
A Presentation of TeachUcomp Incorporated.
Copyright © **TEACHUCOMP, INC.** 2005

**ADVANCED
DREAMWEAVER**

TEACHUCOMP, INC.

...it's all about you

ADVANCED DREAMWEAVER

Copyright:

Copyright © 2005 by TeachUcomp, Inc. All rights reserved. This publication, or any part thereof, may not be reproduced or stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, recording, photocopying, or otherwise, without the express written permission of TeachUcomp, Inc.

For PDF manuals, TeachUcomp, Inc. allows the owner of the PDF manual to make up to 2 additional copies of the PDF manual that the owner may place on up to 2 additional non-shared computer hard drives for ease of use when using the accompanying CD-ROM tutorials. TeachUcomp, Inc. also grants unlimited personal printing rights to the owner, strictly limited to the purposes of personal or private non-profit education or research.

The unauthorized reproduction or distribution of this copyrighted work is illegal. Criminal copyright infringement, including infringement without monetary gain, is investigated by the FBI and is punishable by up to five years in federal prison and a fine of \$250,000.

Trademark Acknowledgements:

Dreamweaver 4, Dreamweaver MX, Dreamweaver MX 2004, and Dreamweaver 8 are registered trademarks of Macromedia, Inc. Windows, Windows 95, Windows 98, Windows NT, Windows Me, and Windows XP are registered trademarks of Microsoft Corporation. Other brand names and product names are trademarks or registered trademarks of their respective holders.

Disclaimer:

While every precaution has been made in the production of this book, TeachUcomp, Inc. assumes no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein. These training materials are provided without any warranty whatsoever, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. All names of persons or companies in this manual are fictional, unless otherwise noted.

TEACHUCOMP, INC.

2450 Delhi Commerce Drive
Suite 8
Holt, MI 48842

Phone: (517) 694-0268
Fax: (517) 694-3130
www.teachucomp.com

LESSON 15-

ODDS AND ENDS

- USING THE SPELLING CHECKER
- USING THE RULERS AND GRIDS
- INSERTING FLASH TEXT
- INSERTING FLASH BUTTONS
- SETTING WEB PAGE PROPERTIES

ODDS AND ENDS

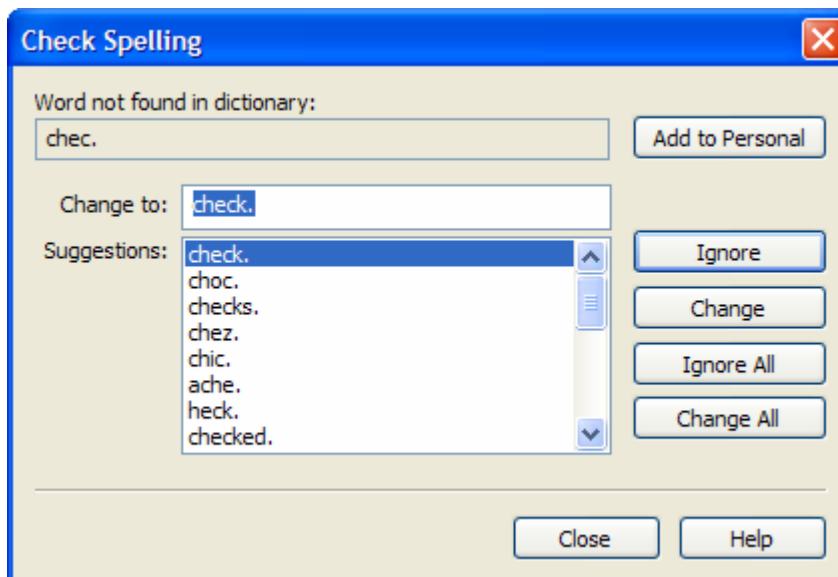
Using the Spelling Checker:

It is a good idea to check the spelling in the web pages that you create. If you have ever used a spell checking tool in an application such as Microsoft Word, then you will find this to be a familiar feature. This tool checks the spelling of all of the text on your document. Note, however, that this tool cannot check text within an image or other types of graphical text you insert into the web page.

To run the spell checker on your web page, first open the web page which you wish to spell check. Then click into the top of the document, as the spell checker will check from the insertion point down through the page. Select “Text| Check Spelling” from the Menu Bar to launch the “Check Spelling” dialog box. Dreamweaver will find the first misspelled word in the page and display it in the “Word not found in dictionary:” text box. A list of possible words that you may have meant to use will be displayed in the “Suggestions:” list, and you can click on a word shown there to select it. You can also just type the correct spelling of the word into the “Change to:” text box. To then change the misspelling into the word shown in the “Change to:” text box, you can either click the “Change” button or the “Change All” button. Clicking the “Change” button will change the single instance of the misspelling into the word shown in the “Change to:” text box and clicking the “Change All” button would change all instances of the misspelling to the word shown in the “Change to:” text box throughout the document.

If the word shown in the “Word not found in dictionary:” box is not a misspelling, you can take a few corrective actions in that situation, as well. If the word is used infrequently, you can just click the “Ignore” button to ignore the word and continue. If the word occurs frequently in the document, but not in other pages, you can click the “Ignore All” button to ignore all instances of the word throughout the document. If the word is one that is used frequently, then you can click the “Add to Personal” button to add the word shown into Dreamweaver’s internal dictionary. That way, it will never be marked as a misspelling in the future.

If you did not start the spell checker from the top of the page, then when Dreamweaver reaches the bottom of the page, it will prompt you to continue checking the rest of the document. You can click the “Yes” button to continue the spell check at the top, returning to your starting position. When the spell check is completed, you will see that information appear in a message box, where you can click “OK” to finish the spell checker.



Using the Rulers and Grids:

You can enable the display of rulers and background grid lines in the web page design view to assist you in creating more intricate and precise web page layouts. To enable the display of the rulers, select “View| Rulers| Show” from the Menu Bar. This is the same command that you can use to turn this feature off, as well. When enabled, this places a ruler at the top and left sides of the web page when in design view. You can select the unit of measurement to display on the rulers by selecting “View| Rulers” from the Menu Bar and then choosing the desired unit of measurement from the side menu which appears: “Pixels,” “Inches,” or “Centimeters.”

You can also see that the origin point of the rulers is set to the upper left corner of the web page, by default. If you want to change the origin point, just click and drag from the small square in the upper left corner of the page where the rulers meet to the point in the page which you would like to set as the new origin. This will then change the measurement units displayed in the rulers, taking the newly selected position as the origin point. You can reset the default origin point of the rulers by selecting “View| Rulers| Reset Origin” from the Menu Bar.

In addition to the rulers, you can also enable the display of gridlines in the web page’s design view. You can both enable and disable the display of the gridlines in a web page by selecting “View| Grid| Show Grid” from the Menu Bar. To set the properties of the grid displayed, you can choose “View| Grid| Grid Settings...” from the Menu Bar to launch the “Grid Settings” dialog box. Here you can use the “Color:” color box to set the color of the gridlines from the pop-up palette of colors available. There is a checkbox for “Show grid,” which you can use to show and hide the grid. There is also a checkbox for “Snap to grid,” which you can use to enable or disable the snapping of web objects to the gridlines shown. You can change the spacing of the gridlines by typing the desired amount of spacing between gridlines in to the “Spacing:” text box. You can then use the drop-down to the right of that to select the unit of measurement to use for the number entered: “Pixels,” “Inches,” or “Centimeters.” You can also select the display of the gridlines in the web page by choosing either the “Lines” or “Dots” option button. When you have finished, click “OK” to close the dialog box and return to the web page.

Inserting Flash Text:

Macromedia Flash is an animation application used to create quick-loading animations suitable for web page display. While it is a separate program from Dreamweaver, Dreamweaver does contain some small elements of Flash that you can use regardless of whether or not you purchased the Flash program. Flash text is animated text which you can use in Dreamweaver.

To insert Flash text into your web page, first click into the place in the page at which you want to insert the Flash text animation. Then, if using Dreamweaver 8 or MX 2004, select “Insert| Media| Flash Text” from the Menu Bar. If you are using Dreamweaver MX, select “Insert| Interactive Images| Flash Text” from the Menu Bar. This will launch the “Insert Flash Text” dialog box. First, select the desired font to use from the “Font:” drop-down. To the right of that, enter a font size (in points) into the “Size:” text box. Below the “Font:” drop-down, you can click one of the buttons shown to apply (in order from left to right) bolding, italics, left alignment, center alignment, or right alignment to the text. Then you can use the “Color:” color box to select a color for the text from the pop-up palette of color choices available. Use the “Rollover color:” color box to select the color which you want the text to become when the user rolls their mouse pointer over the Flash text. Then you can type the text that you want to display into the “Text:” text box. If you ensure that the “Show font” checkbox is checked, then the font shown in the “Text:” text box will reflect the selected font. Otherwise, the font choices do not impact the preview of the text shown.

ODDS AND ENDS

Inserting Flash Text (cont.):

You can click the “Browse...” button at the right end of the “Link:” text box to set an internal link or just type one into the “Link:” box itself. If you do set a hyperlink for the Flash text, you can then use the “Target” drop-down to select into which frame you want the targeted hyperlink file to display. If you wish to use a background color for the Flash text, then select a color from the “Bg color:” color box. In the “Save as:” text box, enter the name you want to give to the file. If you want to save it into a specific directory using the traditional dialog box, then you can click the “Browse...” button at the right end of the “Save as:” text box. In the “Select File” dialog box which appears, you can use the “Save in:” drop-down to choose the folder into which to save the flash animation and then type a name for the animation into the “File name:” text box. You can then click “Save” to return to the “Insert Flash Text” dialog box. When you are ready to insert your text, click “OK” to insert the Flash text and save the flash animation file that is created by this process.

If using Dreamweaver 8, then you will see the “Flash Accessibility Attributes” dialog box appear. You can use this dialog box to make the flash content accessible to screen readers. You can type a title for the button into the “Title:” text box. Then you can enter a keyboard key into the “Access key:” text box, if desired. This will allow visitors to select the flash object by pressing “Ctrl” on their keyboard plus the indicated letter. You can then enter a number into the “Tab index:,” if desired. This is the order in which the objects in the web page will receive the focus when the visitor presses the tab key on their keyboard. When you have entered all of the necessary information, click “OK” to insert the flash object.

To edit the Flash text settings after it is inserted into the page, first select the Flash text to edit. Then click the “Edit...” button shown in the “Properties” panel to edit the settings of the Flash text in the “Insert Flash Text” dialog box. After making the needed changes in this dialog box, click “OK” to close it and return to the web page when you are finished.

Inserting Flash Buttons:

You can also insert Flash buttons into your web site to enhance the visual appeal of the web site and also give your visitors fancier buttons to click. Like the Flash text, the Flash buttons are actually small animation files. You can insert a Flash button by first clicking into the place in the web page where you want to insert the Flash button. Then, if using Dreamweaver 8 or MX 2004, select “Insert| Media| Flash Button” from the Menu Bar. If you are using Dreamweaver MX, select “Insert| Interactive Images| Flash Button” from the Menu Bar. This will launch the “Insert Flash Button” dialog box. At the top of this dialog box is an interactive sample of the way that the currently selected button choice will appear. When you hold your mouse pointer over the button shown in the “Sample:” box, you will see the button’s Flash animation effect, if there is any.

You can select another button choice to preview in the “Style:” list box. Once you have made your desired style selection, you can type the text you want the button to display into the “Button text:” text box. You can then specify the font you wish to use for the text from the “Font:” drop-down. To the right of that, you can type the font size you want to use into the “Size:” text box. Next, you can either type the URL address to which you want to direct the visitor when they click on the Flash button into the “Link:” text box or click the “Browse...” button at the right end of the “Link:” text box to open the “Select File” dialog box to select the web page in your site to which you want to direct the visitor. You can then use the “Target:” drop-down to select the name of the frame into which you want the hyperlinked document to appear, if necessary. If you would like to set a background color for your Flash button, then click the “Bg color:” color box to select the desired background color from the palette of color choices available. Finally, you can

Inserting Flash Buttons (cont.):

either type the name of the Flash animation file you want to create into the “Save as:” text box, or click the “Browse...” button to save it using the “Select File” dialog box. When you are ready to save and insert the Flash button, click “OK” in the “Insert Flash Button” dialog box.

If using Dreamweaver 8, then you will see the “Flash Accessibility Attributes” dialog box appear. You can use this dialog box to make the flash content accessible to screen readers. You can type a title for the button into the “Title:” text box. Then you can enter a keyboard key into the “Access key:” text box, if desired. This will allow visitors to select the flash object by pressing “Ctrl” on their keyboard plus the indicated letter. You can then enter a number into the “Tab index:,” if desired. This is the order in which the objects in the web page will receive the focus when the visitor presses the tab key on their keyboard. When you have entered all of the necessary information, click “OK” to insert the flash object.

Like Flash text, you can edit the settings of the Flash buttons after you have created them. To do this, select the Flash button to edit in the web page by clicking it once. Then click the “Edit...” button in the “Properties” panel to open the “Insert Flash Button” dialog box again. You can then make the desired changes to the button and click “OK” to close the dialog box and update the button.

Setting Web Page Properties:

You can edit the general properties of a web page to set default web page attributes like the size of the margins in the web page, the default color of text, and several other properties, as well. To access the default web page properties of the currently selected web page, choose “Modify| Page Properties...” from the Menu Bar. This will then launch the “Page Properties” dialog box. Depending upon which version of Dreamweaver you are using, this dialog box will look very different. In Dreamweaver MX, it was a single page of options. In Dreamweaver 8 and MX 2004, the setup is similar to the “Preferences” dialog box, where you have various categories of properties listed at the left side of the dialog box which you can click in order to set the attributes in that category which appear to the right. First we will discuss the layout in Dreamweaver 8 and MX 2004 and then look at the layout in Dreamweaver MX.

In the “Page Properties” dialog box in Dreamweaver 8 or MX 2004, you can select the “Appearance” category in the “Category” list at the left side of the dialog box to set the general properties of the web page in the area to the right. Here you can use the “Page font:” drop-down to select the default font used in the web page. You can also click either the “B” or “I” buttons to the right of the drop-down to apply bolding or italics, by default. You can use the “Size:” drop-down to select a font size from the list, or you can type a desired number into the box. Then use the drop-down to the right of the “Size:” text box to select a unit of measurement for the number selected. You can click the “Text color:” color box to choose a default font color to be used in the web page from the pop-up palette of color choices which appears. You can also select a default background color for the web page from the “Background color:” color box. If you would prefer to use a background image for the web page, you can click the “Browse...” button to the right of the “Background image:” text box to select the image file to use from the “Select Image Source” dialog box which appears. In the bottom section, you can enter numbers and then select a unit of measurement for the “Left margin:,” “Right margin:,” “Top margin:,” and “Bottom margin:” in the web page.

Next, you can click the “Links” category in the “Category” list at the left side of the dialog box to set the default display of hyperlinks in the web page. To the right, you can use the “Link font:” drop-down to set the default font used for text hyperlinks in your web page. You can also click either the “B” or “I” buttons to the right of the drop-down to apply bolding or italics, by default. You can use the “Size:” drop-down to select a font size from the list, or you can type a desired number into the box. Then use the drop-down to the right

Setting Web Page Properties (cont.):

of the “Size:” text box to select a unit of measurement for the number selected. You can then click any of the four color boxes to set the default color used for the “Link color:,” the “Rollover links:,” the “Visited links:” and the “Active links:.” You can then choose the default appearance and behavior of the underline used for hyperlinks from the “Underline style:” drop-down.

You can click the “Headings” category from the “Category” list at the left side of the dialog box to set the default appearance of the HTML heading styles used in the web page, by default. You can use the “Heading font:” drop-down to select the font used for the HTML heading styles. You can also click either the “B” or “I” buttons to the right of the drop-down to apply bolding or italics, by default. Below that, for each one of the six heading styles listed, use the drop-down to the right of the name of the style to select a font size or type a number into the box. Then use the drop-down to the right of that to select the unit of measurement for the number you entered. At the far right, you can click the color box to set the text color of that HTML heading style.

You can click the “Title/Encoding” category in the “Category” list to set the title of the web page and the encoding used for the page. The page title is very important, as that is often used by search engines to determine the content of your web page. Just type the page title you want to use into the “Title:” text box. You can then use the “Encoding:” drop-down to select the default encoding of the information in the web page. Typically, this is set to “Western European,” but you can change this, if needed. When you have finished setting the web page properties, just click the “OK” button to apply the selected settings.

If using Dreamweaver MX, then the dialog box changes a bit. In this single dialog box, you can set all of the available page properties. Type the page title you want to use for the web page into the “Title:” text box. If you would like to set a background image for the web page, you can click the “Browse...” button to the right of the “Background image:” text box to select the image file to use from the “Select Image Source” dialog box which appears. If you prefer to use a single color for the background versus an image, you can select a default background color for the web page from the “Background:” color box. You can click the “Text:” color box to choose a default font color to be used in the web page from the pop-up palette of color choices which appears. Likewise, you can use the color boxes available here to set the color of the “Links:,” “Visited Links:,” and “Active Links:.” You can type a number and unit of measurement into the “Left Margin:,” “Top Margin:,” “Margin Width:,” and “Margin Height:” text boxes. You can then select an encoding of the page from the “Document Encoding:” drop-down, if needed. You can click the “Browse...” button at the right side of the “Tracing Image:” text box to open the “Select Image Source” dialog box, where you can choose an image to use for tracing, if needed. If you have selected a tracing image, you can then set the transparency of the image by using the “Transparency:” slider to choose a setting between completely transparent or completely opaque. When you have the properties of the web page set as you would like them, just click “OK” to close the “Page Properties” dialog box and return to the web page.

ACTIONS- ODDS AND ENDS

USING THE SPELLING CHECKER:

1. Click into the top of the document, as the spell checker will check from the insertion point down through the page.
2. Select “Text| Check Spelling” from the Menu Bar to launch the “Check Spelling” dialog box.
3. Dreamweaver will find the first misspelled word in the page and display it in the “Word not found in dictionary:” text box.
4. A list of possible words that you may have meant to use will be displayed in the “Suggestions:” list, and you can click on a word shown there to select it.
5. You can also just type the correct spelling of the word into the “Change to:” text box.
6. To then change the misspelling into the word shown in the “Change to:” text box, you can either click the “Change” button or the “Change All” button. Clicking the “Change” button will change the single instance of the misspelling into the word shown in the “Change to:” text box and clicking the “Change All” button would change all instances of the misspelling to the word shown in the “Change to:” text box throughout the document.
7. If the word shown in the “Word not found in dictionary:” box is not a misspelling, you can just click the “Ignore” button to ignore the word and continue. If the word occurs frequently in the document, but not in other pages, you can click the “Ignore All” button to ignore all instances of the word throughout the document. If the word is one that is used frequently, then you can click the “Add to Personal” button to add the word shown into Dreamweaver’s internal dictionary. That way, it will never be marked as a misspelling in the future.
8. If you did not start the spell checker from the top of the page, then when Dreamweaver reaches the bottom of the page, it will prompt you to continue checking the rest of the document. You can click the “Yes” button to continue the spell check at the top, returning to your starting position.
9. When the spell check is completed, you will see that information appear in a message box, where you can click “OK” to finish the spell checker.

USING RULERS AND GRIDS:

1. To enable and disable the display of the rulers, select “View| Rulers| Show” from the Menu Bar.
2. You can select the unit of measurement to display on the rulers by selecting “View| Rulers” from the Menu Bar and then choosing the desired unit of measurement from the side menu which appears: “Pixels,” “Inches,” or “Centimeters.”
3. If you want to change the origin point of the rulers, just click and drag from the small square in the upper left corner of the page where the rulers meet to the point in the page which you would like to set as the new origin.
4. You can reset the default origin point of the rulers by selecting “View| Rulers| Reset Origin” from the Menu Bar.
5. You can both enable and disable the display of the gridlines in a web page by selecting “View| Grid| Show Grid” from the Menu Bar.
6. To set the properties of the grid displayed, you can choose “View| Grid| Grid Settings...” from the Menu Bar to launch the “Grid Settings” dialog box.
7. Here you can use the “Color:” color box to set the color of the gridlines from the pop-up palette of colors available.

(cont.)

ACTIONS- ODDS AND ENDS

USING RULERS AND GRIDS (CONT.):

8. There is a checkbox for "Show grid," which you can use to show and hide the grid.
9. There is also a checkbox for "Snap to grid," which you can use to enable or disable the snapping of web objects to the gridlines shown.
10. You can change the spacing of the gridlines by typing the desired amount of spacing between gridlines in to the "Spacing:" text box. You can then use the drop-down to the right of that to select the unit of measurement to use for the number entered: "Pixels," "Inches," or "Centimeters."
11. You can also select the display of the gridlines in the web page by choosing either the "Lines" or "Dots" option button.
12. When you have finished, click "OK" to close the dialog box and return to the web page.

INSERTING AND EDITING FLASH TEXT:

1. Click into the place in the page at which you want to insert the Flash text animation.
2. If using Dreamweaver 8 or MX 2004, select "Insert| Media| Flash Text" from the Menu Bar. If using Dreamweaver MX, select "Insert| Interactive Images| Flash Text" from the Menu Bar.
3. In the "Insert Flash Text" dialog box, select the desired font to use from the "Font:" drop-down.
4. To the right of that, enter a font size (in points) into the "Size:" text box.
5. Below the "Font:" drop-down, click one of the buttons shown to apply (in order from left to right) bolding, italics, left alignment, center alignment, or right alignment to the text.
6. You can use the "Color:" color box to select a color for the text from the pop-up palette of color choices available.
7. Use the "Rollover color:" color box to select the color which you want the text to become when the user rolls their mouse pointer over the Flash text.
8. Then type the text that you want to display into the "Text:" text box.
9. If you ensure that the "Show font" checkbox is checked, then the font shown in the "Text:" text box will reflect the selected font. Otherwise, the font choices do not impact the preview of the text shown.
10. You can click the "Browse..." button at the right end of the "Link:" text box to set an internal link or just type one into the "Link:" box itself.
11. If you do set a hyperlink for the Flash text, you can then use the "Target" drop-down to select into which frame you want the targeted hyperlink file to display.
12. To use a background color for the Flash text, select a color from the "Bg color:" color box.
13. In the "Save as:" text box, enter the name you want to give to the file. If you want to save it into a specific directory using the traditional dialog box, then you can click the "Browse..." button at the right end of the "Save as:" text box. In the "Select File" dialog box which appears, you can use the "Save in:" drop-down to choose the folder into which to save the flash animation and then type a name for the animation into the "File name:" text box. You can then click "Save" to return to the "Insert Flash Text" dialog box.
14. When you are ready to insert your text, click "OK" to insert the Flash text and save the flash file.
15. If using Dreamweaver 8, in the "Flash Accessibility Attributes" dialog box, you can type a title for the button into the "Title:" text box. You can enter a keyboard key into the "Access key:" text box, if desired. You can then enter a number into the "Tab index:," if desired. When you have entered all of the necessary information, click "OK" to insert the flash object.

(cont.)

ACTIONS- ODDS AND ENDS

INSERTING AND EDITING FLASH TEXT (CONT.):

16. To edit the Flash text settings after it is inserted into the page, first select the Flash text to edit.
17. Then click the “Edit...” button shown in the “Properties” panel to edit the settings of the Flash text in the “Insert Flash Text” dialog box.
18. After making the needed changes in this dialog box, click “OK” to close it and return to the web page.

INSERTING AND EDITING FLASH BUTTONS:

1. Click into the place in the page at which you want to insert the Flash button animation.
2. If using Dreamweaver 8 or MX 2004, select “Insert| Media| Flash Button” from the Menu Bar. If using Dreamweaver MX, select “Insert| Interactive Images| Flash Button” from the Menu Bar.
3. In the “Insert Flash Button” dialog box there is an interactive sample of the way that the currently selected button choice will appear. When you hold your mouse pointer over the button shown in the “Sample:” box, you will see the button’s Flash animation effect, if there is any.
4. You can select another button choice to preview in the “Style:” list box.
5. Once you have made your desired style selection, you can type the text you want the button to display into the “Button text:” text box.
6. You can then specify the font you wish to use for the text from the “Font:” drop-down.
7. To the right of that, you can type the font size you want to use into the “Size:” text box.
8. You can either type the URL address to which you want to direct the visitor when they click on the Flash button into the “Link:” text box or click the “Browse...” button at the right end of the “Link:” text box to open the “Select File” dialog box to select the web page in your site to which you want to direct the visitor.
9. You can then use the “Target:” drop-down to select the name of the frame into which you want the hyperlinked document to appear, if necessary.
10. If you would like to set a background color for your Flash button, then click the “Bg color:” color box to select the desired background color from the palette of color choices available.
11. Finally, you can either type the name of the Flash animation file you want to create into the “Save as:” text box, or click the “Browse...” button to save it using the “Select File” dialog box.
12. When you are ready to save and insert the Flash button, click “OK” in the “Insert Flash Button” dialog box.
13. If using Dreamweaver 8, in the “Flash Accessibility Attributes” dialog box, you can type a title for the button into the “Title:” text box. You can enter a keyboard key into the “Access key:” text box, if desired. You can then enter a number into the “Tab index:,” if desired. When you have entered all of the necessary information, click “OK” to insert the flash object.
14. You can edit the settings of the Flash buttons after you have created them. To do this, select the Flash button to edit in the web page by clicking it once.
15. Then click the “Edit...” button in the “Properties” panel to open the “Insert Flash Button” dialog box again.
16. You can then make the desired changes to the button and click “OK” to close the dialog box.

ACTIONS- ODDS AND ENDS

SETTING WEB PAGE PROPERTIES (8 AND MX 2004):

1. Choose “Modify| Page Properties...” from the Menu Bar to launch the “Page Properties” dialog box.
2. Select the “Appearance” category in the “Category” list at the left side of the dialog box to set the general properties of the web page in the area to the right.
3. You can use the “Page font:” drop-down to select the default font used in the web page.
4. You can also click either the “B” or “I” buttons to the right of the drop-down to apply bolding or italics, by default.
5. You can use the “Size:” drop-down to select a font size from the list, or you can type a desired number into the box. Then use the drop-down to the right of the “Size:” text box to select a unit of measurement for the number selected.
6. You can click the “Text color:” color box to choose a default font color to be used in the web page from the pop-up palette of color choices which appears.
7. You can select a default background color for the web page from the “Background color:” color box.
8. If you would prefer to use a background image for the web page, you can click the “Browse...” button to the right of the “Background image:” text box to select the image file to use from the “Select Image Source” dialog box which appears.
9. In the bottom section, you can enter numbers and then select a unit of measurement for the “Left margin:,” “Right margin:,” “Top margin:,” and “Bottom margin:” in the web page.
10. You can click the “Links” category in the “Category” list at the left side of the dialog box to set the default display of hyperlinks in the web page.
11. You can use the “Link font:” drop-down to set the default font used for text hyperlinks in your web page.
12. You can also click either the “B” or “I” buttons to the right of the drop-down to apply bolding or italics, by default.
13. You can use the “Size:” drop-down to select a font size from the list, or you can type a desired number into the box. Then use the drop-down to the right of the “Size:” text box to select a unit of measurement for the number selected.
14. You can then click any of the four color boxes to set the default color used for the “Link color:,” the “Rollover links:,” the “Visited links:” and the “Active links:.”
15. You can then choose the default appearance and behavior of the underline used for hyperlinks from the “Underline style:” drop-down.
16. You can click the “Headings” category from the “Category” list at the left side of the dialog box to set the default appearance of the HTML heading styles used in the web page, by default.
17. You can use the “Heading font:” drop-down to select the font used for the HTML heading styles.
18. You can also click either the “B” or “I” buttons to the right of the drop-down to apply bolding or italics, by default.
19. Below that, for each one of the six heading styles listed, use the drop-down to the right of the name of the style to select a font size or type a number into the box. Then use the drop-down to the right of that to select the unit of measurement for the number you entered. At the far right, you can click the color box to set the text color of that HTML heading style.
20. You can click the “Title/Encoding” category in the “Category” list to set the title of the web page and the encoding used for the page.
21. Type the page title you want to use into the “Title:” text box.
22. Use the “Encoding:” drop-down to select the default encoding of the information in the web page, if needed.

(cont.)

ACTIONS- ODDS AND ENDS

SETTING WEB PAGE PROPERTIES (8 AND MX 2004- CONT.):

23. If you click the “Tracing Image” category in the “Category” list at the left side of the “Category” dialog box, you can then set the properties of the tracing image to use in the web page, if needed.
24. You can click the “Browse...” button at the right side of the “Tracing image:” text box to open the “Select Image Source” dialog box, where you can choose an image to use for tracing.
25. Once you have selected an image, you can then set the transparency of the image by using the “Transparency:” slider to choose a setting between completely transparent or completely opaque.
26. When you have the properties of the web page set as you would like them, just click “OK” to close the “Page Properties” dialog box and return to the web page.

SETTING WEB PAGE PROPERTIES (MX):

1. Select “Modify| Page Properties...” from the Menu Bar to open the “Page Properties” dialog box.
2. Type the page title you want to use for the web page into the “Title:” text box.
3. If you would like to set a background image for the web page, you can click the “Browse...” button to the right of the “Background image:” text box to select the image file to use from the “Select Image Source” dialog box which appears.
4. If you prefer to use a single color for the background versus an image, you can select a default background color for the web page from the “Background:” color box.
5. You can click the “Text:” color box to choose a default font color to be used in the web page from the pop-up palette of color choices which appears.
6. Likewise, you can use the color boxes available here to set the color of the “Links:,” “Visited Links:,” and “Active Links:.”
7. You can type a number and unit of measurement into the “Left Margin:,” “Top Margin:,” “Margin Width:,” and “Margin Height:” text boxes.
8. You can then select a encoding of the page from the “Document Encoding:” drop-down, if needed.
9. You can click the “Browse...” button at the right side of the “Tracing Image:” text box to open the “Select Image Source” dialog box, where you can choose an image to use for tracing, if needed.
10. If you have selected a tracing image, you can then set the transparency of the image by using the “Transparency:” slider to choose a setting between completely transparent or completely opaque.
11. When you have the properties of the web page set as you would like them, just click “OK” to close the “Page Properties” dialog box and return to the web page.

EXERCISES- ODDS AND ENDS

Purpose:

1. To be able to set default web page properties and work with Flash buttons.

Exercises:

1. Open your Dreamweaver application.
2. Ensure that you have the “Advanced Test Site” opened in Dreamweaver.
3. Double-click on the “form.htm” web page in the “Files” panel which was created in the “Lesson 14-Forms” exercise to open it.
4. Select “Modify| Page Properties...” from the Menu Bar.
5. If using Dreamweaver 8 or MX 2004, select the “Title/Encoding” category.
6. Type “Registration Form” into the “Title:” text box.
7. Click “OK.”
8. Select “File| Save” to save the change.
9. Select “File| Close” from the Menu Bar to close the web page.
10. Double-click on the “index.htm” web page in the “Files” panel to open it.
11. Click into the left web page in the frameset where the hyperlinks are displayed.
12. Select “Edit| Select All” from the Menu Bar.
13. Select “Edit| Clear” from the Menu Bar to delete the hyperlinks.
14. Select “Insert| Media (“Interactive Images” if using MX)| Flash Button” from the Menu Bar.
15. Select the “Blue Warper” button style from the “Style:” list.
16. Type “Home” into the “Button Text:” text box.
17. Type “main.htm” or “main.html” (as needed) into the “Link:” text box.
18. From the “Target:” drop-down, select “mainFrame.”
19. Type “home.swf” into the “Save As:” text box.
20. Click “OK” to insert the Flash button. If using Dreamweaver 8, click “Cancel” in the “Flash Accessibility Attributes” dialog box.
21. The button will not fully display in the left frame, so you will need to expand the size of the left frame within the frameset. If you cannot see the frame borders, you can enable their display by selecting “View| Visual Aids| Frame Borders” from the Menu Bar. Then resize the frame between the left and main frames until you can fully see the button.
22. Click into the next line below the Flash button that you inserted.
23. Select “Insert| Media (“Interactive Images” if using MX)| Flash Button” from the Menu Bar.
24. Select the “Blue Warper” button style from the “Style:” list.
25. Type “Form” into the “Button Text:” text box.
26. Type “form.htm” or “form.html” (as needed) into the “Link:” text box.
27. From the “Target:” drop-down, select “mainFrame.”
28. Type “form.swf” into the “Save As:” text box.
29. Click “OK” to insert the Flash button. If using Dreamweaver 8, click “Cancel” in the “Flash Accessibility Attributes” dialog box.
30. Select “File| Save All” from the Menu Bar.
31. Press the “F12” key on your keyboard to preview the web page in your default browser.
32. Close the web browser when you are finished.
33. Select “File| Close” from the Menu Bar
34. Select “File| Exit” to quit Dreamweaver.