

Dreamweaver CS3

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David Sawyer McFarland

Dreamweaver CS3

THE MISSING MANUAL

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Dreamweaver CS3: The Missing Manual

by David Sawyer McFarland

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The Missing Credits

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—David Sawyer McFarland

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Introduction

The World Wide Web continues to evolve, growing in scope and complexity, with new technologies popping up every year to make the Web look and work better. Even people building personal Web sites now use various programming languages and server technologies to dish up content. Throughout its history, Dreamweaver has managed to keep pace with this changing technological landscape with each new version.

Dreamweaver CS3 is no exception: It's capable of working with more technologies than any previous version. Whether you're creating database-enabled PHP Pages, adding your favorite site's XML-based news feeds directly to your home page, using Cascading Style Sheets for cutting-edge design effects, dipping into the dynamic world of JavaScript and AJAX, or simply sticking to straightforward HTML pages, Dreamweaver has just about all the tools you need.

Any enterprising designer can create Web pages, Cascading Style Sheets, and even JavaScript programs with a simple text editor. In fact, Dreamweaver CS3 provides powerful text-editing abilities for creating basic text files or complex database-driven Web pages. But why go to all that trouble when Dreamweaver's *visual* page-building approach makes your job of creating beautiful and complex Web sites so much easier? Whether you're new to building Web pages or a hard-core, hand-coding HTML jockey, Dreamweaver is a powerful tool that lets you build Web sites quickly and efficiently, without compromising the quality of your code.

What Dreamweaver Is All About

Dreamweaver is a complete Web site production and management tool. It works with Web technologies like HTML, XHTML, CSS, and JavaScript.

The enhancements in the latest version, in fact, make it easier than ever to design and lay out Web sites. In particular, revamped Cascading Style Sheet support lets you access the latest Web techniques for creating fast-loading, easily modified Web page designs; while the new “Spry” technology provides one-click access to complex, interactive layout options like drop-down menus. Dreamweaver also includes plenty of tools for managing Web sites once you’ve built them. You can check for broken links, use templates to streamline site-wide page changes, and reorganize your site in a flash with the program’s site management tools.

Note: Get used to the acronym CSS, which you’ll encounter frequently in this book. It stands for Cascading Style Sheets, a formatting language used to design HTML Web pages. Dreamweaver CS3 continues to integrate advanced CSS creation, testing, and editing tools into Dreamweaver.

It’s also a serious tool for creating *dynamic* (database-driven) Web sites. You can now turn your company’s database of products into an easily updated online catalog—or turn that cherished recipe collection into an online culinary resource for an adoring public. You can even create Web pages for updating and deleting database records, meanwhile keeping designated areas of your site secure from unauthorized visitors. Best of all, Dreamweaver CS3 does the programming for you.

If you’ve never used Dreamweaver before, but have already built one or more Web sites, you won’t have to start from scratch. Dreamweaver happily opens Web pages and Web sites that were created in other programs without destroying any of your carefully handcrafted code.

Why Dreamweaver?

There are other Web design programs—dozens of them, in fact. But Dreamweaver has become one of the leading programs thanks to key benefits like these:

- **Visual page building.** If you’ve spent any time using a text editor to punch out the HTML code for your Web pages, you know the tedium involved in adding even a simple item like a photograph to a Web page. When your boss asks you to add her photo to the company home page, you launch your trusty text editor and type something like this: ``.

Not only is this approach prone to typos, but it also separates you from what you want the page to *look* like.

Dreamweaver, on the other hand, takes a *visual* approach to building Web pages. If you put an image on your page, Dreamweaver shows you the picture on the screen. As in a word processor, which displays documents onscreen as they look when printed, Dreamweaver provides a very close approximation of what your Web page will look like in a Web browser.

- **Complex interactivity, simply.** You've probably seen Web pages where an image (on a navigation bar, for example) lights up or changes appearance when you move your mouse over it.

Dynamic effects like this—mouse rollovers, alert boxes, and navigational popup menus—usually require programming in JavaScript, a programming language that most Web browsers understand. While JavaScript can do amazing things, it requires time and practice to learn.

Dreamweaver CS3 introduces an easy to use and innovative JavaScript-based technology called Spry. With Spry, you can easily create interactive, drop-down menus (Chapter 5), add advanced layout elements like tabbed panels (Chapter 12), and add sophisticated form validation to prevent visitors to your site from submitting forms with the proper information (Chapter 11).

- **Roundtrip code.** Every now and then, even in Dreamweaver, you may sometimes want to put aside the WYSIWYG (what you see is what you get) view and look at the underlying HTML code of a page. You may feel more comfortable creating some of your HTML by hand, for example, or you may want to tweak the HTML that Dreamweaver produces.

Adobe realized that many professional Web developers still do a lot of work “in the trenches,” typing HTML code by hand. In Dreamweaver, you can edit the raw HTML to your heart's content. Switching back and forth between the visual mode—called Design view—and Code view is seamless and, best of all, nondestructive. Unlike many visual Web page programs, where making a change in the WYSIWYG mode stomps all over the underlying HTML code, Dreamweaver respects hand-typed code and doesn't try to rewrite it (unless you ask it to).

In addition, Dreamweaver can open many other types of files commonly used in Web sites, such as external JavaScript files (.js files), so you don't have to switch to another program to work on them.

See Chapter 10 to learn more about how Dreamweaver handles writing and editing code.

- **Site management tools.** Rarely will you build just a single Web page. More often, you'll be creating and editing pages that work together to form part of a Web site. Or you may be building an entire Web site from scratch.

Either way, Dreamweaver's site management tools make your job of dealing with site development easier. From managing links, images, pages, and other media to working with a team of people and moving your site onto a Web server, Dreamweaver automates many of the routine tasks every Webmaster faces. Part 4 of this book looks at how Dreamweaver can help you build and maintain Web sites.

- **Database-driven Web sites.** Data makes the world go round. Whether you're a human-resource records manager or a high school teacher, you probably keep track of a lot of information. Today, companies and individuals store reams of information in database systems like Microsoft Access or Oracle 10g. Dreamweaver

Hand Coding vs. WYSIWYG Editors

Creating Web pages in a text editor was long considered the best method of building Web sites. The precise control over HTML available when code is written by hand was (and often still is) seen as the only way to assure quality Web pages.

Hand coding's reputation as the only way to go for pros is fueled by the behavior of many visual page-building programs that add unnecessary code to pages—code that affects how a page appears and how quickly it downloads over the Internet.

But hand coding is time-consuming and error-prone. One typo can render a Web page useless.

Fortunately, Dreamweaver brings solid code writing to a visual environment. Since its earliest incarnation, Dreamweaver has prided itself on its ability to produce clean HTML and its tolerance of code created by other programs—including text editors. In fact, Dreamweaver includes

a powerful built-in text-editing mode that lets you freely manipulate the HTML of a page—or any other code, including JavaScript, Visual Basic, XML, PHP, or ColdFusion Markup Language.

But the real story is that the code produced when working in the visual mode is as solid and well written as hand coding. Knowing this, you should feel free to take advantage of the increased productivity that Dreamweaver's visual-editing mode brings to your day-to-day work with its one-click objects, instant JavaScript, and simplified layout tools. Doing so won't compromise your code, and will certainly let you finish your next Web site in record time.

Besides, no Web design program is really WYSIWYG (what you see is what you get). Because every browser interprets the HTML language slightly differently, Web design is more like WYSIRWYGOAGD: what you see is roughly what you'll get, on a good day.

CS3 can help you bring that information to life on the Web without having to learn a lot of programming along the way. From accessing information—such as the latest items in your company's product catalog—to updating and editing databases online, Dreamweaver CS3 can help you build database-driven Web sites. Part 6 of this book offers a gentle introduction to building dynamic Web sites.

- **Have it your way.** As if Dreamweaver didn't have enough going for it, the engineers at Adobe have created a software product that is completely customizable, or, as they call it, *extensible*. Anyone can add to or change the menus, commands, objects, and windows in the program.

Suppose, for example, that you hardly ever use any of the commands in the Edit menu. By editing one text file in the Dreamweaver Configuration folder, you can get rid of any unwanted menu items—or even add new commands of your own creation. This incredible flexibility lets you customize the program to fit your work methods, and even add features that Adobe's programmers never imagined. Best of all, the Adobe Exchange Web site includes hundreds of free and commercial extensions to download and add to Dreamweaver. See Chapter 21 for details.

- **Part of the Creative Suite.** Since Adobe purchased Macromedia (the original creator of Dreamweaver), Web designers now have access to a much larger family of design tools including Adobe Photoshop and Illustrator. Ultimately all of

these Adobe programs will work together seamlessly and share a common appearance. Dreamweaver CS3 hasn't yet adopted the look of an Adobe application, but it does include some useful integrations with the Adobe universe: You can now paste images from Photoshop directly into Dreamweaver (Chapter 6), and test your page designs in various cell phone models using Adobe's Device Central product (Chapter 17).

What's New in Dreamweaver CS3

If you've never used Dreamweaver before, see Chapter 1 for a welcome and the grand tour. If you're upgrading from Dreamweaver 8 or some other version, you'll find that Dreamweaver CS3 offers a host of new features aimed at both the novice Web designer and the seasoned HTML guru.

- **CSS power.** Dreamweaver CS3 adds significant improvements to the program's already impressive *Cascading Style Sheet* tools. The program improves on Dreamweaver 8's already excellent display of complex CSS designs. Now, even as you use cutting-edge CSS techniques to design your pages, Dreamweaver's visual Design view provides near WYSIWYG—what you see is what you get—editing power. In addition, Dreamweaver CS3 introduces new tools to effectively managing a site's ever growing list of *styles* (the powerful design instructions that lay at the heart of CSS). You can quickly move styles between style sheets, rename styles, and convert old-school inline styles to the more efficient external style sheet. In addition, Dreamweaver includes new CSS layouts to help jumpstart your page designs, as well as a diagnostic tool called the “Browser Compatibility” tool to help make sure your CSS works across different browsers.
- **Photoshop integration.** If you're a Photoshop user, Dreamweaver CS3 can help you work faster. Dreamweaver adds integrated support for the world's pre-eminent graphics software. In Photoshop CS3 you can select a single *layer* (separate virtual canvasses used to build complex images); a *slice* (a selection of an image that you want to export as a separate Web graphic); or even draw a marquee around one area of a document and copy all layers in that section. You can then copy that selection, switch to a Dreamweaver document, and paste away. (Or you can skip all of these steps and just drag a PSD file directly onto a Dreamweaver page.)

Dreamweaver's new image optimization window lets you apply file compression settings directly in Dreamweaver (great for creating slim-sized graphics that appear in Web browsers more quickly). Even better, without leaving Dreamweaver, you can launch Photoshop and open the original image file for editing. After making any changes you want in Photoshop, copy the layer, the slice, or the portion of the Photoshop file you want, and then paste the new, edited image back into Dreamweaver (thereby replacing the older image). Dreamweaver remembers all the optimization settings you previously applied (including the optimized file's name), making edits fast and painless.

- **Active pages made easy.** The most glamorous new addition to the program is a set of tools for adding dynamic layout elements and visual effects to your Web pages. Based on the “Spry Framework” (a collection of JavaScript programs developed by Adobe), these new features make it easy to add pop-up navigational menus, validate HTML forms, include complex, animated, visual effects, and add interactive data tables. The Spry Menu Bar, for example, lets you quickly and easily add a pop-up navigational menu to your site—without you having to learn all the messy JavaScript and CSS to make it happen.

In addition, Spry Form Validation widgets let you verify entries in a Web form before your site visitors try to submit the form. So, for example, you can make sure dates are properly formatted. (This widget provides a much more powerful solution than the tired, old “Validate Form” behavior that has shipped with Dreamweaver for years). The Spry Data Set feature lets you take data from an XML file and display it in a table. People viewing the Web page can sort the table by clicking column headers and even see detailed information about one item inside a table cell—all without ever requesting a fresh page from the Web server. And that’s just a quick preview of what you get thanks to the new Spry tools; Chapter 12 has the full story.

- **Souped-up speed.** As with most updated software, Dreamweaver CS3 sports under-the-hood enhancements like better performance, more accurate display of CSS designs, and fixes to bugs that were in Dreamweaver 8. And, for you “I like to own the latest and greatest Apple computer” people, Dreamweaver CS3 has been rewritten to run natively (translation: faster) on the new Intel Macs.

Note: Adobe occasionally issues updates to Dreamweaver. To make sure you’re using the latest version, visit the Adobe Web site at www.adobe.com/products/dreamweaver/.

HTML, XHTML, and CSS 101

Underneath the hood of any Web page—whether it’s your uncle’s “Check out this summer’s fishin’” page or the home page of a billion-dollar online retailer—is nothing more than line after line of ordinary typed text. With its use of simple commands called *tags*, HTML (Hypertext Markup Language) is still at the heart of most of the Web.

The HTML code that creates a Web page can be as simple as this:

```
<html>
<head>
<title>Hey, I am the title of this Web page.</title>
</head>
<body>
<p>Hey, I am some body text on this Web page.</p>
</body>
</html>
```

While it may not be exciting, the HTML shown here is all you need to make an actual Web page.

Of Tags and Properties

In the example above—and, indeed, in the HTML code of any Web page you examine—you’ll notice that most commands appear in *pairs* that surround a block of text or other commands.

These bracketed commands constitute the “markup” part of the Hypertext Markup Language and are called *tags*. Sandwiched between brackets, tags are simply instructions that tell a Web browser how to display the Web page.

The starting tag of each pair tells the browser where the instruction begins, and the ending tag tells it where the instruction ends. An ending tag always includes a forward slash (/) after the first bracket symbol (<), which tells the browser that it is a closing tag.

Fortunately, Dreamweaver can generate all of these tags *automatically*. There’s no need for you to memorize or even type these commands (although many programmers still enjoy doing so for greater control). Behind the scenes, Dreamweaver’s all-consuming mission is to convert your visual designs into underlying codes like these:

- The `<html>` tag appears once at the beginning of a Web page and again (with an added slash) at the end. This tag tells a Web browser that the information contained in this document is written in HTML, as opposed to some other language. All the contents of a page, including other tags, appear between the opening and closing `<html>` tags.

If you were to think of a Web page as a tree, the `<html>` tag would be its trunk. Springing from the trunk are two branches that represent the two main parts of any Web page: the head and the body.

- The *head* of a Web page, surrounded by `<head>` tags, contains the title of the page. It may also provide other, invisible information (such as search keywords) that browsers and Web search engines can exploit.

In addition, the head can contain information that the Web browser uses for displaying the Web page and adding interactivity. *Cascading Style Sheet* information, used for formatting text and other elements, may be defined in the head of the document (see Chapter 4). In addition, JavaScript scripts, functions, and variables can be declared in the head of the document. In fact, Dreamweaver’s new Spry widgets (Chapter 12) achieve their interactive effects with the help of JavaScript code stored in a page’s head.

- The *body* of a Web page, as set apart by its surrounding `<body>` tags, contains all the information that appears inside a browser window—headlines, text, pictures, and so on.

In Dreamweaver, the blank white portion of the document window represents the body area (see Figure I-1). It resembles the blank window of a word processing program.

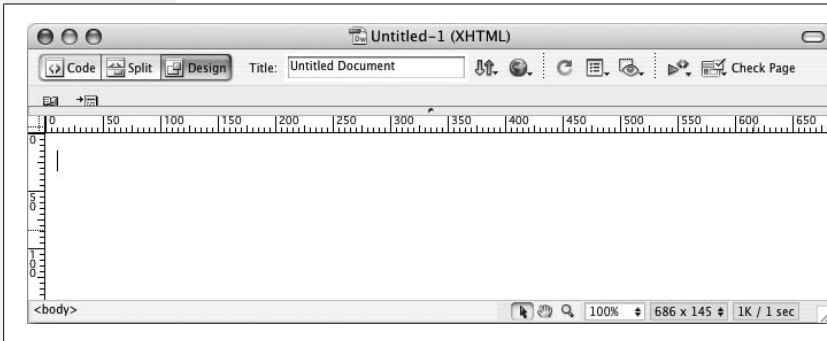


Figure I-1:

The document window displays your page as you build it. You can add text, graphics, and other elements to it, and—thanks to Dreamweaver’s visual approach—see a close approximation of how the page will appear in a Web browser.

Most of your work with Dreamweaver involves inserting and formatting text, pictures, and other objects in the body of the document. Many tags commonly used in Web pages appear within the `<body>` tag. Here are a few:

- You can tell a Web browser where a paragraph of text begins with a `<p>` (opening paragraph tag), and where it ends with a `</p>` (closing paragraph tag).
- The `` tag is used to emphasize text. If you surround some text with it and its partner tag, ``, you get boldface type. The HTML snippet `Warning!` would tell a Web browser to display the word “Warning!” in bold type on the screen.
- The `<a>` tag, or anchor tag, creates a link (hyperlink) in a Web page. A link, of course, can lead anywhere on the Web. How do you tell the browser where the link should point? Simply give address instructions to the browser inside the `<a>` tags. For instance, you might type `Click here!`.

The browser knows that when your visitor clicks the words “Click here!” it should go to the Missing Manual Web site. The `href` part of the tag is called, in Dreamweaver, a *property* (you may also hear the term *attribute*), and the URL (the Uniform Resource Locator, or Web address) is the *value*. In this example, `http://www.missingmanuals.com` is the *value* of the `href` property.

Fortunately, Dreamweaver exempts you from having to type any of these codes and provides an easy-to-use window called the *Property inspector* for adding properties to your tags and other page elements. To create links the Dreamweaver way (read: the easy way), turn to Chapter 5.

Tip: For a full-fledged introduction to HTML, check out *Creating Web Sites: The Missing Manual*. For an HTML primer that’s geared to readers who also want to master CSS, pick up a copy of *CSS: The Missing Manual*.

XHTML, Too

Like any technology, HTML is showing its age. Although it's served its purpose well, it's always been a somewhat sloppy language. Among other things, it allows uppercase, lowercase, or mixed-case letters in tags (<body> and <BODY> are both correct, for example) and permits unclosed tags (so that you can use a single <p> tag without the closing </p> to create a paragraph). While this flexibility may make page writing easier, it also makes life more difficult for Web browsers, PDAs, and other technologies that must interact with data on the Web. Additionally, HTML doesn't work with one of the hottest up-and-coming Internet languages: XML, or Extensible Markup Language (see page 477 for a quick intro to XML).

To keep pace with the times, an improved version of HTML called XHTML is finding its way into more and more Web sites. Once again, Dreamweaver CS3 is right on the cutting edge: it can create and work with XHTML files. If you understand only HTML, don't worry—XHTML isn't a revolutionary new language that takes years to learn. It's basically HTML, but with somewhat stricter guidelines. For example, the HTML page code shown on page 6 would look like *this* in XHTML:

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<title>Hey, I am the title of this Web page.</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-
8859-1" />
</head>
<body>
<p>Hey, I am some body text on this Web page.</p>
</body>
</html>
```

Notice that everything below the <head> is *exactly* the same as the HTML page. The information that begins the page, however, is how the page identifies which standards it conforms to. In this case, it merely says that the page is using a particular brand of HTML, called XHTML, and more specifically a type of XHTML called Transitional 1.0. (Don't worry—Dreamweaver automatically writes all of this code when you create a new XHTML page.)

As you can see, the real code used to make the page is much like HTML. To make an XHTML file comply with XML, however, there are a few strict rules to keep in mind:

- **Begin the page with a document-type declaration and a namespace.** That's the first few lines in the code above. They simply state what type of document the page is and point to files on the Web that contain definitions for this type of file.

- **Tags and tag attributes must be lowercase.** Unlike in HTML, typing the tag `<BODY>` in an XHTML file is incorrect. It must be lowercase like this: `<body>`.
- **Quotation marks are required for tag attributes.** For example, a link written like this: `` is valid in HTML, but doesn't work in XHTML. You have to enclose the value of the *href* property in quotes: ``.
- **All tags (even empty tags) must be closed.** To create a paragraph in XHTML, for example, you must begin with `<p>` and end with `</p>`. However, some tags don't come in pairs. These tags, called *empty tags*, have no closing tag. The line break tag is one example. To close an empty tag, you must include a backslash at the end of the tag, like this: `
`.

If all this seems a bit confusing, don't worry. All these strict XHTML rules are built into Dreamweaver, so creating an XHTML page using Dreamweaver's visual design tools won't feel one bit different from creating an old-style HTML page. (For more information on creating an XHTML page in Dreamweaver, see page 35.)

Adding Style with Cascading Style Sheets

HTML used to be the only language you needed to know. You could build pages with colorful text and graphics and make words jump out using different sizes, fonts, and colors. But today, you can't add much visual sophistication to a site without Cascading Style Sheets (CSS). CSS is a formatting language used to make text look good, add sophisticated layout to pages, and basically add style to your site.

From now on, think of HTML as merely the language you use to give organization to a page. It helps identify and structure the stuff you want the world to know about. Tags like `<h1>`, `<h2>`, and `<title>` denote headlines and assign them relative importance: a *heading 1* is more important than a *heading 2*. The `<p>` tag indicates a basic paragraph of information. Other tags provide further structural clues: for example, a `` tag identifies a bulleted list (to make a list of recipe ingredients more intelligible).

Cascading Style Sheets, on the other hand, add design flair to the highly structured HTML content, making it more beautiful and easier to read. Essentially, a CSS *style* is just a rule that tells a Web browser how to display a particular element on a page—for example, to make a `<h1>` tag appear 36 pixels tall, in the Verdana font and the color orange.

But CSS is more powerful than that. You can use it to add borders, change margins, and even control the exact placement of an element on a page.

If you want to be a Web designer, you need to get to know Cascading Style Sheets. You'll learn more about this exciting technology throughout this book. In fact, it's so important for current Web design, that this edition of *Dreamweaver: The Missing Manual* now includes expanded coverage and examples of CSS in most chapters.

The Very Basics

You'll find very little jargon or nerd terminology in this book. You will, however, encounter a few terms and concepts that you'll encounter frequently in your computing life:

- **Clicking.** This book gives you three kinds of instructions that require you to use your computer's mouse or trackpad. To *click* means to point the arrow cursor at something on the screen and then—without moving the cursor at all—press and release the clicker button on the mouse (or laptop trackpad). To *double-click*, of course, means to click twice in rapid succession, again without moving the cursor at all. And to *drag* means to move the cursor while holding down the button.
- **Keyboard shortcuts.** Every time you take your hand off the keyboard to move the mouse, you lose time and potentially disrupt your creative flow. That's why many experienced computer fans use keystroke combinations instead of menu commands wherever possible. Ctrl+B (⌘-B for Mac folks), for example, is a keyboard shortcut for boldface type in Dreamweaver (and most other programs).

When you see a shortcut like Ctrl+S (⌘-S), it's telling you to hold down the Ctrl or ⌘ key and, while it's down, type the letter S, and then release both keys. (This command, by the way, saves changes to the current document.)

- **Choice is good.** Dreamweaver frequently gives you several ways to trigger a particular command—by selecting a menu command, *or* by clicking a toolbar button, *or* by pressing a key combination, for example. Some people prefer the speed of keyboard shortcuts; others like the satisfaction of a visual command available in menus or toolbars. This book lists all the alternatives, but by no means are you expected to memorize all of them.

About This Book

Despite the many improvements in software over the years, one feature has grown consistently worse: documentation. Until version 4, Dreamweaver came with a printed manual. But since MX 2004, all you get is a *Getting Started* booklet. To get any real information, you need to delve into the program's online help screens.

But even if you have no problem reading a help screen in one window as you work in another, something's still missing. At times, the terse electronic help screens assume you already understand the discussion at hand, and hurriedly skip over important topics that require an in-depth presentation. In addition, you don't always get an objective evaluation of the program's features. Engineers often add technically sophisticated features to a program because they *can*, not because you need them. You shouldn't have to waste your time learning features that don't help you get your work done.

The purpose of this book, then, is to serve as the manual that should have been in the box. In this book's pages, you'll find step-by-step instructions for using every Dreamweaver feature, including those you may not even have quite understood, let alone mastered, such as Libraries, Layout view, Behaviors, Dreamweaver's Dynamic Web site tools, and Dreamweaver CS3's new Spry tools and CSS features. In addition, you'll find clear evaluations of each feature that help you determine which ones are useful to you, as well as how and when to use them.

Note: This book periodically recommends *other* books, covering topics that are too specialized or tangential for a manual about using Dreamweaver. Careful readers may notice that not every one of these titles is published by Missing Manual parent O'Reilly Media. While we're happy to mention other Missing Manuals and books in the O'Reilly family, if there's a great book out there that doesn't happen to be published by O'Reilly, we'll still let you know about it.

Dreamweaver CS3: The Missing Manual is designed to accommodate readers at every technical level. The primary discussions are written for advanced-beginner or intermediate computer users. But if you're new to building Web pages, special sidebar articles called "Up To Speed" provide the introductory information you need to understand the topic at hand. If you're a Web veteran, on the other hand, keep your eye out for similar shaded boxes called "Power Users' Clinic." They offer more technical tips, tricks, and shortcuts for the experienced computer fan.

About → These → Arrows

Throughout this book, and throughout the Missing Manual series, you'll find sentences like this one: "Open the System → Library → Fonts folder." That's shorthand for a much longer instruction that directs you to open three nested folders in sequence, like this: "On your hard drive, you'll find a folder called System. Open that. Inside the System folder window is a folder called Library; double-click it to open it. Inside *that* folder is yet another one called Fonts. Double-click to open it, too."

Similarly, this kind of arrow shorthand helps to simplify the business of choosing commands in menus, as shown in Figure I-2.

Macintosh and Windows

Dreamweaver CS3 works almost precisely the same way in its Macintosh and Windows versions. Every button in every dialog box is exactly the same; the software response to every command is identical. In this book, the illustrations have been given even-handed treatment, alternating between the various operating systems where Dreamweaver feels at home (Windows XP, Windows Vista, and Mac OS X).

One of the biggest differences between Mac and Windows software is the keystrokes, because the Ctrl key in Windows is the equivalent of the Macintosh ⌘ key.

And the key labeled Alt on a PC (and on non-U.S. Macs) is the equivalent of the Option key on American Mac keyboards.

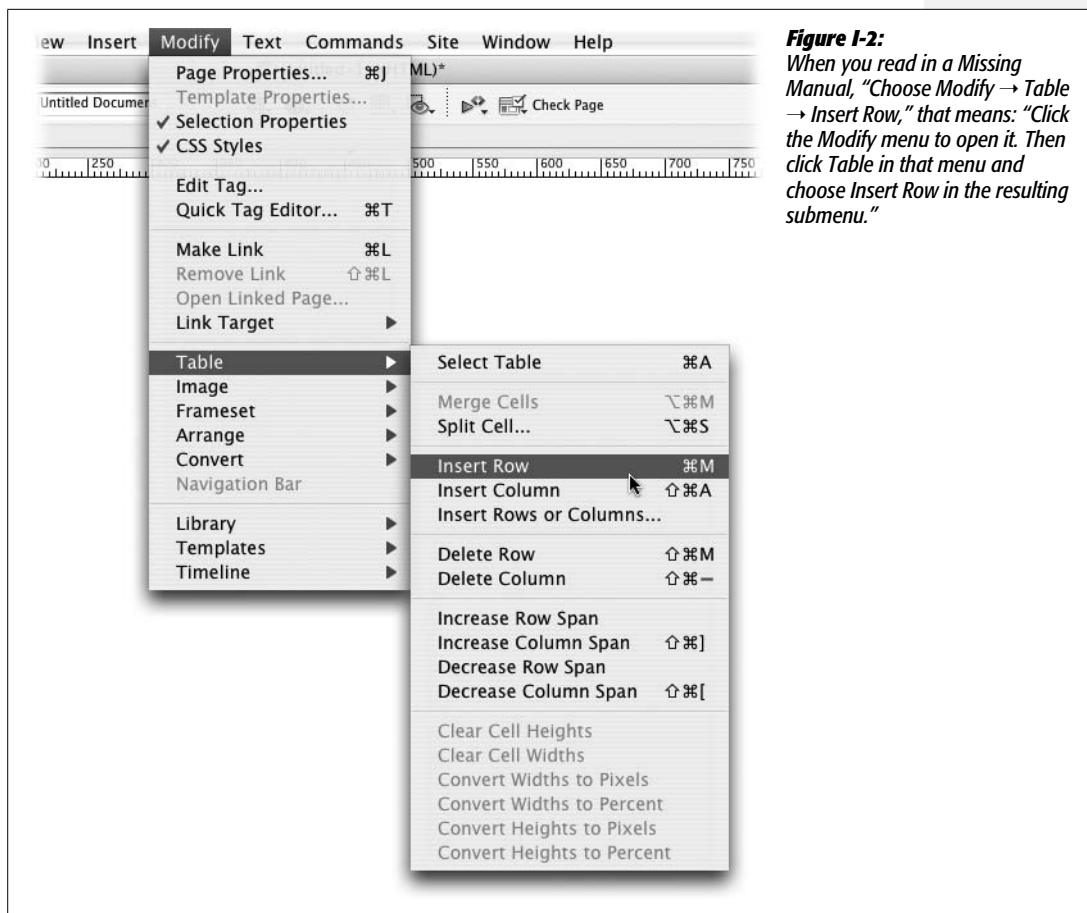


Figure I-2: When you read in a *Missing Manual*, “Choose *Modify* → *Table* → *Insert Row*,” that means: “Click the *Modify* menu to open it. Then click *Table* in that menu and choose *Insert Row* in the resulting submenu.”

Whenever this book refers to a key combination, therefore, you’ll see the Windows keystroke listed first (with + symbols, as is customary in Windows documentation); the Macintosh keystroke follows in parentheses (with - symbols, in time honored Mac fashion). In other words, you might read, “The keyboard shortcut for saving a file is Ctrl+S (⌘-S).”

About the Outline

Dreamweaver CS3: The Missing Manual is divided into six parts, each containing several chapters:

- **Part 1, Building a Web Page**, explores Dreamweaver’s interface and takes you through the basic steps of building a Web page. It explains how to add text and format it, how to link from one page to another, how to spice up your designs with graphics, and introduces you to Cascading Style Sheets.

- **Part 2, Building a Better Web Page**, takes you deeper into Dreamweaver and provides in-depth CSS coverage. In addition, you'll get step-by-step instructions for creating advanced page layouts, as well as advice on how to view and work with the underlying HTML code of a page.

Note: Previous versions of this book contained a chapter on HTML frames—a method of displaying several Web pages in a single Web browser window. This technique is going the way of the dodo bird. Since Dreamweaver CS3 has so many new and exciting features and this book's already bursting at its seams (if we added any more pages, we'd have to issue a medical warning to those with bad backs), the frames chapter has been moved online. You can find it, free of charge, at www.sawmac.com/missing/dw8/appc.pdf.

- **Part 3, Bringing Your Pages to Life**, helps you add interactivity to your site. From using forms to collect information from your site's visitors to adding interactive page widgets like tabbed interfaces with the new Spry framework, this section guides you through adding animation, multimedia, and other interactive effects with ease.
- **Part 4, Building a Web Site**, covers the big picture: managing the pages and files in your Web site, testing links and pages, and moving your site onto a Web server connected to the Internet. And since you're not always working solo, this section also covers features that let you work with a team of Web developers.
- **Part 5, Dreamweaver Power**, shows you how to take full advantage of such time-saving features as Libraries, Templates, and History panel automation. It also covers Dreamweaver's Extension Manager, a program that can add hundreds of new free and commercial features to the program.
- **Part 6, Dynamic Dreamweaver**, presents a gentle introduction to the often confusing and complex world of database-driven Web sites. You'll learn what you need to know to build a dynamic Web site; how to connect Dreamweaver to a database; and how to use Dreamweaver to build pages that can display database information as well as add, edit, and delete database records. The last chapter of this section covers the powerful XSLT tools for converting XML files (including RSS feeds) into browser-ready Web designs.

At the end of the book, two appendixes provide a list of Internet resources for additional Web design help and a menu-by-menu explanation of Dreamweaver CS3.

Living Examples

This book is designed to get your work onto the Web faster and more professionally; it's only natural, then, that half the value of this book also lies on the Web.

As you read the book's chapters, you'll encounter a number of *living examples*—step-by-step tutorials that you can build yourself, using raw materials (like graphics and half-completed Web pages) that you can download from either www.sawmac.com/dwcs3/ or from this book's "Missing CD" page at www.missingmanuals.com. You might not gain very much from simply reading these step-by-step lessons while relaxing in your

porch hammock. But if you take the time to work through them at the computer, you'll discover that these tutorials give you unprecedented insight into the way professional designers build Web pages.

You'll also find, in this book's lessons, the URLs of the finished pages, so that you can compare your Dreamweaver work with the final result. In other words, you won't just see pictures of Dreamweaver's output in the pages of the book; you'll find the actual, working Web pages on the Internet.

About MissingManuals.com

At www.missingmanuals.com, you'll find articles, tips, and updates to *Dreamweaver CS3: The Missing Manual*. In fact, we invite and encourage you to submit such corrections and updates yourself. In an effort to keep the book as up to date and accurate as possible, each time we print more copies of this book, we'll make any confirmed corrections you've suggested. We'll also note such changes on the Web site, so that you can mark important corrections into your own copy of the book, if you like. (Click the book's name, and then click the Errata link, to see the changes.)

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Part One: Building a Web Page

Chapter 1: Dreamweaver CS3 Guided Tour

Chapter 2: Adding Text to Your Web Pages

Chapter 3: Text Formatting

Chapter 4: Introducing Cascading Style Sheets

Chapter 5: Links

Chapter 6: Images

Chapter 7: Tables



Dreamweaver CS3 Guided Tour

Dreamweaver CS3 is a powerful program for designing and building Web sites. If you're brand-new to Dreamweaver, then turn to page 2 to get an overview of what this program can do and what's new in this latest version. This chapter provides a basic overview of the different windows, toolbars, and menus that you'll use every time you build a Web page. You'll also learn to set up the program so you can begin building Web pages. And, because *doing* is often a better way to learn than just *reading*, you'll get a step-by-step tour of Web page design—the Dreamweaver way—in the tutorial at the end of this chapter.

The Dreamweaver CS3 Interface

Dreamweaver's windows let you add and modify elements of a Web page. Adobe refers to most of these windows as *panels*, and Dreamweaver has an almost overwhelming number of them.

Many of these windows are used to assist with specific tasks, like building style sheets, and are described in the relevant chapters. But you'll frequently interact with four main groups of windows: the document window, the Insert bar, the Property inspector, and panel groups.

Note: The look of these windows depends on what kind of computer you're using (Windows or Macintosh) and what changes you've made to the program's preference settings.

Even so, the features and functions generally work the same way no matter what your situation. In this book, where the program's operation differs dramatically in one operating system or the other, special boxes and illustrations (labeled "For Macs Only" or "For Windows Only") will let you know.

The Document Window

You build Web pages in the *document window*. As in a word processor, you can simply click inside the document window and type to add text to the page. You'll work in this window as you build your page, and you'll open new document windows as you add or edit pages for your site.

Several other screen components provide useful information about your document. They may appear in different locations on Windows computers and on Macs (see Figures 1-1 and 1-2), but they work the same way. For example:

- **Title bar.** The *title bar* shows the name of the file you're currently working on and, in Windows, where the file is located on your computer. In addition, if the Web page is XHTML-compliant (see page 9), then that's indicated in parentheses. For instance, in the example shown in Figure 1-1, the Web page is written in XHTML and is saved as a file named *features.html* in the folder *htdocs*, which is nested inside another folder on the Z: drive. (In Windows, the title bar appears on the top of the screen; on the Mac, it's at the top of the document window, and although the location of the file isn't listed, if you hover your mouse over the file name—*index.html*, for example—you'll see the location of that file on your Mac.)



Figure 1-1: You can switch between open documents by clicking each file's tab immediately above the Document toolbar. Here, clicking the *features.html* tab brings that page to the front. (This nifty feature works only if the document window is maximized.) You can also hide the panels in one fell swoop (either the stack of panels on the right edge of the window or the panels at the bottom left) by clicking either of the Hide Panels buttons (circled). To show the panels, click the button again.

- **Document toolbar.** The *Document toolbar* (see Figure 1-2) lets you change the title of a page, switch between Design and Code views, preview the page in different Web browsers, access a context-sensitive reference (help) system, and change the look of the document window. You'll read about its various buttons and menus in the relevant chapters of this book. (To make the toolbar visible if it's not already, choose View → Toolbars → Document.)

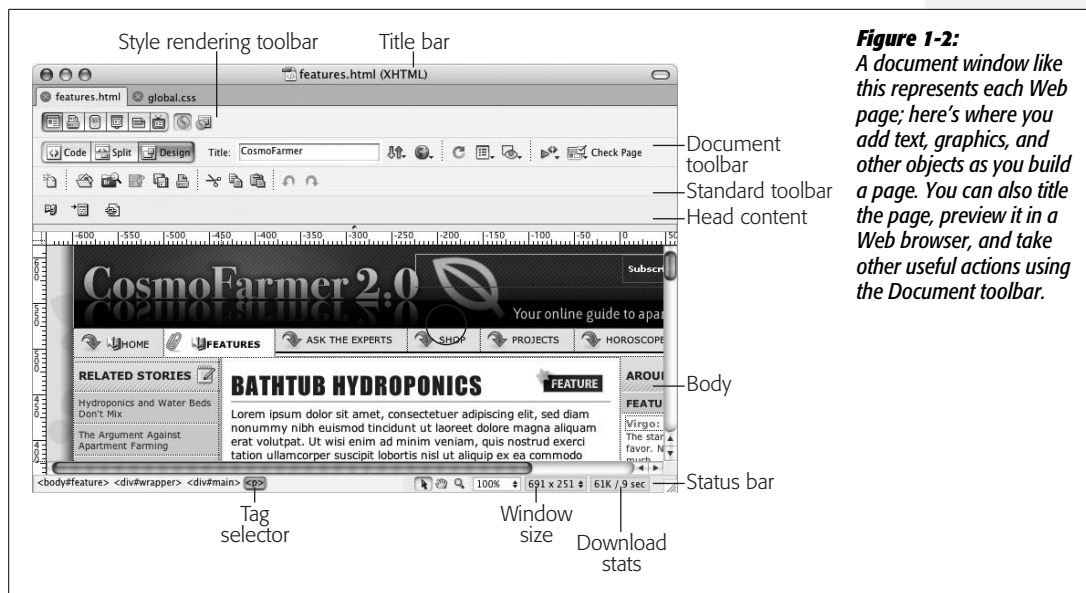


Figure 1-2: A document window like this represents each Web page; here's where you add text, graphics, and other objects as you build a page. You can also title the page, preview it in a Web browser, and take other useful actions using the Document toolbar.

- **The Standard toolbar.** The *Standard toolbar* (see Figure 1-2) includes buttons for frequent file and editing tasks like creating a new page, opening a page, saving one or all open documents, cutting, copying, pasting, and undoing and redoing actions. (This toolbar is hidden until you summon it by choosing View → Toolbars → Standard.)
- **The Style Rendering toolbar.** The *Style Rendering toolbar* (see Figure 1-2) lets you preview the effect of different CSS style sheets on your page. As described on page 301, you can use different style sheets for different types of displays and output devices. For example, you can make the page look one way when displayed on a monitor, but completely differently when printed. This tricky use of CSS, as well as how to use this nifty toolbar, is described on page 304. (This toolbar is also hidden until you choose View → Toolbars → Style Rendering.)

Tip: You can hide or show a toolbar such as the Style Rendering or Standard toolbars by right-clicking (control-clicking on a Mac) on the Document toolbar and then selecting the toolbar from the pop-up menu that appears.

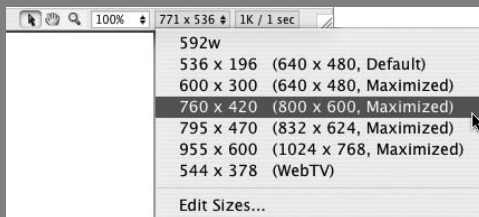
- **Head content.** Most of what you put on a Web page winds up in the *body* of the page, but some elements are specific to the region of the page called the *head* (see Figure 1-2). This is where you put things like the title of the page, *meta tags* (keywords) that provide information for some search engines and browsers, JavaScript scripts, and Cascading Style Sheet information (Chapter 6).

None of this information is actually visible on your Web page once it's "live" on the Internet. But while working in Dreamweaver, you can have a look at it by choosing View → Head Content. You'll see a row of icons representing the different bits of information in the head.

The Window Size Pop-Up Menu

Creating pages that look good on different monitors set to a wide range of resolutions is one of the most difficult tasks facing Web designers. After all, not everyone has a 21-inch monitor or views Web sites with the browser window maximized to fill the whole screen. Nothing's more dispiriting than spending a solid week designing the coolest-looking Web page, only to have your client call up to say that your design doesn't fit his 15-inch monitor (a painfully common story).

You could simulate browser windows of different sizes by dragging the resize handle at the lower-right corner of the document window. But Dreamweaver has a better tool for such experiments: the Window Size pop-up menu on the status bar at the bottom of your document window. Clicking the black arrow next to the window-size stats lets you choose a different setting for the document window, as shown here. Use this feature to test how your page will look inside different-size browser windows. The numbers indicate the width and height in pixels.



(Note to Windows folks: If your document window is maximized, this feature doesn't work. Choose Window → Cascade to "unlock" the document window from its space on the screen. Now you're free to resize the window and use the Window Size pop-up menu. However, this gets rid of the nifty document tabs that let you quickly switch between open documents—as pictured in Figure 1-1. To get them back, just click the Maximize window button in the document window.)

The first pair of numbers indicates the amount of usable space in the document window; the numbers in parentheses indicate the resolution of the monitor. The fourth option shown here, in other words, indicates that if someone has an 800×600 monitor and maximizes the browser window, there are 760×420 pixels of space to display a Web page. (Even though a monitor's resolution is, say, 800×600, after you subtract the space required to display the browser's toolbar, location bar, status bar, and other "chrome," 760×420 pixels of space will be visible when a Web page is opened.)

In any case, note that the Window Size pop-up menu doesn't actually set the size of your Web page or add any code to your page; Web pages are usually fluid, and can grow or shrink to the size of each visitor's browser window. For techniques that let you exercise greater control over your page presentation, see Chapter 8.

- **The status bar** (see Figure 1-2) provides useful information about your page. It appears at the bottom of the document.
- **The Tag selector** (shown in Figure 1-2) is also extremely useful. It provides a sneak peek at the HTML that, behind the scenes, composes your Web page. It indicates how tags are nested in the document based on what you've selected or where the insertion point is.

You can also use the Tag selector to select an HTML tag and all the information nested inside it. For instance, clicking the `<p>` tag selects the paragraph and everything inside it. This feature is very useful when you want to set *properties* (see page 25), add *behaviors* (Chapter 12), or precisely control the application of *styles* (Chapter 4).

You'll make good use of the Tag selector in the tutorials to come. For experienced Dreamweaver fans, it's one of the program's most popular tools.

Tip: In Design view, clicking the <body> tag in the Tag selector is usually the same as pressing Ctrl+A (⌘-A) or choosing Edit → Select All: It selects everything in the document window. However, if you've clicked inside of a table (Chapter 7), or inside of a <div> tag (see page 313), choosing Edit → Select All only selects the contents of the table cell or <div> tag. In this case, you need to press Ctrl+A (⌘-A) several times to select everything on a page. After selecting everything this way, you can press the Delete key to instantly get rid of everything in your document.

Careful, though: Pressing Ctrl+A (⌘-A) or choosing Edit → Select All in Code view selects all the code. Deleting *this* gives you an empty file—and an invalid Web page.

The Insert Bar

If the document window is your canvas, the Insert bar holds your brushes and paints, as shown in Figure 1-3. While you can add text to a Web page simply by typing in the document window, adding elements like images, horizontal rules, forms, and multimedia elements is simplified by the click-to-add approach of the Insert bar. Want to put a picture on your Web page? Just click the Image icon.

Note: Adding elements to your Web page this way may feel like magic, but the Insert bar is really just a quick way to add code to a page, whether it's HTML, XHTML, JavaScript, or server-side code like PHP (see Part 6 of this book). Clicking the image icon, for instance, simply inserts the tag into the underlying HTML of your page. Of course, Dreamweaver's visual approach hides that messy code and cheerfully displays a picture on the page.

When you first start Dreamweaver, the Insert bar is open. If you ever close it by mistake, you can open it again by choosing Window → Insert or by pressing Ctrl+F2 (⌘-F2). On the other hand, if space is at a premium on your screen, you can close the Insert bar and use the Insert *menu* instead. Its commands duplicate all the objects available from the Insert bar.

Seven sets of objects are available from the Insert bar, each available by clicking the appropriate tab (see Figure 1-3):

- **Common objects.** In addition to images, tables, and email links—which you'll use frequently in everyday Web design—this category of the Insert bar offers access to Dreamweaver's *template* features. Templates let you build basic Web page designs that you can use over and over again in your site, speeding up your production process and facilitating easy updates. See Chapter 18 for details.
- **Layout objects.** The objects in this category help you control the layout of a Web page by organizing a page's contents using *Cascading Style Sheets* or *HTML tables*. In addition, this panel includes Dreamweaver CS3's new *Spry widgets* which let you add sophisticated, interactive page elements such as drop-down navigation menus and animated, collapsible panels, so you can fit more information in less space on a Web page (see Chapter 12).
- **Form objects.** Want to get some input from visitors to your Web site? You can use *forms* to receive their comments, collect credit card information for online

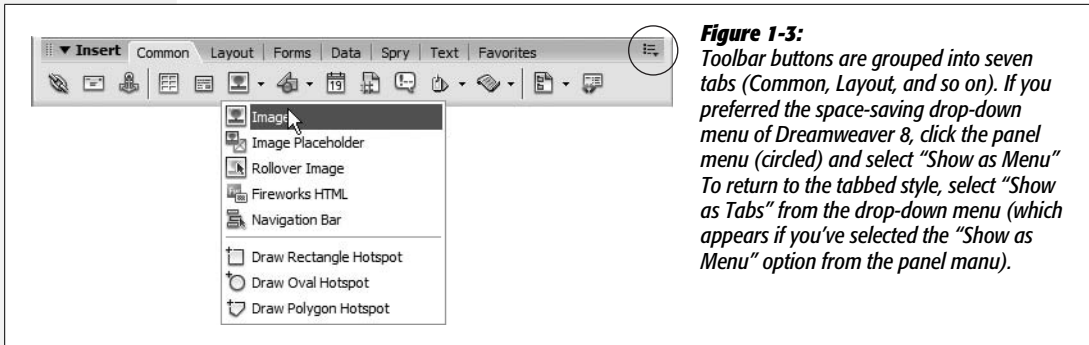


Figure 1-3: *Toolbar buttons are grouped into seven tabs (Common, Layout, and so on). If you preferred the space-saving drop-down menu of Dreamweaver 8, click the panel menu (circled) and select “Show as Menu” To return to the tabbed style, select “Show as Tabs” from the drop-down menu (which appears if you’ve selected the “Show as Menu” option from the panel menu).*

sales, or gather any other kind of data. The Forms tab lets you add form elements like radio buttons, pull-down menus, and text boxes (see Chapter 12). Dreamweaver CS3 adds sophisticated form validation so you can make sure that visitors input the correct information *before* they submit the form.

- **Data.** Dreamweaver makes connecting your Web pages to databases as easy as clicking a few buttons. (OK, *almost* as easy; see Part 6 for details.) The Data tab (formerly called the Application tab) provides many powerful tools for building dynamic pages: controls that add records to your database, for example, or that update information already in a database. Dreamweaver CS3 also adds several data tools that don’t require a complicated database setup. The new Spry dataset feature lets you display interactive data in a table, so visitors can sort the data by column and even change what’s displayed on the page by interacting with the data—all without having to reload an additional Web page.
- **Spry.** Spry is a new technology from Adobe that lets you easily add interactive features to your site: from drop-down navigation menus to animated effects to complex displays of data. Basically, Spry is a simple way for Web designers to insert complex JavaScript programming into Web sites. The Spry tab gathers all of the different Spry features available in Dreamweaver CS3. You’ll find the same buttons spread throughout the input bar; for example, the Spry tools related to form validation also appear in the Form objects tab, while the Spry dataset buttons are also available from the Data tab.
- **Text objects.** To format type—make it bold or italic, for instance—you can turn to the Text category. Most of the buttons on this tab aren’t technically objects; they don’t insert new objects onto the page. Instead, they format text already present on the page. For the most part, the Property inspector offers the same formatting options and is a more common tool for formatting text.

Note: Using the Text objects tab can be disorienting. Some “text objects” create incomplete HTML and actually dump you into the raw HTML of the page, leaving the nice visual Design view behind. In general, the Property inspector and Text menu let you do everything in this tab—more quickly and more safely.

- **Favorites.** Perhaps the most useful category, Favorites can be anything you want it to be. That is, after you've discovered which objects you use the most (like the Image command, if you work with a lot of graphics), you can add them to this personal category. You may find that once you've customized this tab, you'll never again need the other categories in the Insert bar. For instructions on adding objects to your Favorites tab, see the box on page 170.
- **ASP, PHP, JSP, .NET, ColdFusion.** If you're building database-driven Web pages, you'll discover yet another category of objects. The exact name of the category depends on the server model you're using (PHP, Microsoft's Active Server Pages, or Adobe's ColdFusion server, for example), but it always contains frequently used code snippets for the appropriate programming language. See Part 6 for more on working with these technologies.

The Property Inspector

After dropping in an image, table, or anything else from the Insert bar, you can use the Property inspector to fine-tune its appearance and attributes. Suppose, for example, that your boss has decided she wants her picture centered in the middle of the page. After highlighting her picture in the document window, you would then use the Property inspector to change its alignment.

The Property inspector (Figure 1-4) is a chameleon. It's aware of what you're working on in the document window—a table, an image, some text—and displays the appropriate set of properties (that is, options). You'll use the Property inspector extensively in Dreamweaver.

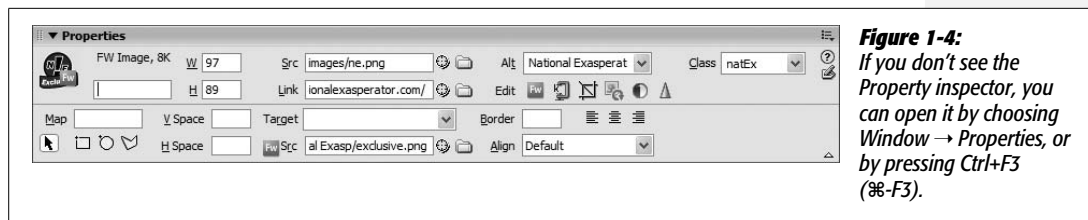


Figure 1-4:
If you don't see the Property inspector, you can open it by choosing Window → Properties, or by pressing Ctrl+F3 (⌘-F3).

For now, though, here are two essential tips to get you started:

- Double-click any blank gray area in the Property inspector—or striped area in Mac OS X—to hide or show the bottom half of the inspector, where Dreamweaver displays an additional set of advanced options. (It's a good idea to leave the inspector fully expanded most of the time, since you may otherwise miss some useful options.)
- At its heart, the Property inspector is simply a display of the attributes of HTML tags. The *src* (source) attribute of the (image) tag, for instance, tells a Web browser where to look for an image file.

The best way to make sure you're setting the properties of the correct object is to click its tag in the Tag selector (see page 20).

Panel Groups

So far, this chapter has described the Insert bar, Property inspector, and document window—but those are just the beginning of Dreamweaver’s windows. In Dreamweaver CS3, most of the remaining windows—called *panels*—sit in tidy groups on the right edge of your screen.

For example, a panel group named Files harbors panels for working with your Web page files, Web site assets, and code snippets (see Figure 1-5).

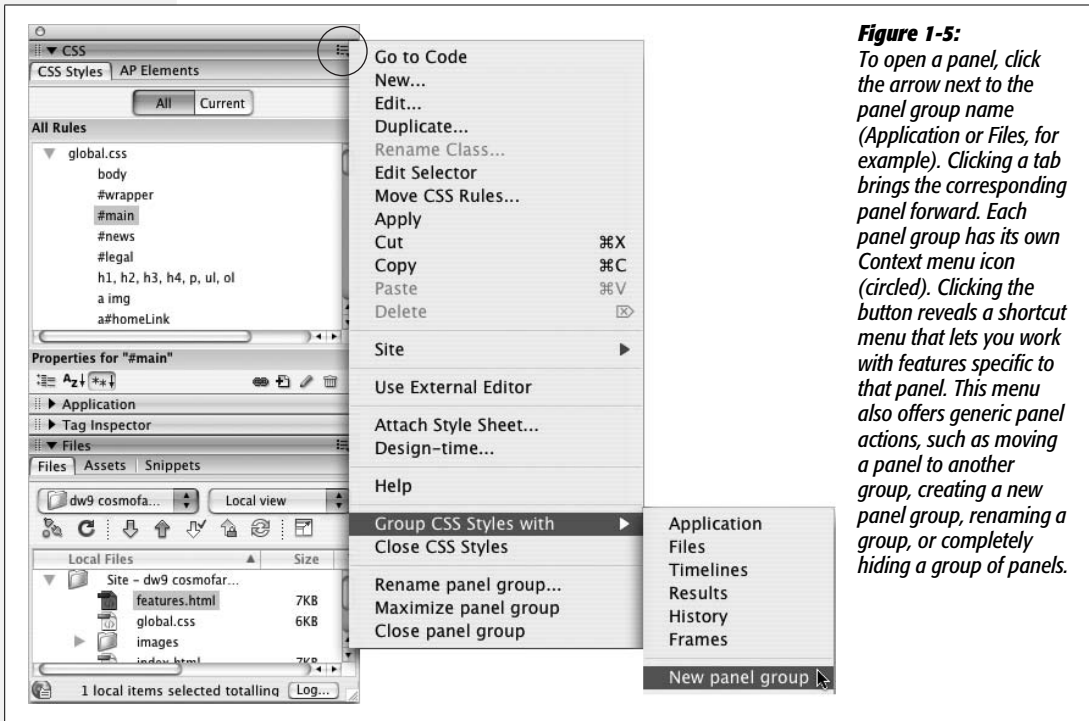


Figure 1-5:
To open a panel, click the arrow next to the panel group name (Application or Files, for example). Clicking a tab brings the corresponding panel forward. Each panel group has its own Context menu icon (circled). Clicking the button reveals a shortcut menu that lets you work with features specific to that panel. This menu also offers generic panel actions, such as moving a panel to another group, creating a new panel group, renaming a group, or completely hiding a group of panels.

The various panels and their uses will come up in relevant sections of this book. But a few tips concerning Dreamweaver’s panels are worth noting here:

- You can open a particular panel from the Window menu. For example, to open the Files panel, choose Window → Files.
- Double-click anywhere in a panel group’s gray title bar to open that panel group *and* expand it to fill the maximum space available. To give the panel as much space as possible, any other open panels are closed. This is really the best way to open panel groups. Not only are title bars large targets, but most panels contain a lot of information, so you’ll want to see as much of them as possible.

- If you want to hide all windows *except* for documents, choose Window → Hide Panels or press F4—a useful trick when you want to maximize the amount of your screen dedicated to showing the actual Web page you’re working on. To bring back all of Dreamweaver’s administrative windows, press F4 again or choose Window → Show Panels.

Tip: Dreamweaver for Windows includes a button for hiding only the panel groups. See Figure 1-1 for this handy trick.

Workspace Layouts

Dreamweaver CS3 includes a wonderful, time-saving productivity enhancer: Workspace Layouts. This feature lets you save the position and size of Dreamweaver’s panels and windows as a “layout,” which you can return to by simply selecting the layout’s name from Window → Workspace Layout. For example, when you’re working on a database-driven Web site, you may like to have the Application panel group and the Snippets panel open, but close the CSS panel. When working on a design-heavy site, on the other hand, you’ll probably want the CSS panel open, but could care less about the Tag Inspector. You can create a different layout for each situation and then simply switch between them.

First, you should organize your workspace the way you want it:

- Open the panels you work with most frequently. For example, choose Window → Files to open the Files panel.
- Increase or decrease the height of a panel by dragging the empty space to the right of a panel or panel-group name (see Figure 1-6).

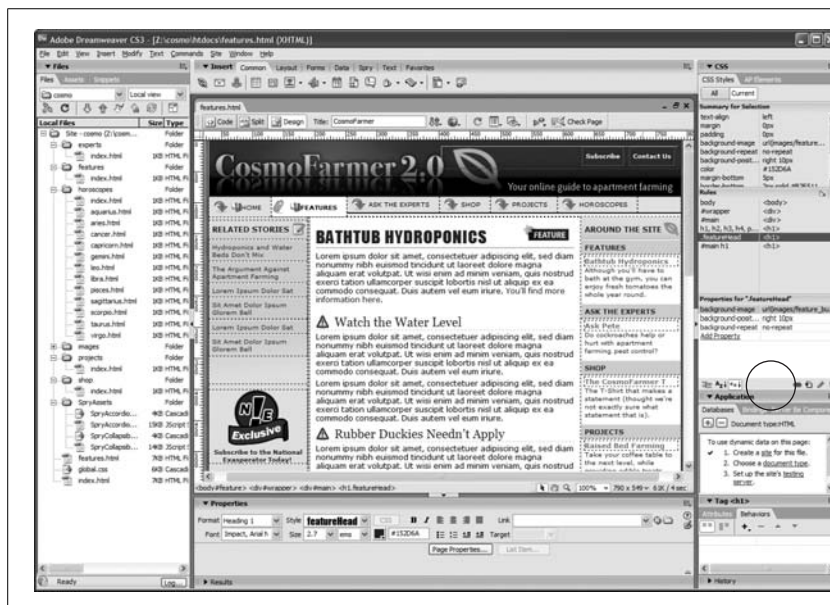


Figure 1-6: Resizing a panel is as easy as dragging up or down (circled). If you’re lucky enough to have a large monitor, it’s often helpful to put the Files panel by itself on either the left or right side of the screen.

- You can move a panel group to another area of your screen by dragging its gripper (see Figure 1-6). This is especially useful if you have a large monitor, since you can place one group of panels on the right edge of the monitor and another group either next to the first or on the left side of the monitor. If you're lucky enough to have two monitors hooked up to your computer, you can even spread the panels across both monitors.
- Open the toolbars you'll want to work with most often (see page 20).
- Choose the Insert bar tab containing the objects you use most frequently. (You can collect your favorite objects onto a single tab, as described on page 170).

To save your layout, select Window → Workspace Layout → Save Current (see Figure 1-7). The Save Workspace Layout dialog box appears; type a name for the layout and click OK. (If you type the same name as a layout you've already saved, Dreamweaver lets you know and gives you the option to replace the old layout with this new layout. This is the only way to update a layout you've previously created.) Dreamweaver saves your new layout.

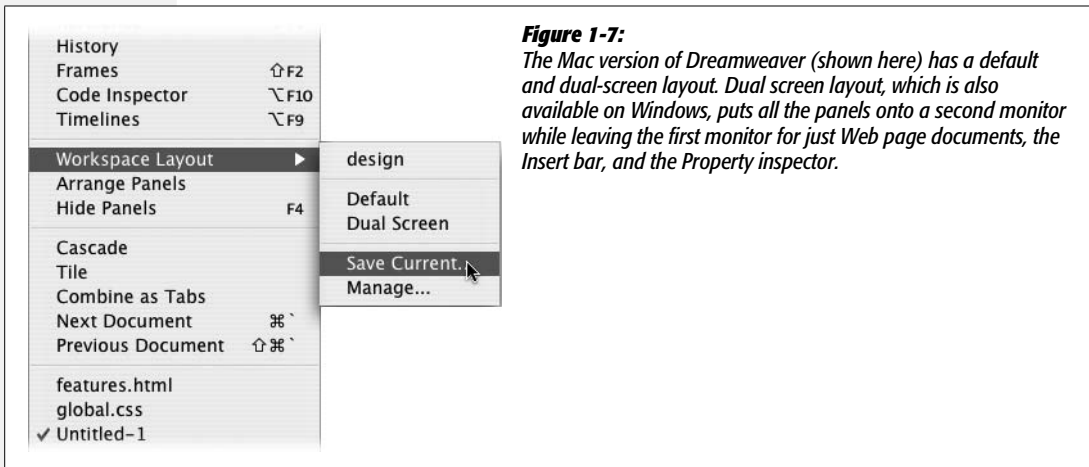


Figure 1-7:

The Mac version of Dreamweaver (shown here) has a default and dual-screen layout. Dual screen layout, which is also available on Windows, puts all the panels onto a second monitor while leaving the first monitor for just Web page documents, the Insert bar, and the Property inspector.

Tip: This feature is also handy if you share your computer with other people. You can create your own Workspace Layout—use your own name when naming the layout—with all the panels and windows exactly where you like them. Then, when you go to use the computer and the bozo before you has rearranged the entire workspace, just select your layout from the Window → Workspace Layouts menu.

To switch to a layout you've already saved, simply select Window → Workspace Layout → The Name of Your Layout (see Figure 1-7). After a brief pause, Dreamweaver switches to the selected layout.

Setting Up a Site

Whenever you build a new Web site or edit an existing one you've created elsewhere, you have to begin by introducing Dreamweaver to it—a process called

defining a site. This is *the* most important first step when you start using Dreamweaver, whether you plan to whip up a five-page Web site, build a thousand-page online store, or edit the site your sister built for you. At its most basic, defining a site lets Dreamweaver know where you store your Web pages on your computer and makes sure Dreamweaver correctly inserts images and adds links to the pages of your site. In addition, if you want to take advantage of Dreamweaver’s many time-saving site-management tools such as the link checker (see page 586), Library items (Chapter 17), Templates (Chapter 18), and FTP tool for moving your Web files to a Web server (Chapter 16), then you *have* to define a site.

Dreamweaver provides two methods for defining a site: the hold-you-by-the-hand Site Definition wizard, and the advanced “Get out of my way, I know what I’m doing” approach.

The Site Definition Wizard

Dreamweaver’s Site Definition wizard steps you through a series of screens, prompting you for information about your Web site setup.

1. Choose Site → New Site.

The Site Definition window appears. To use the wizard, make sure the Basic tab is selected (see Figure 1-8).

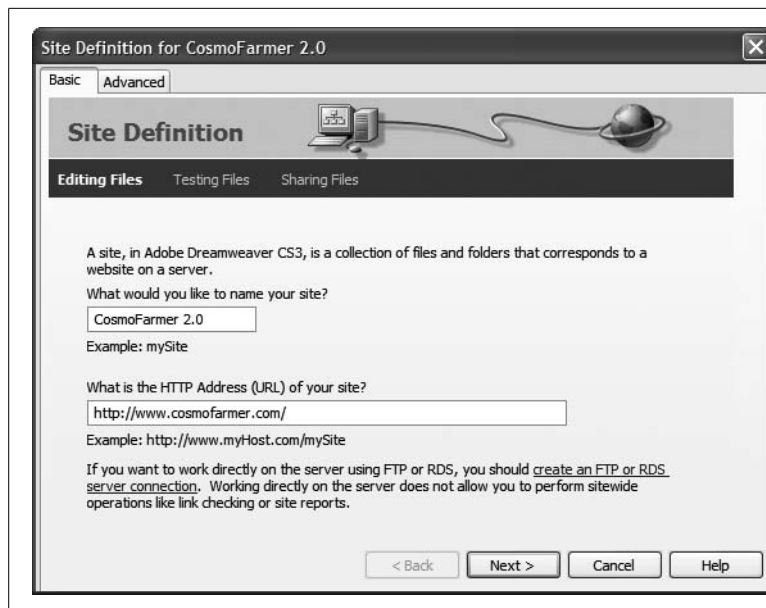


Figure 1-8: The Basic tab of the Site Definition window takes you step by step through the process of setting up a new site. Each stage of the process—Editing Files, Testing Files, and Sharing Files—is clearly labeled. Depending on the type of site you’re building and which Dreamweaver features you plan on using, you’ll be taken through a series of simple questions that help you set up your site.

2. Type the name of your site in the first field.

The name you type here is solely for your own reference, to help you identify the site in Dreamweaver’s Files panel. It won’t appear on the Web. Dreamweaver also asks for the Web address for your site.

3. Type the Web address for your Web site. For example, *http://www.cosmofarmer.com/*.

This step is optional. If you don't yet have a Web address you can leave this blank. In some cases, you may need to add some more information after the domain name. For example, the address for your Web site might look something like this: *http://www.somecollege.edu/~bob/*. Or you might be responsible for maintaining just part of a larger site—sometimes called a “sub site.” Regardless, just type the address you normally type into a Web browser to visit your site. For example, *http://www.mybigcompany.com/marketing/*.

Note: If you're using site-root relative paths for linking to the pages in your site, step 3 above is critical. See page 155 for the gory details.

4. Click the Next button to proceed to the next screen.

In the next step, you'll tell Dreamweaver whether you plan on building regular Web pages or pages that require a special server for creating the dynamic, database-driven Web sites discussed in Part 6 of this book.

5. Unless you're creating a database-driven site, choose “No, I do not want to use a server technology” and then click Next.

For creating basic Web pages, you don't need any server technology. To learn about defining a site for database-driven Web sites like those described in Part 6 of this book, see page 762.

In the next steps, you'll tell Dreamweaver how you want to work on the files in your site and where you'll store those files.

6. Choose either “Edit local copies on my machine” or “Edit directly on server using local network” (see Figure 1-9).

The first option—*Edit local copies*—is the most common. Typically, Web designers have two sets of files: the *local site* on their hard drive and the *remote site* on the Web (see the box on page 33). The local site lets you keep your works in progress on your computer, while the remote site contains the completed pages that the world can view with a Web browser.

The second option (*Edit directly on server*) isn't a very good idea. Working directly on the live version of the site—the one anyone with a Web browser can see—exposes your half-finished pages, with their typos and missing pictures, to your audience. It's a much better idea to perfect a page on your own computer, and then, when it's finished, move it to the Web server.

7. Click the folder icon next to the label, “Where on your computer do you want to store your files?”

The Choose Local Root Folder window opens, so that you can choose a folder on your hard drive that will serve as your *local site's root folder*. This is the folder

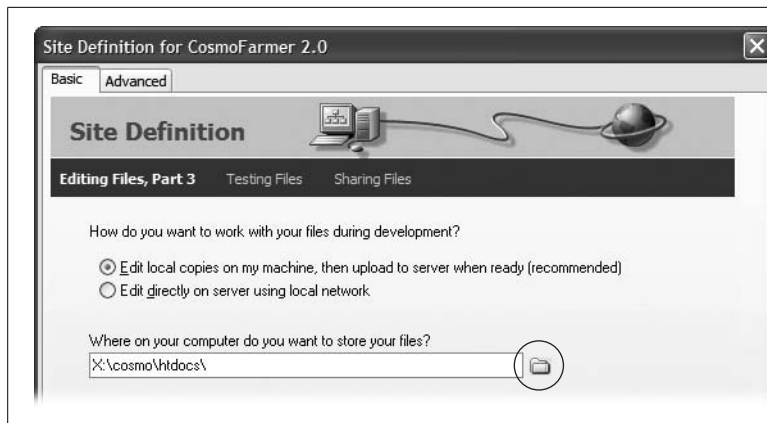


Figure 1-9: You'll see the folder icon (circled) everywhere in Dreamweaver CS3. It lets you select a folder or file, which you'll do when you create links, add images, and, yes, select a local root folder for your site.

on your computer where you'll store the HTML documents and graphics, CSS, and other Web files that make up your Web site.

8. Browse to and select the folder containing your site's files.

The Mac and Windows versions of Dreamweaver handle this ritual a bit differently; see Figure 1-10.

If you were starting a Web site from scratch, you could also create a new empty folder at this point. You would then save your Web pages and graphics into this folder as you build your site.

For more on root folders and organizing Web sites, see Chapter 14. For now, the fact to burn into your brain is that all the files that will constitute your Web site must live in the folder you select—this is called the *local root folder*. (You can have subfolders with Web files *inside* the local root folder, you just can't have any files *outside* this root folder.)

Tip: Another way to think of the local root folder: It's the folder on your computer in which you'll put your site's home page.

9. Click Next.

Now Dreamweaver asks how you want to connect to your *remote server*—the computer that will dish up the finished Web files to your adoring public.

10. Choose one of the options from the “How do you connect to your remote server?” menu.

To just get started building Web pages, choose None. This is the option you'll use in all of the tutorials in this book. In Chapter 17, you'll learn how to use other options from this menu such as FTP or WebDav to move your files to your Web server using Dreamweaver. Even if you don't select a remote server now, you can always return to the Site Definition window later to tell Dreamweaver where to put your finished Web pages.

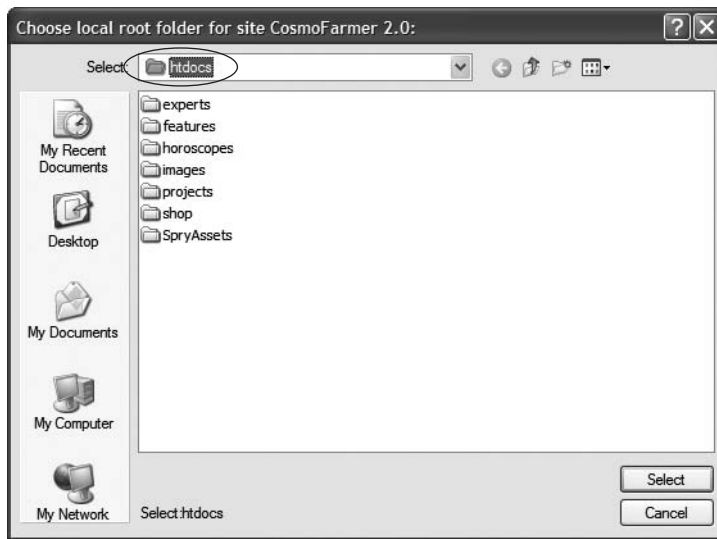
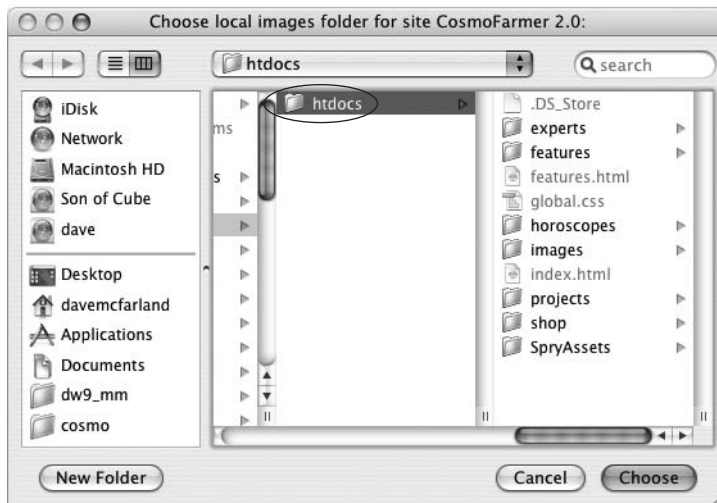


Figure 1-10: When it comes to selecting a local root folder, the Windows and Mac versions of Dreamweaver differ slightly.

Top: In Windows, the folder name appears in the Select field at the top of the Choose Local Folder window (circled). Click Select to define it as the local root.

Bottom: On a Mac, highlight a folder in the list in the middle of the window (circled) and then click Choose to set it as the local root folder.



11. Click Next.

A summary of your settings appears (see Figure 1-11).

12. Click Done.

After defining the site, Dreamweaver creates a *site cache* for your Web site. That's a small database that tracks pages, links, images, and other components of your site. The cache helps Dreamweaver's site-management tools avoid breaking links, helps warn you when you're about to delete important files, and allows you to reorganize your site quickly. If you're creating a brand-new site or have a small site with just a few files, you may not even notice this site cache creation happening.

UP TO SPEED

Folders Worth Knowing About

During the tutorial in these pages—and, indeed, everywhere in Dreamweaver—you’ll encounter a few terms frequently heard at Web designer luncheons:

Root folder. The first rule of managing a Web site is that every piece of the site you’re working on—Web page (HTML) documents, graphic images, sound files, and so on—must sit in a single folder on your hard drive. That master folder is the *root* folder for your Web site, and because it’s sitting on your computer it’s called the *local root* folder. The *root* is the master, outer, main folder—think of that folder as the edge of the known universe for that site: Nothing exists outside of the root. Of course, to help organize your site’s files, you can include any number of subfolders inside the root folder. (When you’ve finished creating your Web site, you’ll move its files onto a Web server for the world to see. The folder you place your Web files into on a Web server is called the *remote root folder*.)

Local site. The usual routine for creating Web pages goes like this: First you create the page on your own computer—using a program like Dreamweaver—and then you upload it to a computer on the Internet called a Web server, where your handiwork becomes available to the masses. In other words, almost every Web site exists in two places at once. One copy is on the Internet, where everyone can get at it. The other, original copy is on some Web designer’s hard drive.

The copy on your own computer is called the *local site*, or the development site. Think of the local site as a sort of staging ground, where you build your site, test it, and modify it. Because the local site isn’t on a Web server and can’t be accessed by the public, you can freely edit and add to it without affecting the pages your visitors are viewing, meanwhile, on the remote site.

Remote site. When you’ve added or updated a file, you move it from the local site to the remote site. The *remote*, or live, site is a mirror image of the local site. Because you create it by uploading your local site, it has the same organizational folder structure as the local site and contains the same files. Only polished, fully functional pages go online to the remote site; save the half-finished, typo-ridden drafts for your local site. Chapter 16 explains how to use Dreamweaver’s FTP features to define and work with a remote site.

(If you’re using Dreamweaver’s database features, by the way, you’ll encounter yet another term: a *testing server*. You’ll find the lowdown on this kind of site, which is used to test database features, on page 754.)

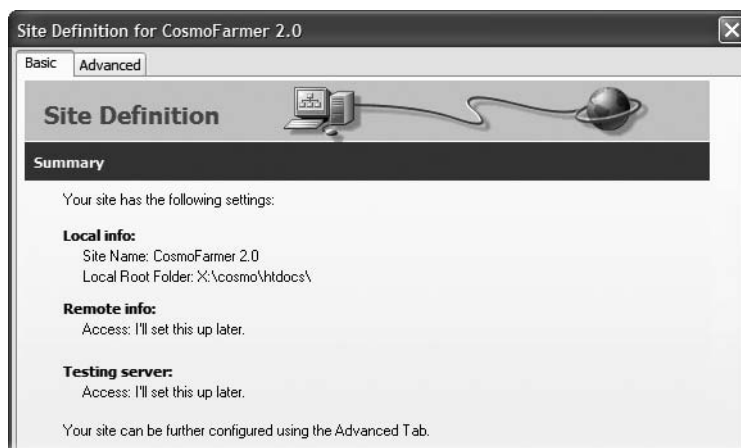


Figure 1-11: After you’ve finished the Site Definition wizard, Dreamweaver summarizes the settings you selected. Nothing’s set in stone, however. If you later decide to connect to a Web server to upload your Web pages or use Dreamweaver’s database tools, you can always change your site options as described on page 564.

Defining a site doesn't actually do anything to your computer; it doesn't create a home page or add a folder, for example. It merely prepares Dreamweaver for working on a site.

Tip: Dreamweaver lets you define *multiple* Web sites, a handy feature if you're a Web designer with several clients, or if your company builds and manages more than one site. To define an additional site, choose Site → New Site and repeat the steps starting on page 29. You can then switch from one site to another using the Sites menu in the Files panel (see Figure 15-6 on page 568).

Defining a Site the Fast Way

Although the Site Definition wizard is a nearly foolproof way to define a site, clicking through each of its steps can get tedious. If you want to get started building Web pages (or editing a Web site you've already created) right away, you only need to provide a few details using the Advanced tab of the Site Definition window.

1. Choose Site → New Site to open the Site Definition window and select the Advanced tab (see Figure 1-12).

The number of options that appear in the Advanced view of the Site Definition window may seem overwhelming. But to get started building a Web site, you only need to supply a few pieces of information under the Local Info category of this window. The other categories are for more advanced site setups, which you'll learn about later in this book. For example, the Remote Info category is for setting up Dreamweaver to move files to your Web server and is discussed in Chapter 17, while the Testing Server category is used for the database-driven Web sites detailed in Part 6 of this book.

2. Make sure Local Info is selected in the Category list, and then type a name for your site in the "Site name" field.

The name you type here is solely for your own reference, to help you identify the site in Dreamweaver's files panel; it won't appear on the Web.

3. Click the folder icon to the right of the "Local root folder" field.

The Choose Local Root Folder window opens, where you can choose a folder on your hard drive that will serve as your *local site's root folder*. This is the folder on your computer where you'll store the HTML documents and graphics, CSS, and other Web files that make up your Web site.

4. Browse to and select the folder containing your site's files.

Figure 1-10 demonstrates the process for Windows and Macs. If you're creating a new site, you can also create a new folder at this point using the New Folder button in this window.

You can also let Dreamweaver know where you plan on storing the images for the site by selecting a folder for the "Default images folder" field. This is an optional step, but comes in handy if you insert an image from the desktop or another folder outside your local root folder as described on page 562.

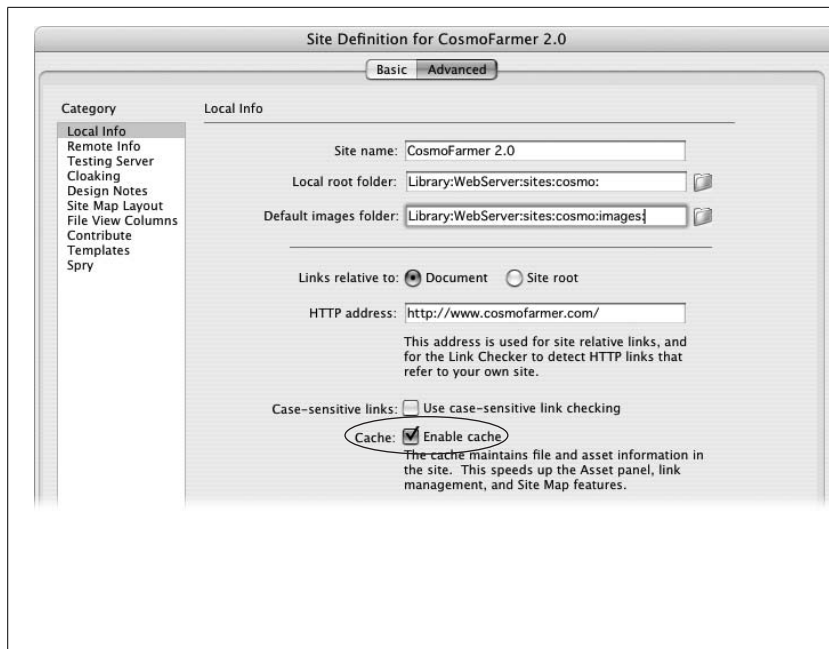


Figure 1-12: Make sure the “Enable cache” box (circled) is turned on. This speeds up Dreamweaver’s site management features such as link checking. If you have a really large site with thousands of pages and files, then creating the cache can take several minutes, so you might be tempted to disable this feature. Don’t. With the cache enabled, Dreamweaver can make sure you don’t accidentally delete a page that thousands of other pages link to, or help update links when you move a page to another location in your site.

Note: Because defining a site is such an important step, you can find a video about the process on this book’s Web site at www.sawmac.com/dwcs3/.

5. Type the Web address of your site in the HTTP address field. For example, <http://www.cosmofarmer.com/>.

This step is also optional. Just type the address you’d normally type into a Web browser to view your site. If you don’t yet have a Web address, then you can leave this blank.

6. Click OK to finish the process.

Dreamweaver creates a site cache as described in step 12 on page 32. Your site’s files (if there are any yet) appear in the Files panel. Now you’re ready to create Web pages and take advantage of Dreamweaver’s powerful site-building tools.

Creating a Web Page

After defining a site, you’ll want to start building pages. Just choose File → New or press Ctrl+N (⌘-N on a Mac) to open the New Document window (see Figure 1-13). Even if you’ve used earlier versions of the program, the New Document window introduced in Dreamweaver CS3 is a little overwhelming. There are so many options it’s hard to know where to start.

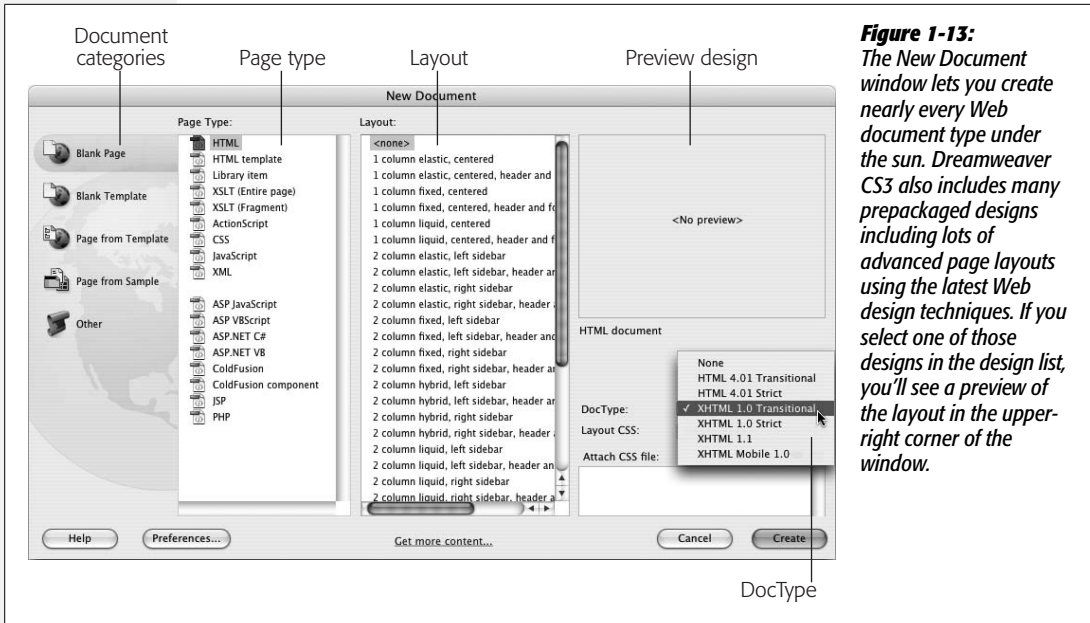


Figure 1-13: The New Document window lets you create nearly every Web document type under the sun. Dreamweaver CS3 also includes many prepackaged designs including lots of advanced page layouts using the latest Web design techniques. If you select one of those designs in the design list, you'll see a preview of the layout in the upper-right corner of the window.

To create a basic HTML file for a Web page:

1. Choose **Blank Page** from the left-hand list of document categories.

The Blank Page category lets you create a new empty document—this might be a Web page or something a bit more esoteric like an XML file (see page 477 for more on XML), an external JavaScript file, or one of the several server-driven pages such as PHP or ASP (which are discussed in Part 6).

Both the Blank Template and “Page from Template” categories relate to Dreamweaver’s Template feature discussed in Chapter 19. The “Page from Sample” category lets you choose from several different files with already-created designs—it’s best to avoid these. The designs in this category are old and are left over from earlier versions of the program; they generally aren’t very attractive and don’t use the best techniques for building a Web page. Dreamweaver CS3 does ship with some very useful page layouts which you can access from the Blank Page category. (You’ll learn about these designs in Chapter 9.) The last category, Other, lets you create documents for different programming languages like ActionScript or Java—unless you’re a Flash or Java programmer, you probably won’t ever need these.

2. Choose **HTML** from the Page Type list.

You can also create other types of documents, most of which you’ll learn more about later in this book, such as PHP or ASP for database-driven sites (see Part 6 of this book), XSLT files for processing XML (Chapter 26), templates (Chapter 19), library items (Chapter 18), or CSS files (Chapter 3).

3. Choose <none> from the layout list.

<none> creates a blank document. The other choices (“1 column elastic, centered”, “1 column elastic, centered, header and footer”, and so on) are pre-designed page layouts. These designs (not to be confused with the designs under the “Page from Sample” category) are new in Dreamweaver CS3 and use a technology called Cascading Style Sheets (CSS), which you’ll learn much more about in this book. Because CSS-based layout can be tricky, Dreamweaver includes all the code needed to create the most common types of page designs. It’s a great new feature which you’ll learn more about in Chapter 8.

4. Select a document type from the DocType menu.

Selecting a document type identifies the type of HTML you’ll be using on the page. It affects how the HTML code is written and understood by a Web browser. Fortunately, since Dreamweaver writes all of the code for you, you don’t need to worry about the subtle differences between the different types.

XHTML 1.0 Transitional is the normal setting in Dreamweaver, but HTML 4.01 Transitional, HTML 4.01 Strict, and XHTML 1.0 Strict are also fine choices. The transitional doc types let you use a few HTML tags and properties that have been phased out of the strict types. Most notably, transitional doc types can use the “target” property for links—a simple way to force links to open in a new browser window.

If you don’t really understand or care about doc types, just select XHTML 1.0 Transitional. But make sure you avoid None (which can force browsers to display pages in what’s called “quirks mode” and makes perfecting designs difficult) and XHTML 1.1 (which requires a special setting on your Web server to work properly.)

Tip: If you don’t want to deal with the New Document window every time you create a new page, choose Edit → Preferences in Windows or Dreamweaver → Preferences on Mac. In the Preferences dialog box, click the New Document category and turn off the “Show New Document Dialog on Control-N” checkbox.

While you’re at it, you can also specify what kind of file you want Dreamweaver to create whenever you press Ctrl+N (⌘-N). For example, if you usually create plain HTML files, choose HTML. But if you usually create dynamic pages (like the PHP pages described in Part 6), choose a different type of file—PHP, for example.

With these settings, pressing Ctrl+N (⌘-N) will instantly create a new blank document. (Choosing File → New, however, will still open the New Document window.)

5. Click Create.

Dreamweaver opens a new, blank Web page ready for you to save and title (see Figure 1-14).

6. **Choose File → Save.**

The Save As dialog box appears. You need to save the file somewhere inside the local root folder. You can save it inside of any subfolders within the root folder as well.

7. **Type a name for the file and then click Save.**

Make sure the name doesn't contain spaces or any characters except letters, numbers, hyphens, and underscores, and that it ends in either .html or .htm.

Although most operating systems let you save files with long names, spaces, and characters like #, \$, and &, some browsers and servers have trouble interpreting anything other than letters and numbers.

Furthermore, Web servers rely on file extensions like .htm, .html, .gif, and .jpg to know whether a file is a Web page, graphic, or some other type of file. Dreamweaver for Windows automatically adds the extension to your saved document names. But on the Mac—which lets you save files without extensions—make sure the file ends in the suffix .html or .htm when you save a Dreamweaver document.

8. **Click inside the Title box at the top of the document window and type a name for the page (see Figure 1-14).**

Every new document Dreamweaver creates has the unflattering title Untitled Document. If you do a quick search on Google for “Untitled Document”, you'll find (at the time of this writing) 43,900,000 results. Many of those pages were probably created by Dreamweaver. The best way to avoid this unprofessional mistake is to immediately title the document after saving it. The title should be descriptive, indicating the main topic of the page: for example, “Contact Us”, “About Our Services”, or “Technical Specifications for the Anodyne 3000 Indoor Lawn Mower”.

The Dreamweaver Test Drive

Although reading a book is a good way to learn the ins and outs of a program, nothing beats sitting in front of your computer and taking a program through its paces. Many of this book's chapters, therefore, conclude with hands-on training: step-by-step tutorials that take you through the creation of a real, working, professionally designed Web site for the fictional online magazine *CosmoFarmer*.

The rest of this chapter, for example, introduces Dreamweaver by taking you step by step through the process of building a Web page. It shouldn't take more than an hour. When it's over, you'll have learned the basic steps of building any Web page: creating and saving a new document, adding and formatting text, inserting graphics, adding links, and making the program work for you (the finished tutorial is pictured in Figure 1-34).

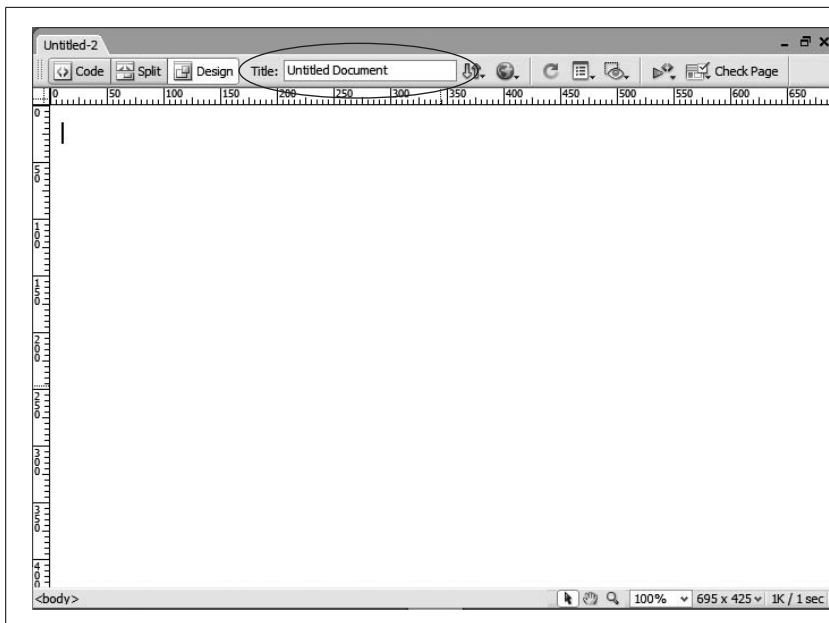


Figure 1-14: A new blank Web page. Always remember to title the page by clicking inside the Title box at the top of the document window (circled) and entering a descriptive title.

If you're already using Dreamweaver and want to jump right into the details of the program, feel free to skip this tutorial. (And if you're the type who likes to read first and try second, read Chapters 2–5 and then return to this chapter to practice what you've just learned.)

Note: The tutorial in this chapter requires the example files from this book's Web site, www.sawmac.com/dwcs3/. Click the Tutorials link to go to the tutorials page, and then download the files by clicking the download link. The tutorial files are stored as ZIP files, a type of file that compresses a lot of different files into one, smaller file.

Windows folks should download the file and double-click it to open the archive. Click the Extract All Files option, then follow the instructions of the Extraction wizard to unzip the files and place them on your computer. Mac users, just double-click the file to decompress it.

After you've downloaded and decompressed the files, you should have a MM_DWCS3 folder on your computer, containing all of the tutorial files for this book.

Phase 1: Getting Dreamweaver in Shape

Before you get started working in Dreamweaver, you need to make sure the program's all set up to work for you. In the following steps, you'll double-check some key Dreamweaver preference settings, and you'll organize your workspace using the Workspace Layout feature.

First, make sure the preferences are all set:

1. If it isn't already open, start Dreamweaver.

Hey, you've got to start with the basics, right?

2. Choose Edit → Preferences (Windows) or Dreamweaver → Preferences (Mac).

The Preferences dialog box opens, listing a dizzying array of categories and options (see Figure 1-15).

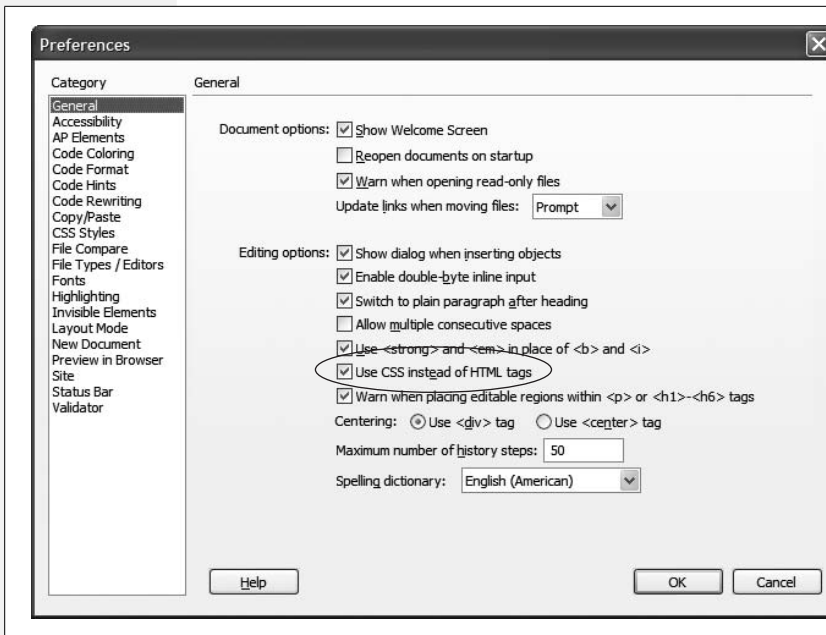


Figure 1-15: Dreamweaver’s Preferences dialog box is a smorgasbord of choices that lets you customize the program to work and look the way you want. In this step, you’ll make sure Dreamweaver uses Cascading Style Sheets code for formatting your page by turning on the “Use CSS instead of HTML tags” checkbox (circled).

3. In the Category list on the left side of the Preferences dialog box, click General. Make sure the checkbox “Use CSS instead of HTML tags” is turned on.

The program offers wide support for Cascading Style Sheets, but also still supports outdated HTML tags to add formatting to text, links, and basic properties of a Web page, as described in the note below.

Note: Out of the box, Dreamweaver uses CSS (instead of the outmoded `` tag) to format text and bypasses old-school HTML attributes to format the `<body>` tag.

If you do need to support the `` tag and other outmoded HTML properties—perhaps you have a site that uses the `` tag religiously and you’re not ready to undertake the challenge of converting the entire site to CSS—simply turn off the “Use CSS Instead of HTML tags” checkbox shown in Figure 1-15. But don’t do this for new sites; that approach is *deprecated* (considered obsolete) by the W3C, the main Web standards organization. Future browsers may not understand those tags and attributes.

4. Select the Invisible Elements category in the Preferences dialog box, and then turn on the fourth checkbox from the top, labeled Line Breaks.

Sometimes, when pasting text from other programs like Microsoft Word or an e-mail program, separate paragraphs come into Dreamweaver as a single paragraph broken up with invisible characters called *line breaks* (for you HTML-savvy readers, this is the `
` tag). Normally you can’t see this character

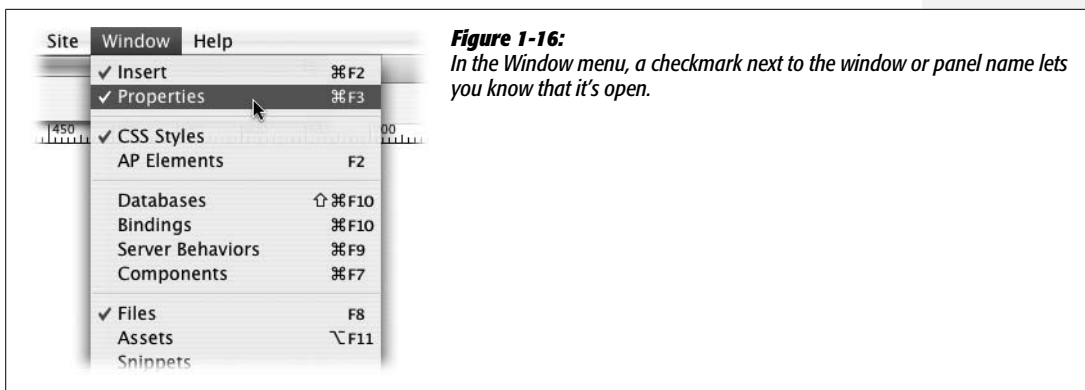
in Dreamweaver's Design view. This setting makes the line break character visible—represented in the document window by a little gold shield—so that you can easily select and remove it.

5. Click OK.

The Preferences dialog box closes. You're ready to get your workspace in order. As noted at the beginning of this chapter, Dreamweaver has many different windows that help you build Web pages. For this tutorial, though, you'll need only three: the Insert bar, the document window, and the Property inspector. But, for good measure (and to give you a bit of practice), you'll open a few panels as well.

6. Make sure the Property inspector and Insert bar are open (see Figure 1-1).

If they aren't, choose Window → Properties, and Window → Insert, respectively (see Figure 1-16).



7. If the CSS styles panel isn't open, choose Window → CSS Styles.

This panel lists styles—essentially, formatting instructions for your page—that you've created. You'll use it frequently; it's discussed in greater detail on page 117.

8. If the Files panel isn't open, choose Window → Files.

This is another frequently encountered panel. It lists all the files in your site and provides an easy way to open, delete, and manage your Web pages.

With the most important windows and panels open, you'll clean up your workspace by eliminating a panel group that you won't use for any of these basic tutorials.

9. Right-click (Control-click on a Mac) the empty area to the right of the Application group tab (see Figure 1-17) and from the pop-up menu, select "Close panel group".

This closes the Application panel, which is used for the advanced, database-driven Web sites described in Part 6 of this book. Your workspace is all set up now. Next, you'll save this layout so you can return to this exact same positioning of panels and windows whenever you like.

Tip: Don't worry if you make a mess of your workspace: You can always revert back to the original setup by choosing Window → Workspace Layout → Designer (Windows) or Window → Workspace Layout → Default (Mac).

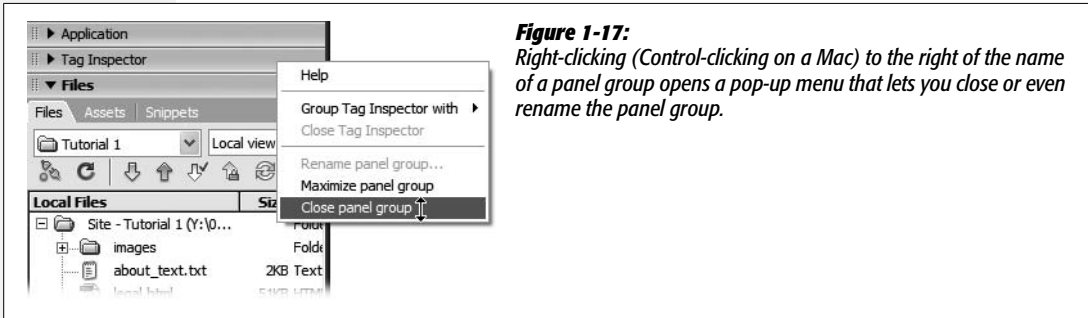


Figure 1-17: Right-clicking (Control-clicking on a Mac) to the right of the name of a panel group opens a pop-up menu that lets you close or even rename the panel group.

10. Choose Window → Workspace Layout → Save Current...

The Save Workspace Layout window appears, waiting for you to name your new layout.

11. Type *CosmoFarmer* (or any name you like) and then click OK.

You've just created a new workspace layout. To see if it works, you'll switch to Dreamweaver's original layout, see how the screen changes, and then switch back to your new setup.

12. Choose Window → Workspace Layout → Designer (or Default on a Mac).

This returns the workspace to what you saw when you first installed Dreamweaver; notice how the Application panel reappears and the CSS Styles panel is closed.

13. Choose Window → Workspace Layout → *CosmoFarmer* (or whatever name you gave in step 11).

Voilà! Dreamweaver sets up everything the way you want it. You can create multiple layouts for different Web sites or different types of sites.

Phase 2: Creating a Web Site

As discussed on page 28, whenever you want to use Dreamweaver to create or edit a Web site, your first step is always to show the program where the *root folder* is—the master folder for all your Web site files. You do this by *defining a site*, like so:

1. Choose Site → New Site.

The Site Definition window appears. There's a basic and an advanced method for defining a site. You'll learn the basic method first, so make sure the Basic tab is selected (see Figure 1-8).

2. Type *Tutorial 1* in the Site Name field.

The name you type here is solely for your own reference, to help you identify the site in Dreamweaver's Site menu. Dreamweaver also asks for the Web address for your site. You're working on the fictitious CosmoFarmer Web site.

3. Type `http://www.cosmofarmer.com/` in the HTTP Address field. Click Next.

In the next step, you'll tell Dreamweaver whether you plan on building regular Web pages or pages that require a special server for creating the dynamic, data-base-driven Web sites discussed in Part 6 of this book.

4. Click "No, I do not want to use a server technology". Click Next.

In this tutorial, you'll build a basic Web page.

In the next steps, you'll tell Dreamweaver how you want to work on the files in your site and where you'll store those files. In this example, you'll use one of the folders you downloaded from this book's Web site (at other times, you'll choose or create a folder of your own).

5. Click "Edit local copies on my machine".

Next, you need to tell Dreamweaver where it can find the tutorial files.

6. Click the folder icon next to the label, "Where on your computer do you want to store your files?"

The Choose Local Root Folder window opens, so that you can choose a folder on your hard drive that will serve as your *local root site folder*. (This is the folder on your computer where you'll store the HTML documents and graphics, CSS, and other Web files that make up your Web site.)

7. Browse to and select the Chapter01 folder located inside the MM_DWCS3 folder you downloaded earlier.

As discussed on page 32, the Mac and Windows versions of Dreamweaver handle the process of selecting a folder a bit differently; see Figure 1-10. At this point, you've given Dreamweaver all the information it needs to successfully work with the tutorial files; you just need to skip through a few more screens and you're ready to get going.

Note: You'll find finished versions of all of the tutorials from this book in the MM_DWCS3 folder. The finished version of this tutorial is located in the Chapter01_finished folder.

8. Click Next.

Dreamweaver asks how you want to connect to your *remote server*—the computer that will dish up the finished Web files to your adoring public.

9. From the "How do you connect to your remote server?" menu, choose None, and then click Next.

Dreamweaver can move your files to a Web server automatically, as you'll learn in Chapter 17.

After clicking Next, you'll see a summary of your settings. If you made a mistake, click Back to return to the appropriate step in the process and make changes.

10. **Click Done.**

After defining the site, Dreamweaver creates a *site cache* for your Web site (see page 32). Since there are hardly any files in the Chapter01 folder, you may not even notice this happening—it'll go by in the blink of an eye.

Phase 3: Creating and Saving a Web Page

"Enough already! I want to build a Web page," you're probably saying. You'll do just that in this phase of the tutorial:

1. **Choose File → New.**

The New Document window opens (see Figure 1-13). Creating a blank Web page involves a few clicks.

2. **Select Blank Page from the left-hand list of document categories; in the Page Type list, highlight HTML; and from the designs list choose <none>.**

You'll do one last thing before finally creating your new Web page: To be truly up to the minute with Web building techniques, you'll also use XHTML to build this page. XHTML, further described on page 9, is the latest incarnation of HTML. The main Web standards organization, the World Wide Web Consortium (W3C), recommends it due to its compatibility with future standards and its cleaner, more logical structure.

3. **Select "XHTML 1.0 Transitional" from the DocType menu in the bottom right of the window.**

The window should look like Figure 1-13. There are actually two "flavors" of XHTML. The "Transitional" type will keep your pages compatible with older browsers and give you a wider range of HTML tags to work with. If you've grown up with regular HTML and aren't ready to move to XHTML (it really isn't very different—see page 9), select "HTML 4.01 Transitional".

4. **Click Create.**

Dreamweaver opens a new, blank XHTML page. Even though the underlying code for an XHTML page is different in many ways from that of a plain HTML page, you have nothing to worry about: Dreamweaver manages all that code so you don't have to.

5. **Choose File → Save.**

The Save As dialog box opens.

Always save your pages right away. This habit prevents serious headaches if the power goes out as you finish that beautiful—but unsaved—creation.

6. Save the page as *about.html* in the Chapter01 folder.

You could also save the page as *about.htm*; both .html and .htm are valid.

Make sure you save this page in the correct folder. In Phase 1 (page 39), you defined the Chapter01 folder as the root of the site—the folder that holds all the pages and files for the site. If you save the page in a different folder, Dreamweaver will get confused and its site management features won't work correctly.

7. If the document-window toolbar isn't already open, choose View → Toolbars → Document to display it.

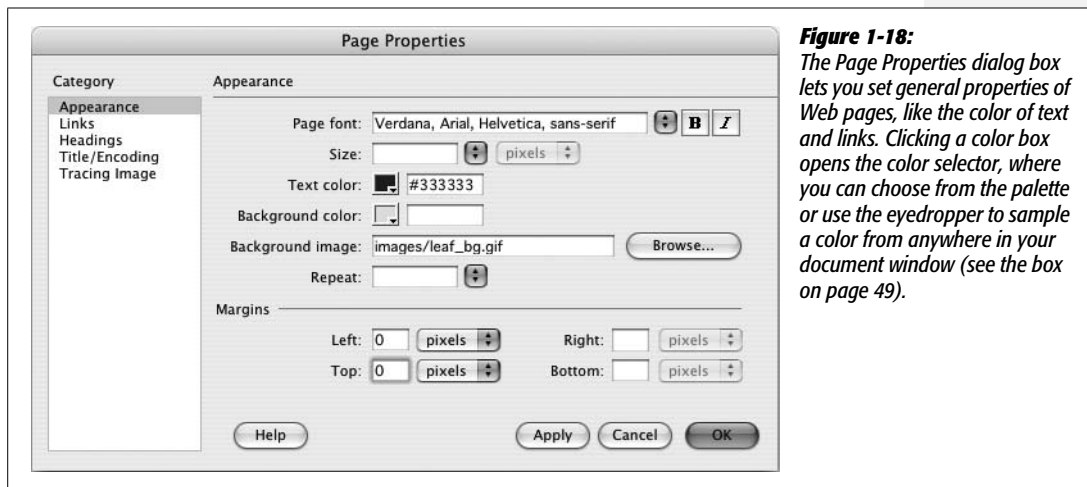
The toolbar at the top of the document window provides easy access to a variety of tasks you'll perform frequently, such as titling a page, previewing it in a Web browser, and looking at the HTML source code.

8. In the Title field in the toolbar, select the text “Untitled Document”, and then type *About CosmoFarmer.com 2.0*.

The Title field lets you set a page's title—the information that appears in the title bar of a Web browser. The page title is also what shows up as the name of your Web page when someone searches the Web using a search engine like Yahoo or Google. In addition, a clear and descriptive title that identifies the main point of the page can also help increase a page's ranking among the major search engines.

9. On the Property inspector, click the Page Properties button, or choose Modify → Page Properties.

The Page Properties dialog box opens (see Figure 1-18), allowing you to define the basic attributes of each Web page you create. There are five categories of settings that let you control properties like background color, link colors, and page margins.



10. From the “Page font” menu, select “Verdana, Arial, Helvetica, sans-serif”.

This sets a basic font (and three backup fonts, in case your visitor’s machine lacks Verdana) that Dreamweaver will automatically use for all text on the page.

As you’ll see later in this tutorial, though, you can always specify a different font for selected text.

Next, you’ll set a basic text color for the page.

11. Click the small gray box next to the “Text color” label. From the pop-up color palette, choose a color (a dark color like a dark grey works well).

Unless you intervene, all Web page text starts out black in Dreamweaver; now, the text on this page will be the color you selected. In the next step, you’ll add an image to the background of the page to liven it up.

Tip: Alternatively, you could type a color, like #333333, into the box beside the palette square. That’s *hexadecimal* notation, which is familiar to HTML coding gurus. Both the palette and the hexadecimal color-specifying field appear fairly often in Dreamweaver (see the box on page 49).

12. Click the Browse button to the right of the “Background image” field.

The Select Image Source window appears (see Figure 1-19). You use this window to navigate to and select a graphic.

13. Click the Site Root button at the top of the window (bottom of the window on Macs). Double-click the folder named Images, select the file named *leaf_bg.gif*, and then click the OK (Choose on a Mac) button.

In Dreamweaver, you can also just double-click a file to select it *and* close the window you used to select that file. For example, you can accomplish both steps—selecting the *leaf_bg.gif* file *and* clicking the OK button—by just double-clicking the file.

Note to Windows Users: Normally Windows doesn’t display a file’s extension. So when you navigate to the images folder in step 13 above, you might see *leaf_bg* instead of *leaf_bg.gif*. Because file extensions are an important way people (and Web servers) can identify the different types of files used on a Web site, you may want to display extensions. Here’s how: In Windows Explorer, navigate to and select the MM_DWCS3 folder (the tutorials folder). Choose Tools → Folder Options. In the Folder Options window, select the View tab and turn off the “Hide extensions for known file types” checkbox. To apply this setting to all the files on your computer, click the “Apply to All Folders” button and then click OK; to apply it just to the tutorials, click OK.

14. Type 0 into the Left and Top margin boxes.

This removes the little bit of space Web browsers insert between the contents of your Web page and the top and left sides of the browser window. The size of this margin varies from browser to browser, so it’s good to set this value yourself (even if you want to insert space on top and to the left of the page) to make sure the page appears consistently across the different browsers.

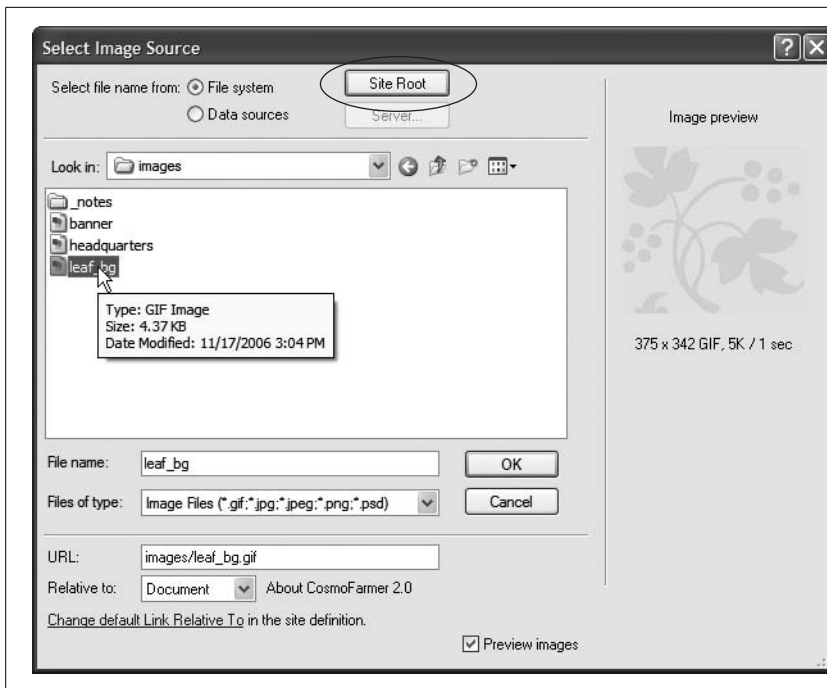


Figure 1-19: You'll use the *Select Image Source* window when inserting graphics onto a Web page. The *Site Root* button (circled) is new in Dreamweaver CS3 and provides a quick way to immediately jump to the local site root—a nifty way to always know where you are when searching for a file. On the Mac, the *Site Root* button appears at the bottom of the window.

If you like, you can change this setting to make the browser add more space to the top and left side of the page. In fact, you can even add a little extra empty space on the *right* side of a page. (The right margin control is especially useful for languages that read from right to left, like Hebrew.) Note, however, that the *bottom* margin has no effect on the page display.

15. Click the **Links** category and add the following properties: in the **Links** color field, type `#FF3300`; in the “**Visited links**” field, type `#CC6600`; in the “**Roll-over links**” field, type `#999900`; and in the “**Active links**” color field, type `#FF0000` (see Figure 1-20).

These are hexadecimal codes that specify specific Web page colors (see page 49 for more about this notation).

Links come in four varieties: regular, visited, active, and rollover. An *active* link is one you're clicking at this moment. A *visited* link is one you've already been to, as noted in a browser's History list. A *regular* link is a plain-old link, unvisited, untouched. And finally, a *rollover* link indicates how the link looks when someone mouses over it. You can choose different colors for each of these link states.

While it may seem like overkill to have four different colors for links, the regular and visited link colors can provide very useful feedback to Web visitors by indicating which links they've already followed and which remain to be checked out. For its part, the rollover link gives instant feedback, changing color as soon

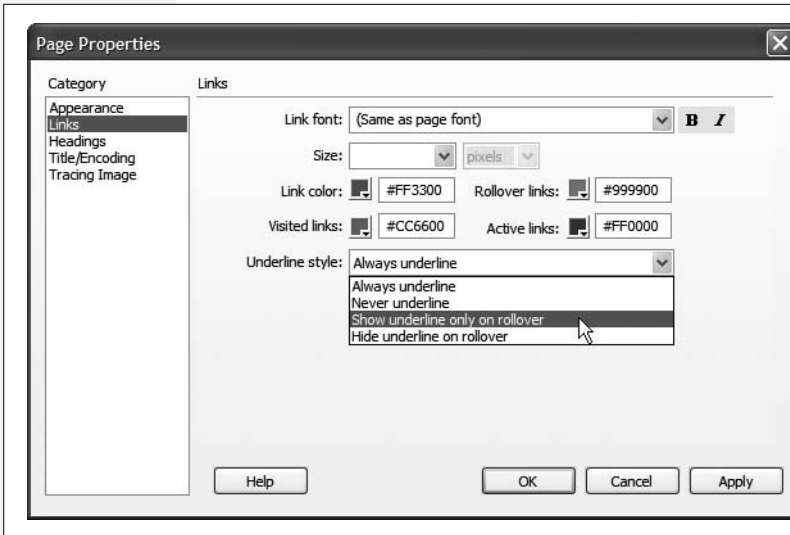


Figure 1-20: You can set several different properties for links using the Links category of the Page Properties dialog box. You can choose a different font and size for links, as well as specify colors for four different link states. Finally, you can choose whether (or when) links are underlined. Most browsers automatically underline links, but you can override this behavior with the help of this dialog box and Cascading Style Sheets (see page 172).

as a visitor moves the mouse cursor over it. Since the active link color appears for only a split second when someone actually clicks the link, nobody will notice if you never set this color.

Note: Although Dreamweaver uses the term *rollover* link, in the world of Cascading Style Sheets, this is called a *hover* link.

16. Click OK to close the window and apply these changes to the page.

You return to your document window. If you see an asterisk next to the file name at the top of the document window, Dreamweaver is trying to tell you that you've made changes to the page since you last saved it (see circled image in Figure 1-21).

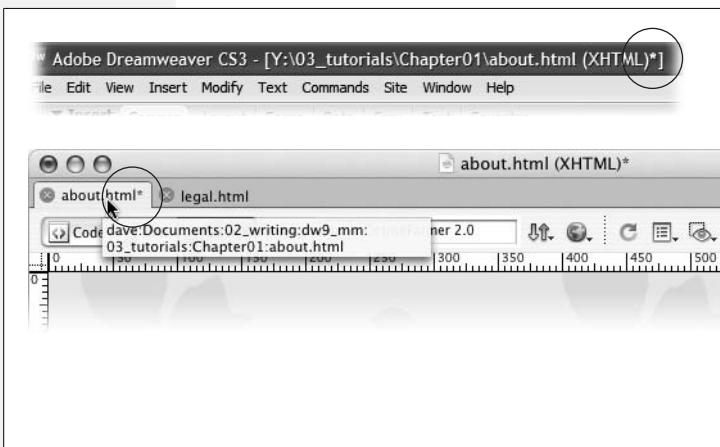


Figure 1-21: The name of the Web page file appears in the Toolbar and at either the top of the screen (Windows, top) or at the top of the document window (Mac, bottom). An asterisk next to the name (circled) means that you've made changes to the file, but haven't yet saved it—quick, hit Ctrl+S (⌘-S on a Mac)! In addition, on a Mac, if you hover the mouse over a file name on one of the document tabs, you'll see the full path to that file on your computer; this can come in handy when you have 15 index.html pages open at once.

UP TO SPEED

Using Dreamweaver's Color Box

That innocent-looking gray box in the Property inspector, the Modify Page Properties window, and various boxes throughout Dreamweaver is called the *color box*. You can use it to choose a color for the selected Web page element in any of three ways.

First, you can click one of the colors on the pop-up rainbow palette that appears when you click the color box.

Second, you can use the eyedropper cursor that appears when you click the color box. This cursor is “loaded,” meaning you can click any spot on your screen—even outside the dialog box—to select a color, a trick that comes in handy when you want to use a color from a graphic in your document. You can even sample a color from another application (from any visible window, Dreamweaver or not): just move the eyedropper over the color and click. (This click may take you out of Dreamweaver. Just return to Dreamweaver, and you’ll see that the color you sampled has been applied.)

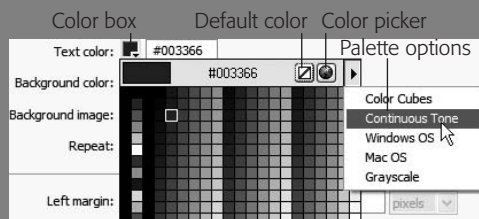
Finally, you can click the Color Picker icon, shown here, to launch the Mac or Windows color-picker dialog box, which lets you choose from millions of possible colors.

If you decide you don’t want to add color, or you want to remove a color you’ve already applied, click the Default Color button. Without a specific color setting, Web browsers will use default colors for the element in question. For instance, text on a Web page is usually black unless you specify otherwise.

Next to the color box in any Dreamweaver dialog box is a blank text field. If you know your Web colors, you can type their *hex* codes into this box, which is sometimes faster and more precise than clicking on the rainbow palette.

In a hex code, a Web color is represented by a six-digit code like this: #FF0000. (Hexadecimal notation is a system computers use for counting. In this system, you count like this: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F. The # tells the computer that the following sequence is a series of hexadecimal numbers—in this case, three pairs of them.) The best way to learn a color’s hex value is to choose the color you want by clicking on it in the palette and then looking at the code that Dreamweaver writes in the text box next to it.

The Palette Options menu is of limited use. It lets you select a different set of (very limited) rainbow colors for your palette. The first two choices, for example, contain the outdated Web-safe color palette—a limited collection of 216 colors which display accurately on any computer screen. The Web-safe palette made sense back when graphics cards were expensive and dinosaurs ruled the earth. Today, however, most monitors can show millions of different colors. Likewise, the Grayscale palette offers 256 somber shades of gray (you’ll find them useful primarily when building Ingmar Bergman tribute sites). To really exercise your color creativity, use your computer’s color-picker and select from the millions of colorful options available to computers today.



17. Choose File → Save (or press Ctrl+S [⌘-S]).

Save your work frequently. (This isn’t a Web technique as much as a computer-always-crashes-when-you-least-expect-it technique.)

Phase 4: Adding Images and Text

Now you’ll add the real meat of your Web page: words and pictures.

1. On the Common tab of the Insert bar, select Image from the Image menu (see Figure 1-22).

Alternatively, choose Insert → Image. Either way, the Select Image Source dialog box opens.

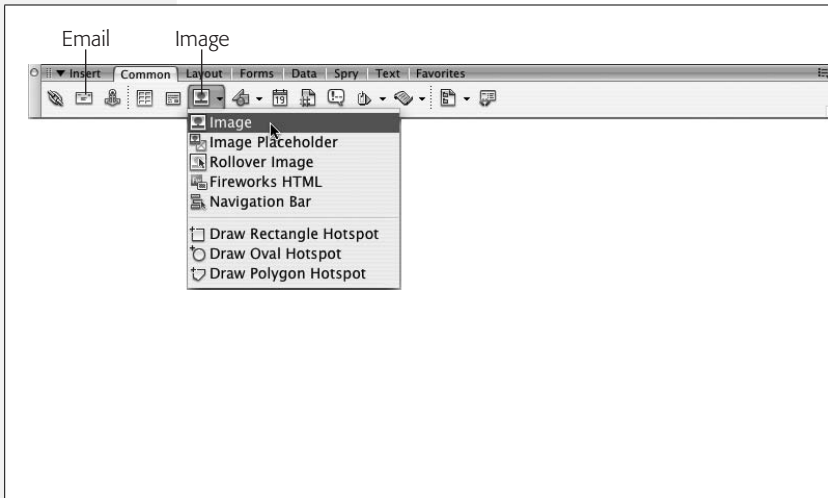


Figure 1-22: Some of the buttons on Dreamweaver CS3's Insert bar do double duty as menus (the buttons with the small, black, down-pointing arrows). Once you select an option from the menu (in this case, the Image object), it becomes the button's current setting. If you want to insert the same object again (in this case, an image), you don't need to use the menu—just click the button.

2. Browse to the images folder in the Chapter01 folder and double-click the graphics file called *banner.gif*.

The Image Tag Accessibility window appears. Fresh out of the box and onto your computer, Dreamweaver CS3 has several accessibility preferences automatically turned on. These preferences are aimed at making your Web pages more accessible to people who use alternative devices for viewing Web sites—for example, people with viewing disabilities who require special Web browser software such as a screen reader, which literally reads the contents of a Web page out loud. Of course, images aren't words, so they can't be spoken. But you can add what's called an *alt* property. This is a text description of the graphic that's useful not only for screen-reading software, but also for people who deliberately *turn off* pictures in their Web browsers so Web pages will load faster.

Note: If you don't see the Image Tag Accessibility window, type Ctrl+U (⌘-U) to open the Preferences panel, select the Accessibility category, and then turn on the Images checkbox and click OK.

3. In the Alternate Text box, type *CosmoFarmer 2.0*. Click OK to add the image to the page.

The banner picture appears at the top of the page, as shown in Figure 1-23. A thin border appears around the image, indicating that it's selected. The Property inspector changes to reflect the properties of the image.

Tip: You can also add or edit the *alt* text in the Property inspector (Figure 1-23).

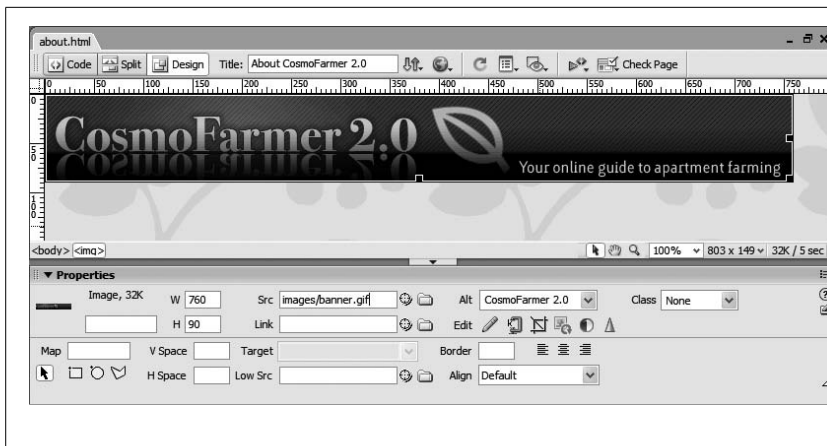


Figure 1-23: When you select an image in the document window, the Property inspector reveals its dimensions. In the top-left corner, a small thumbnail image appears, as does the word “Image” (to let you know an image is selected) and the image’s file size (in this case, 32 KB). The other image properties are described in Chapter 6.

4. Deselect the image by clicking anywhere in the document window, or by pressing the right arrow key.

Keep your keyboard’s arrow keys in mind—they’re a great way to deselect a page element *and* move your cursor into place for adding text or more images.

5. Press Enter to create a new paragraph. Type *About CosmoFarmer 2.0*.

Notice that the text is a dark color and uses the Verdana font; these are the properties you set up earlier in the Page Properties dialog box. The Property inspector now displays text-formatting options.

Note: The key called Enter on a Windows keyboard is named Return on most Macintosh keyboards. On the Mac, you can press either Return or Enter.

6. From the Format menu in the Property inspector, choose Heading 1 (see Figure 1-24).

The text you just typed becomes big and bold—the default style for Heading 1. This Format menu offers a number of different paragraph types. Because the text doesn’t stand out enough, you’ll change its color next.

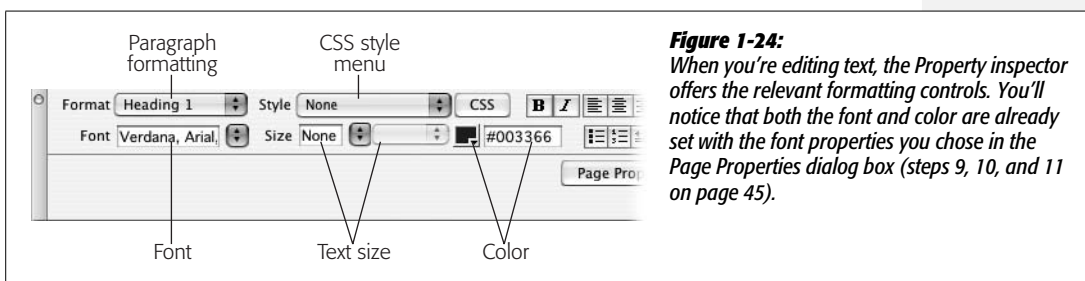


Figure 1-24: When you’re editing text, the Property inspector offers the relevant formatting controls. You’ll notice that both the font and color are already set with the font properties you chose in the Page Properties dialog box (steps 9, 10, and 11 on page 45).

7. **Select the text you just typed.**

You can do so either by dragging carefully across the entire line or by triple-clicking anywhere inside the line. (Unlike the Format menu, which affects an entire *paragraph* at a time, most options in the Property inspector—like the one you’ll use next—apply only to *selected* text.)

8. **Click the color box in the Property inspector and select a dark blue (#003366 works well).**

Two things happen. First, the color of the text changes to dark blue (it’ll actually appear pink until you deselect it). Second, a style name appears in the Style menu on the Property inspector, named Style1 (or Style2, or Style3, depending on whether your independent spirit has led you off to earlier formatting expeditions).

Meanwhile, Dreamweaver has actually created a new Cascading Style Sheet style and applied it to this heading. The Style menu lets you apply any styles you (or Dreamweaver) create. You’ll learn plenty about CSS styles in Chapter 4.

9. **From the Font menu in the Property inspector, select “Georgia, Times New Roman, Times, serif”.**

The text now uses the font Georgia. You just overrode the page-wide setting you chose in step 10 on page 46. In the process, Dreamweaver updated the style Style1 (or whatever it’s named) with the new font. Because Style1 isn’t a very descriptive name, you’ll change it next.

Note: Sometimes when you use the Property inspector to change the look of text that already has a style applied to it, Dreamweaver creates yet another new style. For example, if a paragraph of text is styled with Style1 and you change the font, Dreamweaver sometimes creates a new style (called Style2), and leaves the old style behind. See page 108 for an explanation of this behavior.

10. **From the Style menu in the Property inspector, select Rename.**

The Rename Style window appears. In this window, you simply select the style you wish to change, and type a new name.

11. **Select the style name (most likely Style1) from the Rename Style menu and type *heading* in the New Name box. Click OK.**

Dreamweaver renames the style wherever it appears in the page. You’ll probably notice a new panel, the Results panel, appear at the bottom of the screen. This panel displays the results of any find-and-replace action—which is what Dreamweaver just did to rename the style.

12. **Click to the right of the heading text to deselect it. Press Enter to create another new paragraph.**

While you may type a headline now and again, you’ll probably get most of your text from word processing documents or e-mails from your clients, boss, or coworkers. To get that text into Dreamweaver, you simply copy it from another document and paste it into your Web page.

13. Make sure the Files panel is open (Window → Files) and then double-click the file *about_text.txt* to open it.

This file is just plain text. No formatting, just words. To get it into your document, you'll copy and paste it.

14. Click anywhere inside the text and choose Edit → Select All, followed by Edit → Copy. Click the *about.html* tab to return to your Web page and, finally, choose Edit → Paste.

You should see a few gold shields sprinkled among the text (circled in Figure 1-25). If you don't see them, make sure you completed step 4 on page 40. These represent line breaks—spots where text drops to the next line without creating a new paragraph. You'll often see these appear in pasted text. In this case, you need to remove them and then create separate paragraphs.

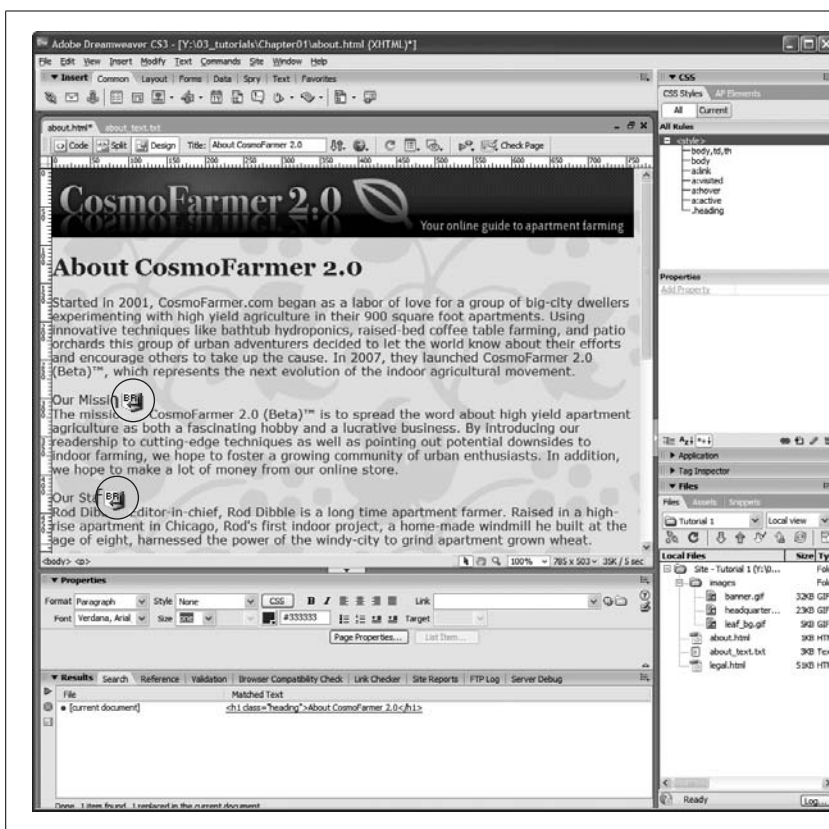


Figure 1-25: Line breaks (circled) often crop up when you copy and paste text from other programs into Dreamweaver. Follow the steps on page 40 to make sure the line breaks are visible in Design view.

15. Click one of the gold shields and press the Enter key. Repeat for any other gold shields in the document window.

This action deletes the line break (actually the `
` HTML tag) and creates two paragraphs out of one. At this point, the pasted text is just a series of paragraphs. To give it some structure, you'll add headings and a bulleted list.

16. Triple-click in the text line “Our Mission” to select the paragraph and choose **Heading 2** from the format menu in the Property inspector.

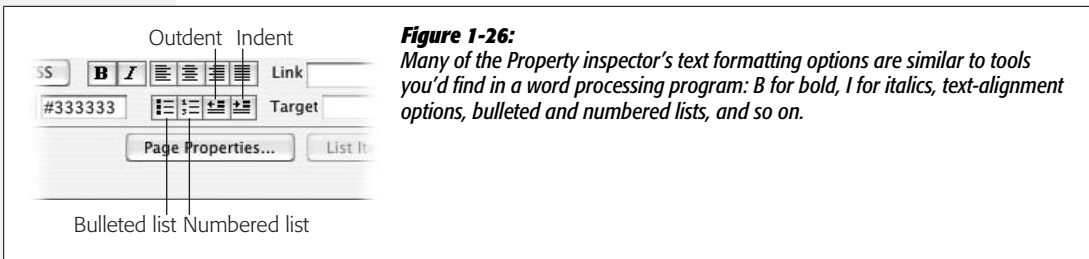
This changes the paragraph to a headline—making it bigger and bolder. It doesn’t match the style of your first header, so you’ll apply the style you created earlier.

17. From the Property inspector’s **Style** menu, select “heading”.

You’ll adjust the look of this heading by italicizing the text.

18. Click the **I** (for **Italics**) button in the Property inspector (see Figure 1-26).

This italicizes the text and also creates another new style (Style1, Style2, or something like that). Again, the name doesn’t make a lot of sense so you’ll change it.



19. Repeat steps 10 and 11 above and rename this style “subhead”.

Now you just need to apply this new style to the other headlines.

20. Click anywhere inside the paragraph “Our Staff”, choose **Heading 2** from the **Format** menu, and then choose “subhead” from the **Style** menu. Repeat this step for the paragraph that reads “Our Office.”

The “Our Staff” section of the page presents a list of staff members. You’ll use a bulleted list to organize these names.

21. Select the three paragraphs under the “Our Staff” headline. For example, drag from the start of the first paragraph down to the end of the third paragraph.

You can also drag up starting from the end of the third paragraph. Either way, you’ve selected all three staff listings.

22. Click the **Bulleted List** button on the Property inspector (see Figure 1-26).

A bullet appears before each name. To make the names stand out, you’ll add a little color and emphasis.

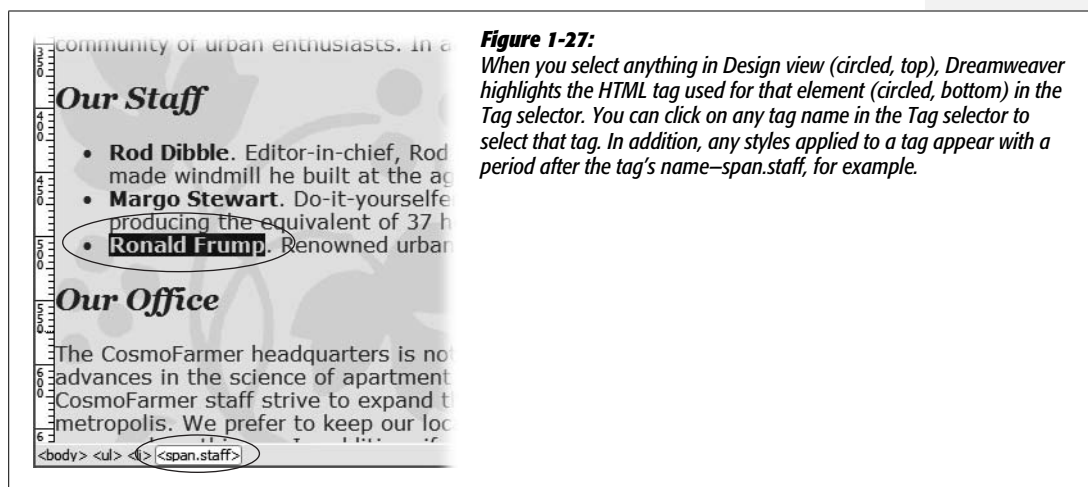
23. Select the first name, Rod Dibble. Select a color using the color box in the Property inspector (for example, a deep red like #990000), and then click the **B** button to make the name bold.

Again, Dreamweaver creates a new style and, as before, you should give the style a more meaningful name. You’ll also apply the style to the two other names in the list.

24. Repeat steps 10 and 11 above and rename this style “staff”. Select the two other names and apply the staff style to them.

If you still have one of the names selected, look at the Tag selector in the bottom left of the document window. You’ll see the currently selected tag highlighted. In this case, it’s the `` tag (see Figure 1-27). You’ll learn more about the `` tag on page 122, but in a nutshell, this tag is used mainly to apply a style to just one part of a complete tag—in this case, just the name, not the entire bulleted item. You’ll also notice that Dreamweaver lets you know that a style has been applied to the tag, by adding a period and the style’s name after the tag—`span.staff`.

There are a few more design touches to add to the page, but first you should see how the page looks in a real Web browser.



Phase 5: Preview Your Work

Dreamweaver is as close as a Web design program can be to a WYSIWYG application, meaning that for the most part, What You See (in the document window) Is What You’ll Get (on the Web).

At least that’s how it’s supposed to work. But Dreamweaver may display *more* information than you’ll see on the Web (including “invisible” objects and table borders) and may display *less* (it sometimes has trouble rendering complex designs).

Furthermore, much to the eternal woe of Web designers, different Web browsers display pages differently. Pages viewed in Internet Explorer don’t always look the same in more modern browsers like Firefox or Safari. In some cases, the differences may be subtle (for example, text may be slightly larger or smaller). Or they can be dramatic: Some of the advanced page-layout techniques described in Chapter 9 can look *awful* in older Web browsers (you’ll learn how to deal with many of these problems throughout this book).

Tip: If you don't happen to have a Windows computer, a Mac, and every browser ever made, you can take advantage of a free service that creates screenshots of your site using a wide range of browsers and operating systems. Check out www.browsershots.org.

If you're designing Web pages for use on a company intranet and only have to worry about the one Web browser your IT department has put on everyone's computer, you're lucky. Most of us have to deal with the fact that our sites must withstand scrutiny from a wide range of browsers, so it's a good idea to preview your Web pages using whatever browsers you expect visitors to your Web sites to use. Fortunately, Dreamweaver lets you preview a Web page using any browser you have installed on your computer.

Before you can preview a page, you need to set up your list of browsers in the program's preference window, like this:

1. Choose File → "Preview in Browser" → Edit Browser List.

The "Preview in Browser" preferences window opens (see Figure 1-28). When you install Dreamweaver, it detects which browsers are already installed on your computer; a list of those browsers appears in the browsers list in this window. If you installed a browser after you installed Dreamweaver, then it won't appear in this list, so you'll need to follow steps 2 and 3 next; otherwise, skip to step 4.

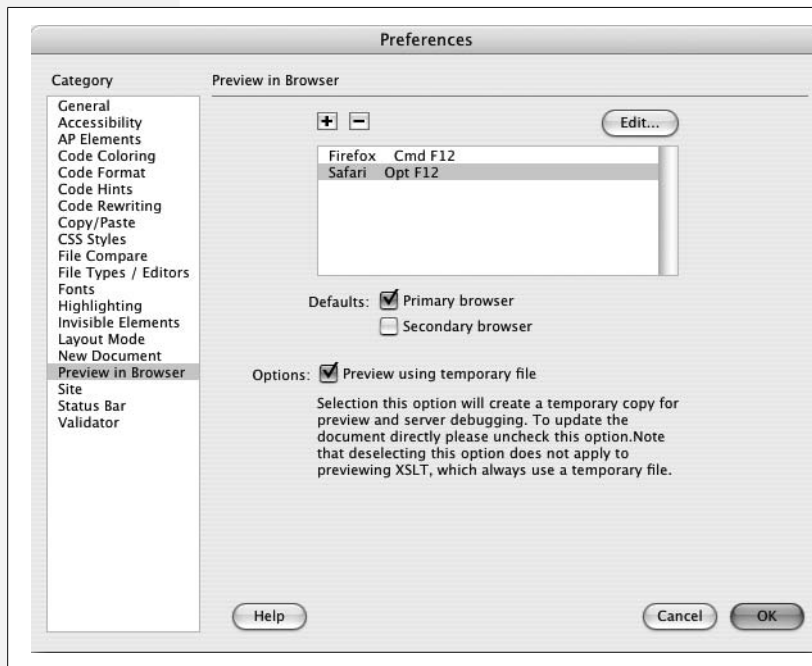


Figure 1-28: Dreamweaver can launch a Web browser and load a page in it so you can preview your design. One option—"Preview using temporary file"—comes in handy when working with Cascading Style Sheets, as described in the Note on page 150.

2. Click the + button.

The Add Browser or Select Browser window opens.

3. Click the Browse button. Search your hard drive to find a browser you wish to add to this list.

Dreamweaver inserts the browser's default name in the Name field of the Add Browser window. If you wish to change its name for display purposes within Dreamweaver, select it and type a new name. (But don't do this *before* selecting the browser, since Dreamweaver will erase anything you've typed as soon as you select a browser.)

4. Select the browser you most commonly use in the window's Browser list. Turn on the Primary Browser box. Click OK.

You've just designated the browser as your *primary* browser while working in Dreamweaver. You can now preview your pages in this browser with a simple keyboard shortcut: F12 (Option-F12 on a Mac).

If you like, you can also choose a secondary browser, which you'll be able to launch by pressing the Ctrl+F12 (⌘-F12) key combination.

Now you're ready to preview your document in a real, bona fide Web browser. Fortunately, Dreamweaver makes it easy.

5. Press the F12 key (Option F12 on a Mac) or choose Edit → “Preview in Browser” and select a browser from the menu.

The F12 key (Option-F12 on Mac) is the most important keyboard shortcut you'll learn. Macintosh fans: Unfortunately, Apple has assigned the F12 key to the Dashboard program, so it takes two keys to preview the page—Option and F12. This keyboard shortcut opens the Web page in your primary browser, letting you preview your work.

If you're using a Macintosh laptop, you may have to press Option-F12 and the function (fn) key in the lower-left corner of the keyboard.

You can also use the “Preview in Browser” menu in the document window to preview a page (see Figure 1-29).



Figure 1-29: The “Preview in Browser” menu in the document window is another way to preview a page. This menu has the added benefit of letting you select any browser, not just the ones you've assigned keyboard shortcuts to.

6. When you're done previewing the page, go back to Dreamweaver.

Do so using your favorite way to switch programs on your computer—by using the Windows taskbar, or the Dock in Mac OS X.

Phase 6: Finishing the Page

You've covered most of the steps you'll need to finish this Web page. All you need to do now is add a graphic, format the copyright notice, and provide a little more structure to the appearance of the page.

1. Click just before the “T” in the second to last paragraph, which begins with “The CosmoFarmer headquarters”.

This places the cursor at the beginning of the paragraph. You'll insert a graphic here.

2. From the Common tab of the Insert Bar, click the Image button (see Figure 1-22).

You can also choose Insert → Image or use the keyboard shortcut Ctrl+Alt+I (⌘-Alt-I).

3. Browse to the images folder in the Chapter01 folder and double-click the graphics file called *headquarters.gif*.

Again, the Image Tag Accessibility window appears. You need to provide a good description for this image.

Note to Windows users: As noted above (page 46) Windows doesn't display a file's extension. So when you navigate to the images folder in step 3 above, you might see *headquarters* instead of *headquarters.gif*.

4. Type *CosmoFarmer's Secret Headquarters* and press OK.

Look at the Property inspector. It displays properties specific to images. You'll learn more about these options in Chapter 6, but now you'll learn a quick way to make text wrap around an image.

5. Choose Right from the Align pop-up menu in the Property inspector.

The image moves to the right edge of the page and text wraps around its left side. (The Left option moves the image to the left, letting text wrap around the image's right side.)

At the bottom of the page is a copyright notice. It's not really related to the content of the page, so you'll add a line to visually separate the copyright from the rest of the page

Note: Although the left and right options for an image's align property are quick ways to force text to wrap around an image, they aren't valid options for the “strict” versions of HTML or XHTML (see page 37). CSS provides a more flexible technique—known as a *float*—to achieve this same effect. You'll learn about it on page 213.

6. Click before the letter C in “Copyright 2007” and choose Insert → HTML → Horizontal Rule.

A gray line appears above the copyright notice. The copyright appears a little big, so you'll format it next.

Tip: You can also add a line above a paragraph of text using the CSS *border* property. See page 215.

7. **Select all of the text in the paragraph.**

You can either triple-click inside the paragraph or drag from the beginning of the paragraph text to the end.

8. **In the Property inspector, choose 12 from the Size menu, and select *black* from the color box.**

The text of the copyright changes to black and shrinks in size. Again, Dreamweaver creates a new generically-named style after you do this.

9. **Repeat steps 10 and 11 on page 52 and rename this style “copyright”.**

The legal department of CosmoFarmer has decided that every page on the site must link to an official corporate statement. You’ll add a link for that next.

10. **Select the text “Read our full legal statement” at the bottom of the page.**

To create a link, you just need to tell Dreamweaver which page you want to link to. There are several ways to do this. Using the Property inspector is the easiest.

11. **In the Property inspector, click the folder icon that appears to the right of the link field (circled in Figure 1-30).**

The Select File dialog box appears.



Figure 1-30:
The Link box in the Property inspector lists any link for the selected text. In this example, the link leads to a page named *legal.html*.

12. **Click the Site Root button (top of the dialog box in Windows; bottom of dialog box on a Mac), and double click the file named *legal.html*.**

The Site Root button jumps you right to the folder containing your site. It’s a convenient way to quickly move to your root folder. Double-clicking the file inserts the HTML needed to create a link.

If you preview the page in a Web browser, it looks alright...well, not really. The text is kind of hard to read against the floral background, the text is too wide if you expand your Web browser on a large monitor, and the left edge of the banner doesn’t align with the left edge of the text. To fix these problems, you’ll create a new layout element—a box to contain all of the content on the page.

13. **Click anywhere inside the page and choose Edit → Select All or press Ctrl+A (⌘-A on a Mac).**

The contents of the page are selected. You’ll wrap all text and images in a `<div>` tag to create a kind of container for the page contents.

14. Choose Insert → Layout Objects → Div Tag.

The Insert Div Tag window opens (see Figure 1-31). A <div> tag simply provides a way to organize content on a page by grouping related HTML—think of it as a box containing other HTML tags. For example, to create a sidebar of navigation links, news headlines, and Google ads, you would wrap them all in a <div> tag. It’s a very important tag when creating CSS-based layouts. You’ll read more about the <div> tag on page 313.

Next, you need to create a style to provide the instructions needed to format this new div tag. You’ve already used the Property inspector to create a style, but that only works for text. To format other tags, you need to use the New CSS Rule window.

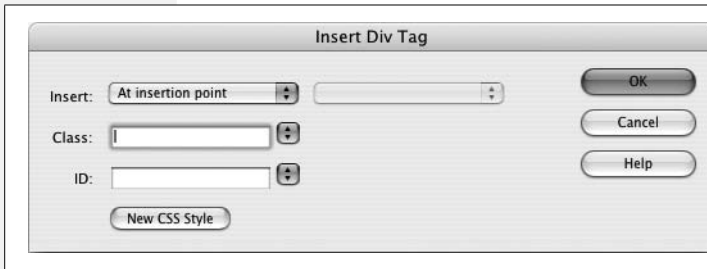


Figure 1-31:

The Insert Div Tag window provides an easy way to divide sections of a Web page into groups of related HTML—like the elements that make up a banner, for example. You’ll learn about all the different functions of this window on page 314.

15. Click the New CSS Style button.

The New CSS Rule window appears (a CSS style is technically called a “rule”). This window lets you determine what type of style you’re creating, the style’s name, and where the style information should be stored. You’ll learn all the ins and outs of this window in Chapter 4.

16. Select the “Advanced” button, type #wrapper in the Selector box, and then choose “This document only” from the “Define in” option area (see Figure 1-32). Click OK.

There’s a lot going on in this box, but don’t worry about the details at this point. You’ll learn everything there is to know about creating styles later in this book. This part of the tutorial is intended to give you a taste of some of a Web designer’s daily Web page building duties. So just relax and follow along.

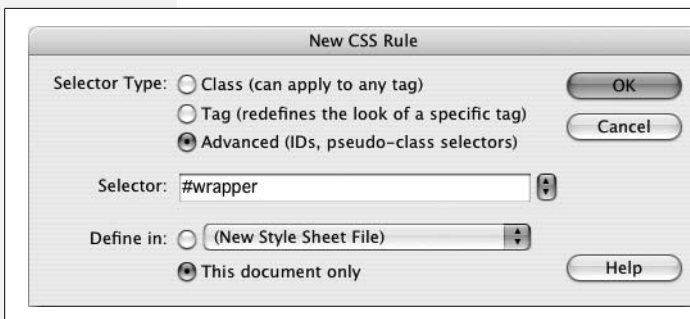


Figure 1-32:

Creating a new CSS style takes several steps, all beginning with the New CSS Rule window. Page 118 covers all the settings for this window in detail.

After closing the New CSS Rule window, the “CSS Rule definition” window appears (see Figure 1-33). This is the command center for defining the formatting properties such as text color, font, and size for a style. There are quite a few CSS properties, which Dreamweaver divides into eight categories. First, you’ll add a background color for this div.

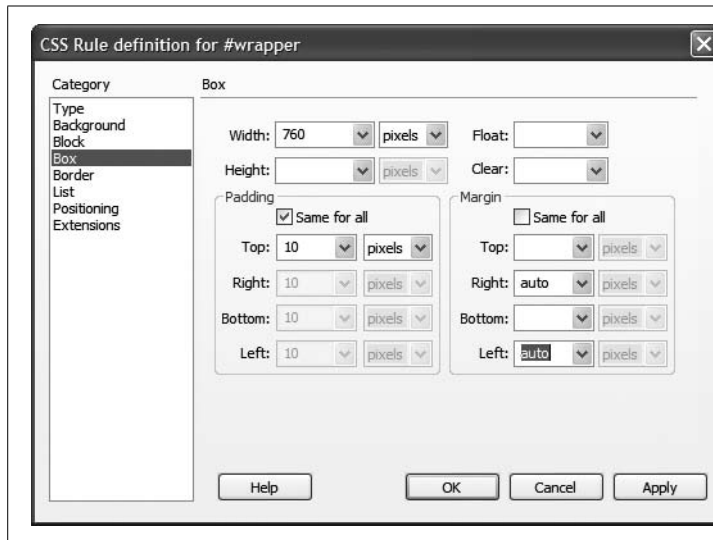


Figure 1-33:

The “CSS Rule definition” window lets you set over 60 different CSS properties (divided into eight different categories) that control the formatting of everything from text, to images, to entire Web pages.

17. Select **Background** from the left-hand list of categories. Click the color box that appears to the right of **Background color** and then select a white swatch.

This will add a white background to the box, ensuring the text will stand out. Next you’ll set a specific width for the box, and center it in the middle of the browser window.

18. Click the **Box** category and type **760** in the width box.

This will make the box 760 pixels wide—the same width as the banner. To make sure the text doesn’t butt right up against the edge of the box, you’ll add a little space (called *padding*) around the inside of this style.

19. Type **10** in the **Top** box under **Padding** (make sure the “Same for all” checkbox is turned on).

This adds 10 pixels of space inside the box, essentially pushing the text and the graphics away from the edges of the box.

20. Under the **Margin** settings, uncheck the “Same for All” box, and then select “auto” from both the right and left margin menus.

The auto property for the right and left margin is your way of telling a Web browser to automatically supply a left and right margin—in this case, as you’ll see in a moment, it has the effect of centering the <div> in the middle of a browser window.

21. The CSS Rule Definition window should now look like Figure 1-33. Click **OK** to complete the style.

The Insert Div Tag window reappears and the name of the style you just created—wrapper—appears in a box labeled ID.

22. In the Insert Div Tag window, click **OK**.

This inserts the new `<div>` tag and at the same time applies the style you just created. Now it's time to view your handiwork.

23. Choose **File** → **Save**. Press the **F12** key (Option-F12 on a Mac) to preview your work in your browser (Figure 1-34).

Test the link to make sure it works. Resize your browser and watch how the page content centers itself in the middle of the window.

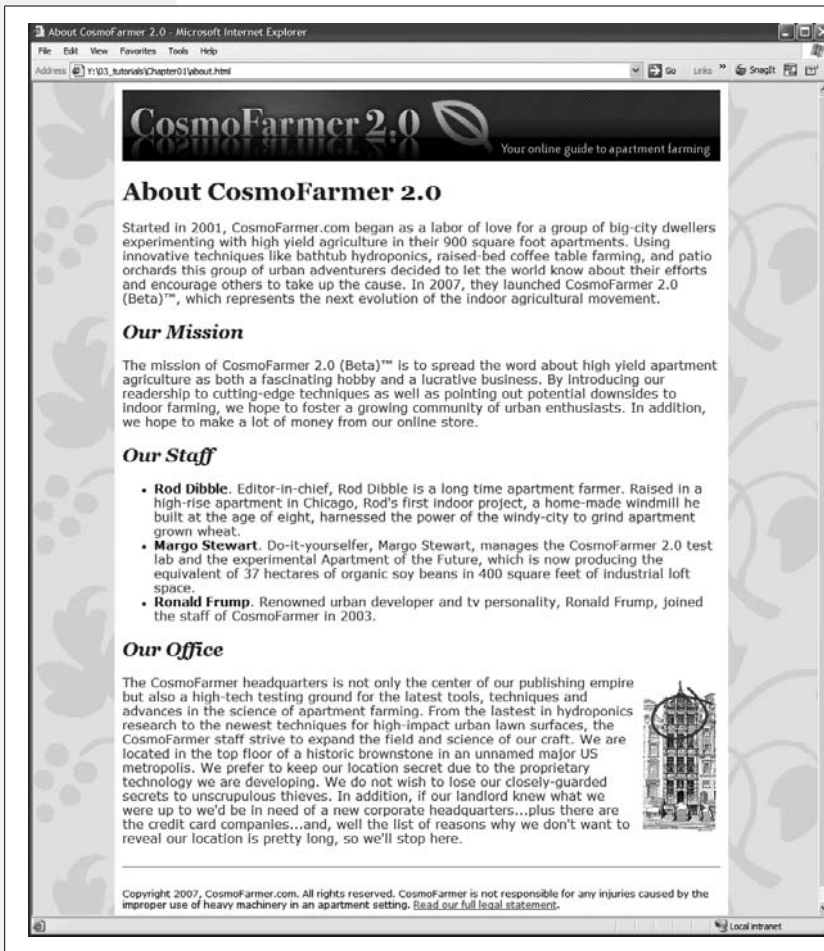


Figure 1-34:
The finished tutorial file should look like this. You may notice that the white space above the banner logo is bigger in browsers other than Internet Explorer. (The reason for this—and how to fix it—is explained on page 333.) That's just one of those funny browser inconsistencies that drive Web designers crazy.

Congratulations! You've just built your first Web page in Dreamweaver, complete with graphics, formatted text, and links. If you'd like to compare your work with the finished product, you'll find another folder, Chapter01_finished, in the Tutorials folder.

Much of the work of building Web sites involves using the procedures covered in this tutorial—defining a site, adding links, formatting text, placing graphics, creating styles, and inserting divs. The next few chapters cover these basics in greater depth and introduce other important tools, tips, and techniques for using Dreamweaver to build great Web pages.

Adding Text to Your Web Pages

True, broadband Internet media like streaming video, audio, and high-quality graphics continue to grab the headlines. After all, it's exciting to hear the latest song from your favorite band, see a preview of a yet-to-be released blockbuster, and tune in to YouTube to see the kid down the street embarrass himself in front of a billion Web viewers.

But the Web is primarily woven with *words*. Nintendo Wii reviews, Britney Spears gossip, and countless personal blogs about cats still drive people to the Web. As you build Web pages and Web sites, you'll spend a lot of your time adding and formatting *text*. Understanding how Dreamweaver works with text is vital to getting your message across effectively.

This chapter covers the not-always-simple act of getting text *into* your Dreamweaver documents. In Chapter 3, you can read about formatting this text so that it looks professionally designed.

Adding Text in Dreamweaver

In many ways, Dreamweaver works like a word processing program. When you create a new document, the blinking cursor appears at the top of the page, ready for you to begin typing. When you finish a paragraph, you press Enter or Return to start a new one. Text, as well as anything else you add to a Web page, starts at the top of the page and works its way to the bottom.

Adding Special Characters

Many useful special characters—such as copyright or trademark symbols—don't appear on your keyboard, making them difficult or impossible to type. The Insert bar's Text tab lets you use a variety of symbols and international characters quickly by clicking an icon.

To open the Text tab:

1. Click the Text tab on the Insert bar.

If the Insert bar isn't visible, choose Window → Insert to open it, or use the keyboard shortcut Ctrl+F2 (⌘-F2).

The palette shown in Figure 2-1 appears. Many of the options let you add common HTML tags like the (bold) and (strong) tags, most of which you can apply more easily using the Property inspector or keyboard shortcuts, as discussed in the next chapter. This panel also features less frequently used tags like <abbr> (abbreviation) or <dl> (definition list). You can satisfy your curiosity about these tags by using Dreamweaver's HTML reference (see page 394), but their names give you an idea of when you might want to use them.

The last option on the bar is actually a menu that offers a wide range of symbols and international characters. Unlike regular Western characters, such as *a* or *z*, these special characters are represented in HTML by a code name or number. For instance, a trademark symbol (™) is written in HTML as ™.

Tip: If you like card games or just want to add a heart to a Web page without using a graphic, go to Code view and type *&hearts* to get a heart character, *&diams* for a diamond, *&spades* for a spade, or *&clubs* for a club.

2. From the menu at the right end of the Insert bar, select the symbol you wish to insert (see Figure 2-1).

Dreamweaver inserts the appropriate HTML code into your Web page. (Alternatively, you can select the Other Characters option to bring up the wider-ranging Insert Other Character dialog box shown in Figure 2-1.)

Note: If you set the encoding of your Web page to anything other than Western European or Unicode (UTF-8) in the Page Properties window (by choosing Modify → Page Properties and clicking the Title/Encoding category), you can reliably insert only line breaks and nonbreaking spaces. The other special characters available from the Character category of the Objects panel may not work (see the box on page 77 for more about how encoding works).

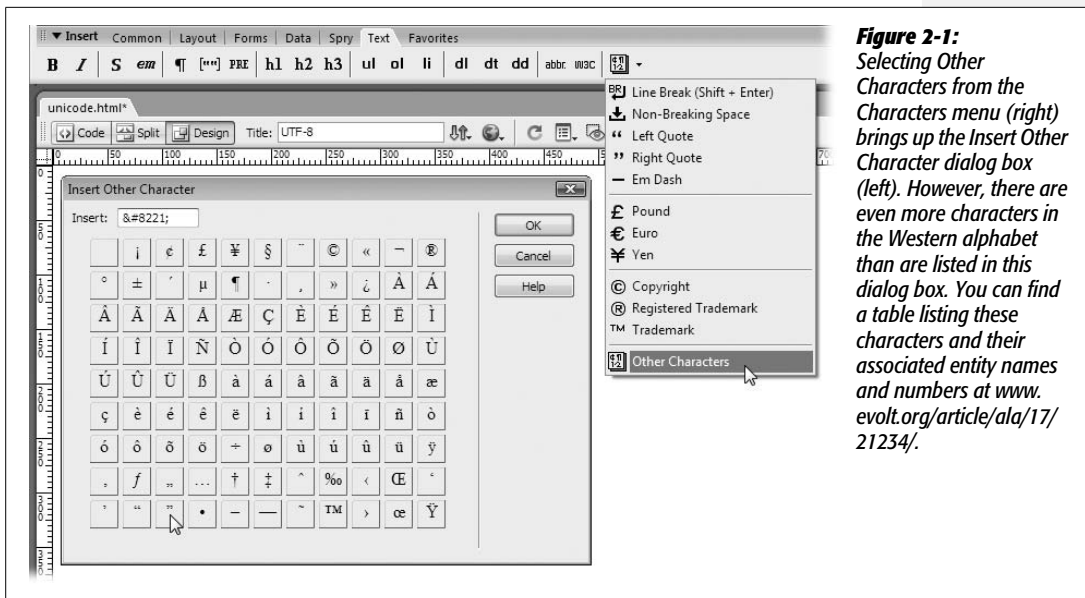


Figure 2-1: Selecting Other Characters from the Characters menu (right) brings up the Insert Other Character dialog box (left). However, there are even more characters in the Western alphabet than are listed in this dialog box. You can find a table listing these characters and their associated entity names and numbers at www.evolt.org/article/ala/17/21234/.

Line Breaks

Pressing Enter creates a new paragraph, exactly as in a word processor. Unfortunately, Web browsers automatically insert a blank line's worth of extra space above and below paragraphs—which is a real nuisance if you're trying to create several single-spaced lines of text, like this:

702 A Street
Toadsuck, AR
98789 USA

Here, each part of the address is on its own line, but it's still just a single paragraph (and shares the overall formatting of that paragraph, as you'll learn in the next chapter).

Tip: If you want to *entirely* dispense with the space that browsers insert between paragraphs, don't use line breaks each time. Instead, use CSS to eliminate the top and bottom margins of the <p> tag, as described in the Tip on page 135.

To create this single-spaced effect, you need to insert a *line break* at the insertion point, using one of these techniques:

- From the Characters menu on the Text tab of the Insert bar, select Line Break (the first menu option at top in Figure 2-1).
- Choose Insert → HTML → Special Characters → Line Break.
- Press Shift+Enter.

Note: When you insert a line break in Dreamweaver, you may get no visual hint that it's even there; after all, a regular paragraph break and a line break both create a new line of text.

This is especially likely if you copy text from programs other than Microsoft Word or Excel. Text from other programs—especially email programs—can be loaded with an infuriating number of line breaks. To add to the confusion, a line break may go unnoticed if it occurs at the end of a long line. Your only hope is to make line breaks visible.

To do so, choose Edit → Preferences (or Dreamweaver → Preferences on the Mac), or press Ctrl+U (⌘-U). Click the Invisible Elements category. Make sure the Line Breaks checkbox is turned on. Now you'll see each line break appear as a small gold shield. (If after doing this, you still don't see the line break character, choose View → Visual Aids and make sure the Invisible Elements checkbox is turned on.)

You can select a line break by clicking the shield, and then delete it like any page element. Better yet, select the shield, and then hit Enter or Return, to eliminate the line break *and* create a new paragraph.

Another way to avoid pasting hidden line breaks is the Paste Special command (see page 72).

Nonbreaking Spaces

Sometimes the line breaks in your text can distort what you're trying to say, as shown in Figure 2-2. In this case, a *nonbreaking space* can save the day. It looks just like a regular space, but it acts as glue that prevents the words on either side from being split apart at the end of a line. For example, adding a nonbreaking space between the words “Farmer” and “Says” in Figure 2-2 ensures that those words won't get split across a line break, and helps clarify the presentation and meaning of this headline.

To insert a nonbreaking space between two words, delete the regular space already between the words (for example, by clicking after the space and pressing the back-space key), and then do one of the following:

- From the Characters menu on the Text tab of the Insert bar, select Non-Breaking Space (the second menu option at top in Figure 2-1).
- Choose Insert → HTML → Special Characters → Non-Breaking Space.
- Press Ctrl+Shift+Space bar (⌘-Shift-Space bar).

Hybrid potato is edible farmer
says.

Hybrid potato is edible
farmer says.

Figure 2-2:

Headlines sometimes split between lines leaving a single word alone on a line (top)—in typography this is known as a “widow.” Adding a nonbreaking space (bottom) can prevent widows and clarify a headline's meaning.

Multiple Spaces

You may have noticed that if you type more than one space in a row, Dreamweaver ignores all but the first space. This isn't a glitch in the program; it's standard HTML. Web browsers ignore any spaces following the first one.

Therefore, a line like “Beware of llama,” with several spaces between each word, would appear on a Web page like this: “Beware of llama.” Not only do Web browsers ignore multiple spaces, but they also ignore any spaces that aren't *between* words. So if you hit the Space bar a couple of times to indent the first line of a paragraph, you're wasting your time. A Web browser won't display any of those spaces (Dreamweaver won't display those spaces either).

This feature makes good sense, because it prevents Web pages from being littered with extraneous spaces that many people insert when writing HTML code. (Extra spaces in a page of HTML often make the code easier to read.)

There may be times, however, when you *want* to add more space between words. For example, consider the text navigation bar at the bottom of a Web page, a common Web page element that lists the different sections of a Web site. Visitors can click one of the section titles to jump directly to a different area of the site. For clarity, many designers like to add multiple spaces between the text links, like this:

News Classifieds Jobs

Or, you might want to add space at the beginning of the first line of a paragraph to create the kind of indent that's common to paragraphs in some books (but not this one). One simple way to add space is to insert multiple nonbreaking spaces as described on page 68. A Web browser *will* display every nonbreaking space it encounters, so you can add multiple nonbreaking spaces between words, letters, or even at the beginning of paragraphs. There are a few downsides to this technique, though: You have to type a bunch of nonbreaking spaces, which takes work, and adds code to your Web page, making it download a bit slower.

You can enlist *Cascading Style Sheets* (CSS) to add space as well. While you won't get in-depth detail on CSS until Chapter 4, here are a few CSS properties (formatting rules) to tuck in the back of your mind when you need to add space to your text:

- To indent the first line of a paragraph, use the *text indent* property (page 137).
- To add space between words in a paragraph, use the *word spacing* property (page 136).
- To add space between letters *l i k e t h i s*, use *letter spacing* (page 136).
- And, if you want to increase the space between text links as in the example above, you can add either left and right *margins* or *padding* to each link (page 322).

Tip: If you often add multiple spaces, Dreamweaver offers a shortcut. Choose Edit → Preferences to open Dreamweaver’s Preferences window (on a Mac, choose Dreamweaver → Preferences instead). Click the General category. Then, under “Editing options,” turn on “Allow multiple consecutive spaces.” Now, whenever you press the Space bar more than once, Dreamweaver inserts *nonbreaking* spaces.

In fact, Dreamweaver is even smarter than that. It inserts a regular space if you press the Space bar just once, a nonbreaking space followed by a regular space if you hit the Space bar twice, and multiple nonbreaking spaces followed by a final *regular* space if you hit the Space bar repeatedly. Since nonbreaking spaces act like glue that keeps words stuck together (see the previous section), the extra regular spaces allow the lines to break normally, if necessary.

Adding a Date to Your Page

The Common tab of the Insert bar offers an icon called Date (it looks like the page of a calendar). Clicking this icon or choosing Insert → Date opens the Insert Date dialog box (Figure 2-3). This dialog box lets you insert today’s date, as your computer understands it, onto your Web page in progress. You can also specify whether to include the day of the week and the current time.

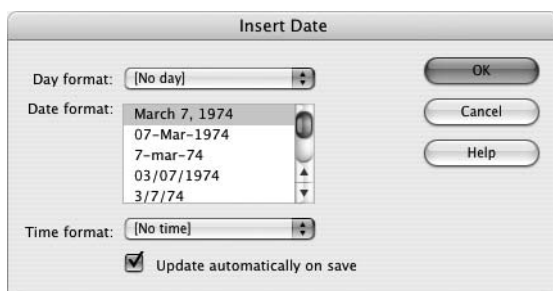


Figure 2-3:

When you insert a Date object (a placeholder for the actual date) onto a Web page, you have several additional options: If you want to add the day of the week, choose the format you want from the “Day format” pop-up menu (top). You may also choose to add the current time in hours and minutes—in either military time (22:18) or regular time (10:18 PM)—from the “Time format” pop-up menu (bottom).

Select the format you wish from the Date Format list. There are 13 different formats to choose from, such as March 7, 1974 or 3/7/74.

You may wonder why Dreamweaver includes an insert-date function anyway. How hard is it to type *Thursday, July 12*?

Actually, the real value of the Insert Date feature lies in the “Update automatically on save” checkbox. Choosing this option forces Dreamweaver to *update* the date each time you save the document.

Many designers use this feature to stamp their Web pages with dates that indicate when the contents were last updated. For example, you might type *This page was last revised on:* and then choose Insert → Date and select the “Update automatically on save” option. Now, each time you make a change to the page, Dreamweaver automatically changes the date to reflect when you saved the document. You never again have to worry about it.

Copying and Pasting Text

If you're building Web sites as part of a team or for clients, your writers are likely to send you their copy in the form of word processing documents. If the text comes in a Microsoft Word document or Excel spreadsheet, you're lucky. Dreamweaver CS3 includes commands for pasting text from these two types of files. If you're using Windows, you can even import those kinds of files directly into a Web page using File → Import → Word/Excel Document (see page 76).

Simple Copy and Paste

For non-Microsoft-spawned text, you can, of course, still simply copy and paste like generations of Web designers before you.

Open the document in whatever program created it—WordPad, TextEdit, your email program, or whatever. Select the text you want (by dragging through it, for example), or choose Edit → Select All (Ctrl+A [⌘-A]) to highlight all text in the document. Then choose Edit → Copy, or press Ctrl+C (⌘-C), to copy it. Switch to Dreamweaver, click in the document window where you wish the text to go, and then choose Edit → Paste (Ctrl+V [⌘-V]).

This routine pastes the text into place. Unfortunately, you lose all text formatting (font type, size, color, bold, italic, and so on) in the process, as shown in Figure 2-4.

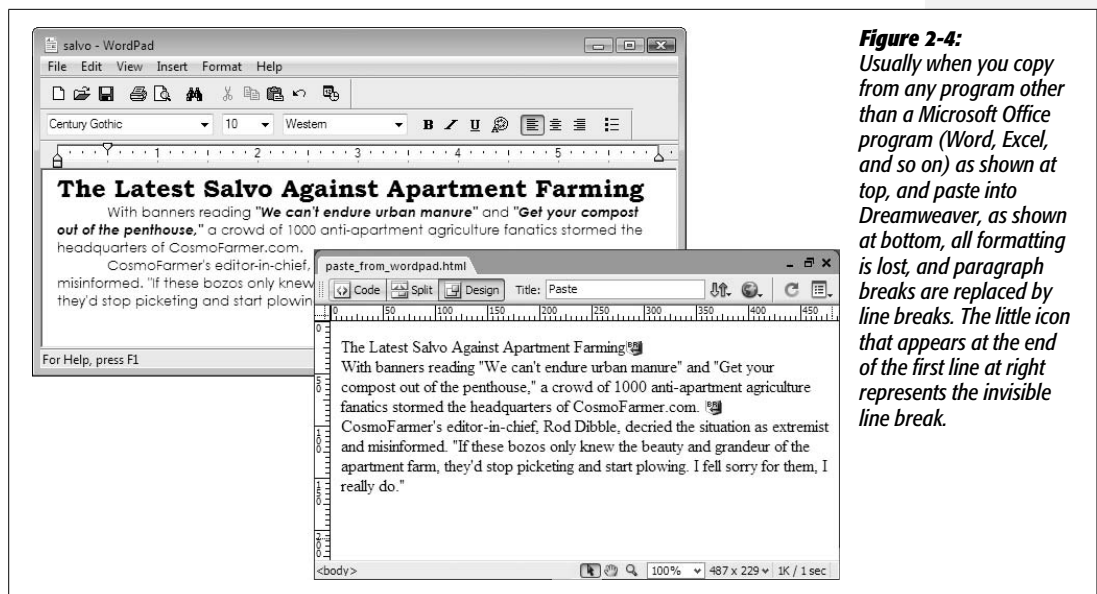


Figure 2-4: Usually when you copy from any program other than a Microsoft Office program (Word, Excel, and so on) as shown at top, and paste into Dreamweaver, as shown at bottom, all formatting is lost, and paragraph breaks are replaced by line breaks. The little icon that appears at the end of the first line at right represents the invisible line break.

Furthermore, you may find that pasted paragraphs are separated by line break characters, not standard carriage returns. Strangely enough, this means that when you paste in a series of paragraphs, Dreamweaver treats them as though they were

one gargantuan paragraph. These line-break characters can pose problems when trying to format what you *think* is a single paragraph. To identify these line breaks, see the note on page 68.

Tip: If you *have* to copy and paste text from other programs, there are two ways to get paragraphs (and not just lines separated by the line-break character) when you paste into Dreamweaver. First, choose Edit → Paste Special, and uncheck the “Retain line breaks” box in the Paste Special window (Figure 2-5). Alternatively, you can just make sure whoever’s typing up the original documents inserts an empty paragraph between each paragraph of text. Pressing Enter (or Return) twice at the end of a paragraph inserts an empty paragraph. When you copy and paste, Dreamweaver removes the empty paragraphs *and* pastes the text as regular paragraphs.

Paste Special

Dreamweaver also includes a Paste Special command which supports four different types of paste methods, ranging from plain text to highly formatted HTML. In actual use, however, only the first two are supported for *all* pasting operations. The last two are only available when pasting from Microsoft Word or Excel.

- **Text only.** This option is the most basic of all. Text is pasted without any formatting whatsoever. Even paragraphs and line breaks are ignored, so you end up with essentially one long sentence. Though you won’t want this effect often, it can come in handy when you copy a long paragraph of text from an email program that’s added unnecessary line breaks at the end of each line of email text.
- **Text with structure.** Dreamweaver tries to preserve the structure of the text, including paragraphs, headers, bulleted lists, and so on. This option doesn’t keep formatting applied to text, such as bold or italics. Most non–Microsoft Office copied text is pasted using this method. In most cases, however, Dreamweaver ends up preserving only paragraphs and misses bulleted lists and headers.
- **Basic formatting.** When pasting with Basic formatting, Dreamweaver includes the same elements as the “Text with structure” option, but also includes text formatting such as bold, italics, and underlining. This is the method Dreamweaver uses when pasting Microsoft Word or Excel information, as described in the next section.
- **Full formatting.** This option includes everything offered by Basic formatting, but also attempts to paste CSS information that can control the font size and color, paragraph margins, and more. Full formatting is available only when copying and pasting from Word or Excel (see the next section).

Note to Windows Users: You can copy an entire page of HTML from Firefox or Internet Explorer and paste it into Dreamweaver. Click inside a Web page, press Ctrl+A to select the entire page, and then press Ctrl+C to copy the HTML. Then switch to Dreamweaver, click inside an empty page, and press Ctrl+V to paste. All the HTML is copied, and even graphics appear. This text comes in with “full formatting,” but note that no style sheets come along for the ride.

You can override Dreamweaver’s default behavior and choose a different method for pasting by using the Paste Special command. Choose Edit → Paste Special to open the Paste Special window (see Figure 2-5). Here, you can choose which of the four techniques you wish to use...sort of. You’re limited to what Dreamweaver can paste. For non-Microsoft Office products, you can only use the first two options—the others are grayed out—whereas with text copied from Word or Excel, you can choose from any of the four.



Figure 2-5: The Paste Special command lets you paste text copied from other programs. If you want Dreamweaver to apply the same setting each time you use the Paste Special command, click the Paste Preferences button. This opens the Preferences window. Select whatever settings—Basic formatting, for example—that you want Dreamweaver to apply every time you use the Paste Special command.

In general, it’s best to use “Text with structure” but turn off the “Retain line breaks” checkbox for text copied from most programs. This maintains paragraph breaks the best and avoids unnecessary line break characters. For Word or Excel information, there are a few options worth considering, as described next.

Pasting Text from Word: The Basic Method

While text from other applications doesn’t retain much beyond paragraph formatting when pasted into Dreamweaver, Dreamweaver CS3 includes both basic and advanced methods of copying and pasting Word text.

Frequently, you’ll just want to preserve basic formatting like bold or italic text, headlines, and bulleted lists. You won’t need (and in most cases, won’t want) more extravagant formatting like different fonts, colors, or margin settings. After all, you’re the Web designer, and you’ll use your own design sense—and Dreamweaver’s CSS-based formatting tools—to add beauty to basic text.

Pasting Word text works like any copy/paste action described in the previous section. Just select the text in Word, copy it, switch to Dreamweaver, and then choose Edit → Paste to drop it into a Web page. You don’t have to spend a lot of time reformatting the pasted text (see bottom-left image in Figure 2-6), since many basic formatting options are preserved:

- Any paragraphs formatted with Word’s built-in Heading styles (Heading 1, Heading 2, and so on) get the HTML heading tags <h1> (or heading 1), <h2>, <title>, and so on.

- Paragraphs remain paragraphs...most of the time. Actually, how Dreamweaver pastes paragraphs depends on both how the paragraphs are formatted in Word and whether the Paste Special window's "Clean up Word paragraph spacing" setting is turned on (see Figure 2-5). If this option is selected (which it is by default), paragraphs you paste from Word appear as one large paragraph with line break characters at the end of each paragraph. Not the best method. To get Dreamweaver to paste each paragraph as a paragraph, choose Edit → Paste Special, turn off the "Clean up Word paragraph spacing" checkbox, and then click OK.

WORKAROUND WORKSHOP

Pasting HTML

Suppose you've copied some HTML code, maybe out of the Source view of an actual Web page in a Web browser, or from a "How to Write HTML" Web site. You'll notice that when you paste it into Dreamweaver, all the HTML tags appear in the document window, complete with brackets (<>) and other assorted messiness.

To get HTML into a page (and make it work like HTML) you have to go into Code view and paste the HTML directly into the page's code. Code view is discussed in depth on page 370.

By the way, you don't have to worry about any of this when copying and pasting *within* Dreamweaver. The regular Copy and Paste commands are smart enough to keep all the formatting—and HTML tags—when copying and pasting within a Dreamweaver document. (If you do want to just paste the text and ignore the Dreamweaver formatting, choose Edit → Paste Special and select the "Text with structure" option [see Figure 2-5].)

Tip: If the Word document you're copying from has an empty line between each paragraph (in other words, an empty paragraph generated by pressing the Enter key twice after each paragraph), then make sure you *do* have the "Clean up Word paragraph spacing" checkbox turned on. This eliminates those empty paragraphs.

- Bold and italic text maintain their look in Dreamweaver. (The actual HTML tags, however, can vary, as described on page 102.)
- Basic alignment options (left, right, and center) remain intact. Justified text, on the other hand, gets pasted as left-aligned text. (You can compensate for this small oversight by using the justified alignment option on the Property inspector, described on page 90.)
- Numbered lists come through as numbered lists in Dreamweaver (see page 92) if you used Word's automatic numbered-list feature to create them.
- If you use Word's built-in list-bulleted feature, you end up with a proper HTML bulleted list (see page 92). If you create your own bulleted list style in Word, make sure to select the "list" type when creating the style; otherwise, copying and pasting a custom bulleted list might just paste plain paragraphs of text, not a bulleted list.

- Graphics from Word documents get pasted as graphics. In fact, even if the original graphics aren't in a Web-ready format (if they're BMP, TIFF, or PICT files, for example), Dreamweaver converts them to either the GIF or JPEG formats understood by Web browsers. Dreamweaver even copies the files to your local site root *and* links them correctly to the page. (Chapter 6 covers images in depth.)

Note: There are a couple of caveats when pasting from Word. First, you can't copy and paste more than 300 KB worth of text, so you have to transfer really long documents in pieces (or better yet, spread them out among multiple Web pages). And second, this feature works only with versions of Word later than Office 97 (for Windows) or Office 98 (for Mac).

Pasting Text with Word Formatting

If you simply must keep that three-inch-tall, crazy-cartoon-like orange font, you can turn to the Full Formatting option of the Paste Special command. After copying text from Word and returning to Dreamweaver, choose Edit → Paste Special or press Ctrl+Shift+V (⌘-Shift-V). When the Paste Special window appears, choose the “Full Formatting” option and then click OK. (If you want this to be the default setting, so that you always paste the full formatting from Word, turn on the “Use these settings...” checkbox *before* clicking OK in the Paste Special window.)

Dreamweaver pastes the text with as much formatting as possible, including margins, fonts, and text colors and sizes (see bottom-right image in Figure 2-6). Behind the scenes, Dreamweaver pastes the text *and* adds Cascading Style Sheet code that attempts to approximate the look of the text in Word.

Unfortunately, all this extra code increases the document's file size and download time and can interfere with future formatting changes. What's worse, most of your visitors won't even be able to *see* some of this formatting—such as uncommon fonts. For these reasons, use this feature with caution.

Pasting Excel Spreadsheet Information

Dreamweaver CS3 also lets you paste information from Microsoft Excel. Options include a basic method—using the standard Ctrl+V (⌘-V) or Edit → Paste—and a format-rich method, using the Full Formatting option of the Paste Special window: choose Edit → Paste Special (or press Ctrl+Shift+V [⌘-Shift-V]), choose Full Formatting from the Paste Special window, and then click OK. Both methods paste spreadsheet information as an HTML table composed of cells, rows, and columns. (See Chapter 7 for more on tables.)

But unlike pasting from Word, the basic Paste command from Excel preserves *no* formatting: it doesn't even hang on to bold and italics. The Full Formatting option, however, preserves advanced formatting like fonts, font sizes, text colors, and cell background colors.



Figure 2-6: Dreamweaver CS3 lets you paste Word text (and graphics)—like the contents of the Word file (top)—into a Web page, while preserving basic formatting options like headlines, italics, paragraphs, and bold (bottom left). The Paste Special command lets you preserve more advanced formatting such as fonts, colors, sizes, and margins (bottom right). But this special treatment comes at a price: the file size of the page on the bottom right is about 10 percent larger than the one on the bottom left.



Importing Word and Excel Documents (Windows)

Windows fans can also import material directly from a Word or Excel file into any Dreamweaver document. Just place the cursor where you wish to insert the text or spreadsheet, and then choose File → Import → Word Document (or Excel Document). An Open File dialog box appears; find and double-click the Word or Excel document you wish to import.

Dreamweaver captures the information just as if you'd used Edit → Paste. That is, for Word documents, Dreamweaver carries over basic formatting like bold, italics, headlines, and paragraphs, and imports and converts images. The importing process doesn't create style sheets or apply advanced formatting. For Excel documents, you get just an organized table of data—no formatting.

Selecting Text

After you get text into your Dreamweaver document, you'll undoubtedly need to edit it. You'll delete words and paragraphs, move sentences around, add words, and fix typos.

Decoding Encoding

In some cases, when you copy a symbol like © from Word and then paste it into Dreamweaver, you'll see *©* in the HTML. Other times you'll see the actual symbol (©). What you get in the HTML depends on the type of *encoding* used on your Web page. Dreamweaver CS3 uses a different method than previous versions of the program. If you don't work with languages other than English, encoding isn't much of an issue; you can work happily without ever worrying about how Dreamweaver encodes HTML for a Web page. But if you commonly need to type characters that don't appear on the standard English keyboard, such as Chinese, Kanji, or simply the accented letters of French or Spanish, Dreamweaver's new encoding method is helpful.

Computers don't think in terms of letters or any of the other symbols we humans normally use to communicate with each other. Computers think in terms of bits and bytes. Every letter or symbol displayed on a Web page is represented by a numeric code. The process of converting a symbol to the proper code is called *encoding*. But since the world is filled with many different symbols—Latin, Chinese, Kanji, Arabic, Cyrillic, Hebrew, and so on—there are many different *encoding schemes* used to accommodate all the different alphabets of the world. Versions of Dreamweaver prior to CS3 used Western Latin encoding, which handles most of the characters used in English and Western European languages. But it doesn't handle all symbols. That's why when you copy a © symbol from Word and paste it into a Web page with Western Latin encoding, you end up with *©* in your HTML instead of the copyright symbol. *©* is called an *entity*, and Web browsers know that when they see that they should display a true copyright symbol.

Dreamweaver CS3 now uses a newer type of encoding when creating a Web page—Unicode. Unicode (which Dreamweaver refers to as *Unicode 4.0 (UTF-8)*, or *UTF-8 for short*) accommodates many of the alphabets of the world,

so you can mix Kanji with Cyrillic with English on a single Web page, and all of those alphabets will display fine in a Web browser. A page that's encoded with Unicode will also produce slightly different HTML when pasting symbols from other programs. Instead of using entities in the page like *”* for a curly right quotation mark, you'll see the actual character (") in the HTML of the page. This generally makes HTML much easier to read. However, if you've previously built a site using a different encoding like Japanese (Shift JIS)—yes, that's the actual format name—you may want to stick to that method.

You probably won't ever need to change Dreamweaver's encoding scheme, but if you're updating a site and wish to upgrade to the new Unicode encoding (maybe so you can type © instead of *©* in your HTML) just choose Modify → Page Properties, click the Title/Encoding category, and then select a method from the encoding menu. If you want to change the default encoding for all new documents (for example, if you absolutely must stick with the Shift JIS encoding to match the encoding method of other pages on your site) choose Edit → Preferences (Dreamweaver → Preferences on a Mac), click the New Document category, and then select an option from the Default Encoding menu. Note that if, later on, you switch back to Unicode 4.0 (UTF-8), make sure you select "C (Canonical Decomposition)" from the "Normalization" field, and leave the "Include Unicode Signature" checkbox *turned off* (otherwise the page may not display correctly in current browsers).

Finally, if you use the Insert Special Character menu (page 66), Dreamweaver will always insert an HTML entity (*®*, for example) instead of the actual symbol (™), even when working with a UTF-8 page.

The first step in any of these procedures is learning how to select text, which works much as it does in word processors. You drag across text to highlight it, or just click where you wish the selection to begin and hold down the Shift key as you click at the end of the selection. You can also use shortcuts like these:

- To select a word, double-click it.
- To select a paragraph, triple-click anywhere in it.
- To select a line of text, move your cursor to the left of the line of text until the cursor changes from an I-beam to an arrow, signaling that you've reached the left-margin selection strip. Click once to highlight one line of text, or drag vertically in this selection strip to select multiple lines.
- While pressing Shift, use the left and right arrow keys to select one letter at a time. Use Ctrl+Shift (⌘-Shift) and the left and right arrow keys to select one *word* at a time.
- Ctrl+A (⌘-A) selects everything in the body of the page—text, graphics, and all. (Well, this isn't 100 percent true: If you're using tables or <div> tags (page 313) to organize a page, Ctrl+A may select just the text within a table or <div> tag; clicking the <body> tag in the Tag selector [page 22] is a more sure-fire method of selecting everything on a page.)

Once you've selected text, you can cut, copy, or delete it. To move text to another part of the Web page, or even to another Dreamweaver document, use the Cut, Copy, and Paste commands in the Edit menu. You can also move text around by dragging and dropping it, as shown in Figure 2-7.

Once copied, the text remains on your Clipboard and can be placed again and again (until you copy something else to the Clipboard, of course). When you cut (or copy) and paste *within* Dreamweaver, all the code affecting that text comes along for the ride. If you copy a paragraph that includes bold text, for example, you'll copy the HTML tags both for creating a paragraph and for producing bold text.

GEM IN THE ROUGH

Clean Up Word

From Word, you can save any document as a Web page, essentially turning a Word doc into HTML. The drawback to this method is that Word produces hideous HTML code. One look at it, and you'd think that your cat fell asleep on the keyboard.

The explanation: So you will be able to reopen the document as a Word file when the time comes, Word injects reams of information that adds to the file size of the page. This is a particular problem with the latest versions of Word, which add loads of XML and Cascading Style Sheet information.

Fortunately, Dreamweaver's Clean Up Word HTML command can strip out most of that unnecessary code and produce leaner Web pages. To use it, open the Word HTML file just as you would any other Web page, by choosing File → Open. Once the file is open, choose Commands → Clean Up Word HTML.

The Clean Up Word HTML dialog box opens; Dreamweaver automatically detects whether the HTML was produced by Word 97/98 or a later version of Word, and then applies the appropriate rules for cleaning up the HTML.

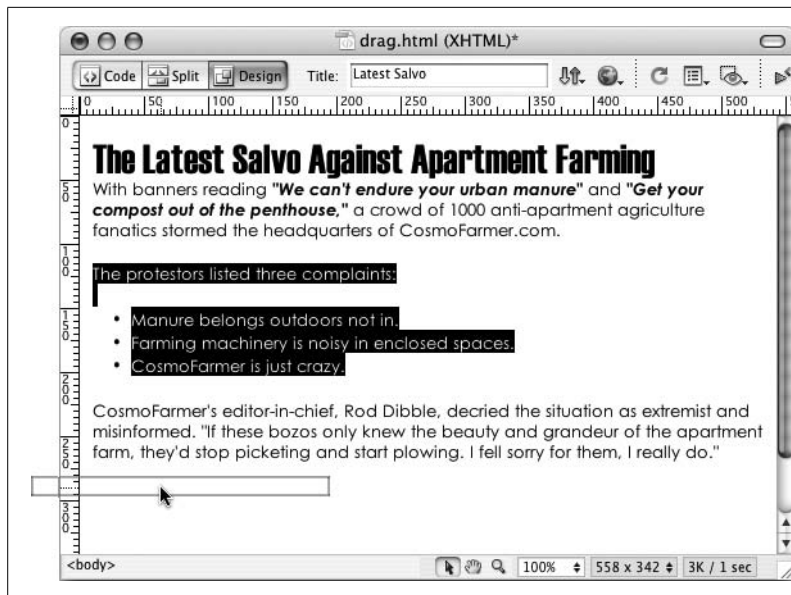


Figure 2-7: You can move a blob of selected text simply by dragging it to another location in the document window. Point to a spot inside your highlighted selection and the cursor changes from an I-beam to an arrow; you can now drag the selection. Let go of the mouse button to drop your selection at the spot indicated by the horizontal bar, as shown here. This technique works with graphics and other objects you've selected in the document window, too. You can even move a copy of the selection by pressing **Ctrl** (**Option** on a **Mac**) as you drag and drop.

Note: Not *all* the formatting necessarily comes along for the ride. With Dreamweaver CS3's support for Cascading Style Sheets, most of your text formatting includes some CSS formatting, and, unfortunately, cutting and pasting text from one document to another does *not* also copy the CSS code. So on some occasions, you may copy text from one document, paste it into another, and find that the formatting disappears. See the Note on page 125 for details on this.

To delete any selection, press **Delete** or choose **Edit** → **Clear**.

Spell Checking

You spend a lot of time perfecting your Web pages, making sure the images look great, that the text is properly formatted, and that everything aligns to make a beautiful visual presentation. But one step is often forgotten, especially given the hyperspeed development process of the Web—making sure your Web pages are free from typos.

Spelling mistakes give an unprofessional impression and imply a lack of attention to detail. Who wants to hire an “illustrator” or “Web dezyner”? Dreamweaver's spell checking feature can help you.

About Dictionaries

Before you start spell checking, you should make sure that the correct *dictionary* is selected. Dreamweaver comes with 15 dictionaries for 12 different languages, including three English variations and both Iberian and Brazilian Portuguese. When it checks your spelling, the program compares the text in your document against the list of words in one of these dictionaries.

To specify a dictionary, choose Edit → Preferences (Dreamweaver → Preferences in Mac OS X)—or press Ctrl+U (⌘-U)—to open the Preferences dialog box. Select the General category, and then choose a language from the Spelling Dictionary pop-up menu at the bottom of the window.

Performing the Check

Once you've selected a dictionary, open the Web page whose spelling you wish to check. You can check as much or as little text as you like, as follows:

1. **Highlight the text (which can be even a single word).**

If you want to check the *entire* document, make sure that nothing is selected in the document window. (One good way to make sure nothing is selected is to click in the middle of a paragraph of text.) Like spell checkers in other programs, you must place the cursor at the beginning of the document to begin spell checking from the top of the page.

Note: Unfortunately, Dreamweaver doesn't offer a site-wide spell-checking feature. You must check each page individually.

2. **Choose Text → Check Spelling (or press Shift+F7).**

The Check Spelling dialog box opens (see Figure 2-8). If the selected word isn't in Dreamweaver's dictionary, it appears in the top field of the box, along with a list of suggested alternative spellings.

The first suggestion is listed in the "Change to" field.

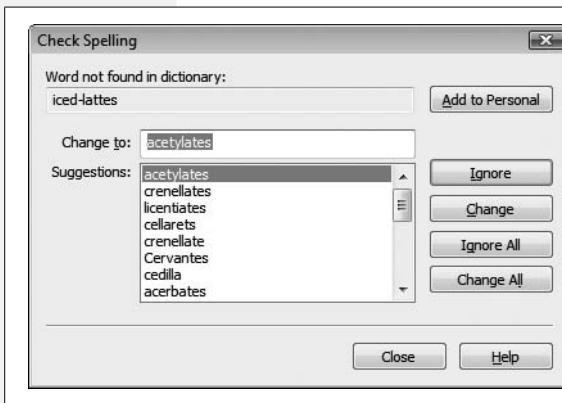


Figure 2-8: Dreamweaver's spell-checking feature checks only words in the document window. It can't check the spelling of comments, alt tags, or any text that appears in the head of the document with the exception of the page's title. Nor can you spell check an entire Web site's worth of pages with a single command; you need to check each Web page individually.

3. If the "Change to" field is correct, click Change.

If Dreamweaver has correctly flagged the word as misspelled but the correct spelling isn't in the "Change to" field, double-click the correct spelling in the list. If the correct spelling isn't in the list, type it yourself in the "Change to" box.

Then click the Change button to correct this one instance, or click Change All to replace the misspelled word everywhere it appears in the document.

Dreamweaver makes the change and moves on to the next questionable spelling.

4. If the word is actually correctly spelled (but not in Dreamweaver’s dictionary), click Ignore, Ignore All, or “Add to Personal”.

If you want Dreamweaver to ignore this word *every* time it appears in the document, rather than just this instance of it, click Ignore All.

On the other hand, you’ll probably use some words that Dreamweaver doesn’t have in its dictionaries. You may, for instance, use a client’s name throughout your Web pages. If that name isn’t in Dreamweaver’s dictionary, Dreamweaver will consistently claim that it’s a spelling error.

To teach Dreamweaver the client’s name so that the Check Spelling dialog box won’t pop up each time you spell check, click “Add to Personal”. Dreamweaver will add the word to your personal dictionary, which is a special dictionary file that Dreamweaver also consults when checking your spelling.

After you click Ignore or Change, Dreamweaver moves on to the next word it doesn’t recognize. Begin again from step 3. If you didn’t begin the spell check at the beginning of the document, once Dreamweaver reaches the end of the document, it will ask if you wish to continue spell checking from the beginning.

5. To end spell checking, click Close.

Undo, Redo, and the History Panel

One of the great consciousness-altering moments of the 20th century was the introduction of the Undo command. After a long day in front of the computer, the ability to undo any action seems quite natural. (Unfortunately, reaching for the Ctrl+Z keys after spilling grape juice on Grandma’s antique tablecloth still doesn’t work in the real world.)

Fortunately, most steps you take in Dreamweaver can be reversed with either the Undo command or the History panel.

Undo

Like most computer programs these days, Dreamweaver lets you undo the last step you took by pressing Ctrl+Z (⌘-Z), or by choosing Edit → Undo. (This command changes to reflect your most recent action. If you just deleted some text, for example, it says Edit → Undo Delete.) When you’re feeling indecisive, you can *redo* the action you just undid by choosing Edit → Redo or by pressing Ctrl+Y (⌘-Y).

You’re not limited to a single undo, either. You can undo multiple steps—up to 50 of them, or whatever number you specify in Preferences. Choose Edit → Preferences (on the Mac, it’s Dreamweaver → Preferences) to open this dialog box, click

FREQUENTLY ASKED QUESTION

Editing Your Personal Dictionary

Oops! I added a word to my personal dictionary by accident! How do I undo that?

If you click “Add to Personal” accidentally, you’ll probably want to fix your mistake—but there’s no obvious way to remove words from your Personal dictionary!

Your personal dictionary is a file called Personal Dictionary MX.tlx. For Windows XP, you’ll find this file in your application-data folder, usually on the C: drive under Documents and Settings → [your name] → Application Data → Adobe → Common. (Note: The Application Data folder is usually hidden in Windows. If you don’t see it, you need to use Folder Options—located in the Control Panel—to reveal hidden folders and files.) Vista users will find the file in C: → [your name] → AppData → Adobe → Roaming → Common (as with Windows XP, the AppData folder is usually hidden, so you need to show all files by going to the Appearance & Personalization section of the Control Panel to make it

appear). If you use a Mac, look inside your Home → Library → Application Support → Adobe → Common folder.

Make a backup copy of this file, just in case. Then, open it in Dreamweaver by choosing File → Open and navigating to the .tlx file. Although the file is a text file, the .tlx extension isn’t a recognized document type in Dreamweaver. You’ll need to select “All files” (NOT “All Documents”) from the “Files Of Type” menu (Windows) or Enable pop-up menu (Mac) before you can open the personal dictionary.

Don’t touch the first line of the file, which indicates what language the dictionary uses. Each line thereafter lists a word followed by a tab and the letter *i*.

To delete an entry, delete its entire line. You can also add a word by manually typing the word, a tab, and the letter *i*. (Dreamweaver’s spell checking engine uses that little *i* for its own purposes.)

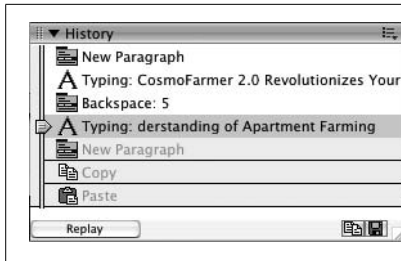
the General category from the Category list, and change the number in the “Maximum Number of History Steps” box. (Note, however, that the more steps Dreamweaver remembers, the more memory the program needs. If you set this number very high or your computer doesn’t have a lot of memory, you may find your computer acting sluggish.)

Tip: You can even undo actions *after you have saved* a document (although not after you’ve closed it). Unlike many programs, Dreamweaver doesn’t erase the list of actions you’ve performed when a page is saved. This means you can feel free to save as often as you want—a wise safeguard against crashes and other mishaps—without losing the ability to undo what you’ve done.

History Panel

You may wonder why the Preferences setting for the Undo command refers to “History Steps.” It’s because Dreamweaver creates a *history* for a document as you work on it. Each time you add text, insert a graphic, change the background color of the page, or do anything else to a document, Dreamweaver adds a new step to a list of previous actions.

All of these steps are listed in the History panel (see Figure 2-9). To see it, choose Window → History.

**Figure 2-9:**

The History panel can do a lot more than undo actions. It can also be used for automating many routine tasks that you perform while building your Web pages. To find out how to use this feature, see Chapter 20.

Each row in the panel represents one action or step, and includes a description. For instance, hitting Return or Enter while typing in the document creates a step called New Paragraph. Steps are listed in the order you perform your actions, with the most recent actions at the bottom and earliest action at the top of the list.

But the History panel isn't just a dull document to pore over—it's a living, multiple-step Undo command. Use the History slider on the left-hand side of the History panel to move to any step in the history list. To undo one action, for example, drag the slider up one step. When you do this, you'll notice that the slider's former position step is grayed out. Steps that are dimmed represent future steps, so moving the slider down one step is the equivalent of choosing Edit → Redo.

You can undo or redo multiple steps by moving the slider up or down the list. Alternatively, you can click the track to the left of a step to move the slider to that step.

If you want to eliminate all the history steps for a document—to free up some of your computer's memory, for example—select Clear History from the History panel's context menu. But be careful: this is the one action you can't undo.

Text Formatting

Getting text onto a Web page (Chapter 2) is a good start, but effective communication requires effective design, too. Large, bold headlines help readers scan a page's important topics. Colorful text focuses attention. Bulleted sentences crystallize and summarize ideas. Just as a monotonous, low-key voice puts a crowd to sleep, a vast desert of plain HTML text is sure to turn visitors away from the important message of your site. In fact, text formatting could be the key to making your *Widgets Online 2007 Sale-a-thon* a resounding success instead of an unnoticed disaster.

To help you get your point across, Dreamweaver provides the tools you need to format your text in compelling and eye-catching ways. Figure 3-1 shows two model examples of good—and bad—text formatting.

Paragraph Formatting

Just as you use paragraphs to help organize your thoughts into clear, well-structured, and cohesive units when you're writing a paper or letter, you organize content on Web pages into blocks of information within HTML tags (see page 7 for more on tags). The most basic block of information is a simple paragraph, indicated in HTML by a paragraph tag, like this:

```
<p>Hello. This is one paragraph on this Web page. </p>
```

To a Web browser, everything between the opening `<p>` and closing `</p>` tags is considered part of the same paragraph. Many Dreamweaver formatting options—headlines, lists, indents, and alignment, for example—can apply only to an entire paragraph at a time, as opposed to individual words. In a word processor, you'd

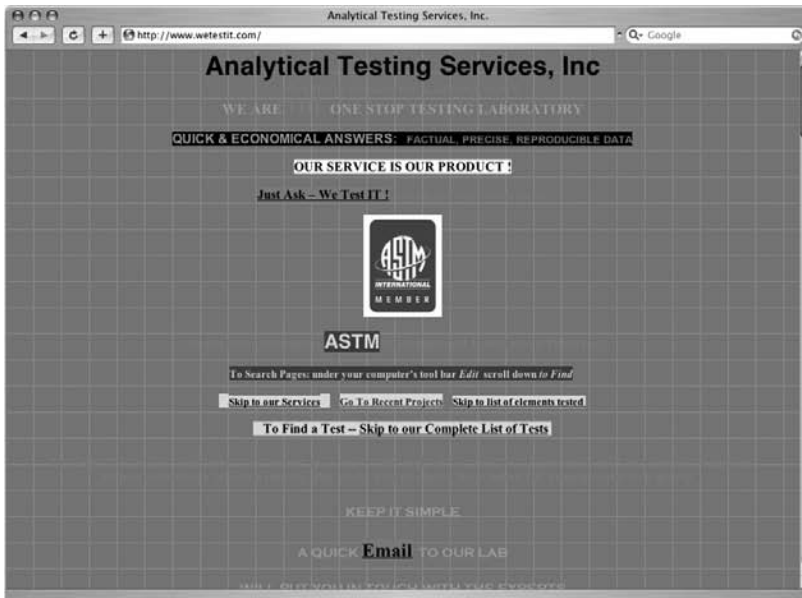


Figure 3-1: Both these pages use different fonts, colors, and sizes to display text, but the one at bottom uses a consistent arrangement of styles to organize the text and guide the reader through the page. Notice how article titles such as “Flash Embedding Cage Match,” with its larger type, draws your eye to it immediately. The author names are all given the same design treatment—uppercase, bold, and small type—creating a consistent look that makes them easy to identify. In the page at top, by contrast, while the name of the Web site is big and bold, the other text on the page shares similar font sizes and types, making it difficult to focus your attention on any one area of the page.

call this kind of formatting *paragraph* formatting; in Web design, it’s called *block-level* formatting. Either way the idea is exactly the same: the formatting you apply affects an entire paragraph (that is, a *block* of text, whether that’s just one sentence or several sentences) at a time. (*Character-level* formatting, on the other hand, can be applied to individual words or even letters. Bold and italic fall into this category, as described later in this chapter.)

Paragraphs

When you create a new document in Dreamweaver and start typing, the text you type has no paragraph formatting at all, as indicated by the word *None* in the Format menu at the left side of the Property inspector. (*None* isn't an HTML tag; it just means that your text isn't surrounded by *any* of the paragraph tags used in this menu—`<p>`, `<h1>`, and so on.)

When you press Enter or Return, you create a new paragraph, complete with opening and closing `<p>` tags, as shown earlier, but your newly born paragraph still has no design applied to it. When your Web site visitors look at it, the font and size of your type are determined by their own Web browser preference settings. It may not look anything like the typography you saw in Dreamweaver.

UP TO SPEED

Separating Structure from Presentation

Formatting isn't just about good looks or fancy design. Many formatting options also give structure to a Web page, providing valuable insight into the organization of content on a page.

For example, the Heading 1 (`<h1>`) tag indicates a headline of the highest level and, therefore, greatest importance; the smaller Heading 2 (`<h2>`) tag represents a headline of slightly lower importance: a subhead. You'll see this kind of structure in this book. Each section begins with a headline ("Paragraph Formatting," on page 85, for example), and includes subheads that further divide the content into logical blocks of information.

Structure is more about organizing content than making it look pretty. Whether or not the headlines in this book used different colors and fonts, the fundamental organization—chapter title, main headlines, subheads, bulleted lists, numbered step-by-step instructions, and paragraphs of information—would remain the same.

HTML is actually intended to provide structure to a document, rather than making it look good. In fact, for some types of visitors (people who can't see, computer spiders that crawl Web sites for information, search engines, or text-only browsers, for example), how a Web page looks—its presentation—is irrelevant. What matters are the cues that let the visitor know what the content means.

For a while, HTML did double duty, giving structure through tags like `<h1>`, `` (for bulleted lists), and `<p>` (for a paragraph of information), and providing visual design with tags like `` (for setting font types, colors, and sizes).

Today, however, the World Wide Web Consortium (W3C, the main organization for determining the current and future standards for the Web), as well as most professional Web designers, consider this approach outmoded. The W3C has officially *deprecated* HTML tags that add design to a page, like the `` tag, which means that future versions of HTML (and possibly future versions of Web browsers) won't recognize them.

Dreamweaver CS3 takes the same approach. The program comes with old-style, design-oriented HTML tags turned off. (To turn them back on, see the Note on page 40) Instead, to provide visual design to a page, you should use Cascading Style Sheets, just as professional designers do.

CSS provides much more advanced and beautiful design possibilities than HTML ever did. In other words, let HTML provide the structure; let CSS create the presentation. HTML gives order, while CSS makes everything look good.

Chapter 4 introduces CSS, and Chapter 8 covers it in depth. In addition, throughout the book, you'll find notes that indicate when you can use CSS instead of HTML to better achieve your design goals.

You can add the Paragraph format to any block of text. Since this formatting option affects all of the text in the block, you don't need to select any text as a first step. Simply click anywhere inside the block of text and do one of the following:

- In the Property inspector (Figure 3-2), choose Paragraph from the Format menu.
- Choose Text → Paragraph Format → Paragraph.
- Press Ctrl+Shift+P (⌘-Shift-P).

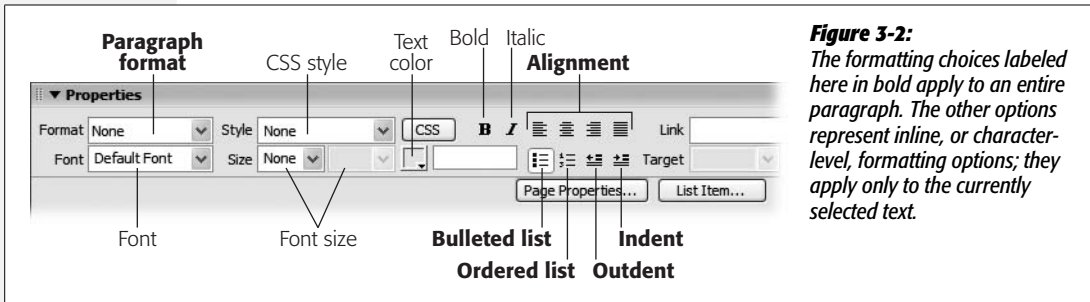


Figure 3-2:
The formatting choices labeled here in bold apply to an entire paragraph. The other options represent inline, or character-level, formatting options; they apply only to the currently selected text.

Note: Much to the chagrin of Web designers, Web browsers display a line's worth of blank space before and after block-level elements like headings and paragraphs. This visual gap is distracting, but unfortunately, you can't get rid of it with regular HTML.

However, many of the formatting limitations of HTML, including this one, go away when you use Cascading Style Sheets. See page 135 to fix this problem.

Headlines

Headlines announce information ("The Vote Is In!") and help organize content. Just as this book uses different levels of headings to introduce its topics—from chapter titles all the way down to subsections—the HTML heading tag comes in a variety of sizes used to indicate importance.

Headlines range in size from 1 (most important) to 6 (least important), as shown in Figure 3-3. They provide organization to a document, much like an outline has headings, subheads, and sub-subheads.

To turn a paragraph into a headline, click anywhere inside the line, or block, of text and then do one of the following:

- In the Property inspector, select one of the heading levels (Heading 1 through Heading 6) from the Format menu.
- Choose Text → Paragraph Format → Heading 1 (or Heading 2, Heading 3, and so on).
- Press Ctrl+1 (⌘-1), for the Heading 1 style, Ctrl+2 (⌘-2) for Heading 2, and so on.

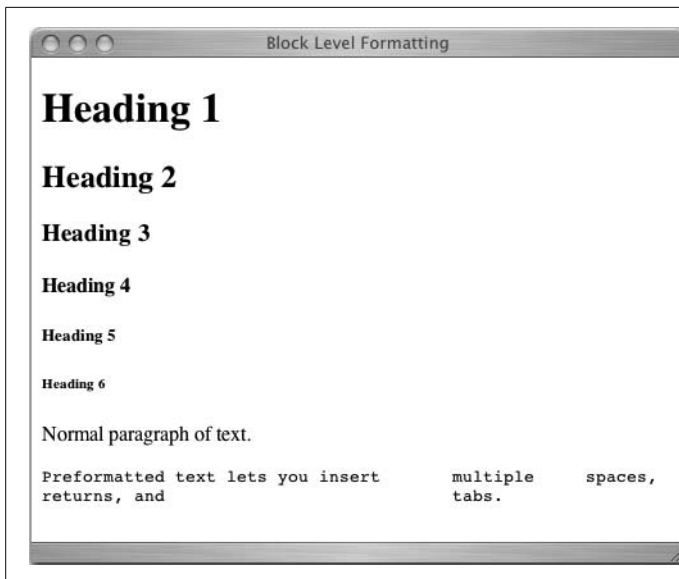


Figure 3-3: You can apply any of eight basic paragraph formats to a block of text: Headings 1 through 6, Paragraph, and Preformatted. If you don't add any special modifications to the individual paragraph formats, they vary in size, font, and boldness, as you can see here.

Preformatted Text

Web browsers normally ignore extra spaces, tabs, and other blank space characters in the underlying HTML when displaying a Web page. However, using the Preformatted paragraph format, you can override this behavior. Preformatted paragraphs display *every* text character in a paragraph, including tabs, multiple spaces, and line breaks, so you don't have to resort to multiple nonbreaking space characters (see page 68) to insert more than one space in a row.

The original idea behind the Preformatted format was to display tabular data—as in a spreadsheet—without the use of tables. That's why preformatted paragraphs show up in a *monospaced* font like Courier. In monospaced fonts, each letter of the alphabet, from i to w, is the same width and takes up the same horizontal space on a page, making it easy to align letters in columns. That's also why, when you use this paragraph style, you can use tabs to align text in columns. (When you use any other paragraph format, Web browsers ignore tabs.) These days, however, Dreamweaver's table feature is a much more superior method of creating columns; see Chapter 7.

Nonetheless, the Preformatted format can still be useful—when displaying sample HTML or programming code, for example. You can add the Preformatted format to any block of text. Simply click inside the block of text and then take one of these two steps:

- In the Property inspector, choose Format → Preformatted.
- Choose Text → Paragraph Format → Preformatted Text.

Keep in mind that preformatted text appears exactly as you enter it. Unlike normal paragraph text, lines of preformatted text don't automatically wrap if they're wider than the window. That means if you present your site visitors with a really long line of preformatted text, they'll have to scroll horizontally to see all of it. To end a line of preformatted text and create another, you must press the Enter or Return key to create a manual line break.

Paragraph Alignment

All text in a Web page starts out aligned with the left edge of the page (or, in the case of tables, to the left edge of a table cell). But there are times when you may want to center text in the middle of the page—perhaps an elegantly centered title—or align it to the right side. You can even create nice straight margins on both sides of a paragraph using the justification option.

Tip: Although justified text looks elegant in a book, the limited resolution of computer monitors can make small type that's justified difficult to read.

While there are many ways to align text in Dreamweaver, the Property inspector's word processor-like controls make this a snap (or, rather, a click). To change a paragraph's alignment, click inside a paragraph and do one of the following:

- In the Property inspector, click one of the alignment icons in the upper-right corner (see Figure 3-2).
- Choose Text → Align → Left, Center, Right, or Justify.
- Use one of the following keyboard shortcuts:

Left: Ctrl+Alt+Shift+L (Shift-Option-⌘-L)

Centered: Ctrl+Alt+Shift+C (Shift-Option-⌘-C)

Right: Ctrl+Alt+Shift+R (Shift-Option-⌘-R)

Justify: Ctrl+Alt+Shift+J (Shift-Option-⌘-J)

After you align a paragraph, the Property inspector displays a depressed button for the alignment option you chose, indicating what kind of alignment you've applied.

Tip: Dreamweaver aligns text by adding code to the selected HTML tag. For example, centering a paragraph of text adds `align="center"` to the `<p>` tag. You can achieve the same effect with the `Text-Align` CSS property described on page 136.

You can remove an alignment by reapplying the *same* alignment. For instance, if you've right-aligned a paragraph, clicking the right-align button in the Property inspector removes all alignment information and returns that paragraph to its original setting. (This method of resetting the paragraph is a better solution than clicking the left-align button, which adds extra lines of HTML code to do the same thing.)

UP TO SPEED

Keep Your Pages Lean

Many of the things that contribute to slow Web page downloads—congestion on the Internet, for example—are out of your control. But you can do your part by making sure your pages are as compact as possible. For instance, keep the file size of graphics down and eliminate extraneous lines of HTML code. The more HTML you include in a page, the larger the file, and the slower the download.

An example of a situation in which extraneous HTML code is produced is when aligning text to the left. Text on a Web page aligns to the left of a page by default. You'd be pointlessly bloating your Web page, therefore, by specifying left

alignment of your text using a paragraph's alignment property. In fact, when you encounter the phrase "by default" describing an HTML property in this book, it's a safe bet that you can get that effect without adding any HTML.

Other ways to keep your pages lean and fast are highlighted throughout this book, but remember this rule of thumb: the less HTML code you create, the faster your Web page downloads, and the happier your audience is. (Page 607 tells you how you can use Dreamweaver to monitor your page's size and download speed.)

Indented Paragraphs

Indenting a paragraph can set it apart from the paragraphs before and after it. It's one way to add a small amount of space on either side of a paragraph, but it's mainly used to present a long quote or passage from a book or other source. In fact, an indented paragraph is called a *blockquote* in HTML.

To indent a paragraph or block-level element like a heading, click it and do one of the following:

- On the Property inspector, click the Indent button (see Figure 3-2).
- Choose Text → Indent.
- Press Ctrl+Alt+] (⌘-Option-]).

Unfortunately, since indenting a paragraph simply nests that paragraph in a basic HTML `<blockquote>` tag, you don't have any control over how *much* space is added to the margins of the paragraph. Most Web browsers insert about 40 pixels of blank space on the left and right side of a *blockquote*.

Because *blockquotes* don't give you precise control, and they're not really meant for simply indenting a paragraph, you should use the indent option for its intended purpose: to quote passages of text from another source. To control the margins on either side of a paragraph, you have a much more powerful tool, CSS. To properly indent text, see the Tip on page 135.

If you do indent text using a *blockquote*, you may, at some point, wish to remove it. You can use Dreamweaver to *outdent* it, of course. (Yes, *outdent* is a real word—ever since Microsoft made it up.)

To remove a paragraph's indent formatting—that is, remove a `<blockquote>` tag—click inside the paragraph and do one of the following:

- On the Property inspector, click the Outdent button (see Figure 3-2).
- Choose Text → Outdent.
- Press Ctrl+Alt+[(Option-[).

You can continue to outdent a paragraph using one of these methods until the paragraph returns to the left edge of the page; at that point, the outdenting commands have no further effect.

Note: The indent and outdent buttons are also handy when working with lists as described in Figure 3-6.

Creating and Formatting Lists

Lists organize the everyday information of our lives: to-do lists, grocery lists, least favorite celebrity lists, and so on. On Web pages, lists are indispensable for presenting groups of items such as links, company services or employees, or a series of instructions.

HTML offers formatting options for three basic categories of lists (see Figure 3-4). The two most common types of lists are *bulleted* (called *unordered lists* in the HTML language) and *numbered* (called *ordered* in HTML). The third and lesser-known list type, a *definition* list, comes in handy for creating glossaries or dictionary-like entries.

Bulleted and Numbered Lists

Bulleted and numbered lists share similar formatting. Dreamweaver automatically indents items in either type of list, and automatically precedes each list item by a character—a bullet, number, or letter, for example:

- Unordered or bulleted lists, like this one, are good for groups of items that don't necessarily follow any sequence. They're preceded by a bullet.
- Ordered lists are useful when presenting items that follow a sequence, such as the numbered instructions in the following section. Instead of a bullet, a number or letter precedes each item in an ordered list. Dreamweaver suggests a number (1, 2, 3, and so on), but you can substitute Roman numerals, letters, and other variations.

You can create a list from scratch within Dreamweaver, or add list formatting to text already on a Web page.

Creating a new bulleted or numbered list

When making a new list in Dreamweaver, you start by choosing a list format, and then typing the list items:

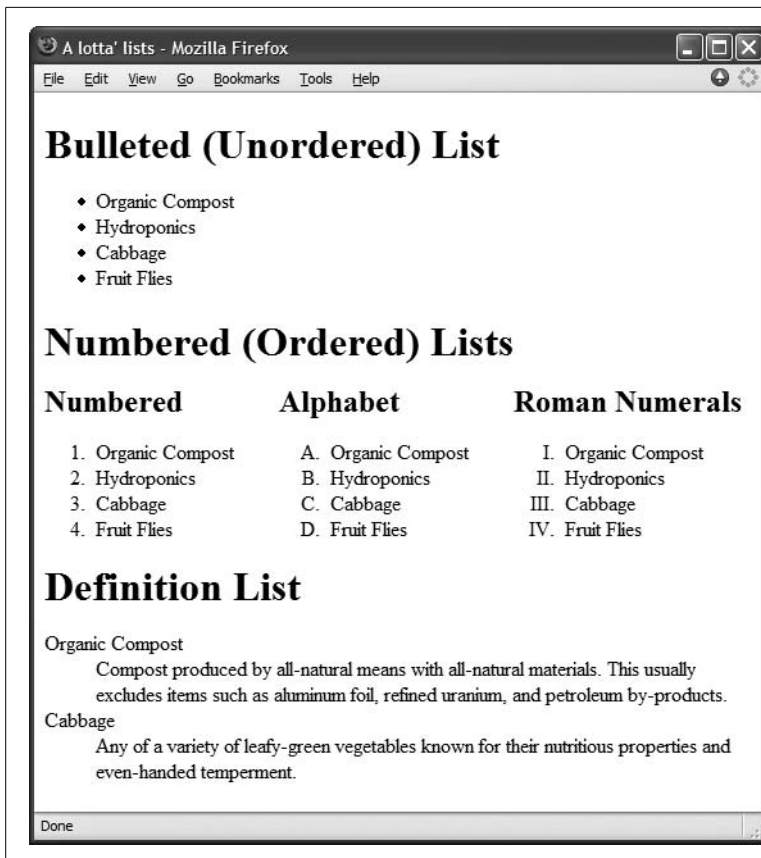


Figure 3-4: HTML has several predefined list formats, including bulleted lists and definition lists, both of which let you organize information into orderly units. Once you've told Dreamweaver that you intend to create a bulleted or numbered list, it adds the bullets or the numbering for you automatically.

1. In the document window, click where you wish to start a list.

See Chapter 2 for full details on adding text to a Web page.

2. In the Property inspector, click the Ordered or Unordered List button to apply the list format (see Figure 3-2). (The Unordered option is also known as Bulleted.)

Alternatively, you can choose Text → List → Unordered List or Ordered List. Either way, the first bullet or number appears in your document automatically.

3. Type the first list item and then press Enter or Return. Repeat until you've added all items in the list.

The text you type appears (*Organic Compost*, for example, in Figure 3-4) after the bullet or number. When you press Return, a new bullet or number appears, ready for your next item. (If you just want to move to the next line *without* creating a new bullet, insert a line break by pressing Shift+Enter [Shift-Return].)

4. When you've finished the list, press Enter or Return twice.

The double carriage return ends the list and creates a new empty paragraph.

Formatting existing text as a list

You may have several paragraphs of text that you've already typed or pasted in from another program. It's a simple process to change any such group of paragraphs into a list.

1. **Select the text you wish to turn into a list.**

The easiest way to select text is to drag from the first list item straight down into the last item of the list. Lists are block-level elements; each paragraph, whether it's a headline or regular paragraph, becomes one bulleted or numbered item in the list. In other words, you don't actually need to select all of the text in either the first or last paragraph.

2. **Apply the list format.**

As when creating a list from scratch as described above, click either the Unordered or Ordered List button in the Property inspector, or choose from the Text → List submenu. The selected paragraphs instantly take on the list formatting, complete with bullets and automatic numbering.

Note: You may sometimes run into this problem: You select what looks like a handful of paragraphs and apply the list format, but only one bullet (or number) appears. This glitch arises when you've used the line break `
` tag to move text down a line in a paragraph. While it's true that using the `
` tag visually separates lines in a paragraph into separate blocks, the text is still part of single paragraph, which will appear as only *one* bulleted or numbered item. The presence of multiple `
` tags can be a real problem when pasting text from other programs. See page 67 for more on the `
` tag and how to get rid of these pesky critters.

Whichever way you started making a list—either by typing from scratch or reformatting existing text—you're not stuck with the results of your early decisions. You can add onto lists, add extra spaces, and even renumber them, as described in the following section.

Reformatting Bulleted and Numbered Lists

HTML tags define lists, just as they define other Web page features. Making changes to an existing list is a matter of changing those tags, using Dreamweaver's menu commands and Property inspector tools.

Note: Web browsers generally display list items stacked directly one on top of the other. If you want to add a little breathing room between each list item, use the CSS *margin* properties, as described on page 322.

Adding new items to a list

Once you've created a list, it's easy to add items. To add an item at the beginning of a list, click before the first character of the first list item, type the item you wish to add, and press Enter or Return. Dreamweaver makes your newly typed item the first in the list, adding a bullet or number accordingly (and renumbering the other list items, if necessary).

To add an item at the middle or end of a list, click at the end of the *previous* list item and press Enter or Return. The insertion point appears after a new bullet or number; type your list item on this new line.

Changing bullets and numbers

Bulleted and numbered lists aren't limited to just the standard round, black bullet or the numbers 1, 2, and 3. You can choose from two bullet types and a handful of different numbering schemes. Here's how to change these settings:

1. Click once inside any list item.

Strangely enough, you can't change the properties of a list if you've first selected the entire list, an entire single list item, or several list items.

2. Open the List Properties dialog box (Figure 3-5).

To do so, either click the List Item button in the bottom half of the Property inspector or choose Text → List → Properties. (If the list is inside a table cell, your only choice is to use the Text menu. In this situation, the List Item button doesn't appear in the Property inspector.)

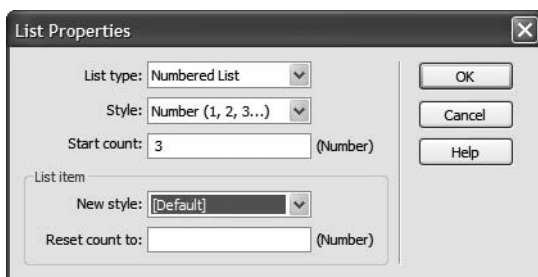


Figure 3-5:

The List Properties dialog box lets you set the type and style of a list. For example, if you select a Numbered List, you can choose from five different styles: Number (1, 2, 3); Roman Small (i, ii, iii); Roman Large (I, II, III); Alphabet Small (a, b, c); and Alphabet Large (A, B, C).

3. Choose a type from the “List type” pop-up menu.

You can turn a numbered list into a bulleted list, or vice versa. You should avoid the two other options in the menu—Directory List and Menu List. These are old list types that won't necessarily work in modern Web browsers.

4. Choose a bullet or numbering style.

Bulleted lists can have three different styles: *default*, *bullet*, and *square*. In most browsers, the default style is the same as the bullet style (a simple, solid, black circle). As you might guess, the square style uses a solid black square for the bullet character.

Numbered lists, on the other hand, have a greater variety of style options. Dreamweaver starts you off with a simple numbering scheme (1, 2, 3, and so on), but you can choose from any of five styles for ordered lists, as explained in Figure 3-5.

5. Set the starting number for the list.

You don't have to begin a numbered list at 1, A, or the Roman numeral I. You can start it at another number, if you wish—a trick that can come in handy if, for example, you're creating a Web page to explain how to rebuild a car's engine. As part of each step, say you want to include a photograph. You create a numbered list, type in the directions for step 1, hit Return, and insert an image (as described in Chapter 5). You hit Return again and type in the text for step 2. Unfortunately, the photo, because it's technically an item in an ordered list, now has the number 2 next to it, and your real step 2 is listed as 3!

If you remove the list formatting from the photo to get rid of the 2, you create one list above it and another below it (as described on page 92). Step 2, *below* the photo, now thinks it's the beginning of a new list—and starts over with the number 1! The solution is to make the list below the photo think it's a *new* list that begins with 2.

To start the list at something other than 1, type the starting number in the “Start count” field (Figure 3-5). You must enter a number, even if you want the list to use letters. So to begin a list at D instead of A, type 4 in the “Start count” field.

In fact, you can even change the style of a *single* list item. For instance, you could change the third item in a numeric list from a 3 to the letter C. (Of course, just because you can doesn't mean you should. Dreamweaver is very thorough in supporting the almost overwhelming combination of options available in HTML, but, unless you're building a Dadaist revival site, how often do you want a list that's numbered 1, 2, C, iv, 1?)

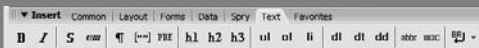
6. Click OK to apply the changes.

FREQUENTLY ASKED QUESTION

When Not to Approach the Insert Bar

I like the convenience of the Insert bar. Should I use the Insert bar's Text tab for formatting text?

In a word, no. Unlike most of the other panels in the Insert bar, the Text tab is mainly used when working in Code view (see Chapter 10) or to insert special characters like the copyright symbol, as described on page 66. It contains many of the same formatting options as the Property inspector; the *h1*, *h2*, and *h3* in this figure, for instance, are the same as Headings 1, 2, and 3 in the Property inspector's format pop-up menu.



However, using some of the options, such as *li*, can generate invalid HTML if not used correctly. Furthermore, despite its usual tidiness, Dreamweaver doesn't clean up code produced this way.

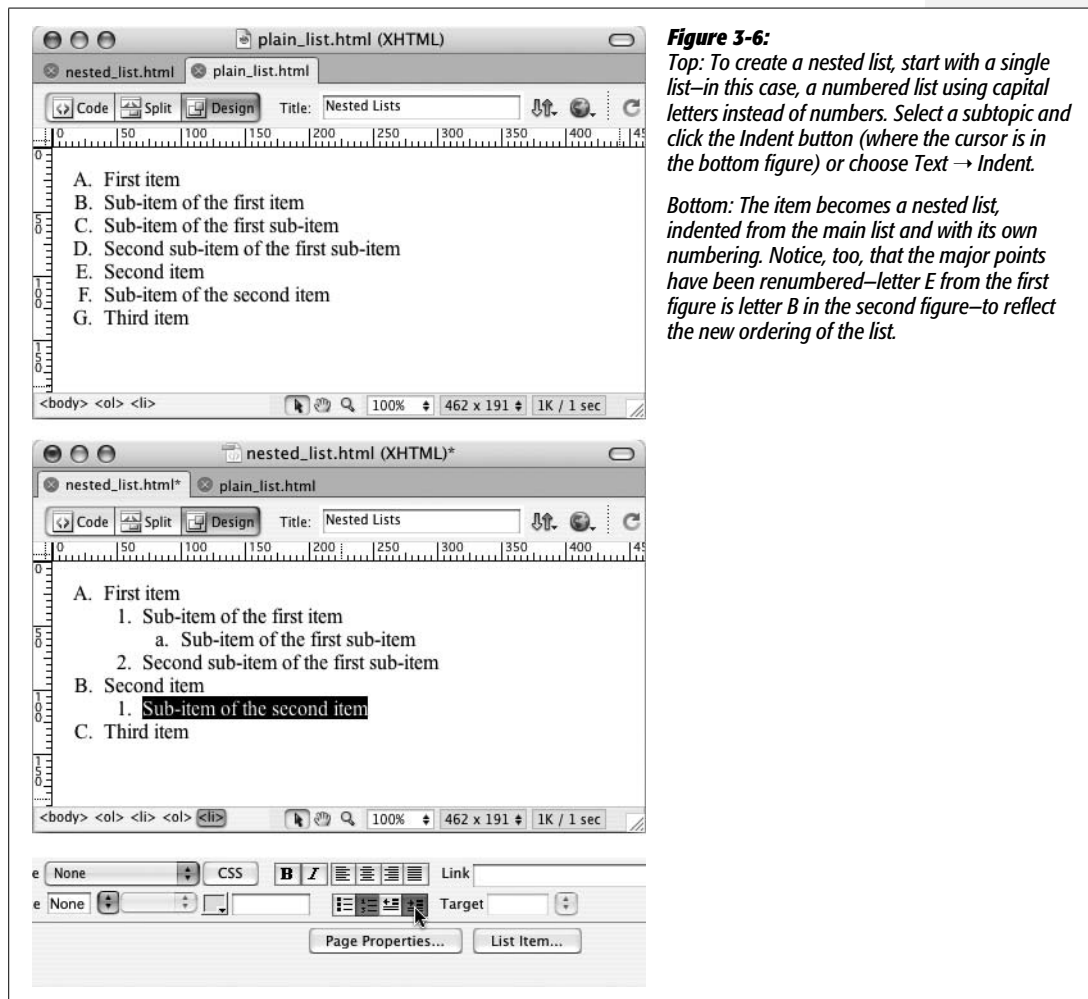
In fact, some of these options, when used in Design view, actually split the document window in two, showing the HTML code on top and Design view on bottom. This arrangement is confusing if you're not accustomed to seeing—or are just uninterested in—the raw HTML code. All major text-formatting options are available from the Property inspector and Text menu. If you stick to these two tools, you can safely avoid the Text tab.

Note: Once again, you can access more advanced formatting options for lists using Cascading Style Sheets. For example, you can use a graphic of your own creation to begin each bulleted list item, instead of choosing from the same boring set of square or circular bullets. See page 138 for the details.

Nested lists

Some complex outlines require multiple *levels* of lists. Legal documents, for instance, may list major clauses with capital letters (A, B, C, and so on) and use roman numerals (i, ii, iii, and so on) for subclauses (see Figure 3-6).

It's easy to create such nested lists in Dreamweaver; Figure 3-6 shows the steps.



Definition Lists

Definition lists can be used to display items in a dictionary or glossary, or whenever you need to present a term and its definition. Each item in a definition list is composed of two parts: a word or term, and a definition.

As you can see in Figure 3-4, definition lists aren't as fancy as they sound. The first item in the list—the word or term—is presented on its own line with no indent, and the second item—the definition—appears directly underneath, indented.

Note: Behind the scenes, Dreamweaver creates an entire definition list using the `<dl>` tag. Each item in the list is then composed of two tags: `<dt>` for the definition term or word, and `<dd>` for the definition itself.

You can't create a definition list using the Property inspector. Instead, start by creating a list of definitions and terms: each term and definition should be in its own paragraph, and the definition should immediately follow the term. Next, highlight the paragraphs that contain the terms and definitions, and then choose Text → List → Definition List.

To turn a definition list *back* to regular paragraphs, select it and choose Text → List → None, or click the Outdent button in the Property inspector.

Removing and Deleting List Items

Dreamweaver lets you take items out of a list in two ways: either by removing the list *formatting* from an item or items (and changing them back into normal paragraphs) or by deleting their text outright.

Removing list items

To remove list formatting from one or more list items (or an entire list), highlight the lines in question and then choose Text → List → None (or just click the Outdent button on the Property inspector). You've just removed all list formatting; the text remains on the screen, now formatted as standard paragraphs. (For nested lists, you'll need to click the Outdent button several times.)

If you reformat an item in the middle of a list using this technique, it becomes a regular paragraph. Dreamweaver turns the items above it and below it into separate lists.

Deleting list items

A simple way to delete a list or list item is to use the Tag selector in the status bar of the document window (see Figure 3-7). To delete an entire list, click anywhere inside the list, and then click its tag in the Tag selector—`` for a bulleted list or `` for a numbered list—and press Delete. You can also, of course, drag through all the text in the list and then press Delete.

**Figure 3-7:**

The Tag selector is a great way to quickly and accurately select an HTML tag and its contents. Clicking the (ordered list) tag, for instance, selects the entire numbered list, as shown here. Clicking the tag selects just one list item.

To delete a single list item, click that item in the document window, click the tag in the Tag selector, and then press Delete.

Tip: You can rearrange a list by dragging a list item to another position within the list. If it's an ordered list (1, 2, 3, and so on), Dreamweaver automatically renumbers the list. For example, if you select an item numbered 4 (or D, if it's an alphabetical list) and drag it to the second position in the list, Dreamweaver changes the item to 2 (or B) and renumbers all items that follow.

However, selecting a list item can be tricky. If you simply drag to select the text, you don't actually select the list item itself, with all its formatting and numbering. To be sure you've selected a list item, click the tag in the Tag selector in the document window's status bar (see Figure 3-7). Now, when you drag the selection to a new position in the list, the number (or bullet) follows. You can also select a list item in this way, copy or cut it, and paste it back into the list in another position.

Character Formatting

The simple formatting applied by a paragraph format isn't much to write home about, much less to advertise on a résumé. Heading 1, for instance, is generally displayed in black and bold using a large Times New Roman font. As mentioned in the box on page 87, this type of paragraph formatting is intended to provide structure, not good looks.

To make your Web pages stand out, you'll want to apply different fonts, colors, sizes, and styles to your text. Unlike paragraph formatting, which applies to an entire HTML paragraph, you can apply character formatting to any selection of text, whether it's a single word, one sentence, an entire paragraph, or your whole Web page.

In general, you apply character formatting just as you would in a word processor: Select the text (using any of the methods described on page 76) and then apply a format using the Property inspector or Text menu.

Up to this point, you've been using HTML only for structuring your Web page with headlines, paragraphs, lists, and so on. When using the Property inspector to apply formatting like fonts, colors, and text sizes, Dreamweaver is working behind the scenes to create Cascading Style Sheets to format text (see page 108 for an explanation). Professional Web designers—who not only want to keep up with technical trends but who also must build functional Web sites that please the vast audience of Web surfers—have already embraced the more sophisticated typographic controls offered by Cascading Style Sheets.

Note: Cascading Style Sheets aren't just for text, either. You can format any HTML element—images, tables, and so on—with the power of CSS. Read all about it in Chapter 8.

Using the instructions in the rest of this chapter, you'll learn how to apply basic CSS-based formatting to text by using the Property inspector and Text menu. (A wider array of additional CSS formatting options is discussed in the next chapter.)

Note: If you don't want to use CSS (perhaps you've built an entire site using the tag and you wish to remain consistent), you can revert to Dreamweaver's old method of formatting text. Press Ctrl+U (⌘-U) to open the Preferences window. Select the General category, turn off the "Use CSS instead of HTML tags" checkbox, and then click OK to close Preferences.

But if you're building a new site, you're better off sticking with CSS, a standard that will last a lot longer than out-of-date HTML tags.

Text Styles

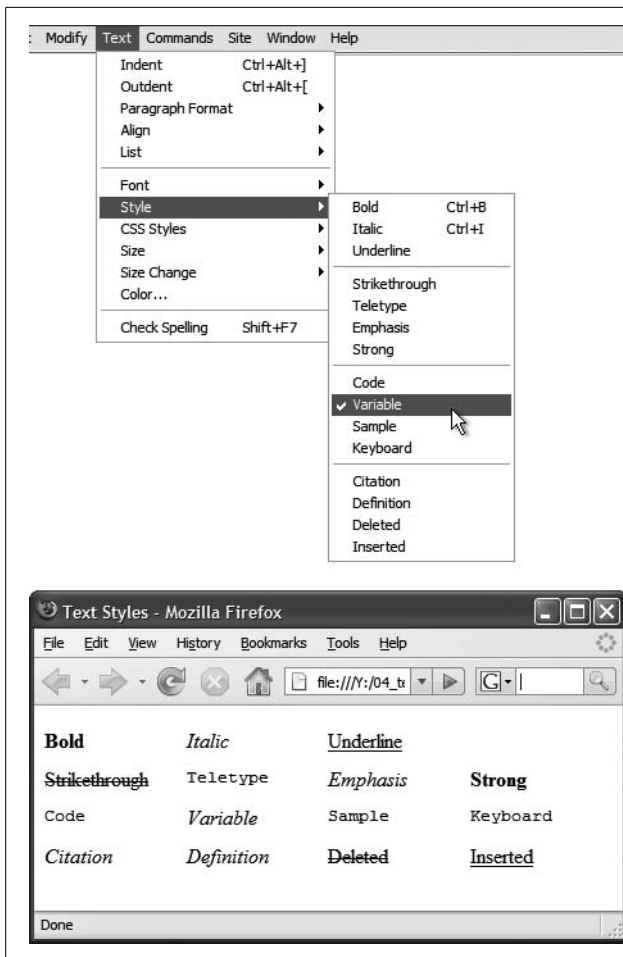
To add emphasis to your words, you can choose from several text styles. You can apply the two most common emphasis effects, bold and italics, from the Property inspector. For less frequently used styles, choose from the Text → Style submenu (see Figure 3-8).

To add bold or italic formatting to text, select the word or words you'd like to make bold or italic, and then click the Bold or Italic button on the Property inspector.

Tip: Use italics with care. While italics are frequently used in printed material to add *emphasis* or when referencing a book title, they can be difficult to read on a computer screen, especially at small type sizes.

As shown in Figure 3-8, HTML offers a host of different text styles, some of which fulfill obscure purposes. For instance, the Code and Variable styles are intended for formatting the display of programming code, while the Sample style represents the output from a computer program—not exactly styles you'll need often in promoting, say, your *Cheeses of the World* mail-order company.

Unless you intend to include content whose meaning is supported by the tag (for example, you include some sample computer code on a page, so you format it with the Code style), you're better off avoiding such styles. But if you think one of them might come in handy, you can find more about these styles from Dreamweaver's built-in HTML reference; see page 394 for details.

**Figure 3-8:**

Top: While the Property inspector lets you apply bold and italic styles to text, the Text → Style menu offers a larger selection of text styles. Don't be confused by the term "styles," which, in this case, merely refers to different HTML tags. They're unrelated to Cascading Style Sheet styles and are intended to identify very specific types of text, like citations from a book or magazine.

Bottom: As you can see, the many style options are usually displayed in bold, italics, the browser's monospaced font (usually Courier), or some combination of the three. But don't worry about how they look "out of the box"—as you'll learn in Chapter 8, by applying CSS you can make any of those tags appear anyway you wish.

In particular, avoid the underline and strikethrough styles: both have been deprecated (see page 87) in the HTML 4 standard and may produce no effect in future browser versions. (You can, however, turn to Cascading Styles Sheets' text-formatting abilities to put lines through and under any text you'd like. See page 134 for more.)

Fonts

Formatting fonts for the Web is very much like using fonts in a word processor. Sadly, it carries some of the same drawbacks. For example, if you create some beautiful document in Microsoft Word, using fancy fonts you just bought from a small font company in Nome, Alaska, you're in for a rude surprise when you email the document to your boss. He won't see anything resembling what the memo looked like on *your* screen. Because he doesn't own the same fonts, he'll see some default font on his computer—Times, perhaps. Fonts show up in a distributed document only if each recipient happens to have the same fonts installed.

When Bold and Italic Are Neither

You may be confused by the HTML code that Dreamweaver produces when making text bold or italic. Instead of using the `` tag—the traditional HTML code for bold—Dreamweaver uses the `` tag. And instead of `<i>` for italics, clicking the I button on the Property inspector gets you ``, or the emphasis tag. That’s because Adobe decided to follow industry practices rather than stick to an old tradition.

For most purposes, `` and `` behave identically to `` and `<i>`. They look the same—bolded or italicized—in most browsers. However, when encountered by screen readers (software or equipment that reads Web pages aloud

for the benefit of the visually impaired), the `` tag triggers a loud, strong voice. The `` tag also brings an emphasis to the voice of screen readers, though with less strength than the `` tag.

Since most Web browsers simply treat the `` tag like the `` tag, and the `` tag like the `<i>` tag, you’ll probably never notice the difference. However, if you prefer the simple `` and `<i>` tags, choose Edit → Preferences. Select the General category and turn off the checkbox labeled “Use `` and `` in place of `` and `<i>`.”

On the Web, you’re in the same predicament. You’re free, as a Web designer, to specify any font you want in a Web page, but it won’t show up on a viewer’s computer unless she’s installed the same font on her system. Otherwise, your visitor’s Web browser will show your text in a default font, which is usually some version of Times or Courier.

There are several solutions to this dilemma. One is to use Flash text, described on page 235, or to convert your text into graphic images. Another is to specify the font you’d *like* to use; if your viewer’s computer has the specified font installed, that’s what she’ll see. You can specify secondary or tertiary font choices if the preferred font isn’t available. In fact, Dreamweaver offers prepackaged lists of such “first choice, second choice, third choice” fonts, as you’ll find out in the following section.

Applying font formatting

Dreamweaver’s approach to font formatting is straightforward:

1. **Select the text whose font you want to change.**

As in a word processor, you can also click anywhere in your Web page and then choose a font for text that you’re *about* to type. (If you’re pasting text from another program, paste first and then select the text and apply a font.)

2. **From the Property inspector or the Text menu, select the font.**

Choose a font from the Font pop-up menu in the Property inspector, or choose Text → Font and select a font from the submenu.

You’ll soon discover that Dreamweaver’s font menus aren’t quite what you’re used to. When you apply a font to text, you have to choose a little *list* of fonts like “Arial, Helvetica, sans-serif.” You can’t just choose a single font, such as Helvetica.

UP TO SPEED

Knowing Your Font Types

You can find literally tens of thousands of different fonts to express your every thought: from bookish, staid, and classical typefaces to rounded, cartoonish squiggles.

Most fonts are divided into two categories: serif and sans-serif. Serif fonts are often used for long passages of text, as it's widely believed that serifs—small decorative strokes (“hands” and “feet”) at the end of a letter's main strokes—gently lead the eye from letter to letter, making text easier to read. Examples of serif fonts are Times, Times New Roman, Georgia, and Minion, the font in the main body paragraphs of this book.

Sans-serif fonts, on the other hand, are often used for headlines, thanks to their clean and simple appearance. Examples of sans-serif fonts include Arial, Helvetica, Verdana, and Formata, which you're reading now. Some people believe that you should use only sans-serif fonts on Web pages because they think the delicate decorative strokes of serif fonts don't display well on the coarse resolution of a computer screen. This is an aesthetic judgment, so you should feel free to pick the fonts you think look best.

That's because, as noted on page 101, in order for your viewer's computer to display a font correctly on a Web page, it must have the same font installed. If the font's not there, the browser simply replaces the font specified in the Web page with the browser's default font.

To gain some control over the font-picking process, you can specify a list of fonts that look similar to your first-choice font (Arial, for example). Your visitor's Web browser checks if the first font in the list is installed on the computer. If it is, that's what your visitor sees when viewing your Web page.

But if the first font isn't installed, the browser looks down the list until it finds a font that is. Different operating systems use different fonts, so these lists include one font that's common on Windows and another, similar-looking font that's common on the Mac. Arial, for instance, is found on all Windows machines, while Helvetica is a similar font for Macs.

That's it. You've just applied one of Dreamweaver's preinstalled fonts. If you'd like a greater degree of control of what fonts your page displays, read on.

Creating custom font lists

Dreamweaver comes with six preset “first choice, second choice, third choice” font lists, which incorporate fonts that are standard on both Windows and Macs. But you can easily stray from the pack and create your own font lists for use in your Web pages. If you proceed with the custom approach, make sure you know what fonts your visitors have—easily done if you're designing a corporate intranet and know what computers are used in your company—and always specify one font that you *know* is installed. In this way, your page may not look exactly as you intended, but it'll at least be readable.

Font Convergence

While Mac and Windows used to come with very different sets of preinstalled fonts, there's been some convergence in the past few years. These days, you can count on the average Mac or PC having the following fonts: Arial, Arial Black, Arial Narrow, Comic Sans MS, Courier, Courier New, Georgia, Times New Roman, Trebuchet MS, Verdana, and Webdings.

If your audience includes people running Unix or Linux, all bets are off. In that case, stick to these three fonts: Helvetica (make sure to also specify Arial for Windows owners), Times (Times New Roman for Windows), and Courier (Courier New for Windows).

You can find a concise comparison that lists fonts friendly to both Windows and Macs at www.ampsoft.net/webdesign-/WindowsMacFonts.html.

To jump-start your adventures, here are a few font combinations that work relatively well for both Mac and Windows visitors:

- Tahoma, Lucida Grande, Arial, sans-serif
- Lucida Console, American Typewriter, monospace
- Marker Felt Wide, Comic Sans MS, fantasy
- Century Gothic, Gill Sans, Arial, sans-serif

Here's how you create a new "first choice, second choice, third choice" font list.

Note: Technically, you can specify any number of fallback fonts in one of these lists, not just first, second, and third choices. Your list can specify only a single font, or a long list arranged in order of preference.

1. Open the Edit Font List dialog box.

Choose Edit Font List from the Property inspector's Font menu, or choose Text → Font → Edit Font List. Either way, the Edit Font List dialog box appears (Figure 3-9).

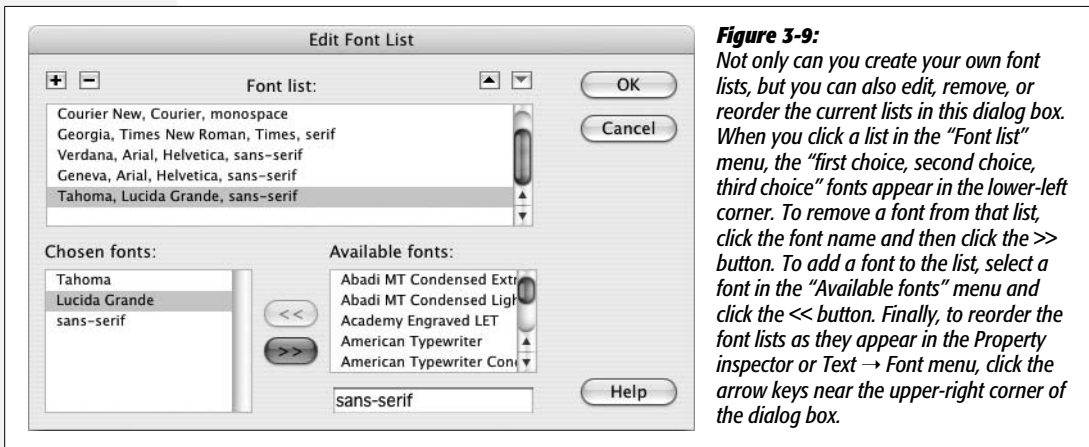


Figure 3-9: Not only can you create your own font lists, but you can also edit, remove, or reorder the current lists in this dialog box. When you click a list in the "Font list" menu, the "first choice, second choice, third choice" fonts appear in the lower-left corner. To remove a font from that list, click the font name and then click the >> button. To add a font to the list, select a font in the "Available fonts" menu and click the << button. Finally, to reorder the font lists as they appear in the Property inspector or Text → Font menu, click the arrow keys near the upper-right corner of the dialog box.

2. Select a first-choice font from the list of "Available fonts," or type in the font name.

All fonts on your computer are listed in the "Available fonts" menu. Simply click to select the font you wish to add.

Alternatively, you can type a font's name into the box that appears directly below the list of available fonts—a handy trick if you want to include a font that isn't installed on your computer (a Windows font when you're working on a Mac, for example).

3. Add the font you've just specified to your new, custom font list by clicking the << button (or just double-clicking the font name).

Your first-choice font appears in the "Chosen fonts" list.

4. Repeat steps 2 and 3 for each font you wish to include in your custom list.

The order in which you add the fonts is the order they appear in the list. These become the "first choice, second choice, third choice" fonts.

Unfortunately, there's no way to change the order of the fonts once you've added them. So if you accidentally put the fonts in the wrong order, you must delete the list by clicking the minus (-) button (at the upper-left corner of the dialog box) and start over.

5. Add a generic font family.

This last step isn't strictly necessary, but it's a good idea. If your Web page visitor is some kind of anti-font radical whose PC doesn't have *any* of the fonts you've chosen, his browser will substitute the generic font family you specify here.

Generic fonts are listed at the bottom of the list of "Available fonts" and include "cursive," "fantasy," "monospace," "sans-serif," and "serif." On most systems, the monospaced font is Courier, the serif font is Times, and the sans-serif font is Arial or Helvetica. Select a generic font that's similar in appearance to the fonts in your list. For instance, choose "sans-serif" if your list consists of sans-serif fonts like Helvetica or Arial; choose "serif" if you specified fonts like Times or Georgia; or choose "monospace" for a font like Courier.

6. Click OK.

Your new font package appears in the Property inspector's Font menu, ready to apply.

Font Size

Varying the sizes of fonts on a Web page is one way to direct a viewer's attention. Large type screams "Read Me!"—excellent for attention-grabbing headlines—while small type fades into the background—perfect for necessary but unexciting legal mumbo jumbo like copyright notices.

Note: You may notice two submenus under the Text menu (see Figure 3-8): Size and Size Change. These submenus are used to apply the old-style tag size property, which was limited to only seven sizes (1 through 7). Unless you purposely turn off the CSS option (see the Note on page 40), these submenus are grayed out, making these properties inaccessible.

Unless you specifically define its size, text in a regular paragraph appears at the default size specified by your visitor's Web browser: in most browsers today that size is 16 pixels. However, not only can people change that default size (much to the eternal frustration of Web designers), but different operating systems have also been known to display text at different sizes. In other words, you can't really trust that text will appear the same size for all the different viewers of your site.

Dreamweaver has replaced the old `` tag method of sizing text with CSS, which offers a much wider range of sizes. To specify a text size, first select the text, and then use the Property inspector's Size menu to select a font size (see Figure 3-10). The choices available from the Size menu break down into four groups:

- The *None* option removes any size information that you may have applied to the text. The text returns to its default size.
- The numeric choices—9 through 36—indicate how tall you wish to make the text, in pixels. Nine-pixel-tall text is nearly unreadable, while 36 pixels makes a bold statement. One benefit of pixel sizes is that text appears nearly the same across different browsers and different operating systems, overcoming the problems mentioned above.
- The options *xx-small* through *xx-large* indicate fixed sizes, replacing the sizes 1 through 7 used with the old HTML `` tag. The *medium* size is usually the same as the default size.
- The last two choices—*smaller* and *larger*—are relative sizes, meaning that they shrink or enlarge the selected text based on the default size. These choices come in handy when you've defined a base font size for the entire page using the Page Properties window (see Figure 1-18 on page 45).

Suppose the default size of text on a page is 12 pixels. If you apply a "larger" size to a selection of text, it will get bigger (the exact amount varies by Web browser). If, later, you change the base size to 14 pixels (in Page Properties), all of that "larger" text will also increase proportionally.

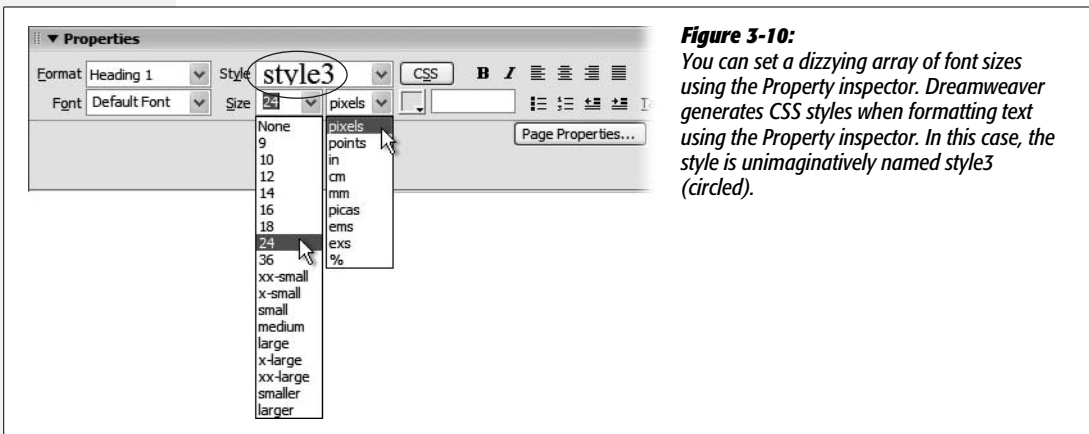


Figure 3-10:
You can set a dizzying array of font sizes using the Property inspector. Dreamweaver generates CSS styles when formatting text using the Property inspector. In this case, the style is unimaginatively named *style3* (circled).

To change the size of text, simply select it and choose a new size from the Property inspector (Figure 3-10). If you applied a number (that is, a pixel value), you have an additional option: if you don't like any of the sizes listed, you can type any number you wish. In fact, unlike HTML, CSS can handle humongous text—hundreds of pixels tall, if that's what you're into.

You're not limited to pixels, either. The Units pop-up menu (to the right of the Size menu, shown in Figure 3-10) lets you specify pixels, points, inches, centimeters, millimeters, picas, ems, percentages, or exes (an *ex* is the width of the letter X in the current font). Most of these measurement systems aren't intended for onscreen display. The most popular options are:

- *Pixels* are great for ensuring that text looks the same size across different browsers and operating systems. The downside, however, is that Internet Explorer 6 and earlier for Windows doesn't let Web surfers adjust the pixel size. So people who can't see well, or whose monitors are set to very high resolutions, are stuck with your choice of pixel size. Make it too small, and they won't be able to read your text. (Fortunately, as Internet Explorer 7 becomes more popular, this becomes less of an issue.)
- *Ems* are a relative measurement, meaning that the actual point size varies.

One em is equal to the default font size. So suppose a Web browser's default font size is 14 pixels tall. In that case, 1 em would mean 14 pixels tall, 2 ems would be twice that (28 pixels), and 1.5 ems would be 21 pixels.

The advantage of ems is that they allow your Web visitors to control the size of onscreen text. If it's too small, they can increase the base font size. (In Internet Explorer, you make this adjustment by choosing an option from the View → Text Size menu [View → Make Text Bigger on Safari on the Mac].) Any text measured in ems then changes according to the Web browser's new setting.

You can use pixels and ems together. You could, for instance, set the base font size on your page to 16 pixels and then use ems for other parts of the page. For example, you could set headlines to 2 ems, making them 32 pixels tall. If you later thought the overall text size of the page was too small or too large, you could simply change the base font size for the page, and the headlines and all other text would resize proportionally.

Many Web experts advocate the use of ems, because they allow visitors to decide how big text should appear, thus making the site more widely accessible. Many designers, on the other hand, don't like the fact that other people can radically change the design of a page by simply changing a browser setting.

- *Percentages (%)* are another relative size measurement. When applied to text size, they're functionally equivalent to ems. If you're more comfortable with the notion of percentages than the typography-inspired ems, use percentage values instead.

The other measurement options, like inches and millimeters, don't make as much sense as pixels, ems, and percentages, because there's no consistent way to measure them on monitors. For example, Windows is set to 96 pixels to the inch, whereas Mac OS X is set to 72 pixels per inch—but even these settings can be changed, so there's no reliable way to measure an “inch” on a computer screen.

Font Color

Most color formatting in Dreamweaver, whether it's for text or for a table cell, makes use of Dreamweaver's *color box*. For more information on applying color in Dreamweaver and using the color box, see page 49.

To set the color of text, first select it and then take your pick:

- In the Property inspector, click the color well and select a color.
- In the Property inspector, click the Font Color field and type in the *hexadecimal number* (see page 49) of the color you want. (Clearly, this is the option for hard-core HTML geeks. After all, surely you've memorized the hex number of that light shade of blue you always use—#6699FF, isn't it?)

Remember, as part of the properties for a Web page, you can choose a default color for all text on the page—see page 45. Setting this default color provides a useful shortcut for when you want all or most of the text on a page to be a color other than black.

Character Formatting Behind the Scenes

Dreamweaver creates Cascading Style Sheets for most of the character formatting choices you make in the Property inspector. For example, if you select a paragraph of text and then apply a color to it, Dreamweaver creates a CSS style and applies it to the paragraph. You'll learn a lot more about Cascading Style Sheets in the next chapter, but until then, here are the basics.

A CSS style is a set of instructions telling a Web browser how to display things on a Web page. When you use the Property inspector to change the font, color, or size of text, Dreamweaver creates a new style and places the code for it in the <head> of the document. The new style's name now appears in the Property inspector's CSS Style menu (Figure 3-10) with an unimaginative name like *style1*, *style2*, *style3*, and so on. Because these names don't mean much, you should rename them to something more descriptive such as *mainHeadline*, *bodyText*, and so on. (Renaming styles is discussed on page 110.)

Note: If you already know a thing or two about CSS, you may want to note that Dreamweaver creates these styles using a *class selector*.

Depending on how you select the text, one of two other things happens:

- If you select an entire paragraph, Dreamweaver adds an HTML attribute called *class* to the paragraph. This attribute ties the new CSS style to the paragraph of text and informs the Web browser to apply the style to this particular paragraph.

For example, if you add a dark-blue color to the first paragraph of text on a page, Dreamweaver creates a new style called, say, *style1*. The HTML looks like this: `<p class="style1">`. All text in the paragraph becomes dark blue, and this new style's name appears in the Property inspector.

The same process takes place when you style other block-level elements, such as headlines.

- If you select just a few words of a paragraph and then apply some character formatting, Dreamweaver behaves slightly differently. It still creates a new style (*style2*, say), which still appears in the Property inspector. But it also injects an HTML tag called *span*. The `` tag might look like this: ` [your text here] `. This tag wraps around the text you selected, so that the style affects only the text inside the span. (See page 122 for more on *spans*.)

A good way to determine which method Dreamweaver used is to look at the Tag selector (Figure 3-11). If you see something like `<p.style4>`, then the paragraph as a whole is in *style4*. If you see `<span.style6>`, then Dreamweaver applied the style to just a portion of the paragraph, headline, or block-level element.

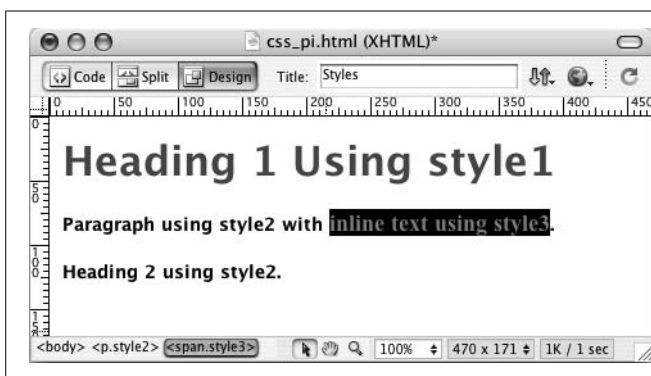


Figure 3-11:

You can apply a style to any text. In this case, *style2* is applied to both the middle paragraph (`<p>` tag) and the bottom headline (`<h2>` tag). When you apply a style to only part of a paragraph, the `` tag is used. The Tag selector (at bottom) can help you identify and select these (and other) tags.

Character Formatting Styles

Once you've formatted text just the way you want it, you needn't repeat the same steps for formatting other text on a page. Since Dreamweaver has already created a style containing your formatting choices, you can reuse it freely throughout your document via the Property inspector.

Applying styles

To format an entire paragraph, either select the paragraph or click anywhere inside it, and then choose from the Property inspector's Style menu (Figure 3-12). To format just a few words, select the text and then choose a style name from the Style menu; in this case, Dreamweaver formats just the selected text (wrapping it in a `` tag as described above).

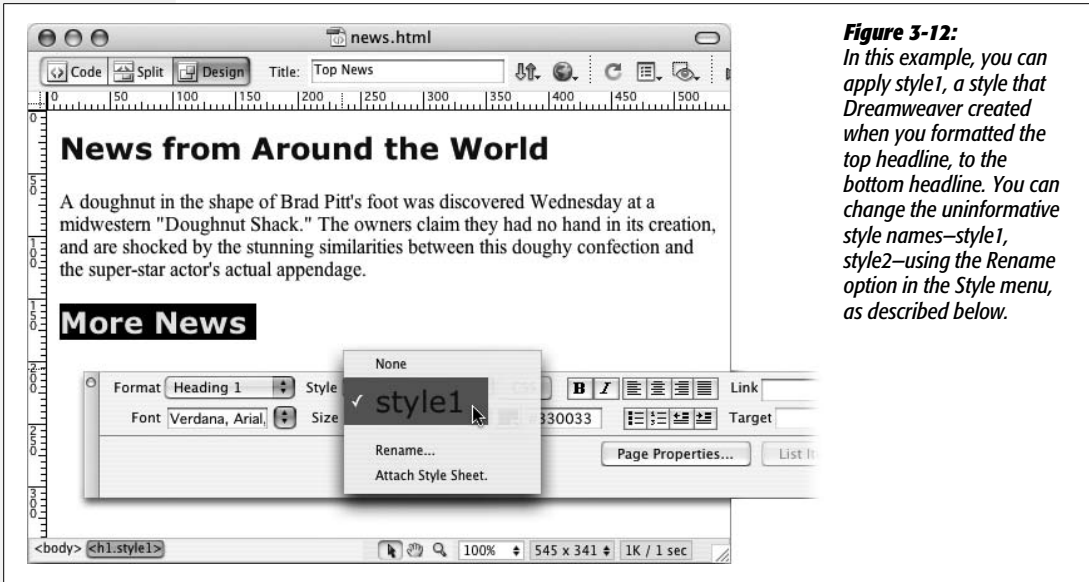


Figure 3-12:
In this example, you can apply *style1*, a style that Dreamweaver created when you formatted the top headline, to the bottom headline. You can change the uninformative style names—*style1*, *style2*—using the *Rename* option in the Style menu, as described below.

Removing styles

Removing a style is just as easy. Click anywhere inside the styled text or, using the Tag selector, select the paragraph, headline, or range of text whose style you wish to remove, and then select *None* from the Property inspector's Style menu. This action removes the *class* property (or eliminates the `` tag) used to apply the style. Note that the style itself—that is, the code placed in the `<head>` of the Web page—remains. (To remove that code, see page 126.)

Tip: To reuse styles you've created on *other* Web pages, consider exporting them as an external CSS style sheet. See page 294 for details.

Renaming styles

Because Dreamweaver uses generic names—*style1*, *style2*, and so on—for the styles you create using the Property inspector, it's a good idea to rename them using more descriptive titles. For example, if you create a style for formatting a copyright notice, *copyright* is a more descriptive name than *style16*.

To rename a style, choose *Rename* from the Styles menu in the Property inspector (see Figure 3-12). The *Rename Style* window opens. From the top menu, select the style you wish to rename, type the new name, and then click the *OK* button. Behind the scenes, Dreamweaver searches the Web page for the old name and replaces it with the new name. (That's why you'll see the *Search Results* panel pop open after renaming a style this way.)

You need to keep a few things in mind when renaming a style. Style renaming is described in greater detail on page 127, but in a nutshell:

- Use only letters and numbers in the name.
- Don't use spaces or any punctuation marks like !, *, &, and so on.
- Always begin the name with a letter: header2005 is good, but 2005header is not.

Editing styles

Editing styles is trickier, and you may find yourself running into some of Dreamweaver's strange antics pretty quickly.

Suppose you've selected a paragraph and applied Arial, Helvetica, sans-serif as the font; colored it red; and changed its size to 36 pixels. Dreamweaver creates a new style—say, *style1*. You decide you don't like the red color, so you immediately change it to a deep orange. Dreamweaver (as you'd expect) updates the *style1* style with a deep orange color. So far, so good.

But now suppose that you apply this style to another headline on the page. Now there are two headlines with the identical *style1* style. However, you've again decided the color is wrong (man, are you picky!). So you select the second headline and change the color to a lovely chartreuse.

Several strange things happen: First, the Property inspector's Style menu now reads *style2*, or something similar like *style3* or *style4*. Second, the first headline *doesn't change color*.

Instead of updating the original style, Dreamweaver created yet another style and applied it to the paragraph (replacing the previously applied style). This approach may seem crazy, but it happened because Dreamweaver had no idea what you wanted. Did you intend to change the color of just that one headline for special emphasis? Or were you trying to change the color of the whole style?

In any case, Dreamweaver's behavior may seem erratic, and it's certainly not helping you edit the style. You have two choices if you want to update the style. First, make sure that *no other text* on the page uses the style. You can then change the color, typeface, and size using the Property inspector, causing Dreamweaver to update the style. Once you're done—really done—then you can use that style elsewhere on the page.

A better choice, if you wish to edit the style itself, is to use Dreamweaver's CSS tools and *not* the Property inspector, as discussed in the next chapter on page 124.

Using the Property inspector to format text is quick, easy, and sometimes quirky: it's great for a single, one-off, "gotta get it done now" type of Web page. But, because editing these styles is tricky, and because the more you use the Property inspector to format text, the more styles (*style3*, *style5*, *style1001*, and so on) are added to your page, the Property inspector isn't the best method for formatting an entire Web site. You'll generally want more consistency over your style names and how they're used throughout your site. You'll also want to tap into many more formatting options and harness advanced CSS features that aren't available from the Property inspector. For this, you'll need to learn how to use the CSS Styles panel and Dreamweaver's other CSS tools, as described in the next chapter.

Introducing Cascading Style Sheets

What you see on a Web page when you use garden-variety HTML tags like `<h1>`, `<p>`, and ``, pales in comparison to the text and styling on display in, say, a print magazine. If Web designers had only HTML to make their sites look great, the Web would forever be the ugly duckling of the media world. HTML doesn't hold a candle to the typographic and layout control you get when creating a document in even the most basic word processing program.

Fortunately for us designers, we can change the ho-hum appearance of HTML using a technology called Cascading Style Sheets. Cascading Style Sheets (CSS) are a way of making HTML look beautiful. If you think of HTML as the basic structure of a house (the foundation, walls, and rooms), then CSS is the house's interior decoration (the paint, carpeting, and the color, style, and placement of furniture). CSS gives you much greater control over the layout and design of your Web pages. Using them, you can add margins to paragraphs (just as in a word processor), colorful and stylish borders to images, and even dynamic rollover effects to text links. Best of all, Dreamweaver's streamlined approach lets you combine many of these design properties into powerful *style sheets* with just a few mouse clicks.

CSS is a large topic. It's also the heart of today's cutting edge Web design. So instead of dedicating just a single chapter to the topic, this book provides instruction in the fine art of using CSS in nearly every chapter. In this chapter, you'll learn the basics of CSS, and how to use Dreamweaver CS3's powerful CSS tools. In the next few chapters you'll learn how CSS can improve the look of common Web page elements like links, images, and tables. Once you're comfortable with the basics, you'll find in-depth information on CSS—the kind of information that really makes your head ache—in Chapter 8. And, in Chapter 9, you'll learn how to harness the power of CSS to fully control the layout of a Web page.

Cascading Style Sheet Basics

If you've used styles in word processing programs like Microsoft Word or page layout programs like Adobe InDesign, CSS will feel familiar. A *style* is simply a rule describing how to format a particular piece of HTML. (A *style sheet* is a set of these styles.)

You can create a single style, for example, that formats text with the font Arial, colored red, and with a left margin of 50 pixels. You can also create styles specifically for working with images; for instance, a style can align an image along the right edge of a Web page, surround the image with a colorful border, and place a 50-pixel margin between the image and the surrounding text.

Once you've created a style, you can apply it to text, images, or other elements on a page. For example, you could select a paragraph of text, and then apply a style to instantly change the text's size, color, and font. You can also create styles for specific tags, so that all `<h1>` tags in your site, for example, are displayed in the same style, no matter where they appear.

You've already encountered CSS in the tutorial in the first chapter, and the previous chapter discussed how to use the Property inspector to apply basic formatting to text. The Property inspector's text formatting choices are the most basic way to create a CSS style. But there are a lot more powerful uses of Cascading Style Sheets, and you'll learn about many of these in the following pages.

Why Use CSS?

Although HTML alone provides basic formatting options for text, images, tables, and other Web page elements, Cascading Style Sheets have many advantages that make them a superior choice for most formatting tasks. In fact, the World Wide Web Consortium (W3C), the organization responsible for defining standards for the Web, has already *phased out* the `` tag from the current HTML standard in favor of CSS. (For a list of other obsolete tags, see www.codehelp.co.uk/html/deprecated.html.)

But even if the threat of obsolescence doesn't motivate you to use CSS, consider this: Style sheets offer far more formatting choices than HTML. With CSS, you can format paragraphs as they appear in a book or newspaper (the first line indented and no space between each paragraph, for example), and control the leading (the space between lines of type in a paragraph). When you use CSS to add a background image to a page, you get to decide how (and whether) it tiles (repeats). HTML can't even begin to do any of these things.

Even better, CSS styles take up much less space than HTML's formatting options, such as the much-hated `` tag. You can usually save a lot of kilobytes on text-heavy Web pages using CSS while maintaining a high level of formatting control. As a result, your pages look great *and* load faster.

Style sheets also make updating your site easier. You can collect all of your styles into a separate file that's linked to every page in your site. When you edit a style in

Getting to Know (and Love) CSS

Cascading Style Sheets are an exciting—and complex—addition to your Web building toolkit, worthy of entire books and Web sites. For example:

- For an excellent tutorial on CSS, visit W3 Schools' CSS tutorials at www.w3schools.com/css/.
 - If you want to get help and learn more about CSS, the CSS-Discuss mailing list (www.css-discuss.org) gives you access to a great community of CSS enthusiasts. Just be prepared for an overflowing inbox, and be aware of the etiquette spelled out on the list's home page.
 - You'll also find a helpful collection of wisdom generated on the CSS-Discuss Wiki at <http://css-discuss.incutio.com>. This site provides insider tips, tricks, and resources for solving many common CSS problems.
 - For the ultimate source of information, turn to the World Wide Web Consortium's Web site: www.w3.org/Style/CSS. The W3C is the body responsible for many of the standards that drive the Web—including
- HTML and CSS. (Beware: This site is the ultimate authority on the matter, and reads like a college physics textbook.)
- For a great list of CSS-related sites, visit the Information and Technology Systems and Services Web site at the University of Minnesota, Duluth: www.d.umn.edu/itss/support/Training/Online/webdesign/css.html.
 - If you just love to curl up by the fireplace with a good computer book, try *CSS: The Missing Manual* by David McFarland (hey, that name rings a bell). It's written in the same style as this book, with in-depth coverage of CSS and step-by-step tutorials that guide you through every facet of this complicated technology.
 - Finally, you don't have to look any further than your own desktop for the ultimate reference to each CSS property. Dreamweaver's built-in Reference window provides instant access to concise information on Cascading Style Sheets (see page 394).

the style sheet file (called an external style sheet), that change immediately ripples through your site, *wherever* that style is used. You can thus completely change the appearance of a site by simply editing a single style sheet file.

Cascading Style Sheets may sound like a cure-all for HTML's anemic formatting powers, but they're tricky to use. For example, CSS support varies from browser to browser, so you need to test your pages thoroughly in a wide variety of browsers. Even modern browsers—like Internet Explorer 6 for Windows, Firefox, Opera, and Safari—have their share of weird CSS behavior.

Fortunately, Dreamweaver CS3 is better than ever at displaying complex CSS-based designs, so you can develop your general design in Dreamweaver, and then use the preview feature to fine-tune your designs for different browsers. (The new “Check Browser Compatibility” tool described on page 129 is also a big help in troubleshooting CSS problems.)

Internal vs. External Style Sheets

Each new style you create gets added to a style sheet that's stored either in the Web page itself (in which case it's an *internal style sheet*), or in another file called an *external style sheet*.

Note: You may hear the term “embedded style sheet.” It’s the same thing as an internal style sheet.

Internal style sheets appear in the <head> portion of a Web page, and contain styles that apply only to that page. An internal style sheet is a good choice when you have a very specific formatting task for a single page. For example, perhaps you want to create styles to format the text and table of a chart that appears only on a single page.

Tip: It’s often easier, when creating a new design, to add styles to an internal style sheet. Once you’re satisfied with the design, you can then export the styles to an external style sheet—for use by all your site’s pages—as described on page 294.

An external style sheet, on the other hand, contains only styles—no HTML—and can be linked to numerous pages. In fact, it can be linked to every page on your Web site to provide a uniform, sitewide style. For instance, you can put a headline style in an external style sheet and link that sheet to every page in the site. Every headline on every page then shares the same look—instant design consistency! Even better, when the boss (or the interior decorator in you) calls up and asks you to change the color of the headlines, you need to edit only a single file—the external style sheet—to update hundreds or even thousands of Web pages.

You can create both types of style sheets easily in Dreamweaver, and you aren’t limited to choosing one or the other. A single Web page can have both an external (for styles that apply to the whole site) and an internal style sheet (for page-specific formatting). You can even attach multiple external style sheets to a single page.

Types of Styles

Styles come in several different flavors. The two most common are *class* and *tag* styles.

A *class style* is one that you create, name, and attach manually to text or an HTML tag. Class styles work much like styles in word processing and page-layout programs. If you want the name of your company to be displayed in bold and red wherever it appears in the text of a Web page, you can create a class style named *Company* with boldface and red text-color formatting. You would then select your company’s name on the page, and apply this style.

You may actually already be using class styles without even knowing it. The Property inspector’s basic text-formatting controls, discussed in Chapter 3, generate basic class styles whenever you use them. See page xx for more details.

The other major type of CSS style is called a *tag style*, and applies globally to an individual HTML tag, as opposed to individual selections. Suppose you wanted to display every Heading 1 paragraph in the Arial font. Instead of creating a class style and applying it to every Heading 1 on the page, you could create an HTML tag style for the <h1> tag. In effect, you redefine the tag so that it’s displayed in Arial.

The main benefit of redefining an HTML tag in this way is that you don't have to apply the style by hand. Since the new style says that *all* <h1> tags must use Arial, wherever a Web browser encounters an <h1> tag, it displays the text in Arial, the specified font.

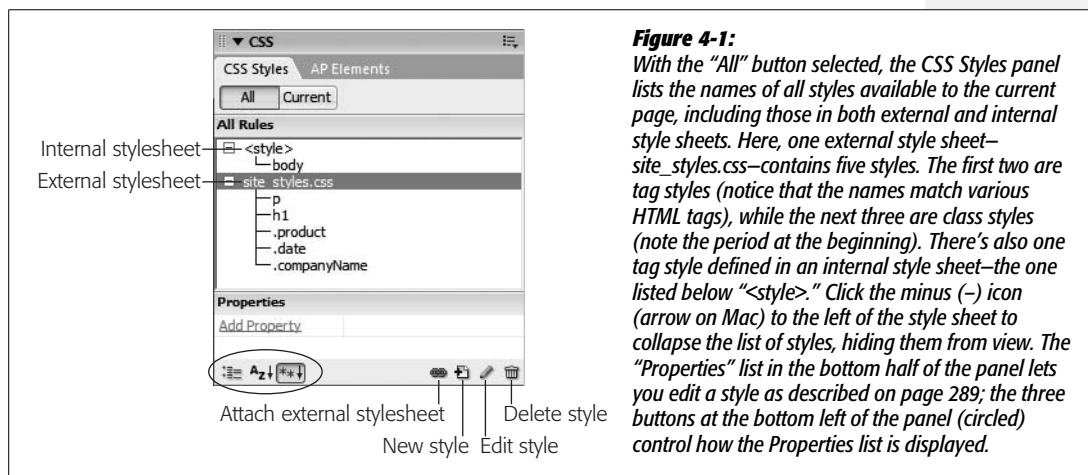
These HTML tag styles are the easiest way to format a page. For one thing, there's no need to select the tag and apply the style; the page needs only to contain an instance of the tag—<h1>, for example—that you've redefined.

Nevertheless, there are times when only a class style will do, such as when you want to format just a few words in a paragraph. Simply redefining the <p> tag won't do the trick, since that would affect the entire paragraph. Instead, you have to create a class style and apply it to just the words you wish to style. In addition, class styles are handy when you want to format just one instance of a tag differently from others. If you want to format the introductory paragraph on a page differently from all other paragraphs on the page, you'd create a class style and apply it to that first paragraph.

Note: In addition to classes and tag styles, other types of styles provide added control for particular situations. Dreamweaver considers these advanced styles, and you can read about them starting on page 283.

Creating Styles

You begin most CSS-related tasks in the CSS Styles panel, which is Dreamweaver's command center for creating and managing styles (see Figure 4-1). To open it, choose Window → CSS Styles (or press Shift+F11).



Phase 1: Set Up the CSS Type

To create a new style, click the new style button on the CSS Styles panel (see Figure 4-1); right-click anywhere in the CSS Styles panel, and then select New from the menu that appears. Or choose Text → CSS Styles → New. The New CSS Rule dialog box appears (Figure 4-2), where you begin the process of creating your new style. (In the technical language of CSS, a style is actually called a *rule*, but for simplicity's sake this book just uses the term *style*. After all, *Cascading Rule Sheets* doesn't have much of a ring to it.) Here's a quick tour of your choices:

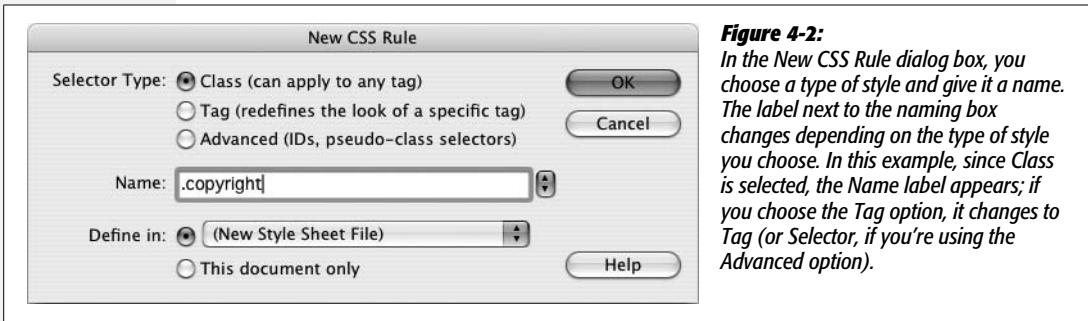


Figure 4-2:
In the New CSS Rule dialog box, you choose a type of style and give it a name. The label next to the naming box changes depending on the type of style you choose. In this example, since Class is selected, the Name label appears; if you choose the Tag option, it changes to Tag (or Selector, if you're using the Advanced option).

- **Selector Type.** Click the appropriate radio button for the kind of style you're creating: *Class* (to create your own style from scratch) or *Tag* (to create an HTML tag style that Dreamweaver automatically applies to each occurrence of the tag). See the previous section (page 116) for a discussion of these two types.

The third type offered here, *Advanced*, lets you create advanced style types such as IDs, pseudo-classes, and descendent selectors. (You'll learn about these types in various parts of the book; you can find a detailed discussion of them starting on page 283.)

- **Name.** If you clicked the *Class* button, type a name for the new style. All class styles begin with a period, according to standard Cascading Style Sheet convention.

Another *Class* style name rule: A letter must follow the period. After that, you can use any combination of letters and numbers, but avoid unusual characters and spaces. For example, *.logo*, *.main_content*, *.column2* all work fine. Dreamweaver lets you know if you use any invalid characters for the name.

If you chose *Tag* instead, then, from the *Tag* pop-up menu (which appears when you turn on the *Tag* radio button), select the HTML tag you want to redefine.

Tip: If you're an HTML guru, you may find it faster to skip the *Tag* pop-up menu and just type the tag (minus the brackets) in the *Name* box. For example, if you want to create a style for all unordered (bulleted) lists, type *ul*.

If you clicked the Advanced button, Dreamweaver lets you type any valid CSS selector type in the Selector field (you'll learn about selectors on page 283). You'll use this feature for some advanced CSS tricks, but you can also use it just to create a tag or class style.

- **Define in.** Click “This document only” if you want the styles to apply only to the current Web page (creating an *internal* style sheet, as described on page 115). To create a new *external* style sheet, choose New Style Sheet File from the “Define in” pop-up menu. This option not only creates a new external CSS file (which you can save anywhere in your site folder), but also adds the necessary code in the current document to link it to that file.

If you've previously linked this document to an external style sheet (see page xx), that style sheet's name appears in the pop-up menu, indicating that Dreamweaver is going to store the new style in this style sheet file.

Note: If you create a bunch of internal styles in a particular page, and later realize you'd like to turn them into an external style sheet that you can use in other pages, you're in luck. Dreamweaver CS3 introduces many new tools for managing your style sheets. You'll learn how to use them starting on page 291.

If you indicated that you want to create an external style sheet, clicking OK makes a Save Style Sheet As dialog box appear. Navigate to your site's folder, and then type a name for the new external CSS file. Just as HTML files end in .html, CSS files end in .css.

Note: If you'll be using this style sheet for all your site's pages, you may want to save it in your site's root folder, or in a folder specifically dedicated to style sheets, and give it a general name like *site_styles.css* or *global.css*. (You don't have to type the .css file name extension, by the way. In this case, Dreamweaver adds it.)

No matter what “Define in” option you selected, clicking OK eventually brings you to the CSS Rule Definition window.

Phase 2: Defining the Style

The CSS Rule Definition window provides access to all of the formatting options available to you and your Web page text and graphics (see Figure 4-3). You'll learn about each of the different properties throughout this book.

Once you've defined the style, click OK at the bottom of the Rule Definition window. Dreamweaver adds the style to the specified style sheet, and displays it in the CSS Styles panel (Figure 4-1).

The real trick to creating a style is mastering all of the different properties available, such as borders, margins, and background colors, and *then* learning which ones work reliably in the different browsers.

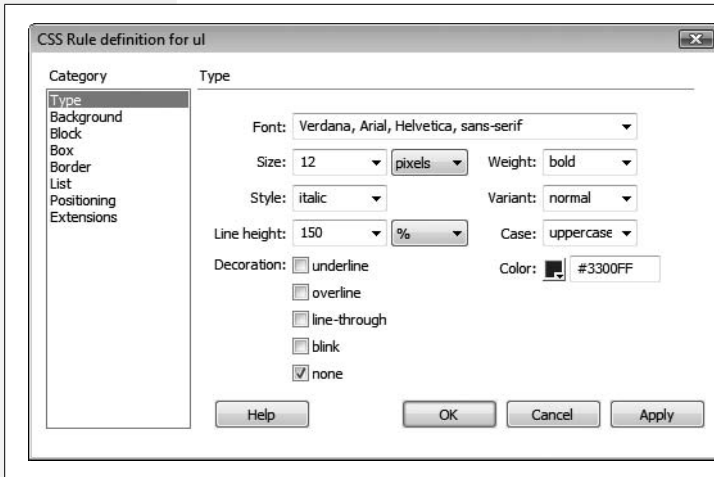


Figure 4-3: For ultimate formatting control, Dreamweaver lets you set dozens of different Cascading Style Sheet properties from the CSS Rule Definition window. You'll learn about these options throughout this book. For example, the Type properties are discussed on page 132.

Using Styles

Once you've created styles, applying them is easy. In fact, if you created HTML tag styles, you don't need to do anything to apply them, because their selectors (see the box to the right) automatically dictate which tags they affect.

Linking to an External Style Sheet

Whenever you create an external style sheet, Dreamweaver automatically links it to the current document. To use its styles in a different Web page, however, you must *attach* it to the page.

To do so, open the Web page to which you wish to add the style sheet. Then, on the CSS Styles panel, click the Attach External Style Sheet button (see Figure 4-1). (If the CSS Styles panel isn't open, choose Window → CSS Styles or press Shift-F11.)

Tip: You can also use the Property inspector to attach a style sheet. Just select "Attach Style Sheet..." from the Style menu.

The Attach External Style Sheet window appears (see Figure 4-4). Click Browse. In the Select Style Sheet File dialog box that appears, navigate to and double-click the CSS (.css) file you wish to attach to the document. If the style sheet you select is outside the current site—for example, you've selected a style sheet you like from another one of your Web sites—Dreamweaver offers to copy the style sheet file into your site's root folder; click Yes.

The Attach External Style Sheet window provides two other options: how to attach the style sheet, and what type of "media" you want the styles to apply to. The "media" setting is optional and dictates when the styles from the style sheet are applied (for example, you can apply a different set of styles when a page is printed vs. when it displays on a computer monitor.) You'll find in-depth information on media types and how to use them on page 301.

Anatomy of a Style

Dreamweaver automatically handles the details of adding the proper CSS code to your pages, but if you're looking for a way to impress your neighbors, here's the behind-the-scenes scoop on how it works.

When you create an internal style sheet, Dreamweaver adds a pair of `<style>` tags to the head of the page (and a pair of HTML comment tags that hide the CSS from very old browsers). The opening `<style>` tag tells a Web browser that the following information isn't HTML—it's CSS code. When the Web browser encounters the closing `</style>` tag, it knows the CSS style information has ended.

Within the `<style>` tag, you'll see one or more styles (reminder: in CSS-speak, styles are also called "rules"). An HTML tag style for the Heading 1 tag (`<h1>`), for example, might look like this:

```
h1 {
  font-size: 24px;
  color: #003399;
}
```

The first part—`h1`—is called a *selector* (in CSS-speak) and indicates what the style applies to. In this case, wherever the `<h1>` (Heading 1) tag appears in the Web page's code, this style applies.

In Dreamweaver, you can also look at the raw style information of an external style sheet in several ways: Open the `.css` file as you would a Web page (choose File → Open or double-click its name in the Files panel), or right-click (Control-click) on the style's name in the CSS Styles panel, and then

then, from the pop-up menu, choose "Go to code"; if you've changed Dreamweaver's preferences, double-clicking a style's name can also open the CSS file.

The information between the braces—`{ }`—states what formatting the browser should apply. The code above contains two formatting instructions for the `<h1>` tag. Each one's called a *declaration* and is composed of a *property* and a *value*. For instance, `font-size: 24px` is one declaration, with a property of `font-size` and a value of `24px`. In other words, this rule tells a Web browser that text inside an `<h1>` tag should be 24 pixels tall. The second declaration in the code makes the text of all `<h1>` tags show up in the color `#003399`.

A class style looks just like an HTML tag, except that instead of a tag, the selector is a name you've supplied, preceded by a dot, like this:

```
.company {
  font-size: 24px;
  color: #003399;
}
```

Styles stored in an external style sheet look exactly the same; the only difference is that external style sheets don't include the `<style>` tags and shouldn't include any HTML code. You can open a page in Code view (choose View → Code) and edit an internal style sheet, just as you would the HTML of the page (see Chapter 10).

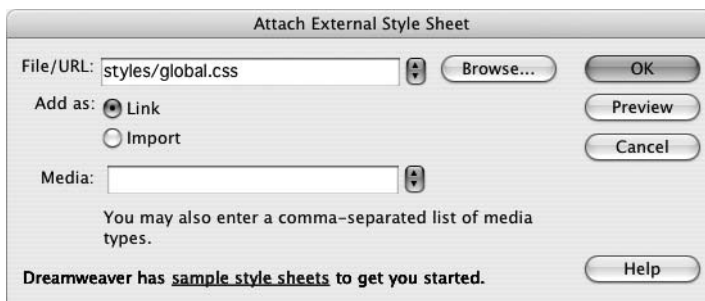


Figure 4-4: Adding styles from an external style sheet is as simple as browsing for the file, and then clicking OK. Choosing a media type is optional.

When attaching an external style sheet, you can either “link” it or “import” it. These two choices are nearly identical; they’re simply two different methods of attaching an external style sheet to a Web page. To save you one extra click, just go with Dreamweaver’s suggestion: link.

Tip: You can preview the effect of the style sheet on your page by clicking the Preview button in the Attach External Style Sheet window.

After choosing your options, click OK, and Dreamweaver adds the necessary HTML code to the head of the Web page, and automatically formats any tags in the document according to the style sheet’s HTML tag styles. You’ll see the formatting changes take place in the document window immediately after attaching the external style sheet.

If the style sheet contains *class* styles, on the other hand, you won’t see their formatting effects until you apply them to an element on the page, as described next.

Applying a Class Style

You can apply class styles to any selection in the document window, whether it’s a word, an image, or an entire paragraph. (You can apply any class style to any element, although doing so doesn’t always make sense. If you format a graphic with a style that specifies bold, red Courier type, it won’t look any different.)

Suppose your company’s name appears in a paragraph of text on a Web page that includes (either in an internal style sheet or in a linked, external style sheet) a class style named *.company*. To format that text using the class style, you select the company name in the document window, and then apply the style, as described below.

Similarly, to format larger selections, such as an entire paragraph, you’d select the paragraph, and then apply the class style. In fact, you can apply a class style to *any* HTML tag, such as the <p> (paragraph), <td> (table cell), or <body> tags.

To apply a class style to text, start out by selecting some words. Then, from the Style menu in the Property inspector, select the style name (Figure 4-5). To style an entire paragraph, you need only to place the cursor anywhere inside the paragraph (or heading) before using the Property inspector.

To apply a class style to an object like an image, start by selecting the object (as always, the Tag selector at the bottom of the document window is a great way to select a tag). Then use the Class pop-up menu at the top right of the Property inspector to select the style name.

You can also apply a class style by selecting whatever element you wish to style, choosing Text → CSS Styles, and then selecting the style from the submenu. Or you can right-click (Control-click) the style’s name in the CSS Styles panel, and then, from the pop-up menu, choose “Apply”. Finally, you can also apply a class from the document window’s Tag selector, as shown in Figure 4-6.

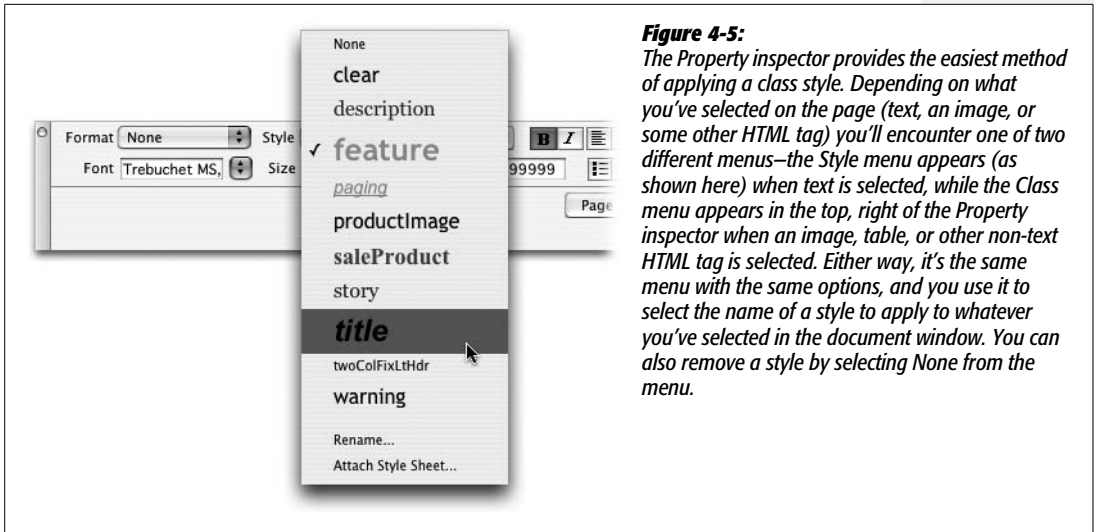


Figure 4-5: The Property inspector provides the easiest method of applying a class style. Depending on what you've selected on the page (text, an image, or some other HTML tag) you'll encounter one of two different menus—the Style menu appears (as shown here) when text is selected, while the Class menu appears in the top, right of the Property inspector when an image, table, or other non-text HTML tag is selected. Either way, it's the same menu with the same options, and you use it to select the name of a style to apply to whatever you've selected in the document window. You can also remove a style by selecting None from the menu.



Figure 4-6: You can apply a class style directly to a tag using the document window's Tag selector at the bottom of the window. Just right-click (Control-click) the tag you wish to format, and then select the class style from the Set Class submenu. In addition, the Tag selector lets you know if a tag has a class style applied to it. If so, the style's name is added at the end of the tag. For example, in this figure, a class style named .products has been applied to a bulleted list (the tag) on the page (circled).

When you apply a class style (.company, for example) to a tag, Dreamweaver adds a special *class* property to the page's code, like this: <p class="company">. On the other hand, if you apply a class to a selection that isn't a tag—like a single word that you've double-clicked—Dreamweaver wraps the selection within a tag like this: CosmoFarmer. This tag, in other words, applies a style to a *span* of text that can't be identified by a single tag.

As you can see, it doesn't take much code to add a style to a Web page. A single application of a CSS style may add only 15 characters to your document (`<p class="company">`). When you compare that compact instruction with the equivalent HTML code required to produce the same formatted text (such as `CosmoFarmer`), class styles look downright petite

Un-Applying a Class Style

To remove a style from an object on a Web page, simply select the element, and then, from the Property inspector's Style menu, select None (see Figure 4-5). You can also choose Text → CSS Styles → None to remove a style from any selection (even nontext elements like images or tables).

Tip: If you've applied a class style to a selection of text, you don't actually have to select all the text to remove the style. Just click anywhere inside it, and then select None from the Property inspector's Style menu (or choose Text → CSS Styles → None). Dreamweaver is smart enough to realize you want to remove the style applied to the text. (If you applied the style to a tag, Dreamweaver removes the Class property. If you applied the style using the `` tag, Dreamweaver removes the span tag.)

You can't, however, remove *tag* styles from HTML tags. For example, suppose you've redefined the `<h1>` tag using the steps outlined on page 117. If your page has three Heading 1 (`<h1>`) paragraphs, and you want the third heading to have a different style from the other two, you can't simply "remove" the `<h1>` style from the third paragraph. Instead, what you need to do is create a new *class* style with all of the formatting options you want for that third heading and apply it directly to the `<h1>` tag (by the magic of CSS, the class formatting options override any existing tag style options—see page 296 for more on this sleight of hand).

Manipulating Styles

As with anything in Dreamweaver, styles are easy enough to edit, delete, or duplicate; all you need is a map of the terrain.

Editing Styles

While building a Web site, you continually refine your designs. That chartreuse color you assigned to the background of your pages may have looked great at 2 a.m., but it loses something in the light of day.

Fortunately, one of CSS's greatest selling points is how easy it makes updating the formatting on a Web site.

Tip: Although this section focuses mainly on how to style your text, you also use CSS styles to add background colors, background images, borders, and accurately position elements on page. The next few chapters will show you how to style links, images, tables, forms, and other page elements with CSS.

FREQUENTLY ASKED QUESTION

When Formatting Disappears

Sometimes when I copy text from one Web page and paste it into another Web page, all of the formatting disappears. What's going on?

When you use Cascading Style Sheets, keep in mind that the actual style information is stored either in the <head> of the Web page (for internal style sheets) or in a separate CSS file (an external style sheet). If a page includes an internal style sheet, then when you copy text, graphics, or other page elements, Dreamweaver copies those elements and any class style definitions used by that content. When you paste the HTML into another page, the styles are written into the <head> of that page. This feature can save you some time, but won't solve all of your woes. It doesn't, for example, copy any tag styles you've *created*, or most advanced styles you may create (see page 283 for more on advanced styles). So if you copy and paste some text—say, an <h1> tag styled with an h1 tag style—the <h1> tag and its contents paste into another page, but not the tag style.

In addition, if a page uses an external style sheet, then when you copy and paste text, the styles themselves don't go along for the ride. If you copy a paragraph that has a class style applied to it, and paste it into another document, the code in the paragraph is pasted (<p class="company"> for instance), but the actual "company" style, with all its formatting properties, isn't.

The best solution is to use a common external style sheet for all pages on your site. That way, when you copy and paste HTML, all the pages share the same styles and formatting. So in the example above, if you copy a paragraph that includes a class style—class="company"—into another page that shares the same style sheet, the paragraphs look the same on both pages.

Dreamweaver provides many ways to edit styles:

- Select a style in the CSS Styles panel (Figure 4-1), and then click the Edit Style button to open the Rule Definition window (Figure 4-3). (This is the same window you used when first creating the style.) Make your changes, and then click OK to return to the document window. Dreamweaver reformats the page to reflect any changes you made to styles used in the current document.
- Double-clicking the name of a style in the CSS panel also opens the Rule Definition window. Actually, depending on a preference setting—or a setting someone else may have tweaked while using your computer—double-clicking a style in the CSS panel may display the—eek!—raw CSS code in Code view. To change this behavior, open the Preferences window (Ctrl+U [⌘-U]), click the CSS Styles category, and then select the "Edit using CSS dialog" button.
- Right-click (Control-click) the name of a style in the CSS Styles panel, and then choose Edit from the shortcut menu, which also opens the Rule Definition window. Make your changes to the style, and then click OK to return to the document window.

Note: The properties pane in the CSS Styles panel offers yet another, faster method of editing a style. This advanced technique requires a bit of CSS savvy and is discussed on page 108.

FREQUENTLY ASKED QUESTION

When Undo Won't Do

Sometimes when I edit a style—say, to change the font color—I can undo that change. But sometimes, I'm unable to undo changes I've made to a style. What gives?

You can undo only changes made to a document you're currently working on. So say you've added an internal style sheet (see page 115) to a document. If you edit one of those styles, Dreamweaver lets you undo those changes. Because the styles in an internal style sheet are a part of the Web page you're working on, choosing Edit → Undo undoes the last change you've made to that style.

However, if you're using an external style sheet (see page 115), you're actually working on two *different* files at the same time—the Web page you're building, and the style sheet file in which you add, delete, or edit styles. So if you're designing a Web page, and edit a style contained in the external style sheet, you're actually making a change to the style sheet file. In this case, choosing Edit → Undo will undo only the last change made to the *Web page*. If you want to undo the change you made to the external style sheet, you have to switch over to that file (click the tab for the CSS file in the document window (see Figure 1-1), and then choose Edit → Undo).

There's one additional wrinkle to this already confusing situation. Normally, when you're working on a Web page and you add or edit a style in an external style sheet, Dreamweaver opens the style sheet file in the background (you'll see a tab appear for that file in the document window.) Dreamweaver does this so you *can* undo any changes you make to the styles in that file.

However, there's a preference setting that turns this feature off. When that happens, any edits you make to an external style sheet while working on a Web page are immediately made to the style sheet file. And since Dreamweaver doesn't open that file, you can't undo those changes.

To make sure that problem doesn't happen, open the Preferences window by choosing Edit → Preferences (Dreamweaver → Preferences on the Mac). Select the CSS Styles category, and make sure the "Open CSS files when modified" checkbox is turned on.

Deleting a Style

At some point, you may find you've created a style that you don't need after all. Maybe you redefined the HTML `<code>` tag, and realize you haven't even used the tag in your site. There's no need to keep it around, taking up precious space in the style sheet.

To delete a style, make sure the CSS Styles panel is open (Window → CSS Styles), and the All button is highlighted (see Figure 4-1). Click the name of the style you wish to delete, and then press your keyboard's delete key (you can also click the Trash can icon at the bottom of the panel). You can also remove all the styles in an internal style sheet (as well as the style sheet itself) by selecting the style sheet—indicated by "`<style>`" in the CSS Styles panel (see Figure 4-1)—and pressing Delete (or clicking the Trash can icon). If you "trash" an *external* style sheet, however, you merely unlink it from the current document without actually deleting the .css file.

Unfortunately, deleting a class style *doesn't* delete any references to the style in your site's pages. For example, if you've created a style called .company and applied it throughout your site, and you then delete that style from the style sheet, Dreamweaver doesn't remove the `` tags or class properties that refer to the

style. Your pages are still littered with orphaned code like this—`CosmoFarmer`—even though the text loses the styling. (See how to solve this problem using Dreamweaver’s powerful Find and Replace tool on page 718.)

Renaming a Class Style

You can rename a style by selecting it in the CSS Styles panel, pausing a second, and then clicking the name again. This makes the name editable, at which point you can type a new name in its place. Alternatively, you could open the .css file in Code view, and then edit the name. However, just changing the name doesn’t do much good if you’ve already applied a class style throughout your site. The *old* name still appears in each place you used it.

What you really need to do is rename the style, and *then* perform a find-and-replace operation to change the name wherever it appears in your site. Dreamweaver includes a handy tool to simplify this process.

To rename a class style:

1. In the Style menu (or Class menu) on the Property inspector (Figure 4-5), choose **Rename**.

The Rename Style window appears (Figure 4-7).

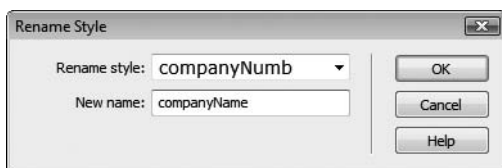


Figure 4-7: The Rename Style tool is a fast and easy way to change the name of a class style even if you’ve already used the style hundreds of times throughout your site.

2. From the top menu, choose the name of the style you wish to rename.

This menu lists all class styles available on the current page, including external and internal styles.

3. Type the new style name in the “New name” box.

You must follow the same rules for naming class styles described on page 118. But, just as when creating a new class, you don’t need to precede the name with a period—Dreamweaver takes care of that.

4. Click **OK**.

If the style whose name you’re changing is an internal style, Dreamweaver makes the change. Your job is complete.

However, if the style belongs to an external style sheet, Dreamweaver warns you that other pages on the site may also use this style. To successfully rename the style, Dreamweaver must use its “Find and Replace” tool to search the site and update all pages that use the old style name. In that case, continue to step 5.

- If you get cold feet, click **Cancel** to call off the name change, or click **Yes** to open the “Find and Replace” window, where you should click **Replace All**.

One last warning appears, reminding you that this action can't be undone.

Note: If you click **No** in the warning box that appears after step 4, Dreamweaver still renames the style in the external style sheet, but doesn't update your pages.

- Click **Yes**.

Dreamweaver goes through each page of your site, dutifully updating the name of the style in each place it appears. This hidden gem is a great tool, and particularly useful if you use the Property inspector to set font colors, types, and sizes. In that case, you can use this feature to rename the nondescriptive class names—Style1, Style2, and so on—with which Dreamweaver starts you off. (The tutorial for Chapter 1 takes you through the steps of renaming styles Dreamweaver creates when you use the Property inspector to format text. See step 10 on page 52.)

Duplicating a Style

Dreamweaver makes it easy to duplicate a CSS style, which is handy when you've created, say, an HTML tag style, and then decide you'd rather make it a class style. Or you may want to use the formatting options from one style as a starting-off point for a new style. Either way, you start by duplicating an existing style.

You can duplicate a style in two ways. The easiest method is to open the CSS Styles panel (Window → CSS Styles), right-click (Control-click) the name of the style you wish to duplicate, and then choose **Duplicate** from the shortcut menu.

The Duplicate CSS Rule window appears (Figure 4-8), where you can give the duplicated style a new name, reassign its **Type** setting, use the “Define in” menu to move it from an internal to an external style sheet, and so on.

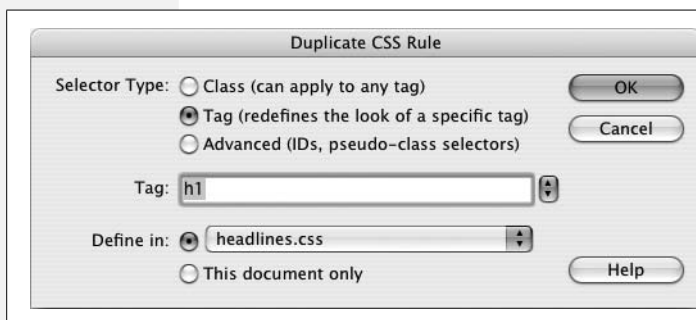


Figure 4-8: The Duplicate CSS Style dialog box looks and acts just like the New CSS Rule box (Figure 4-2). You can select a new style type, name it, and then add it to an external or internal style sheet. The only difference is that the duplicated style retains all the original style's CSS properties.

When you click **OK**, Dreamweaver adds the duplicate style to the page or external style sheet. You can then edit the new style just as you would any other, as described on page 124.

Checking Browser Compatibility

As if learning Dreamweaver, HTML, and CSS weren't big enough challenges, Web designers also have to contend with the fact that not all browsers display CSS in the same way. What looks great in Firefox may look terrible in Internet Explorer 6—and vice versa. Unfortunately, a lot of CSS display problems aren't the fault of the Web designer or CSS, but are caused by bugs in the browsers. This sad fact of browser life usually forces Web designers to spend lots of time testing Web pages in different browsers to identify and fix problems.

Fortunately for us, Dreamweaver CS3 introduces a new tool to help diagnose CSS problems, and advise you on the best way to fix them, saving you many hours of testing and troubleshooting. The Check Browser Compatibility tool scans a page's HTML and CSS, and determines if it's likely that one or more browsers will have trouble displaying your page. It actually checks two things: whether you've included any CSS properties or values that one or more browsers don't understand, and whether the particular combination of HTML and CSS you're using might trip up a particular browser.

For example, the *blink* value of the CSS Decoration property (page 134) isn't supported by Internet Explorer or Safari. If you place that value in a style on a page, and then use the Check Browser Compatibility tool, Dreamweaver lets you know those browsers won't do anything with the blink setting. These types of errors are straightforward: You either change the property (or remove it) so that the style works in all browsers, or live with the fact that the specified browser will ignore the particular style instruction.

The second type of problem is more nebulous. Dreamweaver also warns you of potential browser problems that might arise because of the way you've used HTML and CSS. The warning Dreamweaver gives in this case is not as clear-cut as, "That browser doesn't understand *that* CSS property;" it's more like, "That browser *does* understand that CSS property, but in this one instance, the browser may get it horribly wrong, and mess up your Web page."

For example, Internet Explorer knows what a bulleted list is; it also knows what the CSS *display* property is (see page 137). In most cases, Internet Explorer has no problem displaying both bulleted lists and items styled with a "block" value for the display property. But, in one case—when a link inside a list item has a display value of *block*—the list items appear with a mysterious extra space below them. The result: an unattractive white space between an otherwise orderly stack of navigation buttons...but this happens *only* with Internet Explorer. These are the types of obscure problems that make Web designers consider a new career.

Fortunately, the Check Browser Compatibility tool is aware of many of the most common, hair-pulling, browser bugs and can save you lots of time by letting you know when a page might have a problem. To use the tool:

1. **Open a Web page that you'd like to test.**

You can open any Web page; if the page has an external style sheet, Dreamweaver checks that as well. You can even open an external style sheet (.css) file

and run this command on it to identify CSS properties and values that might not be understood by some browsers.

2. Choose File → Check Browser Compatibility.

Alternatively, you can choose Check Browser Compatibility from the Check Page menu at the top right of the document window (see Figure 4-9). In either case, Dreamweaver analyses the HTML and CSS for the page, and spits out the results in the Browser Compatibility tab of the Results panel (see Figure 4-9).

Each issue that Dreamweaver discovers is displayed with an icon indicating the severity of the problem, the line number in the HTML code where the potential problem occurs, and a short description of the issue.

An icon in the far left column of the results panel indicates the type of issue and its likelihood of causing a browser problem. An ! mark indicates an error—a problem with the CSS such as a property or value that’s either invalid or isn’t understood by a particular browser. Problems identified by a red pie graph are warnings, and they represent the likelihood of encountering a problem in a particular browser: A single slice means that yes, the page has something that might cause difficulty for a particular browser, but then again the browser may display the page just fine. You’ll see this icon for an issue that’s rare or crops up only when a very particular set of HTML and CSS are in place (and Jupiter’s rising while Mars descends).

A fully red circle indicates that it’s very likely you’ll see a problem in the specific browser. For example, the Internet Explorer problem related to links, lists, and the display property mentioned previously is nearly a sure thing. If you’ve set up your CSS and HTML in that way, you *will* see that problem in Internet Explorer.

You should always test any page that shows an error or warning, even if Dreamweaver thinks the problem is only slightly likely to occur.

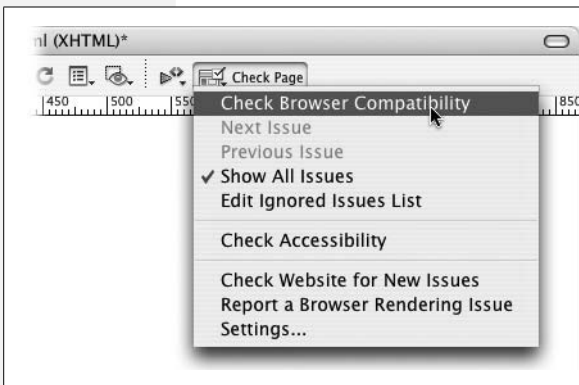


Figure 4-9:
The Check Page menu lets you examine a page and see how compatible the page’s HTML and CSS are with a variety of Web browsers. To change the browsers Dreamweaver uses for its analysis, select the Settings option. A window listing the most common browsers appears, from which you specify the earliest version of the browser you wish to check against. For example, if you don’t worry about Internet Explorer 5 any longer, choose 6 from the menu. Now Dreamweaver will check only for problems that occur in version 6 or later.

3. Select an issue in the Results panel (Figure 4-10).

After selecting an issue in the Results panel, a detailed explanation of the problem appears in the right side of the panel; in addition, you see a list of which

browsers this problem may affect, and the likelihood that the problem will crop up. In Figure 4-10, the issue “Extra Whitespace in List Links Bug” is selected. You can see what causes it and see that it affects Internet Explorer 6 (alas, this bug can also crop up in IE 7).

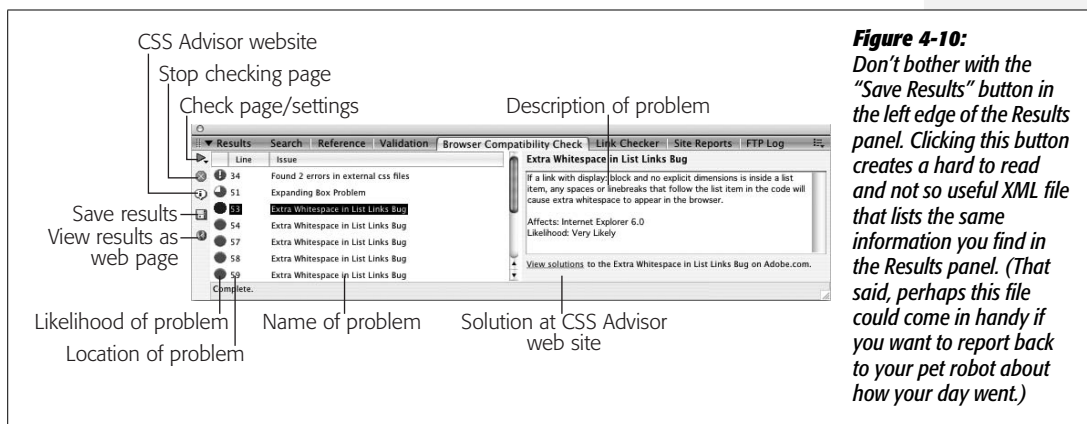


Figure 4-10: Don't bother with the "Save Results" button in the left edge of the Results panel. Clicking this button creates a hard to read and not so useful XML file that lists the same information you find in the Results panel. (That said, perhaps this file could come in handy if you want to report back to your pet robot about how your day went.)

4. Fix the problem.

Dreamweaver just identifies the problem, it doesn't fix it. However, Adobe hasn't left you in the lurch. When you select a problem in the Results panel, a link ("View solutions") appears at the bottom right of the panel (see Figure 4-10). Clicking that link launches a Web browser, and opens a page on Adobe's CSS Advisor site. This Web site is an ever-evolving catalog of CSS browser problems and recommended solutions. Dreamweaver's Results panel integrates with this site, so the link on the panel takes you to a page that addresses the very problem you're trying to solve. Nice.

In most cases the solution to an issue involves adding an additional style or editing an already created style. You shouldn't try to make too much sense out of the solutions—many don't make any technical sense. For example, the solution for the “Extra White Space in List Links” bug is to create two styles (both of which target the link tag inside the affected list), and apply two different display properties (see page 137): the first style uses the *inline-block* value, and the second applies the *block* value. It's not logical, but it does knock some sense into IE. Most of the solutions are the results of countless hours of trial and error by exasperated and industrious Web designers. Just be thankful the answers to these problems are just a click away.

Text Formatting with CSS

One of the best uses for Cascading Style Sheets is to convert the drab appearance of HTML text into lavishly designed prose. Or, if you like a somber, corporate style, CSS can help with that too. Whatever your design inclination, you can improve the look of your Web text using CSS.

Dreamweaver divides the many CSS properties into eight categories (see Figure 4-3). The most commonly used properties for text are stored in the Type and Block categories, while the List category offers several options for formatting bulleted and numbered lists.

Note: You can apply nearly every CSS property to text. For example, you can use the border property to underline text, and the margin property to remove space between paragraphs. Those properties and others not listed in the Type or Block categories are introduced later in this book (don't want to blow your circuits too quickly). For now, you'll learn the most type-centric properties.

Type Properties

As the name implies, the Type category of the Rule Definition window lets you set formatting options that affect text (see Figure 4-11). Here are the settings you can adjust:

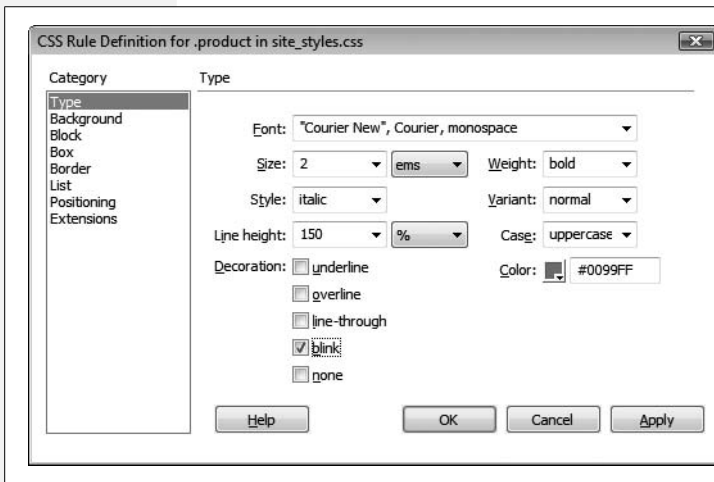


Figure 4-11: You'll visit the *Type* category frequently while creating CSS styles. You can set many different properties for formatting text; it's the most common use of CSS. Rest assured that, unlike some other CSS properties, type settings work well in all browsers that understand Cascading Style Sheets.

- **Font.** You choose a font for the style from the Font menu. As when using the Property inspector to select a font (see page 102), you choose from *groups* of fonts rather than the specific one you have your heart set on. Dreamweaver also lets you create your own “first-choice, second-choice...” font choices from this menu, exactly as described on page 103.
- **Size.** Unlike HTML, where font size is defined using a number from 1 to 7, CSS offers a dizzying array of size choices—everything from the screen-dependent pixel to picas, points, and more. Most of these aren't relevant to designing pages that display on a computer screen. After all, a monitor doesn't really understand the concept of an inch—even if your display is set to 72 dots per inch, 72 dots may occupy a half inch, an inch, or more depending on the screen's resolution (which you can change from 800×600 to 1600×1200 on the *same* monitor). The same goes for centimeters and millimeters. The bottom line? Skip 'em. In general, as described on page 107, stick to pixels, ems, and percentages.

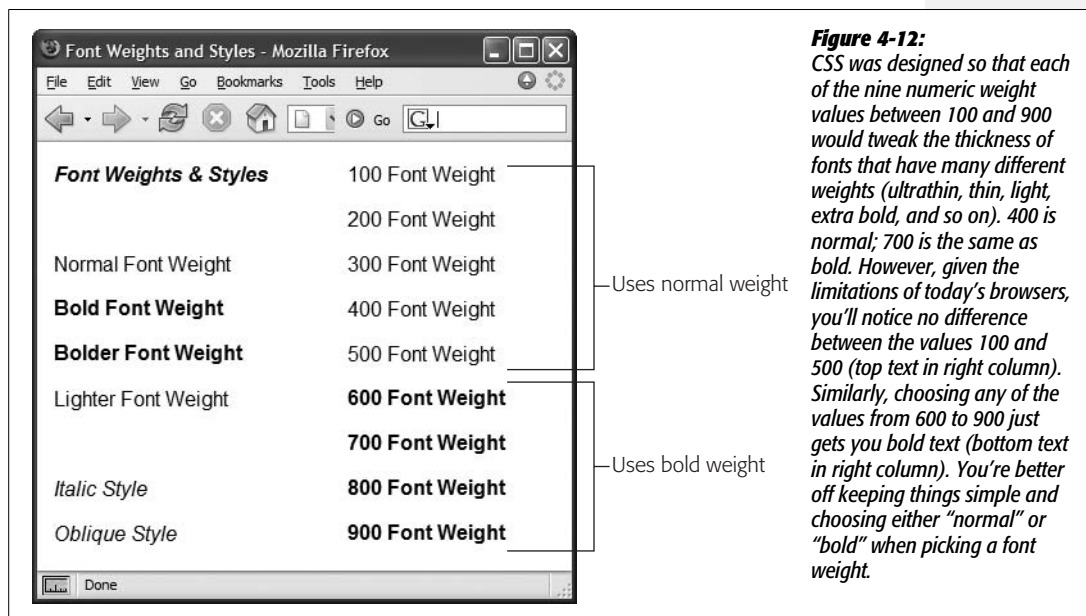
Pixel values are useful for dictating exact sizes on the screen; many Web designers adore pixel values because they make text display consistently between different browsers and operating systems. However, people with Internet Explorer 6 and earlier on Windows can't increase or decrease the size of text sized in pixels (a real pain, if your vision isn't the best).

Note: This isn't entirely true. You can tweak Internet Explorer to allow resizing of pixel-sized text, but you have to change some of the default settings of the browser. That's something most people would never do.

An alternative to pixels are ems or percentages, which are both relative measurements based on the default text size of the browser viewing the page. Ems and percentages are functionally the same for text, so you can use either one and get the same results: 100% is the same as 1em; 90% is the same as .9em; 150% is 1.5em; and so on. Since most browsers display basic text as 16 pixels tall, a font size of 100% (or 1em) would make text 16 pixels tall. However, since an em is a relative measurement, if some visitor changed his default font size to 20 pixels, any text sized to 1 em would appear 20 pixels tall in his browser.

Note: As you get more advanced with CSS, you'll probably run into some weird problems with em or percentage text sizes due to an advanced concept known as the *cascade*. The gruesome details begin on page 296.

- **Weight.** Weight refers to the thickness of the font. The Weight menu offers 13 different choices. Normal and bold are the most common, and they work in all browsers that understand CSS. See Figure 4-12 for details.



- **Style.** In this peculiar instance, Style means italic, oblique, or normal. Technically, italic is a custom-designed, emphatic version of a typeface, *like this*. Oblique, on the other hand, is just a computerized adaptation of a normal font, in which each letter is inclined a certain number of degrees to the right. In practical application, there's no visible difference between italic and oblique in Web browsers.
- **Variant.** This pop-up menu simply lets you specify small-caps type, if you like—a slightly formal, fancy-looking type style much favored by attorneys' offices.
- **Line Height.** Line height, otherwise known as *leading* (pronounced "LED-ing"), refers to the space between lines of text in a paragraph (see Figure 4-13). To create more space between lines, set the line height greater than the font size. (If you type a number without a % sign, Dreamweaver assumes you're specifying a line height in pixels. You can change the units of measurement using the pop-up menu to the right of the Line Height field.)

Note: A good approach for line height is to type in a percentage measurement, such as 120%, which is relative to the size of the text (see page 107); if your text is 10 pixels tall, the space from the base of one line of text to the next is 12 pixels (120% of 10). Now, if you change the size of the text, the *relative* space between lines remains the same.

"Normal," the default setting (top paragraph in Figure 4-13), uses a line height that's slightly larger than the height of the text. You don't get access to the pop-up menu of measurement units (pixels, points, %, and so on) unless you choose "value" from this menu.

- **Case.** From this menu, you can automatically capitalize text. To capitalize the first letter of each word, choose "capitalize." The "uppercase" option gives you all-capitals typing, while "lowercase" makes all letters lowercase. The factory setting is "none," which has no effect on the text.
- **Decoration.** This strange assortment of five checkboxes lets you dress up your text, mostly in unattractive ways. "Underline," "overline," and "line-through" add horizontal lines below, above, or directly through the affected text, respectively. Turning on "blink" makes affected text blink on and off (but only in a few browsers); unless you want to appear on one of those "worst Web site of the week" lists, avoid it. You can apply any number of decorative types per style, except with "none," which, obviously, you can't choose along with any of the other options.
- **Color.** Set the color of the style's text using Dreamweaver's color box, which is described on page 49.

Block Properties

The Block Properties panel is a hodgepodge of CSS settings that affect how letters and words are displayed (see Figure 4-14).

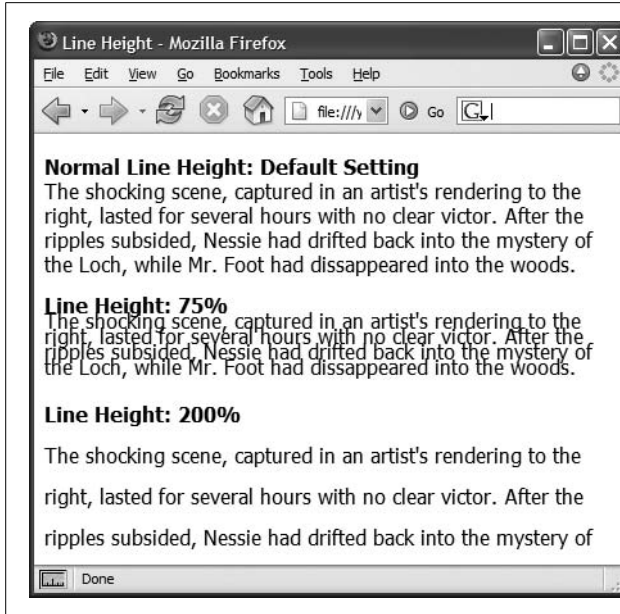


Figure 4-13: Control the space between lines with the *Line Height* property (which you'll find in the *CSS Rule Definition* dialog box). In this example, each paragraph's text is set in 16-pixel *Tahoma*. With CSS, you can make lines bump into each other by setting a low line-height value (middle paragraph), or spread them far apart by using a larger value (bottom paragraph).

Tip: To completely remove the space between paragraphs, set the Top and Bottom margin for paragraphs to 0 in the *CSS Rule Definition* window's *Box* category. This setting also helps to remove space that appears before and after headlines. To indent paragraphs, set the Left and Right margin properties.

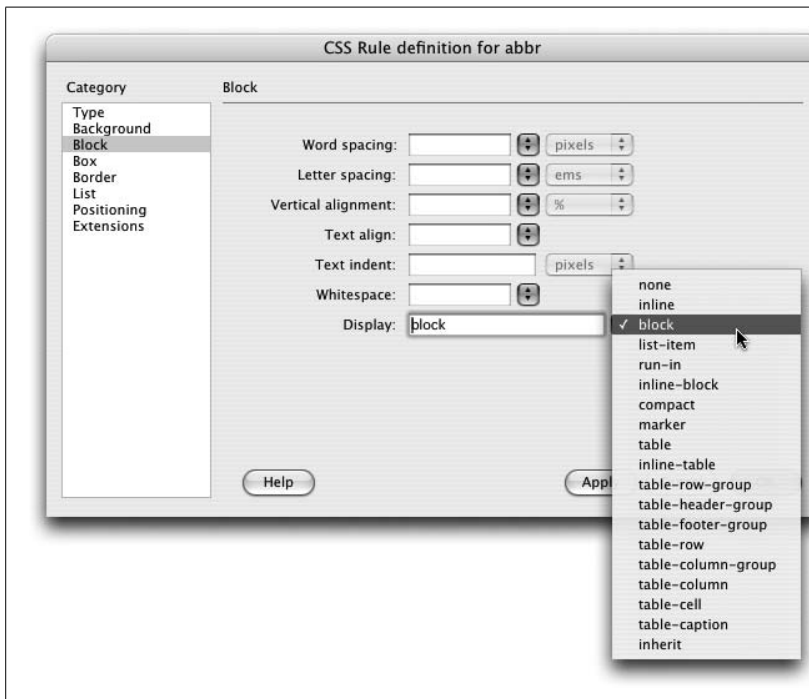


Figure 4-14: The *Block* category is an eclectic mix consisting mostly of text properties. However, you can use the *Display* property on images, tables, and any other selection or HTML tag. Although the list is long, most of these options, alas, don't work in today's browsers.

Despite this category's name, these properties don't just apply to block-level elements (paragraphs, headlines, and so on). You can apply a style with these properties to even a single word or two. (The one exception is the Text Align property, which can apply only to paragraphs and other block-level elements.) Here are your choices:

- **Word spacing.** This property helps you clean up text by adding or removing space *between* words. The default value, “normal,” leaves a normal, single space between words. If you want words in a sentence to be spaced apart like this, then type a value of about 10 pixels. (Choose Value from the first pop-up menu, then the units you want from the second one.) The bigger the number, the larger the gap between words. You can also *remove* space between words by using a negative number—a great choice when you want to make your pages difficult to read.
- **Letter spacing.** This property works just like word spacing, but governs the space between *letters*. To add space l i k e t h i s, type a value of about 5 pixels. The result can make long passages of text hard to read, but a little space between letters can add a dramatic flair to short headlines and movie titles.
- **Vertical alignment.** With this property, you can change the vertical placement of an object—such as an image or text—relative to other items around it. For example, you could move text above or below surrounding text to format a trademark, copyright symbol, or footnote reference. The options—“sub” and “super”—can be used in this situation to create subscript and superscript styles. If you wanted to add the trademark symbol to, say, *CosmoFarmer*TM, then you'd select the letters TM and set the vertical alignment to “super”. In addition, for more accurate control, you can type a value (like 10%) to raise an object above its normal baseline, or a negative value (like -10% or -5 pixels) to move an object down.

Vertical alignment also works with graphics, and designers often use the options top, bottom, and middle with HTML table cells to place content within a cell (see page 258 for details on how that works).

Note: The “sub” and “super” alignment options don't change text size. If you want to create true subscript or superscript (for chemical symbols, trademark or copyright symbols, and so on), you should also use a smaller font size in the style; 75% works great.

- **Text align.** This property controls the alignment of a block-level element like a paragraph or table. You can choose from among the usual suspects—“left,” “center,” “right,” or even “justify.” (Like the text in this paragraph, justified text has both the left and right edges of the text aligned.)

Use the “justify” option with care, however. Because Web browsers don't have the advanced controls that page-layout software does, they usually do an awful job of justifying text on a computer screen. The results are often difficult to read, and ugly.

- **Text indent.** This useful option lets you indent the first line of a paragraph. If you enter 15 pixels, each paragraph gets an attractive first-line indent, exactly as in a real word processor.

You can also use a *negative* number, which makes the first line extend past the *left* margin of the paragraph, creating a hanging indent (or *outdent*)—a nice effect for bulleted lists or glossary pages.

- **Whitespace.** This property controls how the browser displays extra white space (spaces, tabs, returns, and so on). Web browsers normally ignore extra spaces in the HTML of a page, reducing them to a single space character between words and other elements (see page 68). The “pre” option functions just like the HTML `<pre>` tag: Extra white space (like tabs, multiple spaces, and carriage returns) *in the HTML code* appear in the document window (see page 89 for more on this option). The “nowrap” option prevents lines from breaking (and wrapping to the next line) when they reach the end of the browser window.
- **Display** defines how a Web browser should display a particular element like a paragraph or a link. You may be overwhelmed by the range of choices for this property—and you may be underwhelmed when you find out that most of these options aren’t supported by most browsers.

The only three options that work reliably across browsers are “none,” “inline,” and “block.” The “block” option treats any item styled with this property as a block—separated from other content by space above and below it. Paragraphs and headings normally appear this way. But you can apply this value to a link (which normally appears inside a block-level element like a paragraph) to turn it into its own block. Normally, you have to click directly on the text or image inside a link to jump to the linked page. But when you set a link’s display to “block,” its entire width—even areas where no text appears—are clickable.

The “inline” option treats the item as though it’s part of the current block or paragraph, so that any item styled with this property (like a picture) flows together with other items around it, as if it were part of the same paragraph. People frequently use this property to take a bulleted list of links and turn it into a horizontal navigation bar. The new Spry Menu bar, discussed on page 175, uses this technique to create a horizontal menu. For a good tutorial on this topic, visit http://css.maxdesign.com.au/listutorial/horizontal_introduction.htm.

The “none” option is the most fun: It *turns off* the display of an item. In other words, any text or item styled with this option doesn’t appear on the page. You can use JavaScript programming to switch this property on and off, making items seem to appear and disappear. In fact, Dreamweaver’s Change Property behavior provides one simple way to do this (see page 536).

List Properties

To exercise greater control over bulleted and numbered lists, use the CSS options on the List panel of the CSS Rule Definition window (see Figure 4-15).

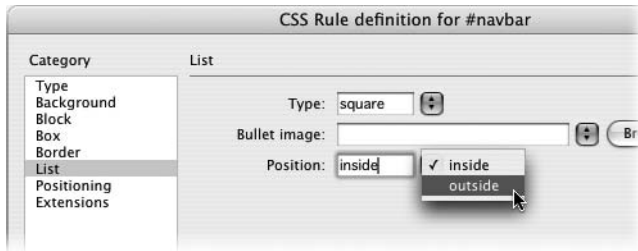
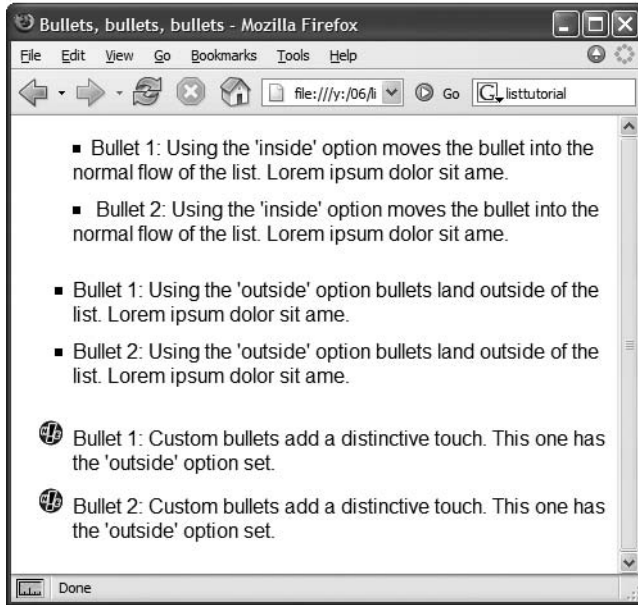


Figure 4-15:
Top: Take control of your bulleted and numbered lists using the CSS Rule Definition window's List panel. With Cascading Style Sheets, you can even supply your own graphic bullets.

Bottom: A bullet-crazed Web page, for illustration purposes. Parading down the screen, you can see “inside” bullets, “outside” bullets, and bullets made from graphics.



- **Type.** Select the type of bullet you'd like to use in front of a list item. Options include: “disc,” “circle,” “square,” “decimal” (1., 2., 3.), “lower-roman” (i, ii, iii), “upper-roman” (I, II, III), “lower-alpha” (a, b, c), “upper-alpha” (A, B, C), and “none” (no bullet at all).
- **Bullet image.** For the ultimate control of your bullet icon, skip the boring options preprogrammed into a Web browser (like disc, circle, square, or decimal) and supply your own. Click the Browse button, and then select a graphics file from your site folder. Make sure the graphic is appropriate bullet material—in other words, small.

Tip: The Background Image property (see page 217) is a more versatile solution to adding bullet images to a list. Since you can accurately position a background image, you can easily tweak the placement of your bullets. Here's how to do it: Create a style for the `<i>` tag (or a class style that you apply to each `<i>` tag); make sure you set the List property type to “none” (this hides the bullet); set the background image to your graphical bullet; and play with the background position values (page 219). Playing with the padding values (page 322) helps position the text relative to the image.

- **Position.** This property controls how the bullet is placed relative to the list item's text. The “outside” option places the bullet outside the margin of the text, exactly the way bulleted lists normally appear on a Web page. “Inside,” on the other hand, displays the bullet within the text margin, so that the left edge of the *bullet* aligns with the left margin; Figure 4-15 should make the effect clearer.

Tip: If you want to adjust the amount of space Web browsers normally use to indent lists, set the left padding property (see page 322) to 0, and set the left margin (see page 322) to the amount of indent you'd like. Sometimes you want no indent at all—for example, if you're creating a list of links that should look like buttons, not bulleted items—set both the left padding and left margin to 0 (while you're at it, set the bullet type to “none” as described above).

Cascading Style Sheets Tutorial

In this tutorial, you'll practice the basic techniques required to create and edit styles. Make sure you grasp the fundamentals covered in this tutorial: you'll be building lots of style sheets in the other tutorials throughout this book using these same methods. For this tutorial, you'll create an external style sheet for formatting pages on the CosmoFarmer Web site.

Note: Before getting started, download the tutorial files from www.sawmac.com/dwcss3/. See the Note on page 39 for more details.

Setting Up

Once you've downloaded the tutorial files and opened Dreamweaver, define a new site as described on page 28: Name the site *Introducing CSS*, and then select the Chapter04 folder (inside the MM_DWCS3 folder). (In a nutshell: choose Site → New Site. In the Site Definition window, click the Advanced tab, type *CSS Tutorial* into the Site Name field, click the folder icon next to the Local Root Folder field, navigate to and select the Chapter04 folder, and then click Choose or Select. Finally, click OK.)

To ensure that your files preview correctly, you need to make sure that a particular Dreamweaver preference is set:

1. Press Ctrl+U (⌘-U) to open the Preferences window.

Alternatively, you can use Edit → Preferences (Dreamweaver → Preferences on Mac).

2. Select the CSS Styles category, and make sure the “Open CSS files when modified” checkbox is turned on.

When this setting is turned on and you edit a CSS style in an external style sheet, Dreamweaver opens the CSS file. You can undo any changes you make to that style sheet.

3. Make sure the “Edit using CSS dialog” button is selected.

This option makes sure the friendly and easy-to-use Rule Definition window appears whenever you double-click a style listed in the Styles panel, making it easy for non-CSS experts to edit and update styles.

4. Click OK to close the window.

Now you’re ready to create a style sheet.

Creating an External Style Sheet

In this example, you’ll create a collection of styles for the feature stories on the *CosmoFarmer* Web site.

1. Choose File → Open; click the Site Root button (at the lower left of the open file window).

The Site Root button, new in Dreamweaver CS3, is a handy tool. It automatically takes you to the local root folder for the site you’re currently working on, saving you the effort of having to manually navigate to that folder.

2. Double-click the file named *confessions.html*.

The Web page contains a feature story from the *CosmoFarmer* site. The page’s text is plain, boring-looking HTML, so you’ll use CSS to spiff it up.

To start, you’ll create a style for basic paragraphs and create an external style sheet at the same time.

3. If the CSS Styles panel isn’t already open, choose Window → CSS Styles.

The CSS Styles panel opens. Windows users can use the keyboard shortcut, Shift+F11, to open the panel. (Mac people, you aren’t out of luck. You can define any keyboard shortcut you’d like to open this panel. See page 733 for details.)

4. At the bottom of the CSS Styles panel, click the New Style (+) button (see Figure 4-1).

The New CSS Rule window opens (see Figure 4-16). You’ll first pick the type of style you wish to create.

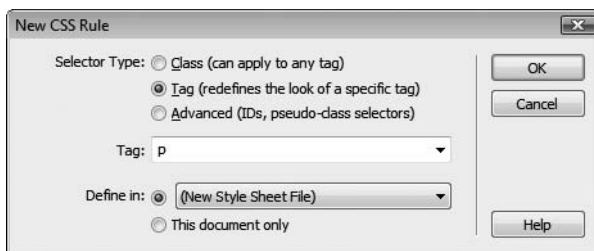


Figure 4-16:

If you’ve already attached an external style sheet to a page, you can select its name from the “Define in” menu. That way, Dreamweaver adds the new style to that file. Your other option, which is what you’re doing at this point in the tutorial, is to create the new style sheet when you first create a style.

5. Click the Tag button.

This lets you create a style for a particular HTML tag—in this case, the <p> tag. In other words, you’re going to create a formatting rule that applies automatically to every basic paragraph.

6. Type *p* into the Tag box, or choose “p” from the menu.

Next you’ll choose where you’ll store the CSS code for this new style—in this case, in an external style sheet.

7. In the “Define in” section of the New CSS Rule window, click the New Style Sheet File button as pictured in Figure 4-16. Click OK.

The Save Style Sheet File As dialog box appears. You’re about to create the file—an external style sheet—that stores the styles for this page.

8. Type *feature.css* in the File Name box (the Save As field on the Mac), and then click Save to save the file.

Cascading Style Sheet files always end in .css; that’s how Web servers and browsers can tell what kind of file they are.

Having created the external style sheet, you can now create the first style, as suggested by the sudden appearance of the CSS Rule Definition window. You’ll choose a font, set a size, and assign a color to the <p> tag.

9. From the Font menu, choose “Verdana, Arial, Helvetica, sans-serif”; in the Size box, type 10; and, next to the Color field, click the color selection box and choose a dark gray color (#333333 works well.)

Next, you’ll add a little *leading* (space between lines of text) to the paragraph to make the page easier to read.

10. In the “Line height” box, type 125, and then, from the menu to the right, select “%.”

The CSS Rule Definition window should look like Figure 4-17. Percentages are just one of the many different methods CSS can use to define the size of type, leading, margins, and borders.

11. Click Apply.

You can preview the look of a tag style without closing the CSS Rule Definition window—just drag the window out of the way.

12. Click OK.

The CSS Rule Definition window closes, and the paragraphs of text on the page are now formatted according to the style you just created. (If you think the text looks a bit small, you’re right. You’ll fix that when you learn how to edit styles later in this tutorial.) As you may have noticed, you didn’t have to select the text to apply this style. Since it’s an HTML tag style, it’s applied *automatically* wherever the tag appears on the page.

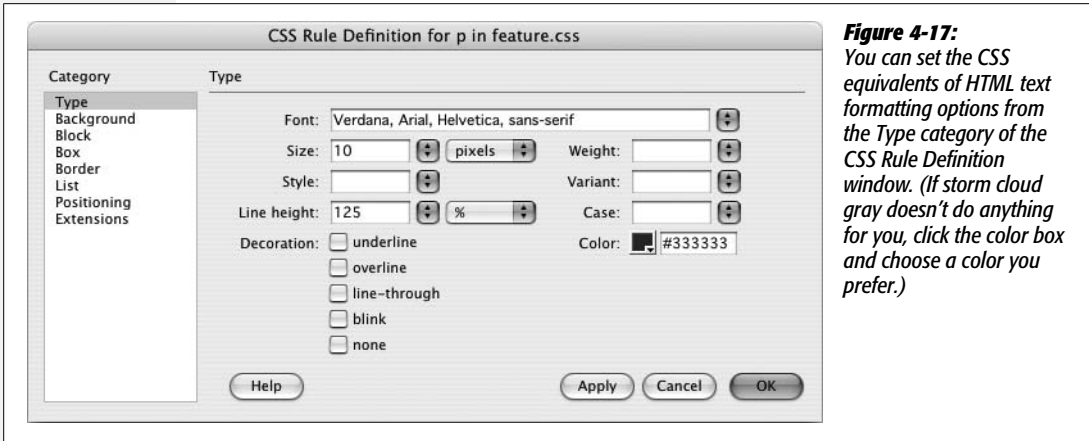


Figure 4-17:
You can set the CSS equivalents of HTML text formatting options from the Type category of the CSS Rule Definition window. (If storm cloud gray doesn't do anything for you, click the color box and choose a color you prefer.)

Look at the CSS Styles panel. Notice that the new style sheet, *feature.css*, appears (make sure the All button is selected). Click the + (arrow on the Mac) to the right of *feature.css* to expand the list. There's the p tag style you just created.

Now, you'll create a style for the subheads of the story, which are <h2> tags.

13. On the CSS Styles panel, click the New Style button.

The New CSS Rule window opens. The Tag button is already selected, and the menu in the "Define in" option lists the new external Style Sheet—*feature.css*. In other words, Dreamweaver will add the new style to this external style sheet. All you need to do now is identify which tag you want to redefine.

14. In the Tag box, type *h2*, or choose "h2" from the menu, and then click OK.

The CSS Rule Definition Window appears.

15. From the Font menu, choose "Georgia, Times New Roman, Times, serif"; in the Size box, type 22.

Time for a little color and other formatting.

16. In the Color box, type #D60000; from the Weight menu select "normal".

Click Apply to preview the new headline style. Although the bright red headlines stand out, you'll add a bit of sophistication with a border line.

17. In the category list, click Border.

The CSS Rule Definition window now displays all the properties used to put a border around a style. You can control each border individually, or use the same line style for all four edges. In this case, you'll add a line to just the bottom of the headline.

18. Click to turn off all three "Same for all" checkboxes. For the Bottom border, choose "solid" from the Style menu, type 1 in the Width box, and type #999999 in the color box.

The window should now look like Figure 4-18.

Note: When typing a hex color value for a CSS property (for example, #999999), don't forget the # symbol. Without it, the color doesn't appear.

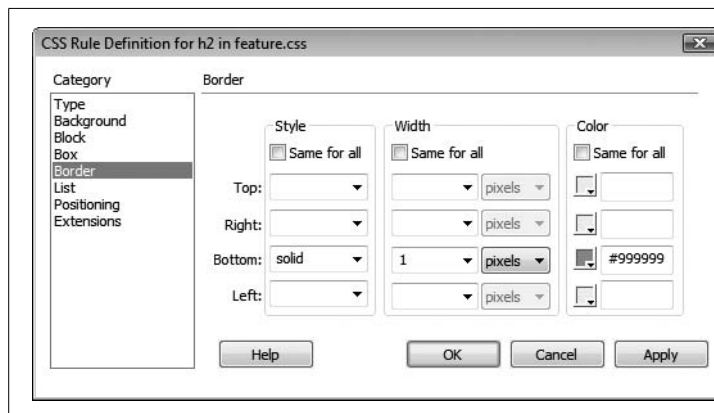


Figure 4-18: Use the Border properties to add rules to any or all of the four edges of an object. You can emphasize a headline by underlining it, or give an image a stylish border around its edges.

19. Click OK.

The window closes, and the three subheads appear with their new formatting. Now, you'll explore more text formatting properties to improve the look of the top headline. But first, make sure you save your work.

20. Choose **File** → **Save All**.

The Save All command can be a real lifesaver when working with external style sheets. Even though you're looking at and working on the Web page (*confessions.html*), each time you add a style, Dreamweaver updates the external style sheet file (*feature.css*). So most of the work you've done so far in this tutorial has caused Dreamweaver to update the *feature.css* file. Unfortunately, the regular keyboard shortcut to save a file, Ctrl+S (⌘-S), saves only changes to the Web page (the file currently visible to you). Make sure you visit the Save All command frequently, otherwise if Dreamweaver or your computer crashes, you could lose all the changes you've made to an external style sheet. (You can even set your own keyboard command for the Save All command. See page 733 for details.)

Using CSS Text Properties

So far, the text formatting you've used is run-of-the-mill stuff: font, size, color (although the underline for the heading 2 *was* pretty exciting). In this section of the tutorial, you'll tap into more powerful CSS properties that add design elements that you could never create with HTML alone. The first step is creating a new style.

1. On the CSS Styles panel, click the **New Style** button.

The New CSS Rule window opens.

2. Make sure the Tag button is selected, and the “Define In” option lists the *feature.css* file. In the Tag box, type *h1*, or choose “h1” from the menu, and then click OK.

The CSS Rule Definition Window appears. You’ll start by adding a new option to the list of fonts Dreamweaver offers.

3. From the Font menu, choose Edit Font List.

The Edit Font List window appears (see Figure 4-19). You’re now going to create your own custom list of fonts (for a full description of this process, see page 103).

4. Scroll down the list of available fonts in the lower right of the window, until you see Impact listed. Select Impact, and then click the << button.

Impact is added to the list of “Chosen fonts.” Impact is a bold, headline font that you’ll find on nearly all Windows and Mac systems. But because it might not be available to everyone, you’ll add a couple more options (see page 101 for the reasoning behind this font choice setup).

Note: If you don’t have the Impact font installed, just type *Impact* in the box to the left of the Help button, and then click the << button.

5. Locate Arial Narrow in the list of fonts and press the << button; scroll to the bottom of the font list, select “sans-serif,” and then press the << button one last time.

The Edit Font List should look like Figure 4-19.

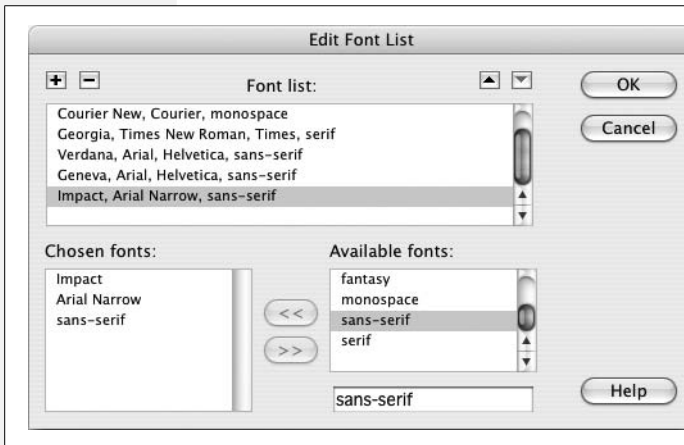


Figure 4-19:

You can easily make your own set of custom fonts for your Web pages. Just be aware that the fonts will show up only when a visitor who views your site also has the same fonts installed on her computer (see page 101 for details).

6. Click OK to close the window, and then select your newly created font set from the Font menu in the Rule Definition window.

First you’ll make some basic text changes.

7. Type **28** in the **Size** box, and **#152D6A** in the **Color** box; choose **Uppercase** from the **Case** menu; choose **Normal** from the **Weight** menu.

The headline is now entirely uppercased (usually a bad choice for text, but this setting can have a lot of impact for short headlines). Setting the **Weight** to normal removes the bold usually applied to headlines. Because **Impact** is already a bold font, leaving it bold doesn't do anything. (There's a bug in the Safari Web browser as well that prevents the **Impact** font from even appearing when bold is also applied.)

Press the **Apply** button and look at the headline "Confessions of an Apartment Farmer" if you want to see how this style is shaping up.

8. In the **Rule Definition** window, select the **Block** category. Type **5** in the "Word spacing" box, and select *pixels* from the menu to the right; type **1** in the "Letter spacing" box, and select *pixels* from the menu.

Adding space between the words and letters in this headline gives it a more sophisticated look. While Dreamweaver CS3 does display letter spacing in Design view, it doesn't display word spacing. So you'll need to preview the page to see the real effect.

To finish off this style, you'll add a line under the headline just like the heading 2 style you created earlier.

9. Repeat steps 17 and 18 on page 142, but make the border 2 pixels wide, and make its color #B2F511.
10. Click **OK** to finish this style, and then press **F12** (**Option-F12**) to preview the page.

Dreamweaver reminds you that you need to save the CSS file as well; click the **Yes** button, and you'll finally see the new design in your Web browser.

Editing a Style

The paragraph text is a tad too small, so you'll edit the `<p>` tag style you just created to make the text bigger:

1. Return to Dreamweaver. At the top of the **CSS Styles** panel, make sure the **All** button is selected.

This displays all the style sheets attached to this page (in this case, just *feature.css*).

2. If it isn't already, expand the list of styles in the *feature.css* Style Sheet by clicking the **+** icon (arrow on the Mac) to the left of "feature.css."

This lists all of the styles you've added to the external style sheet.

3. In the list, double-click "p".

This reopens the **Define Rule** window—the same window you used when you first created the style.

- In the “Size” row, replace 10 with 13, and then press the Apply button.

The font size of the paragraph increases to 13 pixels. Another problem with this design is the large gap between the subheads and the paragraphs following them. The heading 2 paragraphs (“A Green Thumb in the Big City,” for example) introduce the paragraph that follows. Removing the gap that appears between the heading and the following paragraph would visually tie the two together better. To make this change, you must first remove the margin above each paragraph.

- Select Box in the left hand list of CSS categories. Turn off the “Same for all” checkbox in the Margin area; type 0 in the Top box.

The window should now look like Figure 4-20. This action should remove any space that appears above paragraph tags.

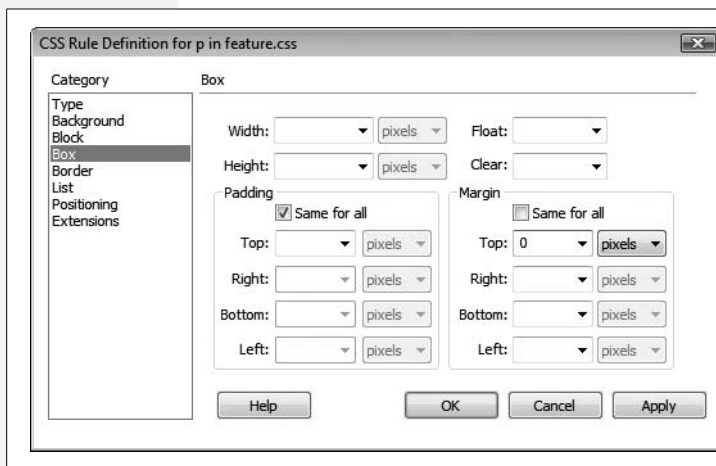


Figure 4-20:

To remove space that appears above a paragraph, a headline, or other block of text, set the top margin to 0. Changing the bottom margin value affects how much space appears below a paragraph.

- Click OK to close the Rule Definition window and finish editing the style.

The space between the headlines and the paragraphs hasn’t changed a bit. What gives? Paragraphs and headlines have space both above *and* below. The space you’re seeing is actually the *bottom* margin of the h2 tag.

Top and bottom margins have a peculiar feature: They don’t add up like 1+1=2. In other words, the bottom margin of the heading 2 isn’t added to the top margin of the paragraph in order to calculate the total space between the two blocks of text. Instead, a Web browser uses the margin with the *largest* value to determine the space between paragraphs (a lot of text layout programs, including word processors, share this property).

For example, say the h2 tag has a bottom margin of 12 pixels, while the paragraph following has a top margin of 10 pixels. The total space between the two isn’t 22 pixels (10+12)—it’s 12 pixels (the value of the larger margin). So, if you remove the top margin of the paragraph, the gap between the two blocks of text is still 12 pixels (the h2’s bottom margin). That’s exactly what’s happening here, so you need to modify the h2 style’s bottom margin to close the gap.

7. In the CSS Styles Panel, double-click the h2 style.

The Rule Definition window for the h2 style appears. As with the p tag style, you must go to the Box category to adjust margins.

8. Click the Box category in the left hand list of CSS categories. Turn off the “Same for all” checkbox in the Margin area and type 5 in the “bottom” box.

Removing the whole margin will make the h2 and paragraph seem too close together. 5 pixels is a good amount.

9. Click OK; choose File → Save All.

You can remove space between the lead headline and the paragraph that follows by repeating steps 7–9 for the h1 tag style.

Creating a Class Style

Now you’ll create a style to format the copyright notice at the bottom of the page. It’s inside a regular paragraph (<p> tag), so it’s getting all its formatting from the p tag style. Here’s an instance where you’d like to style a single paragraph, without affecting the other paragraphs on the page. A class style is perfect for this kind of specific styling task.

1. On the CSS Styles panel, click the New CSS Style button (+).

The New CSS Rule window opens. This time, you’ll create a class style rather than an HTML tag style.

2. Click the Class radio button. In the Name box, type *.copyright* (with a period before it).

Class styles always begin with a period.

Since you want to add the style to the external style sheet, you don’t need to do anything else in this dialog box; Dreamweaver already proposes storing it there.

Note: Some beginners think that whenever you create a new style, you also need to create a new external *Style Sheet*. On the contrary, you can—and should—store more than one style in a single external style sheet. In fact, if you’re creating a set of styles for an entire site, put them all in the same external style sheet.

3. Click OK.

The CSS Rule Definition window appears. You’ll add a few new properties to make this style look different from the rest of the text on the page.

4. In the size box, type 11; from the Weight menu, choose “bold”; and in the Color box, type #666666.

The smaller text and lighter gray color make the copyright less prominent on the page; the bold setting makes it stand out from the other paragraphs. Finally, you’ll add a line above the copyright to separate it from the page.

5. In the category list, click **Border**.

The CSS Rule Definition window now displays all the properties used to put a border around a style. In this case, you'll add a line above the copyright notice.

6. Click to turn off all three "Same for all" checkboxes. For the Top border, choose "dashed" from the Style menu, type *1* in the Width box, and type #999999 in the color box.

There are several different styles of borderlines, including dashed (see page 215 for the different types of borders). Lastly, you'll add a little space between the border and the text.

7. Click the **Box** category in the left hand list of CSS categories. Uncheck the "Same for all" box in the Padding area, and then type *10* in the Top box.

The window should look like Figure 4-21. While margins control the space between elements (like the gap between paragraphs), *padding* controls the space from the content to the content's border. In other words, adding padding pushes a border further away from the text (or other content) you're styling. You'll learn more about padding on page 216.

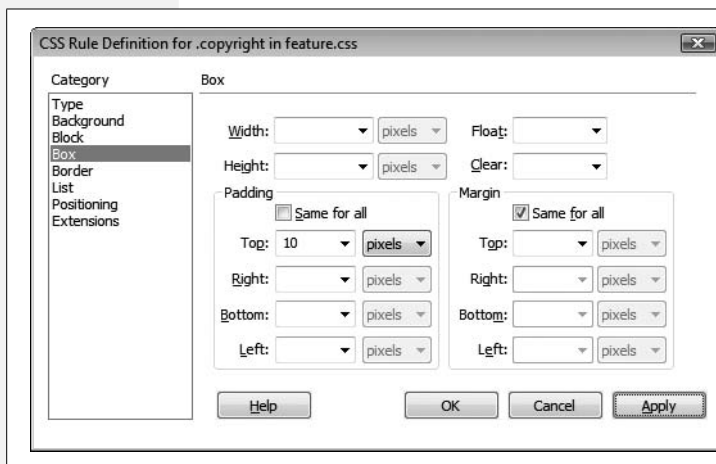


Figure 4-21:

The difference between padding and margin is subtle, but important. Both properties add space around the content that's being styled. And if you don't have a background color, image, or border, both properties pretty much act the same. However, when you do have a background color, image, or border, padding adds space between the content and the edge of the backgrounds and borders. Margins add space outside of the border and background.

8. Click **OK**.

The Rule Definition window closes, but this time, nothing's changed in the document window. Unlike HTML tag styles, class styles don't show up anywhere until you apply them by hand.

9. Scroll to the bottom of the page, and select the last paragraph with the copyright notice.

This action sets you up for applying the style. You can also just click anywhere inside the paragraph (without selecting any text) to apply a class style to it.

- From the Property inspector's Style menu, choose "copyright" (see Figure 4-22).

Boom—the copyright notice suddenly changes size, color, and grows a line above it. Magic. You may also notice that the copyright still uses the same font as the other paragraphs. In fact, it has "inherited" that font type from the p tag style—you'll learn about inheritance, an advanced CSS concept, on page 294.

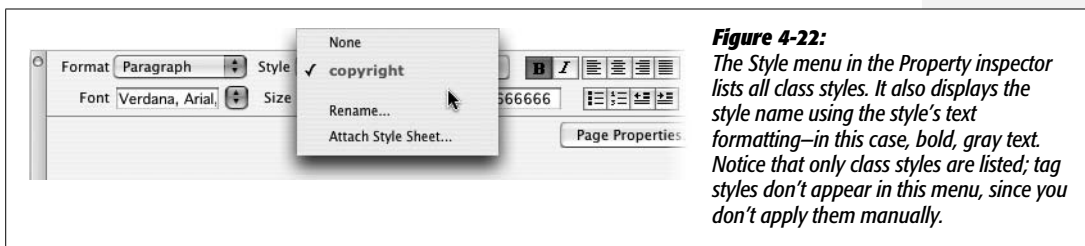


Figure 4-22:
The Style menu in the Property inspector lists all class styles. It also displays the style name using the style's text formatting—in this case, bold, gray text. Notice that only class styles are listed; tag styles don't appear in this menu, since you don't apply them manually.

Attaching an External Style Sheet

Now that you've created these styles, you may be wondering how you can use them on other pages—after all, that's the beauty of external style sheets. Once created, it's a simple process to add a style sheet to other pages in the site.

- Choose File → Save All; close the *confessions.html* Web page.

You'll need to open a new Web page to attach the external style sheet.

- Choose File → Open. In the Chapter04 folder, double-click the file *spice.html*.

This is another story for the *CosmoFarmer* Web site. It has no formatting yet, so you'll attach the external style sheet you just created.

- On the CSS Styles panel, click the Attach External Style Sheet button (see Figure 4-1).

The Link External Style Sheet window appears.

- Click the Browse button.

The Select Style Sheet dialog box appears.

- Navigate to the Chapter04 folder (or click the Site Root button), and then select the *feature.css* file.

Don't forget the Site Root button. It appears on every window in which you need to save, open, or select a file. It's a great shortcut to make sure you're working in the correct folder for your site.

- Click OK (Choose on Macs) to insert the path to the Link External Style Sheet window.

You can ignore the other settings in the Attach External Style Sheet window for now (they're described on page 303).

7. Click OK to attach the style sheet to the page.

Dreamweaver instantly formats the headlines and main text of the story. Pretty cool—and very efficient. You need to apply the *.copyright* class style only to the last paragraph on the page.

8. Scroll to the bottom of the page, and then click anywhere inside the paragraph with the copyright notice.

Next you'll add a style to the tag.

9. From the Style menu on the Property inspector, select “copyright” (see Figure 4-22).

This page is done. Time to view it.

10. Press F12 (Option-F12 on Mac) to preview the page.

Dreamweaver probably prompts you to save your files; go ahead and do that. The finished page should look something like Figure 4-23. If you'd like to compare your finished product to the professionally completed version, you'll find those pages in the Chapter04_finished folder in the tutorials folder.

Note: You may need to hit your browser's refresh button to see the most recent changes you made to the style sheet. This is one problem related to designing with external style sheets—they're often *cached* by a Web browser (see page 607). Normally that's a good thing—it means visitors to your site have to wait only once for the file to download. But when you're in the midst of a design, frantically switching back and forth between Dreamweaver and a Web browser preview, the browser might retrieve the older version of the external style sheet that's saved in its cache, rather than the newly updated file on your computer.

You can work around this problem: Open the Preferences window (Edit → Preferences [Dreamweaver → Preferences on Mac]); select the “Preview in Browser” category, and then turn on the “Preview using temporary file” box. Now, when you preview the page, Dreamweaver actually makes a temporary file on your computer that incorporates both the CSS and HTML of the page. This defeats a browser's cache so that now you're seeing the very latest changes. This setting has the added benefit of stopping Dreamweaver's annoying “You must save your file before previewing” dialog box each time you preview a page.

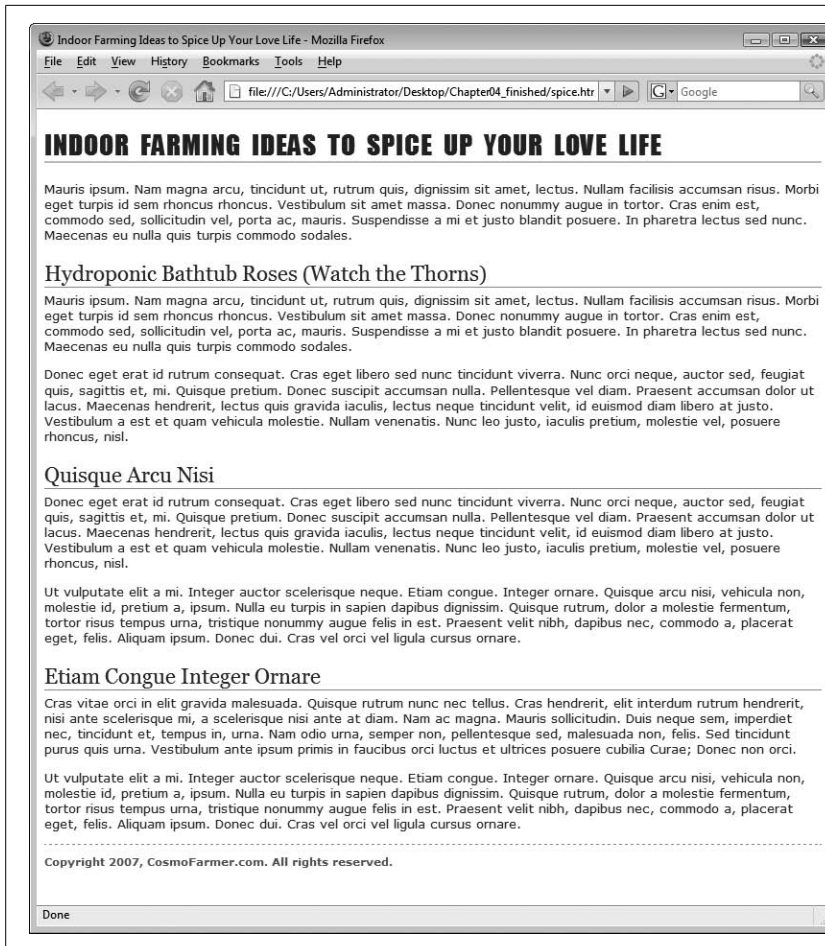


Figure 4-23: CSS offers a lot of design tools to produce beautiful typography for your Web pages. In addition, an external style sheet makes it fast and easy to consistently add style to hundreds of pages without much work.

Links

The humble hyperlink may not raise eyebrows anymore, but the notion that you can navigate a whole sea of information, jumping from one island of content to another with a simple click, is a very recent and powerful invention. Interested in a particular band? Go to Google.com, type in the band's name, *click* to go to its Web site, *click* to go to the page that lists its upcoming gigs, *click* to go to the Web site for the club where the band is currently playing, and *click* to buy tickets.

Although links are a basic part of building pages, and although Dreamweaver—for the most part—shields you from their complexities, they can be tricky to understand. The following section provides a brief overview of links, including some of the technical distinctions between the different types. The rest of the chapter helps turn you into a link-crafting maestro, with sections on formatting the appearance of your links and on creating a navigation menu.

Note: If you already understand links, or are just eager to start using Dreamweaver, jump to “Adding a Link” on page 159.

Understanding Links

A link is a snippet of code that gives a Web browser directions for how to get from one page to another on the Web. What makes links powerful is that the distance covered by those directions doesn't matter. A link can just as easily lead to another page on the same site as to a page on a Web server halfway around the globe.

Behind the scenes, a simple HTML tag called the anchor (`<a>`) tag makes each and every link work. Links come in three different flavors: *absolute*, *document-relative*, and *root-relative*. See page 157 for some examples of each link type in practice.

Absolute Links

When people want to mail you a letter, they ask for your address. Suppose it's 123 Main St., New York, NY 12001. No matter where in the country your friends are, if they write *123 Main St., New York, NY 12001* on an envelope and mail it, their letters will get to you. That's because your address is unique—just like an absolute link.

Similarly, every Web page has a unique address, called a *URL* (most people pronounce it “you are el”), or Uniform Resource Locator. If you open a Web browser and type *http://www.sawmac.com/dwcs3/index.html* into the address bar, the home page for this book opens.

This URL is an *absolute link*—it's the complete, unique address for a single page. Absolute links always begin with *http://*, and you'll use them any time you link to a Web page *outside of your own site*. An absolute link always leads to the same page, whether the link to it is on a page in the current site or an entirely different site.

The bottom line: use absolute links when you want to link to a page on another Web site.

Document-Relative Links

Suppose you, the resident of 123 Main Street, drop in on a couple who just moved into the neighborhood. After letting them know about all the great restaurants nearby, you tell them about a party you're having at your place.

When they ask you where you live, you could say, “I live at 123 Main St., New York, NY 12001,” but your neighbors would probably think you needed a little psychiatric help. Instead, you'd say something like, “Just go across the street and turn left. I'm the second house on the right.” Of course, you can't use these instructions as your mailing address, because they only make sense from your neighbor's house.

When you want to create a link from one Web page to another within the same Web site, you can use similar shorthand: a *document-relative link*. In essence, a document-relative link—like the directions you give your neighbor—simply tells the browser where to find the linked page *relative* to the current page. If two pages are in the same folder, for instance, the path is as simple as “Go to that page over there.” In this case, the link is simply the name of the file you wish to link to: *index.html*, for example. You can leave off all that *http://* and *www.sawmac.com* business, because you're already there.

Document-relative links can be finicky, however, because they're completely dependent on the location of the page containing the link. If you move the page to another part of the site—filing it in a different folder, for example—the link won't work. That's why working with document-relative links has traditionally been one of the most troublesome chores for Web designers, even though this kind of link is ideal for linking from one page to another in the same site.

Fortunately, Dreamweaver makes working with document-relative links so easy, you may forget what all the fuss is about. Whenever you save a page in a different folder—a maneuver that would normally shatter all document-relative links on the page—Dreamweaver quietly *rewrites* the links so they still work. Even better, using the program’s site management tools, you can cavalierly reorganize your Web site, moving files and folders without harming the delicate connections between your site’s files. Dreamweaver’s site management features are discussed in depth in Part 4.

Root-Relative Links

Root-relative links describe how to get from one page to another within the same site, just like document-relative links. However, in this case, the path is described relative to the site’s *root folder*—the folder that contains the home page and other pages, folders, and files that make up your site. (For a detailed description of the root folder and structuring a Web site, see Chapter 15.)

Imagine you work in a big office building. You need to get to a co-worker’s office in the same building for a meeting, so you call her for directions. She may not know the precise directions from your office to hers, but she can tell you how to get from the building’s entrance to her office. Since you both know where the building’s front door is, these directions work well. In fact, she can give the same directions to anyone else in the building, and since they know where the entrance is, they’ll be able to find her office, too. Think of the office building as your site, and its front door as the *root* of your site. Root-relative links always begins with a slash (/). This slash is a stand-in character for the root folder—the front door—of the site. The same root-relative link always leads to the same page, no matter where it is on your Web site.

UP TO SPEED

Parts of a URL

Each chunk of a URL helps a Web browser locate the proper Web page. Take the following URL, for instance: *http://www.sawmac.com/dwcs3/index.html*.

- **http://**. This portion specifies the *protocol*, the method the Web browser must use to communicate with the Web server. *HTTP* stands for *hypertext transfer protocol*. HTTP specifies a connection to a Web page, as opposed to protocols like *ftp* (for transferring files) and *mailto* (for email addresses).
- **www.sawmac.com**. This specifies the computer that’s dishing out the Web site in question—that is, it’s the address of the Web server. The *www* part identifies a Web site within the *domain* *sawmac.com*. It’s possible to have multiple Web sites in a single domain, such as *news.sawmac.com*, *secret.sawmac.com*, and so on.
- **/dwcs3/**. This is the name of a folder (also called a *directory*) on the Web server.
- **index.html**. This is the name of the actual document or file that the Web browser is supposed to open—the Web page itself. These are the HTML documents that Dreamweaver creates.

If you use Dreamweaver for all of your Web page development, you probably won't need root-relative links, but they can come in handy. For example, suppose you're asked to create a new page for an existing Web site. Your client gives you text, some graphics, and a list of the other pages on the site that this page needs to link to. The problem is, your client doesn't know where on the site the new page needs to go, and his Webmaster won't return your calls.

Fortunately, you can use root-relative links to solve this dilemma. Since these links work no matter where the page is on your site, you could complete the page and let the client put it where it belongs—the links will still work.

But there's one major drawback to using root-relative links in Dreamweaver: They don't work when you test them on your own computer. If you view a Web page sitting on your computer's hard drive, clicking a root-relative link in a Web browser either doesn't work, or produces only a "File not found" error. Such links work only after the files that contain them are moved to a Web server. Web servers understand root-relative links, but your personal computer doesn't. One solution to this problem is to install a Web server on your computer and put your site files inside it. This is the approach you take when building the dynamic sites discussed in Part 6 of this book.

Note: There's one exception to the "root relative links don't preview correctly" dilemma. Dreamweaver provides two ways of previewing a Web page: *with* a temporary file or *without* one. The temporary-file option has a couple of advantages: You can preview a page without having to save it first, and you can preview—on your local computer—any root-relative links you've created. To turn this feature on, open Preferences (Edit → Preferences or, on a Mac, Dreamweaver → Preferences), click the "Preview in Browser" category, and turn on the Preview Using Temporary File checkbox. Behind the scenes, Dreamweaver secretly rewrites root-relative links as *document relative* links whenever it creates a temporary file. If you see files in your site with weird names like TMP2zlc3mvs10.htm, those are the temporary files Dreamweaver creates. Feel free to delete them.

Unless you have a specific reason to use root-relative links (like your IT department says you have to), it's best to stick to document-relative links for your pages, but keep this discussion in mind. You'll see later that Dreamweaver's site management features use root-relative paths to track your site's files behind the scenes.

Note: Older versions of Dreamweaver also had trouble with root-relative links if the site wasn't located in the Web server root folder. For example, say your buddy gives you space on his Web server. He says you can put your site in a folder called *my_friend*, so your URL is *www.my_buddy.com/my_friend/*. In this case, your Web pages don't sit at the root of the site—they're in a folder *inside* the root. So a root-relative link to your home page would be */my_friend/index.html*. Before version 8 (the predecessor to CS3), Dreamweaver would write this file path as */index.html*. Dreamweaver 8 solved this problem, but only if you told it the correct URL of your site—*http://www.my_buddy.com/my_friend/*—in either the first screen of the New Site wizard (see step 3 on page 30), or in the HTTP address box on the Advanced tab of the New Site window (see Figure 5-1).

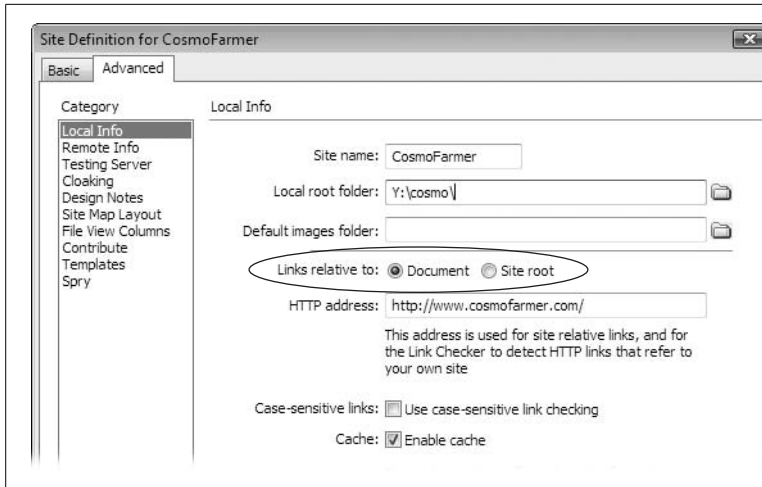


Figure 5-1: When defining a site in Dreamweaver, you can identify the URL of the site you're working on—its actual address on the Internet—using the HTTP address box. You can also tell Dreamweaver which type of link—document-relative or site root-relative—it should use when creating a link to another page on your site (circled). You can always return to this window if you want to change this option: Choose Site → Manage Sites, select your site, and then click Edit.

Link Types in Action

Figure 5-2 shows a Web site as it appears on a hard drive: folders filled with HTML documents and graphics. Here's a closer look at some links you might find on those pages, and how they might work.

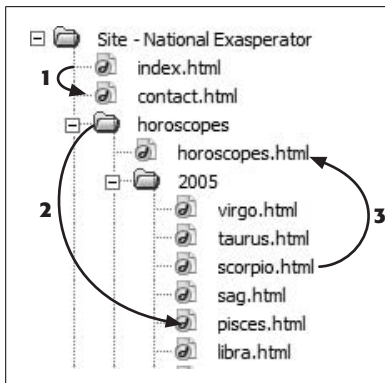


Figure 5-2: Here are a few examples of links for a fictitious Web site located at www.nationalexasperator.com. The three lines show the connections between the page you're linking from (where each line starts) and the page you're linking to (where each arrow ends).

Link from the Home page (*index.html*) to the Contact Us page (*contact.html*)

The home page document is usually called *index.html* or *index.htm*. (The exact name depends on the configuration of your Web server. Contact your Web host, or the person in charge of your Web server, to confirm the file name you need to use for your Web server.) You could create the link from it to the *contact.html* page—identified by the number 1 in Figure 5-2—using any of the three link types:

- **Absolute:** <http://www.nationalexasperator.com/contact.html>. What it means: Go to the Web site at www.nationalexasperator.com and download the page *contact.html*.

- **Document-Relative:** *contact.html*. What it means: Look in the same folder as the current page and download the page *contact.html*.
- **Root-Relative:** */contact.html*. What it means: Go to the top-level folder of this site and download *contact.html*.

Tip: If you can write an absolute URL, you can easily create a root-relative URL. Simply strip off the *http://* and the Web server name. In the example above, erasing the *http://www.nationalexasperator.com* in the absolute address leaves */contact.html*—the root-relative path.

Link from the Horoscopes page to the Pisces page

Now imagine you're building a Web page and you wish to link it to another page that's inside a subfolder on your site. Here's how you'd use each of the three link types to open a document that's nested in a subfolder (called 2005, in this case), as identified by the number 2 in Figure 5-2:

- **Absolute:** *http://www.nationalexasperator.com/horoscopes/2005/pisces.html*. What it means: Go to the Web site at *www.nationalexasperator.com*, look in the folder *horoscopes*, then in the folder *2005*, and download the page *pisces.html*.
- **Document-relative:** *2005/pisces.html*. What it means: From the current page, look in the folder *2005* and download the page *pisces.html*.
- **Root-relative:** */horoscopes/2005/pisces.html*. What it means: Go to the top-level folder of this site, look in the folder *horoscopes*, then in the folder *2005*, and download the page *pisces.html*.

Link from the Scorpio page to the Horoscopes page

Now suppose you're building a Web page that's in a deeply nested folder, and you want it to link to a document that's *outside* of its folder, like the link labeled 3 in Figure 5-2:

- **Absolute:** *http://www.nationalexasperator.com/horoscopes/horoscopes.html*. What it means: Go to the Web site at *www.nationalexasperator.com*, look in the folder *horoscopes*, and download the page *horoscopes.html*.
- **Document-Relative:** *../horoscopes.html*. What it means: Go up one level—outside of the current folder—and download the page *horoscopes.html*. In links, a slash / represents a folder or directory. The two dots (..) mean, "Go up one level," into the folder that *contains* the current folder. So to link to a page that's up two levels—for example, to link from the *scorpio.html* page to the home page (*index.html*)—you would use *../* twice, like this: *../../index.html*.
- **Root-Relative:** */horoscopes/horoscopes.html*. What it means: Go to the top-level folder of this site, look in the folder *horoscopes*, and download the page *horoscopes.html*.

Executive Summary

In short: Use absolute URLs to link *outside* your site, use document-relative links for links *within your site*, and avoid using root-relative links altogether.

Adding a Link

If all that talk of links got you confused, don't worry. Links *are* confusing, and that's one of the best reasons to use Dreamweaver. If you can navigate to a document on your own computer or anywhere on the Web, you can create a link to it in Dreamweaver, even if you don't know the first thing about URLs and don't intend to learn the details of how they're configured.

Browsing for a File

To create a link from one page to another on your own Web site, use the Property inspector's "Browse for File" button (see Figure 5-3) or its keyboard shortcut, as described in the following steps.

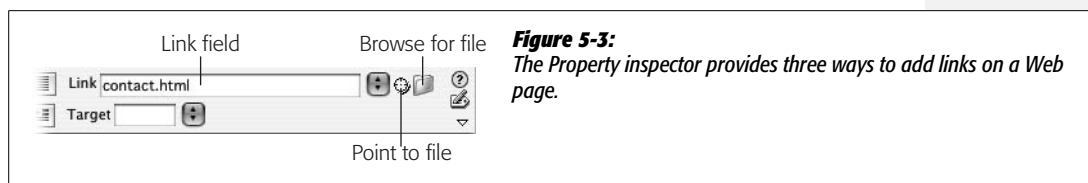


Figure 5-3:
The Property inspector provides three ways to add links on a Web page.

To browse for a file in Dreamweaver, you use the same type of dialog box that you use to open or save a file, making "Browse for File" the easiest way to add a link. (To link to a page on *another* Web site, you'll need to type the Web address into the Property inspector. Turn to page 163 for instructions.)

1. In the document window, select the text or image you want to use for the link.

You can select a single word, a sentence, or an entire paragraph. When this process is over, the selected words will show up blue and underlined (depending on your visitors' Web browser settings), like billions of links before them.

In addition, you can turn a picture into a link—a great trick for adding attractive navigation buttons.

2. In the Property inspector, click the folder icon—that's the "Browse for File" button.

Or, choose Modify → Make Link, or press Ctrl+L (⌘-L). In any case, the Select File dialog box opens (see Figure 5-4 for Windows, Figure 5-5 for Mac).

3. Navigate to and select the file you want the link to open.

The file should be a Web page that's part of your Web site. In other words, it should be in the local root folder (see the box on page 33), or in a folder therein.

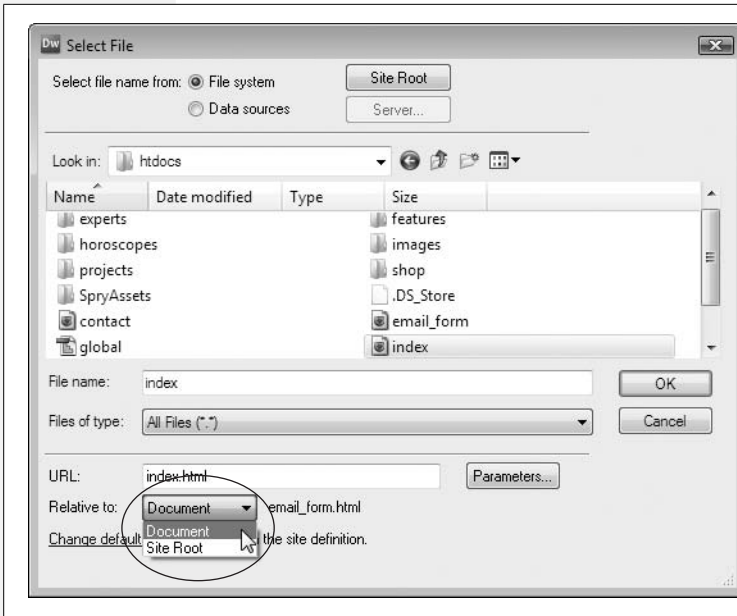


Figure 5-4: In Windows, the Select File dialog box lets you browse your computer to select the file you wish to link to. From the “Relative to” pop-up menu (circled), you can choose what type of link to create: Document- or Site Root–relative. You tell Dreamweaver which type of link to use in the Site Definition window, as described on page 562. If you find that your links aren’t working when you preview your pages, odds are you have the Site Root option set, or you’ve been selecting Site Root from the “Relative to” pop-up menu.



Figure 5-5: Every file in a Web site needs to be somewhere inside what’s called a local root folder (see the box on page 33). This master folder holds everything on the site, including other folders with other files. Because it’s so central to your Web files, Dreamweaver CS3 adds a “Site Root” button (circled) to every window that requires selecting or saving a file. (This example shows what you see on a Mac; on Windows computers, the button’s at the top of the window as shown in Figure 5-4.) Click this button and you jump straight to your site’s root (which lets you know where you are on your hard drive), making it easy to navigate to the file you need.

If you try to link to a file *outside* the root folder, Dreamweaver alerts you to this problem and offers to copy the file to the root folder. Accept the offer. Remember: To a Web site, the root folder is like the edges of the known universe—nothing exists outside it.

4. Make sure the correct type of link—Document or Site Root—is selected from the “Relative to” menu.

As noted earlier in this chapter, document-relative links are the best choice. Root-relative links (which is actually short for *Site Root–relative links*) don’t work when you preview the Web site on your own computer. (They do, however, work once you move them to your Web server.)

Tip: You can skip step 4: Just set the type of link you want in the Site Definition window, and then forget about it. Dreamweaver always uses the link type you specified here. See Figure 5-1 for details.

5. Click OK (Windows) or Choose (Mac) to apply the link.

The text or image now links to another Web page. If you haven’t yet saved the other Web page into your site, Dreamweaver doesn’t know how to write the document-relative link. Instead, it displays a dialog box saying that it will assign a temporary path for the link until you save the page—see the box on page 169.

After you apply a link, linked text appears underlined and colored (using the color defined by the Page Properties window, which is shown in Figure 1-18). Images have a blue borderline around them. If you want to take the link for a spin, press F12 (Option-F12 on a Mac) to preview the page in your browser, where you can click the link.

Tip: To get rid of the ugly blue border around linked images, create a CSS style for the tag (see page 117) and set its border style to “none” (see page 215). The tutorial at the end of this chapter has an example of this on page 187.

Using the Point-to-File Tool

You can also create links in Dreamweaver by dragging from the Property inspector to the Files panel (shown in Figure 5-6). If your site involves a lot of links, learning to use the Point-to-File tool will save you time and energy.

To use this trick effectively, position your document window and Files window side by side, as shown in Figure 5-6.

1. In the document window, select the text or image you want to turn into a link.

Make sure that both the Property inspector and Files window are open. To open the Property inspector, choose Window → Properties. To open the Files window, choose Window → Files. (Before using the Files window, you need to create a local site, as described on page 28.)

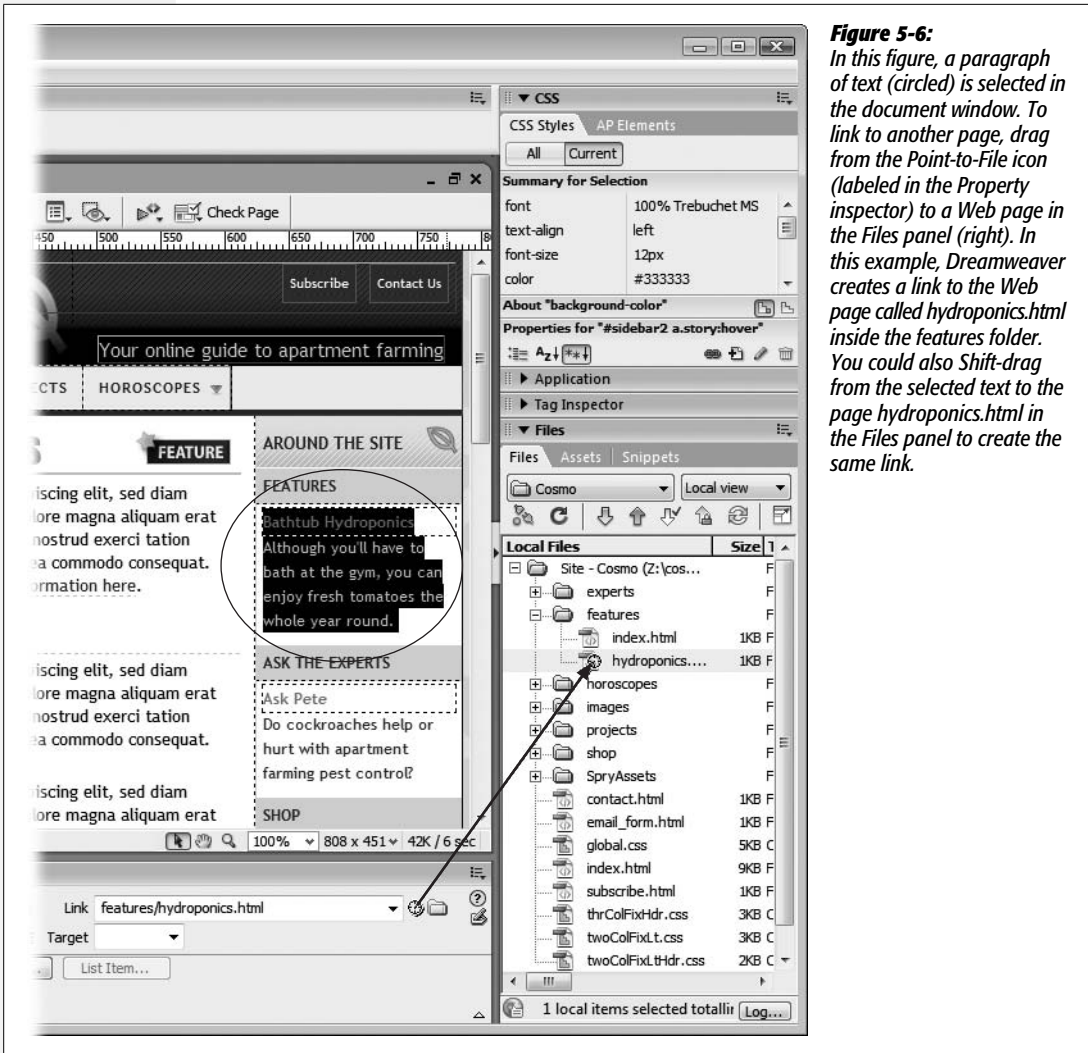


Figure 5-6: In this figure, a paragraph of text (circled) is selected in the document window. To link to another page, drag from the Point-to-File icon (labeled in the Property Inspector) to a Web page in the Files panel (right). In this example, Dreamweaver creates a link to the Web page called *hydroponics.html* inside the *features* folder. You could also Shift-drag from the selected text to the page *hydroponics.html* in the Files panel to create the same link.

2. Drag the Point-to-File icon from the Property inspector onto a Web page in the Files window (see Figure 5-6).

Or you can Shift-drag the selected text or image in the document window to any Web page in the Files panel, bypassing the Property inspector altogether.

3. After dragging over the correct Web page, release the mouse button.

The selected text or image in your Web page turns into a link to the file you just pointed to.

Tip: You can also drag a file from the Files panel into the Link box (in the Property inspector) to link to it.

Typing (or Pasting) the URL or Path

If you need to link to another Web site, or you feel comfortable with how document-relative links work, you can also simply type the URL or path to the page into the Property inspector. Note that this manual insertion technique and the hyperlink object tool discussed next are the *only* ways to add links to pages outside the current Web site.

1. In the document window, select the text or image you want to make into a link.
2. In the Property inspector, type the URL or path to the file into the Link field (see Figure 5-3).

If the link leads to another Web site, type an absolute URL—that is, a complete Web address, starting with *http://*.

Tip: An easier approach is to copy a complete URL—including the *http://*—from the address bar in your browser window and paste it into the Link field.

To link to another page on your own site, type a document-relative link (see page 157 for some examples). Letting Dreamweaver write the correct path using the browsing or point-to-file techniques described above is a good way to avoid typos. But typing the path can come in handy when, say, you want to create a link to a page you haven't yet created.

Tip: If you're adding an absolute link to a Web site without specifying a Web page, add a final forward slash (/) to the address. For example, to link to Yahoo, type *http://www.yahoo.com/*. The final slash tells the Web server that you're requesting the default page (home page) at Yahoo.com.

Although leaving out the slash works, too (*http://www.yahoo.com*), the server has to do a little extra work to figure out which page to send back, resulting in a slight and unnecessary delay.

Also include the final slash when you provide a link to the default page inside a folder on a site, like this: *http://www.sawmac.com/dwcs3/*.

FREQUENTLY ASKED QUESTION

Targeting Links

What's the Target menu in the Property inspector for?

The Target menu has nothing to do with the accuracy of your links, nor with shooting ranges. It deals with how the destination page appears when you click a link.

The new page can appear (a) right in the browser window, just the way most links work; (b) in a new browser window (choose the *_blank* option); or (c) in a different *frame* on

the same page (for details about this increasingly obsolete technology, see the online-only chapter about frames, located at *www.sawmac.com/missing/dw8/appc.pdf*).

_blank is pretty much the only option used these days, but be careful if your pages use the "Strict" forms of HTML 4.01 and XHTML 1.0 (see page 37): The Target attribute is not valid code for those types of documents.

3. Press Enter (Return) to apply the link.

The text or image now links to another Web page.

Using the Hyperlink Object

Dreamweaver provides yet another way to add a link. The Hyperlink object on the Common tab of the Insert bar (Figure 5-7) lets you insert a link with many optional properties. It's only real benefit is that it lets you add text and a link in one step (instead of adding text to the page, selecting it, and *then* applying a link). It also makes it easy to add a "title" property; browsers display link titles as small pop-up tooltips, so this is one way to provide additional information about a link to site visitors. Unfortunately, this tool only works with text (not graphics) and some of the optional properties don't work in all browsers.

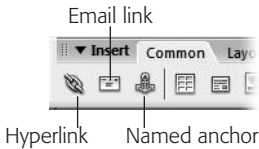


Figure 5-7:

The Common tab of the Insert bar includes three link-related objects: the Hyperlink (for adding links), the Email link (for adding links for email addresses), and the Named anchor (for adding links within a page).

If you're still interested, here's how it works. Start by clicking on the page where you wish to insert a link. Then:

1. Choose Insert → Hyperlink or click the chain icon on the Insert bar.

The Hyperlink dialog box opens (see Figure 5-8). If you want to apply a link to text already on the page, select it first, then choose Insert → Hyperlink.

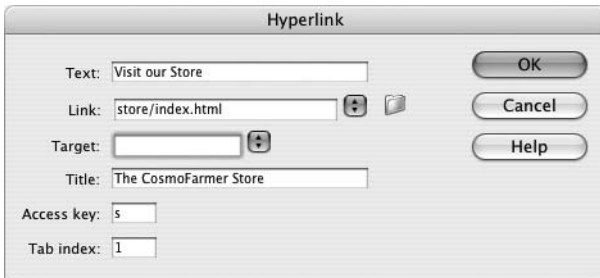


Figure 5-8:

To apply the optional properties in this dialog box to an image or existing text, you have a couple of options. You can go into Code view (as described in Chapter 10) and hand edit the HTML, but it's easier to use the Tag inspector to access all the properties available to a particular link. (For details, see page 386.)

2. In the Text box, type the text you want to appear on the page.

Whatever you type here is what you'll see on the page, and what your audience will click to follow the link. If you previously selected some text on the page, it shows up in the Text box automatically.

3. Click the folder icon and search for the page you want to link to.

Alternatively, you can type a URL in the Link box.

4. Set the target for the link.

If you want the link to open in the same window—like most links—don't select anything. To make the page open in a new window, select the `_blank` option (see page 163 for more on targeting a link).

The last three options are more interesting.

5. Type a title for the page you're linking to.

This property is optional. Most Web browsers display this property in a small tooltip window when you move your mouse over the link.

6. Type a key in the “Access key” box.

An *access key* lets you trigger a link from your keyboard. Internet Explorer, Netscape 6 and later, Safari, and Firefox understand this property in conjunction with the Alt key (Control key on a Mac). For example, if you type *h* in the “Access key” box, then a visitor to your page can press Alt+H (Control-H) to mouselessly open that link. Of course, unless people who visit your site are psychic, it's a good idea to provide instructions by adding the access key information next to the link itself: Home Page (Alt+H).

7. In the “Tab index” box, type a number for the tab order.

In most newer browsers (Internet Explorer, Firefox, Safari, and Opera, to name a few), you can press the Tab key (Option-Tab in Safari) to step through the links on a page (and boxes on a form). This feature not only provides useful keyboard control of your Web browser, but it's also important for people who can't use a mouse due to disabilities.

Normally when you press Tab, Web browsers highlight links in the order in which they appear in the page's HTML. The Tab index, by contrast, lets *you* control the order in which links light up as visitors tab through them. For example, you can make your main navigation buttons the first things that are highlighted when someone presses Tab, even if they aren't the first links on the page.

For the first link in order, type *1* here. Number other links in the order you want the Tab key to follow. If you aren't concerned about the order of a particular link, leave this option blank or type *0*. The Web browser will highlight that link after the visitor has tabbed through all links that *do* have a Tab index.

Adding an Email Link

If you want to invite your site visitors to email you, then an *email link* is the perfect solution. When someone clicks an email link, her email program launches automatically, and a new message opens with your email address already in the To field. She can then just type her message and send it off.

An email link looks like this: `mailto:plants@cosmofarmer.com`. The first part (*mailto*) indicates the type of link, while the second part (`plants@cosmofarmer.com`) specifies the email address.

EXTENSION ALERT

QuickLink Is Quick Work

Dreamweaver makes it easy to add innovative commands and tools—including those written by independent, non-Adobe programmers—to your copy of the program. You can read a lot more about these add-on programs, called *extensions*, in Chapter 21.

When you're working with links, one extension that really comes in handy is called QuickLink. Created by renowned Dreamweaver guru Tom Muck, this extension instantly turns text into either a *mailto* or an *absolute* URL. You can find QuickLink at www.tom-muck/extensions/.

Once you've installed this extension, here's how it works: Suppose you paste the text, "You can download the free PDF viewer at www.adobe.com." To turn www.adobe.com into a real link, you can either select the text and then go to the Property inspector and type <http://www.adobe.com/>,

or—with QuickLink—simply select the text and choose Commands → QuickLink. QuickLink writes the proper code in the Property inspector, including the initial (and mandatory) *http://*, even if those characters were missing from the original text. (Note that this extension has one small bug: After you install it, the QuickLink command will appear *twice* in the Commands menu. Either option works.)

QuickLink also converts email addresses to proper *mailto* links: Just select the email address (*missing@sawmac.com*, *say*), apply the QuickLink command, and watch as the extension automatically inserts the correct code (*mailto:missing@sawmac.com*) into your page.

For even faster action, create a keyboard shortcut for this command; Shift+Ctrl+L is a good one. (See page 733 for more on keyboard shortcuts.)

Note: Email links work only if the person who clicks the link has an email program set up and running on his computer. If someone visits your site from a computer at the public library, for example, he might not be able to send email. If this drawback troubles you, you can also collect information using a *form* (as discussed in Chapter 11), a feedback method that has neither the limitations nor the easy setup of an email link.

You can create an email link much the way you'd create any other Dreamweaver link: by selecting some text or an image and typing the *mailto* address, as shown above, into the Link field in the Property inspector. To simplify this process, Dreamweaver has a quick method of inserting an email link:

1. On the Common tab of the Insert bar, click the Email link icon, which looks like an envelope (see Figure 5-7).

Alternatively, choose Insert → Email link. Either way, if you've already typed the text (*Email me!*) on your Web page, select it first. The Email Link dialog box opens (see Figure 5-9).



Figure 5-9: The Email Link dialog box lets you specify the text that appears on the Web page and the email address for a *mailto* link. You can also select some text you've already added to the document and click the Email Link icon on the Objects panel. The text you selected appears in the Text field in this dialog box.

2. In the Text field, type the text that you want to appear on the Web page.

This text can indicate the link's purpose, like *Email the Webmaster*. (If you select text in the document first, it automatically appears in the Text field.)

3. Type an email address into the E-Mail field.

This is the address that appears in your visitors' email program when they click the link. (You don't have to type *mailto:*—Dreamweaver adds it automatically.)

4. Click OK.

Dreamweaver adds the text to the page, complete with a mailto link.

Note: Some people don't add email links to their Web sites because they're afraid of spammers' automated programs that search the Web and collect email addresses. There are some tricks to fool these "spambots," but spammers have figured most of them out. The fact is, spammers can attack even "Contact Us" Web forms. If you're absolutely obsessed with never being spammed, then leave your email address off your site. However, many businesses rely on people contacting them for more information, and the harder you make it for a legitimate visitor to contact you, the fewer legitimate contacts you'll receive—after all, you wouldn't have much of a freelance design business if you never provided a way for someone to contact you. Your best bet is to let the spam come, but add a spam filter to your email program to separate the wheat from the chaff.

Linking Within a Web Page

Clicking a link usually loads a Web page into the browser window. But what if you want to link not only to a Web page, but to a specific *spot* on the page? See Figure 5-10 for an example.

Introducing the *named-anchor link*, a special type of link that's designed to auto-scroll to a particular spot on a particular page.

Phase 1: Creating a Named Anchor

Creating a named-anchor link is a two-step process: First you add and name an anchor on the page that you're linking to, thus identifying the destination for the link; then you add a link that goes to that named anchor. For instance, in the Table of Contents page example shown in Figure 5-10, you would place a named anchor at the beginning of each chapter section.

To create a named anchor:

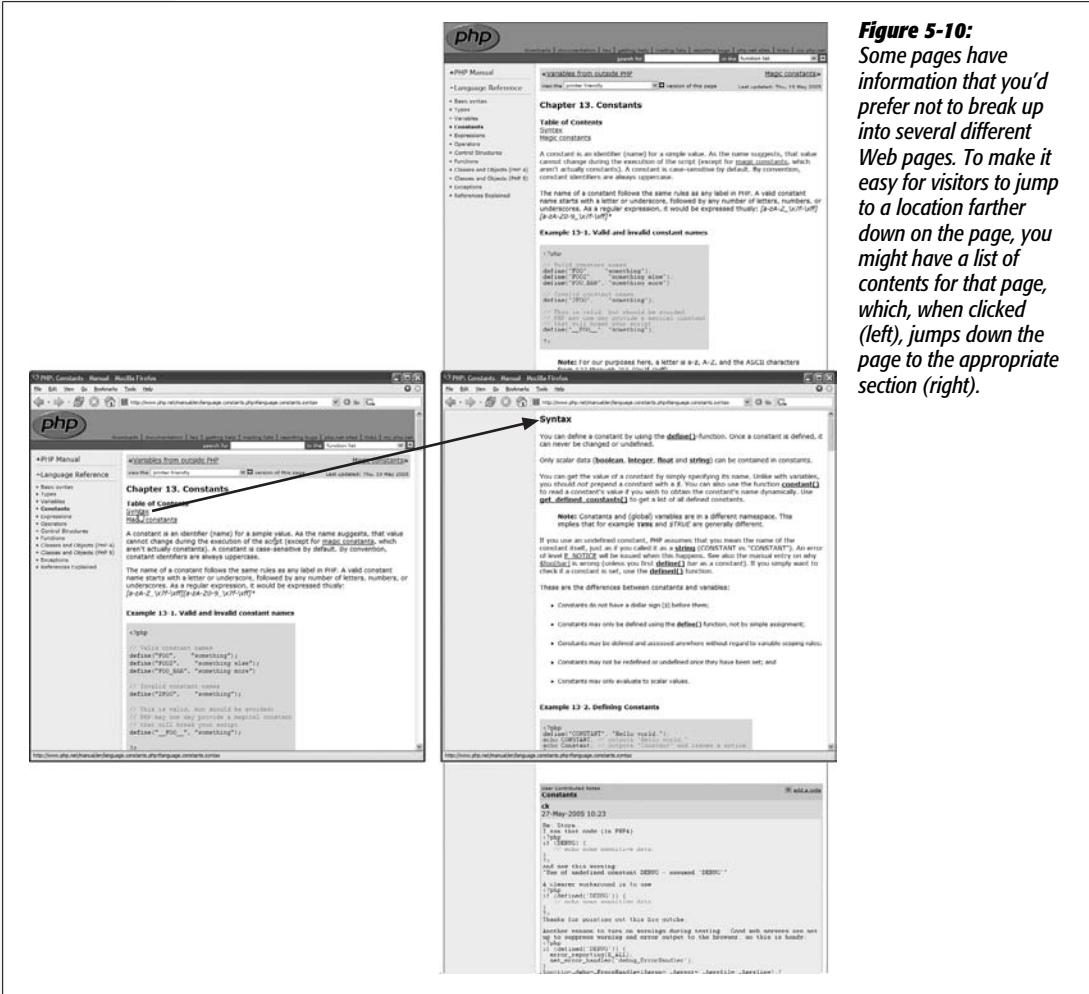
1. In the document window, click where you want to insert the named anchor.

The named anchor is the place where you want the link to jump to.

2. Insert a named anchor.

You can do so using any of three methods: Choose Insert → Named Anchor; press Ctrl+Alt+A (⌘-Option-A); or, from the Insert bar, select the Common tab and click the Named Anchor icon (see Figure 5-7).

Figure 5-10: Some pages have information that you'd prefer not to break up into several different Web pages. To make it easy for visitors to jump to a location farther down on the page, you might have a list of contents for that page, which, when clicked (left), jumps down the page to the appropriate section (right).



3. Type the name of the anchor in the Insert Named Anchor dialog box.

Each anchor on a page should have a unique name, something short and easy to remember. No spaces or punctuation marks are allowed. If you violate any of these rules, Dreamweaver will remind you with an error message and strip out the offending characters.

4. Click OK to insert the named anchor.

You'll see a gold shield with an anchor on it at the point where you created the anchor. Click this icon to show the name of the anchor in the Property inspector. (If you don't see it, see page 171 for details on hiding and showing anchors.)

The Named Anchor icon (the gold shield) is the key to removing or editing the anchor later: just click the icon and press Delete to get rid of it, or click it and change its name in the Property inspector. (Deleting the name in the Property inspector deletes the anchor from the page.)

FREQUENTLY ASKED QUESTION

The Mysterious Triple Slashes

Why do my links start with file:///?

Links that begin with `file:///` (`file:///D:/missingmanual/book_site/cosmo/subscribe.html`, for example) aren't valid links on the Web. Rather, they're temporary addresses that Dreamweaver creates as placeholders for links to be rewritten later. (A `file:///` path tells Dreamweaver where to look for the file on your computer.) You'll spot these addresses when you add document-relative links to a page that hasn't been saved, or when working with files that are outside of your site's local root folder.

Suppose you're working on a Web page that will contain your company's legal mumbo-jumbo, but you haven't yet saved it. After adding a document-relative link to your home page, you notice that the path displayed in the Property inspector's Link field begins with `file:///`. Since your legal page hasn't yet been saved and therefore doesn't yet have a folder location, Dreamweaver can't create a link telling a browser how to get from it to the home page. So Dreamweaver creates a temporary link, which helps it keep track of which page to link to. Once you save the page somewhere

in the site, Dreamweaver rewrites the link in proper document-relative format, and the `file:///` disappears.

Likewise, when you work with files that are outside of the local root folder, Dreamweaver can't write a proper link. (Any folder outside of the local root folder isn't part of the Web site, and there's no way to write a correct link from nowhere to somewhere.) So, if you save a page *outside* of the local root folder, Dreamweaver writes all document-relative links on that page as file paths beginning with `file:///`. To avoid this invalid link problem, always save your Web pages *inside* the local root folder or in a folder inside of the local root folder. To learn more about root folders and Web sites, see Chapter 15.

When you *link to* a page—or add an image (Chapter 6)—that's stored outside of the local root folder, Dreamweaver has the same problem. However, in this instance, Dreamweaver gives you the option of copying the out-of-bounds file to a location of your choosing within the root folder.

Phase 2: Linking to an Anchor

Creating a link to a named anchor isn't all that different from linking to a Web page. Once you've created and named an anchor, you can link to it from within the same Web page, or from a different page.

To link to an anchor on the same page:

1. **In the document window, select the text or image you want to make into a link.**

For example, drag across some text, or highlight a graphic.

2. **In the Property inspector's Link field, type #, followed by the anchor name. (Alternatively, use the Point-to-File icon, as shown in Figure 5-11.)**

The # sign indicates that the link goes to a named anchor. In other words, if you wish to link to an anchor named *directions*, the link would be `#directions`.

You can also link from one Web page to a particular location on another Web page in your site. The process is the same as linking to an anchor on the same page, except that you have to specify both the path to the Web page and the name of the anchor:

1. **In the document window, select the text or image you want to turn into a link. In the Link field of the Property inspector, type or choose the URL or path of the page you wish to link to.**

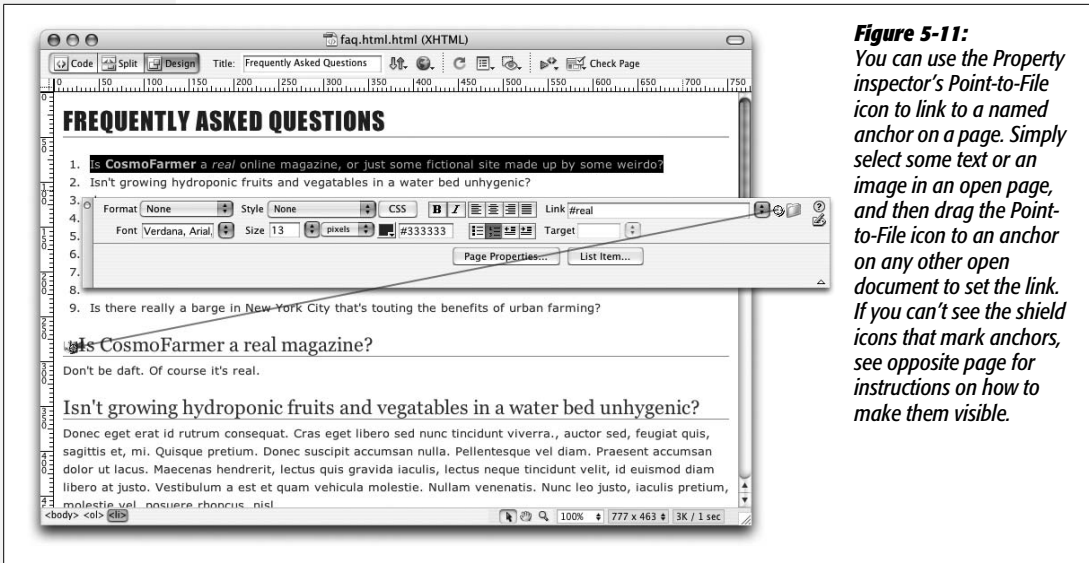


Figure 5-11: You can use the Property inspector's Point-to-File icon to link to a named anchor on a page. Simply select some text or an image in an open page, and then drag the Point-to-File icon to an anchor on any other open document to set the link. If you can't see the shield icons that mark anchors, see opposite page for instructions on how to make them visible.

FREQUENTLY ASKED QUESTION

Adding Objects to the Favorites Tab

Help! I'm tired of wading through so many tabs to find all my favorite Dreamweaver objects. How can I see all of my most used objects in one place?

Dreamweaver includes a marvelous productivity tool: the Favorites tab. It lets you collect your most used objects into a single place, without any interference from HTML tags and objects you never use. Maybe you use the Email link object on the Insert bar all the time, but never touch the Named anchor object.

To add objects to the Favorites tab, right-click (Control-click) anywhere on the Insert bar. From the shortcut menu, choose Customize Favorites to open the Customize Favorite Objects window. All of the objects available in all of the Insert bar categories appear in the left-hand list. Select an object and click the << button to add it to your Favorites. (You can view the objects for just one category by selecting the category from the "Available objects" menu.) Repeat with other objects, if you like.

To rearrange the order of the toolbar buttons, click one and then click the up or down arrow to move it left or right on the toolbar. (Buttons at the top of the list appear on the left side of the Insert bar.) You can even use the Add Separator button to insert a thin gray line between buttons on the Insert bar—to separate one group of similar objects (graphic-related objects, say) from another (such as form objects). Unfortunately, you can't group Favorite objects into submenus. Each item you add is a single button on the Insert bar.

To delete a button or separator from the list, select it and then click the Trash icon. Click OK to close the window and create your new list of Favorite objects, which are now available under the Favorites tab of the Insert bar.

After you've created your Favorites tab, you can always add more objects (or delete ones you no longer need) by right-clicking (Control-clicking) the Insert bar and choosing Customize Favorites from the shortcut menu.

You can use any of the methods described above: browsing, point-to-file, or typing the path. Unfortunately, if you browse to select the linked file, Dreamweaver doesn't display any anchors on that page, so you need to perform one extra step.

2. Click at the end of the URL or path. Type # followed by the anchor name.

The Link field should look something like this: `contact.html#directions`.

Tip: You can link to any tag that has an ID applied to it, just as you'd link to a named anchor. For example, say you have a headline with an ID of "compost" applied to it, like this: `<h1 id="compost">`. You could link to that headline using the link of #compost. (You'll learn about IDs on page 284.)

Viewing and Hiding Anchors

A named anchor isn't visible in a Web browser; it appears in Dreamweaver as an anchor-on-a-gold-shield icon. Like other invisible elements—line breaks, for instance—you can hide named anchors in Dreamweaver by choosing View → Visual Aids → Invisible Elements, or choosing Visual Aids → Invisible Elements from the Visual Aids menu in the toolbar (see Figure 9-12 on page 324). (If anchors still don't appear, visit the Preferences window, pictured in Figure 1-15, and in the Invisible Elements category, make sure the Anchor box is turned on.)

FREQUENTLY ASKED QUESTION

Anchors Away

When I click a link to an anchor, the Web browser is supposed to go to the page and display the anchor at the top of the browser window. But sometimes the anchor appears in the middle of the browser. What's that about?

Web browsers can't scroll beyond the bottom of a Web page, so an anchor near the bottom of a page sometimes can't move to the top of the browser window. If one of your

own Web pages exhibits this problem, the fix is simple: create a style for the `<body>` tag and add *bottom padding* (page 332). This adds space between the bottom of the page and the last bit of content on the page, so the browser can scroll the page all the way to the anchor.

Modifying a Link

At some point, you may need to change or edit a link. Perhaps the URL you were linking to has changed, or you simply no longer need that link.

Changing a Link's Destination

As you'll read in Part 4, Dreamweaver provides some amazing tools for automatically updating your links so that your site stays in working order, even if you move files around your site. But even Dreamweaver isn't smart enough to know when a page on someone *else's* Web site has been moved or deleted. And you may decide you simply need to change a link so that it points to a different page on your own site. In both of these cases, you'll need to change the links on your Web pages by hand:

1. Select the text link or picture link.

The existing link path appears in the Link field in the Property inspector.

2. Use any of the techniques described on page 159 for specifying the link’s target.

For example, click the “Browse for File” button in the Property inspector and locate a different Web page in your site. The destination of the link changes to the new URL, path, or anchor.

Removing a Link

Sometimes, you want to stop a link from linking—when the Web page you were linking to no longer exists, for example. You want the text or image on your Web page to stay the same, but you want to remove the disabled link. In that case, just select the link text or image and then use one of these tactics:

- Choose Modify → Remove Link, or press Ctrl+Shift+L (⌘-Shift-L).
- Delete the text in the Link field of the Property inspector and press the Enter or Return key.

The text or image remains on your Web page, but it no longer links to anything. If it’s a text link, the color changes from your site’s link color to the normal text color for the page.

Of course, if you’re feeling particularly destructive, you can also delete the link text or image itself; doing so also gets rid of the link.

Styling Links

You can control the basic look of links from the Links category of the Page Properties window (Figure 5-12). To open it, choose Modify → Page Properties, press Ctrl+J (⌘-J), or click the Page Properties button in the Property inspector (this button’s only visible when either nothing is selected on the page or text is selected.)

The top set of options—font, size, bold, italic—set basic formatting for every link on the page. The next group of options set the color of links under specific conditions. Web browsers keep track of how a visitor interacts with links on a page: for example, whether he’s moving his mouse over the link. Each link can be in one of four different modes (called *states*): a plain unvisited link is just called a *link*; a link to a page the visitor has already been to (this is determined by the browser’s pages-viewed history) is called a *visited* link; a link that the mouse is currently over is technically called a *hover* state (but Dreamweaver refers to it as a *rollover* link); and a link that’s in the process of being clicked is known as an *active* link.

Each of these states provides useful information to a visitor, and you can style each one individually. In most Web browsers, a plain link normally appears blue until you visit the page it links to—then that link turns purple. This helpful color coding lets a visitor quickly determine whether to follow a link: “Hey, there’s a page I haven’t seen,” or, “Been there, done that.”

The rollover (or hover) link is particularly useful in instructing visitors that they can click the link, and it also provides a lot of creative design potential. For example, you

can completely change the look of a link when a visitor mouses over it, including changing the color, adding a background image (page 217), or changing its background color (page 217). Finally, an *active* link is for that fleeting moment between when a visitor clicks a link and releases the mouse button. It happens so fast that it's usually not worth spending too much time formatting the active link state.

The Page Properties (Figure 5-12) window lets you change the color for each of these different link states. In addition, the “Underline style” menu lets you control whether a line always appears beneath a link (this is normally how Web browsers display text links); never appears beneath links; only appears when you move your mouse over a link; or appears normally but disappears when the mouse is moved over the link. Since Web surfers are accustomed to thinking of underlined text as a big “CLICK ME” sign, think twice before removing underlines from links. Without some clear indication that the text is a link, visitors may never see (or click) the links on your page.

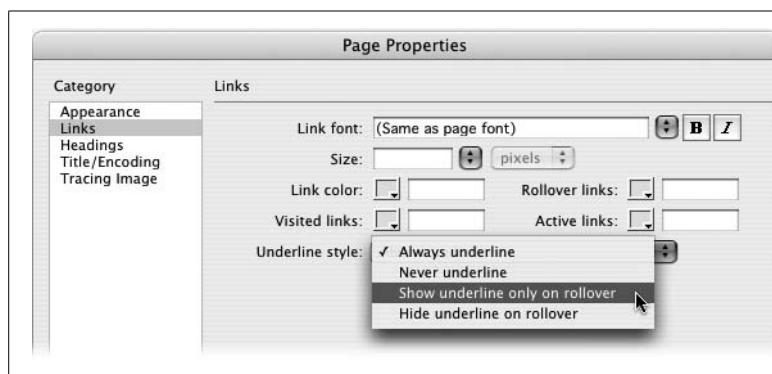


Figure 5-12: The Page Properties window lets you set basic properties for a Web page, including the font, color, and size of links. This window is mainly a shortcut for creating CSS styles.

One problem with using the Page Properties window to set link properties is that those settings only apply to the current page. To share the same settings with other pages, you'd have to visit the Page Properties window on each of those pages. Fortunately, there's a better method: an external style sheet (see page 115 if you don't know what an external style sheet is). In fact, the Page Properties window actually creates CSS styles to format links; it's just that Dreamweaver creates those styles in the page itself using an internal style sheet (page 115). If you use the Page Properties window for one page, you can export those styles or even drag them into an external style sheet. (These style management techniques are discussed on page 291). Another method is to bypass the Page Properties window altogether and create CSS link styles from scratch—a method you'll learn about in the next section.

CSS and Links

Using the CSS Styles panel to create styles for your links gives you access to many more formatting options besides font, color, and size. In fact, nearly every CSS property can be applied to links. For example, all of the text options discussed on

page 132—font size, weight, variant, letter spacing, and so on—can be used to format a link. In addition, you can add a border (page 215) and a background color (page xx) to a link to make it look like a button.

To format the general look of all links, create a tag style (page 116) for the <a> tag (the tag used to create links) using the instructions starting on page 117. Alternatively, you might want a different look for a particular link (for example, you might want that “Buy Now!” link to be bigger and bolder than other links on the page). In that case, you can create a class style (page 116) and apply it directly to that link.

To control how a link looks for the different states (link, visited, hover, and active), you need to dip a little deeper into the CSS pool and use what’s called a *pseudo-class*. As you’ve read, a selector is merely the part of a style that instructs a browser where to apply a style—*h1* is the selector for formatting every Heading 1 paragraph, for example. When you select Advanced in the New CSS Rule menu, Dreamweaver lets you select one of four *pseudo-classes*, each of which refer to a different type of link, as shown in Figure 5-13. These four options (a:link, a:visited, a:hover, and a:active) correspond to the types of links in the Page Properties window.

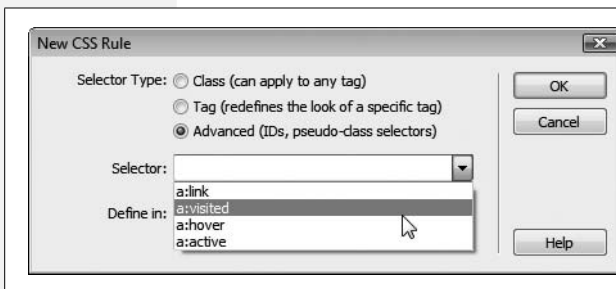


Figure 5-13:

Dreamweaver includes four advanced selector types in the Selector menu, which control how a link looks under different conditions. To make sure the style applies to links throughout your site, make sure you save it in an external style sheet as described on page 119.

To use a pseudo-class, click the Advanced button in the New CSS Rule menu, and then choose the appropriate selector from the Selector drop-down menu. For example, to format how a link looks when the mouse moves over it, choose a:hover. You don’t have to set all four pseudo-classes: If you’re not interested in how your links look during the nano-second it’s being clicked, then skip the a:active option. If you want to set more than one of these pseudo-classes, you must create them in the order that they appear in the menu. (A helpful mnemonic for remembering this rule is LoVe HAtE—that is, :link comes before :visited, which comes before :hover, which comes before :active.)

Note: Firefox and Safari understand an additional pseudo-class related to links: a:focus. This selector applies when a visitor uses their keyboard to navigate to different links on a page. Pressing the Tab key highlights a link on a page. Each time you press the Tab key you jump to the next link—when a link is highlighted in this way it’s given “focus.” So if you want links to look different (at least in Firefox and Safari) when someone presses the Tab key to access them, use the a:focus selector.

Using these styles, you can make your link text appear red and underscored before it’s clicked, twice as large when the mouse moves over it, purple boldface when

clicked, and pale pink after it's been visited. (Granted, you might never be hired to do Martha Stewart's Web site, but you get the point.)

Note that these link pseudo-classes have one drawback: setting them affects *all* links on a page. In that respect, they're like tag styles.

If you want to apply a style to only certain links on a page, here's what to do: create a new style (click the + button in the Styles panel, for example); click the Advanced radio button in the New CSS Rule window (Figure 5-13); and then, in the Selector box, type a class name followed by a colon and the appropriate link state. For example, to create a style that changes the look of a "Buy Now!" link, you could create a style called `.buyNow:link`; to make that link look different when someone mouses over it, the style would be named `.buyNow:hover`.

After naming the style (and saving it into an external style sheet), you then follow the steps on page 119 to create the look for that style (choose a font, select a color, and so on). After the style's created, simply apply the class to the specific link (or links) you wish to style, using any of the techniques described on page 122.

Tip: Descendent selectors provide a more efficient—but more complex—way of formatting specific links differently than others. This advanced CSS concept is discussed on page 285.

Creating a Navigation Menu

Every Web site should have a set of navigational links which let visitors quickly jump to the site's main areas. On a shopping site, those links might point to the categories of products for sale—books, DVDs, CDs, electronics, and so on. For a corporate intranet, links to human resources, office policies, company events, and each corporate department might be important. Whatever the site, a Web designer should strive to get visitors where they want to go using the shortest route possible.

Dreamweaver CS3 introduces a powerful and easy navigation building tool—the Spry Menu Bar. With it, you can put all of your site's most important links into a compact horizontal or vertical menu (see Figure 5-14). Each menu button can even support two levels of pop-up submenus, so a visitor can quickly jump to a page buried deep within your site's structure.

The Spry Menu Bar is just one of the many new "Spry" tools introduced in Dreamweaver CS3. You'll learn a lot more about what Adobe calls the "Spry Framework" in Chapter 12, but in a nutshell, Spry is a collection of advanced JavaScript programming that lets you add lots of dynamic effects to your Web pages. (If you're familiar with the old Dreamweaver Behaviors, Spry is like those—on steroids.)

Note: Dreamweaver MX 2004 introduced a similar tool, called the pop-up menu behavior for creating pop-up navigation menus. Unfortunately, it was hard to use and the menus it created didn't always work. That tool is "deprecated" in Dreamweaver CS3—which is really just a polite way of saying it isn't any good, so Adobe is retiring it. If you used the pop-up menu behavior in the past, ditch it and use the Spry Menu Bar.

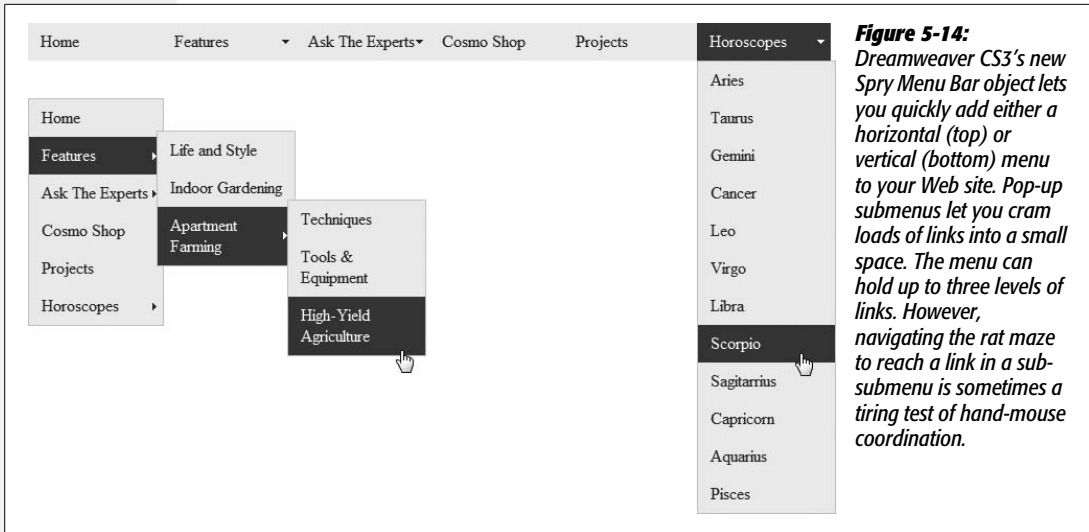


Figure 5-14: Dreamweaver CS3's new Spry Menu Bar object lets you quickly add either a horizontal (top) or vertical (bottom) menu to your Web site. Pop-up submenus let you cram loads of links into a small space. The menu can hold up to three levels of links. However, navigating the rat maze to reach a link in a sub-submenu is sometimes a tiring test of hand-mouse coordination.

Adding a Menu

The first step in inserting a Spry menu is deciding where on the page you wish to place the menu. A horizontal menu bar, with buttons sitting side by side, sits near the top of the page, either at the very top or below the area dedicated to the logo (often called the “banner”). A vertical menu bar, whose buttons are stacked one on top of the next, is usually positioned at the left edge of the page, below the banner area. To add a Spry menu:

1. In the document window, click where you want to insert the menu.

When you learn more about Web page layout in Chapter 9, you'll discover that most elements on a page—like graphics, paragraphs, and menus—go inside of <div> tags which are used to lay out areas of the page. (If you've built sites in the past, you may have used HTML tables to lay out Web pages. If you're still using tables, you'd insert the menu in a table cell.)

2. Click the Insert Spry menu button on the Layout tab of the Insert Bar (circled in Figure 5-15).

The same button is on the Spry tab of the Insert Bar, and you can also choose Insert → Spry → Spry Menu Bar. In any case, the Spry Menu Bar window appears asking whether you want a horizontal or vertical menu bar.

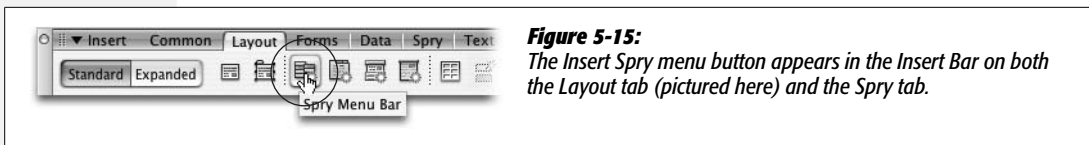


Figure 5-15: The Insert Spry menu button appears in the Insert Bar on both the Layout tab (pictured here) and the Spry tab.

- Depending on the type of menu you want, choose either the Horizontal or Vertical button and click OK.

Dreamweaver inserts a “starter” menu containing a few links and pop-up menus (Figure 5-16). You can change and add links using the Property inspector, as described next.

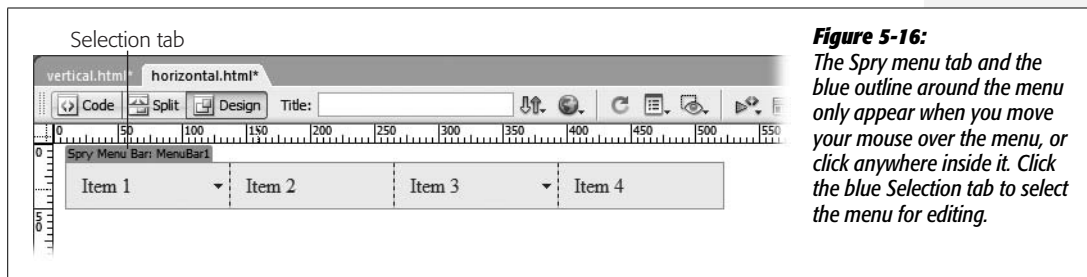


Figure 5-16: The Spry menu tab and the blue outline around the menu only appear when you move your mouse over the menu, or click anywhere inside it. Click the blue Selection tab to select the menu for editing.

Adding, Editing, and Removing Links

The starter Spry menu that Dreamweaver inserts onto your page isn’t very useful (unless you coincidentally have four sections on your site named Item 1, Item 2, Item 3, and Item 4). To make the menu your own you need to relabel the buttons Dreamweaver supplies and link them to pages on your site; you can also add more buttons and assign links to each of them. To edit the Spry menu, select it by clicking the blue Spry Selection tab (see Figure 5-16). Once selected, the menu’s labels and links appear in the Property inspector (Figure 5-17).

A Spry menu supports up to three levels of menus. The main navigation buttons always appear on the page; each of those main buttons can have its own pop-up menu, which only appears when a visitor mouses over the particular button. Each button on the second level of menus (the pop-up menu), can have another pop-up menu. Dreamweaver represents each of these three menu levels with a column in the Property inspector, and each column has its own set of widgets for adding, deleting, and moving menu buttons.

Note: The pop-up menu feature of a Spry menu depends on JavaScript. While most people surfing the Web use browsers with JavaScript turned on, some people either purposefully turn off JavaScript or use a browser that doesn’t understand it. That means it’s possible that someone visiting your site might *never* see the options in the pop-up menus. Because of this slightly irksome fact, always make sure the buttons on the main navigation menu link to a page that also provides links to the pages listed in the pop-up menus. If you don’t, some people won’t be able to visit some pages on your site.

To edit one of the main navigation buttons on a Spry menu, select the button’s label (for example, Item 1) in the left-hand column of the Property inspector (see Figure 5-17); in the Text box, change the label to the text you want to appear on the nav button (“Home” or “About Us,” for example). Then add a link by using

the “Browse for File” button or typing the URL in the Link box (see page 159 for more on setting links). You can leave the Title and Target boxes empty (see pages 164 and 163 for descriptions of these properties).

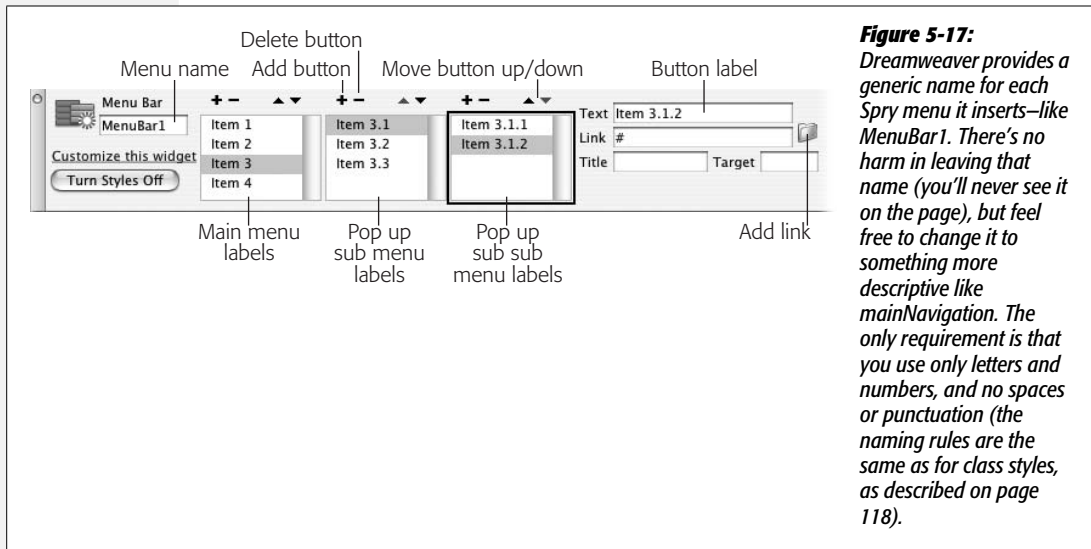


Figure 5-17: Dreamweaver provides a generic name for each Spry menu it inserts—like *MenuBar1*. There’s no harm in leaving that name (you’ll never see it on the page), but feel free to change it to something more descriptive like *mainNavigation*. The only requirement is that you use only letters and numbers, and no spaces or punctuation (the naming rules are the same as for class styles, as described on page 118).

To add a button to the main menu, click the + button above the left-hand column. Dreamweaver inserts a new “Untitled Item” in the list of links. Change the button’s label in the text box, and then set a link using either method discussed in the previous paragraph.

To delete a button on the main nav bar, click its name in the left-hand column, and then click the – (minus) button at the top of the column. You can also rearrange the order of the buttons by selecting a name from the list and pressing the up or down arrow (on a vertical menu bar the up arrow moves the button to the left, while the down arrow moves the button to the right).

Adding, editing, and arranging submenus is a similar process: First, select the Spry menu (click the blue menu tab [Figure 5-16]); and then, in the Property inspector, select the item you wish to add a submenu button to. For example, in Figure 5-17, to add another button to the pop-up menu that appears when a visitor mouses over the “Item 3” button, select Item 3 from the left-hand column, and then click the + button in the *middle* column. Once the pop-up menu is highlighted, you can delete and rearrange buttons on that menu using the minus and up and down arrow buttons at the top of that menu’s column. To work with a sub-submenu (the third level of menus), first select an item from the left-hand column, and then click an item in the middle column.

Note: You can also edit a Spry menu's text and links in the document window. The main nav buttons are always visible, so you can click inside one to edit the text or change the link as described on page 171. To see a pop-up menu in the document window, select the Spry menu; in the Property inspector, select a menu item that has a pop-up menu; and then select one button in the pop-up menu list. That pop-up menu will now appear in the document window. In fact, the pop-up menu won't *disappear* (potentially covering other content on your page) until you select one of the main nav buttons from the left-hand column in the Property inspector.

POWER USERS' CLINIC

Spry Menus Behind the Scenes

A Spry menu might look like a fancy navigation bar made up of colorful buttons and interactive pop-up menus, but under the hood it's just a simple bulleted list of links. The stylish look and dynamic behavior are supplied by some pretty clever CSS (to make the cool looking buttons) and JavaScript (to make the pop-up menus pop).

Since the HTML behind a menu is so simple, it can be easier to edit a Spry menu without the fancy CSS applied. To do this, select the Spry menu by clicking its blue tab (Figure 5-16); then, in the Property inspector, click the Turn Styles Off button (Figure 5-17). Bam! You have an ugly bulleted list, just like the ones you learned about in Chapter 3. In fact, you can use the same techniques described on page 92 to add, edit, and delete bulleted items. The text you add to each bulleted item is what will appear on the navigation bar button: Select this text and add a link as described on page 159.

The main navigation buttons are represented by the primary set of bullets (the ones furthest to the left). The pop-up menus are just nested lists as described on page 97. Take this simple list:

- * Home
- * Our Services
 - * Consultation
 - * Garden Planning
 - * Basic Apartment Plan
 - * Deluxe Apartment Plan
- * Contact Us

This list would produce a navigation bar with three buttons labeled "Home", "Our Services", and "Contact Us". Moving the mouse over the "Our Services" button would open a pop-up menu with two other buttons labeled "Consultation" and "Garden Planning". In other words, the bullets labeled "Consultation" and "Garden Planning" are a nested list inside the bulleted item named "Our Services," while the two bullet items "Basic Apartment Plan" and "Deluxe Apartment Plan" are a nested list inside the "Garden Planning" bulleted item.

If you decide to take this quick and dirty approach to editing a Spry menu, keep one thing in mind: Dreamweaver expects any bulleted item containing a nested list (a pop-up menu) to have a special CSS class applied to it: *MenuBarItemSubmenu*. In the example above, both the "Our Services" and "Garden Planning" list items would need this style applied to it. To apply this style, just click inside the bulleted item (the one containing the nested list), and use the Style menu in the Property inspector to apply the *MenuBarItemSubmenu* style (turn to page 122 for a refresher on applying class styles).

When Dreamweaver inserts a Spry menu, it also adds a bunch of files to your site. Dreamweaver places those files in a folder named `SpryAssets` in your site's local root folder (a message listing the names of the files appears as soon as you

save a page after inserting a menu). These files control the look and functionality of the menu: Dreamweaver adds one CSS file, one JavaScript file, and some image files for the arrows used to identify buttons with submenus. When you eventually move your Web pages to a Web server, make sure you upload these files as well.

Tip: After adding a Spry object to a Web page, Dreamweaver creates a folder named *SpryAssets* to store the files that make the Spry object look and function correctly. If you don't like the name *SpryAssets*, or you'd like to store those files in a different folder on your site, choose Site → Manage Sites to open the Manage Sites window; select your site from the list, and then click the Edit button. Doing so opens the Site Definition window (the one you used when you first defined the site). Click the Advanced Tab, select Spry from the left-hand list of categories, and then click the Folder icon to locate another folder on the site. If you select a new folder after you've already inserted a Spry object into a page, just drag the files from the *SpryAssets* folder to the new folder in the Files panel (the one you just told Dreamweaver to use for all Spry files). (See page 572 for more information on moving files using the Files panel). You can then safely delete the empty *SpryAssets* folder from your site.

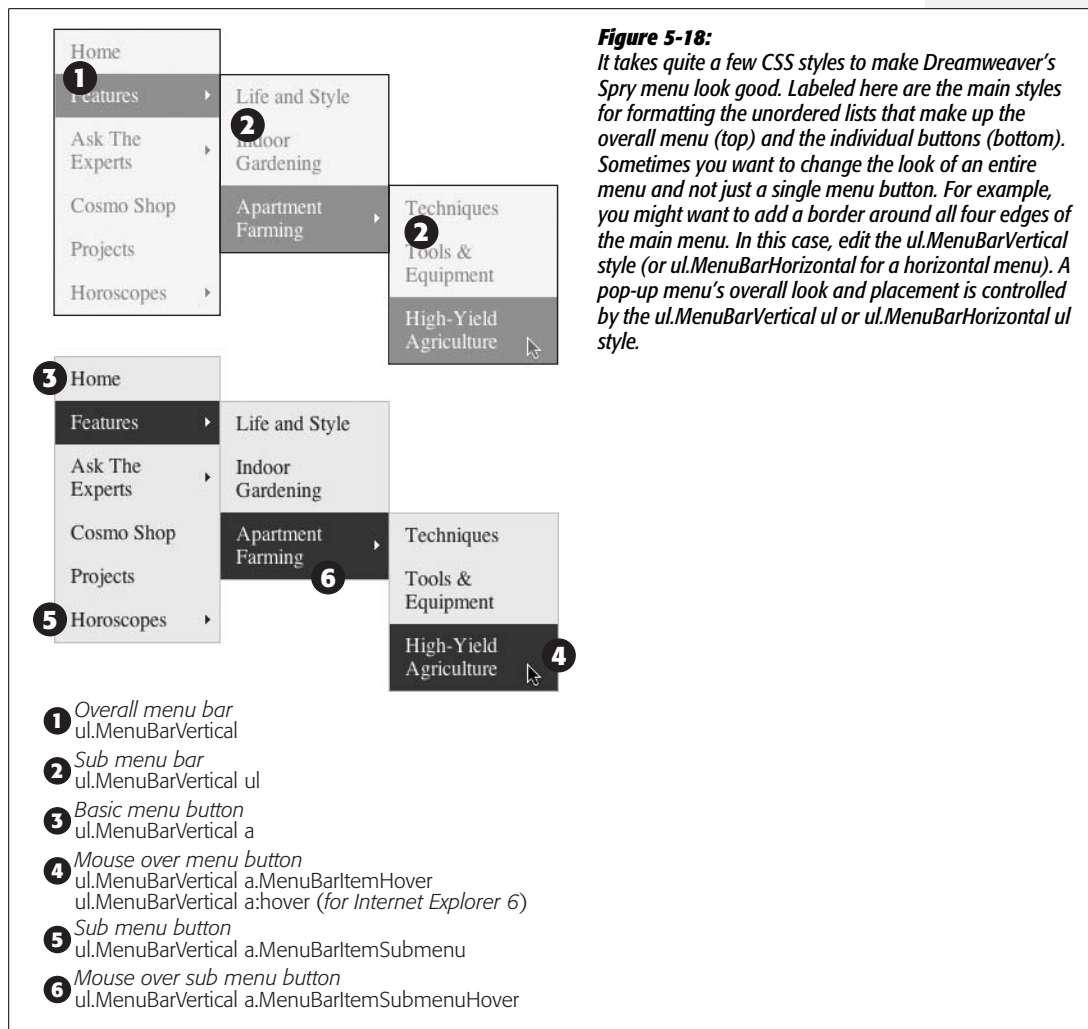
Changing the Look of the Menu

The “direct from the manufacturer” look of Spry menus leaves something to be desired. The battleship gray buttons and vibrant, “Hey, look at me, I’m purple!” rollovers aren’t the most pleasing combination. Because all the menu formatting is accomplished with a collection of CSS styles, the power to improve the look of Spry menus is within your reach. Unfortunately, decoding the tangle of CSS used to format these menus requires a guidebook. Basically, the process involves identifying the name of the CSS style responsible for the formatting you want to change, then editing that style using the basic techniques you learned on page 124, or using one of the advanced methods discussed on page 289.

For example, if you want to change the font used for a menu, open the CSS Styles panel (Window → CSS Styles) and double-click the *ul.MenuBarVertical a* (if you’re working on a vertical menu) or *ul.MenuBarHorizontal a* (for a horizontal menu) style. This opens the Style Definition window for that style. You can then change the menu’s font (see page 132).

Note: The strange style names used for Spry menus (*ul.MenuBarVertical a*, for example) are called *descendent selectors*. They’re an advanced type of CSS selector used to pinpoint very specific elements contained in a particular part of the page. You can read about them on page 285. But for now, here’s the ultra-quick cheat sheet for descendent selectors: Read them from right to left. The element on the far right is the element that will ultimately be styled. In this example, it’s the `<a>` tag used for the links in the navigation bar. The “*ul.MenuBarVertical*” part specifies an unordered list that also has a class of *MenuBarVertical* applied to it. So running that selector through the universal translator produces this instruction: “Format every `<a>` tag that appears inside of a bulleted list with the class *MenuBarVertical*.” In other words only the links inside the Spry Menu Bar are affected by this style.

There are two different types of menu buttons on a Spry menu: a regular menu item, and a submenu item (see Figure 5-18). A regular menu item is a button that doesn't have a pop-up menu attached; it's just a simple button that the visitor clicks to go to a new page. A submenu button is any button that produces a pop-up menu when a visitor mouses over it. In addition, these two button types each have two looks: the button as it sits on the page, and the button when the mouse is moved over it (a rollover).



Formatting regular menu buttons

You can define the look of a regular menu button, and at the same time set the basic look for all buttons by editing the `ul.MenuBarHorizontal a` style (for a horizontal menu) or `ul.MenuBarVertical a` style (for a vertical menu). Just double-click the style's name in the CSS Styles panel to edit the style.

You can set any of the CSS text properties discussed on page 132, such as selecting a font, specifying a font size, and picking a font color. All text settings (except color) will be shared with the other types of buttons—the font color changes when the mouse rolls over any button.

In addition, the background color of both regular buttons and submenu buttons is controlled by this style. To change it, edit the appropriate style (for example, *ul.MenuBarVertical a* for a vertical menu) and change the background color option found under the Background category of the Rule Definition window (see page 217 for more on background colors).

You can also add border lines to the buttons—for example, a line separating each button—by setting the border properties for this style (see page 215 for more on CSS borders). Set the *padding* (see page 322) to control the space between the text on a button and the edge of the button. To make the text appear close to the edges of the button, decrease the padding; to place empty space around the text, increase the padding.

Formatting rollover menu buttons

Visitors get instant feedback when they interact with a Spry menu on a Web page. Moving the mouse over a menu button changes the color of the button and its text, letting visitors know “Hey, I’m a link, click me!” The rollover buttons Dreamweaver creates have a purple background and white text, but you can change those settings by editing either the “*ul.MenuBarVertical a.MenuBarItemHover*” or “*ul.MenuBarHorizontal a.MenuBarItemHover*” style (depending on whether you’ve inserted a vertical or horizontal menu). In addition, to make sure the rollovers work in Internet Explorer 6 for Windows, you must edit either the style “*ul.MenuBarVertical a:hover*,” or “*ul.MenuBarHorizontal a:hover*.”

Locate a style in the CSS Styles panel, and double-click it to open the style for editing. The Dreamweaver-created style only changes the text color and the background color, but you’re free to change any CSS property. For example, if you added border lines between buttons in the menu bar, you could alter the color of those border lines for the rollover button. Or, you could make text appear bold when its button is hovered over.

Note: The name of the style used for rollover menu buttons is actually a combination of three different selectors and is so long that its full name doesn’t even fit in the CSS Styles panel: “*ul.MenuBarHorizontal a.MenuBarItemHover, ul.MenuBarHorizontal a.MenuBarItemSubmenuHover, ul.MenuBarHorizontal a.MenuBarSubmenuVisible*” (the name will be slightly different for a vertical menu). This peculiar style is called a *group selector*. It’s an efficient way to apply similar formatting rules to multiple elements on a page (see page 288 for an explanation of group selectors).

Formatting submenu buttons

Submenu buttons (the buttons that produce a pop-up menu when moused over) look nearly identical to other menu buttons. In fact, the two styles mentioned above that control a menu in its normal and rollover states define the basic formatting for

submenu buttons. The only visible difference is the small arrow that appears on the right edge of a submenu button (see Figure 5-18). The arrow visually indicates the presence of a pop-up menu; it's a kind of “there's more this way” icon.

You can replace the graphics Dreamweaver uses for submenus: they're named *SpryMenuBarDown.gif*, *SpryMenuBarDownHover.gif*, *SpryMenuBarRight.gif*, and *SpryMenuBarRightHover.gif*. (The two “down” arrow graphics are only used for horizontal menu bars.) Create your own arrow graphics (in GIF format) with the same names and replace the original graphic files, which are located in the SpryAssets folder (unless you changed the name and location as described in the tip on page 180). The graphics should be small enough to be visible in the menu buttons—the ones that Dreamweaver supplies are 4×7 pixels (right arrow) and 7×4 pixels (down arrow)—and there should be versions for both the normal and roll-over states of the submenu button.

Tip: You can *permanently* replace the arrow graphics supplied with Dreamweaver so that your own graphics are inserted each time you add a Spry menu. Just replace Dreamweaver's graphics with your own in the Dreamweaver configuration folder: In Windows this is located at C:\Program Files\Adobe\Adobe Dreamweaver CS3\configuration\Shared\Spry\Widgets\MenuBar; on Macs you'll find these images in Applications → Adobe Dreamweaver CS3 → configuration → Shared → Spry → Widgets → MenuBar. Make sure that your graphic files have the exact same names as those supplied by Dreamweaver.

If you want to further customize the submenu button appearance (for example, to change the font just for submenu buttons) edit either the “*ul.MenuBarVertical a.MenuBarItemSubmenu*” or “*ul.MenuBarHorizontal a.MenuBarItemSubmenu*” style. The rollover state for submenu buttons in vertical menus is controlled by the “*ul.MenuBarVertical a.MenuBarItemSubmenuHover*” style and, in horizontal menus, by the “*ul.MenuBarHorizontal a.MenuBarItemSubmenuHover*” style.

Changing the width of menus and buttons

Spry menu buttons have preset widths. The main navigation menu buttons are each 8ems wide, while the buttons on pop-up menus are 8.2ems (see page 107 for information on ems). If your navigation buttons have a lot of text on them, 8 ems may be too narrow to fit everything in. Or, 8 ems may be too much space if the menu text is small and made up of short words like “Home,” “About,” and “Contact.” You can adjust the width of buttons and menus by opening the appropriate CSS Style (discussed next) and adjusting the style's *width* property. For example, double-click the style name in the CSS Styles panel, and then change the *width* property located in either the Box or Positioning categories of the CSS Rule Definition window (the CSS Properties Pane provides an even quicker method, as discussed in Figure 5-19).

- **Main menu width.** The overall width of the menu is set by the *ul.MenuBarVertical* style. (Setting the width of a horizontal menu has no effect, since the width of a horizontal menu is determined by the number of buttons on the menu.) For a vertical menu bar, use the same width value for the menu as you do for the button width (discussed next).

- **Main menu button width.** The width of the buttons that appear on the main Spry menu are determined by the *ul.MenuBarVertical li* style or *ul.MenuBarHorizontal li* style. You may want the button to be just as wide as the text inside it—in other words, have the buttons be different widths based on the amount of text on the button's label. For this effect, set the width of this style to *auto*. Variable width buttons look good for horizontal menus, but not for vertical menus, where the staggered right edges of the stacked column of buttons looks uneven and distracting.
- **Pop-up menu width.** Control the overall width of pop-up menus with the *ul.MenuBarVertical ul* or *ul.MenuBarHorizontal ul* style. The width you set for this style should match the width for the pop-up menu buttons, covered next.
- **Pop-up menu button width.** The *ul.MenuBarVertical ul li* and *ul.MenuBarHorizontal ul li* styles control the width of pop-up menu buttons on the vertical and horizontal menu, respectively. Dreamweaver's normal setting is 8.2ems, but you can adjust this to create wider or narrower buttons.

Positioning pop-up menus

The pop-up menus on vertical menu bars overlap the button that opened them (see Figure 5-14). This stacking appearance gives a 3-D look to the menu, as if the pop-up menu really were popping out of the page. However, you may want the pop-up menu to appear directly next to the menu button that opened it, or to make the pop-up menu overlap even more dramatically.

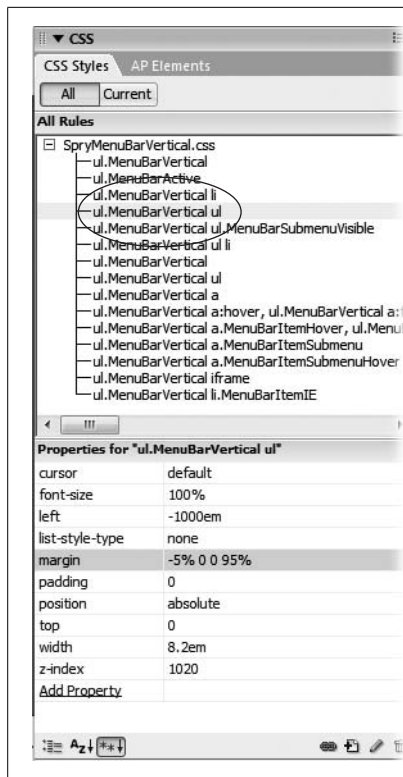
To change the position of a pop-up menu, edit the *ul.MenuBarVertical ul* (or *ul.MenuBarHorizontal ul*) style (see Figure 5-19). The CSS *margin* property controls the placement of the menu. For a vertical menu, the pop-up menu has a -5% top margin; this places the top of the pop-up menu a little *above* the submenu button that triggers it. The left margin is set to 95%, which moves the pop-up menu to the far right of the submenu button. To make the pop-up menu appear directly to the right and aligned with the top of the submenu button, change the top margin to 0 and the left margin to 100%. To make the pop-up menu overlap even more, you could change -5% to -10% for the top margin, and 95% to 85% for the left margin.

A horizontal menu's pop-up menu appears directly below the submenu button that triggers it. Its margin setting is 0. If you wished to make that menu overlap the submenu button, you could change the top margin to -5% and the left margin to 5%.

Note: The look of sub-submenus for the horizontal menu bar is controlled by a style named *ul.MenuBarHorizontal ul ul*.

Removing a Spry menu

To get rid of a Spry menu, just select it (for example, click the blue tab shown in Figure 5-16), and then press the delete key. In addition to removing the HTML for the menu, Dreamweaver will also—as long as there are no other Spry menus on the page—remove the menu's linked external style sheet and JavaScript file.

**Figure 5-19:**

Dreamweaver's CSS style sheet for Spry menus lists the pop-up menu style, `ul.MenuBarVertical ul` in this case, twice. The first one listed (circled) controls the positioning of the pop-up menu. Double-clicking the style lets you edit its properties using the Rule Definition window. For a really quick edit like changing the positioning of a pop-up menu by adjusting its margin property, you can use the Properties pane of the CSS Styles panel (pictured in the bottom half of this image.) Just select the current value for the property and type in a new value. For example, in this image, clicking the "-5% 0 0 95%" value (which represent the top, right, bottom, and left margin values, respectively) to the right of the word "margin" lets you type in a new value: 0 0 0 100%, say. Editing with the Properties Pane is discussed in detail on page 289.

Link Tutorial

In this tutorial, you'll put the lessons from this chapter to use. You'll learn how to link to other pages on your site, link to another site on the Web, and use Dreamweaver CS3's new Spry Menu Bar to create a great looking navigation bar—complete with fancy JavaScript-driven pop-up menus. The completed page will look like Figure 5-29.

Note: You'll need to download the tutorial files from www.sawmac.com/dwcs3/ to complete this tutorial. See the note on page 39 for more details.

Linking to Other Pages and Web Sites

Once you've downloaded the tutorial files and opened Dreamweaver, define a new site as described on page 28: Name the site *Site Navigation* and select the Chapter05 folder (inside the MM_DWCS3 folder). In a nutshell: choose Site → New Site. In the Site Definition window, click the Advanced tab, type *Site Navigation* into the Site Name field, click the folder icon next to the Local Root Folder field, navigate to and select the Chapter05 folder, and then click Choose or Select. Finally, click OK.

Once again, you'll be working on a page from CosmoFarmer.com.

1. Choose **File** → **Open**, and then, in the bottom left of the open file window, click the **Site Root** button.

The Site Root button, new in Dreamweaver CS3, is a handy tool. It automatically takes you to the local root folder for the site you're currently working on, saving you the effort of manually navigating to that folder.

2. Double-click the file named *confessions.html*.

This is the file you worked on last chapter, with a few added touches: a banner and a sidebar. (You'll learn how to create this kind of layout in Chapter 9.)

The left sidebar has a list of related stories. You'll link the text in this sidebar to other pages on the Web site.

3. Select the text *Bathtub Hydroponics* in the left sidebar.

For example, click at the beginning and drag until you've selected the two words; or triple-click anywhere on the line.

4. In the **Property inspector**, click the **Browse for File** button to the right of the **Link** box (see Figure 5-3).

The Select File window opens.

5. Double-click the folder named *features* to view the files inside it; select the file named *hydroponics.html* and then click **OK** (Choose on a Mac).

That's it? Yup. You've just created a link. Now, you'll learn an even faster way.

6. Make sure the **Files** panel is open (**Window** → **Files**); in the document window, select the next paragraph in the left sidebar (the one beginning with "Spice up your love life").

Again, triple-clicking is the fastest way to select the text. Now, you'll use the Point-to-File tool to link to a file in the Files panel.

7. In the **Property inspector** drag the small **Point-to-File** icon (see Figure 5-6) into the **Files** panel; move the mouse over the *features* folder (if that folder is closed, pause until it springs open and you can see all of the files inside it); move over the file *spice.html* and release the mouse button.

The link is added to your page. Note that if you wanted to link the same text to a page on another Web site, then you couldn't use either of the last two methods. Instead, you'd need to type an absolute URL, as you'll see in the next two steps.

8. In the left sidebar, select the "Exclusive" button image and the "Subscribe to the National Exasperator" text.

Either click to the left of the graphic and drag down, or click at the end of the paragraph of text and drag up until both the image and text are highlighted.

9. In the Link box in the Property inspector, type *http://www.nationalexasperator.com/* and press the Enter or Return key.

Now both the text and image are linked to the National Exasperator Web site. Unfortunately the blue links don't fit in with the CosmoFarmer color palette, and the image now has a big blue outline around it. You'll remedy that in the next section.

Formatting Links

You can change the look of links using a little CSS. First, you'll remove the blue border from around the National Exasperator image.

1. Make sure the CSS Styles panel is open (Window → CSS Styles); click the + button at the bottom of the panel.

The New CSS Rule window opens. (For a refresher on creating CSS styles, see page 117.)

2. Select the Tag radio button; type *img* in the Tag box (or choose *img* from the menu); and make sure the "Define in" menu lists *feature.css*. Click OK to create the style.

The CSS Rule Definition window opens. The blue line around the image is a border that's being applied to the graphic with the link (it's the equivalent to the blue underline used for text links). To remove it you just turn off borders for this style.

3. Select Border in the left hand list of CSS categories; in the "Top" Style menu, select "none."

Make sure the "Same for all" checkbox is turned on (this will remove the border from all four sides).

4. Click OK.

The blue border around the image disappears. Now it's time to change the look of the links.

5. Create a new tag style for the <a> tag.

You should be getting used to this routine by now but here's a recap: Click the + button at the bottom of the CSS Style panel, choose the Tag radio button, type *a* in the Tag field (or select *a* from the menu), and then click OK. The New CSS Rule Definition window appears.

6. For the Color property, choose a dark gray color (#333333, for example), then click OK.

The links in the sidebar lose their bright blue color in favor of a color more in keeping with the dignified nature of CosmoFarmer.com. You'll now change how the links look when a mouse hovers over them.

- Click the + button in the CSS Styles panel; in the New CSS Rule window, select Advanced, and then select *a:hover* from the pull-down menu. Click OK.

Again, the CSS Rule Definition window appears.

- From the Type category of the CSS Rule Definition window, type #D60000 in the Color field, and turn on the “none” checkbox in the Decoration area.

The window should look like Figure 5-20. To see how this rollover style works, you’ll need to save it and preview the page.

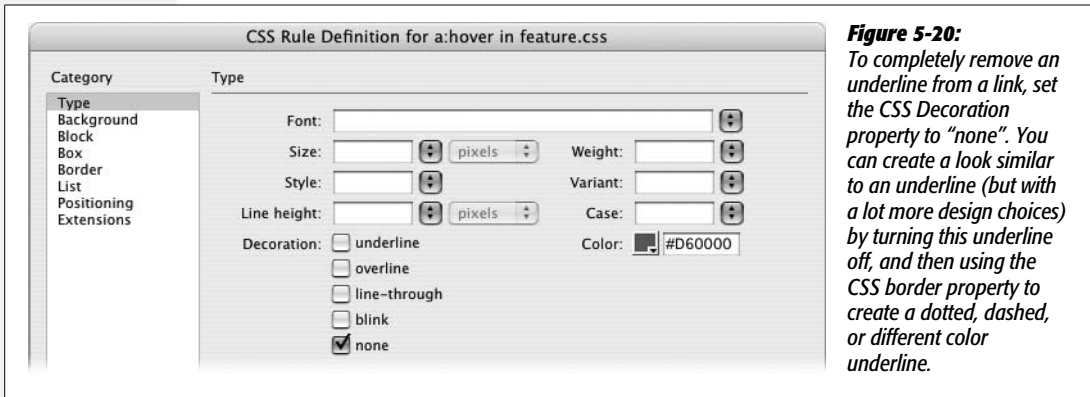


Figure 5-20:

To completely remove an underline from a link, set the CSS Decoration property to “none”. You can create a look similar to an underline (but with a lot more design choices) by turning this underline off, and then using the CSS border property to create a dotted, dashed, or different color underline.

- Click OK to save the style; press F12 (⌘-F12) to preview the page.

The page is starting to come together. Move your mouse over one of the sidebar links and watch the underline disappear and the color change to red. (If you don’t see a color change when mousing over, you may need to reload the style sheet. Press your browser’s reload button [see page 150 for why].)

Note: When you preview an unsaved page, or a page that uses an external style sheet that’s opened and unsaved, Dreamweaver will pop-up an annoying “save these files” window. You must click Yes to see the newest version of the page. If you’re getting tired of this window, you can use the “Preview using temporary file” feature. It’s described on page 150.

Adding a Navigation Bar

One of the exciting additions to Dreamweaver CS3 is the Spry Menu Bar. This sophisticated combination of HTML, CSS, and JavaScript lets you create slick-looking navigation bars with rollover effects and drop-down menus. Since the Dreamweaver engineers have done all the complex programming for you, you just have to insert, modify, and format the menu to make it fit perfectly into your Web site design.

- Return to Dreamweaver and make sure the file *confessions.html* is open; click inside the light gray area directly below the banner (circled in Figure 5-21).

You'll be inserting a horizontal menu bar that spans most of the page's width. Placing it near the top of the page, below the banner, makes it easy for site visitors to find and use.

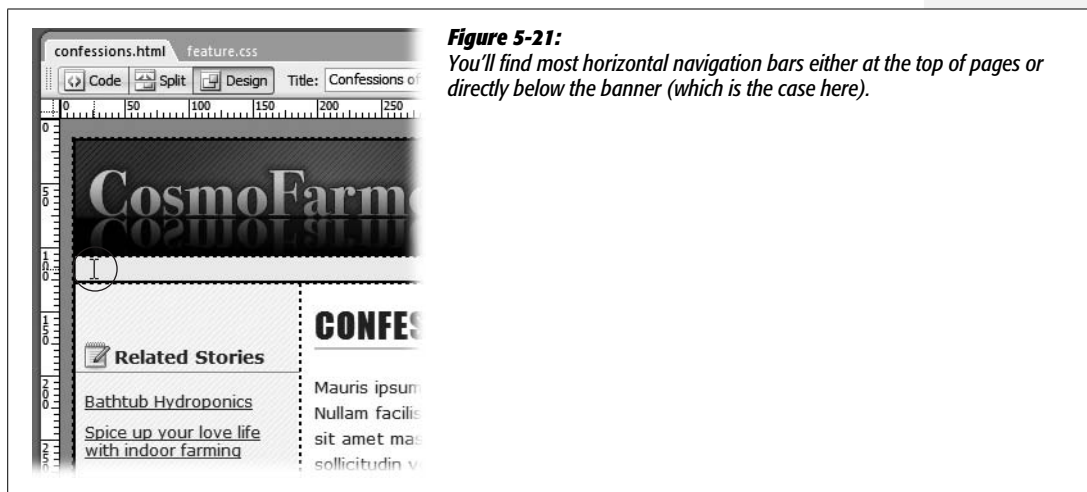


Figure 5-21:
You'll find most horizontal navigation bars either at the top of pages or directly below the banner (which is the case here).

2. Choose **Insert** → **Spry** → **Spry Menu Bar**.

Alternatively, you could click the Spry Menu Bar button on the Layout tab of the Insert bar (Figure 5-15). Either way, the Spry Menu Bar window appears.

3. Choose the **Horizontal** option and click **OK**.

A gray menu appears at the top of the page with four buttons: Item 1, Item 2, Item 3, and Item 4 (see Figure 5-22).



Figure 5-22:
The Spry Menu Bar starts life with four plain-looking buttons. Item 1 and Item 3 each have a down-pointing arrow icon, indicating that a pop-up menu will appear if you mouse over either of them.

4. Choose File → Save.

A window appears letting you know that Dreamweaver just added six new files to your site. Click OK to dismiss this window. Dreamweaver places these files inside a new folder named SpryAssets. (You can see that folder listed in the Files panel as well.)

The next step is to change the button labels, add new buttons, and create links.

5. In the document window, click the blue Spry Menu Bar tab, which appears just above the new menu (see Figure 5-22).

If you don't see that tab, move your mouse over the menu until it appears. However, the blue tab still might not appear if the “show invisible elements” setting is turned off: Choose View → Visual Aids and make sure that the Invisible Elements option is checked and that the Hide All option is *not* checked.

The Property inspector changes to display the properties for the menu bar.

6. In the Property inspector, select Item 1 from the left column of button labels; type *Home* in the Text box (see Figure 5-23), and then press Enter or Return.

Notice in the document window that the first button now says “Home”. Now you'll add a link.

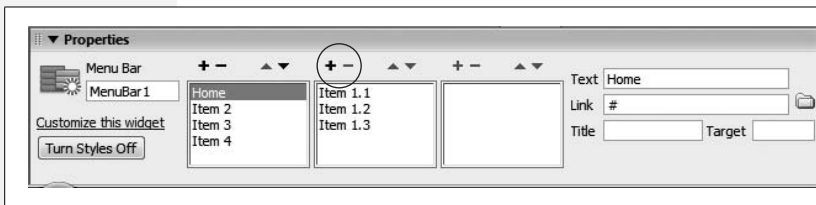


Figure 5-23:
Use the + and – buttons at the top of each column to add or remove buttons from a menu.

7. Click the “Browse for File” button (the folder icon) to the right of the Link box.

This is the same process you followed earlier to add a link to one of the sidebar paragraphs.

8. In the Select File window, click the Site Root button (top of window for Windows, bottom right on Macs); select the *index.html* file; click OK (Select on Macs).

You've labeled your first button and created the first link on this menu bar. Unfortunately, Dreamweaver has added a pop-up menu to this button with three additional buttons. Since the Home button isn't really a “section” of the site with additional pages, you don't need that submenu.

9. In the middle column in the Property inspector, select item 1.1 and press the – (minus) button at the top of that column (circled in Figure 5-23).

Dreamweaver removes the top button from the list. If you look in the document window, you'll see the pop-up menu. When you select an item inside one of the submenu columns in the Property inspector, Dreamweaver temporarily displays the pop-up menu. This provides a great way to preview what the pop-up menu will look like in action.

Note: If the Property inspector no longer shows the properties for the Spry Menu Bar, just click the bar's blue tab in the document window to select it.

10. Repeat step 9 for Item 1.2 and Item 1.3.

After removing Item 1.3, notice that the down-pointing arrow on the Home button in the document window disappears. Because there's no longer a pop-up menu associated with this link, Dreamweaver removes the arrow graphic. Now, you'll add another button.

11. Repeat steps 6–8 for Item 2: Change its label to *Features* and link to the *index.html* file located inside the features folder.

It's common to place Web pages for a particular section of the site into a folder just for that section. For example, all feature articles might go inside a folder named *features*. In this case, the main page for the section is usually stored in that folder and named *index.html*. The reasoning behind that is discussed in detail starting on page 560. But for this tutorial, just keep in mind that although you'll be instructed to link to an *index.html* page several times, each time you'll be linking to a *different* file inside a different folder on the site.

12. Repeat steps 6–8 for Item 3: Change its label to *Ask the Experts*, and then link to the *index.html* file located inside the experts folder.

This button also has a pop-up menu, but instead of deleting it, you'll just change the pop-up menu buttons to match the CosmoFarmer site.

13. Select Item 3.1 in the middle column in the Property inspector; change its label to *Pete* and link it to the *pete.html* file inside the experts folder.

This button has its own pop-up menu (a sub-submenu). But you don't need it here.

14. Select and delete Item 3.1.1 and Item 3.1.2 from the right column in the Property inspector.

Use the same technique described in Step 9 (just select the item and then click the minus button at the top of its column).

15. Repeat step 13 for Item 3.2 and Item 3.3: Label one *Dave* and link it to *dave.html* inside the experts folder; label the other *Nan* and link it to the *nan.html* file in the experts folder.

The menu's coming together. You just need to add a few more buttons and a couple of pop-up menus.

16. Repeat steps 6–8 for Item 4: Change its label to *Cosmo Shop* and link to the *index.html* file located inside the shop folder.

This button requires a pop-up menu, but Dreamweaver hasn't supplied one. You'll have to create the buttons for it yourself.

17. Make sure *Cosmo Shop* is selected in the left column in the Property inspector; click the + button in the middle column to add a new button for a pop-up menu.

This adds a new pop-up menu and button. You just need to label and link it.

18. Type *Plants* in the Text field, and add a link to the file *plants.html* inside the shop folder.

Now you'll create a pop-up menu for this button (in other words, a sub-submenu).

19. In the far right column of the Property inspector, click the + button.

Dreamweaver adds "Untitled Item" to this column, creating another pop-up menu. Time to label and link.

20. Repeat step 18: Use *Perennials* for the label and link to the *perennial.html* file inside the shop folder.

By now you should be nearly an expert at adding, editing, and linking buttons and pop-up menus. Just a few more buttons to go.

21. Repeat steps 19 and 20. Label the new button *Annuals* and link it to *annual.html* in the shop folder.

This adds one more button (thankfully the last one) to the sub-submenu. The Property inspector should now look like Figure 5-24.

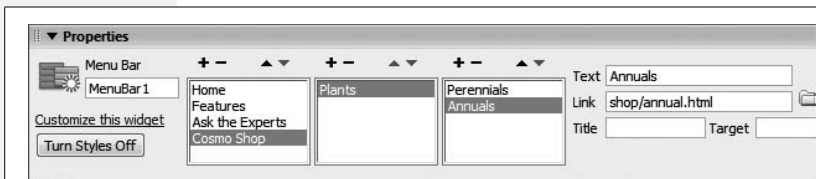


Figure 5-24:
The highlighted items in the left and middle columns indicate which buttons a visitor would have to roll over in order to see the options in the right-hand column.

22. Click the + button in the middle column to add another button to the *Cosmo Shop* pop-up menu. Label it *Seeds* and link to *seeds.html* in the shop folder.

One more button in this pop-up menu.

23. Repeat step 22: Name the button *Pest Control* and link to *pests.html* in the shop folder.

Lastly, you'll add one final button to the main navigation bar.

24. Click the + button in the left-hand column: Name the new button *Projects* and link to the *index.html* file in the projects folder.

You're done! Thankfully, once a navigation bar is complete, you can re-use it throughout your site, so you don't have to go through this laborious procedure for each page of your site. (Dreamweaver's Template feature can make the process even easier, as described in Chapter 19.)

There's one more step if you plan on previewing this page using either Internet Explorer 6 or 7 for Windows.

25. Choose Commands → “Insert Mark of the Web”.

This option probably sounds like some Adobe programmer's idea of a practical joke. Unfortunately it's not. Most versions of Internet Explorer 6 and 7 won't let you preview the cool pop-up menus without this step. For security reasons, IE won't let you preview any JavaScript effects (the pop-up menu, for example) on a page you open directly off your hard drive. Inserting the “Mark of the Web” (the cult conspiracy theories are already flying) stops IE from interfering with JavaScript. The whole story on this bizarre command is on page 231.

Note that if you put this Web page on an actual Web server, then Internet Explorer won't have any problem with the JavaScript and the “Mark of the Web” isn't necessary. To remove the “mark,” choose Commands → Remove Mark of the Web.

And if you're just testing on Firefox, Safari, or Opera, then you can skip this step.

Note: You may need to completely close Internet Explorer and preview the “marked” Web page to make sure the pop-up menus work.

26. Save the file and press F12 (Option-F12 on a Mac) to preview the page.

Take the navigation bar for a spin: Move your mouse over the menu and watch the buttons change and the pop-up menus pop. Don't forget to mouse over the Cosmo Shop and Plants button to see the sub-submenu in action.

Now that you've got a fully functioning nav bar, it's time to make it match the CosmoFarmer look.

Styling the Menu Bar

The basic look of a Spry menu probably won't fit the design of your site, so learning to edit the CSS that Dreamweaver supplies when it inserts a Spry menu is an important skill. In this part of the tutorial, you'll edit the look of the buttons and pop-up menus, as well as replace the premade arrow graphics with custom images.

Let's start with the basic look of the buttons.

1. Make sure the CSS Styles panel is open (Window → CSS Styles) and the All button at the top of that panel is highlighted.

When you inserted the menu bar, Dreamweaver attached an external style sheet named *SpryMenuBarHorizontal.css* to the page. This style sheet contains all the styles you need to modify the look of the menu.

2. Click the + button (arrow icon) to the left of *SpryMenuBarHorizontal.css*.

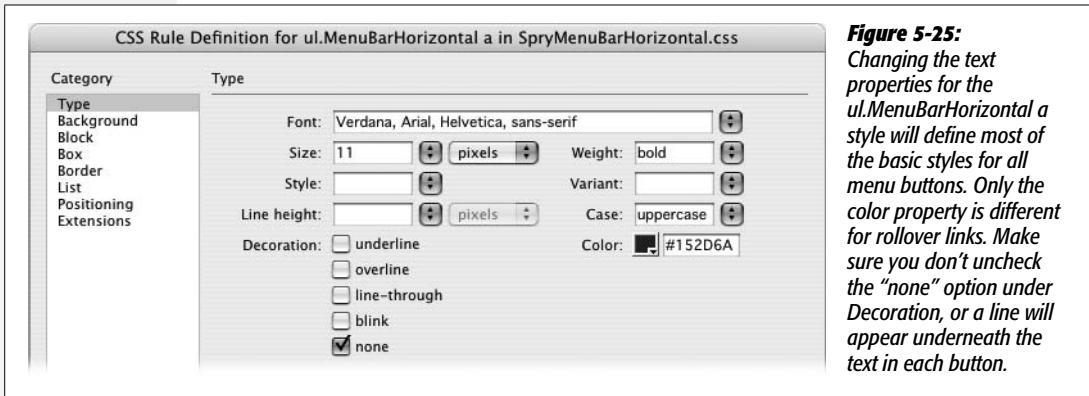
The list expands to display all of the styles for this style sheet. While you're at it, hide the list of styles in the *feature.css* style sheet by clicking the – (minus) button to its left.

3. Double-click the style `ul.MenuBarHorizontal a` in the CSS Styles panel.

The CSS Rule Definition window opens, displaying the current settings for this style. First, some basic type changes.

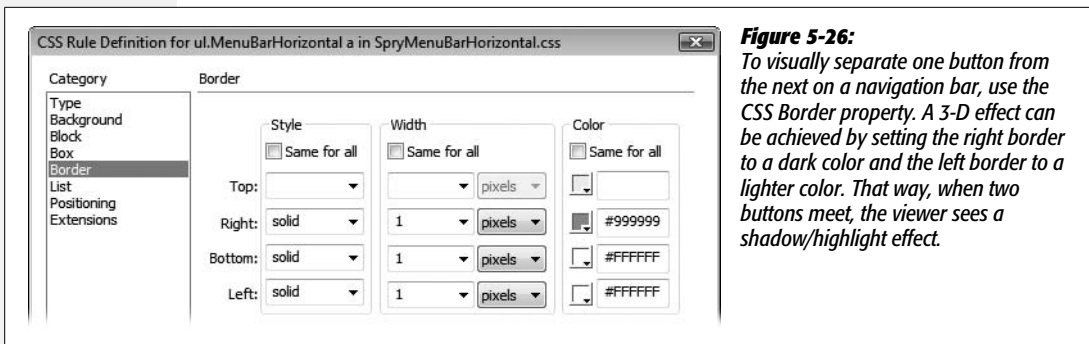
4. Select “Verdana, Arial, Helvetica, sans-serif” from the font menu; type `11` in the size menu; choose “bold” from the weight menu; choose “uppercase” from the case menu; and change the color to `#152D6A`.

The window should look like Figure 5-25. Next, you’ll add some border lines to visually separate the buttons from each other.



5. Click the Border category; turn off all three “Same for all” checkboxes; for the right border, select “solid” from the Style menu, type `1` in the Width menu, and set the color to `#999999`. For both the left and bottom border, select “solid” from the Style menu, type `1` in the Width menu, and set the color to white (`#FFFFFF`).

The window should now look like Figure 5-26.



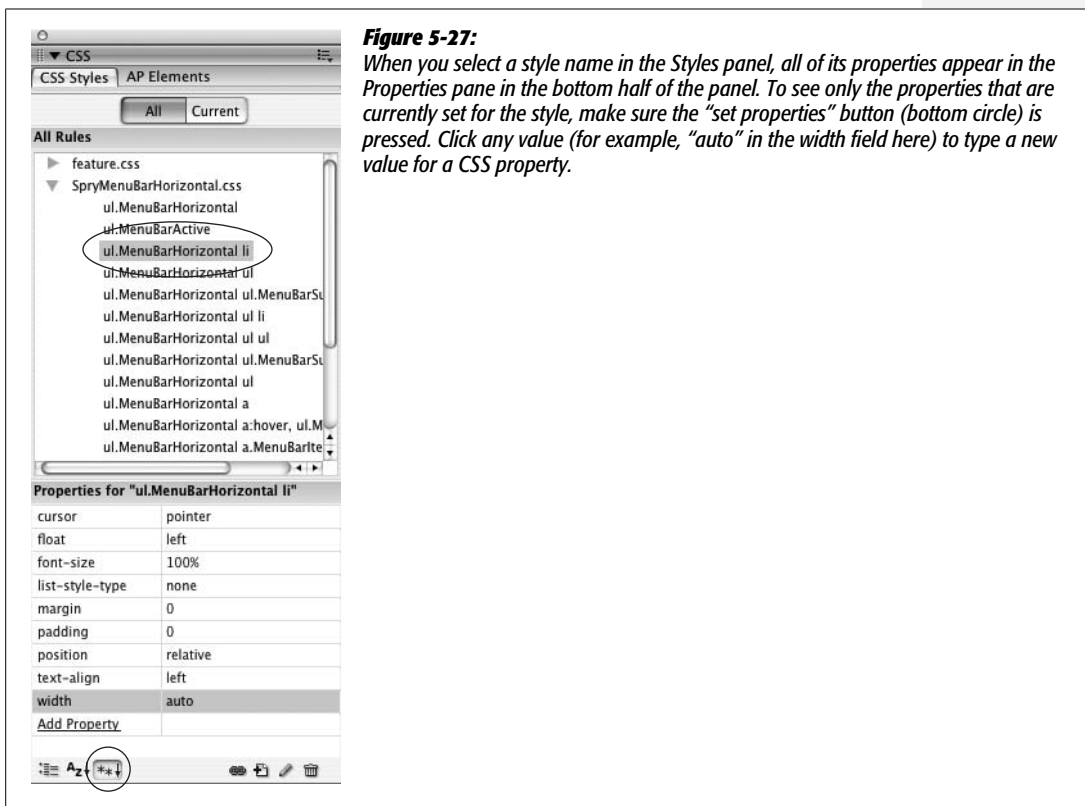
6. Click OK to finish editing the style.

The text on the buttons looks pretty good, but the differing amount of text on each means that some buttons have lots of extra space, while the “Ask the

Experts” button is split over two lines. It would be great if each button were just as wide as the text on it. To do that, you need to edit another style.

- In the CSS Styles Panel, select the `ul.MenuBarHorizontal li` style (circled in Figure 5-27).

Don’t double-click the style name. For a quick edit to an already defined property, you can use the Properties pane in the CSS Styles panel. Notice that the style currently has a fixed width of 8em. You’ll change that.



- Click 8em to the right of “width” in the Properties pane, and select “auto” from the first pull-down menu (or just type the word *auto*).

The CSS Properties pane should look like Figure 5-27. The “auto” setting merely instructs the button to automatically determine the width of each button based on its contents. Notice in the document window that the buttons are all different widths: Buttons with more text are wider than buttons with less text. However, the arrow graphics in the submenu buttons (“Ask the Experts” and “Cosmo Shop”) overlap the text. You’ll fix that next.

9. In the CSS Styles panel, double-click the style “*ul.MenuBarHorizontal a.MenuBarItemSubmenu*”.

You may need to expand the width of the Styles panel to see the full name of the styles: In Windows, grab the gray bar separating the document window and panel groups and drag it to the left; on a Mac, use the resize window gripper in the lower-right corner of the panel groups. Also, make sure you select “*ul.MenuBarHorizontal a.MenuBarItemSubmenu*”—quite a few styles have similar names.

To add empty space for the arrow graphic, you need to add some padding to the right edge of this style.

10. In the CSS Style Definition window, select the **Box** category; in the **Padding** area, turn off the “Same for all” checkbox, then type **25** in the **Right padding** box. Click **OK** to finish editing the style.

Look at the navigation bar in the document window and notice that the arrows no longer overlap text. Now it’s time to style the look of the rollover buttons.

11. In the CSS Styles panel, select the style “*ul.MenuBarHorizontal a.MenuBarItemHover*”.

Actually, it’s a much longer group of styles named “*ul.MenuBarHorizontal a.MenuBarItemHover, ul.MenuBarHorizontal a.MenuBarItemSubmenuHover, ul.MenuBarHorizontal a.MenuBarSubmenuVisible*”, but you’ll probably only be able to see the first part. Notice that, in the Properties pane, a background color and text color are set; you’ll change these.

12. In the Properties pane, click the color box to the right of “background-color” and select a white color swatch; click the #FFF value next to the color property and type #D60000.

The style you just changed won’t affect Internet Explorer 6; there’s another style you have to change to get a rollover effect in that browser.

13. In the Styles panel, select *ul.MenuBarHorizontal a:hover* and repeat step 12.

Again, the actual style name is a bit longer and includes an additional selector: “*ul.MenuBarHorizontal a:hover, ul.MenuBarHorizontal a:focus*”.

Now it’s time to take the menu for a spin.

14. Choose **File** → **Save All** and then press **F12** (**Option-F12**).

Move your mouse over the buttons and check out the pop-up menus. The navigation bar is nearly done. There are just two more things that need fixing: The pop-up menus have an extra little border on their right edges, and the down arrow graphics disappear when you mouse over a submenu button.

15. Go back to Dreamweaver and the *confessions.html* page. In the CSS Styles panel, double-click the second *ul.MenuBarHorizontal ul* style.

Note that the style is listed twice in the Styles panel. The first one sets the width and other positioning properties for the pop-up menu. The second one controls the pop-up menu's borders.

16. In the CSS Rule Definition window, select the Border category and turn off all three “Same for all” checkboxes; erase the style, width, and color values for the Right border. Click OK to close the window and finish editing the style.

To remove a value from a CSS property, simply select and delete it—don't type 0 or anything else, just leave the value box empty. (If you don't see any values for the border property, then you're editing the wrong style—see step 15).

Finally, you'll replace Dreamweaver's default arrow graphics.

17. Open the Files panel (Window → Files) and then expand the folder named NEW_NAV_IMAGES so you can see the four files inside that folder.

To expand the folder click the + (arrow on a Mac) button. The four image files in this folder are named exactly the same as the ones Dreamweaver supplies. You can just drag these into the SpryAssets folder to replace the old ones.

18. Click one of the image files in the NEW_NAV_IMAGES folder to select it; then hold down the control key (⌘ key) and click each of the remaining three files. Once selected, drag them into the SpryAssets folder (see Figure 5-28).

Dreamweaver will let you know that you're about to replace some existing files; that's what you want to do, so click the “Yes to All” button.

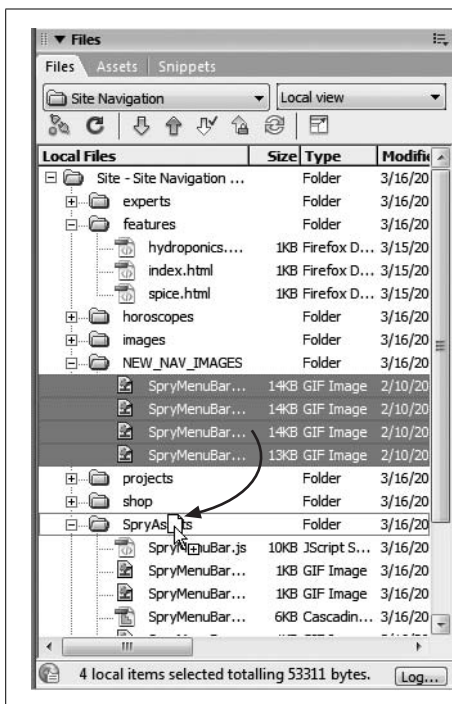


Figure 5-28:

The Files panel offers more than just a list of files in a Web site. It also lets you rearrange, rename, and create Web page files. You'll learn how to get the most out of this useful tool on page 567.

19. Press the F12 (Option-F12) key to preview the finished product.

Move your mouse over the buttons. It should look like Figure 5-29. (You may need to press your browser's reload button to make it load the new graphics.)

You'll also find a completed version of this tutorial in the Chapter_05_finished folder that accompanies the downloaded tutorial files.



Figure 5-29: Adding a Spry menu may take quite a few steps, but it delivers a high-quality dynamic navigation bar and saves you countless hours of JavaScript programming and browser testing.

Images

Nobody believes that a picture is worth a thousand words more than today's Web designers, as evidenced by the highly visual nature of the Internet. In fact, it's not difficult these days to stumble onto a home page composed almost entirely of graphics (see Figure 6-1).

Even if you don't want to go that far, understanding how to use graphics effectively is invaluable. Whether you want to plop a simple photo onto your page, cover it with clickable "hotspots," or design an interactive set of buttons that light up when the cursor passes over them, Dreamweaver makes the job easy.

Adding Images

If you were writing out the HTML instructions for your Web page by hand, you'd insert an image into a Web page using the image tag: ``. The primary *property* of an image is called the *source* (Src) property, which is the URL or path to the graphics file. For example, the HTML snippet `` tells a browser to display a graphic file named *george.jpg*, which you can find in the *images* folder.

Dreamweaver does all of this coding for you automatically when you insert a picture into your fledgling Web page:

1. Save the Web page that will contain the image.

To insert an image, Dreamweaver must determine the path from your Web page to that image, which could be anywhere on your hard drive. As with links (see page 169), saving the page before you proceed lets Dreamweaver correctly determine the path from the page you just saved to the image.



Figure 6-1: Some Web sites rely almost exclusively on graphics for both looks and function. The home page for the Curious George Web site at <http://pbskids.org>, for instance, uses graphics not just for pictures of the main character, but also for the page's background and navigation buttons.

2. In the document window, click where you want to insert the image.

You can choose the beginning or end of a paragraph, or within a cell in a table (see Chapter 7) or a <div> tag (see page 313). To set a graphic apart from other text, press Enter (Return), creating a blank line, before inserting it.

3. Choose Insert → Image.

Alternatively, from the Insert bar, you can select Image (see Figure 6-2). Or, if you're a keyboard nut, press Ctrl+Alt+I (⌘-Option-I).

In any case, the Select Image Source dialog box opens. This box is identical to the Select File window that appears when adding a link to a page (see Figure 5-4). The only difference is a Preview Images checkbox—turning it on shows a thumbnail of any selected image in the Preview window.

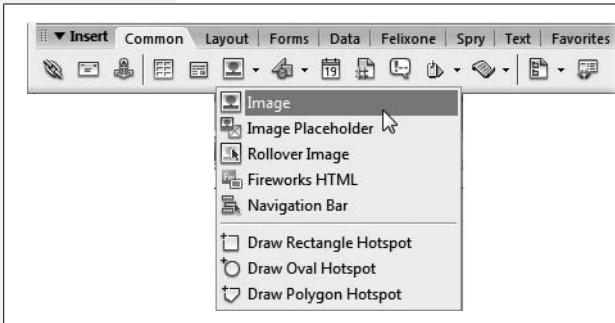


Figure 6-2: The Image menu on the Insert bar's Common tab provides tools for adding graphics to your pages.

4. Browse to and select the graphics file you wish to add to the page.

The file must be in one of the formats that work on the Web: GIF, JPEG, or PNG.

The file should be stored somewhere in the local root folder of your site (see page 33) or in one of its subfolders. If it isn't, Dreamweaver can't add the correct path to your Web page.

Note: The primary file format for Fireworks, Adobe's Web-friendly image-editing program, is PNG (just as Photoshop's format is PSD). However, a native Fireworks file contains additional data used by the program to keep track of fonts, layers, and other information. That extra data significantly increases file size. So always make sure you use the Export command from within Fireworks to properly compress the image into a GIF, JPEG, or PNG (without all the extra Firework info) file.

That's why, if you select a graphic for insertion that's not already in your site folder, Dreamweaver offers to add a *copy* of it there. If you choose Yes, a Copy File As dialog box opens, so that you can save the file in your local root folder, renaming it if you wish. If you choose No, Dreamweaver uses a file-relative path (beginning with *file:///*) for the image's Src property (see page 199). But clicking No is a bad idea: while it allows the graphic to be displayed while you work with Dreamweaver on your computer, the graphic doesn't appear once you move the document to the Web (see the box on page 169).

Tip: Dreamweaver CS3 now lets you choose a Photoshop file when inserting an image. Dreamweaver doesn't insert the PSD file itself, but it opens a window letting you save a new GIF, JPEG, or PNG file with Web-appropriate optimization settings. Page 204 has the full story on this new feature.

5. Click OK (Windows) or Choose (Mac).

Depending on the accessibility preference settings you've chosen, either the image appears on your Web page, or an "Image Tag Accessibility Attributes" window appears (see the box on page 211).

Tip: Dreamweaver also permits several drag-and-drop techniques for quickly adding images to your pages.

Make sure you've defined a site as described on page 28. Then open the Files window (press F8). You can drag any graphics file from that window right into an open Dreamweaver document. You can also drag graphics in from the Assets panel, as described on page 575.

Dreamweaver even lets you drag a graphic from your desktop onto a page. If you do this, Dreamweaver dutifully informs you that you must copy the file into your site folder (and provides a dialog box that lets you specify *which* folder), so that the image will show up properly on the Web page. (You can even define a default images folder for a site, so that when you drag an image onto a page, Dreamweaver automatically copies it into the correct folder; see page 562.)

Finally, Dreamweaver CS3 lets you drag and drop Photoshop files into a Dreamweaver document.

GIFs, JPEGs, and PNGs: The Graphics of the Web

Computer graphics come in hundreds of different file formats. The assorted acronyms can be mind-numbing: TIFF, PICT, BMP, EPS, Amiga IFF, and so on.

Fortunately, graphics on the Web are a bit simpler. There are only three graphics formats, each of which provide good *compression*; through clever computer manipulation, compression reduces the graphic's file size so it can travel more rapidly across the Internet. Which you choose depends on the image you wish to add to your page.

GIF (Graphics Interchange Format) files provide good compression for images that have areas of solid color: logos, text, simple banners, and so on. GIFs also offer single-color transparency, meaning that you can make one color in the graphic disappear, permitting the background of a Web page to show through part of the image. In addition, GIFs can include simple animations.

A GIF image can contain a maximum of only 256 shades, however, generally making photos look blotchy. That radiant sunset photo you took with your digital camera won't look so good as a GIF. (If you don't need to animate an image, the PNG8 format discussed below is a better choice than GIF.)

JPEG (Joint Photographic Experts Group) graphics, on the other hand, pick up where GIFs leave off. JPEG graphics can contain millions of different colors, making them ideal for photos. Not only do JPEGs do a better job on photos, they also compress multicolored images much better than GIFs, because the JPEG compression algorithm considers how the human eye perceives different adjacent color values. When your graphics software saves a JPEG file, it runs a complex color analysis to lower the amount of data required to accurately represent the image. On the downside, JPEG compression makes text, and large areas of solid color, look blotchy.

Finally, the **PNG** (Portable Network Graphics) includes the best features of GIFs and JPEGs, but you need to know which version of PNG to use for which situation. PNG8 is basically a replacement for GIF. Like GIF, it supports 256 colors and basic one-color transparency. However, PNG8 usually compresses images to a slightly smaller file size than GIF, so PNG8 images download a tiny bit faster than the same image saved in the GIF format.

PNG24 and PNG32 offer the expanded color palette of JPEG images, without any loss of quality. This means that photos saved as PNG24 or PNG32 tend to be higher quality than JPEGs. But before you jump on the PNG bandwagon, JPEG images do offer very good quality and a *much* smaller file size than either PNG24 or PNG32. In general, JPEG is a better choice for photos and other images that include lots of colors.

Finally PNG32 offers one feature that no other format does: 256 levels of transparency (also called *alpha* transparency), which means that you could actually see the background of a Web page through a drop shadow on a graphic, or even make a graphic that has 50% opacity (meaning you can see through it) to create a ghostly see-through effect. Unfortunately, Internet Explorer 6 for Windows doesn't support PNG32's 256 levels of transparency—instead of seeing through the transparent areas, IE6 replaces the transparent areas with a hideous blue background. (There are several JavaScript based techniques—see www.scriptingmagic.com/Topics/IE_Specific/PNG_Transparency/, for example—that can help IE 6 display PNG transparency correctly.) Fortunately, the increasingly popular Internet Explorer 7 does support PNG transparency, as do Firefox, Safari, and Opera.

Adding an Image Placeholder

It's not uncommon to find yourself working on a Web site without all the pieces of the puzzle. You may start building a page, even when your client has yet to give you all the text she wants on the page. Or you may find that a photograph hasn't been shot, but you want to get the page ready for it. Other times, you may be responsible for building the Web pages while another designer is creating the banners and navigation buttons.

To help out in these kinds of situations, Dreamweaver includes the Image Placeholder button. It lets you insert a placeholder—called an *FPO* (For Placement Only) image in publishing—so that you can stake out space on the page for a graphic that isn't ready yet. This way, you can lay out the basic structure of the page without having to wait for all the graphics to arrive in their final form.

To insert a placeholder, do one of the following:

- Choose Insert → Image Placeholder.
- On the Insert bar's Common tab, select the Image Placeholder icon from the Image menu (see Figure 6-2).

In the window that appears (see Figure 6-3), type a width and height for the image, which determines how much space the placeholder will take up on the page. This should match the dimensions you have planned for the final image. The Name and "Alternate text" fields are optional. (If you fill them out, they'll appear in the Name and Alt boxes of the image's Property inspector, as discussed next.)

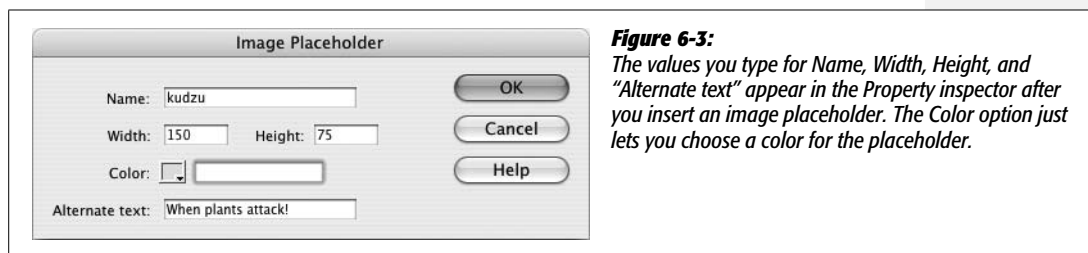


Figure 6-3:

The values you type for Name, Width, Height, and "Alternate text" appear in the Property inspector after you insert an image placeholder. The Color option just lets you choose a color for the placeholder.

The Color box lets you specify a color for the placeholder—presumably to make the placeholder more colorful than the default gray color. Avoid this option: It inserts inline CSS code that isn't removed when you replace this placeholder with a real graphic, adding unnecessary code to the page. What's worse, if the image you eventually use has any transparency areas, the color defined here will show through the graphic!

Warning: Dreamweaver takes the name you provide for a placeholder image and uses it as an ID attribute to the `` tag. IDs are used for both JavaScript and CSS, as described on page 284. If the name you provide for the image placeholder is the same as an ID name for a CSS style you created, you can run into some weird display problems. So either make sure the name you give the placeholder isn't used as an ID for another element on the page, or just leave the name field empty when you insert the placeholder.

Of course, using a placeholder doesn't do you any good if you don't eventually replace it with a real image. Once you've got the image that should finally appear on the page, just double-click the placeholder on the Web page. The Select Image Source window appears. Follow steps 4 through 5 on page 201 to insert the new image.

If you also own Fireworks, Adobe's Web graphics companion program, there's an added benefit to the image placeholder. When an image placeholder is selected in the document window, the Property inspector includes a button called Create. Clicking

this button launches Fireworks and opens a new, blank graphics document set to the exact dimensions you specified earlier. You can then create your graphic in Fireworks. After you save the file, Fireworks exports it to whatever folder you specify, and then automatically inserts it into your document—replacing the placeholder.

Inserting an Image from Photoshop

Since Adobe (the maker of Photoshop) bought Macromedia (the maker of Dreamweaver), it was only a matter of time before these two powerful programs were brought together. Dreamweaver CS3 adds tools to streamline the process of getting images back and forth between Photoshop and Dreamweaver. There are two primary methods of adding a Photoshop document to a Web page: Insert a PSD file (Photoshop's native format), or copy an image from Photoshop, and then paste it into a Dreamweaver document.

Method 1: Using the Insert Image Object

One way to insert a Photoshop file into a Web page is to use the same steps described on page 199 for inserting GIF, JPEGs, or PNGs: Use the Image button on the Insert bar (Figure 6-2), or choose Insert → Image. From the Select Image Source window, choose a Photoshop document (a .psd file), and then click the OK (Choose on Mac) button. Instead of just inserting the image, however, Dreamweaver opens an Image Preview window that lets you choose how to optimize the graphic (see Figure 6-4).

Although Dreamweaver gives you lots of options, the decision-making process can be boiled down to three steps:

1. **From the Format menu (circled in Figure 6-4), choose the graphic format.**

You get to choose from among the three Web graphic formats: GIF, JPEG, and PNG (see the box on page 202). In general, you'll want to choose PNG8 for images with solid colors and text, like logos; use JPEG for photos. Steer clear of the "Animated GIF" option; it has absolutely no effect. You can't import animated images using the Image Preview window; instead you need to export an animated GIF from the program in which it was created (like Fireworks or Photoshop).

Note: The Image Preview window doesn't preserve alpha transparency (see the box on page 202) even if you've selected the PNG32 option. To save an image in the PNG32 format *and* preserve 256-levels of transparency, choose "Save for the Web" in Photoshop and save the image as a PNG-24 (that's what Photoshop calls PNG32). You can also export a PNG32 file from Fireworks, by choosing the PNG32 option in Firework's Optimize window, and then exporting the image as a PNG file.

2. **Set your image's optimization settings.**

The exact optimization choices depend on the graphic format you selected in step 1. Settings for each format are discussed in the sections that follow. Make your choices using the menus and buttons on the window's left side.

The preview window in the right half of the Image Preview shows what the final, optimized graphic will look like; you can even compare different optimization settings (see Figure 6-4.) The preview window also displays information about the final optimized graphic, such as its file type, the quality or kind of compression used, the number of colors supported, the final size of the file, and how long the file will take to download over a 56K dialup modem. Figure 6-4 shows how the image will look when saved as a JPEG (top preview image) and as a GIF (bottom preview image). The JPEG version has a quality of 60 (see page 206 for a discussion of this property), supports millions of colors, and is 9.27 K in size. The GIF version, on the other hand, is 19.04 K.

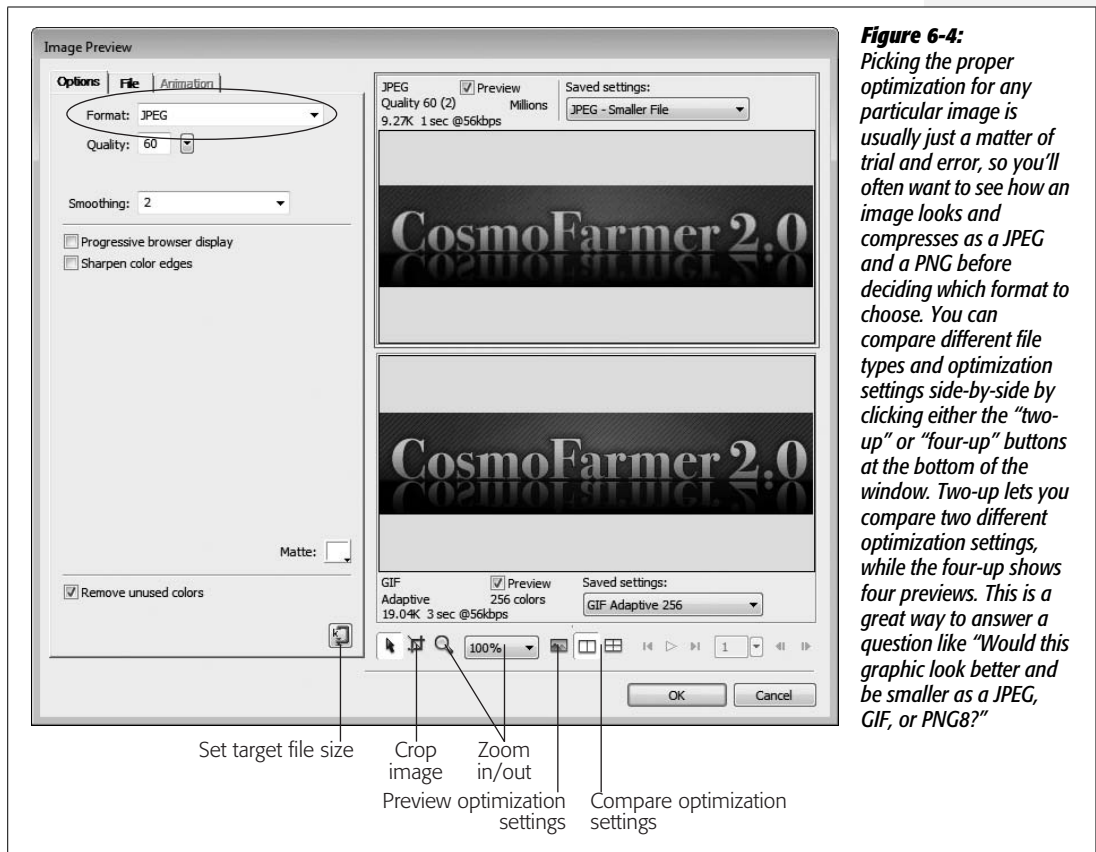


Figure 6-4: Picking the proper optimization for any particular image is usually just a matter of trial and error, so you'll often want to see how an image looks and compresses as a JPEG and a PNG before deciding which format to choose. You can compare different file types and optimization settings side-by-side by clicking either the "two-up" or "four-up" buttons at the bottom of the window. Two-up lets you compare two different optimization settings, while the four-up shows four previews. This is a great way to answer a question like "Would this graphic look better and be smaller as a JPEG, GIF, or PNG8?"

3. Click OK, and then name and save the file into your Web site.

Dreamweaver saves the new image file and places it into your page—at this point it's just a regular GIF, JPEG, or PNG file, and you can modify it like any other image (see page 208).

JPEG optimization options

Dreamweaver doesn't give you many choices for optimizing JPEG images. Basically, you can select a quality level which affects both how good the image looks and the size of the graphics file: the higher the quality, the larger the file; the worse the quality, the smaller the file. The Quality setting runs from 1 (low quality/small file) to 100 (high quality/large file). 80 is the normal choice for very good quality and fairly manageable file size; 60 is also a good choice, when you want to keep file size on the slim side. The exact setting depends on what the image looks like, so you should just preview different quality settings until you're satisfied both with how the image looks and the file size.

For most images, turning on the "Progressive browser display" and "Remove unused colors" checkboxes trims down the file size without harming the image. In fact, progressive browser display lets the image appear on the page before the entire graphic file is downloaded, giving the appearance that your site is loading more quickly.

The Smoothing pull-down menu makes the image look out of focus, but does decrease file size. Turning on the "Sharpen color edges" checkbox can make an image look more in focus, but usually at a significantly higher file size. You might want to experiment with these options on different images, but you'll most probably skip these two settings.

GIF and PNG8 optimization options

GIF and PNG8 files have identical optimization settings; in most cases, you'll get a smaller file size from a PNG8 file than a GIF. The size of a GIF and PNG8 file is mainly controlled by the number of colors in it—the size of its *palette*. Fewer colors means a smaller file size. Most of the settings available for GIF and PNG8 images control the number and type of colors used (see Figure 6-5).

For optimal compression settings with a GIF or PNG8 image, follow these two steps:

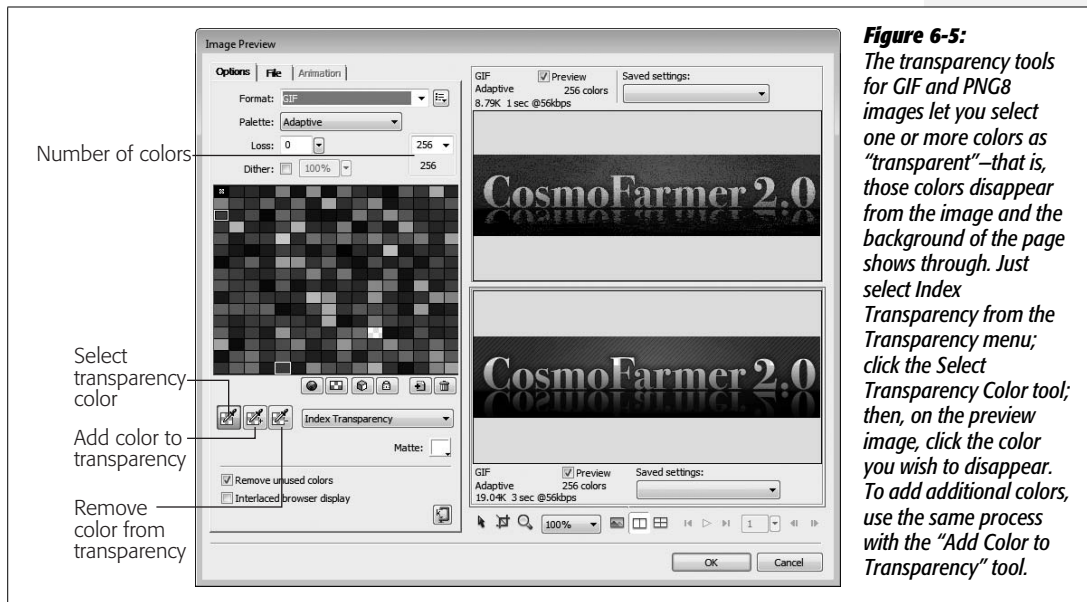
1. **From the Palette menu, select Adaptive.**

Since both these image types are limited to just 256 colors, this menu determines which colors your image will use. There are a lot of options here, but you can ignore all but "Adaptive." Adaptive merely means that Dreamweaver will pick the best 256 colors from the image file itself. (The other options select colors from palettes that aren't necessarily contained inside the image file. This used to be important when people had monitors that displayed only 256 colors—back when Duran Duran ruled the air waves; but today, these other palettes will most likely distort the look of the original image.)

Tip: To convert a color image into a black and white GIF or PNG8 file, choose Grayscale from the Palette menu.

- From the “Maximum Number of Colors” menu, choose the number of colors to use (Figure 6-5).

This menu lets you select from 2 to 256 different colors (256 is the maximum for a GIF or PNG 8 image). If the original Photoshop image starts out with only 64 colors, choosing 256 won’t add colors or quality to the image. However, you can often choose a *lower* number, eliminating colors from the graphic, and reduce the file size significantly without overly harming the quality of the final image. Again, each image is different, so you should use trial and error to see the minimum colors you need while still maintaining maximum image quality.



The Loss option (top-left corner) also decreases file size at the cost of image quality. In general, increasing the “loss” setting makes an image look spotted and wind-swept, so, unless you’re going for a special effect, use a low loss setting or none at all. The Dither option is intended to make up for lost colors—for example, when you choose 32 from the “Maximum Number of Colors” menu, but the image is a vibrant sunset with millions of colors. Skip this setting: It makes images look blotchy and really increases a file’s size. If you have an image with millions of colors, then save it as a JPEG file, not a GIF or PNG8.

PNG optimization options

If you’re saving a file in the PNG8 format, you have the same options as GIF images (see previous section). If you choose PNG24 or PNG32, your choices are simple...well, actually, you don’t have any choices. Just click OK in the Image Preview window, and then save the file. But as mentioned in the box on page 202, while PNG24 and PNG32 can offer higher image quality than JPEGs, they usually produce significantly larger file sizes.

Method 2: Copying and Pasting from Photoshop

You can also copy and paste a selection (a layer, an entire image, or a “slice” created with the Web-oriented slicing tool) from Photoshop, and paste it into a Dreamweaver Web page. When you do this, the Image Preview window appears—the same window you use when inserting a Photoshop document. Follow the same steps described on page 204 for optimizing and saving the pasted image.

Tip: To select all the layers in a Photoshop document, first select the entire image (Select → All), and then choose Edit → Copy Merged. This copies all layers for that selection to the clipboard. If you want to copy just a portion of the entire image, use the Marquee tool to make a rectangular selection, and then choose Edit → Copy Merged.

Copying and pasting is also a very useful technique for updating an image you’ve edited in Photoshop, as described on page 224.

Note: You can also copy graphics from other programs (like Fireworks and Web browsers) and paste them into Dreamweaver CS3.

Modifying an Image

After inserting a graphic, you can work on it in several ways: Attach a link to the image, align it on the page, or add a border and margin to it, to name a few. Dreamweaver also includes some basic tools that let you crop, resize, optimize, sharpen, and adjust contrast and brightness (see page 219).

As with most objects on a Web page, you set image properties using the Property inspector (see Figure 6-6).

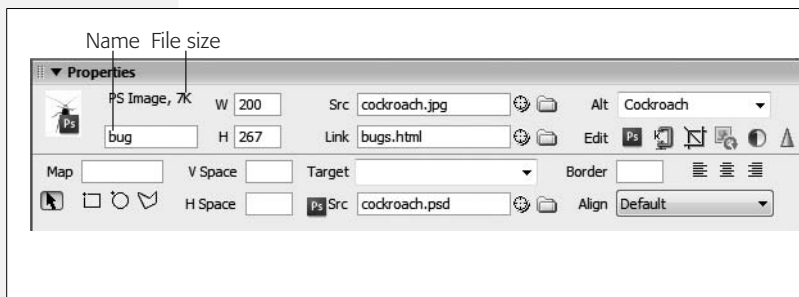


Figure 6-6: The Property inspector shows the selected graphic's dimensions, source, alignment, border, and margins. A thumbnail version appears in the upper-left corner—in this case, bearing the logo of Photoshop, which created it.

Naming an Image

Just to the right of an image's thumbnail on the Property inspector is a small field where you can type a name for that image (see Figure 6-6). Most of the time, you'll leave this field blank.

However, if you plan to add interactive effects to it—like the rollover effect discussed on page 229—using Dreamweaver behaviors (see Chapter 13) or your own JavaScript programming, you *must* name your picture. Whatever name you choose should use only letters and numbers—no spaces or other punctuation. Furthermore, every graphic’s name must be unique on the page. This rule is what allows JavaScript to “talk” to a specific image.

When you add a name, Dreamweaver adds both a Name property and an ID property to the image tag. The name tag is still used by most browsers, but the ID tag is the standard way that JavaScript identifies an object on a page. (IDs are also used by Cascading Style Sheets, as described on page 284.)

Note: JavaScript uses the image name or ID that you type in the Image Placeholder box for its own reference; no one actually sees this name in a Web browser. In other words, this box isn’t the place to give your graphic a text label that shows up when your reader has graphics turned off. For that purpose, read on.

Adding a Text Description to an Image

Not everyone who visits your Web site gets to see those stunning photos of your last summer vacation. Some people deliberately turn off graphics when they surf, enjoying the Web without the wait, since graphics-free Web pages appear almost instantly. Other people have vision impairments that prevent them from enjoying the Web’s visual aspects. They rely on special software that reads Web page text aloud, including any labels you’ve given your graphics.

To assist Web surfers in both situations, make a habit of setting the image’s Alt property. Short for *alternative text*, the Alt property is a text description that Web browsers use as a stand-in for the image (see Figure 6-7).

Note: Dreamweaver normally reminds you to add an Alt property each time you add an image to a page, but this setting can get turned off. See the box on page 211.

To add a text description to an image, type it in the Property inspector’s Alt field. If you’re naming graphics that will be navigation buttons, you could just use the same text that appears on the button, such as *Home* or *Products*. For images that carry greater meaning—such as a photo of the product itself—you might use a more detailed description: “Photo of Sasquatch relaxing at his lodge in the Adirondacks.”

Note: In some cases, however, a description is more of a distraction than a help. For example, you might insert an image of an intricate swirling line to act as a visual divider between two paragraphs. The image doesn’t actually convey any meaningful information; it’s just for decoration.

In this instance, you can use the pop-up menu that appears to the right of the Alt field. This menu lets you choose one option: <empty>. Use the <empty> Alt property for any images that don’t add meaning to the page, like decorative elements. This trick will help your pages meet accessibility requirements without adding distracting and unnecessary descriptions.

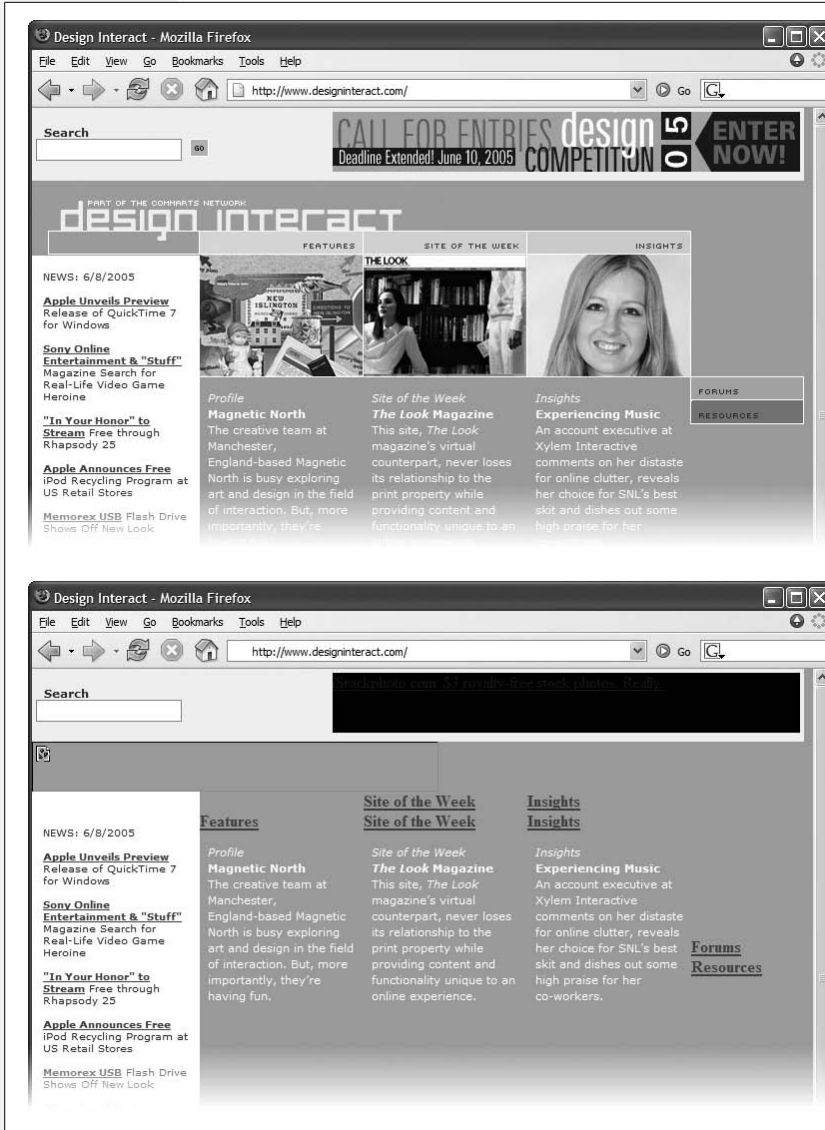


Figure 6-7: The Alt property is an important aid for people who are surfing but can't see the graphics on your Web page.

Top: Graphics denote the different sections of this site, such as Features, Site of the Week, and Insights.

Bottom: With graphics turned off, that information is still available, thanks to the Alt text property. In contrast, graphics that don't use the Alt property simply disappear or display the generic label `IMAGE`. In the case of an important identifying graphic like the site logo (the "design interact" banner in the top figure), a missing Alt property leaves visitors wondering where they are.

Changing the Size of an Image

The Width and Height properties of a graphic do more than determine its screen size; they also help Web browsers load the graphic quickly and efficiently. Since the HTML of a Web page downloads before any graphics do, a Web browser displays the text on the page first, and then adds the images as they arrive. If width and height attributes are missing, the browser doesn't know how much space on the page to give each image, so it has to redraw the page after each image is downloaded. The stuttering appearance of this redrawing is disconcerting, makes Web pages appear slowly, and shatters your reputation as a cool, competent Web designer.

Making Accessible Web Sites

Many people using the Web have disabilities that make reading, seeing, hearing, or using a mouse difficult. Visually impaired people, for example, may be unable to benefit from images on the screen, even though they have software that can read a Web page's text aloud.

Dreamweaver includes a number of features for making your Web sites more accessible. That's good news if you're building a Web site for the federal government or one of the many states that support Section 508 of the Workforce Investment Act. This law requires Web sites built for or funded by the government to offer equal or equivalent access to everyone. Throughout this book, you'll find tips for using Dreamweaver's accessibility features, and on page 604, you'll learn how to use a tool to find out if your site complies with recognized accessibility standards.

The Alt property described on page 209 is an important first step for assisting visually impaired Web surfers. For complex images, such as a graph that plots changes in utility rates over time, you can also supply a more detailed description on a separate Web page. The *Longdesc* (long description) property of an image lets you specify a link to a page containing a text description of the image. Some Web browsers understand this property, allowing visually impaired visitors to jump to a page with a text description that screen-reading software can read aloud.

While you can't find the *Longdesc* property in the Property inspector, you can turn on an accessibility option in Dreamweaver that lets you add it every time you insert a graphic. Choose Edit → Preferences (Dreamweaver → Preferences on the Mac) to open the Preferences window, and select the Accessibility category. Turn on the Images checkbox.

Now whenever you insert a graphic, the window shown below appears, so that you can quickly set the Alt text, and select an HTML page containing a long description. (You can also use the Tag inspector described on page 386 to add a Longdesc property to a graphic you've already inserted into a page.)

Note that you're *not required* by Section 508 to use the long description property when inserting images. It's merely recommended if the image is particularly complex or includes information that can't be explained in the Alt property—for example, graphs or images that include a lot of text information. For an overview of Web accessibility and helpful tips on making accessible sites, visit www.w3.org/WAI/gettingstarted/.

Fortunately, you don't have to worry about specifying the picture's dimensions yourself: Whenever Dreamweaver inserts an image into a Web page, it automatically calculates its width and height and enters those values into the Property inspector's W and H fields (see Figure 6-6).

Note: This cool feature works only in Design view. If you use the Insert Image command to add an image while working in Code view, Dreamweaver adds only the tag with the proper reference to the graphic file; it leaves out the Width and Height properties. In this case, selecting the tag and clicking the recycling symbol icon in the Property inspector adds the proper dimensions (see the box on page 212).

You can, if you like, shrink a graphic by typing smaller values into the W and H fields, but doing so doesn't do anything to speed up the download time. You'll make the picture *appear* smaller, but the Web browser still has to download the entire graphics file. To make your graphic smaller both in appearance and file size,

Watch Those Resize Handles!

After you insert an image in the document window, a thin black border appears around it, indicating that it's selected. Three small black squares—the resize handles—appear on the right edge, bottom edge, and lower-right corner, as circled in the illustration.

Dragging these handles changes the graphic's width and height—or, rather, the Width and Height properties in the Property inspector. Pressing Shift while dragging the corner handle keeps the proportions of the image the same. The graphic file itself remains unchanged.

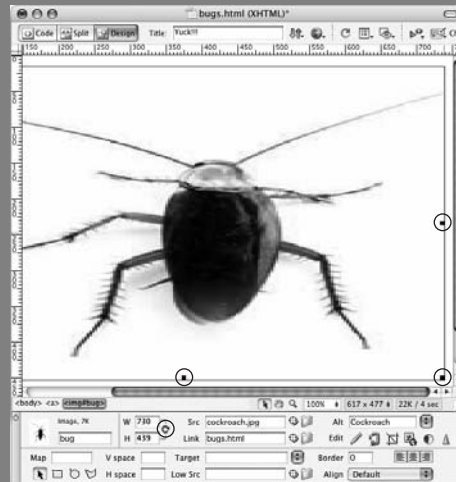
However, dragging one of these handles to make the picture appear bigger is almost always unsuccessful, resulting in distortion and ugly pixellation.

But those pesky resize handles are far too easy to accidentally grab and drag. In fact, sometimes you may resize a graphic and not even know it. Perhaps you accidentally dragged the left resize handle a few pixels, making the graphic wider, but not enough to notice.

Fortunately, the Property inspector does provide some subtle feedback to let you know if your graphic is distorted.

A boldfaced number in the W or H field tells you that the Width or Height property now differs from the actual dimensions of the graphic.

Clicking the letter W or H in the Property inspector *resets* the Width or Height property back to that of the original graphic file, undoing your little slip of the mouse. Clicking the recycling-symbol icon (also circled) resets both properties.



shrink it in an image-editing program like Fireworks, or Photoshop, or use the Resample Image tool described on page 221. Not only do you get an image that's exactly the size you want, but you also trim a few bytes off its file size, and maybe even save a second or two in download time.

On the other hand, setting width and height values that are *larger* than the actual dimensions of the graphic merely distorts the image by stretching it, creating an undesirable pixellated effect. If you want a larger image without distortion or pixelation, start with a larger original image. To do so, return to your digital camera or stock photo CD, or recreate the graphic at a larger size in Photoshop or Fireworks.

Some Properties to Avoid

You'll notice that the Property inspector includes a few other properties (see Figure 6-6) that seem intriguing and possibly useful—Align, V Space, H Space, and Border. These properties affect how an image is positioned inside a block of text (or next to another image), and the size of the margins and borders around an image. However, they should be avoided. Not only are these properties so Web-Design-Circa-1999, but they're on the way out and unsupported in the strict

versions of HTML and XHTML. In addition, they offer very anemic design control. For example, you can't easily control the color of the border around the image, nor can you specify different margins for both the right *and* left or bottom *and* top edges of an image.

Fortunately, you'll find that Cascading Style Sheets once again come to the rescue, as discussed next.

Note: If you're not obsessed with building a Web site that meets the latest HTML/XHTML standards, the left and right option from the Align menu are useful. These choices move an image to either the left or right side of the page (or table cell, or <div>) and force other content like text to wrap around it. You can achieve the same effect with the CSS float property as described below.

Controlling Images with CSS

Cascading Style Sheets aren't just for stylizing text. You can also use the design power of CSS to add borders to an image, force text to wrap around an image, and even add images to the background of other elements. For example, the CSS *background-image* property lets you place an image in the background of a Web page, or add a graphical background to a link.

In general, you probably don't need to create a tag style (see page 116) for the tag. That type of style applies across a site, and affects every image. And while you may want a bright red, 10-pixel border around each thumbnail in a photo gallery, you probably don't want that border around the site's logo or the graphical navigation buttons on that same page. You're more likely to create class styles that you manually apply to certain graphics. In this case, create a class style with the proper border setting, and then apply that class to each gallery image (an even more efficient method is to use a *descendent selector* as described on page 285).

Wrapping Text Around an Image

When you add an image to a page, you might initially be staring at a bunch of empty white space surrounding the image (see Figure 6-8, top). Not only does this waste precious screen real estate, it's usually unattractive. Fortunately, using the CSS *float* property, you can wrap text around images (see Figure 6-8, bottom).

To do so, you set the *float* property in the CSS Rule Definition window's Box category (see Figure 6-9). An element can be floated *left* or *right*. If you want an image to appear at the right side of the page and have text flow around its left and bottom edges, choose "right" from the Float menu. The Float property behaves just like the right and left alignment options for images (see the Note below).

Note: The Float property has many uses, from positioning images on the right or left side of the page, to creating thumbnail photo galleries, to laying out entire Web pages. You'll learn about using the float property for layout in Chapter 9. For an excellent introduction and set of tutorials on the float property in general, visit <http://css.maxdesign.com.au/floatutorial/>; book lovers should pick up *CSS: The Missing Manual* for in-depth discussion, tutorials, and practical tips on using floats.

CONFESSIONS OF AN APARTMENT FARMER



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A Green Thumb in the Big City

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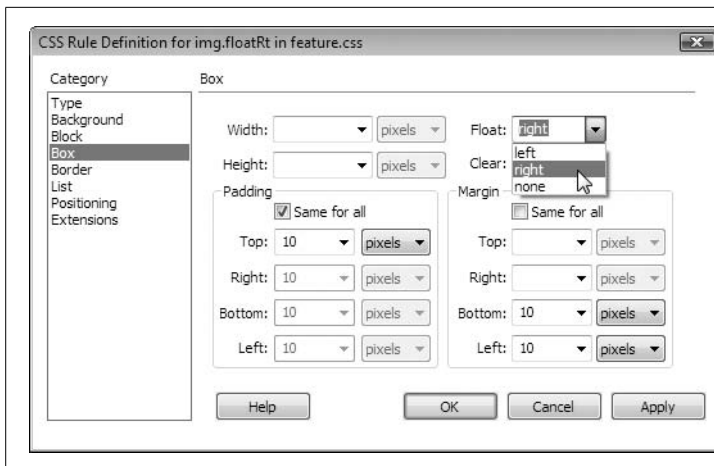


Figure 6-8:

Placing an image on the same line as text (top photo) creates unsightly open space, which can be put to better use. By floating an image to the right (bottom photo) or left, you force content that follows the floated element to wrap around it.

One thing to keep in mind with floats: The floated element must appear *before* anything that you wish to wrap around it. Say you have a paragraph of text that you'd like to wrap around a right-floated image. The image needs to be inserted before the text (a good spot is before the first letter in the paragraph). If you float an image to the right, but place the image after the text, the image moves to the right, but the paragraph of text remains above the image.

You'll also frequently use the margin property with floats (see Figure 6-9). The margin is the outermost space surrounding an element. It lets you add space between one element and another. So for a right-floated image it's usually a good idea to add a little *left*, *bottom* and *top* margin. This creates a bit of breathing room between the image and anything else that wraps around it; omitting a left margin on a right-floated image can cause text to butt right up against the image. You can use any of the measurement values—pixels, percentages, and so on—that CSS supports for a margin.

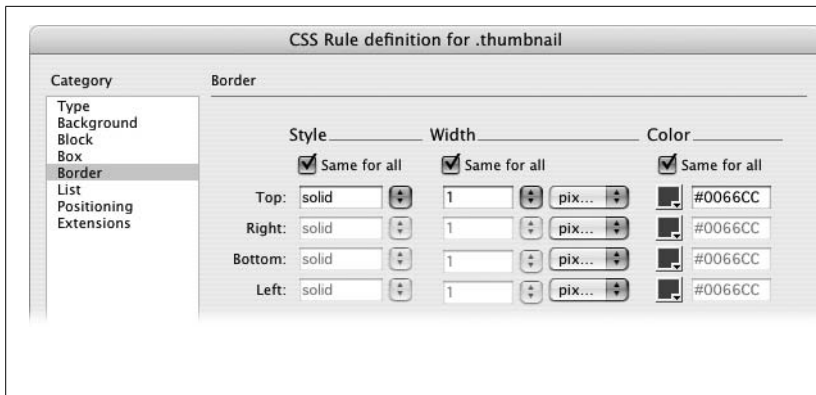
**Figure 6-9:**

The Box category contains some of the most used CSS properties: the Float property for aligning images and other page elements to the left or right; the Margin property for adding or removing space between elements (like adding space between the edge of a right floated image and the text that's wrapping around the image); and the Padding property for adding space between content and any borders around the element.

Adding Borders

As you saw in the tutorial for Chapter 4, you can add a border to any element on a page—a paragraph, or even a single word. But borders can really add to the impact of a photo on a Web page, by adding a polished “frame-like” appearance; and borders can help unify a page full of thumbnail images.

The border is controlled, logically enough, from the CSS Rule Definition window's Border category (see Figure 6-10). You can control each *side* of the border independently with its own width and color settings by specifying the three main border properties:

**Figure 6-10:**

Add colorful and stylish borders to paragraphs, images, tables, and links with the CSS Border properties. Turning on only the bottom border for a paragraph is a great way to add a horizontal rule between paragraphs. While HTML's Horizontal Rule object also does this, only CSS lets you control the rule's color.

- **Style.** This menu lets you specify the type of line used for the border. Dreamweaver gives you more options than a frame shop: “none” (the default choice), “dotted,” “dashed,” “solid,” “double,” “groove,” “ridge,” “inset,” and “outset” (see Figure 6-11). You can use a different style for each edge, or select a style from the top menu and turn on the “Same for all” box to apply the same style to all four borders. (In Internet Explorer there's no visual difference between 1 pixel dotted borders and 1 pixel dashed borders.)

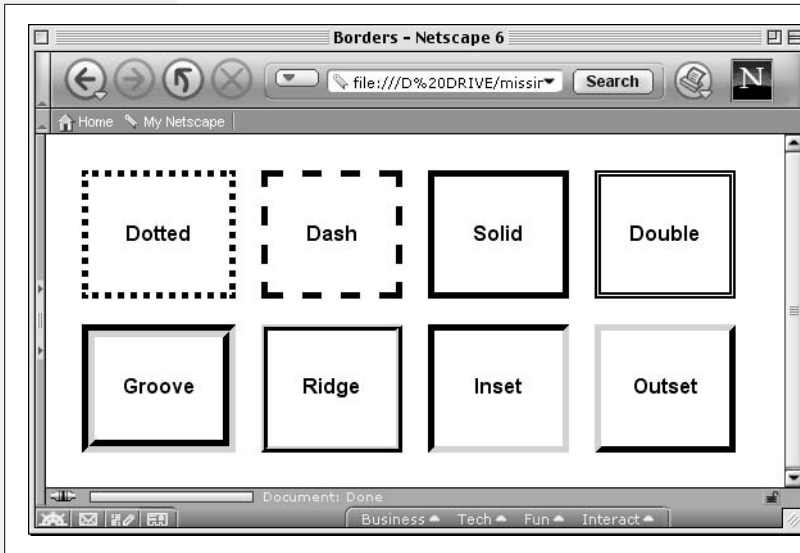


Figure 6-11: CSS provides eight different border styles. Some, like double, ridge, and groove, look good only with a thick border (more than 1 pixel).

Note: You have to select a style from the pop-up menu to see the borders. If you leave this option blank or select “none,” you don’t see the borders even if you set the width and color.

- **Border Widths.** You can set the border separately around each side of a styled object. Choose one of the preset widths—“thin,” “medium,” “thick,” or “auto”—or, if you choose “(value)” from the pop-up menu, you can type a value into the Width box, and then select a unit of measurement from the pop-up menu to the right. Again, you can choose from a wide range of types: pixels, percentage, inches, and so on (see page 107 for more on CSS measurement types). If you want to eliminate the border on one side, type *0* into the appropriate box (or choose *None* from the Style menu).
- **Border Colors.** You can color each of the four borders individually using the ubiquitous Dreamweaver color box (page 49). If you don’t assign any colors, but do assign border *widths*, the borders match the color of the surrounding text.

If you use borders to “frame” an image, you can also use the *padding* property to add space between the image and the border—this simulates the appearance of the cardboard mat used in professionally framed photographs. Padding is the gap that separates the style’s content—such as a paragraph of text or an image—and its border.

You can control padding settings from the CSS Style Definition window’s Box category (see Figure 6-9). If you put a 1-pixel border around an image and want to add 10 pixels of space between the image and the border, type *10* into the Top padding box, and then, from the pop-up menu, choose “pixels”. Turn off the “Same for all” box if you wish to set the padding around each edge separately; then, type values into each of the four boxes.

Background Images

Inserting an image into a page as described on page 199 isn't the only way to add graphical beauty to a Web page. CSS also provides a method of adding a background image to any style. In this way you can put a graphic in the background of a page, enhance a headline with an icon, or add your own custom graphics to links (in fact, the arrow icons used for the Spry Menu Bar discussed in page 175 are images placed into a link's background).

You control background images by setting the following properties in the CSS Rule Definition window's Background category (see Figure 6-12):

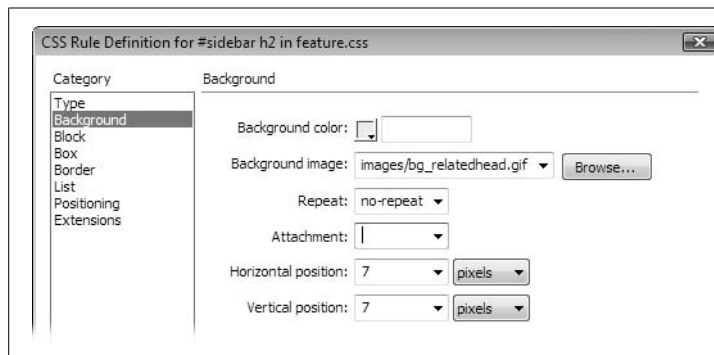


Figure 6-12:

The CSS Background category lets you specify a background color and image for a style. While you won't frequently apply a background color to an image (after all, the image would usually cover up anything behind it), it can come in handy when used with the padding property (see page 322): In this way you can create a customized "mat" color.

Background image

Add a background image to the style by clicking the Browse button, and then selecting an image from your site. You can also type an absolute URL, starting with *http://*, to use an image off the Web.

To fill your entire page background with some repeating graphic, you could either redefine the `<body>` tag using this property, or create a class style with a Background Image property, and then apply it to the `<body>` tag as described on page 122.

You can even control how the image tiles (repeats) and where it's placed on the page (see the following sections). Furthermore, you can add background images to any *individual* element on your page: paragraphs, tables, layers, and so on.

Background images appear above any background color, so you can (and often will) combine the two. For example, you may want to position an interesting graphic on top of a colorful background.

Tip: One common byte-saving technique is to create an image that looks like a button, and then use it for the background image of navigation links on a page. The links themselves include text—"Home," "About Us," and so on—but the background of each link looks like a graphical button. This technique's main benefit is that you don't need to create separate graphics for each button.

Background repeat

Background images—for example, the background of a page—normally fill the available space by tiling (that is, repeating over and over again) across and down. A small image of a carrot added to the background of a page appears as a field of carrots—one next to another, row after row.

But with CSS, you can control *how* the background image repeats. You can select from the following options:

- *repeat* tiles the image horizontally and vertically. This is how browsers normally display a background image.
- *repeat-x* and *repeat-y* display a horizontal and vertical band of images, respectively. So if you'd like to have a single row of images appear at the top of a page, use the *repeat-x* option; it's a good way to add a graphical background to a banner. *repeat-y*, on the other hand, is great for a graphical sidebar that appears down the left edge of a page.
- *no-repeat* displays the image one time only (see the examples in Figure 6-13).

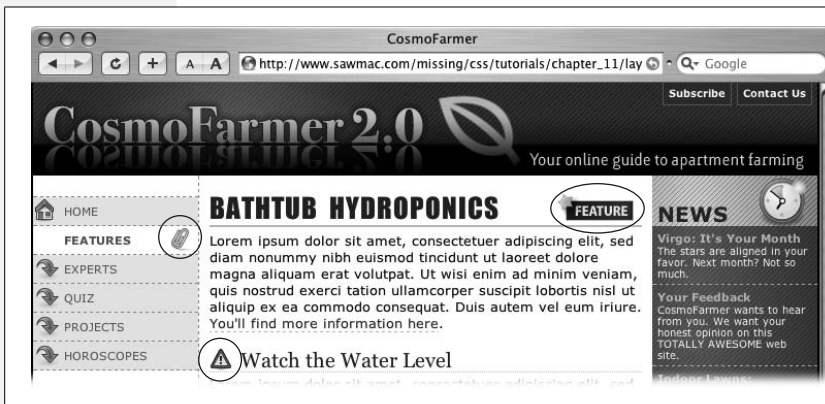


Figure 6-13: Background images aren't just for the body of a Web page. You can apply styles that include background images to any selection, including links, headlines, and paragraphs of text. The circled graphics in this image are just a few examples on this Web page of background images.

Background attachment

By default, the background image on a page scrolls with the rest of the page, so that as you scroll down to read a long Web page, the image scrolls along with the text.

But using CSS, you can lock the image in place by choosing “fixed” from the Attachment menu. Say you added your company’s logo to the background of a page, and set the Repeat property (described above) to “no-repeat.” The logo now appears only once in the upper-left corner of the page. If you use the “fixed” option for this property, when a visitor scrolls the page, the logo remains fixed in the upper-left corner. (Choosing “scroll” from the Attachment menu means, of course, that the background image scrolls with the page.)

Horizontal and vertical position

Using these controls, you can specify a position for the affected text or other Web page element. The Horizontal Position options are: “left,” “center,” and “right.” You can also choose “(value),” type an exact number in the box, and then select a unit of measurement from the menu to the right. Similarly, the Vertical Position options include “top,” “center,” and “bottom,” or you can enter a specific value.

These positioning options refer to the position of the styled object. Suppose you created a class style that included a background image with Horizontal and Vertical Position both set to *center*. Then say you applied that class style to a paragraph. The background image would appear in the center of that *paragraph*, not in the center of the Web page.

Likewise, if you set the horizontal position of the image to 10 pixels and the vertical position to 20 pixels, the image would start 10 pixels from the left edge of the paragraph and 20 pixels from the top edge.

And if you wanted to place an image in the exact center of the page, you’d choose “center” from both the Horizontal and Vertical Position menus, set the Repeat property to “no-repeat,” and then apply the style to the page’s <body> tag.

Editing Graphics

Nothing’s ever perfect, especially when you’re building a Web site. Corrections are par for the course—not just to a Web page, but to the pictures on it, as well. Perhaps a picture is a tad too dark, or you’d like to crop out the rowdy co-worker being escorted out by security from your company’s holiday party photo.

In the hands of less capable software, you’d face quite a tedious switching-and-opening task each time you wanted to edit a graphic. You’d have to open Photoshop, Fireworks, or whatever graphics program you prefer; choose File → Open; navigate to your Web site folder; find the graphic that needs touching up (if you can even remember its name); and then open it to make your changes.

Dreamweaver includes tools for performing many basic editing tasks. For more complex work, like changing the text on a button from “Now Firing” to “Now Hiring,” you need to switch to a different program. However, Dreamweaver is considerate of your time; it lets you access your favorite graphics program with just a couple of clicks.

The Built-In Editing Tools

Dreamweaver includes four tools for cropping, resizing, sharpening, and adjusting the brightness and contrast of images (see Figure 6-14). Suppose your boss emails you his portrait with instructions to put it on his “Meet the boss” page. Unfortunately, it’s too big and too dark. Rather than launch a separate image-editing program, you can simply add the photo to the page and make the corrections within Dreamweaver.

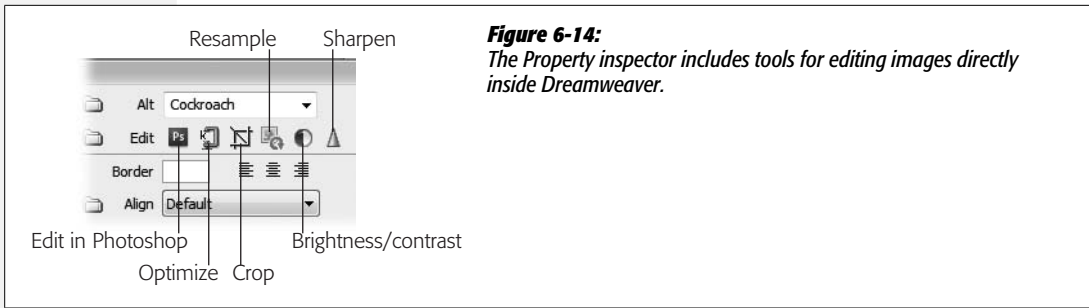


Figure 6-14:
The Property inspector includes tools for editing images directly inside Dreamweaver.

But first, a warning: All these tools change the *original* GIF, PNG, or JPEG image in your site folder. If you shrink a graphic, and then later change your mind, you may be out of luck. It's a good idea, therefore, to make backups of all of your images before you use these tools.

EASTER EGG HUNT

Meet the Geeks Behind Dreamweaver

Want to see pictures of the engineers behind Dreamweaver? OK, maybe you don't, but you *can*, if you want, find these little snapshots hidden away in the Property inspector. Select an image in the document window. Then, simply Ctrl+double-click (or ⌘-double-click) the thumbnail of the graphic in the left side of the Property inspector.

A picture of one of Dreamweaver's programmers appears, along with his name. Ctrl (⌘) double-click the thumbnail repeatedly to cycle through the names and pictures of other members of the Dreamweaver team.

Furthermore, remember that if you use that same file on other pages, your modifications appear on those pages, too. For instance, if you decide you want to shrink your company logo to a smaller size on one page, you may find that *every* page on your site now has the smaller logo! What's worse, on the other pages, the image's width and height settings don't change, so on those pages, that logo looks unnaturally pixellated. If you want to change a graphic on only one page, make a copy of it first, insert the *copy* on the page you wish to change, and then modify just that image file. That way, the rest of your site keeps the original graphic.

Of course, if you discover right away that you've made a change you don't want, you can choose Edit → Undo or press Ctrl+Z (⌘-Z). Until you close the page, you can continue to undo multiple image changes.

Cropping an image

Dreamweaver's Crop tool can remove extraneous or distracting parts of an image. (You can use it to focus on a face, or to get rid of those teenagers making faces in the corner.)

To do so, select the graphic you wish to crop, and then, on the Property inspector, click the Crop tool (see Figure 6-14). (Alternatively, choose Modify → Image → Crop.)

A rectangular box with eight handles appears inside the image; anything outside the box is cropped out. So just move this box (by dragging it), and resize it (by dragging the handles), until you've got just what you want inside the box.

When you're done, double-click inside the box, or click the Property inspector's Crop tool again. Dreamweaver crops the image, discarding the graphic's unwanted areas.

To undo a crop you don't like, simply press Ctrl+Z (⌘-Z). In fact, you can back out before you've used the Crop tool at all; clicking anywhere on the page outside the image makes the cropping box go away.

Resampling an image

If a photo is just too big to fit on a Web page, you could select the image, and then use one of the resize handles to alter its dimensions (see page 212). Unfortunately, graphics that you shrink this way give you the worst of both worlds: They look muddier than they were before, yet they still retain all the slow-downloading data of the larger image.

You can, however, use this resizing technique in conjunction with the Image Resample tool to resize the actual graphic file. You'll end up with a trimmed-down file with its appearance intact.

To use the Resample tool, select an image on a page, and then resize it using the resize handles (see page 212). (Shift-drag to prevent distortion.) When you're done, click the Resample button on the Property inspector (Figure 6-14). Dreamweaver resizes the image file.

You can even make an image *larger* than the original using this technique. The end result isn't perfect—even Dreamweaver can't create image information that was never there—but the program does its best to prevent the image from looking too pixellated. You won't want to enlarge images this way often, but in a pinch, it's a quick way to make a photo just a little bit larger.

Dreamweaver changes the graphic, altering the width and height of the actual file. If you change your mind about resampling the image, your only option is the old undo command, Ctrl+Z (⌘-Z).

Brightness and contrast

If an image on a page is too light, dark, or washed out, you can use Dreamweaver's Brightness/Contrast dialog box to fix it.

First, select the picture, and then, on the Property inspector, click the Brightness/Contrast icon (Figure 6-14) to open the Brightness/Contrast dialog box (Figure 6-15). Move the Brightness slider to the right to lighten the image (great for underexposed interior shots), or to the left to darken the image. The Contrast control works in the same way: right to increase contrast (making dark colors darker and light colors lighter); left to decrease contrast (moving all colors toward gray).

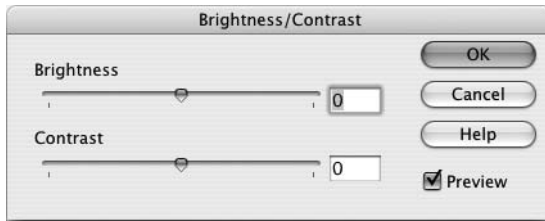


Figure 6-15: If you've ever used image-editing software like Fireworks or Photoshop, this dialog box should look familiar. Make sure the Preview checkbox is turned on so that you can see your changes right in the document window before you click OK.

You'll often use the Brightness and Contrast sliders in conjunction. Brightening (lightening) an image also has a fading effect. By increasing contrast, you can restore some punch to a brightened image.

As with the other image-editing controls, if you're unhappy with the changes you've made, choose Edit → Undo or press Ctrl+Z (⌘-Z) to return the image to its previous glory.

Sharpening images

Sometimes graphics, even those from some scanners and digital cameras, look a little fuzzy, especially if you've resampled the image (page 221). Dreamweaver's Sharpen tool on the Property inspector helps restore clarity and make such images "pop." It works like similar tools in graphic-editing programs: it increases the contrast between an image's pixels to create the illusion of sharper, more focused graphics. (Insert your own Sharper Image joke here.)

To use this tool, select the graphic, and then, on the Property inspector, click the Sharpen icon (Figure 6-14). The Sharpen window appears, as shown in Figure 6-16. Move the slider to the right to increase the amount of sharpening, or type a number in the box (10 is maximum sharpening; 0 is no change). You probably won't use the maximum setting unless you're going for a special effect, since it tends to highlight "noise" in the image, creating an unappealing halo effect around pixels. Once you've selected a level of sharpening that you like, click OK.

If you're unhappy with the results, just press Ctrl+Z (⌘-Z), or choose Edit → Undo.

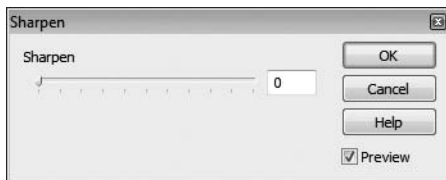


Figure 6-16: The Sharpen box can make fuzzy pictures "pop." Make sure the Preview checkbox is turned on so you can see the effect on the image as you move the slider.

Setting Up an External Editor

When you double-click an image file in the Files panel, your favorite image-editing program launches and opens the file, ready for you to edit. But before you can take advantage of this time-saving feature, you need to tell Dreamweaver which graphics program you want to use.

1. Choose Edit → Preferences (Dreamweaver → Preferences on the Mac).

The Preferences dialog box opens, as shown in Figure 6-17.

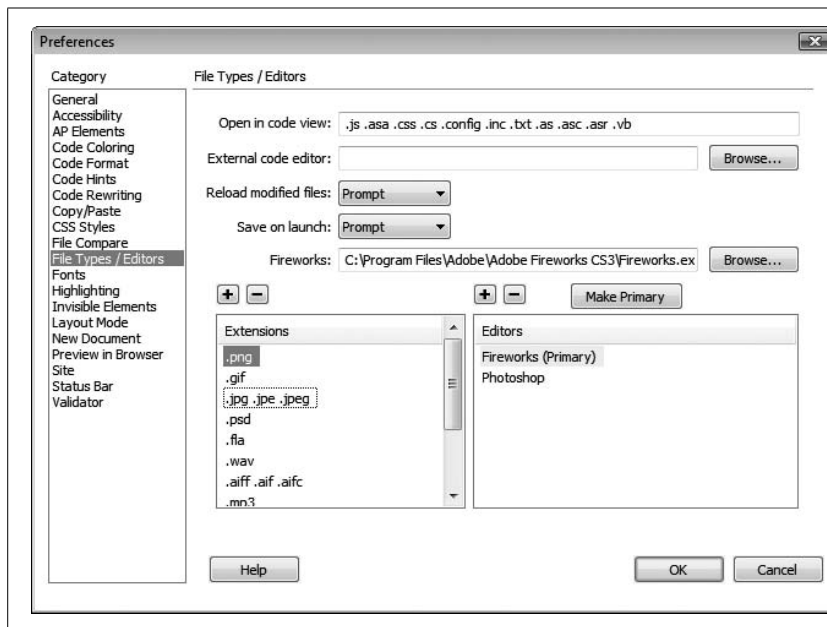


Figure 6-17: You can select external image-editing programs to use with various types of Web files—including graphics formats such as GIFs, JPEGs, and PNGs. Make your selection in the Preferences dialog box's File Types/Editors category.

2. In the left pane, click File Types/Editors.

The Preferences box now displays your current settings for the editing programs you prefer for editing different types of files. Two columns appear in the bottom half of the box: Extensions and Editors.

3. From the Extensions list, select a graphic extension.

Three types of graphic files are listed: GIFs, JPEGs, and PNGs. You can choose a different editing program for each type of file, if you like. You can add filename extensions for file types not shown by clicking the + button above the Extensions list.

4. Click the + button above the Editors list.

The Select External Editor dialog box opens.

5. On your hard drive, find the program you wish to assign as an editor for the selected type of graphics file.

It can be Photoshop, Photoshop Elements, Fireworks, or whatever.

6. If you wish to make this program the primary program for editing this type of file, click Make Primary.

This *primary* editor is the one Dreamweaver opens when you choose to edit the graphic. (You can define other, less frequently used editors, as well. See the Tip at the end of this list.)

7. Repeat steps 3–6 for each type of graphics file you work with.

Dreamweaver treats GIFs, JPEGs, and PNGs as separate file types, so you need to assign an editor to each. Of course, most people choose the same program for all three file types.

8. Click OK to close the Preferences dialog box.

From now on, whenever you need to touch up a graphic on your Web page, just select it, and then click Edit on the Property inspector (see Figure 6-6). Alternatively, you can simply double-click the file in the Files panel, or Ctrl-double-click (⌘-double-click) the image on the page. In any case, your graphic now opens in the graphics program that you set as your primary editor in step 4.

Now you can edit the graphic and save changes to it. When you return to Dreamweaver, the modified image appears on the page. (If you're a Photoshop or Fireworks fan, you're in even better shape; read on.)

Tip: You aren't limited to just one external editor. For instance, if there's a Fireworks feature you need, even though Photoshop is your primary editor, you can still jump to Fireworks directly from Dreamweaver.

The trick is to right-click (Control-click) the image you want to edit, whether it's in the document window or the Site Files window. Choose the Edit With menu. If you've added the other image editor to your preferences (Figure 6-17), that editor is listed in the submenu. Otherwise, select Browse from the contextual menu, and then choose the editing program you want to use in the resulting dialog box. That program opens automatically, with the graphic you clicked open and ready to be edited.

Editing Images with Photoshop

Since Adobe makes Photoshop (the pre-eminent graphics program) as well as Dreamweaver, it makes sense that the two programs should work together. In fact, the latest version of Dreamweaver makes editing an image created and imported from Photoshop a breeze.

When you add an image from Photoshop using either the Insert → Image or copy and paste method (see page 208), Dreamweaver keeps track of the original Photoshop document used to create the imported image (unfortunately, only with Photoshop CS3, not earlier versions). The path to the original PSD (Photoshop) file is listed in the Property inspector (see Figure 6-18). Clicking the “Edit in Photoshop” button in the Property inspector launches Photoshop and opens the original PSD file. At this point, you can make any edits you want to the Photoshop document.

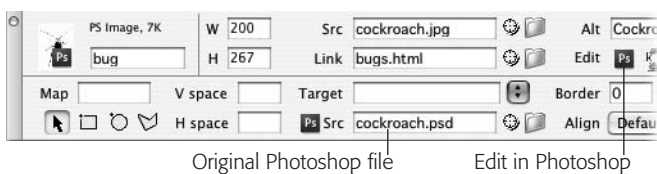


Figure 6-18:

The Property inspector displays special logos to indicate the origin of an image. In this case, the Photoshop logo (upper-left corner) and the path to a .psd file indicate that you're looking at a Photoshop file. If you insert an image that you exported from Fireworks, the Fireworks logo and an "Edit in Fireworks" button appear.

Unfortunately, the process of getting the edited image back *into* Dreamweaver is a bit clunky. There's no "I'm done, export this image back to Dreamweaver" button; instead you need to copy the revised image and paste it back into Dreamweaver: Copy the image (or portion of the image you wish to use) in Photoshop (see the Tip on page 208); then return to Dreamweaver, select the image you're replacing in Design view, and then choose Edit → Paste. Dreamweaver quickly replaces the old image with the new image. You don't have to revisit the Image Preview window (see page 205); Dreamweaver remembers the optimization settings, including the file name, you set when you first inserted the image.

Tip: You may want to use different bits of one Photoshop document on a page. You might create a single-page mockup that includes icons, photos and graphical navigation buttons. Use the Photoshop Slice tool to identify each individual graphic element; then use the Select Slice tool to select a slice. Choosing Edit → Copy then copies just that slice.

Editing Images with Fireworks

Fireworks was Dreamweaver's original companion graphics program (before Adobe, the maker of Photoshop, bought both Fireworks and Dreamweaver). Fireworks is a powerful image-editing program made specifically to create and optimize Web graphics. It has a long history of working well with Dreamweaver.

Dreamweaver treats Fireworks images much as it does Photoshop images, as described in the previous section: When you export a GIF or JPEG graphic from Fireworks and save it somewhere in your Web site, Fireworks creates a folder called `_notes` in the same folder. This folder contains small files whose names end in `.mno`—for Macromedia Note. The `.mno` file contains a note with the location of the original Fireworks file. By reading this `.mno` file, Dreamweaver is able to find the original Fireworks PNG file on your computer.

When Dreamweaver opens a Web page, it checks for this folder and any notes that are associated with the graphics on the page. When you select an image created with Fireworks, Dreamweaver displays this information in the Property inspector (just like in Figure 6-18, but with a Fireworks instead of a Photoshop logo).

To edit a Fireworks graphic, just click it in the document window, and then click the "Edit in Fireworks" button in the Property inspector. Or, if you're in a hurry, just Ctrl (⌘) double-click the image; or right-click (Control-click) it and then choose Edit With Fireworks from the contextual menu. Either way, Dreamweaver launches Fireworks. (You may be prompted to choose whether or not to open the exported GIF or JPEG's source file, depending on how you've set up your Fireworks preferences.)

In Fireworks, make any changes you wish to the image. When you're finished, click Done. Fireworks exports the image, closes the file, and returns you to Dreamweaver. The updated graphic appears on your page.

Optimizing an Image

You can optimize an image—compress its file size for faster download—by clicking the Optimize image button in the Property inspector (see Figure 6-14). After clicking the button, the Image Preview window appears. This is the same window with all the same controls that appears when importing a Photoshop file (see Figure 6-4). While this feature does leave you with a smaller image file, you should usually avoid it. That’s because when you optimize a GIF, JPEG or PNG image, you’re compressing an already compressed file. Applying additional optimization to an image usually degrades the quality.

In addition, you shouldn’t convert a JPEG file into a GIF, or vice versa. The image almost always ends up looking worse. If you have a JPEG file that you think should be a GIF instead (see page 202 for some guidelines), or you simply want to see if you can shave a few more bytes from a file by optimizing it again, it’s best to return to the original Photoshop, Fireworks, or Illustrator file, if available, and use that program’s export or “Save for Web” feature to generate a new GIF, JPEG, or PNG file. (Alternatively, use either of the techniques described on page 224 and page 225 for editing Photoshop and Fireworks files.)

If you decide to ignore this warning (or you don’t have the original image and really need to optimize the image further), then follow the directions on page 204. Once you’ve made your optimization changes, click the OK button in the Preview Image window. The image is optimized again. You can choose Edit → Undo to back out of the change.

Image Maps

As Chapter 5 makes clear, you can easily turn a graphic into a clickable link. You can also add *multiple* links to a single image.

Suppose your company has offices all over the country, and you want to provide an easy way for your visitors to locate the nearest state office. One approach would be simply to list all the state names, and link them to separate pages for each state. But that’s boring! Instead, you could use a map of the United States—one image—and turn each state’s outline into a hotspot that’s linked to an appropriate page, listing all the offices in that state.

The array of invisible link buttons (called *hotspots*) responsible for this magic is called an *image map*. An image map contains one or more hotspots, each leading somewhere else.

Here’s how to create an image map:

1. **Select the graphic you wish to make into an image map.**

The Property inspector displays that image’s properties and, in the lower-left corner, the image map tools, shown at the bottom in Figure 6-19. (These appear in the lower half of the Property inspector, which appears only if the Property inspector is fully expanded, as described on page 25.)

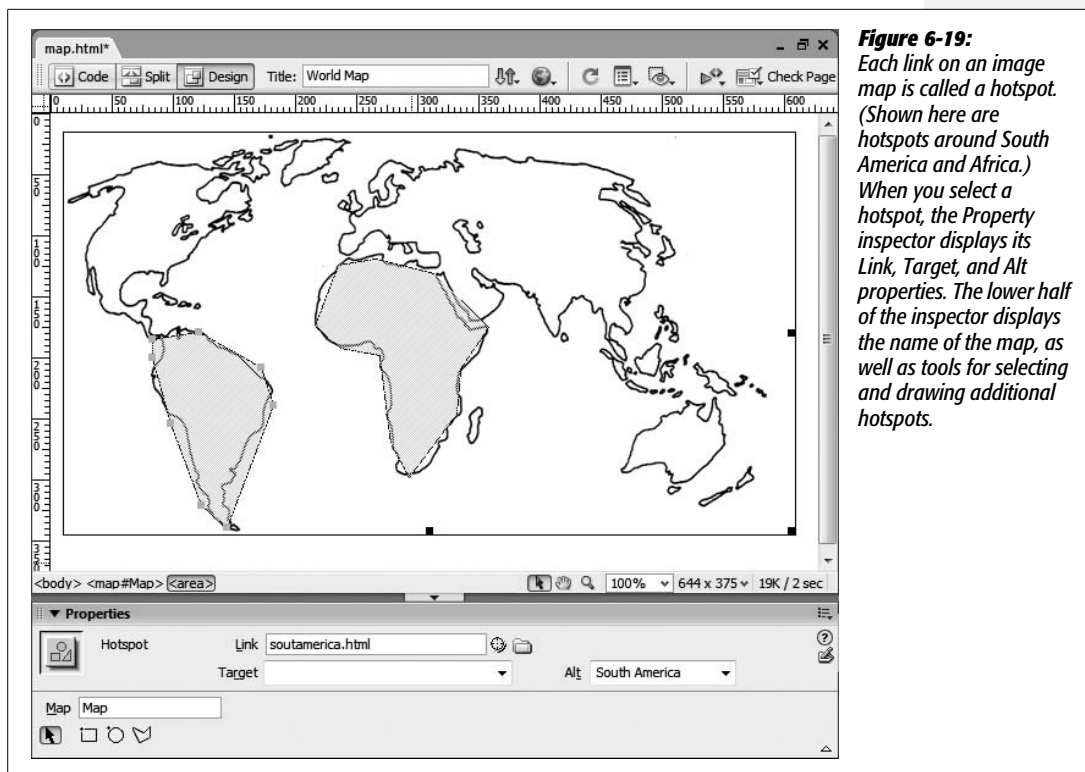


Figure 6-19: Each link on an image map is called a hotspot. (Shown here are hotspots around South America and Africa.) When you select a hotspot, the Property inspector displays its Link, Target, and Alt properties. The lower half of the inspector displays the name of the map, as well as tools for selecting and drawing additional hotspots.

2. In the Property inspector's Map field, type a name for the map.

The name should contain only letters and numbers, and can't begin with a number. If you don't give the map a name, Dreamweaver automatically assigns the map the ingenious name *Map*. If you create additional image maps, Dreamweaver calls them *Map2*, *Map3*, and so on.

3. Select one of the image map tools.

Choose the rectangle tool, the circle tool, or the polygon tool, depending on the shape you have in mind for your hotspot. For instance, in the image in Figure 6-19, the polygon tool was used to draw each of the oddly shaped hotspots.

Note: If you have the image accessibility preference setting turned on (page 211), you get a window reminding you to add an Alt property to the hotspot you're about to draw. Each hotspot can have its own Alt description.

4. Draw the hotspot.

To use the rectangle and circle tools, click directly on your picture; drag diagonally to form a rectangle or circle. To make a perfect square, press Shift while dragging with the rectangle tool. (The circle tool always creates a perfect circle.)

To draw an irregularly shaped hotspot using the polygon tool, click once to define one corner of the hotspot. Continue clicking until you've defined each corner of the hotspot. Dreamweaver automatically joins the corners to close the shape.

Dreamweaver fills the inside of the hotspot with a light blue tint to make it easy to see. (Your Web visitors won't see the blue highlighting.)

If you need to adjust the hotspot you've just drawn, click the arrow tool on the Property inspector. You can drag the light blue square handles of your hotspot to reshape or resize the area, or drag inside the hotspot to move the whole thing. If you change your mind about the hotspot, press Delete to get rid of it altogether.

Note: After you draw a hotspot, the drawing tool is still active so that you can draw additional hotspots. Click the arrow tool in the Property inspector to deselect the hotspot drawing tool.

5. Add a link to the hotspot.

After you draw a hotspot, that same hotspot is selected; its properties appear in the Property inspector (see Figure 6-19). Use any of the techniques discussed on page 159 to link this hotspot to another Web page or anchor.

6. If necessary, set the Target property.

Most of the options in the Target pop-up menu are useful only when you're working with frames, as discussed on page 163, and in the online chapter about frames, which you can find at www.sawmac.com/missing/dw8/appc.pdf. The “_blank” option, however, is useful any time: It forces your visitor's Web browser to load the linked page into a *new* browser window. The original page remains open, underneath the new window.

7. Set the hotspot's Alt property.

By typing a label into the Alt box in the Property inspector, you provide a written name for this portion of the graphic. As noted on page 209, *alt* tags are extremely important to people who surf the Web with graphics turned off, or who use text-to-speech reading software.

8. Repeat steps 2–7 for each hotspot you wish to add to an image.

As you work, you can see the light blue hotspots filling in your image map.

Editing a Hotspot's Properties

As noted in step 4, you can change a hotspot's shape by dragging its tiny square handles. But you can also change its other properties—like which Web page it links to.

To do so, click to select the image map. Using the black arrow tool—the hotspot selection tool—on the Property inspector's far left side (see Figure 6-19), click the hotspot you wish to edit. Then use the Property inspector controls to edit the Link, Target, and Alt properties.

If you're having a fit of frustration, you can also press Delete or Backspace to delete the hotspot altogether.

Rollover Images

Rollover images are common interactive elements on the Web. People frequently use them for navigation buttons (see Figure 6-20), but you can use them anytime you wish to dramatically swap one image for another. Say you've placed a photo of a product you're selling on a Web page. The photo links to a page that describes the product, and lets the visitor purchase it. To add emphasis to the image, you could add a rollover image so that when the visitor moves his mouse over the photo, *another* image—for example, the same image but with “Buy Now!” or “Learn more” printed across it—appears. You've almost certainly seen rollovers in action, when your mouse moves over a button on some Web page, and the image lights up, or glows, or turns into a frog.

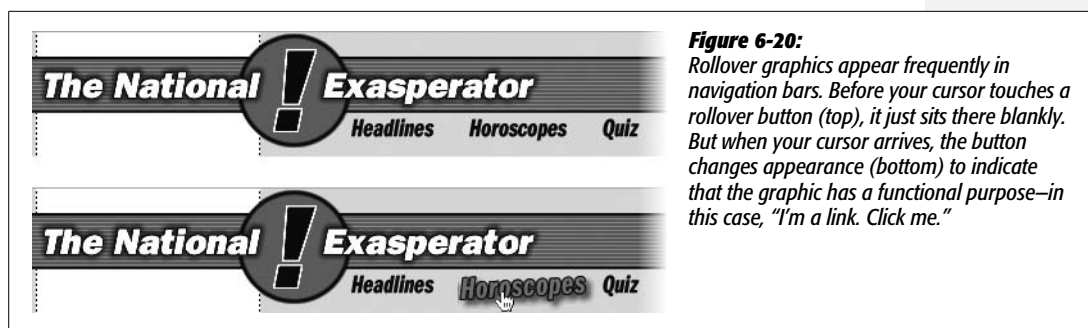


Figure 6-20:

Rollover graphics appear frequently in navigation bars. Before your cursor touches a rollover button (top), it just sits there blankly. But when your cursor arrives, the button changes appearance (bottom) to indicate that the graphic has a functional purpose—in this case, “I’m a link. Click me.”

This simple change in appearance is a powerful way to inform a visitor that the graphic is more than just a pretty picture—it’s a button that actually does something. Rollovers usually announce that the image is a link. (Though you can use them for other creative effects, as described on page 526.)

Behind the scenes, you create a rollover by preparing *two different* graphics—“before” and “after.” One graphic appears when the Web page first loads, and the other appears when your visitor’s mouse moves over the first. If the cursor then rolls away without clicking, the original image pops back into place.

You achieve this dynamic effect by using *JavaScript*, a programming language that most Web browsers use to add interactivity to Web pages. Fortunately, you don’t need to be a programmer to take advantage of this powerful technology. Dreamweaver’s many prewritten JavaScript programs, called *behaviors*, let you add rollover images and other interactivity to your pages. (You can find more about behaviors in Chapter 13.)

To insert a rollover image, start by using a graphics program to prepare the “before” and “after” button images. Unless you’re going for a bizarre distortion effect, both images should be exactly the same size. Store them somewhere in your Web site folder.

Then, in the document window, click where you want to insert the rollover image. If you're building a navigation bar, you might place several images (the buttons) side by side.

Choose Insert → Image Objects → Rollover Image (or click the Rollover Image button on the Insert bar's Common tab). Either way, the Insert Rollover Image dialog box appears (see Figure 6-21). Fill in the blanks like this:

- **Image name.** Type a name for the graphic, if you like. JavaScript requires *some* name for the rollover effect. If you leave this blank, Dreamweaver gives the image an unimaginative name—like Image2—when you insert a rollover. However, if you plan to later add additional interactive effects (Chapter 13), you may want to change it to something more descriptive, to make it easier to identify the graphic.

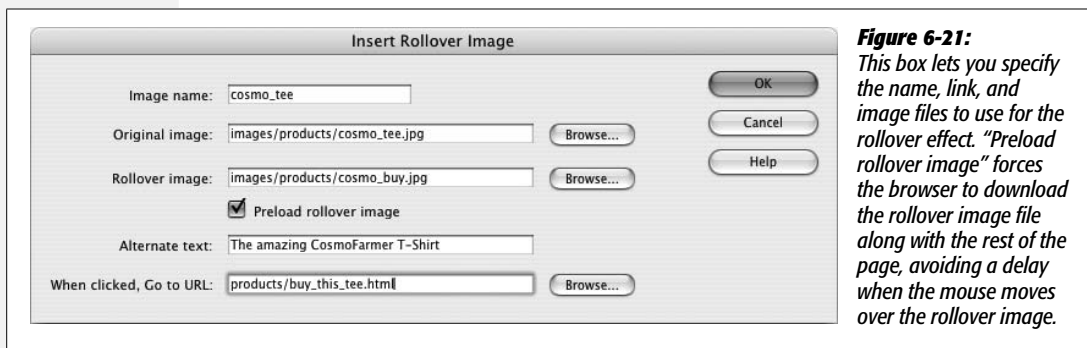


Figure 6-21: This box lets you specify the name, link, and image files to use for the rollover effect. “Preload rollover image” forces the browser to download the rollover image file along with the rest of the page, avoiding a delay when the mouse moves over the rollover image.

- **Original image.** When you click the top Browse button, a dialog box appears, prompting you to choose the graphic you want to use as the “before” button—the one that first appears when the Web page loads. (See step 4 on page 201 for more on choosing graphics.)
- **Rollover image.** When you click the second Browse button, Dreamweaver prompts you to choose the “after” graphic image—the one that appears when your visitor’s mouse rolls over the first one.
- **Alternate text.** You can give a text description for a rollover button just as you would for any graphic, as described on page 209.
- **When clicked, go to URL.** Rollover images are most commonly used for navigation elements that, when clicked, take the surfer to another Web page. In this box, you specify what happens when your visitor actually falls for the animated bait and *clicks* the rollover button. Click the Browse button to select a Web page from your site (see page 159 if you’re not sure how to set a link), or, if you wish to link to another Web site, type an absolute URL (see page 154) beginning with *http://*.

When you click OK, you return to your document window, where only the “before” button image appears. You can select and modify it just as you would any image. In fact, it’s just a regular image with a link and a Dreamweaver behavior attached.

To see your rollover in action, preview it in a Web browser by pressing the F12 key (Option-F12 on a Mac) or using the File → “Preview in Browser” command.

Tip: If you’re previewing a page with rollover images in Internet Explorer for Windows, you may have trouble previewing your rollover images. If, when previewing your page, you see a yellow banner with the ominous statement that begins “To help protect your security...,” you’ll notice that the rollover image doesn’t appear until you click the yellow banner and jump through a couple of hoops. Fortunately, this glitch affects only pages viewed locally—off your hard drive—and doesn’t affect any of the thousands of visitors who come to your live site on the Internet. But if this still drives you crazy, Dreamweaver provides a simple solution: Choose Commands → “Insert Mark of the Web”. Selecting this adds a little code to your page, which stops Internet Explorer from butting into your rollover business. When you’re ready to move the page to the Web, you can remove this extra code by choosing Commands → “Remove Mark of the Web”.

You can achieve the same effect, with a little more effort, using Dreamweaver’s Swap Image behavior, discussed on page 526. In fact, this versatile behavior lets you create multiple, simultaneous image swaps where several images change at the same time.

Flash Buttons

While adding graphic rollovers to a Web page is a breeze, Dreamweaver’s *Flash button* feature is even easier. Without any additional image-editing or animation software, you can bring your pages to life with interactive buttons that include animation and sound.

Flash buttons are predesigned buttons to which you can add your own labels and links. They can do much more than just change from a “before” look to an “after” look. For example, they may have *three* different looks (a third being a “pushed down” look that shows up when the button is clicked; see Figure 6-22). They may also play a sound or trigger a little animation.

You can download additional button styles from the Adobe Exchange, Adobe’s one-stop source for Dreamweaver add-ons. See page 738.



Figure 6-22:

When the button is just sitting on the page, it’s in its “up” state (left); when the mouse rolls over it, you see its “over” state (middle). A Flash button usually changes appearance when clicked, showing the “down” state (right).

A Warning About Flash

It’s important to understand, however, that Flash buttons (and Flash text, as discussed on page 235) are based on Adobe’s Flash Web-animation technology. Flash is the standard format for Web animation, thanks to its small file size, crisp graphics, and interactive effects. But Flash files (called Flash movies) require special software to view; they won’t work on your Web page unless each of your Web site visitors has installed the Flash plug-in.

Most Macintosh and Windows browsers now come with the Flash plug-in already installed, and Macromedia even offers versions for Linux and Solaris. (Adobe says that over 98 percent of Web browsers worldwide have at least the Flash 3 plug-in installed—which is fortunate, since Dreamweaver’s Flash buttons work with version 3 and above of the Flash plug-in.)

Note: When previewing a page with a Flash movie in it using Internet Explorer for Windows, you may encounter the same difficulties previewing your page as you do with rollover images. The problem and the fix are described in the Tip on page 231.

However, to add more confusion to the situation, some new and popular browsers like Firefox don’t have the Flash plug-in installed, so surfers have to make the trip to Adobe.com and download and install the plug-in to see your Flash content.

The point is that if you want to ensure that *everyone*, regardless of computer type, can savor your Web site to the same degree (without having to scurry off to another Web site to download the Flash plug-in), steer clear of Flash buttons. Furthermore, Flash movies can pose problems for disabled Web surfers, who can’t see (or hear) any text in a Flash button, and some search engines that can’t follow links embedded in Flash buttons, so the pages in your site may not all get added to a search engine’s index.

There’s another problem with Flash buttons, text, and Flash movies in general that you should keep in mind—especially if you use the Spry Menu Bar discussed in the previous chapter. Flash movies can appear on top of pop-up menus and any HTML that’s positioned on a Web page using CSS absolute positioning (see page 335 for more on this). This means if you add one of Dreamweaver CS3’s fancy new Spry navigation menus, and place a Flash button, text, or movie below it, any pop-up menus might not work correctly. If a pop-up menu opens over a Flash movie, the movie shows through, as if it were actually floating on top the page and over the menu. You can’t click links on the pop-up menu which are obscured by the Flash movie, which is a real usability bummer.

Adding a Flash Button to a Web Page

If you’re undaunted by the fact that not everyone may be able to enjoy Flash buttons (they’re kind of fun, after all), you’re ready to proceed.

When you add a Flash button to a Web page, Dreamweaver creates and inserts a Flash movie file, ending in the extension .swf, into your Web page. You can preview the button within Dreamweaver and edit it at any time.

You perform most of the work in a single dialog box (Figure 6-23), which appears when you choose Insert → Media → Flash Button. You can also click the Flash Button object in the Insert bar’s Media menu (Figure 6-24). Now you can choose the correct settings for the lively button you’re about to create.

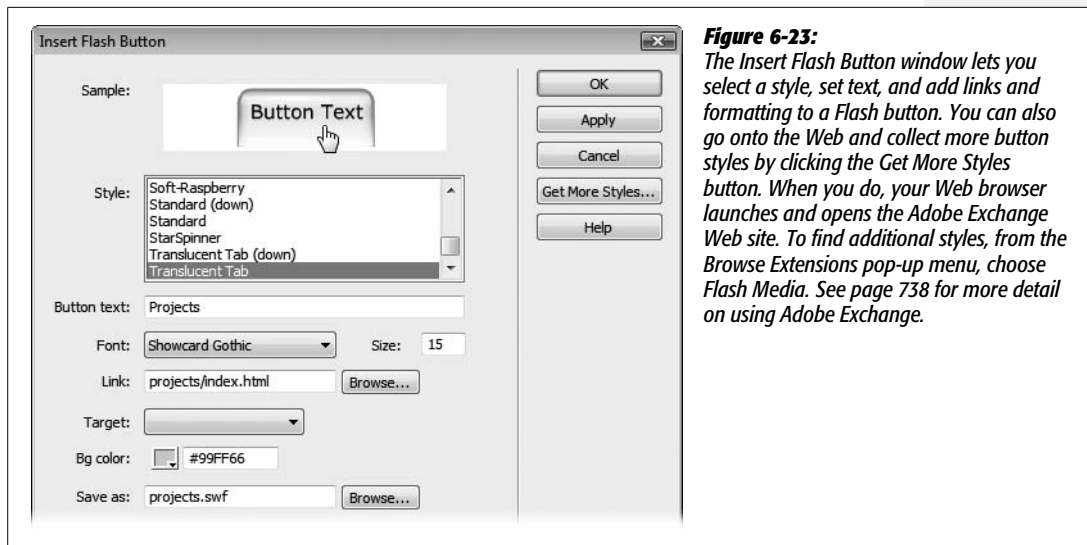


Figure 6-23: The Insert Flash Button window lets you select a style, set text, and add links and formatting to a Flash button. You can also go onto the Web and collect more button styles by clicking the Get More Styles button. When you do, your Web browser launches and opens the Adobe Exchange Web site. To find additional styles, from the Browse Extensions pop-up menu, choose Flash Media. See page 738 for more detail on using Adobe Exchange.

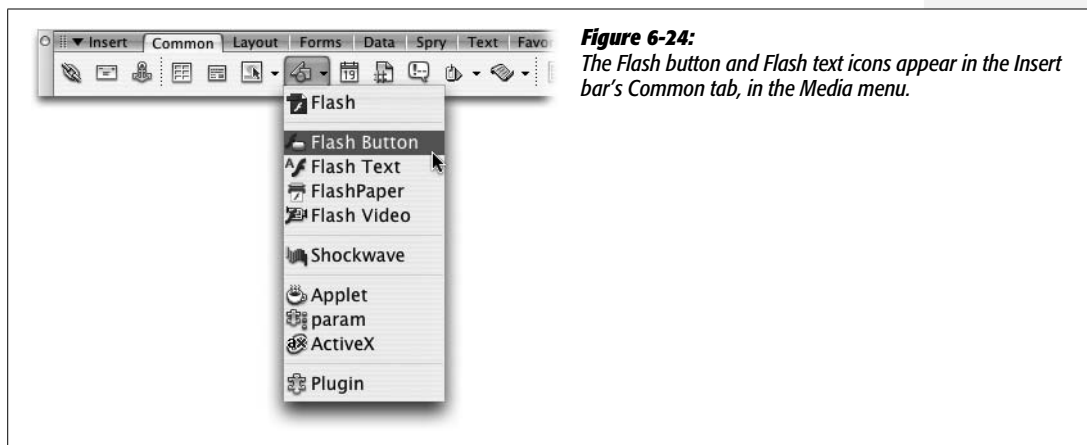


Figure 6-24: The Flash button and Flash text icons appear in the Insert bar's Common tab, in the Media menu.

- **Style.** When you click a style name, an interactive sample appears at the top of the window. Try pointing to each sample as well as clicking it (and holding down your mouse button) to see all of its different looks. Stop when you find one you like.
- **Button text.** Most button styles have space for a short piece of text that appears as a label, right on the button. Into this box, type something informative about the button's function (Buy Now!) or its link (Home). Buttons have limited space; Dreamweaver ignores letters that don't fit on the button.
- **Font, Size.** You can select a font from the Font menu, and specify a size (in points) in the Size field. You can use any TrueType font you have installed on your computer; unfortunately, Flash buttons can't handle PostScript fonts.

- **Link.** If you want your button to link to another page when clicked, you can add either an absolute link or a document-relative link (see page 154). In the Link field, type an absolute link starting with *http://*. Alternatively, you can click the Browse button, and then select a page from your site to create a document-relative link.

One thing to keep in mind about document-relative links in Flash buttons: The link information is embedded inside the Flash file. As a result, if you save the page you're working on to a different folder, the link may not work any more.

That's why, if you hope to create one set of Flash navigation buttons and use them over and over on all the pages of your site, you should either keep all of your Web pages and Flash buttons in a single folder (a bit of an organizational mess if you've got a lot of Web pages, however), or use absolute links. Absolute links work regardless of the location of the Flash button file or the Web page the button is on. (*Site root–relative links* [see page 155] don't work at all in Flash movies.)

Note: Dreamweaver doesn't always update links in a Flash button when you move or rename the page to which the button links. Sometimes you can use Dreamweaver's Link Checker (see page 586) to find the broken links, but this doesn't always work. Your best bet, if you move the Flash button, is to edit the button as described below, and then reattach the link to the appropriate page.

- **Target.** If you want the linked page to open into a new browser window when clicked (leaving the current page in the current window), select the “_blank” option. The other choices on the Target menu are useful when working with frames, as described in the online chapter about frames, which you can find at www.sawmac.com/missing/dw8/appc.pdf.

- **Bg color.** Use this pop-up palette to choose a background color for your button.

Flash buttons can't be transparent and, like all Web page graphics, must be only square or rectangular. In other words, if your Flash button is rounded (as most are), some areas around its corners obscure your Web page's background. What you're specifying here is a color for these exposed corner areas.

By default, a Flash button's background is white, but if you plan to use a button on a page with a different colored background, set the button to match the page's own background color.

- **Save as.** Dreamweaver automatically gives the button a file name—something like *button1.swf*—but you can change the name, if you like, by typing it into this box.

Flash button files must end in the extension *.swf* (the file extension used by Flash movies), even on a Macintosh.

In some browsers, document-relative links don't work in Flash movies unless the Flash movie is in the same folder as the Web page that displays the Flash movie. Because of this, Dreamweaver doesn't let you save your movie into any folder besides the one that contains the page to which you're adding your Flash movie.

When you click OK, Dreamweaver creates the Flash movie, and saves it in the location you specified. Dreamweaver also inserts the movie into the Web page, with all the appropriate properties set in that page's HTML.

Editing Flash Buttons

Once you've added a button to a Web page, you can edit it by double-clicking it (or by selecting it in the document window, and then, in the Property inspector, clicking Edit). The Insert Flash Button dialog box (see Figure 6-23) reappears. Make any changes you wish to the button, and then click OK.

And since Flash buttons are simply Flash movies, you can change any of the *movie* properties—such as height, width, or background color—using the Property inspector (see Chapter 14 for more on using Flash movies in Web pages).

Previewing Flash Buttons

You can see the button in action by previewing the page in a Web browser by pressing F12 (Option-F12). Or, if you just want to see the different looks for the button, you can preview the button without leaving Dreamweaver. The following procedure may sound a little peculiar, but only until you remember that a Flash button is actually a little movie. Select the button, and then, on the Property inspector, click Play. The Flash button is now “playing.” You can move your mouse over it, click it, and so on, savoring its animated smarts. To stop the button, click Stop in the Property inspector. (You can't double-click the button to edit it when it's playing.)

Flash Text

As noted in Chapter 3, Web browsers simply don't offer a lot of font choices. Even though it's possible to specify *any* font for your text, unless your visitors have the same font installed on their systems, they won't see the font you intended.

For this reason, Web designers either stick to the handful of fonts that are commonly installed on Windows and Macintosh computers, or they render type *as graphics* and insert them in the page. This workaround has its own downsides, of course: Graphics take longer to download, and you can't edit the text once you've frozen it into a picture.

In an effort to give designers greater choices, Dreamweaver offers Flash text. Based on Adobe's successful Flash technology, Flash text is a text-only Flash movie on your Web page that maintains the shape and quality of any TrueType font you have installed on your computer. It offers a number of benefits:

- Your visitors see exactly the same fonts you used when you created the Web page, even if they don't have the same fonts on their machines.
- The resulting Flash file is usually much smaller and of higher quality than the same text rendered as a graphics file.

- Since Flash uses *vectors*—mathematical formulas—to describe an image’s shape and color, you can resize Flash text without degrading its quality.

Unfortunately, Flash text has a downside, too: Like Flash buttons, Flash text requires the Flash plug-in. As discussed on page 231, some visitors may not be able to enjoy your handiwork.

Tip: For a method that works even when the Flash plug-in isn’t installed (and also works with screen readers used by visually impaired Web surfers), check out a technique called sIFR 2.0 at www.mikeindustries.com/sifr/. Unfortunately, it’s not integrated with Dreamweaver (meaning you’ll have a little extra learning to do to get it working).

Adding Flash Text to a Web Page

Inserting Flash text is a combination of adding text and creating a Flash movie. Because you have so many choices, working with Flash text takes longer than most Dreamweaver processes, although it’s no harder. Once again, it all happens in a single dialog box (Figure 6-25).

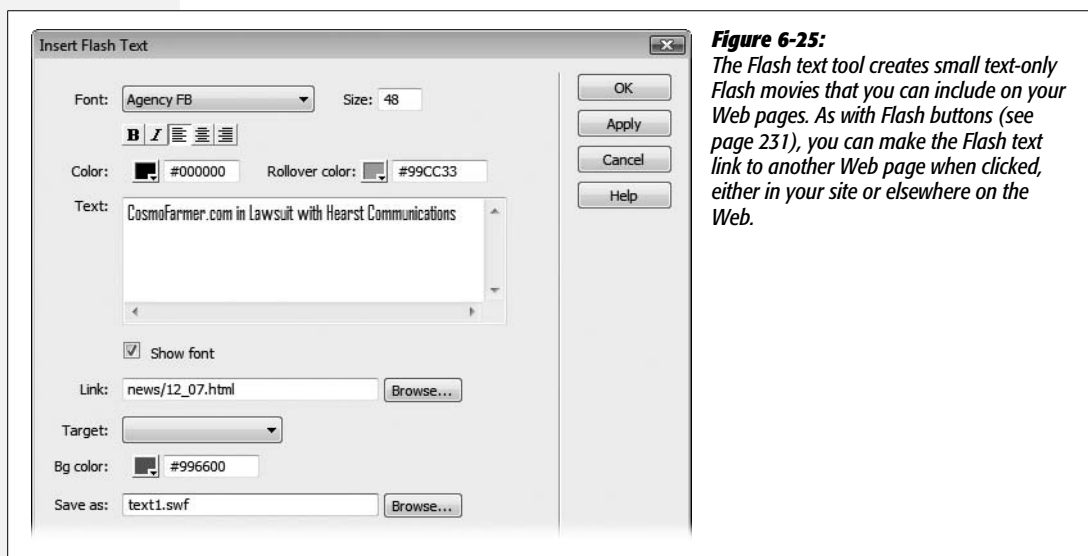


Figure 6-25:
The Flash text tool creates small text-only Flash movies that you can include on your Web pages. As with Flash buttons (see page 231), you can make the Flash text link to another Web page when clicked, either in your site or elsewhere on the Web.

To create Flash text, choose Insert → Media → Flash Text (or click the Flash Text icon on the Insert bar’s Media menu [Figure 6-24]). Now choose your settings.

- **Font, Size.** You can select any TrueType font you have installed on your computer. As noted earlier, Flash text doesn’t work with PostScript fonts. Type a font size, measured in points, in the Size field.

Unlike text in a Web page, which, thanks to CSS, you can specify using pixels, ems, percentages and so on (see page 107), Flash text uses the traditional typographic units of measurement, *points*. A size of 24 points is good for headlines, but you can specify a much larger one if you like.

- **B, I, alignment.** Using the tools just below the Font menu, you specify type-style attributes. For example, you can apply bold or italics by clicking the B or I buttons. You can also set the alignment of the text—left, right, or centered—by clicking one of the three alignment buttons. The alignment you choose doesn't affect how the text is aligned on your Web page; it determines how the text is aligned *inside* the finished Flash movie. You don't see any effect if your text is just a single line.
- **Color.** Use this pop-up palette to choose a color for your text. (See page 49 for details on using the Dreamweaver color picker.)
- **Rollover color.** Flash text can have one basic dynamic effect: It can change color when a viewer moves her mouse over it. This effect is particularly useful if you wish to use the text as a link, because rollover effects are commonly used to indicate links. Use the “Rollover color” pop-up palette to specify the color the text becomes when the cursor points to it. If you don't want any rollover effect, leave this option blank.
- **Text.** The Text field displays your words in whatever font you've chosen. (If you turn off Show Font, on the other hand, you see only some generic font as you edit the text, but the software may feel more responsive as you edit.)

As you type, you must manually enter a line break—by pressing Enter (Return)—wherever you want a line of text to end and a new line to begin. If you don't, Dreamweaver creates a wide (perhaps very wide, depending on how much text you have) Flash text movie. That's one reason it's usually better to use Flash text for short pieces of text like headlines or links.

- **Link.** You can use Flash text as a navigational element by attaching a link to it. In conjunction with a rollover color, you can use this feature to create simple dynamic navigation. In other words, if your Flash text says *Home*, you can set it up so that it's a button link back to your home page. (The same caveats about links and Flash buttons, discussed on page 234, apply to links and Flash text.)
- **Target.** If you decide to turn your Flash text into a link, you can choose a *target* for that link using the Target pop-up menu, if appropriate. As noted earlier, select the “_blank” option if you want the link to produce a new browser window when clicked. Otherwise, use this pop-up menu only when working with frames, as described in the online chapter about frames, which you can find at www.sawmac.com/missing/dw8/appc.pdf.
- **Bg color.** The Flash text you're creating is a rectangular text block, but the spaces between your lettering and the edge of the block aren't transparent; in fact, they start out white. The result—a bunch of white rectangles—looks pretty goofy if the background of your Web page is, say, fuchsia.

To make it look like the Flash lettering is sitting directly on your Web page's background (without the white rectangles), choose the background color that matches your Web page's background.

- **Save as.** Type a name for your Flash text movie here. The Flash text tool stores the Flash movie in your site folder, within the folder that contains the Web page it's on. If you wish to save it in some other folder (such as an Images folder), click the Browse button, and navigate to it. If you've added a link to the text, however, save the Flash text movie in the same place as the Web page. If you don't, the link may not work in all browsers.
- **Apply.** The Apply button creates the Flash file and shows you the text on the Web page, while leaving the dialog box open. The advantage here is that you can make adjustments before exiting the dialog box.

When you click OK, Dreamweaver creates a Flash file and inserts it on your Web page.

Editing Flash text

To edit Flash text you've created, open the Insert Flash Text dialog box using any of these procedures:

- In the document window, double-click the Flash text block.
- Select the Flash text, and then, in the Property inspector, click the Edit button.
- Right-click (Control-click) the Flash text, and then, from the contextual menu, choose Edit.

Once the dialog box is open, you can make any changes you wish to the settings or text.

Resizing Flash text

You can freely resize Flash text in the document window, without ever worrying that it won't look good at one point size or another. Just select the Flash text block, and then use either of these techniques:

- Type new dimensions into the Property inspector's Width and Height fields. You can set the size using either pixels or percentages.
- Drag one of the square handles on the edges of the Flash object. To avoid distorting the text as you resize the Flash object, Shift-drag the lower-right handle.

You can always return the Flash object to its original size by clicking the Reset Size button on the Property inspector.

Tutorial: Inserting and Formatting Graphics

In this tutorial, you'll learn how to insert a photo, add a rollover image, and apply CSS to improve the look of a Web page.

Note: You'll need to download the tutorial files from www.sawmac.com/dwcs3/ to complete this tutorial. See the note on page 39 for more details.

Once you've downloaded the tutorial files and opened Dreamweaver, define a new site as described on page 28: Name the site *Images*, and then select the Chapter06 folder (inside the MM_DWCS3 folder). (In a nutshell: choose Site → New Site. In the Site Definition window, click the Advanced tab, type *Images* into the Site Name field, click the folder icon next to the Local Root Folder field, navigate to and select the Chapter06 folder, and then click Choose or Select. Finally, click OK.)

Adding a Photo

Once again, you'll be working on a page from CosmoFarmer.com.

1. Choose File → Open; click the Site Root button (bottom left of the open file window).

You'll start where you left off from last chapter's tutorial.

2. Double-click the file named *confessions.html*. Click directly before the letter M in the first paragraph, after the headline "Confessions of an Apartment Farmer." (In other words, place the insertion point before the words "Mauris ipsum".)

You'll add a photo to help illustrate this article.

3. Choose Insert → Image. In the Select Image Source window, navigate to the images folder, and then select the file *apartment_farming.jpg*. Click OK or Choose to insert the image.

If the Image Tag Accessibility window appears, type Apartment Tractor in the alternate text box, and then click OK.

A big photo appears on the page (see Figure 6-26). Unfortunately, all the story's text appears below the image, leaving a large and unattractive white space to the image's right. To fix this, you'll create a style to move the photo to the right side of the page, and allow text to wrap around it.

4. Make sure the CSS Styles panel is open (Window → CSS Styles); click the Create New Style button (the + button) in the panel's bottom right.

The New CSS Rule window appears. You'll create a class style to apply to the image, and store the CSS information into an already attached external style sheet.

5. Select the Class button; type *.photoRight* in the name box; make sure *feature.css* is selected in the Define In menu, and then click OK.

Class names should be descriptive; in this case, photoRight is a good name to identify a style that aligns a photo to the right.

The CSS Rule Definition window appears. Time to add a decorative border.

6. Select Border from the left hand list of categories; choose "solid" from the top Style menu; type 1 in the Width box; select black (or any color you'd like) from the Color box.



Figure 6-26: An image is called an “inline” element in HTML—this just means it can sit right next to letters on a line of text. In other words, an image acts sort of like a really, really tall letter. Unfortunately, that phenomenon usually leaves large areas of white space on the page.

Leave all three “Same for all” checkboxes turned on to make sure the border is applied to all four sides of the photo. Next, you’ll move the photo to the right and force the text to wrap around it.

7. Click the **Box** category; select **Right** from the **Float** menu; uncheck the “Same for all” box for the **Margin** settings, type **5** in the **Bottom** margin box, and **10** in the **Left** margin box.

The window should look like Figure 6-27. Now it’s time to finish and apply the style.

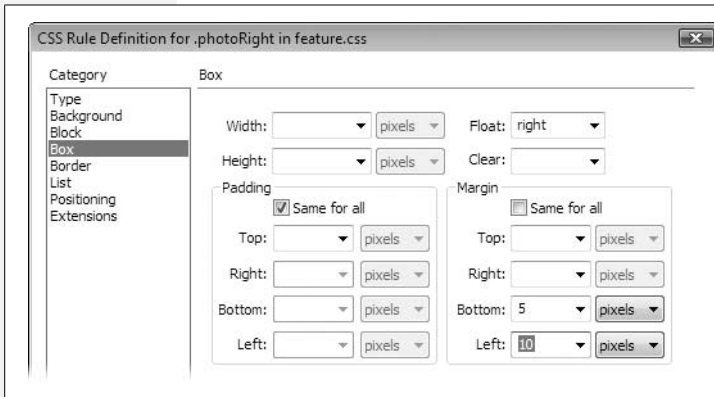


Figure 6-27: When you float an image to the right (or left), it’s a good idea to add some margin to the side of the image around which text will wrap. This adds white space between the text and graphic, making the design feel less cramped and cluttered.

8. Click OK to finish the style.

Because you just created a class style, it's formatting power won't take affect until you've applied it to the image.

9. Select the photo on the page, and then, from the Property inspector's Class menu, choose *photoRight*.

The newly inserted image moves to the right, the text wraps around it, and a border appears (see Figure 6-28).

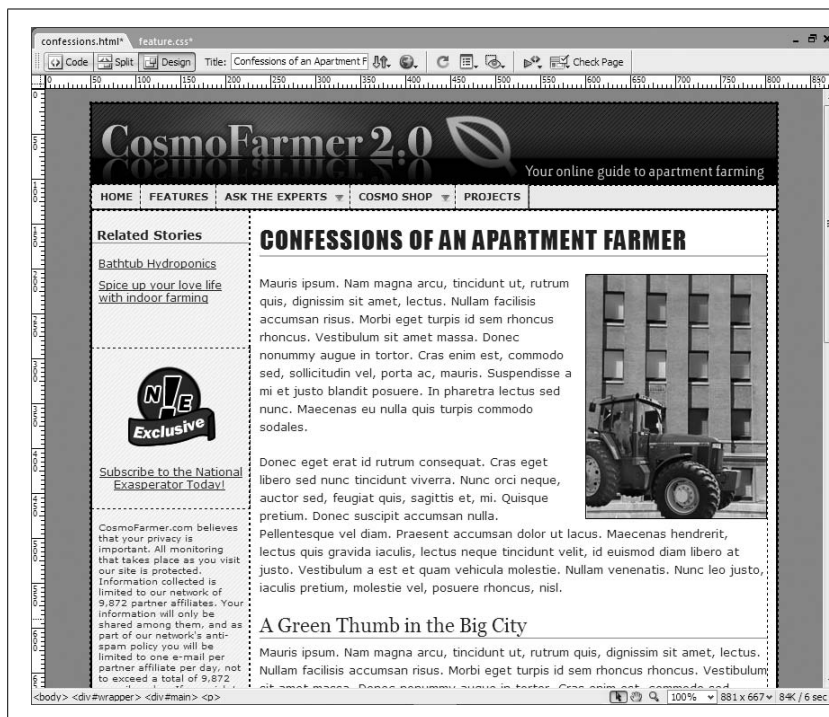


Figure 6-28:
A floated image, like the tractor pictured here, adds a professional, magazine-like quality to a Web page.

Inserting a Rollover Image

The National Exasperator logo in the left sidebar of the page is actually a link to the National Exasperator site. Because the entire point of that image is to encourage people to subscribe, the creative marketer inside you realizes that an eye-catching rollover effect is called for.

1. Select the bright red “exclusive” graphic on the left of the Web page. Hit Delete to remove the image.

Now the cursor is blinking in the empty space above the text, “Subscribe to the National Exasperator Today!” You’ll insert a rollover image here.

2. Choose Insert → Image Objects → Rollover Image.

The Insert Rollover Image window appears (see Figure 6-29).

3. In the name box, type *nationalex*.

The name you give here won't appear anywhere on the page. It's just an internal name—a way for the JavaScript programming that triggers the image rollover to identify and “talk” to this graphic.

4. Click the first Browse button, and then double-click the *national_ex.gif* file in the images folder; click the second Browse button, and then double-click the *national_ex_rollover.gif* file.

You've just selected the two files used for the rollover effect—the first appears when the page loads, and the second when a visitor moves her mouse over the image. In order for the rollover to work, you need to supply a link (and while you're at it, some alt text is a good idea, too).

5. Type *Subscribe to the National Exasperator* in the Alternate text box, and type *http://www.nationalexasperator.com/* in the “When clicked, Go to URL” box.

The window should now look like Figure 6-29. Everything's in place, so time to finish the rollover and test it.



Figure 6-29:

In one window, you can set up everything you need to add dynamic rollover images to a page. Dreamweaver handles all the messy JavaScript programming that makes the whole thing work.

6. Click OK to insert the image. Save, and then preview the page (press F12 [Option-F12]).

In your Web browser, move your mouse over the National Exasperator logo, and watch the graphic change.

Using Background Images

The HTML `` tag isn't the only way to add an image to a Web page. You can also use the CSS *background-image* property to give any HTML tag a graphical backdrop. People often use this technique for adding an interesting pattern, design, or image to a Web page.

1. Make sure the CSS Styles panel is open (Window → CSS Styles), and that the All button at the top of the panel is selected.

The All button lets you view all the styles attached to a page. In this case, there are two external style sheets—*feature.css* and *SpryMenuBarHorizontal.css*. You’re going to edit an already existing style in the *feature.css* file.

2. If you can’t see any styles listed under *feature.css* in the Styles panel, click the + (flippy triangle on Mac) to the left of *feature.css* to expand the list. At the top of the list, double-click the style named *body*.

The CSS Rule Definition window opens.

3. Click the Background category; change the background color to black.

The background color was originally a light gray. However, the new image you’re about to place in the background of this page fades to black at its bottom. To make the rest of the page match that fading color, you need to make the background black.

4. Click the Browse button, navigate to the images folder, and then double-click the *bg-image.gif* file.

This particular image is a repeating pattern that fades to black at the bottom. You can actually preview its appearance before finishing the style.

5. Click the Apply button.

The image is applied to the page without closing the Rule Definition window (depending on the size of your monitor, you may need to move this window a bit to see the effect on the page). Normally, background images tile, left to right and top to bottom. In this case, on a long Web page, the graphic pattern, which fades from light to black, repeats at the bottom of the page, creating a distracting appearance. Fortunately, with CSS you control how an image is tiled. Here you just want the image to tile from left to right and not top to bottom.

6. From the Repeat menu, choose Repeat-X.

The window should now look like Figure 6-30. The Repeat-X option tiles the graphic *only* from left to right; it doesn’t tile the image from top to bottom.

7. Click OK to close the window, and finish editing the style.

If you preview the page in a Web browser now, you’ll see the pattern span the entire width of the browser window (try expanding the browser window to its maximum width), and then fade to blackness about half-way down the page. The black color is the background of the page.

You’re not limited to adding an image to the background of a page. You can add background images to nearly any HTML tag. In the next part of this tutorial, you’ll add a decorative graphic to the first headline in the left sidebar.

8. In the CSS Styles panel, double-click the style named *#sidebar h2*.

The CSS Rule Definition window opens. *#sidebar h2* is an example of an advanced type of style called a *descendent selector*. You’ll learn about these on page 285, but briefly, this particular style formats any h2 tag that appears inside

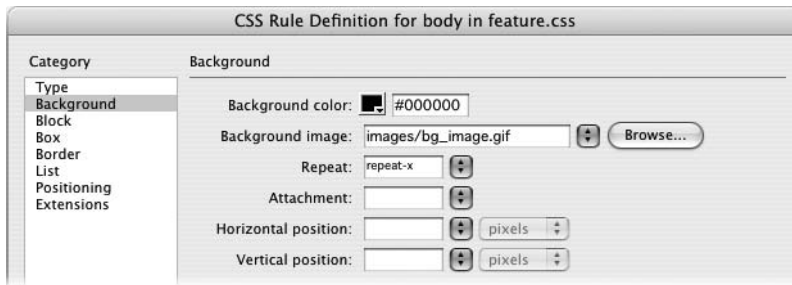


Figure 6-30: You'll often choose both a background color and a background image, especially when you choose any option but "Repeat" from the Repeat menu. Although the background image covers the background color, if the image doesn't fill the entire space, the background color appears where the image ends. In this case, the background image just repeats from left to right, and when the content on the page is taller than the height of the background image, the black color appears.

another tag that has an ID value of *sidebar*. On this page, all the content in the left sidebar is contained within a HTML `<div>` tag.

9. In the CSS Rule Definition window, select the *Background* category; click the Browse button, navigate to the *images* folder, and then double-click the file *bg_relatedhead.gif*.

The image is a simple icon of a pencil on a pad of paper. It should appear only once at the left side of the headline; because the normal behavior of a background image is to repeat indefinitely, you need to make sure the graphic appears only once.

10. From the Repeat menu, choose no-repeat.

Normally a background image is placed in the top left corner of whatever the image is added to—for example, the top left corner of the Web page, or in this case, the top left corner of the *h2* tag. For precise placement of the background image, you can specify both a horizontal and vertical position. Here, you'll position the image 7 pixels from the left edge of the sidebar so it aligns with the rest of the text in the sidebar.

11. In the Horizontal Position box, type 7.

The window should look like Figure 6-31.

12. Click the Apply button to see the effect.

The Apply button lets you see how the style is shaping up. If you look at the "Related Stories" heading in the left sidebar, you see that the text overlaps the image. In addition, because the graphic is taller than the text, the bottom part of the image is clipped off. You can fix both these problems by adding a little padding.

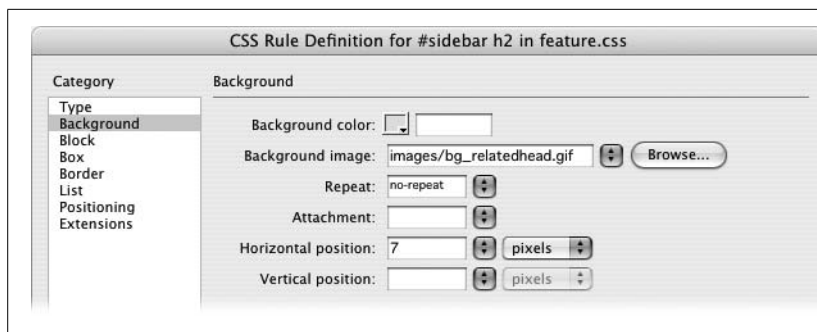


Figure 6-31: Selecting no-repeat from the Repeat menu displays the image just once in the background instead of tiling it. The Horizontal and Vertical position options work well for this situation, since they let you accurately place that single image.

13. Click the Box category; under the Padding area, type 3 in the Top box, type 3 in the bottom box, and then change the left padding to 30.

Padding is the space between the content inside a tag (like the text in the heading) and the outer edge of the tag. (See Figure 9-11 on page 323 for a visual of how this works.) It lets you add space between a borderline and text; and, here, the padding makes room for the background image. (Padding settings don't affect background images.)

14. Click OK to finish the style, and then preview the page in a Web browser.

Your finished design should look like Figure 6-32. You'll find a completed version of this tutorial in the Chapter_06_finished folder that accompanies the downloaded tutorial files.

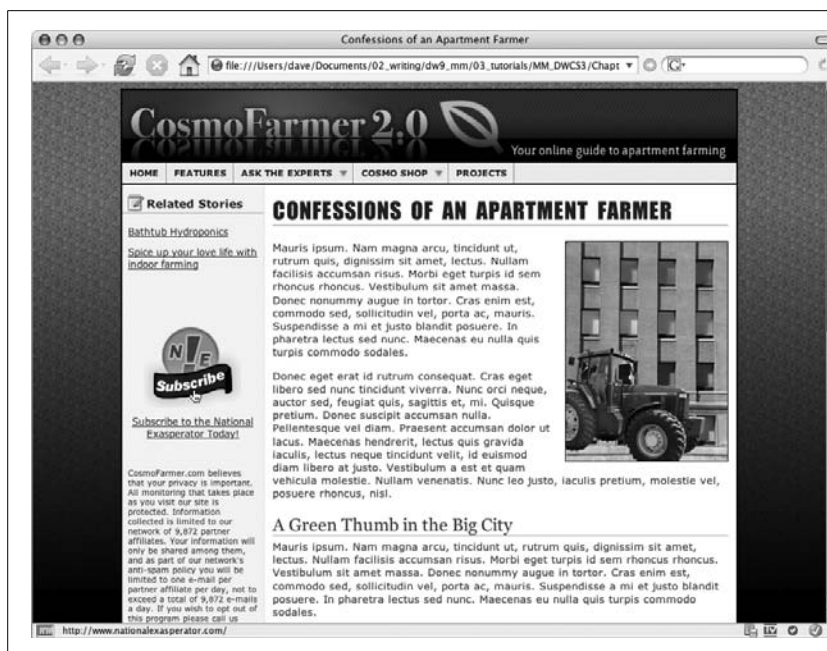


Figure 6-32: Photos, icons, and other graphic elements add visual interest to any Web page, while rollover images (the "Subscribe" button in the left column) add interactivity and a sense of fun.

Tables

The HTML `<table>` tag has had a somewhat infamous existence in the world of Web design. It was originally intended to present scientific research in a spreadsheet-like manner. But as the Web grew, graphic designers got into the game of Web design. They wanted to recreate the types of layouts seen in magazines, books, and newspapers (in other words, they wanted to make good-looking Web sites). The most reliable tool at the time was the `<table>` tag, which designers morphed into a method for creating columns, sidebars, and, in general, precisely positioning elements on a page.

The wheel has turned again. Today, with nearly everyone on the planet using advanced Web browsers like Internet Explorer 6 and 7, Firefox, Safari, and Opera, a newer method—CSS-based layout—is now the most common technique for professional Web design. Table-based layout is an aging dinosaur that produces pages heavy with code (meaning they download slower), are hard to update, and are hostile to search engines and alternative browsers such as screen readers, mobile phones, and text-only Web browsers.

This chapter shows you how to use tables for their intended purpose: displaying data and other information that's best presented in rows and columns (see Figure 7-1). If you're a long-time Web designer who still uses tables for page layout, you can still use Dreamweaver and the instructions in this chapter to continue that technique. However, you're better off in the long run making the switch to CSS-based layout. Dreamweaver CS3's advanced CSS tools and its new CSS Layouts can make building these types of pages much simpler. You'll learn all about CSS layout in Chapter 9.

The screenshot shows a Mozilla Firefox browser window displaying a web page titled "Indoor Mower Roundup". The page features a navigation menu with links for Home, Features, Experts, Quiz, Projects, and Horoscopes. A sidebar on the left contains several sections with placeholder text like "Virgo: It's Your Month", "Your Feedback", "This Month's Survey", "Indoor lawns: sod or seed?", "Lorem Ipsum", "Dolor site amet", "Adipiscing elit", "Euismod lincidunt", and "Dolor site amet". The main content area is titled "Feature: Indoor Mower Roundup" and contains a table with the following data:

Brand	Cost	Power Source	Rating
Chinook Push-o-matic Indoor Mower	\$247.00	Mechanical	★★★★★
Sampson Deluxe Apartment Mower	\$370.00	Mechanical	★★★★★
Anadyne 7456	\$595.00	Gas	★★★
Urban Mow-machine	\$789.00	Electric	★★★★★
Mow-master 2525	\$2500.00	Coal	★★★
The Lorem Ipsum Dolor 300	\$400.00	Electric	★★★★★
Sif Amat Model IV	\$799.00	Mechanical	★★★★★
Grass Master V9	\$8374.00	Cold Fusion	★★★★★
Mow-master 2525	\$2500.00	Coal	★★★
The Lorem Ipsum Dolor 300	\$400.00	Electric	★★★★★
Sif Amat Model IV	\$799.00	Mechanical	★★★★★
Grass Master V9	\$8374.00	Cold Fusion	★★★★★
Mow-master 2525	\$2500.00	Coal	★★★
The Lorem Ipsum Dolor 300	\$400.00	Electric	★★★★★
Sif Amat Model IV	\$799.00	Mechanical	★★★★★
Grass Master V9	\$8374.00	Cold Fusion	★★★★★

The footer of the page includes "Copyright 2006, CosmoFarmer.com" and a status bar showing "Done".

Figure 7-1: You can do all your page layout and design with CSS, and use tables for what they're intended—displaying rows and columns of information. The list of products in the center of this page is nestled inside a basic <table> tag, while the rest of the page is laid out using CSS.

Note to Dreamweaver 8 veterans: Like the Web design industry in general, Dreamweaver CS3 is also moving away from supporting table-based layout. Table-based “Layout mode” is no longer available from the Insert bar. You can still use it, but you have to choose View → Table Mode → Layout Mode to get to this feature.

Table Basics

A table is a grid of rows and columns that intersect to form *cells*, as shown in Figure 7-2. If you've used a spreadsheet before, an HTML table should feel familiar. A row usually represents a collection of data for a single item. In Figure 7-1, each row holds data for one particular mower. A column represents data of a particular type. The first column contains the name of each mower, while the second column displays a mower's cost. A cell, then, holds one piece of data for a particular row: like the exact price of the Chinook Push-O-Matic Lawn Mower.

Two different types of cells exist, each represented by a different HTML tag. A table cell that contains data—\$247.00, for instance—is created with the <td> or *table data* tag. Browsers display text inside a <td> aligned to the left edge of the

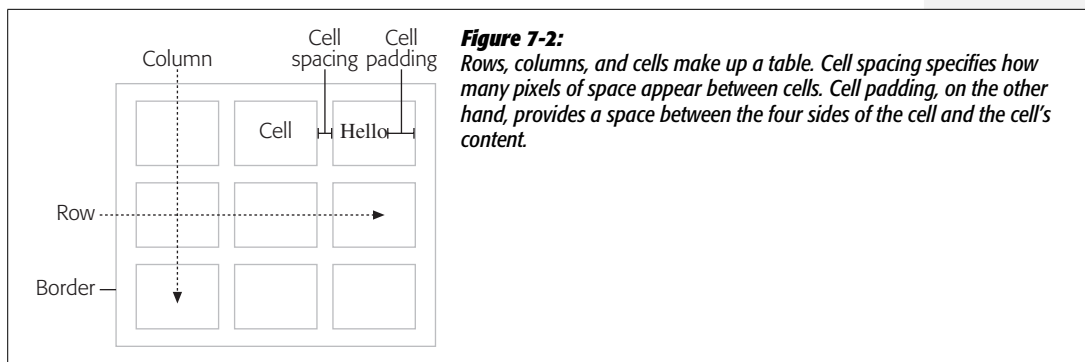


Figure 7-2: Rows, columns, and cells make up a table. Cell spacing specifies how many pixels of space appear between cells. Cell padding, on the other hand, provides a space between the four sides of the cell and the cell's content.

cell. A cell that holds a label announcing the type of information in a row or column is called a `<th>` or *table head* tag. Text inside a `<th>` tag appears centered and in boldface. In Figure 7-1, all the cells in the table's top row are table headers, since they identify what type of data appears in the cells below: Brand, Cost, and so on.

Inserting a Table

One of the main problems with an HTML table is that it takes a lot of HTML code to make one. Not only is this one reason why CSS is a better page layout method, it's also a good reason to use Dreamweaver to create a table. If you've ever hand-coded an HTML table, you know what a tangled mess of code it requires: One typo in your HTML can sink your whole page. Fortunately, Dreamweaver makes creating an HTML table a simple process.

1. Place the insertion point in the document window where you'd like to insert a table.

You can add a table anywhere you can add graphics or text. You can even add a table inside *another* table, by clicking inside a table cell.

2. Choose **Insert** → **Table**.

You can also click the Table button on the Insert bar. It appears under both the Common tab and the Layout tab. You can also press `Ctrl+Alt+T` (`⌘-Option-T`). Either way, the Table dialog box opens (see Figure 7-3).

3. Using the Rows and Columns fields, specify how many rows and columns you want in your table.

Don't fret too much over your estimate, since you can always add or remove rows or columns later.

4. Type the amount of cell padding, in pixels, you want for the table.

Cell padding is the margin inside the cell—the space from the edge of a cell to its contents (see Figure 7-2). Unfortunately, this property applies to *every* cell in a table (it also applies equally to all four sides of the cell). You can't add this

space to an individual cell in a table, or have different amounts of padding (for example, 10 pixels of space on the left side of the cell, but only 5 pixels at the top) unless you use the CSS *padding* property as described on page 322. People often either type 0 or leave this box empty, and then use the CSS *padding* property to control padding on individual table cells (via the `<td>` and `<th>` tags).

5. Type the amount of cell spacing, in pixels, you want for the table.

Cell spacing specifies how many pixels of space separate one cell from another (see Figure 7-2). Again, this property applies to every cell in a table, but, unlike padding, there's no effective CSS equivalent. So if you do wish to insert space between each cell, then you should add a value here (you can change this later, as described on page 254). Type 0 to remove any space between cells. (Note that leaving these fields empty isn't the same as setting them to zero; see Figure 7-3.)

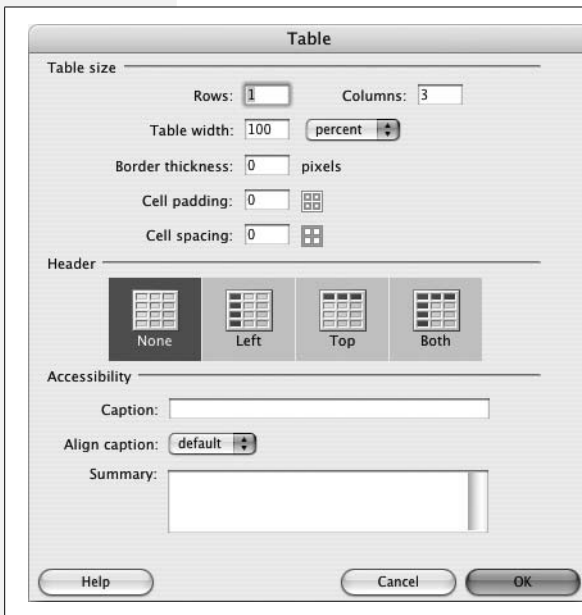


Figure 7-3:

The Table dialog box lets you control a table's appearance. Leaving the Cell Padding and Cell Spacing fields empty isn't the same as setting them to 0. If these properties are empty, most Web browsers insert 1 pixel of cell padding and 2 pixels of cell spacing. If you notice unwanted gaps between cells in a table or between content in a table and the cell's edges, empty settings here are the likeliest culprit. To truly leave zero space, set Cell Padding and Cell Spacing to 0. (Dreamweaver remembers the settings you use. When you use the Insert Table dialog box again, it starts with the same settings you entered previously.)

6. Using the "Table width" field, specify how wide you want the table to be (in units that you specify using the pop-up menu).

Tables can have either a specified, fixed minimum width, or they can take up a specified percentage of the space available on the page. To set a fixed width, choose Pixels as the unit of measurement, and then, in the "Table width" field, type a pixel amount. Fixed-width tables remain the same size regardless of the browser window's size.

Percentage widths let tables grow or shrink relative to the space available. In other words, if you place a 100% wide table on a blank Web page, the table stretches all the way across your visitor's browser window, no matter how wide or narrow it is. But the percentage isn't always based on the overall browser

window width. If you place a table *inside* another object—either another table cell, or a <div> tag (see page 313)—that has a set width, Dreamweaver calculates the percentage based on that object. Say you have a sidebar on a page, and the sidebar is 300 pixels wide; if you insert an 80% wide table inside the sidebar, then the table takes up 80 percent of 300 pixels, or 240 pixels.

Note: Sometimes Internet Explorer 6 for Windows treats 100 percent as a little bigger than 100 percent. This confounding behavior can cause 100% wide tables in CSS layouts to not fit (usually forcing the table to jump down below most of the page design). Using a slightly smaller percentage like 99% or 98% usually fixes this glitch.

7. In the “Border thickness” box, type a number, in pixels, for the border.

If you don’t want a border, type *0*. Dreamweaver uses dotted lines to help you identify rows, columns, and cells whose border is 0. (The dotted lines won’t appear on the finished Web page.) Again, CSS offers a much better method of adding borders (see page 215).

8. Using the buttons in the middle of the dialog box, select a Header option.

The Header property inserts the <th> tag to create the cells in the top row or left-hand column. <th> is a table header tag; it indicates that a cell is a *headline* for a column or row of data, and identifies the kind of content that appears in the cells below the column headline or to the right of the row headline. A table that displays a company’s yearly sales figures, broken down by region, might have a top row of headers for each year (“2005,” “2006,” “2007”), while the left column would have table headers identifying each region (“Northwest,” “West,” “South,” and so on).

The only visible change you get with a <th> tag is that Web browsers display header cell text in bold type and center aligned. However, this option also makes the table more accessible by telling screen readers (used by the visually impaired) that the cell serves as a header for the information in the column. (You can always change the look of these cells using CSS; just create a style for the <th> tag as described on page 117).

9. In the bottom section of the Table dialog box, add any Accessibility settings you wish to use.

In the Caption box, type information identifying the table; it appears above (centered, left, or right) or below the table, depending on what you select in the “Align caption” menu. Use the Summary box when you want to explain a particularly complex data table. This information doesn’t show up in a browser window; it’s intended to clarify the contents of a table to search engines and screen readers. Basic data tables (just simple rows and columns) don’t need a summary; search engines and screen readers can understand them just fine. It’s only when you create a complex table with merged cells (see page 264) and multiple levels of headers that you might want to fill out the summary.

For more information on these options and to get a complete rundown on table accessibility, visit www.w3.org/TR/WCAG10-HTML-TECHS/#tables.

10. **Click OK to insert the table.**

Once you've added a table to a page, you can begin filling the table's cells. A cell works like a small document window; you can click inside it and add text, images, and links using the techniques you've already learned. You can even insert a table inside a cell (a common technique in the bad old days of table-based layout).

To move the insertion point from one cell to the next, press Tab. When you reach the last cell in a row, the Tab key moves the insertion point to the first cell in the row below. And if the insertion point is in the last *cell* of the last row, pressing Tab creates a new row at the bottom of the table.

Shift+Tab moves the cursor in the *opposite* direction—from the current cell to a cell to the left.

Selecting Parts of a Table

Tables and their cells have independent properties. For example, a table and a cell can have different alignment properties. But before you can change any of these properties, you must first *select* the tables, rows, columns, or cells you want to affect.

Selecting a Table

You can select a table in the document window in a number of ways:

- Click the upper-left corner of the table, or anywhere on the bottom edge. (Be careful using the latter technique, however. It's easy to accidentally *drag* the border, adding a height property to the table in the process—an attribute that isn't valid HTML.)
- Click anywhere inside the table, and then select the <table> tag in the document window's status bar (see page 22 to learn about the Tag selector).
- Click anywhere inside the table, and then choose Modify → Table → Select Table.
- Right-click (Control-click) inside a table, and then, from the contextual menu, choose Table → Select Table.
- If the insertion point is in any cell inside the table, pressing Ctrl+A (⌘-A) twice selects the table.

Once selected, a table appears with a thick black border and three tiny, square resize handles—at the right edge, bottom edge, and lower-right corner.

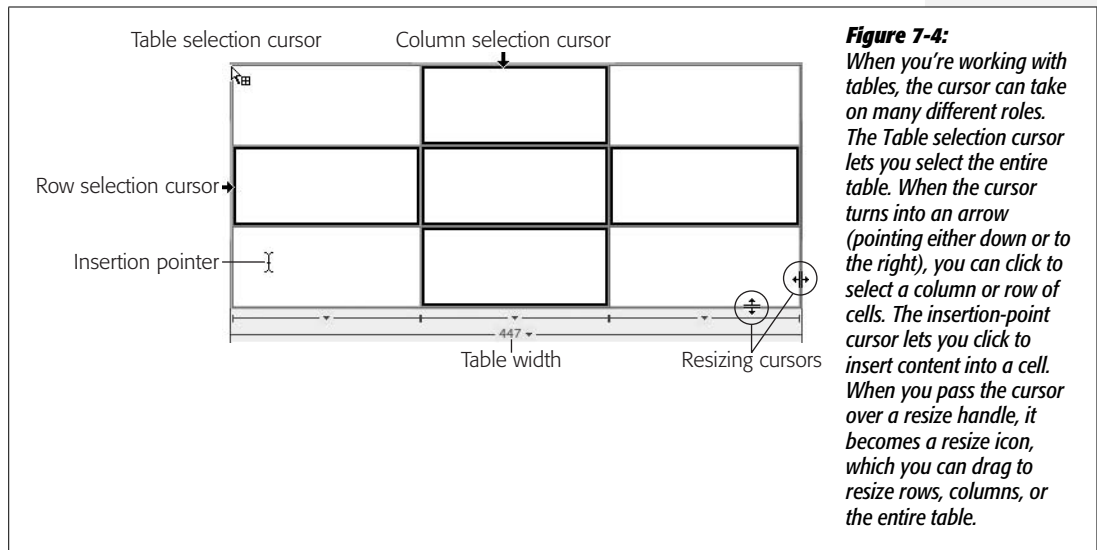
Selecting Rows or Columns

You can also select an entire row or column of cells by doing one of the following:

- Move the cursor to the left edge of a row or the top edge of a column. When it changes to a right- or down-pointing arrow, click, as explained in Figure 7-4.

- Click a cell at either end of a row, or the first or last cell of a column, and then drag across the cells in the row or column to select them.
- Click any cell in the row you wish to select, and then click the <tr> tag in the Tag selector. (The <tr> tag is how HTML indicates a table row.) This method doesn't work for columns.

When a cell is selected, it has a dark border around it. When multiple cells are selected, each has a dark border (see Figure 7-4).



Selecting Cells

To select one or more cells:

- Drag over adjoining cells. A solid black border appears around a cell when it's selected.
- To select several cells that aren't necessarily adjacent, Ctrl-click (⌘-click) them one at a time. (You can also Ctrl-click [⌘-click] an already selected cell to deselect it.)
- Click a cell, and then Shift-click another cell. Your two clicks form diagonally opposite corners of an imaginary rectangle; Dreamweaver highlights all cells within it.
- Use the Tag selector (see page 22) to select a cell. Click inside the cell you wish to select, and then click the <td> tag in the Tag selector.
- If the insertion point is inside the cell you wish to select, press Ctrl+A (⌘-A).

Expanded Table Mode

If you remove all padding, cell spacing, and borders from a table, it can be difficult to select tables and individual cells. This phenomenon is especially true if you nest tables within table cells (a common table-layout technique). To help you out in this situation, Dreamweaver offers an Expanded Table mode. Clicking the Expanded button on the Layout tab of the Insert bar adds visible borders to every table and cell, and increases onscreen cell padding. Expanded Table mode never changes the actual page code; it merely affects how the page is displayed in Design view. The guideline borders and extra spacing that appear in Design view don't appear in a Web browser.

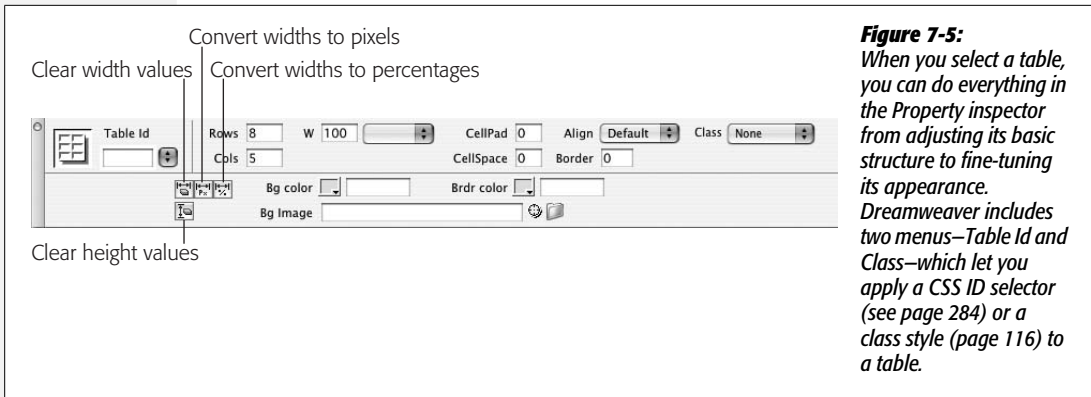
If you simply use tables to display data, you'll probably never need Expanded Table mode, but if you have to edit old Web pages built with complicated table layouts, Expanded mode is a big help.

To return to Standard view, click the Standard button on the Layout panel.

Formatting Tables

When you first insert a table, you set the number of rows and columns, as well as the table's cell padding, cell spacing, width, and borders. You're not stuck, however, with the properties you first give the table; you can change any or all of these properties, and set a few additional ones, using the Property inspector.

When you select a table, the Property inspector changes to reflect that table's settings (see Figure 7-5). You can adjust the table by entering different values for height, width, rows, columns, and so on in the appropriate fields.



In addition, the Property inspector lets you set alignment options, and add colors or a background image, as described next.

Aligning Tables

In the normal flow of a Web page, a table acts like a paragraph, header, or any other HTML block-level element. It's aligned to the left of the page, with other elements placed either above it or below it.

But you can make several useful changes to the way a table interacts with the text and other elements around it. After selecting the table, use one of the three alignment options in the pop-up menu at the right of the Property inspector:

- The Left and Right options align the table with the left or right page margins. Anything you then add to the page—including paragraphs, images, or other tables—wraps around the right or left side of the table. You can also apply the CSS Float property to a table (just as with images) to achieve the same effect (see page 213).
- The Center option makes the table sit in the center of the page, interrupting the flow of the elements around it. Nothing wraps around the table.

Note: Some of the properties Dreamweaver lets you adjust to make tables look better aren't "valid" for some of the different HTML "document types" Dreamweaver can create. As you read on page 37, Dreamweaver can create HTML 4.01 Transitional, XHTML 1.0 Transitional, and several other types of HTML documents. In general, HTML 4.01 Transitional and XHTML 1.0 Transitional are commonly used document types—XHTML 1.0 Transitional is the "out of box" setting in Dreamweaver. However, the more "strict" types, like HTML 4.01 Strict and XHTML 1.0 Strict, don't support some table properties—the *align* property discussed above, for example. This discrepancy is more a technicality than a design nuisance; most Web browsers still display the alignment you select, even when used with these types of documents. The newer and recommended method is to use CSS properties to accomplish the same display goals; for example, using CSS to set the left and right margins of a table to "auto" centers the table on the page (see page 332), while applying a CSS Left Float and Right Float to a table is the same as the Left and Right align options. See page 593 for more on "valid" HTML.

Clearing Height and Width Values

Four tools hide behind the obscure-looking buttons in the Property inspector's bottom half (see Figure 7-5).

- Clicking the Clear Height Values button removes the height properties of the table and each cell. Doing so doesn't set the heights to zero; it simply deletes the property altogether.
- Clicking the Clear Width Values button accomplishes the same purpose for the width properties of a table and its cells (see "Setting Cell Dimensions" on page 260).

When creating complex table designs, it's easy to get yourself into a situation where width and height measurements conflict and produce unreliable results. For example, it's possible to set one cell to 300 pixels wide, and later set another cell *in the same column* to 400 pixels wide. Since a Web browser can't do both (how can one column be both 300 *and* 400 pixels wide?), you might not get the results you want.

In tables with many cells, these kinds of problems are tough to ferret out. That's when you'll find these timesaving tools handy. You can delete the width and height measurements and start from scratch (see "Tips for Surviving Table Making" on page 260).

Two additional buttons let you convert pixel-based table widths to percentage measurements, and vice versa. In other words, if a table is 600 pixels wide and you click the "Convert Widths to Percentages" button, then Dreamweaver assigns percentages to the table and each cell whose width is specified using pixels.

These percentages depend on how much of the document window your table takes up when you click the button. If the document window is 1200 pixels wide, that 600-pixel-wide table changes to a 50-percent width. Because you'll rarely do this, don't waste your brain cells memorizing such tools. (See page 257 for more information.)

Decorating a Table

The Property inspector lets you specify border colors, background colors, and background images for tables and table cells. Don't do it! Although it's tempting to use these conveniently placed options, avoid these properties if you want to build valid Web pages. Both border color and background images aren't valid XHTML Transitional code (the default document type Dreamweaver uses). In addition, neither HTML 4.01 Strict nor XHTML 1.0 Strict supports those properties or the background-color property.

Note: You're probably wondering, if formatting options like border color should be avoided, why are they available on the Property Inspector? The simple answer is that they were once useful, and they've always been in Dreamweaver. Software companies are reluctant to remove features from their programs; but hopefully next go-round Adobe will remove these less than useful options.

Fortunately, you can better handle all three of these options (with even more design control) using CSS. Use the *border* property (page 215) to specify table and cell borders, the *background-image* property (page 217) to add images to the backgrounds of cells and tables, and the *background-color* property (page 217) to add a splash of color to your tables.

Note: You'll find examples of how to use CSS to add background images, colors, and borders to a table in the tutorial. In addition, you'll learn how to use the very valuable *border-collapse* property on page 278.

Resizing a Table

While you define the width of a table when you first insert it, you can always change your mind later. To do so, first select the table, and then take either of these steps:

- Type a value into the W (width) box on the Property inspector, and then choose a unit of measurement, either pixels or percentages, from the pop-up menu.

- Drag one of the resize handles on the right edge. (Avoid the handle in the right corner of the table—this adds an invalid *height* property to the table tag. If you do add a *height* property this way, you can easily remove it using the “Clear Height Values” button in the Property inspector—see Figure 7-5.)

In theory, you can also convert a table from a fixed unit of measurement, such as pixels, to the stretchy, percentage-style width setting—or vice versa—using the two “Convert table width” buttons at the bottom of the Property inspector (see Figure 7-5). What these buttons do depends on the size of the current document window in Dreamweaver. For example, suppose the document window is 700 pixels wide, and you’ve inserted a table that’s 100 percent wide. Clicking the “Convert Widths to Pixels” button sets the table’s width to around 700 pixels (the exact value depends on the margins of the page). However, if your document window were 500 pixels wide, clicking the same button would produce a fixed-width table around 500 pixels wide.

Note: The HTML `<table>` tag doesn’t officially have a Height property. Dreamweaver, however, adds a Height property if you drag the bottom of the table to resize it. Most Web browsers understand this Height property and obey your wishes. But since it’s not standard code, there’s no guarantee that newer browsers will support this maneuver.

You have several alternatives: First, you could decide not to worry about height. After all, it’s difficult to control the height of a table precisely, especially if there’s text in it. Since text sizes appear differently on different operating systems and browsers, the table may grow taller if the text is larger, no matter where you set the height. Or you could use the CSS *height* property (page 320) to set a height for a table. Finally, you can always insert a transparent graphic in a table cell to pop it up to the height you want. (See “The contents take priority” on page 261.)

The “Convert Width to Percentages” buttons take the opposite tack. They set the width or height of a table and its cells to percentages based on the amount of the document window’s width and height they cover at the moment. The bigger the window, the smaller the percentage.

Because the effects of these buttons depends upon the document window’s size, you’ll find yourself rarely, if ever, using these two tools.

Modifying Cell and Row Properties

Cells have their own properties, separate from the properties of the table itself. So do table *rows*—but not columns (see the box on page 259).

When you click inside a cell, the top half of the Property inspector displays the cell’s text formatting properties; the bottom half shows the properties for that particular cell (see Figure 7-6).

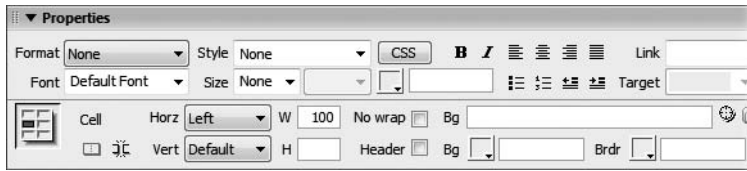


Figure 7-6: The Property inspector displays the properties of a cell. If you select an entire row of cells, or select `<tr>` in the Tag selector, however, the background color, image, and border color properties apply to the `<tr>` tag. Still, when a row is selected, the Width, Height, No Wrap, or Header options affect the individual cells in the row.

Alignment Properties

At the outset, a cell's contents hug the left wall of the cell and float halfway between the top and bottom of the cell. After selecting a row, a cell, or several cells, you can change these alignments using the Property inspector. For example, the Horz (Horizontal) menu in the Property inspector (see Figure 7-6) offers Left, Center, Right, and Default alignment options. (Default produces the same effect as Left without adding any extra HTML code.)

Note that these options are distinct from the *paragraph* alignment options discussed in Chapter 3. In fact, you can mix and match the two. Suppose you have a table cell containing four paragraphs. You want all but one paragraph to be center aligned; you want the last paragraph to be right aligned. To do so, you could set the alignment of the *cell* to Center, and then select just the last paragraph and set its alignment to Right. The paragraph's alignment overrides the alignment applied by the cell.

You can set the vertical alignment property in the same manner. Select the cells, and then use one of the five options available in the Property inspector's Vert (Vertical) menu: Default (the same as Middle), Top, Middle, Bottom, or Baseline.

Note: The CSS *text-align* property (located in the Block category of the CSS Rule Definition window) provides the same effect as Horizontal cell alignment; the *vertical-align* property (called "Vertical alignment" in the Block category of the CSS Rule Definition window) is the CSS replacement for a cell's vertical alignment.

(Skip the Baseline option; although it's supposed to align the bottom of the first line of text in the cell to the baseline of text in all the other cells in the row, only Internet Explorer actually gets this setting right.)

Table Header

The Table Header option lets you convert a `<td>` tag to a `<th>` tag, which is useful when you want to turn, say, the row at the top of a table into a header. It's a similar scheme to the column or row headers available in the Table dialog box, described on page 249.

POWER USERS' CLINIC

The Dawn of Columns

As far as the standard HTML language is concerned, there really isn't any such entity as a column. Tables are created with the `<table>` tag, rows with the `<tr>` tag, and cells with the `<td>` tag—but there's no column tag. Dreamweaver calculates the columns based on the number of cells in a row. If there are 7 rows in a table, each with 4 cells, then the table has 4 columns. In other words, the number of cells in each row determines the number of columns.

But times are changing. Two new tags introduced in HTML 4—the `<colgroup>` and `<col>` tags—let you control various attributes of columns in a table. At present, not all Web browsers understand these tags, and Dreamweaver provides no easy way to add them. You can find out more about them, however, in Dreamweaver's built-in HTML reference (see page 394).

You'll usually use this option for tables that include actual tabular data, like a spreadsheet, to indicate the meaning of the data that appears in the other cells in a row or column. For example, you may have a table containing data from different years; each cell in the top row could identify the year of the data in the cells below it.

While Dreamweaver lets you change a single cell into a header, you'll most likely apply this to a row of cells or the left column of cells.

A Property to Forget

The No Wrap option is of such little value that you'll probably go your entire Web career without using it.

But for the sake of thoroughness—and in case you actually find a use for it—here's a description. The No Wrap property prevents a Web browser from wrapping a line of text within a cell onto multiple lines. The browser widens the cell instead, so that it can include the line without line breaks. The result is almost never useful or attractive. Furthermore, if you specify a width for the cell, this property doesn't work at all!

FREQUENTLY ASKED QUESTION

Suddenly Jumbo Cells

When I added some text to a cell, it suddenly got much wider than the other cells in the row. What gives?

It isn't Dreamweaver's fault. This is how HTML works.

Web browsers (and Dreamweaver) display cells to match the content inside. For example, say you add a three-column table to a page. In the first cell of the first row, you type in two words, you leave the second cell empty, and add a 125-pixel wide image in the third cell of that row. Since the image

is the biggest item, its cell is wider than the other two. The middle cell, with nothing in it, is given the least amount of space.

Usually, you don't want a Web browser making these kinds of decisions. By specifying a width for a cell (page 260), you can force a Web browser to display a cell with the dimension you want, but keep in mind that there are exceptions to this rule; see "The contents take priority" on page 261.

Cell Decoration

Cells needn't be drab. As with tables, you can give individual cells background colors, or even background graphics. However, just as with tables (page 256), you should avoid the decorative table cell options available in the Property inspector. Instead, use CSS—the *background-color* property (page 217) to add a color to a cell, the *background-image* property (page 217) to add a graphic to the background of a cell, and the *border* property (page 215) to add color borders around cells.

Setting Cell Dimensions

Specifying the width or height of a particular cell is simple: Select one or more cells, and then type a value in the Property inspector's W (width) or H (height) field. This value can be in either pixels or percentage. For instance, if you want a particular cell to be 50 pixels wide, type *50*. For a cell that you want to be 50 percent of the total table width, type *50%*. Read "Tips for Surviving Table Making" below for details on the tricky business of controlling cell and table dimensions.

You can also resize a column or row of cells by dragging a cell border. As your cursor approaches the cell's border, it changes shape to indicate that you can begin dragging. Dreamweaver also provides an interactive display of cell widths (circled in Figure 7-7) when you use this method. This helpful feature lets you know exactly what width your cells are at all times, so you can drag a cell to the exact width you're seeking.

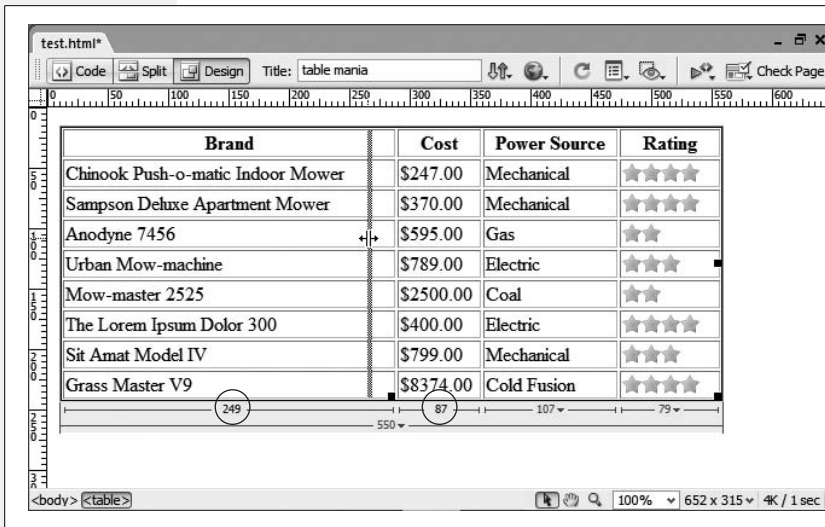


Figure 7-7: As you drag the border between cells, Dreamweaver shows you the changing widths of the two adjacent cells in real time. The width values change to blue and update themselves as you move your mouse.

Tips for Surviving Table Making

Nothing is more confounding than trying to get your tables laid out exactly as you want them. Many beginning Web designers throw their hands up in despair when working with tables, which often seem to have minds of their own. Layout mode eliminates many of the hassles associated with using tables for page layout, but here are a few problems that often confuse designers—and some tips to make working with tables more straightforward.

The contents take priority

Say you've created a 300-pixel-wide table and set each cell in the first row to 100 pixels wide. You insert a larger graphic into the first cell, and suddenly—Kablooie! Even though you set each cell to 100 pixels wide, as shown in Figure 7-8, the column with the graphic is much wider than the other two.

That's because a cell can't be smaller than the largest piece of content inside it. In this case, although you told the cell to be 100 pixels wide, the image is 120 pixels wide, which forces the first column to grow (and the others to shrink) accordingly.

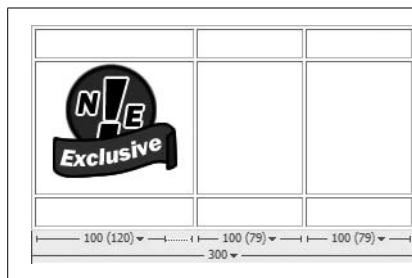


Figure 7-8:

Because a Web browser can't shrink the image or hide part of it, the cell has to grow to fit it. That first column of cells is now 120 pixels wide; the other two columns must shrink in order to keep the table 300 pixels wide. The numbers at the bottom of each cell indicate its width as set in the HTML—100—and the actual width as displayed in Dreamweaver in parentheses (120, 79, and 79).

There's no such thing as column width—only cell width

To set the width of a column of cells, you have to set the width of only *one* cell in that column. Say you have a table with three rows and three columns. You need to set only the width for the top row of cells; you can (and should) leave the cell widths for the remaining cells in the two bottom rows empty. (You can do this with any row of cells, not just the top row.)

This principle can save a lot of time and, because it reduces the amount of code on a Web page, makes your pages load and appear faster. For consistency, it's a good idea to pick either the first or last row of a table for width-setting.

The same holds true for the height of a row. You need only to set the height of a single cell to define the height for its entire row.

Fortunately, Dreamweaver is smart. When you resize one or more cells, it adds width and height values only where they're needed, without filling every cell with needless height and width values.

Do the math

Calculators are really useful when you're building tables. Although you *could* create a 400-pixel-wide table with three 700-pixel-wide columns, the results you'd get on the screen could be unpredictable ($700 + 700 + 700 \neq 400$).

As it turns out, Web browsers' loyalty is to *table* width first, and then column widths. If you make the widths of your columns add up to the width of your table, you'll save yourself a lot of headaches.

You'll need to account for a few other factors if you add borders, cell padding, and cell spacing. For example, say you create a 500-pixel-wide table with two columns and 10 pixels of padding. If you want the first column to be 100 pixels wide, you would set the width value to 80 pixels: 10 pixels left padding + 80 pixels of cell space + 10 pixels of right padding = 100 pixels total width.

WORKAROUND WORKSHOP

Beware the Resize Handles

Dreamweaver provides several techniques for resizing tables and cells while in Standard view. Unfortunately, the easiest method—dragging a cell or table border—is also the easiest to do by mistake. Because moving the cursor over any border turns it into the Resize tool, almost every Dreamweaver practitioner drags a border accidentally at least once, overwriting carefully calculated table and cell widths and heights.

On occasions like these, don't forget the undo feature, Ctrl+Z (⌘-Z). And if all is lost, you can always clear the widths and heights of every cell in a table (using the Property inspector's buttons) and start over by typing new cell dimensions (see Figure 7-5).

Adding and Removing Cells

Even after inserting a table into a Web page, you can add and subtract rows and columns from your table. The text or images in the columns move right or down to accommodate their new next-door neighbor.

Adding One Row or Column

To add a single row to the table, you can use any of these approaches:

- Click inside a cell. On the Insert bar's Layout tab, click the Insert Row Above button (see Figure 7-9) to add a row above the current row. Click the Insert Row Below button to add a row below the current row.
- Click inside a cell. Choose Modify → Table → Insert Row, or press Ctrl+M (⌘-M), to insert a new row of cells above the current row. Alternatively, you can right-click (Control-click) a cell, and then, from the shortcut menu, choose Table → Insert Row.
- To add a new row at the end of a table, click inside the last cell in the table, and then press Tab.

The new rows inherit all the properties (except width) of the row you originally clicked.

To add a single *column* of cells:

- Click inside a cell. On the Insert bar's Layout tab, click the "Insert Column to the Left" button (see Figure 7-9) to add a column to the left of the current

column. Click the “Insert Column to the Right” button to add a column to the right of the current column.

- Click inside a cell, and then choose **Modify** → **Table** → **Insert Column**.
- Click inside a cell, and then press **Ctrl+Shift+A** (**⌘-Shift-A**).
- Right-click (Control-click) a cell, and then, from the shortcut menu that appears, choose **Table** → **Insert Column**.

In each case, a new column appears to the left of the current column.

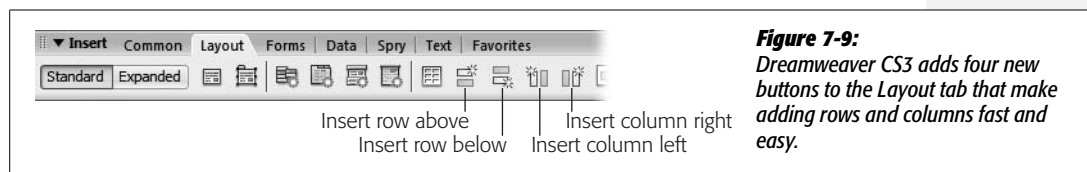


Figure 7-9: Dreamweaver CS3 adds four new buttons to the Layout tab that make adding rows and columns fast and easy.

Adding Multiple Rows or Columns

When you need to expand your table more rapidly, you can use a special dialog box that lets you add many rows or columns at once.

1. Click inside a cell. Choose **Modify** → **Table** → “**Insert Rows or Columns**”.

The “Insert Rows or Columns” dialog box appears (see Figure 7-10).

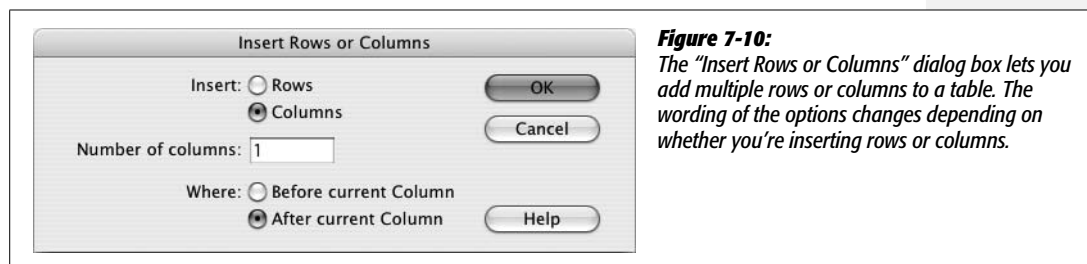


Figure 7-10: The “Insert Rows or Columns” dialog box lets you add multiple rows or columns to a table. The wording of the options changes depending on whether you’re inserting rows or columns.

2. Click either **Rows** or **Columns**. Type the number of rows or columns you wish to add.

Windows users can also click the tiny up and down arrow buttons next to the “Number of rows” (or columns) field.

3. Indicate where you wish the new rows or columns to appear, relative to the cell you selected, by clicking **Above** or **Below** (for rows) or **Before** or **After** (for columns). Click **OK** to insert them.

Using the dialog box gives you the advantage of choosing whether you want the new row or column to come *before* or *after* the selected information in your table, as shown in Figure 7-10.

Deleting Rows and Columns

To delete a row from your table, you can use one of the following techniques.

Tip: When you remove a row or column, Dreamweaver also eliminates everything inside. So before you start hacking away, it's a good idea to save a copy of the page with the table.

- Select the row (see page 252); press Delete to delete all of the cells—and everything in them—for the selected row.
- Click a cell. Choose Modify → Table → Delete Row, or use the keyboard shortcut Ctrl+Shift+M (⌘-Shift-M).
- Right-click (Control-click) inside a cell, and then, from the shortcut menu, choose Table → Delete Row.

Deleting a column is equally straightforward.

- Select the column (page 252), and then press Delete. You've just eliminated all the selected cells and everything in them.
- Click a cell, and then choose Modify → Table → Delete Column, or use the keyboard shortcut Ctrl+Shift+Hyphen (⌘-Shift-Hyphen).
- Right-click (Control-click) inside a cell, and then choose Table → Delete Column from the shortcut menu.

Note: Dreamweaver doesn't let you delete a row if one of its cells is *merged* with a cell in another row. Nor can you delete a column if it contains a cell that's merged with a cell in an adjacent *column*. (Merged cells are discussed in the next section.)

Deleting a column in this way is actually quite a feat. Since there's no column tag in HTML, Dreamweaver, behind the scenes, has to select individual cells in multiple rows—a task you wouldn't wish on your worst enemy if you had to do it by editing the raw HTML code.

Merging and Splitting Cells

Cells are very basic creatures with some severe limitations. For example, all of the cells in a row share the same height. A cell can't be taller than the cell next to it, which can pose some serious design problems. In table-based design, designers solved this problem by combining multiple cells to form, for example, one wide banner area that spans three table columns.

Note: If you're still using tables for page layout, be careful when merging cells; as a technique for managing a page layout, merged cells can be big trouble. For more information, go to www.apptools.com/rants/spans.php. (P.S. You really don't have to use tables for layout anymore. Turn to Chapter 9 and learn how to use CSS for page layout.)

But even when using tables for data, there are times when you need to combine multiple cells. In Figure 7-11, data for a single year—like 2006—is broken down into two demographic groups—men and women. Since the data in the two sets of “men” and “women” columns pertain to particular years, two table cells are merged to identify the first year, 2006, and two additional cells are merged for the year 2007. In such situations, Dreamweaver provides several ways of persuading cells to work well together. The trick is to *merge* cells—combine their area—to create a larger cell that spans two or more rows or columns.

CosmoFarmer Subscriber Information by Year				
Year	2006		2007	
Gender	Men	Women	Men	Women
Number	10,000	15,000	25,000	27,000
Average Age	39	34	33	30
Avg Yearly Income	\$65K	\$66K	\$100K	\$100K

Figure 7-11: You can create larger cells that span multiple rows and columns by merging adjacent cells. This is one way to represent multiple related rows or columns of information with a single table header.

To merge cells, start by selecting the cells you wish to merge, using any of the methods described on page 253. (You can only merge cells that form a rectangle or square. You can't, for instance, select three cells in a column, and only one in the adjacent row, to create an L shape. Nor can you merge cells that aren't adjacent; in other words, you can't merge a cell in one corner of the table with a cell in the opposite corner.)

Then, on the Property inspector, click the Merge Cells button (Figure 7-12), or choose Modify → Table → Merge Cells.

Tip: Better yet, use this undocumented keyboard shortcut: the M key. Just select two or more cells, and then press M. It's much easier than the keyboard shortcut listed in the online help: Ctrl+Alt+M (⌘-Option-M).

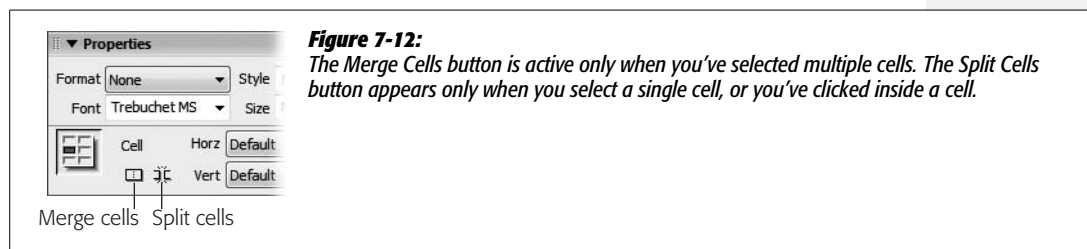


Figure 7-12: The Merge Cells button is active only when you've selected multiple cells. The Split Cells button appears only when you select a single cell, or you've clicked inside a cell.

Dreamweaver joins the selected cells, forming a single new super cell.

You may also find yourself in the opposite situation: You have one cell that you want to *divide* into multiple cells. To split a cell, click, or select, a single cell. In the

Property inspector, click the Split Cells button. (Once again, you can trigger this command in several alternative ways. You can choose Modify → Table → Split Cell. And if you prefer keyboard shortcuts, you can press Ctrl+Alt+S [⌘-Option-S]. You can even right-click [Control-click] the selected cell, and then, from the contextual menu, choose Table → Split Cell.)

When the Split Cell dialog box opens (see Figure 7-13), click one of the buttons to indicate whether you want to split the cell into rows or columns. Then type the number of rows or columns you wish to create; click OK.

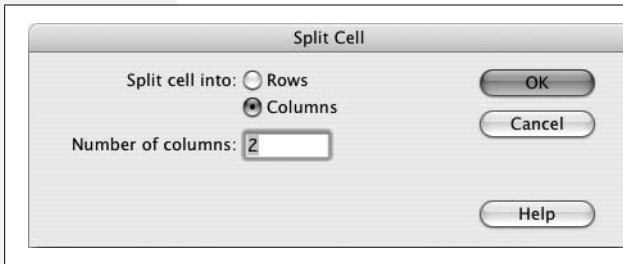


Figure 7-13:

The Split Cell dialog box lets you divide a single cell into multiple cells. You can choose whether to divide the cell into rows (multiple cells on top of one another) or columns (multiple cells side by side).

If you split a cell into columns, everything in the cell winds up in the left column, with the new, empty column or columns to the left. When you split a cell into rows, the contents end up in the top row.

Tabular Data

Since tables are meant to display data, Dreamweaver provides useful tools to import and work with data.

Tip: You can directly import Excel files into Dreamweaver for Windows, which converts the data into a well-organized table. See page 75.

Importing Data into a Table

Say your boss emails you your company's yearly sales information, which includes data on sales, profits, and expenses organized by quarter. She asks you to get this up on the Web for a board meeting she's having in half an hour.

This assignment could require a fair amount of work: building a table and then copying and pasting the correct information into each cell of the table, one at a time. Dreamweaver makes your task much easier, because you can create a table and import data into the table's rows and columns, all in one pass.

For this to work, the table data you want to display must begin life in a *delimited* format—a task that most spreadsheet programs, including Excel, or database programs, such as Access or FileMaker Pro, can do easily. (In most programs, you can do this by choosing File → Export or File → Save As; then choose a tab-delimited or comma-separated text file format.)

In a delimited file, each line of text represents one table row. Each line is divided into smaller units using a special character called a delimiter—most often a tab, but possibly a comma or colon. Each unit represents a single cell in the row. In a colon-delimited file, for example, the line *Sales:\$1,000,000:\$2,000,000:\$567,000:\$12,500* would be converted by Dreamweaver into a row of five cells, with the first cell containing the word *Sales*.

Once you've saved your boss's spreadsheet as a delimited file, you're ready to import it into a Dreamweaver table:

1. Choose **File** → **Import** → **Tabular Data**.

The Import Tabular Data dialog box appears (Figure 7-14).

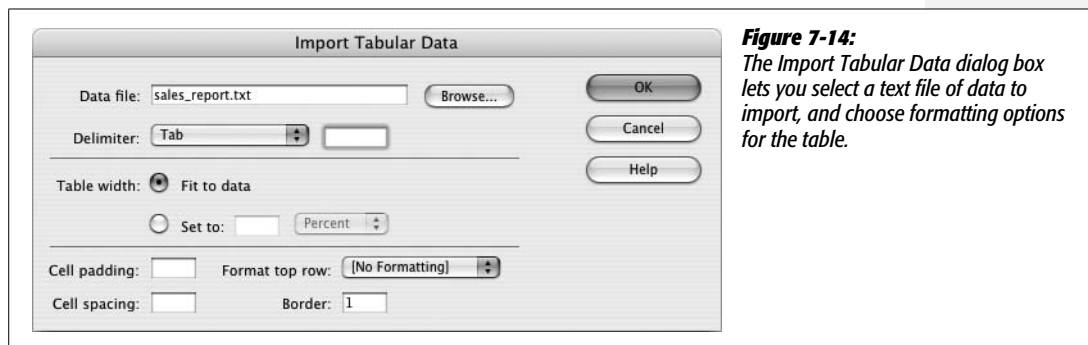


Figure 7-14:
The Import Tabular Data dialog box lets you select a text file of data to import, and choose formatting options for the table.

2. Click **Browse**. In the Insert Tabular Data dialog box, find and open the delimited text file you wish to import.

A delimited file is no longer a spreadsheet, but a plain text file. Navigate to and double-click the file in the dialog box.

3. From the pop-up menu, select the delimiter that was used to separate the data in the text file.

The choices are Tab, Comma, Colon, Semicolon, or Other. If you select Other, an additional field appears, where you can type the character you used as the delimiter.

4. Select a table width.

Choose “Fit to data” if you want the table to fit itself to the information you’re importing—an excellent idea when you aren’t completely sure how much information the file contains. (You can always modify the table, if necessary, after importing the data.)

On the other hand, if your Web page needs a table of a certain size, you can specify it by selecting the Set button, and then typing a value in the field next to it. Select pixel or percentage value (see page 250).

5. Set Cell padding, Cell spacing, and Border, if you like.

See page 249 for details.

6. Select a formatting option for the top row of data.

If the first line in the text file has column headings—Quarter 1 Sales, Quarter 2 Sales, and so on—Dreamweaver lets you choose Bold, Italic, or Bold Italic to set this header row apart from the rest of the table. Unfortunately, this option doesn't turn the cells in this first row into table header (<th>) tags, which is what they should be. It's best to choose no formatting, manually select the cells, and then turn them into table header (<th>) tags as described on page 258.

7. Click OK to import the data and create the table.

Note: Adobe removed the much-beloved Format Table command in Dreamweaver CS3. If you miss it, don't. Although it was a fast way to create colorful data tables, it also dipped into a vat of increasingly outdated HTML.

Sorting Data in a Table

If you have a table that lists employee names, you probably want to present that list in alphabetical order—or alphabetically *and* by department. Dreamweaver's Sort Table command takes a lot of the drudgery out of this task.

1. Select the table you wish to sort.

See page 252 for some table-selection techniques.

2. Choose Commands → Sort Table.

The Sort Table dialog box appears (Figure 7-15).

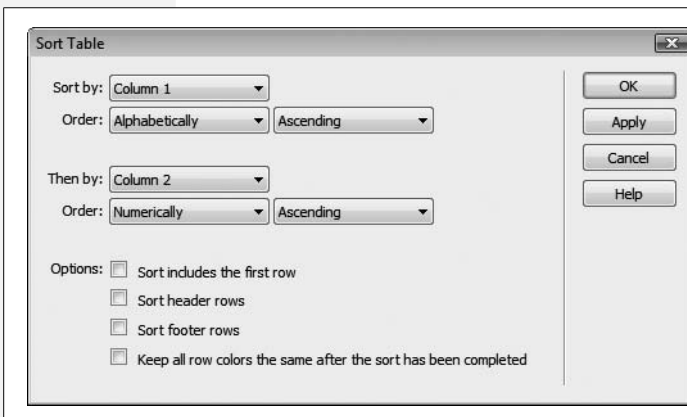


Figure 7-15:

The Sort Table command works well with Dreamweaver's Import Tabular Data feature. Imagine you're given a text file listing all your company's employees. You import the data into a table, but realize that the names aren't in any particular order.

3. Using the “Sort by” pop-up menu, choose the column by which you wish to sort.

You can choose any column in the table. Suppose you have a table listing a bunch of products. Each row has the product name, number, and price. If you want to see the products listed from least to most expensive, you could sort by the column with the product prices.

Note: The new Spry Data XML Data Set tools let you create a table that can be sorted *interactively* by the visitor viewing the Web page. This cool new tool is covered on page 476.

4. Use the next two pop-up menus to specify how you want the data sorted.

Data can be sorted alphabetically or numerically. To order the product list by price, from the Order pop-up menu, choose Numerically. However, if you’re sorting a Name column, choose Alphabetically.

Use the second pop-up menu to specify whether you want an Ascending sort (A–Z, 1–100) or Descending (Z–A, 100–1).

5. If you like, choose an additional column to sort by, using the “Then by” pop-up menu.

This secondary sort can come in handy when several cells in the *first* sorting column have the same value. If several items in your product list are all priced at \$100, a sort by price would place them consecutively in the table; you could then specify a secondary sort that would place the products in alphabetical order within each price group. In this way, all the products would be listed from least to most expensive, *and* products that are the same price would be listed alphabetically within their group.

6. If the first row of the table contains data to be sorted, turn on “Sort includes the first row.”

If, however, the first row of the table contains *headings* for each column, don’t turn on this box.

7. Choose whether to sort header rows and footer rows as well.

The Sort Header Row option isn’t referring to cells that have the “header” property set (see page 258). This option, and the next one, refer to the <thead> (table header) and <tfoot> (table footer) tags, which are intended to let you turn one or more rows into repeating headers and footers for long tables. Since Dreamweaver doesn’t insert these tags for you, you’ll most likely never use these options.

8. Choose whether to keep row colors with the sorted row.

One way to visually organize a table is to add color to alternate rows. This every-other-row pattern helps readers to stay focused on one row of information at a time. However, if you sort a table that you had formatted in this way, you’d wind up with some crazy pattern of colored and uncolored rows.

The bottom line: If you've applied colors to your rows, and you'd like to keep those colors in the same order, leave this checkbox off.

9. Click **Apply** to see the effect of the sort without closing the dialog box.

If the table meets with your satisfaction, click **OK** to sort the table and return to the document window. (Clicking **Cancel**, however, doesn't then undo the sort. If you want to return the table to its previous sort order, choose **Edit** → **Undo Sort Table** after closing the sort window.)

Exporting Table Data

Getting data out of a table in Dreamweaver is simple. Just select the table, and then choose **File** → **Export** → **Table**. In the **Export Table** dialog box that appears, select the type of delimiter (tab, comma, space, colon, or semicolon) and the operating system where the file will be used (Mac, Windows, or Unix), and then click **OK**. Give the file a name and save it on your computer. You can then import this delimited file into your spreadsheet or database program.

Tables Tutorial

In this tutorial, you'll create a data table to display ratings information on products. In addition, you'll use some Cascading Style Sheet magic to make the table look great (see Figure 7-25).

Note: You'll need to download the tutorial files from www.sawmac.com/dwcs3/ to complete this tutorial. See the Note on page 39 for more details.

Once you've downloaded the tutorial files and opened Dreamweaver, define a new site as described on page 28: Name the site *Tables*, and select the **Chapter07** folder (inside the **MM_DWCS3** folder). (In a nutshell: choose **Site** → **New Site**. In the **Site Definition** window, click the **Advanced** tab, type *Tables* into the **Site Name** field, click the folder icon next to the **Local Root Folder** field, navigate to and select the **Chapter07** folder, and then click **Choose** or **Select**. Finally, click **OK**.)

Adding a Table and Data

Once again, you'll be working on a page from *CosmoFarmer.com*.

1. Choose **File** → **Open**; click the **Site Root** button (bottom left of the open file window).

You'll be working on a page similar to the ones you've been building so far.

2. Double-click the file named *table.html*. Click in the empty space between the headlines "Indoor Mower Ratings" and "The Ratings Explained."

You'll insert a table into this space.

3. Choose **Insert** → **Table**.

You can also click the table button on the Insert bar's Common Tab. Either way, the Table window appears (see Figure 7-16). You need to define the table's basic characteristics.

4. Type **3** in the **Rows** box; type **3** in the **Columns** box.

You'll start with a basic 3x3 table, but as the tutorial progresses, you'll add additional rows and columns. Time to set the width, spacing, and padding properties.

5. In the **Table width** box, type **99**, and select "percent" from the pull-down menu. Type **0** in the **Border thickness**, **Cell padding**, and **Cell spacing** boxes.

Setting the width to 99% size means the table will fill most of the width of the main content area—the part of the page where the headline currently sits (although 100% works in most browsers, Internet Explorer 6 is a little buggy. 100% forces the table to drop below the left sidebar in that browser). Setting the other three properties here to 0 is common. You have greater control of borders and cell padding using CSS.

6. In the window's **Header** section, select the "Top" option.

The header setting indicates which cells should be marked as "table headers"—these cells contain labels that describe what kind of information is in the column cells below (when "top" is selected), or the kind of information in the cells of a row (when "left" is selected). Now that you've picked "Top," the top row of cells will hold labels like "Brand," "Cost," and "Rating."

To let people know the purpose of the table, you'll also add a caption.

7. Type **Table 1: CosmoFarmer's Indoor Mower Roundup** in the **Caption** box; choose **Top** for the "Align caption" menu.

The window should now look like Figure 7-16.

8. Click **OK**.

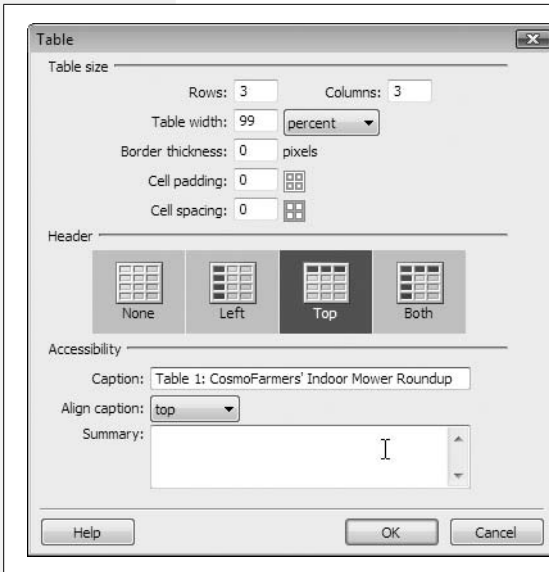
A new table appears on the page, with the caption centered above the table. Next, you'll add some headers to the table

9. Click the first table cell in the top-left corner of the table, and then type **Brand**.

The word appears bold and centered in the cell. That's how table header cells normally appear. You'll be able to change that look in a moment. Now add two more labels.

10. Press **Tab** to jump to the next cell to the right, and then type **Cost**. Press **Tab** again, and then type **Rating**.

Now it's time to add some actual data.

**Figure 7-16:**

Inserting a table into a Web page is just a matter of making a few choices in the Table dialog box. Any text you type into the Summary box doesn't appear in the Web browser window, so you probably won't use this option frequently. It's intended to explain a particularly complicated table to non-visual Web browsers (like Google's spidering software or a screen reader used by the visually impaired.)

11. Press **Tab**, and then type *Chinook Push-o-matic Indoor Mower* in the first cell of the second row; press **Tab** again, and then type *\$247.00*.

Table cells aren't limited to text; you can put anything—including images—inside them.

12. Press **Tab** to jump to the last cell in the second table row; choose **Insert** → **Image**.

The Select Image Source window appears. You used this dialog box frequently in the previous chapter to add graphics to a page.

13. Navigate to the **Images** folder, and then double-click the file named *4star.gif*. If the Image Tag Accessibility window appears, type *4 stars* in the Alternate Text box. Click **OK**.

A graphic of four stars—representing this product's rating—appears. If the Image Tag Accessibility window doesn't appear (see page 211 for an explanation), just type *4 stars* in the Property inspector's Alt box.

The page should now look like Figure 7-17. Now it's just a matter of adding the rest of the data.

14. Click just to the right of the four-star graphic (still inside the table cell, though).

Doing so deselects the image and puts the cursor in the same table cell. Another technique is to press the right arrow key: This action also moves the cursor just to the right of the image.

15. Press **Tab** to move to the first cell of the last row. Follow steps 11–13 using the following information: *Sampson Deluxe Apartment Mower*, *\$370.00*, and the graphic file *4star.gif*.

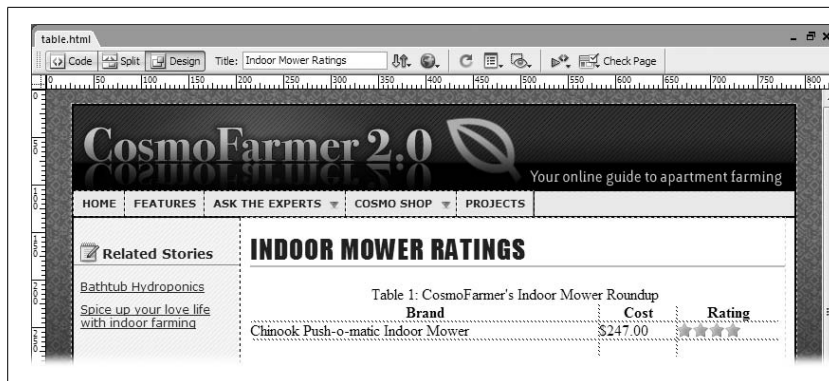


Figure 7-17: When you set borders, cell padding, and cell spacing to 0, Dreamweaver represents the edges of the table and cells with dotted lines. These don't show up when the page is viewed in a Web browser.

At this point, you've filled up the entire table—there aren't any more rows for information. No problem; it's easy to add more.

- Repeat step 14 to place the insertion point to the right of the four-star graphic you just inserted, and then press the Tab key.

When you've reached the last cell in a table, pressing the Tab key creates another row of cells. Just a little more typing to go.

- Using the same techniques as above (steps 11–15), create the table pictured in Figure 7-18.

You'll need to use a couple of different graphics—*3star.gif* and *2star.gif*—to complete this assignment. They're located in the images folder. (You don't need to complete the entire table if you don't want. If you've learned the technique and your fingers are tired, just add as many rows as you'd like.)

Brand	Cost	Rating
Chinook Push-o-matic Indoor Mower	\$247.00	★★★★
Sampson Deluxe Apartment Mower	\$370.00	★★★★
Anodyne 7456	\$595.00	★★★
Urban Mow-machine	\$789.00	★★★★
Mow-master 2525	\$2500.00	★★★
The Lorem Ipsum Dolor 300	\$400.00	★★★★
Sit Amat Model IV	\$799.00	★★★★
Grass Master V9	\$8374.00	★★★★

Figure 7-18: Inputting data like this by hand gets the job done, but can be tedious and time-consuming. If you've already got the data in a spreadsheet or a text file, you can probably use Dreamweaver's Import Tabular Data tool, described on page 266, to save your data-entering tendons.

Modifying the Table

Just as you type the last row of information, the CosmoFarmer editorial department calls and says they need an additional column of information added to the table. Normally this would be a challenging and time-consuming task, but Dreamweaver makes the process easy.

1. Click any cell in the second column.

For example, click the cell with the word “Cost.” You’ll now add a column to the table.

2. Choose **Modify** → **Table** → “**Insert Rows or Columns**”.

The “Insert Rows or Columns” window appears (Figure 7-19).

3. Select the **Columns** and “**After current Column**” radio buttons (the window should look like Figure 7-19). Click **OK**.

You could also use the Layout Tab’s “Insert Column to the Right” button (see Figure 7-9). Dreamweaver inserts a thin column between Cost and Rating. This column identifies the type of power source each mower uses.

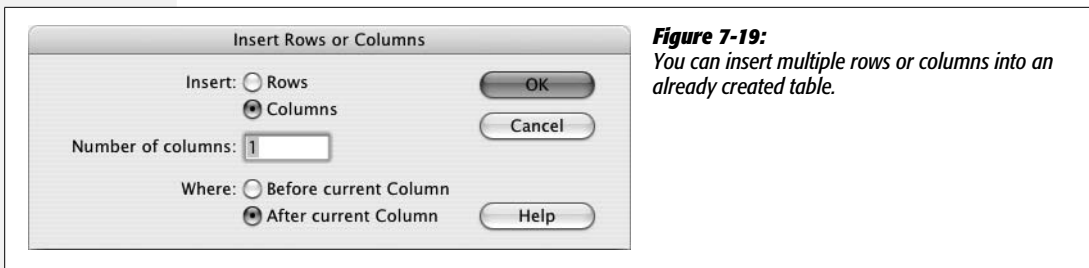


Figure 7-19:

You can insert multiple rows or columns into an already created table.

4. Click the top cell of the new column, and then type *Power Source*.

This is a <th> (table header) tag, so it’s bold and centered. The actual data goes in the cells below.

5. Click the cell below *Power Source*, and then type *Mechanical*.

You can also press Tab four times to jump from the table header to this cell.

6. Fill out the remaining cells in the column using the information listed in Figure 7-21.

And that’s pretty much all there is to building a data table. Of course, making it look good is another story. For that, you’ll turn to CSS.

Formatting the Table

Tables, like everything HTML, are drab by themselves. To make data really stand out, you need to turn to the power of Cascading Style Sheets. In this section you’ll format the basic font attributes of the table, style the caption, make the table headers stand out, and add lines around the cells.

1. Make sure the CSS Styles panel is open (**Window** → **CSS Styles**); in the bottom right of the panel, click the **Create New Style** button (the + button).

The New CSS Rule window appears. You’ll create a class style that you’ll apply to the table tag and store the CSS information into an already attached external style sheet. (For a recap on creating styles, turn to page 117.)

2. Select the **Class** button; type `.ratings` in the Name box; make sure `feature.css` is selected in the Define In menu, and then click OK.

The CSS Rule Definition window appears. Instead of creating a tag style named `table`, you're creating a class. Tag styles apply globally to every instance of the HTML tag. If this site still had some tables used for layout purposes, a table tag style would probably ruin their look; in addition, by using a class style, you have the flexibility to create different designs for different types of data tables.

3. Choose “Verdana, Arial, Helvetica, sans-serif” from the Font menu, and then, in the Size box, type `13`. Click OK.

This class style doesn't take effect until you apply it.

4. Click the bottom border of the table to select it (or use any of the techniques described on page 252). From the Property inspector's Class menu, choose `ratings`.

Notice how the font changes for the caption, table headers, and regular table cells. Even though you applied these font settings to the `<table>` tag, the other tags inside it (`<caption>`, `<td>`, `<th>`) use the *same* settings. This step demonstrates a useful CSS concept known as *inheritance* (you'll learn about inheritance in the next chapter on page 294).

The caption at the top of the table is a bit too prominent, and doesn't look good centered.

5. Click the **Create New Style** button. In the CSS Rule Definition window, select the **Advanced** button, type `.ratings caption` in the Selector box; make sure `feature.css` is selected in the Define In menu, and then click OK.

You've just created an advanced type of CSS selector, known as a *descendent selector* (you'll learn about this selector type in the next chapter). In essence, it redefines the look of the `<caption>` tag, but only when it appears inside another tag (the `<table>` tag in this case) that has the class `ratings` applied to it.

You can apply any of the type properties you learned about in Chapter 4. In this case, you'll apply a new font and make the text italic.

6. In the Type Category, choose “Georgia, Times New Roman, Times, serif” from the Font menu, and then, from the Style menu, choose *italic*.

The centered caption draws too much attention; it'll look better off to the right.

7. Click the **Block** category, and then, from the “Text align” menu, choose *right*.

The `text-align` property lets you align paragraphs of text to the left, right, center, or *both* left and right (called *justified*). See page 136 for more on this property.

The caption also appears a bit too close to the top row of headers. To add a bit of space, you can adjust the `bottom-padding` property.

8. Click the **Box** category; under **Padding**, turn off the “Same for all” checkbox; in the **Bottom padding** box, type *10*. Click **OK** to complete the style.

Normally you use “Add a bottom margin” to add space between the bottom of an element (the caption in this case) and an element beneath it. However, Internet Explorer doesn’t add space below a caption if you use the bottom margin setting; fortunately, bottom padding works for all browsers.

The table headers don’t really command enough attention. You’ll make them stand out by using a background graphic and increasing the space inside each cell.

9. Click the **Create New Style** button. In the **CSS Rule Definition** window, select the **Advanced** button, and then, in the **Selector** box, type *.ratings th*; make sure *feature.css* is selected in the **Define In** menu, and then click **OK**.

Here’s another descendent selector: this time defining the look of every `<th>` tag inside another tag with a class of *ratings*. You’ll make the text white on a dark background.

10. In the **Type** category, use the color box to select white for the **Color**.

The text will be white against a dark background. You’ll use a graphic for the background.

11. Click the **Background** category; set the **Background color** to `#152D6A`; click the **Browse** button, and then, in the **images** folder, select the file *bg_th.gif*.

Why add a background color, when you’re already using a background image? Remember that in the last step, you made the text white. If you don’t also specify a dark background color, the column headers might be invisible. For example, if for some reason the graphic doesn’t appear (the visitor has turned off graphics, or the image doesn’t download properly), then the table headers appear as white text on a white background. However, by setting a dark background color too, you’re covered. If the image doesn’t download, then the text is still readable—white text on a dark blue background.

Currently, the column headers are centered in their cells. To match the appearance of the other cells, you’ll align them to the left.

12. Click the **Block** category, and then, from the “Text align” menu, choose *left*.

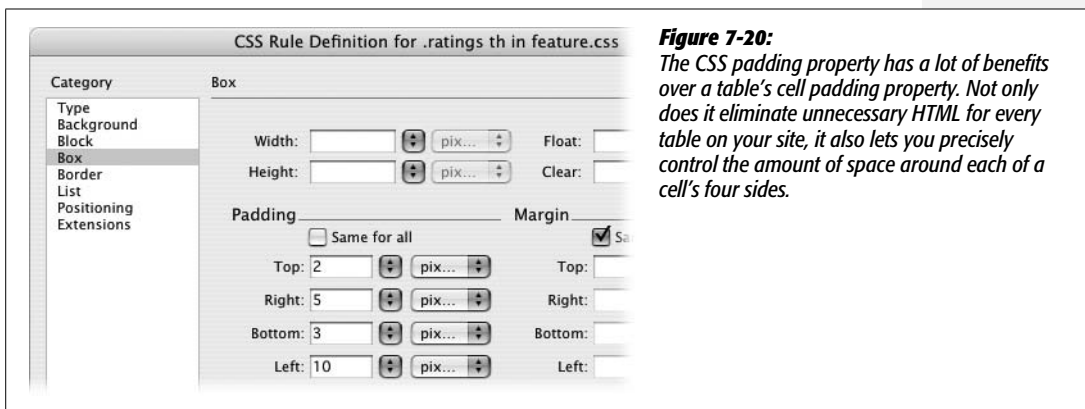
You could also set the horizontal alignment of each table header cell to “left”: select each cell, and then use the Property inspector (see page 258). But not only is that more work, it also adds extra HTML code to your page. The CSS method is easier and makes for faster-loading Web pages.

If you click the **Apply** button now, you see how this style is shaping up. The text is a bit cramped inside each cell. To add some breathing room between the edges of each cell and the text inside, you’ll use the CSS padding property.

Note: If you accidentally press the **OK** button before completing the style, just double-click the style’s name in the **CSS Styles** panel to re-open the **Style Definition** window (see page 119 for detailed instructions).

- Click the **Box** category; turn off the “Same for all” checkbox under the **Padding** category; type **2** in the **Top** box; **5** in the **Right** box; **3** in the **Bottom** box; **10** in the **Left** box.

The window should look like Figure 7-20. One last touch: a border to separate each table header cell.



- Click the **Border** category; turn off all three “Same for all” checkboxes; for the **right border**, choose *solid* for the style, type **1** in the width box and make the color grey—**#999999**. Click the **OK** button to complete the style.

This action adds just a single line on the right side of each table header cell—a simple divider. Now you'll format the regular table cells.

- Click the **Create New Style** button. In the **CSS Rule Definition** window, select the **Advanced** button, type **.ratings td** in the **Selector** box; make sure *feature.css* is selected in the **Define In** menu, and then click **OK**.

You should be getting the hang of these descendent selectors by now. You'll add padding and border lines to clearly indicate each cell.

- Click the **Box** category; turn off the “Same for all” checkbox under the **Padding** category; type **2** in the **Top** box; **2** in the **Right** box; **2** in the **Bottom** box; **10** in the **Left** box.

Time to add some borders.

- Click the **Border** category; leave the “Same for all” checkboxes turned on; choose *solid* for the style, type **1** in the **Width** box, and make the color grey—**#999999**. Click **OK** to complete the style.

If you preview the page in a Web browser (F12 [Option-F12]), you'll notice that where two cells touch, the borders are a bit thick (see Figure 7-21). Because you've added a border around all four sides of each cell, the border is twice as thick and looks a little chunky where two cells meet. You could edit the style and add a border to only some sides of the cell (like the left and bottom sides) so that the borders don't double up, but CSS give you an easier way.

Table 1: CosmoFarmer.com's Indoor Mower Roundup

Brand	Cost	Power Source	Rating
Chinook Push-o-matic Indoor Mower	\$247.00	Mechanical	★★★★★
Sampson Deluxe Apartment Mower	\$370.00	Mechanical	★★★★★
Anodyne 7456	\$595.00	Gas	★★★
Urban Mow-machine	\$789.00	Electric	★★★★
Mow-master 2525	\$2500.00	Coal	★★★
The Lorem Ipsum Dolor 300	\$400.00	Electric	★★★★★
Sit Amat Model IV	\$799.00	Mechanical	★★★★
Grass Master V9	\$8374.00	Cold Fusion	★★★★★

Figure 7-21:

Adding a border to table cells creates a slightly chunky double-border where cells touch each other. Fortunately, with a little-known CSS property you can overcome that aesthetic nuisance.

Final Improvements

To finish this tutorial, you'll get rid of the double-border problem, and make the table rows easier to read by coloring every other row.

1. Make sure the CSS Styles panel is open (Window → CSS Styles), and that the All button at the top of the panel is selected.

The All button lets you view all the styles attached to a page. In this case, there are two external style sheets—*feature.css* and *SpryMenuBarHorizontal.css*. You're going to edit an already existing style in the *feature.css* file.

2. If you can't see any styles listed under *feature.css* in the Styles panel, click the + (flippy triangle on Mac) to the left of *feature.css* to expand the list. Locate the style named *.ratings*, and then select it.

Don't double-click the style name—that opens the CSS Rule Definition window again. You're about to add a CSS property that Dreamweaver doesn't make available in that window. Instead, you need to use another technique for adding properties to a style—the Properties pane.

The Properties pane is located at the bottom of the CSS styles panel. It should look like Figure 7-22. (If your Properties pane only has one property listed—font 13px Verdana, Helvetica, sans-serif—Dreamweaver is using CSS shorthand properties [see page 332.] This doesn't affect the performance of your CSS, just the way it's written. You control this setting from the Preferences window's CSS Style category.)

3. Click the Add Property link, and then, in the box, type *border-collapse*.

Border-collapse is a special CSS property that forces adjoining cells to “collapse” onto each other: Essentially it removes space between cells and prevents this double-border problem.

4. From the menu to the right of the *border-collapse* property you just added, select *collapse* (see Figure 7-23).

That removes the double-border between adjacent cells (you don't see this effect in Dreamweaver's Design view; only when you preview the page in a Web browser). Now you'll highlight alternating table rows. This technique makes tables easier to scan, since your eye can easily identify all the cells in a row. To do this, you'll create a new class style.

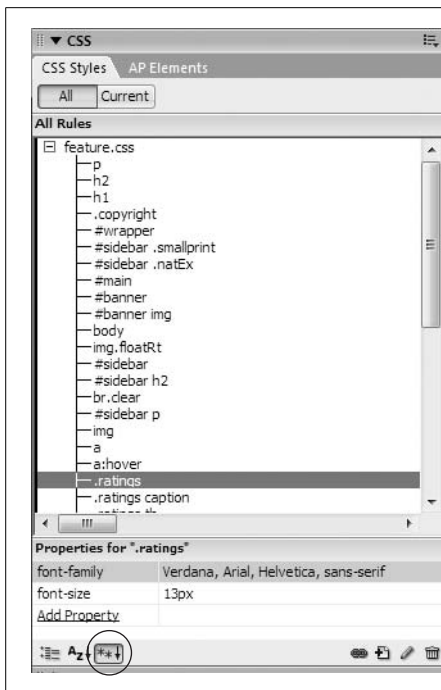


Figure 7-22:

When you select a style in the “All” view of the CSS Styles panel, the properties for that style appear in the Properties pane below. In this case, the style `.ratings` is selected and its two properties (`font-family` and `font-size`) appear. You can add more properties by clicking the Add Property link. There are actually three different views to the Properties pane, but it’s most useful to see just the currently set properties. Click the “Show only set properties” button (circled) for this view. (The Properties pane is discussed in depth on page 289.)

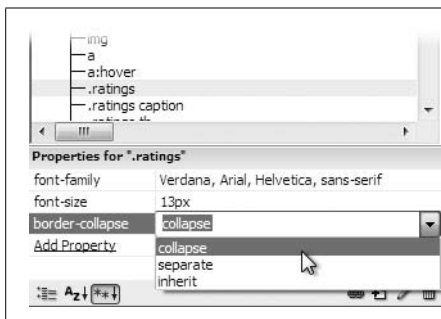


Figure 7-23:

The `border-collapse` property is an official CSS property, even though it doesn’t appear in Dreamweaver’s CSS Rule Definition window. You can, however, add it by hand using the Properties pane.

5. Click the Create New Style button. In the CSS Rule Definition window, select the class button, and then type `.alternate` in the Tag box; make sure `feature.css` is selected in the Define In menu, and then click OK.

All you need to do now is define a background color.

6. In the CSS Rule Definition window, select the Background category; set the background color to `#EEEEEE`. Click OK to complete the style.

Now you’ll apply this to every other row.

7. Move your mouse just to the left of the cell with the text “Sampson Deluxe Apartment Mower.” When the mouse pointer changes to a right-pointing arrow, click to select the row of cells (see Figure 7-24).

The row is selected; now just apply the class style.

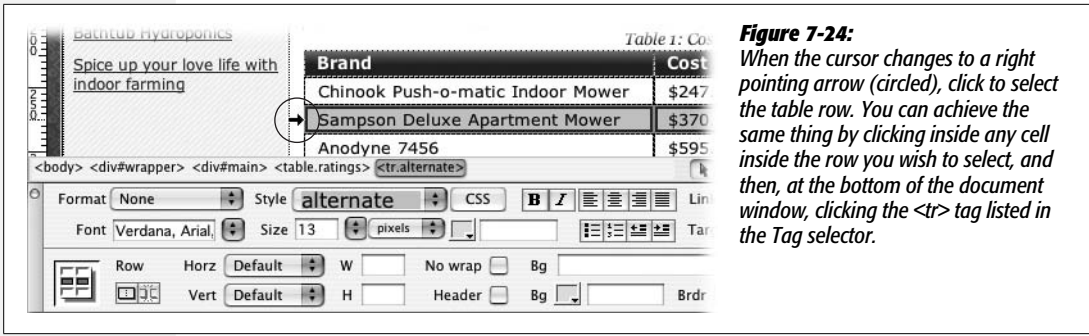


Figure 7-24: When the cursor changes to a right pointing arrow (circled), click to select the table row. You can achieve the same thing by clicking inside any cell inside the row you wish to select, and then, at the bottom of the document window, clicking the <tr> tag listed in the Tag selector.

8. From the Property Inspector's Style menu, select *alternate*.

Every cell background in the row changes to gray. Now for the rest of the table.

9. Repeat steps 7 and 8 for the remaining alternating rows in the table.

Use Figure 7-25 for reference.

10. Press the F12 (Option-F12) key to preview your hard work in a Web browser.

The complete page should look like Figure 7-25. You'll find a completed version of this tutorial in the Chapter_07_finished folder that accompanies the downloaded tutorial files.



Figure 7-25: With Dreamweaver and a little CSS, you can make elegant HTML tables.

Part Two: Building a Better Web Page

Chapter 8: Advanced CSS

Chapter 9: Page Layout

Chapter 10: Under the Hood: HTML



Advanced CSS

Chapter 4 introduced the basics of Cascading Style Sheets. In other chapters, you learned how to use CSS to style links, navigation bars, text, and tables. You can go a long way in Web design with just those basic techniques (many people do). However, to really become a Web design expert, there are a handful of advanced CSS concepts you should grasp. Fortunately, Dreamweaver also includes tools to help you with these concepts so you can work more efficiently and avoid those head-scratching “Why the heck does my design look like that?!” moments.

Tip: This chapter will definitely help you on your journey from CSS novice to master. But keep in mind that it’s the rare mortal who understands everything about CSS from reading a single chapter. A book that’s dedicated to CSS, like *CSS: The Missing Manual*, can be a valuable time-saver in the long run. Honest, that’s less a marketing pitch than a genuine learning suggestion.

Advanced Styles

Tag and class styles are easy to learn and use. But they aren’t the only ones available. CSS offers many other style types with various functions and purposes, but Dreamweaver lumps them together under the term *advanced styles*. To be technically accurate, tag and class styles aren’t really styles per se. In CSS lingo, they’re known as different types of *selectors*.

A CSS selector is an instruction that tells a Web browser *what* it should apply the CSS formatting rules to. For example, a tag selector tells a browser to apply the formatting to *any* instance of a particular tag on the page. Thus, an *h1* tag style applies to *all* <h1> tags on a page. A class selector, on the other hand, applies only when the browser encounters the class name attached to an element on a page.

Note: For a detailed discussion of selectors, visit <http://css.maxdesign.com.au/selectutorial/>.

There are a variety of selectors in the CSS arsenal (a few of the most common and useful are mentioned below), but in Dreamweaver, you go about creating all of them the same way: Start by creating a CSS style, following the instructions on page 117. But when you get to the New CSS Rule window (Figure 8-1), instead of selecting the Tag or Class selector type, choose the Advanced option.

You've already encountered the Advanced option a few times in the tutorials (step 5 on page 275, for example). You've also seen how you can use the four "pseudo-class" styles listed in the advanced selector drop-down menu (such as *a:link*) to style the four different link states (link, visited, hover, and active, as described on page 174). With the exception of the four options in the drop-down menu, you must type the selector name of any advanced selector in the Selector box (see Figure 8-1). As described in the following sections, you'll need to use a different syntax (naming protocol) for each type of advanced selector. (The rest of the process for creating the style works just like creating a tag or class style, and the process of editing or deleting these styles is also identical.)

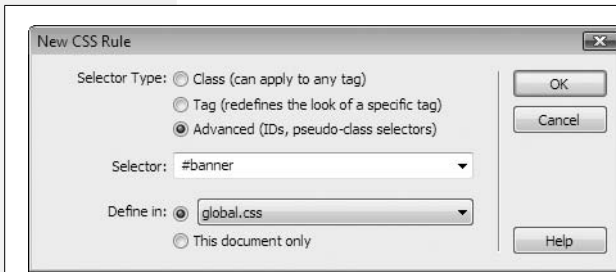


Figure 8-1:

The Advanced selector option lets you type any valid CSS selector in the Selector box. You can even create class and tag styles. For a new class, just type the name of the class preceded by a period, like this: `.copyright`. To create a tag style, just type the tag name without brackets: `p` for the `<p>` or paragraph tag, for instance.

IDs

An *ID* is a type of selector that lets you format a *unique* item on a page. Use ID styles to identify an object (or an area of a page) that appears only once—like a Web site's logo, copyright notice, main navigation bar, or a banner. Designers frequently use IDs when creating CSS-based layouts like those presented in the next chapter.

An ID style is very similar to a class style, in that you supply the style's name and apply the style manually. However, while class styles begin with a period (*.company*, for example), ID styles must begin with the # symbol (*#banner*, for example).

Also, while you can apply a class many times on a page, you can apply an ID to only one tag per page. (It's okay to use multiple IDs on a single page, as long as each ID name is different.)

Note: IDs are frequently assigned to a `<div>` tag. The `<div>` tag, which indicates a logical division of a page, is often used to group related chunks of HTML. For example, the logo, tagline, and navigation bar that make up a banner at the top of a Web page might be wrapped in a `<div>` tag with an ID applied. Flip to page 313 for everything you need to know about divs.

To create an ID style, choose the Advanced option in the New CSS Rule window (see Figure 8-1), type the # symbol, and then the style name—`#banner`, say. Applying IDs to the element you want to style can be a little tricky. There are a few tags—like `<div>` and `<table>`—that, when selected, provide an “ID” menu in the Property inspector; just select the ID you wish to apply to that tag from that menu. But most other tags don’t let you set the ID using the Property inspector. With those tags, the easiest method is to use the Tag selector to apply an ID, as shown in Figure 8-2.

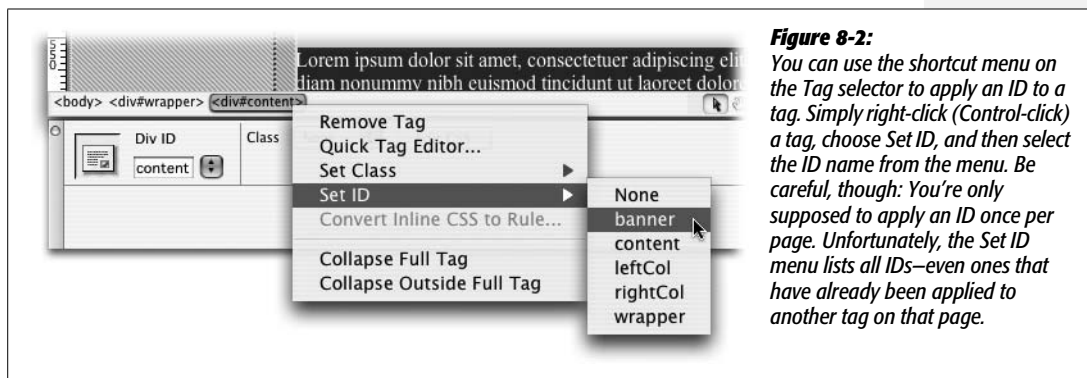


Figure 8-2: You can use the shortcut menu on the Tag selector to apply an ID to a tag. Simply right-click (Control-click) a tag, choose Set ID, and then select the ID name from the menu. Be careful, though: You’re only supposed to apply an ID once per page. Unfortunately, the Set ID menu lists all IDs—even ones that have already been applied to another tag on that page.

Whenever you apply an ID to a tag, Dreamweaver adds a bit of HTML code to your page. For instance, an ID style named `#copyright` applied to a paragraph would look like this in the HTML: `<p id="copyright">` (this is just like the “class” property that’s added when you use class styles, as described on page 122).

Note: You need to use the # symbol only when you create and name the style, not when you apply it. For example, in the New CSS Rule window (see Figure 8-1) you’d name the selector `#copyright`. But when the ID is applied to an HTML tag (which is what Dreamweaver takes care of behind the scenes), the # is left off: `<p id="copyright">`. The *id* property in the HTML is enough to let a Web browser know you’re referring to an ID style.

Descendent Selectors

Tag styles have their drawbacks. While a tag style for the `<p>` tag makes simple work of formatting every paragraph on a page, it’s also indiscriminate. You may not *want* every paragraph to look the same.

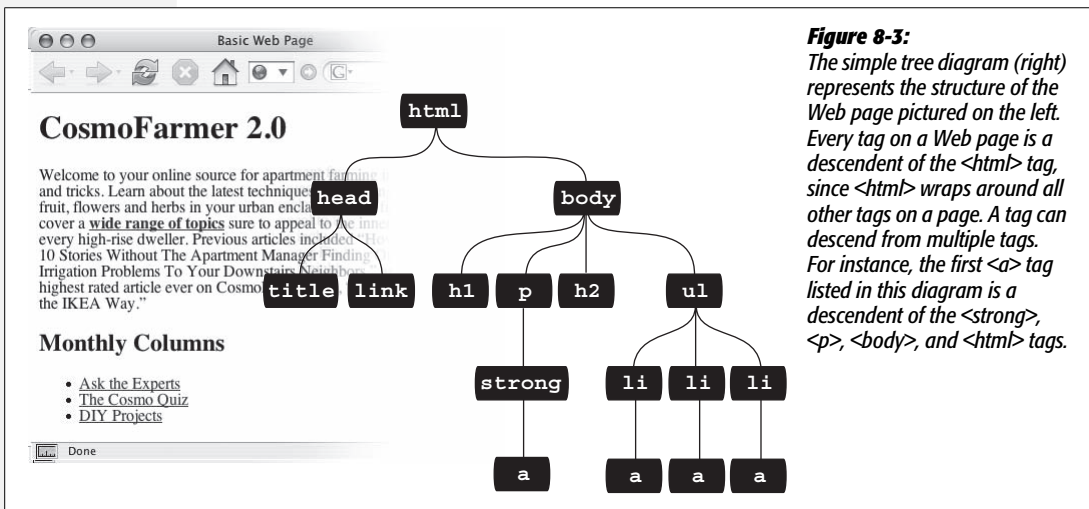
Suppose you want to divide a Web page into different sections—a sidebar and a main content area—using smaller size text for the sidebar’s paragraphs and headings. You *could* create two class styles—such as `sidebarText` and `mainText`—and then apply them to the appropriate paragraphs in the respective parts of your design (`<p class="sidebarText">` for sidebar paragraphs and `<p class="mainText">` for body text). But who has that kind of time?

What you really need is a “smart” tag style, one that can adapt to its surroundings like a chameleon, and use the appropriate formatting depending on where it is on the page. Fortunately, CSS offers just such a style—*descendent selectors*.

Note: Descendent selectors were called “contextual selectors” in the original CSS standards. In the most recent incarnations of these rules, the name has been changed to confuse the innocent.

Essentially, you’ll use descendent selectors to format a whole bunch of tags in a similar manner (just like tag selectors)—but only when they’re in a particular part of a Web page. In effect, it’s like saying, “Hey, you <a> tags in the navigation bar, listen up. I’ve got some formatting for you. All you other <a> tags, just move along; there’s nothing to see here.” In other words, a descendent selector lets you format a tag based on its relationship to other tags. To understand how it works, you need to delve a little more deeply into HTML.

Think of the HTML that forms any Web page as a kind of “family tree” (see Figure 8-3). The first HTML tag you use on a page—the <html> tag—is like the grandpappy of all other tags. In essence, if a tag is *inside* another tag, it’s a *descendent* of that tag. In Figure 8-3, the text “wide range of topics” is bolded in the long paragraph of text. That’s achieved by applying a tag to that text. Because that bolded text is inside the paragraph, that particular tag is a descendent of that paragraph.



Note: The tutorial in the previous chapter includes an example of the power of descendent selectors. See step 5 on page 275.

Descendent selectors let you take advantage of the HTML family tree by formatting tags differently when they appear inside certain other tags or styles. For example,

say you have an `<h1>` tag on your Web page, and you want to emphasize a word within that heading by using the `` tag. The trouble is, most browsers display both heading tags and the `` tag in bold, so anyone viewing the page can't see any difference between the emphasized word and the other words in the headline. Creating a tag selector to change the `` tag's color and make it stand out from the headline isn't much of a solution: you end up changing the color of *every* `` tag on the page, like it or not. A descendent selector lets you do what you really want: change the color of the `` tag *only when* it appears inside of an `<h1>` tag.

Creating descendent selectors isn't much more difficult than creating any other type of style. You follow the same process as described on page 117 for creating a style—but in the New CSS Rule window, select the Advanced option. You then type the descendent selector's name in the Selector box. Figuring out how to name the selector is the tricky part.

You name a descendent selector by tacking together a series of selectors (separated by spaces) that identify the location in the family tree of the element you want to style. The most distant ancestor is on the far left and the element you wish to style is on the far right. Consider the example of the bolded word inside the headline discussed above. To style that bolded text (but leave any other bold text as it is), the descendent selector is *h1 strong*. Strong is the actual tag you're formatting, but only when it's inside an h1 tag.

Figure 8-3 shows another example. There are four links (`<a>` tags) on the page. Three of the links are inside bulleted list items (that's the `` tag). If you wanted to create a style that would only apply to those three links and leave the fourth link untouched, you would create a descendent selector like this: *li a*. Again, the actual tag you wish to format—the link—appears on the far right, while the tag that wraps around the link—the `` tag—appears to the left.

A descendent selector can contain more than just two elements as well. The following are all valid selectors for the `<a>` tags inside the bulleted lists in Figure 8-3.

- `ul li a`
- `body li a`
- `html li a`
- `html body ul li a`

These four selectors—all of which do the same thing—demonstrate that you don't have to describe the entire lineage of the tag you want to format. For instance, in the second example—*body li a*—*ul* isn't needed. This selector works as long as there's an `<a>` tag that's a descendent (somewhere up the line) of an `` tag (which is also a descendent of the `<body>` tag). This selector can just as easily apply to an `<a>` that's inside of an `` tag, that's inside of a `` tag, that's inside a `` tag, and so on.

Note: One reason you might make a descendent selector longer by tacking on additional selectors is if you've written several different rules that simultaneously format a tag. The more selectors that appear in a style name, the more powerful that style is and the more likely it is to override any conflicts with other styles. More on this concept on page 296.

You're not limited to just using tag styles, either. You can build complex descendent selectors by combining different types of selectors. Suppose you want your links to appear in yellow only when they're in introductory paragraphs (which you've designated with a class style named *intro*). The following selector does the trick: *.intro a*. This descendent selector will format any link (a) that's inside any other tag that has the *intro* class applied to it.

This is a very common approach when working with the CSS-based layouts discussed in the next chapter. For instance, you'll frequently want paragraphs in the main content area of the page to look different than paragraphs in sidebars (for example, the sidebar paragraphs might use a different font and a smaller font size). Each section of a CSS layout is usually wrapped inside a `<div>` tag that has an ID style applied to it. For example, the main content area might be wrapped in a div that has an ID style named *#mainContent* applied to it. To format just the paragraphs inside that area, the descendent selector you'd use would be *#mainContent p* (don't leave out the # symbol).

Tip: When working with descendent selectors, it helps to read the selector name *backward*. Take, for example, the selector *.mainStory td li*. The *li* means "This style applies to the `` tag"; the *td* means "But only when it's inside a `<td>` tag"; and *.mainStory* means "And only when that `<td>` tag is inside another tag that has the class *mainStory* applied to it."

Likewise, if you wanted to define the look of bulleted lists wherever they appear inside a tag with an ID named *#banner*, you'd type *#banner ul* in the Selector box.

After you name the descendent selector, click OK in the New CSS Rule window. You're ready to start adding the CSS properties that define the formatting of your descendent selector style. In other words, proceed as you normally would when creating *any* type of style (see page 117 for a refresher).

Styling Groups of Tags

Sometimes you need a quick way to apply the same formatting to several different elements. Say you'd like all the headers on a page to share the same color and font. Creating a separate style for each header—*h1*, *h2*, *h3*, *h4*, *h5*, *h6*—is way too much work, and if you later want to change the color of all of the headers, you have six different styles to update. A better approach is to use a *group* selector. Group selectors let you apply a style to multiple selectors at the same time.

To create a style that applies to several different elements at once, follow the steps on page 117 to create a new style, and then choose the Advanced option in the New CSS Rule window (see Figure 8-4). In the Selector box, write a list of selectors separated by commas. To style all of the heading tags with the same formatting options, you'd create the following selector: *h1, h2, h3, h4, h5, h6*.

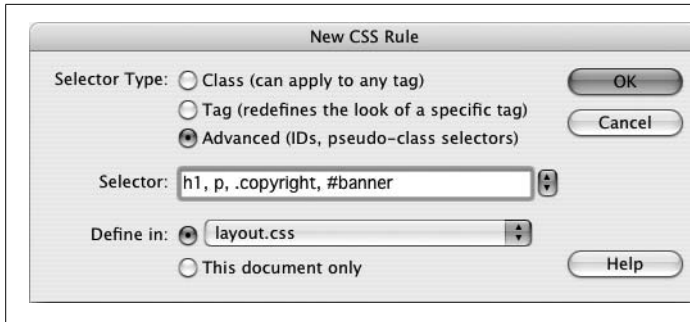


Figure 8-4: Group selectors aren't limited to tag styles. You can use any valid selector (or combination of selector types) in a group selector. For example, the selector listed here applies to the `<h1>` tag, the `<p>` tag, any tag styled with the `.copyright` class, and the tag with the `#banner` ID.

Note: At times you may want a bunch of page elements to share *some*—but not *all*—of the same formatting properties. Suppose you want to use the same font for several tags, but apply different font colors to each of those tags. You can create a single style using a group selector with the shared formatting options, and separate styles with unique formatting for each individual tag.

Fast Style Editing

The CSS Rule Definition window (Figure 4-3) can be a rather tedious way of editing CSS properties. It's easy to use, but the categories and menus may slow down experienced CSS jockeys. Fortunately, Dreamweaver offers the Properties pane (Figure 8-5) for fast CSS editing. This pane displays a selected style's currently defined properties, as well as a list of other not-yet-set CSS properties.

Start by selecting the style you wish to edit in the CSS Styles panel. The Properties pane (found in the bottom third of the Styles panel) displays CSS properties in one of three different views: a “set properties” view, which displays only the properties that have been defined for the selected style (Figure 8-5); a Category view, which groups the different CSS properties into the same seven categories used in the Rule Definition window (Figure 8-6, left); and a List view, which provides an alphabetical listing of *all* CSS properties (Figure 8-6, right). Clicking the view buttons at the bottom-left corner of the CSS Styles panel switches between these three displays (see the circled buttons in Figures 8-5 and 8-6).

Property names are listed on the left, and their values are on the right. Figure 8-5 shows an example of a style for the `<body>` tag, which lists 6 properties (such as background-color and margin) and their corresponding settings (`#333333`, `0px`, and so on).

To add a new property, click the “Add Property” link below the list of properties on the Properties pane, and then select the property name from the pop-up menu. You set (and can edit) the value of a particular property in the space to the right of the property name. Most of the time, you don't have to type in the value. Dreamweaver provides the tools you're likely to need for each property: the ubiquitous color box (see page 49) for any property that requires a color, like font color; a pop-up menu for properties that have a limited list of possible values, like “repeat-y” for the *background-repeat* property shown in Figure 8-5; and the familiar “Browse for File” folder icon for properties that require a path to a file.

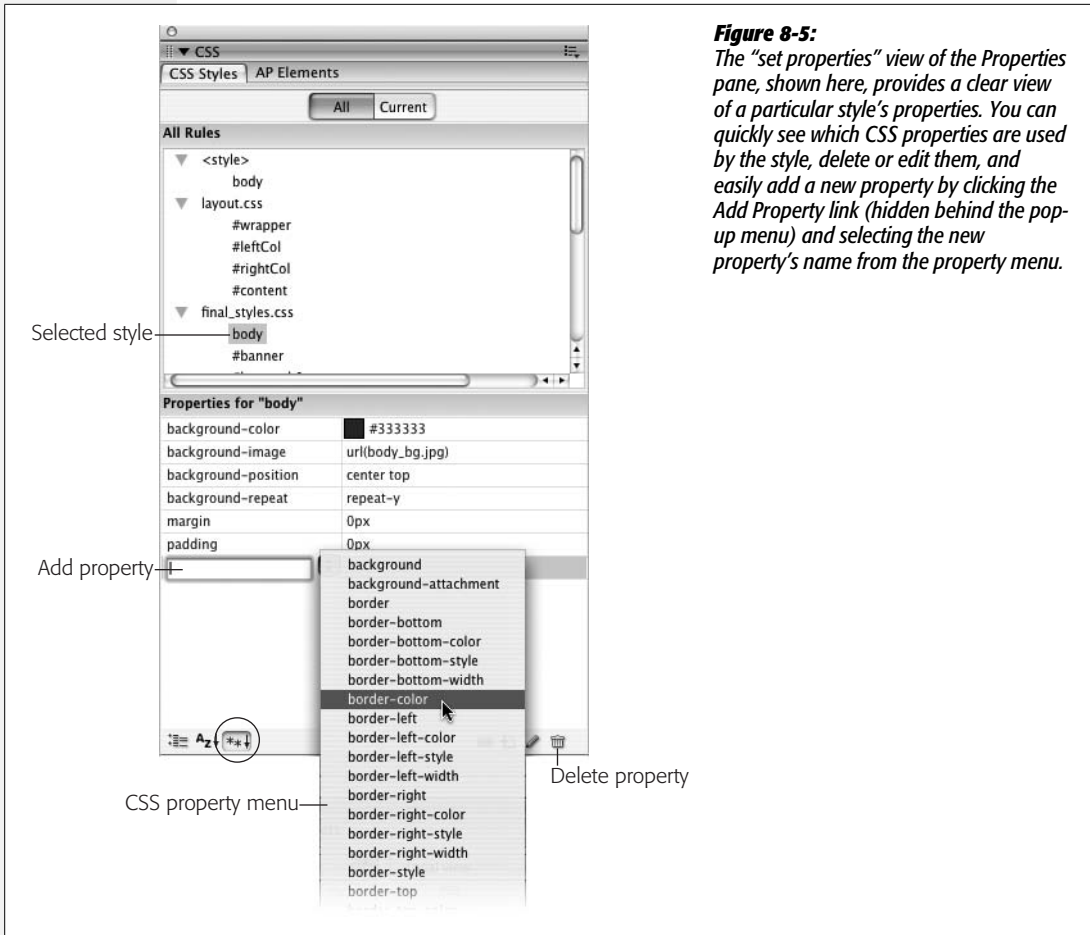


Figure 8-5:

The “set properties” view of the Properties pane, shown here, provides a clear view of a particular style’s properties. You can quickly see which CSS properties are used by the style, delete or edit them, and easily add a new property by clicking the Add Property link (hidden behind the pop-up menu) and selecting the new property’s name from the property menu.

Some other properties, however, require you to know enough CSS to enter them manually, in the correct format. That’s what makes the Properties pane a good advanced option for experienced CSS gurus. (If your goal is to become one, Dreamweaver includes a built-in CSS reference so you can sharpen your knowledge of this powerful but slightly daunting technology, as discussed on page 394).

But even those not so experienced with CSS should find the Properties pane helpful. First, it’s the best way to get a bird’s-eye view of a style’s properties. Second, for really basic editing such as changing the colors used in a style or assigning it a different font, the Properties pane is as fast as it gets.

To remove a property from a style, just delete its value in the right column. Dreamweaver not only removes the value from the style sheet, but the property name as well. In addition, you can right-click (Control-click) a property name and then select “delete” from the pop-up menu, or simply click a property name and either press the Delete key or click the Trash can icon to banish it from your style sheet (see Figure 8-5).

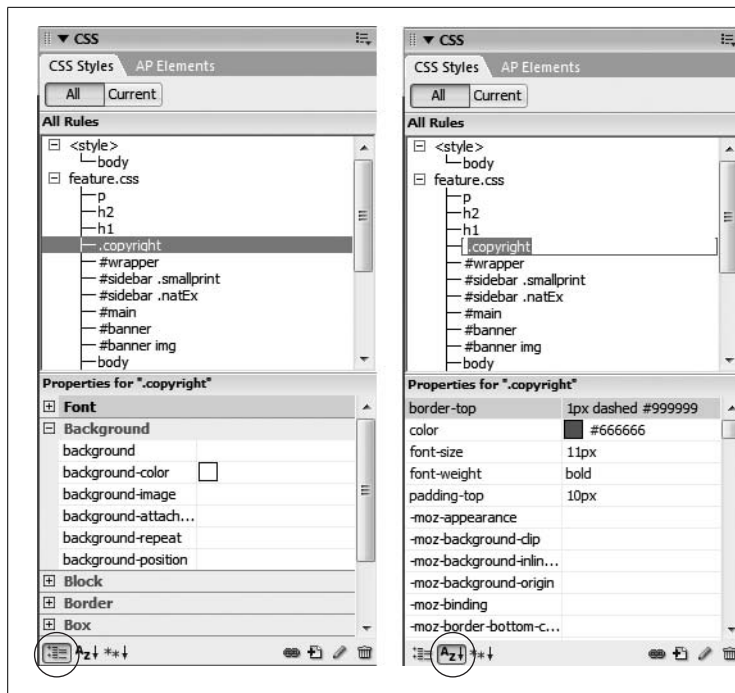


Figure 8-6: The Properties pane’s two other views are a holdover from Dreamweaver MX 2004’s Rule inspector, and aren’t as streamlined or as easy to use as the “set properties” view pictured in Figure 8-5. Add new properties in these views by simply typing a value in the empty box to the right of the property name—in the left view, in the empty box to the right of “background,” for example.

Moving and Managing Styles

In the old days, when CSS support in Web browsers was new, Web designers would create just a handful of styles to format headlines and text. Keeping track of a site’s styles back then wasn’t too hard. Today, with great CSS support in Web browsers and CSS-based layout becoming the norm, it’s not uncommon to create a style sheet with hundreds of styles.

You might want to take a really long, complicated style sheet and split it up into several smaller, easier to read external style sheets. One common Web design practice is to store styles that serve a related function in a separate style sheet—for example, all the styles related to formatting forms in one style sheet, styles for text in another, and styles for page layout in yet another. You can then link each of the external style sheets to your site’s pages as described on page 120.

Even if you don’t have enough styles to warrant multiple style sheets, it’s still useful to organize the styles *within* a style sheet. To keep track of their CSS, Web designers frequently group related styles together in a style sheet; for example, all of the styles for basic layout in one section of the style sheet, basic tag selectors in another section, and specific styles for text, images, and other content grouped according to the part of the page where they’re used (sidebar, banner, and so on). By grouping related styles, it’s a lot easier to find any particular style when it comes time to edit it.

Before Dreamweaver CS3, moving the code for a style within a style sheet or moving styles into another style sheet required going into Code view and literally cutting and pasting CSS code. Fortunately, Dreamweaver CS3 introduces a simple and logical way to move styles within a style sheet and to move styles from one style sheet to another.

- To move a style from one place to another in the same style sheet, drag the style in the CSS Styles panel (see Figure 8-7, left). The order the styles are listed in the CSS Styles panel represents their order in the actual CSS code—so dragging one style below another repositions the CSS code in the style sheet. (Order is important in CSS for reasons you’ll learn more about starting on page 296; in a nutshell, styles listed lower in a style sheet are given greater priority in case of conflicts.) You can select and move more than one style at a time by Ctrl-clicking (⌘-clicking) each style you wish to select and then dragging the highlighted group of styles (Ctrl-click [⌘-click] a selected style to deselect it). Select a range of styles by clicking one style and then Shift-clicking another style: every style between the two is also selected.

Note: You will only see the list of styles in a style sheet (and be able to rearrange those styles) when the All button (circled in left image of Figure 8-7) is selected in the CSS Styles panel.

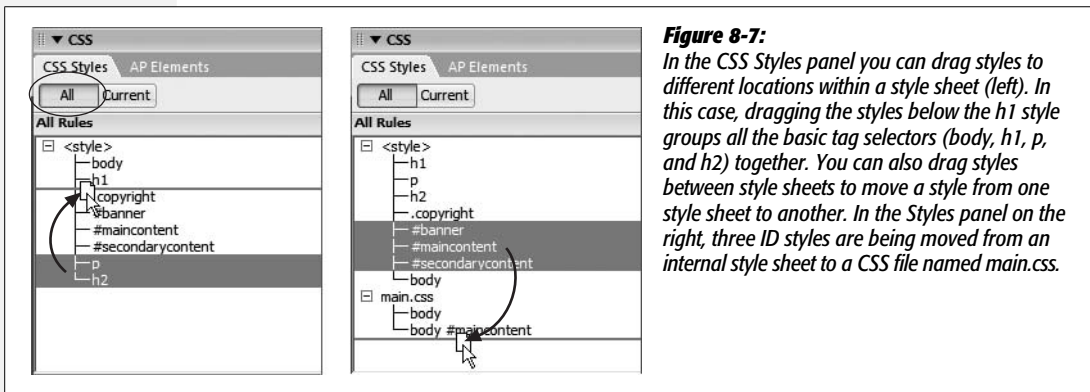


Figure 8-7: In the CSS Styles panel you can drag styles to different locations within a style sheet (left). In this case, dragging the styles below the h1 style groups all the basic tag selectors (body, h1, p, and h2) together. You can also drag styles between style sheets to move a style from one style sheet to another. In the Styles panel on the right, three ID styles are being moved from an internal style sheet to a CSS file named main.css.

- To move one or more styles between two style sheets, drag the style from one style sheet to another in the CSS Styles panel. This works both for moving a style from an internal style sheet to an external style sheet and for moving a style from one external style sheet to another. Say you’ve created an internal style sheet (page 115) for the current page and also attached an external style sheet (page 115) to the same page. Dragging a style from the internal style sheet (represented by <style> in the CSS Styles panel) to the external style sheet (represented by the file name—main.css, for example) moves the style out of the internal style sheet and into the external style sheet (Figure 8-7, right). Dreamweaver then deletes the CSS code for the style from the first style sheet. You can also use this method to move a style between two attached external style sheets as well.

If you drag a style into another style sheet and the destination style sheet already contains a style with the same name, you can run into some confusion. For example, say you've got a tag style for the <body> tag defined in an internal style sheet; in addition, you've got an external style sheet attached to the same page and it also has a body tag style (perhaps with different properties). If you drag the body tag style from one style sheet into another, you're suddenly trying to add the same named style a second time. When this happens, Dreamweaver informs you of the potential problem (see Figure 8-8).

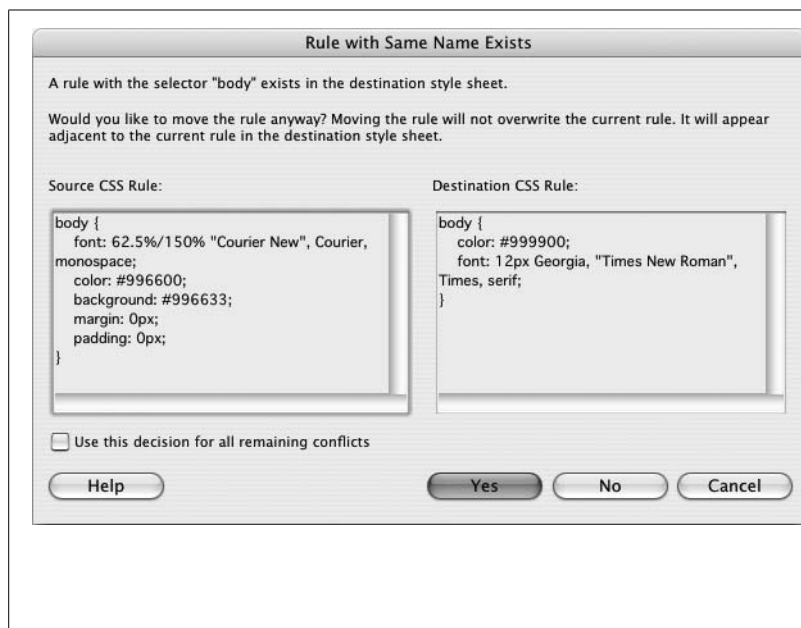


Figure 8-8: When dragging a style from one style sheet to another, it's possible that a style by the same name already exists in the destination style sheet. When that happens, this dialog box appears, letting you either cancel the move or move the style anyway. To help you figure out what to do, Dreamweaver lists the properties in both the style you're trying to move and the one that's present in the style sheet you're dragging into. You can use this information to determine which of the two styles you wish to keep, or to note which properties from each style are most important.

Note: Unfortunately, Dreamweaver CS3 doesn't provide a way to reorder the sequence of internal and external style sheets on a page. They're attached to the page in the order in which you add them. For example, if you attached an external style sheet to a Web page and then created an internal style sheet, the internal style sheet's code appears after the link to the external style sheet. This can have some serious effects on how the cascade works (see page 296). To change the order of the style sheets in the HTML, you have to go to Code view (see page 370) and cut and paste the code.

You have two choices at this point. You can decide not to move the style; click the No button (the Cancel button has the same effect) and the window closes and no styles are moved. Or, click the Yes button and Dreamweaver moves the style to the style sheet. It doesn't replace the old style; nor does it try to merge the properties from the two styles into a single style with the same name. Instead, it just places the new style along with the old style in the same style sheet—in other words, you end up with one style sheet containing two separate styles with the same name. Even though this is perfectly valid CSS, it's very confusing to have the same style twice in one style sheet. You should delete one of the styles, and, if necessary, edit the remaining style to match any properties from the deleted style.

Note: Dreamweaver says that it will place a style adjacent to the style with the same name when moving like-named styles (see Figure 8-8), but it doesn't. Dreamweaver places the moved style wherever you drop it in the list of styles in the destination style sheet.

- You can also **move one or more styles into an external style sheet** that's not attached to the current page. As discussed on page 116, external style sheets are the most efficient way of styling a Web site's collection of pages. However, it's often easier to use an internal style sheet when you're first starting a design. This way, as you tweak your CSS, you only have to edit the one file (the Web page with the internal style sheet) instead of two (the Web page *and* the external CSS file). But once you've completed the design, it's best to move the styles from the internal style sheet to an external style sheet. Prior to Dreamweaver CS3 this was a multi-step process. Now, it's as easy as a right-click (Ctrl-click).

In the CSS Styles panel, select the styles you wish to move to an external style sheet (Ctrl-click [⌘-click] each style name to select it). Right-click (Ctrl-click) the selected styles and choose "Move CSS Rules" (see Figure 8-9, top). The "Move to External Style Sheet" window opens (Figure 8-9, bottom). You can then either add the rules to an existing external style sheet by clicking the browse button and selecting an external CSS file in the site, or turn on the "A new style sheet..." radio button to create a new CSS file and move the styles there. When you click OK, the styles are either moved to an existing CSS file, or a dialog box appears letting you name and save a new CSS file. Either way, Dreamweaver removes the styles from the internal style sheet and places them into an external style sheet; even better, if the external CSS file isn't already attached to the current page, Dreamweaver attaches it for you, which lets you skip the manual process of attaching the style sheet, described on page 120.

More about CSS

As you begin to pile more and more styles onto your pages, you may notice that a page might not look exactly as you expect. A paragraph of text might be green even though you didn't create a style for a green paragraph. Or you've styled a particular paragraph to appear with green text, but it refuses to change color. Most peculiar behaviors like these occur when multiple styles collide. The rules governing these interactions can be complex, but they boil down to two main concepts: *inheritance* and *the cascade*.

Inheritance

Imagine that you've created a new style by redefining the paragraph tag (<p>). This style uses Arial font, is red, and is 24 pixels tall. Then you select a single word in a paragraph and apply bold formatting to it. When you use the Property inspector's bold button to do this, Dreamweaver wraps that word in a pair of HTML tags.

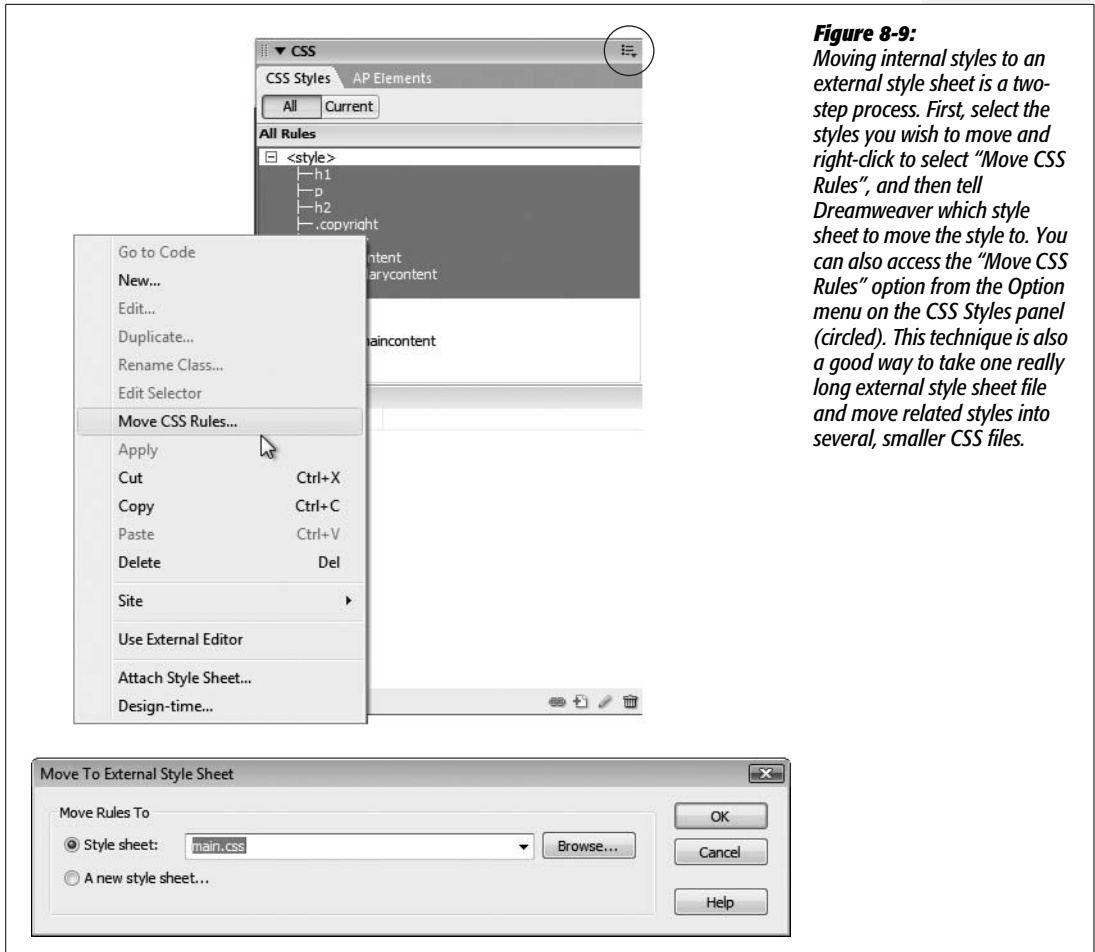


Figure 8-9: Moving internal styles to an external style sheet is a two-step process. First, select the styles you wish to move and right-click to select “Move CSS Rules”, and then tell Dreamweaver which style sheet to move the style to. You can also access the “Move CSS Rules” option from the Option menu on the CSS Styles panel (circled). This technique is also a good way to take one really long external style sheet file and move related styles into several, smaller CSS files.

When a browser loads the page, it formats all paragraphs in red Arial text, with a font size of 24 pixels, because that’s how you defined the `<p>` tag. But what happens when the browser suddenly encounters the `` tag? Since you didn’t redefine the `` tag in red, Arial, 24 pixels, the browser scratches its little silicon head: Should the browser just resort to the *default* font, size, and color when it gets to the `` tag?

No, of course not. The bolded word should look just like the rest of the paragraph—Arial, red, 24 pixels—but be bold, *too*. And indeed, that’s how CSS works: The `` tag *inherits* the formatting of the surrounding `<p>` tag.

Just as human babies inherit traits like eye color from their biological parents, nested HTML tags inherit the properties of tags that surround them. A tag that’s nested inside another tag—such as that `` tag inside the `<p>` tag—is called a *child*, while the enclosing tag is called the *parent*.

Note: As you read on page 285, a tag inside another tag is also called a *descendent*, while a tag that surrounds another tag is called an *ancestor*.

Inheritance passes from parent to child and ancestor to descendent. So in this example, the <p> tag (the parent) passes on the Arial font, red color, and 24 pixel size to the tag (the child). But just as children have their own unique qualities, the tag adds its own quality—boldness—to the properties it inherits from its parent.

Note: Inheritance applies to all styles, not just HTML tag styles. For example, if you apply a class style, to the <body> tag, then all tags inside the body—paragraphs, images, and so on—inheriting the properties of the class style.

Inheritance comes in quite handy at times. Say you want to display *all* text on a page (paragraphs, headings, unordered lists, and links) using the Verdana font. You could dedicate yourself to a lengthy tagging extravaganza and redefine *every* HTML tag used to format text—<h1>, <h2>, <p>, <a>, , and so on—or create a class style and then manually apply it to all text on the page.

However, a better and faster technique is to take advantage of inheritance. Every Web page contains a <body> tag, which contains all the elements of your page. The <body> tag, therefore, is an ancestor of *all* the HTML you see in a page—images, paragraphs, headings, and so on. To quickly format all text, you could create an HTML tag style for the <body> tag using Verdana, or create a class style using that font and apply it to the <body> tag. Every bit of text inside the body—all children—then inherit the Verdana font property.

Note: Actually, not all CSS properties are inherited. For the most part, these are logical exclusions. For example, say you created a border around an unordered list to visually set it off in its own box. If the border property were inherited, then all the elements *inside* the unordered list—like list items, links, or bolded words—would each have their own box drawn around them as well. Use Dreamweaver's built-in CSS Reference to see which properties *aren't* inherited (see page 394).

The Cascade

At times, styles can conflict. Let's say you redefine the <h1> tag in an external style sheet, so that all <h1> tags show up in red, Arial font. But now you attach this external style sheet to a Web page that already has an *internal* style sheet whose <h1> tag style has been set to Times, 24 pixels.

When a Web browser has to display any of this Heading 1 formatted text, it runs into a little dilemma. The page has two different styles—two sets of formatting rules—for the *same* tag. To make matters even more confusing, suppose one particular <h1> tag has a class named *.highlight* applied to it. The *.highlight* class style sets the font family to Trebuchet MS and makes all of the text uppercase. So which style does the browser choose: the style from the internal style sheet, the style from the external style sheet, or the class style?

The answer is all of them. The browser merges the three styles into a sort of hybrid, following these rules:

- **Properties that don't conflict are applied as usual.** In the previous example, the red color property exists only in the external style, while only the internal style specifies a font *size*. And the class is the only style to specify uppercase text. So far, the browser knows that, for this page, text inside `<h1>` tags should be red, 24 pixels tall, and uppercase.
- **When properties *do* conflict, the Web browser uses the property from the style with the greatest *specificity*.** Specificity is just CSS jargon meaning the style with the most authority. The type of selector is one way to affect specificity: ID selectors are considered more specific than class styles, which are more specific than tag styles. In general, this means that properties from an ID style override properties from a class style, and properties from a class style override any conflicts with a tag style. For an amusing—but accurate—description of specificity, read this article: www.stuffandnonsense.co.uk/archives/css_specificity_wars.html. Make sure you print out the accompanying Star Wars-themed chart which visually explains specificity by equating class selectors with Darth Vader, and IDs with the Dark Emperor himself: www.stuffandnonsense.co.uk/archives/images/specificitywars-05v2.jpg. May the force be with you.
- **If two styles with the same specificity conflict**—like the h1 style in the external style sheet and the h1 style in the internal style sheet in this example—the browser chooses the properties from the styles that were added to the page *last*. Say you first created an internal style sheet (at which point Dreamweaver inserted the appropriate HTML and CSS code into the Web page) and *then* attached an external style sheet. That means the link to the external style sheet appears *after* the internal style sheet in the Web page. In that case, a style from the external style sheet with the same name as a style from the internal style sheet wins out in the case of any conflicts. Similarly, if you attach the external style sheet first and then create the internal style sheet, the internal style sheet wins.

To summarize this example, then: the Web browser determines that text inside an `<h1>` tag on this Web page should be Trebuchet MS and uppercase (from the class style), red (from the h1 style in the external style sheet), and 24 pixels (the h1 style in the internal style sheet).

Note: Descendent selectors, which include combinations of tag, class, and ID names—such as `#banner h1`, `.main p`, or `h1 b`—have even more force since the specificity adds up. Say you create a `p` tag style with a bright-red text color, and a descendent selector, `.sidebar p`, with purple text. Any paragraphs inside another element (like a table cell) that use the `.sidebar` style are purple—not red. Fortunately, Dreamweaver's very useful CSS Styles panel can decipher this confusing jumble of conflicting styles for you (see page 298).

Inherited properties, however, have no specificity, so when child elements inherit properties from parent elements (as described on page 294), any style applied directly to the child element will overrule properties from the parent element—no

matter what the specificity of the parent tag's style. Suppose you create an ID style named *#homepage* with the following properties: purple text and the Arial font. If you apply the *#homepage* id to the `<body>` tag, then the child elements (anything within the `<body>` tag) inherit those properties. If you then redefine the paragraph tag so that paragraph text is green, paragraph text inherits the Arial font from the body, but ignores the purple color in favor of the green. Even though an ID style like *#homepage* has greater authority than a simple *p* tag selector, the inherited properties don't beat out properties applied specifically to the paragraph through the *p* tag style.

Note: In the CSS version of "rock, paper, scissors," HTML text formatting beats CSS formatting. So if you add new, improved CSS styles to old Web pages that include out-of-date HTML formatting, your CSS styles won't work. To eliminate this conflict, remove the `` tag from the page's code using Dreamweaver's "Search and Replace" tool (see page 718) or the Clean Up HTML/XHTML command (page 597).

To learn more than you probably ever wanted to know about the cascade, visit the following Web pages:

- www.blooberry.com/indexdot/css/topics/cascade.htm
- www.w3.org/TR/REC-CSS2/cascade.html#cascade

Note: For a really in-depth but super-illuminating explanation of confusing CSS concepts check out *CSS: The Missing Manual*. In that book, you'll find chapters dedicated to both inheritance and the cascade.

The Other Side of the CSS Styles Panel

If you haven't yet set this book aside in hopes that the swelling in your brain will subside, you've probably absorbed the notion that the application of style properties is quite complex. With all this inheritance and cascading going on, it's very easy for styles to collide in hard-to-predict ways. To help you discern how styles interact and ferret out possible style conflicts, Dreamweaver CS3 includes another view for the CSS Styles panel (see Figure 8-10). By clicking the Current button, the panel switches to Current Selection mode, which provides insight into how a selected item on a page—such as an image, a paragraph, a table, or a div tag—is affected by the page's styles.

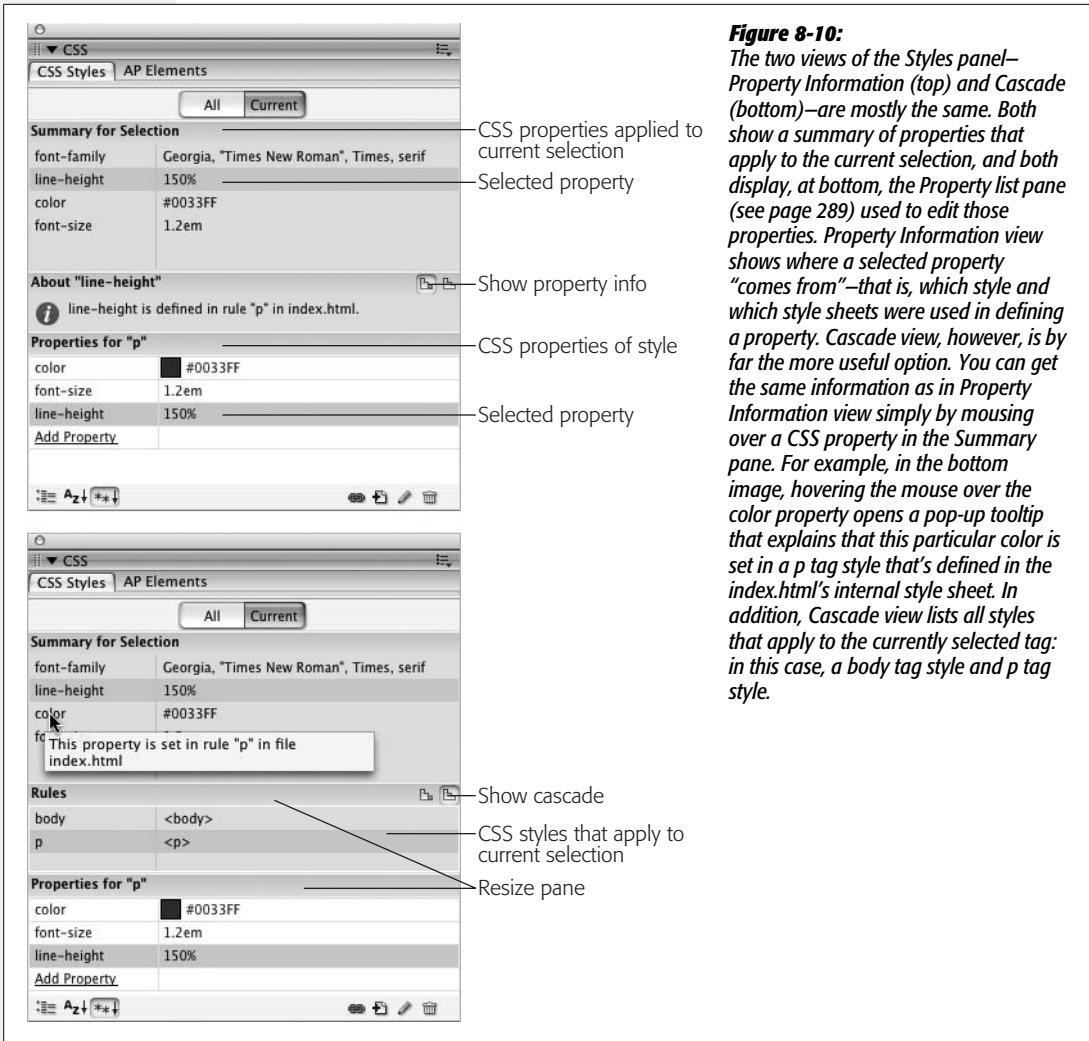
Tip: You can also switch the CSS Styles panel into Current Selection mode by selecting text on a page, and then clicking the CSS button on the Property inspector. Doing so also opens the CSS panel, if it's closed—a nice shortcut. If the button's "grayed out," then the CSS panel is already open in this mode.

Current Selection mode is really an incredible tool that's invaluable in diagnosing weird CSS behavior associated with inheritance and cascading. But like any incredible tool, it requires a good user's manual to learn how it works. The panel crams in a lot of information; here's a quick overview of what it provides:

- **A summary of style properties for the currently selected item is in the “Summary for Selection” pane.** Remember that whole thing about how parents pass on attributes to child tags, and how as styles cascade through a page, they accumulate (which means, for example, it’s possible to have an `<h1>` tag formatted by multiple styles from multiple style sheets)? The “Summary for Selection” pane is like the grand total at the bottom of a spreadsheet. It tells you, in essence, what the selected element—a paragraph, a picture, and so on—looks like when a Web browser tallies up all of the styles and displays the page. For serious CSS fans, this pane is almost worth the entire price of Dreamweaver.
- **The origin of a particular property is displayed in the About pane** (Figure 8-10, top). If a headline is orange, but you never created an `<h1>` tag with an orange color, you can find out which style from which style sheet is passing its hideous orangeness to the heading. You can get the same information by mousing over any property listed in the Summary section; in addition, when the About pane is visible you can’t see the much more useful Rules pane, discussed next. So you’re better off skipping this pane.
- **A list of styles that apply to the current selection appears in the Rules pane** (Figure 8-10, bottom). Since any element can be on the receiving end of countless CSS properties handed down by parent tags, it’s helpful to see a list of all the styles contributing to the current appearance of the selected object on the page.
- **The order of the cascade is in the Rules pane** (Figure 8-10, bottom). Not only are styles that apply to the current selection listed here, they’re also listed in a particular order, with the most general style at the top and the most specific ones at the bottom. This means that when the same property exists in two (or more) styles, the style listed last (farthest down the list) wins.

A few examples can help demonstrate how to read the CSS Style panel when it’s in Current Selection mode. Figure 8-10 shows the CSS properties affecting a selection of text (in this case, a paragraph) on a Web page. The “Summary for Selection” pane lets you know that if you viewed this page in a Web browser, this paragraph would be displayed using the Georgia typeface, with a 150% line height (space between each line of text), in bright blue (#0033FF), and at a font size of 1.2 ems. When you select a property from the “Summary for Selection” pane and then click the Show Property Information button (Figure 8-10, top), the About pane displays where the property comes from—in this case, that the property belongs to the `<p>` tag style, which is defined in the internal style sheet of the file *index.html*.

You’ve seen the bottom part of this pane before. It’s the Properties pane, and it’s used to delete, add, and edit the properties of a style (see page 289). Simply click in the area to the right of the property’s name to change its value, or click the Add Property link to select a new property for the style. Notice that in this example, the Properties pane contains fewer properties than the summary view. That’s because it only displays properties of a single style (the `<p>` tag style), while the Summary view shows all properties inherited by the current selection.



Note: Sometimes one or more of the three panes are too small for you to see all the information displayed. You can use the gray bars containing the panes’ names as handles and drag them up or down to reveal more or less of each pane.

Clicking the Show Cascade button (Figure 8-10, bottom) reveals a list of all styles that affect the current selection. In this case, you can see that two tag styles—one for the body tag and one for the p tag—contribute to styling the selected paragraph of text. In addition, as mentioned above, the order in which the styles are listed is important. The lower the name appears in the list, the more “specific” that style is—in other words, when several styles contain the same property, the property belonging to the style *lower* on the list wins out. (See page 296 for more on conflicts caused by cascading styles.)

Clicking a style name in the Rules pane reveals that style's properties in the Properties pane below. This pane not only lists the style's properties but also crosses out any properties that don't apply to the selected tag. A property doesn't apply to a selection for one of two reasons: either because the property is overridden by a more specific style, or because that property isn't inherited by the selected tag.

For example, Figure 8-11 shows that four styles affect the formatting of a single headline: three tag styles (`<body>`, `<h2>`, and `<h2>`) and one class style (`.highlight`). In the left-hand image, the color and font-size properties for the `h2` style are crossed out—meaning those properties don't apply to the current selection. The font-family property, on the other hand, isn't crossed out, indicating that the current selection is displayed using the font Trebuchet MS. Because that `h2` appears near the top of the list of styles in the Rules pane, you can determine that that style is less “specific” (less powerful) than styles listed later. The style that appears last on the list—`.highlight` in this example—is most “specific” and its properties override conflicts from any other style. Selecting `.highlight` in the rules pane (Figure 8-11, bottom right) demonstrates that, yes indeed, its font size and color properties “win” in the battle of cascading style properties.

Tip: If you mouse over a property that's crossed out in the Properties pane, Dreamweaver pops up a tooltip explaining why a browser won't apply that property. If the property is crossed out because it's overruled by a more specific style, Dreamweaver also tells you which style won out.

If your Web pages are elegantly simple and use only a couple of styles, you may not find much need for this aspect of the CSS Styles panel. But as you become more proficient (and adventurous) with CSS, you'll find that this panel is a great way to untangle masses of colliding and conflicting styles.

Tip: One way to make a style more “powerful”—so that its properties override properties from conflicting styles—is to use a descendent selector (see the note on page 288). For example a `body p` descendent selector has more authority than just a plain `p` tag style, even though both styles target the exact same tags. You can quickly rename a style or create a more longwinded and powerful descendent selector using the CSS Styles panel: Select the name of the style in the CSS Styles panel (use the “All” view); click the style name a second time to edit it.

Styling for Print

You may be surprised to see a section on print design in a book dedicated to creating beautiful onscreen presentations. However, it's common to see people print out Web pages: printed directions to get to a concert, a list of product names and ratings to review while walking the aisles of a store, or a longwinded Web treatise that's easier to read on paper while reclining in a favorite chair.

Unfortunately, some Web pages just don't print well. Sometimes the banner's too big to fit on one sheet, so it spans two printed pages; or the heavy use of ads wastes toner when printed. And some CSS-based layouts simply print as jumbled messes.

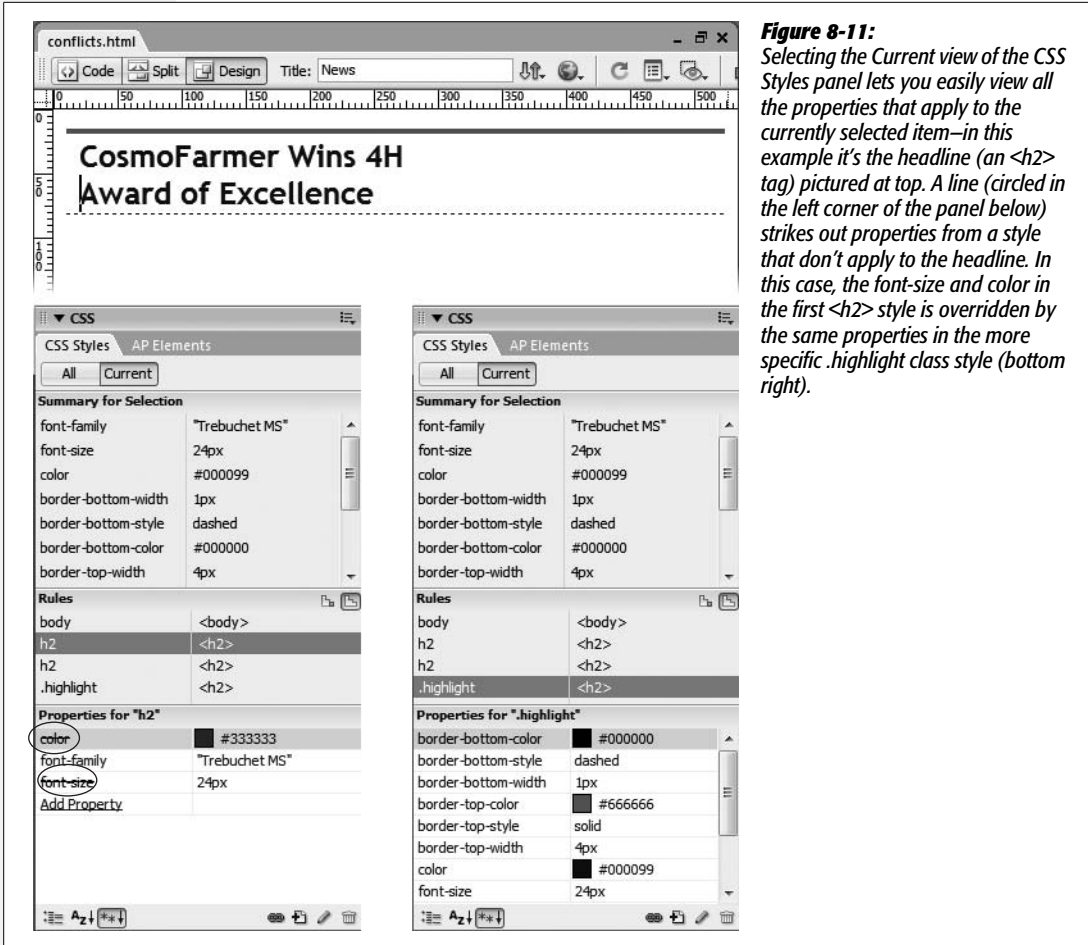


Figure 8-11: Selecting the Current view of the CSS Styles panel lets you easily view all the properties that apply to the currently selected item—in this example it's the headline (an `<h2>` tag) pictured at top. A line (circled in the left corner of the panel below) strikes out properties from a style that don't apply to the headline. In this case, the font-size and color in the first `<h2>` style is overridden by the same properties in the more specific `.highlight` class style (bottom right).

Fortunately, CSS has an answer: *printer style sheets*. The creators of CSS realized that Web pages might be presented in different ways, such as printed on paper. In fact, they went so far as to define a large group of potential “media types” so that Web designers could customize the display of a page for different output devices including teletype machines, Braille readers, and more.

Basically, by specifying a media type, you can attach an external style sheet that's *only* applied when the page is output to a particular style of device. For instance, you could have a style sheet that only works when the Web page is viewed on a monitor, and another that only applies when the page is printed. In this way you can tweak the styles so the page looks better when printed, without affecting the page's appearance onscreen. Figure 8-12 shows the concept in action.

The basic process involves creating an external style sheet that contains styles for the particular media type, and then attaching the style sheet to a Web page and assigning the appropriate media type.

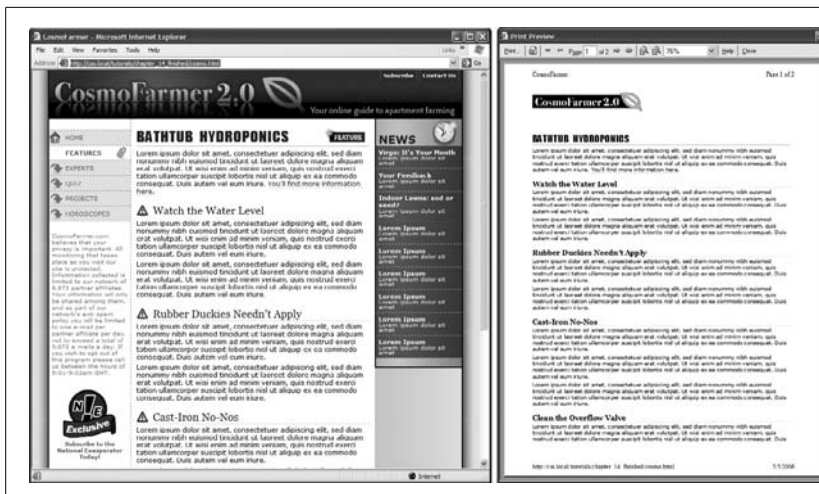


Figure 8-12: When printing a Web page, you really don't need navigation links or information that's not related to the topic at hand (left). Use a print style sheet to eliminate unnecessary content and format the page so it prints well (right).

Attaching an external style sheet is discussed on page 120, but in a nutshell you simply click the Attach External Style Sheet button on the CSS Styles panel (see Figure 4-1). Doing so opens the Attach External Style Sheet window (see Figure 8-13). Click the browse button and locate the proper CSS file, select the media type from the Media menu, and then click OK.

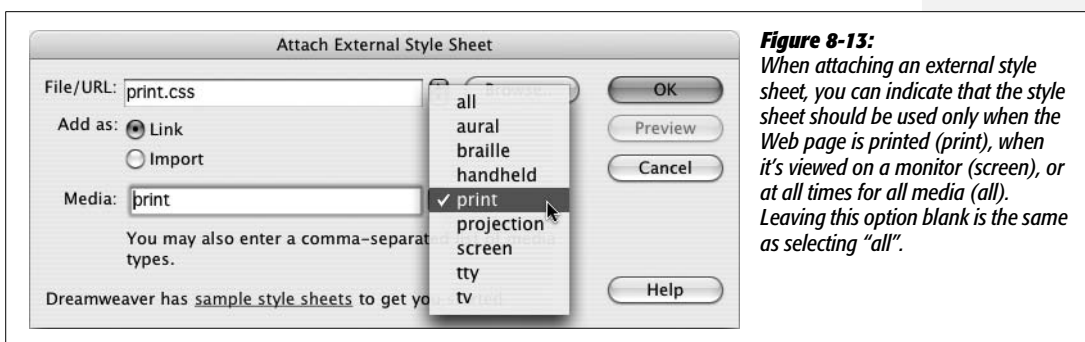


Figure 8-13: When attaching an external style sheet, you can indicate that the style sheet should be used only when the Web page is printed (*print*), when it's viewed on a monitor (screen), or at all times for all media (*all*). Leaving this option blank is the same as selecting “all”.

Tip: If you attach an external style sheet and select one of the media type options, Dreamweaver displays the media type name on the CSS Styles panel. For example, if you attach an external style sheet file named *print.css* and specify the print media type, then “print.css (print)” appears in the CSS Style Panel.

Although Dreamweaver lists many different media types (aural, Braille, handheld, and so on), only three options are widely supported: *print*, *screen*, and *all*. “Print” specifies that the styles only apply when the page is printed; “screen” indicates a style sheet that only takes effect when the page is viewed on a monitor; and “all” is the same as not selecting anything—the style sheet applies when printed, viewed on a monitor, felt on a Braille reader, and so on. This option comes in handy when you want to create a style sheet that defines the basic look of your Web site—such

as the font, line height, and text alignment—and applies both when printed and viewed on the screen. You can then create two additional style sheets (one for onscreen and one for print) that tweak that basic design for presentation on a monitor and on a piece of paper.

Note: Dreamweaver CS3 doesn't provide a way to create a new external style sheet *and* define its media type at the same time. So to create and use a new printer-only style sheet, you need to follow the steps on page 117 to create the external style sheet, then unlink that style sheet from the page (page 126) and then reattach the external style sheet and select the print option from the Media menu. Alternatively, you could just create a CSS style sheet file by choosing File → New and selecting CSS from the Blank Page category of the New Document window; save the file (don't forget the .css extensions), and then add styles to the file using the same methods you use when adding styles to a Web page (see page 117). You can then attach this style sheet to a Web page and specify a media type as described on page 303.

Previewing Media Styles in Dreamweaver

Dreamweaver is mainly used to create Web pages that people view onscreen. Because of that, the program normally shows only styles that are attached when either no media type is selected or when the “all” or “screen” type is specified. So how can you see what the printed version will look like when designing a print style sheet? Dreamweaver CS3 sports a fancy toolbar just for this purpose: the Style Rendering toolbar (Figure 8-14). To turn it on, choose View → Toolbars → Style Rendering, or right-click (Control-click) on either the Insert bar or the document toolbar, and then choose Style Rendering.

Each button in the toolbar lets you view the page as it will look on screen, in print, or through one of the other media types. Click the Screen button to see how Dreamweaver (and a Web browser) normally display the page. Click the Print button and any styles attached using the “print” and “all” media types appear; in other words, when designing the page for print, click the Print button.

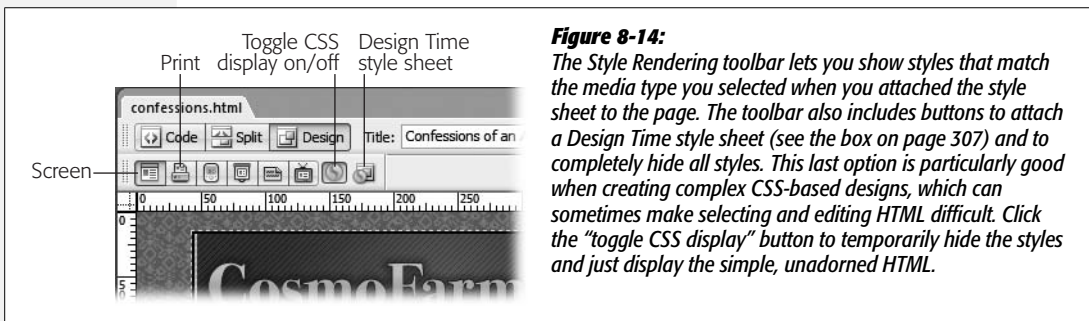


Figure 8-14:

The Style Rendering toolbar lets you show styles that match the media type you selected when you attached the style sheet to the page. The toolbar also includes buttons to attach a Design Time style sheet (see the box on page 307) and to completely hide all styles. This last option is particularly good when creating complex CSS-based designs, which can sometimes make selecting and editing HTML difficult. Click the “toggle CSS display” button to temporarily hide the styles and just display the simple, unadorned HTML.

Note: If your CSS styles don't seem to have any affect on a page, you either have the wrong media type selected in the Style Rendering toolbar, or you might have turned off the display of CSS by clicking the Toggle CSS Display button (see Figure 8-14). Click the Toggle CSS Display again to display the CSS-styled page.

Tips for Printer Style Sheets

A printer style sheet can redefine the look of any element of a page when it's printed. You can change fonts, adjust type size, increase leading (space) between lines of text, and so on. You can use any CSS property you want and modify any style to your liking, but there are a few common tasks that most printer style sheets perform.

- **Override properties from another style sheet.** If you've attached an external style sheet with the "all" media type or you didn't specify any type at all, the printed page will use styles from that style sheet. The print style sheet may need to override some of the settings present in those style sheets. The best way to do this is to simply create styles with names that match the style you wish to override. For example, if a style sheet attached to the page has a *p* tag style that specifies the font size as 12 pixels, you can create another *p* tag style in the print style sheet that changes the font size to 12 points.

Another solution to this problem is to simply create two separate style sheets—one for print and one for screen—and attach each with its respective media type. This way there won't be any overlap between styles in the two style sheets.

- **Text size and color.** For screen display, you'll use either pixels, ems, or percentages to size text (see page 107). Unfortunately, these measurement units don't make a lot sense to an inkjet printer. If you've used Microsoft Word, you probably know the measurement of choice for printed text is points. If you don't like the size of type when a page is printed, redefine font sizes using a printer-friendly size (see page 105 for information on sizing text). In addition, while bright yellow type on a black background may look cool onscreen, black type on white paper is the easiest to read. If you colored your text, it may print out as a shade of gray on a black and white printer. Setting text to black in a print style sheet can help your visitors' weary eyes.
- **Hide unnecessary page elements.** Some parts of a Web page don't really need to print. Why, for example, do you need to see the site's navigation bar or a sidebar of links on a printed page? After all, you can't click them! Fortunately, CSS provides a property that will let you completely hide unwanted page elements. Just create a style that applies to the part of the page you wish to hide—for instance, with CSS-based layouts you typically divide sections of a page into separate `<div>` tags, each with its own unique ID. Say the site's navigation is contained inside a tag that has an ID named `#navbar` applied to it. To hide the nav bar, create an advanced style named `#navbar` in your print style sheet. In the CSS Rule Definition window (see Figure 4-3), click the Block category and then choose "None" from the Display property menu. (See Figure 8-12 for an example of this technique in action.)
- **Adjust margins and widths.** To make a design look more elegant, you might increase the margins around the edges of a page. But this extra space only wastes paper when printed. Remove any margins you've applied to the body

tag. In addition, if you hide parts of a page when printing, it's possible that the remaining page elements won't fill the printed page. In this case, add a style to the print style sheet that changes the widths of the printed elements. For example, if you have a two-column design—a sidebar with links and other site-specific info, and a main column filled with all the useful info that should appear on a printed page—and you hide one column (the sidebar), you'd then set the width of the remaining column to 100% and remove any margins on its left and right side. That way, the printed information will fill the entire width of the page.

- **Take advantage of *!important*.** As mentioned earlier, sometimes the printer style sheet needs to override certain CSS properties from another style sheet. Thanks to the Cascade (page 296) a style must have greater “specificity” to overrule conflicts with another style. If you're trying to override, say, the font color used for a descendent selector named *body #wrapper #maincontent p*, then you have to add the same longwinded style name to your print style sheet. Fortunately, CSS provides a simpler method: the *!important* directive. Adding *!important* to a property in a CSS style lets that property overrule any conflicting property values from other styles, even if those other styles are more specific.

Unfortunately, Dreamweaver doesn't give you a way to easily add this option. You have to manually edit the style sheet in Code view. Say you want the text of all paragraph tags to print black. Create a p tag style in the print style sheet and set the color property to black. Then open the print style sheet in Code view and add *!important* after the color value and before the semicolon character. Here's what that would look like in Code view:

```
p {
  color: #000000 !important;
}
```

This style in the print style sheet will now override any color settings for any paragraph tags in a competing style sheet—even a much more specific style.

A Time to Design

A Dreamweaver feature called *Design Time style sheets* lets you quickly try different CSS style sheets while developing your Web page. You can hide the (external) style sheets you've attached to a Web page and substitute new ones.

Design Time style sheets come in handy when working on HTML that, later on, you intend to make part of a complete Web page. Dreamweaver Library items are a good example; this feature (discussed in Chapter 18) lets you create a chunk of HTML that can be used by any number of pages on your site. When you update the Library item, every page that uses it is updated. A time-saving feature, for sure, but since a Library item is only *part* of a page, it doesn't include the `<head>` portion needed to either store styles or attach an external style sheet. So when designing a Library item, you're working in the dark (or at least, without any style). But by using Design Time style sheets, you can access all the styles in an external style sheet and even preview the effects directly in Design view.

You'll also turn to this feature when working with Dreamweaver's server-side XML tools (see Chapter 26), which let you add an "XSLT fragment" to a complete Web page—essentially letting you convert XML (like you'd find in an RSS news feed) into a chunk of HTML. But to accurately design these components, you'll need to use Design Time style sheets.

You can apply a Design Time style sheet by clicking the Design Time style sheet button in the Style Rendering toolbar (see Figure 8-14) or by choosing Text → CSS Styles → Design Time; the Design Time Style Sheets window appears. Click the top + button to select an external style sheet to display in Dreamweaver. Note that clicking this button doesn't attach the style sheet to the page; it merely selects a .css file to use when viewing the page inside Dreamweaver.

To properly view your page with this new style sheet, you may need to get an attached external style sheet out of the way. To do that, use the bottom + button to add it to the Hide list.

Design Time style sheets apply only when you're working in Dreamweaver. They have no effect on how the page looks in an actual Web browser. That's both the good news and the bad news. Although Dreamweaver lets you apply class styles that you take from a Design Time style sheet to your Web page, it doesn't actually attach the external style sheet to the appropriate page. For example, if you use a Design Time style sheet to help design a Library item, Dreamweaver doesn't guarantee that the Web page using the Library item has the style sheet attached to it. You have to attach it yourself, or else your visitors will never see your intended result.

