Creating Web Pages Using Dreamweaver

1. Explain the different Dreamweaver views.
2. Describe how to add content to a blank Web page using Dreamweaver.
3. Describe the method used to insert a graphic into a Web page using Dreamweaver.
4. Describe the different types of hyperlinks you can create using Dreamweaver.
5. Describe how to create a list and table in a Web page using Dreamweaver.
6. Define the benefits of using Cascading Style Sheets when developing a Web page using Dreamweaver.

Introduction

Adobe Dreamweaver (under its previous name, Macromedia Dreamweaver) has long been the premier visual tool for Web site developers, allowing you to build great-looking Web pages and smoothly running Web sites. Dreamweaver's ease of use takes much of the pain out of creating Web pages and Web sites, without sacrificing flexibility.

Dreamweaver is Web authoring software. *Web authoring* software helps you design and develop Web sites and Web pages that you publish on the Web. Dreamweaver allows anyone with limited Web page design experience to create, modify, and maintain full-featured, professional-looking pages without having to learn how to code all the functions and features from scratch.

Using Dreamweaver, you can create Web pages, complete with formatted text and graphics, tables, buttons, animations, and sounds. You can add frames, borders, and hyperlinks to connect the pages to a Web site, or connect the pages to other Web sites. The Dreamweaver menus, panels, and toolbars allow you to enter and format text, pictures, and other page elements in much the same way as you enter and format these items in a word processor application such as Microsoft Word.

Part of Dreamweaver's power is that it is scalable, meaning its use can expand (or shrink) to fit anyone's needs. This means that if you do have some experience in creating Web pages, you can use Dreamweaver to accelerate, as well as automate, both the creation and publication process.

In this plug-in, you will learn the basics of Dreamweaver CS3 and become familiar with the program's interface and tools to create Web pages. Dreamweaver CS3 (the current version available at the time of this writing) is available for a 30-day free trial from www.adobe.com/downloads/.

Navigating in Dreamweaver

Macromedia Dreamweaver is the tool of choice for many Web developers. It provides the means for both visual design and code editing, combined in an environment that enables you to work with a wide variety of current and evolving technology solutions while addressing the need for accessible and standards-compliant sites. Dreamweaver helps speed production time and provides tools for site management and maintenance.

A QUICK TOUR OF DREAMWEAVER

The first time you launch Dreamweaver, you will see the Welcome screen, as shown in Figure T11.1. This page (which changes based on what you have recently done in Dreamweaver) is your starting point for both creating and modifying Web pages. If you close all your open Dreamweaver windows, the Welcome screen reappears.

The Welcome screen consists of several sections:

- *Open a Recent Item:* This section contains a list of the 10 most recently opened items in Dreamweaver. If you have opened fewer than 10, it shows just that number; if you have never used Dreamweaver, it appears with just an "Open" folder.

- *Create New:* This section contains options for creating a new page or site. Choosing one of these options creates a new HTML, ColdFusion, PHP, ASP, XSLT, CSS, JavaScript, or XML file.

FIGURE T11.1

Dreamweaver Welcome Screen
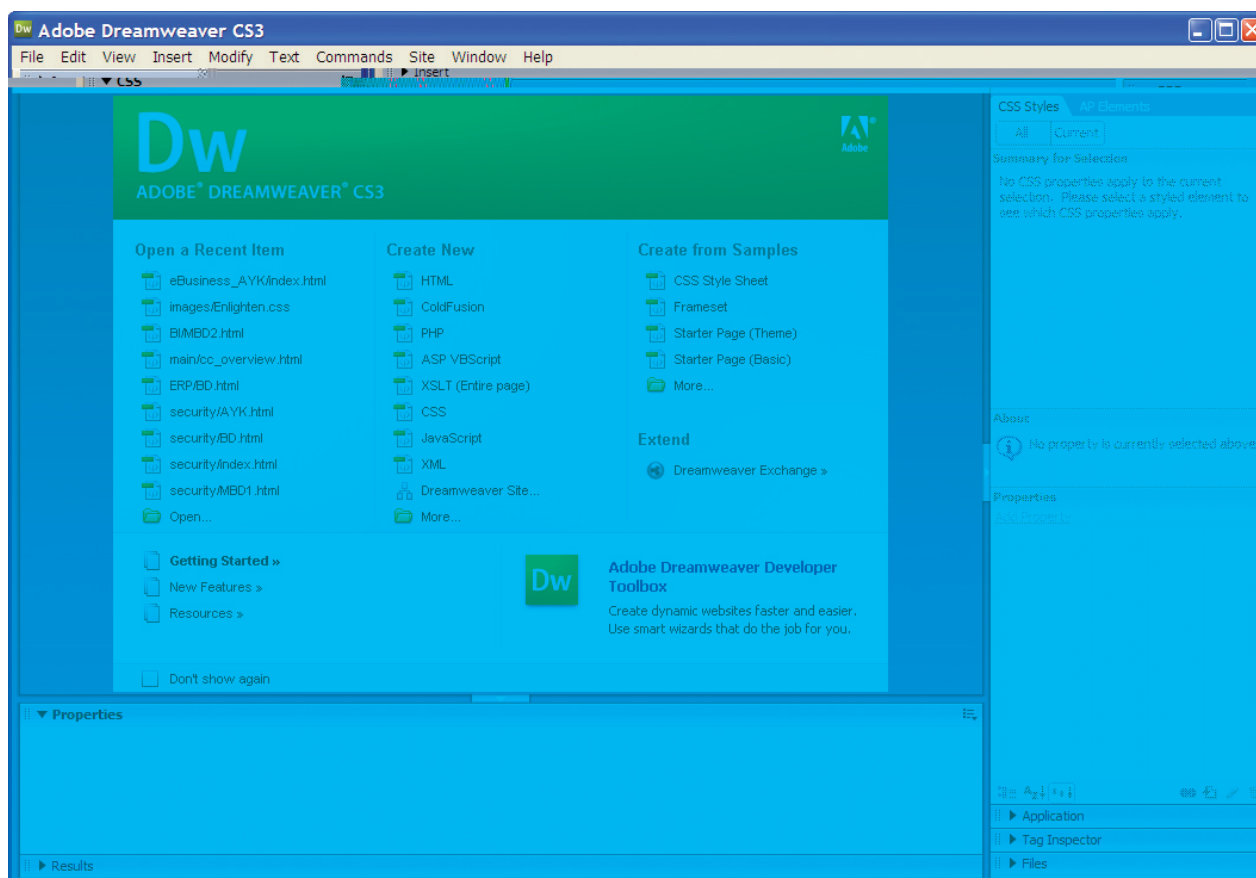
- *Create from Samples:* This section contains sample documents, each of which has many beautiful laid-out pages ready for your content. Clicking any one of these opens the New Document dialog box, but with a different category chosen.

- *Extend:* Dreamweaver is built with an extensible architecture; that is, it is easy to add functionality to Dreamweaver that was not included when it shipped. That is done through a technology called extensions, which are bits of software that extend Dreamweaver's capabilities. You can get additional extensions through the Adobe Dreamweaver Exchange at www.adobe.com/exchange/dreamweaver/. Some of the extensions have an additional charge, and some are free.

- *Getting Started:* Choosing this option gives a quick tour of Dreamweaver's functionality.

- *New Features:* This opens the online new features documentation using your default browser.

- *Resources:* Follow this link to find additional resources on Adobe's site.

- *Don't show again:* Click the box to disable the Welcome screen.

DREAMWEAVER SETUP

When launching Dreamweaver for the first time, a dialog box (see Figure T11.2) appears before the Welcome screen. The Default Editor dialog lets you choose which file types you want to tell Windows to assign to Dreamweaver as the primary editor. In other words, when you double-click on a file with one of the listed extensions, Dreamweaver will launch to edit the file.

Many of these file types are used with certain kinds of Web sites that are not covered in this plug-in, but unless you have a preference for a different editing program, there is no harm in clicking the Select All button in the dialog.

Upon opening Dreamweaver you will be presented with the option to select one of two workspaces: Designer Layout or Coder Layout. These are arrangements of Dreamweaver's windows that are optimized for particular working styles. The Designer Layout is Dreamweaver's standard layout and is described in the rest of this plug-in. The Coder Layout mimics an old program called Macromedia HomeSite, which is used by people who prefer to hand-code Web sites, typically using HTML.

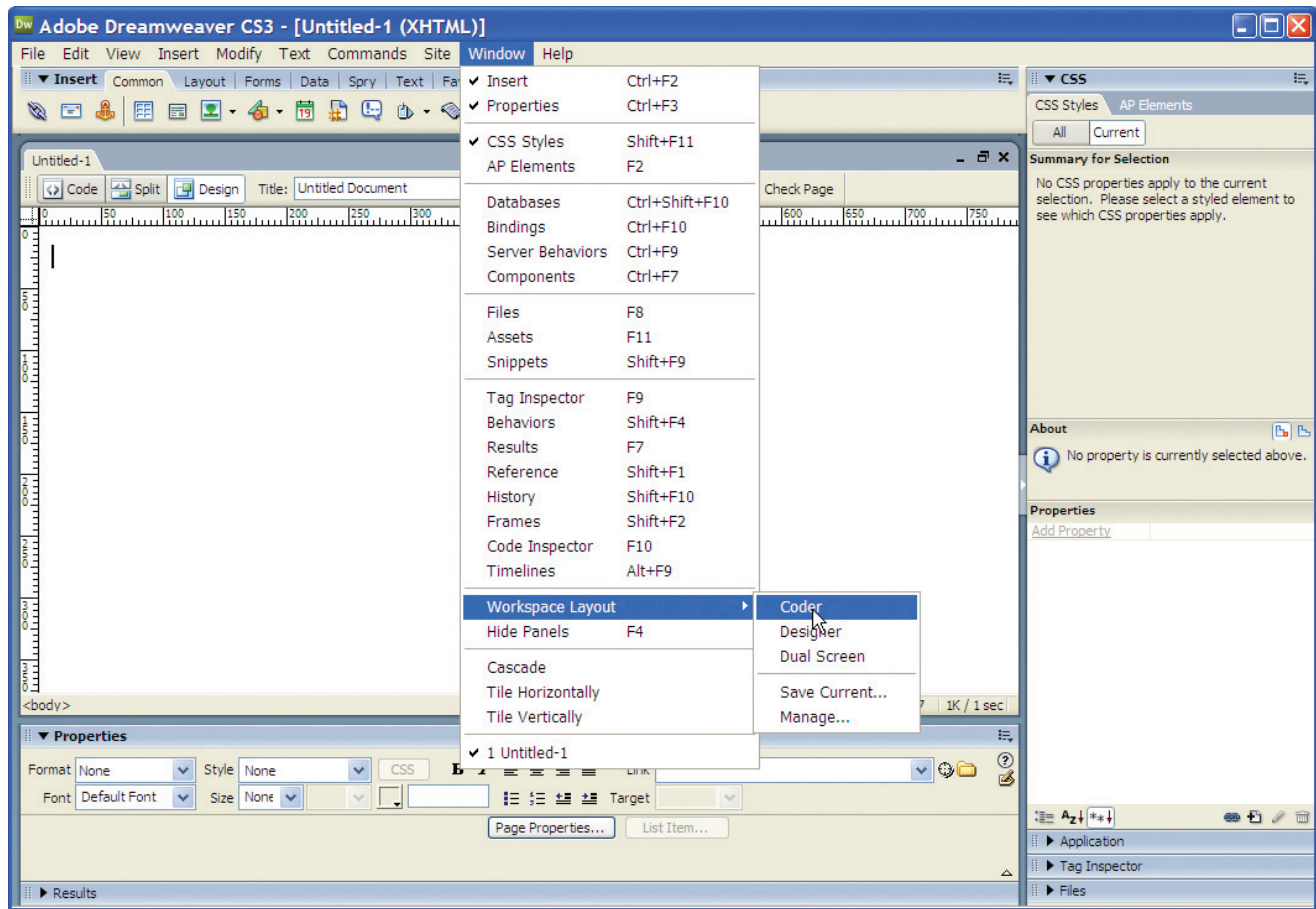**FIGURE T11.2**

Default Editor Dialog Screen
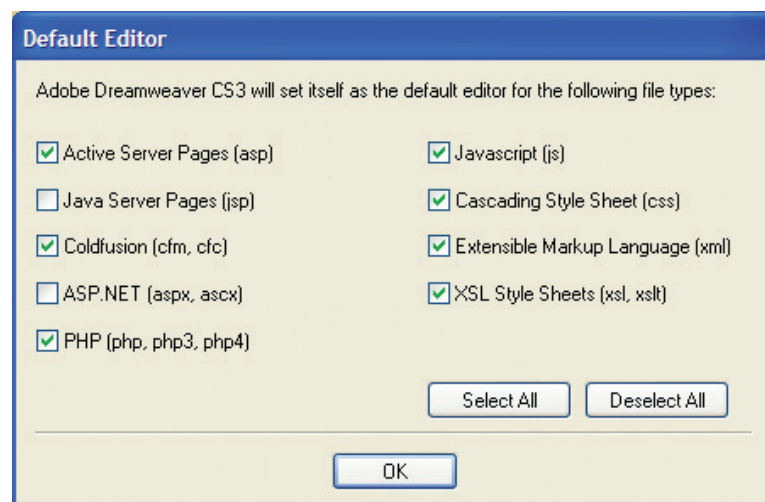
To pick either layout, choose **Window** then select **Workspace Layout** and select the layout you want in the menu that appears (see Figure T11.3).

UNDERSTANDING THE INTERFACE

The document window, or the interface as most people refer to it, and all its surrounding panels, inspectors, etc., as shown in Figure T11.4, may look busy and cluttered at first, but you will soon learn your way around.

The document window shown in Figure T11.4 is a blank white Web page, ready for you to add design and content. You can just click inside the window and start typing!

If you have multiple files open at once (a fairly common occurrence), you will see a row of tabs across the top of the document window. To go from one file to another, just click the name of the file in the appropriate tab you want to edit.

The Menu Bar

The Menu bar is part of the Dreamweaver window and contains what you would typically see in a Menu bar—options for selecting items related to File, Edit, Insert, Modify, Text, Commands, and the like.

The Insert Bar

Directly under the Menu bar is the Insert bar, which is used to insert content and objects into your page.

Document
Toolbar

Menu Bar

Insert Bar

Multiple
Documents
Open in Tabs

Property
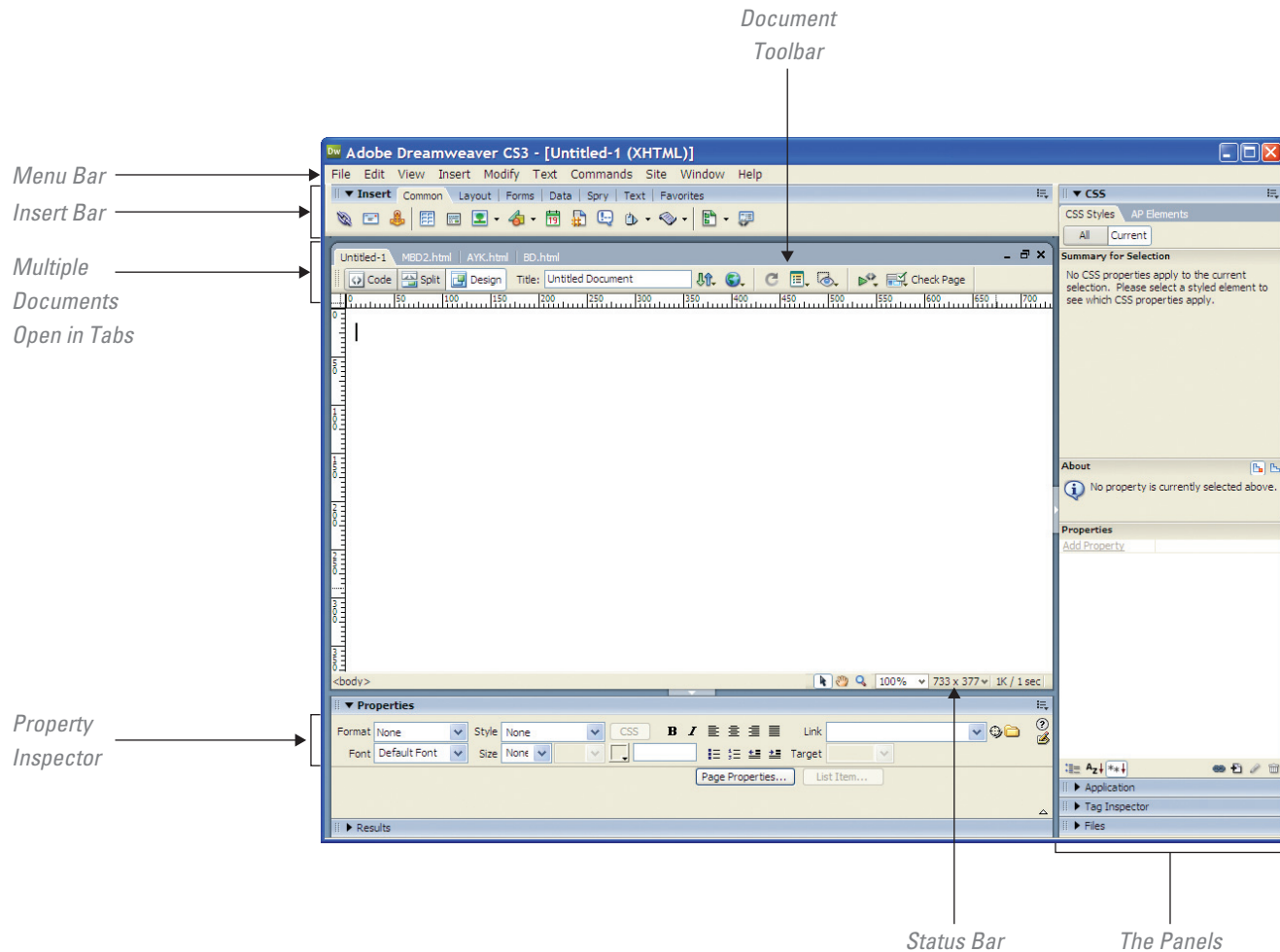Inspector

Status Bar   The Panels

FIGURE T11.4

The Document Window

The Insert bar has seven tabs containing different tools on each tab (by default, the Insert tabs are not visible; click on the Insert link to view the different tabs):

1. *Common:* This set of objects contains most commonly used objects, such as links and images.

2. *Layout:* This tab includes tables, divs, and frames: all objects that let you describe how you want to lay out your page.

3. *Forms:* The set includes form elements such as text fields, buttons, and check boxes.

4. *Data:* This means data set. You use this when working with external data such as databases.

5. *Spry:* This is a JavaScript library that allows the addition of rich page functionality using Ajax widgets, such as menus, form validation, and tabbed panels. The Spry tab allows you to insert Spry widgets onto your pages, with no coding required.

6. *Text:* The text tab does not actually contain objects to insert on the page; instead, it lets you style text that is already on the page. It is better, though, to just use the Property Inspector (discussed later in this plug-in).

7. *Favorites:* This starts empty, but you can modify it to contain just what you would like. To do this, choose the Favorites set, and then right-click. You will be presented with a dialog that allows you to add your most commonly used objects.

If you wonder what an icon on the Insert bar does, move your cursor over it and a tool tip will appear with the icon's name. A small black triangle to the right of an icon means this object contains related tools and objects. Click the object to view the pop-up menu of your choice.

The Document Toolbar

Underneath the Insert bar and below any document tab you have open is the Document toolbar (see Figure T11.5). The Document toolbar consists of three parts:
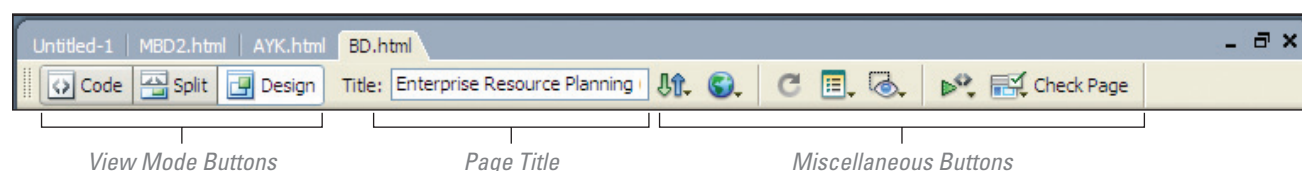
1. *View mode buttons:* These let you choose between Design, Code, and Split views of your document. The three document views allow you to choose which version of the document you want to see:

   a. *Design:* This mode, known as WYSIWYG (What You See Is What You Get), allows you to get an idea of how your page will appear when viewed in a browser. Almost everything you want to do in Dreamweaver can be done in the Design view.

   b. *Code:* This reveals what the underlying markup and HTML tags look like. Many people work quite well with Dreamweaver without ever using the Code view.

   c. *Split:* Figure T11.6 shows a Web page in the Split view. If you cannot decide whether you want to look at Code or Design, Split lets you have the best of both, with code on the top, and the WYSIWYG view below. It is a great way to start to learn about markup and HTML tags, and it is also handy for programmers who want to tweak their tags and simultaneously see how their design looks. You can resize the amount of space taken up by each of the two views by dragging the split bar between the two panes up or down.

2. *The page title:* Every page needs a descriptive title, and here is where you will change yours. The page title, and how it differs from the name of a page itself, will be covered in the section "Adding Content."

3. *Miscellaneous buttons:* These include a "preview in browser" button, a button to validate content, and a button to show additional visual aids inside Dreamweaver itself.

The Status Bar

The Status bar is at the bottom of the document window. It is often called the tag selector, although that really refers to just the left-most part. Click anywhere in a document, and the tag selector shows you the tags based on the current location of the cursor. You can then click any of the tags in the tag selector to select everything contained within that tag. Clicking the <BODY> tag always selects the entire contents of the page.

The right-most side of the Status bar contains more controls, such as the Select, Hand, and Zoom tools, which let you select objects on the page, scroll around the page, and zoom into the page.

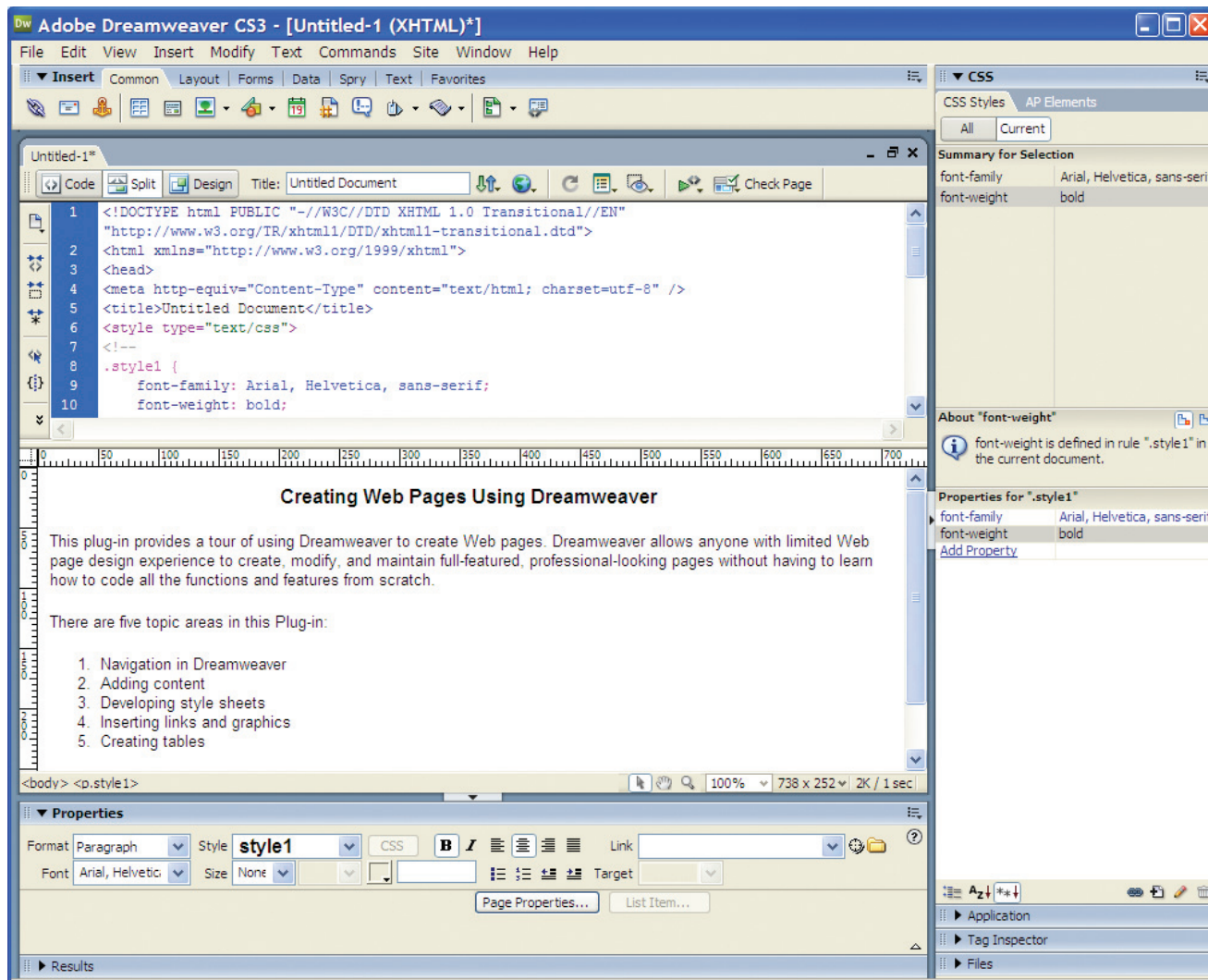**FIGURE T11.5**

The Document Toolbar

| Untitled-1 | MBD2.html | AYK.html | BD.html |

| <> Code | Split | Design | Title: Enterprise Resource Planning | Check Page |

View Mode Buttons   *Page Title*   *Miscellaneous Buttons*

FIGURE T11.6

Split View

The Property Inspector

At the bottom of the screen is the Property Inspector. Based on what is selected in the document window, different options appear in this inspector; that is, if you have selected some text, you will see text options, while if you have selected an image, image options appear. The Property Inspector can be used to both view and modify the displayed options.

In the lower-right corner of the Inspector is an expand/collapse triangle. Depending on its current state, this either expands or collapses the Inspector. This lets you choose whether you want to display the extra information shown in the bottom half.

The Panels

Along the right side of the Dreamweaver window are panels. In the default installation of Dreamweaver, the CSS, Application, Tag Inspector, and Files panels are visible and docked. Also available, although not visible until you turn them on, are Frames, History, Results, Code Inspector, and Timelines. These can all be found under the Window menu.

Each panel has its own unique features designed to make it easy to inspect and modify objects. They do have a few things in common:

- *Panel grip:* At the top left of each panel are two vertical rows of dots. This is the panel grip. Click and drag the grip to move the panel to a new location. If you drag the panel out of the dock area, you undock the panel, and the panel group bar appears. To dock the panel again, use the panel grip to drag the panel back into the dock area.
- *Panel group bar:* The bar across the top of an undocked panel is the panel group bar. Click and drag the panel group bar to move the panel to a new location. Clicking the close box closes the panel group; it does not re-dock it.
- *Panel tab:* Almost every panel contains two or more tabs. What displays in the remainder of the panel depends on which tab within that panel is active.

Note: Panels have an occasional tendency to go missing. If you have a situation where the Window menu says a panel is open but you cannot find it anywhere, choose Window, then select Arrange Panels to make all currently open panels visible again.

Adding Content

The main message of most Web sites is conveyed by the site's text, and a major part of your job in working with any Web page will be adding, modifying, and styling that text. When you add text, you need to deal with two different aspects of the text: its structure and its presentation. Structural elements are things like paragraphs, headings, lists, and the like; presentation is how the text looks, including things such as the font, font size, text color, and so on. Most sites separate the structure and the presentation. Structure is about organizing the content on the page, and presentation is concerned with making the content look good.

CREATING A NEW PAGE

The first HTML page that you create should be the index page, which is the page that a Web browser loads automatically when a visitor goes to a Web site. The index page could have a variety of names, but it is most often named *index.html* or *index.htm*. After you create the index page, you will want to create other pages for the site.

You can create a new page using the Welcome screen or the New Document dialog.

Using the Welcome Screen

The Welcome screen is the fastest way to create a new HTML page. It appears when you have closed all other document windows. To create a new page from the Welcome screen:

1. If you have any open document windows, close them. The Welcome screen appears (refer back to Figure T11.1). Each of the items in the Welcome screen is a link.
2. In the Create New section, click **HTML.** Dreamweaver creates a new blank HTML page.

Using the New Document Dialog

The New Document dialog gives you a bit more flexibility than the Welcome screen when creating new documents. Like the Welcome screen, you can create several different types of new documents.
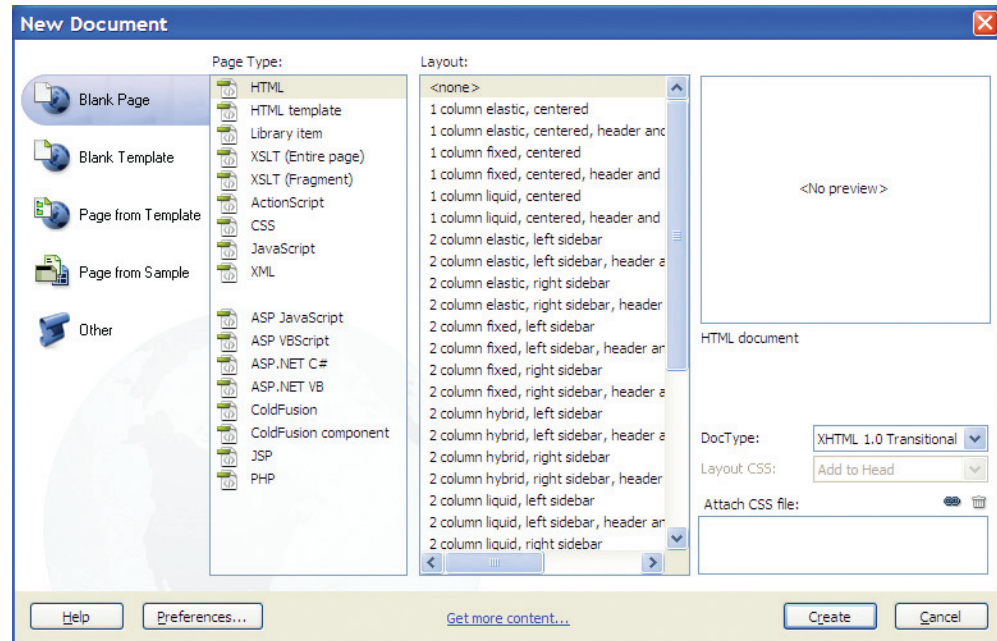
To create a new page from the New Document dialog:

1. Choose **File,** then select **New,** or press **Ctrl-N.** The New Document dialog appears (refer to Figure T11.7).
2. Click to choose one of the tabs in the left-most column. The second column changes to show the available items for the tab you selected. The name of this column also changes to match the name of the tab.
3. Click the item you want in the second column. If Dreamweaver has a preview image of the item you selected available, it appears in the Preview pane (previews are mostly available for sample pages and templates), with its description below the preview area.
4. Click **Create.** Dreamweaver creates the new document and displays it in a new window.

USING SAMPLE PAGES

Dreamweaver has many sample pages available, which are often good springboards for your own pages. After you create a document from one of the sample pages, you can customize it as you wish.

The sample pages come in four categories (you can click any of the sample style sheets to see a preview and description as shown in Figure T11.8):

1. *CSS Style Sheet* chooses external CSS style sheet documents that contain style definitions with a wide variety of looks for your pages. CSS style sheets are explained in detail later in this plug-in.
2. *Frameset* has 15 premade pages with different frame layouts.
3. *Starter Page (Theme)* gives you dozens of pages you can use to create whole sites. There are several categories, such as Entertainment, Travel, and Spa. Each site type has a home page, product page, text page, catalog page, and calendar page, all sharing the same basic design.
4. *Starter Page (Basic)* gives you basic layouts for various tasks, such as a log-in window, a catalog page, or a comments form.
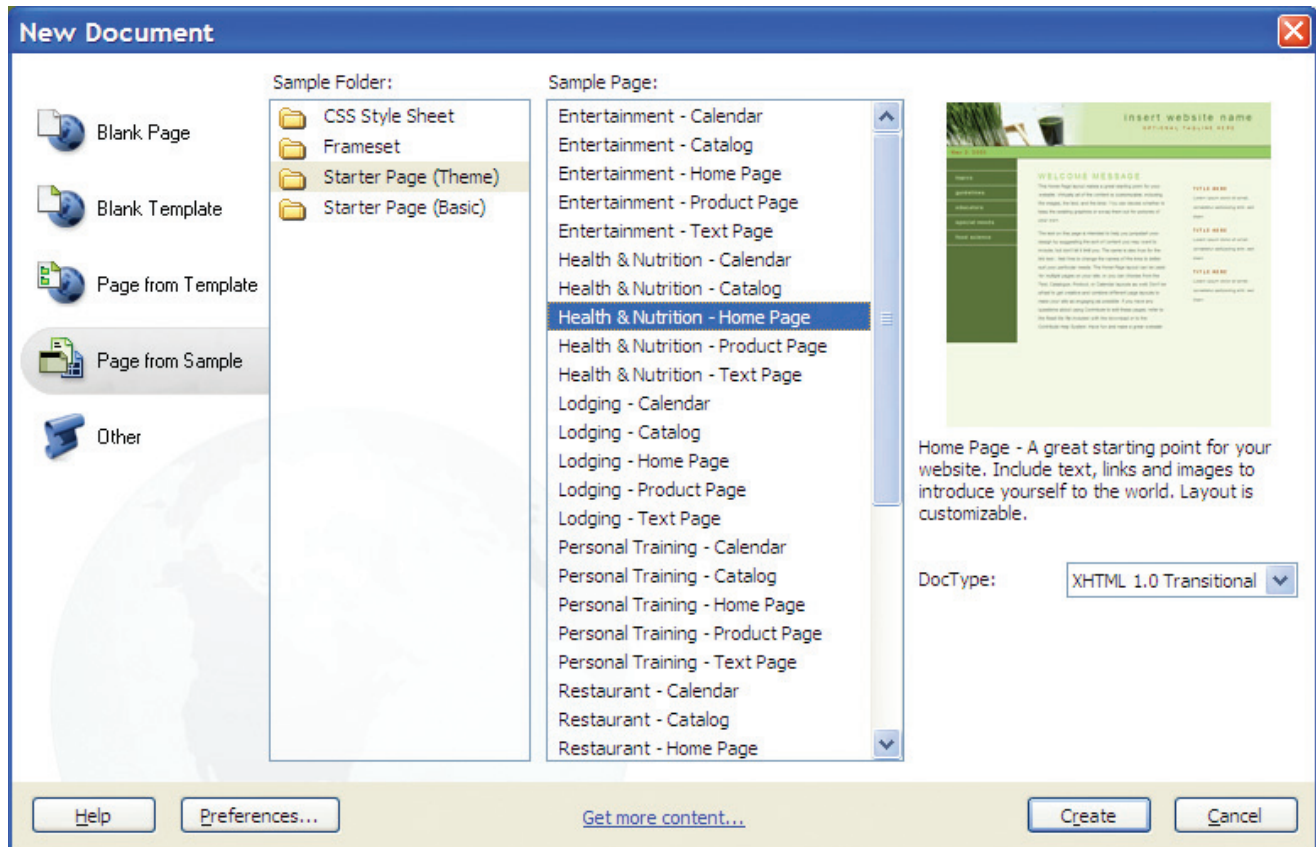
FIGURE T11.8

Sample Page

To create a page from a sample page:

1. Choose **File,** then select **New,** or press **Ctrl-N.** The New Document dialog appears.

2. Click to choose one of the sample pages tabs in the left-most column. The second column changes to show the available items for the tab you selected. The name of this column also changes to match the name of the tab.

3. Click the item you want in the second column. The preview image of the item you selected appears in the Preview pane with its description below the preview.

4. Click **Create.** Dreamweaver creates the page in a new window.

5. Modify the sample page as you like.

TITLE YOUR PAGE

The first thing you should do with your new page is add a title. The title is the text that appears in the title bar of Web browser window (refer back to Figure T11.5). You enter this text in the Dreamweaver document window.

To add a title to your page:

1. Click in the Title field at the top of the page's document window.

2. Type in the title.

Note: Remember to add the title; if you forget, it makes it harder for people to find your pages using a search engine. A quick Google search for "Untitled Document" brought up more than 4 million hits. Do not be one of them!

ADDING TEXT TO YOUR PAGE

Adding text is a lot like typing text in any word processor.

To add text to a page:

1. On the new page, click to set a blinking insertion point. You can press **Enter** to move the insertion point down on the page.
2. Type your text. The text appears on the page, aligned to the left.

To format the text:

1. On the **Insert bar,** click the **Text** tab. The Text tab of the Insert bar appears.
2. Using the Insert bar and the Property Inspector, apply any formatting you want, as you would with a word processor.

Cutting, Copying, and Pasting Text

Just like a word processor, you can cut, copy, and paste text on a page in Dreamweaver, which shares the same menu commands with virtually all standard word processors and text editors. When pasting text in Design view from one part of a Dreamweaver page to another, or between Dreamweaver pages, text formatting is automatically maintained.

Dreamweaver also allows you to paste text from other programs and maintain some or all of the text formatting. This is especially useful when moving text from applications such as Microsoft Word or Excel to a Web page.

To cut or copy text:

1. Select the text you want to cut or copy
2. To cut the text to the Clipboard, choose **Edit,** then select **Cut,** or press **Ctrl-X.**
3. To copy the text to the Clipboard, choose **Edit,** then select **Copy,** or press **Ctrl-C.** The text is placed on the Clipboard.

To paste text:

1. Click to place the insertion point on the page where you want the text to appear.
2. Choose **Edit,** then select **Paste,** or press **Ctrl-V.**

Note: Dreamweaver offers Undo and Redo commands in the Edit menu, which can be useful for fixing mistakes or repeating operations. You can also use the keyboard shortcuts Ctrl-Z for Undo and Ctrl-Y for Redo.

CREATING LINKS

Hyperlinks probably constitute the biggest difference between the Web and other media. You cannot click on a map on TV, an author's name in a magazine, or a song title in a book and expect to go anywhere. A link can point to any address on the Internet. Click a link and you go to another Web page, another place on the same Web page, or another Web site. Sometimes you click a link to download a file, hear a sound, or play a video. Click certain links and your e-mail application opens so you can send an e-mail message.

To add a hyperlink to a page, you need to select the text you want to turn into a link, then provide the URL for the link. A *URL* (Uniform Resource Locator) is the Web address that you would type into the Address bar of a Web browser.

To add a link to a page:

1. Select the text you want to turn into a link.
2. Do one of the following:

   - If you are linking to a file on your hard drive, click the **Browse for File** button in the Property Inspector. The Select File dialog appears. Navigate to the file you want to link to, select it, then click **OK.**
   - If you are linking to a Web address, click in the Link field in the Property Inspector and type the full URL of the link destination as shown in Figure T11.9.
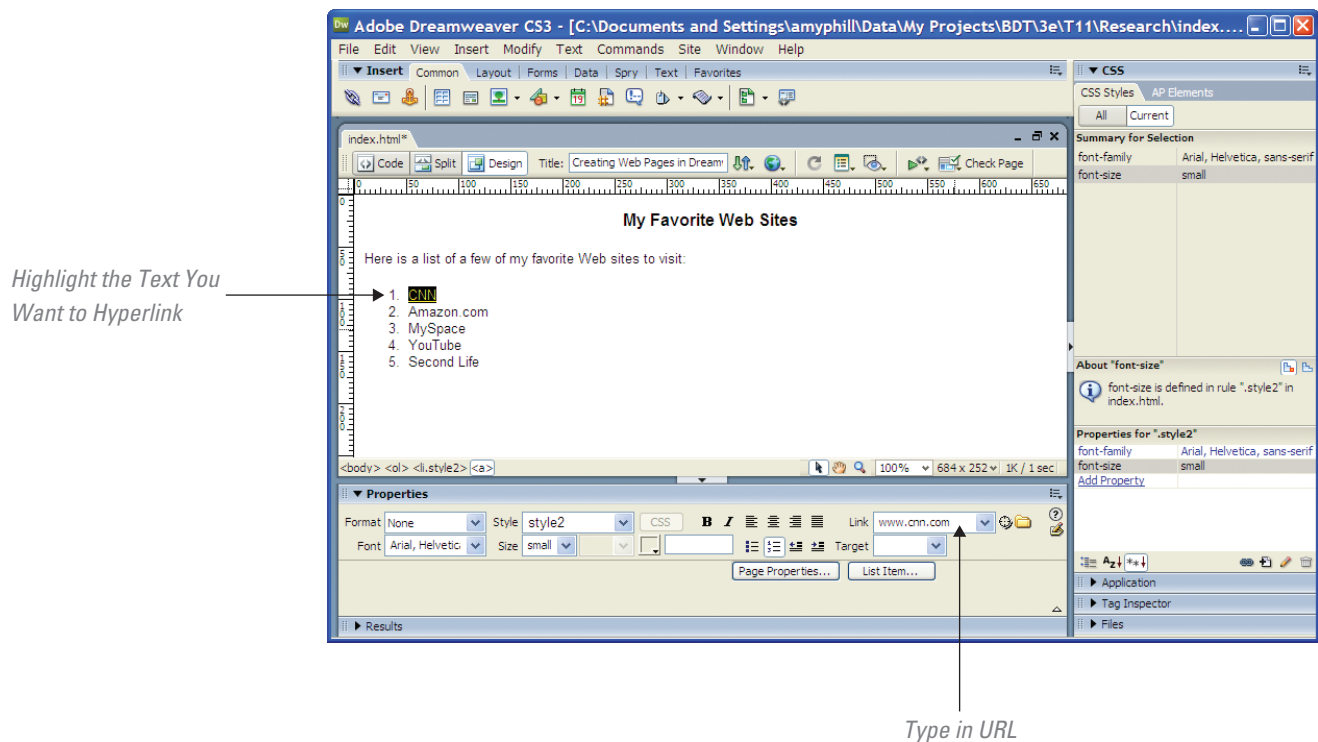
Highlight the Text You Want to Hyperlink

Type in URL

Creating a Hyperlink

ADDING IMAGES

The Web consists of much more than just text. Today's Web page is designed to have a handful of images. Much of the visual interest in Web pages is provided by images, and Dreamweaver makes it easy to add images to your pages.

To add an image to your page:

1. In your document, click where you want the image to appear.

2. On the Common tab of the Insert bar, click the **Image** button. The Select Image Source dialog appears (see Figure T11.10).
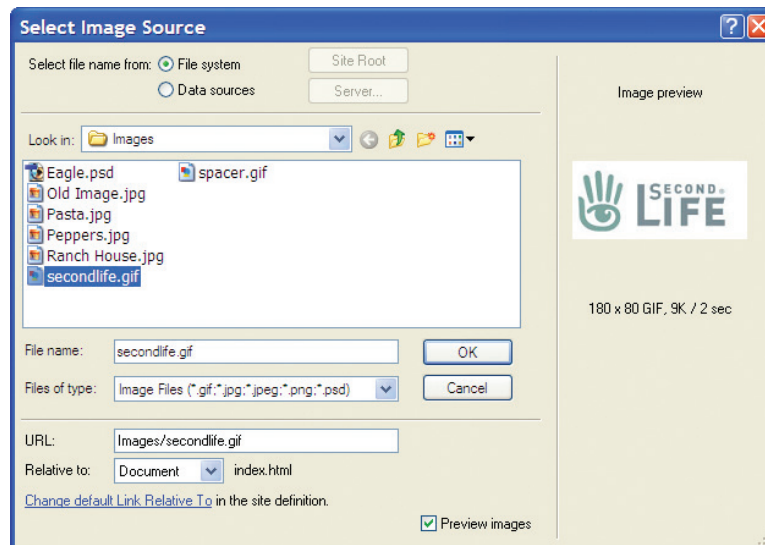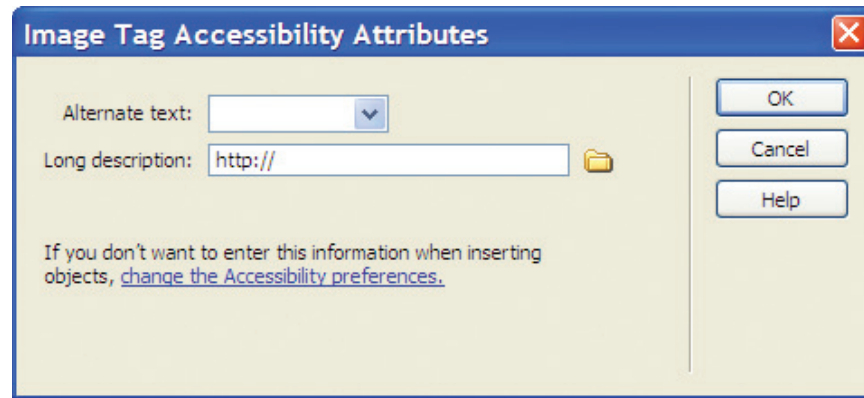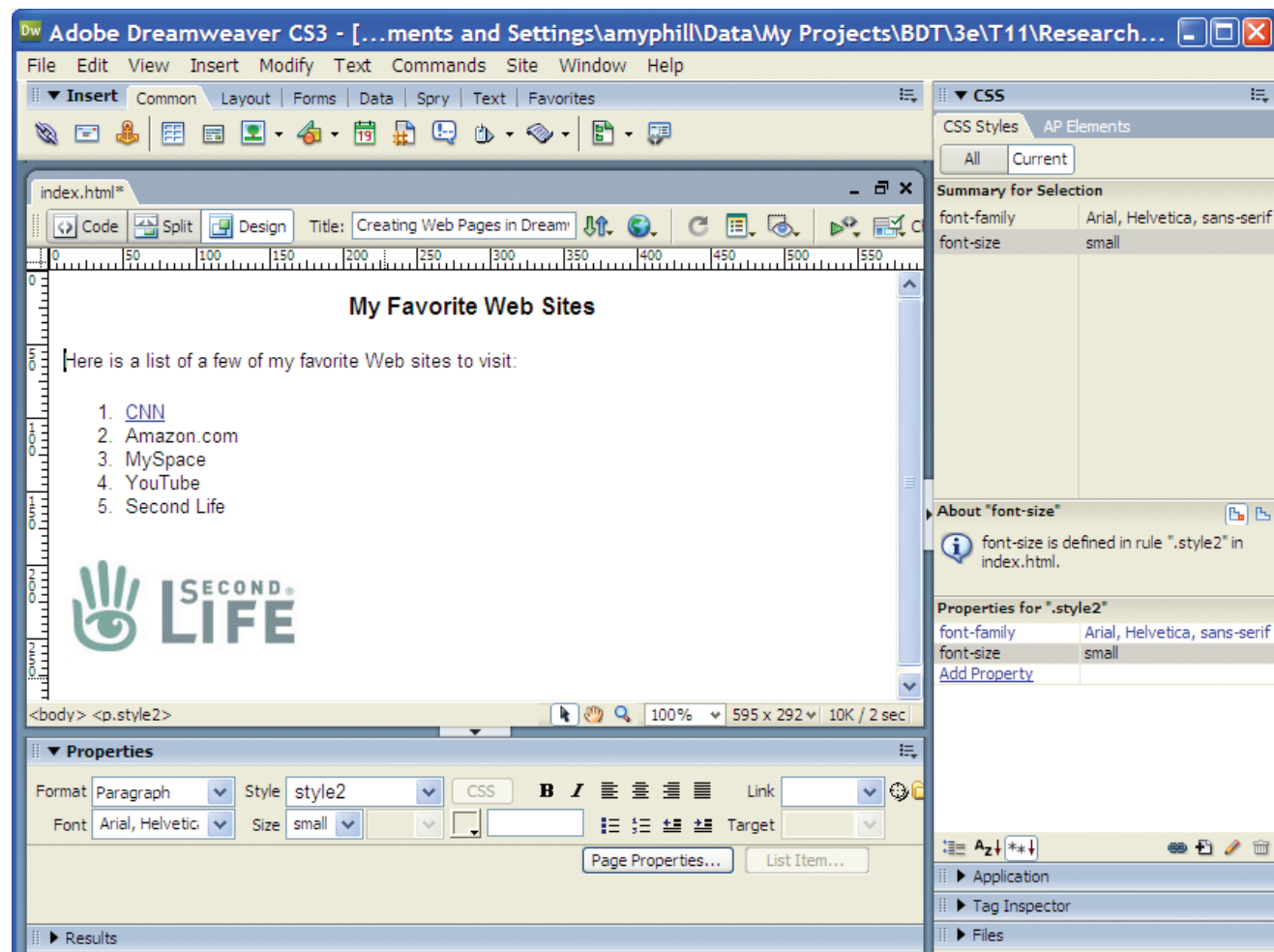

FIGURE T11.10

Select Image Source Dialog Box

Image Tag Accessibility Attributes

Alternate text: [▼]

Long description: [http://   ] 📁

If you don't want to enter this information when inserting
objects, change the Accessibility preferences.

OK
Cancel
Help

3. Navigate to the image file you want, and select it. Dreamweaver shows you a preview of the image in the Select Image Source dialog.

4. Click **OK.** If the image is not inside the /images directory of your local root folder, Dreamweaver copies the image to that location. Dreamweaver next displays the Image Tag Accessibility Attributes dialog (refer to Figure T11.11).

5. (Optional, but strongly recommended) Enter the Alternate text for the image. Alternate text is text attached to the image for use by screen readers for the visually impaired, or for people who are browsing with images turned off.

6. Click **OK.** The image appears in your document (see Figure T11.12).

My Favorite Web Sites

Here is a list of a few of my favorite Web sites to visit:

1. CNN
2. Amazon.com
3. MySpace
4. YouTube
5. Second Life

NAMING AND SAVING YOUR PAGE

After you have added content to your page, you will want to name it and save it. You should get in the habit of saving often to avoid the frustration of lost work due to a power failure or because your computer locks up.

A page's title differs from its name. The title appears at the top of the page in a Web browser; the name is the file's name and will be part of the Web address, or URL, of the page. For example, "Creating Web Pages in Dreamweaver" is the page's title, but index.html is the page's name.

To save your page for the first time:

1. Choose **File,** then select **Save,** or press **Ctrl-S.** The Save As dialog appears (refer to Figure T11.13).
2. Enter the name for the page. Dreamweaver gives the page a default name of Untitled-x, where x is the number of pages you have created since you launched Dreamweaver.
3. Click **Save.**

OPENING A PAGE

Opening a page is straightforward; you will usually want to use Dreamweaver's Files panel. You can also use the File menu or the Welcome screen if you like.

To open a page:

1. In the Files panel, find the page you want to open, and double-click it. Or choose **File,** then select **Open,** or press **Ctrl-O.** The Open dialog appears.
2. Navigate to the file, select it, and click **Open.** The file opens in a new window (or in a new tab, if you already have open pages).

PREVIEWING IN A BROWSER

The page preview you see in Dreamweaver's Design view is useful, but it is no substitute for previewing your pages in a real Web browser. The Design view shows
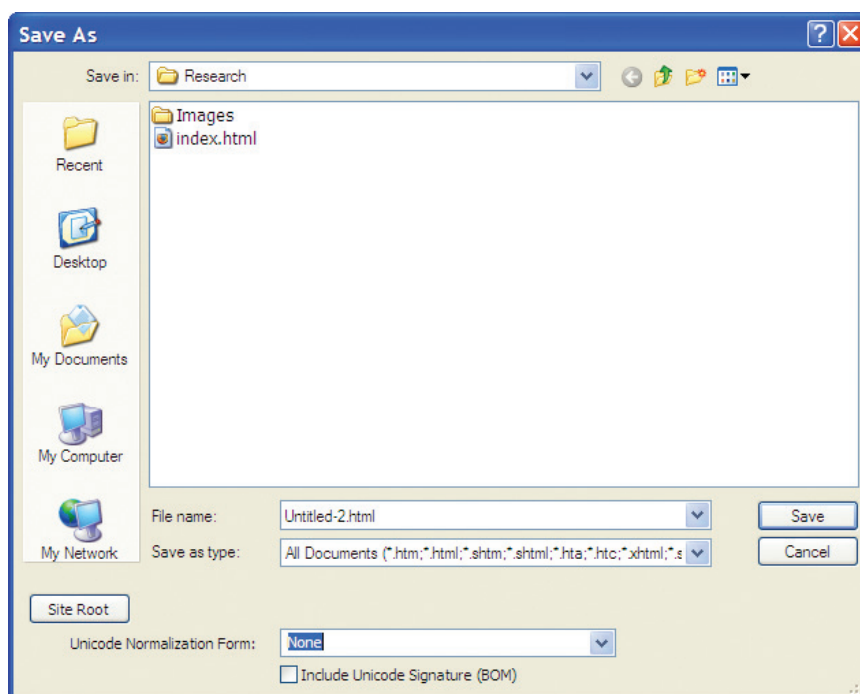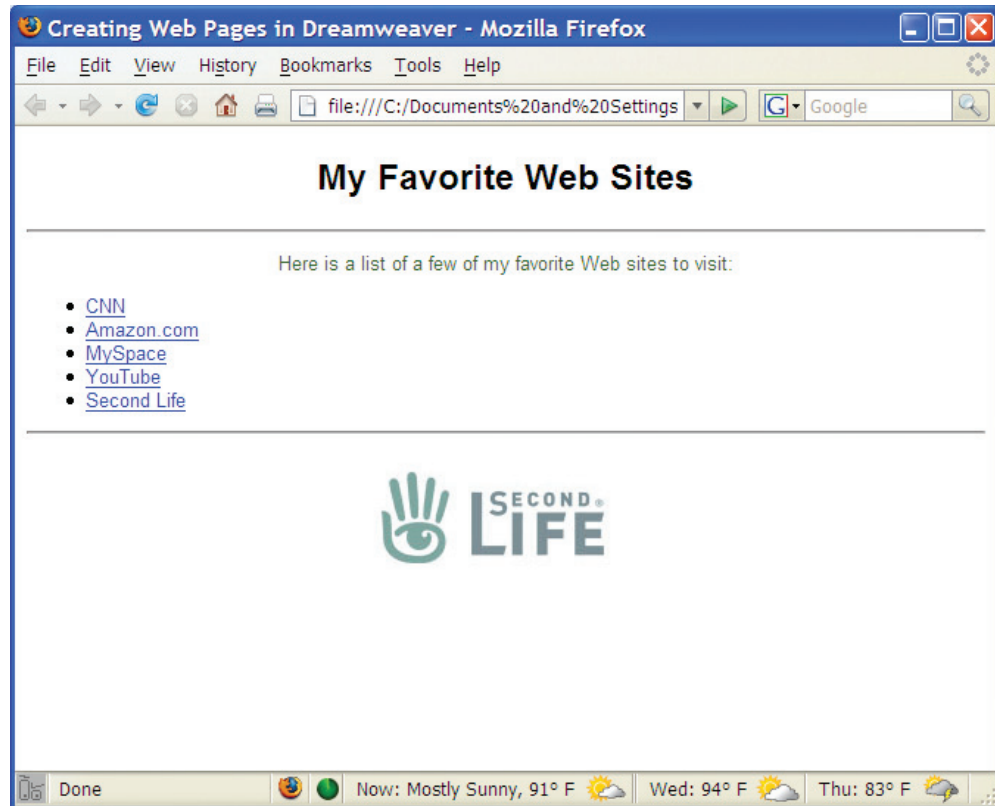

FIGURE T11.13

Save As Dialog Box

one rendering of the HTML page, but Web browsers, which may be based on different rendering software (often called "rendering engines"), may show the same page differently. For example, you will often see pages that look different in Internet Explorer 7 for Windows, Mozilla Firefox, and Safari on the Macintosh. Each of those browsers uses a different rendering engine, and they each lay out and draw pages differently.

By default, Dreamweaver makes your computer's default Web browser the default browser for previewing pages, but you can change that if you prefer.

To preview a page in a Web browser:

1. **Save** your page. Dreamweaver requires that the page be saved before it can create a preview. If you forget, you will be asked with a dialog if you want to save. If you click **No** in this dialog, the preview that appears will be of the last saved version of the page, not necessarily the latest version, so save before previewing.

2. Press **F12.** The page opens in the default preview browser as displayed in Figure T11.14. Or choose **File,** then select **Preview in Browser,** then choose a browser from the submenu. The page opens in the browser you selected.

To set the browsers that appear in the Browser list:

1. Choose **File,** then select **Preview in Browser,** then choose **Edit Browser List** from the submenu. The Preview in Browser category of Preferences appears (see Figure T11.15).

2. Do one or more of the following:

   ■ To add a browser to the list, click the plus (+) button, then fill out the information in the resulting Add Browser dialog.

   ■ To remove a browser from the list, select the browser and click the minus (−) button.
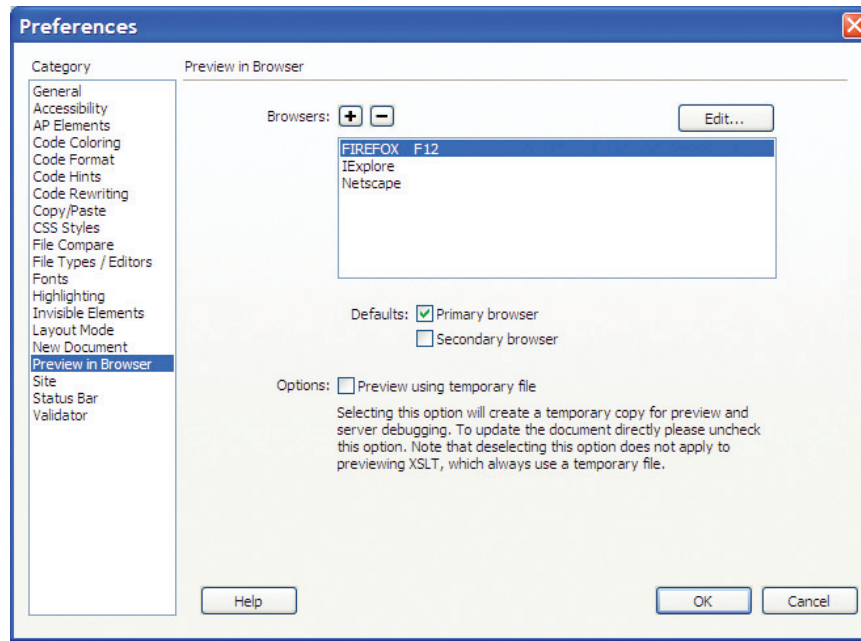
■ To set a browser as the primary preview browser (this will cause it to open when you press F12), select it and click the Primary browser check box.

■ To set a browser as the secondary preview browser (this will cause it to open when you press Ctrl-F12), select it and click the Secondary browser check box.

3. Click **OK** to close the Preferences dialog.

Formatting Content

The previous sections described how to create a Web page, and add text, hyperlinks, and graphics; this section describes how to use formatting that applies to one word, a sentence, a paragraph, or the whole page. This formatting includes applying headings; changing fonts, font sizes, and font colors; indenting text; adding line breaks; using lists; adding horizontal rules; and setting page properties.

APPLYING HEADINGS

Headings are one of the most important structural elements on most Web pages. Headings point a site's visitors to essential information on the page, and they separate sections of the page. Think of headings as being similar to headlines in a newspaper.

Text you enter into Dreamweaver begins with no heading; Dreamweaver refers to this text as None in the Property Inspector. As soon as you press Enter, Dreamweaver wraps the text in paragraph tags, and the text becomes paragraph text.

HTML has six sizes of headings, plus paragraph text. These headings do not have a fixed point size, unlike headings in Microsoft Word, for example. Instead, they are sized relative to one another and the size of the paragraph text, and the size that the user sees depends on the settings in the user's Web browser. By default, headings are usually displayed in boldface.

To apply a heading:

1. Click in the line you want to change. Note that you do not have to select text; a heading is a block style, so it affects the entire paragraph the cursor is in.

2. There are several ways to apply the heading:

■ Choose **Text,** select **Paragraph Format,** and then choose **Heading x,** where x is the heading size you want.
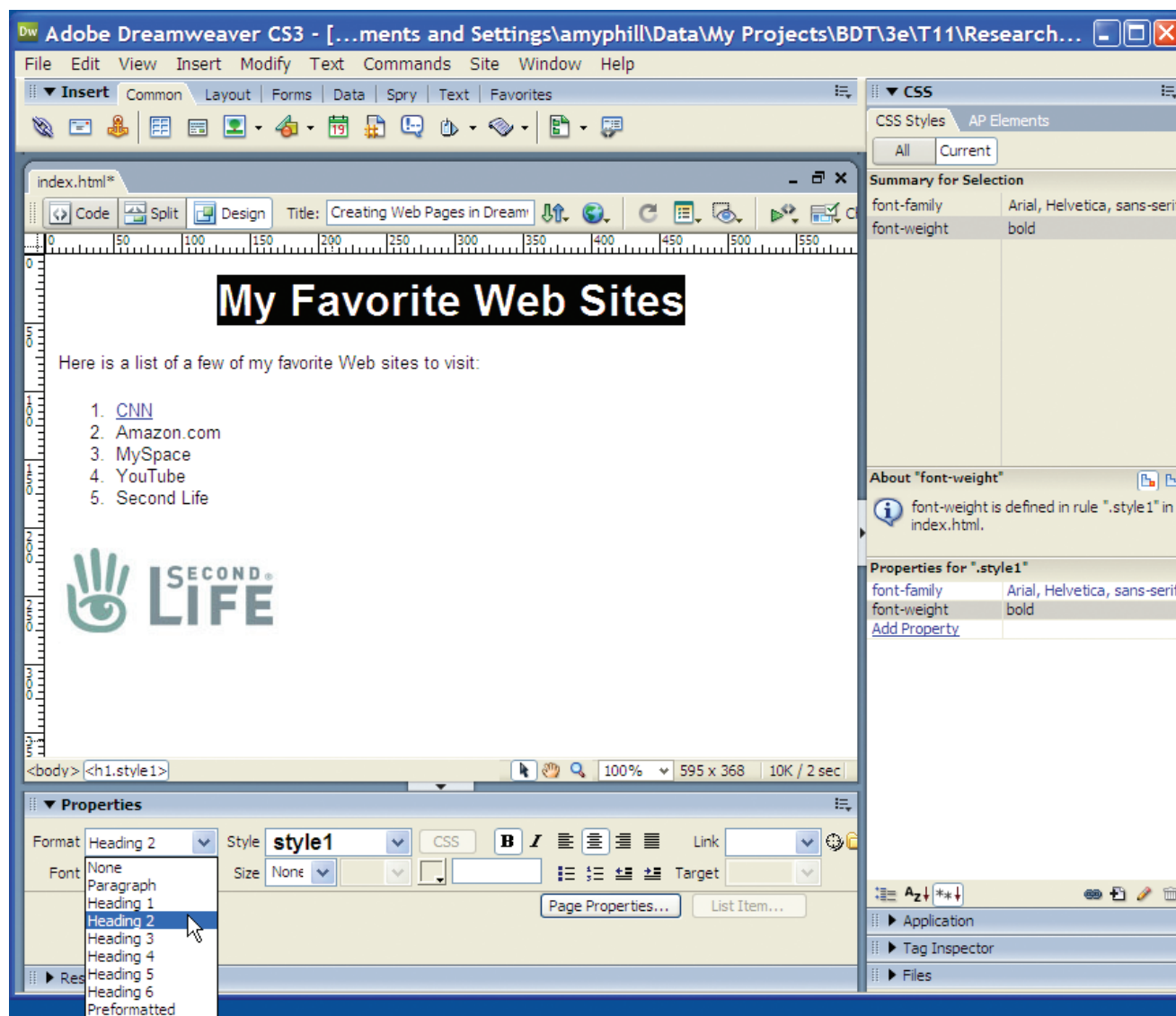
FIGURE T11.16

Apply Heading Format

- Press **Ctrl-1** for Heading 1, **Ctrl-2** for Heading 2, and so on.
- Choose a heading from the Format pop-up menu of the Property Inspector as shown in Figure T11.16.
- Click one of the heading buttons in the Text tab of the Insert bar.

To remove heading formatting:

1. Click in the line you want to change.

2. Choose **Text,** select **Paragraph Format,** then choose **None,** or press **Ctrl-O.** The Format menu of the Property Inspector changes to **None,** indicating that the text has no heading or paragraph style assigned to it.

CHANGING FONTS AND FONT SIZES

In Dreamweaver, you have the ability to set the typeface, or font, for any text on your page. But not all computers or Web browsers use the same fonts. If you specify a font that your site visitor's computer does not have, chances are the content will not look the way you intend. Because you can't be sure what fonts will be available to your site visitors, you can use font combinations (also called font groups) to work around the problem. Font combinations allow you to provide options for the
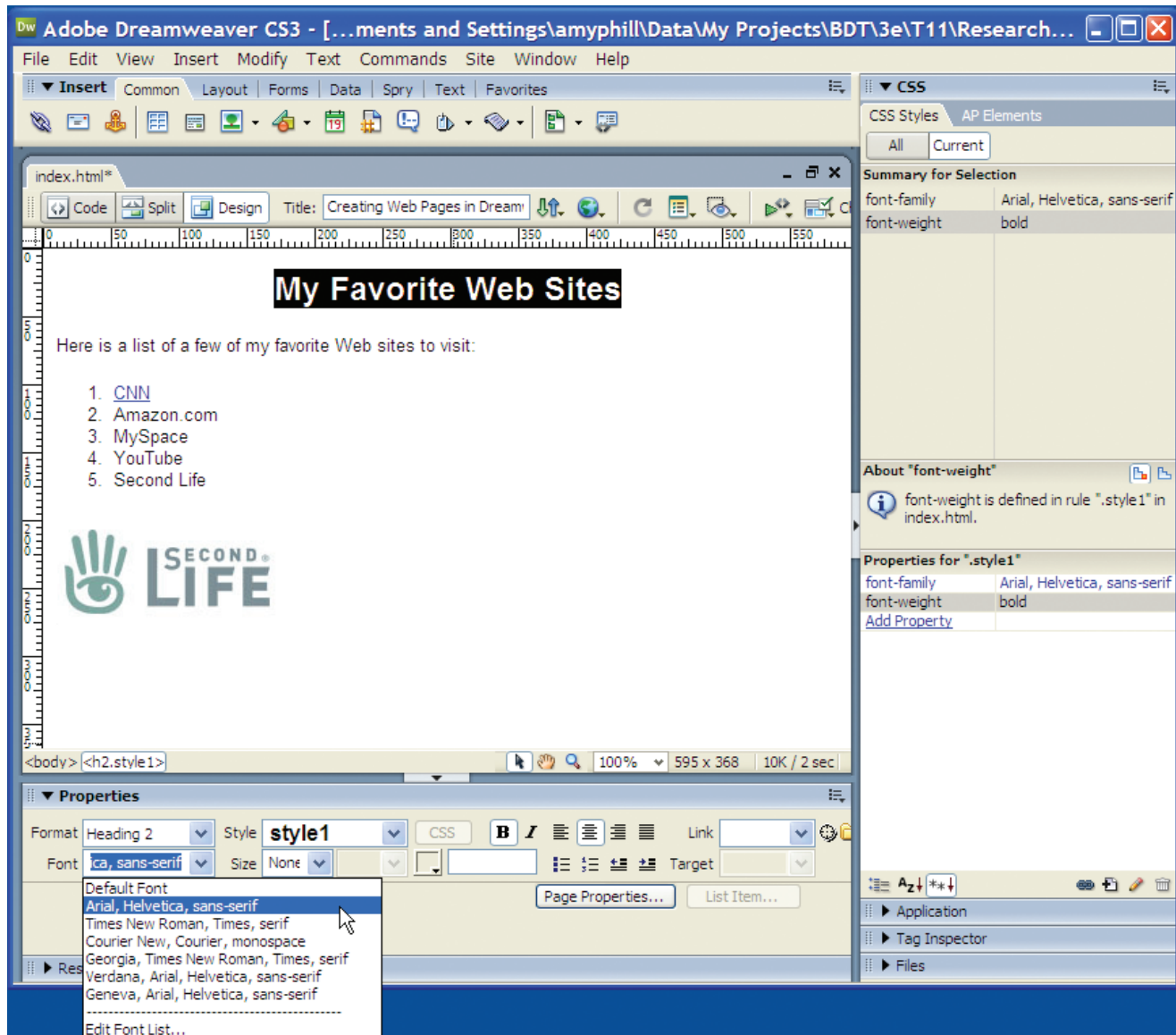
FIGURE T11.17

Font Choice

browser by creating multiple font choices. For example, a font combination could include Arial, Helvetica, and Geneva fonts, and the Web browser would render the page using the first choice available to the browser. If none of the fonts in the combination is installed, the browser will display the text using whatever font is set as the default in the browser's preferences. Dreamweaver comes with six predetermined font combinations, and you can add more as you need them. Each choice in the Font pop-up menu in the Property Inspector represents the first font in that font combination as displayed in Figure T11.17.

Although Dreamweaver is similar to a word processor, it is really not one, and it has the font-handling characteristics of HTML and CSS (CSS will be discussed lated in this plug-in). Dreamweaver allows users to apply several font sizes from the Font Size pop-up menu in the Property Inspector, which it implements as CSS styles. You also have the option to choose the units of measurement used for font sizes.

To set a font:

1. Select the text you want to modify.

2. Choose a different font combination from the Font pop-up menu in the Property Inspector, or choose **Text,** select **Font,** and then choose the font combination from the submenu.

To set font size:

1. Select the text you want to modify.
2. Choose a different size from the Font Size pop-up menu in the Property Inspector.
3. Choose the unit of measurement you want from the Units pop-up menu, next to the Font Size pop-up menu.

Note: The sizes listed in the Font Size pop-up menu in the Property Inspector that are not numbers (e.g., x-small, medium, xx-large) are relative sizes, meaning they set a font size to be larger or smaller relative to the default font size.

Making Your Own Font Lists

You can modify the preset font combinations, and you can create new font combinations.

To edit the Font List:

1. Choose **Text,** select **Font,** and then choose **Edit Font List.** The Edit Font List dialog appears (Figure T11.18).
2. Then you have several different ways to add a font combination:

   ■ Click the plus button (+), then click the arrow buttons next to the Available fonts list and select fonts to move them to the Chosen fonts list.

   ■ Select a font combination in the Font list, and click the minus button (−) to remove it.

   ■ Use the arrow buttons above the Font list to move a selected font combination up or down in the list.

3. Click **OK** to save your changes.

Changing Font Color

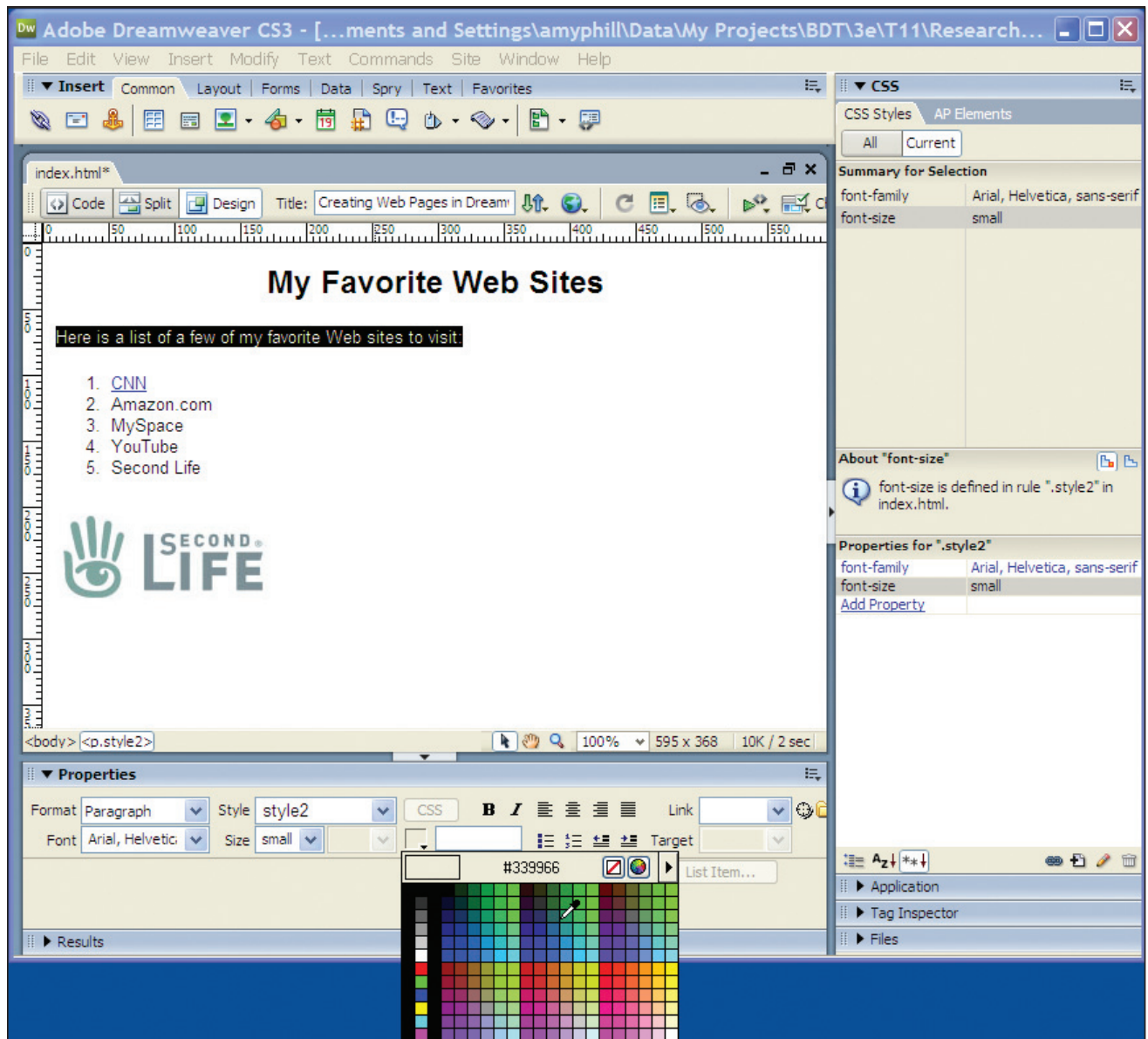You can select text and change its color, which applies a CSS style to the text. You will use the color well in the Property Inspector and the color picker to do the job.
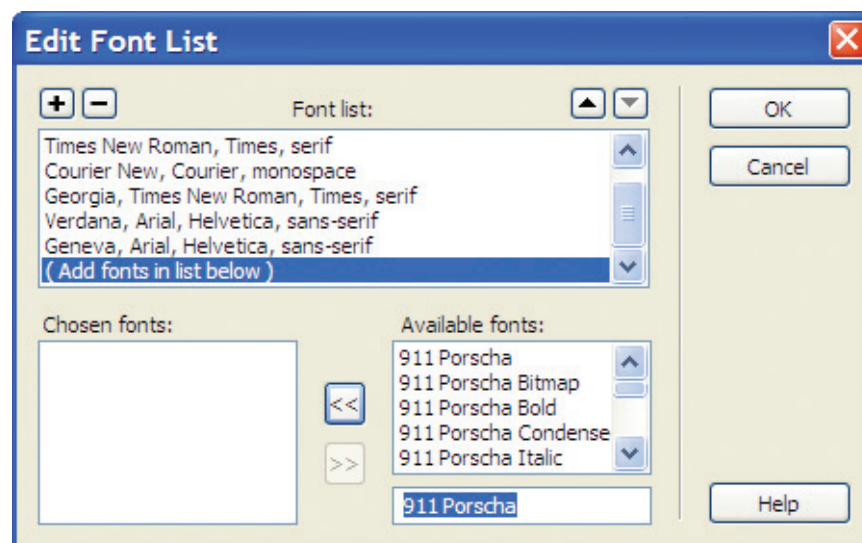
To color text:

1. Select the text you want to color.

2. Click the color well in the Property Inspector. The color picker appears (Figure T11.19).

3. Click a color with the eyedropper to select it; it can be any color in the color picker or any color visible on your desktop or the page you are editing.

When you select the color, the color picker closes and the text changes color.

INDENTING TEXT

You will not indent text in Dreamweaver as you would with a word processor. The most common kind of indenting, indenting the first line in a paragraph, is usually done with a tab in a word processor, but tabs have no effect in HTML.

When you are indenting paragraphs to set them apart from preceding and following paragraphs, Dreamweaver uses the HTML <BLOCKQUOTE> tag. This indents both the left and right margins of the block quoted paragraph. You are not limited to paragraphs; you can block quote any block element, such as headings.

To block quote text:

1. Click in the paragraph or other block element you want to indent.

2. You have several choices on how you can indent:

   ■ Click the **Indent** button on the Property Inspector.
   ■ In the **Text** tab of the **Insert bar,** click the **Block Quote** button.
   ■ Choose **Text,** then select **Indent** or press **Ctrl-Alt-].**

To remove block quoting:

1. Click in the paragraph or other block element you want to change.

2. Click the **Outdent** button on the Property Inspector or Choose **Text,** then select **Outdent** or press **Ctrl-Alt-[.**

ALIGNING TEXT

Dreamweaver can align text with the left margin, right margin, or center of the page. You can also justify text, which adds space as needed between words so that both the left and right margins are aligned.

To align text:

1. Click inside the paragraph you want to align.

2. Click one of the alignment buttons in the Property Inspector (see Figure T11.20). After you click the button, it appears highlighted, so you know which alignment has been selected.

3. Or you can choose **Text,** select **Align,** then select either **Left, Center, Right,** or **Justify.**

ADDING LINE BREAKS

Just as in a word processor, you press Enter in Dreamweaver to create a new paragraph. This is fine when you want to actually create a new paragraph, but not so great when you just want to move the cursor down a line, as you might want to do when entering an address. Web browsers (and Dreamweaver) insert a blank line above and below a paragraph, so if you make each line of the address its own paragraph, it looks awkward.

Instead, add a line break, which moves the cursor down one line without creating a new paragraph.

To insert a line break, you can do one of two things:

1. At the end of the line you want to break, press **Shift-Enter.**

2. At the end of line you want to break, in the Text tab of the Insert bar, select **Line Break** from the Special Characters pop-up menu.

Note: Line breaks are invisible characters in both Dreamweaver and Web browsers, but you can make them visible in Dreamweaver if you want. Choose **Edit,** then select **Preferences,** then click the **Invisible Elements** category. Click the check box next to "Line breaks," then click **OK.** Dreamweaver then displays line breaks in Design view.
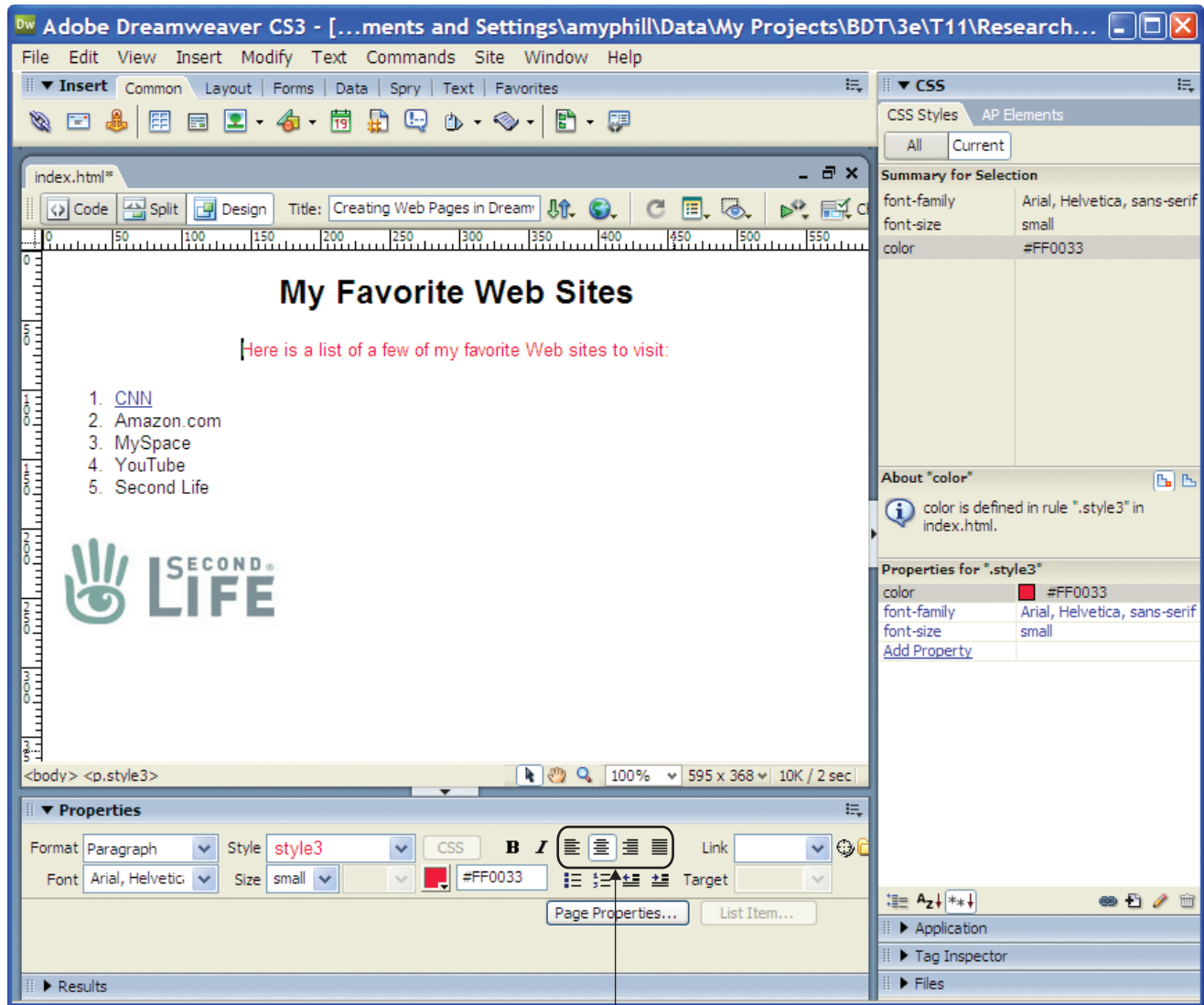
Select
Alignment

WORKING WITH LISTS

Lists are an easy way to organize content on your Web page. Dreamweaver supports three types of lists:

1. *Numbered lists or Ordered lists,* for lists with items that need to be in a particular order (see Figure T11.21). List items are numbered and indented from the left margin. If you add or remove items from the numbered list, it automatically renumbers.

2. *Bulleted lists or Unordered,* for lists of items in no particular order (see Figure T11.21).

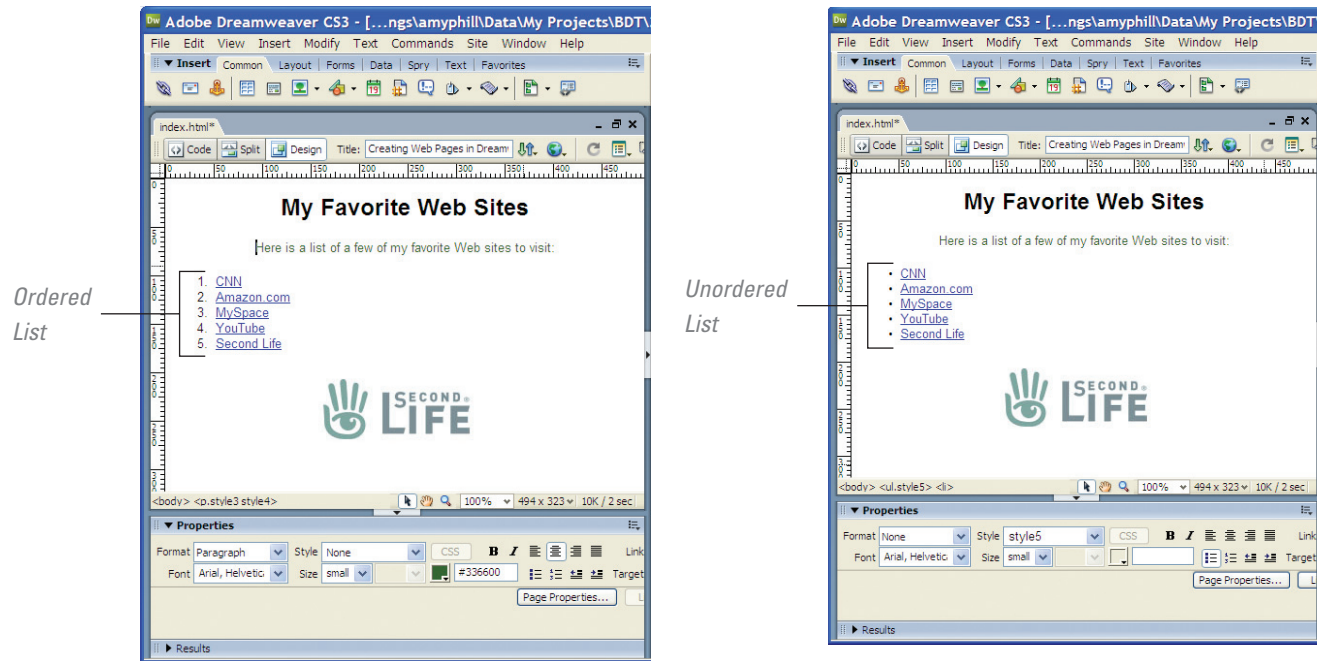3. *Definition lists,* where each item has an indented subitem.

Ordered List

Unordered List

FIGURE T11.21

Lists

To create a list:

1. Type the items for your list into the window. After typing each item, press **Enter.**

2. Select the items in the list.

3. Then do one of the following:

   ■ Choose **Text,** select **List,** then choose **Unordered List, Ordered List,** or **Definition List** from the submenu.

   ■ Click either the **Unordered List** or **Ordered List** button in the Property Inspector.

   ■ Click one of three buttons in the Text tab of the Insert bar: **ul** for Unordered List, **ol** for Ordered List, or **dl** for Definition List. The text changes to the kind of list you chose.

Setting List Properties

You can change numbered list and bulleted list properties in Dreamweaver choosing between five types of numbering. For bulleted lists, you can choose either a round bullet (the default) or a square bullet. There are no properties to set for a definition list.

To set list properties:

1. Click in the list you want to change to place the insertion point.

2. Choose **Text,** select **List,** and then choose **Properties.** The List Properties dialog appears (see Figure T11.22).

3. Do one or more of the following:

   ■ In the List type pop-up menu, select **Bulleted List, Numbered List,** or **Directory List** ("definition list" is called "Directory List" in this dialog).

   ■ In the Style pop-up menu, select one of the Bulleted List or Numbered List styles.

   ■ Use the **Start count** text box to set the value for the first item in the numbered list.
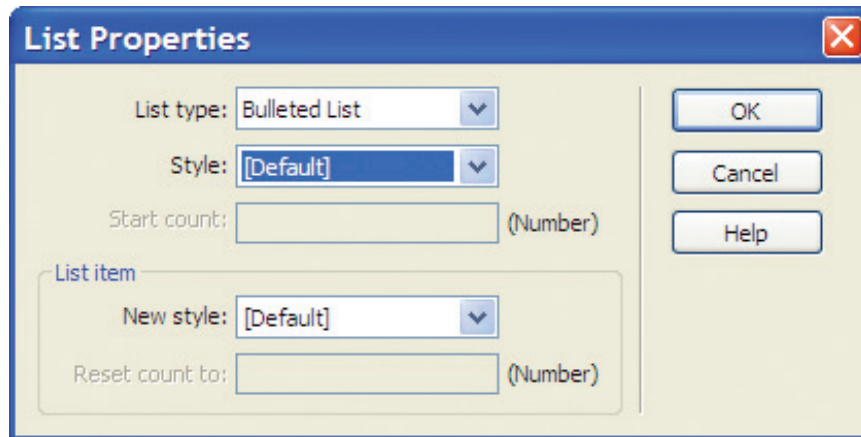
4. Click **OK.**

Nesting Lists

You can indent lists within lists to create nested lists. Because nested lists do not have to be of the same type, you can create, for example, a numbered list with an indented bulleted list, and you can have multiple levels of nested lists within one overall list.

To create a nested list:

1. Click the end of a line within an existing list to place the insertion point.
2. Press **Enter.** This creates another line of the list.
3. Press **Tab.** This creates a new indented sublist of the same type as the parent list. For example, if the parent list is a numbered list, the new sublist will also be a numbered list.
4. (Optional) If you want the sublist to be a different type of list than the parent list, click the Numbered List or Bulleted List button in the Property Inspector.
5. Type the list item.
6. Press **Enter.** This creates a new sublist item.
7. To return to the original list, use the up or down arrow keys to move the insertion point into one of the items in the original list, or click to place the insertion point where you want it.

ADDING HORIZONTAL RULES

A horizontal rule is a line that runs across the page, creating a division between parts of the document (as displayed in Figure T11.23). By default, a horizontal rule in Dreamweaver is the width of the page, is 1 pixel high, and has a small drop shadow. You can change these properties if you want.

To insert a horizontal rule:

1. Click in the page to place the insertion point where you want the horizontal rule to appear.
2. Choose **Insert,** select **HTML,** then choose **Horizontal Rule.** A line appears as wide as the page.

To modify a horizontal rule's properties:

1. Click the horizontal rule to select it. The Property Inspector changes to show the Horizontal Rule properties.
2. Do one or more of the following:
   - Type a number in the W (for Width) field, and choose either **pixels** or **%** from the pop-up menu. Choosing pixels creates a fixed-width line; choosing
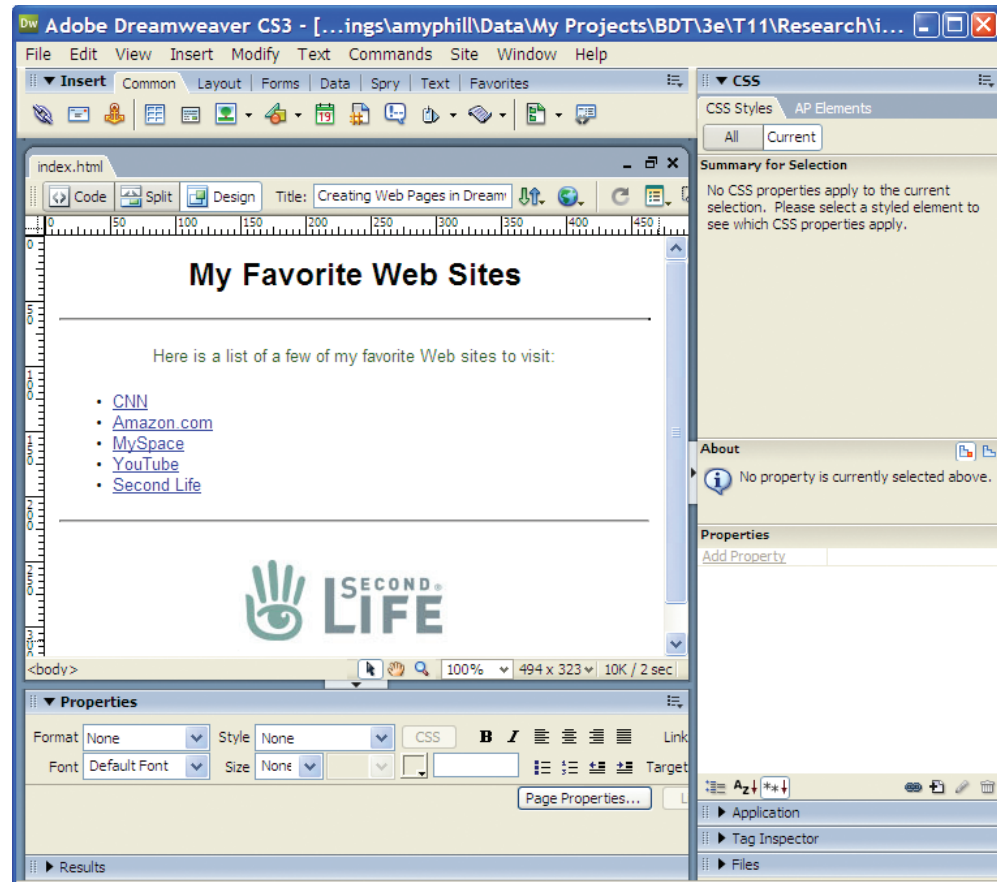
% creates a line that expands or contracts depending on the width of the site visitor's browser window.

- In the H (for Height) text box, type a number for the horizontal rule. This height is measured in pixels.

- From the Align pop-up menu, choose **Default, Left, Center,** or **Right.** The Left and Right choices are only going to be useful if the width of the horizontal rule is less than the width of the page.

- If you select the Shading check box, the line appears as an outline, rather than as a solid line.

SETTING PAGE PROPERTIES

Information that is contained in the <HEAD> tag concerns the entire page. These page properties include information about the appearance of the page, how links should be displayed, the font settings for headings, and the encoding to be used, which is the character set a browser should use to render the page. For example, Dreamweaver defaults to the Unicode (UTF-8) encoding, which can safely represent all characters. Dreamweaver and Web browsers both use the encoding to load the appropriate character set for the page. If you set the encoding to one of the Chinese encodings, Dreamweaver and the Web browser will load the appropriate Chinese character set.

To set page properties:

1. Choose **Modify,** then select **Page Properties,** or choose **Ctrl-J.** The Page Properties dialog opens (see Figure T11.24).
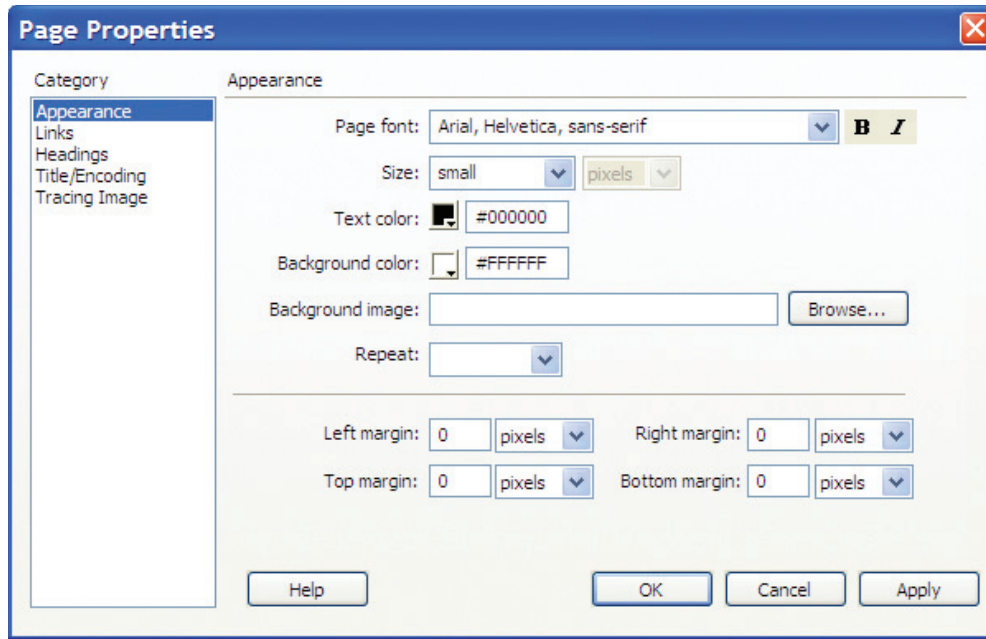
2. Click the category you want.

3. Set the options as you like.

4. Click **Apply** to see the changes on the open document without closing the Page Properties dialog or click **OK** to save your changes.

Appearance

The Appearance category of the Page Properties dialog (see Figure T11.24) has the following options:

■ *Page font:* Specifies the default font family your Web pages will use. Dreamweaver uses the font family you specify unless the font is overridden by a CSS style sheet. You can also set the font to be bold or italic.

■ *Size:* Sets the default font size. Dreamweaver uses this font size unless the size is overridden by a CSS style sheet. You can choose an absolute size (such as 9, 10, 12, and so forth) or relative sizes (such as small, medium, large, x-large, and so on). Choosing an absolute size allows you to pick any of the measurement units (pixels, points, in, cm, mm, picas, ems, exs, and %).

■ *Text color:* Lets you set the default color for text. Click the color well to bring up a color picker to help you set the color.

■ *Background color:* Lets you set the default color for the page background. Click the color well to bring up a color picker to help you set the color.

■ *Background image:* Allows you to set an image that will appear behind all the text and images on the page. Click the Browse button to bring up the Select Image Source dialog, navigate to the image, then click OK. If you set a background image, it overrides the background color.

■ *Repeat:* Sets how the background image will be displayed if it doesn't fill the whole page. You can choose repeat to tile the image horizontally and vertically; repeat-x to tile the image horizontally; repeat-y to tile the image vertically; or no-repeat to display the image only once.

■ *Margins:* Allows you to set the Left, Right, Top, and Bottom margins of the page. You can use any of the measurement systems as units, as you can with text size.

Links

You find the following options in the Links category—affecting how hyperlinks are displayed (see Figure T11.25):

- *Link font:* Specifies the default font family your Web pages use to display links. Dreamweaver uses the font family you specify unless the font is overridden by a CSS style sheet. You can also set the font to be bold or italic.
- *Size:* Sets the default font size for link text. Dreamweaver uses this font size unless the size is overridden by a CSS style sheet. You can choose an absolute size or a relative size. Choosing an absolute size allows you to pick any of the measurement units (pixels, points, in, cm, mm, picas, ems, exs, and %).
- *Link color:* Sets the color to apply to link text. Click the color well to bring up a color picker to help you set the color.
- *Visited links:* Sets the color to apply to visited link text. Click the color well to bring up a color picker to help you set the color.
- *Rollover links:* Sets the color to apply to link text when you place the mouse cursor over the text. Click the color well to bring up a color picker to help you set the color.
- *Active links:* Sets the color to apply to link text when you click the text. Click the color well to bring up a color picker to help you set the color.
- *Underline style:* Sets the way links are underlined. Your choices are Always underline, Never underline, Show underline only on rollover, and Hide underline on rollover.

Headings

The Headings category has the following options for headings:

- *Heading font:* Specifies the default font family used for headings. Dreamweaver uses the font family you specify unless the font is overridden by a CSS style sheet. You can also set the font to be bold or italic.

FIGURE T11.25

Link Properties
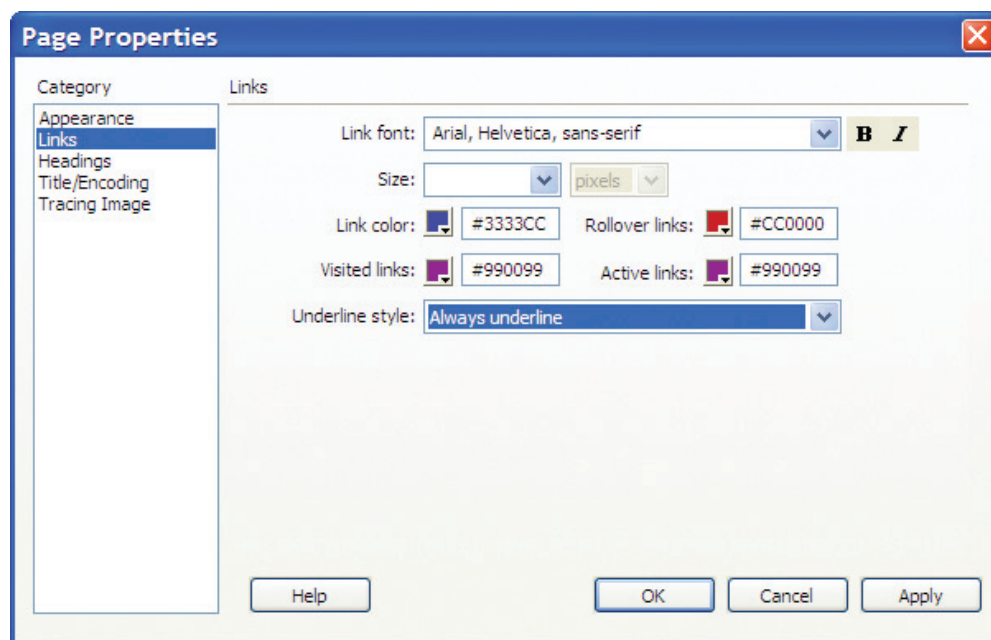
- *Heading 1 through Heading 6:* Allows you to set size and color options for each heading size. The size pop-up menus allow you to set absolute sizes (sized with numbers, such as 9, 12, 18, and so on) or relative sizes (such as small, medium, or large), and for absolute sizes, you can choose from any of the available measurement units. Click the color well to bring up a color picker to help you set the heading color.

Title/Encoding

The Title/Encoding category allows you to change the title and some of the more arcane items in a Web page:

- *Title:* Allows you to change the page title. It is equivalent to the Title field at the top of a document window.
- *Document Type (DTD):* Allows you to change the document type of the page. When you make a change here, Dreamweaver changes the page's code (if necessary) to make it compliant with the selected DTD.
- *Encoding:* Sets the encoding used for the page.
- *Unicode Normalization Form* and *Include Unicode Signature (BOM):* Are enabled only when you use Unicode UTF-8 as the encoding. Choose Help, then select Dreamweaver to learn more.

Cascading Style Sheets

Cascading Style Sheets, or CSS, are all about style, looks, and presentation. CSS properties and rules give you an amazing array of control over foregrounds, backgrounds, colors, fonts, positions, alignments, margins, borders, lists, and other aspects of presentation.

Dreamweaver organizes all the CSS properties into a couple of manageable interfaces: the CSS Rule definition dialog and the CSS Styles panel. With these two features, you can control every style aspect of every element on your page. From your document's body to its paragraphs, lists, tables, and links, to styling individual words or even individual letters, it is all handled with the CSS Styles panel or the CSS Rule definition dialog.

CONTENT VERSUS PRESENTATION

Content is king, the saying goes, because users seek content when they come to your site. Content is the actual information in the headings, paragraphs, lists, forms, images, blockquotes, links, and other HTML elements you use on a page. With no styling, content looks something like an outline.

The unstyled content should be useful and informative, even if it does not look like much. Some users get only the text content; for instance, those with screen readers, smartphone browsers, PDA browsers, or text-only browsers. Some of these also get images, but not all, so be careful to never require images on pages.

Once you add presentation rules in a style sheet, you have the layout, color scheme, font choice, background, and other visuals that make a Web page look good in a standard browser. The content itself has not changed. What has changed is the way the content is presented on the page.

The power of CSS derives from the separation of content from presentation. You can make the content look like anything you want simply by changing the way it is styled and presented.
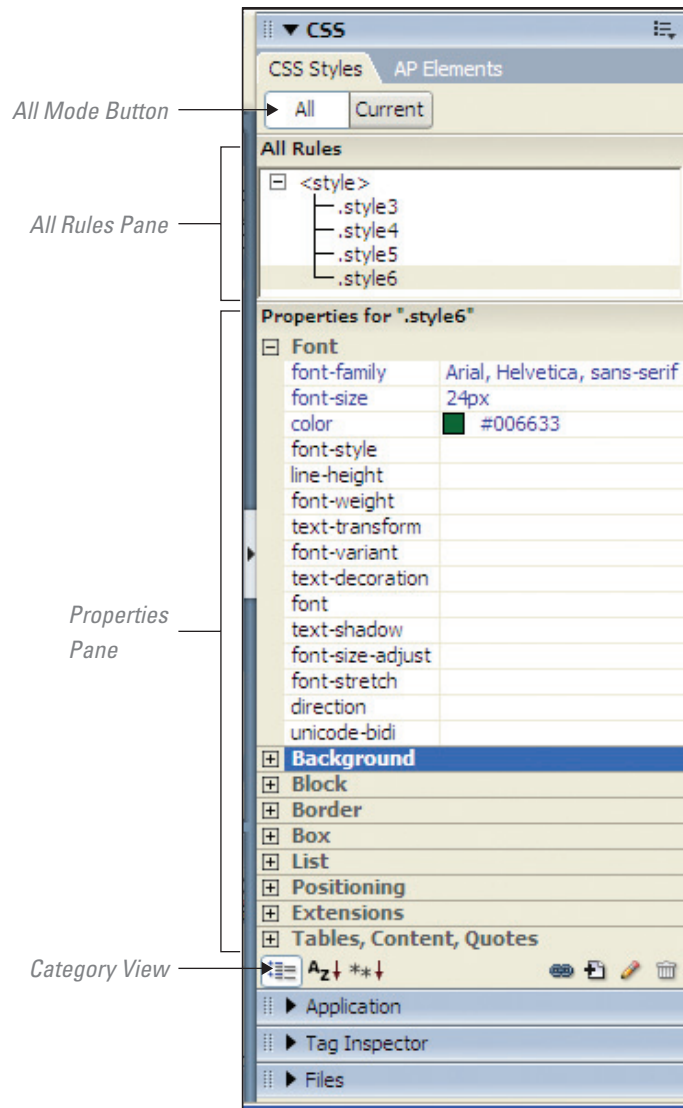
All Mode Button

All Rules Pane

Properties Pane

Category View

FIGURE T11.26

CSS Styles Panel in All Mode

THE CSS STYLES PANEL

Figure T11.26 shows the CSS Styles panel in All mode, with the All Rules and Properties panes displayed. The Properties pane is in Category view. Figure T11.27 shows the CSS Styles panel in Current mode, with the Summary, Rules, and Properties panes displayed. The Properties pane is in Set view.

CREATING A STYLE RULE

A style rule begins with a selector. A *selector* can be a tag, an id, or a class. Everything you do to create new styles, apply styles, and edit styles starts with creating a rule. You can identify a particular element on a page by assigning it a name. Named elements can then be targeted with CSS rules. The two available methods for assigning names in CSS are with classes and ids.

A *class* is reusable. Many different elements on a page can be assigned to the same class. For example, in a blog you might create a class style called "blogtext" and assign it over and over again to every blog text.

An *id* can only be used once per page. Since ids are unique, they are used for all sorts of things in addition to CSS rules, such as JavaScript and link destinations. Ids are very useful in CSS when assigned to *divs* that hold a section of a page that you use and style as a block (the div tag along with spans are explained below). Giving a div a named id enables you to write CSS rules for a specific block of content with regard to its position, background, margins, and other properties.

In the CSS Styles panel, you see the name of each id or class style rule you add to your style sheet (see Figure T11.28). In the style sheet a hash or pound sign (#) precedes an id selector. A period (.) precedes a class selector.

To create a style rule for a tag:

1. Click the **New CSS Rule** button in the CSS Styles panel. The New CSS Rule dialog appears (see Figure T11.29).

2. Complete the following:

■ *Selector Type:* Choose **Tag** (redefines the look of a specific tag).

■ *Tag:* Dreamweaver makes its best guess (based on your current selection or cursor placement when you clicked the New Style button) as to what tag you wanted this style to apply to. That tag automatically appears in the Tag field. If that tag is not the one you want, select it using the pop-up menu (see Figure T11.30).

■ *Define in:* Select "This document only" to add the style to just the document you have open.

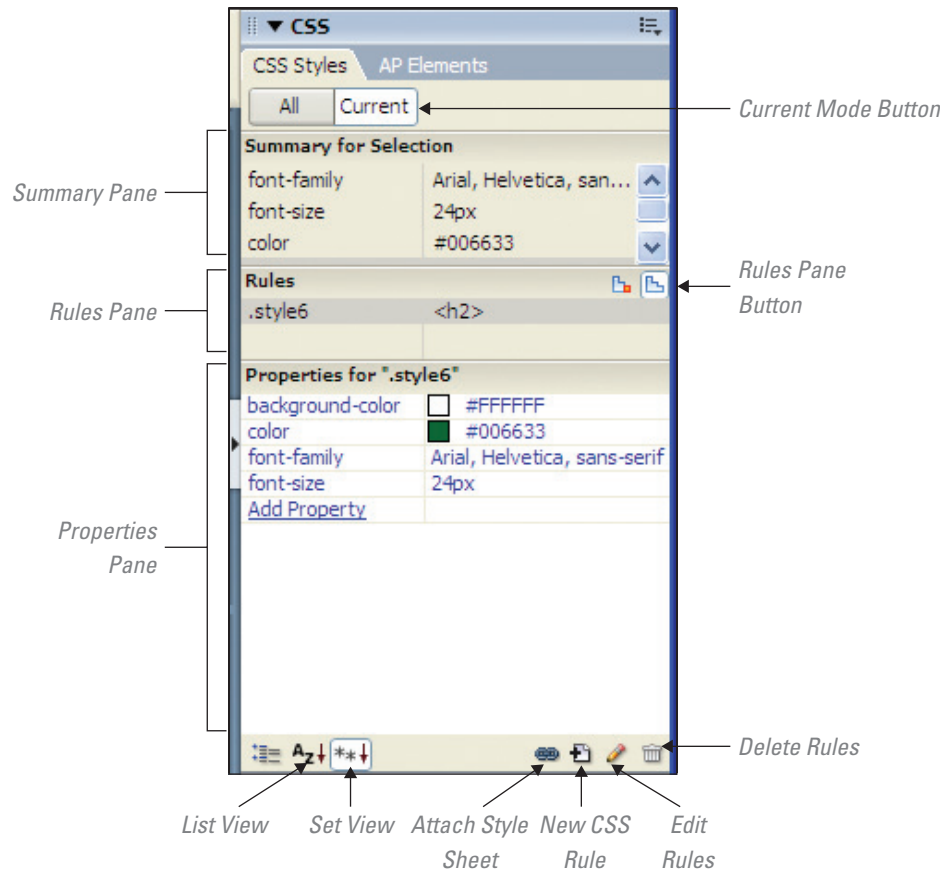**3.** Click **OK,** and the CSS Rule definition dialog appears as displayed in Figure T11.31.

4. Set properties in the eight categories as desired. If you want to see how something looks without dismissing the dialog, click **Apply.**

5. Click **OK,** and the new rule will take effect.

Note: New rules can also be created by selecting text in the document window and choosing **Text,** selecting **CSS Styles,** then choosing **New.**

Choosing Between Divs and Spans

Divs and spans are generic containers. *Div* is short for division. A div is meant to hold a section of a page that you use and style as a block. Use divs to organize content into meaningful containers. You might structure your page with a div for the masthead, for the navigation, for the content, and for the footer. The way you choose to position, the divs creates your layout. Divs for smaller blocks of content can be nested inside other divs.

Spans are elements for inline use (which we explain a bit later in this plug-in). A span, for example, can enclose a letter, word, or phrase. With a style rule attached to the span, you achieve a distinctive presentation for an inline element.

DREAMWEAVER CSS CATEGORIES

Dreamweaver uses the CSS Rule definition dialog to break down CSS into various categories. Figure T11.32 displays each of the categories in the CSS Rule definition dialog, along with what you can find in that category.
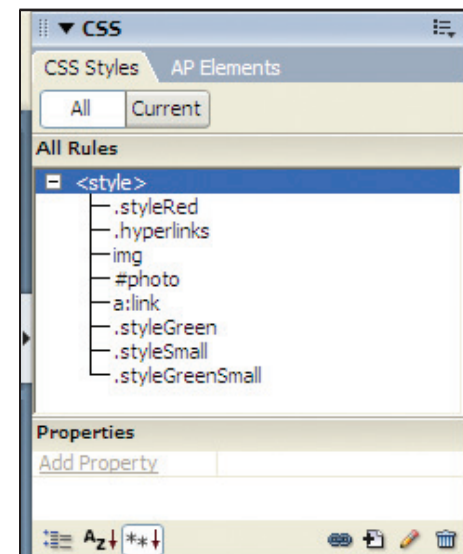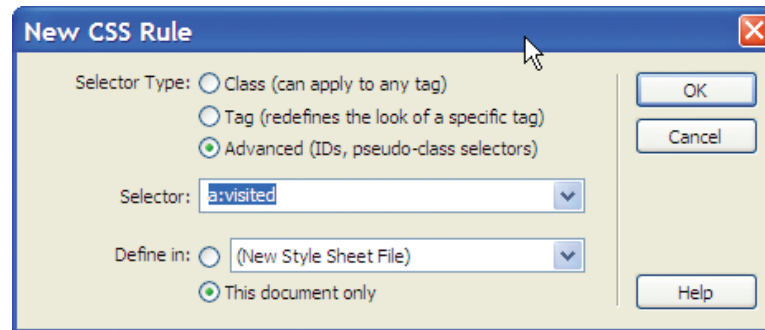
Note: Do not create classes to describe text when there are already logical tags that do the job. For example, do not create a class to make text big and bold and use it as a heading. HTML already provides six heading tags (H1, H2, H3, H4, H5, and H6). Simply redefine one of the existing heading tags to suit your purpose. Remember, you want to use HTML to create a logical structure for your content and CSS to style the structured content.

FIGURE T11.30

New Style Tag Selection
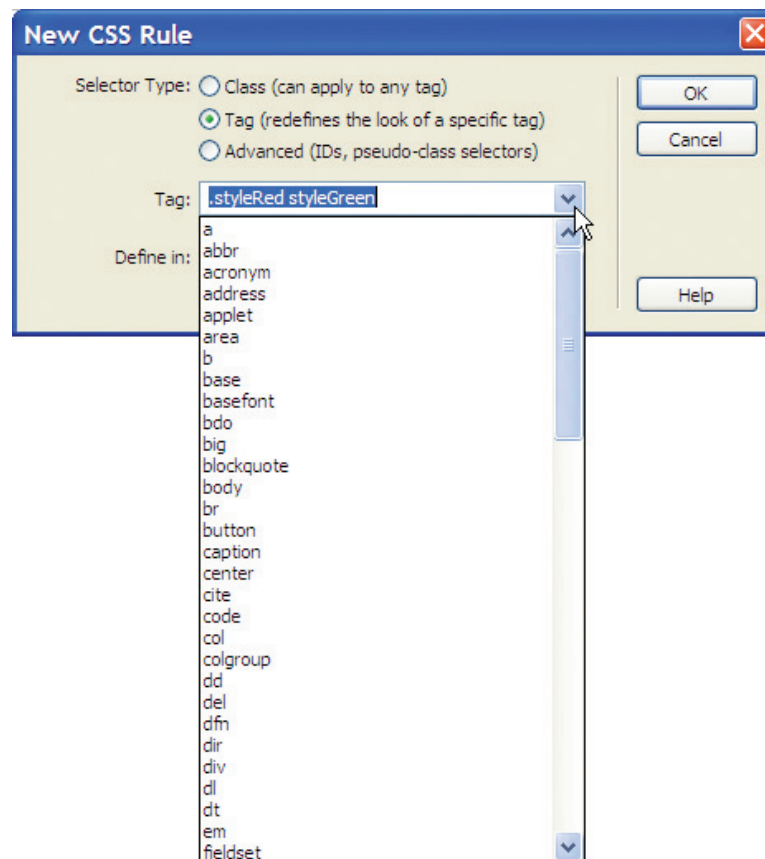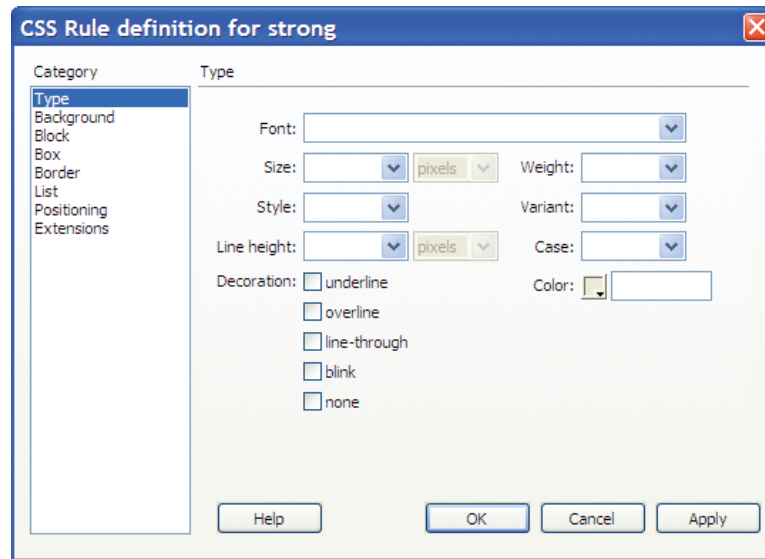
CREATING A CUSTOM CLASS

Redefining the style for a tag gives you considerable control, as HTML has a tag for nearly any type of text you need to format. For times when you want to create a style rule for something that does not already have a logical tag as a label, you can use a class. You get to create a custom name for the style when you create a class.

FIGURE T11.32

CSS Rule Definition Categories

| Type	Background	Block	Box
■ Font ■ Size ■ Style ■ Line height ■ Decoration ■ Weight ■ Variant ■ Case ■ Color	■ Background color ■ Background image ■ Repeat ■ Attachment ■ Horizontal position ■ Vertical position	■ Word spacing ■ Letter spacing ■ Vertical alignment ■ Text align ■ Text indent ■ Whitespace ■ Display	■ Width ■ Height ■ Float ■ Clear ■ Padding (Same for All, Top, Right, Bottom, Left) ■ Margin (Same for All, Top, Right, Bottom, Left)

Border	List	Positioning	Extensions
■ Style (Same for All, Top, Right, Bottom, Left) ■ Width (Same for All, Top, Right, Bottom, Left) ■ Color (Same for All, Top, Right, Bottom, Left)	■ Type ■ Bullet image ■ Position	■ Type ■ Width ■ Height ■ Visibility ■ Z-Index ■ Overflow ■ Placement (Top, Right, Bottom, Left) ■ Clip (Top, Right, Bottom, Left)	■ Page break (Before, After) ■ Cursor visual effect ■ Filter visual effect

To create a class:

1. Click the **New CSS Rule** button in the CSS Styles panel (refer back to Figure T11.27). The New CSS Rule dialog appears.
2. Set the Selector Type to **Class** (can apply to any tag), and set the Name to a name of your own choosing, preceded by a period (.). This is your new class name.
3. Click **OK,** and the CSS Rule definition dialog appears.
4. When you have completed filling out the CSS Rule definition dialog, click **OK** to accept your changes.

APPLYING STYLES

Most styles take effect immediately in the current document. If you redefine a tag, for example, H3, then any time you use the H3 tag, the style is applied. Pseudo-class selectors such as a:link also are immediately applied to the selected elements in any linked documents.

Other styles are different; your document does not use them until you add them to an element. For instance, after you create a style rule for a class, you must then apply that class to text in the document, and the same goes for ids.

To apply a style to a class:

1. In a document, select the text to which you want the style to apply. Or place the cursor anywhere in a paragraph to apply the class to the entire paragraph.
2. Do one of the following:
   - In the CSS Styles panel, select **All** mode, then right-click the name of the style you want to apply, and choose **Apply** from the contextual menu (see Figure T11.33).
   - In the Property Inspector, choose the style you want to apply from the Style pop-up menu.

FIGURE T11.33

Apply a Style
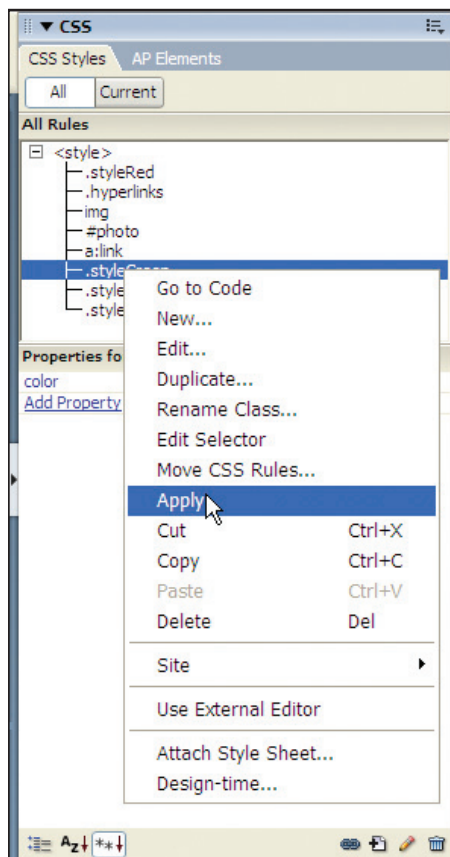
EXTERNAL, INTERNAL, AND INLINE

Cascade Styles can be external, internal, or inline. An *external style* resides in a separate style sheet file, one with a name that usually ends in .css. An *internal style* lives inside each individual Web page that needs it, located within style tags inside the document's head. *Inline styles* live within the HTML tags themselves and apply only to whatever is inside that tag.

Style rules cascade. This means that while multiple styles can cover a particular element, there are rules to determine which style takes precedence. The order of the cascade is first external, then internal (meaning in the document head), and then inline. When style rules conflict, the laws of the cascade determine how the conflict is settled.

In general, the closer a rule is to the element getting styled, the more power the rule has in the battle of conflicting style rules.

Creating Tables

Tables allow you to present information in an organized manner; they contain rows and columns that intersect to form cells in which you can place content. Cells can then be merged to create larger cells. Tables can be used to present a wide variety of content, from tabular data that need to be presented spreadsheet style to visual treatments with combinations of graphics and HTML text. Tables can be used

to control layout. By arranging content within table cells, you can place objects in specific locations on a page and create more complex visual arrangements.

Tables were one of the HTML elements that initially gave designers and developers control over the layout of their sites. However, using Cascading Style Sheets (explained in the previous section) can be a better method of developing the layout and design of a page because it provides a wider number of layout choices and appearance options while giving better control over the look and feel of the entire site.

Table-based layouts are generally more restrictive; you can achieve a greater degree of flexibility with CSS. Additionally, CSS is more efficient, more accessible, and meets the current standards of Web development as defined by the W3C. Because support for the latest CSS can be limited—older browsers in particular have poor support for CSS—tables can still be useful. As a result, and considering that many older Web sites still use tables for design purposes, it is important to understand the concepts and techniques of table-based layout.

CREATING A TABLE

Tables typically consist of one or more rows and one or more columns. Each rectangular area at the intersection of a row and column is called a cell. Cells contain the page's text or images, and items within a cell cannot extend past the cell's boundaries.

You can insert a table anywhere on a page, even within another table (this is called nesting). By default, Dreamweaver creates tables with three rows and three columns, but you can easily change that format when inserting the table. After you make changes, Dreamweaver remembers them and uses them as the defaults for the next table you create.

To add a table to a Web page:

1. Place the insertion point where you want the table to appear.

2. On the Layout tab of the Insert bar, click the **Table** button. Or Choose **Insert,** then select **Table,** or press **Ctrl-Alt-T.** Figure T11.34 displays the Table dialog box.

3. Enter the number of rows you want in the table, and press **Tab.**

4. Enter the number of columns you want in the table, and press **Tab.**

5. In the Table width text box, enter a number that will either be in pixels or a percentage of the page width, then choose the units from the pop-up menu to the right of the text box.

6. Set one or more (or none) of the following:
   - Enter a figure in the Border thickness text box to set the size of the border, in pixels, which will be displayed between cells.
   - Enter a figure in the Cell padding text box to set the amount of space, in pixels, between the content in the cells and the cell border.
   - Enter a figure in the Cell spacing text box to set the number of pixels of space between cells.

7. In the Header section, choose the kind of header you want: **None, Left, Top,** or **Both.** The icons for the headers tell you what each choice looks like.

8. (Optional, but recommended) In the Accessibility section, enter a caption for the table, then choose how you want the caption to be displayed by choosing from the Align caption pop-up menu. Your choices are **Default, Top, Bottom, Left,** or **Right.** Caption text appears in all browsers. If you enter text in the Summary text box, that text appears only in screen readers for the visually disabled.

9. Click **OK.**
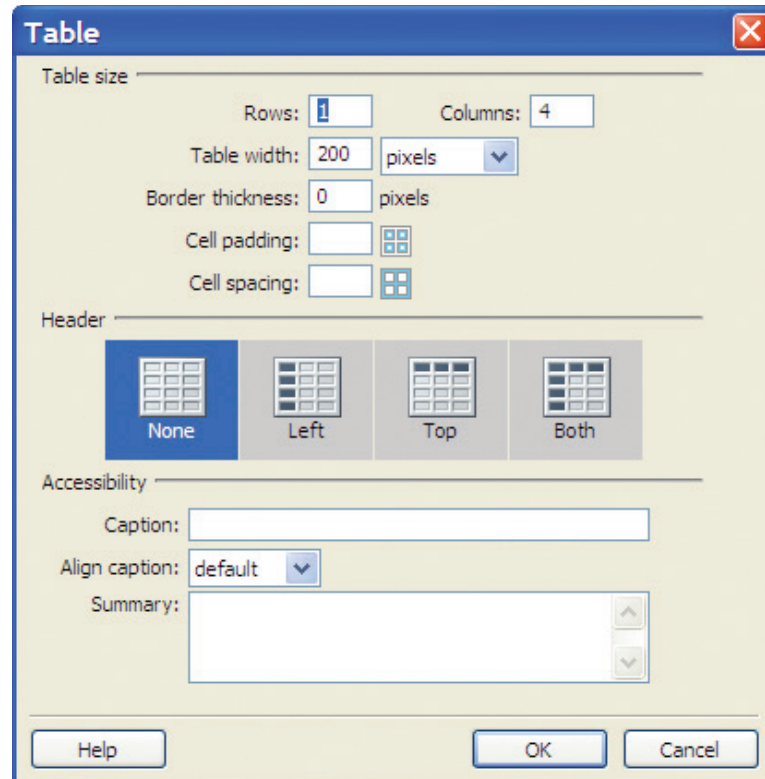
The table appears in your page (see Figure T11.35). When a table is selected, as in Figure T11.35, or when the insertion point is in a table cell, Dreamweaver shows green dimension lines above the table. The top line shows the width of the table in pixels. Each column also has a dimension line, which shows the width of the column in pixels if you have set a fixed width for the column. Columns with widths relative to the table width show dimension lines (so you can easily see each column) without pixel values. These dimension lines appear only in Dreamweaver's Design view, not in a Web browser.

Note:

■ To insert a table within a table, place the insertion point inside a cell of an existing table, then choose either of the methods in Step 2. The new table appears inside the first table.

■ You do not have to get the number of rows and columns right the first time; you can always add or subtract them later. We explain how to do this in the next section.

Table Attributes

Besides rows and columns, tables have several attributes that affect how they look. You will find controls for these items in the Property Inspector when you select a table.

■ *Border thickness* is the width of the border around the table, in pixels. Dreamweaver sets it to one pixel by default, which results in a thin border. If the border thickness is set to a number greater than zero, you will also see a border between
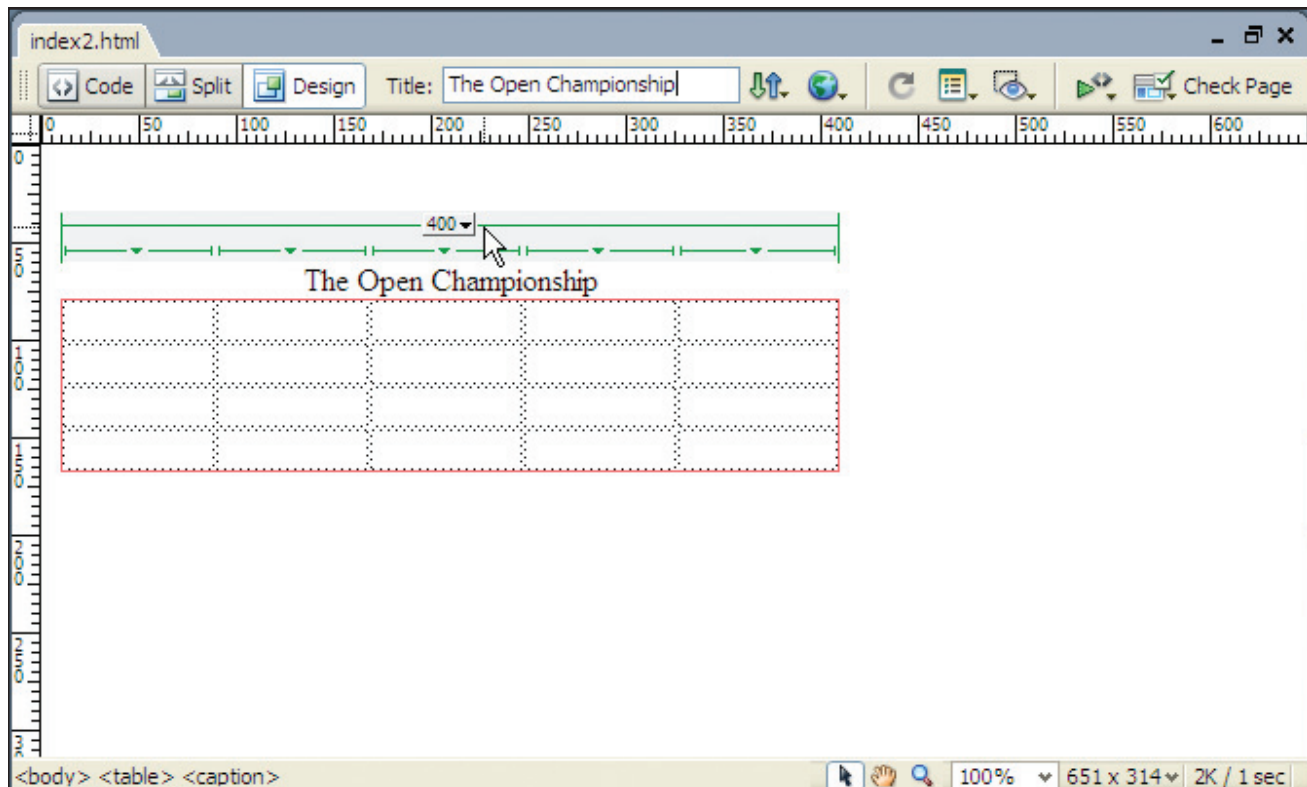
table cells. You will often see the border thickness set to zero on pages that are using tables for page layout and the designer does not want you to see borders. Borders with zero thickness appear in Design view with dotted borders.

- *Cell padding* is the amount of space, in pixels, between a cell's borders and its content. Use this setting to give cell content more breathing room within cells. If you do not specify a number here, most browsers use a default value of one pixel.

- *Cell spacing* is the amount of space between each table cell, also measured in pixels. If you do not specify a number here, most browsers use a default value of two pixels.

- *Border color* is the color of the border around the table and between the table's cells.

- *Background color* is the color of the cell's contents (though you can set the color of text in the cell separately). You can also use the Text Color attributes to color text within the cell.

- *Background image* allows you to use an image, rather than just a color, as the background for a table.

- *Table header* tags part of the table as a header. The header is formatted as bold and center, but more important, it has the <TH> HTML tag, which allows screen readers used by visually disabled users to correctly read the table. It is better to use a table header tag in Dreamweaver than to manually make cells bold and centered.

TABLE ELEMENTS

The most notable table elements are rows, columns, and cells, as mentioned in the previous section. Dreamweaver allows you to have full control over these elements, including selecting, adding, merging, deleting, and sizing each one.
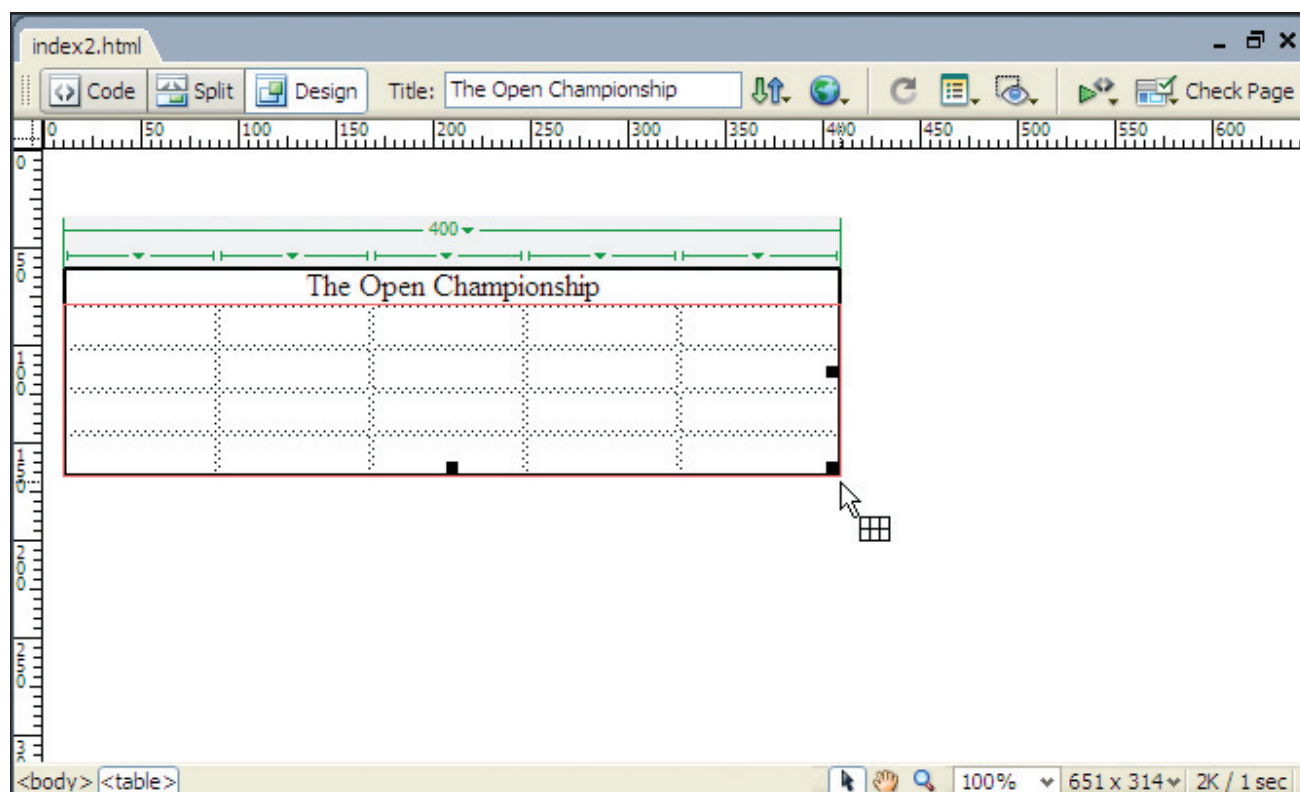
FIGURE T11.36

Selecting a Table

Selecting Elements

To work effectively with a table, you will need to know how to select its elements. You can select an entire table; one or more rows and columns; an individual cell or multiple cells; and nonadjacent cells, rows, or columns.

There are several options for selecting the entire table:

■ Click the table's upper-left corner.
■ Click the bottom or the right edge of the table.
■ Click in the table, and then choose **Modify,** select **Table,** then choose **Select All.**

A border with resize handles appears around the table as displayed in Figure T11.36. Dimension lines also appear.

To select an entire row:

1. Place the pointer at the left edge of a row. The pointer becomes an arrow.

2. Click to select the entire row. You can click and drag to select multiple rows. The cell borders for the selected row highlight.

To select an entire column:

1. Place the pointer at the top edge of a column. The pointer becomes an arrow.

2. Click to select the entire column. You can click and drag to select multiple columns. Or click the triangle in the dimension line above any column to display a pop-up menu, then choose **Select Column** (see Figure T11.37). The cell borders for the selected column highlight.

To select a single cell, do one of the following:

1. Click and drag in the cell. Or click in the cell, select **Edit,** then choose **Select All,** or press **Ctrl-A.** The cell highlights to show it has been selected.
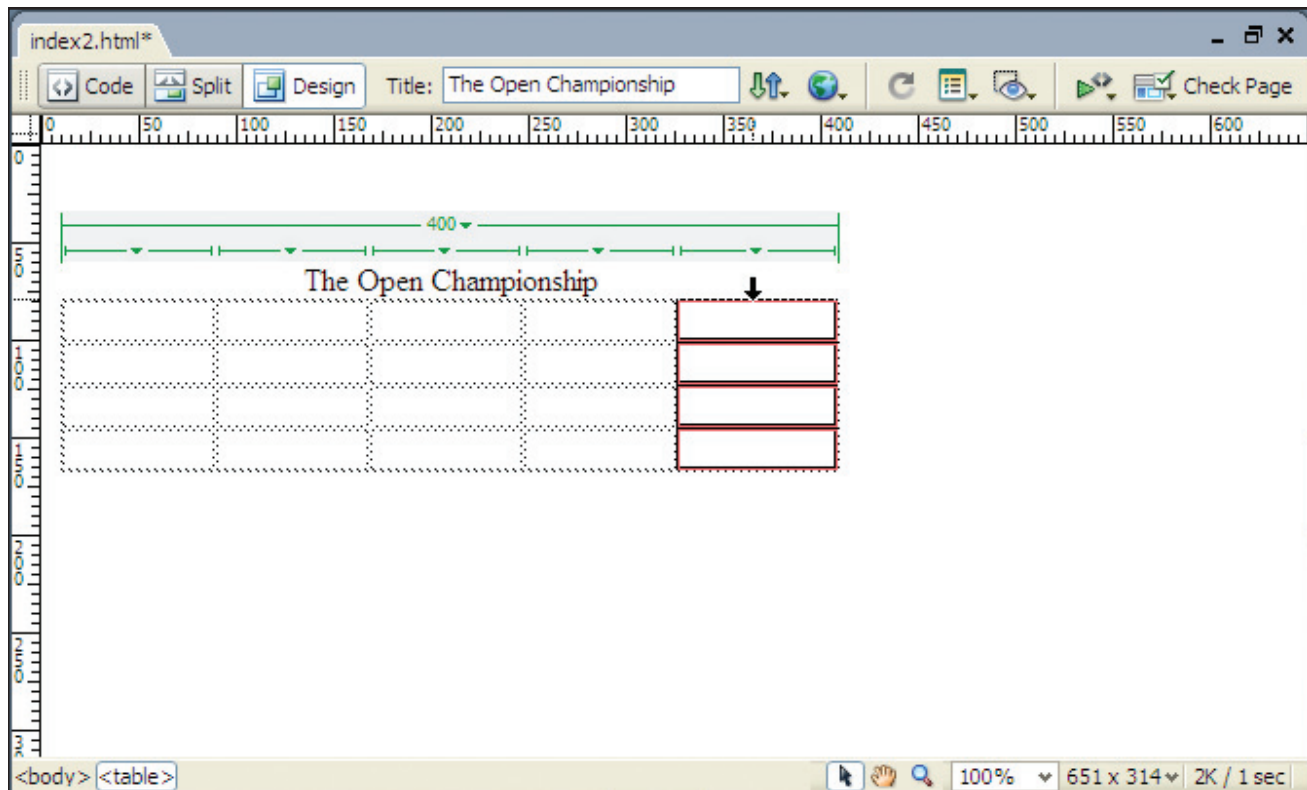
Select Table Column

To select multiple adjacent cells, do one of the following:

1. Click in the first cell you want to select, and drag to the last cell.

2. Click in the first cell you want to select, hold down the **Shift** key, and then click in the last cell.

To select nonadjacent cells:

1. **Ctrl-click** in the first cell, hold down the **Ctrl** key, and then click the other cells you want to select. You can also Ctrl-click to select nonadjacent rows or columns.

Adding Rows and Columns

You may find you need to add additional content to your table. Dreamweaver allows you to add rows or columns to your table after you have created it.
To insert a single row in a table:

1. Place the insertion point in a table cell.

2. In the Layout tab of the Insert bar, click either the **Insert Row Above** or **Insert Row Below** button (see Figure T11.38). A new row appears above or below the row where the insertion point is.

Note: If the insertion point is in the last cell of the table, pressing Tab adds a row to the bottom of the table.
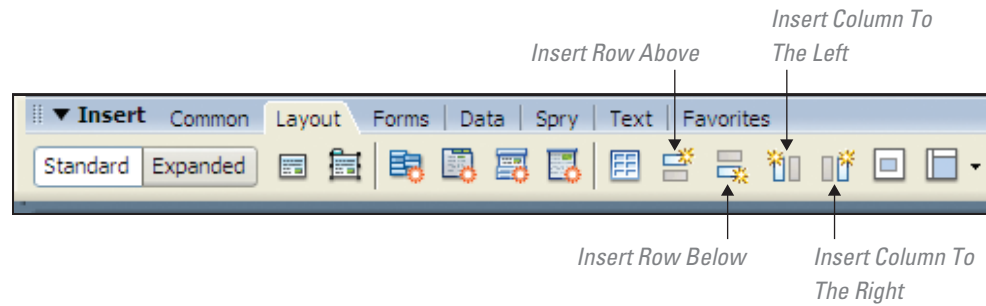
To insert a single column in a table:

1. Place the insertion point in a table cell.

2. In the Layout tab of the Insert bar, click either the **Insert Column to the Left** or **Insert Column to the Right** button. A new column appears to the right or left of the column where the insertion point is.

Insert Row Above

Insert Column To The Left

Insert Row Below

Insert Column To The Right

To insert multiple rows or columns into a table:

1. Place the insertion point in a table cell.

2. Right-click, and then choose **Table,** select **Insert Rows** or **Columns** from the shortcut menu. Or choose **Modify,** select **Table,** then choose **Insert Rows** or **Columns.**

3. Select either the Rows or Columns radio button.

4. Enter the number of rows or columns you want to add. You can either type a number into the text box, or use the arrow buttons next to the text box to increase or decrease the number.

5. Next to "Where," click the appropriate button to select the location of the new rows or columns.

MERGING AND SPLITTING CELLS

Dreamweaver lets you combine two or more adjacent cells into one larger cell, or split a single cell into two or more cells.

To merge cells:

1. Select the cells you want to merge.

2. Choose **Modify,** select **Table,** then choose **Merge Cells,** or press **Ctrl-Alt-M.** Or right-click, choose **Table,** then select **Merge Cells** from the shortcut menu.

Note: You can merge an entire row or column into one cell.

To split cells:

1. Place the insertion point in the cell you want to split into two cells.

2. Choose **Modify,** select **Table,** then choose **Split Cell,** or press **Ctrl-Alt-S.** Or right-click, and then choose **Table,** then select **Split Cell** from the shortcut menu. The Split Cell dialog appears (see Figure T11.39).

3. Choose whether to split the cell into rows or columns.

4. Enter the number of new rows or columns for the split.

5. Click **OK.**

Note: Even if you select multiple cells, Dreamweaver can split only one cell at a time.

Resizing Elements

You can resize tables horizontally or vertically and also make columns wider and rows taller. You can specify the width of tables numerically and numerically specify the width and height of rows and columns.

FIGURE T11.39

Split Cells Dialog
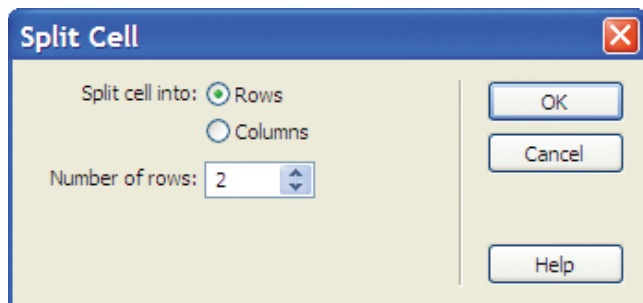
To resize an entire table:

1. Click the bottom or the right edge of the table. The table will be selected, and a border with resize handles appears around it.

2. Drag one of the resize handles. To widen the table, drag the handle on the right edge of the table; to make the table taller, drag the handle on the bottom edge of the table; and to make the table grow in both directions simultaneously, drag the handle a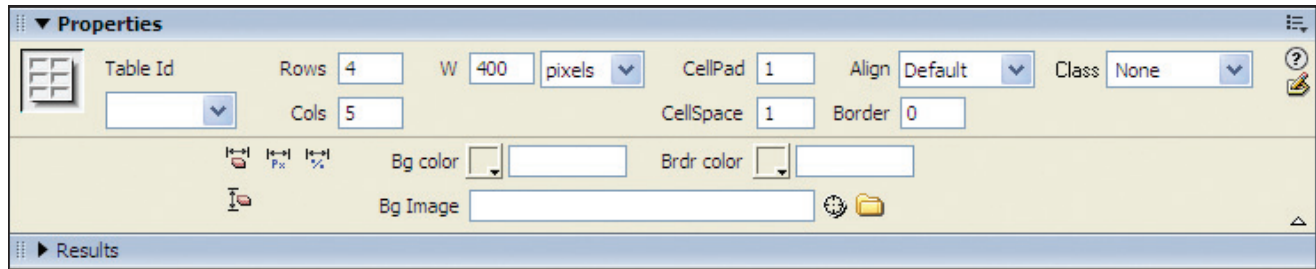t the bottom-right corner of the table. Holding down the **Shift** key as you drag maintains the proportions of the table.

To resize a table numerically:

1. Click the bottom or the right edge of the table to select it.

2. In the Property Inspector, enter a number in the **W** (for width) field (see Figure T11.40). In the pop-up menu next to the field, choose either %, which makes the table width a percentage of the overall width of the page, or pixels, to set an absolute size for the table width.

3. Click in the document window to apply your changes.

To resize columns:

1. Select the column you want to resize.

2. Drag the column's right border to make the column wider. Or in the Property Inspector, type a number in the **W** (for width) field (see Figure T11.41). The width unit is in pixels. Alternatively, click the triangle in the dimension line above the column and choose **Clear Column Width** from the resulting pop-up menu; this makes the column resize to fit the contents.

To resize rows:

1. Select the row you want to resize.

2. Drag the bottom border of the row to make the row taller. Or in the Property Inspector, type a number in the **H** (for height) field (Figure T11.41). The height unit is in pixels.

   Note:

- If you set a width in percentage for a table, the table resizes based on the width of the user's browser window. This may really change the look of your table. Be sure to preview the page in a Web browser and resize the browser window to see the effect.

- Tables always stretch to fit the content inside the table.

- Text inside cells usually wraps to fit the width of the cell. To force the cell to expand to the width of the text, you can turn off text wrapping on a cell-by-cell basis. Click in the cell, and then in the Property Inspector, click the "No wrap" check box.

Column Width
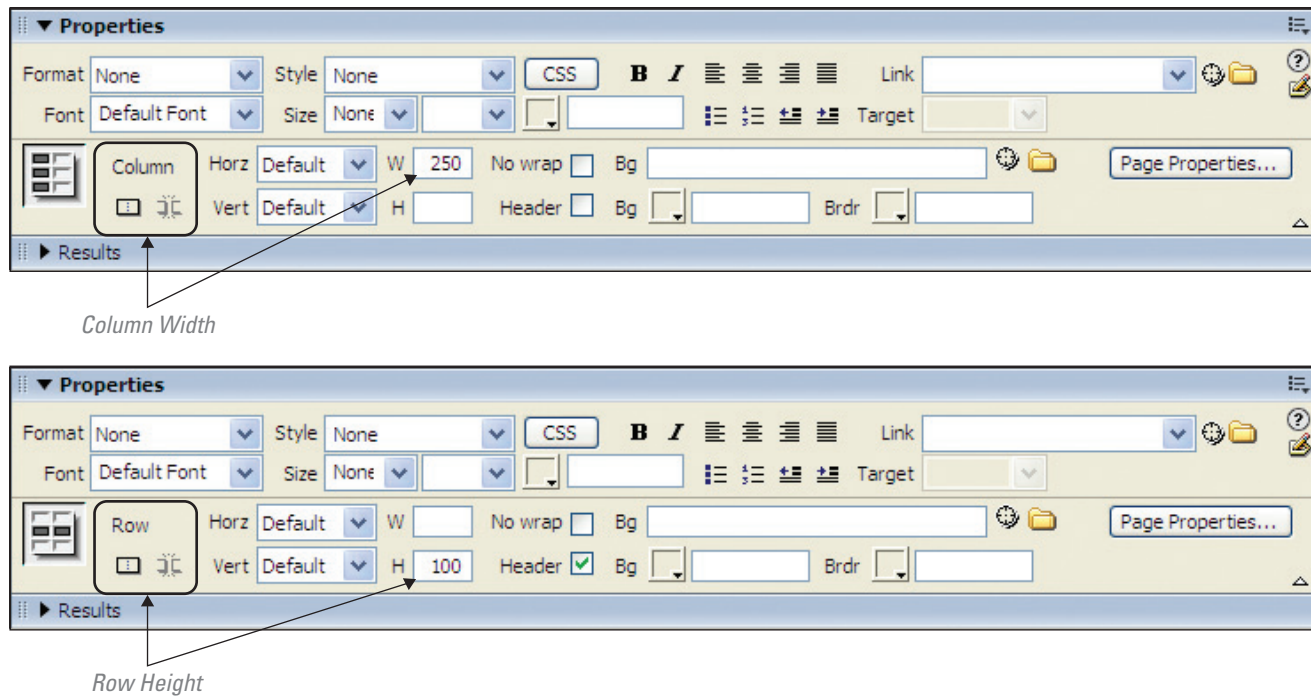
Row Height

FIGURE T11.41

Column and Row Height and Width

Deleting Elements

If you want to remove tables, rows, or columns, you can make short work of the task.

To delete a table:

1. Select the table by clicking its right or bottom edge. A border with resize handles appears around the table.
2. Press the **Backspace** or **Delete** key.

To delete rows:

1. Select one or more rows.
2. Press the **Backspace** or **Delete** key.

To delete columns:

1. Select one or more columns.
2. Press the **Backspace** or **Delete** key.

TABLE ALIGNMENT

When you have a table and text together, you can set the alignment of the table, in some cases wrapping the text around the table. Using the Property Inspector, you can choose from four different table alignments:

1. *Default* uses the browser default alignment for tables (usually it places the table to the left side of the page). This setting prevents text from wrapping around the table to the right.
2. *Left* places the table to the left side of the page, and allows text to wrap around the right side of the table.
3. *Center* centers the table on the page, with no text wrapping.
4. *Right* places the table to the right side of the page, and allows text to wrap around the left side of the table.

To set table alignment:

1. Select the table you want to align.
2. In the Property Inspector, choose the alignment you want from the Align drop-down menu.

CELL PROPERTIES

Alignment of the text or images inside of a cell requires using the Property Inspector to set cell properties for each cell. You can use these alignment cell properties to set both the horizontal and vertical alignments. You can also set cell properties for the background color of the cell, and also set the color of the cell border.

To set cell alignment:

1. Place the insertion point in the cell you want to format.
2. In the Property Inspector, from the "Horz" menu choose **Default, Left, Center,** or **Right.** The Default choice usually gives the same visual result as Left.
3. From the "Vert" menu choose **Default, Top, Middle, Bottom,** or **Baseline.** The Default choice usually gives the same visual result as Middle. Baseline sets the cell alignment to match the baseline of the text within the cell and is usually used to align images and text that are inside the same cell. Baseline usually gives the same visual result as Bottom.

To set a cell background and border color:

Place the insertion point in the cell you want to format.

In the Property Inspector, click the **color well** next to Bg to bring up the color picker and select the cell's background color.

In the Property Inspector, click the **color well** next to Border to bring up the color picker and select the color of the cell's border color.

Using Dreamweaver CS3 you can quickly and easily design, develop, and maintain websites and web applications—from start to finish. Built for both designers and developers, Dreamweaver CS3 offers the choice of working in an intuitive visual layout interface or a streamlined coding environment. Dreamweaver CS3 makes it easy to apply best practices and accepted standards to ensure your websites and applications play well with others. Build CSS-based websites from the ground up with CSS layouts, the unified CSS panel, and CSS visualization and management tools. Ensure more reliable and consistent performance with the Browser Compatibility Check.

✱ MAKING BUSINESS DECISIONS

1. Developing a Web Page

Your friend Arlene Palmer wants you to create a Web page to post the top golf clubs available in her area. She wants to display the golf clubs in three categories: (1) woods, (2) iron sets, and (3) putters. Figure T11.42 displays a graphical storyboard of how Arlene wants the main Web page to look.

a. Create a table that will give Arlene the same visual appearance as Figure T11.42.
b. Add all the text and attributes according to Figure T11.42.
c. Search the Internet for three graphical images you can use as a heading for each column. Place them in the appropriate cell within the table.
d. Create a hyperlink to the golf club manufacturer's Web site for the first golf club in each column. You will have to search the Internet to find the URL.
e. In the last row, insert the text Last Updated: then add today's date beside that.

FIGURE T11.42

Top Golf Clubs
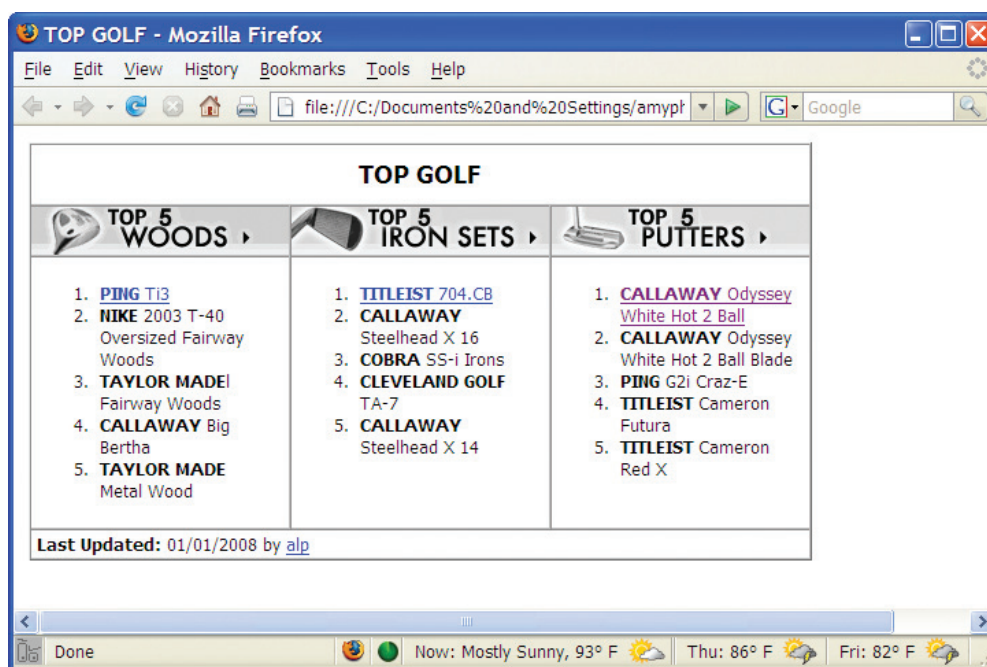
f. Add your initials next to the text that you typed in the previous step, highlight your initials, and insert an e-mail hyperlink.

g. Save your file as topgolfclubs.html.

2. Build an e-Portfolio

Welcome to the 21st century—the anytime, anywhere job market. In this information age, Internet technology has undoubtedly had an impact on résumé development, job networking,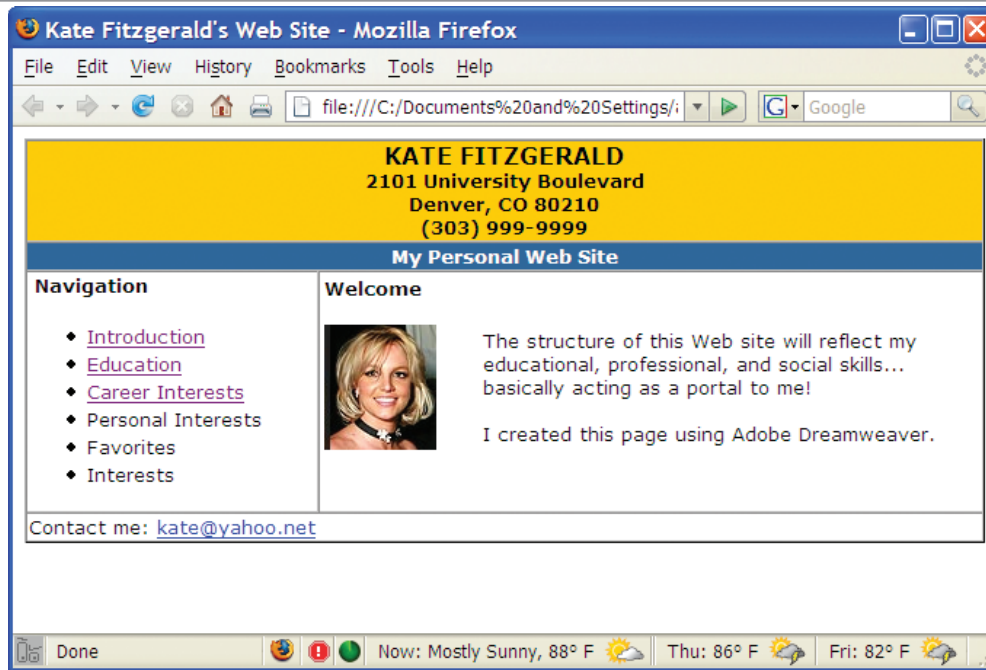 and their effectiveness in uncovering hidden job opportunities. The Internet provides instant access to job-market intelligence, such as who is hiring, what skills are in demand, and how much those skills are worth—24 hours a day. For the first time, individual job-seekers have access to the same information once available only to corporate insiders and recruiters.

Using Dreamweaver build an e-portfolio Web page that includes the following:

■ Your name centered on the page, in bold letters, using a larger font than the main body.

■ Your contact information (this can be your school address, e-mail, cell phone, etc.).

■ Tables for visual layout.

■ A hyperlink to your résumé.

■ An e-mail hyperlink to you.

■ A professional-looking image or photograph.

Figure T11.43 displays a sample to help get you started.

3. Web Page Structure

Imagine you work in the production department of a small Web design firm. The graphic designer just handed you a sketch such as the one in Figure T11.44, and now it is your job to build the page in HTML. Using the techniques covered in this plug-in, create the structure for this Web page. Do not worry about getting the content exact. Focus your attention on CSS styles or table dimensions and attributes to control appearance. We have provided you with the images you will need to create the design in a file labeled **T11_WebPageStructure.zip.**

Stickybud

Search

▸ Home   ▸ Products   ▸ Support   ▸ About   ▸ Contact

Lorem Ipsum Dolor

Donec leo, vivamus fermentum nibh in augue praesent a lacus at urna congue rutrum. Quisque dictum integer nisl risus sagittis. Read more...

Pellentesque Quis

Quisque fermentum semper augue mattis wisi...
Donec leo vivamus fermentum nibh in augue...
Integer nisl risus sagittis convallis rutrum...

Recent Updates

6/25: Semper vestibulum
In posuere eleifend odio quisque semper augue mattis wisi maecenas ligula...

6/21: Posuere eleifend odio
Donec leo, vivamus fermentum nibh in augue praesent a lacus at urna congue rutrum...

6/17: Vivamus fermentum
Quisque dictum integer nisl risus, sagittis convallis, rutrum id, congue, and nibh...

Welcome to Our Website!

In posuere eleifend odio. Quisque semper augue mattis wisi. Maecenas ligula. Pellentesque viverra vulputate enim. Aliquam erat volutpat:

"Integer nisl risus, sagittis convallis, rutrum id, elementum congue, nibh. Suspendisse dictum porta lectus. Donec placerat odio vel elit. Nullam ante orci, pellentesque eget, tempus quis, ultrices in, est. Curabitur sit amet nulla. Nam in massa. Sed vel tellus. Curabitur sem urna, consequat vel, suscipit in, mattis placerat, nulla. Sed ac leo. Pellentesque imperdiet."

Copyright © 2007 Stickybud. All Rights Reserved

4. Customizing a Style Sheet

Using Dreamweaver, open the document **T11_RubicksResume.html** that accompanies this plug-in. You will see that an embedded style sheet has been started for you.

a. Make the contact information at the beginning purple by applying a style to the block elements in a <DIV> tag. Name the div class="contact" and add the rule to the style sheet.

b. Add the rule to the style sheet: div.contact {color:green}.

c. Save the document and view it in the browser after each step. It is helpful to see the effects of your changes in small increments.

d. Change the font of all the descriptive text to 10-point Georgia giving them all the same class name. Label all the paragraphs (<p>) and definitions (<dd>) containing descriptive text with the following class label: class="description".

Now add the rule to the style sheet. You can omit the element tags and just use the period as a class indicator: .description {font-family: Georgia; font-size: 10pt;}

e. Because the employment dates are less important than the job titles, make them a little smaller and gray. Put the text in a <span>. Wrap <span> tags around each of the dates and give them the class name date: <span class="date">. Add the appropriate rule for our new date class to the style sheet: .date {font-size: 9pt; color: gray;}.

f. Since there is only one instance of a name on the page, use the id selector <p id="name">Rubicks Cube</P> and give it a rule in the style sheet: #name {font-size: 16pt; font-family: Georgia}.