

## SIMPLE DREAMWEAVER MX: Getting Started

*How to design and create a professional website.*

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## SESSION 2

### Revision of functions from the previous session.

**New Functions:** Insert Toolbar, Tables, Ruler, Editing Table Cells, Merging Cells, Italics, Background Colours, Preview in Browser, Text Colours.

**Step 1.** From the Windows desktop, run the Dreamweaver program.

**Step 2.** Load a new basic HTML page. (*Click on File from the main menu, click on New from the next menu, click on Basic Page from the Category area, click on the Create button*)

A new page is loaded and you are ready to start. Toolbars and Panels can be displayed when needed, in this case we need the Insert Toolbar displayed which is shown below.

**Step 3.** Display the Insert toolbar if it is not displayed already.

### INSERT TOOLBAR

a. Click on **Windows** from the main menu

b. Click on **Insert** from the next menu

\* The Insert Toolbar is now displayed at the top of the Untitled page



A tick is placed left of the Insert option on the Windows menu thus informing us that this toolbar is displayed. As the Properties window is minimised it is not displayed therefore no tick is applied.



Tables help separate and position text or items that are to be inserted onto a htm page.

**Step 4.** Insert a Table that is two columns by two rows.

### INSERTING A TABLE

a. Click on the **Table icon** located on the Insert toolbar



\* The Table window appears

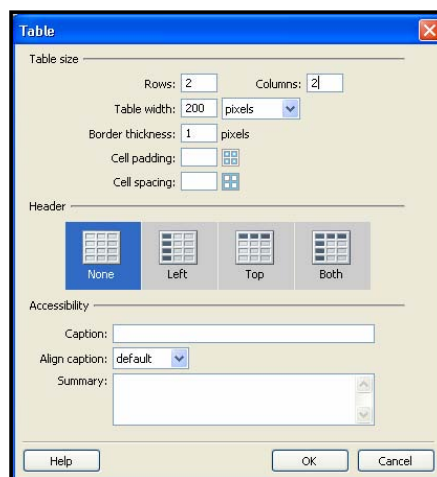
b. Click in the **Rows area** and enter 2

c. Click in the **Columns area** and enter 2

d. Click on the **Ok** button

\* A Table will appear on the page

When working with Tables it is often wise to ensure that the Ruler is displayed so you can more accurately calculate the cell widths exactly.



**Step 5.** Display the Rulers if they are not already displayed.

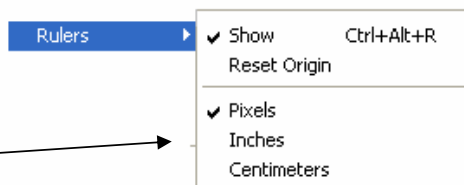
**RULER**

- a. Click on **View** from the main menu
- b. Click on **Ruler** from the next menu
- c. Click on **Show** if it does not contain a tick
- \* Otherwise press the **Escape key three times** to cancel all the menus that have been activated if there is a tick already applied to the Show option as the Ruler is already displayed

**Step 6.** Set the Ruler measurement units to Pixels.

**RULER MEASUREMENT**

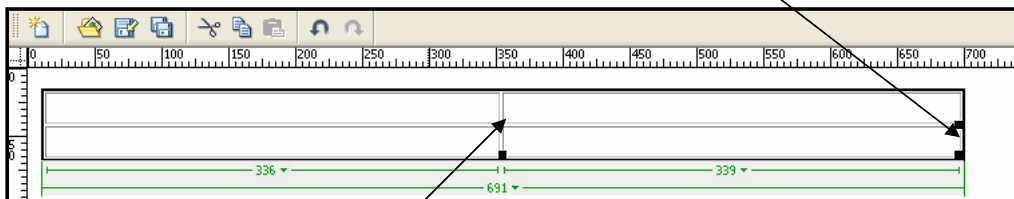
- a. Click on **View** from the main menu
- b. Click on **Ruler** from the next menu
- c. Click on **Pixels** from the next menu



**Step 7.** Expand the Table width so the right border is in line with the 700 mark on the top ruler.

**EXPANDING A TABLE WIDTH**

- a. Place the **mouse pointer** on the **right border**
- \* The mouse symbol will switch to the **resize/move symbol**
- b. **Click-drag** the right border to the **700** position



**Step 8.** Move the right border of the first cell to the 350 mark on the ruler. (*Click-drag the right cell border to the right until it is lined up on the 350 mark on the top ruler*)

Now we have even column widths on either side of the Table.

**Step 9.** Select the entire first row of the Table, ensuring to select the two cells of that row.

**SELECTING A TABLE ROW**

- a. Point the **mouse pointer left** of the table row a small black arrow will appear
- b. **Click** at this point and the first two cells will become highlighted specifying the cells are selected

