



Dreamweaver Basics

Entering Text

- Type or copy/paste text
- Use Properties to format –color, size, etc. located at bottom of Dreamweaver window
- Undo problems with **Edit, Undo**
- Check spelling with **Text, Check Spelling**
- Use the **Enter** key for end of paragraph, double space effect
- Use **Shift Enter** for line break, single space effect
- **View, Code/design** to look behind the "scenes" at the HTML code

Inserting Images in Dreamweaver

- Images need to be saved in you local folder—preferably in an img, graphic, or photo sub folder
- Place the cursor where you want the image to appear on the page. **Insert, Image,** choose image
- Select (click on) the image to see image properties (lower Dreamweaver screen)
 - To slightly size the image –select and drag the lower, right handle (hold Shift to size proportionally)
 - Add borders by typing in a border size (i.e. 5)
 - Change the location of the image by justifying right ,left, center

Sizing Images

Use Microsoft Office Picture Manager found under **All Programs, Presentation and Publishing, Picture Manager**

- **Picture** (Image), **Resizing** -suggested size approx 200 pixels)
- Image naming conventions--lowercase, no spaces, no punctuation, no special characters, no leading numbers
- Store the image in the image folder (make an image folder inside your main folder)

Go to <http://www.hope.edu/resources/cit/tips/MSPictureManager.pdf> for detailed Picture Manager instructions.

Saving the File

- **File, Save**
 - Naming files - lowercase, no spaces, no punctuation, no special characters, no leading numbers

Preview File in the Browser – F12

This shows how your file would look in a browser before you upload it.

Links

- Internal link to a file on your website
 - Select text, click in link entry area, and use “Point to File” or the folder to browse to the file
- External link to an outside URL
 - Copy from webpage and paste in link area (use CTRL-V to paste)

Tables

- Use a table for side by side aligning of text and images or text and text or as a whole page layout
- **Insert, Table**
- When the table is selected the properties area allows you to change table size, number of columns and rows, merge or split cells, borders, colors. padding, spacing
- Make changes in the table itself
 - Click and drag on column or row lines
 - Inside the table -right-click to get table menu
 - Choose Table, Select table to make all table properties available

See table handout at <http://www.hope.edu/resources/cit/tips/tables.pdf>

Creating a New Page with a Template

- File, New, Basic page, HTML, Create
- Modify, Templates, Apply template to page
- Pick the template to apply and choose Select
- Enter text in the page body
- Save and name accordingly
- Close file

Help

Check out Dreamweaver help:

- Help, Tutorials
- Help, Using Dreamweaver
- Google Dreamweaver topics