Teach Yourself VISUALLY Adobe Dreamweaver CS4

The Fast and Easy Way to Learn

Janine Warner
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“I write to extend my thanks and appreciation for your books. They are clear, easy to follow, and straight to the point. Keep up the good work! I bought several of your books and they are just right! No regrets! I will always buy your books because they are the best.”

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“Compliments to the chef!! Your books are extraordinary! Or, simply put, extra-ordinary, meaning way above the rest! THANK YOU THANK YOU THANK YOU! I buy them for friends, family, and colleagues.”

Christine J. Manfrin (Castle Rock, CO)

“What fantastic teaching books you have produced! Congratulations to you and your staff. You deserve the Nobel Prize in Education in the Software category. Thanks for helping me understand computers.”

Bruno Tonon (Melbourne, Australia)

“Over time, I have bought a number of your ‘Read Less - Learn More’ books. For me, they are THE way to learn anything easily. I learn easiest using your method of teaching.”

José A. Mazón (Cuba, NY)

“I am an avid purchaser and reader of the Visual series, and they are the greatest computer books I’ve seen. The Visual books are perfect for people like myself who enjoy the computer, but want to know how to use it more efficiently. Your books have definitely given me a greater understanding of my computer, and have taught me to use it more effectively. Thank you very much for the hard work, effort, and dedication that you put into this series.”

Alex Diaz (Las Vegas, NV)
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She is also the host of a series of training videos on Dreamweaver for Total Training. Her first video on Web design won her two industry awards, and excerpts of her videos are featured at both Microsoft.com and Adobe.com.

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Janine is a popular speaker at conferences and events throughout the United States and abroad, and she has taught online journalism courses at the University of Southern California Annenberg School for Communication and the University of Miami.

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In 1998, she joined *The Miami Herald* as its online managing editor. A year later, she was promoted to director of new media and managed a team of designers, programmers, journalists, marketing, and sales staff. She left that position to serve as director of Latin American operations for CNET Networks, an international technology media company. Warner earned a degree in journalism and Spanish from the University of Massachusetts, Amherst, and spent the first several years of her career in northern California as a reporter and editor.

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How to Use This Book

How to Use This Teach Yourself VISUALLY Book
Do you look at the pictures in a book or newspaper before anything else on a page? Would you rather see an image instead of read about how to do something? Search no further. This book is for you. Opening Teach Yourself VISUALLY Dreamweaver CS4 enables you to read less and learn more about the Adobe Dreamweaver program.

Who Needs This Book
This book is for readers who have never used Dreamweaver to create Web sites, as well as those who have some experience and want to learn the newest features in version CS4 of this powerful program. All you need to get started is a basic understanding of how to surf the Web and a desire to learn to create your own Web sites.

Book Organization
Teach Yourself VISUALLY Dreamweaver CS4 has 16 chapters.

Chapter Organization
All the chapters in this book are listed in the book’s table of contents. Each chapter is made up of sections. A section is a set of steps that show you how to complete a specific task.

Each section, usually contained on two facing pages, has an introduction to the task at hand, a set of full-color screen shots and steps that walk you through the task, and a set of tips. This format enables you to quickly look at a topic of interest and learn it instantly.

Chapters group together three or more sections with a common theme. A chapter may also contain pages that give you the background information needed to understand the sections in a chapter.

What You Need to Use This Book
To use the program discussed in this book, you will need a computer that uses the Macintosh or Windows operating systems and the Adobe Dreamweaver software program. At a minimum, you will need a computer that meets these requirements:

Windows Users
- Processor: Intel Pentium 4, Intel Centrino, Intel Xeon, or Intel Core Duo (or compatible) processor
- OS: Microsoft Windows XP with Service Pack 2 or Windows Vista Home Premium, Business, Ultimate, or Enterprise (certified for 32-bit editions)
- RAM: 512MB
- Hard disk: 1GB of free space
- 1,280 x 800 monitor resolution with 16-bit or greater video card
- Internet connection for activation

Macintosh Users
- Processor: PowerPC G5 or multicore Intel processor
- OS: Mac OS 10.4.11 or 10.5
- RAM: 512MB
- Hard disk: 1GB of free space
- 1,280 x 800 monitor resolution with 16-bit or greater video card
- Internet connection for activation

Operating System Differences
Dreamweaver is designed to work the same on both the Mac and Windows platforms, with the exception of minor interface differences and key commands. The majority of the figures in this book feature a PC computer using Windows Vista, but the program also works on Windows XP and later versions. When a command or action is different on a Macintosh, the alternative is included in the instructions.

Using the Mouse
This book uses the following conventions to describe the actions that you perform when using the mouse:
**Click**
Press your left mouse button once. You generally click your mouse on something to select something on the screen. If you have a Macintosh and are using a mouse with only one button, click it to complete the same action.

**Double-click**
Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.

**Right-click**
Press your right mouse button. When you right-click items on the computer screen, the program displays a menu containing commands specific to the selected item. If you are on a Macintosh and using a mouse with only one key, you can press the Ô key and then click to complete the same action.

**Click and Drag and Release the Mouse**
Move your mouse pointer and hover it over an item on the screen. Press and hold down the left mouse button. Now, with the mouse button held down, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

**The Conventions in This Book**
A number of typographic and layout styles have been used throughout *Teach Yourself VISUALLY Dreamweaver CS4* to distinguish different types of information.

**Bold**
Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

**Italics**
Italic words introduce a new term and are followed by a definition.

**Numbered Steps**
You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

**Bulleted Steps**
These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature.

**Indented Text**
Indented text tells you what the program does in response to your following a numbered step. For example, if you click a certain menu command, a dialog box may appear, or a window may open. Indented text may also tell you what the final result is when you follow a set of numbered steps.

**Notes**
Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid — for example, the loss of data. A note may also cross-reference a related area of the book. A cross-reference may guide you to another chapter or another section within the current chapter.

**Icons and Buttons**
Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.

You can easily identify the tips in any section by looking for the TIPS icon. Tips offer additional information, including tips, hints, and tricks. You can use the TIPS information to go beyond what you have learned in the steps.

**About the Web Site**
You will find project files, quizzes, and other additional resources on the companion Web site for this book, www.digitalfamily.com/tyv.
Getting Started with Dreamweaver

This chapter describes the World Wide Web, introduces the different types of information that you can put on a Web site, and shows you how to get started with Dreamweaver.
Introducing the World Wide Web

You can use Dreamweaver to create and publish pages on the World Wide Web.

The World Wide Web
The World Wide Web — or simply the Web — is a global collection of documents located on Internet-connected computers. You can access the Web by using a Web browser. Web pages are connected to one another by hyperlinks that you can click.

A Web Site
A Web site is a collection of linked Web pages stored on a Web server. Most Web sites have a home page that describes the information located on the Web site and provides a place where people can start their exploration of the Web site. A good Web site includes links that make it easy to find the most important content on the site.

Dreamweaver
Dreamweaver is a program that enables you to create Web pages with hyperlinks, text, images, and multimedia. You can create Web pages on your computer and then, when you are finished, use Dreamweaver to transfer the finished files to a Web server where others can view them on the Web.
A Web Server
A Web server is a computer that is connected to the Internet and has software that serves Web pages to visitors. Each Web page that you view in a Web browser on the World Wide Web resides on a Web server somewhere on the Internet. When you are ready to publish your pages on the Web, you can use Dreamweaver to transfer your files to a Web server.

A Web Browser
A Web browser is a program that can download Web documents from the Internet, interpret HTML, and then display the Web page text and any associated images and multimedia. Popular Web browsers include Microsoft Internet Explorer, Firefox, and Safari.

HTML
Hypertext markup language (HTML) is the formatting language that is used to create Web pages. You can use Dreamweaver to create Web pages without knowing HTML because Dreamweaver writes the HTML for you behind the scenes.
Explore the Many Ways to Design a Web Page

In the early days of the Internet, Web design was easy but boring. Today, there are many more ways to design Web pages, but first you have to decide which approach is best for your site. Here are a few of the options that you can choose.

Text and Images
Inserting text and images into a Web page is the simplest design option. Dreamweaver makes it easy to add images and text and to change the size, color, and font of the text on your Web page. It also makes it easy to organize text into paragraphs, headings, and lists and to change alignment. However, if you want to create a more complex design, you need to use one of the other options described in this section.

Tables
Tables have long been a popular choice for creating page designs. By merging and splitting table cells, you can create complex layouts using tables. By turning off the border, you can make the actual table invisible. Today CSS layouts are recommended over table layouts except for tabular data, such as the kind of information you would find in a spreadsheet program. For example, tables are a great choice for formatting database content.

Frames
In a framed Web site, the Web browser window is divided into several rectangular frames, and a different Web page loads into each frame. Users can scroll through content in each frame, independent of the content in the other frames. Dreamweaver offers visual tools for building frame-based Web sites. Although frames still have a place on the Web, many designers do not like frames because only the first page of a frameset can be bookmarked, frames are harder to optimize for search engines, and navigating around frames can be confusing to visitors.
**AP Divs**
Dreamweaver’s AP Divs, called *layers* in earlier versions of Dreamweaver, use absolute positioning to create “boxes” that you can use to position images, text, and other content on a page. AP Divs are very intuitive to use: You just click and drag to create a box anywhere on a Web page. Their biggest limitation is that you cannot center a design created with AP Divs, a common trick for accommodating different screen sizes. Another limitation is that, although they seem to give you precise design control, their display can vary dramatically from browser to browser.

**CSS Layouts**
Many professional Web designers today recommend creating page layouts using cascading style sheets (CSS). Although AP Divs are technically CSS layouts, they receive very special treatment in Dreamweaver and have some very significant limitations. When designers refer to CSS layouts, they generally mean designs that do not use absolute positioning — or that use it very sparingly. Using CSS is one of the most challenging Web design options, but it brings some powerful benefits, such as greater accessibility and flexibility, which can help your site look better to more people on a greater range of devices. When used effectively, pages designed with CSS are also faster to download and easier to update.

**Adobe Flash**
Some of the “flashiest” sites on the Web have been created using Adobe Flash, a vector-based design program that you can use to create animations and highly advanced interactive features. Although you can use Dreamweaver to add Flash files to your Web pages and to create some basic Flash elements, such as Flash buttons, you should know that many of the most elaborate multimedia sites on the Web were created using Flash and Dreamweaver.

**Dynamic Web Sites**
At the highest end of the Web design spectrum, you can connect a Web site to a database, extensible markup language (XML) files, or another data source to create highly interactive sites with features such as shopping carts, discussion boards, and more. Database-driven sites are especially useful when a Web site grows to more than 100 pages or so because they are much more efficient to update.
Plan Your Web Site

Carefully planning your pages before you build them can help to ensure that your finished Web site looks great and is well organized. Before you start building your Web site, take a little time to organize your ideas and gather the materials that you will need.

Organize Your Ideas

Build your Web site on paper before you start building it in Dreamweaver. Sketching out a Web site map, with rectangles representing Web pages and arrows representing links, can help you to visualize the size and scope of your project. Use sticky notes if you want to move pages around as you plan your Web site.
Gather Your Content
Before you start building your Web site, gather all the elements that you want to use. This process may require writing text, taking photos, and designing graphics. It can also involve producing multimedia content, such as audio and video files. Gathering all your material together in the beginning makes it easier for you to organize your Web site when you start building it in Dreamweaver.

Define Your Audience
Identifying your target audience can help you to decide what kind of content to offer on your Web site. For example, you may create a very different design for small children than for adults. It is important to know whether visitors are using the latest Web browser technology and how fast they can view advanced features, such as multimedia.

Host Your Finished Web Site
To make your finished Web site accessible on the Web, you need to store, or host, it on a Web server. Most people have their Web sites hosted on a Web server at a commercial Internet service provider (ISP) or at their company or university.
Start Dreamweaver on a PC

You can start Dreamweaver on a PC and begin building pages that you can publish on the Web. You first need to purchase and install Dreamweaver if you do not have it already. You can also download a free trial version at www.adobe.com.

Start Dreamweaver on a PC

1. Click Start.
2. Click All Programs.

Note: Your path to the Dreamweaver application may be different, depending on how you installed your software and your operating system.

The Dreamweaver start screen appears.
You can start Dreamweaver on a Macintosh and begin building pages that you can publish on the Web. You first need to purchase and install Dreamweaver or download a free trial version at www.adobe.com.

### Start Dreamweaver on a Macintosh

1. Double-click your hard drive icon.
2. Click *Applications*.
3. Click *Adobe Dreamweaver CS4*.

*Note: The exact location of the Dreamweaver folder depends on how you installed your software.*


The Dreamweaver start screen appears.

Just before Dreamweaver starts, you may be prompted with a dialog box that gives you the option of making Dreamweaver the default editor for many kinds of file types, including CSS, XML, and PHP. If you want to open these kinds of files automatically in Dreamweaver, click *OK*.
Dreamweaver CS4 on a PC features a variety of windows, panels, and inspectors.

**Menus**
Contain the commands for using Dreamweaver. Many of these commands are duplicated within the windows, panels, and inspectors of Dreamweaver.

**Toolbar**
Contains shortcuts to preview and display features and a text field where you can specify the title of a page.

**Insert panel**
Provides easy access to common features. There are several different Insert panels that you can select, depending on the type of features you want to insert in your page.

**Panels**
Windows that provide access to the Design, Code, Application, Tag, Files, Layers, and History panels.

**Property inspector**
Used to display and edit the attributes of any element selected in the Document window.

**Document window**
The main workspace where you insert and arrange the text, images, and other elements of your Web page.
Dreamweaver CS4 on a Macintosh likewise features a variety of windows, panels, and inspectors.

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Panels
Windows that provide access to the Design, Code, Application, Tag, Files, Layers, and History panels.

Property inspector
Used to display and edit the attributes of any element selected in the Document window.
You can show or hide accessory windows, also called *panels* and *inspectors*, by using commands in the Window menu.

**Show or Hide a Window**

**SHOW A WINDOW**

1. Click **Window**.

2. Click the name of the window, panel, or inspector that you want to open.

   This example opens the Property inspector.

   ![Property inspector](image)

   - Checkmark next to a name indicates that the window, panel, or inspector is open.

   - Dreamweaver displays the inspector.

**HIDE A WINDOW**

1. Click **Window**.

2. Click the check-marked (✓) name of the window that you want to hide.

   **Note:** You can click **Window** and then click **Hide Panels** to hide everything except the Document window and toolbar.
You can exit Dreamweaver to close the program.

**You should always exit Dreamweaver and all other programs before turning off your computer.**

### Exit Dreamweaver

1. Click **File**.
2. Click **Exit**.

Before quitting, Dreamweaver alerts you to save any open documents that have unsaved changes.

3. Click **Yes**.

Dreamweaver exits.
You can use the help tools that are built in to Dreamweaver to find answers to your questions or to learn techniques that you do not know.

**Get Help**

1. Click **Help**.
2. Click **Dreamweaver Help**.

   - You can also click the Help icon (↓) in the Property inspector.

The Help page opens and displays information related to any feature you were using if you clicked ↓.

   - You can click any topic that you want help with.

3. Type one or more keywords about the topic that you want help with.

   *Note: You can narrow your search by separating keywords with +.*

4. Press **Enter** (Return).
A list of topics appears.

5 Click a topic from the search result list.

Information appears on the topic that you selected.

**TIP**

**Are there different ways of opening the Help tools and other options in Dreamweaver?**

Very often, yes. As with many programs, there is often more than one way to do the same task. For example, you can access many tools and commands, such as Modify Page Properties, by using either a menu or the Property inspector. You can also use the Split or Code view commands to view and edit the HTML code directly, if you know how to write HTML.
Setting Up Your Web Site

You start a project in Dreamweaver by defining a local root folder where you will store all the files in your Web site on your computer. You can then create your first page and save it in the root folder. This chapter shows you how to set up your Web site.
Define a New Web Site

Before you create your Web pages, you need to define your site in Dreamweaver and set up a root folder where you can store all the files in your site. Defining a root site folder enables Dreamweaver to manage your files in the Files panel and properly set links. As you set up your site, you can create a new folder on your hard drive or select an existing folder as your root folder. For more information on the Files panel, see Chapter 14.

1. Click the **Manage Sites** link.
   The Manage Sites dialog box appears.

2. Click **New**.

3. Click **Site**.

The Site Definition dialog box appears.

4. Click the **Advanced** tab.

5. Type a name for your site.

6. Click the folder icon (ʼ) to search for your Web site folder.
The Choose Local Root Folder dialog box appears.

7 Click here and select the folder that stores your Web pages.

- You can create a new folder by clicking , typing in a new name for the folder, and then selecting the new folder.

8 Click Select.

9 Click and select the folder where you want to store the images for your Web site.

10 Type the URL (the Web address or domain name) of your Web site.

11 Click this option to enable the cache, which makes it faster to create links ( changes to )

12 Click OK.

13 In the Manage Sites window, click Done.

Why is it important to keep all my Web site files in the same root folder on my computer?

Keeping everything in the same root folder on your local computer enables you to easily transfer your Web site files to a Web server without changing the organization of the files. If your Web site files are not organized on the Web server in the same way that they are organized on your local computer, hyperlinks may not work, and images may not be displayed properly. For more information about working with Web site files, see Chapter 14.
Create a New Web Page

When you launch Dreamweaver CS4, the initial start page opens. There are many useful shortcuts on this page, including some for creating a new Web page.

1. Click **File**.
2. Click **New**.

The New Document dialog box appears.

3. Click **Blank Page**.
4. Click **HTML** to specify the type of page.
5. Click **None** to create a blank page.

You can also create preformatted pages by choosing any of the other options under Layout in the New Document dialog box.

6. Click **Create**.

Dreamweaver displays a new Document window.
Add a Title to a Web Page

A Web page title appears in the title bar when the page opens in a Web browser. The title helps search engines to index pages with more accuracy and is saved in a user’s Bookmarks list if he or she bookmarks your Web page.

Add a Title to a Web Page

When you create a new document, an untitled document appears in the main workspace.

Note: The page name and filename are “Untitled” until you save them.

1 Type a name for your Web page in the Title text box.

2 Press Enter (Return).

The Web page title appears in the title bar when the page is displayed in a Web browser.

If the browser supports tabbed browsing, the title also appears on the tab.

http://www.chicagoclubs.com/stats
Save a Web Page

You should save your Web page as soon as you create it — and again before closing the program or transferring the page to a remote site. It is also a good idea to save all your files frequently to prevent work from being lost due to power outages or system failures. For more information about connecting to remote sites, see Chapter 14.

Save Your Document

1. Click File.
2. Click Save.
   - You can click Save As to save an existing file with a new filename.

If you are saving a new file for the first time, the Save As dialog box appears.

3. Click here and select your local site folder.
   Note: Your local site folder is where you want to save the pages and other files for your Web site.
4. Type a name for your Web page.
5. Click Save.
Dreamweaver saves the Web page, and the filename and path appear in the title bar.

You can click ☐ to close the page.

REVERT TO AN EARLIER VERSION OF A PAGE

1 Click File.
2 Click Revert.

The page reverts to the previously saved version. All the changes that you made since the last time you saved the file are lost.

Note: If you exit Dreamweaver after you save a document, Dreamweaver cannot revert to the previous version.

Why should I name the main page of my site index.html?

You should name your main Web site or home page index.html because that is the filename that most Web servers open first when a user types a domain name into a Web browser. If you name your main page index.html and it does not open as your first page when your site is on the server, then check with your system administrator or hosting service. Some servers use default.htm or index.htm instead of index.html.
You can see how your Web page will appear online by previewing it in a Web browser. The Preview in Browser command works with any Web browser that is installed on your computer. Although Dreamweaver does not ship with Web browser software, Internet Explorer is preinstalled on most computers.

**LAUNCH A WEB BROWSER**

1. Click the Preview in Browser button ( ).
2. Click a Web browser from the drop-down menu that appears.

You can also preview the page in your primary Web browser by pressing .

The Web browser launches and opens the current page.

When you preview a Web page in a browser, you can follow links by clicking them, just as you would when viewing Web sites.
ADD A BROWSER

1. Click **File**.
2. Click **Preview in Browser**.
3. Click **Edit Browser List**.

The Preferences dialog box appears.

4. Click the plus sign (+).

The Add Browser dialog box appears.

5. Type a name for your Web browser.

6. Click **Browse** and select any Web browser on your computer’s hard drive.

7. Click **OK**.

8. Click **OK** to close the Preferences dialog box.

The newly added Web browser appears in the browser list.

---

**Why should I use more than one Web browser for previews?**

Dreamweaver makes it easy for you to add more than one Web browser because not all Web browsers display Web pages the same way. For example, Internet Explorer and Firefox sometimes display Web pages differently. As a result, it is important to test your pages in a variety of browsers to ensure that they will look good to all your visitors. By using the browser list, you can easily test your Web page in a different Web browser with just a few mouse clicks and adjust your designs until they look good in all the browsers that you think your visitors may use.
In this chapter, you take a tour of the panels and windows that make up the Dreamweaver interface. You will discover all the handy tools and features that make this an award-winning Web design program.
Choose a Workspace Layout .......................30
Customize the Document Window ...............32
Format Content with the Property Inspector ..........................................................34
Open a Panel ......................................................36
Add an Email Link from the Insert Panel ....38
Correct Errors with the History Panel .........39
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Set Preferences ..................................................42
Dreamweaver CS4 includes more workspace layout options than ever. You can choose from a number of preset layouts or create your own custom layout. You can choose from layouts optimized for designers or coders or choose Classic view if you preferred the way things looked in CS3.

Choose a Workspace Layout

1. Click the arrow (▼) to select a layout option.
2. Click the Designer layout option.

The workspace changes to the Designer layout.

3. Click ▼ to select a different layout option.
4. Click the Coder layout option.
The workspace changes to the Coder layout.

5 Click to select a different layout option.

6 Click the Classic layout option.

The workspace changes to the Classic layout, the default layout included in the previous version of Dreamweaver, CS3.

**Which layout is right for me?**

Dreamweaver CS4 includes more preset workspace layouts than any previous version. Each is designed to optimize the workspace based on common ways of working in the program. If you are a designer, the Designer option will probably work best for you. If you are a programmer, the Coder option is probably best. Experiment with the various options, choose the one you like best, and remember that you can always change the workspace to best accommodate the project you are working on at the time.
Dreamweaver CS4 comes with a variety of workspace layouts, and you can customize them further to create an interface that makes your favorite features accessible. You can open and close panels, dock floating features, and save your custom layouts for future use.

**Customize the Document Window**

1. Click **Design**.

   The Code view window closes.

2. Click the double arrow (⇆) to minimize the panels.
The panels are minimized.

- You can click to expand the panels.

Click anywhere in the gray bar above the Property inspector.

The Property inspector is minimized.

- You can click anywhere in the gray bar again to expand the Property inspector.

**TIP**

**How can I keep my favorite features handy?**

You can open or close any of the panels and inspectors in Dreamweaver so that your favorite features are handy when you need them and so that others are out of the way when you do not need them. Most of the panels and other options are available from the Windows menu. For example, to open the CSS Styles panel, you can click **Window** and then click **CSS Styles**. As you work, you may choose to have different panels opened or closed to give you more workspace or to provide easier access to the features that you are using.
The Property inspector enables you to view the properties associated with the object or text that is currently selected in the Document window. Text fields, drop-down menus, buttons, and other form elements in the Property inspector enable you to modify these properties.

**Format Content with the Property Inspector**

**FORMAT AN IMAGE**

1. Click to select the image.

   The image properties appear.

   You can change many image properties in the Property inspector, such as the border size or alignment.

2. To wrap the text around the image, click the **Align** to open the alignment options.

3. Click an alignment option, such as **Left**.

   The text automatically wraps around the image when you apply Left or Right alignment.

4. Click and drag to select the text.

5. Click **CSS**.
The CSS font options appear in the Property inspector.

6. With the text selected, click the **Font** arrow.

7. Click to select a font group, such as **Verdana, Geneva, sans-serif**.

Dreamweaver includes these font collections because they are installed on most computers, so the page will be displayed for the user as it is for the designer.

- Your text automatically changes to reflect your formatting choices in the Property inspector.
- You can change many text properties in the Property inspector, such as format, size, and alignment.

**Note:** When you apply a font collection, Dreamweaver automatically creates a CSS style. You find instructions for using the CSS Rule dialog box in Chapter 12.

---

**When would I use more than one font on a Web page?**

When you choose a font face in Dreamweaver, the program offers fonts in groups of three. For example, one option is Arial, Helvetica, and sans-serif, and another option is Times New Roman, Times, and serif. Dreamweaver provides these collections because the fonts that are displayed on a Web page are determined by the available fonts on the visitor’s computer. Because you cannot guarantee what fonts a user will have, Web browsers use the first font that matches in a list of fonts. Thus, in the first example, the font will be displayed as follows: in Arial if the Arial font is on the visitor’s computer; in Helvetica if Arial is not available; and in any available sans-serif font if neither of the first two fonts is available.
Dreamweaver features a highly customizable workspace with windows that lock into place and panels that you can open or close and expand or collapse. You can also move panels around the screen by clicking the top bar of a panel and dragging.

### Open a Panel

1. Click **Window**.
2. Click the name of the panel that you want to open, such as **Files**.
   - The panel appears; in the example of the Files panel, it displays all the files in the Web site.
3. Click a tab to open a related panel, such as the **Assets** panel.
   - The panel appears.
   - In the Assets panel, you can click the Images button ( ).
Exploring the Dreamweaver Interface

- All the available images in the site appear in the Assets panel.

4 Click any image filename to preview the image in the display area at the top of the Assets panel.

5 Click anywhere in any of the gray Files panel tabs to close a Files panel.

In this example, the Files and Assets panels collapse.

Note: When you collapse a panel such as the Files panel, other panels become more visible.

- You can click the name in the tab of any panel to expand it.

TIP

How can I keep track of my assets?
The Assets panel provides access to many handy features, such as the Colors assets, which list all the colors that are used on a site. For example, this is useful if you are using a particular text color and you want to use the same color consistently on every page. Similarly, the Links assets make it easy to access links that are used elsewhere in your site so that you can quickly and easily set frequently used links.
Add an Email Link from the Insert Panel

You can insert elements, such as images, tables, and layers, into your pages with the Insert panel. Located at the top of the window, the panel features a drop-down menu that reveals options such as Common elements, Forms, and Text.

Add an Email Link from the Insert Panel

1. Click and drag to select the text that you want to make an email link.
2. If the Insert panel is not already visible, click the **Insert** button to expand it.
3. Click **Common**.
4. Click **Email Link**.
   The Email Link dialog box appears.
5. Type an email address.
6. Click **OK**.

- The text changes to an email hyperlink.

**Note:** You can click any button in the Insert panel to add that element to your document.
Correct Errors with the History Panel

The History panel keeps track of the commands that you perform in Dreamweaver. When you backtrack through those commands, you can return your page to a previous state. This is a convenient way to correct errors.

Correct Errors with the History Panel

1. Click Window.
2. Click History.

- The History panel appears.
- To undo one or more commands, you can click and drag the slider (upward).
  To redo the commands, you can click and drag (downward).

Note: If you move backward, the later changes are deleted. You can only add steps to the end of the sequence.
Create and Apply a Custom Command

You can select a sequence of commands that have been recorded in the History panel and save the sequence as a custom command. The new command appears under the Commands menu. You can then apply it to other elements on the page to automate repetitive tasks.

SAVE A COMMAND SEQUENCE

1. Select an element and perform a sequence of commands.
   In this example, text is formatted in bold and italics.
2. Press Ctrl + click (⌘ + click) each step to select it.
3. Right-click (Ctrl) + click the selection.
4. Click Save As Command.

The Save As Command dialog box appears.

5. Type a name for the command.
6. Click OK.
   Dreamweaver saves the command.
   *Note: You cannot use this feature with all commands. For example, clicking and dragging an element cannot be included in a command.*
APPLY THE COMMAND

1. Select the element to which you want to apply the command.
2. Click Commands.
3. Click the command that you want to apply.

Dreamweaver applies the command to the selection.

How do I change the name of a custom command?

1. Click Commands.
2. Click Edit Command List.
3. Click to select a command and type a new name.
4. Click Close.
You can easily change many options in Dreamweaver by changing the settings in the Preferences dialog box. This enables you to modify the interface and many default options to customize Dreamweaver to better suit how you like to work.

### Set Preferences

1. Click **Edit**.
2. Click **Preferences**.

The Preferences dialog box appears.

3. Click a Preferences category.
   
   In this example, the Status Bar category is selected.
Options appear for the category that you selected.

4 Change settings for the property that you want to alter.

In this example, the Connection Speed option is set to 128Kb.

5 Click **OK**.

The changes take effect immediately.

In this example, the status bar now displays download times that assume a 128Kb connection speed.

**TIP**

**How do I ensure that Dreamweaver does not change my HTML or other code?**

You can select options under the Code Rewriting category in the Preferences dialog box to ensure that Dreamweaver does not automatically correct or modify your code. For example, you can turn off the error-correcting functions, specify the files that Dreamweaver should not rewrite based on file extension, and disable the character-encoding features.
Chapter 4

Working with XHTML

Dreamweaver helps you to build Web pages by automatically writing the XHTML code as you create pages in Design view. This chapter introduces the code behind your pages, as well as the tools in Dreamweaver that enable you to edit XHTML code.
Although Dreamweaver writes the XHTML code for you, which can save you time and trouble, learning the basics of XHTML can help you better understand how Web design works. And you always have the option of writing or editing the code manually.

**XHTML**

Extensible hypertext markup language (XHTML) is the formatting language that you can use to create Web pages. When you open a Web page in a Web browser, the XHTML code tells the Web browser how to display the text, images, and other content on the page. By default, Dreamweaver CS4 writes XHTML Transitional instead of HTML because XHTML is a stricter version of HTML that is designed to comply with contemporary Web standards.

**XHTML Tags**

The basic unit of XHTML is called a *tag*. You can recognize XHTML tags by their angle brackets:

```html
<br> This is a headline </br>
<br> It is followed by some plain text in a paragraph tag. <br> This text will appear bold because it is surrounded by the bold tag. </br> This text will not be bold. </br>
```

You can format text and other elements on your page by placing them inside the XHTML tags. When you use the formatting tools in Dreamweaver, the program automatically inserts tags in the code.
How Tags Work
Some XHTML tags work in pairs. Open and close tags surround content in a document and control the formatting of the content, such as when the <b> and </b> tags set off bold text. Other tags can stand alone, such as the <br /> tag, which adds a line break. XHTML tags must have a closing tag, even if there is only one tag, and close tags always contain a forward slash (/). As a result, the line break tag in XHTML looks like this: <br />. XHTML must be written in lowercase letters.

Create Web Pages without Knowing XHTML
Dreamweaver streamlines the process of creating Web pages by giving you an easy-to-use, visual interface with which you can generate XHTML code. You specify formatting with menu commands and button clicks, and Dreamweaver takes care of writing the underlying XHTML code. When you build a Web page in the Document window, you can see your page as it will appear in a Web browser instead of as XHTML code.

XHTML Documents
Because XHTML documents are plain-text files, you can open and edit them with any text editor. In fact, in the early days of the Web, most people created their pages with simple editors such as Notepad (in Windows) and SimpleText (for the Macintosh). If you use Dreamweaver, you have the advantage of being able to write XHTML code when you want to or letting Dreamweaver write it for you.

Direct Access to the XHTML Code
Dreamweaver allows you direct access to the raw XHTML code. This is helpful if you want to edit the code directly. In Dreamweaver, you can work in Code view, Design view, or Split view, which enables you to see Code and Design views simultaneously. You can also use the Quick Tag Editor to edit code without switching to Code or Design view.
You can switch to Code view in the Document window to inspect and edit the XHTML code and other code on the Web page. You can use the Split view to see both the XHTML code and Design view at the same time.

You will probably do most of your work in Design view, which displays your page the way it will appear in most Web browsers.

1. In the Document window, click the Split view button.
   - You can click the Code view button to display the source code of your page in the Document window.
   - You can click the Design view button to hide the code and only view the page design as it would appear in a Web browser.

Both Code view and Design view appear in the Document window when you click Split.

- The XHTML and other code appear in the upper pane.
- The Design view appears in the lower pane.

2. Click to select some text in the Design view pane.
   - The corresponding code becomes highlighted in the Code view pane.
Type to edit the text in the Design view pane.

- The text is automatically updated in the corresponding code.

Click in the Code view pane and type to make changes.

- The content in the Design view pane is updated as you make your changes.

**TIP**

How do I turn on line numbers in Code view or make code wrap at the right edge of the window?

You can access both of these options, as well as others, by clicking the Options button ( ) at the top of the Document window when you are in Split or Code views.
Every XHTML document contains head and body tags. To view the XHTML code of a Web page, you can click the Code view button in the Document window, or you can click Window and then click Code Inspector.

`<html>` tags
Open and close `<html>` tags begin and end every HTML document.

`<title>` tags
Open and close `<title>` tags display the content that appears in the title bar of a Web browser.

`<body>` tags
All the content that is displayed in the Web browser window is contained within the open and close `<body>` tags.
XHTML is made up of many different tags, each designed to specify a particular kind of formatting, such as paragraph breaks, headline styles, and bulleted lists. The same page is displayed in these two figures, first in Code view and then in Design view.

**Code View**

This page is displayed in Code view in Dreamweaver.

- `<div>` tag
  The `<div>` tag is used to divide content and is often combined with styles that are created in CSS.

- `<h1>` to `<h6>` tags
  The heading tags are ideal for formatting headlines. The `<h1>` tag creates the largest heading style, whereas the `<h6>` tag is the smallest.

- `<img src>` tag
  The `<img src>` tag is used to insert an image into a page.

- `<p>` tags
  The open and close `<p>` tags separate paragraphs of content and add a space between images and other elements.

**Design View**

This is the same page displayed in Design view.

- `<div>` tag
  The `<div>` tag is displayed in Design view as a box. The width and centering of the container is defined with a CSS style.

- `<h1>` to `<h6>` tags
  The `<h1>` tag makes the headline text large and bold.

- `<p>` tags
  The `<p>` tag separates content into paragraph blocks and adds space around images and other elements.

- `<img src>` tag
  The `<img src>` tag displays the image on the page.
Dreamweaver can optimize the code in your Web pages by deleting redundant or nonfunctional tags. This can decrease the page file size and make the source code easier to read in Code view.

It is easy to create unused tags when you do things such as copy and paste content. To keep formatting more consistent, it is a good idea to delete unused tags by running the Clean Up XHTML command.

### Clean Up HTML Code

1. Click **Split** to display the Code view and Design view at the same time.
   - In this example, there are two empty `<h1>` tags.
   - The extra `<h1>` tags add blank space to the top of the page.

2. Click **Commands**.

3. Click **Clean Up XHTML**.
The Clean Up HTML/XHTML dialog box appears.

4 Click the cleanup options for code that you want to remove (changes to ✓).

5 Click the cleanup options that you want to select (changes to ✓).

6 Click OK.

- Dreamweaver parses the HTML code and displays the results, including a summary of what was removed.

7 Click OK.

- The cleaned-up HTML code appears in the Document window. In this example, the two empty <h1> tags were removed.
- The corresponding changes are also visible in Design view. In this example, there is no longer any extra space at the top of the page.

**TIPS**

**How do empty tags end up appearing in the Dreamweaver HTML code?**

Sometimes when you edit text in the Document window, for example, by cutting and pasting sentences and reformatting words, Dreamweaver removes text from within tags without removing the actual tags, leaving the formatting code behind.

**Does Dreamweaver fix invalid HTML code?**

By default, Dreamweaver rewrites some instances of invalid HTML code. When you open an HTML document, Dreamweaver rewrites tags that are not nested properly, closes tags that are not allowed to remain open, and removes extra closing tags. If Dreamweaver does not recognize a tag, it highlights it in red and displays it in the Document window, but it does not remove the tag. You can change or turn off this behavior by clicking Edit, then clicking Preferences, and then selecting the category Code Rewriting.
Dreamweaver gives you various ways to view, add to, and edit the head content of a Web page. For example, meta tags store special descriptive information about the page that can be used by search engines.

**INSERT META KEYWORDS**

1. Click **Insert**.
2. Click **HTML**.
3. Click **Head Tags**.
4. Click **Keywords**.

The Keywords dialog box appears.

5. Type a series of keywords, separated by commas, that describe the content of the page.
6. Click **OK**.

The keywords are added to the code. Keywords are not displayed in Design view or in a Web browser.
INSERT A META DESCRIPTION

1. Click Insert.
2. Click HTML.
3. Click Head Tags.
4. Click Description.

The Description dialog box appears.

5. Type a brief description of the content of the page.
6. Click OK.

The description is added to the code. Descriptions are not displayed in Design view or in a Web browser.

How can I influence how search engines rank my pages?

Some search engines give greater importance to the description and keyword information that you add to the head content of HTML documents than others, but it is always good practice to include it. You can also improve search engine ranking by including keywords in the title tag of the page.
You can get quick access to XHTML and other code by using the Quick Tag Editor. You can also insert short pieces of prewritten code from the Snippets panel.

**Make Quick Edits to XHTML Tags**

**USE THE QUICK TAG EDITOR**

1. Click to place your cursor in an area of the page that you want to edit, such as this headline.

   **Note:** It is not necessary to select the entire tag.

2. Right-click (Ctrl + click) the tag you want to edit in the Tag selector.

3. Click **Quick Tag Editor**.

4. Click to select the tag and type to replace, delete, or add more text.

5. Press Enter (Return).

   - The tag is automatically changed in the HTML code, and the change becomes visible in the Tag selector.

   - Click **Split** to view the code if you want to check your work.
ADD CODE SNIPPETS

1. Click Snippets.
2. Click the plus sign (+) to open a snippet collection.
3. Click to select a snippet.
4. Click Insert.

The Snippet is automatically inserted into the document.

You can click the double arrow to close the Snippets panel.

You can choose from a variety of snippets included with Dreamweaver, and you can create your own to make it easy to add frequently used pieces of code to your pages.

TIPS

Does Dreamweaver support all XHMTL tags?
Dreamweaver CS4 includes the vast majority of XHTML tags in its many menus and panels. You can also write your own tags in Code view if you want to use tags that are not supported in Dreamweaver’s features. When you write XHTML in Code view, Dreamweaver automatically provides assistance with its code completion features.

What does the text Lorem ipsum dolor mean that appears in Web templates?
The text is Latin, a commonly used language for “dummy” text that is used as a placeholder when laying out pages. Although Latin text is often used as placeholder text in designs, its meaning generally has nothing to do with its usage. The idea is that using Latin text will make it obvious that the text still needs to be replaced.
Text is the easiest type of information to add to a Web page using Dreamweaver. This chapter shows you how to create and format headlines, paragraphs, bulleted lists, and stylized text.
Create a Heading

When you format text with heading tags, you can create large, bold text and specify a range of sizes. Heading 1 is the largest, and Heading 6 is the smallest.

1. Click and drag to select the text that you want to use for a main heading.
2. Click the Format button.
3. Click Heading 1.

The font size changes to the largest heading size, and the text changes to bold. White space separates it from other text.

4. Click and drag to select text that you want to use for a second-level heading.
5. Click the Format button.
6. Click Heading 2.
The second headline changes to a size slightly smaller than the first and also becomes bold.

Note: The higher the heading number, the smaller the text formatting.

7 Click and drag to select text that you want to use for a third-level heading.

Note: This example shows restyling the second headline.

8 Click the Format button.

9 Click Heading 3.

The headline changes to a size smaller than the Heading 2 size but remains bold.

TIPS

What heading levels should I use to format my text?

Headings 1, 2, and 3 are often used for titles and subtitles. Heading 4 is similar to a bold version of default text. Headings 5 and 6 are often used for smaller text, such as copyright or disclaimer information.

Why are my headlines different sizes when I see them on another computer?

Size can vary from one computer to the next, and some users set their Web browsers to display larger or smaller type on their computers. Browsers use the default text size to determine the size of the heading. For example, Heading 1 text is three times larger than the default text size, and Heading 6 text is one-third the default size.
You can organize text on your Web page by creating and aligning paragraphs.

1. Type the text for your Web page in the Document window.
2. Position the cursor where you want a paragraph break.
3. Press Enter (Return).

A blank line appears between the blocks of text, separating the text into paragraphs.
Note: Paragraphs align left by default.

4 Click and drag to select the paragraph that you want to align.

5 Click Format.

6 Click Align.

7 Choose an alignment option to align your paragraph.

The paragraph aligns on the page.

What controls the width of the paragraphs on my Web page?
The width of your paragraphs depends on the width of the Web browser window or the container that surrounds your text. You can also use tables or div tags with CSS to control the width of your paragraphs. If you do not, when a user changes the size of the browser window, the widths of the paragraphs will also change. For more information on tables, see Chapter 8. For more information on CSS, see Chapters 12 and 13.

What is the HTML code for paragraphs?
In HTML, paragraphs are surrounded by opening <p> and closing </p> tags. You can click the Code view button to view the HTML code of the page.
When you do not want a full paragraph break, you can use line breaks to keep lines of text adjacent. When you hold down the Shift key and press Enter (or the Shift key and Return for a Mac), you create a line break.

**Create Line Breaks**

1. Click where you want the line of text to break.
2. Press Shift + Enter (Return).

Dreamweaver adds a line break.

**Note:** You can combine paragraph and line breaks to add more space between lines of text.

---

**Create Line Breaks**

1. Click where you want the line of text to break.
2. Press Shift + Enter (Return).

Dreamweaver adds a line break.

**Note:** You can combine paragraph and line breaks to add more space between lines of text.
You can make selected paragraphs stand out from the rest of the text on your Web page by indenting them. For example, indents are often used for displaying quotations.

**Indent Paragraphs**

1. Click and drag to select a paragraph or series of paragraphs.
2. Click ➔ to indent the text.

- Additional space appears in both the left and right margins of the paragraph.
- You can repeat steps 1 and 2 to indent a paragraph further.
- You can outdent an indented paragraph by clicking ➔.
You can organize text items into ordered and unordered lists. Unordered lists have items that are indented and bulleted. Ordered lists have items that are indented and numbered or lettered.

CREATE AN UNORDERED LIST

1. Type your list items in the Document window.
2. Click between the items and press Enter (Return) to place each item in a separate paragraph.
3. Click and drag to select all the list items.
4. Click the Unordered List button in the Property inspector.

The list items appear indented and bulleted.
CREATE AN ORDERED LIST

1. Type your list items in the Document window.
2. Click between the items and press Enter (Return) to place each item in a separate paragraph.
3. Click and drag to select all the list items.
4. Click the Ordered List button ( ) in the Property inspector.

- The list items appear indented and numbered.

Can I modify the appearance of my unordered list?
Yes. You can modify the style of an unordered list by highlighting an item in the list and clicking Format, then clicking List, and then clicking Properties. The dialog box that appears enables you to select different bullet styles for your unordered list.

Can I modify the appearance of my ordered list with CSS?
Yes. You can create CSS style rules for the ul, ol, and li tags and change the spacing, alignment, and other formatting elements of lists. You find instructions for creating CSS styles in Chapter 12.
You can insert special characters into your Web page that do not appear on your keyboard, such as the copyright symbol, trademark symbol, and letters with accent marks.

**Insert Special Characters**

**INSERT CHARACTERS**

1. Click where you want to insert the special character.
2. Click **Insert**.
3. Click **HTML**.
4. Click **Special Characters**.
5. Click the special character that you want to insert.

The special character appears in your Web page text.
The HTML code that defines that special character is inserted into the HTML code of the page.
INSERT OTHER CHARACTERS

1. Click where you want to insert the special character.
2. Click Insert.
3. Click HTML.
4. Click Special Characters.
5. Click Other.

The Insert Other Character dialog box appears, displaying a wider variety of special characters.

6. Click a special character.
7. Click OK.

The special character appears in your Web page.

The HTML code that defines that special character is inserted into the HTML code of the page.

TIPS

How do I include non-English-language text on my Web page?
Many foreign languages feature accented characters that do not appear on standard keyboards. You can insert most of these characters using the Special Characters feature described here.

Why do special characters look strange in my Web browser?
Although most Web browsers display double quotation marks without problems, some standard punctuation marks are considered special characters and require special code. If you do not use the special HTML code, those characters may not be displayed properly.
You can change the font style of your text in a variety of ways in Dreamweaver, but all of them require using CSS.

Dreamweaver CS4 added a CSS mode to the Property inspector to make it easy to create style rules as you format text and other elements.

Change the Font Face

1. Click and drag to select the text.
2. Click CSS in the Property inspector.
3. Click the Font.
4. Click a font collection.

Note: Leave the Targeted Rule field set to <New CSS Rule>. In Chapter 12, you find instructions for editing CSS rules with the Property inspector.

The New CSS Rule dialog box opens.

5. Enter a name for the new style.

Note: Do not use spaces or special characters.

Dreamweaver will automatically add any special characters necessary based on the selector type, such as the period (.) used in the Class style shown in this example.

6. Click OK.
The text changes to the first font in the collection that is available on your hard drive.

The new style can be applied to additional elements by using the Property inspector.

Note: To find out more about how to create and apply styles, see Chapter 12.

7 Click CSS Styles.

8 Click the name of the new style rule.

9 Use \textit{to change the font collection.}

The font face is changed.

How are fonts classified?
The two most common categories of fonts are serif and sans serif. Serif fonts are distinguished by the decorations, or \textit{serifs}, that make the ends of their lines curly. Common serif fonts include Times New Roman, Palatino, and Garamond. Sans serif fonts lack these decorations and have straight edges. Common sans serif fonts include Arial, Verdana, and Helvetica.

Why are there so few fonts available from the Font menu?
A font must be installed on the user’s computer to be displayed in a Web browser. Dreamweaver’s default list of fonts specifies the common typefaces that are available on most computers, and alternative styles if the user does not have those fonts installed. If you want to use an unusual font, you should convert the text to a graphic.
You can change the size of your text by using the font size tag. Unlike the heading tags, when you apply the font size tag, Dreamweaver does not add a paragraph return.

1. Click and drag to select the text.
2. Click the **Targeted Rule**.
3. Click the name of a style, such as the one created in the preceding section.
   - If you have not yet created a style, you can choose `<New CSS Rule>`.
4. Click the **Size**.
5. Click a font size.

- The size of the text changes.
- The CSS style rule changes to include the size setting.
Change the Font Color

You can change the color of text on all or part of your Web page. You should ensure that it is readable and complements the background.

1. Click and drag to select the text that you want to change.
2. Click the Targeted Rule.
3. Click the name of a style.
   If you have not yet created a style, you can choose <New CSS Rule>.
4. Click the Color Swatch button ( ) in the Property inspector.
   The Color Palette appears.
5. Click a color.

The selected text appears in the new color.
The CSS style rule changes to include the color setting.
Change Font and Text Colors

You can change the font face, color, and size, as well as other formatting options for the entire page in the Page Properties dialog box.

1. Click **Modify**.
2. Click **Page Properties**.
3. You can also click **Page Properties** in the Property inspector.

The Page Properties dialog box appears.

4. Click the **Page Font**.
5. Click any font collection to select it.
6. Click the **Size** and choose a preset size or enter a number.
7. Click this.
8. Click a font size option to select it.
8 Click the **Text Color** swatch ( ).
The Color Palette appears.

9 Click any color to select it.

10 Click **Apply** to see the changes applied to the page.

11 Click **OK** to save the changes and close the dialog box.

Your text appears in the new font, size, and color on your Web page.

---

**What are the letter and number combinations that appear in the color fields of Dreamweaver?**

HTML represents colors using six-digit codes called *hexadecimal codes*, or hex codes. These codes start with a pound sign (#), followed by a series of numbers that represent the amount of red, green, and blue used to create a particular color. Instead of ranging from 0 to 9, hex-code digits range from 0 to F, with A equal to 10, B equal to 11, and so on through to F, which is equal to 15. The first two digits in the hex code specify the amount of red in the selected color. The second two digits specify the amount of green, and the third two digits specify the amount of blue. When you select a color from a color picker, Dreamweaver automatically generates the corresponding hex code.
Copy Text from Another Document

You can save time by copying and pasting text from an existing document, instead of typing it all over again. This is particularly convenient when you have a lot of text in a word-processing program such as Microsoft Word or data in a spreadsheet in a program such as Excel. When you paste text in Dreamweaver, you have multiple formatting choices.

1. Click and drag to select text in the original file, such as this document created in Microsoft Word.
2. Click the Copy button. Alternatively, you can use Ctrl + C (Cmd + C).
3. Click where you want to insert the text.
4. Click Edit.
5. Click Paste Special.
The Paste Special dialog box opens.

6 Click a Paste option.
7 Click OK.

The text is inserted into the HTML file.

Dreamweaver automatically formats the text in HTML, based on the formatting option that you selected in the Paste Special dialog box.

When is it a good idea to copy and paste text?
Even if you type at speeds of over 100 words per minute, you can save time if you do not have to retype all your documents. If your original text file was created using a word-processing program such as Microsoft Word, you can speed up the process by importing the Word document into Dreamweaver. You can also copy and paste text from Excel documents, and Dreamweaver automatically builds tables to duplicate the formatting from Excel. After you have pasted the content into Dreamweaver, you can edit and format the text or other data as you normally would.
CHAPTER 6

Working with Images and Multimedia

Make your Web page more interesting by adding photos, graphics, animation, video, and other visual elements. This chapter shows you how to insert and format these elements.
You can insert different types of images into your Web page, including clip art, digital camera images, and scanned photos. You must first save the images in a Web format, such as GIF, PNG, or JPEG.

**Insert an Image into a Web Page**

1. Click to position the where you want to insert the image.
2. Click **Insert.**
3. Click **Image.**
   - You can also click the Image button in the Common Insert panel.

The Select Image Source dialog box appears.

4. Click and select the folder that contains the image.
5. Click the image file that you want to insert into your Web page.
   - A preview of the image appears.
   - You can insert an image that exists at an external Web address by typing the address into the URL field.
6. Click **OK.**
The Image Tag Accessibility Attributes dialog box appears.

7 Enter a description of the image. **Note:** Alternate text is displayed only if the image is not visible. It is important for visually impaired visitors who use screen readers to "read" Web pages to them.

8 Enter a URL for a longer description, if available.

9 Click **OK**.

The image appears where you positioned your cursor in the Web page.

To delete an image, click the image and press **Del**.

---

**TIP**

**What file formats can you use for Web images?**

The majority of the images that you see on Web pages are GIF, PNG, or JPEG files. All three of these file formats can be optimized, a process that makes them smaller than other image files and therefore download faster. The GIF and PNG formats are best for images that have a limited number of colors, such as cartoons or line art. The JPEG format is best for photographs and other images with millions of colors. You can insert GIF, PNG, and JPEG files into your Web page using the steps shown here.
Wrap Text around an Image

You can wrap text around an image by aligning the image to one side of a Web page. Wrapping text around images enables you to fit more information onto the screen and gives your Web pages a more finished, professional look. There are many alignment options. Experiment to find the best effect for your page.

ALIGN AN IMAGE

1. Click the image to select it.
2. Click the Align button.
3. Click an alignment option to position the image.

- You can click here to expand the Property inspector if the alignment options are not visible.

- The text flows around the image according to the alignment that you selected.

In this example, the text flows to the right of the left-aligned image.
Working with Images and Multimedia

You can select other options from the Align menu for different wrapping effects, such as Right or Middle.

In this example, the text flows to the left of the right-aligned image.

ADD A BORDER TO AN IMAGE

1. Click the image to select it.
2. Type a width into the Border field.

This example uses a border of 2 pixels.

A black border appears around the image. If the image is a link, the border appears in the link color.

Note: To learn how to change link colors, see Chapter 7.

How can I determine the download time for my Web page?
The total size of your Web page appears in kilobytes (KB) on the status bar at the bottom of the workspace. The total size includes the size of your HTML file, the size of your images, and the size of any other elements on the Web page. Next to the size is the estimated download time for the Web page.

What is the ideal size of a Web page?
Most Web designers feel comfortable putting up a page with a total size under 100KB. However, there are exceptions to this rule. For example, you may want to break this rule for an especially important image file. The 100KB limit does not apply to multimedia files, although multimedia files should be kept as small as possible.
Add Space around an Image

You can add space around an image to create a margin and separate the image from any text or other images on your Web page. This creates a cleaner page layout.

ADD SPACE TO THE LEFT AND RIGHT OF AN IMAGE

1. Click the image to select it.
2. Type an amount in the H Space field.
3. Press Enter (Return).

Extra space appears to the left and right of the image.
ADD SPACE ABOVE AND BELOW AN IMAGE

1. Click the image to select it.
2. Type an amount in the V Space field.
3. Press Enter (Return).

Extra space appears above and below the image.

Is there a more precise way to add space around my image?
In many cases, adding space around your images enhances the appearance of your Web page. The extra space makes text easier to read and keeps adjacent images from appearing as a single image. However, when you add space using the horizontal and vertical space options in Dreamweaver, you add space to all sides of the image. If you only want to create space on one side, you can create a style using CSS margin settings to add space to only one side. You learn more about CSS in Chapters 12 and 13.
You can trim, or *crop*, an image by using the Crop tool and dragging the crop handles to adjust how much of the image you want to delete. This can be useful for quick edits without using an external image-editing program, as it physically crops the image file.

**Crop an Image**

1. Click the image to select it.
2. Click the Crop tool button ( ).

A dialog box appears.

- You can turn off this warning by checking the check box ( changes to ).
3. Click OK.
Click and drag the black, square handles to define the area that you want to crop. The part of the photo that appears grayed out will be deleted.

Double-click inside the crop box.

The image is trimmed to the size of the crop box.

Note: Keep in mind that when you save the page, the image is permanently cropped.

### Should I edit images in Dreamweaver or use an external graphics program?

Adobe has added the Crop and other basic editing tools to make working on a Web page faster and easier. If you need to do a simple crop, the Crop tool is faster than opening the image in an image-editing program such as Adobe Fireworks or Adobe Photoshop. However, if you want to save a copy of the original before you make the crop, or do other image editing, then you need to use a dedicated image-editing program.
Resize an Image

You can change the display size of an image without changing the file size of the image. You can do this by changing the pixel size or by clicking and dragging the corner of the image.

Pixels are tiny, solid-color squares that make up a digital image. When you specify a size in pixels, you are using a very small unit of measurement.

RESIZE USING PIXEL OR PERCENTAGE DIMENSIONS

1. Click the image to select it.
   - The dimensions of the image appear.

2. Type the width that you want in pixels.

3. Press Enter (Return).

4. Type the height that you want in pixels.

5. Press Enter (Return).
   - The image is displayed with its new dimensions.
CLICK AND DRAG TO RESIZE

1. Click the image to select it.
2. Drag one of the handles at the edge of the image (\(\text{CTRL}+\text{drag}\)) to resize.

To resize the image proportionally, press and hold down \(\text{Shift}\) as you drag a corner.

The image expands or contracts to the new size.

RESET THE IMAGE TO ITS ORIGINAL SIZE

Note: You can reset any image to its original size.

1. Click the image to select it.
2. Click the Reset Size button (\(\text{CTRL}+\text{R}\)) in the Property inspector.

The image returns to its original size.

What is the best way to change the dimensions of an image on a Web page?

Although you can quickly change the display size of an image by changing the pixel dimensions in the Property inspector or by clicking and dragging to stretch or shrink it on the Web page, this does not actually resize the image’s true dimensions. Enlarging the display size of an image by changing the pixel size in Dreamweaver may cause distortion or blurriness. Reducing the size of an image this way requires visitors to your site to download an image that is larger than necessary. A better way to resize an image is to open it in an image editor such as Adobe Fireworks or Photoshop and change its actual size.
Adobe designed Dreamweaver to work with multiple image programs so that you can easily open and edit images while you are working on your Web pages. Adobe Fireworks and Photoshop are sophisticated image-editing programs that are designed to make many changes to an image.

Although you can use any image editor, Fireworks and Photoshop are integrated with Dreamweaver because Adobe makes all three programs.

Open an Image in an Image Editor

1. Click the image to select it in Dreamweaver.

   Note: You can open any image in an external image editor from within Dreamweaver.

2. Click the Photoshop button ( ) in the Property inspector.

   You may have to wait a few moments while Photoshop opens.

   In Dreamweaver’s preferences, you can associate other image editors, such as Adobe Fireworks.
The image opens in the Photoshop window.
You can now edit the image.

3 After making your changes, click **File**.

4 Click **Save As**.

5 Save the image with the same name and format, replacing the original image.

Your changes to the image become permanent.

Photoshop saves the image, and it is automatically updated in the Dreamweaver window.

To edit the image again or to edit another image, you can select the image and repeat steps 2 to 5.

---

**What can you do in an image-editing program?**

A program such as Adobe Fireworks or Photoshop enables you to edit and combine images to create almost anything that you can imagine. In Dreamweaver’s preferences, you can associate Adobe Fireworks, Photoshop, or any other editor on your computer. If you use Fireworks, you can open it to edit an image directly from Dreamweaver by clicking the **Edit/Fireworks Logo** button (or if you use Photoshop).
Add a Background Image

You can incorporate a background image to add texture to your Web page. Background images appear beneath any text or images that are on your Web page and are repeated across and down the Web browser window.

2. Click Appearance (CSS).
3. Click Browse.

The Select Image Source dialog box appears.
4. Click / and select the folder that contains the background image file.
5. Click the background image that you want to insert.
   - A preview image appears.
6. Click OK.
The image filename and path appear in the Background Image text field.

7 Click OK.

The image appears as a background on the Web page.

Note: If the image is smaller than the display area, as in this example, it tiles horizontally and vertically to fill the entire window. You can resize the image in an image editor to adjust its appearance.

What types of images make good backgrounds?
Textures, subtle patterns, and photos with large open areas all make good background images. It is important to make sure that the image does not clash with the text and other content in the foreground or overwhelm the rest of the page. Using an image that tiles seamlessly is also a good idea so that your background appears to be one large image that covers the entire page. Fireworks and Photoshop include a number of features that can help you create background images.

Are backgrounds always patterns?
Although many backgrounds repeat a pattern of some kind, a background image can also be an image that is big enough to fill the entire screen. Because a background image tiles, a vertical image creates a stripe across the top of the page, and a horizontal image creates a left-hand stripe.
You can add color to your Web pages by changing the background color. Dreamweaver offers a selection of Web-safe colors that are designed to display well on all computer monitors.

### Change the Background Color

1. Click **Page Properties** in the Property inspector. The Page Properties dialog box appears.
2. Click **Appearance (CSS)**.
3. Click the **Background color** to open the color palette (changes to).
4. Click a color using the Eyedropper tool ().
5. Click **OK**.

The background of your Web page is displayed in the color that you selected.

*Note:* For additional information about Web color, see Chapter 5.
You can change the text color for the entire page using Dreamweaver’s Page Properties dialog box.

When you alter page and text colors, make sure that the text is still readable. In general, light text colors work best against a dark background, and dark text colors work best against a light background.

Change Text Colors

1. Click Page Properties in the Property inspector.
   The Page Properties dialog box appears.
2. Click Appearance (CSS).
3. Click the Text color to open the color palette (changes to ).
4. Click a color using the Eyedropper tool ( ).
5. Click OK.

Any text on your Web page is displayed in the color that you selected.
You can add life to your Web page by adding Flash animations and slideshows. A Flash file is a multimedia file that is created with Adobe Flash or other software that supports the Flash format with the .swf extension. Flash files are ideal for animated banners, cartoons, slideshows, interactive animations, and site navigation features.

**Insert a Flash File**

1. Position the Flash file where you want to insert a Flash file.
2. Click Insert.
3. Click Media.
4. Click SWF.
   - You can also click the Media button in the Insert panel and choose SWF.

The Select File dialog box appears.

5. Click and select the folder that contains the Flash file.
   - Note: Flash filenames end with an .swf file extension.
6. Click the file that you want to insert into your Web page.
7. Click OK.
A gray box representing the Flash file appears in the Document window.

You can change the size of the Flash movie by clicking and dragging its lower-left corner or by entering a width and height in the Property inspector.

Click Play in the Property inspector to test the Flash file.

The Flash file is displayed in your Dreamweaver document.

You can click the Quality and select the level of quality at which you want your movie to play.

Note: The higher the quality, the better it is displayed, but then it takes longer to download.

What are good uses for Flash on the Web?
Flash is an ideal tool for creating animations, interactive games, and other high-end features. You can even integrate video and audio files to create rich multimedia features for your Web site. You can learn more about Flash and see many examples at www.adobe.com.
You can add audio and video files to Web pages in a variety of formats, including Windows Media Audio and Video and QuickTime. When you insert video and audio files in the Flash format, Dreamweaver provides more options for how the files play in your Web pages. Flash video files have the .flv extension.

**Note:** You must have the Flash 7 player, or a later version, on your computer to play a Flash video file. If the Flash player is not installed, the browser displays a dialog box with instructions for downloading the player.

**Insert Flash Video Files**

1. Position the cursor where you want to insert the Flash video file in the Document window.
2. Click **Insert**.
3. Click **Media**.
4. Click **FLV**.
   - You can also click the **Media** button in the Insert panel and choose **FLV**.

The Insert FLV dialog box appears.

5. Click **Browse** to select the Flash video file.
   - **Note:** Flash video filenames end with the .flv file extension.
6. Click the **Detect Size** button to automatically enter the height and width.
7. Click **OK**.
   - The other settings are optional and can be left at the defaults.
A gray Flash Video box appears in the Document window.

8 You can change the Flash video settings in the Property inspector.

9 Click to view the page in a Web browser and play the video.

10 Click a browser.

The selected Web browser opens and displays the Web page.

When a cursor is rolled over the video, the Flash player controls are displayed.

**Note:** When you insert Flash video, Dreamweaver automatically creates two Flash SWF files for the player controls. For the video to play properly, these files must be uploaded to the server when you upload the video file to your Web server.

---

**TIP**

**What should I consider when adding multimedia content to my Web site?**

Remember that although you may have the latest computer software and a fast connection, some of your visitors may not have the necessary multimedia players or bandwidth for your multimedia files. You can add Flash, video, sound, and other multimedia files to jazz up a Web site, but if your visitors do not have the right programs, they cannot view them. Therefore, it is very important to use compression and other techniques to keep file sizes small and to offer links to players for any multimedia that you use.
Rollover images are designed to react when someone rolls a cursor over them. They are commonly used in navigation bars and other links, but they can also be used to add a little surprise to your pages. A rollover effect can be subtle or dramatic, depending on the differences between the two images that you use in the rollover, but both images must be the same size.

**Create a Rollover Image**

1. Position the \( \frac{1}{3} \) where you want to insert the rollover image.
2. Click Insert.
3. Click Image Objects.
4. Click Rollover Image.
5. Type an identifying name for scripting purposes.
6. Click Browse and select the first image.
7. Click Browse and select the second image.
8. Type a description of the images.
9. Type a URL if you want the rollover to serve as a link.
10. Click OK.
Dreamweaver automatically inserts the scripting that you need to make the rollover effect work.

- The first image in the rollover is displayed on the page.
- Click to view the page in a Web browser and test the rollover effect.
- Click a browser.

When you roll your cursor over the first rollover image in a Web browser, the second image appears.

How does the rollover image work?
The interactive effect of a rollover image requires more than HTML. Dreamweaver creates this effect by using a scripting language called JavaScript. JavaScript is used for many kinds of interactivity, from image swaps to pop-up windows. JavaScript is more complex than HTML code. Dreamweaver includes many other JavaScript features in the Behaviors panel. To see what other kinds of behaviors are available, click Window and then click Behaviors.
Insert a Navigation Bar

You can make it easier for visitors to get to the main pages of your Web site with a navigation bar. If your Web site consists of more than one page, a navigation bar is the best way to ensure that links to all your main pages are available throughout your Web site. If your site contains many pages, link to the most important pages from the navigation bar.

Insert a Navigation Bar

1. Position the where you want to insert the navigation bar.
2. Click Insert.
3. Click Image Objects.
4. Click Navigation Bar.
5. Type a name to identify the first rollover in the script.
6. Click Browse and select the first Up image.
7. Click Browse and select the first Over image.
8. Click Browse and choose the page that the navigation button will link to.
9. Click and repeat steps 5 to 8 for each navigation rollover.
10. Click OK.
Dreamweaver automatically inserts the scripting that is needed to make the rollover effects work.

- The Up images are displayed for each of the navigation buttons.

11 Click ![ preview the page in a Web browser and test the rollover effects. ]

12 Click a browser.

- When you roll your cursor over the navigation buttons in a Web browser, the rollover images are displayed.

**Where should I insert a navigation bar?**

As a general rule, you want the navigation bar to be in the same place on every page. Most designers place them at the edge of a page where they do not interfere with the design. It is common for Web pages to have left-hand navigation bars or for navigation bars to be inserted across the top of a page. Right-hand navigation bars are also fine if the page is not so wide that it may get cut off. Horizontal navigation bars are somewhat limited by the available space across the Web browser window, so some designers use them in combination with side navigation bars to highlight subsections of a Web site.
Creating Hyperlinks

Links, also called hyperlinks, are used to connect related information. Using Dreamweaver, you can create links from one page to another page in your Web site or to other Web sites on the Internet, and you can also create email links and image maps. This chapter shows you how to create these kinds of links using both text and images.
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Using an Image As a Link .............................110
Create a Jump Link within a Page .................112
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Open a Linked Page in a New Browser Window .........................................................119
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Dreamweaver makes it easy to create a link from one page in your Web site to another page so that your visitors can navigate your Web site easily.

**Link to Other Pages in Your Web Site**

**CREATE A LINK**

1. Click and drag to select the text that you want to turn into a link.
2. Click and choose **Common**.
3. Click the **Hyperlink**.

The Hyperlink dialog box appears.

- The selected text is automatically entered in the Text field.
4. Click ![ ] and select the HTML file to which you want to link.

The other settings in the Hyperlink dialog box are optional.
5. Click **OK**.
The new link appears in color and underlined.

Note: To change the appearance of links, see the section “Change the Color of Links on a Page.”

- The filename and path appear in the Link field.

Note: Links are not clickable in the Document window.

- You can click **to test the link by previewing the file in a Web browser.**

**OPEN AND EDIT A LINKED PAGE**

1. Click anywhere on the text of the link whose destination you want to open.
2. Click **Modify.**
3. Click **Open Linked Page.**

The link destination opens in a Document window, allowing you to edit that document.

**How should I organize the files that make up my Web site?**

You should keep all the pages, images, and other files that make up your Web site in one main folder that you define as your local site root folder. This enables you to easily find pages and images and create links between your pages. It also ensures that all the links work correctly when you transfer the files to a Web server. If you have many pages in one section, you can create subfolders in the Files panel to further divide your site’s file structure. You may also want to create a separate folder for images. For more information on setting up your Web site, see Chapter 2. For more information on transferring files to a Web server, see Chapter 14.
Link to Another Web Site

You can link from your Web site to any other Web site on the Internet, giving your visitors access to additional information and providing valuable references to related information.

CREATE A LINK

1. Click and drag to select the text that you want to turn into a link.
2. Click and choose Common.
3. Click the Hyperlink button.
   The Hyperlink dialog box appears.

- The selected text is automatically entered in the Text field.
4. Type the Web address of the destination page in the Link field.
   Note: You must type http:// before the Web address.
5. Click .
6. Click _blank to create a link that will open in a new browser window or tab.
7. Click OK.
The new link appears in a color and underlined.

**Note:** To change the appearance of links, see “Change the Color of Links on a Page.”

The URL appears here.

**Note:** Links are not clickable in the Document window.

You can click ![link](image) to test the link by previewing the file in a Web browser.

**Note:** To preview a Web page in a browser, see Chapter 2.

---

**REMOVE A LINK**

1. Click to place anywhere in the text of the link that you want to remove.
2. Click **Modify**.
3. Click **Remove Link**.

Dreamweaver removes the link, and the text no longer appears in a color and underlined.

---

**How do I ensure that my links to other Web sites always work?**

If you have linked to a Web page whose file is later renamed or taken offline, your viewers receive an error message when they click the link on your Web site. Although you cannot always control the sites you like to, you can maintain your Web site by periodically viewing your own site in a Web browser and checking to make sure that your links to other sites still work properly. You can also use online services, such as [http://validator.w3.org/checklink](http://validator.w3.org/checklink), to perform this check for you. Although neither method can bring back a Web page that no longer exists, you can identify which links you need to remove or update.
Using an Image As a Link

You can use an image to create a link to another page or Web site in much the same way that you create a link with text. Using images as links makes it possible to give visitors to your site more ways to move from page to page.

CREATE AN IMAGE LINK

1. Click the image that you want to turn into a link.

2. Click the Link button.

   - You can also use the Hyperlink dialog box, available by clicking in the Common Insert panel, used in the first two sections of this chapter.

The Select File dialog box appears.

3. Click and select the folder that contains the destination page.

4. Click the HTML file to which you want to link.

5. Click OK.
Creating Hyperlinks

Your image becomes a link.

- Dreamweaver automatically inserts the filename and path to the linked page.
- You can click ![image](image.png) to test the link by previewing your page in a Web browser.

**Note:** To preview a page in a Web browser, see Chapter 2.

**REMOVE A LINK FROM AN IMAGE**

1. Click the linked image.
2. Click **Modify**.
3. Click **Remove Link**.

Dreamweaver removes the link.

**How do I create a navigation bar for my Web page?**

Many Web sites include sets of images that act as link buttons on the top, side, or bottom of each page. These button images enable viewers to navigate through the pages of the Web site. You can create these button images by using an image-editing program such as Adobe Photoshop or Adobe Fireworks and then using Dreamweaver to insert them into the page and create the links.

**How will visitors to my Web site know to click an image?**

When a visitor rolls the cursor over an image that serves as a link, the cursor turns into a hand. You can make it clearer which images are linked by putting links in context with other content and by grouping links to let visitors know that images are clickable.
You can create a link to other content on the same page. Same-page links, often called jump links or anchor links, are commonly used on long pages when you want to provide an easy way to navigate to relevant information lower on the page.

You create a jump link by first placing a named anchor where you want the link to go to and then linking from the text or image to the named anchor point.

**Create a Jump Link within a Page**

1. Position the where you want to insert the named anchor.
2. Click and choose Common.
3. Click the Named Anchor.

The Named Anchor dialog box appears.

4. Type a name for the anchor.
5. Click OK.

An anchor appears in the Document window.
Creating Hyperlinks

6 Click and drag to select the text that you want to link to the anchor.

7 Click in the Common Insert panel.

8 In the Hyperlink dialog box, click the Link button.

9 Click the anchor name.

10 Click OK.

- The text appears as a link on the page.
- The anchor name appears in the Link field, preceded by a pound (#) sign.

Note: Links are not clickable in the Document window.

- You can click to test the link by previewing the file in a Web browser.

Note: To preview a Web page in a browser, see Chapter 2.

Why would you create a jump link to something on the same page?

Web designers use jump links to make it easier to find text that appears lower on a page. These links are frequently used on very long pages to give visitors an easy way to return to the top of a page by clicking a jump link lower on the page. Similarly, if you have a Web page that has many sections of information, jump links enable you to link to each section from a link menu at the top of the page. A frequently asked questions (FAQ) page is another example of when to use same-page links; you can list all your questions at the top of the page and link to the answers lower on the page.
Links do not have to lead just to other Web pages. You can also link to other file types, such as image files, word-processing documents, PDF files, and multimedia files. Many of these files require their own players, but as long as your visitor has the required program, the file opens automatically when the user clicks the link.

**Create a Link to Another File Type**

1. Click and drag to select the text that you want to turn into a link.
2. Click ☐ and choose **Common**.
3. Click the **Hyperlink** ☐.

The Hyperlink dialog box appears.

- The selected text is automatically entered in the Text field.
4. To link to a file on another Web site, type the Web address of the destination page.
5. To link to a file on your own site, click ☐ and select the file to which you want to link.
   
   The rest of the settings are optional.
6. Click **OK**.
Creating Hyperlinks

- The text appears as a link on the page.
  
  **Note:** Links are not clickable in the Document window.

- You can click ![link](image) to preview the link in a Web browser.

When you click the link in a Web browser, the linked file opens.

In this example, a PDF document opens in the Web browser window.

---

**How do users view files that are not HTML documents?**

What users see when they click links to other types of files depends on how they have configured their Web browsers and what plug-ins or other applications they have installed on their computers. For example, if you link to a QuickTime movie (which has a .mov file extension), your visitors need to have a player that can display QuickTime movies. It is always good practice to include a link to the player for any special file type to make it easy for users to find and download the player if they choose.
You can link different areas of an image to different pages with an image map. First, you define areas of the image, called hotspots, using Dreamweaver’s image-mapping tools, and then you turn them into links.

### Create an Image Map

1. Click the image.
2. Type a name for the image map.
   **Note:** You cannot use spaces or special characters.
3. Click a drawing tool.
   You can create rectangular shapes with the Rectangular Hotspot tool ( ), oval shapes with the Oval Hotspot tool ( ), and irregular shapes with the Polygon Hotspot tool ( ).
4. Draw an area on the image that will serve as a hotspot for a link.
   - If a message appears instructing you to describe the image map in the Alt file, click **OK** to close the dialog box, type a description in the Alt field, and then resume drawing the hotspot area over the image.
   To delete a hotspot, you can select it, and then press **Del**.
5. Click **.**
Creating Hyperlinks

The Select File dialog box appears.

6 Click [ ] and select the folder that contains the destination file.
7 Click the file to which you want to link.
8 Click OK.

The hotspot area defined by the selected shape is linked to the selected file, and the name and path to the file are displayed when the hotspot is selected.

You can repeat steps 3 to 8 to add other linked areas to your image.

Note: The image-map shapes do not appear when you open the page in a browser, but clicking anywhere in a hotspot area will trigger the corresponding link.

Can image maps be used for geographical maps that link to multiple locations?

Yes. An interactive geographical map, such as a map of Latin America, is a common place to see hotspots in action. You can create one by adding a graphic image of a map to your Web page and then defining a hotspot over each location to which you want to link. Use the Polygon tool ( ) to draw around boundaries that do not follow a square or circular shape. Then link each hotspot to a page with information about the corresponding geographic region.
Create a Link Using the Files Panel

Dreamweaver provides multiple options for creating links. For example, you can create links quickly and easily using the Point to File button in the Property inspector to select a file in the Files panel.

Your Web pages are displayed in the Files panel only if you have set up your Web site in Dreamweaver, an important first step that is covered in Chapter 2.

Note: Make sure that both the Document window and the Files panel are visible and that HTML is selected in the Properties inspector.

1. Click and drag to select the text that you want to turn into a link.
2. Click the Point to File button ( ).
3. Drag the cursor until it is over the file that you want to link to in the Files panel.

The text appears as a link on the page.

Note: You can change the appearance of links and by following the steps in the section “Change the Color of Links on a Page.”

The name and path to the file you linked to are displayed in the Link field in the Property inspector.

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Open a Linked Page in a New Browser Window

You can create a link that, when clicked, opens a new Web browser window to display the destination page.

Opening a new browser window allows a user to keep the previous Web page open.

1. Click and drag to select the link that you want to open in a new browser window.
2. Click the Target.
3. Click _blank.
4. Click to preview the page in a Web browser.
5. Click the link.

- The link destination appears in a new browser window, and the page with the link remains open behind the linked page.

Note: If the user’s browser window is set to fill the entire page, the original Web page will not be visible when the linked page is opened.
You can create an email link on your Web page. When a user clicks the link, it launches the email program on the user’s computer, creates a message, and inserts the email address into the Address field.

1. Click to select the text or image that you want to turn into an email link.
2. Click the Email Link button ( ).
   
   Note: If is not visible, click the Common tab in the Insert panel.
   The Email Link dialog box appears, with the selected text in the Text field.
3. Type the email address to which you want to link.
4. Click OK.
   - Dreamweaver creates your email link, and the selected text is displayed as a link.
   - To test the link, you can click to preview the page in a Web browser.
   
   Note: For an email link to work properly, the user must have an email program installed on his or her computer.
You can automatically verify the links in a Web site. Using Dreamweaver’s link-testing features, you can generate a report that lists any links that are broken within the site, as well as links to other sites that should be tested in a browser.

There are many ways that links can become broken. Dreamweaver makes it easy to find and fix them.

### Check Links

1. Click Site.
2. Click **Check Links Sitewide**.

- Dreamweaver checks all the links and lists all broken links, external links, and orphaned files.
3. Click [ ] and select the type of links you want displayed.

*Note: Dreamweaver cannot verify links to Web pages on external sites.*

- To correct a broken link, double-click to open the file, select the linked item, and click the **Browse** [ ] to reset the link correctly.
Change the Color of Links on a Page

You can change the color of the links on your Web page to make them match the visual style of the other text and images on your page. You can also remove the underline under linked text.

1. Click **Modify**.

2. Click **Page Properties**.

You can also click **Page Properties** in the Property inspector.

The Page Properties dialog box appears.

3. Click the **Active Links** (changes to ).

4. Click a color from the menu using the tool.

5. Repeat steps 3 and 4 to specify colors for Visited, Rollover, and Hover links.

You can click the Color Picker ( ) to select a custom color.
Click the **Underline Style**.

7 Click **Never Underline** to remove the underline from all of your links.

8 Click **OK**.

The links are displayed in the specified link color and underline option.

---

**TIPS**

What color will my links be if I do not choose colors for them?

Blue is the default link color in the Dreamweaver Document window. What viewers see when the page opens in a Web browser depends on their browser settings. By default, most Web browsers display unvisited links as blue, visited links as purple, and rollover links as red.

---

What do each of the link options in the Page Properties dialog box represent?

- **Link color** represents the display color for a link that has not yet been clicked by a site visitor;
- **Visited links** represents the color a link changes to after it has been clicked;
- **Rollover links** represents the display color a link changes to as a visitor rolls a cursor over it; and
- **Active links** represents the display color a link changes to when a visitor is actively clicking it.
Editing the Table Design in a Web Page

Tables are an ideal way to format tabular data, such as the information that you find in a spreadsheet. You can also use tables to create complex designs, even within the constraints of HTML. This chapter shows you how to create and format tables.
Insert a Table into a Web Page ....................126
Insert Content into a Table ............................128
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Using Percentages for Table Width.............142
You can use tables to organize and design pages that contain financial data, text, images, and multimedia. Dreamweaver’s layout features enable you to create tables for tabular data, simple layouts, and other design features. You can even insert tables inside other tables.

**Insert a Table into a Web Page**

**INSERT A TABLE**

1. Position where you want to insert a table.
   By default, the cursor snaps to the left margin, although you can change the table alignment.

2. Click **Insert**.

3. Click **Table**.
   - You can also click the **Table** in the Common Insert panel.

4. Type the number of rows and columns that you want in your table.

5. Type the width of your table.
   - You can set the width in pixels or as a percentage of the page by clicking and selecting your choice of measurements.

6. Click to select a table Header option.

7. Click **OK**.

The Table dialog box appears.

**Insert a Table into a Web Page**
An empty table appears, aligned to the left by default.

8 Click .
9 Click an alignment option.

The table aligns on the page.

**TURN OFF THE TABLE BORDER**

1 Click .
2 Click Select Table.
3 Type the number 0 in the Border field.
4 Press Enter (Return).

When you view the page in a Web browser, the dashed table border disappears.

### Why are table headers important for accessibility?

The Table Header setting designates a row or column of a table as the content that describes the information in the rest of the table. This setting centers any text in the header and formats it in bold. But the Table Header setting does more than just change the formatting; it also provides additional information about the importance of the header content. This setting is used by screen readers, which are special Web browsers that are used by the blind or visually impaired, to help describe the table when the text in the table is read aloud.

### Why would I turn off table borders?

Table borders can help to define the edges of a table and to organize columnar data, such as a financial report. However, if you want to use a table to arrange photos and text within the design of your page, you can have a cleaner layout if you set the border to zero so that it becomes invisible. You can set the table border to one pixel for a slim border or try five or ten pixels if you want a thick border.
You can fill the cells of your table with text, images, multimedia files, form elements, and even other tables, just as you would add them anywhere else on a Web page.

**Insert Content into a Table**

**INSERT TEXT**

1. Click to place your cursor inside the table cell.
2. Type text into the cell.

*Note: To format your text, see Chapter 5.*

**INSERT AN IMAGE**

1. Click inside the table cell.
2. Click the Image button ( ).
The Select Image Source dialog box appears.

3 Click and select the folder that contains your image.

4 Click the image file.

5 Click OK.

- The image appears in the table cell.
- If the image is larger than the cell, the cell expands to accommodate the image.
- You can click to select the image to display the image settings in the Property inspector.

Note: To edit your image, see Chapter 6.

How do I change the appearance of the content inside my table?

You can specify the size, style, and color of text inside a table in the same way that you format text on a Web page. Similarly, you can control the appearance of an image inside a table in the same way that you can control it outside a table. For more information on formatting text, see Chapter 5; for more information on images, see Chapter 6.
Change the Background Color of a Table

You can change the background color of a table or only change the background color of a cell, a row, or a column. This is a great way to add a design element or to call attention to a section of a table. For more information on Web page backgrounds, see Chapter 6.

**Using the Color Palette**

1. Click to select a table or individual cell, or click and drag to select a row or column of cells.

2. Click the Bg button.

3. Click a color.
   - You can click the Color Picker button to select a custom color.
   - Click the Default Color button to remove a specified color.

- The color fills the background of the selected cells.
- You can also type a color name or hexadecimal color code into the color field.

*Note:* To change the font color on a Web page, see Chapter 5.
USING A COLOR FROM YOUR WEB PAGE

1. Click to select a table or individual cell, or click and drag to select a row or column of cells.
2. Click the Bg button to open the color palette (changes to ).
3. Click a color anywhere on the screen to select it.

The table cell background fills with the selected color.

How can I change the background of an entire table? To change the color of an entire table, you can click to select all the cells in a table and then choose a background color that will apply to all the cells. A better way is to create a style rule for the Table tag using cascading style sheets (CSS) and specify a background image or color as part of that style. You find out how to create styles in Chapter 12.
Change the Cell Padding in a Table

You can change the cell padding to add space between a table’s content and its borders.

1. Click the top center of the table to select it.
2. In the CellPad field in the Property inspector, type the amount of padding in pixels.
3. Press Enter (Return).

The space changes between the table content and the table borders.

Note: Adjusting the cell padding affects all the cells in a table. You cannot adjust the padding of individual cells by using the CellPad field.
You can change cell spacing to adjust the distance that cells are from each other.

1. Click the top center of the table to select it.
2. In the **CellSpace** field, type the amount of spacing in pixels.
3. Press **Enter** (Return).

The cell spacing changes.

- You can change the width of the table or a column by clicking and dragging the cell borders.

**Note**: Adjusting the cell spacing affects all of the cell borders in the table. You cannot adjust the spacing of individual cell borders by using the **CellSpace** field.
Insert a Table inside a Table

You can insert a table into the cell of another table in much the same way as you insert a table into a Web page.

1. Click inside the table cell.
2. Click the Table button ( ).
   The Table dialog box appears.
3. Type values in the fields to define the characteristics of the table.
4. Click OK.

The new table appears within the table cell.
Change the Alignment of Cell Content

You can align the content in your table cells horizontally and vertically. For example, you can center elements or move them to the top or bottom of a cell.

1. Click and drag to select an entire column or row.
   You can press Shift + click, or click and drag, to select multiple cells.
2. Click the Horz to change the alignment horizontally.
3. Click an alignment.
   To change the vertical alignment, repeat steps 1 to 3, clicking the Vert in step 2.

The content aligns within the cells.
In this example, horizontal alignment is used to align the text in these cells to the right.
Insert or Delete a Row or Column

You can insert cells into your table to add content or to create space between elements. You can also delete rows or columns to remove them when they are not needed.

INSERT A ROW OR COLUMN

1. Click the top center of the table to select it.
2. Type the number of rows or columns that you want in the Property inspector.
3. Press `Enter` (Return).

- Empty rows or columns appear in the table.

To add a row or column in the middle of a table, you can right-click inside an existing cell, click Table, and then click Insert Row or Insert Column from the menu that appears.

- You can also click Modify, click Table, and then click Insert Row or Insert Column.
DELETE A ROW OR COLUMN

1 Select the cells that you want to delete by pressing Shift + clicking or clicking and dragging over them.

2 Press Del.

- The selected table cells disappear.

Note: The content of a cell is deleted when you delete the cell.

You can also delete cells by right-clicking inside the cells, clicking Table, and then clicking either Delete Row or Delete Column from the menu.

- You can also click Modify, click Table, and then click either Delete Row or Delete Column.

Does Dreamweaver warn me if a deleted cell contains content?

No, Dreamweaver does not warn you if the cells that you are deleting in a table contain content. This is because Dreamweaver assumes that you also want to delete the cell content. If you accidentally remove content when deleting rows or columns, you can click Edit and then click Undo to undo your last action.

How do I move content around a table?

You can move the contents of a table cell by clicking to select any image, text, or element in the cell and then dragging it out of the table or into another cell. You can also use the Copy and Paste commands to move content from one cell to another or to another part of a page.
You can create more elaborate page designs by splitting or merging cells in a table to create larger cells adjacent to smaller ones. You can then insert text, images, and other content into the cells.

**Split or Merge Table Cells**

**SPLIT A TABLE CELL**

1. Click to place your cursor in the cell that you want to split.
2. Click the Split Cell button ( ) in the Property inspector.
   - You can also split a cell by clicking Modify, clicking Table, and then clicking Split Cell.

The Split Cell dialog box appears.

3. Click Rows or Columns to split the cell ( changes to ).
4. Type the number of rows or columns.
5. Click OK.
   - The table cell splits.
**MERGE TABLE CELLS**

1. Click and drag to select the cells that you want to merge.
2. Click the Merge button in the Property inspector.
   - You can also merge cells by clicking Modify, clicking Table, and then clicking Merge Cells.

- The table cells merge.

---

**TIPS**

**Can I merge any combination of table cells?**

No. The cells must have a rectangular arrangement. For example, you can merge all the cells in a two-row-by-two-column table. However, you cannot select three cells that form an L shape and merge them into one cell.

**Can I add as many cells as I want?**

Yes, just make sure that your final table design displays well on a computer monitor. For example, although it is common to design Web pages that are long and require visitors to scroll down, it can be confusing to create overly wide pages that require scrolling right or left. Keep your overall page width under 760 pixels wide if you want it to display well on an 800 x 600 resolution computer monitor, or 1000 if you want it to display well at a resolution of 1024 x 760.
You can change the dimensions of individual table cells to better accommodate their content. As you enlarge and reduce cells, you can create more complex tables for more precise design control.

1. Click to select the edge of a cell and drag to adjust the size.

You can also click to place your cursor inside any cell and then enter a size in the Property inspector.

- You can also specify a percentage of the table size instead of specifying pixels. For example, you can type 25 and select percent in the width box.

2. Press Enter (Return).

The cell and its contents readjust to its new dimensions.

Note: Cell dimensions may be constrained by content. For example, Dreamweaver cannot shrink a cell smaller than the size of the content that it contains.
Change the Dimensions of a Table

You can change the dimensions of your entire table. This helps you to ensure that your content fits well within your Web page.

1. Click the top center of the table to select it.
2. Type a width.
3. Click here and select the width setting in pixels or a percentage of the screen.
4. Press Enter (Return).

The table readjusts to its new dimensions.

Note: Table dimensions may be constrained by content. For example, Dreamweaver cannot shrink a table smaller than the size of an image that it contains.

If you do not specify a height or width, the table automatically adjusts to fit the space that is available on the user's screen.
Using Percentages for Table Width

You can specify the size of a table using percentage instead of pixels. As a result, the table automatically adjusts to fit a user’s browser window size.

When you define a table size as a percentage, it adjusts to fill that percentage of a user’s browser window. If the new table is inside another table or other container, it adjusts within the container’s boundaries.

SET TABLE WIDTH AS A PERCENTAGE

1. Position the location where you want to insert the table.

By default, the cursor snaps to the left margin, although you can change the table alignment.

Note: For instructions on creating a table, see the section “Insert a Table into a Web Page.”

2. Click Insert.

3. Click Table.

The Table dialog box appears.

4. Type the number of rows and columns that you want in your table.

5. Type the width of your table.

6. Click ▼ and select percent.

7. Click OK.
An empty table appears, aligned to the left by default, and fills the available window, based on the percentage width that you specified.

You can click here and enter a different percentage.

**CENTER A TABLE**

1. Click the top center of the table to select it.
2. Click the Align button.
3. Click Center.

The table aligns in the center of the page.

---

**TIPS**

**What is a spacer image?**

A spacer image is a transparent GIF image file that is used as a filler to invisibly control spacing on a Web page. Essentially, you insert a spacer image into a table cell and then use the height and width attributes to control the size of the image. The invisible spacer image ensures that blank spaces on your page remain consistent. This is important because Web browsers sometimes display elements closer together if there is no text or image to maintain consistent spacing within the design.

**How do you make a spacer image?**

You can create your own spacer image in an image-editing program, such as Adobe Photoshop or Fireworks. Create a new image and set the background color to transparent. Save it as a GIF file in your Web site folder. An ideal size for a spacer image is 10 pixels by 10 pixels; however, it can be any size. You can resize it in Dreamweaver to fit the space that you want to fill.
You can divide the display area of a Web browser into multiple panes by creating frames. Frames offer another way to organize information by splitting up your pages. For example, you can keep linked content visible in one frame and target it to open in a different frame within the same browser window.
Introducing Frames

Frames enable you to divide your Web page into multiple sections and display different content in each frame.

A common use of frames is to place a list of navigation links created with text or thumbnail images in one frame and have the links open their destination pages in a larger content frame.

Set Up a Frame
You can create a framed Web site in Dreamweaver by dividing the Document window horizontally or vertically one or more times. Each frame is composed of a different Web page that you can link independently. All pages in a frameset are identified in a frameset page, and you must save them separately.

How Frames Work
Frames on a page operate independently of one another. As you scroll through the content of one frame, the content of the other frames remains fixed. You can create a link in one frame and target the link to open in any other frame.
Dreamweaver includes a number of features designed to make it easy to work with frames. One of the most important is the Frames panel.

As you work with frames, keep the Frames panel open. It is a handy tool for helping you target and identify which frames you are working on as you develop your site.

Open the Frames Panel

1. Click Window.
2. Click Frames.

- The Frames panel appears.
- You can click in a corresponding frame in the Frames panel to select it in the workspace.
- The Properties inspector displays the settings for the selected frame.
3. Click the Visual Aids button ( ).
4. If there is no check next to Frame Borders, click to select it.
You can easily create popular frame styles using the predefined framesets. You can access frame styles from the Frames tab in the Insert panel. They are also available from the Page from Sample framesets that are featured in the New Document dialog box.

### Insert a Predefined Frameset

1. Click **File**.
2. Click **New**.
   - The New Document dialog box appears.
3. Click **Page from Sample**.
4. Click the **Frameset**.
5. Click a frameset design. 
   - A preview of the selected frameset is displayed here.
6. Click **Create**.
   - The Frame Tag Accessibility Attributes dialog box opens.
Creating Pages with Frames

7 Click the frame that you want to select.
8 Type a title for the frame or accept the frame title automatically assigned.
9 Click OK.
10 Repeat steps 7 to 9 for each frame.

- You can turn disability features off in Dreamweaver’s preferences by clicking this link.

Dreamweaver automatically creates all the frames in the work area and assigns each frame a name.

- The frameset properties appear in the Property inspector.

11 Click File.
12 Click Save All.

Note: You must save each frame in a frameset individually in the Save As dialog box.

TIPS

Can I save individual pages in my frameset separately?
Saving a frameset requires you to save each of the individual pages that appear in the frames, as well as the frameset that defines how each frame appears. However, you can save any of the pages within a frameset individually. Simply click to place in the frame area that you want to save, click File, and then click Save. Dreamweaver saves only the page that you selected.

What steps do I take if I want to change just one frame?
You can open any existing page in an area of a frameset. Place in the frame that you want to change, click File, and then click Open to open an existing page. You can also click File and then click New to create a new page in any frame area.
Divide a Page into Frames

You can split a Document window vertically to create a frameset with left and right frames, or you can split it horizontally to create a frameset with top and bottom frames. You can also combine them to create more complex frames or add frames to a predefined frameset.

Divide a Page into Frames

1. Click **Modify**.
2. Click **Frameset**.
3. Click a **Split Frame** command.

- The window splits into two frames. If content existed in the original page, it shifts to one of the new frames.
- Scrollbars appear if the content extends outside the frame borders.
Create a Nested Frame

You can subdivide a frame of an existing frameset to create nested frames. With nested frames, you can organize the information in your site in a more complex way.

Create a Nested Frame

1. Click inside the frame that you want to subdivide.
2. Click Modify.
3. Click Frameset.
4. Click a Split Frame command.

Dreamweaver splits the selected frame into two frames, creating a nested frame.

You can continue to split your frames into more frames.
You can change the dimensions of a frame to display the information more attractively inside it. You can also change scrolling and other options in the Property inspector.

**SPECIFY A COLUMN SIZE**

1. Click to select the frame that you want to change in the Frames panel.

   *Note: If the Frames panel is not open, click Window and then click Frames.*

2. Click to select the border of the frame.

3. Drag to adjust the size.

   The column adjusts to the specified width.
SET FRAME ATTRIBUTES

1. Click to select the frame that you want to change in the Frames panel.
   - The Frame attributes are displayed in the Property inspector.
   - Click here to expand the Property inspector.

2. Click .

3. Click a Scroll attribute.
   - The frame scrollbar changes, based on the option that you selected.
   - You can also adjust the attributes for the border color and visibility in the Property inspector.

**TIPS**

**Is there a shortcut for changing the dimensions of frames?**
Yes. You can click and drag a frame border to quickly adjust the dimensions of a frame. When you select the border of a frame, its attributes are displayed in the Property inspector.

**Why would I want to change scrolling options?**
When the content in a frame exceeds the dimensions of a Web browser window, you should include a scrollbar so that visitors can view all your content. If you set the Scroll attribute to Yes in the Property inspector, the scrollbar is always visible. If you set it to Auto, a scrollbar appears only when needed.
Add Content to a Frame

You can insert text, images, and other content into a frame just as you would in an unframed page. You can also link existing pages into a frameset.

Add Content to a Frame

OPEN AN EXISTING FILE IN A FRAMESET

1. Click to position in the frame where you want to open an existing document.
2. Click File.
3. Click Open in Frame.

The Select HTML File dialog box appears.
4. Click and select a folder.
5. Click the file that you want to open in the frame.
6. Click OK.
The selected page appears in the frame area.

If the content extends beyond the frame, scrollbars automatically appear.

**ADD NEW CONTENT TO A FRAME**

1. Click inside the frame where you want to add text.
2. Type the text.

You can also add images, div tags, or other elements by clicking the corresponding button, such as the Insert Images button ( ) or the Insert Div button ( ) from the Common Insert panel.

**Can I link a frame to a page on the Web?**

Yes. You can link to an external Web page address by using the Link field in the Property inspector. However, unlike other pages, you must specify the target frame where you want the page to open. To create targeted links, see the section “Create a Link to a Frame.”

**Can I add as much content as I want to a frame page?**

Yes. A frame page is just like any other page. You can add as much text, and as many images and multimedia files, as you want. However, if you have a small frame, you can have better design results by limiting the text within that frame page to fit the small space.
Delete a Frame

You can delete existing frames to change, simplify, or expand a design.

If you have saved the page displayed in the frame before you delete it, the HTML file is not deleted even though the frame is removed.

1. Position the cursor on the border of the frame that you want to delete (changes to ).
2. Click and drag the border to the edge of the window.

Dreamweaver deletes the frame.

- The deleted frame is also removed from the Frames panel.

If the Frames panel is not open, you can click Window and then click Frames to display it.
Before you can target links in one frame to open in another frame, you need to ensure that all your frames have names. You use frame names to identify where the linked page should open in the frameset. Frame names are visible in the Frames panel.

**Name a Frame**

1. Click to select the frame that you want to name in the Frames panel.
2. Type a name for the frame.
   You can rename any frame by deleting the name in the Property inspector and then typing in a new name.
3. Press Enter (Return).

The new name of the frame appears in the Frames panel and the Property inspector.
Create a Link to a Frame

You can create links in one frame that open a page in another frame. This is a common technique for navigation rows and other links that you want to continue to display when the linked page opens. For more information about creating links, see Chapter 7.

Create a Link to a Frame

1. Click to select the text or image that you want to turn into a link.
2. Click in the Property inspector.
3. Click and select the folder containing the page to which you want to link.
4. Click the file.
5. Click OK.

Welcome to our crazy and wild webpage! We would like you to look through our assorted pictures of God’s most interesting creatures.
6. Click the Target [ ].

7. Click the name of the frame where you want the target file to open.

- Dreamweaver automatically names frames when they are created. Frame names are visible in the Frames panel.

8. Click 🖼️ to preview the page in a Web browser.

Note: To preview a page in a Web browser, see Chapter 2.

- When you open the framed page in a Web browser and click the link, the destination page opens inside the targeted frame.

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TIPS

**How do I create a link that opens a new page, outside of the frameset?**

When you target a link, you can click _top from the Link drop-down menu in the Property inspector, instead of a frame name, to open the linked page in its own new browser window. This action takes the user out of the frameset and is especially recommended when linking to another Web site.

**Can I target a link to another Web site?**

Yes. You can create a link to another Web site from a framed page by entering the URL in the Link field in the Property inspector. However, use this feature with care. Many Web site owners consider it bad form (or worse) to display their Web pages within the frames on your Web site. Also, framing other Web sites can be confusing to visitors.
You can modify the appearance of your frame borders to make them complement your design. One way is to specify the color and width of your borders. You can also turn them off so that they are not visible when the frameset is displayed in a Web browser.

**Format Frame Borders**

**SET BORDER COLOR AND WIDTH**

1. Click the corner of an outside frame border to select the entire frameset.
2. Click the **Borders**.
3. Click **Yes** or **Default** to turn on borders.
4. Type a border width in pixels.
5. Click the **Border color** (changes to ).
6. Click a color.

The frame border appears at the specified settings.

You can override the frameset settings at the individual frame level if you want to change the settings to alter the border size or color of a single frame.

To do so, click the corresponding frame area in the Frames panel to select that individual frame. Then change the settings in the Property inspector.
TURN OFF BORDERS

1. Click the corner of an outside frame border to select the entire frameset.
2. Click the Borders.
3. Click No.

- The frame border is removed and will not be displayed in a Web browser.
- A gray border may still be visible in Dreamweaver if Frame Borders is selected on the Visual Aids menu.
- Scrollbars will be displayed unless turned off.
  
  Links open in the targeted frame, even with borders turned off.
- You can click to preview the page in a browser.

**TIPS**

**Why would I want to make my frame borders invisible?**

Turning borders off can disguise the fact that you are using frames in the first place. If you want to further disguise your frames, you can set the pages inside your frames to the same background color. To change background colors, see Chapter 6.

**What if the frames do not look right in a Web browser when I preview them?**

Because pages can be displayed differently in different Web browsers than in Dreamweaver, you may want to make some adjustments to your frames after previewing them. If you find that the content is not exactly where you want it or if there are other problems with your frames, then simply return to Dreamweaver, click and drag to adjust frame borders, and make any necessary adjustments to your content.
Control Scrollbars in Frames

You can control whether scrollbars appear in your frames. Although hiding scrollbars enables you to have more control over the presentation of your Web site, it can also prevent the display of some of your text, images, or other content if they take up more room than is available in a browser window.

Control Scrollbars in Frames

1. Click the frame in the Frames panel to select it.
2. Click the Scroll down arrow.
3. Click a Scroll setting.
   - You can click Yes to keep scrollbars on, No to turn scrollbars off, or Auto to keep scrollbars on when necessary.
   - In most Web browsers, Default and Auto settings have the same result.

- The frame appears with the new setting.
  - In this example, scrollbars are turned off in the main frame.

Note: Turning scrollbars off will prevent visitors to your site from being able to scroll to view the entire frame if the content exceeds the browser window.
Control Resizing in Frames

By default, most browsers allow users to resize frames by clicking and dragging frame borders.

You can prevent users from resizing the frames of a Web site. However, depending on the size of their monitor, this may make it more difficult for them to view all your content.

Control Resizing in Frames

1. In the Frames panel, click the frame to select it.
2. Click the No resize check box to remove the check mark if one is visible (✓ changes to □).
3. Click to preview the page in a Web browser.

Note: To preview a page in a Web browser, see Chapter 2.

- The browser allows the user to resize the frame.
- When you select the No resize option, the browser prevents the user from resizing the frame.
Creating Web-Based Forms

You can make it easy for your Web site visitors to send you information by creating forms on your Web pages. This chapter shows you how to create forms with different types of fields, buttons, and menus.
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You can add forms to your Web site to make it more interactive, thus allowing viewers to enter and submit information to you through your Web pages.

**Note:** In order for a form to function, you need to have a script on your Web server to process the form information. Programmers generally create form scripts, and some scripts may be available through your service provider.

### Create a Form
You can use Dreamweaver to construct a form by inserting text fields, drop-down menus, check boxes, and other interactive elements into your page. You can also enter the Web address of a form handler, or script, in Dreamweaver so that the information can be processed. Visitors to your Web page fill out the form and send the information to the script on your server by clicking a Submit button.

### Process Form Information
Form handlers or scripts are programs that process the form information and execute an action, such as forwarding the information to an email address or entering the contents of a form into a database. Although many ready-made form handlers are available for free on the Web, they generally require some customization. Your Web-hosting company may have forms available for you to use with your site. You can often find them by searching your hosting company’s Web site or by calling tech support.
Define a Form Area

You set up a form on your Web page by first creating a form container. The form container defines the area of the form. You then place any text fields, menus, or other form elements inside the form container.

You associate the script or form handler by selecting the form container and typing the name in the Property inspector.

1. Click where you want to insert your form.
2. Click Insert.
3. Click Form.
4. Click Form.

A red box appears, indicating that the form container is set up. To build the form, add elements inside the box.

5. Type the form address, using the name of the script and its location on your Web server.
6. Click

7. Click either POST or GET.

Use the command required by your script or form handler.
Add a Text Field to a Form

You can add a text field to enable viewers to submit text through your form. Text fields are probably the most common form element, enabling users to enter names, addresses, brief answers to questions, and other short pieces of text.

Add a Text Field to a Form

1. Click inside the form container where you want to insert the text field.
2. Click .
3. Click Forms.
4. Click the Text Field button ( ) on the Forms Insert panel.

The Input Tag Accessibility Attributes dialog box appears.

5. Type a one-word ID.
6. Type the text that you want for the label.
   - You can select the Style and Position attributes that you want ( changes to ).
   - Entering an access key and tab index can make your site more accessible.
7. Click OK.
A text field appears.
- Your label text appears.
- You can click Multi line if you want more than one line available for text.
- You can change the assigned ID of the text field.
8 Type an initial value for the text field.
9 Type a character width for the text field.
- You can type a maximum number of characters.
- The initial value appears in the text field.
- The width of the text field changes based on the value that you entered in the Char width field.
10 Click and drag to select the label text.
11 Select any of the label formatting options in the Property inspector.
- Dreamweaver applies the formatting to the label text.

Can I define the style of text that appears in the text field?
By default, the browser determines what style of text appears in form fields. It is not possible to format this type of text with plain HTML. You can use style sheets to manipulate the way the text in the form fields appears. You can find more information about style sheets in Chapter 12.

Can I create a text field with multiple lines?
Yes. You can create a text field and use the Property inspector options to make it a field with multiple lines. You can also create a text area, which has multiple lines by default. You can insert a text area just as you insert a text field, by clicking the Textarea button in the Forms Insert panel.
Add a Check Box to a Form

Check boxes enable you to present multiple options in a form and make it easy for a user to select one, several, or none of the options.

1 Click inside the form container where you want to insert the check box.
2 Click .
3 Click Forms.
4 Click the Checkbox button ( ) on the Forms Insert panel.

The Input Tag Accessibility Attributes dialog box appears.
5 Type a one-word ID.
6 Type the text that you want for the label.
   - You can select the Style and Position attributes that you want (changes to ).
   - Entering an access key and tab index can make your site more accessible.
7 Click OK.
The check box and label appear on the page.

Repeat steps 2 to 7 until you have the number of check boxes that you want on your form.

Click a check box to select it.

Click to select an Initial state option.

You can specify other attributes, such as the class, ID, or checked value.

You can click to select the other check boxes, one at a time, and specify the attributes of each separately.

You can format the label text using the Property inspector.

When should I use check boxes?
Check boxes are ideal when you want visitors to be able to select more than one option. Keep in mind that you may want to include the message “Check all that apply.”

When should I use radio buttons?
When you want visitors to select only one option from a list of two or more options, radio buttons are the best choice. You can set up your radio buttons so that it is not possible to select more than one option.
You can allow visitors to select one of several options by adding a set of radio buttons to your form. With radio buttons, a user cannot select more than one option from a set.

### Add a Radio Button to a Form

1. Click inside the form container where you want to insert a radio button.
2. Click ‼️.
3. Click **Forms**.
4. Click the **Radio Button** button (在此之前) on the Forms Insert panel.

The Input Tag Accessibility Attributes dialog box appears.

5. Type a one-word ID.
6. Type a label.
   - You can select the **Style** and **Position** attributes that you want (之前) changes to (之内).
   - Entering an access key and tab index can make your site more accessible.
7. Click **OK**.
A radio button and a label appear on the page.

8 Repeat steps 2 to 7 until you have the number of radio buttons that you want in your form.

9 Click a radio button.

10 Click to select an Initial state option.

- You can specify other attributes, such as the checked value, ID, and class.

11 Click to select the other radio buttons one at a time and specify attributes for each individually.

- You can format the label text using the Property inspector.

What happens if I want visitors to select multiple options?

If you want your users to be able to select multiple options, radio buttons are not your best choice. If you want to enable your users to select multiple options and to be able to deselect an option after it is selected, your best choice is to use check boxes instead of radio buttons.

Are there alternatives to using check boxes or radio buttons?

Yes, there are alternatives such as menus and lists. Instead of using check boxes, you can use multiselect lists so that users can select more than one item from a list. You can replace a radio button with a menu that allows only one choice from a list.
Add a List/Menu to a Form

List/menus enable users to choose from a predefined list of choices. List/menus, sometimes called drop-down boxes, are similar to check boxes in that users can choose one or more options.

1. Click inside the form container where you want a menu or list.
2. Click .
3. Click Forms.
4. Click the List/Menu button ( ) on the Forms Insert panel.

The Input Tag Accessibility Attributes dialog box appears.
5. Type a one-word ID.
6. Type a label.
   - You can select the Style and Position attributes that you want ( changes to ).
   - Entering an access key and tab index can make your site more accessible.
7. Click OK.
Creating Web-Based Forms

A blank menu appears in your form.

8. Click the menu to select it.

9. Click **List Values**.

   The List Values dialog box appears.

10. Type an item label and a value for each menu item.
    - You can click ✖️ or ✓️ to add or delete entries.
    - You can select an item and click ✖️ or ✓️ to reposition the item in the list.

11. Click **OK**.

   The entered values appear in the list box.

12. Click the item that you want to appear preselected when the page loads.

   Dreamweaver applies your specifications to the menu.

---

**TIPS**

**What determines the height and width of a menu or list?**

The widest item determines the width of your menu or list. To change the width of the menu, you can change the length of your item descriptions. You can set the height greater than 1 so that visitors to your site can see more of your list items.

**Can I choose more than one item from a menu?**

You can only select one item from a menu because of its design. If you want more than one selection, use a list and set it to allow multiple selections.
You can use a form button for many things, but its most common use is to add a Submit button at the end of a form. You need a Submit button to enable users to send the information that they have entered in the form to the specified script or form handler. You can also add a Reset button to clear the contents of a form.

### Add a Submit Button

1. **Click inside the form container where you want to add the Submit button.**
2. **Click .**
3. **Click Forms.**
4. **Click the Button button ( ) in the Forms Insert panel.**

The Input Tag Accessibility Attributes dialog box appears.

5. **Type a one-word ID.**

**Note:** Most Submit buttons do not include a label.

- You can select the **Style** and **Position** attributes that you want ( changes to ).
- Entering an access key and tab index can make your site more accessible.

6. **Click OK.**
A Submit button appears in the form.

7 Click the button to select it.
8 Type a value for the button.

- The text on the button changes from Submit to the value that you entered.

**ADD A RESET BUTTON**

1 Repeat steps 1 to 8, using a different ID in step 5.
2 Click Reset form (changes to ) in the Property inspector.

Why would you add a Reset button to a form on a Web page?

Including a Reset button is a common practice on the Web. Reset buttons make it easy for visitors to your site to clear the contents of a form if they have made an error and want to redo the form.
You can save time by storing frequently used Web page elements as library items. You can create sites even more efficiently by saving complete page layouts as templates. This chapter shows you how to use these features to quickly create consistent page designs that can be updated automatically.
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With library items and templates, you can avoid repetitive work by storing copies of page elements and layouts that you frequently use. You can access the library items and templates that you create through the Assets panel.

**Library Items**
You can define parts of your Web pages that are repeated in your Web site as library items. This saves you time because whenever you need a library item, you can just insert it from the Asset panel instead of re-creating it. If you make changes to a library item, Dreamweaver automatically updates all instances of the item across your Web site. Good candidates for library items include advertising banners, company slogans, copyright messages, and any other feature that appears many times across your Web site.

**Templates**
You can define entire Web pages as templates and then save them to use later when you build new pages. Templates can also help you maintain a consistent page design throughout a Web site. When you make changes to a template, Dreamweaver automatically updates all the pages in your Web site that were created from that template. The ability to make global updates to common areas of a template, such as a navigation bar, makes it faster to make changes to a site.
You can access the library items and templates in a Web site through the Assets panel. You can also insert items by dragging them from the Assets panel onto a Web page.

*Note:* You must define a site in Dreamweaver before you can use these features. The site-definition process is covered in Chapter 2.

### View Library Items and Templates

**View the Library**

1. Click **Window**.
2. Click **Assets**.
   - The Assets panel opens.
3. Click the Library button ( ).
   - The Library window opens in the Assets panel.

**View Templates**

1. Click **Window**.
2. Click **Assets**.
   - The Assets panel opens.
3. Click the Template button ( ) to view the templates.
   - The Templates window opens in the Assets panel.
You can save text, links, images, and other elements as library items. A copyright message is a great example of content that works well as a library item. This is because you can save a collection of images, text, and links that you can quickly insert into other pages without having to re-create them.

If you edit a library item, Dreamweaver automatically updates each instance of the item throughout your Web site.

1. Click and drag to select an element or collection of elements that you want to define as a library item.

   Note: Before you can use the library item feature in Dreamweaver, you must first set up and define your local site. To set up a local site, see Chapter 2.

2. Click Modify.

3. Click Library.

4. Click Add Object to Library.
A new, untitled library item appears in the Library window.

5 Type a name for the library item.
6 Press Enter (Return).

The named library item appears in the Assets panel.

Note: Defining an element as a library item prevents you from editing it in the Document window.

What page elements should I make into library items?

Anything that appears multiple times in a Web site is a good candidate to become a library item. These elements include navigation menus, contact information, and disclaimers. Any element that appears in the body of an HTML document, including text, images, tables, forms, layers, and multimedia, may be defined as a library item.

Can I use multiple library items on the same HTML page?

There is no limit to the number of library items that you can use on a page. For example, you can create a library item for the logo at the top of the page and another for the copyright at the bottom.
You can insert any library item onto a page to avoid having to re-create it. This ensures that the element is identical to other instances of that library item and that it can be easily updated if you make changes to the library item later.

**Insert a Library Item**

1. Click **Window**.
2. Click **Assets**.

The Assets panel opens.

- If the Library window is not open in the Assets panel, you can click to view it.
- Position where you want to insert the library item.
- Click the library item.

The library item appears at the top of the Library window.
5 Right-click the library item.
6 Click Insert.

You can also click and drag library items from the Library window to the page to insert them.

Dreamweaver inserts the library item in the Document window.

---

TIPS

**How do I edit a library item that has been inserted into a page?**

Instances of library items in your page are locked and cannot be edited within the page. To edit a library item, you must either edit the original version of that item from the library or detach the library item from the library to edit it within the page. However, if you detach the library item from the library, the item is no longer a part of the library, and it is not updated when you change the library item.

**Can I make an element a library item after I have used it on a few pages?**

Yes. You can save any item to the library at any time. If you want to make sure that all instances of the item are attached to the library item, simply open any pages where you have already applied the item, delete it, and then insert it from the library.
Edit and Update a Library Item on Your Web Site

You can edit a library item and then automatically update all the pages in your Web site that feature that item. This feature can help you save time when updating or redesigning a Web site.

1. Double-click the library item.
   The library item opens in a new window.

2. Edit any element in the library item.
   You can add or delete text, insert images, and make any other edits to a library item that you can make to a Web page.
   In this example, the year 2008 is changed to 2009 in the copyright library item.

3. Click File.

4. Click Save.
The Update Library Items dialog box appears, asking if you want to update all instances of the library item in the site.

5 Click Update.

The Update Pages dialog box appears, showing the progress of the updates.

6 After Dreamweaver updates the site, click Close.

All pages where the library item appears are updated.

Changes are also made to the stored library item and are visible in the Assets panel.

**TIPS**

**What do my pages look like after I have edited a library item and updated my Web site?**

When you edit a library item and choose to update any instances of the library item that are already inserted into your Web pages, all those instances are replaced with the edited versions. By using the library feature, you can make a change to a single library item and have multiple Web pages updated automatically.

**Can I undo an update to a library item?**

Technically, no. When you update pages with the library feature, the Undo command does not undo all the instances of these changes. However, you can go back to the Assets panel, open the library item, change it back to the way it was, and then apply those changes to all the pages again.
You can detach an inserted library item from the original stored library item and then edit it as you would any other element on a Web page. If you detach a library item, you can no longer make automatic updates when you change the original stored library item.

**Detach Library Content for Editing**

1. Click to select the library item that you want to edit independently.
2. Click **Detach from original**.

A warning dialog box appears.

- You can prevent the warning from appearing each time that you perform this action by clicking **Don’t warn me again** (changes to ).
3. Click **OK**.
The element is no longer a library item and has no distinctive highlighting.

4 Click where you want to edit the library item and make any edits that you want.
- You can add, delete, and format text. In this example, new text is added, and the text is made bold.

- Dreamweaver applies the editing to the text, image, or other element within the page.

Note: Editing a detached library item has no effect on library items that are used on other pages.

When would I use the Detach from Original command?
This command is useful when you want to create an element in a page that will be similar to an element that you have saved as a library item. For example, if you use a copyright line that includes the photographer’s name on every page of a 20-page photo gallery and then you decide to add one page with a photo taken by a different photographer, you could detach the library item so that you could change only that instance of the copyright line.

Can I reattach a library item?
Not exactly, but you can always reinsert a library item into a page and then delete the unattached library item. As a result, any changes that you make to the stored version are applied to the newly inserted version. Inserting a library item again may be faster than making the updates manually.
Templates are one of the most powerful and time-saving features in Dreamweaver because they enable you to create page designs that can be reused over and over again. Templates can also help you create more consistent designs for your pages.

Create a Template

Note: To create templates for your Web pages, you must already have defined a local Web site. To set up a local Web site, see Chapter 2.

1. Click File.
2. Click New.
3. Click Blank Template.
4. Click HTML template.
   
   You can choose another template type if you are working on a site that uses another technology.
5. Click a Layout option.
6. Click Create.
Design a new page as you would for any other Web page, using the features that you want for your template.

- You can add placeholder images and text to indicate where content is to be added to the pages created from the template.

8 Click **File**.

9 Click **Save**.

The Save As Template dialog box appears.

10 Click **Save As** and select your site name.

11 Type a name for the template.

12 Click **Save**.

New templates appear in the Templates window.

If a template folder does not already exist, Dreamweaver automatically creates one, and it appears in the Files panel.

**Note:** To make the template functional, define editable regions to modify content.

---

**TIPS**

**Can I create as many pages as I want from a template?**

Yes. There is no limit to the number of pages that you can create from one template. In fact, the more pages that you plan to create using the same design, the more reason you have to save that design as a template, so it does not have to be re-created each time.

**How do you edit a page that is created with a template?**

After you create a new Web page from a template, you can only change the parts of the new page that are defined as editable. To change locked content, you must edit the original template file. For more information about creating editable regions in a template, see the following section, “Set an Editable Region in a Template.”
Set an Editable Region in a Template

After you create a Web page template, you must define which regions of the template are editable. When you create a page from the template, you can then edit these regions. Any areas of the template that are not set as editable cannot be changed in any pages that you create from the template.

Set an Editable Region in a Template

1. Click Window.
2. Click Files.
   The Files panel appears.
3. Click the Templates (+ (+ turns to –)).
4. Double-click a template name to open it.
   You can also open a template by double-clicking the template name in the Assets panel.

The template opens in the work area.
5. Click to select an image or other element or click and drag to select text that you want to define as editable.
6. Click Insert.
7. Click Template Objects.
8. Click Editable Region.
The New Editable Region dialog box appears.

9 Type a name for the editable region that distinguishes it from other editable regions on the page.

Note: You cannot use the characters &, " ', <, or > in the name.

10 Click OK.

A light-blue box indicates the editable region, and a tab shows the region name.

11 Repeat steps 5 to 10 for all the regions on the page that you want to be editable.

What parts of a template should be defined as editable?
You should define as editable any part of your template that you want to change from page to page. This can include headlines, stories, images, and captions. In contrast, you should lock site navigation, disclaimers, and copyright information, which should be the same on all pages.

Can I use library items in my template pages?
Yes, you can use library items in templates. This is useful when you want to insert an item on pages that are made from the template. When you edit them, the library items are updated in the actual templates, and then in all of the pages that are created from those templates.
Create a Page from a Template

You can create a new Web page based on a template that you have already defined. This step saves you from having to rebuild all the generic elements that appear on many of your pages.

Create a Page from a Template

1. Click File.
2. Click New.

The New Document dialog box appears.

3. Click Page from Template.
4. Click the name of the Web site.
5. Click the template.
   - A preview of the template appears.
6. Click Create.
Dreamweaver generates a new page from the template.

- The editable regions have blue labels and are surrounded by blue boxes.

7. Insert images as needed into the editable regions.

8. Type content as needed in the editable regions.

*Note: Only editable areas can be altered in a page created from a template.*

9. Click **File**.

10. Click **Save**.

Dreamweaver saves the new page, based on the template.

---

**TIP**

**How do I detach a page from a template?**

1. Click **Modify**.

2. Click **Templates**.

3. Click **Detach from Template**.

The page becomes a regular document with previously locked regions now fully editable. Edits to the original template no longer update the page.
Edit a Template to Update Web Pages Created with It

When you make updates to a template file, Dreamweaver allows you the option to automatically update all the pages that are created by the template. This enables you to make global changes to your Web site design in seconds.

**Edit a Template to Update Web Pages Created with It**

1. Click **Window**.
2. Click **Files**.
   
   The Files panel appears.

3. Click the **Templates** (+ (+ turns to –).)

4. Double-click the template name to open it.
   
   You can also open a template by double-clicking the template name in the Assets panel.

5. Click an area of the template that is not an editable region.

   **Note:** Only locked regions of a template can be used to make updates to pages created from the template.

   - In this example, a new navigation menu link is added for Gallery 3.
Using Library Items and Templates

6 Press **Ctrl** (Control) + **S** to save the page.

The Update Template Files dialog box appears, listing all files based on the selected template that will be updated.

7 Click **Update**.

The Update Pages dialog box appears.

8 Click **Show log** (changes to **on**).

The results of the update process appear in the Status pane.

9 After Dreamweaver updates the Web site, click **Close**.

All the pages that use the template are updated to reflect the changes.

### Tips

**How does Dreamweaver store page templates?**
Dreamweaver stores page templates in a folder called **Templates** inside the local site folder. You can open the templates by clicking **File** and then clicking **Open**. In the Open dialog box, click **Templates** and click the Template folder. You can click a template file to select it. You can also open templates from inside the Assets panel.

**What are editable attributes?**
Editable attributes enable you to change the attributes of an element in the Property inspector. For example, you can change image attributes, such as alternative text, alignment, or size. To use this feature, select an element, such as an image, click **Modify**, then click **Templates**, and then click **Make Attribute Editable**.
Creating and Applying Cascading Style Sheets

This chapter shows you how to use cascading style sheets (CSS) to create and apply formatting. Cascading style sheets can save you a lot of tedious formatting time, especially if you format big Web sites.

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photography</td>
<td>Mon-Thurs 8-9 AM</td>
<td>Mr. Smith</td>
</tr>
<tr>
<td>Base Landscaping</td>
<td>Tues-Thurs 10-11 AM</td>
<td>Ms. Johnson</td>
</tr>
<tr>
<td>Jewelry Making</td>
<td>Fri, Sat 10-11 AM</td>
<td>Mrs. Rodriguez</td>
</tr>
<tr>
<td>Art Survey</td>
<td>Mon,Wed 1:00-2:00</td>
<td>Mr. Garcia</td>
</tr>
</tbody>
</table>

STYLES

- h1 { font-family: "futura"; color: "white"; background: "light blue"; }
- tbltitle { font-family: "futura"; color: "white"; background: "light green"; }
- classcolumn { font-family: "impact"; color: "white"; background: "green"; }
- timecolumn { background: "light green"; }
- teachercolumn { background: "green"; }
Introducing Cascading Style Sheets

You can apply many different types of formatting to your Web pages with style sheets, also known as cascading style sheets, or CSS.

Format Text
CSS enables you to create as many different style sheets as you want. You can then use them to format text by applying multiple formatting options at once, such as the font face, size, and color.

Create Page Layouts
You can use styles for more than just formatting text. You can create styles to align and position elements on a Web page. Using styles in this way, you can create complex page designs that display well on small and large computer screens. You can find more instructions for creating page layouts in Chapter 13.
Creating and Applying Cascading Style Sheets

Cascading Style Sheet Selectors
Dreamweaver includes four different style selector types: the tag selector to redefine existing HTML tags, the class selector to create new styles that can be applied to any element on a Web page, the ID selector to create styles that can be used only once per page, and the compound selector, which can be used to combine style definitions.

Internal Style Sheets
A style sheet saved within the HTML code of a Web page is called an internal style sheet. Internal style sheet rules apply only to the page in which they are included.

External Style Sheets
When you want your styles to apply to multiple pages on your Web site, you must save them in a separate file called an external style sheet. You can attach the same external style sheet to any or all of the pages in a Web site.

Style Sheets and Web Browsers
Some older Web browsers do not support style sheet standards, and different Web browsers display style sheets differently. Always test pages that use style sheets on different browsers to ensure that the content is displayed as you intend it to for all your visitors.
Dreamweaver CS4 added a CSS mode to the Property inspector. You can use the HTML settings to format and style tags and use the CSS settings to create and edit CSS styles.

1. Click an element on the page that you want to format.
   In this example, a headline formatted with the h3 tag is selected.

2. Click CSS.

   The CSS options appear in the Property inspector.

3. Click Edit Rule.
   The New CSS Rule dialog box appears.
   - Changing the name or selector type is optional.

4. Click OK.
Creating and Applying Cascading Style Sheets

The CSS Rule Definition dialog box appears.

5 Click a style category.
6 Select the style settings that you want.
7 Click OK.

8 Click CSS Styles.

- You can also click Window and then click CSS Styles.
- The CSS Styles panel opens, displaying the new class style.
- Any content that is formatted with the style is automatically updated.

In this example, the font face is changed for the text formatted with Heading 3.

Why does Dreamweaver create compound styles in the Property inspector?

When you edit an element such as a selection of text using the Property inspector, Dreamweaver automatically creates compound styles if the selected element is contained within an existing style. Thus, when you select some text formatted with an h3 tag, Dreamweaver includes any related styles and creates a compound style, such as .container .mainContent h3. Think of compound styles as very specific styles, meaning that the style for an h3 tag created as a compound style like this will only apply to text formatted with the h3 tag if it is contained within elements styled with .container and .mainContent on the page.

Can the same styles be edited in the Property inspector and the CSS Styles panel?

Yes. You can create and edit styles using both the CSS Styles panel and the Property inspector, and styles created or edited in one place will automatically be updated in the other. The main difference is that the CSS Styles panel includes more features for editing and reviewing styles, and the Property inspector, in HTML mode, can also be used to apply class and ID styles.
Create a Class Style

You can create class styles that can be used to format text and other elements on a Web page without affecting HTML tags. You can then apply those styles to any elements on your Web page, much like you would apply an HTML tag.

Create a Class Style

1. Click **Format**.
2. Click **CSS Styles**.
3. Click **New**.
   The New CSS Rule dialog box appears.

4. Click **Class**.
5. Type a name for the class style.
   **Note:** Class style names must begin with a period (.), Dreamweaver adds one automatically.
6. Click **This document only**.
   **Note:** To create style sheets for more than one document, see the section “Create an External Style Sheet.”
7. Click **OK**.

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The CSS Rule Definition dialog box appears.

8 Click a style category.

9 Select the style settings that you want.

In this example, text style options are used to change the font face, color, and size.

10 Click **OK**.

11 Click **CSS Styles**.

You can also click **Window** and then click **CSS Styles**.

The CSS Styles panel opens, displaying the new class style.

You can apply the class style to new or existing content using the Property inspector.

**Note:** To apply a new class style, see the following section, “Apply a Class Style.”

**TIPS**

What are the best uses of class styles?
The class selector is great for creating styles that you may want to use multiple times on the same page — for example, a text style for captions or a formatting style that you can use to align elements on a page. Class styles can also be used in combination with other styles.

Is it better to customize an HTML tag or create my own class styles?
One of the benefits of redefining existing HTML tags is that you can take advantage of recognized styles and hierarchies. This is especially true with heading tags. For example, if you change the way H1, H2, and H3 tags appear, it is best to maintain their relative size difference, keeping H1 as the largest and using it to format the most important heading on the page.
You can apply a class style to any element on your Web page. Class styles enable you to change color, font, size, alignment, and other characteristics. You can use the same class style multiple times on the same page.

**Apply a Class Style**

**APPLY A CLASS STYLE TO TEXT**

*Note: To create a new custom style, see the previous section, “Create a Class Style.”*

1. Click and drag to select the text to which you want to apply a style.
2. In the Property inspector, click the Class ▼.
3. Click the name of the style.

Dreamweaver applies the style.

In this example, a font style is applied.
APPLY A CLASS STYLE TO AN IMAGE

**Note:** To create a new custom style, see the previous section, “Create a Class Style.”

1. Click the image to select it.
2. In the Property inspector, click the **Class**.
3. Click the name of the style.

Dreamweaver applies the new style sheet to the image in the Document window.

In this example, the image is aligned to the right, and 8 pixels of margin space are added to the left side of the image.

---

**WHAT ARE SOME OTHER OPTIONS THAT I CAN USE TO DEFINE THE FORMATTING FOR TEXT WITH A STYLE SHEET?**

With style sheets, you can specify a numeric value for font weight. This enables you to apply varying degrees of boldness, instead of just a single boldness setting as with HTML. You can also define type size in absolute units, such as pixels, points, picas, inches, centimeters, or millimeters, or in relative units, such as ems, exes, or percentage.

---

**CAN I CREATE AS MANY STYLES AS I WANT?**

Yes. However, one of the goals of style sheets is to help you work more efficiently, so you should try to create styles that are as efficient as possible in the way they contain formatting options.
You can edit style sheet definitions. You can then automatically apply the changes across all the text or other elements to which you have applied the style on your Web page or Web site.

**Edit a Style**

1. Click **Window**.
2. Click **CSS Styles**.
   - The CSS Styles panel opens.
3. Click **All** to display all the available styles.
4. Double-click the name of a style that you want to edit.
Creating and Applying Cascading Style Sheets

The CSS Rule Definition dialog box opens.

5 Click a style category.

6 Select the style settings that you want.

In this example, the font color is changed.

7 Click **OK**.

Dreamweaver saves the style sheet changes and automatically applies them anywhere that you have used the style.

- In this example, the font color changes automatically in the text where the style has already been applied.

---

**How many different kinds of styles are there?**

You can create multiple kinds of style rules, but the main options are tag styles, class styles, ID styles, and compound styles. Tag styles are used to redefine HTML tags. Class styles are used to create new styles that can be applied to any element on a page and used multiple times. ID styles are commonly used with `<DIV>` tags to control the placement of elements on a page and create page layouts.
Customize an HTML Tag

You can customize the style that an existing HTML tag applies. This enables you to apply special formatting whenever you use that tag to format text. This is a quick, easy way to apply multiple style options with one HTML tag.

Customize an HTML Tag

1. Click Format.
2. Click CSS Styles.
3. Click New.

   The New CSS Rule dialog box appears.

4. Click and select Tag.
5. Click and select the HTML tag.

   You can also type a tag name into the field.

6. Click and select this document only or choose an external style sheet.

   Note: To create style sheets for more than one document, see the section “Create an External Style Sheet.”

7. Click OK.
Creating and Applying Cascading Style Sheets

The CSS Rule Definition dialog box appears.

8. Click a style category.

9. Select the style settings that you want.

10. Click OK.

- Dreamweaver adds the new style to the CSS Styles panel.
- Any content that is formatted with the redefined tag is updated.

In this example, the h1 tag is redefined to use a different font face and size.
- In this example, you can also apply the style by selecting content on the page and selecting Heading 1 from the Format drop-down list.

Why should I redefine an HTML tag?
When you redefine an HTML tag, you can apply more than one style to the tag. As a result, you have to use only one HTML tag instead of several to apply multiple formatting options. For example, you can add center alignment to all your H1 tags to control the alignment of heading styles in one step. A special advantage of redefining HTML tags is that if a user’s Web browser does not support style sheets, the HTML tag still provides its basic formatting.

Does redefining an HTML tag change the format of any content that uses that tag?
Yes. When you redefine an HTML tag, you change the tag’s formatting effect anywhere that you use the tag. You can limit the change to the page that you are working on, or you can include it in an external style sheet and apply it to an entire site. If you do not want to alter the style of an existing HTML tag, you should create class style sheets instead of redefining HTML tags. For more information on class style sheets, see the section “Create a Class Style.”
Create Styles with the Page Properties Dialog Box

You can use Dreamweaver’s Page Properties dialog box to define pagewide styles, such as background colors, link styles, and text options.

When you define these options in the Page Properties dialog box, Dreamweaver automatically creates the corresponding styles and adds them to the Styles panel.

1. Click **Page Properties** in the Property inspector.

The Page Properties dialog box appears.

2. Click **Appearance (CSS)**.

3. Select the font, size, color, and spacing you want.

4. Set page margins to 0 to remove the default indent in the left and top margins of the display area.

5. Click **Apply**.
Creating and Applying Cascading Style Sheets

6 Click **Links**.
7 Select the font, size, and link colors.
8 Click [ ] and select an underline style, such as **Never underline** to remove the underline style from all links on the page.
9 Click **OK**.

- Dreamweaver saves the corresponding styles in the Styles panel.
- Dreamweaver automatically applies the new style information to the page.

In this example, the background color for the entire page is changed.

What are some nontext-based features that I can implement with style sheets?

Probably the most exciting thing that you can do with style sheets is to position elements precisely on the page. Style sheets allow you freedom from traditional, and imprecise, layout methods, such as HTML tables. Style sheets often use the `<DIV>` tag, which defines an area on the page where you can position an element with alignment attributes. You can also position elements more precisely by specifying margin and padding settings.

Do all Web browsers support CSS in the same way?

No, unfortunately not all Web browsers support CSS in the same way, and some do not support styles at all. However, styles have come a long way in the last few years, and so have browsers. Although some visitors may not be able to see your designs as you intend if you use CSS, the vast majority of people surfing the Web these days have browsers that support CSS.
Create an External Style Sheet

External style sheets enable you to define a set of style sheet rules and then apply them to many different pages — even pages on different Web sites. This enables you to keep a consistent appearance across many pages and to streamline formatting and style updates.

**Create an External Style Sheet**

*Note: Make sure that the CSS Styles panel is open. Click Window then click CSS Styles.*

1. Press Ctrl (⌘) + N.
   The New Document dialog box appears.
2. Click Blank Page.
3. Click CSS.
4. Click Create.

A new blank CSS file appears.
5. Press Ctrl (⌘) + S.
   The Save dialog box appears.
6. Type a name.
7. Click Save.
Creating and Applying Cascading Style Sheets

- The style sheet is displayed in the CSS Styles panel.
- The name of the style sheet appears in the Files panel.
- Click to close the external style sheet.

The style sheet closes.

If you have another document open in the background, it becomes visible in the workspace.

**Note:** The external style sheet is created inside your local site folder. For this to work, you must have defined your site in Dreamweaver. To define a site and identify the local site folder, see Chapter 2.

---

**TIPS**

**How can I add more styles to an external style sheet?**

When you create any new style, you have the option of selecting an existing style sheet from the Rule Definition field in the New CSS Rule dialog box. To create a class style, see the section “Create a Class Style.” To customize an HTML tag, see the section “Customize an HTML Tag.” When you define a new style in an external style, it is automatically added to the selected CSS file.

**Is it possible to add new styles later?**

Yes. You can add styles to an external style sheet at any point during production, even months after the site was first published. In addition, you can make changes or additions while you work on any page that is currently attached to an external style sheet, and those styles will become available on any page where the style sheet is attached.
After you have created a style sheet, you can attach it to any or all of the Web pages in your site. You can even attach multiple style sheets to the same page. After you attach an external style sheet to a page, all the style rules in the style sheet become available, and you can apply them to elements on the page just as you would apply styles from an internal style sheet.

**Attach an External Style Sheet**

1. With the page to which you want to attach a style sheet open, click **Format**.
2. Click **CSS Styles**.
3. Click **Attach Style Sheet**.

The Attach External Style Sheet dialog box appears.

4. Click **Browse**.

The Select Style Sheet File dialog box appears.

5. Click the name of the style sheet that you want to attach.

6. Click **OK**.

You are returned to the Attach External Style Sheet dialog box.

7. Click **OK**.

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Creating and Applying Cascading Style Sheets

- The external style sheet is linked to the page, and the style sheet is displayed in the CSS Styles panel. Any styles in the external style sheet are automatically applied to the page.

  **Note:** To apply styles to content in a document, see the section “Apply a Class Style.”

- Click and drag to move a style from the page’s internal style sheet to the external style sheet.

- You can move any or all of the styles from an internal style sheet to an external one.

- To delete a style or to remove a style sheet from a file, click to select it and press `Del`.

---

**TIP**

**How can I move multiple styles to an external style sheet simultaneously?**

1. Click here and attach an external style sheet.
2. Click + to open the internal `<style>` list.
3. Click to select one or more internal styles and drag the cursor over the name of the external style sheet.

- Dreamweaver moves the internal styles to the external style sheet.

  **Note:** You must save the CSS file to save the newly moved styles.
You can include hundreds of styles in a single external sheet. This enables you to continue to add to the style sheet as your site grows and to change or add sections.

**Edit an External Style Sheet**

1. Click **Window**.
2. Click **CSS Styles**.
   - The CSS Styles panel appears.
   - You can click here and drag to expand the CSS Styles panel.
3. Double-click the name of the style that you want to modify.
Creating and Applying Cascading Style Sheets

The CSS Rule Definition dialog box appears.

4 Click a style category.

5 Select the style settings that you want.

- In this example, the font color is changed.

6 Click OK.

- Dreamweaver saves the new style definition in the external style sheet.

- The new style is automatically applied to any content formatted with that style on all pages to which the external style sheet is attached.

What problems can arise when I use CSS?
The benefits to using cascading style sheets are enormous, and they mostly outweigh the challenges that come with their implementation. However, because CSS does not display the same in all Web browsers, pages designed with CSS may not be displayed the same on all computers. You should always test your pages to make sure that you like the results in all the browsers that you expect your visitors to use. For the best results, redefine existing HTML tags when possible and create your page designs so that they will be readable and display well even if the styles are not supported.
In addition to creating styles for text, you can use CSS to create styles that position and align elements on a page. Using styles with divs and other HTML tags, you can create complex layouts in Dreamweaver that meet today’s Web standards.
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Introducing CSS Layouts

You can use advanced Dreamweaver tools to create CSS layouts that are flexible, adapt well to different screen sizes and resolutions, and are accessible to all your site visitors.

The CSS Box Model
One of the most popular and recommended approaches to Web design today is the CSS Box model. By combining a series of HTML div tags with CSS styles, it is possible to create designs that are complex in their appearance but simple in their construction. One of the advantages of this model is that Web pages with CSS layouts display well on a variety of devices.

Alignment with Floats
Instead of using the familiar left and right alignment icons, the best approach to aligning images and other elements with CSS is to create styles that use floats. By floating elements to the right or left of a page, you can align them and cause any adjacent elements, such as text, to wrap around them.

Note the unusual migratory habits of the Northern Plains area shaved hominid over a range of territory. A male Sasquatch has been known to travel dozens of miles in a single day.
Centering CSS Layouts

The Center attribute is no longer recommended in CSS, so how do you center a design? The trick is to set the margins on both the left and right of a div to “auto,” or automatic. This causes a browser to automatically add the same amount of margin space to both sides of the element, effectively centering it on the page.

Dreamweaver’s CSS Layouts

Dreamweaver includes a large collection of CSS layouts that are carefully designed and ready for you to use to create your own Web pages. Although you will need to edit the CSS styles to customize these layouts, they can give you a great head start and help you avoid some of the common layout challenges of CSS.

AP Div Basics

AP Divs are discrete blocks of content that you can precisely position on the page, make moveable by the user, and even make invisible. Most significantly, you can stack AP Divs on top of each other. AP Divs can contain any kind of content, including text, graphics, tables, and even other AP Divs. Unfortunately, layouts created completely with AP Divs are not very flexible and thus not well-suited to the many different displays in use on the Web. Use AP Divs sparingly and test to ensure that your pages work properly on a variety of screen sizes and Web browsers.

Nested AP Divs

AP Divs can contain nested AP Divs, which create areas of content that stay linked together on a page for better control during production of Web pages. Nested, or child, AP Divs can inherit the properties of their parent divs, including visibility or invisibility. You can also nest AP Divs within divs that do not use absolute positioning.
Dreamweaver includes a collection of CSS layouts to make it easy to design pages using HTML div tags and styles. Creating a new page with a CSS layout is as easy as creating a new blank page, but with the advantage of already having many design elements in place.

Create a Web Page with a CSS Layout

1. Click **File**.
2. Click **New**.

The New Document dialog box opens.

3. Click **Blank Page**.
4. Click **HTML**.
5. Click a layout option.
6. Click **Create**.
Designing a Web Site with CSS

Dreamweaver creates a page with the selected layout.

7 Add a page title by changing the text here.

8 Press Ctrl + S to save the page.

Note: Never use spaces or special characters in the name of a Web page. Hyphens (-) and underscores (_) are okay.

9 Replace the placeholder text in the layout with your own text. You can also add images and other elements.

Can I create new styles for a CSS layout?
Yes. You can create and apply new styles in a CSS layout just as you would any other page in Dreamweaver. Dreamweaver's CSS layouts include a collection of styles needed to create the original design, but you can add as many styles as needed for formatting and layout.

Can I save CSS layout styles to an external style sheet?
Yes. You can always move styles to an external style sheet. First, create a new CSS file, then attach it to the page, and finally click and drag the styles into the external style sheet in the CSS Styles panel. You can find more detailed instructions in the previous chapter.
You can edit the CSS layouts that are included in Dreamweaver. However, if you are not familiar with CSS, editing one of these page layouts can be confusing.

CSS layouts cannot be edited in the design area of Dreamweaver. You must change the styles in the CSS Styles panel to edit the layout.

**Note:** If the CSS Styles panel is not open, click Window and then click CSS Styles to open it.

1. Double-click the name of the style that you want to change.

   The CSS Rule Definition dialog box appears.

2. Click a category.

   In this example, the background color for the header style is changed.

3. Edit the style.

4. Click OK.
The changes to the style are automatically applied in the workspace.

In this example, the background color in the header area changes.

The style is updated in the CSS Styles panel, and the new style option is displayed in the Properties pane.

You can also edit CSS styles in the CSS Properties pane.

In this example, the background color is selected, displaying the color swatches.

How do I know which style corresponds to each part of the layout?

To identify what style is controlling the design of any part of the page, place your cursor in the page where you want to change the style and look at the tag selector at the bottom of the design area (just above the Property inspector). In the tag selector, you see all the tags that surround whatever you have selected in the design area. Another way to identify styles is to view the HTML source code. Choose the Split view and select some text or an image that is in an area of the page that you want to edit. Then look in the code to see what style is applied to your selection.
You can insert images into a CSS layout just as you would insert them into any other page in Dreamweaver. After you have inserted an image, you can format and align it using CSS.

**Add Images to a CSS Layout**

**Note:** If the CSS Styles panel is not open, click Window and then click CSS Styles to open it.

1. Click to place where you want to add an image.
2. Click Window.
3. Click Insert.
4. Click the Images icon.
5. Click ▼ and select the folder that contains the image.
6. Click the name of the image.
7. Click OK.
The Image Tag Accessibility Attributes dialog box appears.

8 Type a description of the image.
   • A long description URL is optional.

9 Click OK.
   • The image appears in the layout.

To remove or replace the Latin text included in CSS layouts, select the text and press Del. Then type to enter the new text or use copy and paste.

**TIPS**

**Why can I not drag the edge of a column to change the size?**
You cannot change a CSS layout by simply clicking and dragging the border of a div tag. To edit the width or height of any of the divs in a Dreamweaver CSS layout, you have to edit the CSS style. To learn more, see the section “Edit a CSS Layout.”

**Can I change the background color?**
Yes, you can change the background color of a CSS layout much like you would change the background color on any other page — by using the Page Properties dialog box. Click Window and then click Page Properties to open the dialog box. Choose the Background category and use the Background Color field to select a color. To change the background color of an individual div tag in the design, you have to edit the CSS style. To learn more, see the section “Edit a CSS Layout.”
Using Floats to Align Elements

You can use CSS styles to align images and other elements on a Web page. Many designers create class styles that float elements to the right and left, an ideal way to wrap text around an image.

Many of Dreamweaver’s CSS layouts include class styles for floats with the names `fltrt` (to float elements to the right) and `fltlft` (to float elements to the left).

Using Floats to Align Elements

**Note:** If the CSS Styles panel is not open, click Window and then click CSS Styles to open it.

1. Click **Format**.
2. Click **CSS Styles**.
3. Click **New**.
   
   The New CSS Rule dialog box appears.

4. Click ☐ and select **Class (can apply to any HTML element)**.
5. Type a name for the class style.
   
   In this example, a style is created called “.float-right,” which will be used to align images to the right side of a page.

   **Note:** Class styles must begin with a dot (.).

6. Click **OK**.
   
   The CSS Rule Definition dialog box appears.
7 Click **Box**.

8 Click ☑ and select **right**.

9 Click the Margin check box to deselect it (☑ changes to ☐).

10 Enter the margin space.

This example uses 8 pixels for the bottom and left side to create a margin between the image and the text.

11 Click **OK**.

The new style appears in the CSS Styles panel and the Property inspector.

12 Click to select the element that you want to float.

13 Click ☑ and select the style to apply it to the element.

In this example, the element aligns to the right, and the text wraps around it on the left.

**How do I create a style to float elements to the left?**

To create a style to float elements to the left, repeat the steps in this exercise with these changes: In step 8, choose **left** from the Float drop-down list, and in step 10, add margin space to the bottom and right.
Add an Image to the Header

All of Dreamweaver’s CSS layouts include text formatted with a Heading 1 tag in the header area at the top of the page.

Replacing the text with an image is similar to inserting an image anywhere else on the page, with a few exceptions.

Add an Image to the Header

Note: If the CSS Styles panel is not open, click Window and then click CSS Styles to open it.

1. Click to place in the banner area.
2. Click the Image 📷.
3. Click ▼ and select the folder that contains the image.
4. Click to select the name of the image.
5. Click OK.

If the Image Tag Accessibility Attributes dialog box appears, enter a description and click OK.

The image appears in the header area of the layout.

To delete any text, click and drag to select it and press Delete.

6. Click to select the image.
7. Right-click the h1 tag.
8. Click Remove Tag.
The extra space above and below the banner image is removed.

9 Click the name of the header ID style.

10 Click to select the contents of the padding field.

11 Press Del.

To remove the background color, select the contents of the background color field and press Del.

The extra space to the left and right of the banner image is removed.

---

**Can I change the width of a CSS layout?**

Yes. The width setting for the CSS layouts in Dreamweaver is controlled by the style that includes the ID `#container`. Select the `#container` style name in the CSS Styles panel and then change the width setting to alter the width of the entire CSS layout.
AP Divs are scalable rectangles, inside of which you can place text, images, and just about anything else that you can include on a Web page. Although they work similarly to the divs used in Dreamweaver’s CSS layouts, AP Divs include an Absolute Positioning setting, which means that they maintain their position on a page irrespective of the browser size.

**Create an AP Div with Content**

**CREATE AN AP DIV**

1. Click and select **Layout** in the Insert panel.
2. Click the **Draw AP Div** button.
3. Click and drag to create an AP Div on the page.
   - You can resize and reposition an AP Div after you create it.
   - The outline of the AP Div appears.
   - You can click the tab in the upper-left corner of the AP Div to select it.
   - When you select the AP Div, the Property inspector displays the AP Div’s properties.
ADD CONTENT TO AN AP DIV

1. Click inside the AP Div.
2. Click to select an element in the Files panel and drag it into the AP Div.

You can add text by typing inside the AP Div. You can format text and images within an AP Div using the Property inspector, just as you would format text or images anywhere else on a page.

- The element is displayed inside the AP Div.

You can specify image properties, such as alignment, within an AP Div by clicking to select the image and changing the image properties in the Property inspector.

Note: To format text, see Chapter 5. For image options, see Chapter 6.

Should I use AP Divs to create a page layout?

Although AP Divs are very powerful layout tools, they are not the best option for creating an entire page layout. AP Divs serve as a nice complement to other page layout options, but when used exclusively, they create very inflexible designs that can look very different in different browsers.

What happens if a browser does not display AP Divs properly?

Although the latest versions of Internet Explorer and Firefox support AP Divs consistently, older browsers that do not support AP Divs may not display them as you intended. Similarly, text can get cut off if the font size is displayed larger than you intended in a browser and the text exceeds the size of the AP Div.
Resize and Reposition AP Divs

When you create a new AP Div, you can adjust its position and dimensions to make it fit attractively within the rest of the content on your page. One of the advantages of AP Divs is that you can move them easily by clicking and dragging them.

RESIZE WITH WIDTH AND HEIGHT ATTRIBUTES

1. Click this tab.
2. Type a new width in the W field.
3. Press Enter (Return).
   Dreamweaver changes the AP Div’s width.
4. Type a new height in the H field.
5. Press Enter (Return).
   Dreamweaver changes the AP Div’s height.
REPOSITION WITH THE CURSOR

1. Click and drag the tab in the upper-left corner of the AP Div to move it to a new position (changes to ).

Dreamweaver moves the AP Div to the new location.

REPOSITION WITH LEFT AND TOP ATTRIBUTES

1. Click the AP Div’s tab to select it.
2. Type the new distance from the left side of the window.
3. Press Enter (Return).
4. Type the new distance from the top of the window.
5. Press Enter (Return).

Dreamweaver applies the new positioning to the AP Div.

How can I change the visibility of an AP Div?

To change an AP Div’s visibility, select an AP Div and then click the Vis in the Property inspector. You can make an AP Div visible or invisible. If it is a nested AP Div, it can inherit its characteristics from its parent, which is the enclosing AP Div.

Is there any other way to tell whether an AP Div is visible or invisible?

Yes. There is a visibility column available in the AP Elements tab in the CSS Styles panel. Click next to the AP Div name in the visibility column to adjust it. The open eye icon ( ) means that the AP Div is visible; the closed eye icon ( ) means that the AP Div is invisible. If no icon is showing, visibility is set to the default setting, and the AP Div appears visible or inherits its visibility.
You can change the stacking order of AP Divs on a page, thus affecting how they overlap one another. You can then hide parts of some AP Divs under other AP Divs.

**Change the Stacking Order of AP Divs**

**USING THE Z INDEX ATTRIBUTE**

1. Click the **AP Elements** tab in the CSS Styles panel.
2. Click the name of the AP Div whose order you want to change to select it.

   When an AP Div is selected, it becomes visible in Dreamweaver’s design area, even if it is covered by another AP Div.

3. Type a new number in the **Z** index field.

   The higher the Z index of an AP Div, the higher it is placed in the stack.

   - Dreamweaver changes the stacking order of the AP Divs.
**BY CLICKING AND DRAGGING**

*Note:* If the CSS Styles panel is not open, click Window and then click CSS Style to open it.

1. Click the **AP Elements** tab.
2. Click and drag the AP Div name above or below another AP Div (changes to).

Dreamweaver changes the stacking order of the AP Divs.

- If all or part of an AP Div is covered by another AP Div, it will not be visible on the page.

---

**TIPS**

**Can I use any number for the Z index?**

Yes. You can use any number for your Z index. If you are working with many AP Divs on a page, a good technique is to number them as 10, 20, 30, and so on, instead of 1, 2, and 3. That way, if you want to position an AP Div between existing AP Divs, you can number it something like 15 or 25, and you do not have to renumber all the other AP Divs to accommodate its new position.

**How do I change the name of an AP Div?**

You can change the name of an AP Div in the Property inspector. First, select the AP Div by clicking its name in the AP Elements panel or by clicking to select the AP Div in the design area of the page. In the Name field, in the top-left corner of the Property inspector, you see the current name displayed as text. Simply select the text and type the new name.
Create a Nested AP Div

A nested AP Div is often called a *child AP Div*, and the AP Div that contains the nested AP Div is called the *parent*. They act as a unit on the page; if the parent AP Div moves, the child goes with it. Similarly, the positioning of the child is based on the position of the parent.

You can move the child AP Div independently of the parent, but the AP Divs always stay linked unless you drag the nested AP Div out from under the parent.

**Create a Nested AP Div**

*Note:* If the AP Elements panel is not open, click Window and then click CSS Styles. Then click the AP Elements tab.

1. Click .
2. Click and drag to create an AP Div.
   
   Dreamweaver inserts an AP Div into the page.
   
   You can insert text, images, or tables into the AP Div.

3. In this example, text is placed in the first AP Div.
4. Click .

4. Click and drag to create a nested AP Div inside the first AP Div.

- The name of the nested AP Div appears indented below the first AP Div. In this example, the AP Div labeled *apDiv2* is nested inside an AP Div with the name *apDiv1*. 

---

*Fabric Palette*

The Fabric Palette brings you the latest designs in the fabrics you love to work with. If you've been searching for lovely, one-of-a-kind fabric, Fabric Palette is your answer. Founded by a fashion consultant and a seamstress, Fabric Palette brings you the latest designs in the fabrics you love to work with.
You can insert text, images, or tables into the nested AP Div. In this example, an image is placed in the nested AP Div.

Click and drag to move the first AP Div on the page.

The nested, or child, AP Div moves with the parent AP Div.

Can I free a nested AP Div?
Yes, you can take a nested AP Div out of its parent AP Div. To do so, click Window, then click CSS Styles, and then click the AP Elements tab to open the AP Divs panel. Click the nested AP Div and drag it above the parent AP Div. The AP Div appears on its own line in the AP Elements panel, the $L$ is removed, and the layer is no longer nested. This does not change the location of the AP Div on the page, but it allows you to move the AP Div independently of its parent.
CHAPTER 14

Publishing a Web Site

After you are done building your Web pages, you can publish your site on a server where anyone with an Internet connection can view them. This chapter shows you how to publish your Web site and keep it up-to-date with Dreamweaver.
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Publish Your Web Site

Most designers build and test their Web sites on their local computers and then transfer them to a Web server when they are ready to publish them on the Internet. A Web server is an Internet-connected computer running special software that enables the computer to serve files to Web browsers. Dreamweaver includes tools that enable you to connect and transfer pages to a Web server.

To publish your site files using Dreamweaver, follow these steps:

1. Identify the main folder on your computer where all your Web site files are kept.

   Note: To define a local site, see Chapter 2.

2. Enter the Web server information to publish your files.

   Note: To define a remote site, see the section “Set Up a Remote Site.”

   Most people publish their Web pages on servers maintained by their Internet service provider (ISP), a Web-hosting company, or their company or school.

3. Connect to the Web server and transfer the files.

   The Site window displays a user-friendly interface for organizing your files and transferring them to the remote site.

   After uploading your site, you can update it by editing the copies of the site files on your computer (the local site) and then transferring those copies to the Web server (the remote site).
With the Site window, you can view the organization of all the files in your site. You can also upload local files to the remote site and download remote files to the local site through the Files panel. You can access the Site window by clicking the Expand/Collapse button in the Files panel. For more information about the Files panel, see Chapter 3.

**Local files**
The right pane displays all the files in the root folder of your local computer.

**Remote site**
The left pane displays all the files in your site that have been published to the remote Web server.

**File transfer**
The button connects to the remote site. The Put button enables you to upload files to the remote server, and the Get button enables you to download files from the remote server.

**Site menu**
This menu lists all the Web sites that you have set up in Dreamweaver and makes it easy to switch from working on one site to working on another. For more information about setting up sites in Dreamweaver, see Chapter 2.

**Expand/Collapse Files panel**
You can click the Expand/Collapse button to expand the Files panel to two panes. With the Files panel expanded, you can see the local and remote sites simultaneously, making it easier to upload and download files. To close the expanded view and return the Files panel to one column, click again.
Before you publish your Web site, it is always a good practice to test your pages on your local computer first. You can preview an HTML page in any browser that is installed on your computer.

*Note:* There are differences between how HTML pages are displayed in different browsers, and you may want to make some changes to your pages if you do not like the differences.

**Test Your Pages in Different Browsers**

**SELECT BROWSERS**

1. Click **File**.
2. Click **Preview in Browser**.
3. Click **Edit Browser List**.

The Preferences dialog box appears.

4. Click **+** in the Preview in Browser area.

The Add Browser dialog box appears.

5. Click **Browse**.
The Select Browser dialog box appears.

6 Click and select the folder that contains the browser application.

7 Click the browser application that you want to add.

8 Click Open.

The Select Browser dialog box closes.

9 Click OK to add the browser and close the Add Browser dialog box.

10 Repeat steps 4 to 9 to add additional browsers.

11 Click OK close the Preferences dialog box.

TEST YOUR PAGE

1 Click .

2 Click a Web browser.

3 Repeat steps 1 and 2 for each browser.

Why do Web pages not look the same in different browsers?
Over the years, Web design has evolved. In the early days of the Web, you could create sites only with simple HTML and images. As the technologies evolved to include more advanced options, such as CSS and multimedia, Web browsers evolved as well. Unfortunately, many people still have older browsers that do not support all the latest design options in use on the Web, and not all browser makers updated their programs in the same ways.

What is the most popular browser?
There are dozens of browsers in use on the Web, including Internet Explorer, Firefox, Opera, and even special browsers, called screen readers, that read Web pages to users.
Organize Your Files and Folders

You can use the Files panel to organize the files and folders that make up your Web site. With this panel, you can create and delete files and folders, as well as move files between folders; Dreamweaver automatically fixes any associated links and inserted images.

Creating subfolders to organize files of a similar type can be useful if you have a large Web site.

1. Click **Window**.
2. Click **Files**.
   - The Files panel is displayed.
3. Click ▼ to display the contents of the site.

4. Click + to view the files in a subfolder (+ changes to –).
   - The folder contents are displayed.
   - You can click – to close the subfolder.
To move a file from the local site folder, click and drag it to the new subfolder (changes to).

The Update Files dialog box appears, asking if you want to update your links.

Click Update to keep your local site links from breaking.

Dreamweaver automatically makes any changes necessary to preserve the links.

**TIPS**

**What happens to links when I move files?**

When you create a hyperlink from one page to another, Dreamweaver creates the necessary HTML code, which includes a reference to the name and location of the page to which you are linking. If you move or rename files after they are used in a link, the link code must be updated, or the link will be broken. When you use the Files panel to move or rename files or to move files into subfolders, Dreamweaver keeps track of any affected code and updates it automatically.

**Should I use subfolders?**

Organizing your text, image, and multimedia files in subfolders can help you keep track of the contents of your Web site. Although you can store all the files on your site in one main folder, most designers find it easier to find files when the files are organized in subfolders.
Before you can publish your Web site in Dreamweaver, you need to set up the remote site to create a connection to your Web server. You set up a remote site by entering the FTP information, including your username and password, for your Web server. You can then use Dreamweaver to transfer your files from your computer to the remote server.

**Note:** Before you can set up a remote site, you need to set up your local site and define it in Dreamweaver. To do so, see Chapter 2.

### Set Up a Remote Site

1. Click **Site**.
2. Click **Manage Sites**.

The Manage Sites dialog box appears.

3. Click a site name from the list.
4. Click **Edit**.
The Site Definition dialog box appears.

5 Click the **Advanced** tab.
6 Click **Remote Info**.
7 Click the Access ▾.
8 Click **FTP**.
   *Note: FTP is the most common way for Web designers to connect to their Web servers. The other options are only used in special situations.*

9 Type the name of the FTP host (Web server).
10 Type the directory path of your site on the Web server.
11 Type your login name and password.
   - You can click **Test** to confirm the Web server information.
12 Click **OK**.
13 Click **Done**.

The remote site is now set up.

**TIPS**

**What happens if I change my Internet service provider (ISP) and I need to move my site to a different server?**

You need to change your remote site settings to enable Dreamweaver to connect to your new Web server. Your local site settings can stay the same. Make sure that you keep your local files current and backed up before you change servers.

**How do I register a domain name?**

You can register a domain name at a number of domain registration services on the Internet. Two of the most popular, and least expensive, are www.godaddy.com and www.1and1.com. As long as you pay the annual fee, which is less than $10 a year at these sites, the domain is yours. To direct the domain to your Web site, you need to specify where your Web server is at the domain registration service.
You can connect to the Web server that hosts your remote site and transfer files between it and Dreamweaver. Dreamweaver connects to the Web server by a process known as file transfer protocol, or FTP.

Before you can connect to a remote server, you need to set up your remote site. For more information, see the preceding section, “Set Up a Remote Site.”

Connect to a Remote Site

1. In the Files panel, click the Expand Site Panel button ( ) to expand the remote and local site panels.

   ![Files panel expanded](image)

   The Files panel expands to fill the screen.

2. Click the Connect button ( ) to connect to the Web server.

   ![Connect button](image)

   Note: Dreamweaver displays an alert dialog box if it cannot connect to the site. If you have trouble connecting, review the host information that you entered for the remote site.
When you are connected to the Internet, changes to .
Dreamweaver displays the contents of the remote site’s host directory.

3 Click + to view the contents of a directory on the Web server (+ changes to –).
Dreamweaver displays the contents of the directory.

4 Click to disconnect.
Dreamweaver disconnects from the Web server.

If you do not transfer any files for 30 minutes, Dreamweaver automatically disconnects from the Web server.

How do I keep Dreamweaver from prematurely disconnecting from the Web server?
You can click Edit, then click Preferences, and then click Site. You can adjust the FTP transfer options to change the time that Dreamweaver allows to pass between commands before it logs you off the server — the default is 30 minutes. Note that Web servers also have a similar setting on their end. Therefore, the server, not Dreamweaver, may sometimes log you off if you are inactive for more than the server’s allotted time.

What if the connection does not work?
If Dreamweaver fails to connect to your server, your Internet connection may be down. Make sure that your computer is connected to the Internet and try again. If you still cannot connect, you may have incorrectly entered the FTP settings. Check with your service provider or system administrator if you are not sure about your Web server settings.
You can use Dreamweaver’s FTP features to upload files from your local site to your remote server to make your Web pages available to others on the Internet.

**PUBLISH FILES ONLINE**

1. Click ![link](image) to connect to the Web server through the Site window (changes to ![link](image)).
2. Click the file that you want to upload.
3. Click the Put button ( ![put](image)).
   - You can also right-click the file and select **Put** from the menu that appears.

A dialog box appears, asking if you want to include dependent files.

**Note:** Dependent files are images and other files associated with a particular page.

4. Click **Yes** or **No**.
   - You can click here (changes to ![link](image)) to avoid seeing this dialog box again.

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The file transfers from your computer to the Web, and the filename appears in the Remote files panel.

**UPLOAD A FOLDER**

1. In the right pane, right-click the folder that you want to upload.
2. Click **Put**.

You can also click the folder and then click **Put**.

Dreamweaver transfers the folder and its contents from your computer to the Web server.

**How do I stop a file transfer in progress?**

You can click **Cancel** in the Status dialog box that appears when a transfer is in progress. You can also press **Esc** to cancel a file transfer.

**How can I delete a file from the Web server?**

With the Site window open, connect to the Web server. When the list of files appears in the left pane, click the file that you want to delete and then press **Delete**. A dialog box appears, asking if you really want to delete the selected file. Click **OK**. You can also delete multiple files and folders.
You can download files from your Web server in Dreamweaver if you need to retrieve them. After they are downloaded, you can make changes or updates to the pages in Dreamweaver and then put them back on the Web server.

**Download Files from a Web Server**

**DOWNLOAD FILES**

1. Click to connect to the Web server (changes to).
2. Click the file that you want to download.
3. Click the Get button ( ).
   - You can also right-click the file on the remote site and select Get from the menu that appears.

A dialog box appears, asking if you want to include dependent files.

*Note:* Dependent files are images and other files associated with a particular page.

4. Click Yes or No.
   - You can click the check box (changes to ) to avoid seeing this dialog box again.
The file transfers from the Web server to your computer.

If the file already exists on your local computer, a dialog box appears, asking whether it is okay to overwrite it.

**DOWNLOAD MULTIPLE FILES**

1. Press and hold Ctrl and click to select the files that you want to download.
2. Click .

The files transfer from your Web server to your computer.

The downloaded files appear in the Local Files panel.

---

**TIPS**

Where does Dreamweaver log errors that occur during file transfer?

Dreamweaver logs all transfer activity, including errors, in a file-transfer log. You can view it by clicking **Window**, then clicking **Results**, and then clicking **FTP Log**. The FTP Log panel appears at the bottom of the screen.

Can I use my Web site to store files while I am still working on them?

If a file is on your Web server, it can be viewed on the Internet. When pages are under construction and you do not want them to be seen, you should not put them up on your Web site, even temporarily. Even if the page is not linked to your site, someone may find it, or a search engine may even index and cache it.
Dreamweaver can synchronize files between your local and remote sites so that both sites have an identical set of the most recent files. This can be useful if other people are editing the files on the remote site and you need to update your local copies of those files. It is also handy if you edit pages and you do not remember all the pages that you need to upload.

**Synchronize Your Local and Remote Sites**

1. Click to connect to the Web server ( changes to ).
2. Click the Synchronize button ( ).
3. Click and select the files that you want to synchronize.
4. Click and select the direction that you want to copy the files.
   You can place the newest copies on both the remote and local sites by selecting **Get and Put newer files**.
5. Click Preview.

The Synchronize Files dialog box appears.
Dreamweaver compares the sites and then lists the files for transfer, based on your selections in steps 3 and 4.

6 Click to select the files that you do not want to transfer.

7 With the files selected, click the Trash button ( ) to remove them from the transfer list.

8 Click OK.

Dreamweaver transfers the files.
The local and remote sites are now synchronized.

Are there other FTP tools besides those available from Dreamweaver?
Dreamweaver offers the convenience of transferring files without having to open other programs. However, the application uses many system resources and can significantly slow down some computers. There are many good alternatives available. For example, in Windows, you can use WS_FTP. In Mac OS, you can use Transmit or Fetch. You can download evaluation copies of these programs from www.download.com. Other alternatives for transferring files through FTP include CuteFTP, LeechFTP, and CoffeeCup Direct FTP.
Maintaining a Web Site

Maintaining a Web site and keeping its content fresh can be as much work as creating the site. Dreamweaver’s site-maintenance tools make updating faster and easier.
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Dreamweaver’s visual aids make it possible to see things that are not there, such as the outline of a div tag or the border of a table. These visual aids make it easier to manage the features of your site and to edit your page designs.

Although visual aids are helpful, sometimes you may prefer to turn them off so that you can see how your designs will look without all the borders and outlines.

**View Visual Aids**

1. Click the Visual Aids button ( ).
2. Click CSS Layout Outlines.

- A dotted line appears around any div tags or other CSS layout elements.
3. Click again.
4. Click CSS Layout Outlines to remove the .
The dotted lines around CSS layout elements disappear.

5 Click again.

6 Click **Hide All Visual Aids**.

All visual aids disappear.

---

**TIPS**

**Are visual aids displayed in a Web browser?**

No. Visual aids are visible only in the Dreamweaver workspace. Visual aids are designed to provide additional information and guides as you work on a page layout, but they will not be visible when your visitors to your site view your page designs in a Web browser.

**Is there a shortcut to hide all visual aids?**

Yes. Like many features in Dreamweaver, you can use a keyboard shortcut instead of selecting an option from a menu or panel. To hide all visual aids at once, press **Ctrl** plus **Shift** plus the letter **I** (on a Windows computer). If you are using a Mac, press **Cmd** plus **Shift** plus the letter **I**. To turn visual aids back on, press the same keys in combination again.
You can view and manage elements that appear in the pages of your site with the Assets panel. The Assets panel provides an easy way to insert elements that you want to use more than once in your site.

1. Click **Window**.
2. Click **Assets**.

You can also click the **Assets** tab in the Files panel to open the Assets panel.

The Assets panel appears, displaying objects from the selected category.

3. Click an icon to display a collection of assets.

In this example, the image assets are shown.

4. Click the name of any asset to preview it in the Assets panel.

You can click and drag the side of the Assets panel to expand it.
The Assets panel displays in the new dimensions and previews your selected asset.

5 Click a column heading.

The assets are now sorted by the selected column heading in ascending order.

If you click the name of the column that the assets are already sorted by, the asset order switches to descending order.

To view other assets, you can click a different category button.

---

**How are assets organized?**

Items in the Assets panel are organized into the following categories:

- **Images**  GIF, JPG, and PNG images
- **Color**  Text, background, link, and style-sheet colors
- **URLs**  Accessible external Web addresses
- **Flash**  Flash-based multimedia
- **Shockwave**  Shockwave-based multimedia
- **Movie**  QuickTime and MPEG movies
- **Scripts**  External JavaScript or VBScript files
- **Templates**  Page-layout templates
- **Library**  Library of reusable page elements
Add Content with the Assets Panel

You can add frequently used content to your site directly from the Assets panel. This technique can be more efficient than using a menu command or the Insert panel.

Add Content with the Assets Panel

1. Click inside the Document window where you want to insert the asset.
2. Click the Assets tab to open the Assets panel.
3. Click a category.
4. Click an asset.
5. Drag the asset onto the page.

If the asset is an image, the Image Tag Accessibility Attributes dialog box appears.

6. Type a description of the image.
   - Entering a long description URL is optional.
7. Click OK.
Dreamweaver inserts the asset into your Document window.

In this example, an image is added to the page.

8 Click to select the image or other asset.

9 Edit the asset as you would any other asset.

In this example, an image alignment option is applied.

Dreamweaver applies your changes to the asset in the Document window.

- In this example, the image is aligned to the right.

### How do I copy assets from one site to another?

Click one or more items in the Assets panel, and then right-click (Option + click) the selected assets. From the menu that appears, click **Copy to Site** and then click a site to which you want to copy the assets. The assets appear in the Favorites list under the same category in the other site.

### Are all my links saved in the Assets panel?

Only links to external Web sites and email addresses are saved in the Assets panel. Links to internal pages in your site are not saved in the Assets panel. You can use the saved links in the Assets panel to quickly create new links to Web sites and email addresses to which you have already linked in your site.
To make your asset lists more manageable, you can organize assets that you use often into a Favorites list inside each asset category.

### ADD AN ASSET TO THE FAVORITES LIST

1. Click the **Assets** tab to open the Assets panel.
2. Click a category.
3. Click an asset.
4. Right-click (Option + click) the selected asset and click **Add to Favorites** on the menu that appears.
   
   Dreamweaver adds the asset to the category’s Favorites list.

5. Click **Favorites** (**Changes to**)  
   
   The selected asset appears in the Favorites category.
Nickname a Favorite Asset

1. Click a category.
2. Click Favorites (changes to ).

Note: You cannot nickname regular assets.
3. Right-click (Option + click) an asset.
4. Click Edit Nickname on the menu that appears.

5. Type a nickname.
6. Press Enter (Return).

The nickname appears in the Favorites list.

How do I remove an item entirely from the Assets panel?
To delete an asset, you need to delete the corresponding file from the Files panel. Click Window and then click Files or click the Files tab to open the Files panel. Click the name of the file and then press Del or Backspace.

How do I add items to the Assets panel?
You do not need to add items. One of the handiest things about the Assets panel is that every time you add an image, external link, email link, color, or multimedia asset to your Web site, Dreamweaver automatically stores it in the Assets panel.
Dreamweaver provides a Check In/Check Out system that keeps track of files when a team is working on a Web site. For example, when one person checks out a page from the Web server, others cannot access the same file.

When the Check In/Check Out system is off, multiple people can edit the same file at once.

**Check a Page In or Out**

**ENABLE CHECK IN/CHECK OUT**

*Note:* You first need to specify the remote settings and connect to your remote Web server to use the Check In/Check Out function. To set up a remote site and connect to it, see Chapter 14.

1. Click Site.
2. Click Manage Sites.

The Manage Sites dialog box appears.

3. Click the site name.
4. Click Edit.

The Site Definition dialog box appears.

5. Click the Advanced tab.
6. Click Remote Info.
7. Click Enable file check in and check out.
8. Type your name and email address.
9. Click OK.
10. Click Done.

Check In/Check Out is now enabled.
CHECK OUT A FILE
1 Click to select the file in the Files panel if it is not checked out and then right-click (Option + click) it.
2 Click Check Out.
Dreamweaver marks the page as checked out.

CHECK IN A FILE
1 Click to select the file that you have checked out and then right-click (Option + click) it.
2 Click Check In.
Dreamweaver marks the page as checked in.

TIPS
How is a file marked as checked out?
When you check out a file, Dreamweaver creates a temporary LCK file that is stored in the remote site folder while the page is checked out. The file contains information about who has checked the file out. Dreamweaver does not display the LCK files in the file list, but you can see them if you access your remote site with a different FTP program.

Can I email someone who has a file checked out to tell them that I need it?
Yes. Dreamweaver collects usernames and email addresses in the Check In and Check Out fields to make it easy for multiple people who are working on the same Web site to stay in touch. If someone else has a file checked out, you can use the Check In/Check Out feature to send them an email message.
If you are working on a site collaboratively, design notes enable you to add information about the development status of a file. For example, you can attach information to your Web pages, such as a request to have a page edited before it is published.

Make Design Notes

1. Open the Web page to which you want to attach a design note.
2. Click File.
3. Click Design Notes.
   The Design Notes dialog box appears.
4. Click and select a status for the page.
5. Type a note.
6. Click the Date button ( ) to enter the current date in the Notes field.
   You can click Show when file is opened ( changes to ) to automatically show design notes when a file opens.
7. Click the All info tab.
The All info tab is displayed.

8 To enter new information in the Design Notes dialog box, click **+**.

9 Type a name and associated value.
- The added value pair appears in the Info section.
- You can delete information by clicking it in the Info section and then clicking **-**.

10 Click **OK**.

Dreamweaver attaches the design note to the page.

---

**How can I view design notes?**
You can view design notes in two ways: First, files with a design note have a yellow bubble in the site window. Double-click it to open the design note. Alternatively, you can open any file with an attached design note, then click **File**, and then click **Design Notes** to open the design note.

**Are design notes private?**
Although design notes are not linked to the page or displayed in a Web browser, anyone with access to your server can view your design notes. If someone is especially clever and your server does not protect the notes folder, then he or she may find it, even without password access to your site. Ultimately, design notes are useful for communication among Web designers, but they are not meant to protect important secrets.
Run a Site Report

Running a site report can help you pinpoint problems in your site, including redundant HTML code in your pages and missing page titles. It is a good idea to test your site by running a report before you upload it to a Web server.

Run a Site Report

1. Click Site.
2. Click Reports.
   The Reports dialog box appears.
3. Click and select to run a report on either the entire site or selected files.
4. Click the reports that you want to run (changes to).
5. Click Run.

Dreamweaver creates a report and displays it in the Results panel of the Property inspector.

6. Click any tab across the top of the Results panel to display that report.
Change a Link Sitewide

You can search and replace all the hyperlinks on your site that point to a specific address. This is helpful when a page is renamed or deleted and the links to it need to be updated.

1. Click **Site**.
2. Click **Change Link Sitewide**.
   The Change Link Sitewide dialog box appears.

3. Type the old hyperlink destination that you want to change.
4. Type the new hyperlink destination.
   The hyperlinks must start with a forward slash (/) or with a mailto: (email) link, or be a full URL.
5. Click **OK**.
   Dreamweaver finds and replaces all instances of the old destination. A dialog box asks you to confirm the changes.
Find and Replace Text

The Find and Replace feature is a powerful tool for making changes to text elements that repeat across many pages. You can find and replace text on your Web page, your source code, or specific HTML tags in your pages.

1. Click Edit.
2. Click Find and Replace.

The Find and Replace dialog box appears.

3. Click and select whether you want to search the entire site or only selected files.
4. Click and select the type of text that you want to search.

For example, you can select Text (Advanced) to find text that is inside a specific tag.
5 Type the text that you want to find.
- You can click **Find Next** to find instances of your query one at a time.

6 Type the replacement text.

7 Click **Replace** to replace the text instances one at a time.
- You can also click **Replace All** to automatically replace all instances of your text search.

If Dreamweaver asks whether you want to replace text in unopened documents, you can click **Yes**.
- Dreamweaver replaces the text, and the details appear in the bottom of the screen in the Reports panel.

### TIPS

**Can I use the Find and Replace feature to alter HTML code?**
Yes. Searching for a string of code is a quick way to make changes to a Web site. For example, if you want to alter the body color for every page, you can search for the HTML `<body>` tag and replace it with a different color tag.

**Can I use the Find and Replace feature to alter an HTML attribute?**
Yes. You can replace attributes to achieve many things. For example, you can change the color of specific text in your page (change `color="green"` to `color="red"` in `<font>` tags) or change the page background color across your site (change `bgcolor="black"` to `bgcolor="white"` in `<body>` tags).
Adding Interactivity with AJAX and JavaScript

When you are ready to move on to some of the more advanced features in Dreamweaver, this chapter is for you. Using Dreamweaver’s behaviors, you can create JavaScript features, such as rollover effects. Using the Spry widgets, you can create AJAX features, such as drop-down menus.
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Using the Open Browser Window Behavior ........................................294
Some of the most advanced Web site features are created by combining HTML and CSS with more advanced technologies, such as JavaScript. To help you create these features without having to write the code yourself, Dreamweaver includes a collection of widgets and behaviors that you can use on your Web pages. You will find these features under the Spry menu and in the Behaviors panel.

Behavior Basics

Behaviors are cause-and-effect events that you can insert into your Web pages. For example, you can use the Rollover Image behavior to add an image to a page and then replace that image with another image when a visitor rolls a cursor over the first image. Similarly, the Open Browser Window behavior causes a new Web browser window to open when a user clicks or moves the cursor over an image.
Behaviors and Browsers
Because behaviors vary in complexity, they are written in various ways to ensure compatibility with older Web browsers. The latest versions of both Internet Explorer and Firefox display most of Dreamweaver’s behaviors well, and you can disable behaviors that may not work in older Web browsers.

Behind the Scenes
Dreamweaver creates most behaviors with JavaScript and creates Spry AJAX features, such as drop-down menus, by combining JavaScript and XML. CSS is also a key component of many of these advanced features. Even if you are familiar with HTML code, you may be surprised by how complex JavaScript looks when you view the code behind your pages.
Create a Drop-Down Menu

You can create many interactive features using Dreamweaver’s Spry widgets. One of the most popular is a drop-down menu, which makes it possible to include a drop-down list of links in a navigation bar.

Create a Drop-Down Menu

1. Click to place your cursor where you want to add the menu.
2. Click .
3. Click Spry.

The Spry Insert panel appears.

4. Click Spry Menu Bar.
5. Click Horizontal (Changes to ).
6. Click OK.
A Spry menu bar appears in the workspace.

7 Click the blue Spry menu bar.

The menu bar properties appear in the Properties inspector.

8 Click Item 1.

9 Type a name for the menu item in the Text field.

10 Press Enter (Return).

The name appears in the workspace and in the Property inspector.

11 Click Item 1.1.

**What are Spry widgets?**

Dreamweaver includes a set of features called Spry widgets, which are designed to make it easy to add a variety of complex features to your Web pages. When you use Spry, you are adding AJAX, which is a combination of XML and JavaScript that can be styled using CSS. Think of a widget as a special feature that is more advanced than most dialog boxes and other features in Dreamweaver. With widgets, you can create complex features, such as drop-down menus, collapsible panels, tabbed panels, and more.
Create a Drop-Down Menu (continued)

Using the Properties inspector, you can enter names for all the items and sub-items in the Spry menu bar.

You can also add or remove items and sub-items.

Create a Drop-Down Menu (continued)

12 Type a name in the Text field.
13 Press Enter (Return).
   - The name appears in the workspace and in the Property inspector.
14 Repeat steps 11 to 13 for the other sub-items of Item 1.

15 Repeat steps 8 to 14, replacing all the item and sub-item names with the text for your navigation menu.
Adding Interactivity with AJAX and JavaScript

16 Click + to add an item or sub-item.

A new item appears in the Property inspector and the workspace.

17 Click − to remove an item or sub-item.

18 Click OK.

The item is removed from the Property inspector and the workspace.

What are Spry validation widgets?
The Spry validation widgets are designed to work with Web forms to add validation features, such as confirmation that a check box has been selected or that a password has been entered properly.

Can I add more widgets and extensions to Dreamweaver?
Yes. Adobe hosts a Developer’s section on its Web site where programmers can offer widgets and other add-ons for Dreamweaver. Some widgets are free; others cost money. You can learn more about widgets and extensions and download add-ons for Dreamweaver at www.adobe.com/devnet/dreamweaver/. 
After you have added a drop-down menu to your site, you will want to change the appearance to better match the design on your Web pages. You can edit the colors, fonts, and other features of a drop-down menu by editing the corresponding CSS rules.

Note: Add a drop-down menu, as shown in the previous section, and then follow these steps:

1. Click Window.
2. Click CSS Styles.
   - The CSS Styles panel opens.
3. Click + to open the style sheet that corresponds to the Spry menu.

   - The Spry menu opens, and all the styles that control the appearance of the menu are listed in the CSS Styles panel.
   - You can also click once on any style name to view and edit the definition in the CSS Properties pane.
   - Click here and drag to expand the Properties pane.
4. Double-click the name of the style that you want to edit.
The selected style opens in the CSS Rule Definition dialog box.

5 Click to select a category.

6 Make your changes to the style.

In this example, the border is removed by changing the border setting from solid to none.

- You can click Apply to preview the changes.

7 Click OK.

The style change is reflected in the workspace.

8 Click the Visual Aids button ( ).

9 Click Hide All Visual Aids.

- In this example, the border that surrounded each menu item was removed, but the change is only visible after you hide the visual aids.

How do I know which style corresponds to the menu items?

When you click the name of a style in the CSS Styles panel, the rule is displayed in the Properties pane. By studying the style definition rules, you can deduce which style controls which formatting element. For example, click the style named ul.MenuBarHorizontal a, and you can see that the style controls the background color, text color, cursor display, and padding for the active link style, which controls how any linked text appears when the page is first loaded into a Web browser.
Create Tabbed Panels

Dreamweaver’s Tabbed Panels widget, available from the Spry menu, makes it easy to add a set of panels that can be changed by clicking the tabs at the top of the panel set. Because the Spry widget uses AJAX, the Web page does not have to be reloaded for the panels to change when a user clicks a tab.

Note: If the Insert panel is not open, click Window and then click Insert to open it.

1. Click to place your cursor where you want to add the panel set.
2. Click .
3. Click Spry.
4. Click Spry Tabbed Panels.

The Spry Insert panel appears.
4. Click Spry Tabbed Panels.
A Spry tabbed panel appears in the workspace.

5 Click the blue Spry tabbed panels bar.

- The tabbed panel bar properties appear in the Properties inspector.

6 Click [ ]
   - A new tab is added to the panel group.
   - Click a tab in the Property inspector and click [ ] to move the tab up or [ ] to move it down.

TIP

Can I add as many panels as I want?
Yes. But keep in mind that the more panels you include, the more space the panel group will take up in the browser, and the longer the page will take to download. Limiting a panel group to no more than eight items is a good practice.
Add Content to Tabbed Panels

You can edit the text in the panels and tabs of a tabbed panel group in Dreamweaver’s workspace. You can also insert images, video, and other elements into the panels.

Note: Insert a tabbed panel group, as shown in the previous section, and then follow these steps.

1. Click and drag to select the text on a tab.

2. Type to enter new text on the tab.

3. Repeat steps 1 and 2 for each tab.

4. Click the blue Spry tabbed panels bar.

5. Click the name of a tab to select the panel.
Adding Interactivity with AJAX and JavaScript

The selected panel is displayed in the workspace.

6 Enter any text, images, or other elements you want in the tab area.

The new content is displayed in the panel in Dreamweaver’s workspace.

7 Repeat steps 4 to 6 for each panel.

Can I add multimedia to tabbed panels?
Yes. You can insert anything into a panel that you can insert into a Web page, and you do so in much the same way. Just make sure that you have selected the panel in which you want to add content from the Property inspector while you have the blue Spry tabbed panels bar selected.
Edit Tabbed Panels

You can edit the appearance of tabbed panels by editing the corresponding style rules. By editing the styles, you can change the color, font, and other attributes of the panels and tabs.

Note: Insert a tabbed panel group and add content to it, as shown in the previous two sections, and then follow these steps.

1. Click Window.
2. Click CSS Styles.
   - The CSS Styles panel opens.
3. Click + to open the style sheet that corresponds to the tabbed panels.
   - The styles that control the appearance of the tabbed panels are opened and listed in the CSS Styles panel.
4. You can click once on any style name to view and edit the definition in the CSS Properties pane.
5. Click here and drag to expand the Properties pane.
6. Double-click the name of the style that you want to edit.
Adding Interactivity with AJAX and JavaScript

The selected style opens in the CSS Rule Definition dialog box.

5. Click a category.

6. Make your changes to the style.

   In this example, the background color is changed from a light gray color to a light blue color.

   - You can click Apply to preview the changes.

7. Click OK.

The style change is reflected in the workspace.

8. Click to select the name of another style you want to edit.

9. Edit the selected style in the Properties pane.

   In this example, the tab color is changed.

Can I use different colors for selected tabs?

Yes. The Spry panel tabs have separate styles for each of the three active link states: Tab, Tab Selected, and Tab Hover. You can specify different colors for each setting.

   In this example, the Tab style is light blue, which will make links that are not actively selected light blue.

   The Tab Selected style is an orange color. The tab for the selected section is displayed in the selector color.

   Link styles can include different background colors, fonts, borders, and other variations to create attractive menu bars.

   The Tab Hover style appears only when a user rolls the cursor over a tab.
You can launch a new browser window with the click of a link, and you can specify the height and width of the new window to perfectly fit video and images in their own viewers or add other additional information, such as definitions.

**Using the Open Browser Window Behavior**

1. Click to select an image, selection of text, or other element that you want to serve as the trigger for the behavior.
2. Click Window.
3. Click Behaviors.
   - The Behaviors pane opens on the Tag inspector tab.
4. Click .
   - The list of behaviors is displayed.
5. Click Open Browser Window.
   - **Note:** You can select other behaviors from the list to apply those features.
The Select File dialog box opens.

6 Click and select the folder with the page to which you want to link.

7 Click to select the file.

8 Click OK.

The Open Browser Window dialog box appears.

9 Click Browse and select the page that you want to open in the new browser window.

10 Type the width and height in pixels.

11 Select any of the attributes that you want to include.

12 Type a name.

Note: You cannot use spaces or special characters.

13 Click OK.

What is the difference between behavior events and actions?

Think of an event in a behavior like a match and the action like the flame on a candle. When you use a behavior on your Web page, you get to choose what kind of event you want to serve as the spark. One common choice is `onClick`, which triggers the action of a behavior when a user clicks a link. Another common choice is `onMouseOver`, which triggers the action of a behavior when a user rolls the cursor over a link.
Using the Open Browser Window Behavior (continued)

After you add a behavior, you can specify the event that will trigger the action of the behavior. With the Open Browser Window behavior, both the onClick and onMouseOver events are good choices.

Using the Open Browser Window Behavior (continued)

14 Click here.  
**Note:** Hint: Click just inside the line.

  ▼ appears.

15 Click ▼

  The drop-down list of functions appears.

16 Click to select an event to serve as the trigger for the behavior.
Adding Interactivity with AJAX and JavaScript

- The event name is displayed in the Behaviors panel and is associated with the behavior.

17 Click to preview the page in a Web browser.

18 Click to choose a browser.

- When you click the trigger element, the new browser window opens in the specified size.

Can I link images, text, and other types of files to behaviors?
Just about anything you can use for a link in Dreamweaver you can associate with a behavior. Just select any image, section of text, or even a video or animation file and then click to select the Behavior action and events from the Behaviors panel.
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