (see Figure 3, below). Text options are also available from the Text menu.

**Figure 3: Text Properties Panel**



- **Format:** Choose **Heading** levels and other formatting styles from the dropdown menu.
- **Default Font:** For each selection on the dropdown, there are several fonts listed, to allow for differences among computer platforms (e.g., Windows, Macintosh, and Unix).
- **Size:** When specifying a size (rather than using a format style), use font size (1, 2, 3, etc.) rather than + and – sizes (+1, +2, +3, etc.). None = size 3 (default).
- **Color:** Choose from the dropdown color palette, use the eyedropper to pick any color on your computer screen, or type in the hexadecimal code.
- **Ordered and Unordered Lists:** Use the buttons provided to create an ordered (numbered) or unordered (bulleted) list. To customize the formatting of a list, click the **List Item** button and make selections in the List Properties dialog box (shown in Figure 4, below).

**Figure 4: List Properties Dialog Box**

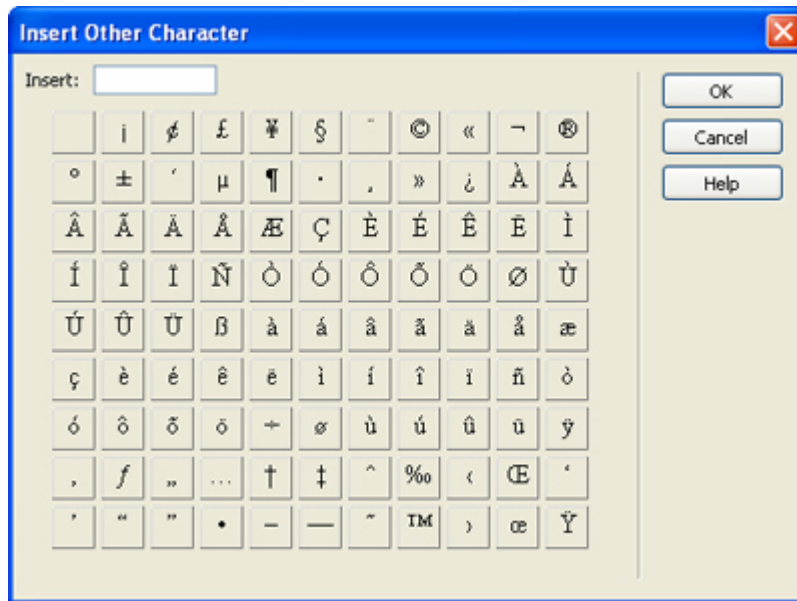


- **Text Indent and Outdent Buttons:** Use these in the same way you would in a word processing program (e.g., Increase or Decrease Indent in Microsoft Word).

### Inserting Special Characters

To insert special characters, such as the copyright symbol ©, an em–dash —, or the Spanish language character ñ:

1. Select **HTML** from the **Insert** menu
2. Select **Special Characters** and make a choice from the list that appears.
  - If you choose "Other..." the following grid will be displayed from which you can make your choice.



You can also insert characters using keyboard shortcuts as shown in the **ASCII Conversion Chart** . You may also access this chart at <http://www.csun.edu/it/training/guides/ascii.html>.

### ASCII Conversion Chart

Op+G © Alt+0169	Op+R ® Alt+0174	Op+2 ™ Alt+0153	Sh+Op_8 ◦ Alt+0176	Sh+Op+9 • Alt+0183	Op+8 ● Alt+0149	Op+] ‘ Alt+0145	Sh+Op+] ’ Alt+0146
Op+[ “ Alt+0147	Sh+Op+[ ” Alt+0148	Sh+Op+- — Alt+0151	Op+; … Alt+0133	Op+T † Alt+0134	Sh+Op+7 ‡ Alt+0135	Op+6 § Alt+0167	Op+7 ¶ Alt+0182
Op+X × Alt+0215	Op+/ ÷ Alt+0247	Sh+Op+= ± Alt+0177	Op+3 £ Alt+0163	Op+Y ¥ Alt+0165	Op+F f Alt+0131	Op+4 ¢ Alt+0162	Sh+Op+R ‰ Alt+0137



Sh+Op+2 € Alt+0128	Op+M μ Alt+0181	Sh+Op+U “ Alt+0168	Sh+Op+I ^ Alt+0136	Sh+Op+E ´ Alt+0180	Sh+Op+N ~ Alt+0152	Sh+Op+, — Alt+0175	Sh+Op+Z ¸ Alt+0184
Sh+Op+3 < Alt+0139	Sh+Op+4 > Alt+0155	Op+l « Alt+0171	Sh+Op+l » Alt+0187	Sh+Op+0 , Alt+0130	Sh+Op+W ” Alt+0132	Op+1 ¡ Alt+0161	Sh+Op+l ¿ Alt+0191
Op+U A ä Alt+0228	Op+U Sh+A Ä Alt+0196	Op+l A â Alt+0226	Op+l Sh+A Â Alt+0194	Op+E A á Alt+0225	Op+E Sh+A Á Alt+0193	Op+` A à Alt+0224	Op+` Sh+A À Alt+0192
Op+N A ã Alt+0227	Op+N Sh+A Ã Alt+0195	Op+A â Alt+0229	Sh+Op+A Â Alt+0197	Op+C ç Alt+0231	Sh+Op+C Ç Alt+0199	Op+U E ë Alt+0235	Op+U Sh+E Ë Alt+0203

Op+l E ê Alt+0234	Op+l Sh+E Ê Alt+0202	Op+E E é Alt+0233	Op+E Sh+E É Alt+0201	Op+` E è Alt+0232	Op+` Sh+E È Alt+0200	Op+U I ï Alt+0239	Sh+Op+F Ï Alt+0207
Op+l I î Alt+0238	Sh+Op+D Î Alt+0206	Op+E I í Alt+0237	Sh+Op+S Í Alt+0205	Op+l ì Alt+0236	Op+` Sh+l Ì Alt+0204	Op+N N ñ Alt+0241	Op+N Sh N Ñ Alt+0209

Op+U O <b>ö</b> Alt+0246	Op+U Sh+U <b>Ö</b> Alt+0214	Op+l O <b>ô</b> Alt+0244	Op+l Sh+O <b>Ô</b> Alt+0212	Op+E O <b>ó</b> Alt+0243	Op+E Sh+O <b>Ó</b> Alt+0211	Op+`O <b>ò</b> Alt+0242	Op+` Sh+O <b>Ò</b> Alt+0210
Op+N O <b>õ</b> Alt+0245	Op+N Sh+O <b>Õ</b> Alt+0213	Op+O <b>ø</b> Alt+0248	Sh+Op+O <b>Ø</b> Alt+0216	Op+U U <b>ü</b> Alt+0252	Op+U Sh+U <b>Ü</b> Alt+0220	Op+l U <b>û</b> Alt+0251	Op+l Sh+U <b>Û</b> Alt+0219
Op+E U <b>ú</b> Alt+0250	Op+E Sh+U <b>Ú</b> Alt+0218	Op+` U <b>ù</b> Alt+0249	Op+` Sh+U <b>Ù</b> Alt+0217	Op+U Y <b>ÿ</b> Alt+0255	Op+U Sh+Y <b>ÿ</b> Alt+0159	Op+` <b>æ</b> Alt+0230	Sh+Op+` <b>Æ</b> Alt+0198
Op+Q <b>œ</b> Alt+0156	Sh+OP+Q <b>Œ</b> Alt+0140	Op+S <b>ß</b> Alt+0223					

Many programs provided ways for you to include characters that aren't on your keyboard (**Insert Symbol** in Microsoft Word, for example), but others do not. In programs that don't have an insert character or insert symbol feature, you can paste text from a program that allows you to include such characters or you can enter individual ASCII characters by using the key combinations shown in the table above.

- The characters are shown in large boldface type.
- The key combinations are shown above the character (Macintosh) and below the character (Windows).

**MACINTOSH:** Use the OPTION (**Op**) and/or SHIFT (**Sh**) keys in combination with keyboard characters. For example, to get the character ñ, hold down the OPTION key and tap the N key, release both keys and tap the N key again.

**WINDOWS:** While holding down the ALT key, type the appropriate number on the numeric keypad on the right-hand side of your keyboard. To get the character ñ, for example, hold down ALT and tap 0241.

## Links

**Absolute and Relative Links.** Highlight the text or object that you want to make into a link. Then use **Properties** Panel to enter the appropriate link information. To include a **relative link** (i.e., a link to another file in your website), do one of the following:

1. Click the **Browse for File** icon (a yellow folder) to browse and select a file from within your own site.
2. Then click **OK**:

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Note: The "Select File" dialog box contains a "Relative to:" dropdown menu. Make sure "Document" is selected.

3. Click the **Files** panel header in the **Panels Groups** to expand it so that the file you want to link to be displayed.
4. Click the **Point to File** icon.
5. Drag and point to the linked file in the **Files** panel.
6. For an **absolute link** (i.e., a link to a location outside your website), type the full web address (URL) in the **Link** text box of the **Properties** panel.
  - To include a link to the campus's main web page, for example, type `http://www.csun.edu`.

### Internal Links (or "Jump Links").

To insert an internal link do the following:

1. Within the open document, go to (click at) the location to be linked.
2. Click the **Named Anchor** button on the **Common** panel of the **Insert** panel group (or choose **Named Anchor** from the **Insert** menu).
3. In the dialog box that appears, type a name to represent this location on the page and then click **OK**. An anchor icon will appear in the document.

Note: If the anchor isn't displayed, modify the **Invisible Elements** dialog box in **Edit | Preferences**.

4. Go to and select (highlight) the link text.
5. In the **Link** text box on the **Properties** panel type `#anchor` (where anchor is the named anchor you created in Step 2). Alternatively, you can use the **Point to File** icon to drag and point to the appropriate anchor icon.

### Email Links.

You can insert an email link by:

1. Choosing **Email Link** from the **Insert** menu or
2. By clicking the **Email Link** icon on the **Common** panel (tab) of the **Insert** panel group (see next section, "Inserting Common Objects").

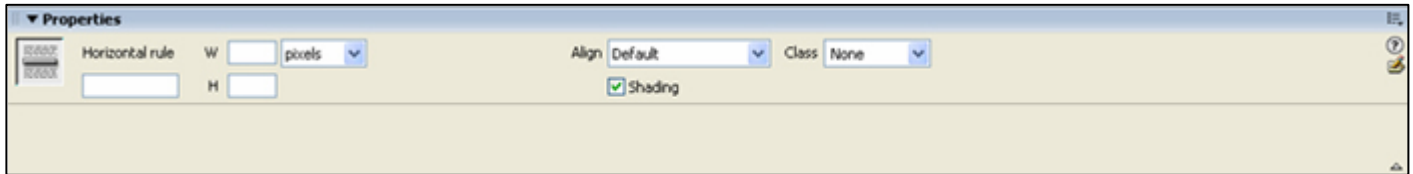
### Inserting Common Objects

From the **Common** panel of the **Insert** panel group, you can easily insert a number of commonly used objects — a horizontal rule, an image, an email link, or the date, for example. These can also be selected from the **Insert** menu.

### Horizontal Rule.

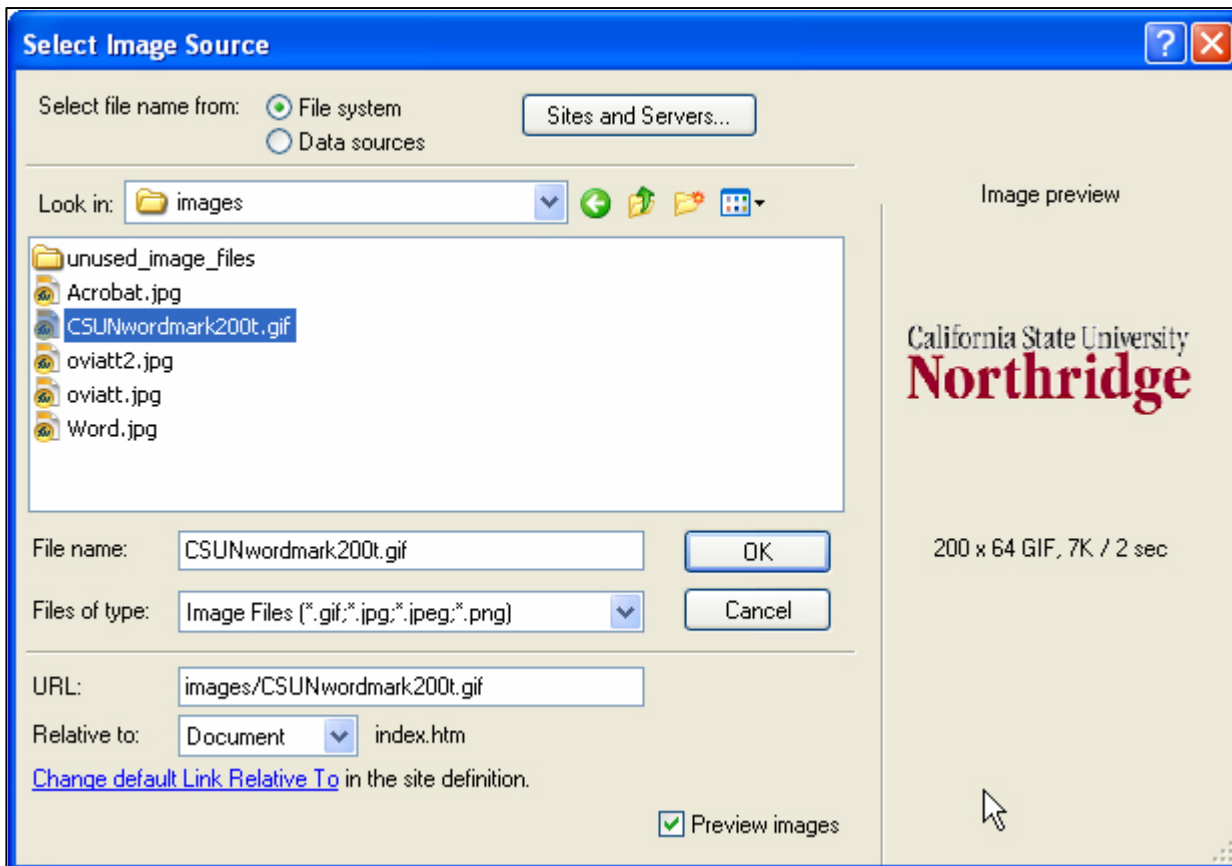
1. Select **HTML** from the **Insert** menu
2. Then select **Horizontal Rule** to insert a horizontal line at insertion point.
3. With the line selected, you can change its properties (e.g., width, height, and alignment) using the context-appropriate **Properties** panel (as shown in Figure 5, below).

**Figure 5: Horizontal Rule Properties**



**Image.** Clicking the **Image** button displays the "Select Image Source" dialog box (as shown in Figure 6, below). Locate and select an image within your site (File name:) or type the URL for a non local image (URL:).

**Figure 6: Select Image Source Dialog Box**



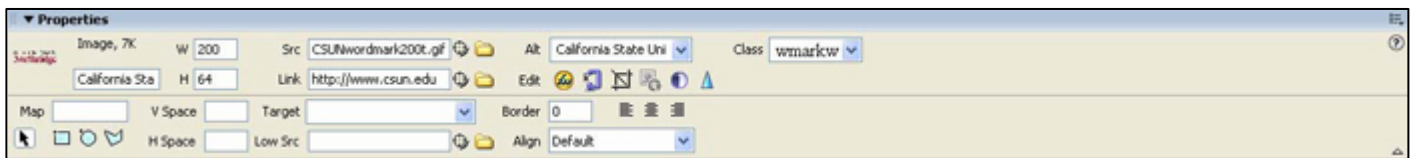
To get information about appropriate usage of the University word mark and CSUN mark and to insert the University word mark, see <http://www.csun.edu/images>.

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**Note:** For local image files, you can also drag and drop an image from the Site window into your document.

Be sure to use the **Properties** panel (see Figure 7, below) to add alternate text that describes the image (Alt). You can also change image alignment (Align) in relation to the text or make the image a Link. You can also vertical and horizontal space (V Space or H Space) or add a border (Brdr) around the image.

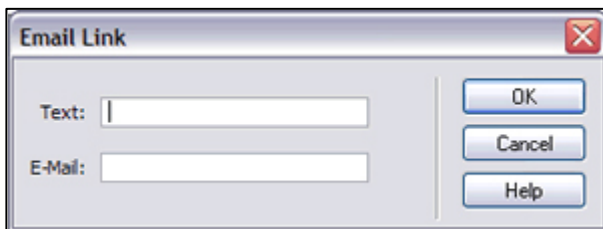
**Figure 7: Image Properties**



### Email Link.

Clicking the **Email Link** button displays the "Email Link" dialog box (as shown in Figure 8, below). Enter the link text and email address in the text boxes provided.

**Figure 8: Email Link Dialog Box**

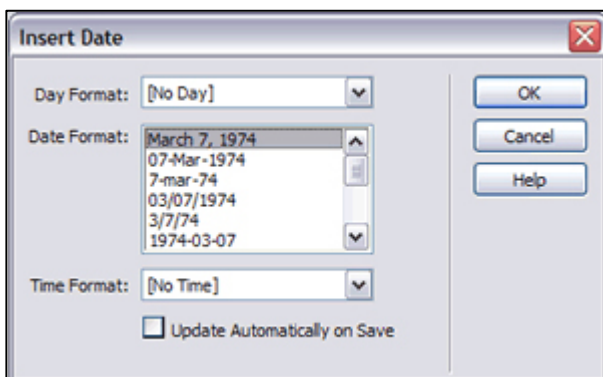


**Note:** When you've entered an email address, that address will appear in the dialog box the next time you insert an email link.

### Current Date.

Using the **Date** button you can insert the current date in a format you specify by selecting options in the dialog box that appears (see Figure 9, below). If you select (click) "Update Automatically on Save", the date will be updated every time you modify and re-save the page.

**Figure 9: Insert Date Dialog Box**







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## ***Working with Files in the Files Panel***

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You can open or rename files; add, move, or delete files; or refresh the Files panel after you make changes. For Dreamweaver sites, you can also determine which files (on either the local or remote site) have been updated since the last time they were transferred.

### **To Open a File:**

1. In the Files panel, select a site or drive from the pop-up menu (where the current site or drive appears).
2. Navigate to the file you want to open.
3. Do one of the following:
  - Double-click the file's icon.
  - Right-click (Windows) or Control-click (Macintosh) the file's icon, then select Open. Dreamweaver opens the file in the Document window.

### **To Create a New File or Folder:**

1. In the Files panel, select a file or folder. Dreamweaver will create the new file or folder inside the currently selected folder, or in the same folder as the currently selected file.
2. Right-click (Windows) or Control-click (Macintosh), then select New File or New Folder.
3. Enter a name for the new file or folder.
4. Press Enter (Windows) or Return (Macintosh).

### **To Delete a File or Folder:**

1. In the Files panel, select the file or folder you want to delete.
2. Right-click (Windows) or Control-click (Macintosh), then select Edit, and then delete.

### **To Rename a File or Folder:**

1. In the Files panel, select the file or folder you want to rename.
2. Right-click (Windows) or Control-click (Macintosh) the file's icon, then select Edit, and then Rename.
3. Type the new name over the existing name.
4. Press Enter (Windows) or Return (Macintosh).



