

Viewing & Saving

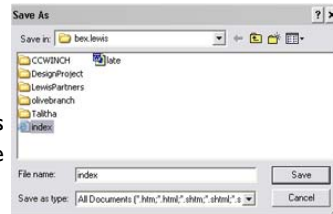
Viewing

Press F12 to view the page you are working on in Internet Explorer.

Saving

Press CTRL + S or File / Save to save your file.

The first file should be named index.htm, and other files named appropriate to their content, with **no spaces** in the file name (or you will get the %20 effect).



Web Space

A small amount of space is available within the 'webpages' folder for staff and students at University College, Winchester.

Staff: <http://staffpages.winchester.ac.uk/<Logon.Name>>

Students: <http://studentpages.winchester.ac.uk/<Logon.Name>>

LIBRARY IT CENTRE

Library IT Centre
University College Winchester
Sparkford Road
Winchester, SO22 4NR

Phone: 01962 827223
Email: itcentrestaff@winchester.ac.uk



University College Winchester

www.winchester.ac.uk

Usability & Effectiveness. Go to:
[http://www.winchester.ac.uk/
designproject](http://www.winchester.ac.uk/designproject)

Further help...

For one-to-one or small group training come to the IT Surgery Tuesday and Thursday afternoons. Sign up at the back of Kenneth Kettle building.

Other times by special arrangement.

Students contact:

ITTrainer@winchester.ac.uk
(01962) 827154

Staff contact:

StaffTraining@winchester.ac.uk
Ex 7445 to book a session

XP

Dreamweaver Basics

Self Help Leaflet

Getting Started

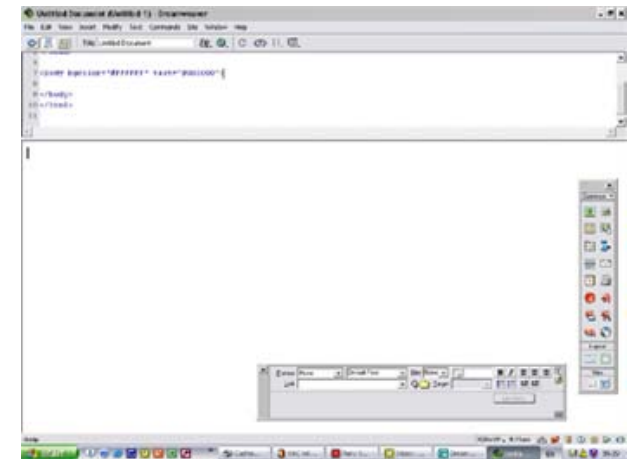


Dreamweaver is a WYSIWYG editor (What-You-See-Is-What-You-Get), with a user-friendly interface, that allows you to make Web pages in an easy drag-and-drop fashion.

Dreamweaver is a very complex programme, but this leaflet aims to give you some basic information to get you started.

Opening Dreamweaver

Go to Start / All Programmes / Web Development / Dreamweaver 4.0.






In
this
issue

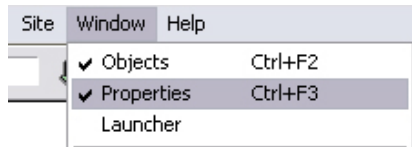
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Different Views

There are three different ways of viewing the information you are writing

-  This gives the code view only. Beginners should avoid this.
-  This gives the code view and the page layout. This is useful if you wish to learn how code develops.
-  This gives the page view only. The code is written 'behind the scenes'.

The two toolbars that will be visible when you first open Dreamweaver are the 'Objects' and 'Properties' palettes. If these disappear at any time, go to Windows and re-select the required toolbar,



If the toolbars simply disappear from the edge of the page, go to Windows/ Arrange Panels

Inserting Text

Typing


You can simply type text into the web page. This will appear in font *Times New Roman* when viewed online.

Formatting Formatting is best achieved through Cascading Style Sheets (CSS). This is quite complex, so for the time being, use the properties toolbar to change the font style, size, colour, strength and alignment.



Hyperlinks

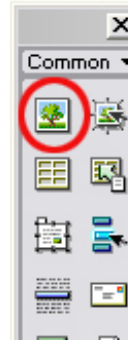
Internal: Select the folder symbol and  click on the file you wish to link to.

Web: Type the link into: 

E-mail: In the link box type `mailto:email@somewhere.co.uk`

Insert an Image

You will need to have prepared an image already and have saved it in a folder, preferably named 'graphics', within your webpages folder. See: <http://www.winchester.ac.uk/designproject/produce/content/images.htm> for information on the care to be taken with using images for the web, and the 'Scanner Advanced' leaflet in this series for information on how to optimise your images for use on web pages.



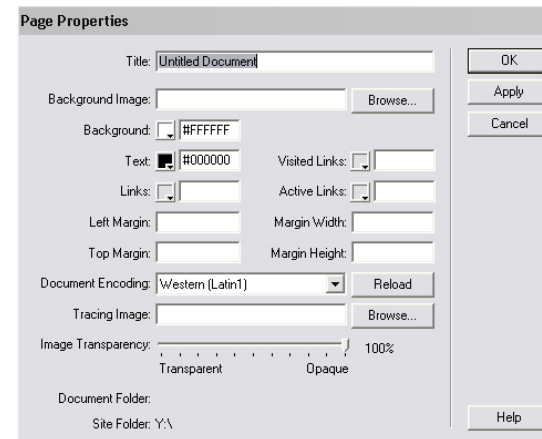
- Go to the Objects toolbar and select the 'tree' icon to insert an image.
- The following box will come up, from where you need to find your saved image.



- At this stage, don't worry about messages about 'document-relative' paths. Accept messages about saving the image in the root folder.

Page Properties

Go to Modify / Page Properties



Title: Give the page a title. This is what will be seen by search engines.

Background Image/ Colour: You can either use an image you have pre-prepared on a background colour. Ensure that this does not interfere with the legibility of your text.

Text/ Link Colour: Click on the square, and select from the available colours.

