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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 +1
 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

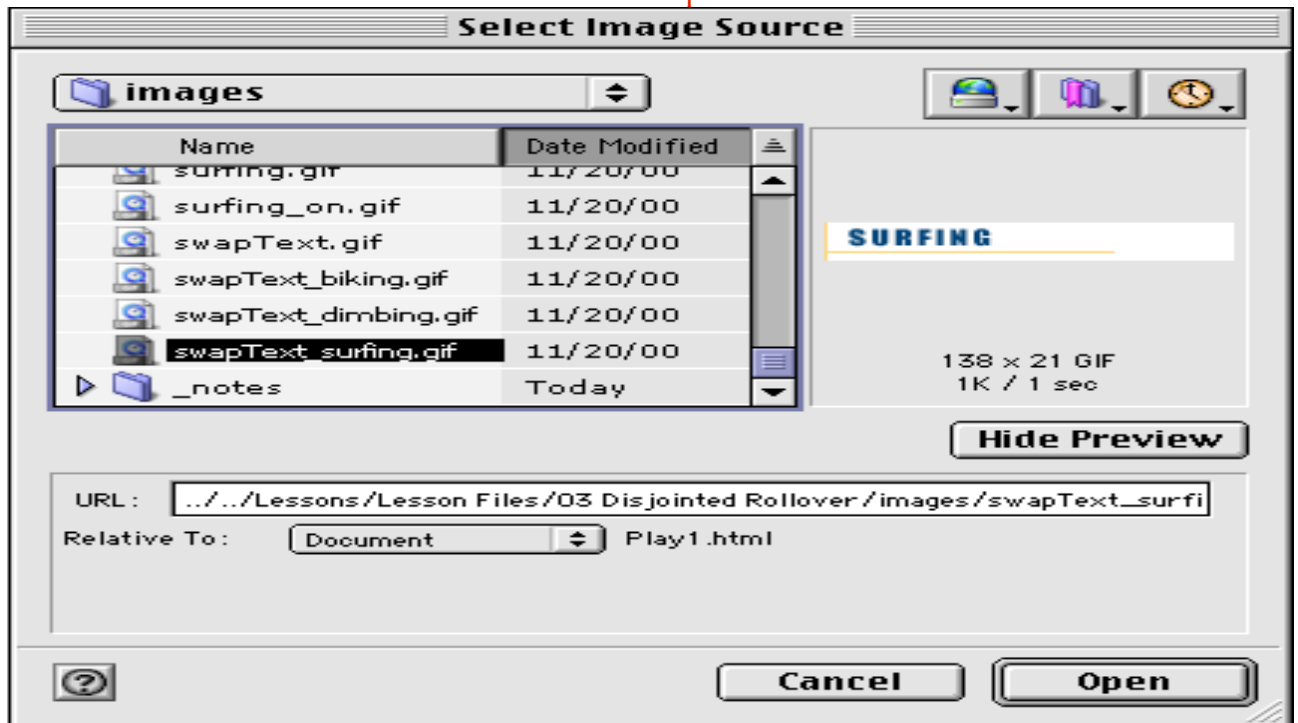


Use the Objects Palette
(by default the common tasks icons are displayed)

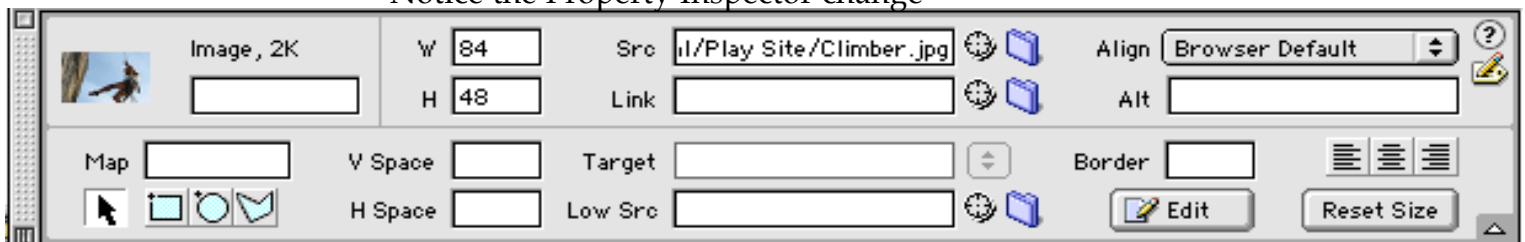
Click on the **Horizontal Rule Button**
A line is created - Click at the end of the line to deselect it
Press Return

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

Use the Objects Palette
Click on the **Insert Image Button**
Find the desired file and click **Open**



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)



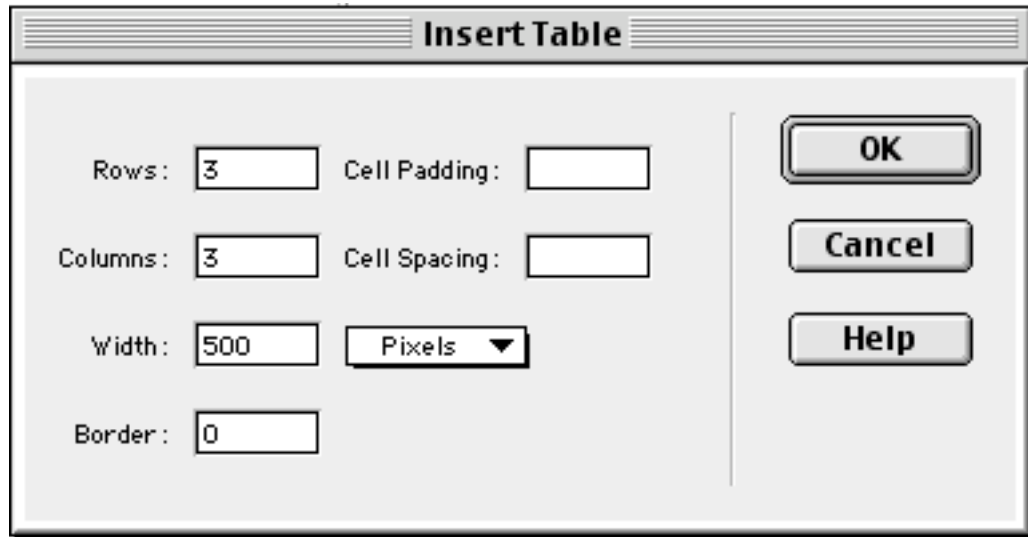
16. To insert a table:

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 3 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 **Launcher**:



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