How to set up a local root folder and site structure

The first thing to do when creating a new website with Adobe Dreamweaver CS3 is to define a site and identify a root folder where you will save all files, images, and other elements for the web pages.

Setting up a local root folder

1. Create a folder on your computer to serve as the main folder for your website. Give the folder a name that identifies the website.

   This folder is called the *local root folder*.

   Note: When creating a root folder for a site on your computer, it is highly recommended that you place it at the top level of your hard drive. For example, C:\my-site (Windows) or Macintosh HD: my-site (Mac OS).

2. Start Dreamweaver.

3. From the menu bar, select Site > Manage Sites.

   The Manage Sites dialog box opens.

4. Click New and select Site from the pop-up menu that appears.

   The Site Definition dialog box opens (**Figure 1**). Make sure the Basic tab is selected.

5. Delete the temporary name, *Unnamed Site 1*. Enter a new name for the site. Leave the URL field blank for now (or enter a URL given by your instructor).

   Click Next.

6. Make sure No, I Do Not Want To Use A Server Technology is selected (**Figure 2**), and click Next.
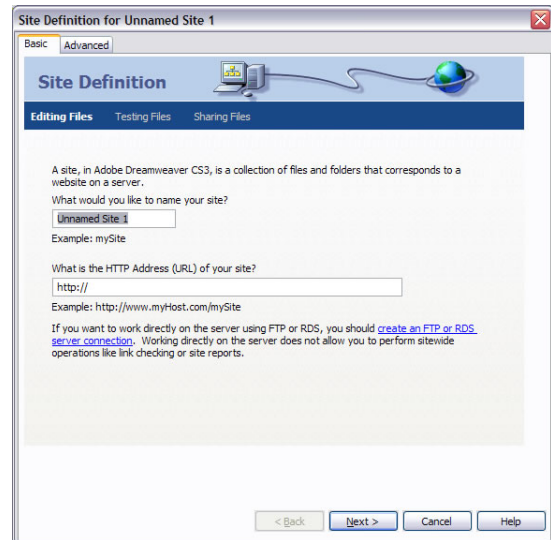

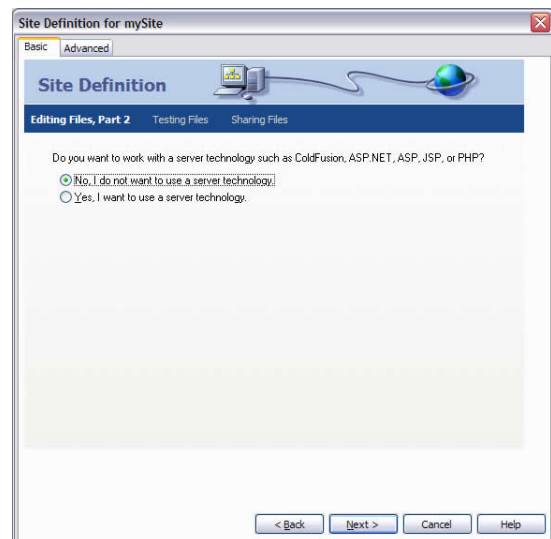**Figure 1** Site Definition dialog box (Basic)

Figure 2 Site Definition dialog box, page 2

7. Make sure Edit Local Copies On My Machine, Then Upload To Server When Ready (Recommended) is selected (**Figure 3**).

8. Click the Folder icon to the right of Where On Your Computer Do You Want To Store Your Files?

   The Choose Local Root Folder For Site dialog box opens (**Figure 4**).

9. Locate and select the root folder you created for your site. Click Open and then Select (Windows), or click Choose (Mac OS).

10. Click Next.

11. Select None in the How Do You Connect To Your Remote Server? pop-up menu (**Figure 5**). Click Next.
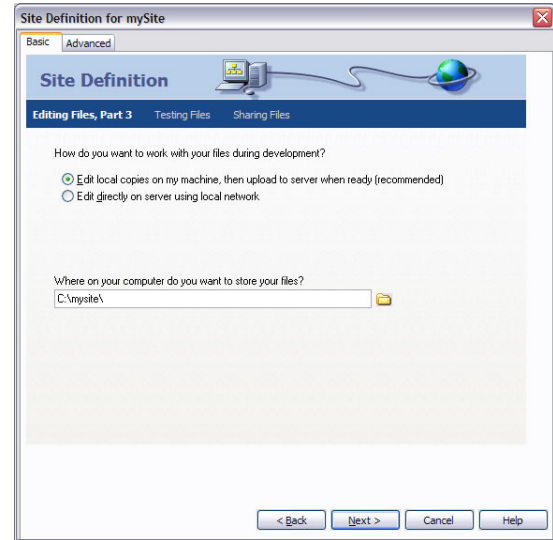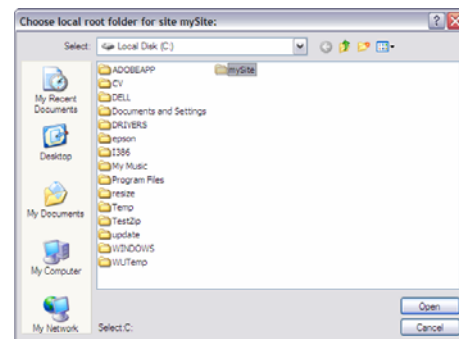

Figure 3 Site Definition dialog box, page 3

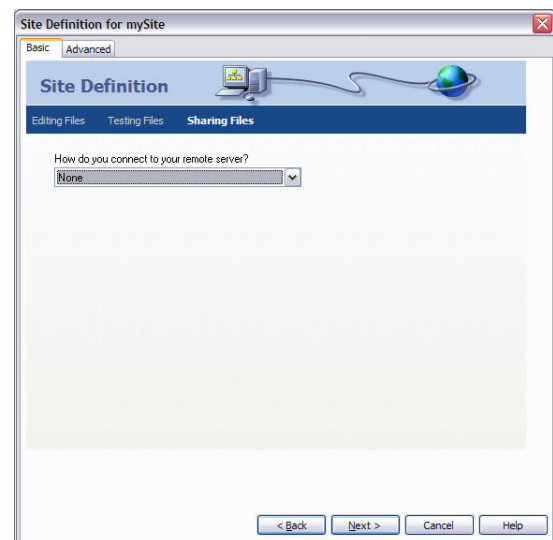**Figure 4** Choose Local Root Folder For Site dialog box

Figure 5 Site Definition dialog box, page 4

You are presented with a summary of your settings (**Figure 6**).

12. Click Done.

    Your local root folder is defined.

13. Click Done in the Manage Sites dialog box.

    On the right side of the Dreamweaver window, the Files panel displays the folders and files of your site (**Figure 7**). In Windows, the Files panel is one of the docked panels at the right side of the window. You can leave this panel open as you work. In Mac OS, the left side of the Site panel shows a map of the site as you create it. If the panel is not docked, you may want to close it.
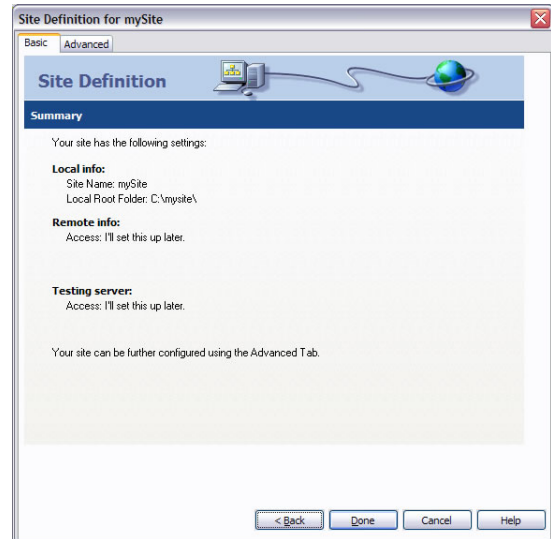
Figure 6 Site Definition dialog box, page 6
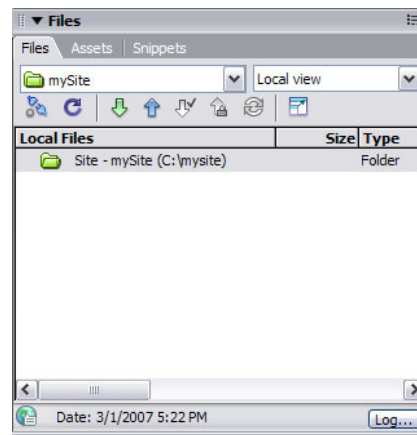

Figure 7 Files panel

Modifying site information

You can change settings for your site at any time.

1. Select Site > Manage Sites from the menu bar.

    The Manage Sites dialog box opens (**Figure 8**).

2. Select the site name and click Edit.

    The Site Definition dialog box opens.

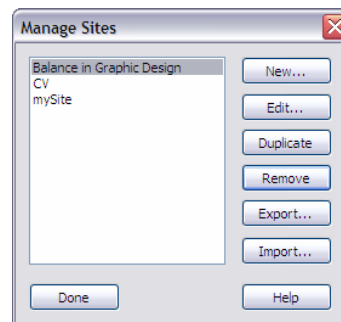3. Change any of your original settings as desired.

Figure 8 Manage Sites dialog box

The Dreamweaver interface

Student name: _____   Date:_____

The most commonly used parts of the Adobe Dreamweaver CS3 interface are the Document window, the Insert bar, the panels, and the Property inspector. In the figure below, label the Document window, the Insert bar, the panels, and the Property inspector.

The *Insert bar* contains buttons for inserting various types of objects, such as images and tables, into a document (web page). The Insert bar contains several categories, such as Common and Layout.

The Common category contains buttons for inserting the most commonly used objects.

Identify the buttons on the *Common category* in the *Insert bar*.

Identify the buttons on the *Layout category* in the *Insert bar*.
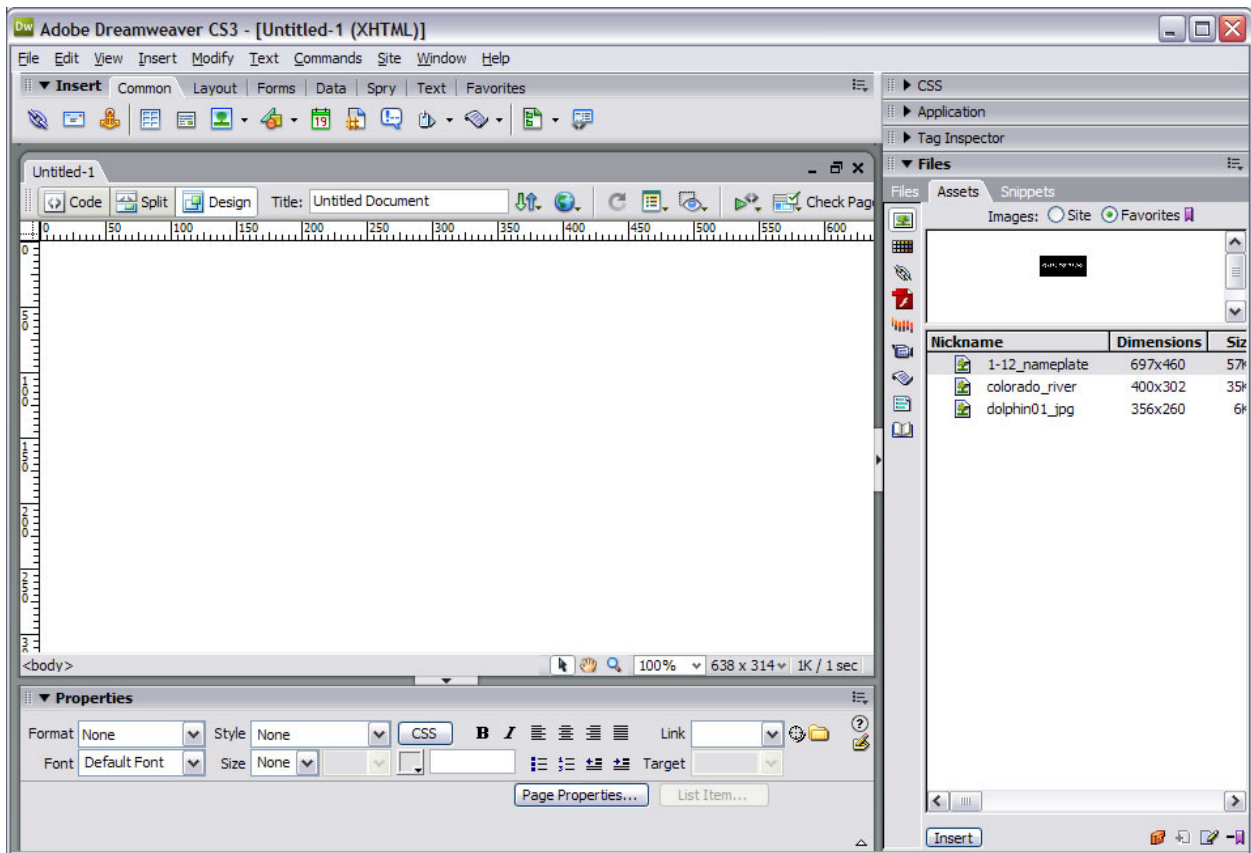
The *Property inspector* enables you to view and change a variety of properties for the currently selected object or text.

Describe the Property inspector.
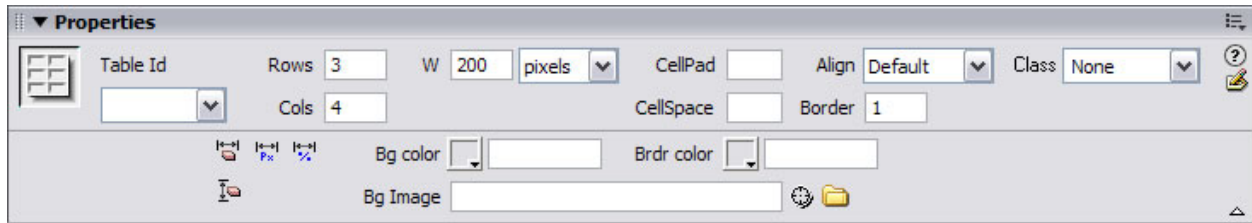
The Dreamweaver interface

You can access Adobe Dreamweaver CS3 tools, commands, and features by using menus or by selecting options from one of the Insert bars or from Dreamweaver panels. The most commonly used areas of the Dreamweaver interface (**Figure 1**) are the Document window, the Insert bar, the panels, and the Property inspector.

The *Document window* displays the current document as you create and edit it. The *Insert bar* contains buttons for creating and inserting objects such as images, tables, layers, and frames you might want to add to your web pages. The *Property inspector* displays properties for the selected object or text and lets you modify those properties. The right side of the window, by default, displays *panels* you can expand or collapse as you need them.

One of the most frequently used panels is the *Files panel*. This panel displays the organization of your site and lets you open files for editing, publish files to a server, or delete files.

Another frequently used panel is the *Assets panel*. This panel provides two ways to view site assets. Site assets are elements used in a site, such as images, colors, or movies.

The Assets panel provides two ways to view assets:

* The Site list shows all of the assets in your site.

* The Favorites list shows only the assets you've chosen to include in the Favorites list.

The Document window and panels

You can add and manipulate text, images, menus, tables, and other elements in the Document window, and it will display an approximate representation of your web page.
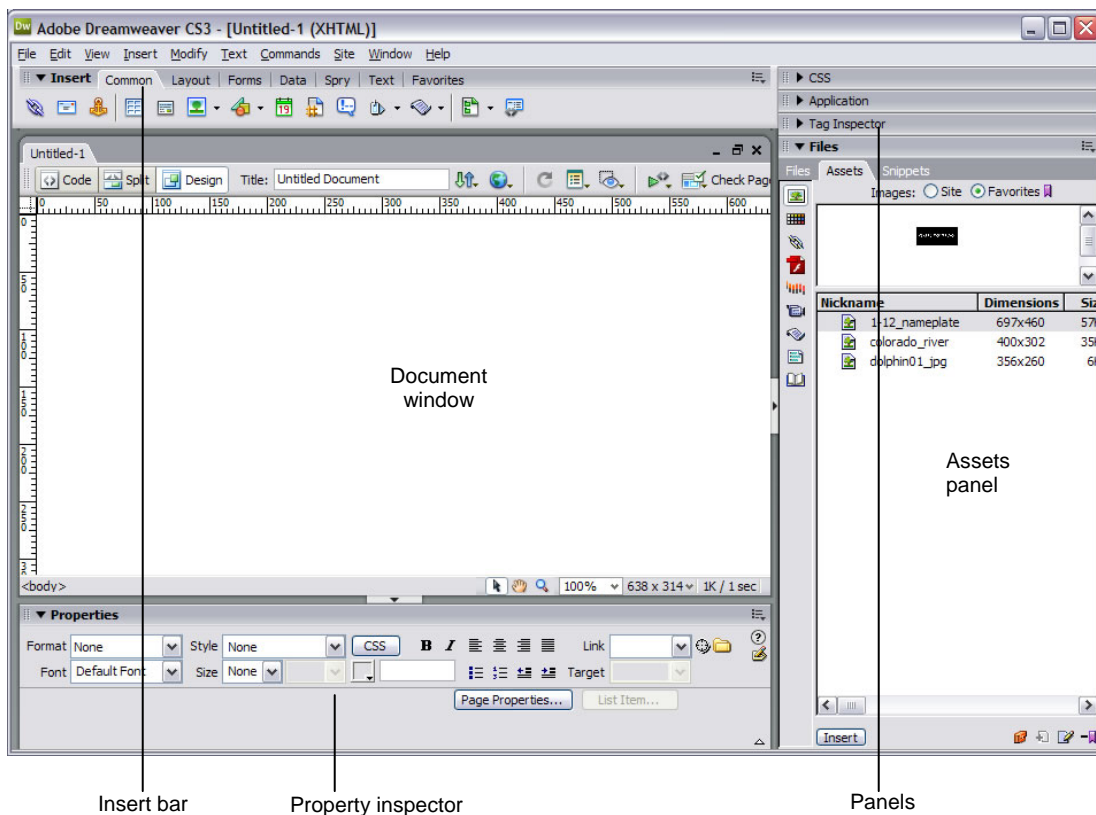

Figure 1 Dreamweaver interface

The Insert Bar

The *Insert bar* contains buttons for inserting various types of objects, such as images and tables, into a document. The Insert bar contains several categories, such as Common and Layout. The *Common category* in the *Insert bar* (**Figure 2**) contains buttons for inserting the most commonly used objects.
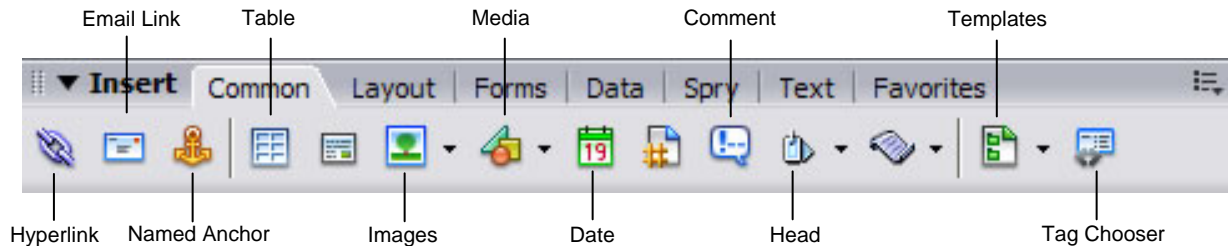
Common category in the Insert bar

Figure 2 Common category in the Insert bar

Hyperlink: Insert a hypertext link.

Email Link: Insert a link to an e-mail address.

Named Anchor: Insert a link to a specific location on a page.

Table: Insert a table.

Images: Insert an image.

Media: Insert media objects, such as Flash, Shockwave, Applets, and ActiveX.

Date: Insert the current date, with an option for automatic updating when you save the document.

Comment: Insert a comment, which will not be displayed on your web page.

Head: Insert keywords, meta tags, page descriptions and other document data that is kept in the page's head tag.

Templates: Make a template based on the current document.

Tag Chooser: Insert an HTML tag.

Layout category in the Insert bar

From the *Layout category* in the *Insert bar* (**Figure 3**), you can insert tables and choose between two modes. *Standard mode* displays tables as a grid of lines. *Expanded Tables mode* adds cell padding and spacing to tables and increases table borders to make editing easier.
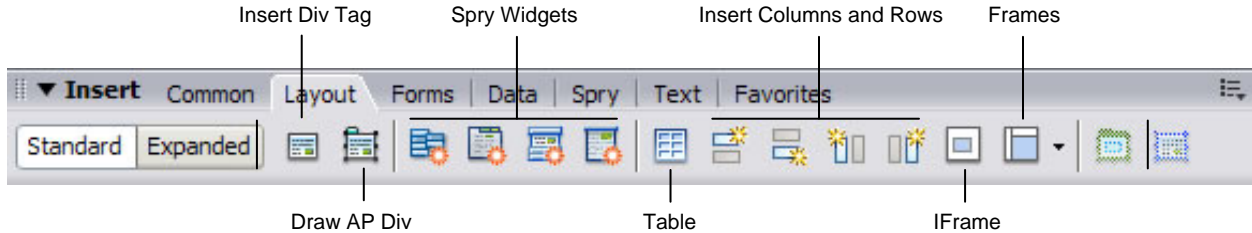

Figure 3 Layout category in the Insert bar

Insert Div Tag: Insert a div tag to create a content block.

Draw AP Div: Insert an absolutely-positioned div tag to hold content at a specific location on the page.

Spry Menu Bar: Insert a set of navigational menu buttons that display submenus when a site visitor hovers over one of the buttons.

Spry Tabbed Panels: Insert tabs that a site visitor can click to reveal hidden content.

Spry Accordion: Insert a set of collapsible panels that can store a large amount of content in a compact space.

Spry Collapsible Panel: Insert a panel that can hide or reveal a large amount of content when a site visitor clicks the tab of the panel..

Table: Insert a table.

Insert Row Above: Insert a row above the current row in a table.

Insert Row Below: Insert a row below the current row.

Insert Column to the Left: Insert a column to the left of the current column.

Insert Column to the Right: Insert a column to the right of the current column.

IFrame: Insert a content block in which the browser displays a separate HTML document.

Frames: Insert a frame.

Layout Table: Draw a whole table with cells to hold information or objects (only available in Layout mode).

Draw Layout Cell: Draw individual cells in a table (only available in Layout mode).

The Property inspector

In the *Property inspector*, you can view and change a variety of properties for the currently selected object or text. Each kind of object has different properties. **Figure 4** shows the Property inspector for a selected table. It displays column and row attributes, cell colors, and border colors. You can change cell padding (the amount of space between the cell content and cell walls) and cell spacing (the amount of spacing between table cells) as well. When you select text, you can alter font, size, color, and alignment in the Property inspector.
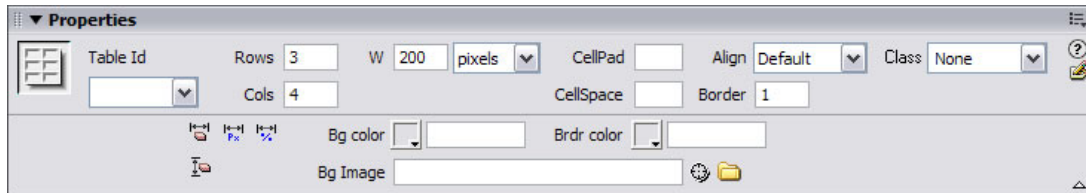

Figure 4 Property inspector

Working with text and images

Text and images are the basic elements of almost every website. You add text just as you would in a word processing program, and you add images by inserting them from an existing file.

Adding text to a document

Adding and modifying text works much like a word processing program. You add text by using the keyboard or by pasting from another document. You modify text by using the Property inspector. The Property inspector features icons like those found in word processing programs, such as Bold, Italic, Left Alignment, and Right Alignment.

To add and modify text:

1. Open a document in Adobe Dreamweaver CS3.

2. Position the insertion point where you want to add text.

3. Type desired text or paste text copied in another application.

   Figure 1 Text Property inspector

   Once you add text, you can change its properties in the text Property inspector (**Figure 1**).

   Make sure the Property inspector is open. In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select Window > Properties.

4. Select the text to be modified.

5. In the Property inspector, change the size of the text by using the Size pop-up menu.

   You can also apply a paragraph or heading format, apply bold or italic formatting, change text alignment, or change text indentation.

   Note: You can apply different formats to separate text elements on a single page.

Using font combinations

In formatting text, a good practice is to assign a font combination instead of a single font. This ensures that most page visitors will view page text the same way.

Font combinations determine how a browser displays text on a web page. A browser uses the first font in the combination that is installed in the visitor's system. If none of the fonts in the combination is installed, the browser displays the text as specified by the visitor's browser preferences. The fonts specified in Dreamweaver's default font combinations are generally available in both Mac OS and Windows.

Font combinations are available in the text Property inspector.

To apply a font combination:

1. Select the text to be formatted.

   Make sure the Property inspector is open. In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select Window > Properties.

2. In the Property inspector, apply a font combination, using the Font pop-up menu (**Figure 2**).

   Note: You can apply different font combinations to separate text elements on a single page.

Figure 2 Text Property inspector with font selected

Adding images

You can insert any image into a web page, as long as it is accessible to Dreamweaver and in a web format. Most images in web pages are either GIFs or JPEGs.

To add an image:

1. Open a document in Dreamweaver .

2. Make sure the document is saved in your site's local folder.

3. Position the insertion point where you want to add an image.

4. Select Insert > Image.

   The Select Image Source dialog box opens (**Figure 3**).

5. Browse to the folder with the desired image.

6. Select the desired image.

   A preview of the image appears in the right side of the dialog box.

7. Click OK.

   If the image is not in your site folder, Dreamweaver asks if you want to copy the file there (**Figure 4**).

8. Click Yes.

   The Copy File As dialog box opens.

9. Browse to the folder where you want to copy the file. Then click Save.

   The Image Tag Accessibility Attributes dialog box opens (**Figure 5**). This dialog box lets you add a description to the image so that screen readers can interpret it.

10. Enter a brief description. You can also provide a link to a file with a longer description.

11. Click OK.
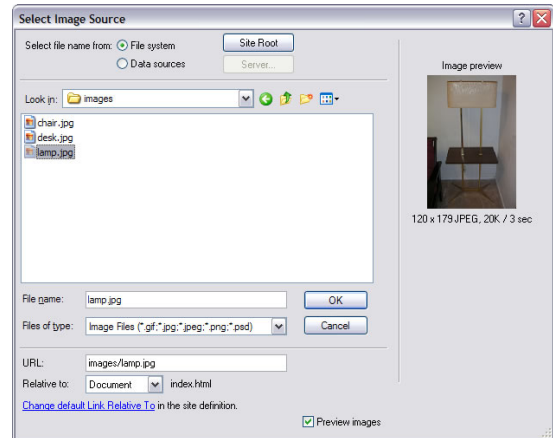
    The image is added to your document.

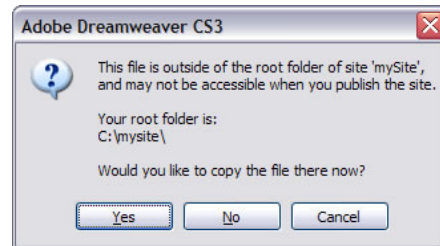**Figure 3** Select Image Source dialog box

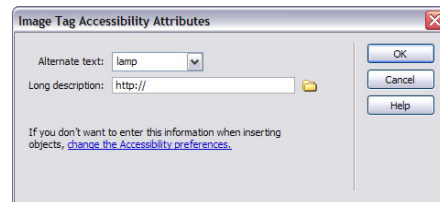**Figure 4** File outside of root folder warning message

Figure 5 Image Tag Accessibility Attributes dialog box

Resizing images

You can resize an image by clicking on it and dragging selection handles.

Note: Changing the width or height of your image in Dreamweaver can reduce the image quality. It is better practice to resize an image in an image-edited program such as Adobe Fireworks CS3 before importing it into Dreamweaver.

To resize an image in Dreamweaver:

1. Select the image.

    Selection handles appear on the right and bottom edges of the image (**Figure 6**).

2. Do one of the following.

    *   To resize the image horizontally, drag the selection handle in the right.

    *   To resize the image vertically, drag the selection handle in the bottom.

    *   To resize in both directions at the same time, drag the selection handle at the lower right corner. To retain the relative proportion of height and width, hold down Shift as you drag.
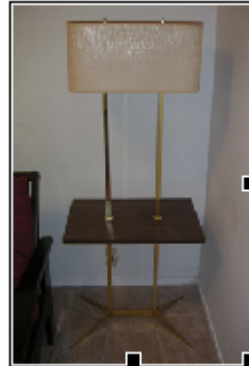
Figure 6 Image with selection handles

How to create a basic table

In Adobe Dreamweaver CS3, you can add text and images to table cells the same way you add text and images to a page. After you create a table, you can easily modify both its appearance and its structure.

Inserting a table on a page

You can insert a table anywhere on a page, including within another table. You can quickly insert a standard table with three rows and three columns, or you can modify options to insert a custom table.

When you insert a table, a good idea is to set a header property for a row or column if you will use that row or column to provide labels for the information in the table. A header makes the table more accessible to people with visual impairments, because screen readers can recognize that a header contains labels. (Note that you must set a header row or column to provide such accessibility. It is not sufficient to use bold or centered text.)

To insert a table:

1. Open a document in Dreamweaver.

2. Place the insertion point in your document where you want the table to appear.

3. Select the Layout category in the Insert bar.

   Make sure the Standard mode button is selected (**Figure 1**).

Figure 1 Layout category in the Insert bar with Standard mode selected

4. Click the Table button on the Insert bar.

   The Table dialog box opens (**Figure 2**).

5. Enter the number of rows and columns.

6. Make changes to any of the options in the dialog box. For information about the options, click the Help button in the dialog box.

   Applying a column header or row header in particular can improve the accessibility of a data table. The browser will display these headers slightly differently, and such headers are read by screen readers.

To set a header row or column:

7. Select one of the options in the Header section.

   For example, if you create a table that lists a collection of books, with columns labeled Author, Title, and Year, you should set the top row as a header. By default, header rows or columns are bolded and centered (**Figure 3**). Screen readers can now read this header.

8. Click OK.

   The table appears in your document.

Figure 2 Table dialog box

Author	Title	Year
Ernest Hemingway	The Sun Also Rises	1926
Edith Wharton	The House of Mirth	1905

Figure 3 Table with top row set as header

Selecting table elements

You can select an entire table, a row, or a column, or you can select a contiguous block of cells within a table. After you've selected a table or cells, you can modify the appearance of the selection or of the text contained in the selection.

To select an entire table:

Do one of the following:

- Click the upper left corner of the table or click anywhere on the bottom edge.

- Click in a table cell, and then select Modify > Table > Select Table.

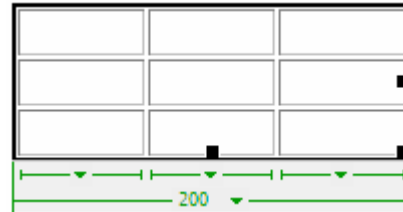Selection handles appear on the selected table's lower and right edges (**Figure 4**).

Figure 4 Selection handles on a selected table

To select rows or columns:

1. Position the pointer to point at the left edge of a row or the top edge of a column.

2. When the pointer changes to a selection arrow, click to select the row or column, or drag to select multiple rows or columns (**Figure 5**).
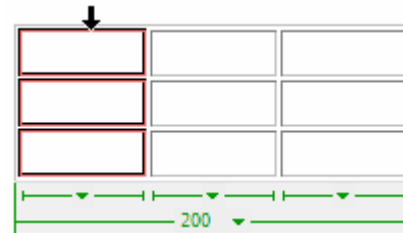
To select a single cell:

Do one of the following:

- Click in the cell. Then drag to select the cell.

- Click in the cell. Then select Edit > Select All.

Figure 5 A selected column in a table

Adding rows and columns

You can add a single row or column, or you can add multiple rows or columns at the same time.

To add a row:

1. Place the insertion point in a table cell, or select an entire row.

2. Do one of the following:

    *   Click the Insert Row Above button or the Insert Row Below button (**Figure 6**).

    *   Select Insert > Table Objects > Insert Row Above or Insert > Table Objects > Insert Row Below.

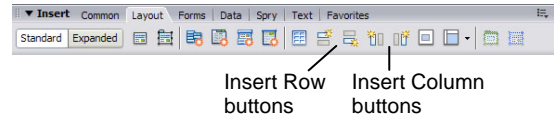   A new row appears above or below the insertion point or the selected row.

To add a column:

1. Place the insertion point in a table cell, or select an entire column.

2. Do one of the following:

    *   Click the Insert Column To The Left button or the Insert Column To The Right button (**Figure 5**).

    *   Select Insert > Table Objects > Insert Column To The Left or select Insert > Table Objects > Insert Column To The Right.

    A new row appears above or below the insertion point or the selected row.

Figure 6 Layout Insert bar

Deleting rows and columns

You can delete a single row or column, or you can delete multiple rows or columns at the same time.

To delete rows or columns from a table:

1. Select one or more rows or columns.

2. Press Delete or Backspace.

To remove cell contents, but leave the cells intact:

1. Select one or more cells.

2. Select Edit > Clear or press Delete.

    Note: If you select an entire row or column, and then select Edit > Clear or press Delete, Dreamweaver removes the entire row or column—not just their contents—from the table.

Resizing tables, rows, and columns

You can resize an entire table or individual rows and columns. When you resize an entire table, all the cells in the table resize proportionately.

To resize a table:

Select the table and do one of the following.

- To resize the table horizontally, drag the selection handle in the right.

- To resize the table vertically, drag the selection handle in the bottom.

- To resize in both dimensions, drag the selection handle at the lower right corner.

To resize a column's width:

Do one of the following:

- Drag the right border of the column.

- Select the column. In the Property inspector (**Figure 7**), change the number in the Column Width text box.

To resize a row's height:

Do one of the following:

- Drag the lower border of the row.

- Select the row. In the Property inspector (**Figure 7**), change the number in the Row Height text box.
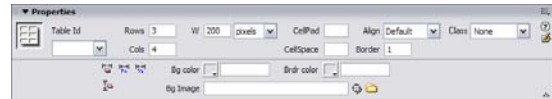
Figure 7 Table Property inspector

Modifying table properties

You can modify the properties of a table, its rows and columns, or its cells by using the Property inspector. Attention to table borders and cell padding (the amount of spacing between table cells) in particular can help you create effective table designs.

You can also set a row or column as a header by using the Property inspector. Headers help make tables more useful and accessible.

To modify table properties:

1. Select the table you want to modify.

    Make sure the Property inspector is open (**Figure 8**). In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select Window > Properties.

2. Make changes to any of the options in the Property inspector (**Figure 8**).

To modify table row or column properties:

1. Select the row or column you want to modify.

2. Make changes to any of the options in the Property inspector.

To modify table cell properties:

1. In your document, select the cell or cells you want to modify.

2. Make changes to any of the options in the Property inspector.

To set a row or a column as header:

1. Select a row or column.

2. In the Property inspector, select the Header option.

    The words in the row or column will appear centered and bolded (**Figure 9**).
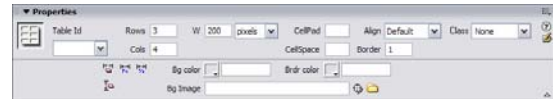

Figure 8 Table Property inspector

Figure 9 Table with top row set as header

The Dreamweaver Insert bar

Student name: _____   Date:_____

In Adobe Dreamweaver CS3, the Insert bar contains buttons for inserting various types of objects, such as images and tables, into a document (web page). The Insert bar contains several categories, such as Common and Layout.

Identify the buttons on the Common category in the Insert bar.

Identify the buttons on the Layout category in the Insert bar.

Describe the contents of the other categories of the Insert bar.

Forms category: _____

_____

Data category:_____

_____

Spry category:_____

_____

Text category:_____

_____

Favorites category: _____

_____

On the Insert bar below, indicate where you can switch back and forth between categories:

How do you switch between *Show As Menu* and *Show As Tabs*? _____

_____

_____

_____

The Dreamweaver Insert bar

In Adobe Dreamweaver CS3, the Insert bar contains buttons for inserting various types of objects, such as images and tables, into a web page.

You can use the Insert bar to create or insert content in seven categories:

- The *Common* category contains buttons for inserting the most commonly used objects, such as links, images, and tables.

- The *Layout* category gives you options to insert tables, div tags, layers, and frames. You can view tables in either Standard (default) mode or Expanded Tables mode.

- The *Forms* category contains buttons for creating forms and inserting form elements.

- The *Data* category lets you insert dynamic elements such as recordsets, repeated regions, and record insertion and update forms.

- The *Spry* category lets you insert "widgets" that display data from other files and various interface elements (such as navigation bars and menus) that rely on JavaScript and CSS. (Spry widgets are not covered in this study, but you can read find out more about them in Dreamweaver Help (select Help > Dreamweaver Help and look for the section called "Building Spry pages visually.")

- The *Text* category is used for working in Code view and enables you to insert a variety of text- and list-formatting tags, such as b, em, p, h1, and ul.

- Use the *Favorites* category to customize a list of Insert bar buttons for fast access. You can customize this category by right-clicking (Windows) or Control-clicking (Mac OS) the Insert bar.

The Insert bar menu

You switch between these categories by using the Insert bar menu, which is located on the left side of the Insert bar (**Figure 1**).
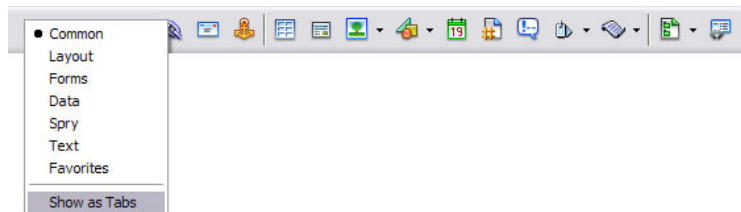

Figure 1 Insert bar menu

You can also view the Insert bar categories as tabs (**Figure 2**).

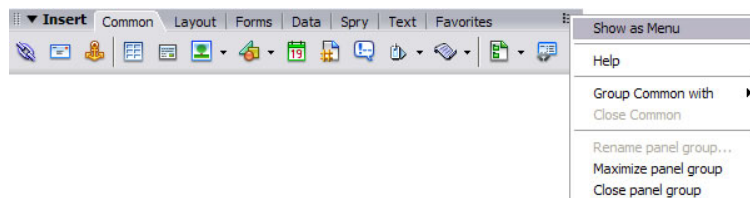In the Insert bar menu, select Show As Tabs to switch to tabs view.

Figure 2 Insert bar in tabs view

To return to menu view, select Show As Menu in the context menu on the right side of the Insert bar.