

# Dreamweaver

## Introduction to Editing Web Pages



CALIFORNIA STATE UNIVERSITY, SACRAMENTO



<b>WORKSHOP DESCRIPTION.....</b>	<b>1</b>
Overview	1
Prerequisites	1
Objectives	1
<b>INTRODUCTION TO DREAMWEAVER .....</b>	<b>1</b>
Document Window	3
Toolbar	3
Insert Panel	3
Properties Panel	4
History Panel	4
Where to find Help in Dreamweaver	5
Create a New File	6
Open an Existing File	6
Create a New File from an Existing File	6
<b>SETTING UP A DREAMWEAVER SITE .....</b>	<b>7</b>
How to create a site	7
<b>FORMATTING AND VIEWING A DOCUMENT .....</b>	<b>8</b>
Page Properties	8
Saving Your Document	9
Previewing in a Browser	9
EXERCISE 1	9
<b>FORMATTING AND STYLING TEXT .....</b>	<b>10</b>
Creating Paragraphs	10
Creating Line Breaks	10
Creating Headings	10
Changing text format	10
EXERCISE 2	11
<b>ADDING CONTENT FROM A MICROSOFT WORD DOCUMENT .....</b>	<b>11</b>
How to copy and paste content from a word processor	11
<b>INDENTING PARAGRAPHS AND CREATING LISTS .....</b>	<b>12</b>
Indenting a Paragraph	12
Creating Lists	12
EXERCISE 3	13
<b>WORKING WITH IMAGES .....</b>	<b>13</b>
Using a Background Image	13

Inserting an Image <img />	14
Adding a Horizontal Rule <hr />	15
EXERCISE 4	15

**RESOURCES..... 16**

Faculty / Staff Resource Center	16
Getting Help	16
Campus Resources	16
Books on Dreamweaver and HTML	16

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## WORKSHOP DESCRIPTION

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### Overview

Want to learn how to create your own Web pages or brush up on your Web editing skills? Creating Web pages and managing your Web site with Dreamweaver is easier than you might think. This workshop introduces you to the Dreamweaver environment and its basic Web editing tools. Topics include: creating a new Web document, defining a site, adding new content and importing existing text from Microsoft® Word, formatting text and inserting images.

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### Prerequisites

Completion of *Introduction to Web Accessibility*. Individuals taking this workshop should also have basic computer skills, knowledge of the Web, basic Web browser skills, and the ability to effectively work in the Windows or Macintosh OS environment.

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### Objectives

Participants attending this workshop will:

- Attain a beginning understanding of the Dreamweaver environment.
- Use Dreamweaver to:
  - Create a new Web document.
  - Define a Site.
  - Add new content from a Microsoft Word document.
  - Format and style text.
  - Insert images.

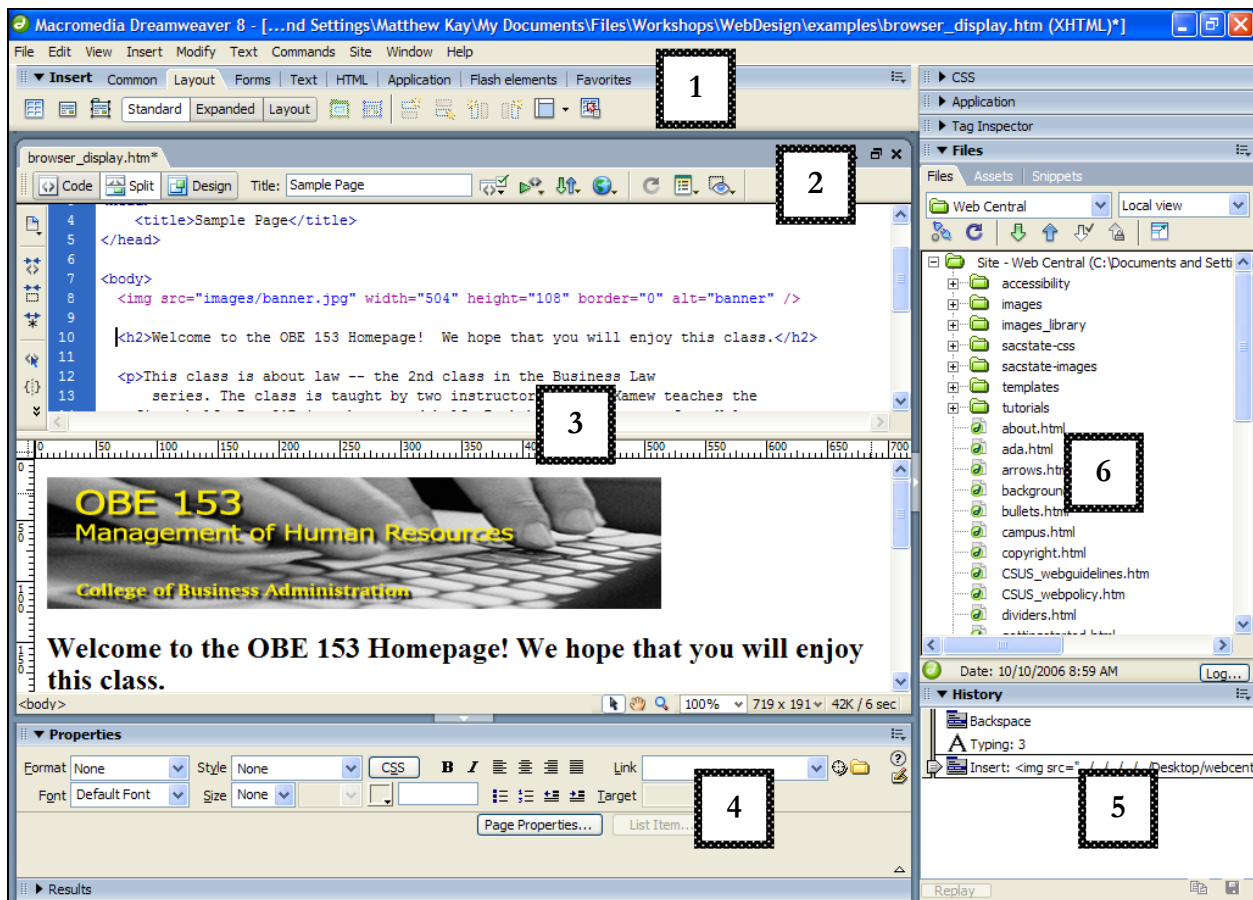
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## INTRODUCTION TO DREAMWEAVER

Adobe Dreamweaver CS3 is a full-featured Web design suite that allows you to create and edit HTML and XHTML documents (Web pages). With Dreamweaver, as with other HTML and XHTML editors, knowledge of the XHTML mark-up language is not required to create professional-grade websites.

Unlike many Web editors, Dreamweaver is a paletted environment. This means that the user interface is a series of windows or palettes, called panels, which can be moved around the screen by the user. If you have used Adobe Photoshop then you have already been introduced to a paletted environment.

The remainder of this document will use screen samples from the Windows-based version of Dreamweaver CS3.



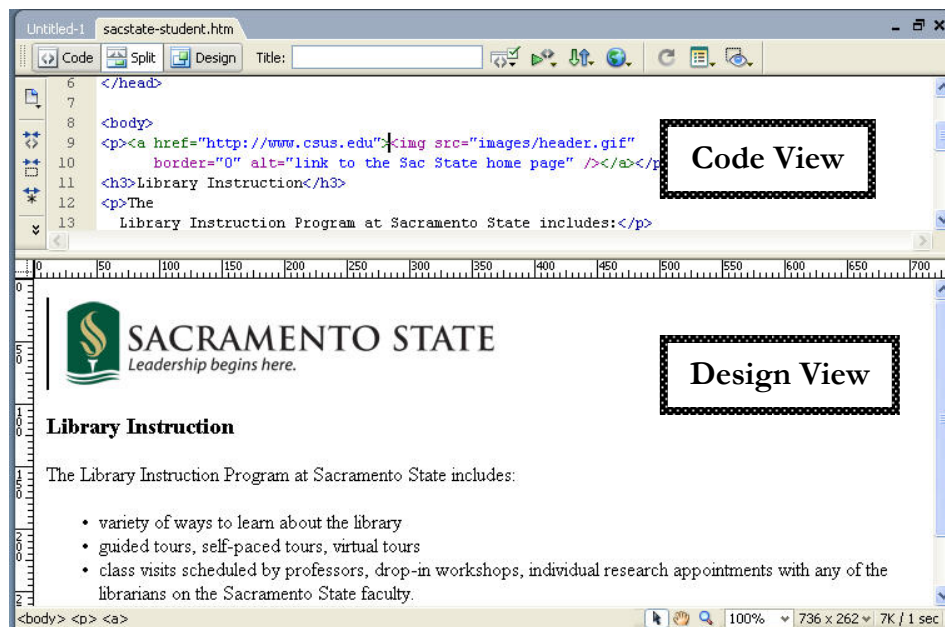
Sample Dreamweaver Interface

Legend	
1	Objects (Insert) Panel – Allows you to add images, tables, and multimedia to your Web pages.
2	Toolbar – Shortcuts to many of the Document window commands, and a text field where you can specify a page title.
3	Document Window – Provides a work area to insert and arrange text, images, and other elements of your Web page.
4	Properties Panel – Allows you to view and modify properties of an object that is selected in the Document window.
5	History Panel – Tracks commands you perform and allows you to return your page to a previous state by backtracking through those commands.
6	Files Panel – lists the various folders and files associated with the site.

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## Document Window

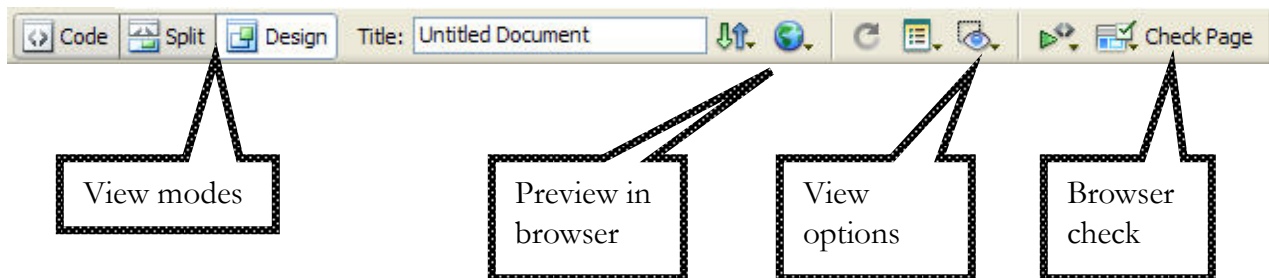
The Document window contains the toolbar, document title, file name, **Code View** window to view the HTML and XHTML code, and the WYSIWYG window to view your Web page graphically (**Design View**).



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## Toolbar

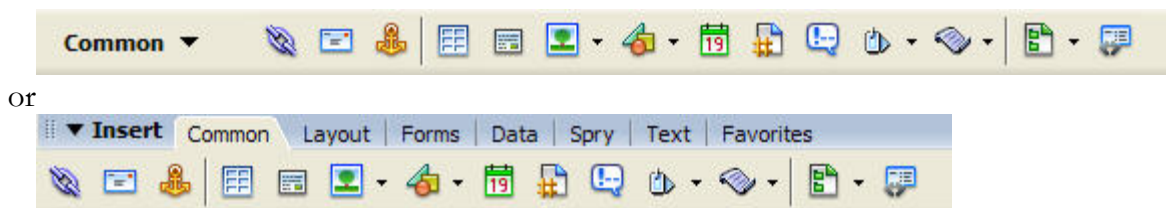
The toolbar is actually part of the Document window and allows you to toggle between the Code View and Design View windows (View Modes), set your page title, preview your page in a browser, select different view options and check your document for browser-specific errors.



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## Insert Panel

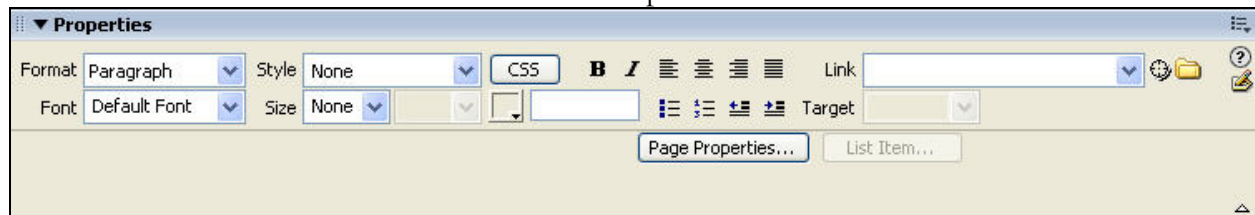
The Insert panel contains various icons that allow you to easily insert different types of elements into your Web documents. For example, insert a table, picture or horizontal rule.



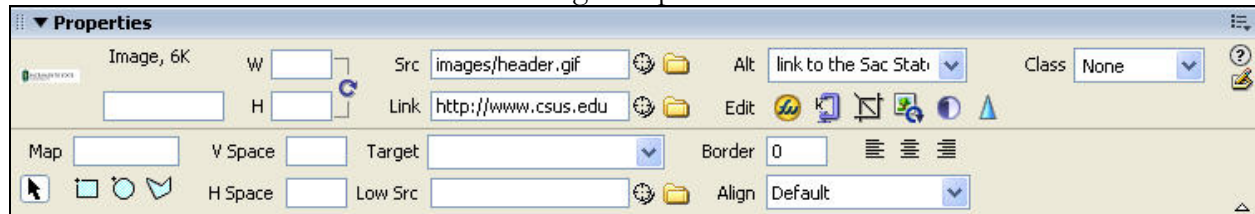
## Properties Panel

Using this panel you can modify the properties of an element selected in the Document window.

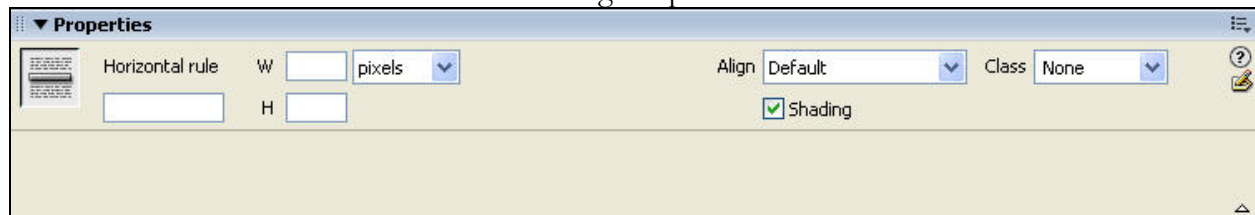
### Text Properties



### Image Properties



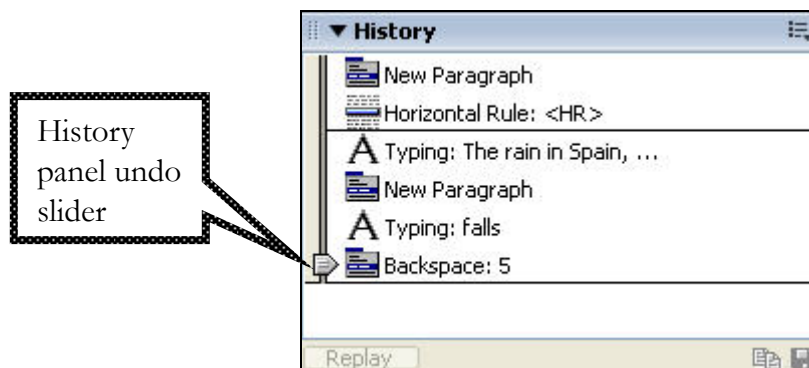
### HR Tag Properties



## History Panel

This panel makes it easy to undo multiple actions at the same time. To undo a series of actions place your cursor in the Design view document, then within the History panel click and drag the undo slider to the desired position.

To activate the History panel: go to **Window > History** or press **Shift+F10**.

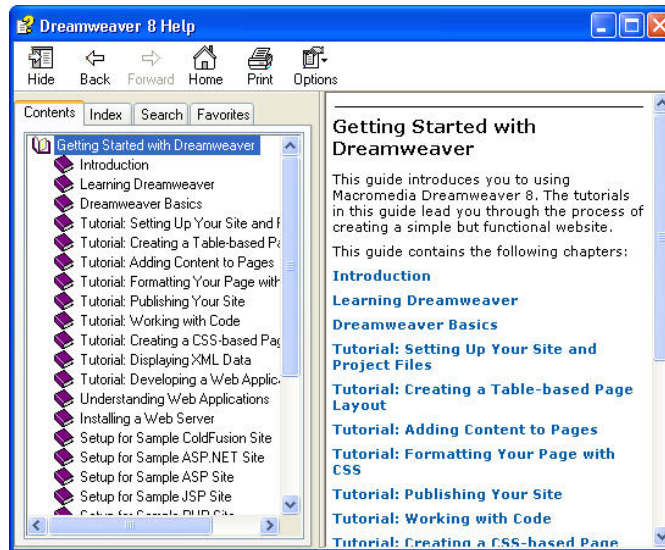




## Where to find Help in Dreamweaver

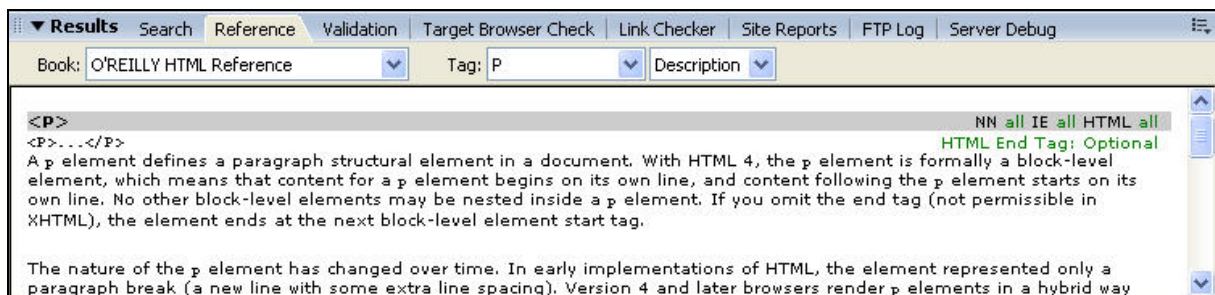
There are a variety of ways to find help in Dreamweaver. Below are just a few of them.

1. Click the **Help** menu and select **Using Dreamweaver**. The Help window appears, as shown to the right.



2. From the **Properties** panel click the **question mark button** (?). This will open the Help window above and display information about each area of the Properties panel.
3. Click the **Help** menu and select **Reference**. The **Results** panel opens to the **Reference** tab. Here you can select a Book and then get more detailed information from pages of that book.

This is a great way to learn more about HTML and XHTML from the *O'Reilly HTML Reference* book.

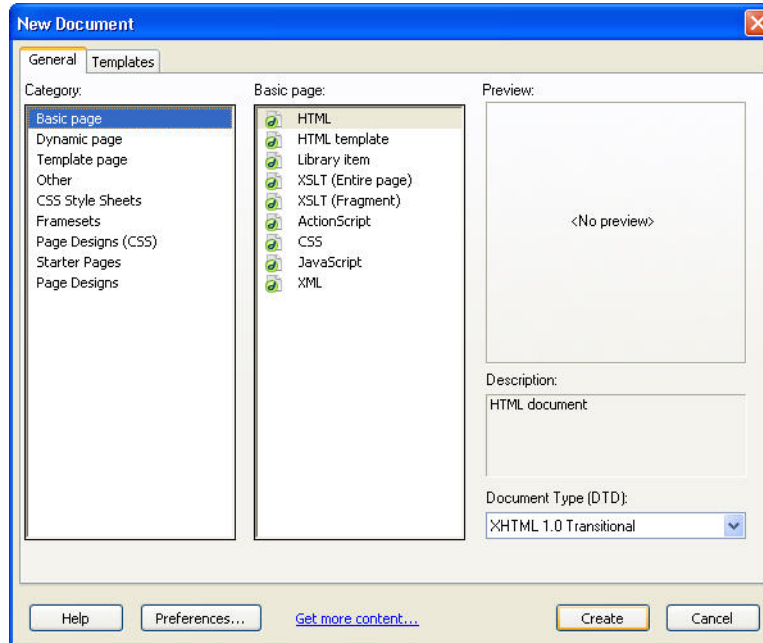


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## Create a New File

Most Web pages you create will be simple HTML pages. The steps below show you how to create a new HTML document.

*step 1.* Click the **File** menu and select **New**. The New document window appears.



*step 2.* From the **New Document** window select the **General** tab, then the **Basic Page** Category, and finally the **HTML** selection from Basic Page.

*step 3.* Click the **Create** button to create and open your new document in the **Document** window.

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## Open an Existing File

*step 1.* Click the **File** menu and select **Open**.

*step 2.* From the **Open** window select the file you want to open (click the file name) and click the **Open** button. Dreamweaver will now open your document in the **Document** window.

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## Create a New File from an Existing File

*step 1.* Open your existing file using the steps above.

*step 2.* Click the **File** menu and choose **Save As**. Give your file a new name. Be sure the file ends with either **“.htm”** or **“.html”** (do not include the quotes).

## SETTING UP A DREAMWEAVER SITE

Before creating or editing your Web pages, you can have Dreamweaver help you manage your HTML and XHTML files and image files by defining a site.

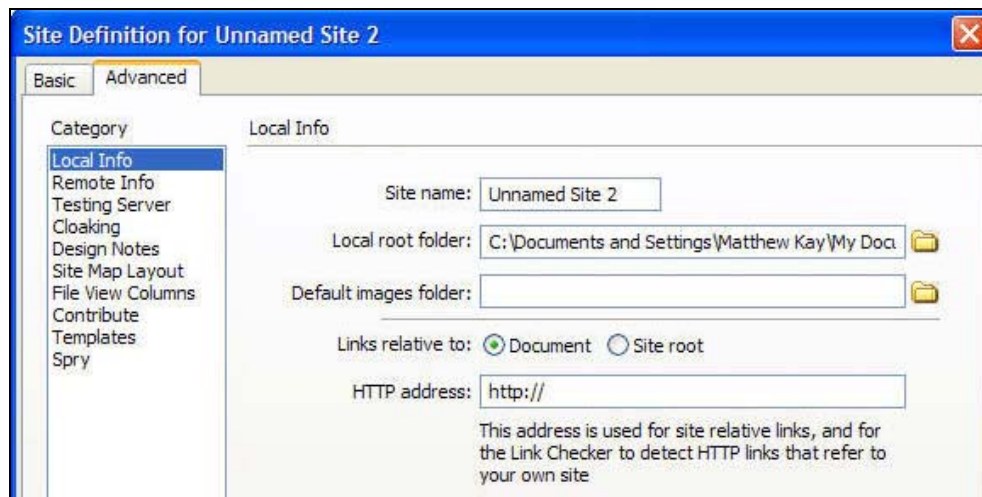


**TIP :** Keeping everything within a master folder enables you to easily transfer files to a Web server without changing the organization of the files and sub-folders. If you do not organize your site files on the Web server the same as they are organized on your local computer, hyperlinks **will not** work and images **will not** display properly.

### How to create a site

*step 1.* To set up a local site, first select the **New Site** option from the **Site** menu.

*step 2.* When the **Site Definition** dialog box appears click the **Advanced** tab.



*step 3.* Enter a name for your site in the **Site name** field.

*step 4.* Click the folder icon at the end of **Local root folder** field to locate a local folder to serve as the master folder for all of your files for this site.

*step 5.* Click the folder icon at the end of **Default images folder** field to locate a local folder to serve for all of your image files for this site.

*step 6.* Once you have defined your Dreamweaver site it is visible in the **Site** panel. Here you can simply double-click any file listed to open and edit it. You can also move and/or rename a file without incurring any broken links. This is possible because your site has been defined within Dreamweaver.

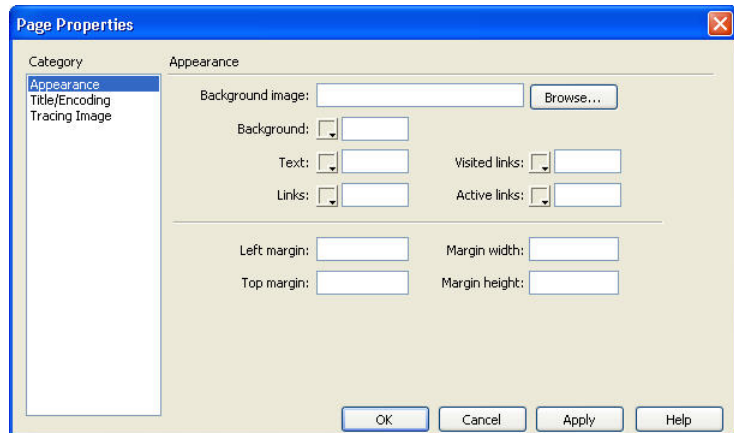
# FORMATTING AND VIEWING A DOCUMENT

## Page Properties

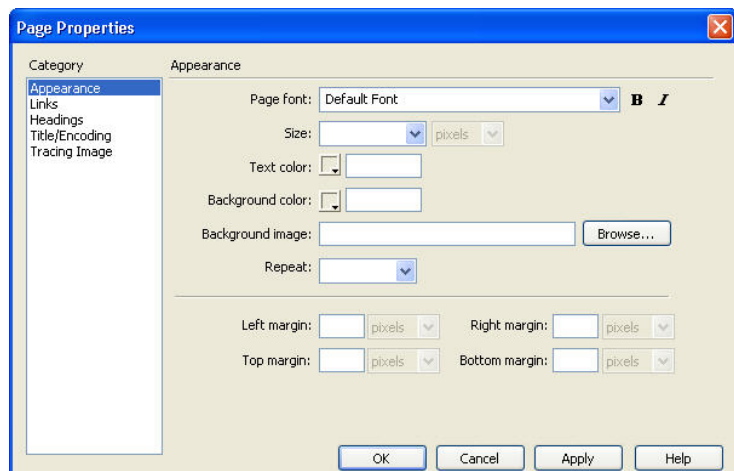
You can access the **Page Properties** dialog box from the **Modify** menu or from the **Properties** panel (as long as you have not selected an image). The **Page Properties** dialog box allows you to define a background color and image, link colors and page title, among other items.

The list of categories depends upon whether or not you are using CSS. Below are a couple of sample Page Properties windows you may see.

Sample window of categories with **CSS unchecked** in **Preferences** window.



Sample window of categories with **default use of CSS** for formatting. Additional categories may also appear on this window when using CSS.

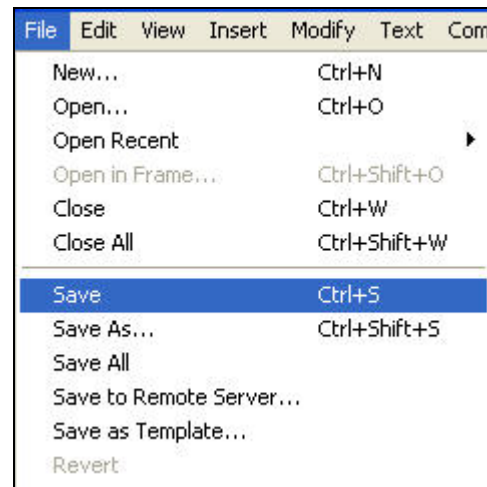


## Saving Your Document


To save your document, choose the **Save** or **Save As** option under the **File** menu.

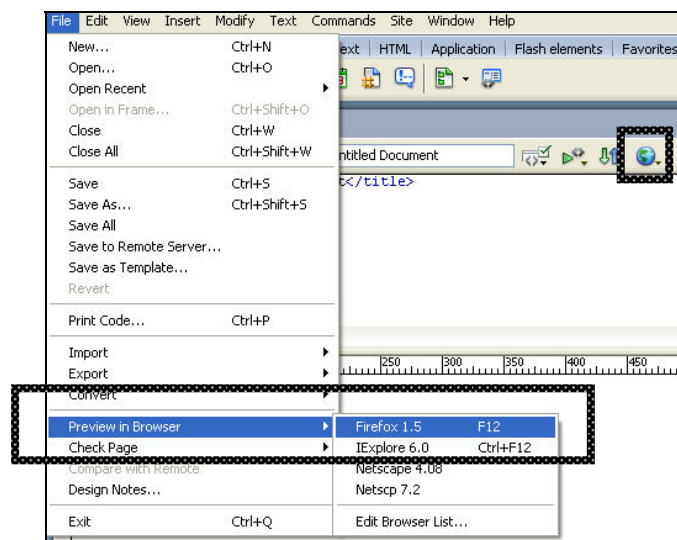
After you save your document it will appear in the **Site** panel as a file.

If your Site panel is not visible, you can activate it from **Window > Files**, or by pressing **<F8>**.



## Previewing in a Browser

You can preview your pages in a Web browser by either selecting **File > Preview in Browser** or by clicking the preview button  on the **Document Window Toolbar**. In addition, you can add to the list any browser installed on your computer – i.e. Firefox.



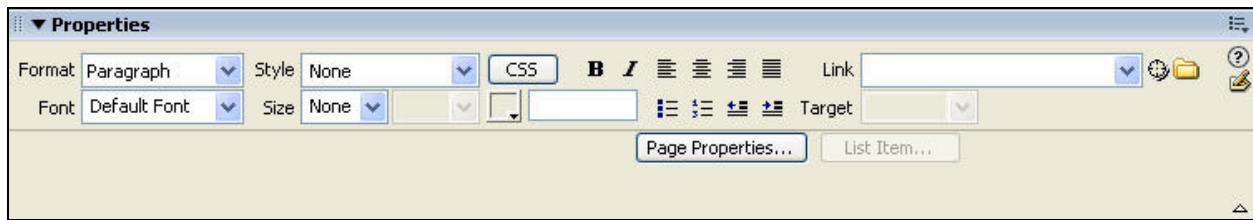
### EXERCISE 1 Modifying Page Properties



1. If you have not already done so, create a site that points to the dw-intro folder.
2. From the dw-intro site, open the file **sacstate.htm** in Dreamweaver.
3. Add a page title and background color to your document.
4. Save your changes to the sacstate.htm file.
5. Preview your updated document in Microsoft Internet Explorer or Firefox.

## FORMATTING AND STYLING TEXT

Virtually all of the text formatting and styling you wish to apply to your document can be done within the **Design** view in conjunction with the fields and buttons on the **Properties** panel.



### Creating Paragraphs

To create a new paragraph in Dreamweaver, place your cursor in the **Design** view document and press the **Enter** key (PC) or **Return** key (Macintosh). This will create a new pair of paragraph tags with a blank space, represented as `<p>&nbsp; </p>`. Since there is no easy way to indent the first line of a paragraph on a Web page, individual paragraphs are separated by a double space.

### Creating Line Breaks

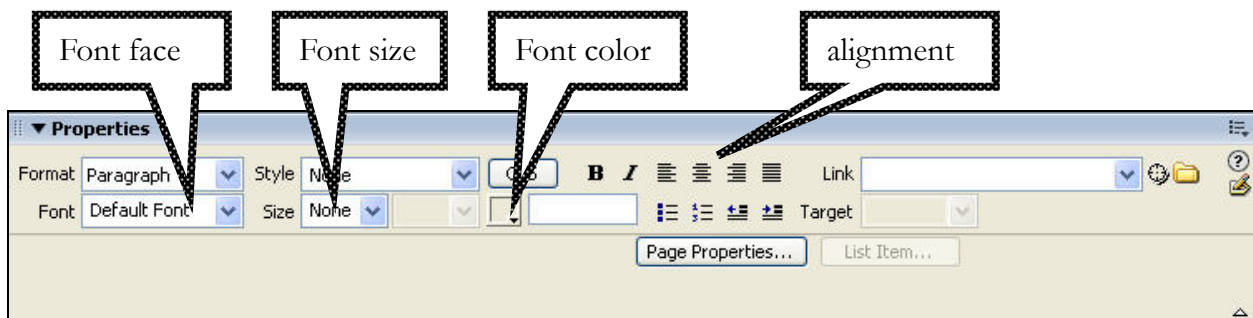
Line breaks `<br />` are created by holding down the **SHIFT** key and pressing **Enter** or **Return**.

### Creating Headings

To create a heading, click and drag the mouse pointer to select the text, and then use the **Format** drop-down menu on the **Properties** panel to select the desired heading value. Any text selected to be used as a heading must reside within its own paragraph.

### Changing text format

Selecting a font face, size, color and paragraph alignment for your text can be done using the **Properties** panel.



## EXERCISE 2 Formatting Text



1. Open your updated file, **sacstate.htm**, if it is not already opened in Dreamweaver.
2. Format the text to make it appear similar to the Web page **sacstate\_ex2.htm**, including:
  - a. Inserting new paragraphs after the section titles 'Faculty Resources' and 'Library Instruction.'
  - b. Adding headings to 'Faculty Resources' and 'Library Instruction.'
  - c. Changing font face, size, color and bold or italics of some of the text.
3. Center the university address at the bottom of the page, change its color and insert line breaks between each section of the address (see **sacstate\_ex2.htm**).
4. Save your changes.
5. Preview your updated document in a Web browser.

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## ADDING CONTENT FROM A MICROSOFT WORD DOCUMENT

You can easily copy and paste content from a Microsoft Word document (or other word processor) directly into your Dreamweaver document. This can save you valuable time, especially if you have a lengthy document. Unfortunately, you may lose some of your formatting during this process.

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### How to copy and paste content from a word processor

- step 1.* Open your document using your word processor, such as Microsoft Word.
- step 2.* Select your text using the cursor and/or mouse.
- step 3.* Copy your text: On the PC press CTRL+C or Command+C on the Macintosh.
- step 4.* Open your HTML or XHTML document in Dreamweaver then place the cursor in the document where you want to paste your content.
- step 5.* Paste your content into your Dreamweaver document using either Edit > Paste or Edit > Paste Special.
- step 6.* Format the text in your Dreamweaver document as you would like it to appear on your Web page. Some of the formatting from the word processor may have been lost.



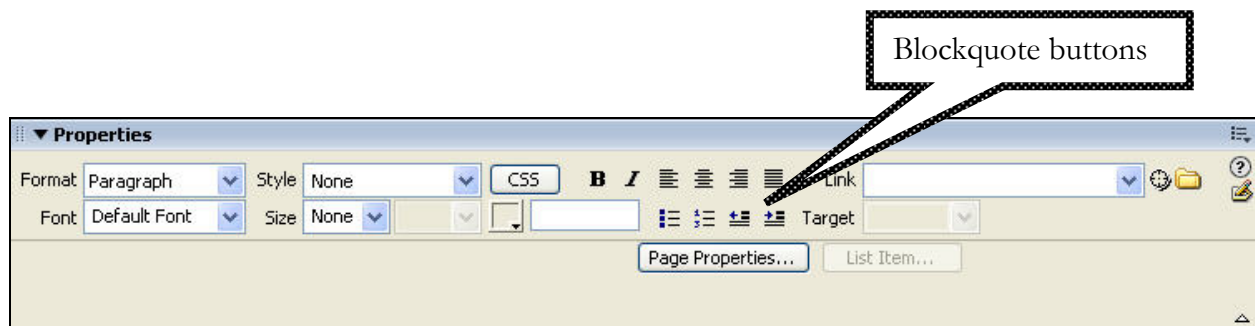
**TIP:** If you choose to save a Microsoft Word document as HTML, please follow the procedure and tips in the [Microsoft® Word to HTML QuikRef document](http://www.csus.edu/atcs/quikrefsite/) located at <http://www.csus.edu/atcs/quikrefsite/>.

You can clean up the special Microsoft HTML formatting by using the **Clean Up Word HTML** option from the **Command** menu in Dreamweaver after opening the document in Dreamweaver. This will make your content more readable by non-Microsoft browsers.

## INDENTING PARAGRAPHS AND CREATING LISTS

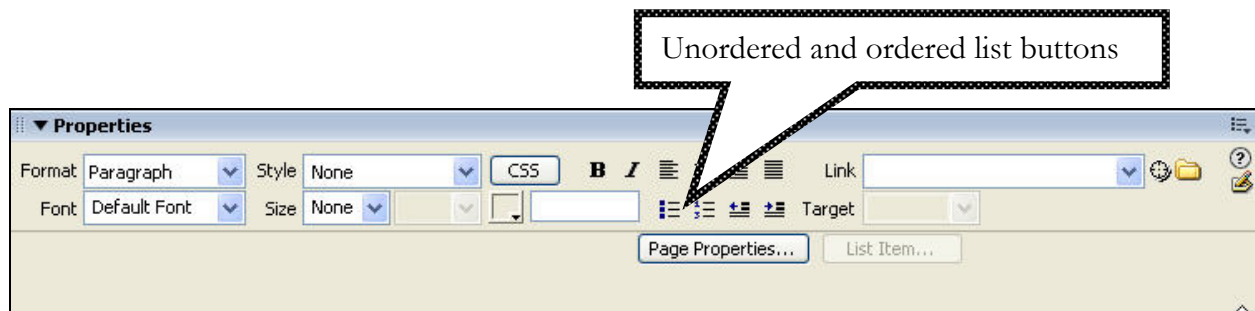
### Indenting a Paragraph

You can use the increase/decrease indent buttons on the **Properties** panel to insert or remove blockquote tags. The blockquote tag, `<blockquote>`, will indent a given paragraph from both the left and right margins, thereby creating a visual separation similar to those used in research papers when more than two lines from a source are being cited.

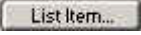


### Creating Lists

You can add a new list by choosing **Insert > HTML > Text Objects** and then selecting the desired option, **Unordered List**, **Ordered List** or **List Item**. You can also change existing text using the **Properties** panel to create unordered `<ul>` and ordered `<ol>` lists.





You can modify an existing list by clicking within any item in the list, then clicking the **List Item** button  on the **Properties** panel. In the **List Properties** window you can customize the appearance of your bullets or the numbering of each list item.

### EXERCISE 3 More Text Formatting



1. Open your updated file, sacstate.htm, if it is not already opened in Dreamweaver.
2. Format the text to make it appear similar to the Web page sacstate\_ex3.htm, including:
  - a. Indenting the Faculty Resources paragraph.
  - b. Creating a multi-level list from the Library Instruction content.
3. Copy and paste the text from the Microsoft Word document ctl.doc (in the docs folder) into your sacstate.htm document just before the university address.
4. Format the text for The Center for Teaching and Learning, including a bulleted list of the topics (see sacstate\_ex3.htm).
5. Save your changes.
6. Preview your updated document in a Web browser.

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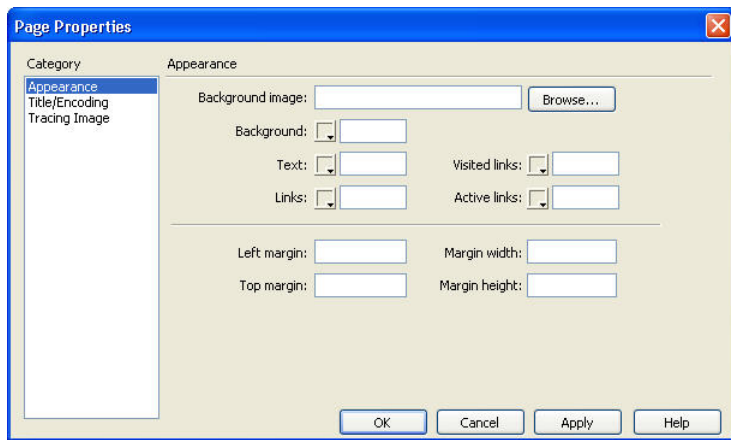
## WORKING WITH IMAGES

It is important that you prepare your images before inserting them into your Web pages. Use a graphics editor, like *Adobe Photoshop Elements* to optimize and resize your images for use on the Web. Save your files as either GIF or JPG files in the images folder within the site folder.

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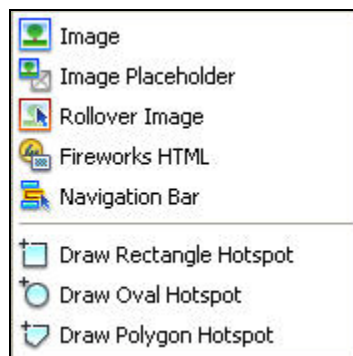
### Using a Background Image

You can select a background image for your Web document by accessing the **Page Properties** option from the **Modify** menu or from the **Properties** panel.

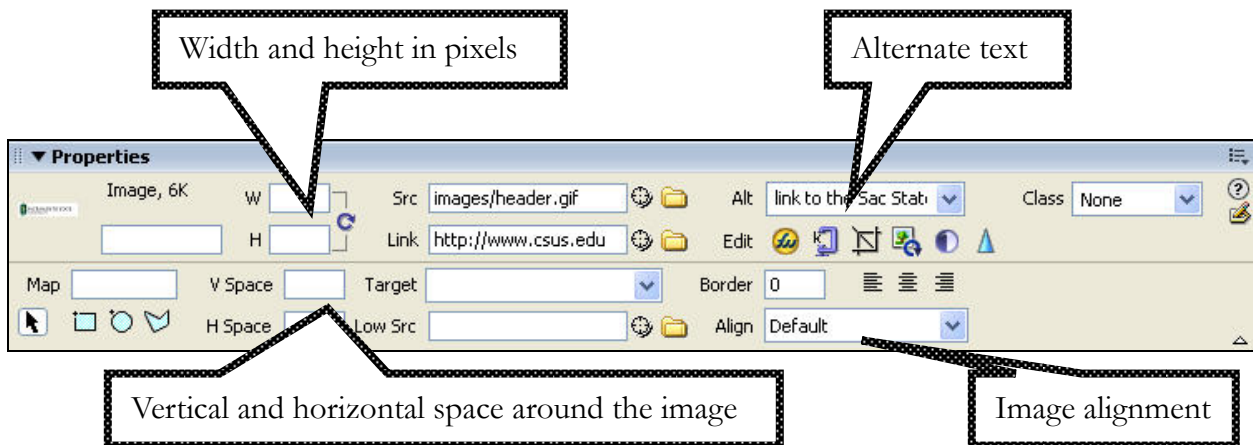


## Inserting an Image <img />

You can insert an image by clicking the **insert image** button (  ) on the **Common** tab of the **Objects (Insert)** panel. A menu appears where you can select the **Image** option to insert your image.



After inserting an image you can set the image alignment, spacing and hyperlink attributes from within the **Properties** panel.



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## Adding a Horizontal Rule <hr />

You can add a horizontal rule from the **Insert** menu by selecting **HTML > Horizontal Rule**. To modify the <hr /> properties, click the horizontal rule in the Design view. You can then modify the attributes from within the **Properties** panel.

### EXERCISE 4 Images and Horizontal Rules



1. Open your updated file, **sacstate.htm**, if it is not already opened in Dreamweaver.
2. Insert the image **library\_poppies.jpg** after the Library Instruction heading. Be sure to align the image to the right.
3. Insert the image **libraryquad\_new.jpg** at the beginning of the paragraph for The Center for Teaching and Learning section. Resize the image to make it smaller than the original.
4. Add a horizontal rule just before each major heading in your document.
5. Save your work and preview your changes in a Web browser.
6. Compare your Web page with the file **sacstate\_final.htm**

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## RESOURCES

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### Faculty / Staff Resource Center

Located in ARC 3012. Assistance available on walk-in basis.

Open Lab on Fridays, 1-4 pm (Fall, Winter, Spring)

Open Lab on Thursdays 1-4 pm (Summer only)

[FSRC Website](#)

<http://www.csus.edu/uccs/fscenter/>

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### Getting Help

[University Help Desk](#)

(916) 278-7337 or [helpdesk@csus.edu](mailto:helpdesk@csus.edu)

[Academic Technology Consultants](#)

<http://www.csus.edu/atcs/contact.htm>

[Help Desk - Problem Reports & Contact Information](#)

<http://www.csus.edu/uccs/helpdesk/contact.stm>

[Training Requests](#)

[training@csus.edu](mailto:training@csus.edu)

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### Campus Resources

[Training](#)

<http://www.csus.edu/training>

[Training Handouts](#)

<http://www.csus.edu/training/handouts>

[Online Tutorials](#)

<http://www.csus.edu/atcs/tools/tutorials.htm>

[Educational Tools](#)

<http://www.csus.edu/atcs/tools>

[Accessibility at Sacramento State](#)

<http://www.csus.edu/accessibility>

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### Books on Dreamweaver and HTML

Dreamweaver 8 Bible by Joseph Lowery

Adobe Dreamweaver 8 Hands-On Training by Daniel Short, Garo Green

Dreamweaver 8 for Dummies by Janine Warner

Master VISUALLY Dreamweaver 8 and Flash 8 by Denise Etheridge, Janet Valade

[HTML for the World Wide Web \(5th edition\) with XHTML and CSS by Elizabeth Castro](#)

<http://www.cookwood.com/html/extras/cssref.html>

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