



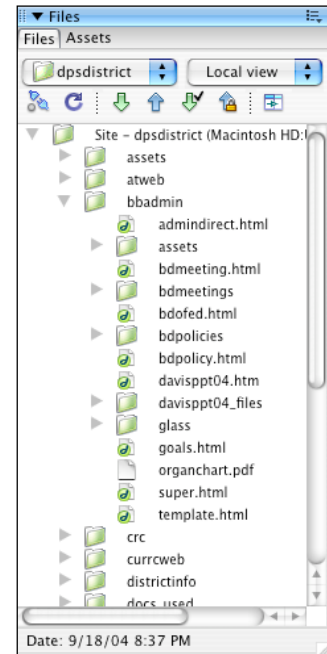
## Editing Web Pages in Dreamweaver 2004

Once created, pages are very easy to edit in Dreamweaver. All of the fonts, colors, and tables are already set. All you have to do is change text and add links. Use the HELP menu for more detailed directions.

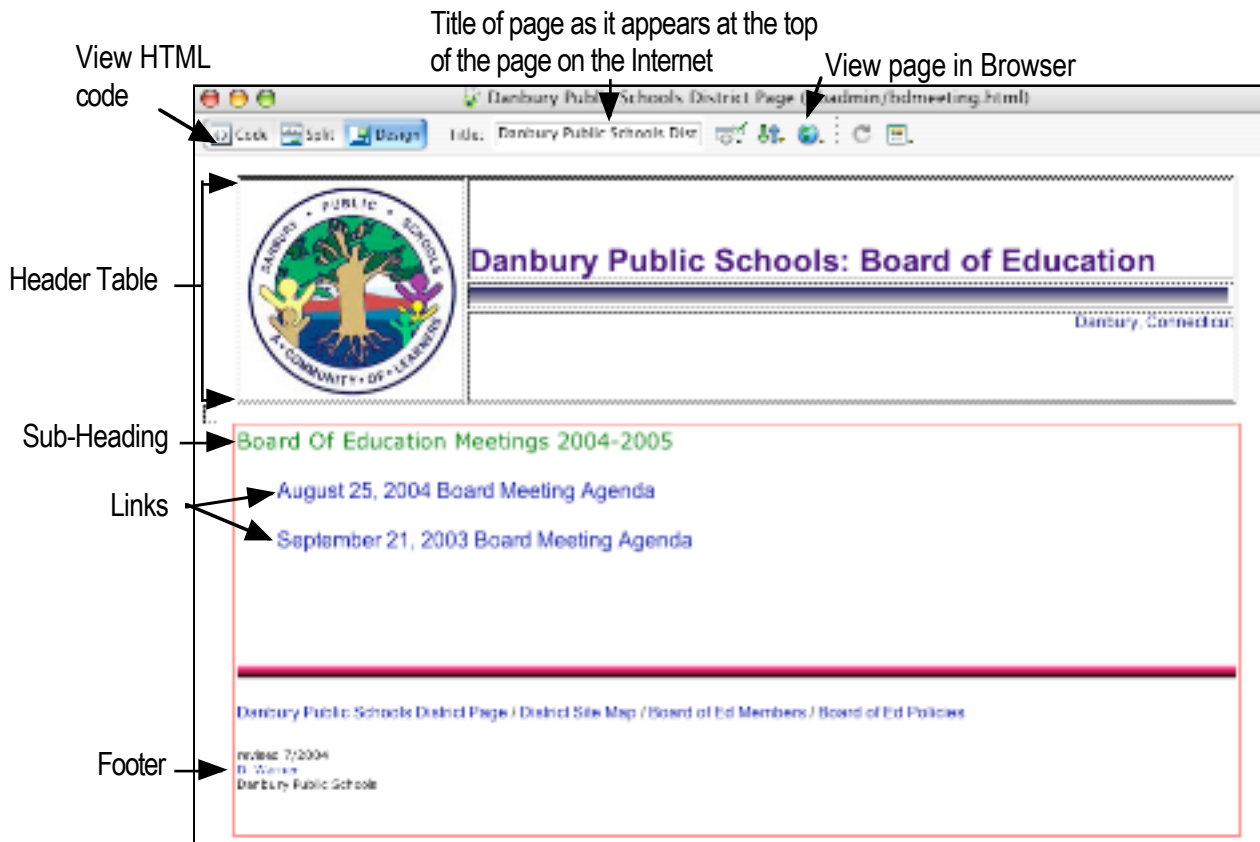
Use the various palettes to edit the page. If the palette is not showing, go to the Window Menu and select the palette by name.

Open the page from the Assets Palette:

- Open folders by clicking on the triangle in front of the folder name.
- Close folders by clicking again on the triangle.
- Open the page by double clicking on the file.



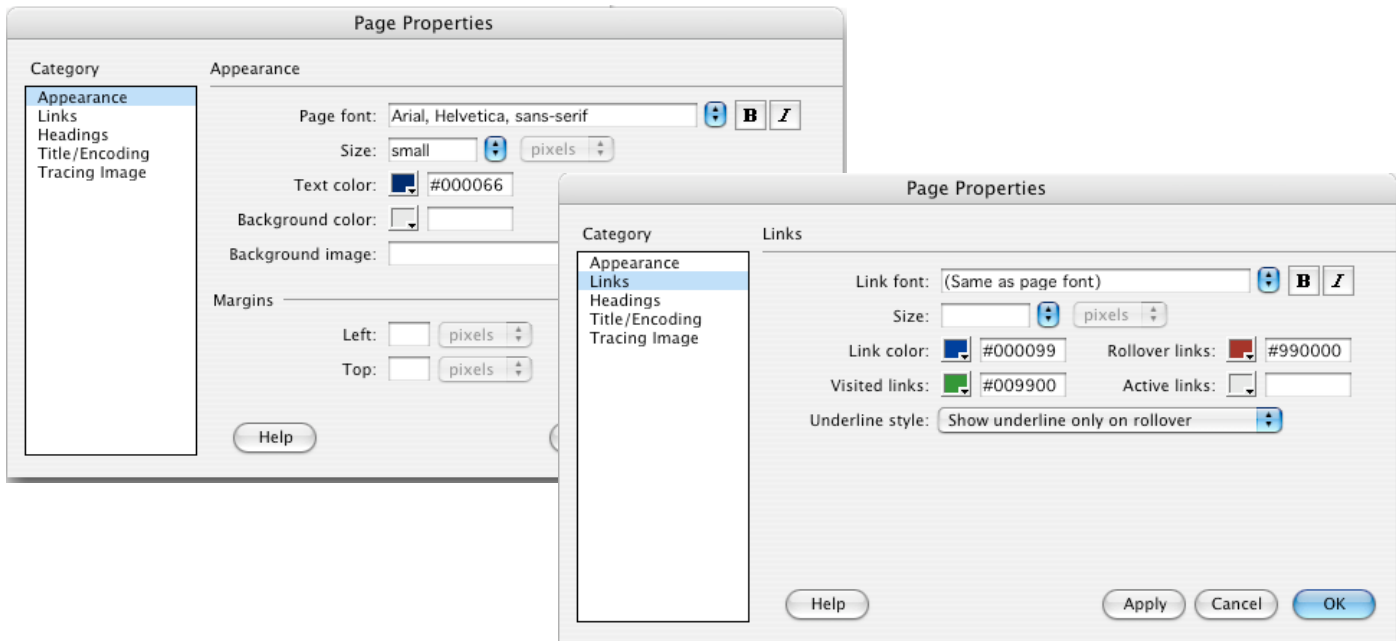
### Page Layout:



To edit text, highlight the text and retype.

## Setting Up a New Page:

- All web pages must include a invisible table to constrain the width of the web page content. Danbury's pages have a table width of 750 pixels.
- The most pleasing font for Internet viewers is a “sans serif” such as Arial. Most text is size small or extra small, and headers are size medium or small.
- Use the Page Properties when setting up a new page:



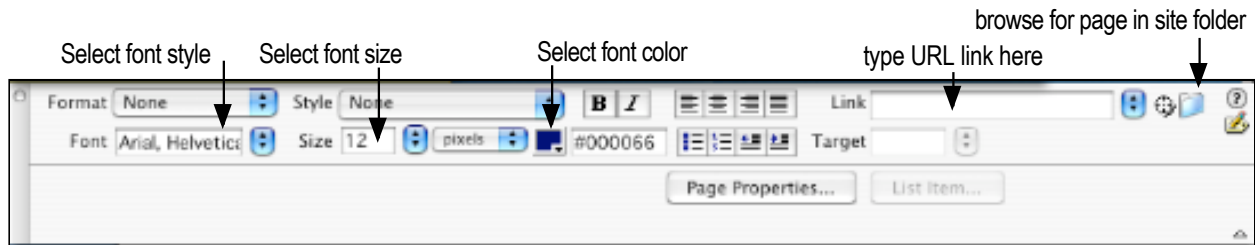
## Working with Text:

To change font style, highlight text and select style from style pull down menu in the

Properties Palette Style **subheading**

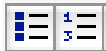
OR

Select new font size, style, or color from the Properties Palette:



Use bullets or numbering for lists:

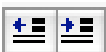
- In a web page, each time you use the Return key, the text double spaces.
- To make a list of single spaced items, use either bullets or numbering.
- Highlight the text of the list, and use the formatting options of the Properties Palette:



- To continue to add to the list, press return at the end of each line.
- To stop the bulleting, press Return for a new line, then click on the Bullet icon to turn the bulleting off.

Use the Indent icons to tab text:

- Web pages do not use the Tab Key to indent.
- To move a paragraph or line of text to the right or left, use the Indent Text Icon.

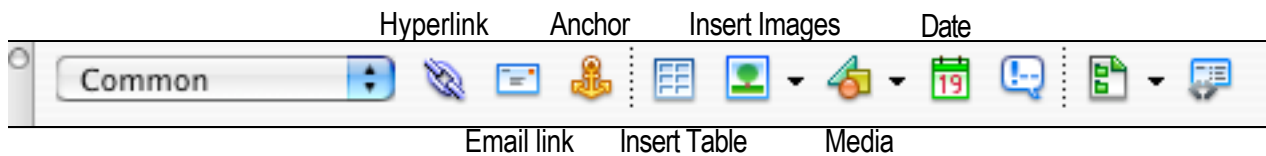


- To continue to add to the list, press return at the end of each line.
- To stop the numbering, press Return for a new line, then click on the Numbering icon to turn the numbering off.

Columns of text require a table:


- Create a table of multiple rows / columns when you need columns of text. You cannot tab text for a web page. Use the table icon to create a new table.
- You can make the table invisible by making the borders 0.

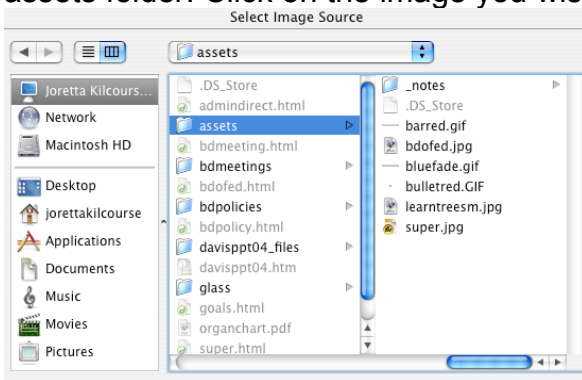
## Use the features of the Insert Palette to insert . . .



### Insert a Photo or Clip Art:


- For optimal speed in loading for the viewer, all images should be 50K in size or smaller.
- The image you wish to use on the web page should first be copied to the assets folder of the web site.
- On the web page, click the spot where you want the image.

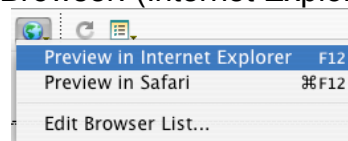
- From the Insert Palette, click on the Insert Images Icon  and navigate to the assets folder. Click on the image you wish to use and click OK.



- You can resize the image by selecting the image on the web page, then clicking and dragging diagonally on the lower right corner of the image.
- Placement of images requires a table so the images will stay in place.
- Use a table with 2 columns and 1 row to place an image next to a paragraph of text.
- To place a row of images, make the table one row, with the appropriate number of columns.

### To preview the page:

- Save the page you are currently working on.
- From the top of the web page window, click on the View Browser icon  and pull down the menu to select the correct Browser. (Internet Explorer or Safari)




The page will open up in the Browser and you can view the placement of images and text, as well as test the links.

## Links

To make a new link in Dreamweaver:

- On the web page, type the text or insert the image that will be the hyperlink.
- **Highlight** the text or click on the image to select it.
- In the Properties Palette, type or paste the URL of the link. You must include the http:// part of the URL.



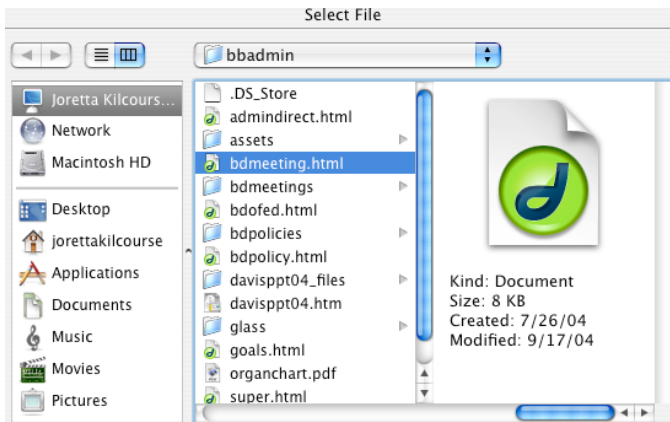
- When you click back on the body of the web page, your link will turn color and may be underlined, showing you that the link is active. (Rollover links may not be underlined.)
- To test the link, you must view it in the Browser. 

If linking to another page in your own web site:

- Highlight the text or icon.




Use the browse icon to navigate to the correct page in your site. Select the site you wish to link TO and click OK.



OR Use the target icon to point to a file; click on it and pull it up to a file on your list.



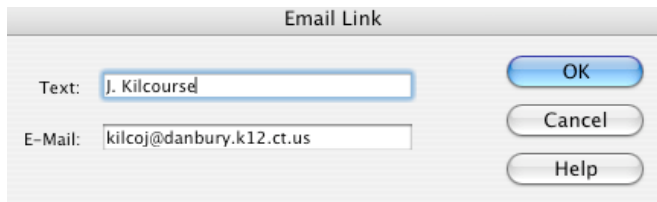
- When you click back on the body of the web page, your link will turn color and may be underlined, showing you that the link is active.
- To test the link, you must view it in the Browser. 

To make an email link:

- Highlight the text or image that will be the link.




- Click on the Email Link icon in the Insert Palette.
- In the Email Link dialog box, type the email address:




Click OK and the link will turn color and may be underlined.

To link to a PDF file:

- Create the PDF file and save it in the site folder. It must have the file extension .pdf
- On the web page, type the text that will be the hyperlink.
- Highlight the link text to select it.
- In the Properties Palette use the browse icon  to navigate to the PDF file in your site folder. Select the correct page and click OK.

## Working with Tables

To insert a Table:

- Click on the web page in the spot where you wish to add a table.
- From the Insert Palette, click on the Table Icon .

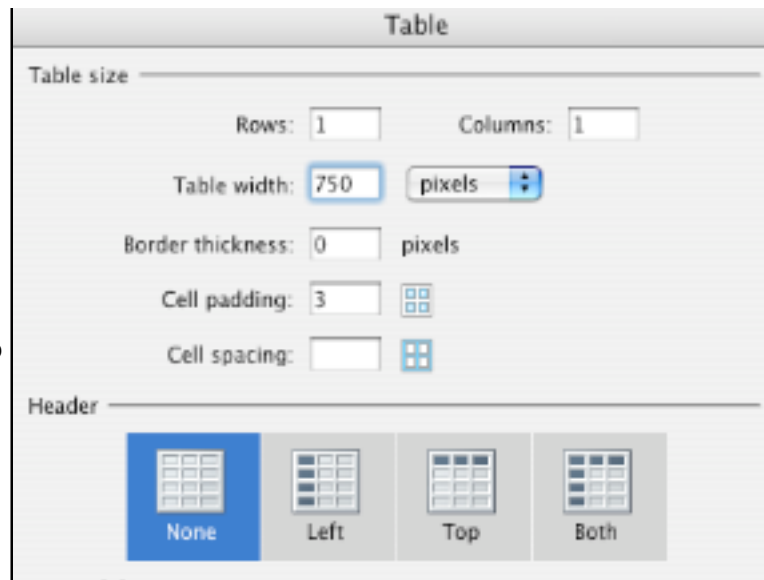
Select the number of rows and columns.

Make the table width 750 or less.

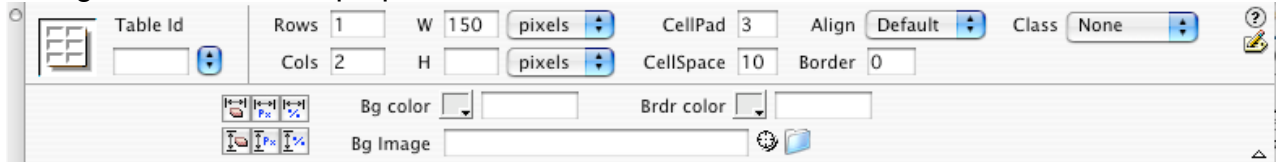
To make the table invisible, use a Border thickness of 0.

Cell padding controls the amount of space from the edge of the table to the text.

Cell spacing controls the amount of space between the cells of the table.



- Once the table is created, you can adjust the setting from the Properties Palette, as it changes to include the properties for the table:



- Use this palette to add or change the border color, put in a background color to the cells, align the table, change number of rows and columns, and to change the size of the table.

#### Viewing the Table Structure:

- Sometimes you try to change something in a table, but cannot get it to work the way you want it to. Viewing the table structure helps you to see how everything is related.
- Click on a cell in the table to see the table structure.

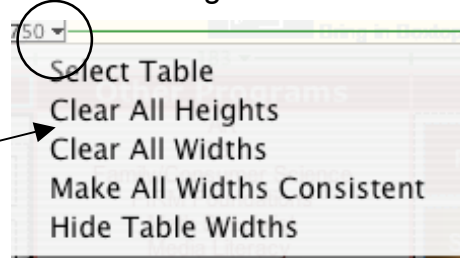
For example, this table is 750 pixels, and the widths of the columns varies:

174	195	183	188
<b>Welcome</b>	<b>Clusters</b>	<b>Other Programs</b>	<b>Just for...</b>
Principal's Message General Info Guidance Office Pupil Services	6th 6-1 6-2 6-3 7th 7-1 7-2 7-3	Art ESL Family/Consumer Science FIRM Foundations Math Specialist Media Literacy	Parents BMS PTO Parent Guide Students Research

You can select the entire table by clicking on the downward triangle:

This drop-down menu is handy for changing formatting in the table.

Particularly handy is the ability to minimize the height of cells in the table; it removes extra spaces in the table.

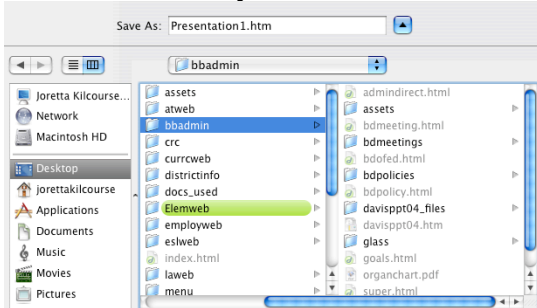



## Create new pages for the web site:

- It is handy to have a Template page to create a new page. This would include all the settings, header, and footer you will need for a new page. Save this Templates in the Assets Palette.
- Open the Template by double clicking on it in the Assets Palette
- Add or delete text or images as needed.
- Don't forget to link TO the new page from an existing page.

## Changing a PowerPoint to view on the web:

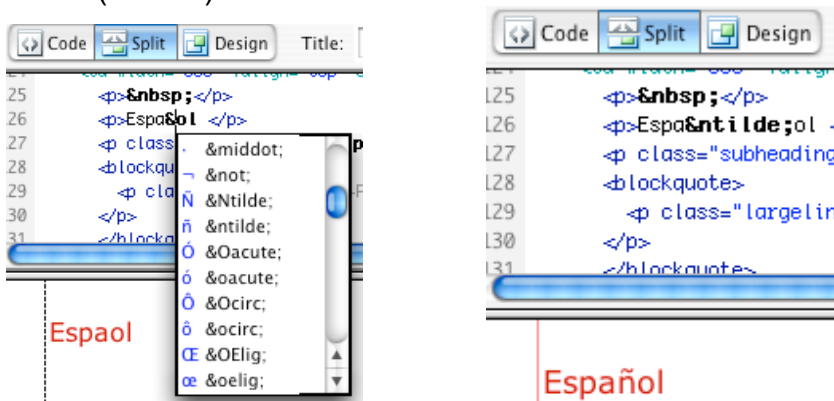
- Open up the PowerPoint file.
- From the File Menu, select Save As Web Page
- Name the file with the extension .htm and navigate to the sites folder. Save it in the correct folder of your site.



- On the web page, type the text that will be the link.
- Highlight the link text and use the Browse icon  to navigate to the PowerPoint.htm file.
- When on the web, a viewer can then click on the link to launch the PowerPoint.

## Writing in HTML with foreign language fonts:

- If you need to write in another language, like Spanish for example, you will need to edit the HTML code to allow for Spanish characters like Espanol.
- Click on the Split icon at the top of the web page window.
- Type the text and when you get to a special character, go to the HTML code and type in a & (shift -7)



- The list of special characters will appear. Scroll down until you find the correct one and double click it. The HTML code will be added in the correct spot.
- Click back on the web page, and the correct character will be added to the word you were typing.