



Introduction to Dreamweaver CS3

I. GETTING STARTED:

- To create a new document, go to File > New > Document (⌘ + N).
- Under “Page Type,” choose the default “HTML” and click Create.

II. GETTING FAMILIAR WITH THE SCREEN:

- **Layout** – The first thing to notice is the way the DW page is set up. It helps to go to Window > Workspace Layout > Default to make sure you’re working in the default layout.
- **Code/Split/Design** – Next, look at the top left of the screen to see if you’re working in the code, split, or design view. If you’re at all familiar with HTML, I find it helps to work in the “split” view of the screen so you can see both at the same time.
- **Preview (“globe”) button** - Find the globe icon on the tool bar at the top of your screen. This will be very useful when it comes time to preview your web page in different browsers (i.e., Safari, Firefox).
- **Common tab** – The common tab makes it very easy to set up tables, insert images, and add hyperlinks simply by clicking on the various icons (drag your cursor over the icon to see its function). If you do not see this tab at the top of your screen, go to Window > Insert.

III. SETTING UP TABLES:

- **Insert Table** - To set up a table, go to Insert > Table. You can also insert a table by going to the Common tab at the top of the screen and clicking on the “Table” icon (the 4th one over from the left).
- **Formatting your table** - When you see the pop-up (after Insert > Table), decide how many rows/columns you would like. If you’re not sure, start with the default; you can always “split” the columns or rows later on. Also, set your table width to 950 pixels (most common for fixed-width layouts). Once you see the table appear on your page, hover your cursor over the bottom right corner of the table to drag and enlarge it. You can also change the alignment of the table by adjusting the “Align” settings under Table Properties. (If you don’t see the Properties panel at the bottom of your screen, go to Window > Properties.)
- **Splitting a cell & adding rows/columns:** If you decide later on that you want to split a table’s cell, click somewhere on the cell then go to Modify > Table > Split Cell (shortcut: ⌘ + M). You’ll see Insert Rows, Insert Columns here too.

IV. PAGE PROPERTIES:

- **Formatting font, color, etc:** Go to Window > Properties and then click on the “Page Properties” button at the bottom of the screen. In the pop-up window, make sure “Appearance” is highlighted on the left. Choose a background color (remember this will be the color for your *entire* DW page. You also have the option to color each cell in the table individually.) Go back and choose a text color, then click on “Links” and choose a link color and style.

IV. HYPERLINKING:

- To hyperlink something on your page to another website or DW page, highlight the word to be linked (e.g., The New York Times) then click on the icon that looks like a chain in the Common tab at the top of your DW page (it’s the 1st one from the left). Changing Target to “_blank” makes it so that the linked webpage will open up in a new tab. Type in the text you want displayed on your page in the “Text” box and then type in the complete URL for the link (e.g., <http://www.nytimes.com>). Click OK. To test that this works, make sure to preview your page in a browser window.

V. INSERTING IMAGES:

- Click on the Image icon in the Common tab (5th icon over from the left) and browse for the image file you’d like to import. Select your .jpg and click “Choose”. The image should now appear on the DW page.
- Make sure to save your page!