Using Adobe Dreamweaver for Site Maintenance

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Adobe Dreamweaver

Adobe Dreamweaver is typically used by our more advanced users or users who want more freedom editing their web pages. Dreamweaver allows you to edit every aspect of your webpage for better control of your design. If Adobe Contribute does not provide you with enough functionality to edit your page, you may wish to use Adobe Dreamweaver.

How to Install

Dreamweaver is part of the Adobe Creative Suite 6 that is available to all WCU employees. If you do not have the Adobe Creative Suite 6 on your computer contact the IT Help Desk at ext. 3350 and they will install it for you.

Note: It is important that you be trained on Dreamweaver before using the software. Dreamweaver does not create drafts like Contribute. When you make a change to your web page and save the change it is automatically copied over to the live server.
Editing a Page in Dreamweaver

Editing a web page in Adobe Dreamweaver will at first seem very different from Adobe Contribute, but once you understand how to operate Dreamweaver you will see many similarities between the two software programs.

Unlike Contribute, Dreamweaver has three different types of editing modes; code, design, and split. Code view lets you see the HTML code that creates the web page. If you have no knowledge of HTML we recommend you use design view.

Design view is very similar to Contribute. You view the web page as it appears in a web browser and you edit by clicking on different elements in the page.

Split view is a combination of code view and design view. Split view is for advanced users who can use the code view but want to see how their HTML code will appear in a web browser. Split view puts code view on top and design view on the bottom so that as you type in code view, or edit in design view, the changes are made automatically to the other view.

Editing Text

To edit text in Dreamweaver simply highlight preexisting text or place your cursor where you would like text and begin typing. Dreamweaver acts like a word processor in this sense.

Headings

To create a heading, highlight your text and select a heading level from the Format menu in the Properties panel. “Heading 1” denotes a top level heading.

Making Bulleted / Numbered Lists

To make a bulleted list, click the bulleted list button in the Properties panel. The first bullet in the list will appear, and you can start typing your list items. You can also select lines of text and convert them to a bulleted list by clicking the bulleted list button.

Creating a Hyperlink

To create a hyperlink, go to the Common tab under Insert in the blue tool bar, and click the Hyperlink button all the way to the left. A dialog box will appear asking for information. The first two text boxes are the most important in most cases - Text and Link. Type the URL in Link and the hyperlink text in Text and press OK.
Making Tables

To create a table, go to the blue Insert toolbar and click on the Common tab. Next, click on the table button. A dialog box will appear prompting you to input attributes of the table.

Attributes that can be changed:

- Number of rows and columns the table will have. The default is 3 rows and 3 columns.
- Table width. The default width is 200 pixels, but this can be changed to another width or a percentage of the page.
- Table border thickness. The default is one pixel but this can be set larger or set to zero if desired.
- Cell padding and cell spacing. Cell padding is the space between the content in each cell and the border of the cell. Cell spacing is the space between the borders of one cell and another.
- Table header. The highlighted cells in the pictures represent cells that will bold text so they stand out more as headers.

![Table Dialog Box](image)

Adding Images

To add an image, go to the blue Insert toolbar and click on the Common tab. Next, click on the image button and a dialog box will appear prompting you to locate the image you want on your page. Find the image and press ok.

Another dialog box will appear asking for alternative text and a long description. You only need to be concerned about the alternative text. Type a short but clear description of the image in the alternative text textbox.