

Dreamweaver MX Tutorial - Handout

To open Dreamweaver MX, click on the "Start" button. Then, go to the "Programs," and then to the "Macromedia" folder. From there, select "Macromedia Dreamweaver MX." Please note that many computers in Rutgers labs have BOTH Dreamweaver MX and Dreamweaver 4 installed, and may both be listed in the "Start" menu. Make sure you open Dreamweaver MX, the more recent version of the program. If you do not see this listed in the "Start" menu, look for an icon for Dreamweaver MX on your Desktop.

The Insert Bar:

The Insert bar, located across the top of the screen, has several options for adding and manipulating objects and functions into a web page.

Common: The Common tab features some of the most-used functions in Dreamweaver MX

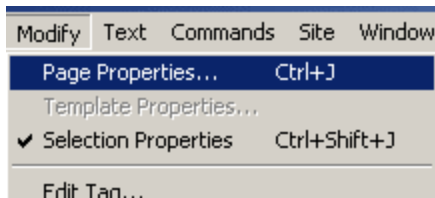


1. **Hyperlink:** Clicking on this brings up a window that lets you create a link to another web page, file, or location on the same page.
2. **Email Link:** Email links allow visitors to a site send someone an email by clicking on a special link. Using this tool allows to you easily make such a link.
3. **Named Anchor:** An anchor is a special kind of link that takes a user to a different part of the same page. Clicking on the Named Anchor button lets you quickly make a link for an anchor.
4. **Insert Table:** When you click on this tool, a window pops up asking you to input information to create a table. When you are done, click on "OK" and the table will appear in your web page.
5. **Draw Layer:** Layers can be helpful when designing a layout for a page. A layer isn't a table, but rather, a box that can hold text, an image, or nearly anything, and can be positioned anywhere on the screen. When you click on this button, your cursor will be transformed into crosshairs, and you can draw your own layer on a page.
6. **Image:** You can easily place an image in a web page by clicking on this button. When you do, a new window will pop up. From here, you can browser your computer to find the image you wish to include in your web page. Remember, if you plan on putting your page on the Internet, you will need to put all images used in your web page on the Internet as well. This will be discussed further in the "Publishing" section.
7. **Image Placeholder:** Image placeholders can be used effectively in web designing. They may seem simple, but they are quite important. The "image" isn't really an image, per se. It is really a blank pixel that can be used for many things, such as creating space between objects, or making lines and boxes for use in layouts.
8. **Fireworks HTML:** If you have created a web page in Macromedia Fireworks, you can insert it into a Dreamweaver MX page by using this tool.
9. **Flash:** Allows you to insert Flash elements into a web page.

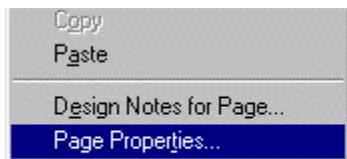
- 10. Rollover image:** A rollover image is a special type of effect that takes place when a cursor is moved over an image, and the image changes. You can make your own rollover image in Dreamweaver MX by clicking on the button, and inputting the proper information in the pop up window that appears. This includes finding two different images to use to create the rollover effect.
- 11. Navigation Bar:** This is a rather complicated function that lets you make your own navigation bar for a web site. You can decide what images can be used in the bar, and turn those images into links to different pages.
- 12. Horizontal Rule:** A horizontal rule is a simple line that can be used to separate sections of content on a web page. Click on this button, decide a length for the horizontal rule, and it will be inserted into a page.
- 13. Date:** Clicking on this button lets you insert the date into a web page. When you click on the icon, a window appears listing several formatting options to choose from for dates.
- 14. Tabular Data:** Inserts pre-existing data into a table.
- 15. Comments:** Comments can be used to make notations about a web page, without actually appearing *on* a page. This is helpful if you want to remember something specific you have done in your design.
- 16. Tag Chooser:** Insert a specific HTML tag from this list of tags. Good for advanced users.

Page Properties:

You can open up the Page Properties window by going to the menu bar and selecting "Modify," and then "Page Properties," which is the first option listed. Select Page Properties, and the window will pop up.



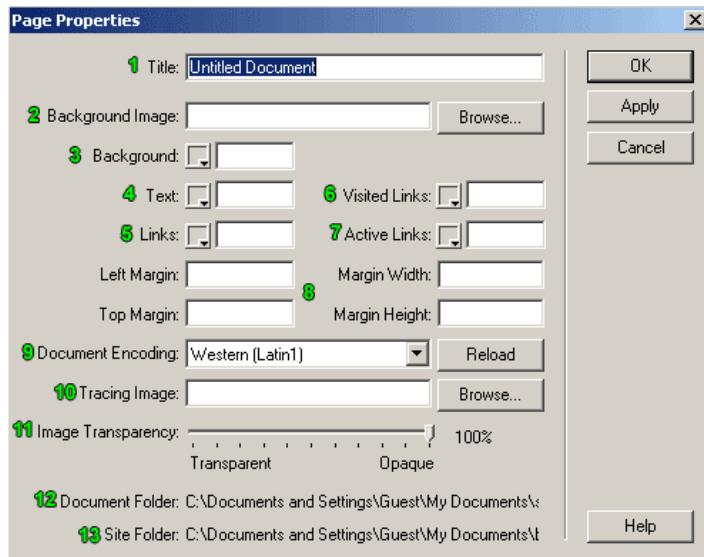
Another way to open the Page Properties window in Dreamweaver is by using your mouse to right-click anywhere on the page. Then, a menu will appear, with Page Properties as an option. You can select this option here.



right-click on your page to get "Page Properties"

The Page Properties Window:

The following image is a diagram of the different features Page Properties menu. Read the numbered list below and use the corresponding numbers on the image to see what tools do what tasks:

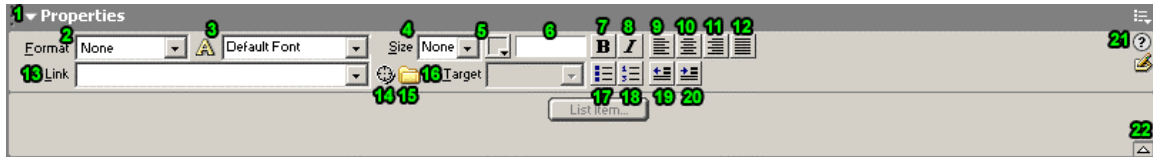


1. **Title:** Enter the title of your web page here, as you would like it to appear in the browser's title bar.
2. **Background Image:** If you want the background of your web page to be an image, and not a solid color, use the "Browse" button here to find an image on your computer that you want to use as the background. Generally speaking, this image will be "tiled"—repeated over and over again to fill up the page.

3. **Background:** If you want to make the background of your web page a solid color, and not an image, use the color picker square or the text box to enter a color's hexadecimal value. Hexadecimal color values are six numbers/letters long, ranging from #000000 for black to #FFFFFF for white. You can find charts of these colors on the web by searching for "hexadecimal color."
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7. **Text:** Allows you to choose the color of your web page's text.
8. **Links:** Allows you to choose the color for links that have not yet been visited.
9. **Visited Links:** Allows you to choose the color for links that have already been visited.
10. **Active Links:** Allows you to choose the color for active links. An active link is the state of a link as it is being clicked. The default color for active links is red.
11. **Margins (Left Margin, Top Margin, Margin Width, Margin Height):** Setting the margins is not required, but doing so allows you to adjust the margins of your web page on different sides.
12. **Document Encoding:** Sets the language text encoding for the page.
13. **Tracing Image:** Tracing image is an image (made up to look like a website layout) generated in a separate graphics program. It is then brought into Dreamweaver MX to "trace" over to generate that layout in actual website coding.
14. **Image Transparency:** Lets you set the transparency (visibility) of an image.
15. **Document Folder:** The location of your web page on your computer.
16. **Site Folder:** The location of your web page in the site.

Properties Window:

The Properties panel allows you to format text. The Properties panel (not to be confused with the Page Properties window, discussed in the previous section) can be found going across the bottom of the screen. To access more options, click on the small white triangle next to the word "Properties." This will expand the window.



- 1. Minimize:** Clicking on the small triangle minimizes the Property window. Clicking on it again expands it.
- 2. Format:** Sets paragraph formats to currently selected text (such as heading text, or paragraph text).
- 3. Font:** Changes the font style of selected text (such as Arial or Times New Roman). Only fonts that are installed on a user's computer can be used in a web page. Notice that Dreamweaver MX provides combinations of fonts commonly found on both Windows and Mac computers.
- 4. Size:** Changes the size of selected text.
- 5. Text Color:** Clicking on the square brings up the color picker menu. Here, you can choose a color for selected text.
- 6. Hexadecimal Color Value:** The text box allows you to change the color of text by entering its hexadecimal value (i.e.: black = #000000)
- 7. Bold:** Makes selected text bold.
- 8. Italic:** Makes selected text italic.
- 9. Align Left:** Aligns selected text to the left.
- 10. Align Center:** Center aligns selected text.
- 11. Align Right:** Aligns selected text to the right.
- 12. Justify:** The margins for this alignment stretch to equal distances to the right and left.
- 13. Link:** By entering a URL (website address), you can turn selected text into a hyperlink.
- 14. Point to File:** For use with the Files menu. Drag and drop the pointer to a file listed in your Local or Remote site files to make a link.
- 15. Browse for File:** Click the folder icon, and browse for a file on your computer to turn into a link.
- 16. Target:** Links contain the ability to open up a page in various locations. Using Target, you can set a link to open a page in a new window, the current browser, or in a different frame (if you are making a page in frames).
- 17. Unordered List:** Creates a bullet (unordered) list.
- 18. Ordered List:** Creates a numbered (ordered) list.
- 19. Text Outdent:** Outdents selected text on both sides of the page. Clicking on the outdent icon multiple times sets the text closer to the edge of the page.
- 20. Text Indent:** Indents selected text on both sides of the page. Clicking on the indent icon multiple times sets the text farther from the edges of the page.
- 21. Help:** Clicking on the "?" icon brings up the Dreamweaver MX help documents.
- 22. Expand/Collapse:** Clicking on the small triangle expands the Properties window. Clicking on it again it its expanded mode minimizes the window.