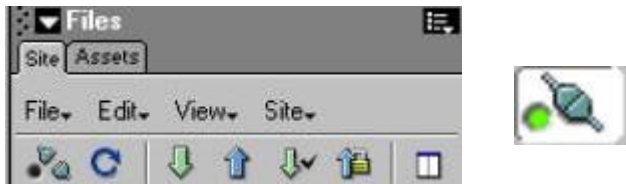


Tips for Using Dreamweaver MX

1. Downloading/Uploading

- a. First go to **Files**, **Site** tabs on the right side of the screen. Click on the plugs on the far left. Dreamweaver will connect to the server and the plugs will connect and light up, as in the image on the right. The plugs must be connected for you to download and upload files. If you are unable to connect, click on **Site** within the **Site panel**, then choose **Edit Sites**. Highlight the site you are working on and click **Edit**. Verify that the following forms and questions for the connection configuration is correct.



- b. For pages with more than one person editing them: Before you make and upload any changes, make sure that the version in your local folder (i.e. on your hard drive) is the most current version. Otherwise, you could accidentally overwrite the updates that another person has already made.
- c. To download files from the server, select the appropriate folder and file and then click the **green down arrow**.
- d. Before uploading a file, make sure that you select the appropriate directory in the sharing files section in the site definition. To check or change your directory name, click on the **Site** panel and then click on the **Site** button on the far right. Click the site you are working on and then click **Edit**. Continue through until **Sharing Files** is highlighted at the top of the page. Your directory should have the same name as the folder on the server where you store your files. This is important because you do not want to accidentally replace a file of the same name in a different directory. For example, you do not want to replace the index.html of /courses/ with the index.html of /activities/. To upload a page, click the **blue up arrow**.
- e. When you upload a page, you will be asked if you want to include dependent files. If new graphics were added, you should click **Yes**. This will upload the graphics along with the page. If no new graphics were added, it is all right to click No.

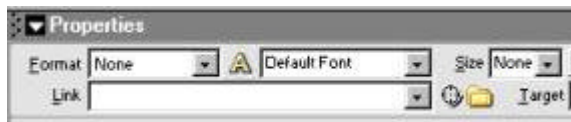
2. Converting Word Documents Into Web Pages

The easiest way to transfer content from a Word Document to Dreamweaver is to select entire document in Word, and then copy-paste it into Dreamweaver in the design view window rather than the code view window.

Some of the formatting will be need to be redone in Dreamweaver using the style buttons in the Properties tool bar at the bottom of the screen and the **Text** menu at the top of the screen. It is often easier to reformat the font and the alignment than to deal with the converted HTML code. For example, if you select **File, Save As Web Page** in Word, the font be will be retained but you might end up with extra tags, unwanted page breaks in printouts, and conflicting paragraph alignment.

3. Inserting Links

- a. To link to another web page, highlight the text that you want to be linked. Click in the **Link** form in the Properties tool bar at the bottom of the screen. Type the address of the web site that you want to link to. To avoid typos, it is best to open your Internet browser, go to the site to which you are linking, and copy (CTRL+C) and paste (CTRL+V) the URL into the Link form. While still in the Link form, you must press **Enter** after entering in the link for the task to be completed.



- b. To link to non-HTML files such as Word documents or sound waves on your local drive (a.k.a. hard drive), highlight the text that you want to be linked. Click on the yellow folder to the right of the Link form. Select the appropriate drive, folder, and file, then click **OK**. If the file you select is not in the same directory that you are working, you will receive a message like the following:



You should click **Yes**. It is important to have your images stored within the same directory as your HTML documents, also called your “root folder.” If you click No, the page will be programmed to look to the wrong directory for the file. If you suspect an image has been saved in the wrong folder, you can check it within the HTML code. Your code should read `` rather than ``.

4. Inserting Images

- a. Go to **Insert** at the top of the screen and scroll to down and click

Image. Find your image by selecting the appropriate directory and file. If the file you select is not in the same directory, follow the instructions mentioned above in 2b.

- b. If the original image size is excessive (e.g. 1200 x 1200 pixels), you can resize the image by using Microsoft Picture Editor or [Adobe Photoshop](#) . If the original image size is smaller, it will load much faster once on the web.
- c. Before uploading a file, make sure that you select the appropriate directory before uploading the file. This is important because you do not want to accidentally replace a file of the same name in a different directory. For example, you do not want to replace the index.html of /courses/ with the index.html of /activities/. To upload a page, click the **blue up arrow**.

5. Image Sizing

- a. Simply click on the image and move the cursor over one of the squares along the image border (i.e. handles) until the cursor becomes a double-sided arrow. Then click and drag to the appropriate size. If you want to maintain the width to height ratio, hold down the shift key and size the image using one of the corner handles, not a side handle.
- b. It is also possible to resize a picture using the properties tool bar. An image may be sized by first selecting the image (i.e. clicking on it) and then using the W (Width) and H (Height) controls in the Properties tool bar at the bottom of the page.



The default setting is in pixels, but you can also scale the image by percent by simply adding %. For example, if you want an image to be displayed at half its original size, set W: 50% and H: 50%.



If you do not want to maintain the same width to height ratio, it is possible to vary only the width or only the height by only entering numbers in one of the fields, either in pixels or percents.



6. Setting a Background Image or Color

- a. Choose Modify > Page Properties, or select Page Properties from the context menu in the Design view of the Document window.
- b. To set a background image, click the Browse button, then browse to and select the image. Alternatively, enter the path to the background image in the Background Image box. Dreamweaver tiles (repeats) the background image if it does not fill the entire window, just as browsers do.
- c. To set a background color, click the Background color box and select a color from the color picker.

7. Tables