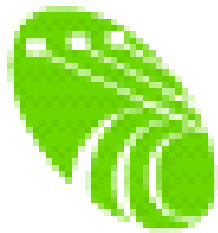


Introduction to



Dreamweaver

version 4.0



The Dreamweaver Interface

The Dreamweaver window is designed to allow you to build web pages easily. The tools can create, edit or delete objects without you having to write any HTML. It's very similar to layout software for printing. You can add text, graphics, sound even movies by using either menus or bars. Dreamweaver will generate the required code. We will discuss all of these terms.

Let's start by looking at the **Document** window. When you start Dreamweaver, several windows will open. Which ones will depend on how Dreamweaver is configured. We will assume Dreamweaver's default settings. You will see a **Document window** that is where you create your page. The other two windows are the **Objects palette** and the **Properties inspector**. Those will be covered later. The Dreamweaver document window has many of the same functions as any other Windows application along with additional ones.

Title Bar: Standard Windows Component

It shows the title of the Dreamweaver page you are working on. If you opened Dreamweaver and created a new page it will display: **Untitled Document (Untitled-1) – Dreamweaver**. If the page has a name this is where it will be displayed.

Control Menu: Standard Windows Button

Located at the left end of the Title Bar, you can recognize it because it looks like the Dreamweaver icon. It has controls to move, size, minimize, maximize and close the document window. There are alternate ways to accomplish these functions.

The three buttons on the right end of the Title Bar are also standard Windows buttons. From left to right they are: Minimize, Maximize and Close.

- *Minimize Button*: changes the document window to a button on the taskbar. Clicking that same button will restore the window.
- *Maximize/Restore Button*: This toggles the document window to full screen and back to the size it was when you maximized it.
- *Close*: Clicking this will close the current document. It is the same as selecting Close from the FILE menu.

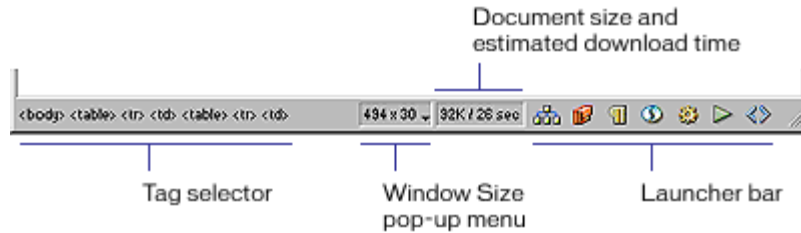
Size Box: Standard Windows Button

This is located at the bottom right corner of the current document window. You can adjust the size of the window by clicking on this button and dragging it.

Scroll Bars: Standard Windows Component

If the document/page is larger than the document window, you will see scroll bars located on the right side of the windows and/or the bottom of the window just above the Status Bar.

Status Bar:



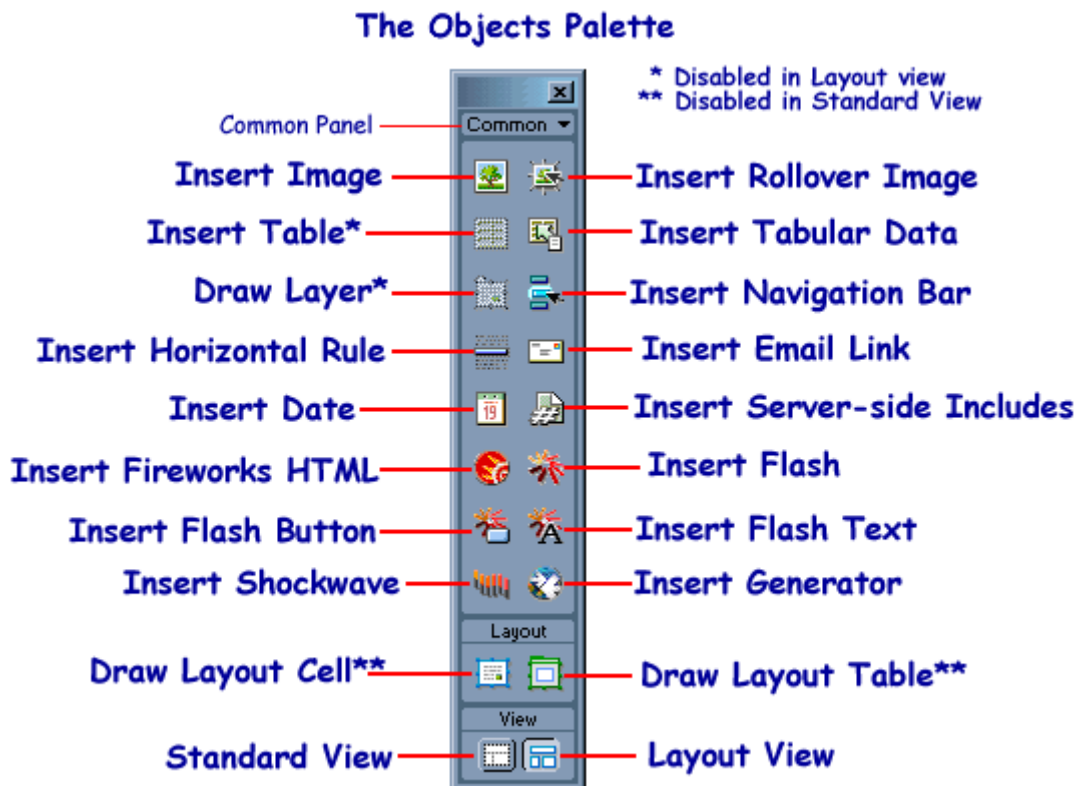
Located at the bottom of the document windows, from left to right the **Status Bar** contains the **Tag Selector**, which allows you to edit existing tags; the **Window Size pop-up menu** which provides you with a number of standard document sizes or you can create or edit your own; the document size and estimated download time (based on a 28.8 bps modem); and the **Launcher Bar** which contains buttons for opening and closing various panels, windows, and inspectors. These buttons are for more advanced use but you can see what they do by placing the cursor over a button and its function will be displayed. In fact most Windows buttons will display its use simply by placing the cursor over the button. You can also display the **Launcher**, a floating panel with identical buttons. This will be covered later.

Floating Palettes

You have heard the term *panels*. You may ask what is the difference between palettes and panels. A palette is a set of panels that are grouped together. They let you view and change information on the page you are editing. Floating palettes are just that. They can be moved around the screen and placed where they suit you the best. There are a large number of palettes to choose from but we are only going to cover three: the **Object palette**, the **Property Inspector** and the **Launcher**.

Objects Palette

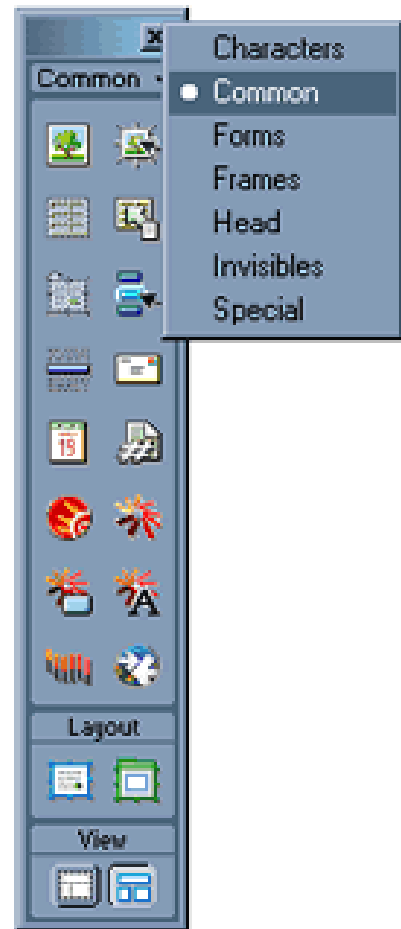
The **Objects palette** contains seven panels which provide tools that you can use to add a wide variety of content to your page. The default panel is the **Common panel**, which, as its name implies, provides the most commonly used elements in web page design, such as tables, rules and objects created by other applications such as Flash, Photoshop and Paint Shop Pro to name a few.



The drop down list at the top of the **Objects** palette gives you access to the other six panels.

- The **Characters** panel contains buttons to add special characters to you page. Examples include the trademark symbol, the copyright symbol or foreign symbol.
- The **Forms** panel that contains tools required to create a web based form. Examples include text entry fields, check boxes, buttons, radio button, etc.
- The **Frames** panel provides buttons that help you create a frameset.
- The **Head** panel lets you add META tags to your page. META tags allow you to add items such as Description, Keywords, Refresh, Base and Link.
- The **Invisibles** panel allows you to add anchors, scripts and comments to your document.
- The **Specials** panel allows you to add Java applets, various types of plug-ins and ActiveX items.

Seven Panels of the Objects Palette



The Launcher



The **Launcher** contains buttons that open and activate various Dreamweaver windows, such as the **HTML inspector**, by bringing them to the front of the document window.

- The **Site Window** lets you manage files that make up the web site. It is also used for uploading files to the web site.
- **Assets** are elements, such as images or movie files, that you use in building a page or a site.
- **HTML Styles** lists the various HTML styles used in your page
- **CSS Styles** lists what, if any, CSS (Cascading Style Sheets) styles used on your page.
- **Behaviors** lists what special actions, if any, are assigned to objects used on your page.
- **History** is a record of commands that you have entered. You can select a particular command and replay it to execute it again.
- **Code Inspector** opens a window with the generated code and provides options for debugging or modifying that code.

The little rectangular icon located at the lower right of the **Launcher** toggles the Launcher from horizontal to vertical.

Property Inspector



The **Property Inspector** provides control over the properties of text and other objects. *An object is any item in the document.* It can be text, an image, a form, a table or something else. The contents of the **Property Inspector** changes depending upon what object is being examined. This is where you can set your text and image alignments, table borders and external links along with many other properties. The **Link** field is where you enter the link for that selected object. It is important to know is that Dreamweaver doesn't care if the selected object is text or an image. You create the link the same way in either case.

1. You can create links manually by typing the link reference directly into the Link field.

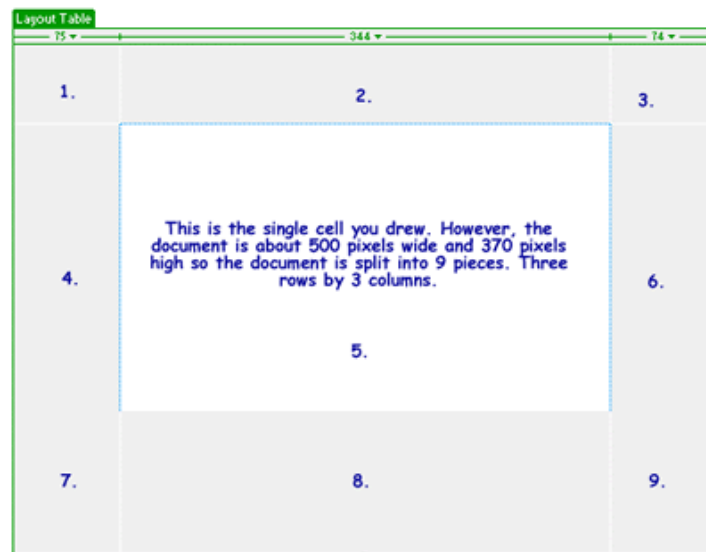
2. You can create a link by using **Browse for file** button which is the folder icon located to the right of the **Link** field. This lets you browse through your local web site files and select the file to want to link to.
3. You can create a link by using **Point to File**. First select the object that serves as the link. Make sure your **Local Site** pane is visible including the file you want to link to. Hold the mouse button on the **Point to file** icon (the circle between the Link field and the Browse for File buttons) and drag to that file. When the cursor is on the file, release the mouse button. Dreamweaver enters the link into the Link field automatically. When you are done, close the current document and save the changes.

Standard and Layout Views

Returning to the **Common panel** of the **Object palette** you should see at the bottom, two rows named *Layout* and *View*. You can use two different views when designing web pages. In **Standard view**, you can insert tables and layers and modify them in the traditional way.

Layout view allows you to design the page with tables as the underlying structure. This eliminates many of the difficulties of creating complex tables.

Layout view allows you to create a cell without first creating a table. If you do this, you may think you've created a one cell table but in truth you haven't. What Dreamweaver does is assume that the table is the width of you document and then cuts that space up to define the cell you laid out.



If you want a one cell table for example, to keep your layout intact regardless of the size of the browser window, first create the table and then create the cell to use the whole table.

Working with a Site Window

In this section we will define a web site, including designating a **site folder** and specifying a **home page**. We will use the **Site Window** to organize site files and copy elements to pages in the site.

Defining the Site

Before doing any work with web authoring software, you should plan our site as much as you can. Determine who your audience will be, what do you want to convey, do you want them to contact you? How do you want a visitor to navigate your site? Planning ahead will save a lot of time once you actually begin creating your web pages. Also it's important that a visitor knows where they are in your site and have an easy way to return to the homepage regardless of where they are.

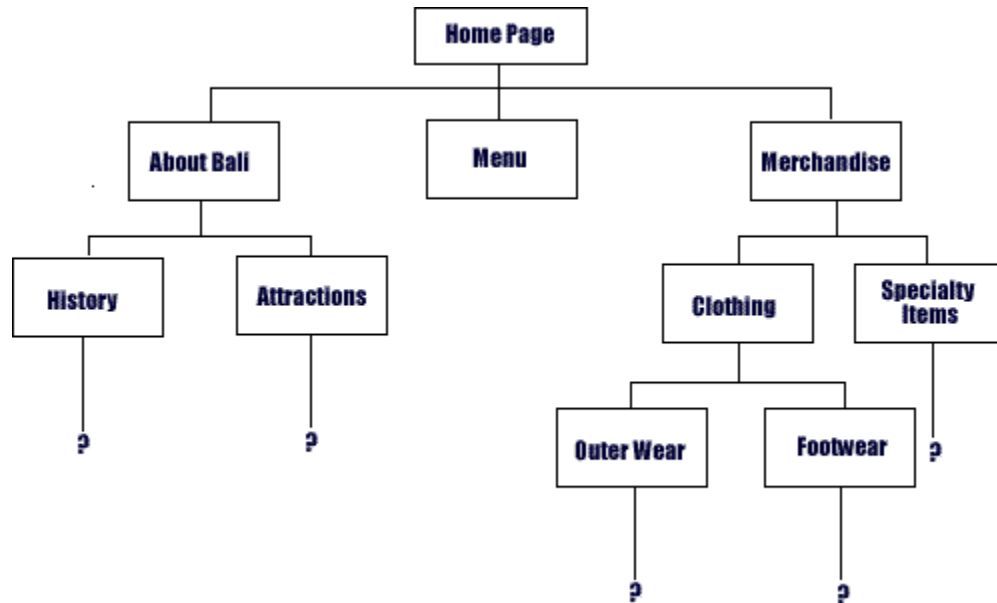
Defining a site will visually help you see how your site is organized and see all of the files required. In Dreamweaver, *a defined site is the collection of all files that are necessary for that web site's operation*. These files include HTML, ASP, CFM, graphics and several other types. Not all sites will use all of these file types. When you define a Dreamweaver site you can:

- Display the site in the **Site window**. This shows all files in the site as well as how they are linked together.
- Use the **Site window** to add or update links
- Use the **Site window** to rearrange folders without having to manually update existing links. They will be updated automatically.
- Examine the structure of the site. You can examine it and check it out before putting it online. Once the site is online it becomes the **remote Web site**.

Creating the Site Map

A **site map** is very similar to an organizational chart. It shows how the information is divided up. More specific content is in a row below the more general information. You can do this by hand on paper and you may do this early on in the project. But Dreamweaver's site mapping ability will allow you to keep track of your site while you are in the process of building it.

A sample site map for the Jimbaran Bay Bistro might appear as follows:



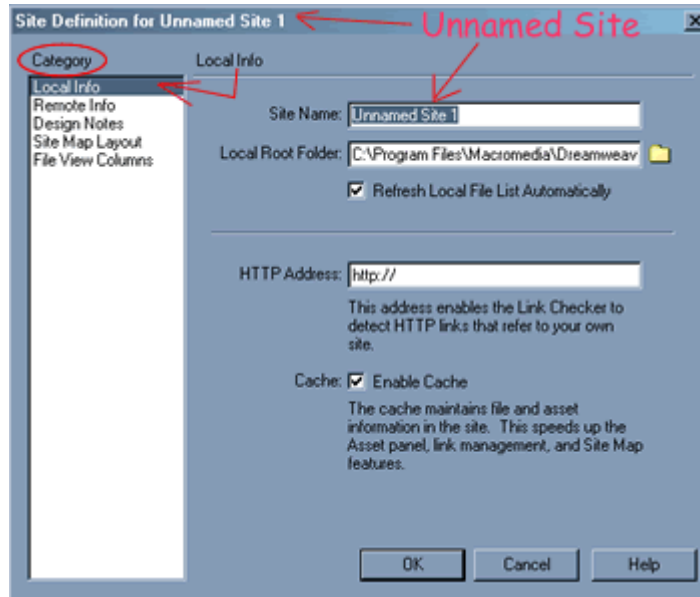
This site map would be helpful in deciding how you want a visitor to know where they are. Each page could have a double navigation bar so the visitor would know they are looking at a History page in the About Bali section.



Defining the Site with Dreamweaver

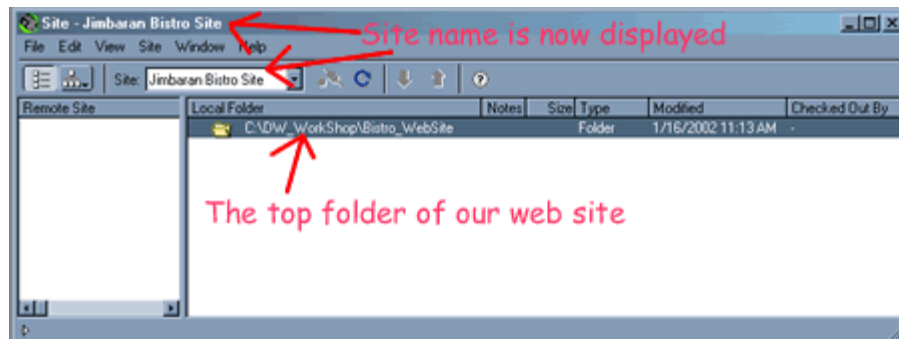
First we need to open Dreamweaver and have the **Document window** active. Since we are opening Dreamweaver without a file, we will see that the title bar of the **Document window** says “Untitled Document (Untitled-1).” We will name the document later but for now let’s just begin to define the site.

1. Inside the Document window go to the menu item **Site** then select **New Site**.
 - a. You will get the **Site Definition Box**. At this point, the Site is unnamed so you will see **Site Definition for Unnamed Site** in the Title Bar.
 - b. On the left side you will see a **Category Box** that lists several category items. **Local Info** should be highlighted. If it is not, then select it.
 - c. The right side of the **Site Definition Box** has fields that apply to the category **Local Info**.



2. Type *Jimbaran Bay Bistro Site* in the **Site Name** field. The site name is only used for maintaining the site and doesn't appear in the URL for our site.
3. In the **Local Root Folder** field, we select the folder that will contain the web pages on our local machine. If the folder does not exist, we must create one using Windows Explorer. *Dreamweaver will not create the folder for you.* In this case we know that *DW_Workshop\Bistro_Website* will be the root folder and has already been created. We can browse to this folder by clicking on the folder icon located to the right of the **Local Root Folder** text box. When we reach the folder *C:\DW_Workshop\Bistro_WebSite* click **Select**. The folder will appear in the **Local Root Folder** text box. This folder is now the **root folder** for our web site and is essentially the "container" of our web site files. Everything that we add to this site will be within this folder or within a subfolder in this folder. It's important to know that *only files that are within the Local Root folder can be transferred to the web server* once we upload the site. We can ignore the HTTP Address text box for now and make sure that the **Enable Cache** box is checked.
4. Now that we have provided the basic settings for our new site click on **OK**.
5. An alert box appears telling us that Dreamweaver will now create a cache for the site. Clicking **OK** will cause Dreamweaver to dedicate some memory in order to store our files. This improves the performance of the site map display. If you experience trouble with this option such as a computer crash or hang up, reboot the computer, start Dreamweaver, go to the menu item **Site**. Click on **Define Sites** and you will see a **Define Sites box**. Highlight *Jimbaran Bay Bistro Site* and then click the **Edit** button. This will display the **Site Definition box** that you had seen earlier. Uncheck the **Enable cache** and then select **OK**.

If cache is enabled, Dreamweaver checks the files we have in our **root folder** (in this case it is *C:\DW_Workshop\Bistro_Website*) and displays them in the **Site window**. Right now there aren't any files yet so we only see the **root folder**.



Let's put the web site files in their proper folders now. We know that all of the files are in the folder *C:\DW_Workshop\Bistro_Files*.


1. In Explorer, go to *C:\DW_Workshop\Bistro_Files* and copy all HTML documents to *C:\DW_WorkShop\Bistro_WebSite*.
 - Files that are type **HTML Document**
2. Copy all of the images to *C:\DW_WorkShop\Bistro_WebSite\Pictures*.
 - Files that are types: **JPG Image** or **GIF Image**
3. Copy all of the sound files to *C:\DW_WorkShop\Bistro_WebSite\Sounds*.
 - Files that are types: **MIDI Sequence** or **WAV Sound**

Using the Site Window

Working with the Site Window

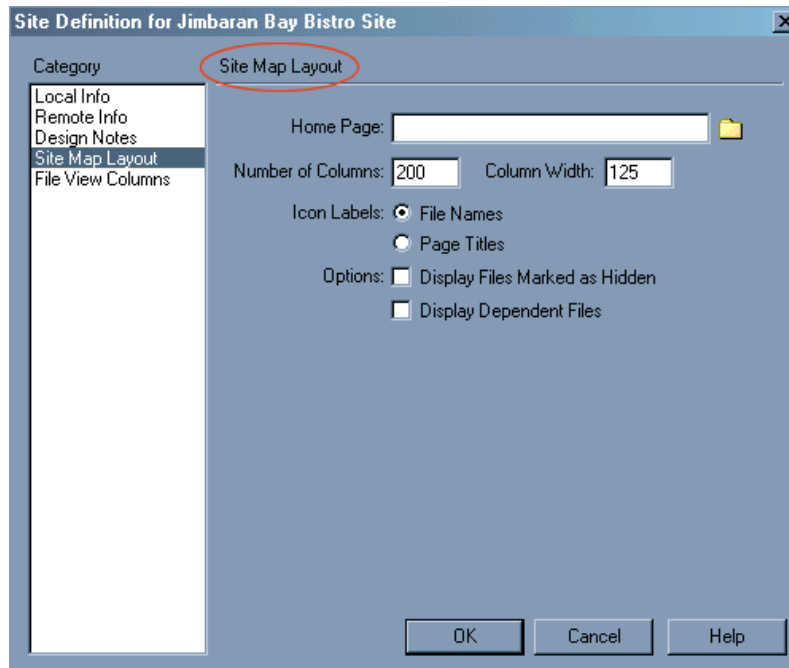
Once the site is defined, DW displays all of the files and folders in the right pane of the Site window. This lets you manage your files (view, manage links, rearrange the web site's structure or create new pages, edit existing ones and upload them to the online Web Site).

Accessing the Site Window

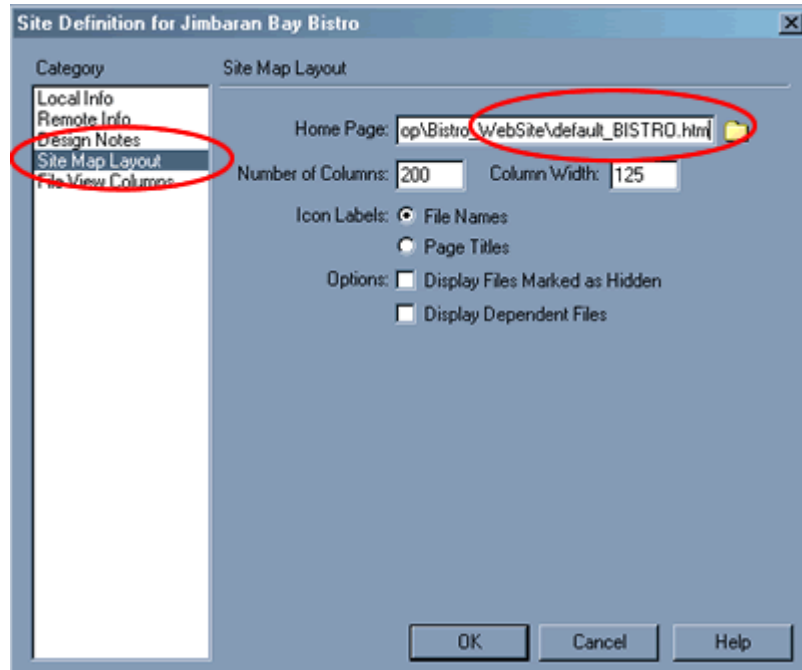
1. Open DW if it isn't already running and activate the **Document window**. Go to the **Menu Item Windows** and select **Launcher** if it is not already checked.
2. If the **Site window** is not visible on your desktop then click on the **Site** button in the **Launcher**. In the **Site window** we see two panes. The right side shows the files that we have locally in the `C:\DW_WorkShop\Bistro_WebSite\` folder. This is the one we've seen earlier. Now we can see the files that we copied to our web site folder. The left pane displays the list of files on the **Remote** site. (Remember, the **Remote site** will be the site that will actually be on the web for people to visit.) Right now there are no files yet so the pane is empty.
3. Since there are no remote files yet, we can save some space by reducing the size of the **Site window**. On the lower left corner of the **Site window** we see a triangle. This toggles the **Site window** to show both remote and local files or just local files. We only have local files so far so click it. The **Site window** only shows the local site files.
4. The listing in the **Site window** works a lot like **Windows Explorer** does. You can expand or collapse folders to see their contents. Click the + sign to expand a folder and the – sign to collapse it.
5. In order to see how these files all fit together click on the **Site Map** button  in the upper left corner of the Site window:

Tip: Anytime you see a button with a small arrow on it, you know that the button has several choices. Select and hold the left mouse button down on the arrow to see what choices are available. The Site Map button has the arrow so it has more than one choice.
6. When we press and hold the **Site Map** button, we get a drop down list asking us if we want **Map Only** or **Map and Files**. **Map Only** displays the left pane containing the site layout. **Map and Files** displays both panes with the **Site Map** in the left pane and the **Root Folder** in the right pane. For now we will select **Map Only**.
7. Dreamweaver displays an alert box that tells us it can't build a site map because either the home page is not specified, does not exist or is located outside of the **Local Site** folder (`C:\DW_WorkShop\Bistro_WebSite\`). When you specify a folder and no file name, Dreamweaver looks for the file `default.htm` as the home page. If you look at the folder you can see we don't have a file called `default.htm`. Actually the file `default_BISTRO.htm` will be our homepage. There are two ways to make this recognized as the homepage. One way is simply to rename it to `default.htm`. or, tell Dreamweaver the name of the file. Without a home page Dreamweaver has no starting point from which to build the tree. All files in the web site are relative to the location of the home page so it needs to know where the home page is. Click the **Define Sites** button. Select the *Jimbaran Bay Bistro Site* if it isn't already highlighted.

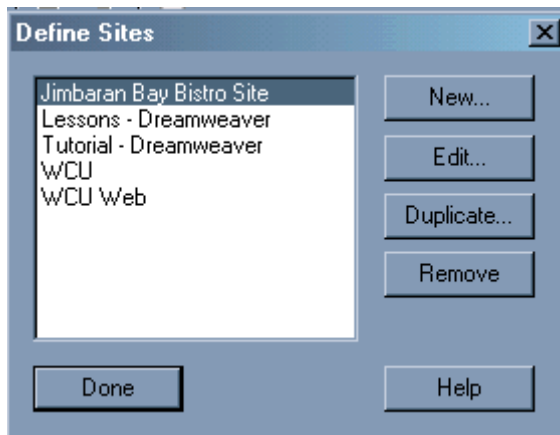
8. Click **Edit** to bring up the **Site Definition** dialog box.
9. We've already seen this dialog box when we were entering Local Info. This time, go to the **Category list** on the left side of the dialog box and select **Site Map Layout**.



10. Now you will see the right side of the dialog box change to fields that have to do with Site layout. The first field under the header **Site Map Layout** (circled in red) is the text field called **Home Page**. To the right of the text field is a folder icon. Click on the folder icon to display the **Choose Home Page** dialog box.
11. It should open to the folder you specified as the **Local Root** folder, (*C:\DW_WorkShop\Bistro_WebSite*). If it doesn't, then navigate to that folder.
12. Once you've reached the **Local Root** folder, you will see all of the files within that folder. Click on *default_BISTRO.htm* in the list and then click Open or simply double click *default_BISTRO.htm*. The **Site Definition** box appears again. Notice that the Home Page field now has the path and file of the Home Page. You will see other fields displayed: **Number of Columns**, **Column Width**, **Icon Labels** and **Options**. Leave these as they are for now.



13. Click **OK** and return to the **Define Sites** dialog box.



14. Make sure *Jimbaran Bay Bistro Site* is highlighted and then click **Done**.

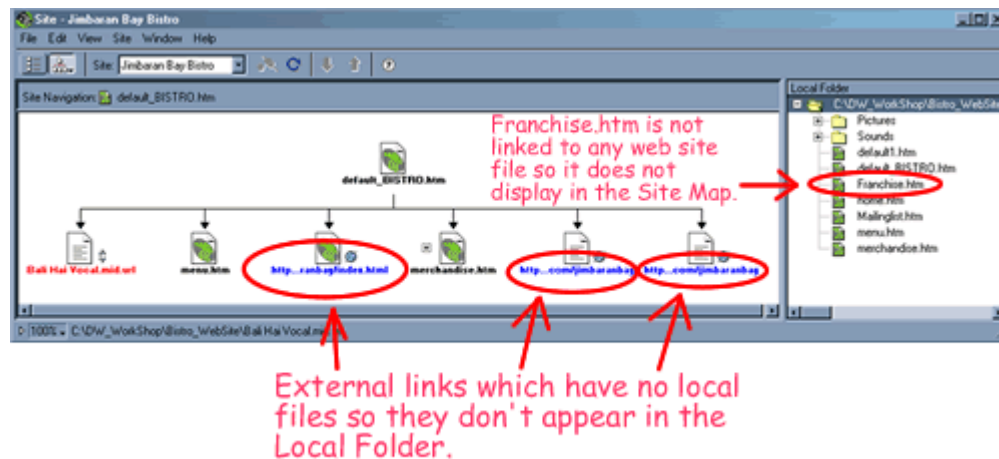
15. We will now be back at the **Site window**. The window should have two panes. The right side is the list of files in your **Local Folder**. The left site should display the actual site map of your site. If the only file is a home page, that's all it will show. If there are other files that are linked they will be displayed as well.

Tip: You may see files listed on the right side but they are not in the site map. In order for them to display in the site map they must be linked to a page that is directly or indirectly linked to the home page.

The site map shows how the pages are linked. If you only see the contents of your **Local Folder**, click on the triangle at the lower left of the dialog box to toggle to the two panes. Or click the **Site Map** button and select **Map and Files**.



Your screen should look similar to this:



Notice a few things: The local file *Franchise.htm* is not in the **Site map**. That's because there is no connection to any of the files that are properly linked in the **Site Map**. Except for the Home Page of a web site, all files must be called from another document. Files that are not called are called **Orphaned files**. **Site Maps** don't just display pages. They can also display graphics or any files contained in a document. To view these, select the home page icon and then select the Menu Item **View**. Then **Show Dependent Files**. The map will now show links to graphics files. Place your cursor over the label of one of the icons and you will see the full path for that file.

Also notice the second item in the second level. Instead of a black label it's blue and there is an icon at the lower right. That tells you that page is actually a link to another site. Again, place the cursor over the label and you'll see the full URL for that page. If the label is red then that means Dreamweaver can't find the file that is being called. In that case you will need to edit the html document that calls it and correct it.

16. Standard Windows Function: If you want one pane to be larger than the other position the cursor on the border dividing the two panes in the Site window. The cursor will change to a double arrow. Drag the divider to one side and the width of the panes will change. Drop it where it suits you.

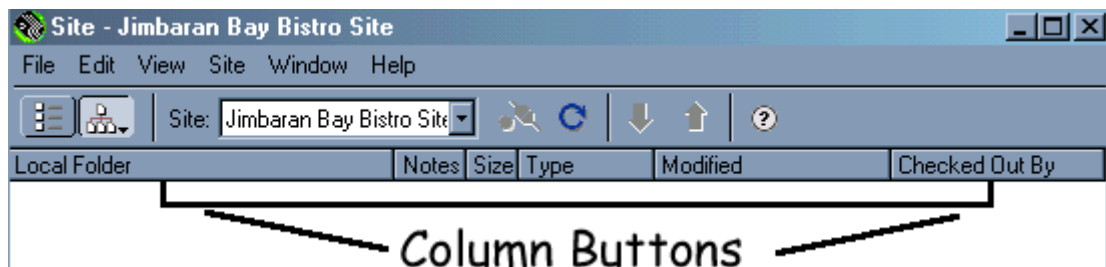
17. Standard Windows Function: You can also adjust the columns by placing the cursor on the border between columns and drag it left or right to where you want it to be. This can be done in many Windows applications.

18. We want to only see the **Local Site** pane now so click on the triangle in the lower left corner of the window. The **Site window** should now only be showing the **Local Site** pane. Expand the window so that you can see all of the columns in the **Local Site** pane. The columns are **Local Folder, Notes, Size, Type, Modified and Checked Out By**.

Structuring the Site with the Site Window

You have seen how to view your web site files as a list and in a map. The **Site window** allows you to manage the files of your web site as well. Creating a folder structure helps you to organize your files and so makes it easier to find individual files. You can organize your files by category or you may want to have all of your HTML documents in one folder, either in the root folder or a subfolder, and all images in another. We already did this when we created subfolders for our pictures and sound files. But if we need to create other folders, we can do that within the **Site window**. Let's just create an empty folder so we can go through the process once.

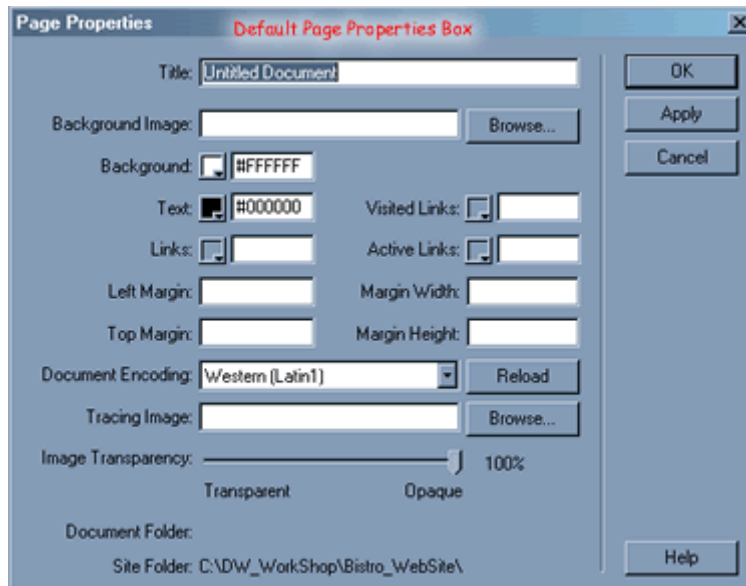
1. Just as with Windows Explorer, any folder you create will be created within the current folder. For example, if the sub folder *Pictures* is selected and you create a new folder, the folder will be inside the *Pictures* folder. A shortcut to creating a new folder is to right click the folder in which you want to create the new folder. You will get a drop down menu. One of the items will be *New Folder*. Highlight that and left click. A new unnamed folder appears. (**Tip: Many Windows applications make big use of the right mouse button. It's worth the time to right click various buttons to see what shortcuts there may be.**)
2. We have the subfolders *Docs* and *Pictures* already. Give it the name "MyFolder". The folders may be out of order so click on the menu item **View** and then **Refresh Local**. In this case the keyboard shortcut is quicker. (**SHIFT F5**) The folders will be alphabetized, as will be the files. (**Tip: You can sort lists such as the Site window by column simply by clicking on the column headers. These headers are actually buttons that toggle the column in ascending or descending order.**)



At this point we have our home page displayed as well as the second level pages. If you look at some of the second level files you will see they have a “+” sign next to them. The “+” sign means the same as it does in Windows Explorer. It means you can click on it to expand it and see what items are contained in it. If you click on the “+” next to merchandise.htm, you see a list of several image files that it calls. This example is simple with only a couple of levels but if you had a site with many levels, you would see all of the levels.

Modifying Page Properties

Use the **Page Properties** dialog box to specify a variety of options for the page. To open the **Page Properties** dialog box, choose *Modify > Page Properties*.



Title specifies the page title that appears in the title bar of the **Document window** and most browser windows.

Background Image and **Background** specify a background image and background color for the page.

Text and Links define default colors for text, links, visited links, and active links. You can also control these colors using **CSS style sheets**, which is beyond the scope of this workshop.

Note about colors:

Next to each color block you will see something like this: #FFCC33. This is called a hexadecimal number also referred Base 16. Instead of Base 10, which we use almost exclusively which includes the numbers: 0 through 9, Base 16 includes the 16 numbers from 0 to F. What number is F? Think of it as a symbol and not a letter. Counting from zero in Base 16 goes like this:

0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F

The Base 10 equivalent is:

0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

If you compare them, in Base 16, A=10, B=11, C=12, D=13, E=14 and F=15.

The number #CC3366 can be considered in 3 parts with each part a pair of digits. In this example, the Red Component is FF, the Green Component is CC and the Blue component is 33. A computer displays color by mixing the 3 colors Red, Green and Blue. Some of you may have heard the reference “RGB”. That stands for Red, Green, and Blue. What color is #CC3366? It is kind of a maroon color.

The pairs can run from the lowest value: 00 which means that color is not present to FF which means that color is as intense as possible.

Some examples:

FF0000 is bright pure red.

00FF00 is bright pure green

0000FF is bright pure blue.

Red and blue make purple so CC00CC makes the color purple. What’s the difference between #990099 and #FF00FF? The higher the number, the lighter it gets. #FF00FF is the brightest purple where as #990099 is a darker purple. Pairs don’t have to have two of the same numbers. Another variation of purple would be: # 9C008F.

All equal values give you gray with the color #000000 being black and #FFFFFF being pure white.

Many computer users see numbers like 256, 65536 or 16.7 million when referring to colors on a computer. It’s not coincidence that #FF equals 255 and adding the number 0, you have 256 different values. And $256 \times 256 = 65536$ which is considered “high color” in Windows and $256 \times 256 \times 256 = 16.7$ (approximately) million which is considered “true color.” So your video card can display 16.7 million colors because it can display 256 different shades of red x 256 shades of green x 256 shades of blue.

Left Margin and Top Margin specify the sizes of page margins in the <body> tag, *for Microsoft Internet Explorer only. Netscape Navigator ignores these values, using Margin Width and Margin Height instead.* For best cross-browser results, provide margin values for both browsers instead of just one browser; fill in all four margin values instead of just two. To ensure that no margins appear in either browser, set all four values to 0. Dreamweaver doesn't display page margins in the **Document** window; to see the margins, use **Preview in Browser**.

Margin Width and **Margin Height** specify the sizes of page margins in the <body> tag, *for Netscape Navigator only. Internet Explorer ignores these values, using Left Margin and Top Margin instead.* For best cross-browser results, provide margin values for both browsers instead of just one browser; fill in all four margin values instead of just two. To ensure no margins in both browsers, set all four values to 0. Dreamweaver doesn't display page margins in the **Document** window; use **Preview in Browser** to see the margins.

Document Encoding specifies the encoding used for characters in the document. For English and Western European languages, choose Western, which is the default.

A **Tracing Image** is used as a guide to re-create a page design that was mocked up in a graphics application. A tracing image is a JPEG, GIF, or PNG image that is placed in the background of the **Document** window. You can hide the image, set its opacity, and change its position.

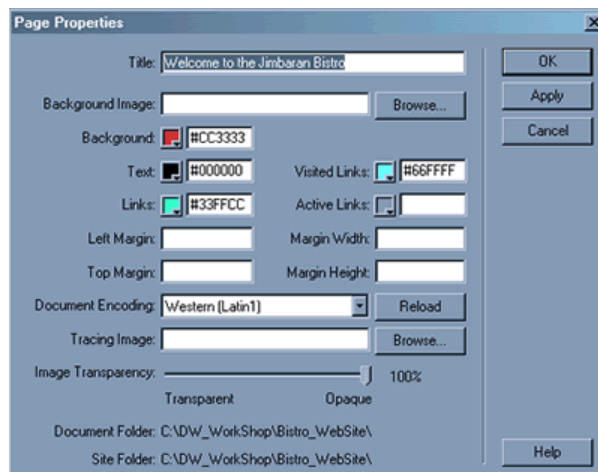
The tracing image is visible only in Dreamweaver. It is never visible when you view the page in a browser. When the tracing image is visible, the page's real background image and color are not visible in the **Document** window; however, the background image and color will be visible when the page is viewed in a browser.

Image Transparency determines the opacity of the tracing image, from completely transparent to completely opaque.

Document Folder displays the folder in which the current document is saved, if it has been saved.

Site Folder displays the path of the local root folder for the site in which the current document is saved, if it has been saved.

This is the **Page Properties** box with the changes. There might be a slight difference in the values between this image and yours.



When you have the values you want, then click **OK** to close the box and apply the changes. If you click **Apply**, you'll see the changes but remain in the box to make further changes if needed.

Working with Tables

Using Tables for Page Layout

Overview

In this section we will learn how to create and edit tables that will allow you more control over the layout of your page. Without tables you are limited to what HTML allows. For example there is no way to maintain specific margins when using text. It is determined by the browser window that varies from user to user.

By using columns and rows, you can place text and graphics precisely where you want them to be and eliminate your page elements changing position if the size of the viewer's browser changes.

Objectives

1. **Create tables:** Create a table and use it to control your page layout.
2. **Modify a table:** Modify an existing table by inserting and removing table rows and columns and splitting and joining table cells.
3. **Use tables for text formatting:** Format characters and paragraphs within table cells, rows and columns.
4. **Set table attributes:** Learn how to set column widths and change settings for table cells.
5. **Use tables for page layout:** Modify table to arrange page elements more precisely.

Creating a New Table

We are going to create a new table and specify its initial settings. Use the **Objects panel** or the *Insert* menu to create a new table. We will create the main table using **Standard View** and an embedded table in **Layout View**.

1. Do one of the following:

- Go to the **Object** palette and select **Common** from the drop down list. At the bottom of the **Common** panel you will see **View** with two buttons below it. The left button is **Standard View** and the right button is **Layout View**. Select the **Standard View**. It is circled in the image to the right.



In the **Document window**, place the insertion point where you want the table to appear, then click the **Table button** on the **Common** category of the **Objects panel**.

- Choose

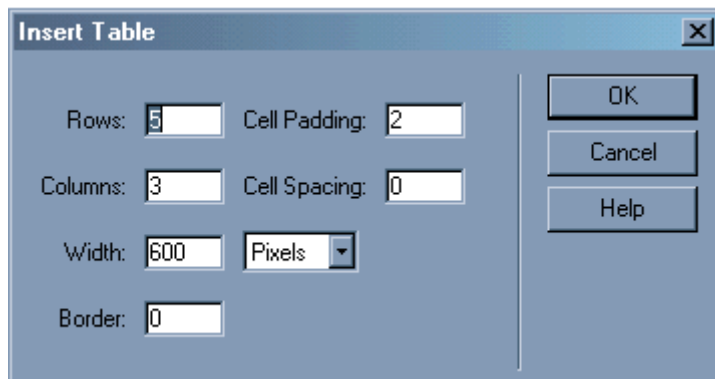
Insert > Table

- Drag the **Table** button from the **Objects panel** to the desired insertion point on the page.

The Insert Table dialog box appears

2. *In the dialog box, accept the current values or type new values.*

Note: The Insert Table dialog box retains the values of the most recent settings you entered for a table.



3. *In the Rows field, specify the number of table rows. For this exercise, enter 1.*
4. *In the Columns field, specify the number of table columns. Enter 1.*
5. *In the Cell Padding field, specify the number of pixels between the cell content and the cell boundary (or wall). The default padding is 1 pixel. Enter 0 for no padding.*
6. *In the Cell Spacing field, specify the number of pixels between each table cell. The default spacing is 2 pixels. Enter 0 for no spacing.*
7. *In the Width field, specify the width of the table as a number of pixels or as a percentage of the browser window. If you are using the table to maintain your layout, you'll want to specify the Width as pixels. A common value is 600. If the width has some other value, change it to 600 pixels.*
8. *In the Border field, specify the pixel width of the table border. Enter 0 if you don't want a border. For this table set Border to 0.*
9. *Click OK to create the table.*
10. *Save the document as table.htm.*

Using Standard View, we have now created a single cell table that will contain

*all of the items that will be used on this page. Admittedly it doesn't look like much at this point. It's just a wide rectangle with some sizing handles on it. If you have **View>Rulers>Show** and **View>Rulers>Pixels** checked you will see that the table is 600 pixels wide. You can click on the bottom handle and drag it down to make the table longer.*

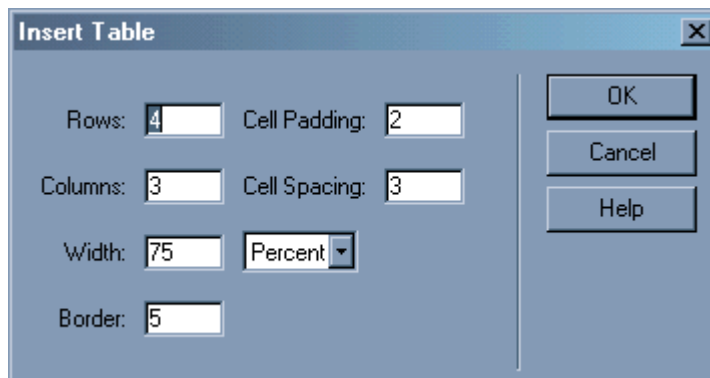
*Click on the **Layout View** to see how your table displays. You should see a rectangular area with a tab that says **Layout Table** and below that, a ruler that displays the width of the table. (600 pixels)*

Now we will insert a table into the single cell table we currently have. A table contained inside another table is called a nested table.

1. Click on the **Insert Table** button on the **Object** palette. Nothing should have happened. In fact the Insert Table button should be grayed out. Why doesn't it work? Because you are currently in Layout View and Insert Table is disabled in Layout View. So, click the Standard View button and then click inside the table. And try the Insert Button again. This time it works.

You will see another Insert Table dialog box that carries the values of the last table you created. This table will be different.

2. Enter **Rows = 4, Columns=3, Cell Padding = 2, Cell Spacing=3, Width=75**. Change **Pixels to Percent** and set **Border=5**



Cell Padding is the number of pixels between the cell content and the cell boundary (or wall). **Cell Spacing** is the number of pixels between each table cell.

3. Click **OK** and you will see a 4 row by 3 column table.
4. Now we are going to modify the table a bit. First, notice that it is on the left side of the larger table and we want it centered. To do that we need the **Property Inspector**. It should be present and the new table should be selected. If the **Property Inspector** is not visible, go to *Window>Properties*. It should be checked.

Set the values in the Property Inspector to match those below:



If you can't tell what colors I chose for the BG (Background) Color and Brdr (Border) Color, just type in the numbers next to the color boxes. If you type them correctly the BG Color will be a bright yellow and the Border Color will be a rich blue.

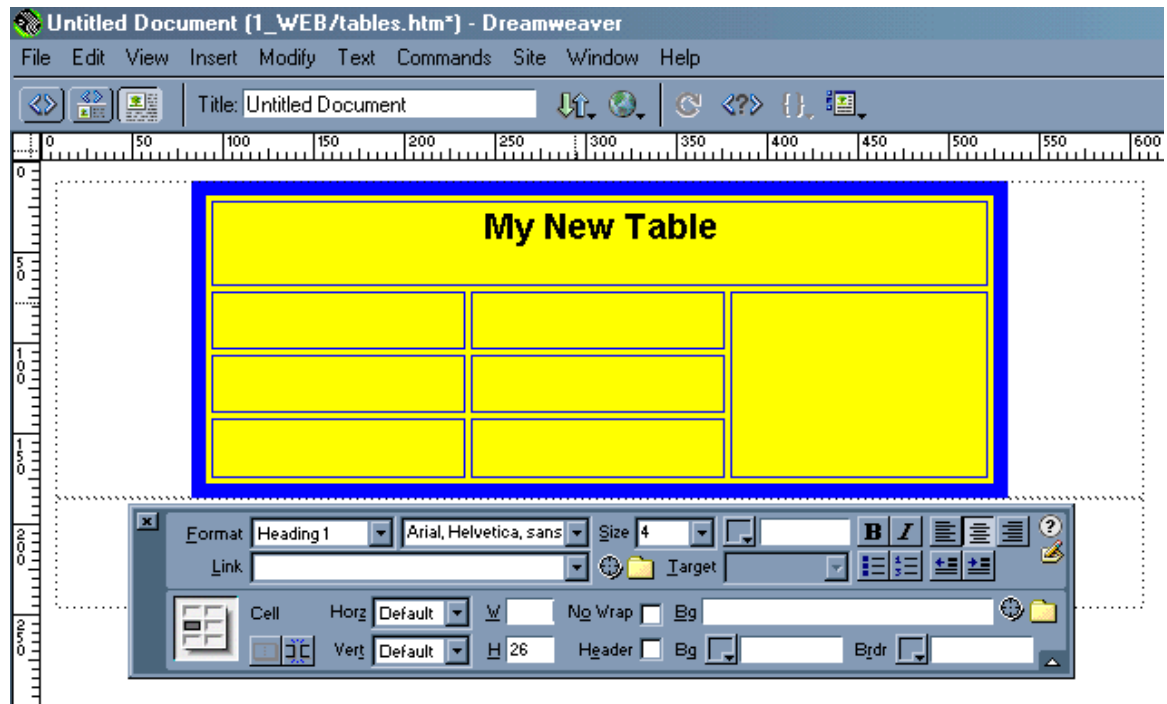
Notice that the table is now named *MyTable*, **Aligned in the Center** and the border is now 8 pixels wide. We aren't using a Background image but if we were, we could click on the **Browse button** (the folder icon) and locate the file we want to use. The 4 buttons under the **Cols** field are from left to right and top to bottom: **Clear Row Widths, Clear Row Heights, Convert Table Widths to Pixels and Convert Table Widths to Percent**.

5. Now we have a 4 Row, 3 Column yellow table with blue borders that is centered in the larger table. Let's make a couple more changes. We want the top row to contain the title and we only need one cell, not 3. So we will Merge the top three columns into one. Ctrl click each of the top 3 columns. With the mouse in one of the selected cells, right click. Then select *Table>Merge Cells*. Now the table has a single cell that stretches across the table.
6. The cursor should be in the top row. Notice that the **Property Inspector** has changed to reflect the new selected object, the Table cell. This window gives you control over the text, graphics, links or anything you might insert into the cell. We only want to make a title so with the cursor in the top row, type "My New Table".
7. Now the words "My New Table" are in the table but we want them centered so we will do exactly the same thing as we would in a word editing program; Highlight the text and click the Center button.
8. It's a good idea to assign fonts to your content rather than go with the default font. That way you don't have to worry that your layout will break if someone has a different default font. Click the arrow next the words "default font" and select the first choice. Why didn't the title change? Because it needs to be selected, just like text does in a word processing program. Select the title and change the font. Now it looks different. You can change the size and color of the text if you choose to. Again, I would recommend that you select a font size rather than go with the defaults. For regular text, size = 2 is good. If the text is a title as it is in this case, size can be 3 or 4. Also select the format you it to be. It defaults to none. Most of the time you will use format = paragraph but again this text is the title so make

sure it is still selected, click on the **Format field** and select Heading 1 for the text. Changing the format of text is the same as it is in a word processing program.

9. Let's merge a couple more cells. This time it will take a column from three rows and triple the height of the cell. Ctrl-click the right most cells in the 2nd, 3rd and 4th rows. Again with the cursor in the cells, right click, select *Table>Merge Cells*

Your document should look similar to this:



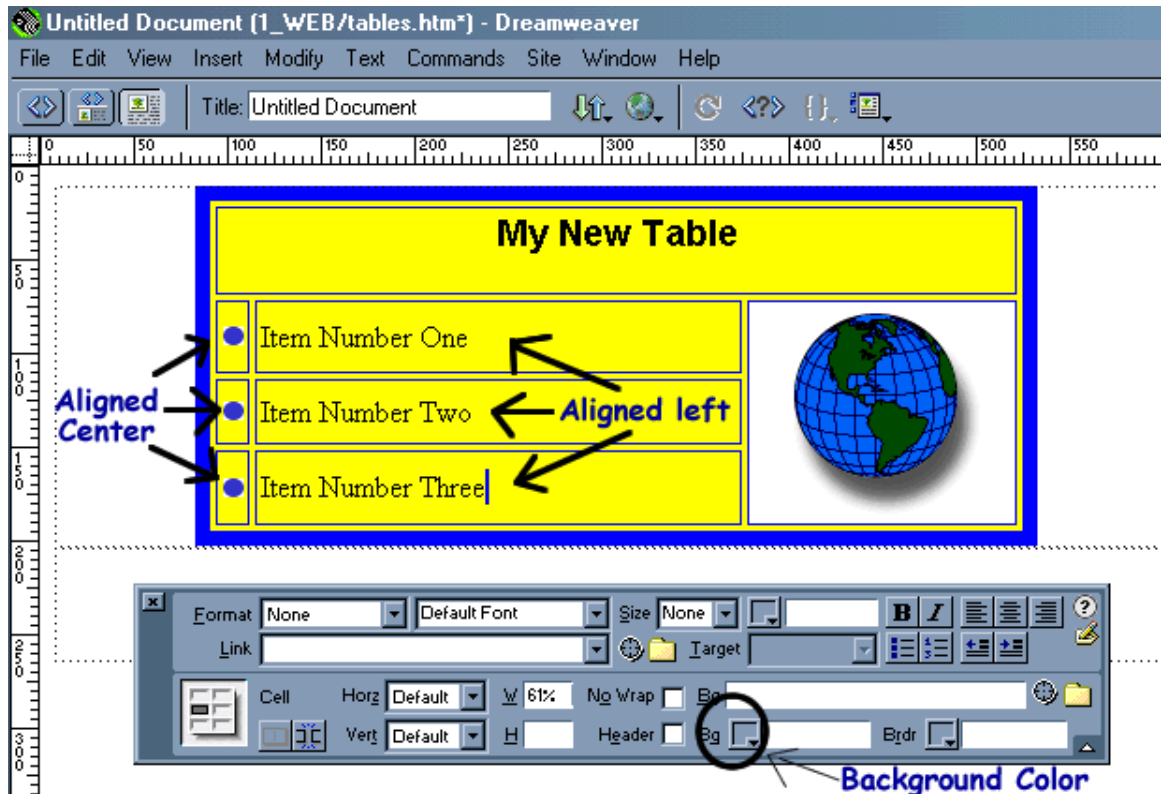
10. Now let's use the table to help us control layout. We want the large cell to the right to have an image and we want text to the left of this image. You can use any picture but don't pick one that is so big it will take up the width of the table.

Remember that the whole page is 600 pixels wide. The table "My New Table" is 75% of that which means it is 450 pixels wide. The cell itself is about 1/3 of width of the nested table so it comes to about 150 pixels. Find an image between 150 and 200 pixels wide and insert it into the large cell. I chose an image of the globe. It's actually smaller than 150 pixels wide. I chose to Align = center so it stays centered in it's cell. I also changed the background color of that cell to white so it matched the background of the globe. (See the image below to see where the background color button is.)

11. With an image in place, let's have several lines of text next to the image. First drag the column to the left so you have a small cell on the left and a larger one in the middle. Click in the second cell, second row and type: "Item Number One".

With the cursor still in that cell, click the **Align Left Button**. Repeat the process for the next two rows.

- Finally, find or create a little graphic for the bullet. I just created a 10 x 11 pixel blue circle. Put the cursor in the first cell in the second row and insert that image, making sure that the alignment is centered. Repeat for the two rows below and you should have something that looks like this:



- Save your work. We have one more step to perform.
- I have left the borders on so you can easily see the cells that make up the table. There are times when you don't want people to easily see that you are using a table. This is one of those times so we need to edit the table. Click inside the table.
- Go to *Modify>Table>Select Table*. There should be a dark box visible around your table. Make sure that the **Property Inspector** is visible.
- Change the value in the field from 8 to 0. Also set **cell spacing** and **cell padding** to 0.
- Save your work.

This is definitely not the prettiest page but if you preview this file in a browser you will see a simple page with a couple of images and bulleted text along side a larger image. This is a basic example of how tables can be used to control your layout. Without tables, you would have no way of displaying multiple lines of text next to an image. Without tables, there would be no way to keep the bullets lined up properly with the items. Also by defining the page to be 600 pixels wide, the layout doesn't get changed if the browser window gets smaller.

This is just a very basic example of using tables and nested tables.

Navigation Bar

A navigation bar consists of an image (or set of images) whose display changes based on the actions of a user. Navigation bars often provide an easy route between pages and files on a site. Before using the Insert Navigation Bar command, create a set of images for the display states of each navigation element. (It can be helpful to think of a navigation bar element as a button, because when clicked, it takes the user to another page.)

A navigation bar element can have four states:

- Up: the image that appears when the user hasn't yet clicked or interacted with the element. For example, the element in this state looks like it hasn't been clicked.



- Over: the image that appears when the pointer is moved over the Up image. The element's appearance changes (for example, it may get lighter) to let users know they can interact with it.



- Down: the image that appears after the element has been clicked. For example, when a user clicks an element, a new page loads and the navigation bar is still displayed, but the clicked element is darkened to show that it's been selected.
- Over While Down: the image that appears when the pointer is rolled over the Down image after the element has been clicked. For example, the element may appear dimmed or gray. You can use this state as a visual clue to users that this element cannot be clicked again while they are in this part of the site.

You don't have to include navigation bar images for all four of these states; for example, you may just want Up and Down states.

You can create a navigation bar, copy it to other pages in your site, use it with frames, and edit the page behaviors to show different states as pages are accessed.*

*Reprinted from Dreamweaver on-line help

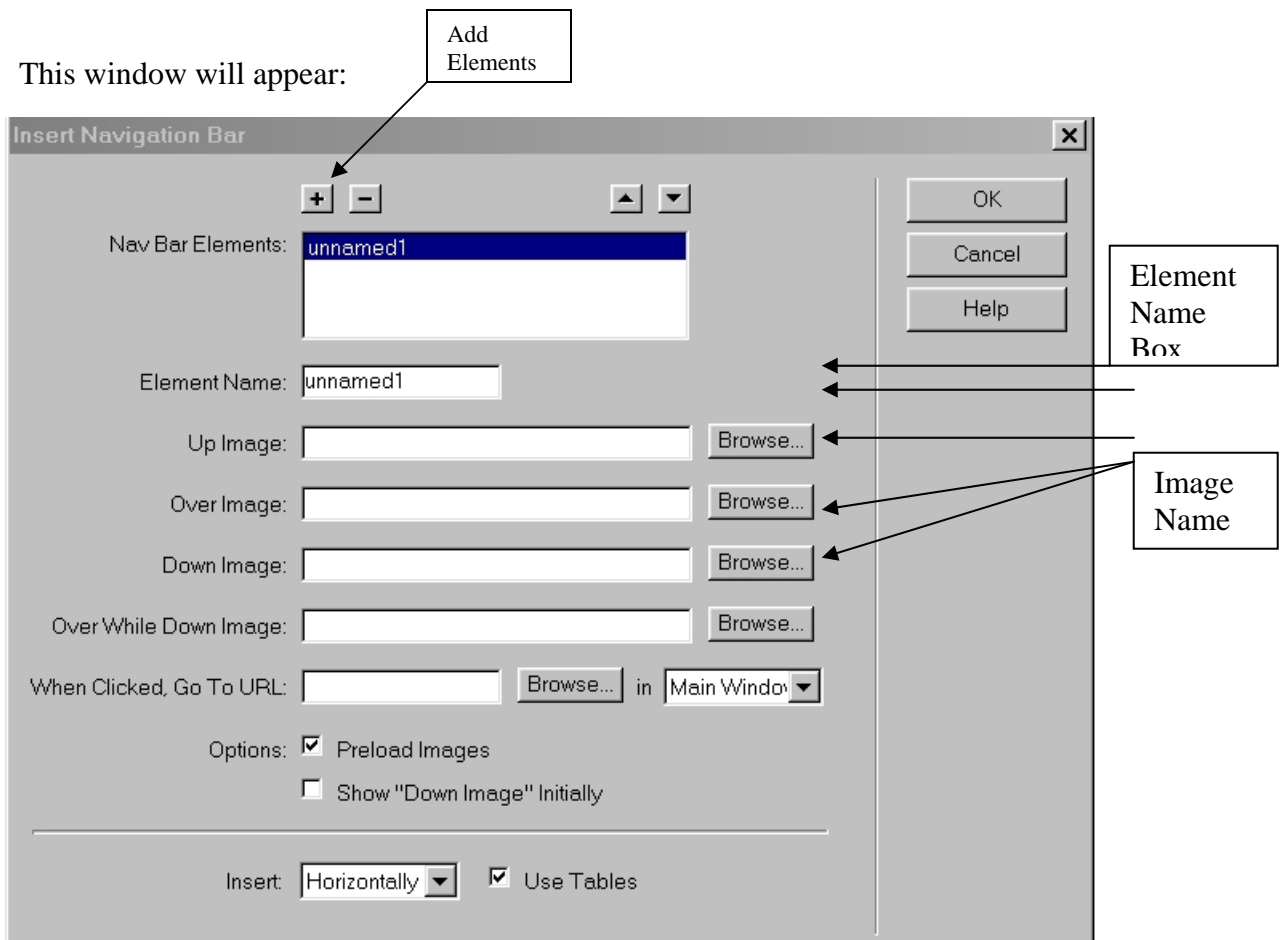
To Insert the Navigation Bar

From the Toolbar, select Insert, Interactive Images, Navigation Bar OR,

From the Object Palette, Common Category, select this icon



This window will appear:



Insert Navigation Bar Window

1. Click in the Element Name box, type a name for a navigation bar element—for example, Menu. Each element corresponds to a button with a set of up to four *image state options* (see previous explanation). The Element name will appear in the Nav Bar Elements list. The arrow buttons can be used to arrange elements in the navigation bar.
2. Begin to define *image state options* for this element (you must select an **Up image**; other image states are optional): In the Up Image field, click Browse to select the image to display initially.
 - **Over Image field:** click Browse to select the image to display when the user moves the pointer over the element when the Up image is showing.
 - **Down Image field:** click Browse to select the image to display after the user has clicked the element.
 - **Over While Down Image field:** click Browse to select the image to display when the user moves the pointer over the Down image.
 - **When Clicked, Go To URL field:** select a location in which the linked file will open by doing one of the following:
 - Select Main Window to open the file in the same window.
 - Select a frame in which to open the file.
- 3 Define image loading options:
 - Preload Images: downloads the images when the page loads. If this option isn't selected, there may be a delay when the user moves the pointer over the rollover image.
 - Show "Down Image" Initially: displays the selected element in its Down state when the page is displayed instead of its default Up state. An asterisk appears after the element in the Nav Bar Elements list when this option is checked.
- 4 Insert options:
 - Determine whether to insert the navigation bar elements vertically or horizontally in the document •
 - Display bar elements in table format
- 5 To continue adding elements, click the Plus (+) button , then follow steps 2 through 4 to repeat until you've defined all elements.
- 6 Click OK when complete

Modifying the navigation bar

After creating a navigation bar for a document, you can add images to or remove them from by using the Modify Navigation Bar command. You can use this command to change an image or set of images, to change which file opens when an element is clicked, to select a different window or frame in which to open a file, and to reorder the images.

- 1** From the Menu Bar, select **Modify** > **Navigation Bar**.
- 2** In the Nav Bar Elements list, select the element you want to edit.
- 3** Make corrections, then click **OK**.

