

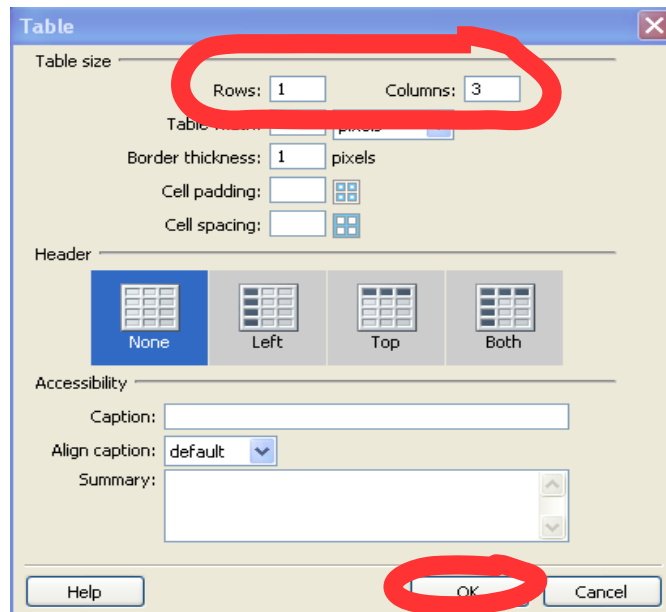
# 8/20/2009 Dreamweaver Notes

## Setting up a basic page

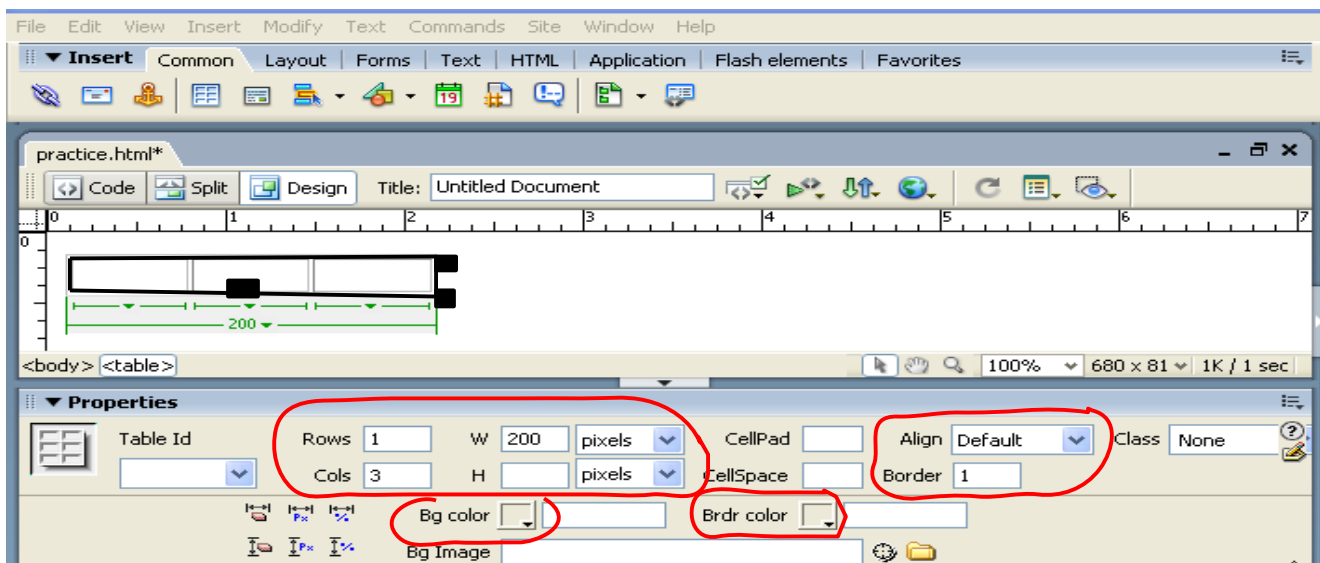
At the top of your screen you will see this tool bar, make sure the *Common* tab is selected like in the



picture. We will do just about all of our work with this tab so disregard the rest of the tabs. The red arrow is pointing to the tables button which is what we will build our website with. Click on it and this menu will appear.



In this menu you will choose how many rows (horizontal) and columns (vertical) that you want your box to be then hit *Ok*. Now you should have a basic table on your screen like this one.

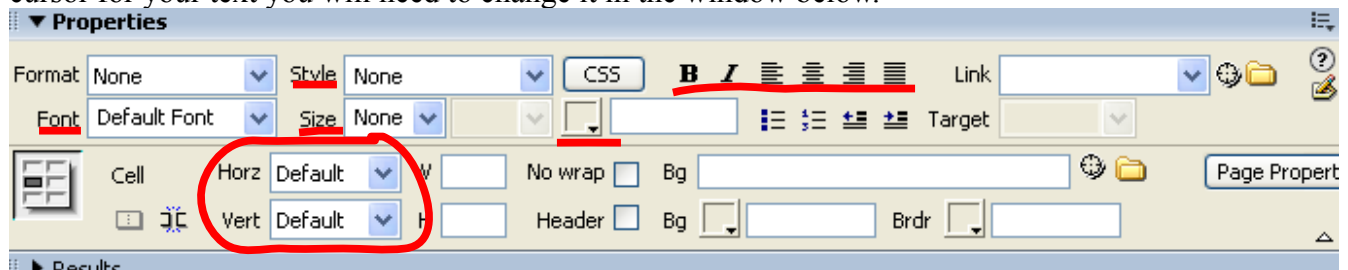


Make sure the table is selected (it will have a black border around it and three black boxes). When the

table is selected the properties for the table will show up below in the properties inspector. Here you can change the rows, columns, width, height, alignment, background color and border color as circled above.

## Adding text to your page

To add text to your page click inside one of the tables that you have set up. Your cursor will start to blink on your screen where the text will be typed in. If you do not like the location of the blinking cursor for your text you will need to change it in the window below.

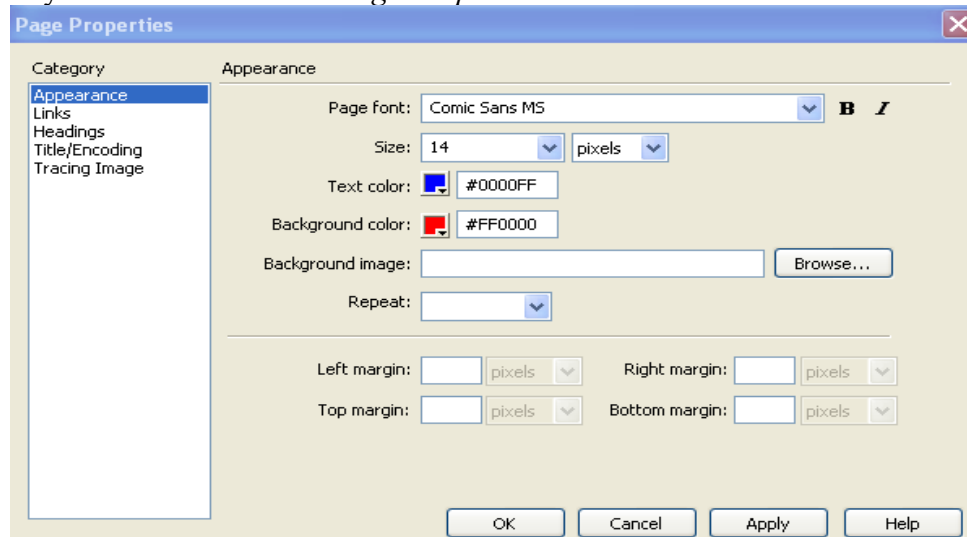


I have circled the two menu items you will need to change to move your text. *Horz* stands for changing the horizontal location of the text in the table. You can choose left, center, and right. Next, *Vert* refers to Vertical again you can choose from top, middle, and bottom.

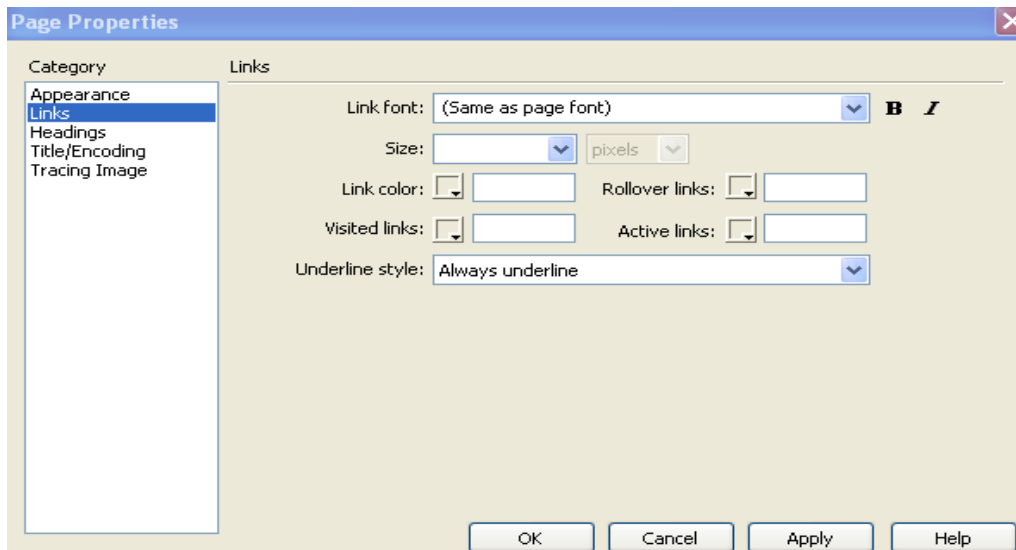
The items that are underlined should look familiar to Microsoft word. You have the ability to change fonts, text size, color, bold, italics, and formatting options.

## Page Properties

Right click with your mouse and select *Page Properties*. When this is done this screen will come up.



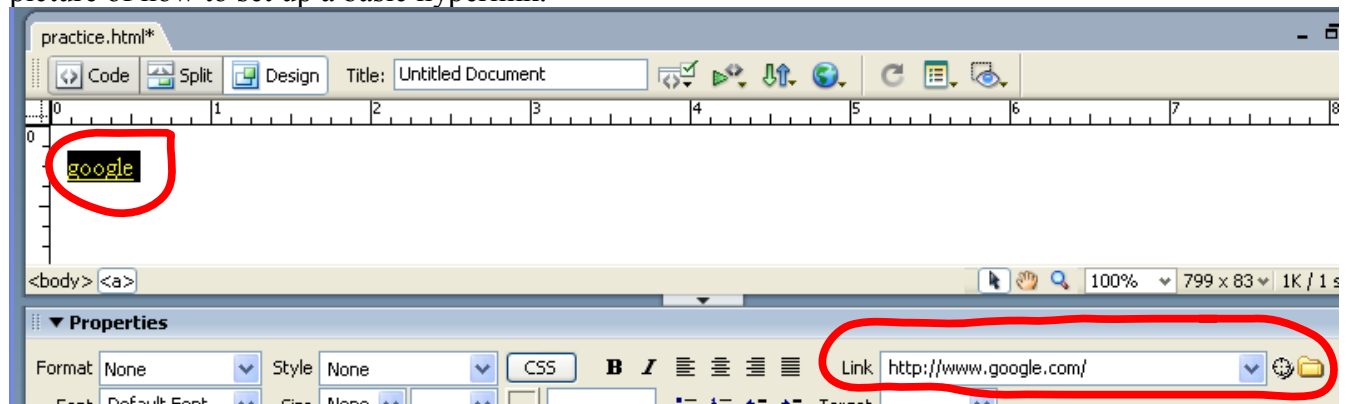
From this screen you can set the default font, text size, text color, and background color. Once you've set your default preferences click on *Links* at the top left of the window below Appearance.



From the links menu you can choose the default link font, bold, italicize, text size, and link color.

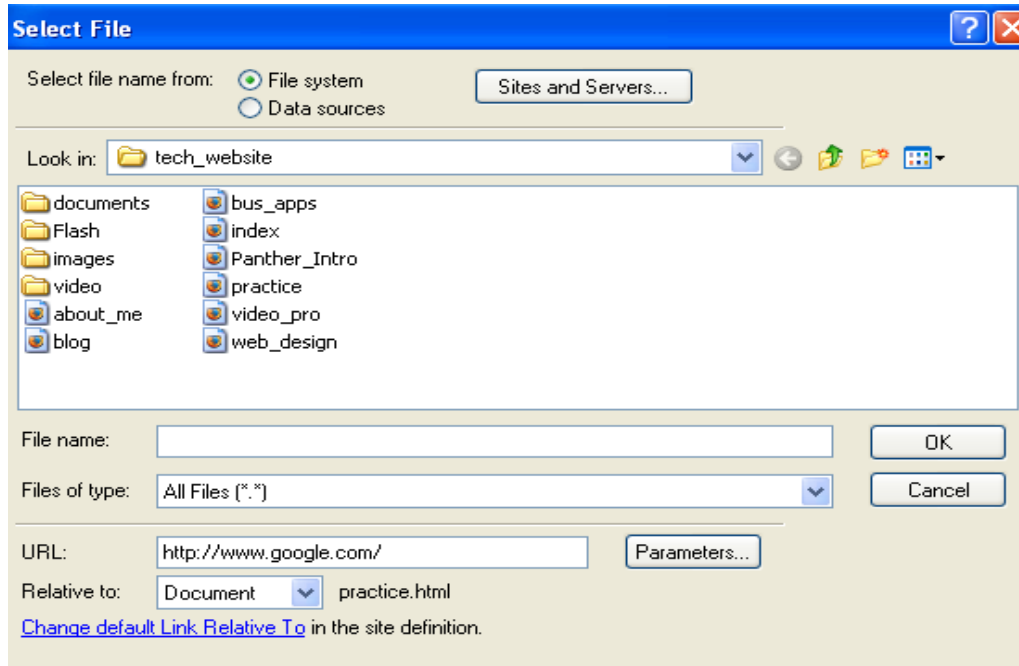
## Adding links to your page

Links or hyperlinks take the user to another page on your site or to a different website. Below is a picture of how to set up a basic hyperlink.



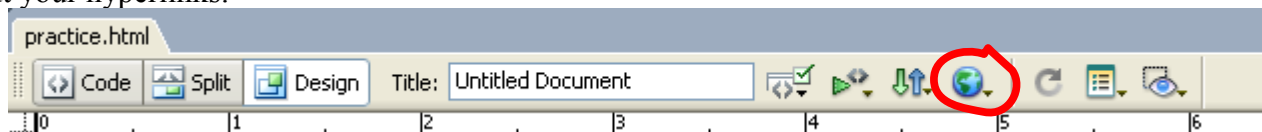
First you must highlight the word that you want to hyperlink (top left circle). Then while it's highlighted you want to type or paste the address into the blank box next to the word *Link*.

If you want to link your Syllabus to the word *Syllabus* so that when the user clicks on it they can download it follow the same steps from above but instead of typing in the address click on the folder icon (inside bottom left circle) then navigate to the document within your website folder. Once you've clicked on the file you want click *OK* and it will be linked.



## Testing your webpage

When you test your website you are seeing what it will look like on the internet. Click on the icon that looks like the Earth. You will have an option to *Preview in Explorer* choose this option then wait a minute and your internet browser will pop up and show you your webpage. This is a great time to test out your hyperlinks.



## Publishing your page to the internet

When it is time to publish your page click on the file or files that you would like to publish then click the up arrow (it may take a minute). If you want to check that the files did publish just open up your internet browser and make sure the changes are there.

