DREAMWEAVER
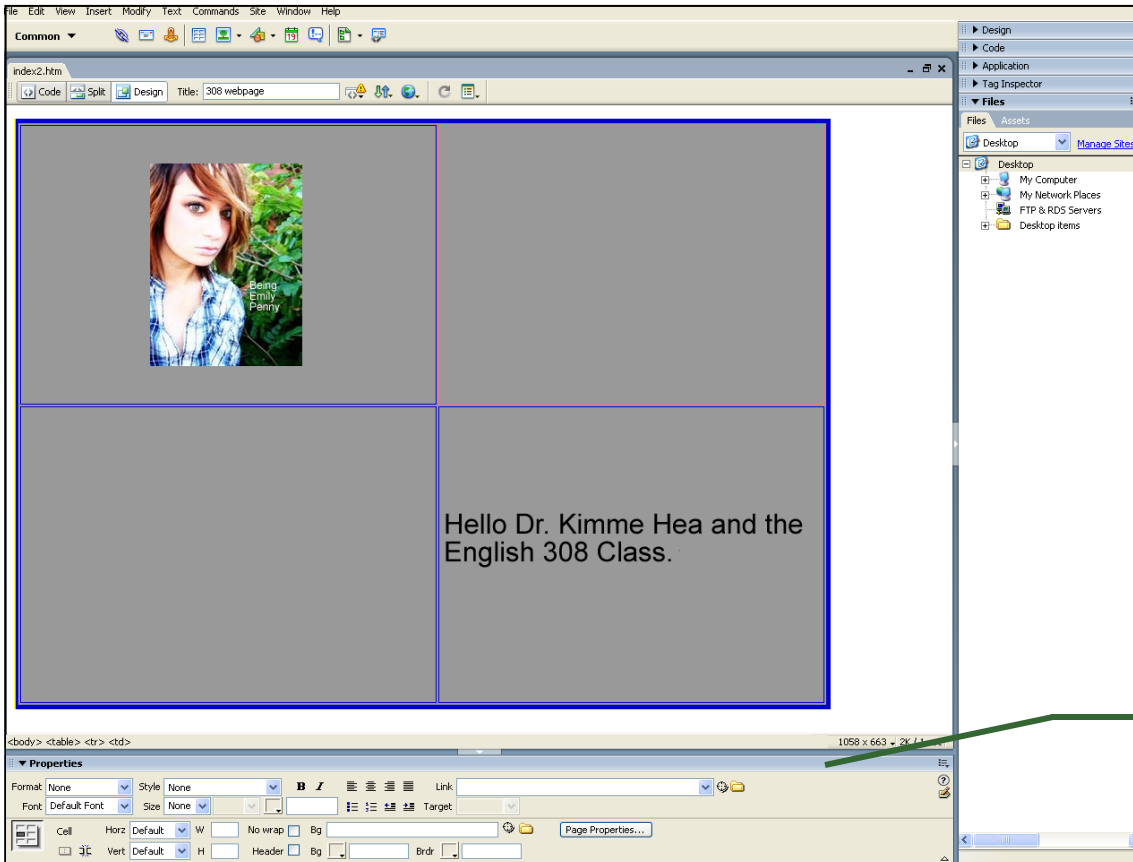## QUICK REFERENCE CARD

How To Use Basic Features of Dreamweaver To Design a Webpage

Before You Begin

- This quick reference card assumes you are familiar with technology and are capable of finding commands on the top toolbar

- Though this card only covers how to complete basic tasks on Dreamweaver, it will help build a strong base for future programs use and advanced learning.

- To begin a new document click "File" > "New" > "Create:. We suggest you star off with a Basic Page in HTML. Later, as you become familiar with the program, you can move on to using templates and preset pages.

- Remember to save your work as often as possible.

- As you click on buttons on the top toolbar, the **Property Inspector bar** will change accordingly.

Note: In the instructions below, the **>** icon indicates "next click". Also, the Property Inspector bar will often be denoted as **P.I.**

Creating and Editing Tables

Why Use Tables?
Tables are suggested to help structure and organize your page. After you have become comfortable in using tables for formatting, try tweaking the sizes and see how your page changes. Though tables may seem a bit "old school," professional websites use them all of the time (e.g. www.pepsi.com/home.php).

Creating a Table
1. Select "Insert" > "Table".
2. Choose number of desired rows and columns.
3. Choose desired width.
4. Set border thickness (0= no border, 1=1 line).
5. Click "OK".

Inserting/Deleting Rows & Columns
1. Select a cell and "right click" mouse > "Table".
2. Make desired changes.

Merging/Splitting Cells
1. To select a cell, hold the CTRL button down as you click one or multiple cells. Remember if you are selecting multiple cells at a time, CTRL must be held down during the entire selecting process. To select all cells in a column move mouse to top of column until mouse turns into an arrow and cells are out lined in red.
2. Next, click "Modify" > "Table" > "Merge Cells" or "Split Cells".
3. To change size of cell(s), select cell(s) as you did in step one and use mouse to adjust size by dragging adjacent border lines.

Inserting Text and Color

Inserting Text
1. Click in the desired cell to enter text.
2. Type desired text.

Altering Font Properties
1. Font alterations are made using the **P.I.**
2. Highlight desired text to change. If you want to select all text in a cell, click in the cell and press CTRL+A.
   Note: Fonts are grouped in to font families (e.g. Arial, Helvectica, sans-serif)
3. To change color of font, select desired text and choose color from color table located in the **P.I.**'s color box to the right of "Size".

Adding Color to Your Table
1. Select desired cell(s). To select all cells, click outside of the table and press CTRL+A.
2. In the **P.I.**, color controls are titled "Bg" and "Brdr". "Bg" will change the background color. "Brdr" will change the border color.

## Inserting and Editing Images

Inserting an Image
1. Choose an insertion point where you want image to appear.
2. clicking "Insert" > "Image".
3. Select desired file.
4. Click "OK".
5. Click on the image to view its information in the **P.I.** for further editing, if desired.

Aligning the Image
1. Use the Align drop down menu in the **P.I.,** located on the bottom right when image is highlighted
2. In the Align text box, notice that there is the default alignment for an image. It places the image on the baseline of text

Tip: In order to resize images to scale, hold SHIFT while dragging mouse. When image has reached desired size, first release mouse and then release SHIFT.
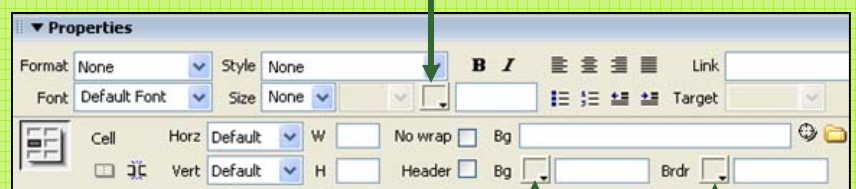
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Inserting Internal & External Links
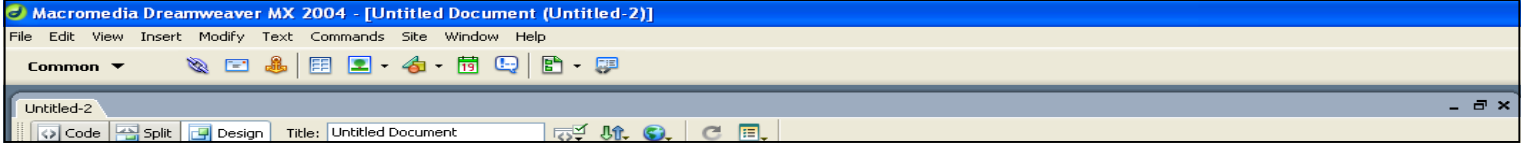
Using Text for an Internal link

1. Select and highlight text you want to make a link. You can link out of any text.
2. In **P.I.**, click the folder icon located to the right of the "Link" field.
3. Select the file you want the text to link.
   Note: Internal links link pages within the same URL together. All files selected to work as an internal link should be saved in the same folder on your computer. Think of your folder as your actual webpage and each file as an individual page.

Creating an External Link

1. Select the item you want to use as a link.
2. In the "Link" field of the Property Inspector, type the URL of the page which you want to link. You must include http:// in the web address.

Using an Image as a Link

1. Select the image you want to make a link.
2. In **P.I.**, click the folder icon to the right of the "Link" field. See image below.
3. Select the file to you want the image to link or type in the desired URL in the link field. Same guidelines for file selection apply as in step three from "Using Text for an Internal Link" to the left.
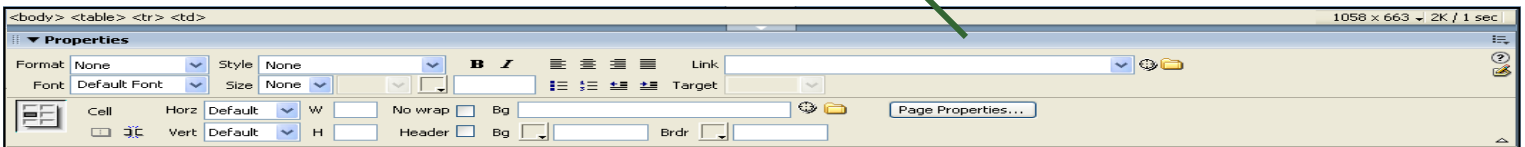
Creating an E-mail Hyperlink

1. Select the text or choose the location you want to place an E-mail hyperlink.
2. Go to "Insert" > "E-mail Link" to open the e-mail like dialogue box.
3. In the text box, type the text that will
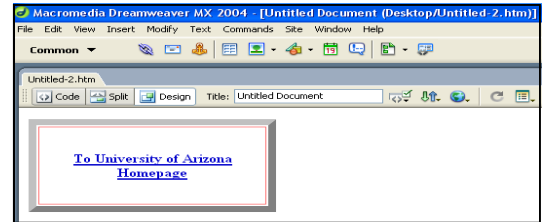
Note: External hyperlink in Dreamweaver above.
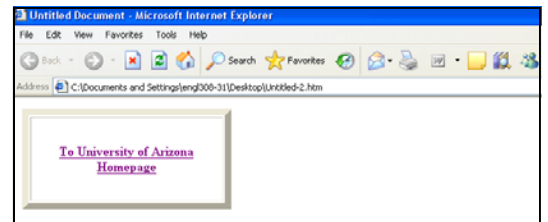
Note: Above image depicts external hyperlink after F12 is pressed. Clicking on link directs you to that URL.

Quick Icon Key

Hyperlink: Inserts an internal/external link at the chosen point of insertion.

E-mail link: Allows you to insert an e-mail link by entering the text you want to appear and the e-mail address you want the text to link.

Named Anchor: Lets you set up an anchor on a page so that you can hyperlink directly to that point on the page. Click on the anchor icon and type a location (Top for example). At the bottom of the page type in Back to Top, this will work like a button. In the Link field, in the **P.I.**, type #anchorname (#Top, for example).

Table: Allow for you to select the number of rows and columns that you want included in your website. You can also set your desired border thickness from this icon.

Images: Click on this icon and open the drop down bar to reveal image tools and hotspot tools. The hotspot tool allows for a general spot to be used to link an image to another page.

Media: Allows you to insert shockwave, flash text, and other media to your webpage.

Date: Allows you to insert a variety of dates and times onto your web site at the insertion point.

Comment: Allows you to put in comments in the html script. It will not appear in the webpage itself.

Templates: Allows you to look at the templates of a webpage for a better idea of what you want on your own website.

Tag Chooser: Splits the webpage so that you can see the html script and the webpage design.

Shortcuts

New document = CTRL+N

Copy = Select item, CTRL+C

Redo = CTRL + Y

Insert new row = CTRL+M

Insert html script = Ctrl + T

Save work = CTRL + S

Paste = Select item, CTRL+V

Undo = CTRL + Z

Insert new image = CTRL+ALT+I

Insert new table = CTRL+ALT+T

Additional Reference Material

Helpful Websites:

- Dreamweaver's Official Support Center:

  www.adobe.com/support/dreamweaver/tutorial_index.html

- Basic Tutorials:

  www.cbtcafe.com/dreamweaver/index.htm

- More in-depth tutorials:

  www.entheosweb.com/dreamweaver/default.asp

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