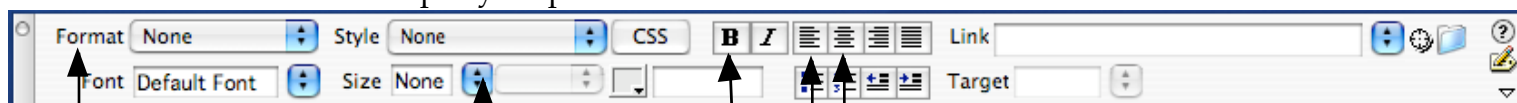


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# Dreamweaver Basics Skills Reference Sheet

- To start Dreamweaver:  
 Doubleclick on Dreamweaver icon  
 A new blank document starts by default
- To start a new blank document (other than at startup):  
 Go to the **File** Menu, choose **New**
- To import HTML created in another application: Use **.HTML** extension when saving  
 Go to the **File** Menu, choose **Open . . .**  
 Find the desired file and click **Open**
- To add a heading to a page:  
 Use the Property Inspector



Click the center align text button  
 Click the **Format** popup  
 Choose **Heading 1**  
 Type heading - eg Mrs McGillicutty's Home Page

- To add smaller headings elsewhere on a page:  
 Use the Property Inspector  
 Click the center align text button  
 Click the **Format** popup  
 Choose **Heading 2 - 6**  
 Each higher number is smaller than the one before it  
 Type heading

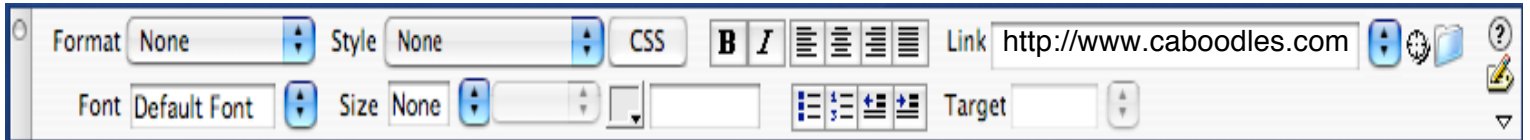
- To add normal, descriptive text:  
 Use the Property Inspector  
 Click the left align text button  
 Click the **Format** popup  
 Choose **Paragraph**  
 Type text



- To increase readability:  
 Use the Property Inspector  
 Click the **Size** popup, choose a value  
 Check appearance with **Bold** button pressed



8. To create a link to a URL:  
Select the text description, eg. Caboodles  
Use the Property Inspector







Click in the **Link** field  
Type or paste the exact URL of the site  
Press Return



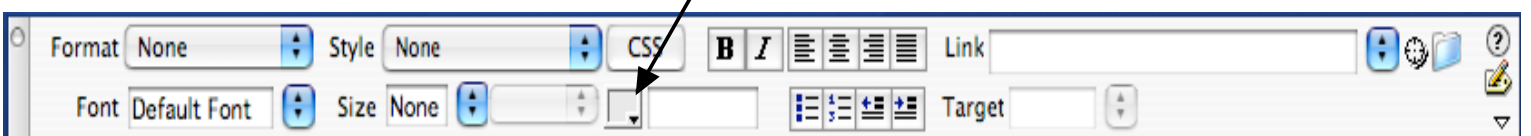
9. To create a link to another HTML document you have created:  
Select the text description, eg. My Math Page  
Use the Property Inspector  
If the file is open in DW, use the target band  and drag it to the other document window.  
If the file is not open in DW, click on the folder  Find the desired file and click **Select**

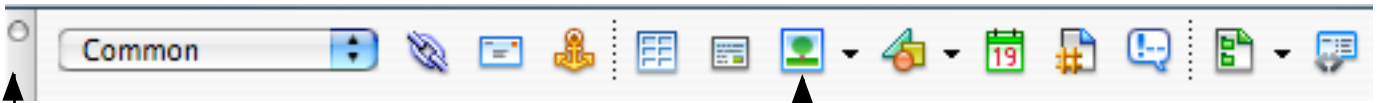
10. To indent an area of text DON'T use the tab key:  
Use the Property Inspector  
Click on the indent button  then type as many lines of text as needed.  
Press Return  
Click on the outdent button  then continue with next desired item.

11. To create a bulleted or unordered list:  
Use the Property Inspector  
Click on the bulleted list button  then type as many bullet items as needed. Press Return after each item, including the last item. A new bullet appears.  
Click again on the bulleted list button , the new bullet disappears.  
Continue with next desired item.

12. To create a numbered or ordered list:  
Use the Property Inspector  
Click on the ordered list button  then type as many numbered items as needed. Press Return after each item, including the last item. The next number in sequence appears.  
Click again on the ordered list button , the new number disappears.  
Continue with next desired item.

13. After text is checked for readability, explore color variations:  
Select the desired text  
Use the Property Inspector  
Click on the text color chooser, test the appearance of text for readability





14. To add a horizontal rule (AKA a line): Such as



Use the Objects Palette  
(by default the common tasks icons are displayed)

Change to the HTML Popup (Click on Common)

Click on the **Horizontal Rule Button**

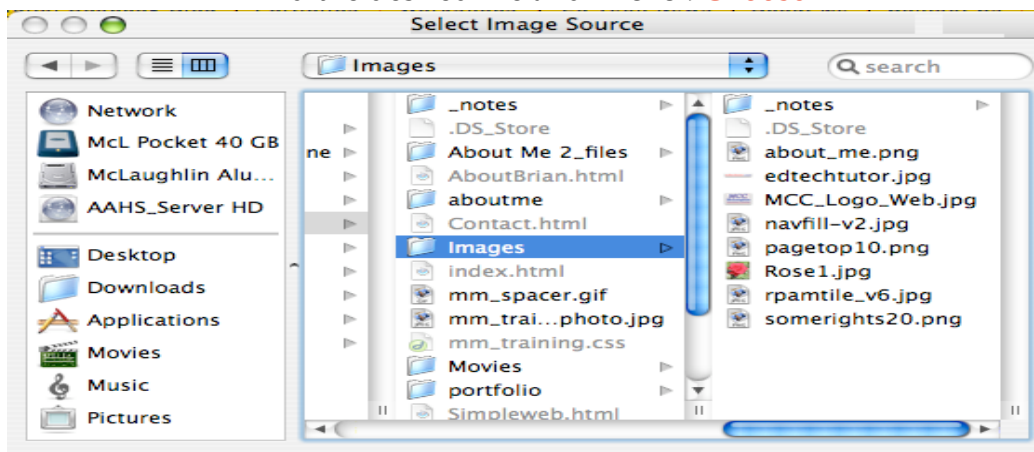
A line is created - Click at the end of the line to deselect it  
Press Return

15. To insert a graphic, first save the HTML document, then:

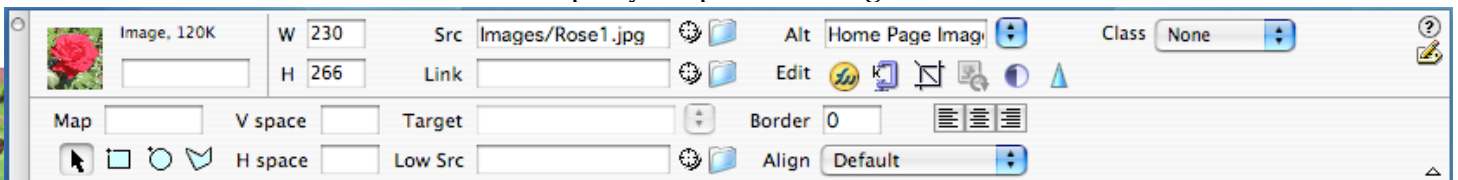
Use the Objects Palette (Common)

Click on the **Insert Image Button**

Find the desired file and click **Choose**

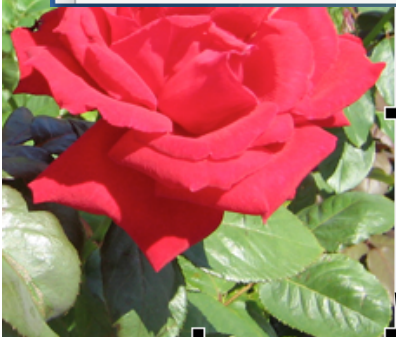


Notice the Property Inspector change



Keep the **Align** popup on Browser Default, until you become familiar with the differences

Resize the image by adjusting the **H & W** values or  
(better) dragging the corner handle to the desired size while holding  
down the shift key (maintains proper proportion)



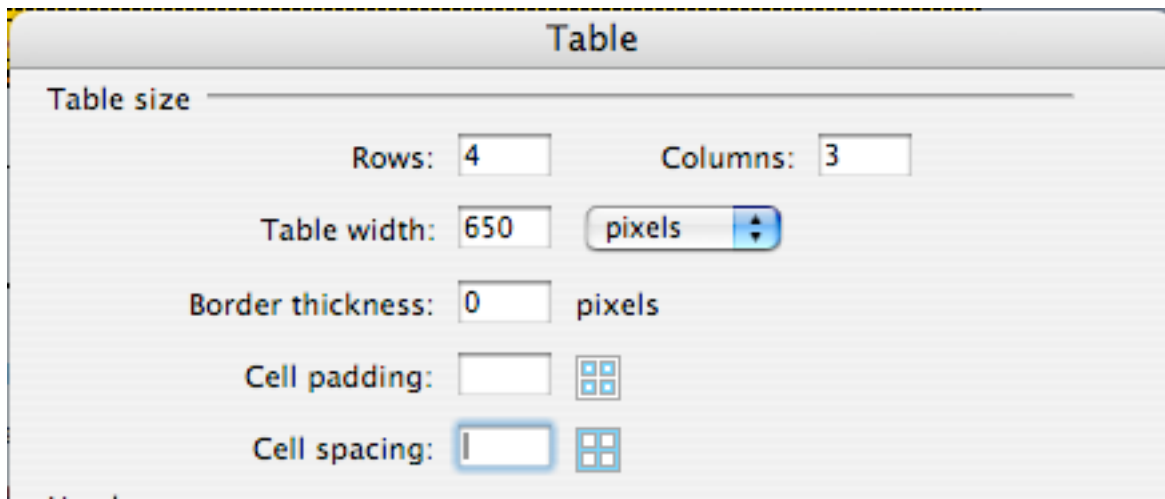


16. To insert a table:

Use the Objects Palette  
(by default the common tasks icons are displayed)

Click on the **Insert Table Button**  
or Drag to the desired location

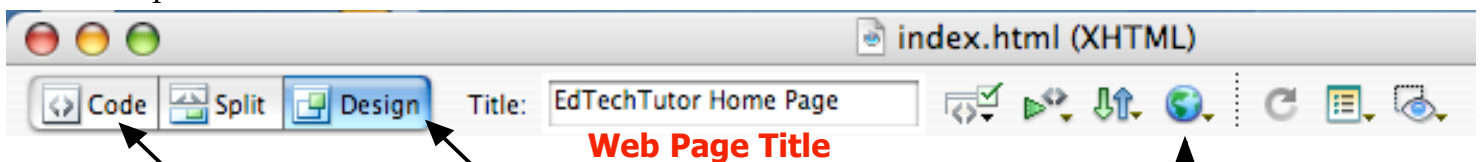
The Table Dialog Box:



Use this sample to create an average sized borderless 4 X 3 table

Using tables with a fixed size (pixels, instead of percent) and no border will keep information on your page from jumping around as the user resizes the browser window. The user won't see that the information is in a table. Try different values to see what works best in each different situation.

This palette is called the **Document Toolbar**:



Click on the **Design View** button to perform 'Wordprocessor-type' editing.

Click on the **HTML (Code Inspector)** button to see (or edit) the source code you have generated.

Click on the **Preview** button to test out your page in a browser.