

# *Teach Yourself*

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# **VISUALLY™**

## **Dreamweaver® CS3**



by Janine C. Warner



Wiley Publishing, Inc.

# Teach Yourself VISUALLY™

## Dreamweaver® CS3

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## About the Author

Janine Warner's expertise in media, technology, and cross-cultural business has taken her on consulting assignments from Miami to Mexico and speaking engagements from New York to New Delhi.

Since 1996, she has authored more than a dozen books about the Internet, including *Creating Family Web Sites For Dummies* and the best-selling *Dreamweaver For Dummies* (now in its sixth edition).

Her success as an author attracted the attention of Total Training, Inc., a pioneer in innovative video-based training, where she was first contracted in 2005 to host a video called *Total Training for Dreamweaver CS2*. Her first video won two industry awards and she is now working on a series of Web design videos that includes *Advanced Dreamweaver CS3*.

An award-winning journalist, her articles and columns have appeared in a variety of publications, including *The Miami Herald*, *Shape Magazine*, and the Pulitzer Prize-winning *Point Reyes Light* newspaper. She also writes a regular column on Dreamweaver for *Layers Magazine*.

Janine has taught online journalism at the University of Southern California Annenberg School for Communication and the University of Miami. In 1998, she joined *The Miami Herald* as Online Managing Editor. A year later, she was promoted to Director of New Media. She left that position to serve as Director of Latin American Operations for CNET Networks, an international technology media company.

Since 2001, Warner has run her own business as a writer, speaker, and consultant. She earned a degree in journalism and Spanish from the University of Massachusetts, Amherst, and spent the first several years of her career in Northern California as a reporter and editor. She lives with her husband in Los Angeles.

## Author's Acknowledgments

This book is dedicated to everyone who wants to share ideas, stories, and business ventures over the Internet. I wish you all the best and thank you for supporting my books and videos. I love teaching Web design because it's so much fun to see what everyone creates.

Special thanks to Frank Vera, a great programmer who helped with the most technical chapter of the book, Chapter 16. Thanks also to the many Web designers whose work is featured in this book, including Sheila Castelli and Davi Cheng.

Thanks to my entire family, most notably my adorable nieces, Mikayla, Savannah, and Jessica, whose photos appear in some of the screen shots in the book.

And finally, thanks to the entire team at Wiley Publishing, especially Tim Borek and Jody Lefever.

# Table of Contents

## chapter 1

### Getting Started with Dreamweaver

Introduction to the World Wide Web .....	4
The Many Ways to Design a Web Page .....	6
Plan Your Web Site .....	8
Start Dreamweaver on a PC.....	10
Start Dreamweaver on a Macintosh .....	11
Tour the Dreamweaver Interface on a PC.....	12
Tour the Dreamweaver Interface on a Macintosh .....	13
Show or Hide a Window .....	14
Exit Dreamweaver .....	15
Get Help.....	16



## chapter 2

### Setting Up Your Web Site

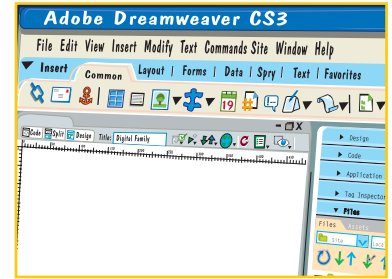
Define a New Web Site.....	20
Create a New Web Page.....	22
Add a Title to a Web Page .....	23
Save a Web Page.....	24
Preview a Web Page in a Browser.....	26



# chapter 3

## Exploring the Dreamweaver Interface

- Customize the Document Window ..... 30
- Format Content with the Property Inspector ..... 32
- Add an E-Mail Link from the Insert Panel ..... 34
- Correct Errors with the History Panel ..... 35
- Open a Panel ..... 36
- Create and Apply a Custom Command ..... 38
- Set Preferences ..... 40



# chapter 4

## Working with HTML

- Introduction to HTML ..... 44
- Work in Design View and Code View ..... 46
- Explore Head and Body Tags ..... 48
- Explore Block-Formatting Tags ..... 49
- Clean Up HTML Code ..... 50
- View and Edit Head Content ..... 52
- Access Reference Information About HTML Tags ..... 54

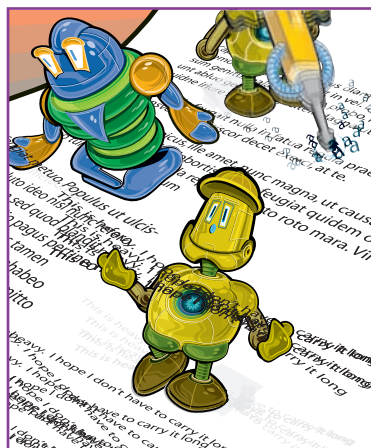


# Table of Contents

## chapter 5

### Formatting and Styling Text

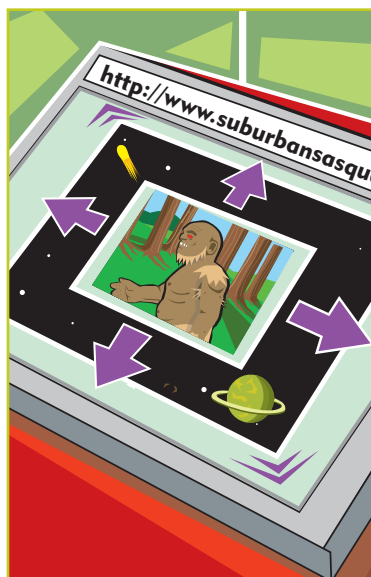
Create a Heading .....	58
Create Paragraphs .....	60
Create Line Breaks .....	62
Indent Paragraphs .....	63
Create Lists .....	64
Insert Special Characters .....	66
Change the Font Face .....	68
Change the Font Size .....	70
Change the Font Color .....	71
Change Text and Page Colors .....	72
Copy Text from Another Document .....	74



## chapter 6

### Working with Images and Multimedia

Insert an Image into a Web Page .....	78
Wrap Text Around an Image .....	80
Align an Image .....	82
Crop an Image .....	84
Resize an Image .....	86
Open an Image in an Image Editor .....	88
Add Space Around an Image .....	90
Add a Background Image .....	92
Change the Background Color .....	94
Change Text Colors .....	95
Insert a Flash File .....	96
Insert Flash Video Files .....	98
Create a Rollover Image .....	100
Insert a Navigation Bar .....	102



# chapter 7

## Creating Hyperlinks

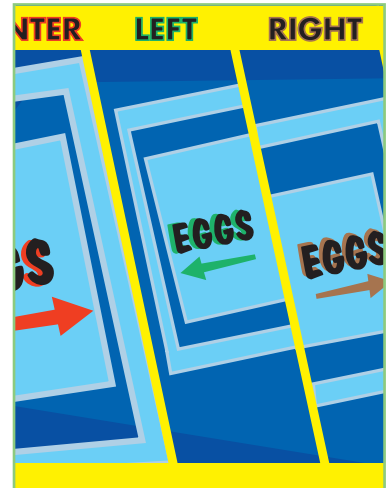
- Link to Other Pages in Your Web Site ..... 106
- Link to Another Web Site ..... 108
- Use an Image as a Link ..... 110
- Create a Jump Link within a Page ..... 112
- Create a Link to Another File Type ..... 114
- Create an Image Map ..... 116
- Create a Link Using the Files Panel ..... 118
- Open a Linked Page in a New Browser Window ..... 119
- Create an E-Mail Link ..... 120
- Check Links ..... 121
- Change the Color of Links on a Page ..... 122



# chapter 8

## Editing Table Designs in a Web Page

- Insert a Table into a Web Page ..... 126
- Insert Content into a Table ..... 128
- Change the Background of a Table ..... 130
- Change the Cell Padding in a Table ..... 132
- Change the Cell Spacing in a Table ..... 133
- Change the Alignment of a Table ..... 134
- Change the Alignment of Cell Content ..... 135
- Insert or Delete a Row or Column ..... 136
- Split or Merge Table Cells ..... 138
- Change the Dimensions of a Cell ..... 140
- Change the Dimensions of a Table ..... 141
- Use Percentages for Table Width ..... 142

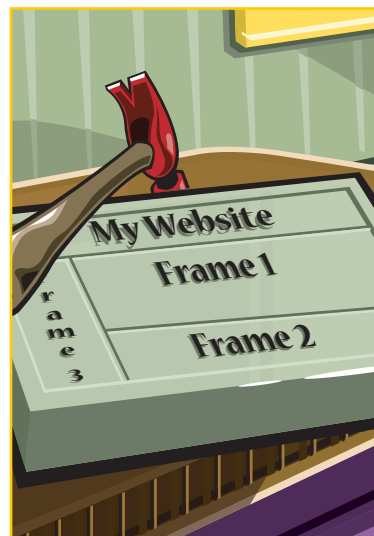


# Table of Contents

## chapter 9

### Creating Pages with Frames

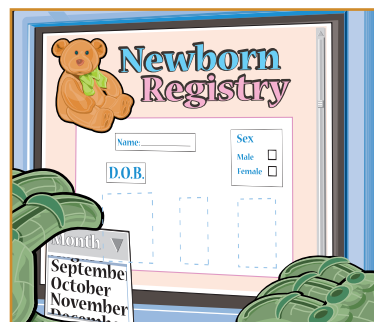
Introduction to Frames .....	146
Save a Frameset .....	147
Insert a Predefined Frameset .....	148
Divide a Page into Frames .....	150
Create a Nested Frame .....	151
Change the Attributes of a Frame .....	152
Add Content to a Frame .....	154
Delete a Frame .....	156
Name a Frame .....	157
Create a Link to a Frame .....	158
Format Frame Borders .....	160
Control Scroll Bars in Frames .....	162
Control Resizing in Frames .....	163



## chapter 10

### Creating Web-Based Forms

Introduction to Forms .....	166
Define a Form Area .....	167
Add a Text Field to a Form .....	168
Add a Check Box to a Form .....	170
Add a Radio Button to a Form .....	172
Add a Menu or List to a Form .....	174
Add a Submit Button to a Form .....	176
Add a Reset Button to a Form .....	177



# chapter 11

## Using Library Items and Templates

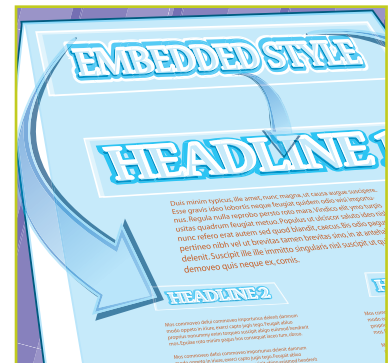
Introduction to Library Items and Templates .....	180
View Library Items and Templates .....	181
Create a Library Item .....	182
Insert a Library Item .....	184
Edit and Update a Library Item to Your Web Site .....	186
Detach Library Content for Editing .....	188
Create a Template .....	190
Set an Editable Region in a Template .....	192
Create a Page from a Template .....	194
Edit a Template and Update Your Web Site .....	196



# chapter 12

## Creating and Applying Cascading Style Sheets

Introduction to Cascading Style Sheets .....	200
Customize an HTML Tag .....	202
Create a Class Style .....	204
Apply a Class Style .....	206
Edit a Style .....	208
Create Styles with Page Properties .....	210
Create an External Style Sheet .....	212
Attach an External Style Sheet .....	214
Edit an External Style Sheet .....	216

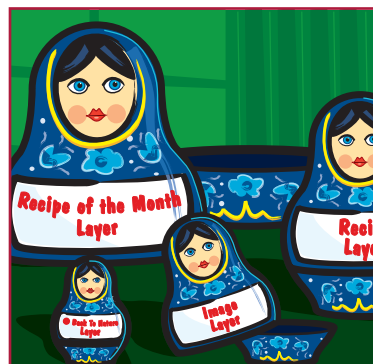


# Table of Contents

## chapter 13

### Designing a Web Site with CSS

Introduction to AP Divs .....	220
Create an AP Div with Content .....	222
Resize and Reposition AP Divs .....	224
Change the Stacking Order of AP Divs .....	226
Add a Behavior to an AP Div .....	228
Create Complex Designs with AP Divs .....	230
Create a Nested AP Div .....	232
Create a Centered CSS Layout .....	234
Edit a CSS Layout .....	236



## chapter 14

### Publishing a Web Site

Publish Your Web Site .....	240
Use the Site Window .....	241
Test Your Pages in Different Browsers .....	242
Organize Your Files and Folders .....	244
Set Up a Remote Site .....	246
Connect to a Remote Site .....	248
Upload Files to a Web Server .....	250
Download Files from a Web Server .....	252
Synchronize Your Local and Remote Sites .....	254



# chapter 15

## Maintaining a Web Site

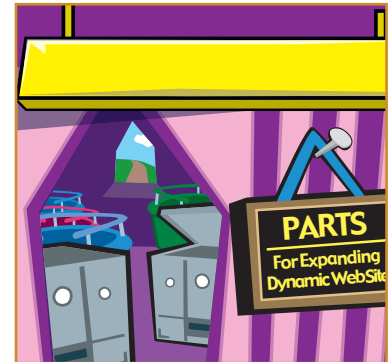
- View the Site Map ..... 258
- Manage Site Assets ..... 260
- Add Content with the Assets Panel ..... 262
- Specify Favorite Assets ..... 264
- Check a Page In or Out ..... 266
- Make Design Notes ..... 268
- Run a Site Report ..... 270
- Change a Link Sitewide ..... 271
- Find and Replace Text ..... 272



# chapter 16

## Building a Database-Driven Web Site

- The Power of Dynamic Web Sites ..... 276
- Install a Testing Server ..... 278
- Create a Database Connection ..... 282
- Configure a Dynamic Web Site ..... 286
- Create a Recordset ..... 288
- Add a Record ..... 292
- Update a Record ..... 293
- Add Recordset Paging ..... 294
- Create a Site Search ..... 296



# How to Use This Book

## How to Use This Teach Yourself VISUALLY Book

Do you look at the pictures in a book or newspaper before anything else on a page? Would you rather see an image instead of read about how to do something? Search no further. This book is for you. Opening **Teach Yourself VISUALLY Dreamweaver CS3** allows you to read less and learn more about the Dreamweaver program.

## Who Needs This Book

This book is for a reader who has never used this particular technology or software application. It is also for more computer literate individuals who want to expand their knowledge of the different features that Dreamweaver has to offer. We assume you already have basic computer experience, but want to learn the specifics of building Web sites with Dreamweaver.

## Book Organization

**Teach Yourself VISUALLY Dreamweaver CS3** has 16 chapters.

### Chapter Organization

This book consists of sections, all listed in the book's table of contents. A **section** is a set of steps that show you how to complete a specific computer task.

Each section, usually contained on two facing pages, has an introduction to the task at hand, a set of full-color screen shots and steps that walk you through the task, and a set of tips. This format allows you to quickly look at a topic of interest and learn it instantly.

Chapters group together three or more sections with a common theme. A chapter may also contain pages that give you the background information needed to understand the sections in a chapter.

## What You Need to Use This Book

### Using the Mouse

This book uses the following conventions to describe the actions you perform when using the mouse:

#### Click

Press your left mouse button once. You generally click your mouse on something to select something on the screen.

#### Double-click

Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.

#### Right-click

Press your right mouse button. When you right-click anything on the computer screen, the program displays a shortcut menu containing commands specific to the selected item.

#### Click and Drag, and Release the Mouse

Move your mouse pointer and hover it over an item on the screen. Press and hold down the left mouse button. Now, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

## The Conventions in This Book

A number of typographic and layout styles have been used throughout *Teach Yourself VISUALLY Dreamweaver CS3* to distinguish different types of information.

### Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

### Italics

Italic words introduce a new term and are followed by a definition.

### Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

### Bulleted Steps

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature.

## Indented Text

Indented text tells you what the program does in response to you following a numbered step. For example, if you click a certain menu command, a dialog box may appear, or a window may open. Indented text may also tell you what the final result is when you follow a set of numbered steps.

## Notes

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid, for example the loss of data. A note may also cross-reference a related area of the book. A cross-reference may guide you to another chapter, or another section within the current chapter.

## Icons and Buttons

Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.



You can easily identify the tips in any section by looking for the TIPS icon. Tips offer additional information, including tips, hints, and tricks. You can use the TIPS information to go beyond what you have learned in the steps.

# CHAPTER

# 1

## Getting Started with Dreamweaver



This chapter describes the World Wide Web, introduces the different types of information that you can put on a Web site, and shows you how to start Dreamweaver.

<b>Introduction to the World Wide Web .....</b>	<b>4</b>
<b>The Many Ways to Design a Web Page .....</b>	<b>6</b>
<b>Plan Your Web Site .....</b>	<b>8</b>
<b>Start Dreamweaver on a PC .....</b>	<b>10</b>
<b>Start Dreamweaver on a Macintosh .....</b>	<b>11</b>
<b>Tour the Dreamweaver Interface .....</b>	<b>12</b>
<b>on a PC</b>	
<b>Tour the Dreamweaver Interface</b>	
<b>on a Macintosh .....</b>	<b>13</b>
<b>Show or Hide a Window .....</b>	<b>14</b>
<b>Exit Dreamweaver .....</b>	<b>15</b>
<b>Get Help .....</b>	<b>16</b>

# Introduction to the World Wide Web

You can use Dreamweaver to create and publish pages on the World Wide Web.

## World Wide Web

The World Wide Web—or simply the Web—is a global collection of documents located on Internet-connected computers. You can access the Web by using a Web browser. Web pages are connected to one another by hyperlinks that you can click.



## Web Site

A Web site is a collection of linked Web pages stored on a Web server. Most Web sites have a home page that describes the information located on the Web site and provides a place where people can start their exploration of the Web site. The pages of a good Web site are intuitively organized and have a common theme.

## Dreamweaver

Dreamweaver is a program that enables you to create Web pages with hyperlinks, text, images, and multimedia. You can create your Web pages on your computer and then use Dreamweaver to transfer the finished files to a Web server where others can view them on the Web.





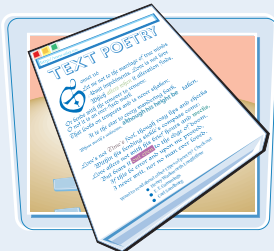
# The Many Ways to Design a Web Page

In the early days of the Internet, Web design was easy but boring. Today, there are many more ways to design Web pages, but first you have to decide which approach is best for your site. Here are a few of the options that you can choose.



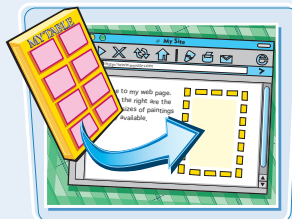
## Text and Images

Inserting text and images into a Web page is the simplest design option. Dreamweaver makes it easy to add images and text and to change the size, color, and font of the text on your Web page. It also makes it easy to organize text into paragraphs, headings, and lists, and to change alignment. However, if you want to create a more complex design, you need to use one of the other options described in this section.



## Tables

Tables have long been a popular choice for creating page designs. By merging and splitting table cells, you can create complex layouts using tables. By turning off the border, you can make the actual table invisible. Tables are quickly being replaced by CSS layouts. However, they are still recommended for tabular data (such as the kind of information you would find in a spreadsheet program). There are also still many Web sites that use tables to position images, text, and other elements on a page.



## Frames

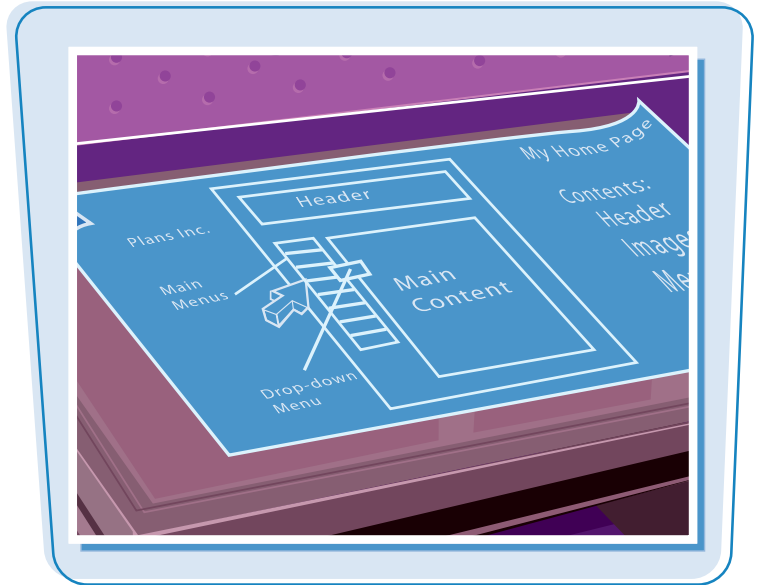
In a framed Web site, the Web browser window is divided into several rectangular frames, and a different Web page loads into each frame. Users can scroll through content in each frame, independent of the content in the other frames. Dreamweaver offers visual tools for building frame-based Web sites. Many designers recommend against using frames because they create pages that are hard to bookmark, they do not work as well in search engines, and navigating around frames can be confusing to visitors.





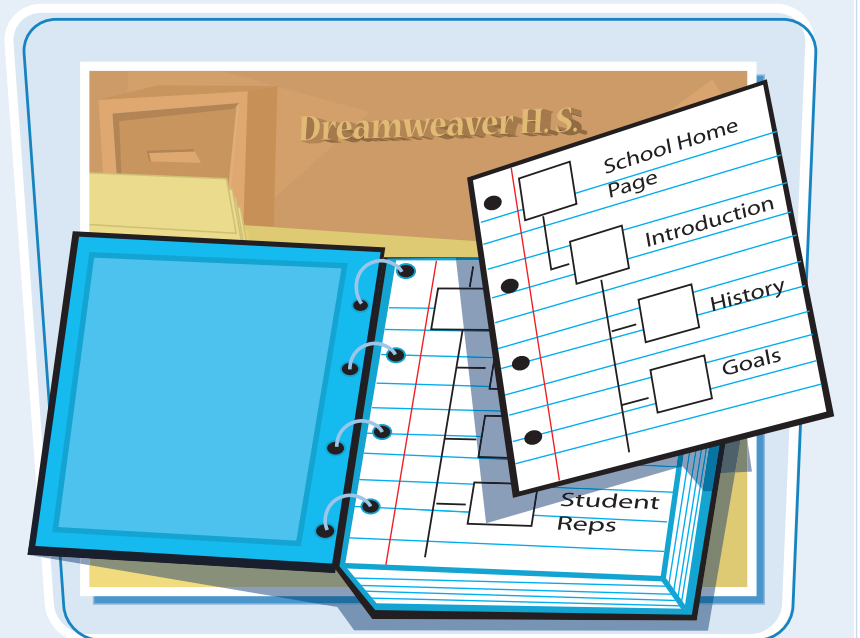
# Plan Your Web Site

Carefully planning your pages before you build them can help to ensure that your finished Web site looks great and is well organized. Before you start building your Web site, take a little time to organize your ideas and gather the materials that you will need.



## Organize Your Ideas

Build your Web site on paper before you start building it in Dreamweaver. Sketching out a Web site map, with rectangles representing Web pages and arrows representing links, can help you to visualize the size and scope of your project. Use sticky notes if you want to move pages around as you plan your Web site.



## Gather Your Content

Before you start building your Web site, gather all of the elements that you want to use. This process may require writing text, taking photos, and designing graphics. It can also involve producing multimedia content, such as audio and video files. Gathering all of your material together in the beginning makes it easier for you to organize your Web site once you start building it in Dreamweaver.



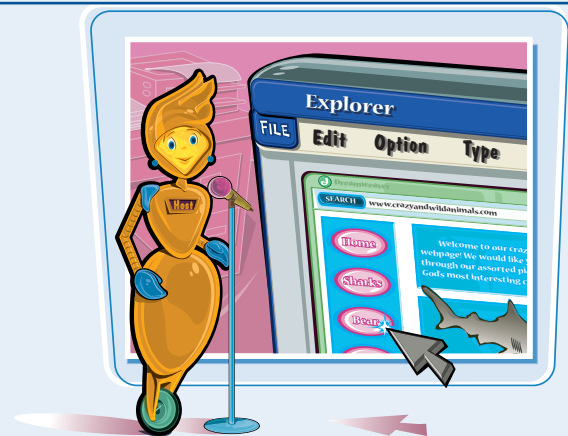
## Define Your Audience

Identifying your target audience can help you to decide what kind of content to offer on your Web site. For example, you may create a very different design for small children than for adults. It is important to know whether visitors are using the latest Web browser technology and how fast they can view advanced features, such as multimedia.



## Host Your Finished Web Site

To make your finished Web site accessible on the Web, you need to store, or host, it on a Web server. Most people have their Web sites hosted on a Web server at a commercial Internet service provider (ISP) or at their company or university.



# Start Dreamweaver on a PC

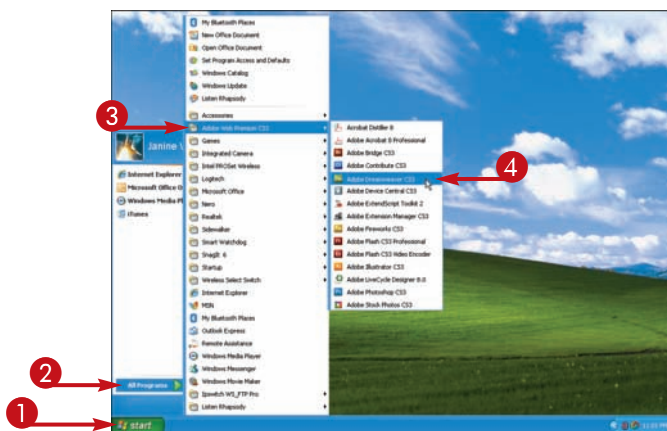
You can start Dreamweaver on a PC and begin building pages that you can publish on the Web. You first need to purchase and install Dreamweaver if you do not have it already. You can also download a free, trial version at [www.adobe.com](http://www.adobe.com).



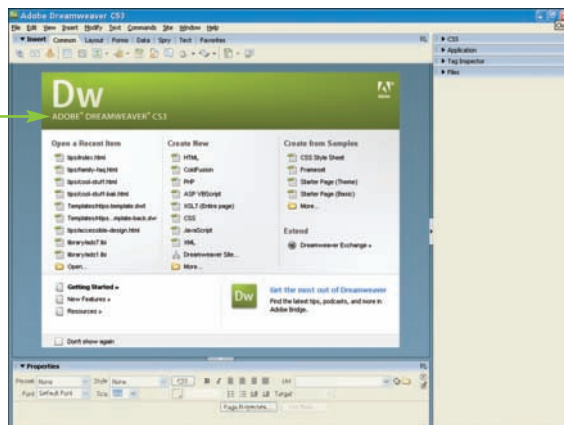
## Start Dreamweaver on a PC

- 1 Click **Start**.
- 2 Click **All Programs**.
- 3 Click **Adobe Web Premium CS3**.
- 4 Click **Adobe Dreamweaver CS3**.

*Note: Your path to the Dreamweaver application may be different, depending on how you installed your software and your operating system.*



- The Dreamweaver start screen appears.





# Start Dreamweaver on a Macintosh

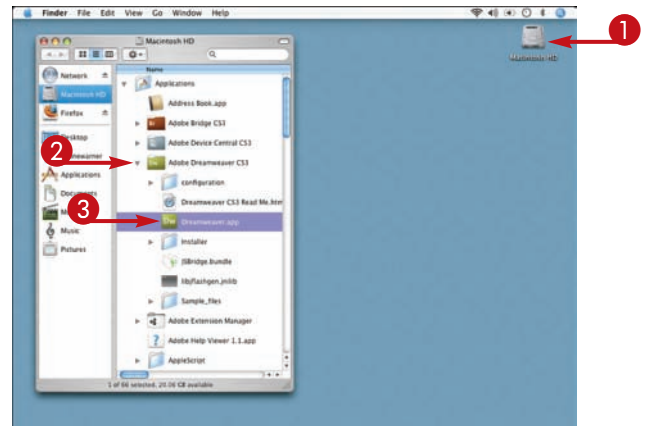
You can start Dreamweaver on a Macintosh and begin building pages that you can publish on the Web. You first need to purchase and install Dreamweaver if you do not have it already. You can also download a free, trial version at [www.adobe.com](http://www.adobe.com).



## Start Dreamweaver on a Macintosh

- 1 Double-click your hard drive icon.
- 2 Click here to open the **Adobe Dreamweaver CS3** folder (  ).
- 3 Double-click the **Dreamweaver CS3** icon (  ).

*Note:* The exact location of the Dreamweaver folder depends on how you installed your software.

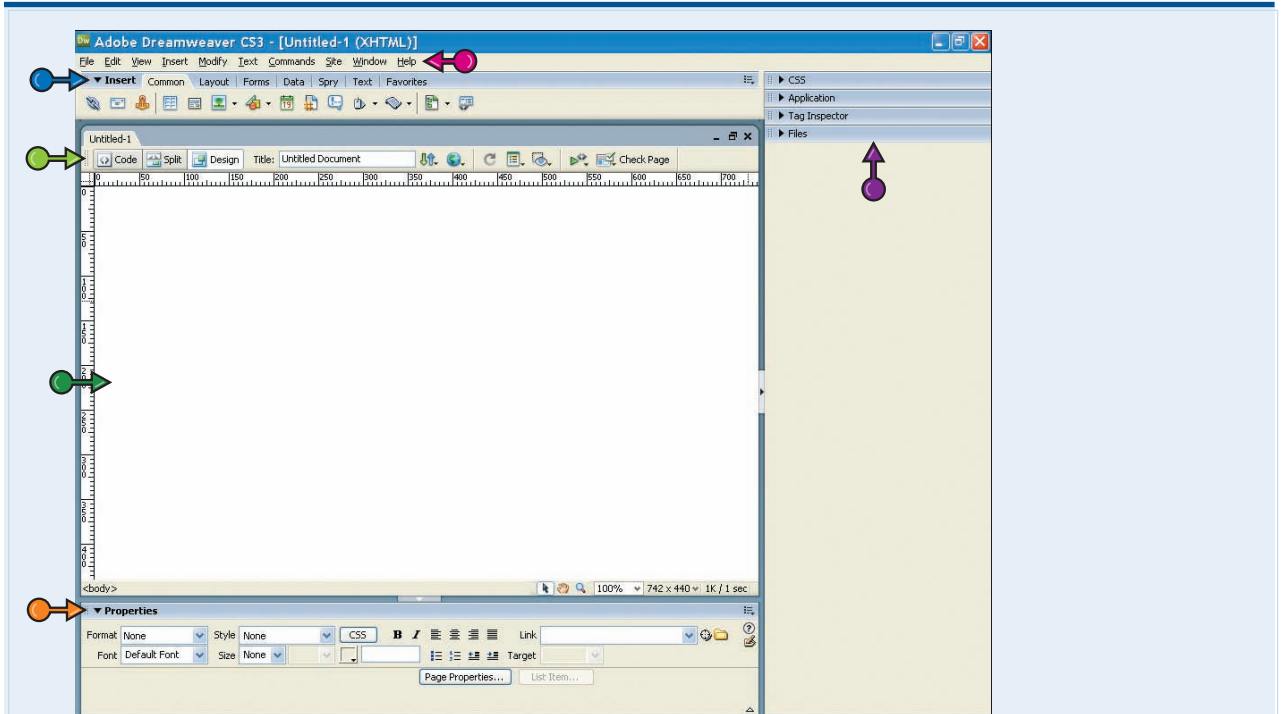


- The Dreamweaver Welcome Screen appears.



# Tour the Dreamweaver Interface on a PC

Dreamweaver CS3 on a PC features a variety of windows, panels, and inspectors.



## Toolbar

Contains shortcuts to preview and display features, and a test field where you can specify the title of a page.

## Menus

Contains the commands for using Dreamweaver. Many of these commands are duplicated within the windows, panels, and inspectors of Dreamweaver.

## Insert Bar

Provides easy access to common features. There are several different insert bars that you can select, depending on the type of features you want to insert in your page.

## Property Inspector

Used to display and edit attributes of any element selected in the Document window.

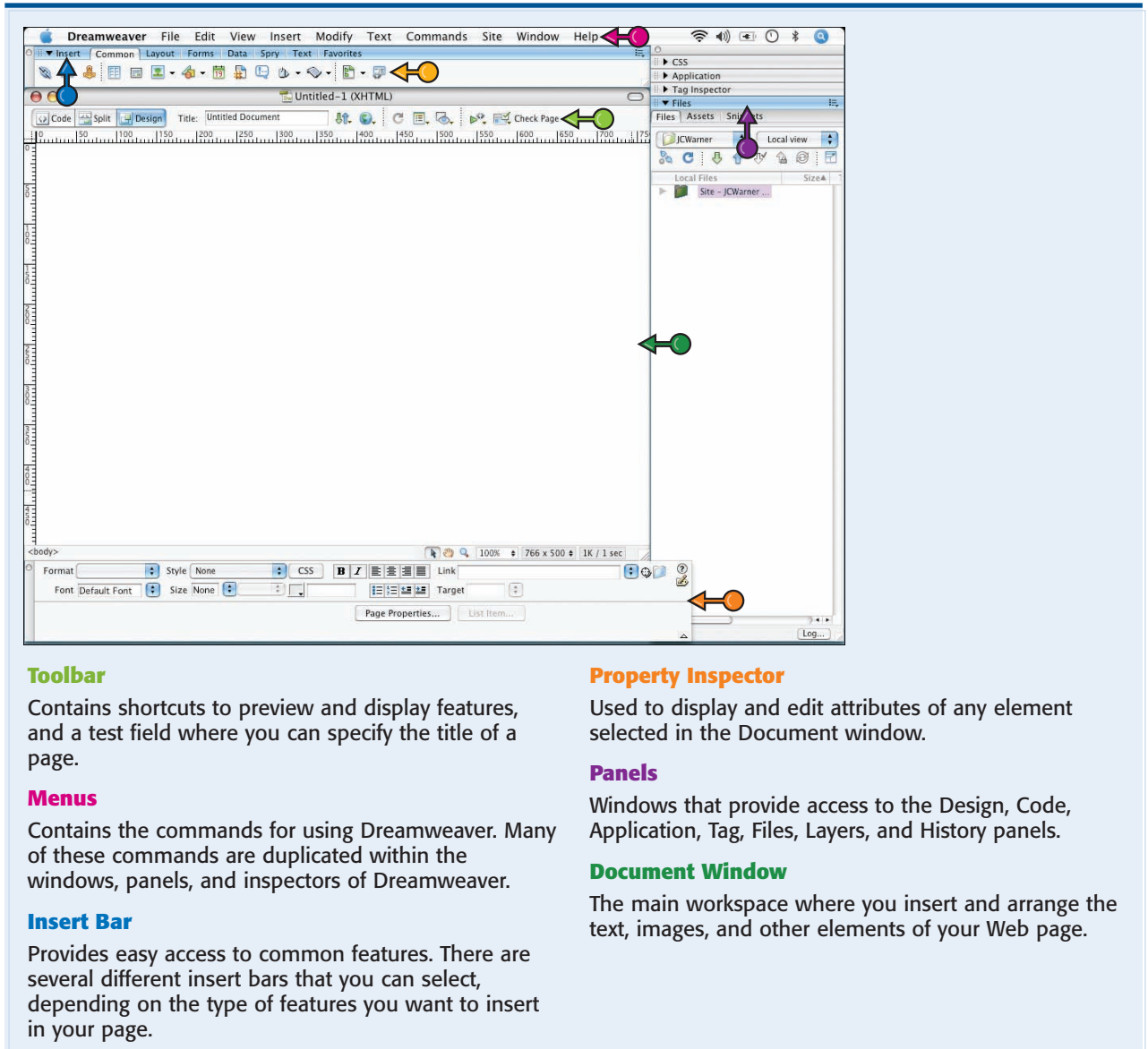
## Panels

Windows that provide access to the Design, Code, Application, Tag, Files, Layers, and History panels.

## Document Window

The main workspace where you insert and arrange the text, images, and other elements of your Web page.

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## Document Window

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# Show or Hide a Window

You can show or hide accessory windows, also called panels and inspectors, by using commands in the Window menu.



## Show or Hide a Window

- 1 Click **Window**.
- 2 Click the name of the window, panel, or inspector that you want to open.

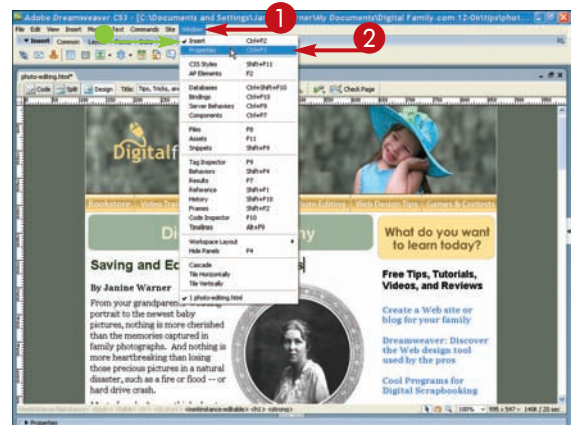
This example opens the Property inspector.

- A check mark next to a name indicates that the window, panel, or inspector is open.

- Dreamweaver displays the inspector.

To hide a window, panel, or inspector, you can click **Window** and then click the check-marked (✓) name.

You can click **Window** and then click **Hide Panels** to hide everything except the Document window and toolbar.



You can exit Dreamweaver to close the program.

You should always exit Dreamweaver and all other programs before turning off your computer.



### Exit Dreamweaver

- 1 Click **File**.
- 2 Click **Exit**.



Before quitting, Dreamweaver alerts you to save any open documents that have unsaved changes.

- 3 Click **Yes**.

Dreamweaver exits.

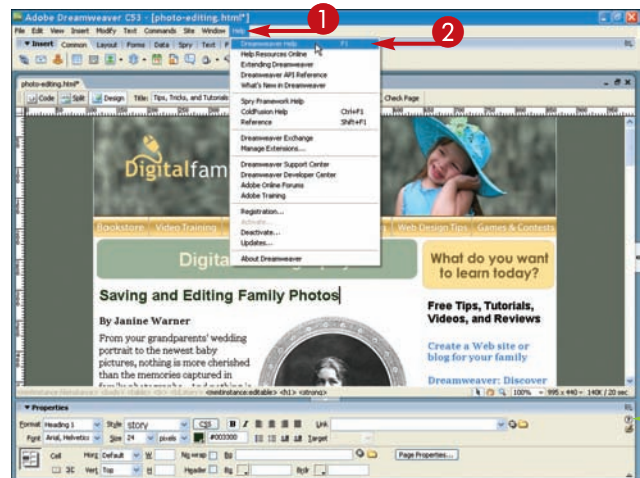


You can use the help tools that are built into Dreamweaver to find answers to your questions or to learn techniques that you do not know.



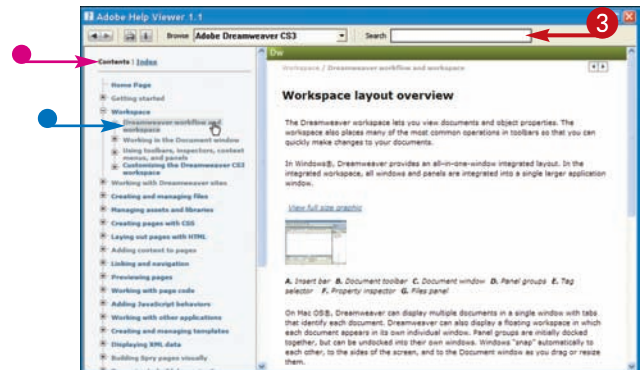
## Get Help

- 1 Click **Help**.
  - 2 Click **Dreamweaver Help**.
- You can also click the **Help** icon (🔍) in the Property inspector.



The Using Dreamweaver help page opens.

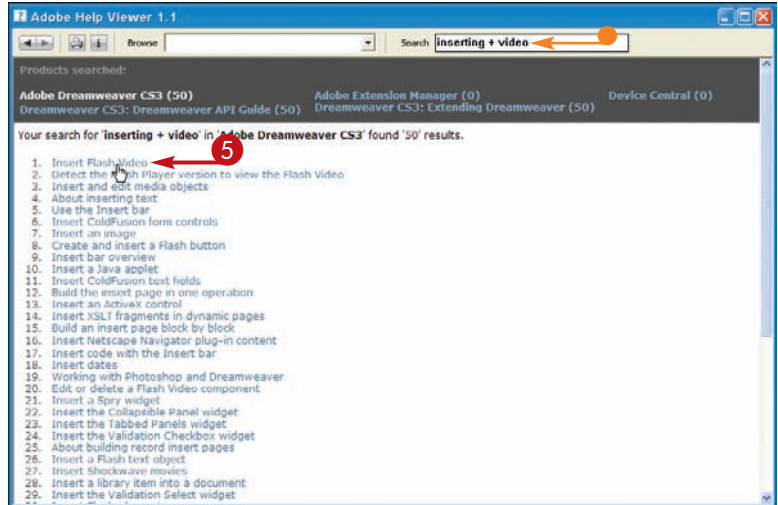
- You can click the **Contents** tab to view available help topics.
  - You can click any topic to display the results in the help window.
- 3 You can search for a topic in Dreamweaver Help by typing one or more keywords into the Search field.
  - 4 Press **Enter** (Return).



A list of topics appears.

- You can narrow your search by entering keywords separated by a plus sign.
- 5 Click a topic from the search result list.

Information appears on the topic you selected.



## TIP

### Are there different ways of opening the help tools and other options in Dreamweaver?

Very often, yes. As with many programs, there is often more than one way to do the same task. For example, you can access many tools and commands, such as Modify Page Properties, by using either a menu or the Property inspector. You can also use the Split or Code view commands to view and edit the HTML code directly, if you know how to write HTML.

