

# *Using Dreamweaver*

---

## Trademarks

Afterburner, AppletAce, Attain, Attain Enterprise Learning System, Attain Essentials, Attain Objects for Dreamweaver, Authorware, Authorware Attain, Authorware Interactive Studio, Authorware Star, Authorware Synergy, Backstage, Backstage Designer, Backstage Desktop Studio, Backstage Enterprise Studio, Backstage Internet Studio, Design in Motion, Director, Director Multimedia Studio, Doc Around the Clock, Dreamweaver, Dreamweaver Attain, Drumbeat, Drumbeat 2000, Extreme 3D, Fireworks, Flash, Fontographer, FreeHand, FreeHand Graphics Studio, Generator, Generator Developer's Studio, Generator Dynamic Graphics Server, Knowledge Objects, Knowledge Stream, Knowledge Track, Lingo, Live Effects, Macromedia, Macromedia M Logo & Design, Macromedia Flash, Macromedia Xres, Macromind, Macromind Action, MAGIC, Mediamaker, Object Authoring, Power Applets, Priority Access, Roundtrip HTML, Scriptlets, SoundEdit, ShockRave, Shockmachine, Shockwave, Shockwave Remote, Shockwave Internet Studio, Showcase, Tools to Power Your Ideas, Universal Media, Virtuoso, Web Design 101, Whirlwind and Xtra are trademarks of Macromedia, Inc. and may be registered in the United States or in other jurisdictions including internationally. Other product names, logos, designs, titles, words or phrases mentioned within this publication may be trademarks, servicemarks, or tradenames of Macromedia, Inc. or other entities and may be registered in certain jurisdictions including internationally.

This guide contains links to third-party Web sites that are not under the control of Macromedia, and Macromedia is not responsible for the content on any linked site. If you access a third-party Web site mentioned in this guide, then you do so at your own risk. Macromedia provides these links only as a convenience, and the inclusion of the link does not imply that Macromedia endorses or accepts any responsibility for the content on those third-party sites.

## Apple Disclaimer

APPLE COMPUTER, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, REGARDING THE ENCLOSED COMPUTER SOFTWARE PACKAGE, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED BY SOME STATES. THE ABOVE EXCLUSION MAY NOT APPLY TO YOU. THIS WARRANTY PROVIDES YOU WITH SPECIFIC LEGAL RIGHTS. THERE MAY BE OTHER RIGHTS THAT YOU MAY HAVE WHICH VARY FROM STATE TO STATE.

Copyright © 2000 Macromedia, Inc. All rights reserved. This manual may not be copied, photocopied, reproduced, translated, or converted to any electronic or machine-readable form in whole or in part without prior written approval of Macromedia, Inc.  
Part Number ZDW40M100

## Acknowledgments

Project Management: Sheila McGinn

Writing: Kim Diezel, Valerie Hanscom, Jed Hartman, Emily Ricketts

Editing: Anne Szabla and Lisa Stanziano

Production Management: John "Zippy" Lehnus

Multimedia Design and Production: Aaron Begley and Noah Zilberberg

Print Production: Chris Basmajian, Paul Benkman, Caroline Branch, and Rebecca Godbois

Web Editing and Production: Jane Flint DeKoven and Jeff Harmon

Special thanks to Jaime Austin, Chris Bank, Saam Barrager, Heidi Bauer, Jennifer Chapman, Winsha Chen, Kristin Conradi, Margaret Dumas, Peter Fenczik, Jean Fitzgerald, S Fred Golden, Stephanie Goss, Victor Grigorieff, Narciso (nj) Jaramillo, John Koch, David Lenoe, Eric Lerner, Charles Nadeau, Eric Ott, Jeff Schang, Mike Sundermeyer, and the Dreamweaver engineering and QA teams.

First Edition: November 2000

Macromedia, Inc.  
600 Townsend St.  
San Francisco, CA 94103

# CONTENTS

## INTRODUCTION

Getting Started . . . . .	11
System requirements . . . . .	12
Installing Dreamweaver . . . . .	12
Learning Dreamweaver . . . . .	13
Web development workflow . . . . .	17
Where to start . . . . .	20
Typographical conventions . . . . .	22
What's new in Dreamweaver 4 . . . . .	22
HTML and Web technologies resources . . . . .	25
Accessibility and Dreamweaver . . . . .	26

## CHAPTER 1

Dreamweaver Tutorial . . . . .	27
Take a guided tour of Dreamweaver . . . . .	28
The Dreamweaver work area . . . . .	28
Set up the site structure for the tutorial . . . . .	31
Define a local site . . . . .	31
Create the site home page . . . . .	34
Design a page in Layout view . . . . .	35
Add content to the page . . . . .	44
Work in Standard view . . . . .	50
Use the Assets panel . . . . .	56
Insert Flash objects . . . . .	60
Create a template. . . . .	63
Check your site . . . . .	68
The next steps . . . . .	70

## **CHAPTER 2**

### **Dreamweaver Basics . . . . .71**

About the Dreamweaver work area . . . . .	72
About the different views in Dreamweaver . . . . .	73
Working with colors . . . . .	87
About Web-safe colors. . . . .	88
Setting preferences . . . . .	88
Using Dreamweaver with other applications . . . . .	89
Basic Customizing in Dreamweaver . . . . .	90

## **CHAPTER 3**

### **Planning and Setting Up Your Site . . . . .95**

About site planning and design . . . . .	95
Using Dreamweaver to set up a new site . . . . .	102
Editing an existing Web site . . . . .	104
Editing a remote site . . . . .	105
Removing a site from your list of sites . . . . .	106

## **CHAPTER 4**

### **Site Management and Collaboration . . . . .107**

About the Site window . . . . .	108
Viewing and opening files in the Site window . . . . .	112
About the site map . . . . .	116
Using the site map. . . . .	117
Setting up a remote site. . . . .	123
About WebDAV and SourceSafe integration . . . . .	127
Troubleshooting remote site setup. . . . .	130
Using Check In/Check Out . . . . .	131
About Design Notes . . . . .	134
Using reports to improve workflow . . . . .	141
Getting and putting files . . . . .	143
Synchronizing the files on your local and remote sites . . . . .	146

## **CHAPTER 5**

### **Setting Up a Document . . . . . 149**

Creating, opening, and saving HTML documents . . . . .	150
Setting document properties . . . . .	152
Selecting elements in the Document window . . . . .	154
Using visual guides in the design process . . . . .	157
Viewing and editing head content . . . . .	159
About automating tasks . . . . .	160

## **CHAPTER 6**

### **Designing Page Layout. . . . . 167**

About layout cells and tables . . . . .	169
Drawing layout cells and tables . . . . .	170
Moving and resizing layout cells and tables . . . . .	176
Formatting layout cells and tables . . . . .	177
Setting layout width . . . . .	179
Setting Layout View preferences . . . . .	182

## **CHAPTER 7**

### **Using Tables to Present Content . . . . . 183**

Inserting a table . . . . .	184
Selecting table elements . . . . .	187
Formatting tables and cells . . . . .	189
Resizing tables and cells . . . . .	194
Adding and removing rows and columns . . . . .	196
Copying and pasting cells . . . . .	199
Sorting tables . . . . .	201
Exporting table data . . . . .	202

## **CHAPTER 8**

### **Using Frames . . . . . 203**

Deciding whether to use frames . . . . .	204
About creating frame-based Web pages . . . . .	205
Creating frames . . . . .	206
Selecting a frame or frameset . . . . .	208
Saving frame and frameset files . . . . .	211
About frame and frameset properties . . . . .	212
Controlling frame content with links . . . . .	218
Handling browsers that can't display frames . . . . .	219
Using behaviors with frames . . . . .	220

<b>CHAPTER 9</b>	
Managing and Inserting Assets . . . . .	221
Using the Assets panel . . . . .	222
Using favorite assets . . . . .	229
<b>CHAPTER 10</b>	
Inserting and Formatting Text . . . . .	233
Inserting text and objects . . . . .	234
Creating lists . . . . .	237
Setting fonts, styles, color, and alignment . . . . .	238
Using HTML styles to format text . . . . .	244
Using CSS style sheets . . . . .	248
Converting CSS styles to HTML tags . . . . .	256
Checking spelling . . . . .	258
Searching and replacing text, tags, and attributes . . . . .	258
<b>CHAPTER 11</b>	
Inserting Images . . . . .	267
Inserting an image . . . . .	268
Setting image properties . . . . .	269
Creating image maps . . . . .	273
Using an external image editor . . . . .	277
Applying behaviors to images . . . . .	280
<b>CHAPTER 12</b>	
Using Dreamweaver and Fireworks Together . . .	281
Getting Fireworks files into Dreamweaver . . . . .	282
Launching Fireworks from within Dreamweaver . . . . .	285
Editing Fireworks files placed in Dreamweaver . . . . .	288
Optimizing Fireworks images and animations placed in Dreamweaver	290
Updating Fireworks HTML placed in Dreamweaver . . . . .	293
Creating Web photo albums . . . . .	293

## CHAPTER 13

Inserting Media .....	297
Inserting media objects .....	297
Launching an external editor .....	298
Using Design Notes with media objects .....	300
About Flash content .....	300
Using Flash button objects .....	301
Using Flash text objects .....	304
Setting Flash object properties .....	305
Inserting Flash movies .....	307
Inserting Generator objects .....	309
About Shockwave movies .....	310
Adding sound to a page .....	311
Inserting Netscape Navigator plugin content .....	313
Inserting an ActiveX control .....	316
Inserting a Java applet .....	318
Using parameters .....	319
Using behaviors to control media .....	320

## CHAPTER 14

Editing HTML in Dreamweaver .....	321
Understanding basic HTML tags .....	322
Inserting comments .....	327
Using the Dreamweaver Reference panel .....	328
About Roundtrip HTML .....	329
Using the Code view (or Code inspector) .....	330
Inserting scripts .....	335
Opening and editing non-HTML files in Dreamweaver .....	338
Editing an HTML tag in the Design view .....	338
Setting code formatting preferences .....	343
Cleaning up HTML source code .....	347
Cleaning up Microsoft Word HTML .....	348
Using external HTML editors .....	350

## **CHAPTER 15**

### **Linking and Navigation . . . . . 353**

About document locations and paths . . . . .	354
Creating links . . . . .	358
Managing links . . . . .	366
Creating jump menus . . . . .	369
Creating navigation bars . . . . .	371
Attaching behaviors to links . . . . .	374

## **CHAPTER 16**

### **Reusing Content with Templates and Libraries. . . . . 375**

Creating templates . . . . .	377
Defining a template's editable regions . . . . .	381
Creating documents based on templates . . . . .	388
Updating pages based on a template . . . . .	391
Exporting and importing XML content . . . . .	392
Creating, managing, and editing library items. . . . .	396
Using server-side includes . . . . .	404

## **CHAPTER 17**

### **Using Dynamic Layers . . . . . 407**

About layers and HTML code. . . . .	408
Creating layers on your page . . . . .	409
Manipulating layers. . . . .	412
Setting layer properties . . . . .	417
Changing the stacking order of layers . . . . .	420
Changing layer visibility . . . . .	420
Using tables and layers for layout . . . . .	421
Animating your layers . . . . .	425
Behavior actions for controlling layers timelines . . . . .	434



## **CHAPTER 18**

### **Using Behaviors** ..... 435

Using the Behaviors panel	436
About events	436
Attaching a behavior	439
About behaviors and text	441
Attaching a behavior to a timeline	442
Changing a behavior	442
Updating a behavior	443
Creating new actions	443
Downloading and installing third-party behaviors	443
Using the behavior actions that come with Dreamweaver	444

## **CHAPTER 19**

### **Debugging JavaScript Code** ..... 473

Running the debugger	474
Finding and fixing logical errors	476

## **CHAPTER 20**

### **Creating Forms** ..... 481

About CGI scripts	482
About form objects	482
Creating a form	483
About form fields	485
Inserting checkboxes and radio buttons	491
About lists and menus	493
About form buttons	496
About form design	498
Processing forms	499
Using behaviors with forms	500

## **CHAPTER 21**

### **Testing and Publishing a Site** ..... 501

Checking for browser compatibility	502
Using Behaviors to detect browsers and plugins	503
Previewing in browsers	504
Checking links in a page or site	506
Checking download time and size	509
Using Reports to test a site	509

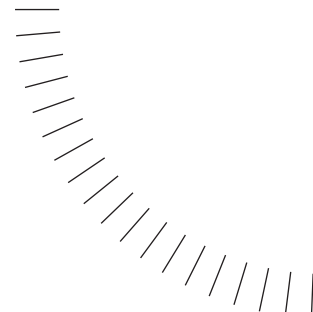
## CHAPTER 22

Customizing Dreamweaver .....	513
Changing the default file type .....	514
Modifying the Objects panel .....	515
Creating a simple object .....	516
About customizing Dreamweaver menus .....	517
Customizing the appearance of dialog boxes .....	529
Changing default HTML formatting .....	530
Working with browser profiles .....	532
Extending Dreamweaver: Basics .....	536
Customizing the interpretation of third-party tags .....	537

## APPENDIX

Keyboard Shortcuts .....	545
File menu .....	545
Edit menu .....	546
Page views .....	546
Viewing page elements .....	547
Code editing .....	547
Editing text .....	549
Formatting text .....	550
Finding and replacing text .....	550
Working in tables .....	551
Working with frames .....	551
Working with layers .....	552
Working with timelines .....	552
Working with images .....	553
Managing hyperlinks .....	553
Targeting and previewing in browsers .....	553
Debugging in browsers .....	554
Site management and FTP .....	554
Site map .....	555
Playing plugins .....	555
Working with templates .....	555
Inserting objects .....	556
History panel .....	556
Opening and closing panels .....	557
Getting help .....	557
Keyboard Shortcut Matrix .....	558

INDEX .....	563
-------------	-----



# INTRODUCTION

## Getting Started

---

Macromedia Dreamweaver is a professional HTML editor for visually designing and managing Web sites and pages. Whether you enjoy the control of hand-coding HTML or prefer to work in a visual editing environment, Dreamweaver makes it easy to get started and provides you with helpful tools to enhance your Web design experience.

Dreamweaver includes many coding tools and features: an HTML, CSS, and JavaScript reference, a JavaScript Debugger, and code editors (the Code view and Code inspector) that allow you to edit JavaScript, XML, and other text documents directly in Dreamweaver. Macromedia Roundtrip HTML technology imports HTML documents without reformatting the code—and you can set Dreamweaver to clean up and reformat HTML when you want it to.

The visual editing features in Dreamweaver also let you quickly add design and functionality to your pages without writing a line of code. You can view all your site elements or assets and drag them from an easy-to-use panel directly into a document. Streamline your development workflow by creating and editing images in Macromedia Fireworks, then importing them directly into Dreamweaver, or by adding Flash objects you create directly in Dreamweaver.

Dreamweaver is fully customizable. Use Dreamweaver to create your own objects and commands, modify keyboard shortcuts, and even write JavaScript code to extend Dreamweaver capabilities with new behaviors, Property inspectors, and site reports.

## System requirements

The following hardware and software is required to run Dreamweaver.

### For Microsoft Windows:

- An Intel Pentium processor or equivalent, 166 MHz or faster, running Windows 95, Windows 98, Windows 2000, Windows ME, or Windows NT (with Server Pack 3)
- Version 4.0 or later of Netscape Navigator or Microsoft Internet Explorer
- 32 MB of random-access memory (RAM) plus 110 MB of available disk space
- A 256-color monitor capable of 800 x 600 pixel resolution
- A CD-ROM drive

### For the Macintosh:

- A Power Macintosh running Mac OS 8.6 or 9.x
- 32 MB of random-access memory (RAM) plus 135 MB of available disk space
- A 256-color monitor capable of 800 x 600 pixel resolution
- A CD-ROM drive

## Installing Dreamweaver

Follow these steps to install Dreamweaver on either a Windows or a Macintosh computer.

### To install Dreamweaver:

- 1 Insert the Dreamweaver CD into the computer's CD-ROM drive.
- 2 Choose from the following options:
  - In Windows, choose Start > Run. Click Browse and choose the Dreamweaver 4 Installer.exe file on the Dreamweaver CD. Click OK in the Run dialog box to begin the installation.
  - On the Macintosh, double-click the Dreamweaver Installer icon.
- 3 Follow the onscreen instructions.
- 4 If prompted, restart your computer.

## Learning Dreamweaver

Macromedia Dreamweaver includes a variety of resources to help you learn the program quickly and become proficient in creating your own Web sites and pages. These resources include a printed book, online help pages, Guided Tour movies, a tutorial, and interactive lessons. You can also find regularly updated tips, TechNotes, examples, and information at the Dreamweaver Support Center on the Macromedia Web site.

Start by viewing the Guided Tour movies to learn about Dreamweaver features. Next, complete the Dreamweaver tutorial. Finally, try the Dreamweaver lessons to learn how to accomplish specific tasks in Dreamweaver.

### Guided Tour movies

The Guided Tour movies provide an animated overview of the Web development process and take you through a tour of Dreamweaver features.

To view a Guided Tour movie, choose Help > Guided Tours and click one of the movie titles. When each movie is over, click the Home button to return to the list of movies, then click another movie. You can watch the whole tour or skip ahead to see particular sections.

### Tutorial

The Dreamweaver tutorial is the best place to start if you want to get some hands-on experience creating pages in Dreamweaver. By working through the tutorial, you'll learn how to create a sample Web site with some of the most useful and powerful features of Dreamweaver. The tutorial is in both Dreamweaver Help and the *Using Dreamweaver* book. You can also download a printable version of the tutorial at the Macromedia Web site.

The tutorial includes sample pages and assets (images and Macromedia Flash files) to help you get started developing a Web site.

### Dreamweaver lessons

Dreamweaver comes with a set of interactive lessons. Each lesson takes you through the steps of a specific task and includes sample pages that contain all the design and functional elements needed. Use the lessons as step-by-step guides with the sample pages, or as a guide as you work in your own pages.

To locate the lessons, choose Help > Lessons and select a topic.

## Dreamweaver user guide (printed book)

*Using Dreamweaver* provides a printed alternative to Dreamweaver Help, and contains information on using Dreamweaver commands and features. Certain reference topics about program options are not included in the printed book; see Dreamweaver Help for information on those topics.

If you purchased the Electronic Software Download (ESD) version of Dreamweaver, you can download a printable version of *Using Dreamweaver* from the Dreamweaver Support Center at <http://www.macromedia.com/support/dreamweaver/documentation.html>.

## Dreamweaver Help

Dreamweaver Help provides comprehensive information about all Dreamweaver features, optimized for use online.

For best results viewing Dreamweaver Help, use Netscape Navigator 4.0 or later or Microsoft Internet Explorer 4.0 or later.

Dreamweaver Help makes extensive use of JavaScript. Make sure that JavaScript is enabled in your browser. If you plan to use the search feature, make sure that Java is enabled as well.

Dreamweaver Help includes the following components:

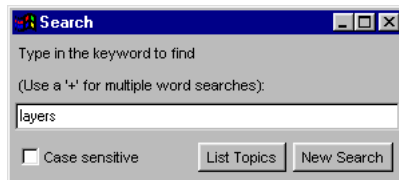
**Contents** enables you to see all of the information organized by subject. Click top-level entries to view subtopics.

The **index**, like a traditional printed index, can be used to find important terms and go to related topics.

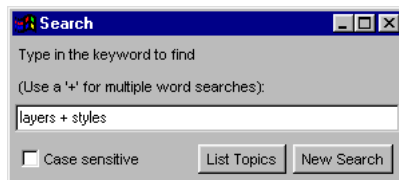
**Search** allows you to find any character string in all topic text. The search feature requires a 4.0 browser with Java enabled.

**Note:** When you click Search, a Java security window may appear, asking for permission to read files on your hard disk. You must grant this permission for the search to work. The applet does not write anything to your hard disk, nor does it read any files outside Dreamweaver Help.

- To search for a phrase, simply type the phrase in the text field.



- To search for files that contain two keywords (for example, *layers* and *styles*), separate the search terms with a plus (+) sign.



**Context-sensitive help** provides a Help button in each dialog box, or a question mark icon in inspectors, windows, and panels, that opens a relevant help topic.



The **Dreamweaver Help navigation bar** provides buttons you can click to move through topics. The right and left arrow buttons move to the previous or next topic in a section (following the topic order listed in the table of contents).



## Extending Dreamweaver

The *Extending Dreamweaver* help system provides information on the Dreamweaver Document Object Model and the APIs (application programming interfaces) that allow JavaScript and C developers to create objects, commands, property inspectors, behaviors, and translators.

## Dreamweaver Support Center

The Dreamweaver Support Center Web site is updated regularly with the latest information on Dreamweaver, plus advice from expert users, examples, tips, updates, and information on advanced topics. Check the Web site often for the latest news on Dreamweaver and how to get the most out of the program at <http://www.macromedia.com/support/dreamweaver/>.

## Dreamweaver discussion group

Discuss technical issues and share helpful hints with other Dreamweaver users by visiting the Dreamweaver discussion group. You'll find information about accessing the discussion group on the Macromedia Web site at <http://www.macromedia.com/software/dreamweaver/discussiongroup/>.



## Web development workflow

The Web development workflow starts with the process of defining a site's strategy or goals, progresses to design (where you work out the look and feel of a prospective site), and moves into the production or development phase (where the site is built and pages are coded); the site is tested for functionality and to see if it meets its defined objectives, and then the site is published. Many developers also schedule periodic maintenance to ensure that the site remains current and functional.

To make it easier for you to find the information you need as you develop Web sites, the *Using Dreamweaver* documentation is divided into broad sections that model this standard approach to Web development—site planning, design, development, testing, and publishing and maintenance.

### About site Planning

Planning and organizing your site carefully from the start can save you time later on. Organizing your site includes much more than determining where the files will go: site planning often involves examining site requirements, audience profiles, and site goals. Additionally, you should consider technical requirements such as user access, and browser, plugin or download restrictions.

Once you've organized your information and determined an operating structure, you begin creating your site.

- Determine what strategy to employ and user issues to consider as you plan your site. See “Planning and Setting Up Your Site” on page 95.
- Use the Dreamweaver site map to set up your site's organizational structure. In the Dreamweaver Site window you can easily add, delete, and rename files and folders to change the organization as you need. See “Site Management and Collaboration” on page 107.

If you work on a Web Development team, you may also be interested in these topics:

- Set up systems that will prevent team members from overwriting files; see “Setting up the Check In/Check Out system” on page 132.
- Use Design Notes to communicate with Web team members; see “Saving file information in Design Notes” on page 135.

## About designing Web pages

Most Web design projects start with storyboards or flowcharts that are turned into sample pages. Use Dreamweaver to create mock-up sample pages as you work toward a final design. Mock-ups usually show the design layout, site navigation, technical components, themes and color, and graphic images or other media elements.

- Create HTML documents in Dreamweaver, easily add page title, or background color. See, “Setting Up a Document” on page 149.
- Dreamweaver Layout view and layout tools let you quickly design Web pages by drawing and then rearranging the page structure. See, “Designing Page Layout” on page 167.
- Use the Dreamweaver Objects panel to design and quickly add tables, create frame documents, design forms, and work with layers. See “Using Tables to Present Content” on page 183, “Using Frames” on page 203, “Using Dynamic Layers” on page 407, and “Creating Forms” on page 481.

## About adding content

Using Dreamweaver, you can easily add a variety of content to Web pages. Add assets and design elements, such as text, images, colors, movies, sound, and other forms of media.

- The Assets panel lets you easily organize the assets in a site; you can then drag most assets directly from the Assets panel into a Dreamweaver document. See “Managing and Inserting Assets” on page 221.
- Type directly in a Dreamweaver document, or import text from other documents, then format the text using the Dreamweaver Property inspector, or HTML Styles panel. You can also easily create your own Cascading Style Sheets. See “Inserting and Formatting Text” on page 233.
- Insert images, including rollover images, image maps, and Fireworks sliced images. Use alignment tools to position images in a page. See “Inserting Images” on page 267 and “Using Dreamweaver and Fireworks Together” on page 281.
- Insert other types of media in a Web page, such as Flash, Shockwave, and QuickTime movies, sound, and applets. See “Inserting Media” on page 297.
- Add content in the Dreamweaver code editor: Use the Dreamweaver Code view or Code inspector to write your own HTML or JavaScript code. “Editing HTML in Dreamweaver” on page 321.

- With Dreamweaver you can create standard HTML links, including anchor links and e-mail links, or easily set up graphical navigation systems, such as jump menus and navigation bars. See “Linking and Navigation” on page 353.
- Dreamweaver templates and library files let you easily apply reusable content in your site. You can create new pages from the template, then add or change content in the editable areas. See “Reusing Content with Templates and Libraries” on page 375.

## About interactivity and animation

Many Web pages are static, containing only text and images. Dreamweaver allows you to go beyond static pages, using interactivity and animation to capture visitors’ interest. You can give visitors feedback as they move and click, demonstrate concepts, validate form data without contacting the server—in short, you can let visitors see and do more within the page.

There are several ways to add interactivity and animation to your pages using Dreamweaver:

- Use timelines to create animations that do not require plugins, ActiveX controls, or Java. Timelines use dynamic HTML to change the position of a layer or the source of an image over time or to call behavior actions automatically after the page has loaded. See “Using Dynamic Layers” on page 407.
- Use behaviors to perform tasks in response to specific events, such as highlighting a button when the visitor passes the pointer over it, validating a form when the visitor clicks the Submit button, or opening a second browser window when the main page is finished loading. See “Using Behaviors” on page 435.
- Debug custom JavaScript code. See “Debugging JavaScript Code” on page 473.
- Use forms to allow your site visitors to enter data directly on the Web page. See “Creating Forms” on page 481.

## About testing and publishing your site

Your site is complete and ready for the world—but before you publish it on a server, you must test the site. Depending on the size of the project, client specifications, and kinds of browsers that visitors will use, you may need to move your site to a staging server where it can be tested and edited. When corrections have been made, you publish the site where the public can access it. Once the site is published, establish a maintenance cycle to ensure quality, respond to user feedback, and update the site's information.

Use the following Dreamweaver features to test and publish your sites:

- To add new tags in a page or fix your code, use the Dreamweaver Reference panel to look up JavaScript, CSS and HTML code. See “Using the Dreamweaver Reference panel” on page 328.
- Use the JavaScript Debugger to help you fix JavaScript errors in your code. The debugger lets you set breakpoints in the code, then allows you to view the code as a page is debugged right in Dreamweaver. See “Debugging JavaScript Code” on page 473.
- Run browser and plugin checks, test and fix links in your documents, and run site reports to check HTML files for common mistakes. See “Testing and Publishing a Site” on page 501.
- In the Dreamweaver Site window you'll find many tools to help you manage your site, transfer files to and from a remote server, set up a Check In/Check Out process to prevent files from being overwritten, and synchronize the files on your local and remote sites. See “Site Management and Collaboration” on page 107.

## Where to start

This guide includes information for readers at a variety of levels. To get the most out of the documentation, start by reading the parts that are most relevant to your level of experience.

### For HTML novices:

- 1 Begin by watching the Guided Tour movies. From the Dreamweaver main menu, choose Help > Guided Tours.
- 2 Next, work through the Dreamweaver tutorial. Choose Help > Tutorial, or follow the steps in the printed manual.
- 3 Work through the lessons for the topics that interest you. Choose Help > Lessons, then select a lesson.

- 4 Progress through “Dreamweaver Basics” on page 71, “Planning and Setting Up Your Site” on page 95, “Site Management and Collaboration” on page 107, and “Linking and Navigation” on page 353.
- 5 To learn about formatting text and including images in your pages, read “Inserting and Formatting Text” on page 233 and “Inserting Images” on page 267.

That’s all you really need to begin producing high-quality Web sites, but when you’re ready to learn how to use more advanced layout and interaction tools, you can proceed through the rest of the book in order. You may want to skip “Customizing Dreamweaver,” at least at first.

**For experienced Web designers who are new to Dreamweaver:**

- 1 Begin by watching the Guided Tour movies. From the Dreamweaver main menu, choose Help > Guided Tours.
- 2 Work through the Dreamweaver tutorial to learn the basics of using Dreamweaver. Choose Help > Tutorial, or follow the steps in the printed manual.
- 3 Work through the lessons for the topics that interest you. Choose Help > Lessons, then select a lesson.
- 4 Read “Dreamweaver Basics” on page 71 for a further overview of the Dreamweaver user interface.
- 5 Although much of the material in “Site Management and Collaboration” on page 107 and “Linking and Navigation” on page 353 is probably familiar to you, skim those chapters to see how these familiar concepts are implemented in Dreamweaver; pay particular attention to Using Dreamweaver to set up a new site. Then read “Site Management and Collaboration” on page 107.
- 6 “Inserting and Formatting Text” on page 233 and “Inserting Images” on page 267 provide useful information on the details of using Dreamweaver to create basic HTML pages.
- 7 Read the overview at the beginning of each subsequent chapter to determine whether its topics are of interest to you.

**For experienced Web designers who are familiar with Dreamweaver 3:**

- 1 Begin by reading “What’s new in Dreamweaver 4” on page 22. Follow the cross-references from that section to sections covering new Dreamweaver features.
- 2 You may want to skim “Dreamweaver Basics” on page 71 to learn about new aspects of the Dreamweaver user interface.
- 3 Check out the Dreamweaver lessons; choose Help > Lessons for a list of interactive lessons you can try.
- 4 If you’re interested in customizing and extending Dreamweaver, read “Customizing Dreamweaver” on page 513.

## Typographical conventions

The following typographical conventions are used in this guide:

- `Code font` indicates HTML tag and attribute names as well as literal text used in examples.
- *Italic code font* indicates replaceable items (sometimes called *metasymbols*) in code.
- **Bold roman text** indicates text for you to enter verbatim.

## What's new in Dreamweaver 4

The new features in Dreamweaver 4 enhance HTML editing, make it easier to design pages, improve site and asset management, let you create your own Flash objects, streamline your workflow, improve team collaboration, and allow you to customize and extend Dreamweaver.

### Enhanced code editing

**The Dreamweaver toolbar** allows you to manage how you view a page—Design view, Code view, or a view of both code and design. The toolbar provides easy access to commonly used features such as Preview in Browser and Design Notes. See “Using the toolbar” on page 78

**Code view** provides a new way to view HTML source code directly in the Dreamweaver Document window. See “Opening the Code view (or Code inspector)” on page 331. You can also edit non-HTML documents such as JavaScript files and XML files directly in the Dreamweaver Code view. See “Inserting scripts” on page 335.

**Integrated code editors** Dreamweaver now has integrated, state-of-the-art code editors—the Code view and the Code inspector. You can set word wrapping, code indenting, live syntax coloring, and more from the Options menu in either of these editors. See “Setting Code view (or Code inspector) options” on page 333.

**The Reference panel** is a quick reference tool for HTML, JavaScript, and CSS. It provides information about the specific tags you are working with in the Code view (or Code inspector). See “Using the Dreamweaver Reference panel” on page 328.

**The Code Navigation pop-up menu** allows you to select code for JavaScript functions in a page; by using this menu, you can quickly navigate JavaScript code while working in Code view. See “Viewing script functions” on page 337.

**The JavaScript Debugger** lets you debug JavaScript document while in Dreamweaver. For example, you can set breakpoints to control the code you want to examine. See “Debugging JavaScript Code” on page 473.

## Easier page design

**Layout view** lets you quickly design your Web pages by drawing boxes (tables or cells) to which you can add content. See “Drawing layout cells and tables” on page 170.

**Improved templates** make it easier for you to identify the editable regions in a template file. Templates now display a tab that contains the editable region’s name and a bounding rectangle. See “Creating templates” on page 377.

**CSS style sheets** can now be defined as soon as you create a new style. You can also easily attach an existing CSS style sheet with a button in the CSS Styles panel. See “Using CSS style sheets” on page 248.

## Improved integration

**Flash buttons and Flash text** are now built right into Dreamweaver. You can pick from a set of predefined Flash buttons and insert them into your document or have your Flash designer create custom button templates for you. See “Using Flash button objects” on page 301 and “Using Flash text objects” on page 304.

**Roundtrip slicing** lets you work seamlessly between Dreamweaver and Fireworks 4. You can edit and update images and HTML tables you import from Fireworks. You can also edit in Dreamweaver or Fireworks and have the changes preserved in both places. See “Editing Fireworks files placed in Dreamweaver” on page 288.

**The Web-safe color picker** allows you to easily match colors with graphics. With just one click, you can select a color from anywhere on the desktop and the color picker snaps to the nearest Web-safe color. See “Working with colors” on page 87.

## Streamlining your workflow

The **Assets panel** allows you to manage your site's assets. You can see all the images, colors, external URLs, and scripts, as well as Flash, Shockwave, QuickTime, template, and library items in a central location. Preview assets, and then drag them right into place on your HTML document. Save commonly used assets in a favorites list and reuse them across sites. See “Using the Assets panel” on page 222 and “Using favorite assets” on page 229.

**Improved Design Notes** let you attach notes to a file so you can track changes or communicate about development issues with other members of your team. You can insert and view comments directly in the Dreamweaver Site window. See “About Design Notes” on page 134 and “Using reports to improve workflow” on page 141.

**Integrated e-mail** allows you to communicate with team members. When a file is checked out by someone else, you can now click on the team member's name to send an e-mail message. See “Setting up the Check In/Check Out system” on page 132.

**Site reporting** lets you use several predefined reports to test common HTML document problems, such as untitled documents or missing `alt` tags. You can also write custom reports to suit your needs, display report results, and open problem files within the Report results window. See “Setting up the Check In/Check Out system” on page 132 and “Creating reports” on page 510.

**SourceSafe integration** If you own SourceSafe, you can now check files into and out of SourceSafe while working in Dreamweaver. See “Using Dreamweaver with Visual SourceSafe” on page 128.

**WebDAV integration** now use Dreamweaver to transfer files using the WebDAV protocol. See “Using Dreamweaver with the WebDAV protocol” on page 127.

The **Package Manager** (formerly the Extension Manager) easily install extensions with a single click. Visit the Macromedia Exchange and download useful extensions to make your job easier. See “Adding extensions to Dreamweaver” on page 93.

## Common user interface

**Keyboard shortcuts** have a new interface that is common to all Macromedia Web publishing products. This new interface allows you to edit existing keyboard shortcuts, create new shortcuts for menu items, and delete keyboard shortcuts you don't want. You can also switch between sets of keyboard shortcut configurations. See “Using the Keyboard Shortcut Editor” on page 90.

**Window management** is now improved: all windows snap into place. When you open a new window, Dreamweaver prevents it from overlapping visible panels.

**Panels** now have a new Macromedia look and behave consistently across the Web publishing products. All panels have icons and text so that you can easily identify them. Panels all use system colors and fonts on both Windows and Macintosh systems, and have consistent snapping and dragging behaviors.



## HTML and Web technologies resources

The following are some useful resources available on the Web:

**The HTML 4.0 specification** (<http://www.w3.org/TR/REC-html40/>) is the official specification for HTML from the World Wide Web Consortium.

**Index DOT HTML** (<http://www.blooberry.com/indexdot/html/>) is a comprehensive listing of HTML tags, attributes, and values, as well as their compatibility with the various browsers.

**The ZDNet Developer Tag Library** ([http://www.zdnet.com/devhead/resources/tag\\_library/](http://www.zdnet.com/devhead/resources/tag_library/)) is another listing of information about all HTML tags.

**The Cascading Style Sheets, level 1 specification (CSS1)** (<http://www.w3.org/TR/REC-CSS1>) is the official specification for style sheets from the World Wide Web Consortium.

**Web Review Style Sheets Reference Guide** (<http://webreview.com/guides/style/style.html>) explains what CSS styles are and which browsers they work in.

**“CGI Scripts for Fun and Profit”** (<http://www.hotwired.lycos.com/webmonkey/99/26/index4a.html>) is an article from the Hotwired Webmonkey site on incorporating ready-made CGI (Common Gateway Interface) scripts into your pages.

**The CGI Resource Index** (<http://www.cgi-resources.com/>) is a repository of all things related to CGI, including ready-made scripts, documentation, books, and even programmers for hire.

**The Common Gateway Interface site** (<http://hoohoo.ncsa.uiuc.edu/cgi/>) includes an introduction to CGI.

**Entities Table** (<http://www.bbsinc.com/iso8859.html>) lists the entity names used in ISO 8859-1 (Latin-1).

**The Dynamic HTML Events page** ([http://msdn.microsoft.com/workshop/author/dhtml/reference/events.asp#om40\\_event](http://msdn.microsoft.com/workshop/author/dhtml/reference/events.asp#om40_event)) provides information about events in Microsoft Internet Explorer.

**Microsoft ASP Overview pages** (<http://msdn.microsoft.com/workshop/server/asp/ASPover.asp>) provide information about Active Server Pages (ASP).

**Sun JSP page** (<http://java.sun.com/products/jsp/>) provides information about JavaServer Pages (JSP).

**The PHP pages** (<http://www.php.net/>) provide information about PHP: Hypertext Preprocessor.

**Allaire ColdFusion product page** (<http://www.allaire.com/Products/ColdFusion/>) provides information about ColdFusion.

**The XML.com site** (<http://www.xml.com>) provides information, tutorials, and tips about Extensible Markup Language (XML), as well as other Web technologies.

**JavaScript Bible**, by Danny Goodman (IDG Books), comprehensively covers the JavaScript 1.2 language.

**JavaScript: The Definitive Guide**, by David Flanagan (O'Reilly & Associates), provides reference information for every JavaScript function, object, method, property, and event handler.

## Accessibility and Dreamweaver

Macromedia supports the creation of great Web experiences that are accessible to everyone, including those with disabilities. We encourage the implementation of international standards to guide developers of accessible sites, including the guidelines offered by the World Wide Web Consortium (W3C). Many government policies on Web accessibility, including those of the United States, reference W3C guidelines. W3C guidelines on Web content encourage developers to adopt design and coding practices for accessibility, many of which are robustly supported by Macromedia products. For more information on W3C guidelines, please consult the Web Content Authoring Guidelines (<http://www.w3.org/TR/WAI-WEBCONTENT/full-checklist.html>).

For the latest information on product features and resources that support accessible design, please see Macromedia's accessibility page (<http://www.macromedia.com/accessibility/>).

# CHAPTER 1

## Dreamweaver Tutorial

---

The Dreamweaver tutorial walks you through the steps of building Web pages. You'll learn how to use Macromedia Dreamweaver to define a local site, and you'll use Dreamweaver panels and tools to create and edit Web documents.

In this tutorial, you'll create Web pages for Compass, a fictitious company that specializes in adventure travel. If you're new to Dreamweaver, start at the beginning of the tutorial and work your way through the end. If you're already familiar with Dreamweaver, you may want to start at "Use the Assets panel" on page 56; this section and those that follow it focus on new or changed features in Dreamweaver such as the Assets panel, Flash buttons and text, using a template, running a site report and adding a Design Note.

The tutorial takes approximately one to two hours to complete, depending on your experience, and focuses on the following Dreamweaver tasks:

- Defining a local site
- Creating a page in Layout view
- Inserting an image and a rollover image
- Working with tables in Standard view
- Creating a link to another document
- Inserting assets from the Assets panel
- Inserting Flash Text and Flash Button objects
- Creating and applying a template
- Running a site report
- Adding a Design Note

**Note:** This tutorial demonstrates some features that are supported only in 4.0 or later browsers.

## Take a guided tour of Dreamweaver

Before you get started, watch the Guided Tour movies to familiarize yourself with the Web development process and with Dreamweaver features.

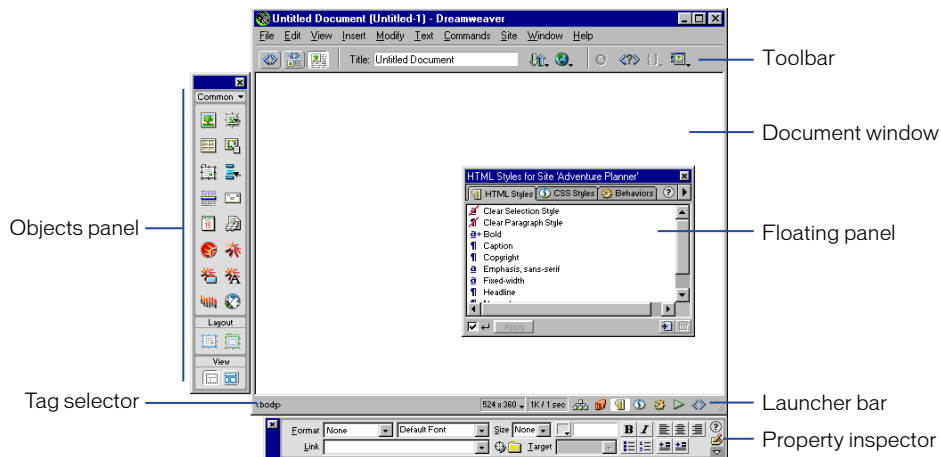
- 1 In Dreamweaver, choose Help > Guided Tour.
- 2 Click a movie title.
- 3 Close the movie when you finish.

## The Dreamweaver work area

Let's start with a brief overview of the Dreamweaver work area.

- If you haven't already launched Dreamweaver, double-click the Dreamweaver icon to launch it.

The Dreamweaver work area accommodates different styles of working and levels of expertise. When you launch Dreamweaver, the following work area items open:



- The Document window displays the current document as you create and edit it.
- The Objects panel contains icons you click to insert objects in your document, and to change the way you work in a document.

- Dreamweaver provides many floating panels, such as the HTML Styles panel and the Code inspector, which enable you to work with other Dreamweaver elements.
- The Launcher bar contains buttons for opening and closing your most frequently used inspectors and panels.
- The Property inspector displays properties for the selected object or text, and lets you modify those properties. (Which properties appear in the inspector depend on the object actively selected in the document.)

To open Dreamweaver windows, inspectors, and panels, use the Window menu. A check mark next to an item in the Window menu indicates that the named item is currently open (though it may be hidden behind other windows). To display an item that isn't currently open, choose the item name from the menu or use its keyboard shortcut.

## Working in Dreamweaver

Dreamweaver can display a document in three ways: in Design view, in Code view, and in a split view that shows both the design and code. (To change the view in which you're working, select a view in the Dreamweaver toolbar.) By default, Dreamweaver displays the Document window in Design view.

In addition, you can work with the Dreamweaver Design view in two different ways—in Layout view and Standard view. (You select these views in the View category of the Objects panel.) In Layout view you can design a page layout, insert graphics, text, and other media; in Standard view, in addition to inserting graphics text and media, you can also insert layers, create frame documents, create tables, and apply other changes to your page—options that aren't available in Layout view.

## How the tutorial files are arranged

Both the completed and partially completed HTML files used in this tutorial are in the Compass\_Site folder in the Tutorial folder. Images and other associated files for the site are also in the Compass\_Site folder.

Each tutorial file has a meaningful name—for example, the HTML file that contains travel destination information is named Destinations.html. The partially completed files—which you'll be working on—have names similar to their completed file counterparts, except they begin with DW4\_; the partially completed version of Destinations.html, for example, is called DW4\_Destinations.html.

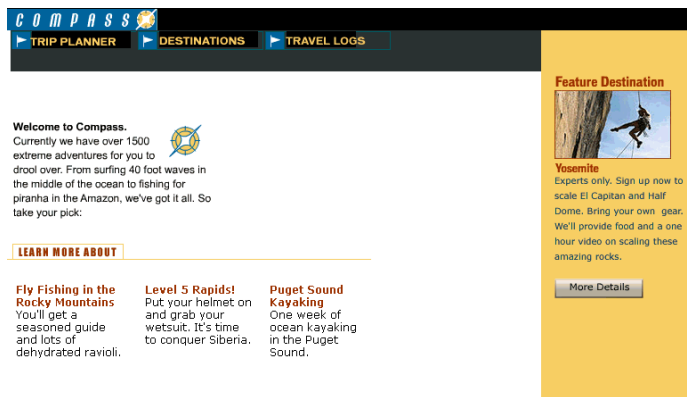
## Preview the completed Web site

Next, view pages in the completed Web site to get an idea of what you'll be working toward.

- 1 If you haven't already done so, launch Dreamweaver.
- 2 In Dreamweaver, choose File > Open. In the file browsing dialog box, navigate to the Dreamweaver 4 folder (where you installed Dreamweaver); then navigate to Tutorial/Compass\_Site.
- 3 In the Compass\_Site folder, select CompassHome.html, and then click Open to open the Compass home page in the Document window.

Do not edit this page; you will create your own version of this page.

- 4 Choose File > Preview in Browser and select a browser in which to view the Compass home page. (Use a version 4.0 or later browser to view this site.)



- 5 Move the pointer over the navigation buttons to see rollover image effects. Click the navigation buttons to explore the site.
- 6 Close the browser when you're finished looking at the site.
- 7 Open a new blank document in Dreamweaver, choose File > Open.
- 8 Close the CompassHome.html file, which is open in Dreamweaver.

## Set up the site structure for the tutorial

There are two ways you can work with the tutorial files—use a predefined local site or define a local site.

- If you're new to Dreamweaver, you may want to define the local site for the tutorial so you'll know how to set up a local site when you're ready to work on your own sites.
- If you're already familiar with defining a site using Dreamweaver, you may want to use the predefined tutorial site. From the Dreamweaver main menu choose Site > Open Site, then select Tutorial - Dreamweaver. The Tutorial - Dreamweaver site links to the Compass\_Site files located in the Dreamweaver 4/Tutorial folder. After selecting the local site, skip to the “Create the site home page” on page 34 section of the tutorial.

**Note:** If you select the predefined site, the site name displayed in the tutorial screenshots will not match; instead of seeing my\_tutorial, you'll see Tutorial - Dreamweaver as the site name in your screens.

## Define a local site

When you define a local site, you tell Dreamweaver where you plan to store all the files for a particular site. To work effectively in Dreamweaver, always define a local site for each Web site you create.

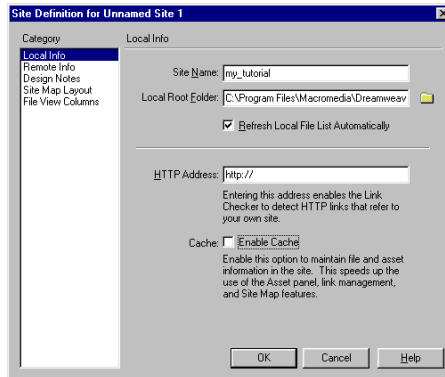
For this tutorial, you'll specify the Compass\_Site folder as the local site folder.

- 1 If it isn't already open, launch Dreamweaver.  
A blank document opens.
- 2 Choose Site > New Site.
- 3 In the Site Definition dialog box, make sure Local Info is selected in the Category list.
- 4 In the Site Name field, type **my\_tutorial**.  
The site name lets you easily identify and select a site from a list of sites you've defined.
- 5 Click the folder icon to the right of the Local Root Folder field.

6 In the dialog box that appears, navigate to the Tutorial/Compass\_Site folder, and do one of the following:

- In Windows, click Open, then click Select when Compass\_Site appears in the Select field.
- On the Macintosh, click Choose to select the Compass\_Site folder.

The Local Root Folder field updates to display the path to the local site.



**Note:** The complete path to the Compass\_Site folder may vary, depending on where you installed Dreamweaver.

7 Under Cache, do one of the following:

- Select Enable Cache (Windows) to create a cache file for the site.
- Select Use Cache to Speed Link Updates (Macintosh) to create a cache file for the site.

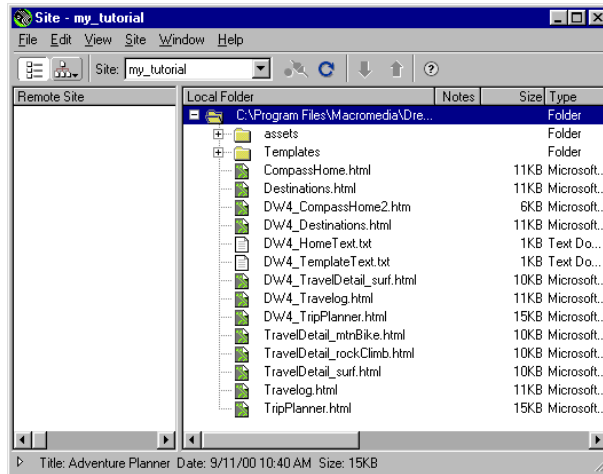
Caching the files in the Compass\_Site folder creates a record of existing files so Dreamweaver can quickly update links when you move, rename, or delete a file.

8 Click OK to close the dialog box.



9 Click OK to the cache message.

The Site window now displays a list of all the folders and files in the local site. The list also acts as a file manager, allowing you to copy, paste, delete, move, and open files just as you would on a computer desktop.



## Create the site home page

Now that a site structure is set up for storing pages and assets for the Compass site, you'll create the first page—a home page for the site. As you build this page, you'll add images, text, and Flash assets; your document will contain the same design components as the completed Compass home page.

### Save your document

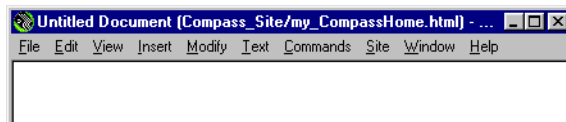
Begin by saving the document you're working in.

- 1 Leave the Site window open, and click the Document window to make it active.

The Site window remains open in the background.

- 2 Choose File > Save.
- 3 In the Save As dialog box, select the Compass\_Site folder as the location for this document.
- 4 In the File Name field, type **my\_CompassHome.html**.
- 5 Click Save.

Notice that the document name now appears at the top of the Document window.



## Define the document page title

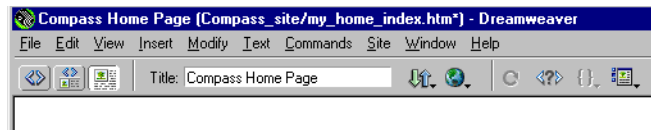
Though the document has a file name, notice it is still labelled Untitled Document; that's because it needs an HTML document name, or page title. Defining a page title helps site visitors identify the page they're browsing: the page title appears in the browser title bar and in the bookmark list. If you create a document without a page title, the document appears in the browser with the title *Untitled Document*.

In this part of the tutorial, you'll title your page.

- 1 With the Document window active, choose View > Toolbar if the toolbar isn't already visible.

The Dreamweaver toolbar appears above the Document window

- 2 In the Title field, type **Compass Home Page**; then click in the Document window to see the page title update in the Document window's title bar.

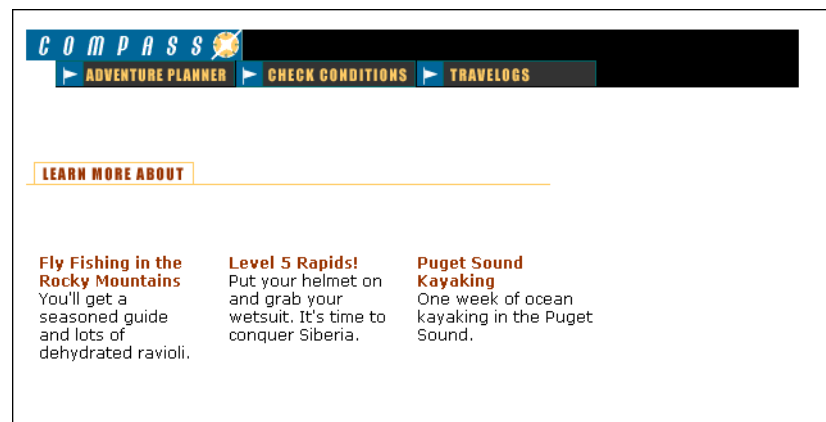


- 3 Save your file.

## Design a page in Layout view

You'll start your first page while working in the Dreamweaver Design view. You'll lay out the page then insert images and text.

The page you complete in this section of the tutorial will look similar to this page.

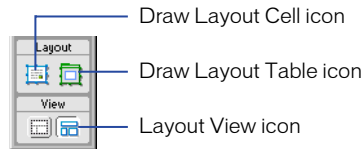


## Work in Layout view

Dreamweaver has two visual design views—Standard view and Layout view. You'll start by working in Layout view, which allows you to draw layout cells or layout tables into which you can add content such as images, text, or other media.

In this part of the tutorial, you'll lay out the page; in the next section you'll add content. (Once you're comfortable with these two tasks, you may find it easier to add layout and content together.)

- 1 In the Objects panel, click the Layout View icon if it isn't already selected.



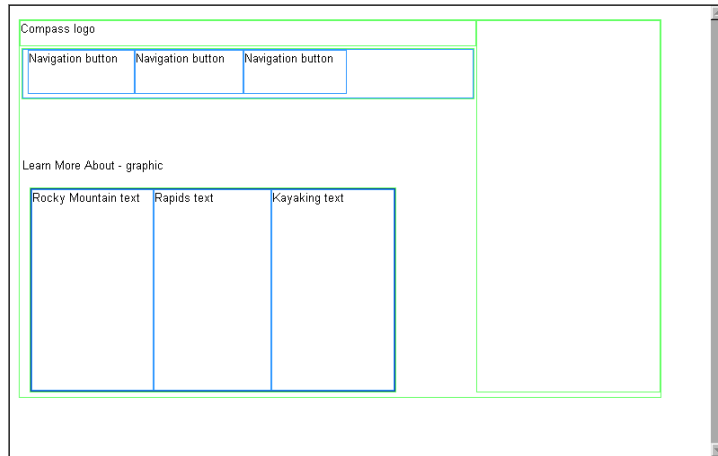
The Getting Started in Layout View dialog box appears and describes the Layout view options.

- 2 Review the options, then click OK to close the dialog box.
- 3 In the Objects panel under Layout notice the Layout options—Draw Layout Cell and Draw Layout Table—are now available; these options aren't available in Standard view.

## Draw layout cells

In Layout view you can draw layout cells and layout tables to define the design areas of a document. This task is easier to accomplish if you prepare a sample of the page you're creating before you begin laying out a page.

Look at the following sample layout to get an idea of the page layout you're creating in this section of the tutorial. There's a cell for the Compass logo, a table with three cells for site navigation buttons, a cell for another graphic, and a table for three cells that will hold text.

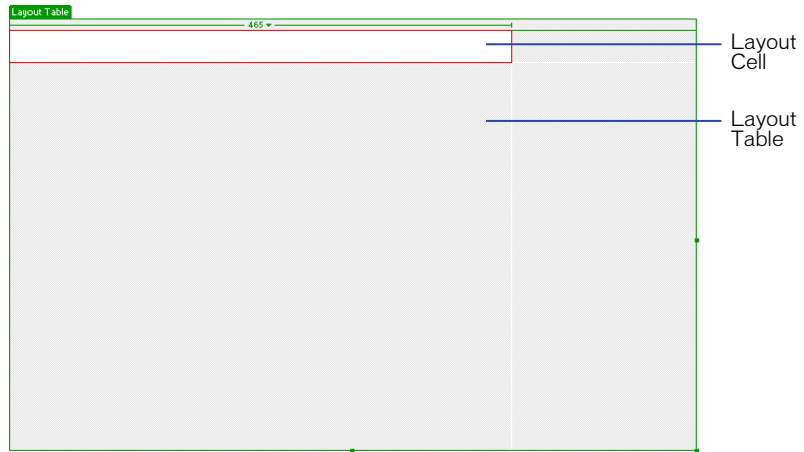


You'll draw tables and cells similar to this layout as you work in your document. First, you'll draw a layout cell in which you'll insert the Compass logo.

- 1 Click in the Document window of the my\_CompassHome document to make the document active.
- 2 If they aren't already open, open the following work area tools:
  - The Objects panel (choose Window > Objects), which you'll use to add objects to your document.
  - The Property inspector (choose Window > Properties), which you'll use to set properties or attributes for objects in your document. If the Property inspector isn't already expanded, click the expander arrow in the lower right corner so you can see all the property options.
- 3 In the Objects panel, click the Draw Layout Cell icon.

- 4 Move the pointer to the Document window; the mouse pointer changes to a drawing tool (looks like a small cross). Click in the upper left corner of the document, then drag to draw a layout cell.

When you release the mouse, a layout cell appears in a layout table.



The layout table expands to fill the Document window, and defines the page layout area. The white rectangle is the layout cell you drew. You can place additional layout cells in the gray area of the layout table.

## Resize layout cells

To precisely design a page, you can set the size of cells you add in a document. You can also reposition cells in the page.

- 1 Click the border of the layout cell to select it.

Handles appear around a selected layout cell:

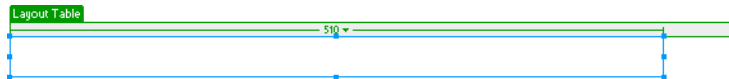


2 To resize this layout cell, do one of the following:

- In the Property inspector for the layout cell, type **510** in the Fixed field to set the cell's width to 510 pixels, then click in the document to see the cell width change.

**Note:** If you enter a pixel width that is larger than the width of the layout table, or that causes the cell to overlap another cell in a layout table, Dreamweaver alerts you and adjusts the cell width to a valid width.

- On the right side of the layout cell, drag the middle resize handle to the right until the cell is the desired width. When you release the mouse, the cell's width is displayed in the column header area along the top of the layout table.

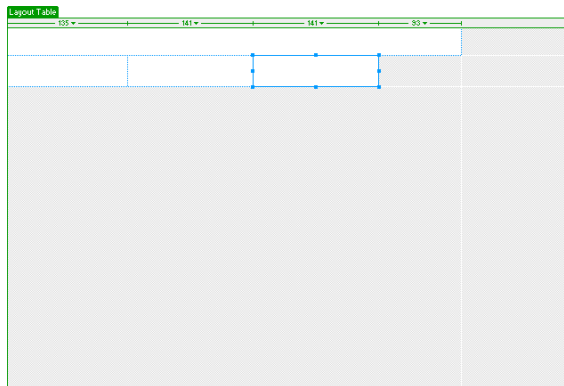


## Add multiple layout cells

Next you'll add three layout cells below the logo cell you just created. Later you'll insert the page's navigation buttons in these cells.

- 1 In the Objects panel, click the Draw Layout Cell icon; then hold down the Control key (Windows) or Command key (Macintosh).
- 2 In the Document window, position the pointer below the cell you drew for the logo; then drag to draw a layout cell.

Continue to hold the Control key (Windows) or Command key (Macintosh) and draw two more layout cells. Your screen should look similar to this.



## Move a layout cell

If you need to line up the cells next to each other you can resize and move the layout cells as you need. You change the size of a layout cell by using one of its resize handles.

You cannot click and drag a cell to move it to a new position. If you need to move a layout cell to reposition it in a document, follow these steps.

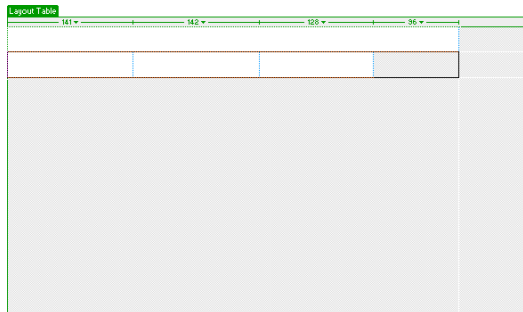
- 1 Click the border of a layout cell to select it.
- 2 To move the layout cell, do one of the following:
  - Use the arrow keys.
  - Hold down Shift and use the arrow keys to move a layout cell 5 pixels at a time.

## Group cells in a layout table

Now you'll create a table of the navigation button cells you just created. Grouping the cells in a table enables you to control the cell spacing and to easily move the cells as a group if you want change the page layout. You'll create a table for the navigation buttons that is the same width as the logo cell above it.

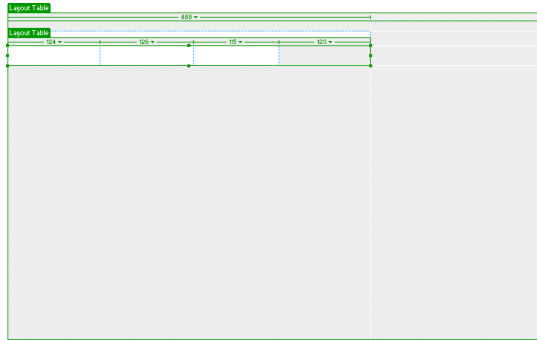
Use Draw Layout Table to group the navigation button images.

- 1 In the Objects panel, click the Draw Layout Table icon.
- 2 In the Document window, position the pointer at the top left corner of the first navigation button cell; then drag the pointer so the table contains the three cells and is the length of the logo cell.





- 3 Release the mouse to see the cells grouped in a new table.



You've created a table that contains three layout cells (the white area in the table) and an empty space (the gray area in the table).

### Move the layout table

You can select and move a layout table to other areas in a document. You cannot, however, move a layout table so that it overlaps another.

Next you'll move the table you just created a few pixels to the right to offset the alignment of the navigation buttons to the logo when they are inserted in the page.

- 1 In the Document window click the tab on the Layout table to move it.
- 2 Drag the layout table a few pixels to the right to reposition it, then drag one of the table's right resize handles to align the right sides of the logo and navigation button layout cells.

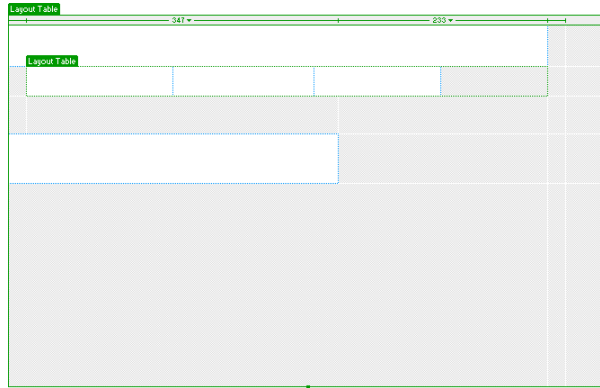
Notice that as you create new tables and cells, gridlines appear outlining the layout area. You can use these gridlines to align the layout elements.

## Add another layout cell

Next add a layout cell for the Learn More About graphic.

- 1 In the Objects panel, click the Draw Layout Cell icon.
- 2 In the Document window, draw a new cell in the space below the navigation button table.

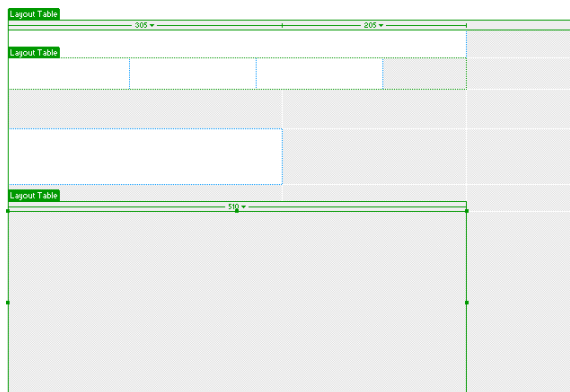
Your page should look similar to this:



## Create a layout table

In the last section you used cells to create a table. Now, you'll start with a table and add cells.

- 1 In the Objects panel, click the Draw Layout Table icon.
- 2 Move the pointer to the Document window. In the area below the layout cell you just added, drag the pointer to the right to align with the right side of the topmost cell; then drag down to the bottom of the Document window.

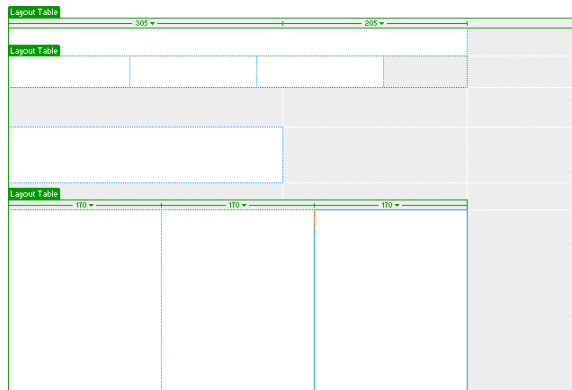


## Draw layout cells in a table

Now add layout cells into which you'll add text about travel locations.

- 1 In the Objects panel, click the Draw Layout Cell icon and move the pointer to the layout table you just drew.
- 2 Draw a table cell approximately one-third the space in the table.
- 3 Click the border of the layout cell to select it; then in the Property inspector's Fixed field, type **170** to set the cells width.
- 4 Draw another table cell approximately one-third the space in the table next to the first cell.
- 5 Click the border of the layout cell to select it; then in the Property inspector's Fixed field, type **170** to set the cells width.
- 6 Draw the last table cell in the remaining space in the table. Resize or move the cells to adjust the size or position of the cells as needed.

Your screen should look similar to this:



## Add content to the page

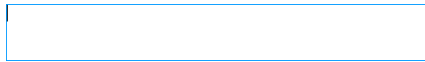
Now that you've laid out the areas of the page, you'll add the graphical content, such as the logo, and rollover images.

### Insert images

You'll learn two ways to insert images in Dreamweaver—using Dreamweaver's main menu and using the Objects panel.

- 1 Click anywhere in the logo layout cell (the topmost layout cell).

Clicking in a layout cell places the insertion point in the cell without selecting the cell.



- 2 Choose Insert > Image.

- 3 In the Select Image Source dialog box, locate the Compass\_Site folder and navigate to the Assets folder, then the images folder; click the compass\_logo.gif to select it.

- 4 Make sure the Relative To pop-up menu located at the bottom of the dialog box is set to Document, then click Select (Windows) or Open (Macintosh) to select the image.

The image appears in the layout cell.



- 5 Click anywhere in the Learn More About layout cell to place the insertion point in the cell.

- 6 In the Objects panel's Common category, click the Insert Image icon.

- 7 In the Select Image Source dialog box, locate the Compass\_Site/Assets/images folder, and navigate to learnMoreAbout.gif; then click Select (Windows) or Open (Macintosh) to select the image.

The image appears in the layout cell.

- 8 Choose File > Save to save the changes you made to the home page.

## Create a rollover image

A rollover image is an image whose display changes when the pointer passes (“rolls”) over it.

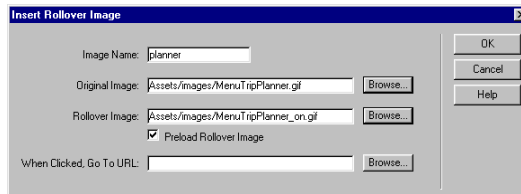
You’ll use the Insert Rollover Image command to create three rollover images for the navigation buttons—Trip Planner, Destinations, and Travel Logs.

A rollover image consists of two images: the image displayed when the page first loads in the browser, and the image displayed when the pointer moves over the original image. Be sure to use images that are the same size. The first image dictates the size of the display, so if the second image is much smaller or much larger, the results will look distorted or unprofessional.

Next, you’ll add a navigation button with a rollover image to your page. Then you’ll add the other navigation buttons and preview the page in a browser to test the rollovers.

- 1** In the Document window, click in the first cell of the navigation button table.  
This tells Dreamweaver where you want the image inserted.
- 2** To insert a rollover image, do one of the following:
  - In the Common category of the Objects panel, click the Insert Rollover Image icon.
  - Choose Insert > Interactive Image > Rollover Image.
- 3** In the Insert Rollover Image dialog box, type **planner** in the Image Name field.  
This gives the image a unique name, and makes it easily identifiable in the HTML code.
- 4** In the Original Image field, click Browse; then navigate to MenuTripPlanner.gif and click Select (Windows) or Open (Macintosh).  
This tells Dreamweaver which image to display when the page first loads.
- 5** In the Rollover Image field, click Browse; then navigate to MenuTripPlanner\_on.gif and click Select (Windows) or Open (Macintosh).  
This tells Dreamweaver which image to display when the pointer is over the original image.

- 6 Make sure the Preload Rollover Image option is selected so the rollover images load when the page loads in the browser, ensuring a quick transition between images when a user moves the pointer over the original image.



- 7 Click OK to close the dialog box.  
The image appears in the document.
- 8 Resize the layout cell to fit the image.

## Create the other rollover images

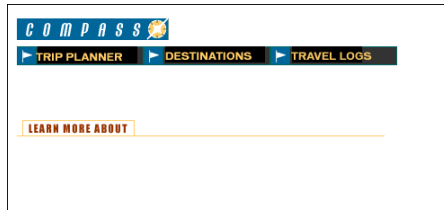
Now you'll add rollover images for the other navigation buttons.

- 1 In the Document window, click in the second navigation button cell; then in the Common category of the Objects panel, click the Insert Rollover Image icon.
- 2 In the Insert Rollover Image dialog box, type **destinations** in the Image Name field to provide the image a unique name.
- 3 In the Original Image field, click Browse, then navigate to and select MenuDestinations.gif.
- 4 In the Rollover Image field, click Browse, then navigate to and select MenuDestinations\_on.gif.
- 5 Make sure the Preload Rollover Image option is selected, then click OK to close the dialog box.
- 6 In the Document window, click in the third navigation button cell; then in the Objects panel's Common category, click the Insert Rollover Image icon.
- 7 In the Insert Rollover Image dialog box, type **travellog** in the Image Name field to provide the image a unique name.
- 8 In the Original Image field, click Browse then navigate to and select MenuTravelLogs.gif.
- 9 In the Rollover Image field, click Browse then navigate to and select MenuTravelLogs\_on.gif.
- 10 Make sure the Preload Rollover Image option is selected, then click OK to close the dialog box.
- 11 Resize the two layout cells to fit the image.

## Preview your document

You cannot view rollover behavior in the Dreamweaver Document window; rollover images work only in a browser. However, you can preview the document in Dreamweaver to see its browser-related functions. You do not have to save the document before you preview it.

- 1 Press F12 to see your document in a Web browser.



Move the mouse pointer over the rollover images you created to see them change.

- 2 When you finish previewing the file, close the browser window.
- 3 Return to the Dreamweaver Document window and choose File > Save to save the changes you made to the home page.

## Insert text

Now you'll add text in the cells of the bottom layout table.

In Dreamweaver, you can type content directly into a layout cell, or you can cut and paste content from another document into a layout cell. In this tutorial, you'll add text to the layout cell by copying and pasting content from an existing text file to a layout cell.

- 1 Choose File > Open; then, in the Compass\_Site folder, open DW4\_HomeText.txt.  
The DW4\_HomeText.txt document opens in a new Dreamweaver Document window.
- 2 In DW4\_HomeText.txt select the first two lines of text, "Fly Fishing" through "ravioli."
- 3 Choose Edit > Copy to copy the text.
- 4 In the my\_CompassHome document, click in the first layout cell in the text-description layout table.
- 5 Choose Edit > Paste to paste the text into the layout cell.
- 6 In DW4\_HomeText.txt select the next two lines of text, "Level 5 Rapids" through "Siberia."
- 7 Choose Edit > Copy to copy the text.
- 8 In the my\_CompassHome document, click in the second cell in the text description layout table.
- 9 Choose Edit > Paste to paste the text into the layout cell.
- 10 In DW4\_HomeText.txt select the last two lines of text, "Puget Sound Kayaking" through "Puget Sound."
- 11 Copy the text, then paste it in the third cell in the layout table.
- 12 Close DW4\_HomeText.txt, then click in the my\_CompassHome.html to make it the active document.

## Format text

You can format text in the Document window by setting properties in the Property inspector. First, select the text you want to format, then apply the changes. You'll change the font type and size of the text.

- 1 If the Property inspector isn't open, choose Window > Properties.
- 2 In the first text description layout cell, select all the text from the word "Fly," through the last word "ravioli."



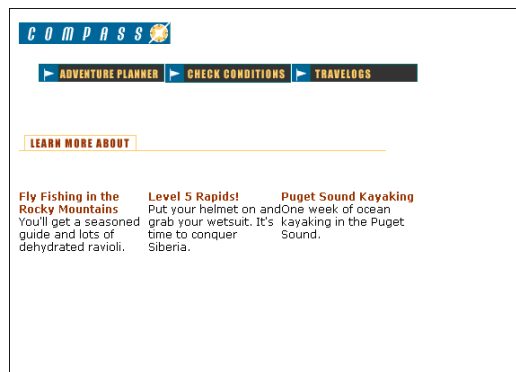
- 3 In the Property inspector's second Format pop-up menu, which currently reads Default Font, select Verdana, Arial, Helvetica, sans-serif.
- 4 In the Size pop-up menu, select 2.  
The text in your document automatically updates to reflect the changes.
- 5 Repeat the above steps to select and format the text in the other two text-description layout cells.

## Apply color and style

Now you'll apply additional formatting changes to the text; you'll apply color and style to create heading text.

- 1 In the first text description layout cell, select the heading text from the word "Fly," through the word "Mountains."
- 2 In the Property inspector, click the color picker; then move the eyedropper to the Learn More About image in the document window and select the brown color of the text in the image.
- 3 Still in the Property inspector, click the *B* icon to apply bold style to the text.
- 4 Repeat the above steps to apply color and style to the heading text in the other text description layout cells.
- 5 Press F12 to preview your page in a browser.

Your page should look similar to the page below.



Notice the text. There is little separation between text in one layout cell and the next. You'll fix that in the upcoming tutorial steps.

- 6 Close the browser window, then click in the Document window to make it active.

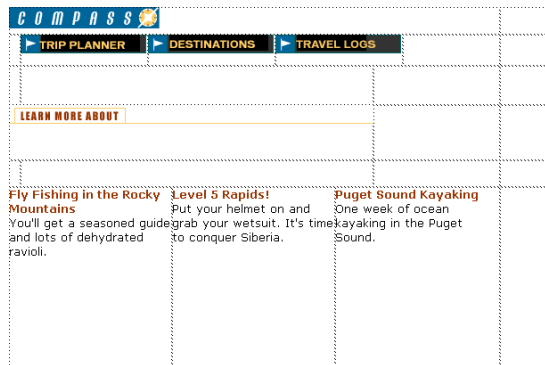
## Work in Standard view

Layout view is helpful for laying out Web pages. Though you can adjust most of your design elements in Layout view, certain changes must be completed in Standard view. When you switch to Standard view, you'll see how Dreamweaver uses tables to create your page structure. The Layout tables in Layout view are <table> tags in Standard view.

Now you'll learn how to work with tables to continue fine-tuning your design. First, you'll switch to the Dreamweaver Standard view.

- In the Objects panel, click the Standard View icon.

Your page should look similar to the screen below.



### Set cell properties

Cell height determines the height of the space within a cell row. Notice the space around the Compass logo. You want to remove the extra space between the logo and navigation buttons.

- 1 Click anywhere in the blank area of the cell containing the Compass logo image (but not the image itself).
- 2 In the cell Property inspector, in the H field (height), that currently contains a value, delete the value.
- 3 Still in the Property inspector, click the Bg color box icon located in the bottom area of the Property inspector; then use the eyedropper to select black.

The background color is applied to the cell.

- 4 Click anywhere in the Document window to see the change.

## Selecting a table

Next you'll adjust the space in the navigation button table. The easiest way to select a table in Standard view is by using the tag selector, which displays HTML tags of elements in the document.

You'll use the tag selector to select the table containing the navigation buttons.

- 1 Click in the cell that contains the Trip Planner image.

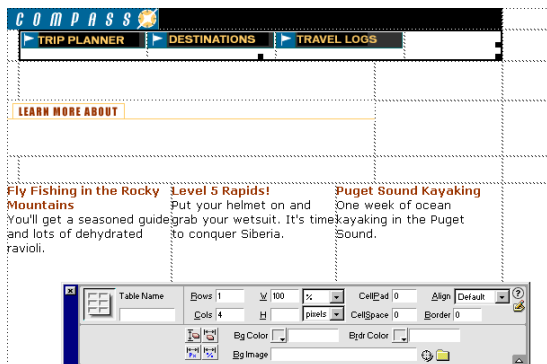
Notice the tag selector at the bottom left of the Document window.



**Note:** The tags in your tag selector may vary based on the number of tables you created while in Layout view.

- 2 In the tag selector, click the rightmost <table> tag.

In the Document window a border appears around the navigation button table, and the Property inspector now reflects properties for a table.



## Set table properties

Now you'll use the table Property inspector to clear the extra space in the navigation buttons table and to add a background color in the table.

- 1 In the Property inspector, click the Clear Row Heights icon. It's the top left button in the lower half of the Property inspector.

The extra space is removed from the table.

- 2 Still in the Property inspector, click the Bg Color color box icon, then use the eyedropper to select the color black.

The black background color is applied to the navigation buttons table.

## Add cell padding

Next, you'll make changes to the cells that contain text. As you can see, the text is too close the edges of the cells. You'll add padding to the cells to leave room between the text and cells.

- 1 Click in the first cell in the text description table.
- 2 In the tag selector, click the rightmost <table> tag to select the table.
- 3 In the Property inspector's CellPad field, type 10 to add 10 pixels of space between the text and the table cells.
- 4 Click anywhere in the Document window to see the changes.
- 5 Save your document.

## View the site files

To see a high-level representation of the structure of a local site, you use the Dreamweaver Site Map view. You can also use the site map to add new files to the site; to add, remove, and change links; and to create a graphic file of the site that you can export to and print from an image-editing application.

The site map always displays the home page for a site at the top of the map; below the home page you can see which files the home page links to.

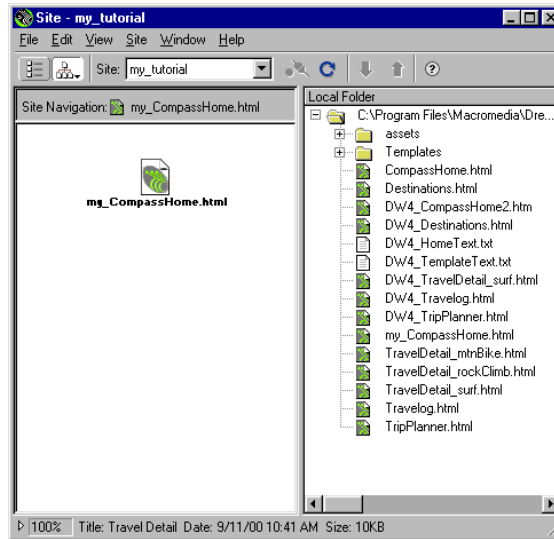
There are a number of ways to define a site's home page. The easiest way to set a home page is by using the context menu within the Site window.

- 1 Click the title bar of the Site window to make it active. (If the Site window is not visible, choose Window > Site Files.)
- 2 In the Site window's Local Folder list, right-click (Windows) or Control-click (Macintosh) the my\_CompassHome.html document; then in the context menu, choose Set as Home Page.
- 3 Click the Site Map icon in the top left area of the Site window; then in the Site Map pop-up menu, select Map and Files.



Site Map icon

The Site window now appears with two views of your local site: on the left is a site map, which graphically represents the current structure of the Compass site (with my\_CompassHome.html as the home page), and on the right is a list of the local folder's contents.



The my\_CompassHome.html page currently has no links. You'll add links to this page in the next section of this tutorial.

Leave the Site window open for now, so you can see how the site map updates as you add links to the home page.

## Link your documents

Images in the top area of the Compass home page guide visitors to specific pages in the site. Now you'll add links for the navigation buttons.

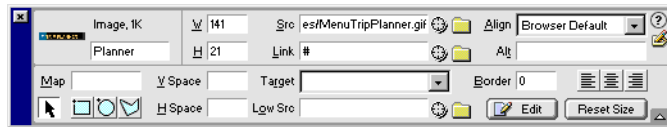
You'll see that there are a number of ways to create links using Dreamweaver. First, you'll add a link from the Trip Planner image to the TripPlanner.html page using the Property inspector.

- 1 In the Site window, double-click the icon for the my\_CompassHome.html file in either pane.

The my\_CompassHome.html file becomes the active window.

- 2 In the Document window, click the Trip Planner image once to select it.
- 3 Choose Window > Properties to open the Property inspector if it isn't already open.

The Property inspector displays information about the selected image.



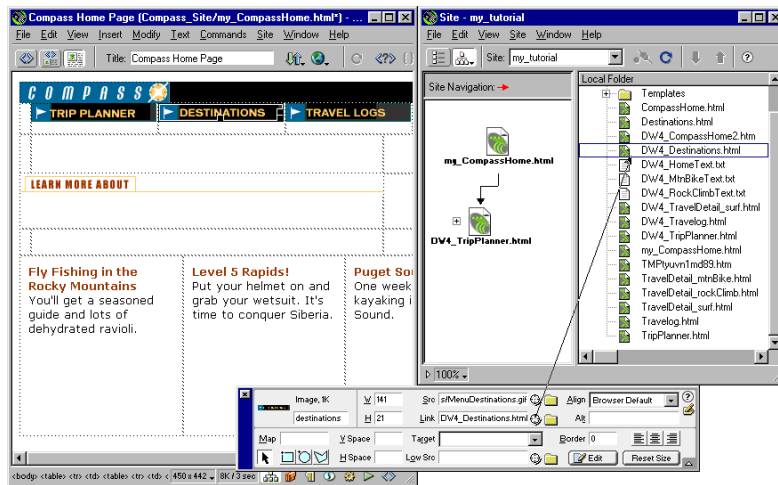
**Note:** The Link field contains a number sign (#), often referred to as a null or “dummy” link, created when you inserted the rollover image. Don't remove this character. It will soon be replaced with the file name of the document you link to.

- 4 In the Property inspector, click the folder icon to the right of the Link field.
- 5 In the Select File dialog box, browse to the Compass\_Site folder and then to DW4\_TripPlanner.html; click Select (Windows) or Open (Macintosh) to select the file to open when the Trip Planner button is clicked.

The file name appears in the Link field of the Property inspector. Now you'll add a link to the Destinations image using the Property inspector and the Site window.

- 6 Click the title bar of the Site window to make it active, or choose Window > Site Files. Resize your Document window, if necessary, so that you can position the left side of the Document window and the Site window side by side.
- 7 In the Document window, click the Destinations image to select it.

- 8 In the Property inspector, click the Drag to File icon (located to the right of the Link field), then drag the pointer to the Site window; in the Local Folder List, point to the file DW4\_Destinations.html.



The file name appears in the Link field in the Property inspector for the products image.

- 9 Click the Site Map icon in the Site window. The site map updates to reflect the link you added.



A plus (+) sign next to any file in the site map indicates that the file contains links to other documents. Click the plus sign to expand the site map to display the associated files; click the minus (-) sign to collapse the site map.

Next, you'll add a link for the Travelogs image.

- 10 In the Document window, click the Travelogs image to select it.
- 11 In the Property inspector, drag the Point-to-File icon to the Site window, and point to the file DW4\_Travelog.html.
- 12 Choose File > Save to save the changes you've made to the home page.

## Test your page

You can't test your links in Dreamweaver, you must check your links in a browser to make sure the pages operate as you expect.

1 Press F12 to preview the page in a browser.

Click the navigation buttons to check your links. Click your browser's back button to return to your home page.

2 When you're finished testing your page, choose File > Close to close the page.

## Use the Assets panel

The Assets panel lets you view your site assets such as images, HTML colors, links, Flash movies, other types of movies, scripts, templates, and library items. You can view all your site assets in one place and then easily add content to your page directly from the panel.

Now you'll learn how to use the Assets panel to add assets to a page.

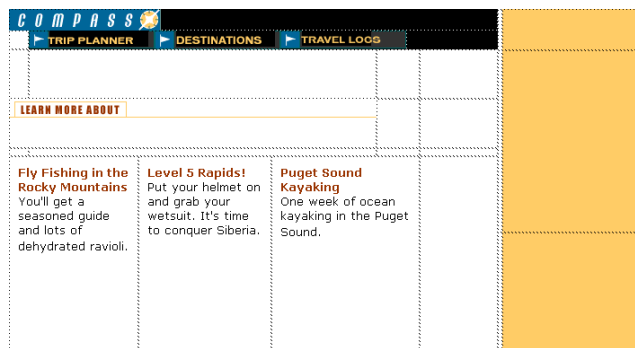
## Select a new document

So you don't need to create additional tables in your home page, this tutorial includes an HTML file that is similar to the home page you created; it includes a new table cell on the right side of the document.

To start this part of the tutorial do one of the following:

- If you're continuing the tutorial from the previous section, choose File > Open then select DW4\_CompassHome2.html.
- If you're starting the tutorial in this section, choose Site > Open Site, then in the Sites list select Tutorial - Dreamweaver to open a defined site. In the Document window's main menu choose File > Open; in the dialog box that appears, select DW4\_CompassHome2.html.

The DW4\_CompassHome2.html file opens.





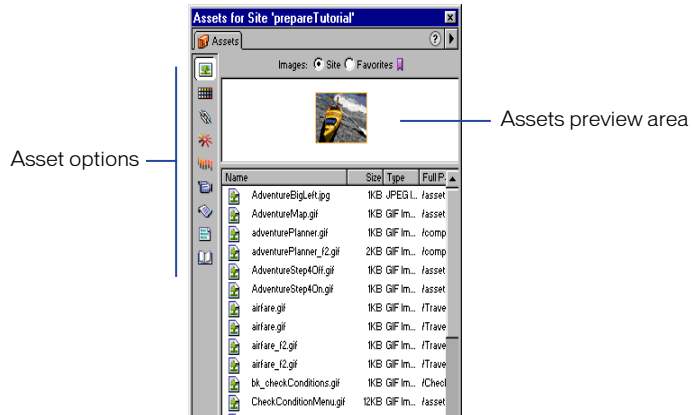
## View site assets

Begin by opening the Assets panel.

1 Open the Assets panel by doing one of the following:

- Choose Window > Assets.
- Click the Show Asset icon in the Launcher Bar.

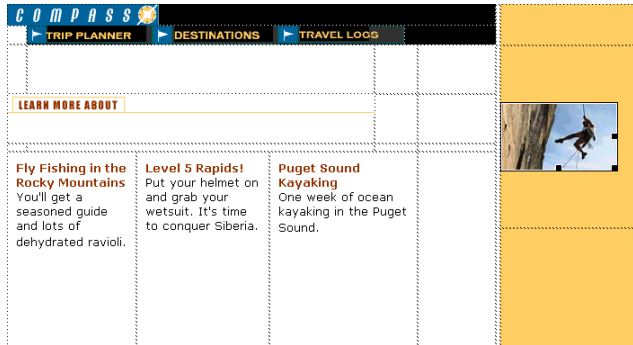
The Assets panel appears.



## Insert an image

You'll start by using the Assets panel to insert two images in the page—a rock climber image and a text image.

- 1 In the Assets panel, click the Images icon and make sure the Site radio button located at the top of the Assets panel is selected so you can view all of the images in the Compass site.
- 2 In the Names list, select the image icon for climber.jpg then drag it to the middle table cell in the right side of the page.



- 3 Press the right arrow key (this deselects the climber image and places the insertion point after the image), then press Shift+Enter (Windows) or Shift+Return (Macintosh) to insert a line break.
- 4 In the Name list, select featureText.gif then drag it to the line break you just created placing the featureText image under the climber image.

## Insert a Flash movie

Now you'll add a different type of asset. You'll drag a Flash movie into the cell below the navigation buttons.

- 1 Click the Flash icon in the Assets panel to view all the Flash files in the Compass site.
- 2 In the Names list, click welcome.swf to select the Flash movie you're inserting in the document.

In the Assets panel's preview area you see a placeholder for the Flash movie.

- 3 Click the Play button in the Assets panel's preview area to view the Flash movie.



- 4 In the Names list, drag the Welcome.swf to the cell below the Trip Planner navigation button.

A Flash movie placeholder appears in the selected cell.

### Apply a color using the Assets panel

Colors you apply to HTML elements, such as to text or as a background color, are automatically added to the color category of the Assets panel. You can select a color from the Assets panel and apply it to text in the same page or to other pages in your site.

- 1 Place the insertion point after the rock climber image, then press Enter (Windows) or Return (Macintosh) to add a new paragraph, then type **Yosemite**.
- 2 Double-click Yosemite to select the text.
- 3 In the Assets panel, click the Colors icon to view HTML colors in the Compass site.
- 4 In the Value list, select the color icon for #993300 then drag it to the selected text to apply the color.

### Create a favorite assets list

Use the Assets panel to manage your assets. You can create your own group of favorites assets in the Assets panel. Next, you'll add the Compass logo and navigation button image to your site Favorites list.

- 1 In the Assets panel, select the Images icon.
- 2 In the Name list, click compass\_logo.gif to select it, then do one of the following:
  - Right-click (Windows) or Control-click (Macintosh) to use the context menu, then select Add to Favorites.
  - Click the Add to Favorites icon located in the lower right of the Assets panel.You are alerted that the selected asset was added to your site's Favorites list.
- 3 Click OK.

## Add multiple images to favorites

Now, you'll add the navigation button images to the favorites list. You can select multiple images in the Assets panel, then add them to your favorites at one time.

- 1 In the Assets panel's Images list click the first navigation button image (MenuDestinations.gif).
- 2 Select the other navigation buttons by doing one of the following:
  - Press Shift (Windows) and in the Images list click MenuTripPlanner\_on.gif (the last navigation button in the list) to select all of the navigation button images.
  - Press Shift (Macintosh) and hold it while you select each of the navigation button images.
- 3 Click the Add to Favorites icon.
- 4 Click OK to the alert message.

## View favorite assets

You can view the assets you've added to your Favorites list, and use this view for inserting assets in your document.

To view images you've added to the Favorites list, click the Favorites radio button at the top of the Assets panel.

## Insert Flash objects

Flash objects are small graphic SWF (Shockwave) files you can create while working in Dreamweaver. You can create Flash Text and Flash Button objects. Using Flash Text allows you to design Web pages that use nonstandard fonts without worrying about which fonts visitors to your site have available on their computers. Flash buttons are created from Flash templates that ship with Dreamweaver. You can easily customize a template button and add it to your Web pages.

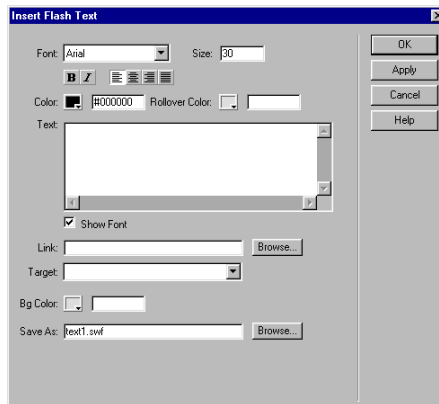
## Create a Flash Text object

Now you'll create a Flash Text object to use as a title in your home page.

- 1 In the Document window, place the insertion point above the image of the rock climber.
- 2 In the Object panel, click the Insert Flash Text icon.



The Insert Flash Text dialog box appears.



- 3 In the Insert Flash Text dialog box, set the following options:
  - For Font, select Verdana or choose one of your favorite fonts.
  - For Size, type 18.
  - For Color, click the color box, then use the eyedropper to select brownish color of the heading text in the document.
  - For Rollover Color, click the color box; then move the eyedropper to the Document window and select the gold color in the table's background.
  - In the Text field, type **Featured Destination**.
  - In the Save As field, type **myText.swf**.
- 4 Click OK to close the Insert Flash Text dialog box.

## View the Flash Text object in the document

The Flash Text object appears in the document. You must play the Flash object to see the text with its rollover effect.

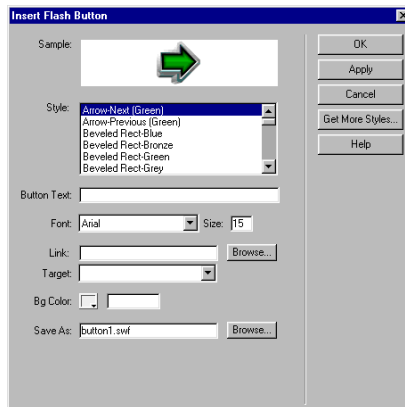
- 1 If it isn't already expanded, in the Property inspector click the expander arrow to see all.
- 2 In the Flash Text Property inspector, click Play.
- 3 In the Document window, roll the pointer over the Flash Text object.
- 4 To stop playing the object, click Stop in the Property inspector.

## Create a Flash button object

Now you'll see how easy it is to add a Flash button to a document. You'll create a Flash button, and add it below the climber image.

- 1 In the Document window, place the insertion point where you want the object to appear, below the image of the rock climber, then in the Objects panel, click the Insert Flash Button icon.

The Insert Flash Button dialog box appears.



**2** In the Insert Flash Button dialog box, set the following options:

- In the Style list, select Beveled Rect-Bronze.
- For Button Text, type **More Details**.
- For Font, select Verdana, or choose one of your favorite fonts.
- For Size, type 11.
- Click Apply to see the Flash button in the document.
- In Save As, type **myButton.swf**

**3** Click OK to close the dialog box.

The Flash Button object appears in the document.

## View the Flash button in the document

The Flash button you inserted has a rollover effect, now you'll play the button to see how it looks.

**1** In the Flash button Property inspector, click Play to play the button in the document.

**2** In the Document window, roll the pointer over the object to see the Flash button's rollover effect.

**3** To stop playing the object, click Stop in the Property inspector.

## Create a template

You can use templates to create documents that have a common structure and appearance. Templates are useful when you want to make sure that all of the pages in a site share certain characteristics.

Once you apply a single template to a group of pages, you can change information on the group of pages by editing the template and then reapplying it to those pages. While elements unique to each page (such as text describing an item for sale) remain unchanged, common template elements (such as navigation bars) are updated on all of the pages that use the template.

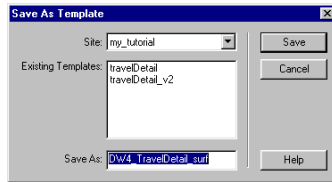
The Compass trip destination page links to several travel detail pages that describe places site viewers may be interested in traveling to. You'll use the design of an existing travel detail page to create a template. Using a template ensures that your travel information pages will have an identical layout and format.

## Create a template from an existing page

In this section, you'll create a template from an existing travel page and then use the template to create a new travel page.

- 1 In the Site window's Local Folder list, double-click the icon for DW4\_TravelDetail\_surf.html to open the file.
- 2 Choose File > Save as Template.

The Save As Template dialog box appears.



The existing templates, travelDetail and travelDetail\_v2, were created for and applied to the completed Compass site travel pages. You'll create your own version of this template.

- 3 In the Save As field, change the template name: type myTravelDetail and click Save.

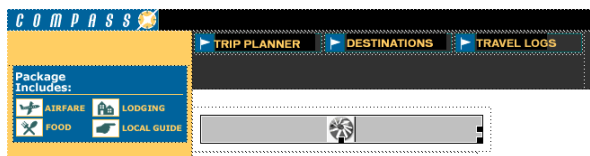
In the Document window a new document replaces the DW4\_TravelDetail document. In the document title bar, notice the document contains a Template identifier <<Template>>, and a Dreamweaver template file extension (.dwt).

## Modify the template

At this point, the new template is the same as the page from which you saved the template. A template contains both locked and editable regions. Locked regions can be edited only inside the template itself. Editable regions are placeholders for content that is unique to each page the template is applied to. In your template, the logo and navigation buttons aren't editable; the destination's title, related banner ad, and destination description are editable.

Your first step is to create editable regions in the template.

- 1 In the myTravelDetail.dwt template in the Document window, click the topmost Flash placeholder to select it; this movie displays the destination's title.

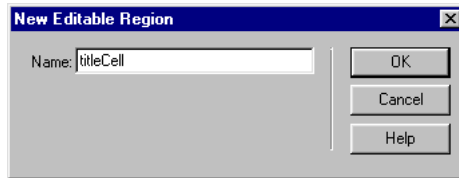




- 2 Choose **Modify > Templates > New Editable Region**.

The New Editable Region dialog box appears.

- 3 In the Name field, type **titleCell** as the name for this region of the template.



- 4 Click **OK**.

A template region is created. Notice the tab that contains the template region's name. The placeholder is also surrounded by a light-blue line that identifies the boundaries of the editable area.

- 5 In the Document window, select the Flash banner placeholder, then choose **Modify > Templates > New Editable Region** to make this an editable region in the template.

- 6 In the Name field in the New Editable Region dialog box, type **adCell** and then click **OK**.

The template area identifiers appear in the document.

- 7 In the Document window, select all of the text in the first cell below the banner ad, and then choose **Modify > Templates > New Editable Region** to make this an editable area of the template.

- 8 In the Name field in the New Editable Region dialog box, type **textCell1** and click **OK**.

- 9 In the Document window, select all of the text in the second cell below the banner ad, and then choose **Modify > Templates > New Editable Region** to make this an editable section of the template.

- 10 In the Name field in the New Editable Region dialog box, type **textCell2** and click **OK**.

- 11 Choose **File > Save** to save the template file.

## Apply the template to a new page

Now that you've set the editable regions in your template, you'll use the template to create a travel detail page for a trip to New Zealand.

- 1 Choose File > New from Template to open a new document.
- 2 In the Templates list in the Select Template dialog box, select myTravelDetail, then click Select to select the template you want to apply to the new page.

The template is applied to the new document.



This page contains the same regions and content as the template you created.

**Note:** If you move the mouse pointer to a noneditable region of this template, such as the logo or navigation button areas, the mouse pointer changes to indicate that you can't access the locked region.

- 3 Save your document, and name the file myTravelDetail\_mtnBike.html.

## Editing a template-based page

Now you'll update the myTravelDetail\_mtnBike.html document, updating the editable regions with assets and text that refer to travel details about mountain biking in New Zealand.

- 1 In the Document window, click the Flash placeholder in the titleCell region to select the object you want to replace.
- 2 In the Property inspector's File field, click the folder icon; then in the dialog box that appears, navigate to Assets/swfs and select text\_mtnBike.swf.
- 3 In the adCell region, click the Flash placeholder to select the object you want to replace.
- 4 In the Property inspector's File field, click the folder icon; then in the dialog box that appears, navigate to Assets/swfs then select bikeAd.swf.
- 5 Choose File > Open, then navigate to DW4\_MtnBikeText.txt to open a document that contains the text for this destination.
- 6 In DW4\_MtnBikeText.txt, copy the paragraph of text under Cell 1; in the myTravelDetail\_mtnBike document replace the current text in the textCell1 region by selecting it, then pasting the copied text.
- 7 In DW4\_MtnBikeText.txt, copy the paragraph of text under Cell 2; in the myTravelDetail\_mtnBike document replace the current text in the textCell2 region by selecting that text then pasting the copied text.  
The travel details information is updated.
- 8 Close DW4\_MtnBikeText.txt.
- 9 In the Title field of the toolbar, type **New Zealand biking**.
- 10 Save your document.

## Check your site

Before posting your pages to a remote server you should always check your files. So far you've learned how to test your pages by previewing them in a browser, now you'll learn about other Dreamweaver tools available for creating a follow-up for a file and for testing your pages.

First, you'll learn how to add a Design Note to a file, and then you'll see how to run a report on files in your site.

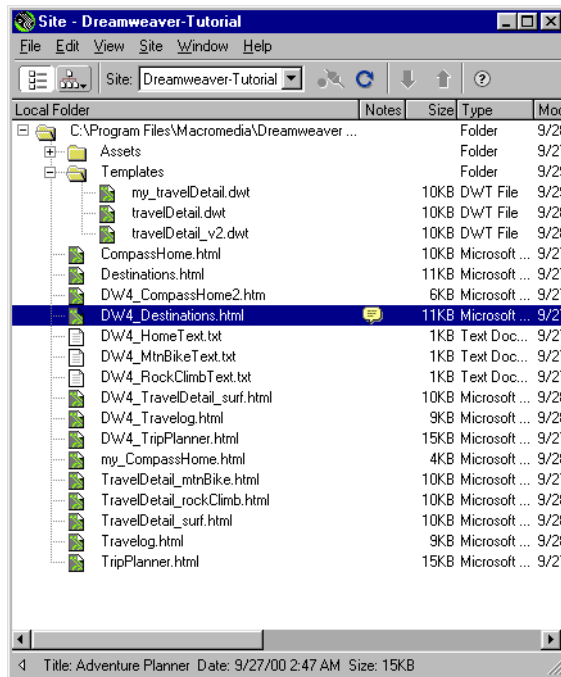
### Create a Design Note

Design Notes are a great way to manage your site by inserting comments in your document's Site window. Use Design Notes to schedule production work, place follow-ups on files, or to communicate file or site details with team members. Next you'll create a Design Note to follow-up on making a change to one of your site pages.

- 1 In the Dreamweaver Site Window (Site > Site Files), in the Local Folder pane select DW4\_Destinations.html.
- 2 In the main menu choose File > Design Notes.  
The Design Notes dialog box appears.
- 3 In the Basic Info tab, in the Status pop-up menu select Needs Attention.
- 4 Click the calendar icon to add the date in the Notes field.
- 5 Click in the Notes field, then type **Need to create Devil's Tower page and add links to documents.**
- 6 Select the Show When File Is Opened option so the Design Note automatically opens when this page is opened.

7 Click OK to close the dialog box.

A Design Note icon appears in the Notes column in the Local Folder pane.



8 In the Site Window, select DW4\_Destinations.html and open it.

The document and its associated Design Note opens; you can easily see what actions are required for this file.

## Sitewide reports

You can run site reports to check HTML file conditions and to manage workflow. Run reports at the document, folder, or site level. You'll run a report to see if you have any untitled documents in your site.

- 1 Choose Site > Reports.

The Reports dialog box appears.

- 2 In the Reports dialog in the Report On pop-up menu, select Entire Local Site; then under HTML Reports, select Untitled Document.

- 3 Click Run to run a report.

A Results dialog box appears listing any documents without a page title.

- 4 In the File list click the file to select it.

The Detailed Description field updates with detailed warning information.

- 5 Click Open File to open the file and correct the problem.

The file opens.

- 6 In the Title field of the toolbar, type **Featured Destinations**.

- 7 Save and close the file when you're done.

- 8 Close the Results dialog box.

## The next steps

Congratulations, you've completed the Dreamweaver tutorial. You know how to design pages, add content, and test your pages. If you want, you can continue creating pages and links for the Compass site. You know how to do everything required to complete the pages (or you can use the completed pages as a reference). After you've updated the pages, preview your pages to test the rollovers and links to make sure they work.

If you want to learn more about using Dreamweaver, try the Dreamweaver lessons; in the Dreamweaver main menu choose Help> Lessons then select one of the lessons.

If you have a copy of both Dreamweaver and Fireworks, and want to learn how to work with these tools together, see the Dreamweaver and Fireworks tutorials.

If you're interested in learning more about using HTML code, JavaScript code, or cascading style sheets, check out the Reference materials that ship with Dreamweaver. Choose Windows > Reference.

## CHAPTER 2

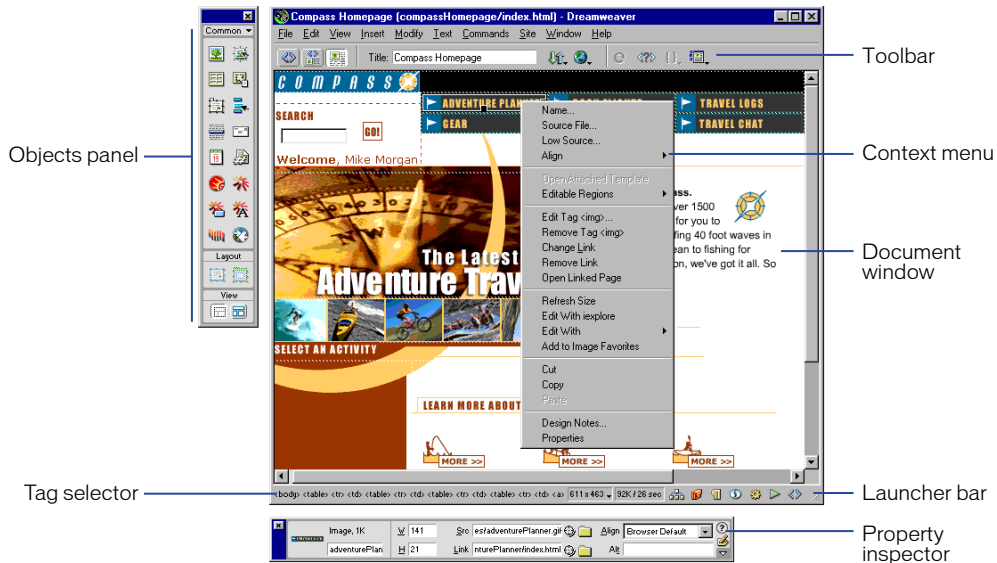
### Dreamweaver Basics

---

Getting started in Macromedia Dreamweaver is as easy as opening an existing HTML document or creating a new one. However, to get the most out of your Dreamweaver experience, you should understand the basic concepts behind the Dreamweaver work area and how to choose options, use inspectors and panels, and set preferences that fit your work style best.

## About the Dreamweaver work area

The Dreamweaver work area accommodates different styles of working and levels of expertise. Here are some of the most commonly used components:



- The Document window displays the current document as you create and edit it.
- The Launcher bar at the bottom right of the Document window contains buttons for opening and closing your most frequently used inspectors and panels. The icons on the Launcher bar also appear on the Launcher, a floating panel that you can choose from the Window menu. You can specify which icons appear in the Launcher bar and Launcher by setting Panels preferences.
- The toolbar contains buttons and pop-up menus that let you view the Document window in different ways, set view options, and access some common operations, for example, previewing in a browser.
- Context menus let you quickly access useful commands pertaining to the current selection or area. To display a context menu, right-click (Windows) or Control-click (Macintosh) an item in a window.
- The Objects panel contains buttons for creating and inserting various types of objects, such as images, tables, layers, and frames. You can also switch between Standard and Layout view and access the Layout view drawing tools.
- The Property inspector displays properties for the selected object or text, and lets you modify those properties. (Which properties appear in the inspector depend on the object or text selected.)



- Dreamweaver provides many other inspectors, panels, and windows not shown here, such as the History panel and the Code inspector. Many of these items can be “docked”—that is, you can combine windows, inspectors, and panels into tabbed windows.

To open Dreamweaver windows, inspectors, and panels, use the Window menu. A check mark next to an item in the Window menu indicates that the named item is currently open (though it may be hidden behind other windows). To display an item that isn't currently open, choose the item name from the menu.

If a panel or inspector is checked but does not appear, choose Window > Arrange Panels.

## About the different views in Dreamweaver

Dreamweaver allows you to work in your document in several ways—using Design view, using Code view, or using a combined view that displays both the design and code of the document. You can change the view in which you're working by selecting a view in the Dreamweaver toolbar. For more information, see “Using the toolbar” on page 78.

### Working with the Code view

As you create and work with documents, Dreamweaver automatically generates their underlying HTML source code. To examine or edit this code, use one of the Dreamweaver code editors: the Code view in the Document window or the Code inspector. For more detailed information, see “Using the Code view (or Code inspector)” on page 330.

### Working with the Design view

The Dreamweaver Design view displays a visual representation of your document, rather than the underlying code. When you work in the Design view, there are two views in which you can design—Layout view and Standard view. You select these views in the Objects panel under View.

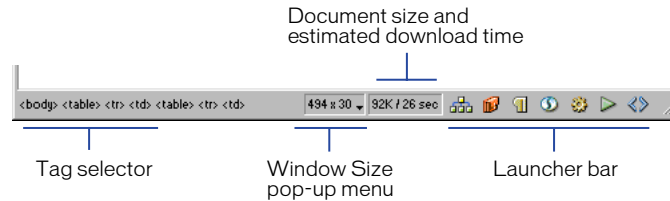
In Layout view you can design a page layout and insert graphics, text, and other media. For more information, see “Designing Page Layout” on page 167.

Work in Standard view to insert layers, create frame documents, create tables, or to use other features that aren't available in Layout view. To work in Standard view, click the Standard View icon in the Objects panel.

## About the Document window

In Design view, the Document window displays the current document approximately as it appears in a Web browser. The title bar of the Document window displays the page title and, in parentheses, the name of the root folder, the file name, and an asterisk if the file contains unsaved changes.

The status bar, found at the bottom of the Document window, provides additional information about the document you are creating.



The tag selector displays the HTML parent tags that control selected text or objects. Click one of these tags to highlight its contents in the Document window. Click `<body>` to select the whole body of the document.

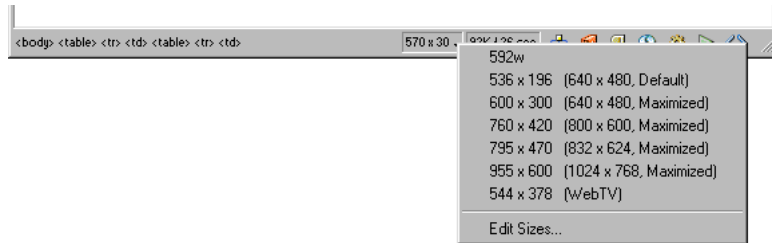
The Window Size pop-up menu lets you resize the Document window to predetermined or custom dimensions. See “Resizing the Document window” on page 75.

To the right of the Window Size pop-up menu, you’ll see the estimated document size and download time of the page, including all dependent files such as images and other media files. See “Checking download time and size” on page 509.

The Launcher bar appears along the bottom of the Document window. By default, the Launcher bar buttons open the Site window, the Assets panel, the HTML Styles panel, the CSS Styles panel, the Behaviors panel, the History panel, and the Code inspector. To specify which buttons appear in the Launcher bar (and the floating Launcher), see “Customizing the Launcher bar” on page 77.

## Resizing the Document window

The Document window status bar displays the window's current dimensions (in pixels). If you click this window size, Dreamweaver displays the Window Size pop-up menu, which lets you set the window size to fit any of several common monitor sizes. To design a page that looks its best at a specific size, you can adjust the Document window to any of the predetermined sizes, edit those predetermined sizes, or create new sizes.



**Note:** The window size given reflects the inside dimensions of the browser window, without borders; the monitor size is listed in parentheses. For example, you would use the size “536 x 196 (640 x 480, Default)” if your visitors are likely to be using Microsoft Internet Explorer or Netscape Navigator in their default configurations on a 640 x 480 monitor.

### To resize the Document window to a predetermined size:

Choose one of the sizes from the pop-up menu at the bottom of the Document window.

### To change the values listed in the Window Size pop-up menu:

- 1 Choose Edit Sizes from the Window Size pop-up menu.
- 2 Click any of the width or height values in the Window Sizes list and type a new value.

To make the Document window adjust only to a specific width (leaving the height unchanged), select a height value and delete it.

- 3 Click the Description field to enter descriptive text about a specific size.
- 4 Click OK to save the change and return to the Document window.

To add a new size to the **Window Size** pop-up menu:

- 1 Choose Edit Sizes from the Window Size pop-up menu.
- 2 Click the blank space below the last value in the Width column.
- 3 Enter values for Width and Height. To set the Width or Height only, simply leave one field empty.
- 4 Click the Description field to enter descriptive text about the size you added.
- 5 Click OK to save the change and return to the Document window.

For example, you might type **SVGA** or **average PC** next to the entry for an 800 x 600 pixel monitor, and **17-in. Mac** next to the entry for an 832 x 624 pixel monitor. Note that most monitors can be adjusted to a variety of pixel dimensions.

## Minimizing and restoring windows and panels (PC users only)

You can minimize and restore all open Dreamweaver windows—Document windows, inspectors, and panels.

- To minimize all Dreamweaver windows, press Shift+F4, or select Window > Minimize All.
- To restore all Dreamweaver windows, press Alt+Shift+F4. If you have at least one window open, you can select Window > Restore All to restore any additional window.

## Setting Status Bar preferences

Use Status Bar preferences to set options for the status bar at the bottom of the Document window. To display these preferences, choose Edit > Preferences and select Status Bar.

**Window Sizes** lets you customize the window sizes that appear in the status bar's pop-up menu. See “Resizing the Document window” on page 75.

**Connection Speed** determines the connection speed (in kilobits per second) used to calculate the download size. The download size for the page is displayed in the status bar. The download size for images and other assets is displayed in the Property inspector when an image is selected.

**Show Launcher in Status Bar** displays the Launcher bar at the bottom of the Document window. The buttons in the Launcher bar launch windows, panels, and inspectors. The Launcher contains the same buttons (with text) and functions. For more information, see “Customizing the Launcher bar” on page 77.

## Using the Launcher bar

The Launcher bar contains buttons for opening and closing various panels, windows, and inspectors. You can also display the Launcher, a floating panel with identical buttons.



### To show or hide the Launcher:

Choose Window > Launcher.

If the Launcher bar does not appear at the bottom of the Doc window, turn on the Show Launcher in Status Bar option in Status Bar preferences.

### To switch the Launcher orientation from horizontal to vertical:

Click the orientation icon at the lower right.

For information on the items that the default Launcher buttons open, see “About the Site window” on page 108, “Managing and Inserting Assets” on page 221, “Using HTML styles to format text” on page 244, “Using the CSS Styles panel” on page 255, “Using the Behaviors panel” on page 436, “About automating tasks” on page 160, and “Using the Code view (or Code inspector)” on page 330.

## Customizing the Launcher bar

Use Panels preferences to specify which items appear in the Launcher bar and Launcher.

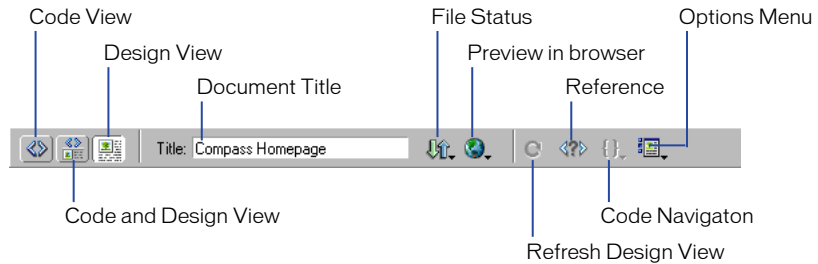
### To specify which buttons appear in the Launcher bar and Launcher:

- 1 Choose Edit > Preferences, then select Panels from the category list.  
The items selected to display in the Launcher and Launcher bar are listed in the Show in Launcher box.
- 2 To add an item to the Launcher and Launcher bar, click the Plus (+) button.
- 3 To remove an item from the Launcher and Launcher bar, highlight the item and click the Minus (-) button.
- 4 To change the order of the items in the Launcher or Launcher bar, select an item in the list and click an arrow button.  
For example, to move an item to the right in the Launcher, move the item down in the list.
- 5 Click OK.

The Launcher and Launcher bar change to show the items you specified.

## Using the toolbar

The Dreamweaver toolbar contains buttons that let you toggle between different views of your document quickly: Code, Design, and a third view that comprises both Code and Design view. The toolbar also contains some common commands related to your view selection and your document's status. The Options menu items (button located on the right) change depending on the view you select.



- To view or hide the toolbar, choose View > Toolbar.
- To display code only in the Document window, click the Show Code View button.
- To display a view containing both Code and Design views, click the Show Code and Design Views button.

When you select this view, the option Design View on Top becomes available in the View menu. Use this option to specify which view appears at the top of your Document window.

- To display the Design view only, click the Show Design View button.

You can also access these views through the View menu.

- To enter a title for your document, use the Title field.

If your document already has a title, it appears in this field.

- To display the File Status pop-up menu, click the File Status Menu button.
- To preview or debug your document in a browser, click the Preview/Debug in Browser button and choose one of the browsers listed in the pop-up menu.

To add or change the browsers listed in the menu, choose Edit Browser List.

- To refresh your Design view, click the Refresh Design View button.
- To access the Reference panel, click the Reference button.

The Reference panel contains reference information on HTML, CSS, and JavaScript code. For more information, see “Using the Dreamweaver Reference panel” on page 328.

- To navigate through your code, click the Code Navigation button. For more information, see “Debugging JavaScript Code” on page 473.
- To access the Options menu, click the Options Menu button.

The Options menu lists different options for each view. For more information on Code view options, see “Using the Code view (or Code inspector)” on page 330. For more information on Design view options, see “Designing Page Layout” on page 167.

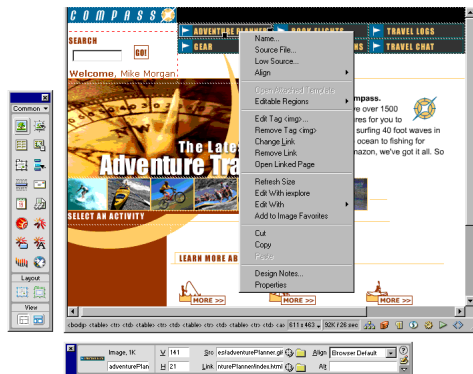
**Note:** When the Document window displays both views, you can access either view’s Options menu by clicking in the desired view, then clicking the Options menu.

## Using context menus

Dreamweaver makes extensive use of context menus, which let you quickly access the most useful commands and properties related to the object or window you’re working with. Context menus list only those commands that pertain to the current selection.

**To use a context menu:**

- 1 Right-click (Windows) or Control-click (Macintosh) the object or window.  
The context menu for the selected object or window appears.
- 2 Choose the command from the context menu and release the mouse button.



## Using the Objects panel

The Objects panel contains buttons for creating and inserting objects such as tables, layers, and images. To show or hide the Objects panel, choose Window > Objects.

### To insert an object:

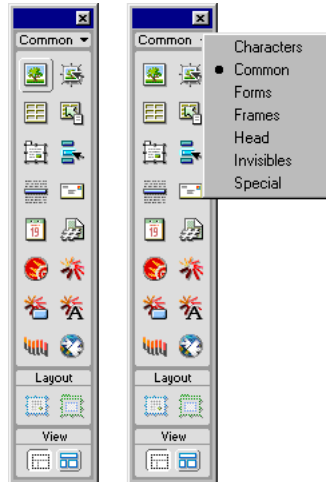
Click the corresponding Objects panel button or drag the button's icon into the Document window. Depending on the object, a corresponding object-insertion dialog box appears, prompting you to select or insert the file or object you want.

### To bypass this dialog box and insert an empty placeholder object:

Hold down the Control (Windows) or Option (Macintosh) key while inserting the object. (For example, to insert a placeholder for an image without specifying an image file, hold down Control or Option and click the Image button.)

**Note:** This does not bypass all dialog boxes. Certain objects such as navigation bars, layers, Flash buttons, frames, and so on, do not insert placeholders.

The Objects panel contains seven categories by default: Characters, Common, Forms, Frames, Head, Invisibles, and Special. It also contains buttons that change the view: Standard and Layout.





- The Characters category contains special characters such as the copyright symbol, curved quotation marks, and trademark symbols. Note that these symbols may not display correctly in browsers (Navigator and IE) older than versions 3.0.
- The Common category contains buttons for creating and inserting the most commonly used objects, such as images, tables, and layers.
- The Forms category contains buttons for creating forms and inserting form elements.
- The Frames category contains common frameset structures.
- The Head category contains buttons for adding various head elements, such as meta, keywords, and base tags.
- The Invisibles category contains buttons for creating objects that are not visible in the browser window, such as named anchors. Choose View > Visual Aids > Invisible Elements to display icons that mark the locations of these objects. Click invisible-element icons in the Document window to select the objects and change their properties. See “About invisible elements” on page 156.
- The Special category contains buttons for inserting special items such as Java applets, plugins, and ActiveX objects. For more information, see .
- The View section of the Objects panel lets you choose between Standard (default) or Layout view. If Layout view is selected, you can also select the Layout tools—Draw Layout Cell and Draw Layout Table. For more information, see “Designing Page Layout” on page 167.

To switch categories, use the pop-up menu at the top of the panel. You can modify any object in the panel or create your own objects; see “Modifying the Objects panel” on page 515 and “Creating a simple object” on page 516. For information on each panel’s options, see the related topics in Dreamweaver Help.

Some of the General preference settings affect the Objects panel. To modify these preferences, choose Edit > Preferences and then select General.

- When you insert objects such as images, tables, scripts, and head elements, a dialog box prompts you for additional information. You can suppress these dialog boxes by turning off the Show Dialog When Inserting Objects option or by holding down the Control key while creating the object. When you insert an object with this option off, the object is given default attribute values. Use the Property inspector to change object properties after inserting the object.
- The Objects panel preference lets you display the contents of the Objects panel as text only, icons only, or text and icons.

## Using the Property inspector

The Property inspector lets you examine and edit properties for the currently selected page element. (A page element is an object or text.) You can select page elements in either the Document window or the Code inspector.

To show or hide the Property inspector, choose Window > Properties.



Most changes you make to properties are immediately applied in the Document window. (For some properties, changes are not applied until you click outside the property-editing text fields, press Return, or press Tab to switch to another property.)

The contents of the Property inspector vary depending on the element selected. For information on specific properties, select an element in the Document window and then click the Help icon in the upper right corner of the Property inspector.

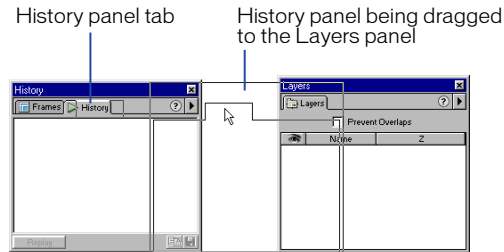
The Property inspector initially displays the most commonly used properties of the selected element. Click the expander arrow in the lower right corner of the Property inspector to see more of the element's properties. (In a few cases, certain obscure properties may not appear even in the expanded Property inspector; in these cases, use the Code inspector or Code view to code these properties by hand.)

## Using dockable floating panels

Most of the panels in Dreamweaver can be docked—that is, combined into a single floating panel with multiple tabs. This makes it easy to access the information you need without cluttering your workspace. (However, the Launcher, Property inspector, and Site window cannot be docked.) Also, panels and inspectors now “snap” automatically to each other, the sides of the screen, or the Document window. This makes it easier to move and arrange the different floating panels and windows in Dreamweaver.

**To combine two or more panels to create one tabbed panel:**

- 1 Drag the tab (not the title bar) of one floating panel over another floating panel. When a highlighted border appears around the target panel, release the mouse button.
- 2 Click any tab in the tabbed panel to bring the corresponding panel to the front.



Because the Objects panel does not have a tab, you can't dock it with another panel by dragging the Objects panel onto the other panel; however, you can drag the tab of another panel over the Objects panel to combine them. You can move tabbed panels back and forth between floating panels, rearranging them to suit your workflow, by using the process described above.

**To remove a panel from a tabbed panel:**

Drag its tab out of the window.

## Setting Panels preferences

Use Panels preferences to specify which panels and inspectors always appear in front of the Document and Site windows, and which ones are allowed to be obscured. You can also use Panels preferences to specify which panels and inspectors appear in the Launcher and Launcher bar.

**To specify where each panel appears in relation to the Document window:**

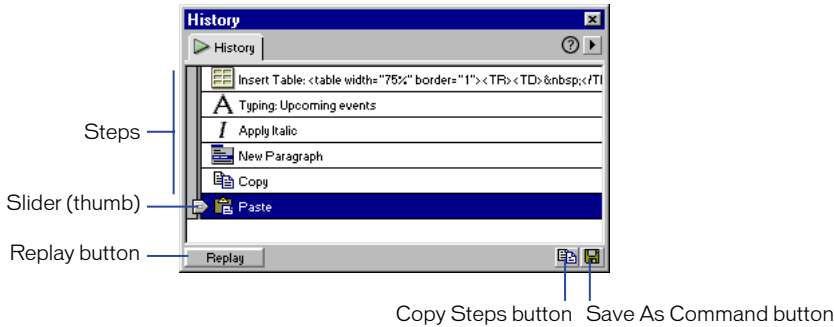
- 1 Choose Edit > Preferences, then select Panels from the category list.  
By default, all windows, panels, and inspectors appear in front of the Document window.
- 2 Deselect the windows, panels, and inspectors that you want to place behind the Document window.

For example, if you want to allow the Document window to obscure the Code inspector, deselect the Code Inspector option. The Code inspector now appears in front of the Document window only when it is active.

Similarly, if you want to allow the Document window to obscure any floating panels that you have added by customizing Dreamweaver, deselect All Other Floaters.

## About the History panel

The History panel shows a list of all the steps you've performed in the active document since you created or opened that document. (The History panel doesn't show steps you've performed in other frames, in other Document windows, or in the Site window.) It allows you to undo one or more steps; it also allows you to replay steps and to create new commands to automate repetitive tasks.



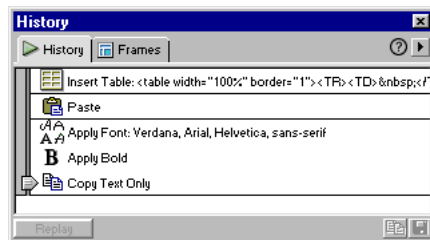
The slider, or thumb, in the History panel initially points to the last step that you performed.

## Using the History panel

The History panel keeps track of every step of your work in Dreamweaver. You can use the History panel to undo multiple steps at once.

If you want to undo the last operation you performed in a document, choose Edit > Undo, just as you would do in any other application. (The name of the Undo command changes in the Edit menu to reflect the last operation you performed.)

The History panel also lets you replay steps you've already performed and automate tasks by creating new commands. For more information, see “About automating tasks” on page 160.



**To open the History panel:**

Choose Window > History.

**To undo the last step:**

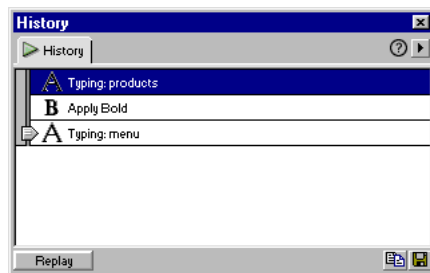
Drag the History panel slider up one step in the list. This has the same effect as choosing Edit > Undo.

The undone step turns gray.

**To undo multiple steps at once, do one of the following:**

- Drag the slider to point to any step.
- Click to the left of a step along the path of the slider; the slider scrolls automatically to that step, undoing steps as it scrolls.

**Note:** To scroll automatically to a particular step, you must click to the left of the step; clicking the step itself selects the step. Selecting a step is different from going back to that step in your undo history.



As with undoing a single step, if you undo a series of steps and then do something new in the document, you can no longer redo the undone steps; they disappear from the History panel.

The History panel also allows you to repeat steps that appear in your step history, and to automate tasks based on steps you've performed. See "About automating tasks" on page 160

**To set the number of steps that the History panel retains and shows:**

- 1 Choose Edit > Preferences and select General from the Category list.
- 2 Enter a number for Maximum Number of History Steps.

The default value should be sufficient for most users' needs. The higher the number, the more memory the History panel requires. This can affect performance and slow your computer down significantly. When the History panel reaches this maximum number of steps, the earliest steps are discarded.

**Note:** You can't rearrange the order of steps in the History panel. Don't think of the History panel as an arbitrary collection of commands; think of it as a way to view the steps you've performed, in the order in which you performed them.

**To erase the history list for the current document:**

In the History panel's context menu, choose Clear History.

This command also clears all undo information for the current document; after choosing Clear History, you will be unable to undo the steps that are cleared. (Note that Clear History does not undo steps; it merely removes the record of those steps from Dreamweaver memory.)

## Using other Dreamweaver panels

The Dreamweaver work area comprises many other panels. Here are just a few:

**The Code inspector** shows the code that browsers use to display the document as a Web page. To show or hide the Code inspector, choose Window > Code Inspector.

Changes you make in the Document window are immediately reflected in the Code inspector. When you enter HTML into the Code inspector and then click outside the inspector, corresponding changes appear in the Document window. For more information, see "Using the Code view (or Code inspector)" on page 330.

For minor editing of HTML tags, you can use the Quick Tag Editor instead of the Code inspector. To display the Quick Tag Editor, press Control+T (Windows) or Command+T (Macintosh), or choose Modify > Quick Tag Editor. For more information, see "Editing an HTML tag in the Design view" on page 338.

**The Reference panel** provides detailed information about the HTML tag you are working on, including tag attributes. You can open the Reference panel from the Window menu, the Launcher bar, or the Code inspector.

For example, you can select an `img` tag, click the Reference button in the toolbar, and find out what attributes apply (`align`, `border`, and so on). For more information, see "Using the Dreamweaver Reference panel" on page 328.

**The Dreamweaver JavaScript Debugger** lets you debug client-side JavaScript. You can open the JavaScript Debugger from the Window menu. For more information, see "Debugging JavaScript Code" on page 473.

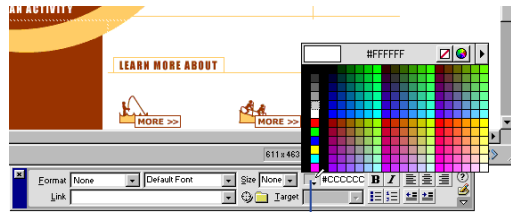
## Working with colors

In Dreamweaver, many of the dialog boxes, as well as the Property inspector for many page elements, contain a color box, which opens a color picker. Use the color picker to choose a color for a page element.

**To choose a color in Dreamweaver:**

- 1 Click a color box in any dialog box or in the Property inspector.

The color picker appears.



Property inspector  
color box

- 2 Do one of the following:

- Use the eyedropper to select a color swatch from the palette. All colors in the Color Cubes (default) and Continuous Tone palettes are Web-safe; other palettes are not.
- Use the eyedropper to pick up a color from anywhere on your screen—even outside the Dreamweaver windows. (If you click the desktop or another application, Dreamweaver picks up the color where you clicked, but you may switch into the other application; in that case, click a Dreamweaver window to continue working in Dreamweaver, or hold down the mouse button when moving from Dreamweaver to the desktop to keep from switching out of Dreamweaver.)
- To expand your color selection, use the pop-up menu at the top right corner of the color picker. You can select Color Cubes, Continuous Tone, Windows OS, Mac OS, Grayscale, and Snap to Web Safe.

Note that the Color Cubes and Continuous Tone palettes are Web safe, whereas Windows OS, Mac OS and Grayscale are not. If you are using a palette that isn't Web-safe and then choose Snap to Web Safe, Dreamweaver replaces the selected color with the closest Web-safe color. In other words, you may not get the color you see.

- To clear the current color without choosing a different color, click the Strikethrough button.
- To open the system color picker, click the Color Wheel button.

## About Web-safe colors

In HTML, colors are expressed either as hexadecimal values (for example, #FF0000) or as color names (*red*). A Web-safe color is one that appears the same in Netscape Navigator and Microsoft Internet Explorer on both Windows and Macintosh systems when running in 256-color mode. The conventional wisdom is that there are 216 common colors, and that any hexadecimal value that combines the pairs 00, 33, 66, 99, CC, or FF (RGB values 0, 51, 102, 153, 204, and 255, respectively) represents a Web-safe color.

Testing, however, reveals that there are only 216 Web-safe colors. Internet Explorer on Windows does not correctly render the colors #0033FF (0,51,255), #3300FF (51,0,255), #00FF33 (0,255,51), and #33FF00 (51,255,0).

The Color Cubes (default) and the Continuous Tone palettes in Dreamweaver use the 216-color Web-safe palette; selecting a color from these palettes displays the color's hexadecimal value.

To choose a color outside the Web-safe range, open the system color picker by clicking the Color Wheel button in the upper right corner of the Dreamweaver color picker. The system color picker is not limited to Web-safe colors.

UNIX versions of Netscape Navigator use a different color palette than the Windows and Macintosh versions. If you are developing exclusively for UNIX browsers (or your target audience is Windows or Macintosh users with 24-bit monitors and UNIX users with 8-bit monitors), consider using hexadecimal values that combine the pairs 00, 40, 80, BF, or FF, which produce Web-safe colors for SunOS.

## Setting preferences

Dreamweaver has preference settings that control the general appearance of the Dreamweaver user interface as well as options related to specific features such as layers, style sheets, displaying HTML and JavaScript code, external editors, and previewing in browsers. Information about specific preference options is provided throughout this guide in conjunction with the associated feature or topic.

This guide describes only the most common of the preference options. For information on a specific preference option not covered here, see the corresponding topic in Dreamweaver Help.

### Setting General preferences

The General preferences control the general appearance of Dreamweaver. To change these preferences, choose Edit > Preferences, and then click General. The General preferences are divided into two subcategories: File options and Editing options. For detailed information on these preferences, see Dreamweaver Help.



## Setting Fonts/Encoding preferences

Use Fonts/Encoding preferences to set a default font encoding for new documents and to set the fonts that Dreamweaver uses to display each font encoding. A document's encoding determines how the document is displayed in a browser. Dreamweaver font settings let you work with text in the font and size you prefer without affecting how the document appears when viewed by others in a browser.

### To change the encoding of the current document:

Choose Modify > Page Properties and then select an encoding from the Document Encoding pop-up menu.

### To change the default encoding to be used when creating new documents:

Choose Edit > Preferences, click Fonts/Encoding in the Category list, and choose an encoding from the Default Encoding pop-up menu.

### To set the fonts to use for each type of encoding:

- 1 Choose Edit > Preferences and click Fonts/Encoding in the Category list.
- 2 Select the encoding type (such as Western [Latin1] or Japanese) from the Font Settings list, then choose fonts to use for that encoding from the font pop-up menus below the Font Settings list.

For more information about Fonts/Encoding preferences, see Dreamweaver Help.

## Using Dreamweaver with other applications

Dreamweaver accommodates your Web design and development process by making it easy for you to work with other applications. For information about working with other applications such as browsers, HTML editors, image editors, and animation tools, see the following topics:

- For information about using Dreamweaver with other HTML editors, such as HomeSite or BBEdit, see “Using external HTML editors” on page 350.
- You can specify preferred browsers for previewing your site. See “Previewing in browsers” on page 504.
- You can launch an external image editor, such as Macromedia Fireworks, from within Dreamweaver. See “Using an external image editor” on page 277.
- You can configure Dreamweaver to launch a different editor for each file type. See “Launching an external editor” on page 298.
- For information about adding animation to your site with Flash movies, see “About Flash content” on page 300.
- To learn how to add interactivity to your site with Shockwave movies, see “About Shockwave movies” on page 310.

## Basic Customizing in Dreamweaver

There are some basic techniques you can use to customize Dreamweaver to suit your needs. For example, by setting preferences, creating your own keyboard shortcuts, and adding extensions, you can set up your work area without knowing complex code or editing text files. For more information on advanced customizing features, see “Customizing Dreamweaver” on page 513.

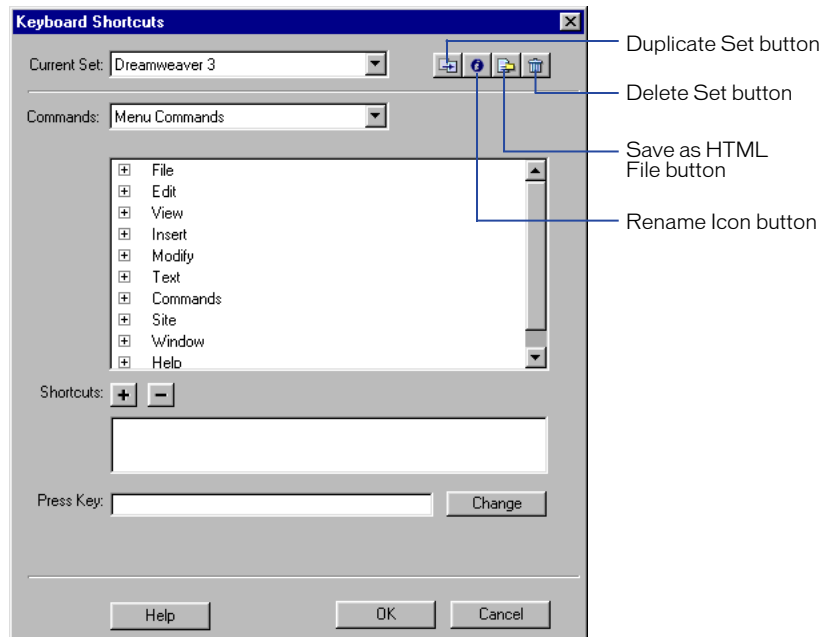
### Using the Keyboard Shortcut Editor

Use the Keyboard Shortcut Editor to create your own shortcut keys, edit existing shortcuts, or use the predetermined shortcut sets.

#### To access the Keyboard Shortcut Editor:

Choose Edit > Keyboard Shortcuts.

The Keyboard Shortcut dialog box appears containing several options you can select and commands you can edit.



**Current Set** is a menu that displays the sets of predetermined shortcuts that are included with Dreamweaver, and any custom sets you've defined. By default, the current set is the one that Dreamweaver is using in the current doc. The predetermined sets are listed at the top of the menu. If you are familiar with the shortcuts found in Dreamweaver 3, you can use them by choosing the predetermined Dreamweaver 3 set. (In this set, the Dreamweaver 3 set contains the Dreamweaver 3 shortcuts for Dreamweaver 3 features, and the Dreamweaver 4 shortcuts for features that weren't in Dreamweaver 3.

**Commands** is a pop-up menu that lets you select the command category you want to edit. For example, you can edit menu commands, such as the Open File command, or one of these code editing commands, such as Balance Braces.

**Command List** displays the commands associated with the category you selected from the Commands pop-up menu, along with the assigned shortcuts. The Menu and Site Menu commands categories display this list as a tree view that replicates the structure of the menus. The other categories list the commands by name (for example, Quit Application).

**Shortcuts window** displays the list of shortcuts assigned to the selected command.

**Press key** displays the new key combination you enter.

**Plus** adds a new shortcut to the current command. Click Plus (+) to activate the Shortcuts field. Enter a new key command and click Change to add a new keyboard shortcut for this command. You can assign two different keyboard shortcuts for each command.

**Minus** removes the selected shortcut from the list of shortcuts.

**Change** applies the new shortcut to the command and adds it to the list of shortcuts.

- Click the Duplicate button to duplicate the current set. You have the option to name the set or keep the default name (the current set's name with "copy" suffix).
- Click the Rename button to rename the current set.
- Click the Save as HTML File button to save the current set in an HTML table format for easy viewing and printing. You can open the HTML file in your browser and print the shortcuts for easy reference.
- Click the Delete button to delete copies and custom sets. (You cannot delete active sets.)

**To remove a shortcut from a command:**

- 1 From the Commands pop-up menu, select the command category that contains the command shortcut you want to remove; for example, Site Menu Commands.

The Command list displays the commands associated with that category.

- 2 From the Command list, select the command shortcut you want to remove.  
You'll see a list of shortcuts assigned to the commands.
- 3 Select the shortcuts you want to remove.
- 4 Click the Minus (-) button.

**To add a shortcut to a command:**

- 1 Select the command category that contains the command you want.

The Command list displays the commands associated with that category.

- 2 Select the command from the Command list.  
You'll see any shortcuts already assigned to the command in the Shortcuts list.
- 3 Click the Plus (+) button. The Shortcuts entry field activates and the insertion point moves to the Press Key field.
- 4 Press the key combination you want to add; the key combination appears in the Press Key Field.

If there is a problem with the shortcut—for example, if the key combination is already assigned to another command—an alert appears letting you reassign the key combination or cancel.

- 5 Click Change. The new key combination is assigned to the command.

**To edit an existing shortcut:**

- 1 Select the command category that contains the command you want.

The Command list displays the commands in the chosen category.

- 2 Select the command from the Command list.  
You'll see the shortcuts already assigned to the command in the Shortcuts field. If more than one shortcut is assigned to a command, you'll need to select the one you want to change.
- 3 Click in the Press Key field and type the desired key combination.
- 4 Click the Change button to change the shortcut.

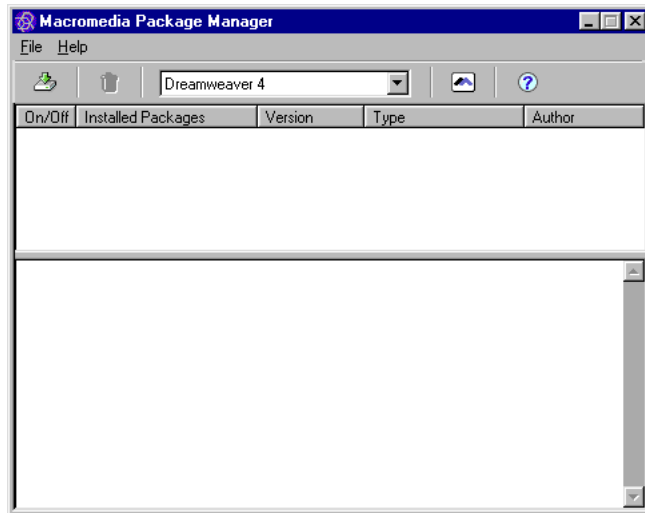
**Note:** If there is a problem with the key combination, an explanatory message is displayed just below the Shortcuts field and you may be unable to add, delete, or edit the shortcut. For example, if the key combination is already assigned to another command, warning text is displayed just below the Shortcuts field.

## Adding extensions to Dreamweaver

Extensions are new features that you can add easily to Dreamweaver 4. You can use many types of extensions; for example, there are extensions that let you reformat tables, connect to back-end databases, or help you write scripts for browsers.

To find the latest extensions for Dreamweaver, use the Macromedia Exchange Web site at <http://www.macromedia.com/exchange/dreamweaver/>. Once there, you can log in and download extensions (many of which are free), join discussion groups, view user ratings and reviews, and install and use the Package Manager. You must install the Package Manager before you can download extensions.

The Package Manager runs in conjunction with Dreamweaver and lets you install and manage extensions. After you've downloaded and installed the Package Manager from the Exchange site, launch the Package Manager directly from Dreamweaver by choosing Manage Extensions from the Commands menu.



**To install and manage extensions:**

- 1** Click the download link found at the Web site for the extension you want.  
You can choose to open and install it directly from the site or save it to disk.
  - If you are opening it directly, the Package Manager handles the installation automatically.
  - If you are saving it to disk, save the extension package file (.mxp) to the Downloaded Extensions folder within the Dreamweaver folder on your computer. (For example, My Computer\c:\Program Files\Macromedia\Dreamweaver 4\Configuration\Extensions.)
- 2** Double-click the extension package file or choose Install Extension from the Package Manager File menu.  
  
The file will be installed in Dreamweaver. Some extensions aren't accessible until Dreamweaver has restarted; you may be prompted to quit and restart the application.

Use the Package Manager to remove extensions or to see more information about the extension.

## CHAPTER 3

# Planning and Setting Up Your Site

---

A Web site is a set of linked documents with shared attributes, such as related topics, a similar design, or a shared purpose.

Macromedia Dreamweaver is a site creation and management tool, so you can use it to create complete Web sites, in addition to individual documents. For best results, design and plan your Web site before you create any of the pages that the site will contain.

**Note:** If you can't wait to start creating documents immediately, you can try out some of the Dreamweaver document-creation tools and make a sample document. (See "Creating, opening, and saving HTML documents" on page 150.) But don't start serious document development until you've set up a site.

The first step in creating a Web site is planning. See "About site planning and design" on page 95. The next step is to set up the basic structure of the site; see "Using Dreamweaver to set up a new site" on page 102. If you already have a site on a Web server and you want to begin using Dreamweaver to edit that site, see "Setting up a remote site" on page 123.

## About site planning and design

In Dreamweaver, the term *site* can refer either to a Web site or to a local storage location for the documents belonging to a Web site. When you begin thinking about creating a Web site, you should follow a series of planning steps to make sure your site succeeds. Even if you are just creating a personal home page that only friends and family will see, it can still be to your advantage to plan the site carefully in order to make sure everyone will be able to use it successfully.

## Determining your goals

Deciding what your site goals are is the very first step you should take when you create a Web site. Ask yourself or your client questions about the site. What do you hope to accomplish by having a Web site? Write down your goals so that you remember them as you go through the design process. Goals help you focus and target your Web site to your particular needs.

A Web site that provides news about a specific subject should have a very different look and navigation than a Web site that will sell products. The complexity of your goals will affect the navigation, the media that you use (Flash, Director, and so on), and even the look and feel of your site.

## Choosing a target audience

After you have decided what you want to accomplish with your Web site, you need to decide who you want to visit your site. This may seem to be a silly question, since most people want everyone to visit their Web site. However, it is difficult to create a Web site that every single person in the world will be able to use. People use different browsers, connect at different speeds, and may or may not have media plug-ins. All these factors can affect the use of your site. That is why you need to determine a target audience.

Think about the people who will be attracted to your Web site, or who you hope to attract. What kinds of computers do you think they will be using, what platform might be the dominant one (Macintosh, Windows, Linux, and so on)? What is the average connection speed (33.6 modem or DSL)? What kinds of browsers and monitor sizes will they be using? Are you creating an intranet site where everyone will be using the same computer OS and browser? All of these factors can greatly affect the way your Web page appears to visitors.

Once you choose the audience and have determined what types of computers, connection speeds, and browsers they will be using, you can target your design.

For example, say your target audience is predominantly Windows users with 17-inch monitors and using Internet Explorer 3.0 or above. As you design your Web page, you should test that your site works best in Microsoft Internet Explorer on a Windows computer with a screen size of 800 x 600 pixels. Fewer viewers may use Netscape Navigator on a Macintosh platform, but you should also make sure your site still works on those machines, although it may not display as precisely as it does for your target audience.



## Creating sites for browser compatibility

As you create your site, you should be aware of the variety of Web browsers your visitors are likely to use. Where possible, design sites for maximum browser compatibility, given other design constraints.

There are over two dozen different Web browsers in use, most of which have been released in more than one version. Even if you target only Netscape Navigator and Microsoft Internet Explorer, which are used by the majority of Web users, be aware that not everyone uses the very latest versions of those browsers. If your site is on the Web, sooner or later someone will visit it using Netscape Navigator 2.0—or the browser that AOL provides its customers, or a text-only browser such as Lynx.

There are some circumstances under which there's no need to create cross-browser-compatible sites. For example, if your site is available only on your company's intranet, and you know that all of your company's employees use the same browser, you can optimize your site to rely on features of that browser. Similarly, if you're creating HTML content to be distributed on CD-ROM, and you distribute a browser on the CD, you can assume that all of your customers have access to that particular browser.

Under most circumstances, for Web sites designed for public viewing, it's a good idea to make your site viewable in as many browsers as possible. Pick one or two browsers as your target browsers, and design the site for those browsers, but try exploring the site in other browsers now and then to avoid including too much incompatible content. You can also post a message on a discussion board to ask others to view your site. This can be a good way to get feedback from a wide audience.

The more sophisticated your site is—in terms of layout, animation, multimedia content, and interaction—the less likely it is to be cross-browser compatible. Not all browsers can run JavaScript, for example. A page of plain text that uses no special characters will probably display well in any browser, but such a page may have much less aesthetic appeal than one that uses graphics, layout, and interaction effectively. Try to strike a balance between designing for maximum effect and designing for maximum browser compatibility.

One useful approach is to provide multiple versions of certain important pages, such as your site's home page. For example, you can design both a framed version and a frameless version of such a page. You can then include in your Web page a behavior that automatically shifts visitors without frame-capable browsers to the frameless version. For more information, see “Using the behavior actions that come with Dreamweaver” on page 444.

## Organizing the site structure

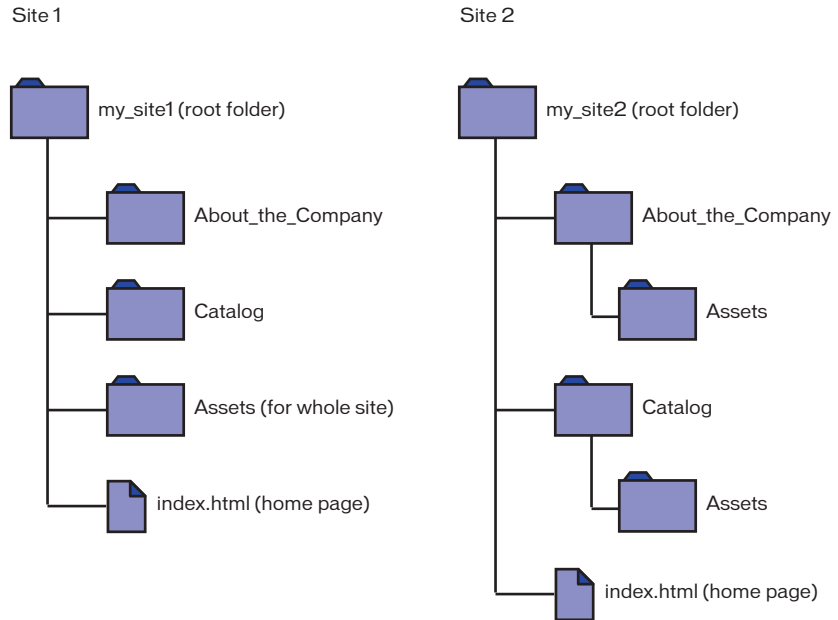
Organizing your site carefully from the start can save you frustration and time later on. If you begin creating documents without thinking about where in your folder hierarchy they should go, you may end up with a huge, unwieldy folder full of files, or with related files scattered through a half-dozen similarly named folders.

The usual way to set up a site is to create a folder on your local disk that contains all the files for your site (referred to as the local site), and to create and edit documents within that folder. You then copy those files to a Web server when you are ready to publish your site and allow the public to view it. This approach is better than creating and editing files on the live public Web site itself, because it allows you to test changes in the local site before making them publicly viewable, and then when you're finished, you can upload the local site files and update the entire public site at once.

See “Using Dreamweaver to set up a new site” on page 102 to coordinate your local site with Dreamweaver. Once you set up the local site with Dreamweaver, you are better able to manage your site files, track links, update pages, and more.

**Break down your site into categories.** Put related pages in the same folder. For example, your company press releases, contact information, and job postings might all go in one folder, and your online catalog pages in another folder. Use subfolders where necessary. This type of organization will make your site easier to maintain and navigate.

**Decide where to put items such as images and sound files.** It's convenient to place all your images, for example, in one location, so that when you want to insert an image into a page you know where to find it. Designers sometimes place all of the non-HTML items to be used on a site in a folder called Assets. That folder may contain other folders—for example, an Images folder, a Shockwave folder, and a Sound folder. Or you might have a separate Assets folder for each group of related pages on your site, if there aren't many assets shared among such groups.



**Use the same structure for local and remote sites.** Your local site and your remote Web site should have exactly the same structure. If you create a local site using Dreamweaver and then upload everything to the remote site, Dreamweaver ensures that the local structure is precisely duplicated in the remote site.

## Creating your design look

You save a lot of time later in the process if you plan your design and layout before you actually begin working in Dreamweaver. It can be as simple as creating a mock-up drawing of how you want the site layout to look on a piece of paper. A more advanced approach would be to create a composite drawing of your site using software such as Macromedia Freehand or Fireworks. The important thing is to have a mock-up of your layout and design so you can follow it later as you build your site.

It is important to maintain consistency in your page layout and design. You want users to be able to click through the pages in your site without getting confused because all the pages have a different look, or the navigation is in a different place on each page.

## Designing the navigation scheme

Another area where planning pays off is navigation. As you design your site, think about the experience you want your visitors to have. Think about how a visitor to your site will be able to move from one area to another. Consider the following points:

**“You are here.”** Visitors should easily know where they are in your site and how to return to your top-level page.

**Searching and indexes** make it easy for visitors to find any information they are looking for.

**Feedback** provides a way for visitors to contact the webmaster (if appropriate) if something is wrong with the site, and to contact other relevant people associated with the company or the site.

Design the way your navigation will look. Navigation should be consistent throughout your site. If you place a navigation bar across the top of your home page, try to keep it there for all the linked pages.

Dreamweaver has two navigation tools that you can use to create your navigation scheme. For more information, see “Linking and Navigation” on page 353.

## Planning and gathering your assets

Once you know what your design and layout will look like, you can create and gather the assets that you will need. Assets can be items such as images, text, or media (Flash, Shockwave, and more). Make sure you have all of these items gathered and ready to go before you begin developing your site. Otherwise, you'll have to continually stop development to find an image or to create a button.

If you are using images and graphics from a clip-art site or someone else is creating them, make sure you collect them and put them in a folder on your site (see “Organizing the site structure” on page 98). If you are creating the assets yourself, make sure you create them all before you start development, including any images you need if you are using roll-overs. Then organize your assets so you can access them easily while creating your site in Dreamweaver.

Dreamweaver can make it easier for you to reuse page layouts and page elements in various documents by using templates and libraries. However, it is easier to create new pages with templates and libraries than it is to apply them to existing documents.

**Use templates** if many of your pages will use the same layout. Plan and design a template for that layout, and then you can create new pages based on that template. If you decide to change the layout for all the pages, you can simply change the template.

**Note:** There are certain restrictions on what changes you can make to documents that are based on templates. Templates are best used in collaborative environments, to ensure that everyone is using the same page layout. Library items may provide more flexibility for use outside of collaborative environments.

**Use library items** if you know that a certain image or other content will appear on many pages throughout your site; design that content ahead of time and make it a library item. Then if you change that item later, the updated version appears on all pages that use it.

For more information on reusing page layouts and elements, see “Reusing Content with Templates and Libraries” on page 375.

## Using Dreamweaver to set up a new site

Once you create your site structure (see “Organizing the site structure” on page 98), you must designate the new site in Dreamweaver. Setting up this local site in Dreamweaver means that you can use Dreamweaver with FTP to upload your site to the Web server, automatically track and maintain your links, and collaboratively share files. It is best to set up your local site in Dreamweaver before you begin creating your pages.

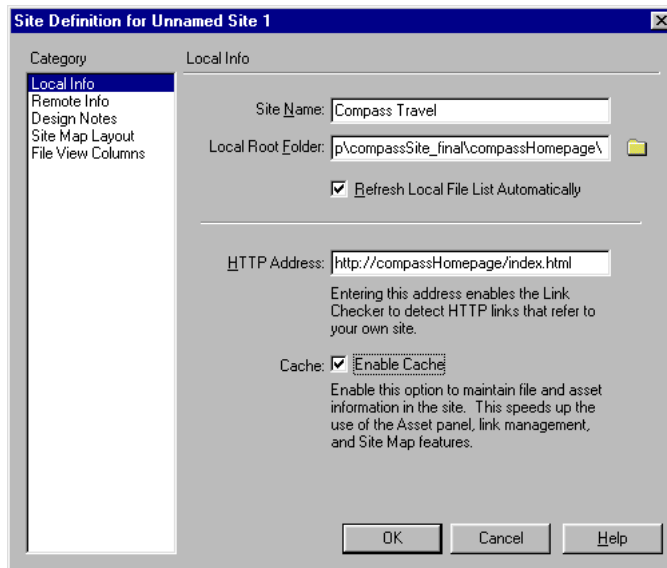
The local site is the site structure that you set up on your computer to contain all your folders, assets, and files for a particular site (see “Organizing the site structure” on page 98).

The local root folder of your site should be the folder you set up specifically for that site. One good organizational approach is to create a folder named Sites, and then create local root folders inside that folder, one local root folder for each site you’re working on.

**To create a new site:**

- 1 Choose Site > New Site.

In the Site Definition dialog box that appears, the Local Info category is selected.



## 2 Enter the following options:

- In the Site Name field, enter a name for the site. The site name appears in the Site window and on the Site > Open Site submenu. Use any name you like, it will not appear in the browser and is only for your reference.
- In the Local Root Folder field, specify the folder on your local disk where site files, templates, and library items will be stored. When Dreamweaver resolves root-relative links, it does so relative to this folder (see “Root-relative paths” on page 357). Click the folder icon to browse to and select the folder, or enter a path and folder name in the text field. If the local root folder does not yet exist, create it from within the file-browsing dialog box.
- For the Refresh Local File List Automatically option, indicate whether or not to automatically refresh the local file list every time you copy files into your local site. Deselecting this option improves the speed of Dreamweaver when copying such files, but when this option is deselected, the Local pane of the Site window does not automatically refresh. To manually refresh the Site window, click the Site window’s Refresh button. To manually refresh the Local pane only, choose View > Refresh Local in the Site window (Windows) or Site > Site Files View > Refresh Local (Macintosh).
- In the HTTP Address field, enter the URL that your completed Web site will use, so that Dreamweaver can verify links within the site that use absolute URLs. (See “Checking links in a page or site” on page 506.) For example, the absolute HTTP address for the Macromedia Web site is <http://www.macromedia.com>.
- For the Cache option, indicate whether or not to create a local cache to improve the speed of link and site management tasks. If you do not select this option, Dreamweaver will ask you if you want to create a cache again before it creates the site. It is a good idea to select this option because the Assets panel only works if a cache is created. For more information about the Assets panel, see “Managing and Inserting Assets” on page 221.

## 3 Click OK.

The Site Files window opens. For more information about the site window and site management, see “Site Management and Collaboration” on page 107.

Later, when you’re ready to publish the site on a remote server, you will need to add additional information about the site. For information about remote sites, see “Setting up a remote site” on page 123.

## Editing an existing Web site

You can use Dreamweaver to edit an existing site on your local disk, even if you didn't use Dreamweaver to create the original site.

### To edit an existing Web site:

- 1 Choose Site > Define Sites and click New, or choose Site > Open Site > Define Sites.

In the Site Definition dialog box that appears, the Local Info category is selected.

- 2 Enter the following options:

- In the Site Name field, enter a name for the site. The site name appears in the Site window and on the Site > Open Site submenu. Use any name you like, it will not appear in the browser and is only for your reference.
- In the Local Root Folder field, specify the folder on your local disk where the existing site files, templates, and library items are stored. Click the folder icon to browse to and select the folder, or enter a path and folder name in the text field.
- For the Refresh Local File List Automatically option, indicate whether or not to automatically refresh the local file list every time you copy files into your local site. Deselecting this option improves the speed of Dreamweaver when copying such files, but when this option is deselected, the Local pane of the Site window does not automatically refresh. To manually refresh the Site window, click the Site window's Refresh button. To manually refresh the Local pane only, choose View > Refresh Local in the Site window (Windows) or Site > Site Files View > Refresh Local (Macintosh).
- In the HTTP Address field, enter the URL that your completed Web site will use, so that Dreamweaver can verify links within the site that use absolute URLs. (See "Checking links in a page or site" on page 506.) For example, the absolute HTTP address for the Macromedia Web site is <http://www.macromedia.com>.
- For the Cache option, indicate whether or not to create a local cache to improve the speed of link and site management tasks. If you do not select this option, Dreamweaver will ask you if you want to create a cache again before it creates the site. It is a good idea to select this option because the Assets panel only works if a cache is created. For more information about the Assets panel, see "Managing and Inserting Assets" on page 221.

- 3 Click OK.

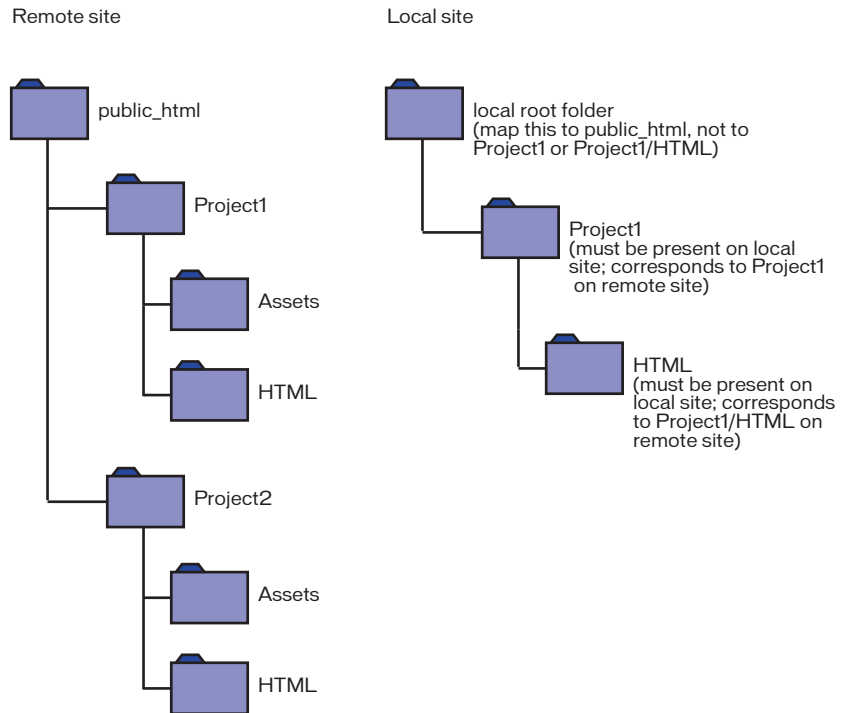
The Site Files window opens. For more information about the site window and site management, see "Site Management and Collaboration" on page 107.



## Editing a remote site

You can use Dreamweaver to copy an existing remote site (or any branch of a remote site) to your local disk and edit it there, even if you didn't use Dreamweaver to create the original site.

Note that even if you intend to edit only part of the remote site, you must locally duplicate the entire structure of the relevant branch of the remote site, from the remote site's root folder down to the files you want to edit. For example, if your remote site's root folder, named `public_html`, contains two folders, `Project1` and `Project2`, and if you want to work only on the HTML files in `Project1`, you don't need to download the files in `Project2`, but you must map your local root folder to `public_html`, not to `Project1`.



#### To edit an existing remote site:

- 1 Create a local folder to contain the existing site, then set it up as the local root folder for the site (see “Using Dreamweaver to set up a new site” on page 102).
- 2 Set up a remote site, using information about your existing site. See “Setting up a remote site” on page 123. Be sure to choose the correct root folder for the remote site.
- 3 Connect to the remote site using the Connect button in the Site window.
- 4 Depending on how much of the remote site you want to edit, do one of the following:
  - If you want to work with the entire site, select the root folder of the remote site, and click Get to download the entire site to your local disk.
  - If you want to work with just one of the files or folders of the site, locate the file or folder in the Remote pane of the Site window, and click Get File(s) to download that file to your local disk. (Dreamweaver automatically duplicates as much of the remote site’s structure as is necessary to place the downloaded file in the correct part of the site hierarchy.) When editing only one part of a site, you should generally choose to include dependent files.
- 5 Proceed as if creating a site from scratch: edit documents, preview and test them, and upload them again to the remote site.

For more information about site management, see “Site Management and Collaboration” on page 107.

## Removing a site from your list of sites

If you no longer want to work with a site in Dreamweaver, you can remove the site from your list of sites. The files in the site are not removed.

**Note:** When you remove a site from the list, all setup information about the site is permanently lost.

#### To remove a site from your site list:

- 1 Choose Site > Define Sites.
- 2 Select a site name.
- 3 Click Remove.  
A dialog box appears asking you to confirm the removal.
- 4 Click Yes to remove the site from your list.

## CHAPTER 4

### Site Management and Collaboration

---

Macromedia Dreamweaver helps you organize the files in your local and remote sites using the Site window. It lets you duplicate the structure of your local site on a remote server, or duplicate a remote Web site's structure on your local system. The relative links you create on your local site continue to work after you transfer files to the remote site, because the structure of the two sites is identical.

You create a local site in Dreamweaver by using the New Site command to create a local root folder for the site (or by making an existing folder into the local root folder); see “Using Dreamweaver to set up a new site” on page 102. You define a remote site when creating a new site, or add that information later using the Define Sites command; see “Associating a remote server with a local site” on page 124.

Dreamweaver includes a number of features for structuring a site and transferring files to and from a remote server. When you transfer files between local and remote sites, Dreamweaver maintains parallel file and folder structures between them. When transferring files between sites, Dreamweaver automatically creates necessary folders when they do not yet exist in a site. You can also synchronize the files between your local and remote sites; Dreamweaver copies files in both directions as necessary, and removes unwanted files as appropriate.

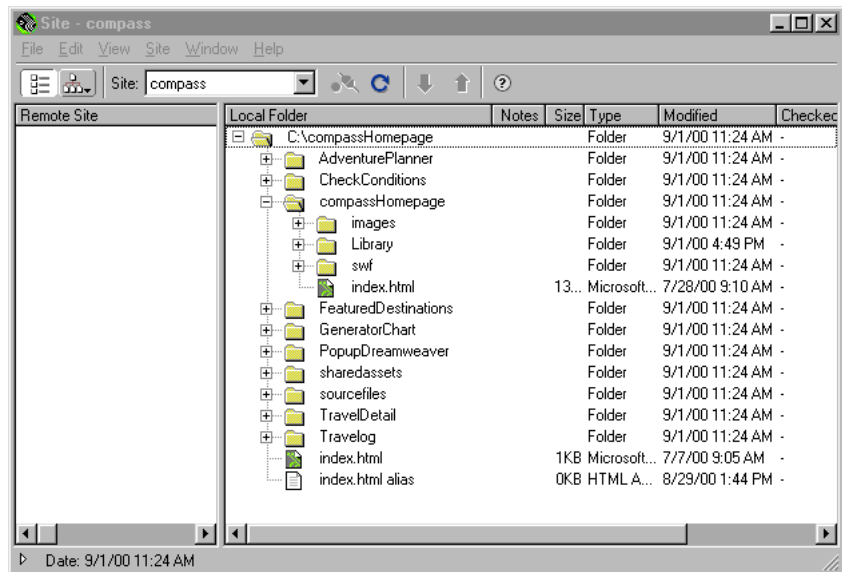
Dreamweaver contains features to make collaborative work on a Web site easier. You can check files in and out of a remote server so that other members of a Web team can see who is working on a file. You can add Design Notes to your files to share information with team members about a file's status, priority, and so on. You can also use the Workflow Reports feature to run reports on your site to display information on the check in/check out status, and to search for Design Notes attached to files.

Dreamweaver can be integrated with some of the most popular source- and version-control applications. For source-control integration, you can connect to SourceSafe databases and other source-control systems that support the WebDAV protocol. (Note, however, that Dreamweaver does not perform version control.)

Once you've published your site, you or someone on your team can continue to maintain it using these same tools. Before and after publishing, you'll also want to troubleshoot your site on a continual basis. For more information, see “Testing and Publishing a Site” on page 501.

## About the Site window

Use the Site window for standard file maintenance operations, such as creating new HTML documents; viewing, opening and moving files; creating folders; and deleting items. You can also use the Site window to transfer files between local and remote sites, and you can lay out your site navigation using the site map (see “Setting up a remote site” on page 123 and “Using the site map” on page 117.)



By default, the remote site or site map appears in the left pane, and the local site appears in the right pane. You can change this setting in Site preferences. See “Setting Site preferences” on page 110.

## Using Site window controls

To open the Site window, choose **Window > Site Files**. Use the following buttons and options on the Site window toolbar to set what the Site window displays and to transfer files back and forth between a local and remote site:



**Site Files view** displays the file structure of the remote and local sites in the panes of the Site window. (Which site is displayed in which pane, right or left, is determined by preference settings; see “Setting Site preferences” on page 110.) Site Files view is the default view for the Site window.

**Site Map view** displays a graphical map of your site based on how the documents are linked to one another. Hold this button down to choose Map Only or Map and Files from the pop-up menu.

**The site pop-up menu** lists sites you’ve defined. To switch sites, choose a different site from the list. To add a site or edit the information for an existing site, choose Define Sites from the bottom of the menu (see “Setting up a remote site” on page 123).

**Connect/Disconnect (available with FTP and WebDAV protocol and SourceSafe)** connects to or disconnects from the remote site. By default, Dreamweaver disconnects from the remote site if it has been idle for more than 30 minutes (FTP only). To change the time limit, choose Edit > Preferences and select Site.

**Refresh** refreshes the local and remote directory lists. Use this button to manually refresh the directory lists if you deselected either Refresh Local File List Automatically or Refresh Remote File List Automatically in the Site Definition dialog box (see “Associating a remote server with a local site” on page 124). For example, if you mount a drive that contains a remote site after you open the Site window, you won’t see that remote site’s directory list until you click the Refresh button.

**Get File(s)** copies the selected files from the remote site to your local site (overwriting the existing local copy of the file, if any). If Enable File Check In and Check Out is turned on, the local copies are read-only; the files remain available on the remote site for other team members to check out. If Enable File Check In and Check Out is turned off, getting a file transfers a copy that has both read and write privileges. Note that the files copied are the ones selected in whichever pane of the Site window is currently active. If the Remote pane is active, the selected remote files are copied to the local site; if the Local pane is active, the remote versions of the selected local files are copied to the local site. See “Getting files from a remote server” on page 143.

**Put File(s)** copies the selected files from the local site to the remote site. Note that the files copied are the ones selected in whichever pane of the Site window is currently active. If the Local pane is active, the selected local files are copied to the remote site; if the Remote pane is active, the local versions of the selected remote files are copied to the remote site. See “Putting files onto a remote server” on page 144.

**Note:** If you are adding a file that doesn’t already exist on the remote site and Enable File Check In and Out is on, the file will be added to the remote site as “checked out.” Choose the Check In Files option instead to add a file without the checked out status.

**Check Out File(s)** transfers a copy of the file from the remote server to your local site (overwriting the existing local copy of the file, if any) and marks the file as checked out on the server. This option is not available if Enable File Check In and Check Out is turned off for the current site. See “Checking in and checking out files on a remote server” on page 133.

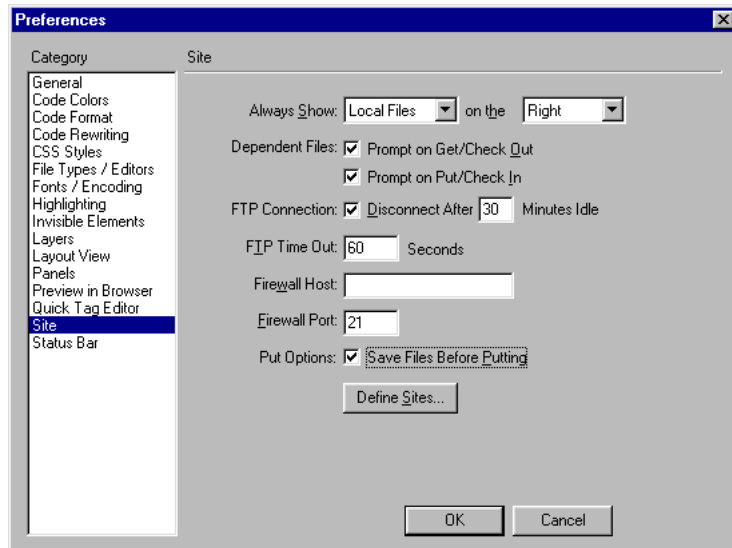
**Check In File(s)** transfers a copy of the local file to the remote server and makes the file available for editing by others. The local file becomes read-only. This option is not available if the Enable File Check In and Check Out option in the Site Definitions dialog box is turned off for the current site. See “Checking in and checking out files on a remote server” on page 133.

**Stop Current Task** aborts any current activity, including getting and putting files. The button, a red stop-sign (octagon) shape with a white X, appears in the lower right corner of the window only when a task is in progress. Note that it may take a little time for the server to process the stop request, so the file transfer may not halt immediately. This button appears only when a task is in progress.

The **collapse/expand** triangle button in the lower left of the Site window lets you collapse or expand the Site window to display one or two panes.

## Setting Site preferences

Choose Edit > Preferences and select Site, then choose from the following Site preferences to control file-transfer features available in the Site window.



**Always Show** specifies which site (remote or local) is always shown, and in which Site window pane (left or right) the local and remote files appear. By default, the local site always appears on the right. Whichever pane is not chosen (the left one by default) is the changeable pane: this pane can display either the site map or the files in the other site (the remote site by default).

**Dependent Files** displays a prompt for transferring dependent files (such as images, external style sheets, and other files referenced in the HTML file) that the browser loads when it loads the HTML file. By default, both Prompt on Get/Check Out and Prompt on Put/Check In are selected.

**Note:** To force the Include Dependent Files prompt to appear even when these options are deselected, hold down Alt (Windows) or Option (Macintosh) while choosing the Get, Put, Check In, or Check Out commands.

**FTP Connection** determines whether the connection to the remote site is terminated after the specified number of minutes have passed with no activity.

**FTP Time Out** specifies the number of seconds in which Dreamweaver attempts to make a connection with the remote server. If there is no response after the specified amount of time, Dreamweaver displays a warning dialog box alerting you to this fact.

**Firewall Host** specifies the address of the proxy server through which you connect to outside servers if you are behind a firewall. If you are not behind a firewall, leave this space blank.

**Note:** If you are behind a firewall, select the Use Firewall option in the Site Definition dialog box. See “Associating a remote server with a local site” on page 124.

**Firewall Port** specifies the port in your firewall through which you pass to connect to the remote server. If you connect through a port other than 21 (the default for FTP), enter the number here.

**Put Options: Save Files Before Putting** indicates that unsaved files are saved automatically before being put onto the remote site.

**Define Sites** brings up the Define Sites dialog box, where you can edit an existing site or create a new one. See “Associating a remote server with a local site” on page 124.

You can also define whether the types of files that you want to transfer should be transferred as ASCII (text) or binary. To do so, open the FTPExtensionMap.txt file in the Dreamweaver/Configuration folder (on the Mac, FTPExtensionMapMac.txt). You can modify and delete the list of which file types are transferred in each format, as well as add your own file types. If a file’s extension is not defined in this file, Dreamweaver automatically transfers the file in binary mode.

**Note:** On the Macintosh, the FTPExtensionMapMac.txt file also contains information about mapping file extensions to Macintosh creators and file types. This mapping allows a downloaded file to be given the correct icon and to be opened by the correct application when you double-click the file in the Finder.

Note that when a file is transferred as ASCII, your Line Breaks preference setting is ignored. See “Setting code formatting preferences” on page 343.

## Viewing and opening files in the Site window

Use the Site window for viewing local and remote sites, adding or removing site documents, or laying out the navigational structure of your site with a site map. For more information, see “About the Site window” on page 108.

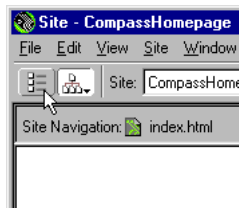
You can set each of the two Site window views to show the local site, the remote site, or a graphical map of the local site. For example, you can view the local site in one pane and the remote site in the other, or you can view the local site in Site Files view in one pane and Site Map view in the other. (For information on viewing site maps, see “About the site map” on page 116.)

### Viewing local sites

The Site window can display the contents of both local and remote sites. Local sites can be viewed in the Site window as a list of files, a visual map, or both. Remote sites can be viewed as a list of files only. (Before you can view a remote site, you must set one up; see “Setting up a remote site” on page 123.)

To view local site files, do one of the following:

- Choose Window > Site Files.
- In the Site window, if the site map is showing, click the Site Files button.



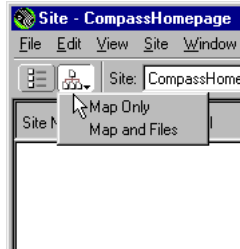
The Site window displays two sets of files: one side of the window lists the files in your local site, and one side lists the associated remote site files.

**Note:** If you are viewing a local site that has no corresponding remote site, the Remote Site view is empty.



**To view the site map and the site files, do one of the following:**

- Choose Window > Site Map. (If you previously viewed the map only, without the site's files, this displays the map only.)
- In the Site window, click the Site Map button, or hold down the mouse button with the pointer over the Site Map button and select Map and Files from the pop-up menu.



The Site window displays two views: the local site as a map, labeled Site Navigation; and, depending on how you set your preferences, either the local site files (labeled Local Folder) or the remote site files (labeled Remote Site).

**To view only the site map:**

Hold down the mouse button with the pointer over the Site Map button and select Map Only from the pop-up menu. For more information, see “Using the site map” on page 117.

## Changing Site window layout

By default, the remote site (or the local site map) appears on the left side of the Site window and the local site appears on the right. You can switch these displays.

### To change the Site window layout:

- 1 Choose Edit > Preferences and select the Site category.
- 2 Do either of the following:
  - Select Local Files from the Always Show menu, and then choose whether to display the local files on the right or left side of the Site window.

The local site appears on the side you have selected, and the remote site (or the site map) appears on the opposite side. When you choose this option, the local site files view is always shown in the Site window, even when you collapse the window to one pane.

- Select Remote Files from the Always Show menu, and then choose whether to display the remote files on the right or the left.

The remote site appears on the side you have selected, and the local site (or the site map, which is always local) appears on the opposite side. When you choose this option, the remote site files view is always shown in the Site window, even when you collapse the window to one pane.

- 3 Click OK to apply changes and close the Preferences dialog box.

### To change the view area:

In the Site window, do one of the following:

- Drag the bar that separates the two views to increase or decrease the view area of the right or left window.
- Use the scroll bars at the bottom of the Site window to scroll through the views' contents.
- In the site map, drag the arrow above a file to change the space between files.

### To collapse the Site window to one view:

Click the small white triangle button in the lower left of the Site window.

**Note:** The view that remains visible is the one you chose to always show in the Site preferences dialog box.

For more information about site preferences, see “Setting Site preferences” on page 110.

## Working with files in the Site Files view

Use the Site Files view to view local and remote sites as lists of files, to open files, to rename files, to add new folders or files to a site, or to refresh the view of a site after changes have been made. You can also use Site Files view to determine which files (on either site) have been updated since the last time they were transferred. For information on synchronizing the local site with the remote site, see “Synchronizing the files on your local and remote sites” on page 146.

### To view the site files:

Do one of the following:

- Choose Window > Site Files to open the Site window in Site Files view.
- In the Site window, click the Site Files button.

### To open a file from the Site Files view:

Double-click the file’s icon.

### To add a new folder to a site:

- 1 Make sure a file or folder is selected in the Site window; the new folder is created inside the current selected folder, or in the same folder as the current selected file.
- 2 Choose File > New Folder in the Site window (Windows) or Site > Site Files View > New Folder (Macintosh).

You can also access this option from the context menu within the Site window.

- 3 Enter a name for the new folder.

### To add a new file to a site:

- 1 Make sure a file or folder is selected in the Site window; the new file is created inside the current selected folder, or in the same folder as the current selected file.
- 2 Choose File > New File in the Site window (Windows) or Site > Site Files View > New File (Macintosh).

You can also access this option from the context menu within the Site window.

- 3 Enter a name for the new file.

**To rename a file or folder in a site:**

- 1 In the Site window, select the file or folder you want to rename and do one of the following to activate the name field next to the file or folder:
  - Choose File > Rename (Windows) or Site > Rename (Macintosh)
  - Click on the file, pause, then click again.
- 2 Type in the new name and press Enter.

**To refresh the Site Files view after making changes outside of Dreamweaver:**

Do one of the following:

- Choose View > Refresh Local in the Site window (Windows) or Site > Site Files View > Refresh Local (Macintosh).
- Choose View > Refresh Remote in the Site window (Windows) or Site > Site Files View > Refresh Remote (Macintosh).
- Click the Refresh button in the Site window to refresh both panes.

**To locate and select checked out files:**

Choose Edit > Select Checked Out Files in the Site window (Windows) or Site > Site Files View > Select Checked Out Files (Macintosh).

**To locate and select newer local files:**

Choose Edit > Select Newer Local in the Site window (Windows) or Site > Site Files View > Select Newer Local (Macintosh).

**To locate and select newer remote files:**

Choose Edit > Select Newer Remote in the Site window (Windows) or Site > Site Files View > Select Newer Remote (Macintosh).

For more information about working with local and remote sites, see “Using Check In/Check Out” on page 131.

## About the site map

Use the site map to view a local site as a visual map of linked icons, to add new files to a site, or to add, modify, or remove links. The site map is ideal for laying out a site structure. You can quickly set up the entire structure of the site and then create a graphic image of the site map.

**Note:** The site map applies to local sites only. If you want to create a map of a remote site, copy the contents of the remote site into a folder on your local disk and use the Define Sites command to define the site as a local site.

## Using the site map

You must define a home page for your site before you can display the site map. The site's home page is the starting point of the map.

### To define a home page for your site:






- 1 Choose Site > Define Sites.
- 2 Choose New or Edit to define a new site or open an existing one.  
The Site Definition dialog box appears.
- 3 Select Site Map Layout.
- 4 Click the folder icon to browse for a home page for the site, or type a file path in the Home Page field.

### To view a site map, do one of the following:

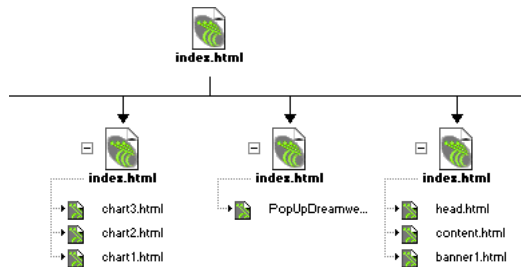
- Choose Window > Site Map to open the Site window.
- In the Site window, click the Site Map button.

**Note:** If no home page has been defined, or if Dreamweaver can't find an index.html or index.htm page in the current site to use as the home page, a dialog box appears prompting you to select a home page by clicking Define Sites. Choose the site you want, then click Edit. Then select Site Map Layout in the Site Definition dialog box.

The site map shows HTML files and other page content as icons. Links are displayed in the order in which they are encountered in the HTML source code.

-  • Text displayed in red indicates a broken link.
-  • Text displayed in blue and marked with a globe icon indicates a file on another site or a special link (such as an e-mail or script link).
-  • A green check mark indicates a file checked out by you.
-  • A red check mark indicates a file checked out by someone else.
-  • A lock icon indicates a file that is read-only (Windows) or locked (Macintosh).

By default, the site map displays the site structure two levels deep, starting from the current home page. Click the plus (+) and minus (-) signs next to a page to show or hide pages linked below the second level.



By default, hidden files and dependent files are not displayed in the site map. Hidden files are HTML files marked as hidden. Dependent files are non-HTML page content such as images, templates, Shockwave files, or Flash files. See “Modifying the site map layout” on page 118 and “Showing and hiding site map files” on page 121.

## Modifying the site map layout

Use the Site Map Layout options to customize the appearance of your site map. You can specify the home page, the number of columns displayed, whether the icon labels display the file name or the page title, and whether to show hidden and dependent files.

To modify the site map layout:

- 1 Open the Site Definition dialog box using one of these methods:
  - Choose Site > Define Sites and then click Edit. Select Site Map Layout in the Category list on the left.
  - Choose View > Layout (Windows) or Site > Site Map View > Layout (Macintosh).
- 2 Click the folder icon to browse for a home page for the site, or type a file path in the Home Page field. The home page must be on the local site.

If you don't specify a home page—and Dreamweaver cannot find a file called `index.html` or `index.htm` at the root—Dreamweaver will prompt you to select a home page when you open the site map.

### 3 Choose from the Column options:

- In the Number of Columns field, type a number to set the number of pages to display per row in the site map window.
- In the Column Width field, type a number to set the width in pixels of the site map columns.

### 4 Under Icon Labels, select whether the name displayed with the document icons in the site map is represented as a file name or as a page title.

### 5 Under Options, select which files to display in the site map:

- Choose Display Files Marked as Hidden to display HTML files that are marked as hidden by the user in the site map. If a page is hidden, its name and links are displayed in italics. For information about hiding files, see “Showing and hiding site map files” on page 121.
- Choose Display Dependent Files to show all dependent files in the site’s hierarchy. A dependent file is an image or other non-HTML content that is loaded by the browser when the main page is loaded.

## Working with pages in the site map

When working in the site map, you can select pages, open a page for editing, add new pages to the site, create links between files, and change the page title.

### To select multiple pages in the site map, do one of the following:

- Press Shift-click to select multiple pages.
- Starting from a blank part of the view, drag around a group of files to select them.
- Press Control-click (Windows) or Command-click (Macintosh) to select nonadjacent pages.

### To open a page for editing, do one of the following:

- Double-click the file.
- Select the file and choose File > Open Selection (Windows) or Site > Open (Macintosh).

### To add an existing file to the site, do one of the following:

- Drag a file from the Windows Explorer or the Macintosh Finder and drop it on a file in the site map. The page is added to the site, and a link is created between it and the file you dropped it on.
- Select Site > Link to Existing File (Windows) or Site > Site Map View > Link to Existing File (Macintosh).

**To create a new file and add a link:**

- 1 Select an HTML file in the site map, then do one of the following:
  - Choose Site > Link to New File (Windows) or Site > Site Map View > Link to New File (Macintosh).
  - Choose Link to New File from the context menu.
- 2 In the File Name field of the Link to New File dialog box, type a file name.
- 3 In the Title field, type a page title for the file.
- 4 In the Text of Link field, type the text of the link that connects the selected file to the new file. The text and link appears in the selected file.
- 5 Click OK.

The file is saved in the same folder as the selected file. If a new file is added to a hidden branch, the new file is also hidden. See “Showing and hiding site map files” on page 121.

**To modify the title of a page:**

- 1 Make sure the Show Page Titles option is selected.

Choose View > Show Page Titles (Windows) or Site > Site Map View > Show Page Titles (Macintosh).
- 2 Do one of the following:
  - Select a page and then click the title. When the title becomes an editable field, enter a new document title.
  - Select a page and then choose File > Rename (Windows) or Site > Rename (Macintosh).

**Note:** When you work in the Site window, Dreamweaver automatically updates all links to files whose names have changed.

**To change the home page, do one of the following:**

- In the Local Folder view of the Site Window, click the file you want to change to the home page and choose Set as Home Page from the context menu.
- Select a file in the Site map, and choose Site > New Home Page (Windows) or Site > Site Map View > New Home Page (Macintosh) to create a new home page.
- In the Local Folder view of the Site Window, click the file you want to change to the home page, and choose Site > Set as Home Page (Windows) or Site > Site Map View > Set as Home Page (Macintosh) to make an existing page the home page.
- Choose Site > Define Sites and click Edit. Select Site Map Layout in the Site Definition dialog box.



**To update the site map display after making changes:**

- 1 Click anywhere in the site map to deselect any files.
- 2 Choose View > Refresh Local (Windows) or Site > Site Map View > Refresh Local (Macintosh).

## Showing and hiding site map files

You can modify the layout of the site map to show or hide hidden and dependent files. This is useful when you want to emphasize key topics or content and de-emphasize less important material.

To hide a file using the site map, you must first mark it as hidden. When you hide a file, its links are also hidden. When you display a file marked as hidden, the icon and its links are visible in the site map, but the names appear in italics.

**To mark files as hidden:**

- 1 In the site map, select one or more files.
- 2 Choose View > Show/Hide Link (Windows) or Site > Site Map View > Show/Hide Link (Macintosh).

**To show or hide files marked as hidden, do one of the following:**

- Choose View > Show Files Marked as Hidden (Windows) or Site > Site Map View > Show Files Marked as Hidden (Macintosh).
- Choose View > Layout (Windows) or Site > Site Map View > Layout (Macintosh) to open the Site Definition dialog box, and select the Display Files Marked as Hidden option.

By default, dependent files are already hidden. You can choose whether to show them in the site map.

**To show dependent files, do one of the following:**

- Choose View > Show Dependent Files (Windows) or Site > Site Map View > Show Dependent Files (Macintosh).
- Choose View > Layout (Windows) or Site > Site Map View > Layout (Macintosh) to open the Site Definition dialog box, and select the Display Dependent Files option.

**To unmark files marked as hidden:**

- 1 In the site map, select one or more files.
- 2 Choose View > Show Files Marked as Hidden (Windows) or Site > Site Map View > Show Files Marked as Hidden (Macintosh).
- 3 Choose View > Show/Hide Link (Windows) or Site > Site Map View > Show/Hide Link (Macintosh).

## Viewing the site from a branch

You can view the details of a specific section of a site by making a branch the focus of the site map.

### To view a different branch:

Select the page you want to view and choose View > View as Root (Windows) or Site > Site Map View > View as Root (Macintosh).

The site map is redrawn in the window as if the specified page were at the root of the site. The Site Navigation field above the site map displays the path from the home page to the specified page. Select any item in the path to view the site map from that level by clicking once.

### To expand and contract branches:

Click the plus (+) and minus (–) signs to expand or contract the branch.

## Saving the site map

You can save the site map as an image and then view the image in (or print it from) an image editor.

### To create an image file of the current site map:

- 1 From the site map, do one of the following:
  - Using Windows, choose File > Save Site Map. In the Save Site Map dialog box, enter a name in the File Name field. In the File Type pop-up menu, select .bmp or .png.
  - Using Macintosh, select Site > Site Map View > Save Site Map > Save Site Map As PICT or Site > Site Map View > Save Site Map > Save Site Map As JPEG.
- 2 Choose a location, enter a name for the image, and click Save.

## Finding files in the Site window

You can search for a file in your local and remote sites from the Document window or the Site window. For more information on searching for and replacing files, see “Searching and replacing text, tags, and attributes” on page 258.

To display the Site window, choose Window > Site Files.

#### To find a file in your local site:

- 1 Select the file in the Remote Site view of the Site window or open the file in a Document window.
- 2 Choose Site > Locate in Local Site. (On Windows only, if the Site window is active, choose Edit > Locate in Local Site.)

The file is highlighted in the Local Folder of the Site window.

#### To find a file in your remote site:

- 1 Select the file in the Local folder of the Site window or open the file in a Document window.
- 2 Choose Site > Locate in Remote Site. (On Windows only, if the Site window is active, choose Edit > Locate in Remote Site.) You can also select the file in the Local Folder and right-click (Windows) control-click (Macintosh) and choose Locate in Remote Site from the context menu.

The file is highlighted in the Remote Site view of the Site window.

**Note:** If you select Site > Locate in Local Site or Site > Locate in Remote Site while the Document window is active, and if the current file is not part of the currently open site, Dreamweaver attempts to determine which of your locally defined sites the current file belongs to; if the current file belongs to only one local site, Dreamweaver opens that site and then locates the file in it.

## Setting up a remote site

Before you set up a remote site, create a local site (which you will then associate with the remote site). See “Using Dreamweaver to set up a new site” on page 102.

The next step in setting up a remote site is to determine where the site will be located—that is, what server the site will be served from. Your client, employer, or ISP probably has a server already set up to serve Web pages (whether Internet or intranet); ask a system administrator or your client for the name of that server, and find out how to transfer files to that server.

In particular, determine whether to use FTP to connect to the server, or whether you can instead mount the server as a network-accessible disk drive from your desktop. If you’re connecting using FTP, find out the name of the FTP server and determine the host directory, as well as login and password information.

When you’ve gathered this information, use the Define Sites command to associate the server with your local site. If you encounter problems setting up your remote site, see “Troubleshooting remote site setup” on page 130.

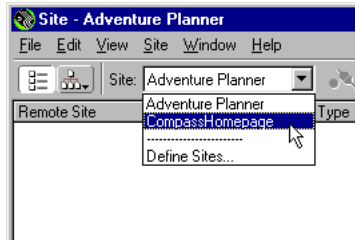
After you’ve set up a remote site, you can upload files to it, or download files from it if there are already files on the site. See “Using Check In/Check Out” on page 131 and “Getting and putting files” on page 143.

## Associating a remote server with a local site

After you've created a local site, use the Define Sites command to add or change associated remote server information and Check In/Check Out preferences.

To associate a remote server with an existing local site:

- 1 Choose Define Sites from the current sites pop-up menu in the Site window, or choose Site > Define Sites.



- 2 A dialog box appears listing currently defined sites; select an existing site and click Edit.

If you have no currently defined sites, create a local site before proceeding; see “Using Dreamweaver to set up a new site” on page 102.

- 3 In the Category list at the left, click Remote Info.

- 4 Choose one of the following Server Access options:

- Use None if you do not plan to upload your site to a server. Then click OK and skip the rest of this procedure.
- Use Local/Network if your Web server is mounted as a network drive (Windows) or as an AppleTalk or NFS server (Macintosh), or if you are running a Web server on your local machine. Click the folder icon to browse to and select the folder where your site files are stored on the server. If you want the Remote pane of the Site window to update automatically as files are added and deleted, select the Refresh Remote File List Automatically option; for increased speed when copying files to the remote site, leave this option unselected. (To manually refresh the Site window at any time, click the Site window's Refresh button.) Click OK and skip the rest of this procedure.

**Note:** To manually refresh the Remote pane only, choose View > Refresh Remote in the Site window (Windows) or Site > Site Files View > Refresh Remote (Macintosh).

- Use FTP if you connect to your Web server using FTP.

**To connect to a Web server using FTP:**

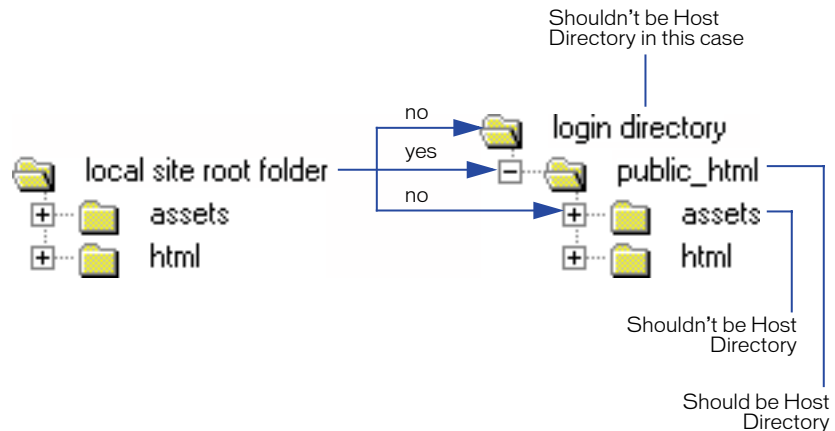
- 1** Enter the host name of the FTP host to which you upload files for your Web site.

Your FTP host name is the full Internet name of a computer system, such as ftp.mindspring.com. Enter the full host name without any additional text; in particular, don't add a protocol name in front of the host name. For example:

- Right: ftp.mindspring.com
  - Wrong: ftp://ftp.mindspring.com
  - Wrong: mindspring.com
- 2** Enter the name of the host directory at the remote site where documents visible to the public are stored. See “Determining the remote site's host directory (FTP only)” on page 126.
  - 3** Enter the login name and password that you use to connect to the FTP server.  
Dreamweaver saves your password by default. Deselect Save if you prefer to be prompted for a password each time you connect to the remote server.
  - 4** Select appropriate firewall options for your site:
    - Select the Use Firewall option if you are connecting to the remote server from behind a firewall. (For more information on firewall options, see “Associating a remote server with a local site” on page 124.
    - If your firewall configuration requires use of passive FTP (which lets your local software set up the FTP connection rather than requesting the remote server to set it up), select Use Passive FTP. If you're not sure, check with your system administrator.
  - 5** Click OK.

## Determining the remote site's host directory (FTP only)

The host directory you specify in the Site Definition dialog box should be the same as the root folder for the local site. If the structure of your remote site doesn't match the structure of your local site, your files are uploaded to the wrong place and aren't visible to visitors to the site. Also, your image and link paths will be broken.



The remote root directory must exist before Dreamweaver can connect to it. If you don't have a root directory for your site on the remote server, create one before attempting to connect, or ask the server's administrator to create a root directory for you if you can't do it.

If you're uncertain what to enter in the Host Directory field, try leaving it blank. On some servers, your root directory is the same as the directory you first connect to with FTP. To find out, connect to the server. If a folder with a name like `public_html`, or `www`, or your login name, appears in the Remote File view in your Site window, that's probably the directory you should use in the Host Directory field. Write down the directory name, disconnect, and reopen the Site Definition dialog box. Then enter the directory name in the Host Directory field and connect again.

## About WebDAV and SourceSafe integration

Dreamweaver lets you access source- and version-control applications from the Site window. You can connect to SourceSafe databases and servers or source-control systems that support the WebDAV protocol.

Using the Site Definition dialog box, you select the a connection type or source-control system. Once connected, you can use Dreamweaver file sharing features such as Check In/Check Out, Refresh, Get and Put, and Design Notes to access corresponding features found in your own source-control system.

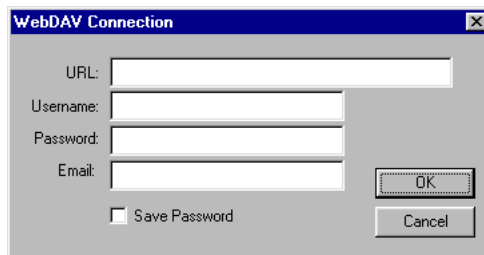
**Note:** To use this feature, you must have Visual SourceSafe installed on your system or have access to a system supported by WebDAV.

### Using Dreamweaver with the WebDAV protocol

You can use Dreamweaver to connect using the WebDAV (Web-based Distributed Authoring and Versioning) protocol if you have a system that supports that protocol. Two examples of WebDAV servers currently available are Microsoft Internet Information Server (IIS) 5.0 and Apache Web Server.

**To connect to a site using the WebDAV protocol:**

- 1 Choose Site > Define Sites.
- 2 In the Define Sites dialog box, select Edit.
- 3 In the Site Definition dialog box, select the Remote Info category.
- 4 In the Access pop-up menu, choose WebDAV.
- 5 If you want, select the Check Out Files when Opening to check out files automatically when opening.
- 6 Click Info.



The WebDAV Connection dialog box appears.

- 7 In the URL field, enter the complete URL to the directory on the WebDAV server that you want to connect to.

This URL includes the protocol, port, and directory (if not the root directory)—for example, `http://apache1/WebDAV/mysite`.

- 8 Enter your username and password in the appropriate fields.

This information is for server authentication and is not related to Dreamweaver. If you are not sure of your username and password, check with your system administrator or webmaster.

- 9 In the Email field, enter your e-mail address.

This is required and is used to identify ownership on the WebDAV server and appears in the Site window for contact purposes.

- 10 Click Save Password to store your password once you've exited Dreamweaver.

Each time you start a new session, the password is still saved.

- 11 Click OK.

- 12 Choose Site > Connect or click the Connect button on the Site window toolbar to connect to the remote site. To disconnect, choose Site > Disconnect or click the Disconnect button.

Once connected, you can use the Dreamweaver file sharing features (Get and Put files, Design Notes, and so on).

You can change your connection information at any time by following the steps just listed and entering the new information in the WebDAV Connection dialog box.

## Using Dreamweaver with Visual SourceSafe

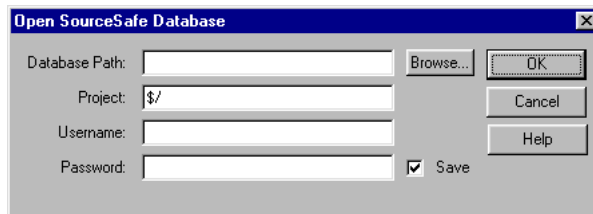
You can access an existing Visual SourceSafe (VSS) database using the Site window in Dreamweaver. Once connected, you can use Dreamweaver file transfer features.

**Note:** To use this feature with Windows, you must have Microsoft Visual SourceSafe Client version 6 installed. To use this feature on the Macintosh, you must have MetroWerks SourceSafe version 1.1.0 client installed. MetroWerks Visual SourceSafe users can access Microsoft version 5.0 SourceSafe databases, but not version 6.0 databases. If you want to ensure that your entire team can access any VSS database across platforms, use a version 5.0 database. For more information, see your SourceSafe documentation.



**To connect to a SourceSafe database:**

- 1 In the Site Definition dialog box, select the Remote Info category.
- 2 In the Access pop-up menu, choose SourceSafe Database.
- 3 If you want, select Check Out Files when Opening to check out files automatically when opening.
- 4 Click Info.



The Open SourceSafe Database dialog box appears.

- 5 In the Database Path field, click Browse to browse for the VSS database you want, or enter the full file path.

The file you choose will become the srcsafe.ini file and is used to initialize SourceSafe.

- 6 In the Project field, enter the project within the VSS database that you want to use as the remote site's root directory.
- 7 In the Username and Password fields, enter your login username and password for the selected database.

If you don't know your username and password, check with your system administrator.

- 8 Click OK and return to the Site window.
- 9 Choose Site > Connect or click the Connect button on the Site window toolbar to connect to the remote site. To disconnect, choose Site > Disconnect or click the Disconnect button.

## Troubleshooting remote site setup

A Web server can be configured in a wide variety of ways. This section provides information on some common issues you may encounter in setting up a remote site, and how to resolve them.

- The Dreamweaver FTP implementation may not work properly with certain proxy servers, multilevel firewalls, and other forms of indirect server access. If you encounter problems with FTP access, ask your local system administrator for help.
- The Dreamweaver FTP implementation is different from some common FTP applications. In particular, you must connect to the remote system's root folder and you cannot navigate through the remote file system. (In many applications, you can connect to any remote directory, then navigate through the remote file system to find the directory you want.)
- If you are having problems connecting and you've specified the host directory using a single slash (/), you may need to specify a relative path from the directory you are connecting to and the remote root folder. For example, if the remote root folder is a higher level directory, you may need to specify a ../../ for the host directory.
- Sometimes with slow connections the default FTP time-out value of 60 seconds results in too many time-outs. Increase this value (in Site preferences) if you experience frequent time-outs. But don't increase it too much, or you'll have to wait a long time when a connection really can't be made. Generally, time-out values of 30 to 120 seconds are the most useful.
- File and folder names that contain spaces and special characters often cause problems when transferred to a remote site. Use underscores in place of spaces, and avoid special characters in file and folder names wherever possible. In particular, colons, slashes, periods, and apostrophes in file or folder names can cause problems. Special characters in file or folder names may also sometimes prevent Dreamweaver from creating a site map.
- On the Macintosh, file names cannot be more than 31 characters long. If you encounter problems with long file names, rename them with shorter names.
- Note that many servers use symbolic links (UNIX), shortcuts (Windows), or aliases (Macintosh) to connect a folder on one part of the server's disk with another folder elsewhere. For example, the public\_html subdirectory of your home directory on the server may really be a link to another part of the server entirely. In most cases, such aliases have no effect on your ability to connect to the appropriate folder or directory, but if you can connect to one part of the server but not another, there may be an alias discrepancy.
- In general, when you encounter a problem with an FTP transfer, examine the FTP log by choosing Window > Site FTP Log in the Site window (Windows) or Site > FTP Log (Macintosh). If you encounter an error message such as "cannot put file," your remote site may be out of space. Look at the FTP log for more detailed information.

## Using Check In/Check Out

When working in a collaborative environment, you can check files in and out from local and remote servers and use Design Notes to add comments and notes for your team. Checking out a file is the equivalent of declaring “I’m working on this file now—don’t touch it!” When a file is checked out, Dreamweaver displays a check mark next to the file’s icon in the Site window. A green check mark indicates that the file was checked out by you, and a red check mark indicates that the file was checked out by another team member. The name of the person who checked out the file is also displayed in the Site window.

Checking in a file makes the file available to other team members to check out and edit. The local version becomes read-only to prevent you from making changes to the file while someone else has it checked out.

Dreamweaver does not make checked-out files read-only on the remote server. If you transfer files with an application other than Dreamweaver, you can overwrite checked-out files. However, in applications other than Dreamweaver, the .LCK file is visible next to the checked-out file in the file hierarchy to help prevent such accidents.

You can enable Check In/Check Out for some sites and disable it for others. For information about transferring files between local and remote sites without checking them in or out, see “Getting files from a remote server” on page 143 and “Putting files onto a remote server” on page 144.

## Setting up the Check In/Check Out system

Before you can use the Check In/Check Out system, you must have associated your local site with a remote FTP or network server (see “Associating a remote server with a local site” on page 124). Then you must set up the following options.

### To set Check In/Check Out options:

- 1 Choose Site > Define Sites, select a site, and click Edit.
- 2 In the Category list at the left, click Remote Info.
- 3 Do any of the following:
  - Select the Enable File Check In and Check Out option if you are working in a team environment (or working alone but from several different machines).

This option is useful for letting others know that you have a file checked out for editing, or for alerting yourself that you may have left a more recent version of a file on another machine. See “Using Check In/Check Out” on page 131.

- Select the Check Out Files when Opening option if you want files to automatically be checked out when you double-click to open them from the Site window. (Using File > Open to open a file doesn't check the file out even when this option is selected.)
- Enter a check-out name.

The check-out name appears in the Site window alongside any files that you have checked out, enabling other team members to locate you if you have a file that they need. If you work alone from several different machines, use a different check-out name on each machine (for example, AmyR-HomeMac and AmyR-OfficePC) so you'll know where the latest version of the file is if you forget to check it back in.

- Enter an e-mail address.

If you enter an e-mail address and then check out a file, your name appears in the Site window next to that file as a clickable link (blue and underlined). If a team member clicks on the link, their default e-mail program pops up with a new message. The To field will contain the e-mail address, and the Subject field will contain the corresponding file and site name.

## Checking in and checking out files on a remote server

Use the Site window or the Site menu in the Document window to check in and check out files on a remote server.

If you've checked out a file but have decided not to edit it (or have decided to discard the changes you've made), you can undo a check out, to make the file on the server available to other team members to check out.

**Note:** If you select Site > Check In or Site > Check Out while the Document window is active, and if the current file is not part of the currently open site, Dreamweaver attempts to determine which of your locally defined sites the current file belongs to; if the current file belongs to only one local site, Dreamweaver opens that site and then performs the check in or check out operation.

### To check out files from a remote server:

- 1 Choose the desired site from the current sites pop-up menu at the top of the Site window.
- 2 Check out files using one of the following approaches:
  - Select one or more files and click the Check Out icon at the top of the Site window.
  - Choose Check Out from the context menu or the Site menu.
- 3 To download dependent files along with the selected files, click Yes at the prompt. To refrain from downloading dependent files, click No.

### To check in files to a remote server:

- 1 Choose the desired site from the current sites pop-up menu at the top of the Site window.
- 2 Select one or more checked-out or new files in the Local pane and do one of the following:
  - Click the Check In icon at the top of the Site window.
  - Choose Check In from the context menu or the Site menu.

Files checked out by you are marked with a green check mark. If a file has a red check mark next to it, it's currently checked out by another user; don't check in such files.

A lock symbol next to a file indicates that the file is read-only (Windows) or locked (Macintosh).

New files have neither a check mark nor a lock symbol next to them.

- 3 To upload dependent files along with the selected file, click Yes at the prompt. To refrain from uploading dependent files, click No. It's usually a good idea to upload dependent files when checking in a new file, but if the latest versions of the dependent files are already on the remote server, there's no need to upload them again.

**To undo a check out:**

Select the file and choose Site > Undo Check Out, or right-click (Windows) or Control-click (Macintosh) the file and choose Undo Check Out from the context menu. The local copy of the file becomes read-only, and any changes you've made to it are lost.

**To check in or check out a currently active file:**

In the Document window, choose Site > Check In or Site > Check Out, or use the icons found on the toolbar.

If you check out the currently active file, the currently open version of the file is overwritten by the new checked-out version. If you check in the currently active file, the file may be automatically saved before it's checked in, depending on the preference options you've set; see "Setting Site preferences" on page 110.

## About Design Notes

You can keep track of extra file information associated with your documents, such as image source-file names and comments on file status, by using the Design Notes command.

For example, if you copy a document from one site to another, you can add Design Notes for that document, with the comment that the original document is in the other site folder. Then if you update that document (or someone else does), you'll know that you need to update the original page as well.

You can also use Design Notes to keep track of sensitive information that you can't put inside a document for security reasons. For example, you can include information about how the document was created, or notes on how a particular price or configuration was chosen, or what marketing factors influenced a design decision. You can see which files have Design Notes attached in the Site window: a Design Notes icon appears in the Notes column of the Site Files view.

## Saving file information in Design Notes

You can create a Design Notes file for each document or template in your site. (Note that if you add Design Notes to a template, the documents created with the template do not inherit the Design Notes.) You can also create Design Notes for applets, ActiveX controls, images, Flash movies, Shockwave objects, and image fields in your documents.

### To set up Design Notes for your site:

**1** Choose Site > Define Sites, select a site, and click Edit.

**2** In the Category list at the left, click Design Notes.

- Enable Design Notes for your site by selecting Maintain Design Notes (if it's not already selected).

When Maintain Design Notes is selected, you can create Design Notes for files in your site. Whenever a file is copied, moved, renamed, or deleted, the associated Design Notes file is also copied, moved, renamed, or deleted.

- Choose whether the Design Notes associated with your site are uploaded with the rest of your documents, by selecting or deselecting Upload Design Notes for Sharing.

When Upload Design Notes for Sharing is selected, you can share Design Notes with the rest of your team. When you put or get a file, Dreamweaver automatically puts or gets the associated Design Notes file. If you work alone on your site, you can deselect this option to improve performance of file transfers; when the option is deselected, Design Notes are maintained locally but are not uploaded with your files.

**3** Click OK.

#### To add Design Notes to a document:

- 1 While the document is active in the Document window, choose File > Design Notes.

You can also select the file in the Site window, and then choose File > Design Notes, or double-click on the Notes column. If the file resides on a remote site, you must first check out or get the file, then select it in the local folder. (See “Checking in and checking out files on a remote server” on page 133 or “Getting and putting files” on page 143.)

- 2 In the Basic Info tab, add notes of various sorts:

- Choose the status of the document from the Status pop-up menu.
- Type comments in the Notes text field.
- Click the date icon (just above the Notes text field) to insert the current local date.
- To make the Design Notes file appear every time the file is opened, select Show When File Is Opened.

- 3 In the All Info tab, add other keys and values that might be useful to other developers of your site. For example, you could name a key **Author** (in the Name field) and define the value as **Heidi** (in the Value field). Click the Plus (+) button to add a new key/value pair; select a pair and click the Minus (–) button to remove it.

- 4 Click OK to save the notes.

The notes you entered are saved to a subfolder called `_notes`, in the same location as the current file. The file name is the document’s file name, plus the extension `.mno`. For example, if the file name is `index.html`, the associated Design Notes file is named `index.html.mno`.

#### To add Design Notes to an object:

- 1 Choose Design Notes from the object’s context menu. (Open the context menu for the object by right-clicking (Windows) or Control-clicking (Macintosh) the object.)
- 2 Follow steps 2 through 4 above for adding Design Notes to a document.

Note that an object’s Design Notes file is saved in a `_notes` subfolder in the same directory as the object’s source file, which is not necessarily in the same directory as the document that the object appears in.

#### To open Design Notes associated with a file, do one of the following:

- Select the file in the Site window, or open the file itself; then choose File > Design Notes. The Design Notes associated with that file opens.
- In Notes column of the Site window, double-click the yellow Design Notes icon.



**To assign a status that isn't listed in the Status pop-up menu:**

- 1 Open Design Notes for a file or object.
- 2 Click the All Info tab.
- 3 Click the Plus (+) button.
- 4 In the Name field, enter the word **status**.
- 5 In the Value field, enter the status.  
If a status value already existed, it's replaced with the new one.
- 6 Click the Basic Info tab and note that the new status value appears in the Status pop-up menu.

**Note:** You can have only one new value in the status menu at a time. If you follow this procedure again, the new status value you entered the first time is replaced with the new status value you enter the second time.

**To disable Design Notes:**

- 1 Choose Site > Define Sites.
- 2 In the Define Sites dialog box, select the site and click Edit.
- 3 In the Site Definition dialog box, click Design Notes.
- 4 Deselect Maintain Design Notes.

Deselecting this option disables the Design Notes capability. If you deselect this option and then click Clean Up, all local Design Notes files for your site are deleted.

- 5 Click OK.

A dialog box appears, asking if you would like to delete existing Design Notes files. Click Yes to delete such files, or No to leave them in place.

**To use Design Notes locally only:**

- 1 Choose Site > Define Sites.
- 2 In the Define Sites dialog box, select the site and click Edit.
- 3 In the Site Definition dialog box, select Maintain Design Notes in the Design Notes box.
- 4 Deselect Upload for Sharing.

Design Notes will not be transferred to the remote site when you check in/put your files. You will still be able to add and modify the Design Notes for your site locally.

### To delete unassociated Design Notes from your site:

- 1 Choose Site > Define Sites.
- 2 In the Define Sites dialog box, select the site and click Edit.
- 3 In the Site Definition dialog box, click Design Notes.
- 4 Click Clean Up. Dreamweaver prompts you to verify that it should delete any Design Notes that are no longer associated with a file in your site. (If you use Dreamweaver to delete a file that has an associated Design Notes file, the Design Notes file is deleted too, so usually orphan Design Notes files occur only if you delete or rename a file outside of Dreamweaver.)

**Note:** If you deselect the Maintain Design Notes option before you click Clean Up, Dreamweaver deletes all Design Notes files for your site.

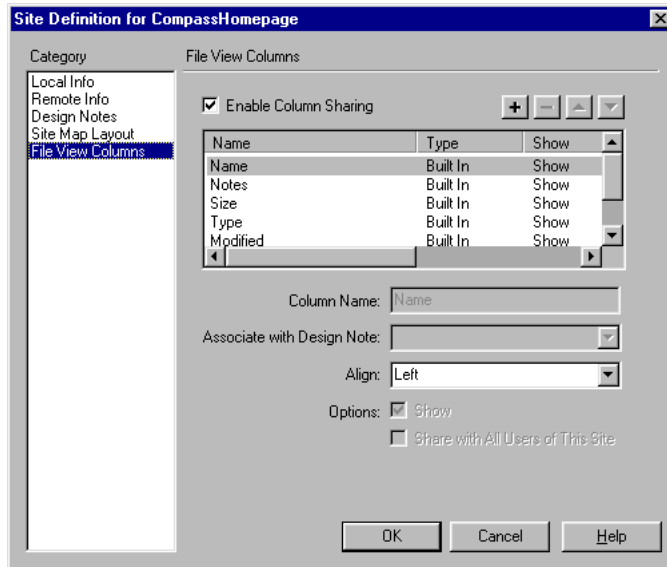
### Using file view columns with Design Notes

You can customize the columns displayed in the Site window's Local Folder and Remote Site lists. You can reorder columns, add new columns (for a maximum of 10 columns), delete columns, hide columns, associate Design Notes to column data, and designate columns to be shared with all users connected to a site. The default columns are Name, Notes, Size, Type, Modified, and Checked Out By. You can sort by any column by clicking on the column heading in the Site window. Clicking more than once on a column reverses the order (ascending and descending) by which the column is sorted.

**Note:** You cannot delete, rename, or associate a Design Note with a built-in column (Name, Notes, Size, Type, Modified, Checked Out By). You can change the ordering and alignment of these columns, as well as hide them, with the exception of the Name column, which cannot be hidden.

To access File View Columns options, do one of the following:

- Choose View > File View Columns in the Site window (Windows) or Site > Site Files View > File View Columns (Macintosh).
- Choose > Define Sites, select a site, and click Edit. Then select File View Columns from the Site Definition Dialog box.
- In the Site window, right-click (Windows) or Control-click (Macintosh) a column and select File View Columns.



The Site Definition dialog box appears, displaying File View Columns options.

To change the order of the columns:

- 1 From the File View Columns display of the Site Definition dialog box, select a column name.
- 2 Click the up or down arrow button to change the position of the selected column.

You can change the order of any column except Name, which always remains in the primary position.

#### To add a new column:

- 1 In the File View Columns display of the Site Definition dialog box, click the Plus (+) button.
- 2 In the Column Name field, enter a name for your column.
- 3 Choose a value from the Associate with Design Note pop-up menu, or type in your own.

You must associate a new column with a Design Note, so that there is data to display in the Site window.

- 4 Choose an alignment option: left, right, or center. This determines how the text is aligned within the column.
- 5 To reveal or hide the column, select or deselect the Show option.
- 6 To share the column with all users connected to the site, select the Share with All Users of This Site option.

#### To delete an added column:

- 1 Select the column you want to delete.
- 2 Click the Minus (-) button.

**Note:** The column is deleted immediately and without confirmation, so be very sure you want to delete the column before clicking the Minus (-) button.

## Using Design Notes in Fireworks and Dreamweaver

If you open a graphic in Macromedia Fireworks 4.0 and export it to another format, Fireworks automatically saves the name of the original source file in a Design Notes file. For example, if you open `myhouse.png` in Fireworks and export it to `myhouse.gif`, Fireworks automatically creates a Design Notes file called `myhouse.gif.mno`, which contains the name of the original file, as an absolute `file`: URL. For example, the Design Notes for `myhouse.gif` might contain this line:

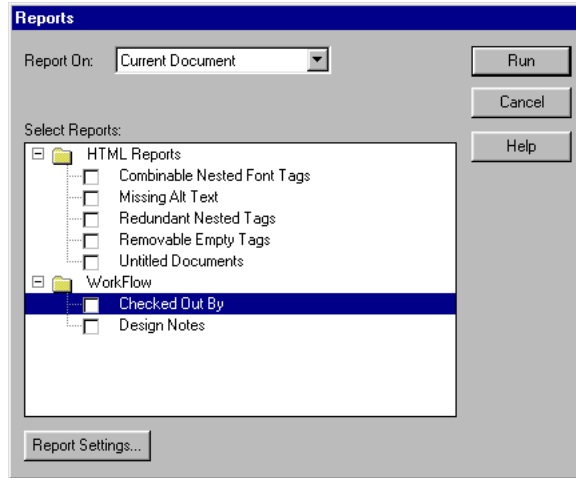
```
fw_source="file:///Mydisk/sites/assets/orig/myhouse.png"
```

If the image contains hotspots or rollovers, the HTML source for those items is also added to the Design Notes file.

When you import the graphic into Dreamweaver, the Design Notes file is automatically copied into your site along with the graphic. When you select the image in Dreamweaver and choose to edit it using Fireworks (see “Launching an external editor” on page 298), Fireworks opens the original file for editing. For more information, see “Using Dreamweaver and Fireworks Together” on page 281.

## Using reports to improve workflow

Use the Site > Reports command to improve collaboration among members of a Web team. You can run workflow reports that display who has checked out a file and which files have Design Notes associated with them. You can further refine Design Note reports by specifying name/value parameters. For information on running other types of reports, see “Using Reports to test a site” on page 509.



**Note:** You must have a remote site connection defined to run the Workflow reports.

### To run a Checked Out By report:

- 1 Choose Site > Reports.  
The Reports dialog box appears.
- 2 Choose an option from the Report On pop-up menu. You can choose to report on a document, an entire site, selected files in a site, or a specific folder.
- 3 Under Workflow, select Checked Out By.
- 4 Click the Reports Setting button.  
The Checked Out By dialog box appears.
- 5 Enter the name of a team member and click OK.
- 6 Click Run.

The report runs, and the Reports dialog box displays a summary of the files that have been checked out by the specified person.

**To run a report on specific Design Notes:**

- 1 Choose Site > Reports.

The Reports dialog box appears.

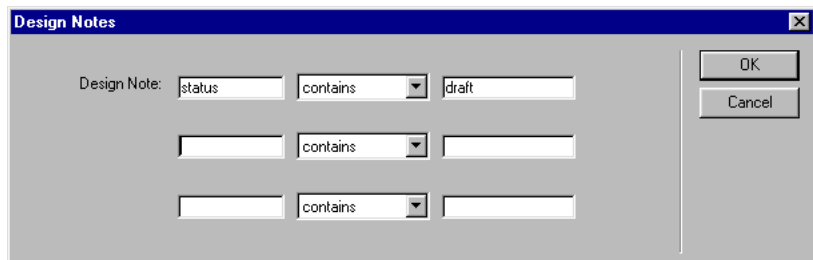
- 2 Choose an option from the Report On pop-up menu. You can choose to report on a document, an entire site, selected files in a site, or a specific folder.

- 3 Under Workflow, select Design Notes.

The Report Settings button becomes available.

- 4 Click the Report Settings button.

The Design Notes dialog box appears.



The screenshot shows a dialog box titled "Design Notes" with a close button in the top right corner. The dialog contains three rows of input fields. The first row is pre-filled with "status" in a text box, "contains" in a dropdown menu, and "draft" in another text box. The second and third rows have empty text boxes, "contains" dropdown menus, and empty text boxes. On the right side, there are "OK" and "Cancel" buttons.

- 5 Enter one or more name and value pairs, and select comparison values from the corresponding pop-up menus.

For example, if you specify “status contains draft,” your report will look for files whose Design Notes have a status of “draft.”

- 6 Click OK to return to the Reports dialog box.

- 7 Click Run to run the report.

## Getting and putting files

If you're working in a collaborative environment, use the Check In/Check Out system to transfer files between local and remote sites (see "Using Check In/Check Out" on page 131). If you're the only person working on the remote site, however, you can instead use the Get and Put commands to transfer files without checking them in or out.

**Note:** If you select Site > Get or Site > Put while the Document window is active, and if the current file is not part of the currently open site, Dreamweaver attempts to determine which of your locally defined sites the current file belongs to; if the current file belongs to only one local site, Dreamweaver opens that site and then performs the Get or Put operation.

### Getting files from a remote server

Getting files copies them from the remote site to your local site.

If you're using the Check In/Check Out system (that is, if the Enable File Check In and Check Out option is on), the Get command results in a read-only local copy of the file; the file remains available on the remote site for other team members to check out. If Enable File Check In and Check Out is turned off, then getting a file transfers a copy that has both read and write privileges. See "Using Check In/Check Out" on page 131.

**Note:** If you're working in a collaborative environment—that is, if others are working on the same files—then turning off Enable File Check In and Check Out is not recommended. In particular, if other people are using the Check In/Check Out system with the site, you should use that system as well.

Note that the files that are copied when you click Get are the ones selected in whichever pane of the Site window is currently active. If the Remote pane is active, then the selected remote files are copied to the local site; if the Local pane is active, then the remote versions of the selected local files are copied to the local site.

If you are not working in a collaborative environment and you want to have read/write privileges for files that you get, turn off the Enable File Check In and Check Out option for the site; see "Associating a remote server with a local site" on page 124.

To get only those files for which the remote version is more recent than the local version, use the Synchronize command; see "Synchronizing the files on your local and remote sites" on page 146.

### To get files from a remote server:

- 1 Choose Window > Site Files to open the Site window.
- 2 At the top of the Site window, choose the desired site from the current sites pop-up menu.
- 3 If you're using FTP to transfer files, click Connect to open a connection to the remote server.

If a connection is already open (indicated by the Disconnect button displayed), skip this step. If the remote files are visible in the Remote pane from a previous connection, clicking Connect isn't required; when you click Get, Dreamweaver connects automatically.

- 4 Select the desired files to download. (Usually you select these in the Remote pane, but you may instead select the corresponding files in the Local pane if you prefer.)
- 5 Click Get, or choose Get from the context menu or the Site menu. If the file is currently open in a Document window, you can instead choose Site > Get from the Document window.
- 6 To download dependent files, click Yes; to skip them, click No. (If you already have local copies of the dependent files, click No.) To avoid being asked about dependent files in future downloads, select the Don't Ask Me Again option.



**Note:** To stop the file transfer at any time, click the Stop Current Task button (the red stop sign with the white X in the lower right corner of the Site window) or press Esc (Windows) or Command+period (Macintosh). The transfer may not stop immediately.

Dreamweaver records all FTP file transfer activity. If an error occurs when you are transferring a file using FTP, the Site FTP log can help you determine the problem. To display the log, choose Window > Site FTP Log from the Site window (Windows) or Site > Site FTP Log (Macintosh).

## Putting files onto a remote server

Using the Put command copies files from the local site to the remote site, generally without changing the file's checked out status. There are two common situations in which you use Put instead of Check In: when you're not in a collaborative environment and you aren't using the Check In/Check Out system, or when you want to put the current version of the file on the server but you're going to keep editing it.

**Note:** If you put a file that didn't previously exist on the remote site and you're using the Check In/Check Out system, the file is copied to the remote site and is then checked out to you for continued editing.

If you want to put a file on a remote server and check it in, use the Check In command. See "Checking in and checking out files on a remote server" on page 133.



To put only those files for which the local version is more recent than the remote version, see “Synchronizing the files on your local and remote sites” on page 146.

**Note:** Do not use special characters (such as é, ç, or ¥) or punctuation such as colons, slashes, or periods in the names of files you intend to put on a remote server. Many servers change these characters during the upload process, which causes any links to the files to break.

**To put files on a remote server:**

- 1 Choose Window > Site Files to open the Site window.
- 2 At the top of the Site window, choose the desired site from the current sites list pop-up menu.
- 3 If you’re using FTP to transfer files, you may click Connect to open a connection to the remote server, which allows you to see what’s on the remote site before transferring any files. However, clicking Connect is not required; when you click Put, Dreamweaver connects automatically.
- 4 Select the desired files to upload. (Usually you select these in the Local pane, but you may instead select the corresponding files in the Remote pane if you prefer.)
- 5 Click Put, or choose Put from the context menu or the Site menu.
- 6 If the file hasn’t been saved, a dialog box may appear (depending on your preference setting in the Site panel of the Preferences dialog box) allowing you to save the file before putting it on the remote server. To save the file, click Yes; to put the previously saved version on the remote server, click No.  
  
If you choose not to save the file, any changes you’ve made since last time you saved will not be put onto the remote server. However, the file remains open, so you can still save the changes after putting the file on the server if you want.
- 7 To upload dependent files, click Yes; to skip them, click No. (If the remote site already contains copies of the dependent files, click No.) To avoid being asked about dependent files in future uploads, select the Don’t Ask Me Again option.



**Note:** To stop the file transfer at any time, click the Stop Current Task button (the red stop sign with the white X in the lower right corner of the Site window) or press Esc (Windows) or Command+period (Macintosh). The transfer may not stop immediately.

If the file is currently open in a Document window, you can instead choose Site > Put from the Document window.

Dreamweaver records all FTP file transfer activity. If an error occurs when you are transferring a file using FTP, the Site FTP log can help you determine the problem. To display the log, choose Window > FTP Log from the Site window (Windows) or Site > FTP Log (Macintosh).

## Synchronizing the files on your local and remote sites

Once you've created files in your local and remote sites, you can synchronize the files between the two sites. Use the Site > Synchronize command to transfer the latest versions of your files to and from your remote site.

If your remote site is an FTP server (rather than a networked server), then synchronizing your files uses FTP. For more information on using FTP, see "Associating a remote server with a local site" on page 124.

Before you synchronize your sites, Dreamweaver lets you verify which files you want to put onto or get from your remote server. Dreamweaver also confirms which files have been updated after you complete the synchronization.

To see which files are newer on the local site or which files are newer on the remote site, without synchronizing, choose Edit > Select Newer Local or Edit > Select Newer Remote (Windows, from the Site window) or Site > Site Files View > Select Newer Local or Site > Site Files View > Select Newer Remote (Macintosh).

### To synchronize your files:

- 1 If you want to synchronize specific files or folders rather than the whole site, choose those files or folders in either the Local or the Remote pane of the Site window.
- 2 Choose Site > Synchronize in the Site window (Windows) or from the menu bar (Macintosh).
- 3 To synchronize the entire site, choose Entire '*Site Name*' Site from the Synchronize pop-up menu. To synchronize selected files only, choose Selected Local Files Only (or Selected Remote Files Only if the Remote pane was where you made the most recent selection).
- 4 Choose the direction in which you want to copy the files:
  - Choose Put Newer Files to Remote if you want to upload all the local files that have more recent modification dates than their remote counterparts.
  - Choose Get Newer Files from Remote if you want to download all the remote files that have more recent modification dates than their local counterparts.
  - Choose Get and Put Newer Files to place the most recent versions of all the files on both the local and the remote sites.

- 5 Choose whether to delete the files on the destination site that don't have counterparts on the origin site. (This is not available if you have selected "Get and Put".)

If you choose Put Newer Files to Remote and you select the Delete option, then Dreamweaver deletes any files in your remote site for which there are no corresponding local files. If you choose Get Newer Files from Remote, then Dreamweaver deletes any files in your local site for which there are no corresponding remote files.

- 6 Click Preview.

If the newest version of each chosen file is already in both places and nothing needs to be deleted, an alert appears, informing you that no synchronization is necessary.

- 7 In the Synchronize Files dialog box, verify which files you want to delete, put, and get. If you don't want Dreamweaver to delete, put, or get a particular file, deselect it by clicking the checkbox to the left of the file (in the Action column).

- 8 Click OK. The files are automatically transferred (and deleted as necessary), and Dreamweaver updates the Synchronize Files dialog box with the status.

- 9 To save the verification information to a local file, click Save Log.



## CHAPTER 5

### Setting Up a Document

---

Once you've created a local site, you can create documents to put in the site. (If you haven't set up a site yet, see "Using Dreamweaver to set up a new site" on page 102.) A document—that is, a page of your Web site—can contain text and images, as well as more sophisticated content such as animation, video, links to other documents, and sound. As you create and work with documents, Macromedia Dreamweaver automatically generates their underlying HTML and JavaScript source code. To examine or edit this code, use one of the Dreamweaver code editors: the Code view in the Document window, or the Code inspector. (For detailed information, see "Using the Code view (or Code inspector)" on page 330.)

You can create new documents in Dreamweaver starting from blank HTML pages or from templates; alternatively, you can open and modify HTML documents created in other applications. (See "Creating, opening, and saving HTML documents" on page 150.)

When you set up a document, you can define basic page elements. For example, the page title identifies the document to the site visitor; it usually appears in the title bar of the browser window. Background images, background colors, and text and link colors customize the page and distinguish regular text from hypertext. Margin properties allow you to specify the sizes of top and left margins for your page. (See "Setting document properties" on page 152.)

As you add content, you can select and modify objects directly in the Document window. In some cases, you may need to select markers that represent page elements that are not visible in the Document window, such as comments and scripts. (See "Selecting elements in the Document window" on page 154.)

While creating your documents, you can perform the same task numerous times by using the History panel. (See "About automating tasks" on page 160.)

## Creating, opening, and saving HTML documents

Dreamweaver offers various ways to create a document. You can create new, blank HTML documents; you can open an existing HTML document, even if it wasn't created in Dreamweaver; or you can create a new document based on a template.

You can also open non-HTML text files, such as JavaScript files, plain text e-mail files, or text files saved by word processors or text editors. You can't use all of the Dreamweaver document-editing tools on a plain text document, but you can use basic text-editing features. Reasons to open text documents might include editing and debugging JavaScript code, looking at the contents of a Dreamweaver configuration file, or opening a piece of e-mail that contains a snippet of HTML, to copy that code and paste it into another document.

**To create a blank HTML document in a new Document window, do one of the following:**

- In Windows, choose File > New from an existing Document window, or choose File > New Window from the Site window.
- On the Macintosh, choose File > New.

If you open the Code view (in the Document window) or the Code inspector, you can see that the new document isn't completely blank—it contains `html`, `head`, and `body` tags to get you started. As you type in the Document window's Design view or insert objects such as tables and images, you can leave a code editor open and watch as the HTML source code is created. For more information on the code editors, see “Using the Code view (or Code inspector)” on page 330.

**To open an existing HTML file, do one of the following:**

- Choose File > Open.
- If the file was created using Microsoft Word, choose File > Import > Import Word HTML.

If you choose Import Word HTML, Dreamweaver opens the file and then lets you specify options for removing extraneous HTML code generated by Word. (Microsoft Word 97 and later versions provide a Save as HTML feature, which adds unnecessary HTML code as it converts a document to HTML.) For more information, see “Cleaning up Microsoft Word HTML” on page 348.

**Note:** You can't directly import a Microsoft Word (.doc) file into Dreamweaver. If you want to import the contents of a Word file, launch Word and save the file as HTML before importing the resulting HTML file into Dreamweaver.

**To create a new document based on a template:**

- 1 Choose File > New from Template.

A dialog box appears, listing the templates available for the current site. (You must create templates before you can create documents based on them; see “Creating templates” on page 377.)

When you create a document based on a template, some parts of the document are locked so that they can't be edited. (The template file determines which regions are editable and which are not.) This ensures consistency when you use a template for multiple documents in a site.

- 2 Select a template and click Select.

A new document is created based on the template. Each editable part of the new document is surrounded by a blue border by default. The entire document is surrounded by a yellow border (by default), as a reminder that it's based on a template and that some parts of it are therefore locked. (To customize the colors of the borders, see “Setting template preferences” on page 383.) To modify an editable part of the template, select the placeholder content in the editable region and type over it. In some cases, there is no placeholder content in the editable region; in those cases, click inside the editable region.

To learn more about designing and working with templates, see “Reusing Content with Templates and Libraries” on page 375.

**To save a document:**

- 1 Choose File > Save.
- 2 Provide a name for the file and navigate to where you want the file to be saved.

**Note:** Dreamweaver automatically adds .htm (Windows) or .html (Macintosh) to the file name when the dialog box first appears. (You can control what file extension is added by using an option in General preferences.) To save a file as plain text in Windows, give it a .txt file name extension. To save a file as plain text on the Macintosh, simply remove the .html from the name of the Macintosh file. (To make Dreamweaver see the file as an HTML file again, save it again with the .html (or .htm) extension.) After you save a file as text, Dreamweaver does not interpret any HTML code in the file.

When you save your documents, avoid using spaces and special characters in file and folder names whenever possible. In particular, do not use special characters (such as é, ç, or ¥) or punctuation (such as colons, slashes, or periods) in the names of files you intend to put on a remote server; many servers change these characters during upload, which will cause any links to the files to break. Also, do not begin a file name with a numeral.

- 3 Click the Save button to save the file.

## Setting document properties

Page titles, background images and colors, text and link colors, and margins are basic properties of every HTML document. The page title identifies and names the document. A background image or color sets the overall appearance of the document. Text and link colors help site visitors distinguish regular text from hypertext and to see which links have been visited and which have not.

### Changing the title of a page

The title of an HTML page helps site visitors keep track of what they're viewing as they browse, and it identifies the page in the visitor's history and bookmark lists. If you don't title a page, the page will appear in the browser window, bookmark lists, and history lists as *Untitled Document*. Note that giving the document a file name (by saving it) is not the same as giving the page a title. To locate all untitled documents in your site, use the Site > Reports command; see "Creating reports" on page 510.

#### To change the title of a page:

- 1 Do one of the following:
  - Choose Modify > Page Properties.
  - Click in an empty space on your page to make sure nothing is selected. Then choose Page Properties from the context menu by right-clicking (Windows) or Control-clicking (Macintosh) in the Design view of the Document window.
  - Choose View > Head Content, click the Title button when it appears, and then open the Property inspector.
  - Choose View > Toolbar.
- 2 Enter the title for the page in the Title text box.
- 3 If you're editing the title in the Page Properties dialog box, click OK.

The title appears in the title bar of the Document window (and in the toolbar, if it's showing). The file name of the page and the folder the file is saved in appear in parentheses next to the title in the title bar. An asterisk indicates the document contains changes that have not yet been saved.



## Defining a background image or page color

To define an image or color for the page background, use the Page Properties dialog box. If you use both a background image and a background color, the color appears while the image downloads, and then the image covers up the color. If the background image contains any transparent pixels, the background color shows through.

**To define a background image or color:**

- 1 Choose **Modify > Page Properties**, or select **Page Properties** from the context menu in the Design view of the Document window.
- 2 To set a background image, click the **Browse** button, then browse to and select the image. Alternatively, enter the path to the background image in the **Background Image** box.

Dreamweaver tiles (repeats) the background image if it does not fill the entire window, just as browsers do. (To prevent the background image from tiling, use Cascading Style Sheets to disable image tiling. See “Using CSS style sheets” on page 248.)

- 3 To set a background color, click the **Background color** box and select a color from the color picker. (See “Working with colors” on page 87.)

## Defining default text colors

Define default colors for regular text, links, visited links, and active links in the Page Properties dialog box, or choose a preset color scheme to define the page background and text colors. (See “Working with colors” on page 87.)

**Note:** The active link color is the color that a link changes to while it’s being clicked. Some Web browsers may not use the color you specify.

**To define default text colors, do one of the following:**

- Choose **Modify > Page Properties** and then choose colors for the **Text Color**, **Link Color**, **Visited Links**, and **Active Links** options.
- Choose **Commands > Set Color Scheme** and then choose a background color and a color set for text and links.

The sample box shows how the color scheme will look in the browser.

**Note:** Color-blind people may find it difficult to see certain low-contrast combinations of text colors and background colors. It’s a good idea to show your page to a color-blind person to determine whether it’s readable.

## Selecting elements in the Document window

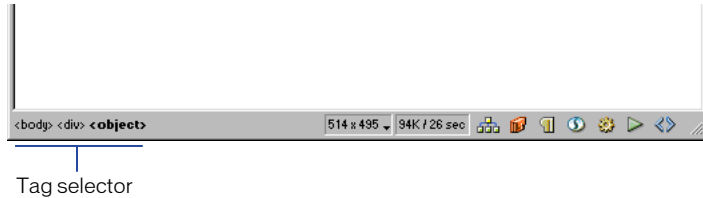
To select an element in the Design view of the Document window, you generally click the element. If an element is invisible, you must make it visible before you can select it.

**To select elements, use these techniques:**

- To select a visible element in the Document window, click the element or drag across the element.
- To select an invisible element, choose View > Visual Aids > Invisible Elements (if that menu item isn't already selected) and then click the element's marker in the Document window.

Some objects appear on the page in a place other than where their code is inserted. For example, a layer can be anywhere on the page, but the code defining the layer is in a fixed location. When invisible elements are showing, Dreamweaver displays markers in the Document window to show the location of the code for such elements. Selecting a marker selects the entire element; for example, selecting the marker for a layer selects the entire layer. (See “About invisible elements” on page 156.)

- To select a complete tag (including its contents, if any), click a tag in the tag selector at the bottom left of the Document window. (The tag selector appears only when the Design view is active.) The tag selector always shows the tags that contain the current selection or insertion point. The leftmost tag is the outermost tag containing the current selection or insertion point. The next tag is contained in that outermost tag, and so on; the rightmost tag is the innermost one that contains the current selection or insertion point.



For example, when you define a link for an image, the HTML code looks something like this:

```
<a href="http://www.macromedia.com"></a>
```

Clicking the image in the Document window changes the tag selector to show the tags for the selection:

```
<body><a><img>
```

Because the image is selected, the `<img>` tag in the tag selector appears in boldface. Clicking that tag in the tag selector corresponds to selecting `` in a code editor.

To select the link (the `a` tag and everything inside it) instead of the image, click the image in the Document window and then click `<a>` in the tag selector.

**To see the HTML code associated with the selected text or object, do one of the following:**

- To display the Code view in the Document window, choose View > Code or View > Code and Design. For more information about the Code view, see “Using the Code view (or Code inspector)” on page 330.
- To open the Code inspector (in a separate window), choose Window > Code Inspector.

When you select something in either code editor (the Code view or the Code inspector), it’s generally also selected in the Document window. You may need to synchronize the two views before the selection appears; see “Using the Code view (or Code inspector)” on page 330.

## About invisible elements

Some HTML code doesn't have a visible representation in a browser. For example, `comment` tags don't appear in browsers. However, it can be useful while you're creating a page to be able to select such invisible elements, edit them, move them, and delete them. Dreamweaver allows you to specify whether it shows icons marking the location of invisible elements in the Design view of the Document window.

To show or hide marker icons for invisible elements, choose View > Visual Aids > Invisible Elements. Showing invisible elements lets you select them and change their properties in the Property inspector; hiding them lets you see the page closer to the way it will appear in a browser. Note that showing invisible elements may slightly change the layout of a page, moving other elements by a few pixels, so for precision layout, hide the invisible elements.

To indicate which element markers appear when you choose View > Visual Aids > Invisible Elements, you can set options in Invisible Elements preferences. For example, you can specify that named anchors should be visible, but not line breaks.

You can create certain invisible elements (such as comments, named anchors, and scripts) using the buttons in the Invisibles category of the Objects panel (see "Using the Objects panel" on page 80). You can then modify these elements using the Property inspector.

## Setting Invisible Elements preferences

Use Invisible Elements preferences to specify which kinds of elements will be visible when you select View > Visual Aids > Invisible Elements.

### To change Invisible Elements preferences:

- 1 Choose Edit > Preferences, then click Invisible Elements.
- 2 Select which elements should be made visible. A check mark next to the name of the element in the dialog box means the element is visible when View > Visual Aids > Invisible Elements is selected.

For an explanation of each Invisible Elements preference, see Dreamweaver Help.

## Using visual guides in the design process

Dreamweaver provides several kinds of visual guides to help you design documents and predict (approximately) how they will appear in browsers. You can do all of the following:

- Instantly snap the Document window to a desired window size to see how the elements fit on the page. See “Resizing the Document window” on page 75.
- Use rulers to provide a visual cue for positioning and resizing layers or tables.
- Use a tracing image as the page background to help you duplicate a design created in an illustration or image-editing application such as Macromedia Fireworks.
- Use the grid for precise positioning and resizing of layers. Grid marks on the page help you align layers, and when snapping is enabled, layers automatically snap to the closest grid point when moved or resized. (Other objects, such as images and paragraphs, do not snap to the grid.) Snapping works regardless of whether the grid is visible. See “Snapping layers to the grid” on page 416.

### Displaying rulers

Rulers can be displayed on the left and top borders of the page, marked in pixels, inches, or centimeters.

**To change ruler settings, do one of the following:**

- To toggle rulers on and off, choose View > Rulers > Show.
- To change the origin, drag the ruler-origin icon anywhere on the page. (This icon appears at the upper left corner of the Design view of the Document window when rulers are showing.) To reset the origin to its default position, choose View > Rulers > Reset Origin.
- To change the unit of measure, choose Pixels, Inches, or Centimeters from the View > Rulers submenu.

## Using a tracing image

Use a tracing image as a guide to re-create a page design that was mocked up in a graphics application. A tracing image is a JPEG, GIF, or PNG image that is placed in the background of the Document window. You can hide the image, set its opacity, and change its position.

The tracing image is visible only in Dreamweaver. It is never visible when you view the page in a browser. When the tracing image is visible, the page's real background image and color are not visible in the Document window; however, the background image and color will be visible when the page is viewed in a browser.

### To place a tracing image in the Document window:

- 1 Do one of the following:
  - Choose View > Tracing Image > Load.
  - Choose Modify > Page Properties and then click the Browse button next to the Tracing Image text box.
- 2 In the dialog box that appears, select an image file and click Select (Windows) or Choose (Macintosh).
- 3 The Page Properties dialog box appears. Specify the transparency for the image by dragging the Image Transparency slider; then click OK.

To switch to another tracing image or change the transparency of the current tracing image at any time, choose Modify > Page Properties.

### To show or hide the tracing image:

Choose View > Tracing Image > Show.

### To change the position of a tracing image:

Choose View > Tracing Image > Adjust Position. Then do one of the following:

- To precisely specify the position of the tracing image, enter coordinate values in the X and Y text boxes.
- To move the image one pixel at a time, use the arrow keys.
- To move the image five pixels at a time, press Shift and an arrow key.

### To reset the position of the tracing image:

Choose View > Tracing Image > Reset Position. The tracing image returns to the upper left corner of the document window (0,0).

**To align the tracing image to a selected element:**

- 1 Select an element in the Document window.
- 2 Choose View > Tracing Image > Align with Selection.

The upper left corner of the tracing image is aligned with the upper left corner of the selected element.

## Viewing and editing head content

HTML files are made up of two main sections: the `head` section and the `body` section. The `body` section is the main part of the document, the visible part containing text and images and so on. The `head` section is invisible, except for the document title, which appears in window title bars in browsers and in Dreamweaver. Give a title to every page you create.

The `head` section also contains other important information, including the document type, the language encoding, JavaScript and VBScript functions and variables, keywords and content indicators for search engines, and style definitions. You don't need to provide all of these elements for every page; you might, for example, provide keywords and content indicators for your home page only. You can view the elements in the `head` section using the View menu, the Document window's Code view, or the Code inspector.

**To view elements in the `head` section of a document:**

Choose View > Head Content. For each element of the `head` content, an icon appears at the top of the Document window's Design view.

**Note:** If your Document window is set to show only Code view, View > Head Content is dimmed.

**To insert an element into the `head` section of a document:**

- 1 Do one of the following:
  - Choose Head from the pop-up menu at the top of the Objects panel and click one of the object buttons.
  - Choose an item from the Insert > Head submenu.
- 2 Enter options for the element in the dialog box that appears, or in the Property inspector.

**To edit an element in the head section of a document:**

- 1 Choose View > Head Content.
- 2 Click one of the icons in the head section to select it.
- 3 Set or modify the properties of the element in the Property inspector.

For information about the properties of specific head elements, see the following topics in Dreamweaver Help:

- Meta properties
- Title properties
- Keywords properties
- Description properties
- Refresh properties
- Editing a script
- Base properties
- Link properties

## About automating tasks

While creating your documents, you may want to perform the same task numerous times. This section explains how to use the History panel to automate repetitive tasks.

To repeat a series of steps once or twice, replay them directly from the History panel, which records your steps as you work on a document. (For basic information about the History panel, see “About the History panel” on page 84.) To automate a task that you perform often, you can create a new command that performs that task automatically.

Some mouse movements, such as selecting something in the Document window by clicking or dragging, can't be played back or saved as part of saved commands. When you make such a movement, a black line appears in the History panel (although the line does not become obvious until you perform another action). To avoid movements that can't be played back, use the arrow keys instead of the mouse to move the insertion point within the Document window. To make or extend a selection, hold down the Shift key while pressing an arrow key.

**Note:** If a black mouse-movement indicator line appears while you're performing a task you want to repeat later, you can undo back past that step and try another approach, perhaps using the arrow keys.



Certain other steps also aren't repeatable, such as dragging a page element to somewhere else on the page. When you perform such a step, a menu-command icon with a small red *X* appears in the History panel.

Steps are replayed exactly as they were originally performed; you can't modify the steps as you replay them. For example, if you previously changed the color of a table cell to red, applying that step to another table cell changes that cell's color to red as well; you can't specify a different color when you apply the step to a new cell.

## Repeating steps

To repeat the last step you performed, use the Edit > Repeat command, or use the keyboard shortcut Control+Y (Windows) or Command+Y (Macintosh). The name of this command changes in the Edit menu to reflect the last step you performed; for example, if you've just typed some text, the command name is Repeat Typing. (You can't use the Repeat command immediately after an Undo or Redo operation.)

To repeat steps other than the most recent one, or to repeat multiple steps at once, use the History panel.

Note that when you replay steps, the steps that are played are the steps that are selected (highlighted), not necessarily the step currently pointed to by the slider.

### To repeat one step:

In the History panel, select a step and click the Replay button. The step is replayed, and a copy of it appears in the History panel.

### To repeat a series of adjacent steps:

1 Select steps in the History panel by doing one of the following:

- Drag from one step to another. (Don't drag the slider; just drag from the text label of one step to the text label of another step.)
- Select the first step, then Shift-click the last step; or select the last step and then Shift-click the first step.

**Note:** Although you can select a series of steps that includes a black mouse-movement indicator line, that mouse movement is skipped when you replay the steps.

2 Click Replay.

The steps are replayed in order, and a new step, labeled Replay Steps, appears in the History panel.

**To repeat nonadjacent steps:**

- 1 Select a step, then Control-click (Windows) or Command-click (Macintosh) other steps.

You can also Control-click or Command-click to deselect a selected step.

- 2 Click Replay.

The selected steps are replayed in order, and a new step, labeled Replay Steps, appears in the History panel.

## Applying steps to another object

You can apply a set of steps from the History panel to any object in the Document window.

**To apply History panel steps to a new object:**

- 1 Select the object.
- 2 Select the relevant steps in the History panel, then click Replay.


## Applying steps to multiple objects

If you select multiple objects in a document and then apply steps to them from the History panel, the objects are treated as a single selection, and Dreamweaver attempts to apply the steps to that combined selection. For example, you can't select five images and apply the same size change to each of them all at once; a size change is an operation that must be applied to each individual image, not to a collective combination of images.


To apply a series of steps to each object in a set of objects, you must make the last step in the series select the next object in the set. The following procedure demonstrates this principle in a particular scenario: setting the vertical and horizontal spacing of a series of images.


**To set the vertical and horizontal spacing of a series of images:**

- 1 Start with a document in which each line consists of a small image (such as a graphical bullet or an icon) followed by text. The goal is to set the images off from the text and from the other images above and below them.

 Find out more

 Where to go

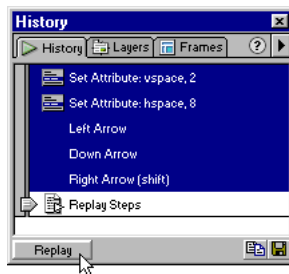
 How to get there

 What to look for

- 2 Select the first image.
- 3 In the Property inspector, click the Expand button (the arrow in the lower right corner) if necessary to see all of the image properties.
- 4 Enter numbers in the V Space and H Space text boxes to set the image's spacing.
- 5 Click the Document window's title bar (rather than clicking inside the document window) to make the Document window active without moving the insertion point.
- 6 Press the Left Arrow key to move the insertion point to the left of the image. Then press the Down Arrow key to move the insertion point down one line, leaving it just to the left of the second image in the series. Then press Shift+Right Arrow to select that second image.

**Note:** Do not select the image by clicking it, or you won't be able to replay all the steps.

- 7 In the History panel, select the steps that correspond to changing the image's spacing and selecting the next image. Click the Replay button to replay those steps.



The current image's spacing changes, and the next image is selected.

- 8 Continue to click Replay until all the images are spaced correctly.

To apply steps to an object in another document, use the Copy Steps button.

## Copying and pasting steps between documents

Each open document has its own history of steps. You can copy steps from one document and paste them into another.

**Note:** Copy Steps (a button in the History panel) is different from Copy (in the Edit menu). You can't use Edit > Copy to copy steps, though you do use Edit > Paste to paste them.


Closing a document clears its history. If you know you will want to use steps from a document after that document is closed, copy the steps with Copy Steps (or save them as a command; see “Creating new commands from history steps” on page 165) before you close the document.

Be careful when copying steps that include a Copy or a Paste command:

- Don't use Copy Steps if one of the steps is a Copy command; you may not be able to paste such steps the way you want.
- If your steps include a Paste command, you can't paste those steps, unless the steps also include a Copy command before the Paste command.

If you paste steps into a text editor or into the Code view or the Code inspector, they appear as JavaScript code. This can be useful for learning to write your own scripts. For more information on using JavaScript in Dreamweaver, see “Extending Dreamweaver: Basics” on page 536.

**To reuse steps from one document in another document:**

- 1 Start from the document containing the steps you want to reuse.
- 2 Select the steps in the History panel.
-  3 Click the History panel's Copy Steps button to copy those steps.
- 4 Open the other document.
- 5 Place the insertion point where you want it, or select an object to apply the steps to.
- 6 Choose Edit > Paste to paste the steps.

The steps are played back as they're pasted into the document's History panel. The History panel shows them as only one step, called Paste Steps.

## Creating new commands from history steps

You can save a set of history steps as a named command, which then becomes available in the Commands menu.

Create and save a new command if there's any chance you'll want to use a given set of steps again in the future, especially if you want to use those steps again the next time you start Dreamweaver; saved commands are retained permanently (unless you delete them), while recorded commands are discarded when you exit from Dreamweaver, and copied sequences of steps are discarded when you copy something else.

You can edit the names of commands that you've placed in the Commands menu, and you can delete them from the Commands menu, using **Commands > Edit Command List**. It's more complicated to edit and delete commands that are built into the Commands menu (that is, commands that you didn't explicitly add); see "About customizing Dreamweaver menus" on page 517.

### To create a command:

- 1 Select a step or set of steps in the History panel.
- 2 Click the **Save As Command** button, or choose **Save As Command** from the History panel's context menu.
- 3 Enter a name for the command and click **OK**.

The command appears in the Commands menu.

**Note:** The command is saved as a JavaScript file (or sometimes an HTML file) in your `Dreamweaver/Configuration/Commands` folder.

### To use a saved command:

- 1 Select an object to apply the command to, or place the insertion point where you want it.
- 2 Choose the command from the Commands menu.

### To edit the names of commands in the Commands menu:

- 1 Choose **Commands > Edit Command List**.
- 2 Select a command to rename and enter a new name for it.
- 3 Click **Close**.

### To delete a name from the Commands menu:

- 1 Choose **Commands > Edit Command List**.
- 2 Select a command.
- 3 Click **Delete**, then click **Close**.

## Recording commands

Dreamweaver allows you to record a temporary command for short-term use. The main differences between this approach and playing back steps from the History panel (see “Repeating steps” on page 161) are as follows:

- The steps are recorded as you perform them, so you don’t have to select them in the History panel before playing them back.
- During recording, Dreamweaver prevents you from performing nonrecordable mouse movements (such as clicking to select something in a window, or dragging a page element to a new location).
- If you switch to another document while recording, Dreamweaver doesn’t record the changes you make in the other document. To determine whether you’re recording or not at any given moment, look at the mouse pointer.

Dreamweaver retains only one recorded command at a time; as soon as you start recording a new command, the old one is lost. To save a new command without losing a recorded one, save the command from the History panel.

Once you’ve recorded a command, you can save it using the History panel.

### To temporarily record a series of frequently used steps:

- 1 Choose **Commands > Start Recording**, or press **Control+Shift+X** (Windows) or **Command+Shift+X** (Macintosh).



The pointer changes to indicate that you’re recording a command.

- 2 When you finish recording, choose **Commands > Stop Recording**, or press **Control+Shift+X** (Windows) or **Command+Shift+X** (Macintosh).

### To play back a recorded command:

Choose **Commands > Play Recorded Command**, or press **Control+P** (Windows) or **Command+P** (Macintosh).

### To save a recorded command:

- 1 Choose **Commands > Play Recorded Command** to play the command back.  
A step named **Run Command** appears in the History panel’s step list.
- 2 Select the **Run Command** step and click the **Save As Command** button.
- 3 Enter a name for the command and click **OK**.

The command appears in the **Commands** menu.

## CHAPTER 6

### Designing Page Layout

---

Page layout is an important part of Web design. The term *page layout* refers to the way your page will look in the browser, such as where a menu or images will go. Macromedia Dreamweaver gives you several different ways to create and control your Web page layout.

One common method for creating a page layout is with HTML tables. Tables can be difficult to use, however, since they weren't originally created for Web page layout, but for displaying tabular data.

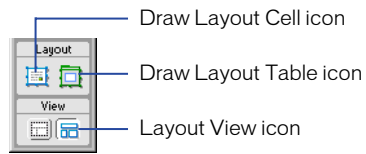
To simplify the process of using tables for page layout, Dreamweaver provides Layout view. In Layout view, you can design your page using tables as the underlying structure, but avoid the traditional pitfalls of using tables. For example, you can easily draw cells (table cells) onto your page, then customize and move the cells where you want them. Your layout can have a fixed width, or it can grow to fill the browser window (see "Setting layout width" on page 179).

You can still lay out your pages using tables in the traditional way (see "Using Tables to Present Content" on page 183), or lay out pages using layers and then convert them to tables (see "Using tables and layers for layout" on page 421). However, the Dreamweaver Layout view is the easiest way to set up your page layout.

To use Layout view, you must switch out of Dreamweaver Standard view.

**To switch into Layout view:**

Choose View > Table View> Layout View or click the Layout View button in the Objects panel.



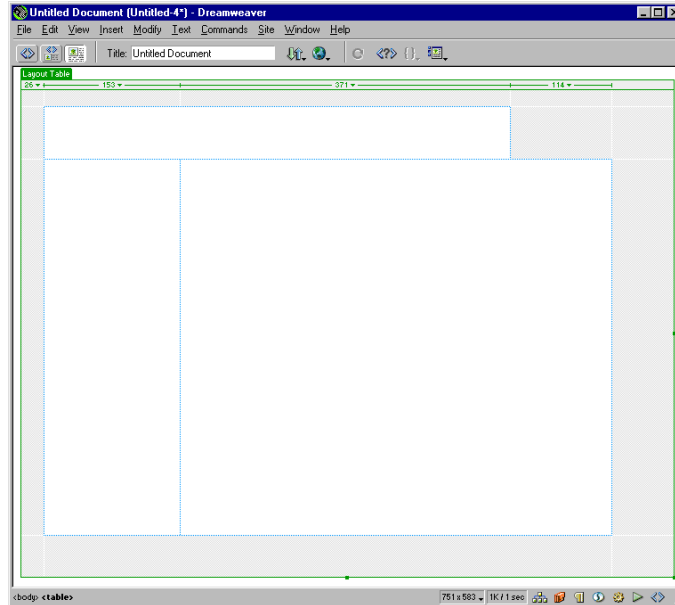
Show Layout Table Tabs is automatically enabled in Layout View. To turn off the table tabs when in Layout View, choose View > Table View > Show Layout Table Tabs.

**Note:** If you create a table in Dreamweaver Standard view, then switch into Layout view, your table will have empty layout cells that you may need to delete before you can create new cells.



## About layout cells and tables

When you switch into Layout view, you can add layout cells to your page. These cells will help you block out your page layout. For example, you could draw a cell along the top of your page to hold a menu, a cell on the right side of the page for submenus, and a cell next to it to hold content. It can be useful to think of the layout in terms of a grid of rows and columns.



When you create a layout cell on your page, Dreamweaver automatically creates a layout table as a container for the cell. A layout cell cannot exist outside of a layout table. You can create your page layout using several layout cells within one layout table or you can use multiple layout tables for a more advanced layout.

Using multiple layout tables isolates sections of your layout, so that they aren't affected by another section. This is especially useful when the content in a layout cell may change and cause the cell to grow. As the cell grows, it affects the other cells near it because cells cannot overlap. If you have created your layout with multiple layout tables, the rows and columns of one table will not affect another table.

You can also nest layout tables (inserting a layout table into an already existing layout table). The cells inside a nested table are not constrained by the rows and columns of the outer table. See "Drawing a nested layout table" on page 173.

## Drawing layout cells and tables

You can draw layout cells and tables on your page when in Layout view. If you create a layout cell first, a layout table will also automatically be inserted to act as a container for the layout cell. A layout cell will always be in a layout table.

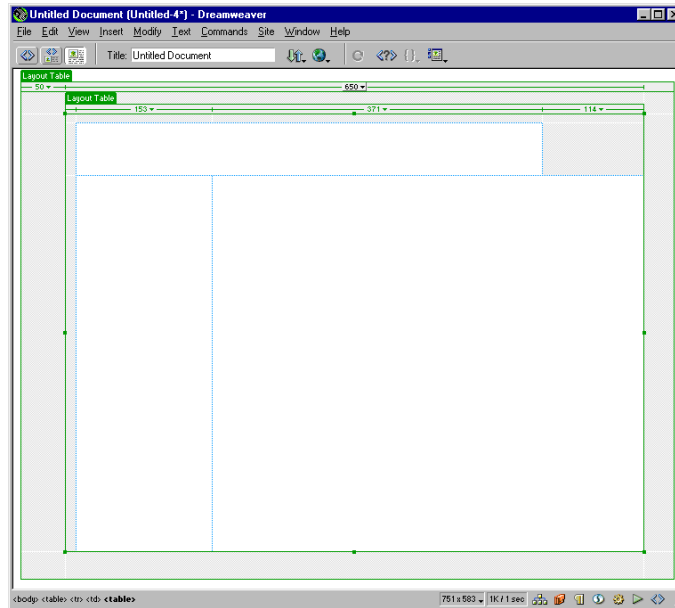
**Note:** The Layout table that is automatically created by Dreamweaver is the width of your Document window. You can resize it or make it autostretch as necessary.

### To draw a layout cell:

- 1 Make sure you are in Layout view, then click the Draw Layout Cell button in the Layout category of the Objects panel. The mouse pointer will change to a plus sign (+).
- 2 Position the mouse pointer where you want to start the cell on the page, then drag to create the layout cell. To create a number of cells without clicking the layout cell button each time, hold down Control (Windows) or Command (Macintosh).

The cell will appear outlined in blue on your page. Blue is the default outline color for layout cells, see “Setting Layout View preferences” on page 182 to change it. The size of each cell is displayed in the column header area along the top of the cell. For more information about width, see “Setting layout width” on page 179.

Your page layout follows a grid with columns and rows, so cells can span several rows or several columns, but they can never overlap each other on the page. Dreamweaver helps you maintain this structure by automatically snapping new cells that you create to existing cells if you draw them near each other (within 8 pixels). The cells will also automatically snap to the side of the page if you draw them close to the edge (within 8 pixels). To temporarily disable snapping, hold down Alt (Windows) or Option (Macintosh) while drawing the cell on the page.



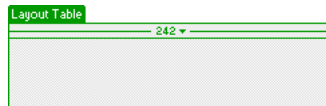
This does not mean that all of your cells must be the same size or width. You can have cells in the same column that are different widths, or cells in rows that have different heights.

### To draw a layout table:

- 1 Make sure you are in Layout view, then click the Draw Layout Table button in the Layout category of the Objects panel. The mouse pointer will change to a plus sign (+).
- 2 Position the mouse pointer on the page, then click and drag your mouse to create the layout table. If it is the first table you have drawn on the page, it will automatically be positioned at the top left corner of your page.

To create a number of tables without clicking the layout table button each time, hold down Control (Windows) or Command (Macintosh).

The table will appear outlined in green on your page. Green is the default outline color for layout tables, see “Setting Layout View preferences” on page 182 to change it. A Layout Table tab also appears at the top of each table you draw and helps you distinguish and select the table. The size of each table is displayed in the Column Header area along the top of the table.



For more information about width, see “Setting layout width” on page 179.

Tables cannot overlap each other. Your page layout follows a grid with columns and rows, so tables can span several rows or several columns, but they can never actually overlap on the page. Dreamweaver helps you maintain this structure by automatically snapping new tables that you create to existing tables or cells if you draw them near each other (within 8 pixels). The tables will also automatically snap to the side of the page if you draw them close to the edge (within 8 pixels). To turn off snapping, hold down Alt (Windows) or Option (Mac) while drawing the table on the page.

You can create layout tables into empty areas of your page layout, into an existing layout table (nesting), or around existing layout cells and tables. When you create a Layout table in a blank document, it will automatically snap to the upper left corner of your Document window.

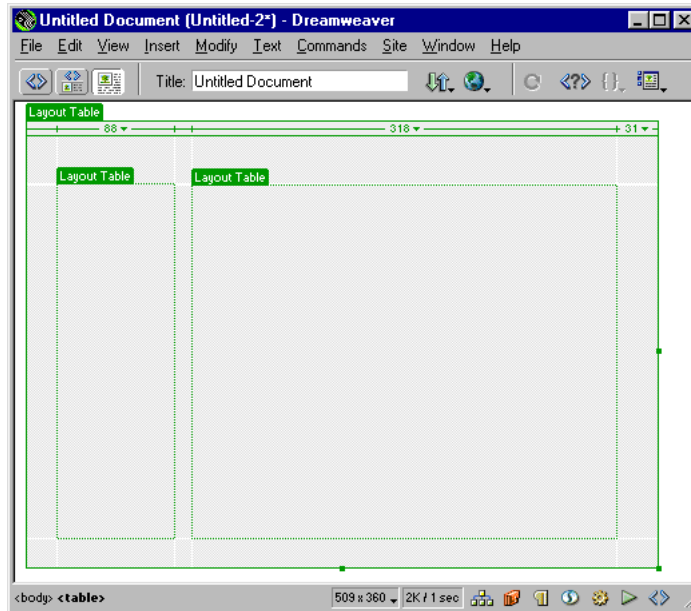
**Note:** If your page already contains content, a layout table can only be drawn below the bottom of the content.

### To draw a layout table around existing tables or cells:

- 1 Make sure you are in Layout view, then click the Draw Layout Table button in the Layout category of the Objects panel. The mouse pointer will change to a plus sign (+).
- 2 Click and drag your mouse around existing layout cells or tables. The layout table will enclose the existing cells or tables.

## Drawing a nested layout table

You can draw a layout table in an already existing layout table (this creates a nested table). The cells inside a nested table are not constrained by the rows and columns of the outer table. You can insert multiple nested tables.



### To draw a nested table:

- 1 Click the Draw Layout Table button in the Layout category of the Objects panel. The mouse pointer will turn into a plus sign (+).
- 2 Position the mouse pointer inside the gray space of an existing layout table, then click and drag your mouse to create the nested layout table.

A nested layout table cannot be larger than the table that contains it.

## Using the Dreamweaver grid

You can turn on the Dreamweaver grid to use as a guide when you draw your layout. You can also have your layout automatically snap to the grid, and change the grid or control the snapping behavior by specifying grid settings.

### To show or hide the grid in the Document window:

Choose View > Grid > Show Grid or select Grid from the Options drop-down menu on the toolbar.

### To change grid settings:

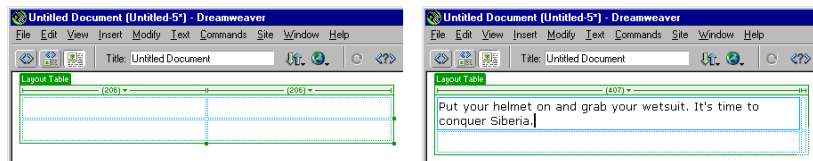
- 1 Click View > Grid > Edit Grid to open the Grid Settings dialog cell.
- 2 Do any of the following:
  - Click the arrow next to the color swatch and select a color from the palette or type the hexadecimal number in the cell. This controls the color of the grid lines.
  - Select Show Grid to show the grid in the Document window.
  - Select Snap to Grid to enable snapping.
  - Type the amount of spacing you want and select Pixels, Inches, or Centimeters from the pop-up menu. This controls how far apart the grid lines will appear.
  - Choose lines or dots for the grid lines.
- 3 Click Apply to view the changes, then OK to close the dialog box.

## Adding content to a cell

You can add text, images, and other media to layout cells in Layout view just as you would in Dreamweaver normal display (Standard view). Click in the cell where you want to insert content, then type text or insert other files.

Content can only be inserted into a layout cell, so you must create the layout cells first (see “Drawing layout cells and tables” on page 170). The gray spaces in your page indicate areas that are not available for adding content, unless you insert a layout cell there.

A layout cell expands automatically as you add material that is larger than the cell. As the cell expands, surrounding cells may also be affected, and the column that the cell is in will also expand.



#### To add text to a cell:

Click in the layout cell where you want to add text and do one of the following:

- Type text into the cell. The cell will automatically expand as you type.
- Paste text copied from another document. Use the Paste command. For more information, see “Inserting text and objects” on page 234.

#### To add an image to a cell:

- 1 Click in the layout cell where you want to add the image.
- 2 Click the Insert Image button in the Objects panel, choose Insert > Image, or drag the Insert Image button from the Objects panel to the page.
- 3 In the Select Image dialog box, select an image file.

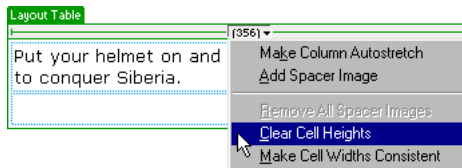
For more information, see “Setting image properties” on page 269.

## Clearing automatic cell heights

After you insert content into your cells, you can clear the cell heights to remove the setting. Dreamweaver automatically creates the cells with a specified height, but once you add content to the cell, you no longer need the specified height.

#### To clear heights, do one of the following:

- Select Clear Cell Heights from the Column Header menu. The heights are cleared and some rows may shrink.



- Select a layout table (click the table tab or edge), then click the Clear Row Heights button in the Property inspector.

## Moving and resizing layout cells and tables

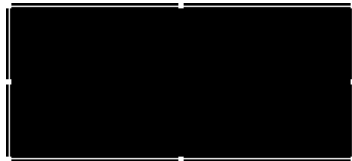
Every cell and table in your layout can be moved or resized, which makes it easy to adjust your page layout. To use the Dreamweaver grid as a guide while you move or resize your cells and tables, see “Using the Dreamweaver grid” on page 174.

### To resize a cell:

- 1 Click the cell edge or hold down Control (Windows) or Command (Mac) and click anywhere in the cell.

Selection handles will appear around the cell.

- 2 Use the selection handles to drag the cell to your chosen size.



The cell will automatically snap to existing cells (when within 8 pixels of their borders). A layout cell cannot overlap other cells and you cannot resize it outside the boundaries of its layout table. A layout cell is always at least as large as the content it contains.

### To move a cell:

- 1 Click the cell edge.
- 2 Drag the cell where you want it on the page or use the arrow keys. The arrow key moves it 1 pixel at a time, holding down Shift will move it 10 pixels at a time.

### To resize a table:

- 1 Click the table tab.  
Selection handles will appear around the layout table.
- 2 Use the selection handles to drag the table to your chosen size.

The table will automatically snap to existing cells and tables (when within 8 pixels of the existing cell). The layout table cannot be resized so that it will be smaller than the boundary of the cells it contains. It also cannot be resized so that it will overlap surrounding tables or cells.

### To move a table:

- 1 Click the table tab.
- 2 Drag the table where you want it on the page or use the arrow keys. The arrow key moves it 1 pixel at a time, holding down Shift will move it 10 pixels at a time.

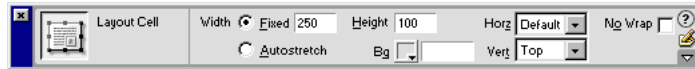


## Formatting layout cells and tables

You can change the appearance of any layout cell or table in the Property Inspector.

### Formatting a layout cell

You can set content alignment, width and height, and background colors in the Property inspector.

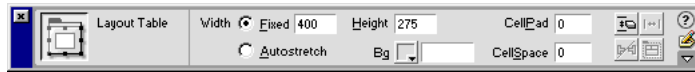


**To format a layout cell in the Property inspector:**

- 1 Click the cell edge or hold down Control (Windows) or Command (Mac) and click anywhere in the cell.
- 2 Choose Window > Properties to open the Property inspector.
- 3 Choose from the following appearance options:
  - To change the width, choose Fixed and type a width in pixels in the box, or choose Autostretch (see “Setting layout width” on page 179).
  - To change the height, specify the height in pixels in the text box.
  - To set a background color for the layout cell, choose a color from the Bg drop-down color picker or type the hexadecimal code for the color you want in the text box.
  - To set the horizontal alignment, select from the Horz pop-up menu. You can set the alignment of the layout cell’s contents to either Left, Center, Right, or Default.
  - To set the vertical alignment, select from the Vert pop-up menu. You can set the alignment of the layout cell’s contents to either Top, Middle, Bottom, Baseline, or Default.
  - Select No Wrap to prevent word wrapping. If selected, the layout cell widens to accommodate all the content, without breaking to a new line.

## Formatting layout tables

You can set width and height, padding and spacing, and more in the Property inspector.



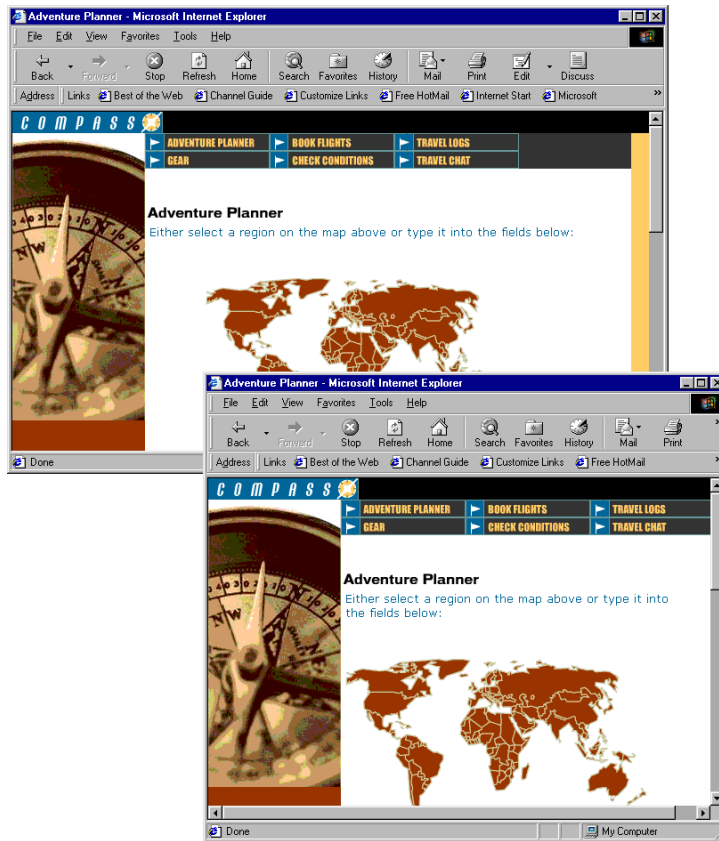
### To format a layout table:

- 1 Click the table tab or edge.
- 2 Choose Window > Properties to open the Property inspector.
- 3 Choose from the following appearance options:
  - To change the width, choose Fixed and type a width in pixels in the box, or choose Autostretch (see “Setting layout width” on page 179).
  - To change the height, specify the height in pixels in the text field.
  - To set cell padding, specify the number of pixels in the CellPad field. Cell padding is the amount of space between the content of a layout cell and the cell boundary (or wall). When you set this above 0, all the layout cells in the layout table you have selected will have this spacing. If you see two numbers appear in the column header area, use the Make Widths Consistent option below.
  - To set cell spacing, specify the number of pixels in the CellSpace text field. Cell spacing is the amount of space between each layout cell. When you set this above 0, all the layout cells in the layout table you have selected will have this spacing. If you see two numbers appear in the column header area, use the Make Widths Consistent option below.
  - To clear the height settings for all the cells in the layout table you selected, click the Clear Height Attributes button. If there are no elements in the table, the table will collapse completely.
  - If you have fixed-width cells in your layout, click the Make Widths Consistent button. This automatically resets the HTML widths of each cell to match the content within that cell. For example, if you set the width to 200 pixels, then added content that stretches the width to 250, you will see these two numbers displayed in the top bar of the table: 250 in quotes and 200 in parentheses. Clicking Make Widths Consistent removes the 200-pixel setting and keeps 250.
  - To remove spacer images (transparent images that are used to control the spacing in your layout) from your layout table, click the Remove All Spacers button. (For more information, see “Using spacer images” on page 181).
  - If the layout table you selected is nested within another layout table, click Remove Nesting to remove the nested layout table without losing any of its contents. The layout table will disappear and the layout cells and their contents will become part of the parent table.

## Setting layout width

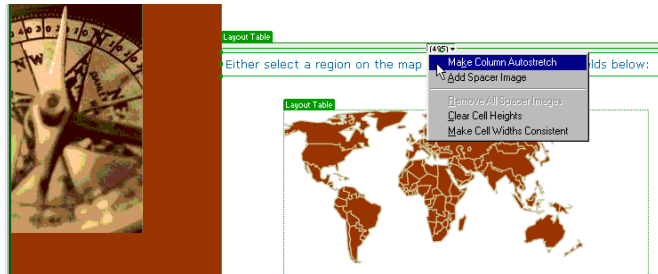
There are two types of widths you can use in Layout view: Fixed width and Autostretch. The width appears in the column header area at the top of each column. Fixed width is a specific numeric width, such as 300 pixels, and is displayed as a number. Autostretch sets the width to resize automatically depending on the window size and is displayed as a wavy line. With autostretch, your layout always fills the browser window, no matter what size window the viewer has set. Although fixed width is the default setting, you'll typically set some of your layout cells or tables to be fixed width and one to be autostretch. The settings you specify affects all the cells or tables in that column. Only one column in a layout can be autostretch.

For example, suppose your layout has a menu bar on the left side of the page, the title at the top, and the main content area on the right. You might set the left column to a fixed width and the main content area to autostretch.



**To set autostretch width, do one of the following:**

- Go to the top of the column that you want to set to autostretch and select Make Column Autostretch from the Column Header menu. Only one column can be autostretch.



- Select the column, then click Autostretch in the Property inspector.

When you set a column to autostretch, Dreamweaver will insert spacer images in the fixed width columns to control the layout. A spacer image is a transparent image that is not visible in the browser window, but is used to control spacing. See “Using spacer images” on page 181 for more information.

**To set fixed width, do one of the following:**

- Go to the top of the column that you want to make a fixed width and select Make Column Fixed Width from the column header menu.

Make Column Fixed Width automatically sets the width of the column to match the width of the content in that column.

- In the Property inspector, click Fixed and type a numeric value.

If you enter a numeric value that is less than the width of your content, Dreamweaver will automatically set the width to the correct pixel size.

Sometimes two numbers will appear in the Column Header menu: the actual width of the column and the width that appears in the HTML code. This can happen for a variety of reasons, such as inserting content that is wider than the width you drew or specified. It is good practice to make the widths consistent, so that only one number appears.

**To make the width consistent (so only the actual width is specified):**

Select Make Cell Widths Consistent from the column header menu.

## Using spacer images

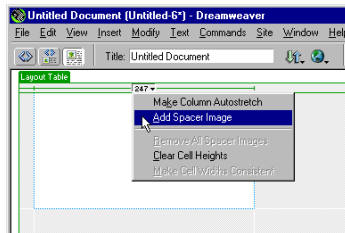
A spacer image is a transparent image that does not show in the browser window, but is used to control spacing in autostretch tables. The spacer image maintains the width you set for each table and cell on the page. If you choose not to use spacer images in autostretch tables, columns will change size or even visually disappear completely if they do not contain content.

You can insert and remove spacer images in each column or let Dreamweaver add them automatically when creating an autostretch column. Columns that contain spacer images have a double bar along the top.

When you insert a spacer image in a column or set a column to autostretch, a dialog box appears that asks how you want to set up your spacer image file. If you have already set a spacer image for the site in the Dreamweaver preferences, the dialog box does not appear. See “Setting Layout View preferences” on page 182.

**To set up your spacer image:**

- 1 Set a column to autostretch or choose Add Spacer Image from the Column Header menu.



- 2 In the dialog box that appears, choose from the following options:
  - Tell Dreamweaver where to create the spacer image file: If you select this option and click OK, another dialog box appears to let you navigate to the directory in your site where you would like to store the spacer image file, such as an images folder. This is the recommended choice.
  - Browse to an existing spacer image file: If you have already created a spacer image file for your site, choose this option and then navigate to your spacer image in the next dialog box that appears. The spacer image should be a 1 pixel by 1 pixel transparent GIF.
  - Turn off spacer images for autostretch columns: If you select this option, a dialog box appears that warns you that the other columns in your layout may collapse to a small width. When you choose not to use spacer images, the widths of your columns will be as small as the content in them. Columns without content will collapse to nothing. The spacer images help maintain the structure of your layout as you originally drew it.

You can insert and remove spacer images in specific columns or remove all spacer images in the page.

**To insert a spacer image into a column:**

Select Add Spacer Image from the column header menu. The spacer image will be inserted into the column. You will not see the image, but the column may shift slightly and a double bar will appear at the top.

**To remove a spacer image from a column:**

Select Remove Spacer Image from the column header menu. The spacer image will be removed and the column may shift.

**To remove all spacer images from your page:**

Select Remove all Spacer Images from the column header menu or click the Remove all Spacers button in the layout table Property inspector. Your whole layout may shift slightly or dramatically depending on your content. If there is no content in some columns, the columns may disappear completely.

## Setting Layout View preferences

Use the Layout View category in the Preferences to set or change spacer image files and locations, as well as the colors that Layout view uses to draw the tables and cells, and so on.

**To open Layout view preferences:**

Choose Edit > Preferences, then select Layout View from the Category list.

**Autoinsert Spacers** specifies whether or not Dreamweaver should automatically insert spacer images when you make a column autostretch.

**Spacer Image** sets the spacer image file for your sites. Choose a site from the drop-down menu and then create a new image spacer or browse to an existing image spacer in that site.

**Cell Outline** sets the color used to draw the cell outline.

**Cell Highlight** sets the color that highlights the cell when you move the mouse over or choose a cell.

**Table Outline** sets the color used to draw the table outline.

**Table Background** sets the background color of the Document window.

## CHAPTER 7

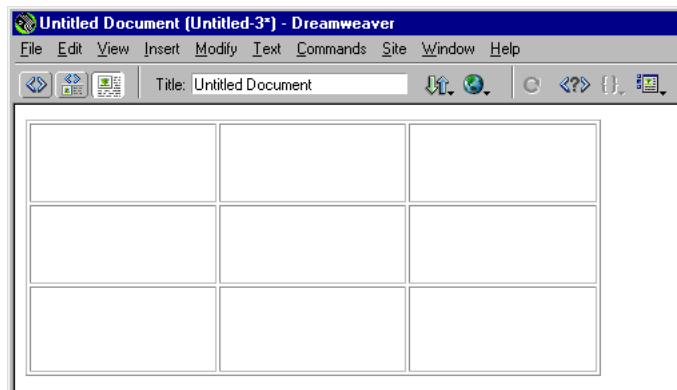
### Using Tables to Present Content

---

Tables are an extremely powerful tool for laying out data and images on an HTML page. Tables provide Web designers ways to add vertical and horizontal structure to a page.

Tables consist of three basic components:

- Rows (horizontal spacing)
- Columns (vertical spacing)
- Cells (the container created when a row and column intersect)



Use tables to lay out tabular data, to design columns on a page, or to lay out text and graphics on a Web page. Once you create a table you can easily modify both the appearance and the structure of the table. You can add content; add, delete, split, and merge rows and columns; modify table, row, or cell properties to add color and alignment; and copy and paste cells.

**Note:** It is recommended that you use Layout view for page layout (See “Designing Page Layout” on page 167). Layout view is an easy way to implement your page layout with tables as the underlying structure. Use tables in Dreamweaver to add tabular data to your page.

## Inserting a table

Use the Objects panel or the Insert menu to create a new table.

**To insert a table:**

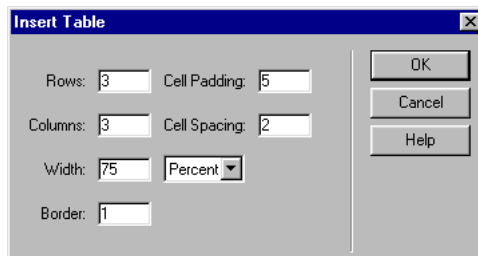
1 Do one of the following:

- In the Document window, place the insertion point where you want the table to appear, then click the Table button on the Common category of the Objects panel, or choose Insert > Table.
- Drag the Table button from the Objects panel to the desired insertion point on the page.

The Insert Table dialog box appears.

2 In the dialog box, accept the current values or type new values.

**Note:** The Insert Table dialog box retains the values of the most recent settings you entered for a table.





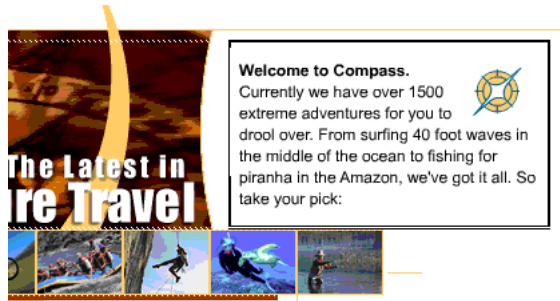
- In the Rows field, specify the number of table rows.
- In the Columns field, specify the number of table columns.
- In the Cell Padding field, specify the number of pixels between the cell content and the cell boundary (or wall). The default padding is 1 pixel. Enter 0 for no padding.
- In the Cell Spacing field, specify the number of pixels between each table cell. The default spacing is 2 pixels. Enter 0 for no spacing.
- In the Width field, specify the width of the table as a number of pixels or as a percentage of the browser window.
- In the Border field, specify the pixel width of the table border. Enter 0 if you don't want a border.

**3** Click OK to create the table.

If you want to insert a table without having to first specify these options, turn off the Show Dialog When Inserting Objects option in the General preferences. See “Setting preferences” on page 88.

## Adding content to a table cell

You can add text and images to table cells.



**To add text to a table:**

**1** Click in a cell in which you want to add text, and do one of the following:

- Type text into the table. Table cells automatically expand as you type.
- Paste text copied from another document. See “Inserting text and objects” on page 234.

**2** Press Tab to move to the next cell or press Shift+Tab to move to the previous cell. Pressing Tab in the last cell of a table automatically adds another row to the table.

You can also use the arrow keys to move between cells.

**To add an image to a table:**

- 1 Click in the cell in which you want to add an image.
- 2 Click the Insert Image button in the Common category of the Objects panel, or choose Insert > Image.
- 3 In the Select Image Source dialog box, select an image file.

For information on setting image properties, see “Setting image properties” on page 269.

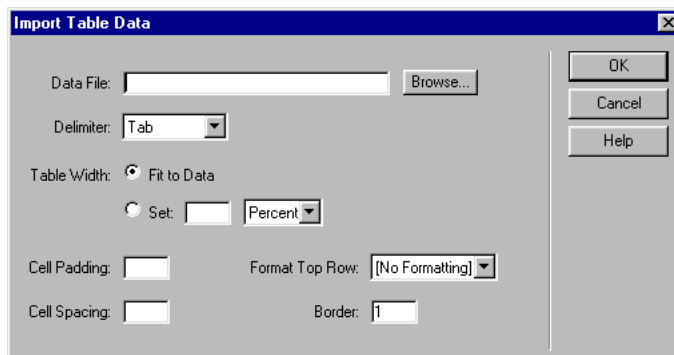
## Importing table data

Data that has been created in another application (such as Microsoft Excel) and saved in a delimited format (separated by tabs, commas, colons, semicolons, or other delimiters) can be imported into Macromedia Dreamweaver and reformatted as a table.

**To import table data:**

- 1 Do one of the following:
  - Choose File > Import > Import Tabular Data.
  - Choose Insert > Tabular Data.

The Import Table Data or Insert Tabular Data dialog box appears, depending on your selection. Aside from their titles, these dialog boxes are identical.



- 2 In the Data File field, enter the name of the file to import.

- 3 From the Delimiter pop-up menu, select the delimiter format that matches the format of the document you're importing.

If you select Other, a field appears to the right of the pop-up menu. Enter the delimiter that was used to separate the table data.

**Note:** If you do not select (or specify) the delimiter used when the file was saved, the file will not import properly, and your data will not be correctly formatted in a table. No error or warning message displays to alert that there is a problem.

- 4 For Table Width, select one of the following options:

- Select Fit to Data to create a table that adjusts to the longest text string in each table column.
- Select Set to specify a table width as a percentage of the browser window or as a number of pixels.

- 5 Select table formatting options:

- In the Cell Padding field, specify the number of pixels between the cell content and the cell boundary (or wall).
- In the Cell Spacing field, specify the number of pixels between each table cell.
- In the Format Top Row field, select from four formatting options: no formatting, bold, italic, or bold italic.
- In the Border field, specify the pixel width of the table border. Enter 0 if you don't want a border.

- 6 Click OK.

## Selecting table elements

With a single gesture you can select an entire table, row, or column, or a contiguous range of cells within the table. Once the table or individual cells are selected, you can do the following:

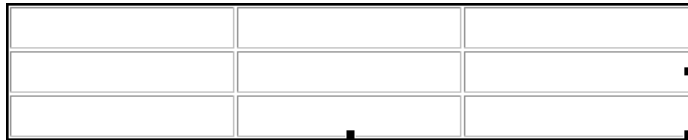
- Modify the appearance of selected cells or the text contained in them. See “Formatting tables and cells” on page 189.
- Copy and paste adjacent cells. See “Copying and pasting cells” on page 199.

You can also select multiple nonadjacent cells in a table and modify the properties of those cells. You cannot copy or paste nonadjacent cell selections.

**To select the entire table, do one of the following:**

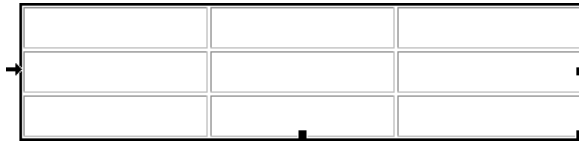
- Click the top left corner of the table, or click anywhere on the right or bottom edge.
- Click once in the table and choose **Modify > Table > Select Table**.
- Click once in the table and choose **Edit > Select All**.
- Position the insertion point anywhere inside the table, and select the `<table>` tag in the tag selector at the bottom left corner of the Document window.

Selection handles appear around the table when it is selected.



**To select rows or columns, do one of the following:**

- Position the insertion point at the left margin of a row or at the top of a column. Click when the selection arrow appears.



- Click in a cell, and drag across or down to select multiple rows or columns.

**To select one or more cells, do one of the following:**

- Click in a cell, and drag down or across to another cell.
- Click in one cell and then Shift-click another cell. All of the cells within the rectangular region are selected.



To select nonadjacent cells, do one of the following:

- Press Control (Windows) or Command (Macintosh) and click in the table to add cells, rows, or columns to the selection.
- Select multiple cells in the table, and then press Control (Windows) or Command (Macintosh) and click cells, rows, or columns to deselect individual cells.

## Formatting tables and cells

You can change the appearance of tables by setting properties for the table and table cells or by applying a preset design to the table. See “Setting table properties” on page 190, “Setting column, row, and cell properties” on page 191, and “Using a design scheme to format a table” on page 193.

To format text in tables, you can apply formatting to selected text or use styles. See “Inserting and Formatting Text” on page 233.

### About table tags

When formatting tables in the Document window, you can define properties that apply to the entire table or to selected rows, columns, or cells in the table. When a property such as background color or alignment is set one way for the whole table and another way for individual table cells, it is useful to understand how Dreamweaver interprets the HTML source code.

When the same property is set more than once in a table, it is interpreted in this way: cell formatting, which is part of the `td` tag, takes precedence over table row formatting (the `tr` tag), which in turn takes precedence over table formatting (the `table` tag). Therefore, if you specify a background color of blue for a single cell and then set the background color of the entire table to yellow, the blue cell will not change to yellow, since the `td` tag takes precedence over the `table` tag.

In the following example, the `table` tag sets a background color of yellow (`#FFFF99`) for the entire table. The first `tr` tag changes those cells to green (`#33FF66`), and the second `td` tag changes the top center cell to blue (`#333399`). The `tr` and `td` tags in the bottom row have not been altered, so those cells take on the table color, which is yellow.

```
<table border="1" width="75%" bgcolor="#FFFF99">
<tr bgcolor="#33FF66">
  <td>&nbsp;</td>
  <td bgcolor="#333399">&nbsp;</td>
  <td>&nbsp;</td>
</tr>
<tr>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
</tr>
</table>
```

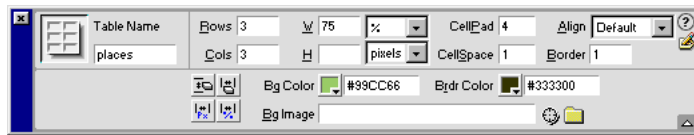
## Setting table properties

The Property inspector displays table properties when a table is selected.

You can also use the Format Table command to quickly apply a preset design to a selected table. See “Using a design scheme to format a table” on page 193.

### To specify table properties:

- 1 Select the table.
- 2 Choose Window > Properties to open the Property inspector. Click the expander arrow in the lower right corner to see all properties.



### To name the table:

- In the Table Name field, type a name for the table.

### To select table layout options:

- In the Rows and Cols fields, specify the number of rows and columns in the table.
- In the W and H fields, specify the width and height of the table as a number of pixels or as a percentage of the browser window. You usually don't need to set the height of a table.
- Use the Align field to specify how a table aligns with other elements in the same paragraph, such as text or images. Left aligns the table to the left of other elements, right aligns the table to the right of other elements, and Center centers the table. You can left-align, right-align, or center the table relative to the other elements. You can also choose the browser's default alignment.
- Use the Clear Row Heights and Clear Column Widths buttons to delete all table row height and column width values from the table.
- Use the Convert Table Widths to Pixels button to convert the table width from a percentage of the browser window to its current width in pixels.
- Use the Convert Table Widths to Percent button to convert the current table width from pixels to a percentage of the browser window.

**To set cell padding and spacing, choose from the following options:**

- In the CellPad field, specify the number of pixels between the cell content and the cell boundary (or wall).
- In the CellSpace field, specify the number of pixels between each table cell.

When cell spacing and cell padding are not assigned specific values, Netscape Navigator, Microsoft Internet Explorer, and Dreamweaver all display the table as if cell spacing were set to 2 and cell padding were set to 1.

**To set table borders, choose from the following options:**

- In the Border field, specify the width of the table border in pixels. Most browsers display the border as a three-dimensional line.

If you are using the table for page layout, specify a border value of 0. To view cell and table boundaries when the border is set to 0, choose View > Visual Aids > Table Borders.

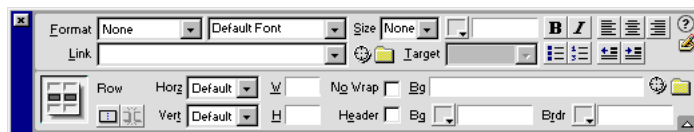
- Use the Brdr Color field to select a border color for the entire table.
- Use the Bg Color options to select the background image or background color for the table.
- Use the Bg Image field to select the background image for the table.

## Setting column, row, and cell properties

Select any combination of cells and then use the Property inspector to change the appearance of individual cells, rows, or columns. To select cells, rows, and columns, see “Selecting table elements” on page 187. To apply formatting to the entire table, see “Setting table properties” on page 190.

**To format a row, column, or cell:**

- 1 Select any combination of cells in the table.
- 2 Choose Window > Properties to open the Property inspector, and click the expander arrow in the lower right corner to see all properties.



### 3 Choose from the following appearance options:

- Use the Horz pop-up menu to set the horizontal alignment of a cell's, column's, or row's contents. You can align the contents to the left, right, or center, or to the browser's default (usually left for regular cells and center for header cells).
- Use the Vert pop-up menu to set the vertical alignment of the cell's, column's, or row's contents. You can align the contents to the top, middle, bottom, or baseline, or to the browser's default (usually middle).
- In the W and H fields, specify the width and height of selected cells in pixels. To use percentages, follow the value with a percent symbol (%).
- To set a background image for a cell, column, or row, use the top Bg field. Click the folder icon to browse to an image; you can also type the image's path or use the Point-to-File icon.
- To set the background color for a cell, column, or row, use the bottom Bg field. You can use the color picker or type the hexadecimal code for the color you want.
- To set a border color for cells, use the Brdr option.

### 4 Choose from the following layout options:

- Click the Merge Cells button to combine selected cells, rows, or columns, creating one cell. See "Splitting and merging cells" on page 198.
- Click the Split Cell button to divide a cell, creating two cells. See "Splitting and merging cells" on page 198.
- Select No Wrap to prevent word wrapping. This causes cells to widen to accommodate all data as you type it or paste it into a cell. (Normally, cells expand horizontally to accommodate the longest word and then expand vertically.)
- Select Header to format the selected cells or rows as a table header. The contents of table header cells are bold and centered by default.



## Using a design scheme to format a table

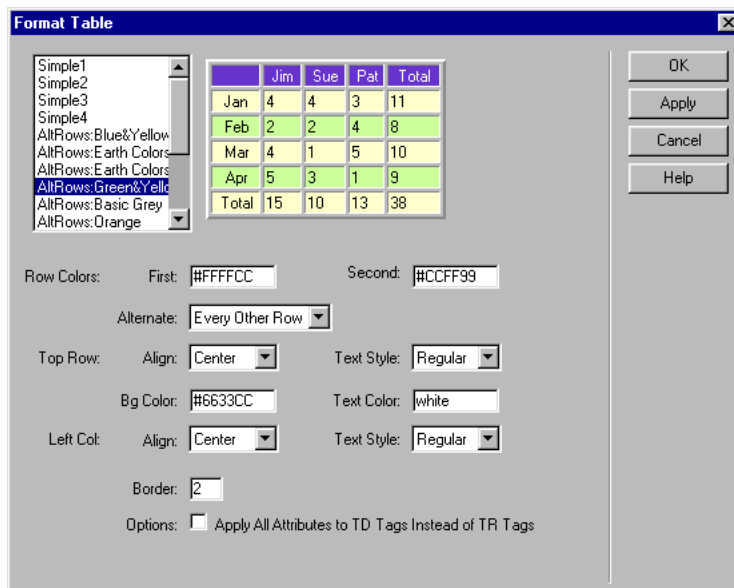
Use the Format Table command to quickly apply a preset design to a table. You can then select options to further customize the design.

**To use a preset design:**

- 1 Select the table and choose Commands > Format Table.
- 2 In the dialog box that appears, choose a design scheme from the list on the left. The table updates to display a sample of the design.
- 3 To further customize the design, make changes to the Row Colors, Top Row, and Left Col options.
- 4 To modify the border width, enter a value in the Border field. Enter 0 if you don't want a border.
- 5 To apply the design to the table cells (td tags) rather than table rows (tr tags), select Apply All Attributes to TD Tags Instead of TR Tags.

Table cell formatting will override any formatting you specified for the row the cell is in. However, if you want all the cells in the row to be formatted in the same way, it is better to format the table row instead of each cell. This will result in cleaner, more concise HTML source code. See “Formatting tables and cells” on page 189.

- 6 Click Apply or OK to format the table with the selected design.



## Resizing tables and cells

You can resize the entire table or individual rows and columns. When you resize the entire table, all of the cells in the table change proportionally.

**To resize the table:**

- 1 Select the table.
- 2 Drag one of the selection handles to resize the table along that dimension. Dragging the corner handle resizes both dimensions.

**To change the size of a row or column, do one of the following:**

- To change row height, drag the bottom row border.
- To change column width, drag the right column border.

### Changing column widths

The Property inspector lets you specify the width of a column in three ways.

**To set the column width:**

- 1 Click in any of the column's cells or select the column.
- 2 Choose Window > Properties to open the Property inspector.
- 3 In the W field, do one of the following:
  - Enter a number to set the column width to the specified number of pixels.
  - Enter a number followed by the percent symbol (%) to set the column width to a percentage of the table width.
  - Leave the field blank (the default) to let the browser and Dreamweaver determine the proper width based on the contents of the cell and the widths of the other columns. Generally, space is allocated based on the longest line or the widest image. This is why one column sometimes becomes much larger than the other columns in the table when you add content to it.

## Resetting width and height

The simplest way to set column widths and row heights is to drag the borders of the table. Dragging a column or row border automatically sets specific values for all of the columns or rows, either in pixels or as percentages of the table's current dimensions, depending on how the table width is specified.

If you can't get the desired result by dragging table borders, you can clear the column widths and start over.

**To change widths and heights, do one of the following:**

- Select the table, choose **Modify > Table**, and choose **Clear Cell Heights** or **Clear Cell Widths**.
- Open the **Code view** (or **Code inspector**) and change the widths and heights directly in the HTML code.
- In the **Property inspector**, enter specific width and height values in the **W** and **H** boxes.

## Adding and removing rows and columns

Use the commands in the **Modify > Table** submenu or the commands in the context menu to add and remove rows and columns from a table.

### To add rows or columns:

- 1 Click in a cell where you want the new row or column to appear.
- 2 Do one of the following:
  - To add a row, choose **Modify > Table > Insert Row**, or choose **Table > Insert Row** from the context menu.
  - To add a column, choose **Modify > Table > Insert Column**, or choose **Table > Insert Column** from the context menu.
  - To add both rows and columns, choose **Modify > Table > Insert Rows or Columns**, or choose **Table > Insert Rows or Columns** from the context menu.
- 3 In the dialog box that appears, enter the number of rows or columns you want to add, and specify whether the new rows or columns should appear before or after the selected row or column.
- 4 Click **OK**.

### To delete a row or column:

- 1 Click in a cell within the row or column you want to delete.
- 2 Choose one of the following options:
  - To delete a row, choose **Modify > Table > Delete Row**, or choose **Table > Delete Row** from the context menu.
  - To delete a column, choose **Modify > Table > Delete Column**, or choose **Table > Delete Column** from the context menu.

### To add or delete rows or columns from the bottom and right of a table:

- 1 Select the entire table. (Click the table's upper left corner, or click once in the table and choose **Modify > Table > Select Table**.)
- 2 In the Property inspector, do one of the following:
  - Increase the row or column value to add rows.
  - Decrease the row or column value to delete rows.

Dreamweaver adds and removes rows from the bottom of the table, and it adds and removes columns to the right. Dreamweaver does not warn you if you are deleting rows and columns that contain data.

## Nesting tables

A nested table is a table within a table. You can configure a nested table as you would any other table; however, its width is limited by the width of the cell in which it appears.

<table border="1"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>							

**To nest a table within a table cell:**

- 1 Do one of the following:
  - Click in the cell where you want to insert the second table and choose Insert > Table.
  - Click in the cell where you want to insert the second table.
  - Drag the Table button from the Common category of the Objects panel to the cell where you want to insert the second table.
- 2 Specify the table properties in the Insert Table dialog box, and click OK.

## Splitting and merging cells

Use the Property inspector or the commands in the Modify > Table submenu to split or merge cells. You can merge any number of adjacent cells—as long as the entire selection is rectangular—to produce a single cell that spans several columns or rows. You can split a cell into any number of rows or columns, regardless of whether it was previously merged. Dreamweaver automatically restructures the table (adds any necessary COLSPAN or ROWSPAN attributes) to create the specified arrangement.

In the following illustration, the cells in the middle of the first two rows have been merged so that they span two rows.


To merge two or more cells in a table:

- 1 Select the cells you want to merge. The selected cells must be contiguous and in the shape of a rectangle.

when	what	where
09.26.98 3pm - 9pm	Honey Festival Featuring the Sonoma Strings	California, Sonoma
10.01.98 11am - 1pm	Pear Canning Demonstration	Bend, Oregon
10.08.98 7pm - 9pm	Benefit for Southwest Chamber Ensemble	Scottsdale, Arizona
10.30.98 8pm - 10pm	Candlelight Walk through the Orchards	Monterey, California

*This selection is in the form of a rectangle, so the cells can be merged.*

when	what	where
09.26.98 3pm - 9pm	Honey Festival Featuring the Sonoma Strings	California, Sonoma
10.01.98 11am - 1pm	Pear Canning Demonstration	Bend, Oregon
10.08.98 7pm - 9pm	Benefit for Southwest Chamber Ensemble	Scottsdale, Arizona
10.30.98 8pm - 10pm	Candlelight Walk through the Orchards	Monterey, California

*This table selection is not in the shape of a rectangle, so the cells can't be merged.*

- 2 Choose Modify > Table > Merge Cells, or click the Merge Cell button in the Property inspector.

The contents of the individual cells are placed in the resulting merged cell. The properties of the first cell selected are applied to the merged cell.

**To split a merged cell:**

- 1 Click in the cell or select a cell.
- 2 Choose Modify > Table > Split Cell, or click the Split Cell button in the Property inspector.
- 3 In the Split Cell dialog box, choose whether to split the cell into rows or columns, and then enter the number of rows or columns.

## Copying and pasting cells

You can copy and paste multiple table cells at one time, preserving the cell's formatting, or you can copy and paste only the contents of the cell.

Cells can be pasted at an insertion point or in place of a selection in an existing table. To paste multiple table cells, the contents of the Clipboard must be compatible with the structure of the table or the selection in the table in which the cells will be pasted.

**To cut or copy cells in a table:**

- 1 Select one or more cells in the table.  
To be cut or copied, the selected cells must form a rectangle. (See "Selecting table elements" on page 187.)

when	what	where
09.25.98 3pm - 9pm	Honey Festival Featuring the Sonoma Strings	California, Sonoma
10.01.98 11am - 1pm	Pear Canning Demonstration	Bend, Oregon
10.08.98 7pm - 9pm	Benefit for Southwest Chamber Ensemble	Scottsdale, Arizona

*Correct selection: The cells can be cut or copied.*

when	what	where
09.25.98 3pm - 9pm	Honey Festival Featuring the Sonoma Strings	California, Sonoma
10.01.98 11am - 1pm	Pear Canning Demonstration	Bend, Oregon
10.08.98 7pm - 9pm	Benefit for Southwest Chamber Ensemble	Scottsdale, Arizona

*Incorrect selection: These cells can't be cut or copied.*

- 2 Cut or copy the cells using the commands in the Edit menu.

If you select the entire row or column, the row or column is removed from the table when you choose Edit > Cut.

**To paste table cells:**

- 1 Choose where you want to paste the cells.
  - To paste cells before or above a particular cell, click in that cell.
  - To create new table with the pasted cells, click wherever you want the table to appear (as long you don't click inside another table).
- 2 Choose Edit > Paste.

If you are pasting entire rows or columns into an existing table, the rows or columns are added to the table. If you are pasting an individual cell, the contents of the selected cell are replaced. If you are pasting outside a table, the rows, columns, or cells are used to define a new table.

**To remove cell content but leave the cells intact:**

- 1 Select one or more cells.
- 2 Choose Edit > Clear or press Delete.

**Note:** If you select all the cells in a row or column, the row or column—not just its contents—is removed from the table.



## Sorting tables

You can perform a simple table sort based on the contents of a single column. You can also perform a more complicated table sort based on the contents of two columns.

You cannot sort tables that contain `COLSPAN` or `ROWSPAN` attributes—that is, tables that contain merged cells. (For details about merged cells, see “Splitting and merging cells” on page 198.)

### To sort a table:

- 1 Select the table and choose **Commands > Sort Table**.
- 2 In the dialog box that appears, choose from the following options:
  - Select the column to sort in the **Sort By** option.
  - Select whether you want to sort the column alphabetically or numerically in the **Order** option.

This option is important when the contents of a column are numerical. An alphabetic sort applied to a list of one- and two-digit numbers will result in an alphanumeric sort (such as 1, 10, 2, 20, 3, 30) rather than a straight numeric sort (such as 1, 2, 3, 10, 20, 30).
  - Select **Ascending (A to Z or low to high)** or **Descending** for the sort order.
- 3 To perform a secondary sort on a different column, specify the sort options in the **Then By** pop-up menu.
- 4 Select the **Sort Includes First Row** option to include the first row in the sort. If the first row is a heading that shouldn't be moved, leave this option deselected.
- 5 Click **Apply** or **OK** to sort the table.

## Exporting table data

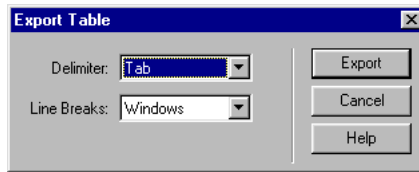
To export table data you create in Dreamweaver, you must save the data in a file format that accepts delimited data. Delimiter separators you can use are commas, colons, semicolons, or spaces.

You cannot select portions of a table to export; when you export a table, the entire table is exported. If you want only particular data from a table—for example, the first six rows or the first six columns—create a new table, copy the information to the new table, and export the new table.

### To export a table:

- 1 Place the insertion point in any cell of the table to be exported.
- 2 Choose File > Export > Export Table.

The Export Table dialog box appears.



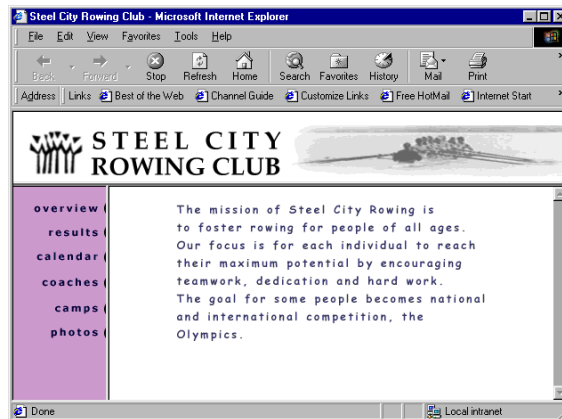
- 3 In the Delimiter pop-up menu, select a delimiter value for the table data.
- 4 In the Line Breaks pop-up menu, select line breaks for the operating system for which you are exporting the file—Windows, Macintosh, or UNIX.
- 5 Click Export.
- 6 In the dialog box that appears, type a name for the file and click Save.

# CHAPTER 8

## Using Frames

---

Frames are used in a Web page to divide it into multiple HTML pages. For example, a Web page consists of three frames. One thin frame on the side that contains a scrolling menu, one frame that runs along the top that contains the logo and title of the Web site, and one large frame that takes up the rest of the page and contains the main content. Each of these frames is an independent HTML page. They all work together on the page through the use of one or more framesets, which is an HTML page that defines the structure and properties for the Web page, including information about the number of frames displayed on a page, the size of the frames, the source of the page loaded into a frame, and other definable properties. The frameset page isn't displayed in a browser; it simply stores information about how the frames on a page will display. (It is the page you should preview when you use Preview in Browser, however.)



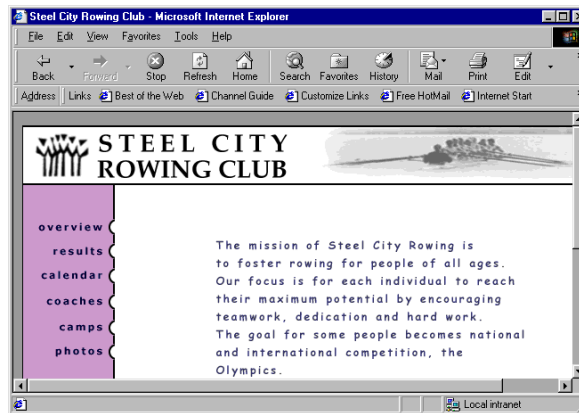
In this example, the top frame would remain static and never change from page to page in the site. The side frame menu will have links that change the content of the main frame area, but otherwise remain static. The main frame area is the dynamic area, that changes depending on what menu item you choose.

You can format all of the frames and framesets in your page through the Property inspector. You can set scrolling on or off, set width and height, name each page, and more. For more information, see “About frame and frameset properties” on page 212.

A Web page that contains three frames consists of four separate HTML pages: the frameset file and the three files containing the content that appears inside the frames. When you design a page using framesets, you must save each of these four files in order for the page to work properly in the browser. For more information about how to create successful Web pages that utilize frames, see “About creating frame-based Web pages” on page 205.

## Deciding whether to use frames

The most common use of frames is for navigation. A Web page can use one frame to hold the navigation menu and another frame to hold the page content. Since the navigation menu is in a frame, a visitor to your site can click a menu item and the content will appear in the content frame, but the navigation menu does not change at all. This can keep the user oriented within your site.



Frames can be confusing to implement, however, and you can often create a Web page without frames that accomplishes the same goals as a page using frames. For example, if you want the navigation on the left side of your page, you can either split your page into two frames, or just include the left navigation on every page in your site. The difference is that with frames you only have to create the navigation one time. If you do decide to go ahead and use frames in your Web site, make sure that you understand the relationship between frames and framesets because linking with frames can be confusing.

## About creating frame-based Web pages

Frames can be a great tool for Web designers, but they must be implemented correctly in order to work. Complete the following steps to ensure that your Web page works correctly (not necessarily in any particular order):

- Create the frameset and frames in your page. See “Creating frames” on page 206.
- Save every file used in the site. Remember that each frame and frameset is an independent HTML page and each page must be saved. See “Saving frame and frameset files” on page 211.
- Set the properties for each frame and frameset. This includes naming each frame and frameset, setting scrolling and non-scrolling options, and more. See “About frame and frameset properties” on page 212.
- Make sure all your links include targets so the linked content appears in the correct area. See “Controlling frame content with links” on page 218.

## Creating frames

There are two ways to create a frameset in Macromedia Dreamweaver: you can design it yourself, or you can select from several predefined framesets. Choosing a predefined frameset automatically sets up all the framesets and frames needed to create the layout and is the easiest way to quickly insert a frame layout into your page. You can only create frames in the Document window's Design view.

### Inserting a predefined frameset

Predefined framesets make it easy for you to select the type of frameset you want to create.

The predefined frameset icons in the Frames category of the Objects panel provide a visual representation of each frameset as applied to a selected document.



The selected frameset surrounds the current document—the document in which the insertion point is located. The blue area of a predefined frameset icon represents the currently selected page or frame in a document, and the white area represents the new frame or frames.

#### To insert a predefined frameset:

- 1 Place the insertion point in the document.
- 2 Then do one of the following:
  - In the Frames category of the Objects panel, select a predefined frameset. To insert the frameset, you can click an icon or drag an icon directly to the document.
  - To select a predefined frameset, choose **Insert > Frames > Left, Right, Top, Bottom, Left and Top, Left Top, Top Left, or Split.**

## Designing and inserting a frameset

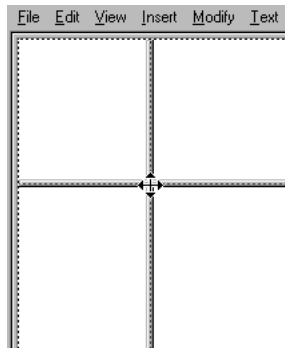
Before creating a frameset or working with frames, make the frame borders visible in the document window.

To view frame borders in a document, choose View > Visual Aids > Frame Borders.

When frame borders are displayed, space is added around the document border, providing you with a visual indicator of the frame areas in your document.

**To create a frameset, do one of the following:**

- Choose Modify > Frameset > Split Frame Left, Right, Up, or Down.
- Drag one of the frame borders into the Document window to split the document vertically or horizontally. Drag a frame border from one of the corners to divide the document into four frames.



- Use Alt-drag (Windows) or Option-drag (Macintosh) if you are splitting an inner frame.

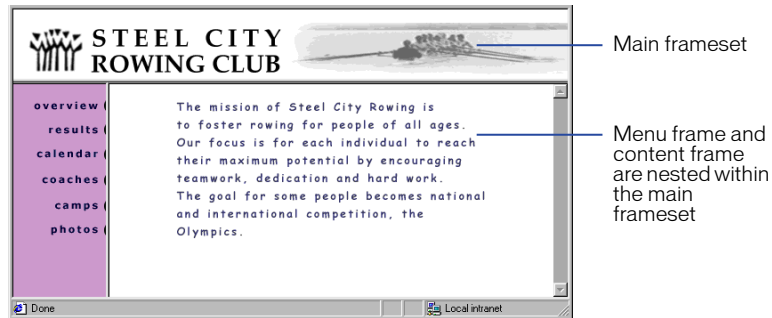
**To delete a frame:**

Drag the frame border off the page or to the border of the parent frame.

## Creating a nested frameset

A frameset inside another frameset is called a nested frameset. Each new frameset you create includes its own frameset HTML document and frame documents. Most Web pages that use frames are actually using nested frames, and several of the predefined framesets in Dreamweaver also use nesting.

For example, a document with three frames might display a company's logo in a frame at the top of the document, navigation controls in a frame on the left side of a document, and content in a third frame.



### To create a nested frameset:

- 1 Place the insertion point in the frame where you want to insert a nested frameset.
- 2 Do one of the following:
  - Choose Modify > Frameset > Split Frame Up, Down, Left, or Right.
  - In the Frames category of the Objects panel, select a frameset icon.
  - Choose Insert > Frames > Left, Right, Top, Bottom, Left and Top, Left Top, Top Left, or Split.

## Selecting a frame or frameset

Frames and framesets are individual HTML documents. To make changes to a frame or to the frameset, begin by selecting the frame or frameset you want to change. You can select a frame or frameset either in the Document window or by using the Frames panel.

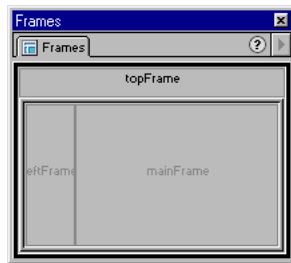
When you select a frame or the frameset, selection lines appear in both the Frames panel and the Document window.



## Using the Frames panel

The Frames panel provides a visual representation of the frames within a document. You can click a frame or frameset in the Frames panel to select that frame or frameset in the document, and then you can view or edit the properties of the selected item in the Property inspector. See “About frame and frameset properties” on page 212.

The Frames panel shows the hierarchy of the frameset structure in a way that may not be apparent in the document window. In the Frames panel, a thick three-dimensional border surrounds a frameset; frames are surrounded by a thin gray line, and each frame is identified by a frame name.



**To display the Frames panel, do one of the following:**

- Choose Window > Frames.
- Press Ctrl+F10 (Windows) or Command+F10 (Macintosh).

**To select a frame in the Frames panel:**

Click the frame in the Frames panel.

**To select a frameset in the Frames panel:**

Click the border that surrounds the frames in the Frames panel.

## Selecting a frame or frameset in the Document window

In the Document window, when a frame is selected, its borders are outlined with a dotted line; when a frameset is selected, all the borders of the frames within the frameset are outlined with a dotted line.

Select frames and framesets to change their properties. The Property inspector displays the properties of the selected frame or frameset. See “About frame and frameset properties” on page 212.

### To select a frame in the Document window:

Alt-click (Windows) or Option-Shift-click (Macintosh) inside a frame.

### To select a frameset in the Document window:

Click a frame border in the Document window.

### To move the selection to another frame, do one of the following:

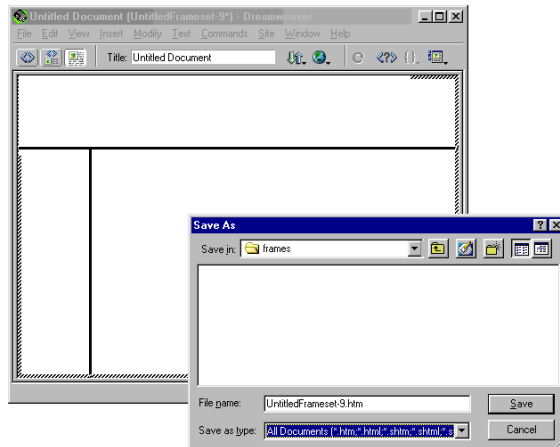
- To move the selection to the next frame, Hold down Alt (Windows) or Command (Macintosh), and press the Left or Right Arrow key.
- To move the selection to the parent frameset (containing nested frames), Press Alt-Up Arrow (Windows) or Command-Up Arrow (Macintosh).
- To move the selection to the child frame (the frame that is nested in another frame), Press Alt-Down Arrow (Windows) or Command-Down Arrow (Macintosh).

## Saving frame and frameset files

A frameset file and its associated frame files must be saved before you can preview the page in a browser. You can individually save a frameset page or a frame page, or you can save all open frame files and the frameset page.

When you use Dreamweaver to create frame documents, each new frame document is given a temporary file name—for example, UntitledFrame-1 for the frameset page, Untitled-1, Untitled-2, and so forth for the frame pages.

When you select one of the save options, the Save File dialog box opens ready to save a document with its temporary file name. Because each file is “untitled,” it may be difficult for you to determine which frame file you are saving. Look at the frame selection lines in the Document window to identify the current document being saved. The selected area identifies the frame currently referenced in the Save File dialog box. The file name of the selected frame or frameset also appears in the title bar.



### To save a frameset file:

- 1 Select the frameset in the Frames panel or the Document window.
- 2 Choose one of the following:
  - To save the frameset file, choose File > Save Frameset.
  - To save the frameset file as a new file, choose File > Save Frameset As.

**To save a document that is inside a frame:**

Click in the frame to select it, then choose File > Save Frame or File > Save Frame As.

**To save all files in a frameset:**

Choose File > Save All Frames.

This saves all open documents, including individual documents, frame documents, and frameset documents.

**Note:** Use the frame selection lines in the Document window to help you identify frameset and frame documents as you are saving files.

## About frame and frameset properties

Frames and framesets each have a Property inspector.

- Frame properties determine the frame name, source file, margins, scrolling, resizing, and borders of individual frames within a frameset.
- Frameset properties control the dimensions of the frames and the color and width of the borders between frames.

**To view frame properties:**

- 1 Choose Window > Properties to display the Property inspector if it isn't already open.
- 2 Do one of the following:
  - Alt-click (Windows) or Option-Shift-click (Macintosh) a frame.
  - Click a frame in the Frames panel.

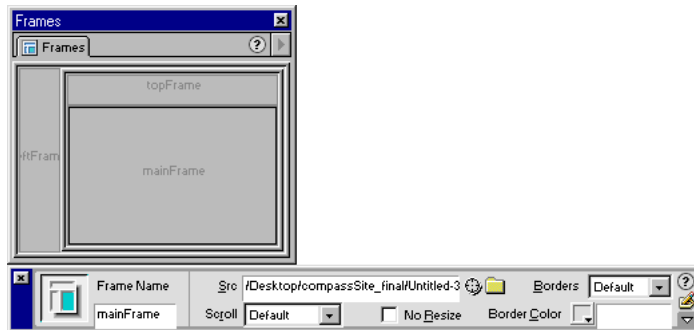
### Setting frame properties

Use the Property inspector to name a frame and to set borders and margins. To see all of the frame properties, click the expander arrow in the lower right corner of the Property inspector. Naming each of your frames is necessary for your page links to work properly.

**To specify frame properties:**

- 1 Select a frame by doing one of the following:
  - Click a frame in the Frames panel.
  - Alt-click (Windows) or Option-Shift-click (Macintosh) a frame in the Document window.

- 2 Choose Window > Properties to open the Property inspector. Click the expander arrow in the lower right corner to see all the properties.



- 3 To name the frame, type a name in the Frame Name field.

**Note:** Frame Name determines the name of the current frame to use for hyperlink target and scripting references. A frame name should be a single word. Underscores ( `_` ) are allowed, but hyphens ( `-` ), periods ( `.` ), and spaces are not. Frame names should start with a letter (as opposed to a numeral). Don't use JavaScript reserved words (such as `top` or `navigator`) for frame names.

- 4 Choose from the following frame options:

- Src determines the source document for the frame. Enter a file name or click the folder icon to browse to and select the file. You can also open a file in a frame by placing the pointer in the frame and choosing File > Open in Frame.
- Scroll determines whether scroll bars appear when there is not enough room to display the content of the current frame. Most browsers default to Auto.
- No Resize restricts the size of the current frame and prevents users from dragging the frame borders. You can always resize frames in the Document window; however, if this option is selected a user can't resize frames in their browser.
- Borders controls the border of the current frame. The options are Yes, No, and Default. Choosing a Borders option overrides border settings defined for the frameset. (See "Setting frameset properties" on page 214.) Most browsers default to Yes. A border can be turned off only when all adjacent frames are set to No or when they are set to Default with the parent frameset set to No.
- Border Color sets a border color for all borders adjacent to the current frame. This setting overrides the border color of the frameset..

- 5 Set the following margin options (if margin options aren't visible, click the expander arrow in the lower right corner):

**Margin Width** sets the width in pixels of the left and right margins (the space between the frame border and the content).

**Margin Height** sets the height in pixels of the top and bottom margins (the space between the frame borders and the content).

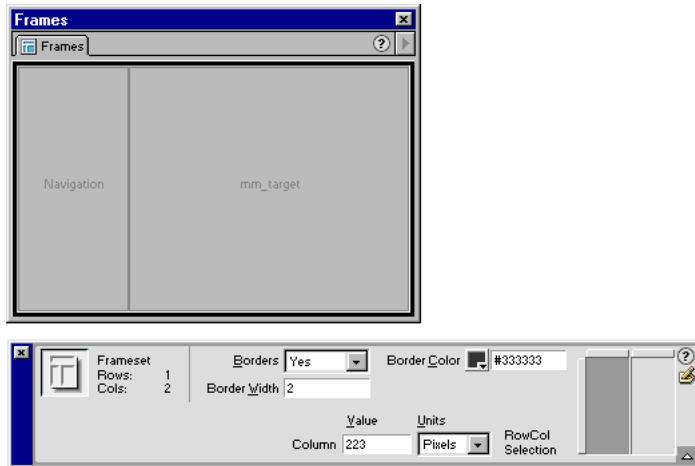
## Setting frameset properties

Use frameset properties to set borders and frame size. Setting a frame property overrides the setting for that property in a frameset. For example, setting border properties in a frame overrides the border properties set in the frameset.

Predefined framesets are used to quickly apply a frameset to a document. Predefined framesets share the following default property values: no borders, no scroll bars, and no resizing of frames when viewed in a browser. To change the default values, select the options you want in the Property inspector.

**To view frameset properties:**

- 1 Choose Window > Properties to display the Property inspector, if it isn't already open.
- 2 Do one of the following:
  - Click a border between two frames in the Document window.
  - Click the border that surrounds the frames in the Frames panel.
- 3 To see all the frameset properties, click the expander arrow in the lower right corner of the Property inspector.



**To specify frameset properties:**

- 1 Select a frameset.
- 2 In the Borders pop-up menu, select whether you want to display borders around frames when the document is viewed in a browser.
  - If you want to display borders, select Yes.
  - If you don't want to display borders, select No.
  - If you want the user's browser to determine how borders are displayed, select Default.
- 3 In the Border Width field, type a number to specify the width of the borders in the current frameset.
- 4 In the Border Color field, use the color picker to select a color for the border, or type the hexadecimal value for a color.
- 5 To select frame size options, click the tabs on the RowCol Selection box to select a row or the tabs on top to select a column. Then in the Value field, type a number to set the size of the selected row or column, and in the Units pop-up menu, set the unit of measure for the number in the Value field.

## Naming a frameset document

To add a title to a frameset page, you use the page properties option.

**To name a frameset page:**

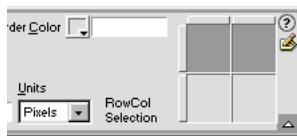
- 1 Select a frameset by doing one of the following:
  - Click the border of the frameset in the Frames panel.
  - Alt-click (Windows) or Option-Shift-click (Macintosh) a frame in the Document window. You may have to press Alt-Up Arrow (Windows) or Command-Up Arrow (Macintosh) to select the frameset.
- 2 Choose Modify > Page Properties.
- 3 In the Title field, type a name for the document.

## Specifying frame sizes

Drag a frame border in the Document window to set approximate sizes for frames; then use the Property inspector to specify how much space the browser allocates to a frame when the screen size doesn't allow the frames to display at full size.

**To specify frame sizes:**

- 1 Click a frame border to select the frameset.  
Choose View > Visual Aids > Frame Borders if the borders aren't visible.
- 2 In the Property inspector, click the expander arrow to view all properties.
- 3 In the RowCol Selection box, click the row or column you want to change.



- 4 To specify how space is allocated when the browser window is resized, enter a number in the Value field and choose from the following Units options:
  - Pixels sets the size of the selected column or row at an absolute value. This option is the best choice for a frame that should always be the same size, such as a navigation bar. If you set a different Units option for the other frames, they are allocated space only after frames specified in pixels are their full size.
  - Percent specifies that the current frame should make up a specified percentage of its frameset. Frames specified with units set to Percent are allocated space after frames with units set to Pixels, but before frames with units set to Relative.
  - Relative specifies that the current frame be allocated space proportionally to other frames. Frames with units set to Relative are allocated space after frames with units set to Pixels and Percent, but they fill all of the remaining space in the browser window.



## Setting frame and frameset borders

You can specify how frame and frameset borders appear in a document. When you specify border options for a frame, the corresponding frameset option is overridden.

### To set frame borders:

- 1 Select the frame by Alt-clicking (Windows) or Option-Shift-clicking (Macintosh) or click the frame in the Frames panel.
- 2 Set the following options in the Property inspector:
  - Borders controls the border of the current frames. The options are Yes, No, and Default. Most browsers default to Yes. A border can be turned off only when all adjacent frames are set to No (or set to Default with the parent frameset set to No).
  - Border Color sets a border color for all borders adjacent to the current frame.

### To set frameset borders:

- 1 Select the frameset by clicking a frame border in the Document window or clicking the border enclosing the frames in the Frames panel.
- 2 Set the following options in the Property inspector:
  - Borders controls the border of frames within the current frameset. Choose Yes to display borders in three-dimensional color, choose No to display borders as flat and gray, or choose Default to let the browser determine how borders are displayed. Most browsers default to Yes.
  - Border Color sets a color for all borders in the current frameset. This setting can be overridden for a single frame by a setting a border color for that frame.
  - Border Width specifies the width of the borders in the current frameset. Enter 0 to specify no borders.

## Changing the background color of a frame

You change the background color of a frame by setting the background color of the document in the frame.

### To change the background color of a document in a frame:

- 1 Do one of the following:
  - Place the pointer in the frame and choose Modify > Page Properties.
  - Right-click (Windows) or Control-click (Macintosh) inside the frame and choose Page Properties from the context menu.
- 2 Click the Background pop-up menu to select a color.

## Controlling frame content with links

To use links in frames, you must set a target for the link. The target is the frame in which the linked content will open. For example, if the navigation menu is in the left frame, and you want the linked material to appear in the main content frame, you must use targets for all the navigation menu links. The target will be the name of the main content frame—for example, `main_frame`. When a user clicks a navigation link, the content will open in the main frame.

To select a frame in which to open a file, you use the Target pop-up menu in the Property inspector. You can set a file to open in a new frame, replace information in the same frame as the link, or replace information in another frame. You can also cause the linked content to overwrite the current frame (by not choosing a target) or to appear in an entirely new browser window.

### To target a frame:

- 1 Select text or an object.
- 2 In the Link field of the Property inspector, do one of the following:
  - Type the name of the file to link to.
  - Click the folder icon and select the file to link to.
  - Click and drag the Point to File icon to select the file to link to.

To specify an anchor (specific place) in the file to link to, enter a number sign (#) before the anchor name. See “Linking to a specific place within a document” on page 362.

- 3 In the Target pop-up menu, choose the location in which the linked document should appear.
  - If you named your frames in the Property inspector, the frame names appear in this menu. Select a named frame to open the linked document in that frame.
  - `_blank` opens the linked document in a new browser window and keeps the current window available.
  - `_parent` opens the linked document in the parent frameset of the link.
  - `_self` opens the link in the current frame, replacing the content in that frame.
  - `_top` opens the link in the outermost frameset of the current document, replacing all frames.

## Handling browsers that can't display frames

Dreamweaver lets you specify content to display in older and text-based browsers that do not support frames. Dreamweaver inserts the content you specify in the frameset document using a statement similar to the following:

```
<noframes><body bgcolor="#FFFFFF">  
this is the noframes content.  
</body></noframes>
```

When a browser that doesn't support frames loads the frameset file, the browser displays only the content enclosed by the `noframes` tags.

### To define content for browsers that don't support frames:

- 1 Choose **Modify > Frameset > Edit NoFrames Content**.

Dreamweaver clears the Document window, and the words “NoFrames Content” appear at the top of the body area.

- 2 To create the NoFrames content, do one of the following:

- In the Document window, type or insert the content.
- Choose **Window > Code Inspector**, and between the `noframes` tags, type the content or HTML code for the content.

- 3 Choose **Modify > Frameset > Edit NoFrames Content** again to return to the normal view of the frameset document.

## Using behaviors with frames

You can apply a number of behaviors that take advantage of the way frames operate. Frames are usually used when the Web page designer wants to control the display of content on a Web page. There are several behaviors that facilitate changing the contents of a frame.

- **Set Text of Frame** replaces the content and formatting of a frame with the content you specify. The content can include any valid HTML. Use this action to dynamically display information. See “Set Text of Frame” on page 461.
- **Go to URL** opens a new page in the current window or in the specified frame. This action is particularly useful for changing the contents of two or more frames with one click. See “Go to URL” on page 454.
- **Insert Navigation Bar** is used to direct a user to specific pages in a Web site. You can attach behaviors to navigation bar images and set which image displays based on a user’s actions. For example, you may want to show a button image in its Up or Down state to let a user know which page of a site is being viewed. See “Inserting a navigation bar” on page 372.
- **Insert Jump Menu** lets you set up a pop-up menu list of links that open files in a browser window when clicked. You can also target a particular window or frame in which the document will open. See “Inserting a jump menu” on page 369.

## CHAPTER 9

### Managing and Inserting Assets

---

Assets are elements, such as images or movie files, that you use in building a page or a site.

The Assets panel helps you manage and organize your site's assets more easily than you can in the Site window. The panel displays the assets in your site, dividing into the following categories:

- Images
- Colors
- URLs
- Flash movies
- Shockwave movies
- MPEG and QuickTime movies
- Scripts
- Templates
- Library items

**Note:** Only files that fit the above categories are shown in the Assets panel. There are other types of files that are sometimes called assets, but they aren't shown in the panel.

If you haven't already gathered assets for your site, you can obtain them from various sources. For example, you might create assets in an application such as Macromedia Fireworks or Macromedia Flash, receive them from a co-worker or client, or copy them from a clip-art CD. For more information about planning and gathering assets, see "About site planning and design" on page 95.

You can use the Assets panel in two different ways: as an easily accessible list of the assets in your site (the Site list), or as a way to organize the assets that you use most frequently (the Favorites list). The Assets panel automatically puts your site's assets in the Site list. The Favorites list starts out empty; you add whatever assets you want to it.

Most of the operations of the Assets panel are the same in the Site list and in the Favorites list. There are a few tasks, however, that you can perform only in the Favorites list (see “Using favorite assets” on page 229).

Templates and library items are covered in more depth in “Reusing Content with Templates and Libraries” on page 375.







## Using the Assets panel




The Assets panel provides two ways to view assets: the Site list, which shows all of the assets (of the types the panel recognizes) in your site, and the Favorites list, which shows only the assets you've explicitly chosen. Most of the following procedures can be performed in either the Site list or the Favorites list.

In both lists, assets are divided into categories; you choose which category of assets to list by clicking one of the category buttons on the left side of the panel. (The Site list and the Favorites list are both available for all categories of assets except templates and library items.)

The Site list displays all assets (in recognized categories) that exist as files in your site (whether or not any document uses them), as well as all colors and URLs that are used in any document in your site.

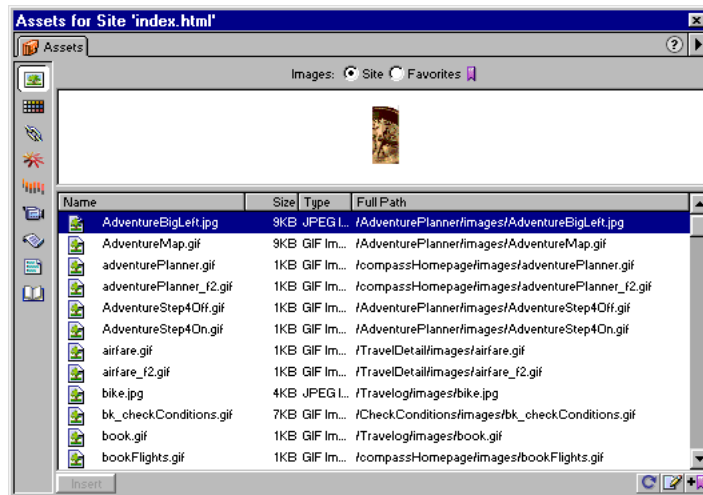
You can work with the following categories of assets:

-  **Images** are image files, in GIF, JPEG, or PNG formats. For information about images, see “Inserting Images” on page 267.
-  **Colors** are the colors used in documents and style sheets in your site, including text colors, background colors, and link colors.
-  **URLs** are the external URLs that documents in your site contain links to. This category includes the following types of links: FTP, gopher, HTTP, HTTPS, JavaScript, e-mail (`mailto`), and local file (`file://`).
-  **Flash movies** are files in any version of Macromedia Flash format. The Assets panel displays only SWF (compressed Flash) files, not FLA (Flash source) files. See “About Flash content” on page 300.
-  **Shockwave movies** are files in any version of Macromedia Shockwave format. See “About Shockwave movies” on page 310.
-  **Movies** are movie files in QuickTime or MPEG format. See “Inserting Media” on page 297.

-  **Scripts** are JavaScript or VBScript files. Note that scripts in HTML files (rather than in independent JavaScript or VBScript files) do not appear in the Assets panel. For information on working with JavaScript in Macromedia Dreamweaver, see “Debugging JavaScript Code” on page 473.
-  **Templates** provide a way to use the same page layout on multiple pages, and to easily modify that layout on all pages at once. See “Reusing Content with Templates and Libraries” on page 375.
-  **Library items** are elements that you use in multiple pages; when you modify a library item, all pages that contain that item are updated. See “Reusing Content with Templates and Libraries” on page 375.

**To open the Assets panel:**

Choose Window > Assets. The Assets panel appears.



It may take a few seconds for the panel to create the Site list, because it has to read the site cache to create the list.

**Note:** You must define a site and create a site cache before you can use the Assets panel. See “Using Dreamweaver to set up a new site” on page 102.

Certain changes don't appear immediately in the Assets panel:

- When you add an asset or remove one from your site, the changes aren't reflected in the Assets panel until you refresh the Site list by clicking the Refresh Site List button. (If you add or remove an asset outside of Dreamweaver—using Windows Explorer or the Finder, for example—you must rebuild the site cache to make the change appear in the Assets panel.)
- When you remove the only instance in your site of a particular color or URL, or when you save a new file that contains a color or URL that wasn't previously used in the site, the changes aren't reflected in the Assets panel until you refresh the Site list.

**To manually refresh the Site list:**

1 Click Site at the top of the Assets panel to ensure the Site list is showing.



2 Click the Refresh Site List button at the bottom of the Assets panel.

The site cache is created or updated as necessary, and the Assets panel is updated to show all the recognized assets in your site.

**To manually rebuild the site cache from scratch and refresh the Site list:**

Control-click (Windows) or Command-click (Macintosh) the Refresh Site List button at the bottom of the Assets panel.

**To view the Favorites list:**

Click Favorites at the top of the Assets panel.

The Favorites list is empty until you explicitly add assets to it.

**To view the Site list:**

Click Site at the top of the Assets panel.

**Note:** In the Templates and Library categories, the Site and Favorites choices are unavailable.

**To display assets in a particular category:**

Click the appropriate category icon, and click either Site or Favorites. For example, to display all of the images in your site, click the Images icon and then click Site.

**To preview an asset:**

Select the asset in the Assets panel.

The preview area at the top of the panel shows a visual preview of the asset.

When a movie asset is selected, the preview area shows an icon. To view the movie, click the Play button (the green triangle) in the upper right corner of the preview area.



### To change the size of the preview area:

Drag the splitter bar (between the preview area and the list of assets) up or down.

### To add assets to your Favorites list:

1 Select one or more assets in the Site list.



2 Click the Add to Favorites button.

The assets are added to your Favorites list. To see the Favorites list, click Favorites at the top of the panel.

For other methods of adding assets to your Favorites list, see “Adding assets to and removing assets from the Favorites list” on page 229.

**Note:** There are no Favorites lists for templates and library items.

## Adding an asset to a page

You insert most kinds of assets into a document by dragging them into the Document window’s Design view, or by using the Insert button. You can either insert colors and URLs or apply them to selected text in the Design view. (URLs can also be applied to other elements in the Design view, such as images.) Templates are applied to the entire document.

### To insert an asset in a document:

1 Place the insertion point in the Design view where you want the asset to appear.

2 Choose Window > Assets to open the Assets panel if it’s not already open.

3 Select the category of the asset.

Select any category other than Templates. (A template can be applied only to an entire document; it can’t be inserted into a document.)

4 Select either Site or Favorites and locate the desired asset.

There are no Site or Favorites lists for library items; skip this step if you’re inserting a library item.

5 Do one of the following:

- Drag the asset from the panel into the Design view. (For scripts, you can drag into the head content area of the Document window; if that area isn’t showing, first choose View > Head Content.)
- Select the asset in the panel and click Insert.

The asset is inserted into the document. (If the asset is a color, it applies starting at the insertion point; that is, subsequent typing appears in that color.)

**To change the color of selected text in a document:**



- 1 Select the Colors category in the Assets panel.
- 2 Select the color to apply.
- 3 Click Apply.

**To add a link to the current selection in a document:**



- 1 Select the URLs category in the Assets panel, and locate a URL to apply.
- 2 Do one of the following:
  - Drag the URL from the panel to the selection in the Design view.
  - Select the URL and click the Apply button.

**To apply a template to the active document:**



- 1 Select the Template category in the Assets panel, and locate a template to apply.
- 2 Do one of the following:
  - Drag the template from the panel to the Design view.
  - Select the template and click the Apply button.

## Changing the order of assets

By default, assets in a given category are listed in alphabetical order by name. The asset name may be a file name (as for images), a hexadecimal number (as for colors), or a URL. You can instead list the assets by any of several other criteria.

**To list assets in a different order:**

Click one of the column headings.

For example, to sort the list of images by type (so that all the GIF images are together, all the JPEG images are together, and so on), click the Type column heading.

**To change the width of a column:**

- 1 Position the pointer over the line that separates two column headings.
- 2 Drag that line to change the column width.

## Selecting and editing assets

The Assets panel allows you to select multiple assets at once. It also provides a quick way to begin editing assets.

### To select multiple assets:

- 1 Select one of the assets by clicking it. Then select the other assets in one of the following ways:
  - Shift-click to select a consecutive series of assets.
  - Control-click (Windows) or Command-click (Macintosh) to add an individual asset to the selection (whether or not it's adjacent to the existing selection). Control-click or Command-click a selected asset to deselect it.

### To edit an asset:

- 1 Do one of the following:
  - Double-click the asset.
  - Select the asset, then click Edit.

For some kinds of assets, such as images, editing the asset starts an external editing application. For colors and URLs, editing the asset lets you change the asset's value in the Favorites list only. (You can't edit colors and URLs in the Site list.) For templates and library items, editing the asset allows you to make changes to the asset within Dreamweaver.

If an external editor doesn't open for an asset that's supposed to use one, choose Edit > Preferences, select the File Types/Editors category, and make sure you have an external editor defined for the asset's file type. See "Launching an external editor" on page 298.

- 2 Change the asset as desired.
- 3 When you're done editing the asset, do one of the following:

- If the asset is a file-based asset (anything other than a color or URL), save it (using whatever editor you used to edit it) and close it.
- If the asset is a URL, click OK when you're finished editing in the Edit URL dialog box.

If the asset is a color, the Dreamweaver color picker is dismissed automatically when you pick a color. (To dismiss the color picker without picking a color, press Esc.)

## Working with assets and sites

You may want to locate the file in the Site window that corresponds to an asset in the Assets panel. This can be useful, for example, when you want to transfer the asset to or from your remote site.

The Assets panel shows all the assets (of recognized types) in your current site. (The current site is the site that contains the active document.) To use an asset from the current site in another site, you must copy it to the other site. You can copy an individual asset, a set of individual assets, or an entire Favorites folder at once.

**Note:** The Site window may show a different site from the one that the Assets panel shows. This is because the Assets panel is associated with the active document. To determine which site the Assets panel is showing, look at the panel's title bar.

### To locate an asset's file in the Site window:

Right-click (Windows) or Control-click (Macintosh) the asset's name or icon in the Assets panel, and choose Locate in Site from the context menu.

The Site window appears, with the asset file selected.

Locate in Site is unavailable for colors and URLs, which do not correspond to files in the site.

Note that Locate in Site locates the file corresponding to the asset itself; it does not locate a file that uses that asset.

### To copy assets from the Site list or the Favorites list to another site:

- 1 Right-click (Windows) or Control-click (Macintosh) the icon or name of the asset or assets to copy.

In the Favorites list, you can copy a Favorites folder as well as individual assets.

- 2 From the context menu, choose Copy to Site, and choose the target site name from the submenu. (The submenu lists all the sites you've defined.)

The assets are copied to the specified site, into locations corresponding to their locations in the current site. Dreamweaver creates new folders in the target site's hierarchy as needed.

The assets are also added to the specified site's Favorites list.

When you open a document in the target site, the Assets panel switches to that site, and shows the copied asset.

**Note:** If the asset you copied is a color or a URL, it appears only in the other site's Favorites list, not in the other site's Site list. This is because there is no file corresponding to the color or URL, so there's no file to copy into the other site.

## Using favorite assets

Most of the operations of the Assets panel are the same in the Favorites list as in the Site list (see “Using the Assets panel” on page 222). However, there are several tasks that you can perform only in the Favorites list.

Because the Assets panel’s Site list always shows all of the recognized assets in the site, this list can become cumbersome for some large sites. If you add frequently used assets to your Favorites list, you can group related assets together, give them nicknames to remind you what they’re for, and find them easily in the Assets panel.

**Note:** Favorite assets are not stored as separate files on your disk; they’re references to the assets in the Site list. Dreamweaver keeps track of which assets from the Site list to display in the Favorites list.

### Adding assets to and removing assets from the Favorites list

There are several ways to add assets to your site’s Favorites list.

**To add assets to your Favorites list, do one of the following:**



- Select one or more assets in the Site list, and click the Add to Favorites button.
- Select one or more assets in the Site list, and choose Add to Favorites from the context menu.
- Right-click (Windows) or Control-click (Macintosh) an element in the Document window’s Design view, and choose the context menu command to add the element to the appropriate Favorites category.

For example, you can select an image and choose Add to Image Favorites from the context menu. Note that the context menu for text contains either Add to Color Favorites or Add to URL Favorites, depending on whether the text has a link attached. Also note that only elements that fit one of the categories in the Assets panel can be added to the Favorites list.

- Select one or more files in the Site window and choose Add to Favorites from the context menu. Files that don’t fit a category in the Assets panel are ignored.

Whichever method you choose, the assets are added to your Favorites list, and the Assets panel displays the Favorites list.

**Note:** There are no Favorites lists for templates and library items.

**To remove assets from your Favorites list:**

1 Select one or more assets (or a Favorites folder) in the Favorites list.



2 Click the Remove From Favorites button at the bottom of the Assets panel.

The assets are removed from the Favorites list, but they still appear in the Site list. If you remove a Favorites folder, the folder and all of the assets in it are removed from the Favorites list.

## Creating a nickname for a favorite asset

You can give nicknames to assets in the Favorites list. The nickname is displayed instead of the asset's file name or value. For example, if you have a color named #999900, you might use a more descriptive nickname, such as PageBackgroundColor or ImportantTextColor.

You can give nicknames only to assets in the Favorites list. In the Site list, the assets are listed by their real file names (or values, in the case of colors and URLs).

**To give a nickname to a favorite asset:**

1 Click the category that contains your asset.

2 Click Favorites to display the Favorites list.

3 Do one of the following:

- Right-click (Windows) or Control-click (Macintosh) the asset's name or icon in the Assets panel, and choose Edit Nickname from the context menu.
- Click the asset's name once, pause, then click it again. (Don't double-click.)

4 Type a nickname for the asset, then press Enter (Windows) or Return (Macintosh).


The nickname appears in the Nickname column.

## Grouping assets in a Favorites folder

In the Favorites list, within a given category, you can create named groups of assets, called Favorites folders. For example, if you have a set of images that you use on numerous catalog pages in an e-commerce site, you could group them together in a folder called CatalogImages.

**Note:** Placing an asset in a Favorites folder does not change the location of the asset's file on your disk.



### To create a Favorites folder:

- 1 Click Favorites (at the top of the Assets panel) to display the Favorites list.
-  2 Click the New Favorites Folder button.
- 3 Name the folder.
- 4 Drag assets into the folder.

## Creating a new color, URL, template, or library item

You can use the Assets panel to create colors, URLs, templates, and library items. Note that you can't add new colors or URLs to the Site list; the Site list contains only assets that are already in use in your site.



### To create a new color:

-  1 Click the Colors category button.
- 2 Click Favorites to show the Favorites list.
-  3 Click the New Color button.
- 4 Select a color using the color picker.

To exit from the color picker without choosing a color, press Esc or click the gray bar at the top of the color picker. (For more information on using the color picker, see “Working with colors” on page 87.)

- 5 Give the color a nickname if desired.

### To create a new URL:

-  1 Click the URLs category button.
- 2 Click Favorites to show the Favorites list.
-  3 Click the New URL button.
- 4 Enter a URL and a nickname in the Add URL dialog box, and click OK.

**To create a new template:**



**1** Click the Templates category button.



**2** Click the New Template button.

For more information on creating new templates, see “Reusing Content with Templates and Libraries” on page 375.

**To create a new library item, do one of the following:**

- Click the Library category button, then click the New Library Item button.
- Select an element or text in the Document window’s Design view, then drag that element or text to the Assets panel. Regardless of what kind of element you drag, a new library item is created containing that element.

For more information on creating new library items, see “Reusing Content with Templates and Libraries” on page 375.



## CHAPTER 10

### Inserting and Formatting Text

---

Formatting in Macromedia Dreamweaver is similar to using a standard word processor. Use the Text > Paragraph Format submenu or the Format drop-down menu in the Property inspector to set the default formatting style (Paragraph, Preformatted, Heading 1, Heading 2, and so on) for a block of text. To change the font, size, color, and alignment of selected text, use the Text menu or the Property inspector. To apply formatting such as bold, italic, code, underline, and so on, use the Text > Style submenu.

You can also combine several standard HTML tags to form a single style, called an HTML style. For example, you can manually apply HTML formatting using a combination of tags and attributes, and then save that formatting as an HTML style; it's stored in the HTML Styles panel. The next time you want to format text using that combination of HTML tags, you can simply select the saved style from the HTML Styles panel. HTML styles are supported by almost all Web browsers and save time over manually formatting text.

Another kind of style, called a CSS style (CSS stands for Cascading Style Sheets), lets you apply text and page formatting with the advantage of automatic updating. You can store CSS styles directly in the document or, for more power and flexibility, in an external style sheet. If you attach an external style sheet to several Web pages, all the pages automatically reflect any changes you make to the style sheet. To access CSS styles, use the CSS Style panel.

Manual HTML formatting and HTML styles apply formatting using standard HTML tags (such as `b`, `font`, and `code`) that are supported by all popular Web browsers. CSS styles define the formatting for all text in a particular class or redefine the formatting for a particular tag (such as `h1`, `h2`, `p`, or `li`). CSS is supported only by the following Web browsers—Netscape Navigator 4.0 and later and Microsoft Internet Explorer 4.0 and later.

You can use CSS styles, HTML styles, and manual HTML formatting within the same page. Manual HTML formatting overrides formatting applied by an HTML style or CSS style, so although it is labor intensive, it can be a convenient method of modifying formatting applied by HTML styles or CSS styles. Also, page-level CSS styles override external CSS styles. See “Using CSS style sheets” on page 248.

## Inserting text and objects

Add content to your pages by typing or pasting text and inserting objects such as images, tables, and layers.

**To add text to your document, do one of the following:**

- Type text directly into the Document window.
- Copy text from another application, switch to Dreamweaver, position the insertion point in the Design view of the Document window, and choose Edit > Paste. Dreamweaver doesn't preserve text formatting applied in the other application, but it does preserve line breaks.

**To insert tables, tabular data, images, and other objects into your document, do one of the following:**

- Use the commands on the Insert menu to insert the specified objects into your document at the insertion point location.
- Choose Window > Objects to open the Objects panel. Find the type of object you want and click or drag it to insert the object into the Document window.

For most objects, a dialog box appears, prompting you to select options or to select a file. To bypass these dialog boxes, choose Edit > Preferences, select General, and then deselect the Show Dialog When Inserting Objects option.

**Note:** To insert multiple consecutive spaces, use Insert > Special Characters > Non-Breaking Space (Ctrl+Shift+Space) or press Enter/Return. (But if you want to line up items in columns, use a table instead.)

You can import tabular data into your document by first saving these files (such as Microsoft Excel files or a database) as delimited text files.

#### To import tabular data:

- 1 Choose File > Import > Import Tabular Data, or choose Insert > Tabular Data. The Import Table dialog box appears.
- 2 Browse for the file you want or enter its name in the text field.
- 3 Select the delimiter used when the file was saved as delimited text. Your options are Tab, Comma, Semicolon, Colon, and Other.
  - If you select Other, a blank field appears next to the option. Enter the character that was used as a delimiter.
- 4 Use the remaining options to format or define the table into which the data will be imported.
- 5 Click OK when you're done.

## Inserting dates

Dreamweaver provides a convenient Date object, which inserts the current date in whatever format you prefer (with or without the time) and provides the option of updating that date whenever you save the file.

**Note:** Keep in mind that the dates and times shown in the Insert Date dialog box are not the current date, nor do they reflect the dates/times that a visitor sees when they display your site. They are examples only of the way you want to display this information.

#### To insert the current date into a document:

- 1 In the Document window, place the insertion point where you want the date to be inserted.
- 2 Do one of the following:
  - Choose Insert > Date.
  - Open the Objects panel by choosing Window > Objects, then open the Common category and click the Date button.
- 3 In the resulting dialog box, select a format for the name of the day of the week, a format for the date, and a format for the time.
- 4 If you want the inserted date to be updated every time you save the document, select Update Automatically on Save. If you want the date to become plain text when it's inserted, and never update automatically, deselect that option.
- 5 Click OK to insert the date.

**Tip:** If you have selected Update Automatically on Save, you can edit the date format after it has been inserted into the document by clicking on the formatted text and selecting Edit Date Format in the Property inspector.

## About special characters

Certain special characters are represented in HTML by a name or a number, referred to as an *entity*. HTML includes entity names for characters such as the copyright symbol (&copy;), the ampersand (&amp;), and the registered-trademark symbol (&reg;). Each entity has both a name (such as &mdash;) and a numeric equivalent (such as &#151;).

**Tip:** HTML uses the angle brackets <> in its code, but you may need to express the special characters for greater than or less than without Dreamweaver interpreting them as code. In this case, use &gt; for greater than (>) and &lt; for less than (<).

Unfortunately, many browsers (especially older browsers, and browsers other than Navigator and Internet Explorer) don't properly display many of the named entities. Most browsers display most of the commonly used numeric entities, but remembering an entity's number is harder than remembering its name.

## Inserting special text characters

You can insert several special characters (in the form of HTML entities) by choosing the Characters category from Objects panel's drop-down menu.

**To insert a special character into a document:**

- 1 In the Document window, place the insertion point where you want to insert a special character.
- 2 Do one of the following:
  - Choose the name of the character from the Insert > Characters submenu.
  - Open the Objects panel (by choosing Window > Objects), choose the Characters category from the drop-down menu and select the character you want.

There are many other special characters available; to select one of them, choose Insert > Characters > More and select a character, then click OK.

## Copying and pasting HTML source code in Dreamweaver

You can copy and paste HTML source code from another application or from the Code view itself. You can choose to have the HTML code copied and pasted as text or as code with tags intact, depending on how you copy and paste it.

### To copy HTML source code and paste in Code view:

- 1 Copy the code from another application (like BBEdit or HomeSite) or from the Code view or Code inspector in Dreamweaver, and place the insertion point in the Code view.
- 2 Choose Edit > Paste, and select Refresh Design View from the toolbar.

For example, copy the HTML source code for a table from BBEdit and paste it in the Code view of Dreamweaver in order for it to appear as a table in the Design view.

If you want the HTML source code to appear as text, place the insertion point in the Design view directly and choose Edit > Paste to paste the code as text. You might choose to do this if your Dreamweaver document contained instructions on writing HTML and you wanted the code to appear as text in the Document.

### To copy and paste as HTML source code:

- 1 Select and copy the code from another application.
- 2 Place the insertion point in the Design view, and choose Edit > Paste as HTML.

You can also select an item in the Design view, for example, a table, and choose Edit > Copy as HTML. You can then paste this in another application as HTML source code. For more information on editing HTML source code, see “Writing and editing code” on page 334.

## Creating lists

You can create numbered (ordered) lists, bulleted (unordered) lists, and definition lists from existing text or from new text as you type in the Document window. Definition lists do not use leading characters like bullet points or numbers and are often used in glossaries or descriptions. Lists can also be nested. Nested lists are lists that contain other lists. For example, you might want an ordered or bulleted list nested within another numbered or ordered list.

**To create a new list:**

- 1 In Design view, place the insertion point on the line where you want to add a list of new items.
- 2 Click the Bulleted or Numbered List buttons in the Property inspector, or choose Text > List and select the type of list desired—Unordered (bulleted) List, Ordered (numbered) List, or Definition List.

You can insert a list while in Code view by using the Text menu, but Dreamweaver adds only the first and last HTML list tags and then you must hand code the individual list items.

- 3 Begin typing the list, pressing Enter (Windows) or Return (Macintosh) to begin another list item.
- 4 To complete the list, press Enter twice (Windows) or press Return twice (Macintosh).

**To create a list using existing text:**

- 1 Select a series of paragraphs to make into a list.
- 2 Click the Bulleted or Numbered List button in the Property inspector, or choose Text > List and select the type of list desired—Unordered List, Ordered List, or Definition List.

**To create a nested list:**

- 1 Select the list items you want to nest.
- 2 Click the Indent button in the Property inspector, or choose Text > Indent.  
Dreamweaver indents the text and creates a separate list with the original list's HTML attributes.
- 3 Apply a new list type or style to the indented text by following the same procedure used above.

## Setting fonts, styles, color, and alignment

You can apply HTML text formatting to one letter or build an entire site using Text > Paragraph Format commands or options in the Property inspector. This kind of manual formatting replaces or overrides formatting set by an HTML style or CSS style.

When you apply HTML text formatting, you use the Property inspector and commands in the Text menu, such as Text > Paragraph Format and Text > Style.

## Setting and changing fonts and styles

Use the Property inspector or the Text menu to set or change font characteristics for selected text.

### To set or change font characteristics:

- 1 Select the text. If no text is selected, the change applies to subsequent text you type.
- 2 Choose from the following options:
  - To change the font, choose a font combination from the Property inspector or from the Text > Font submenu.

Browsers display the text using the first font in the combination that is installed on the user's system. If none of the fonts in the combination is installed, the browser displays the text as specified by the browser preferences. (See also "Modifying font combinations" on page 242.) Choose Default to remove previously applied fonts; Default applies the default font for the selected text (either the browser default font or the font assigned to that tag in the CSS style sheet).

- To change the font style, click Bold or Italic in the Property inspector, or choose a font style (Bold, Italic, Underline, and so on) from the Text > Style submenu.
- To change the font size, choose a size (1 through 7) from the Property inspector or from the Text > Size submenu.

HTML font sizes are relative, not specific point sizes. Users set the point size of the default font for their browsers; this is the font size that they will see when you select Default or 3 in the Property inspector or Text > Size submenu. Sizes 1 and 2 will appear smaller than the default font size; sizes 4 through 7 will appear larger. Also, fonts generally look bigger in Windows than on the Macintosh, though Macintosh Internet Explorer 5 uses the same default font size as Windows.

- To increase or decrease the size of selected text, choose a relative size (+ or -1 to + 4 or -3) from the Property inspector or from either the Text > Size Change submenu.

**Tip:** One way to ensure consistency with font size is to use CSS styles with your font size set in pixels. For more information on CSS, see "Using CSS style sheets" on page 248.

These numbers indicate a relative difference from the basefont size. The default basefont value is 3. Thus, a +4 value results in a font size of 3 + 4, or 7. 7 is the maximum sum for your font size values. If you try to set them higher, they display as 7. Dreamweaver does not display the `basefont` tag (which goes in the head section), although the font size should display properly in a browser. To test this, compare text set at 3 and text set at +3.

## Using paragraphs and headings

Use the Format pop-up menu in the Property inspector or the Text > Paragraph Format submenu to apply the standard paragraph and heading tags. (To redefine the appearance of paragraph and heading tags, use CSS style sheets; see “Using CSS style sheets” on page 248.)

### To apply a paragraph or heading tag:

- 1 Place the insertion point in the paragraph, or select some of the text in the paragraph.
- 2 Using the Text > Paragraph Format submenu or the Format drop-down menu in the Property inspector, choose an option:
  - Choose a paragraph format (for example, Heading 1, Heading 2, Preformatted Text, and so on). The HTML tag associated with the selected style (for example, h1 for Heading 1, h2 for Heading 2, pre for Preformatted text, and so on) is applied to the entire paragraph.
  - Choose None to remove a paragraph format.

## Changing the text color

You can change the color of selected text so that the new color overrides the text color set in Page Properties. (If no text color has been set in Page Properties, the default text color is black.)

### To change the color of text:

- 1 Select the text.
- 2 Choose from the following options:
  - Choose a color from the palette of browser-safe colors by clicking the color picker in the Property inspector.
  - Choose Text > Color. The system color picker dialog box appears. Select a color and click OK.
  - Enter the color name or hexadecimal number directly into the Property inspector field.
  - To define the default text color, use the Modify > Page Properties command. See “Defining default text colors” on page 153.

### To return text to the default color:

- 1 In the Property inspector, click the color box to open the palette of browser-safe colors.
- 2 Click the Strike through button (the white square button with a red line through it, found in the upper-right corner).



## Aligning text

Align text on the page using the Property inspector or the Text > Align submenu. Center any element on a page using the Text > Align > Center command.

### To align text:

- 1 Select the text you want to align or simply insert the pointer at the beginning of the text.
- 2 Click an alignment option (Left, Right, or Center) in the Property inspector, or choose Text > Align and choose an alignment command.

### To center elements:

- 1 Select the element (image, plug-in, table, or other page element) you want to center.
- 2 Choose Text > Align > Center.

**Note:** You can align and center complete blocks of text; you cannot align or center part of a heading or part of a paragraph.

### To indent text and remove indentation:

- 1 Select the desired text.
- 2 Click the Indent or Outdent button in the Property inspector, choose Text > Indent or Outdent, or choose List > Indent or Outdent from the context menu.

This applies or removes the `blockquote` tag when the selected text is a paragraph or heading; it adds or removes an extra `ul` or `ol` tag when the selected text is a list.

## Modifying font combinations

Use the Edit Font List command to set the font combinations that appear in the Property inspector and the Text > Font submenu.

Font combinations determine how a browser displays your Web page's text. A browser uses the first font in the combination that is installed on the user's system; if none of the fonts in the combination are installed, the browser displays the text as specified by the user's browser preferences.

**To modify font combinations:**

**1** Choose Text > Font > Edit Font List.

**2** Select the font combination from the list at the top of the dialog box.

The fonts in the selected combination are listed in the Chosen Fonts list in the lower left corner of the dialog box. To its right is a list of all available fonts installed on your system.

**3** Choose from the following options:

- To add or remove fonts from a font combination, click the << or >> button between the Chosen Fonts list and the Available Fonts list.
- To add or remove a font combination, click the Plus (+) and Minus (-) buttons at the top of the dialog box.
- To add a font that is not installed on your system, type the font name in the text field below the Available Fonts list and click the << button to add it to the combination. Adding a font not installed on your system is useful, for example, for specifying a Windows-only font when you are authoring on a Macintosh.
- To move the font combination up or down in the list, click the arrow buttons at the top of the dialog box.

**To add a new combination to the font list:**

- 1 Choose Text > Font > Edit Font List.
- 2 Select a font from the Available Fonts list and click the << button to move the font to the Chosen Fonts list.
- 3 Repeat step 2 for each subsequent font in the combination.

To add a font that is not installed on your system, type the font name in the text field below the Available Fonts list and click the << button to add the font to the combination. Adding a font not installed on your system is useful, for example, for specifying a Windows-only font when you are authoring on a Macintosh.

- 4 When you have finished selecting specific fonts, select a generic font family from the Available Fonts menu and click the << button to move the generic font family to the Chosen Fonts list.

Generic font families include cursive, fantasy, monospace, sans-serif, and serif. If none of the fonts in the Chosen Fonts list are available on the user's system, the text appears in the default font associated with the generic font family. For example, the default monospace font on most systems is Courier.

## Using horizontal rules

Horizontal rules (lines) are useful for organizing information. On a page, you can visually separate text and objects with one or more rules.

**To create a horizontal rule:**

- 1 In the Document window, place the insertion point where you want to insert a horizontal rule.
- 2 Do one of the following:
  - Choose Insert > Horizontal Rule.
  - Choose Window > Objects to open the Objects panel, and then click the Horizontal Rule button in the Common category.

**To modify a horizontal rule:**

- 1 In the Document window, select the horizontal rule.
- 2 Choose Window > Properties to open the Property inspector, and modify the properties as desired.

## Using HTML styles to format text

An HTML style is defined by one or more HTML tags (such as `b`, `i`, `font`, and `center`) that apply formatting to text. The HTML 4.0 specification released by the World Wide Web Consortium (W3C) in early 1998 discourages the use of HTML formatting tags in favor of CSS style sheets. In practice, however, HTML formatting tags—while offering more limited control over appearance than CSS style sheets and taking longer to load—are supported by a wider range of browsers than CSS style sheets, and are likely to remain part of the Web developer’s arsenal for as long as 3.0 and earlier browsers make up a measurable proportion of Web traffic.

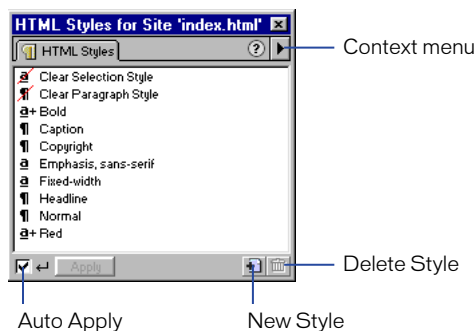
For specific information on formatting with HTML tags, see one of the following topics:

- “Setting and changing fonts and styles” on page 239
- “Changing the text color” on page 240
- “Aligning text” on page 241

HTML tags that define the structure of the document rather than its appearance—for example, headings, paragraphs, and lists—are still very much part of the HTML specification. In fact, if you are planning to use CSS style sheets to define the font characteristics for your page, it’s important to use standard heading tags, because they help to preserve the structure of your page in browsers that do not support CSS style sheets. (To see an example of how this works, try viewing Dreamweaver Help in a 3.0 browser.) See “Using paragraphs and headings” on page 240.

## Using HTML styles

Use HTML styles to save text and paragraph formatting that you want to use elsewhere in your documents. Once you have created an HTML style based on one or more HTML tags, you can reapply that formatting to any text in any document using the HTML Styles panel.



Unlike CSS styles, HTML style formatting only affects text that you apply it to, or text that you create using a selected HTML style. If you change the formatting of an HTML style you have created, text that was originally formatted with that style is not updated. If you want the ability to change formatting, and automatically update all instances of that formatting, use CSS styles; see “Using CSS style sheets” on page 248.

To display the O’Reilly HTML reference guide included with Dreamweaver, click the Reference button found on the toolbar and choose O’Reilly HTML Reference from the drop-down menu.

You can use the HTML Styles panel to record the HTML styles you use in your site, and then share them with other users, local sites, or remote sites.

**To display the HTML Styles panel, do one of the following:**

- Choose Window > HTML Styles.
- Click the HTML Styles icon in the Launcher bar or Launcher.

**To view an existing HTML style:**

- 1 In the HTML Styles panel, select a style.

Note that Clear Paragraph Style and Clear Selection Style are used on text that has a style applied, but they are not styles themselves; they cannot be viewed or edited.

- 2 While in the HTML Styles panel, right-click (Windows) or Control-click (Macintosh) and choose Edit from the context menu, or double-click the HTML style and choose Edit from the context menu.
- 3 In the Define HTML Style dialog box, specify the settings for the style.

The Apply To options determine whether the style applies to the selected text (Selection) or the current text block (Paragraph). The When Applying options determine whether the settings for the style are added to the original text formatting (Add to Existing Style), or removed from the existing formatting and replaced with the new settings (Clear Existing Style).

**To apply an existing HTML style:**

In the HTML Styles panel, select a style.

- If the Auto Apply checkbox at the bottom of the panel is selected, click the style once.
- If the Auto Apply checkbox is not selected, click the style, then click Apply.

**To clear text formatting in your document:**

- 1 Select the formatted text.
- 2 In the HTML Styles panel, click Clear Paragraph Style or Clear Selection Style.

Clear Paragraph Style removes any formatting from the current text block in the document. Clear Selection Style removes any formatting from the selected text.

**Note:** You can use Clear Paragraph Style and Clear Selection Style to remove any formatting (except CSS formatting), regardless of how the original formatting was applied (for example, through the HTML Styles panel or the Property inspector).

**To remove a style from the HTML Styles panel:**

- 1 In the HTML Styles panel, deselect the checkbox to turn off the Auto Apply option.
- 2 Select an HTML style.
- 3 Click the Delete Style (trash can) icon in the lower right corner of the panel.

**To create a new HTML style based on existing text:**

- 1 In your document, select or create text that has the formatting you want to use as the basis of your new HTML style. You can use the Property inspector to view and apply formatting.
- 2 In the HTML Styles panel, click the New Style icon (plus sign) in the lower right corner.
- 3 In the Define HTML Style dialog box, name the style and adjust the formatting, if necessary.

- Select whether to apply the HTML style to selected text or the entire paragraph. Note that a paragraph style applies to the entire text block in which the insertion point is located, regardless of what text is actually selected.
- Select whether to apply the HTML style in addition to the existing style (CSS or HTML) of the selected text or paragraph, or to clear the formatting of the selection or paragraph with the new HTML style. Keep in mind the hierarchy for applying styles: HTML styles take precedence over CSS styles, which take precedence over external CSS styles. See “Using CSS style sheets” on page 248.

Note that the formatting options in the HTML Styles panel match those in the Property inspector.

- 4 Click OK.

**To create a new HTML style based on an existing HTML style:**

- 1 Make sure no text is selected in the Document window.
- 2 In the HTML Styles panel, select a style, then do one of the following:
  - Click the triangle in the upper right corner of the panel to display the drop-down context menu.
  - Right-click (Windows) or Control-click (Macintosh), then choose Duplicate from the context menu.

The Define HTML Style dialog box appears. To reset it to the default options, click Clear.
- 3 Complete steps 3 and 4 in the instructions for creating a new style based on existing text.

**To create a new HTML style from scratch:**

- 1 In the HTML Styles panel, click the New Style icon; you can also choose Text > HTML Styles > New Style.

The Define HTML Style dialog box appears.
- 2 Complete steps 3 and 4 in the instructions for creating a new style based on existing text.

Click Clear to reset the dialog box to the default options.
- 3 Click OK.

**To edit an existing HTML style:**

- 1 Make sure no text is selected in the Document window.
- 2 In the HTML Styles panel, make sure the Auto Apply checkbox is deselected.

If the Auto Apply option is turned on, the HTML style will be applied when you select it in the HTML Styles panel.
- 3 In the HTML Styles panel, right-click (Windows) or Control-click (Macintosh) the style, then choose Edit from the context menu.

The Define HTML Style dialog box appears. To reset it to the default options, click Clear.

When you edit an HTML style, Dreamweaver does not automatically update text that was previously formatted using the HTML style. If you want to update formatting applied with a style, use a CSS style sheet; see “Using CSS style sheets” on page 248.

**To share your HTML styles with other sites or users:**

- 1 Choose Window > Site Files to open the Site window in Site Files view.
- 2 In the right pane, open the site root folder, then open the Library folder.

You'll notice a file called styles.xml. This file contains all your HTML styles for the site. You can put, get, check in, check out, and copy this file as you would any other file in your site. You can also create Design Notes for the styles.xml file. Note that you must first check out the styles.xml file before you can create or edit a style for a remote site.

For more information on using these options, see “Setting up a remote site” on page 123.

## Using CSS style sheets

A style is a group of formatting attributes that control the appearance of a range of text in a single document. A CSS (Cascading Style Sheets) style can be used to control many documents at once and includes all of the styles for a document. The advantage of using a CSS style sheet over an HTML style is that in addition to being linked to multiple documents, when a CSS style is updated or changed, the formatting of all the documents that use that style sheet are automatically updated as well.

For example, imagine managing a very large Web site like Yahoo or Macromedia.com. You can make font and formatting changes to the entire site or many pages quickly and accurately by using CSS styles. Also, CSS styles let you control many properties that cannot be controlled using HTML alone. For example, you can assign custom list bullets and specify different font sizes and units (pixels, points and so on). By using CSS styles and setting font sizes in pixels, you can ensure a more consistent treatment of your page layout and appearance with multiple browsers.

CSS styles have been around for sometime, but many Web site designers and creators have been reluctant to use them because of inconsistent browser support. However, if your audience includes viewers who are using browsers that support CSS styles (4.0 and later), you should avail yourself of the power and control they offer.

CSS styles are identified by name or by HTML tag, allowing you to change an attribute of a style and instantly see the change reflected in all the text to which that style applies. CSS styles in HTML documents can control most of the traditional text formatting attributes such as font, size, and alignment. CSS styles can also specify unique HTML attributes such as positioning, special effects, and mouse rollovers.



CSS style sheets reside in the `head` area of a document. CSS styles can define the formatting attributes for HTML tags, ranges of text identified by a `class` attribute, or text that meets criteria conforming to the Cascading Style Sheets (CSS) specification. Dreamweaver recognizes styles defined in existing documents as long as they conform to CSS style guidelines.

CSS style sheets work in 4.0 and later browsers. Internet Explorer 3.0 recognizes some CSS style sheets, but most earlier browsers ignore them.

Three types of CSS style sheets are available in Dreamweaver:

- Custom CSS styles are similar to the styles you use in a word processor, except that there is no distinction between character and paragraph styles. You can apply CSS custom styles to any range or block of text. If the CSS style is applied to a block of text (such as an entire paragraph or unordered list), a `class` attribute is added to the block's tag (for example, `p class="myStyle"` or `ul class="myStyle"`). If the CSS style is applied to a range of text, `span` tags containing the `class` attribute are inserted around the selected text. See "Applying a custom (class) CSS style" on page 254.
- HTML tag styles redefine the formatting for a particular tag, such as `h1`. When you create or change a CSS style for the `h1` tag, all text formatted with the `h1` tag is immediately updated.

**Note:** Be careful when redefining tags in a linked CSS, as this can change the layout of many pages. For example, if you redefine the `table` tag to look a certain way, it will alter the layout of other pages using tables.

- CSS selector styles redefine the formatting for a particular combination of tags (for example, `td h2` applies whenever an `h2` header appears inside a table cell) or for all tags that contain a specific `id` attribute (for example, `#myStyle` applies to all tags that contain the attribute-value pair `ID="myStyle"`).

Manual HTML formatting overrides formatting applied with CSS (or HTML) styles. For CSS styles to control the formatting of a paragraph, you must remove all manual HTML formatting or HTML styles.

Although you can set an unlimited number of CSS style attributes defined by the CSS1 specification in Dreamweaver, not all of the attributes appear in the Document window. The attributes that do not appear are marked with an asterisk (\*) in the Style Definition dialog box. Note also that some of the CSS style attributes that you can set with Dreamweaver appear differently in Microsoft Internet Explorer 4.0 and Netscape Navigator 4.0, and some are not currently supported by any browser.

**Note:** To display the O'Reilly CSS reference guide included with Dreamweaver, click the Reference button found on the toolbar and choose O'Reilly CSS Reference from the pop-up menu.

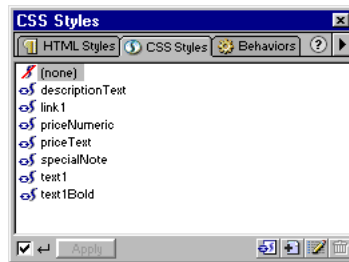
## About CSS style properties

The Cascading Style Sheets specification (CSS1), which is controlled by the World Wide Web Consortium, defines the CSS style properties (for example, font, color, padding, margin, word spacing) that control the appearance of Web page elements. You can set any CSS1 property using Dreamweaver.

In Internet Explorer 4.0 and later, you can use a scripting language such as JavaScript or VBScript to change the positioning and CSS style properties of elements after the page has loaded. In Netscape Navigator 4.0 and later, you cannot change CSS style properties after the page has loaded, but you can change positioning properties.

## Creating and linking to an external CSS style sheet

A CSS style sheet is an external text file containing styles and formatting specifications. When you edit an external CSS style sheet, all documents linked to that CSS style sheet are updated to reflect those edits. You can export the CSS styles found in a document to create a new CSS style sheet, and attach or link to an external style sheet to apply the styles found there.



Dreamweaver Help consists of HTML pages that use a linked CSS style sheet called help.css. To see what the code for a CSS style definition looks like, open the help.css file (located in the Help/html folder) in a text editor. Open any of the topic files (those that begin with a number) to see how the CSS style sheet is linked to the document using a `link` tag, as well as how specific CSS styles are applied. You can also copy the help.css file to your local root folder and apply its styles to a test page.

### To attach an external CSS style sheet:

- 1 Choose Window > CSS Styles, or click the CSS Styles icon in the Launcher.
- 2 In the CSS Styles panel, right-click (Windows) or Control-click (Macintosh) and choose Attach Style Sheet from the pop-up menu. You can also click the Attach Style Sheet icon at the bottom of the CSS Styles panel.
- 3 In the Select Style Sheet dialog box, enter the file name in the URL field, or browse for the file you want.

- 4 Select a document or site root-relative path. See “About document locations and paths” on page 354.
- 5 Click Open. The style sheet is attached to your Dreamweaver document and its styles appear in the CSS Styles panel.

**To link to or create an external CSS style sheet:**

- 1 Choose Window > CSS Styles, or click the CSS Styles icon in the Launcher.
- 2 In the CSS Styles panel, right-click (Windows) or Control-click (Macintosh) and choose Edit Style Sheet from the pull-down menu.
- 3 In the Edit Style Sheet dialog box, click Link.
- 4 In the Link External Style Sheet dialog box, do one of the following:
  - Click Browse (Windows) or Choose (Macintosh) to browse to an external CSS style sheet, or type the path to the style sheet in the File/URL box. (Browsing is recommended because it ensures that the correct path to the style sheet is entered.)
  - Create a new external CSS style sheet by entering a new file name (one that doesn't already exist at the specified location). The file name must end in the .css extension.
- 5 Select the Link or Import option to specify and create the tag used to attach the external CSS style sheet to the document, and then click OK.

Import brings the information in the external CSS style sheet file into the current document, while Link accesses and relays the information without transferring it. While both Import and Link call all styles in the external CSS style sheet into the current document, Link offers more features and works in more browsers.

The name of the external CSS style sheet appears with the identifier (link or import) in the list of styles in the Edit Style Sheet dialog box. Complete the steps below to create or edit the styles defined in the external CSS style sheet.

- 6 In the Edit Style Sheet dialog box, select the name of the external style sheet and click Edit.

The Edit Style Sheet dialog box appears for that style sheet.
- 7 Click New to define styles in the external CSS style sheet.
- 8 In the New Style dialog box, define the new style. See “Creating a CSS style in Dreamweaver” on page 252.
- 9 Click Save when you have finished defining styles.

## Editing an external CSS style sheet

When you edit a CSS style sheet that controls the text in your document, you instantly reformat all of the text controlled by that CSS style sheet. Your edits affect all the documents linked to the style sheet.

**To edit an external CSS style sheet:**

- 1 Open any document that is linked to the external CSS style sheet you want to change.
- 2 Do one of the following:
  - Choose Window > CSS Styles, or click CSS Styles in the Launcher. In the CSS Styles panel, right-click (Windows) or Control-click (Macintosh) and choose the Edit Style Sheet from the pull-down menu.
  - Choose Text > CSS Styles > Edit Style Sheet.
- 3 In the Edit Style Sheet dialog box, select the name of the external style sheet and click Edit.

A second Edit Style Sheet dialog box displays the styles in the external style sheet. Select the style you want to edit.
- 4 Edit the style. See “Creating a CSS style in Dreamweaver” on page 252.
- 5 Click Save when you have finished editing styles.

## Creating a CSS style in Dreamweaver

Create a CSS style to automate the formatting of HTML tags or a range of text identified by a `class` attribute.

**To create a CSS style:**

- 1 Choose Window > CSS Styles and in the CSS Styles panel, right-click (Windows) or Control-click (Macintosh) and choose New Style from the pop-up menu. You can also click the New Style icon found at the bottom of the CSS Styles panel.
- 2 Choose from the following CSS style options:
  - Make Custom Style (Class)** creates a style that can be applied as a `class` attribute to a range or block of text.
  - Redefine HTML Tag** redefines the default formatting of a specified HTML tag. Keep in mind that you can alter the layout of many pages when you redefine a tag.
  - Use CSS Selector** defines the formatting for a particular combination of tags or for all tags that contain a specific `id` attribute.

- 3 Enter a name, tag, or selector for the new style:
  - Custom style (class) names must begin with a period. If you don't enter the period yourself, Dreamweaver enters it for you. These names can contain any combination of letters and numbers, but a letter must follow the period. For example, `.myhead1`.
  - To redefine an HTML tag style, enter an HTML tag or choose one from the pop-up menu.
  - For a CSS selector, enter any valid criteria for a selector (for example, `td`, or `#myStyle`), or choose a selector from the pop-up menu. The selectors available from the menu are `a:active`, `a:hover`, `a:link`, and `a:visited`.
- 4 Select the location in which the style will be defined: New Style Sheet File (external) or This Document Only.
- 5 Click OK. The Style Definition dialog box appears.
- 6 Choose the formatting settings for the new CSS style. Leave attributes empty if they are not important to the style.

Attributes that do not appear in the Document window are marked with an asterisk (\*) in the Style Definition dialog box. Some of the CSS style attributes that you can set with Dreamweaver appear differently in Microsoft Internet Explorer 4.0 and Netscape Navigator 4.0, and some are not currently supported by any browser.

- 7 Click OK or Apply.

See the following topics in Dreamweaver Help for information on specific settings:

- Style Definition Type panel
- Style Definition Background panel
- Style Definition Block panel
- Style Definition Box panel
- Style Definition Border panel
- Style Definition List panel
- Style Definition Positioning panel
- Style Definition Extensions panel

When you create a custom (class) style, it appears in the CSS Styles panel and in the Text > CSS Styles submenu. HTML tag styles and CSS selector styles do not appear in the CSS Styles panel because they cannot be applied; they are reflected in the Document window automatically wherever the tag or selector occurs.

## Applying a custom (class) CSS style

Custom (class) CSS styles are the only type of CSS style that can be applied to any text in a document, regardless of which tags control the text. The CSS Styles panel displays the names of all available styles.

Do not confuse CSS styles with options such as Bold or Variable in the Text > Style submenu; these options are predefined formatting attributes that correspond to specific HTML tags.

When you apply two or more CSS styles to the same text, the styles may conflict and produce unexpected results. See “About conflicting styles” on page 255.

### To apply a custom CSS style:

- 1 Choose Window > CSS Styles.
- 2 Select the text to which you want to apply a CSS style.

Place the insertion point in a paragraph to apply the style to the entire paragraph.

To specify the exact tag to which the CSS style should be applied, select the tag with the tag selector at the bottom left of the Document window. You can also select the exact tag in the tag selector, right-click (Windows) or Control-click (Macintosh) to reveal a context menu, and choose Set Class to see a list of CSS styles to apply.

If you select a range of text within a single paragraph, the CSS style affects only the selected range.

- 3 Click a style name in the CSS Styles panel.

You can also apply a CSS style by choosing a style name from the Text > CSS Styles submenu, or by right-clicking (Windows) or Control-clicking (Macintosh) and choosing the style name from the CSS Styles submenu in the context menu. The tag of the current selection appears next to the Custom Style command.

## Exporting styles to create a CSS style sheet

You can export styles from a document to create a new CSS style sheet. You can then link to other documents to apply these styles.

### To export CSS styles from a document and create a CSS style sheet:

- 1 Choose File > Export > Export CSS Styles or choose Text > Export Style Sheet. The Export Styles as CSS File dialog box appears.
- 2 Enter a name for your style and click Save. The style is saved as a CSS style sheet.

## About conflicting styles

When you apply two or more CSS styles to the same text, the styles may conflict and produce unexpected results. Browsers apply style attributes according to the following rules:

- If two styles are applied to the same text, the browser displays all attributes of both styles unless specific attributes conflict. For example, one style may specify blue as the text color and the other style may specify red.
- If attributes from two styles applied to the same text conflict, the browser displays the attribute of the innermost style (the style closest to the text itself).
- If there is a direct conflict, the attributes from CSS styles (styles applied with the `class` attribute) overrule attributes from HTML tag styles.

In the example that follows, the style defined for `h1` might specify the font, size, and color for all `h1` paragraphs, but the custom CSS style `.Blue` applied to this paragraph overrules the color setting in the `H1` style. The second custom CSS style `.Red` overrules `.Blue` because it is inside the `.Blue` style.

```
<h1><span class="Blue">This paragraph is controlled by the .Blue  
custom style and h1  
HTML tag style.<span class="Red">Except this sentence is  
controlled by the .Red style.</span>  
Now we're back to the .Blue style.</span></h1>
```

## Using the CSS Styles panel

Use the CSS Styles panel to apply custom CSS styles to the current selection. The CSS Styles panel displays custom (class) CSS styles only; redefined HTML tags and CSS selector styles do not appear in the CSS Styles panel, because they are automatically applied to any text controlled by the specified tag or selector. (If you want to simply cut and paste reusable but not updatable and customizable styles, use the HTML Styles panel.)

Choose **Window > CSS Styles** to display the CSS Styles panel.

**Apply** displays the tag of the current selection. Choose a tag from the pop-up menu to select a different tag.

**New Style** opens the New Style dialog box. Create a new style for a particular document or create a new external style sheet.

**Attach Style Sheet** opens the Select Style Sheet File dialog box. Select an external style sheet to attach to your current document.

**Edit Style Sheet** opens the Edit Style Sheet dialog box. Edit any of the styles in the current document or in an external style sheet.

See also “Using CSS style sheets” on page 248.

**Note:** Right-click (Windows) or Control-click (Macintosh) the CSS Styles panel to open a context menu that includes Edit, Duplicate, Delete, Apply New Style, Edit Style Sheet, and Attach Style Sheet commands.

## Setting CSS Styles preferences

CSS Styles preferences control how Dreamweaver writes the code that defines CSS styles. CSS styles can be written in a shorthand form that some people find easier to work with. Some older versions of browsers do not correctly interpret the shorthand. Unless you want Dreamweaver to write styles in shorthand, there is no reason to change any of the CSS Style preferences.

Choose Edit > Preferences and select CSS Styles to display CSS Styles Sheet Format preferences. See also “Using CSS style sheets” on page 248.

**Use Shorthand For** determines which CSS style attributes Dreamweaver writes in shorthand.

**When Editing CSS Styles Use Shorthand** controls whether Dreamweaver rewrites existing styles in shorthand. Choose If Original Used Shorthand to make Dreamweaver leave all styles as they are. Choose According to Settings Above to make Dreamweaver rewrite styles in shorthand according to the attributes specified in the Use Shorthand For checkboxes.

## Converting CSS styles to HTML tags

If you have used CSS styles to specify text formatting (such as the family, size, color, and decoration of fonts) and later decide that you want to make the formatting viewable on a 3.0 browser, you can use the File > Convert > 3.0 Browser Compatible command to convert as much of the style information as possible to HTML tags.

**Note:** Not all CSS styles can be converted to HTML, because HTML tags do not cover or support all the attributes possible in CSS.

**To convert a file that uses CSS styles to a 3.0 browser-compatible file:**

- 1 Choose File > Convert > 3.0 Browser Compatible.
- 2 In the dialog box that appears, select CSS Styles to HTML Markup.

When you choose the Layers to Tables option, Dreamweaver replaces all layers with a single table that preserves the original positioning.

CSS styles are replaced, where possible, with HTML tags such as `b` and `font`. Any CSS markup that cannot be converted to HTML is removed. See “CSS to HTML markup conversion table” on page 257 for information on which styles are converted and which are removed.

- 3 Click OK. Dreamweaver opens the converted file in a new, untitled window.

**Note:** You must perform this conversion procedure each time you change the original file in order to update the 3.0-compatible file. For this reason, it's best to perform this procedure only after you are completely satisfied with your original file.



## CSS to HTML markup conversion table

The CSS attributes listed in the following table are converted to HTML markup with the File > Convert > 3.0 Browser Compatible command. (See “Converting CSS styles to HTML tags” on page 256.) Attributes not listed in the table are removed.

CSS attribute	Converted to
color	FONT COLOR
font-family	FONT FACE
font-size	FONT SIZE="[1-7]"
font-style: oblique	I
font-style: italic	I
font-weight	B
list-style-type: square	UL TYPE="square"
list-style-type: circle	UL TYPE="circle"
list-style-type: disc	UL TYPE="disc"
list-style-type: upper-roman	OL TYPE="I"
list-style-type: lower-roman	OL TYPE="i"
list-style-type: upper-alpha	OL TYPE="A"
list-style-type: lower-alpha	OL TYPE="a"
list-style	UL or OL with TYPE as appropriate
text-align	P ALIGN or DIV ALIGN as appropriate
text-decoration: underline	U
text-decoration: line-through	STRIKE

## Checking spelling

Use the Check Spelling command in the Text menu to check the spelling in the current document. The Check Spelling command ignores HTML tags and attribute values.

By default, the spelling checker uses the U.S. English spelling dictionary. To change the dictionary, choose Edit > Preferences > General and select a different dictionary from the pop-up menu. Dictionaries for additional languages are available for downloading from the Dreamweaver Support Center.

### Running a spell check using the Check Spelling dialog box

Use the following options in the Check Spelling dialog box to check the spelling in your document. (To display the dialog box, choose Text > Check Spelling.)

**Add to Personal** adds the unrecognized word to your personal dictionary. To remove words from your personal dictionary, edit the Personal.dat file in a text editor. This file can be found in Dreamweaver 4/Configuration/Dictionaries.

**Ignore** ignores this instance of the unrecognized word.

**Ignore All** ignores all instances of the unrecognized word.

**Change** replaces this instance of the unrecognized word with text that you type in the Change To box or with the selection in the Suggestions list.

**Change All** replaces all instances of the unrecognized word in the same manner.

## Searching and replacing text, tags, and attributes

You can search the current document, selected files, a directory, or an entire site for text, text surrounded by specific tags, or HTML tags and attributes. Note that you use different commands to search for files, and to search for text and/or HTML 1 tags within files: Locate in Local Site and Locate in Remote Site search for files, while Edit > Find and Replace search for text and tags within files.

**To search for text and/or HTML within documents:**

1 Choose from the following options:

- In Design view, from the Document or Site window, choose Edit > Find and Replace.
- While in Code view, right-click (Windows) or Control-click (Macintosh) and choose Find and Replace from the context menu.

- 2 In the Find or Replace dialog box that appears, use the Find In option to specify which files to search:
- Current Document confines the search to the active document. This option is available only when you choose Find or Replace with the Document window active, or from the context menu in the Code inspector.
  - Entire Local Site expands the search to all the HTML documents, library files, and text documents in the current site. After you choose Current Site, the name of the current site appears to the right of the pop-up menu. If this is not the site you want to search, choose a different site from the current site's pop-up menu in the Site window.
  - Selected Files in Site confines the search to the files and folders that are currently selected in the Site window. This option is available only when you choose Find or Replace with the Site window active (that is, in front of the Document window).
  - Folder confines the search to a specific group of files. After choosing Folder, click the folder icon to browse to and select the directory you want to search.
- 3 Use the Search For option to specify the kind of search you want to perform.
- Source Code lets you search for specific text strings in the HTML source code. See “About HTML source code searches” on page 260.
  - Text lets you search for specific text strings in the Document window. A text search ignores any HTML that interrupts the string. For example, a search for **the black dog** would match both `the black dog` and `<i>black</i> dog`.
  - Text (Advanced) lets you search for specific text strings that are either within or not within a tag or tags. For example, in a document that contains the following HTML, searching for **tries** not inside `i` would find only the second instance of the word `tries`: `John <i>tries</i> to get his work done on time, but he doesn't always succeed. He tries very hard.` See “Searching for text contained in specific tags” on page 262.
  - Specific Tag lets you search for specific tags, attributes, and attribute values, such as all `td` tags with `valign` set to `top`. See “Searching for HTML tags and attributes” on page 260.

**Note:** Pressing Control+Enter or Shift+Enter (Windows), or Control+Return, Shift+Return, or Command+Return (Macintosh), adds line breaks within the text search fields, allowing you to search for a Return character. Be sure to deselect the Ignore Whitespace Differences option when performing this search, if you're not using regular expressions. Note that this finds a Return character in particular, not simply the occurrence of a line break; for instance, it doesn't find a `<br>` tag or a `<p>` tag. Return characters appear as spaces in the Design view, not as line breaks.

#### 4 Use the following options to expand or limit the search:

- The Match Case option limits the search to text that exactly matches the case of the text you want to find. For example, if you search for **the brown derby**, you will not find `The Brown Derby`.

**Note:** The Ignore Whitespace Differences option, when selected, treats all whitespace as a single space for the purposes of matching. For example, with this option selected, **this text** would match `this text` but not `this text`. This option is not available when the Use Regular Expressions option is selected; you must explicitly write your regular expression to ignore whitespace. Note that `<p>` and `<br>` tags do not count as whitespace.

- The Use Regular Expressions option causes certain characters and short strings (such as `?`, `*`, `\w`, and `\b`) in your search string to be interpreted as regular expression operators. For example, a search for **the `\b\w*\b` dog** will match both `the black dog` and `the barking dog`. See “About regular expressions” on page 264.

**Note:** If you are working in Code view and make changes to your document, and try to find and replace anything other than source code, a dialog box appears letting you know that Dreamweaver is synchronizing the two views before doing the search. For more information on synchronizing views, see “Using the Code view (or Code inspector)” on page 330.

### About HTML source code searches

Use the Source Code option in the Find or Replace dialog box to search for specific text strings in the HTML source code. For example, a search for **black dog** in the following code would produce two matches (in the `alt` attribute and in the first sentence):

```
<br>
We saw several black dogs in the park yesterday. The black
<a href="barnaby.html">dog</a> we liked best was called Barnaby.
```

The phrase `black dog` also appears in the second sentence, but it does not match because it is interrupted by a link.

See “Searching and replacing text, tags, and attributes” on page 258 for step-by-step instructions on initiating a search.

### Searching for HTML tags and attributes

Use the Specific Tag option in the Find or Replace dialog box to search for specific tags, attributes, and attribute values. For example, you can search for all `img` tags with no `alt` attribute. See “Searching and replacing text, tags, and attributes” on page 258 for information about the various types of searches.

### To perform a tag search:

- 1 Choose Edit > Find and Replace, and specify which files to search, as detailed in “Searching and replacing text, tags, and attributes” on page 258.
- 2 Choose Specific Tag from the Search For pop-up menu.
- 3 Choose a specific tag from the pop-up menu next to Search For pop-up menu, or choose [any tag].

If you only want to search for all occurrences of the specified tag, press the Minus (-) button and skip to step 6. Otherwise, proceed with step 4.

- 4 Limit the search with one of the following tag modifiers:
  - With Attribute chooses an attribute that must be in the tag for it to match. You can specify a particular value for the attribute or choose [any value].
  - Without Attribute chooses an attribute that cannot be in the tag for it to match. For example, choose this option to search for all IMG tags with no ALT attribute.
  - Containing specifies text or a tag that must be contained within the original tag for it to match. For example, in the code `<b><font face="Arial">heading 1</font></b>`, the `font` tag is contained within the `b` tag.
  - Not Containing specifies text or a tag that cannot be contained within the original tag for it to match.
  - Inside Tag specifies a tag that the target tag must be inside of for it to match.
  - Not Inside Tag specifies a tag that the target tag cannot be inside of for it to match.
- 5 Click the Plus (+) button and repeat step 4 to further limit the search.
- 6 Initiate the search:
  - Click Find Next to highlight the next instance of the search text in the current document.
  - Click Find All to generate a list of all the instances of the search text in the current document.
  - Click Find Next to highlight the next instance of the search text in the current document or if there is none, open the next document that contains the search text.
  - Click Find All to generate a list of all the instances of the search text in the current document or, if you are searching a directory or site, generate a list of documents that contain the search text.

## Searching for text contained in specific tags

Use the Text (Advanced) option in the Find or Replace dialog box to search for specific text strings that are either within or not within a set of container tags. For example, you can search for the word **Untitled** between `<title>` tags to find all the untitled pages on your site. See “Searching and replacing text, tags, and attributes” on page 258 for information about the various types of searches.

### To perform an advanced text search:

- 1 Choose Edit > Find and Replace, and specify which files to search, as detailed in “Searching and replacing text, tags, and attributes” on page 258.
- 2 Choose Text (Advanced) from the Search For pop-up menu.
- 3 Enter the text you want to search for in the text field adjacent to the Search For pop-up menu.

For example, type the word **Untitled**.

- 4 Choose Inside Tag or Not Inside Tag, and then choose a tag from the adjacent pop-up menu.

For example, choose Inside Tag and then `title`.

- 5 Click the Plus (+) button to limit the search to tags with a specific attribute or attributes.

Since the `<title>` tag has no attributes, you won't need to use this option to find all the untitled pages on your site.

- 6 Click Find Next to open the next document that contains the search text, or click Find All to generate a list of documents that contain this text.

## Saving search patterns

You can save search patterns for later use by clicking the Save Query button in the Find or Replace dialog box. Saving a query is a good idea if you regularly perform the same search and do not want to reconstruct the search pattern every time. For example, you might want to strip out nonstandard tags from documents created with another visual HTML editor, or to confirm that all images in a file have `height`, `width`, and `alt` attributes before the document goes live on the Web.

### To save a search pattern:

- 1 Set the parameters for the search by following the steps outlined in “Searching and replacing text, tags, and attributes” on page 258.

If you are performing a tag or advanced text search, see “Searching for HTML tags and attributes” on page 260 or “Searching for text contained in specific tags” on page 262 for information about setting additional search parameters.

- 2 Click the Save Query button (identified with a disk icon).

The default location where queries are saved is the Configuration/Queries folder inside the Dreamweaver application folder.

- 3 In the dialog box that appears, give the file a name that identifies the query and click Save.

For example, if the search pattern involves looking for `img` tags with no `alt` attribute, you might name the query `img_no_alt.dwr`. Find queries end in the extension `.dwq`; Replace queries end in the extension `.dwr`.

### To recall a search pattern:

- 1 Choose Edit > Find and Replace.

- 2 Click the Load Query button (identified with a folder icon).

The Load Query dialog box automatically opens in the Configuration/Queries folder. You can navigate to another folder if you have saved queries elsewhere.

- 3 Select a query file and click Open.

If you are in the Find dialog box, only Find queries (`.dwq` files) are available. If you are in the Replace dialog box, both Find queries (`.dwq` files) and Replace queries (`.dwr` files) are available.

- 4 Click Find Next, Find All, Replace, or Replace All to initiate the search.

## About regular expressions

Regular expressions are patterns that describe character combinations in text. Use them in your searches to help describe concepts such as “sentences that begin with ‘The’” and “attribute values that contain a number.” The following table lists the special characters in regular expressions, their meanings, and usage examples.

To search for text containing one of the special characters in the table, “escape” the special character by preceding it with a backslash. For example, to search for the actual asterisk in the phrase `some conditions apply*`, your search pattern might look like this: `apply\*`. If you don’t escape the asterisk, you’ll find all the occurrences of “apply” (as well as any of “appl”, “apply”, and “applyyy”), not just the ones followed by an asterisk.

Character	Matches	Example
<code>^</code>	Beginning of input or line.	<code>^T</code> matches “T” in “This good earth” but not in “Uncle Tom’s Cabin”
<code>\$</code>	End of input or line.	<code>h\$</code> matches “h” in “teach” but not in “teacher”
<code>*</code>	The preceding character 0 or more times.	<code>um*</code> matches “um” in “rum”, “umm” in “yummy”, and “u” in “huge”
<code>+</code>	The preceding character 1 or more times.	<code>um+</code> matches “um” in “rum” and “umm” in “yummy” but nothing in “huge”
<code>?</code>	The preceding character at most once (that is, indicates that the preceding character is optional).	<code>st?</code> matches “son” in “Johnson” and “ston” in “Johnston” but nothing in “Appleton” or “tension”
<code>.</code>	Any single character except newline.	<code>.an</code> matches “ran” and “can” in the phrase “bran muffins can be tasty”
<code>x y</code>	Either x or y.	<code>FF0000 0000FF</code> matches “FF0000” in <code>bgcolor="#FF0000"</code> and “0000FF” in <code>fontcolor="#0000FF"</code>
<code>{n}</code>	Exactly n occurrences of the preceding character.	<code>o{2}</code> matches “oo” in “loom” and the first two o’s in “mooooo” but nothing in “money”
<code>{n,m}</code>	At least n and at most m occurrences of the preceding character.	<code>F{2,4}</code> matches “FF” in <code>#FF0000</code> and the first four F’s in <code>#FFFFFF</code>



Character	Matches	Example
[abc]	Any one of the characters enclosed in the brackets. Specify a range of characters with a hyphen (for example, [a-f] is equivalent to [abcdef]).	[e - g] matches “e” in “bed”, “f” in “folly”, and “g” in “guard”
[^abc]	Any character not enclosed in the brackets. Specify a range of characters with a hyphen (for example, [^a-f] is equivalent to [^abcdef]).	[^aeiou] initially matches “r” in “orange”, “b” in “book”, and “k” in “eek!”
\b	A word boundary (such as a space or carriage return).	\bb matches “b” in “book” but nothing in “goober” or “snob”
\B	A nonword boundary.	\Bb matches “b” in “goober” but nothing in “book”
\d	Any digit character. Equivalent to [0-9].	\d matches “3” in “C3PO” and “2” in “apartment 2G”
\D	Any nondigit character. Equivalent to [^0-9].	\D matches “S” in “900S” and “Q” in “Q45”
\f	Form feed.	
\n	Line feed.	
\r	Carriage return.	
\s	Any single white-space character, including space, tab, form feed, or line feed.	\sbook matches “book” in “blue book” but nothing in “notebook”
\S	Any single non-white-space character.	\Sbook matches “book” in “notebook” but nothing in “blue book”
\t	A tab.	
\w	Any alphanumeric character, including underscore. Equivalent to [A-Za-z0-9_].	b\w* matches “barking” in “the barking dog” and both “big” and “black” in “the big black dog”

Character	Matches	Example
\W	Any non-alphanumeric character. Equivalent to [^A-Za-z0-9_].	\W matches "&" in "Jake & Mattie" and "%" in "100%"
Control+Enter or Shift+Enter (Windows), or Control+Return or Shift+Return or Command+Return (Macintosh)	Return character. Be sure to deselect the Ignore Whitespace Differences option when searching for this, if not using regular expressions. Note that this matches a particular character, not the general notion of a line break; for instance, it doesn't match a   tag or a <p> tag. Return characters appear as spaces in the Document window, not as line breaks.	

Use parentheses to set off groupings within the regular expression to be referred to later; use \$1, \$2, \$3, and so on (use (\$) in the Find field and use the backslash (\) in the Replace field), to refer to the first, second, third, and later parenthetical groupings. For example, searching for (\d+)\/(\d+)\/(\d+) and replacing it with \$2/\$1/\$3 swaps the day and month in a date separated by slashes (to convert between American-style dates and European-style dates).

# CHAPTER 11

## Inserting Images

---

Three graphic file formats are generally used in Web pages—GIF, JPEG, and PNG. Currently, only GIF and JPEG file formats are fully supported by most browsers. Microsoft Internet Explorer (4.0 and later) and Netscape Navigator (4.04 and later) partially support the display of PNG images. Unless you are targeting your site to users with browsers that support the PNG format, use GIFs or JPEGs for broader appeal.

**GIF (Graphic Interchange Format)** files use a maximum of 256 colors. GIFs are best for displaying noncontinuous-tone images or those with large areas of flat colors, such as navigation bars, buttons, icons, logos, or other images with uniform colors and tones. You can create GIFs with transparent backgrounds; interlaced GIFs, which slowly come into focus as an image loads in the browser; or animated GIFs, which are a number of GIFs saved as a single file.

**JPEG (Joint Photographic Experts Group)** file format is the superior format for photographic or continuous-tone images, because JPEG files can contain millions of colors. JPEG files tend to be larger than GIF and PNG files. As the quality of a JPEG file increases, so does the file size and the file download time. You can often strike a good balance between the quality of the image and the file size by compressing the JPEG file.

**PNG (Portable Network Group)** file format is a patent-free replacement for GIFs that includes support for indexed-color, grayscale, and true-color images, and alpha channel support for transparency. PNG is the native file format of Macromedia Fireworks. PNG files retain all the original layer, vector, color, and effects information (such as a drop shadow), and all elements are fully editable at all times. Files must have the .png file extension to be recognized as PNG files by Macromedia Dreamweaver.

You can insert GIFs, JPEGs, and PNGs in Dreamweaver documents. In addition to inserting an image in a page, you can also insert an image in a table, in a form, or in a layer.

As you add images, you can select and modify them directly in the Document window. For example, you can use the Property inspector to add links to an image, add a border around an image, set an image's size, add space around an image, and set the alignment. To create interactive graphics, such as rollover images, navigation bars, or image maps, use Dreamweaver behaviors.

To set up an efficient production workflow, use the Dreamweaver Preferences dialog box to set a preferred image editor (such as Fireworks). Setting an image editor lets you launch the editor and edit an image while working in Dreamweaver. When using Fireworks as the preferred editor, you can make edits in Fireworks and with a single click automatically update the image in the Dreamweaver file. For more information, see “Using Dreamweaver and Fireworks Together” on page 281.

In addition to inserting images in a page, you can set a page background image; see “Defining a background image or page color” on page 153. To overlap images, insert them in layers; see “Using Dynamic Layers” on page 407.

## Inserting an image

When you insert an image into a Dreamweaver document, Dreamweaver automatically generates a reference to the file in the HTML source code. To ensure that this reference is correct, the image file must be in the current site. If it is not in the current site, Dreamweaver asks whether you want to copy the file to the root folder.

### To insert an image:

- 1 Do one of the following:
  - Place the insertion point where you want the image to appear in the Document window, and then choose Insert > Image or click the Insert Image button on the Common category of the Objects panel.
  - Place the insertion point where you want the image to appear in the Document window, and then press Control+Alt+I (Windows) or Command+Option+I (Macintosh).
  - Drag the Insert Image button from the Objects panel to the desired location in the Document window.
  - Drag an image from the Assets panel to the desired location in the Document window; then skip to step 3.
  - Drag an image from the Site Window to the desired location in the Document window; then skip to step 3.
  - Drag an image from the desktop to the desired location in the Document window; then skip to step 3.

- In the dialog box that appears, click Browse to choose a file, or type the path for the image file.

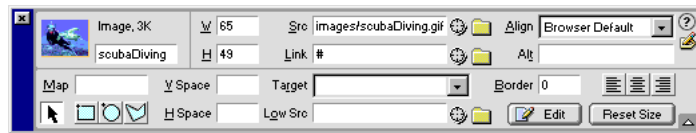
If you are working in an unsaved document, Dreamweaver generates a file:// reference to the image file. When you save the document anywhere in the site, Dreamweaver converts the reference to a document-relative path.

- Set image properties in the Property inspector.

See “Setting image properties” on page 269.

## Setting image properties

To set the following image properties, select an image in the Document window; then choose Window > Properties to display the Property inspector. The Property inspector initially displays the most commonly used properties. To see all properties, click the expander arrow in the lower right corner.



Use the text field below the thumbnail image to set an image so you can refer to the image when using a Dreamweaver behavior (such as a Swap Image) or when using a scripting language such as JavaScript or VBScript.

**W and H** reserve space for an image on a page as it loads in a browser. Dreamweaver automatically fills these fields with the image’s original size. Default and unlabeled values are pixels. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), and cm (centimeters), and combinations thereof, such as 2in+5mm; Dreamweaver converts the values to pixels in the HTML source code.

If you set **W** and **H** values that do not correspond to the actual width and height of the image, your image may not display properly in a browser. (To restore the original values, click the field labels.) You can change these values to scale the display size of this instance of the image, but this does not reduce download time, because the browser downloads all image data before scaling the image. To reduce download time and to ensure that all instances of an image appear at the same size, use an image-editing application to scale images.

**Src** specifies the source file for the image. Click the folder icon to browse to the source file, or type the path. For information on entering paths, see “Absolute paths” on page 354.

**Link** specifies a hyperlink for the image. Drag the Point-to-File icon to a file in the Site window, click the folder icon to browse to a document on your site, or type manually the URL path.

**Align** aligns an image and text on the same line. See “Aligning elements” on page 271.

**Alt** specifies alternative text that appears in place of the image for text-only browsers or for browsers that have been set to download images manually. For visually impaired users who use speech synthesizers with text-only browsers, the text is spoken out loud. In some browsers, this text also appears when the pointer is over the image.

**Map Name Field** enables you to create client-side image maps. See “Creating image maps” on page 273.

**V Space and H Space** add space, in pixels, along the sides of the image. V Space adds space along the top and bottom of an image. H Space adds space along the left and right of an image.

**Target** specifies the frame or window in which the linked page should load. (This option is not available when the image isn’t linked to another file.) The names of all the frames in the current document appear in the Target list. You can also choose from the following reserved target names:

- `_blank` loads the linked file into a new, unnamed browser window.
- `_parent` loads the linked file into the parent frameset or window of the frame that contains the link. If the frame containing the link is not nested, the linked file loads into the full browser window.
- `_self` loads the linked file into the same frame or window as the link. This target is the default, so you usually don’t need to specify it.
- `_top` loads the linked file into the full browser window, thereby removing all frames.

**Low Src** specifies the image that should load before the main image. Many designers use a 2-bit (black and white) version of the main image because it loads quickly and gives visitors an idea of what they’re waiting to see.

**Border** sets the width, in pixels, of a border around the image. Enter 0 for no border. You can apply a border to both linked and unlinked images. You set link color in the Page Properties dialog box. If you set a border for an image which has no links, the border will be the same color as text in the paragraph in which the image is inserted.

**Edit** launches the image editor you specified in External Editors preferences and opens the selected image. When you save your image file and return to Dreamweaver, Dreamweaver updates the Document window with the edited image. See “Using an external image editor” on page 277.

**Reset Size** resets the W and H values to the original size of the image.

## Aligning elements

Use the image Property inspector to set the alignment of an image in relation to other elements in the same paragraph or line. HTML does not provide a way to wrap text around the contours of an image, as you can with some word processing applications. You can align an image to text, another image, a plugin, or other elements in the same line. You can also use the alignment buttons (left, right, and center) to set the horizontal alignment of an image.



**Browser Default** generally specifies a baseline alignment. (The default may differ depending on the site visitor's browser.)

**Baseline and Bottom** align the baseline of the text (or other element) to the bottom of the selected object.

**Top** aligns an image to the top of the tallest item (image or text) in the current line.

**Middle** aligns the text baseline with the middle of the selected object.

**TextTop** aligns the selected object with the top of the tallest character in the text line.

**Absolute Middle** aligns to the absolute middle of the current line.

**Absolute Bottom** aligns to the absolute bottom (which includes descenders, as in the letter *g*) with the bottom of the selected object.

**Left** places the selected object on the left margin, wrapping text around it to the right. If left-aligned text precedes the object on the line, it generally forces left-aligned objects to wrap to a new line.

**Right** places the object on the right margin, wrapping text around the object to the left. If right-aligned text precedes the object on the line, it generally forces right-aligned objects to wrap to a new line.

## Resizing images and other elements

You can visually resize elements such as images, plugins, Macromedia Shockwave or Flash movies, applets, and ActiveX controls in the Dreamweaver Document window. Visual resizing helps you determine how an element affects the layout at different dimensions.

Resizing resets the `width` and `height` attributes of the element. The `W` and `H` fields in the Property inspector display the current width and height of the element as you resize it. The element's file size does not change.

Macromedia Flash movies and other vector-based elements are scalable and do not lose quality as you resize them. However, bitmap elements such as GIF, JPEG, and PNG images may become pixelated or distorted if you increase or decrease their `width` and `height` attributes. To maintain the same aspect ratio, hold down the Shift key while you resize a bitmap. However, it is recommended that you visually resize bitmaps in Dreamweaver only to determine the layout. Once you have determined the ideal size for your image, edit the file in an image-editing application. Editing the image may also reduce its file size and thus reduce download time.

### To resize an element:

- 1 Select the element (for example, an image or Shockwave movie) in the Document window.

Resize handles appear at the bottom and right sides of the element and in the bottom right corner. If resize handles don't appear, either click away from the element you want to resize and then reselect it, or click `<img>` in the tag selector to select the element.

- 2 Resize the element by doing one of the following:

- To adjust the width of the element, drag the selection handle on the right side.
- To adjust the height of the element, drag the bottom selection handle.
- To adjust the width and the height of the element at the same time, drag the corner selection handle.
- To preserve the element's proportions (its width-to-height ratio) as you adjust its dimensions, Shift-drag the corner selection handle.

Elements can be visually resized to a minimum of 8 x 8 pixels. To adjust the width and height of an element to a smaller size (for example, 1 x 1 pixel), use the Property inspector to enter a numeric value.

To return a resized element to its original dimensions, in the Property inspector, delete the values in the `W` and `H` fields, or click the Resize Size button.



## Creating image maps

An image map is an image that has been divided into regions, or “hotspots”; when a hotspot is clicked an action occurs, for example a new file opens. Use the image Property inspector to graphically create and edit client-side image maps.

Client-side image maps store the hyperlink information in the HTML document, not in a separate map file as do server-side image maps. When a site visitor clicks a hotspot in the image, the associated URL is sent directly to the server. This makes client-side image maps faster than server-side image maps, because the server does not need to interpret where the visitor clicked. Client-side image maps are supported by Navigator 2.0 and later, NCSA Mosaic 2.1 and 3.0, and all versions of Internet Explorer.

Dreamweaver does not alter references to server-side image maps in existing documents; you can use both client-side image maps and server-side image maps in the same document. However, browsers that support both types of image maps give priority to client-side image maps. To include a server-side image map in a document, you must write the appropriate HTML code.

### To create a client-side image map:

- 1 Select the image.
- 2 Click the expander arrow in the lower right corner of the Property inspector to see all properties.
- 3 In the Map Name field, type a unique name for the image map.

**Note:** If you are using multiple image maps in the same document, make sure each map has a unique name.

- 4 To define the image map areas, do one of the following:
  - Select the circle tool and drag the pointer over the image to create a circular hotspot.
  - Select the rectangle tool and drag the pointer over the image to create a rectangular hotspot.
  - Select the polygon tool and define an irregularly shaped hotspot by clicking once for each corner point. Click the arrow tool to close the shape.

Once the hotspot is created, the hotspot Property inspector appears. (For information about the hotspot Property inspector, see “Setting hotspot properties” on page 274.)

- 5 In the hotspot Property inspector’s Link field, click the folder icon to browse to the file you want opened when the hotspot is clicked. Alternatively, type the file name.

- 6 To set where the linked file opens, type the name of the window in which the file should open in the Target field. Alternatively, choose a frame name from the Target pop-up menu.
- 7 In the Alt field, type the text you want to appear as alternative text in text-only browsers.  
  
Some browsers display this text as a tooltip when the user pauses the mouse pointer over the hotspot.
- 8 Repeat steps 4 through 7 to define additional hotspots in the image map.
- 9 When you're finished mapping the image, click a blank area in the document to change the Property inspector.

## Setting hotspot properties

The properties listed below appear in the Property inspector when a hotspot is selected.

**Map** specifies the image map's name. Create a unique name for each image map within a document.

**Link** specifies the file or URL to be displayed when the user clicks the hotspot. If you are linking to a file from within the same site, enter a path that is relative to your document. (File names that begin with *file://* are not relative).

**Target** specifies the frame or window in which the linked page should load. The target option isn't available until the selected hotspot contains a link.

The names of all the frames in the current document appear in the list. If you specify a frame that doesn't exist, when the document opens in a browser, the linked page loads into a new window that has the name you specified. You can also choose from the following reserved target names:

- `_blank` loads the linked file into a new, unnamed browser window.
- `_parent` loads the linked file into the parent frameset or window of the frame that contains the link. If the frame containing the link is not nested, the linked file loads into the full browser window.
- `_self` loads the linked file into the same frame or window as the link. This target is the default, so you usually don't need to specify it.
- `_top` loads the linked file into the full browser window, thereby removing all frames.

**Alt** specifies alternative text that appears in place of the image for text-only browsers or for browsers that have been set to download images manually.

## Modifying an image map

You can easily edit the hotspots you create in an image map. You can move a hotspot area, resize hotspots, or move a hotspot forward or back in layer.

You can also copy an image with hotspots from one document to another, or copy one or more hotspots from an image and paste them on another image; hotspots associated with the image are also copied to the new document.

### To select multiple hotspots in an image map:

- 1 Use the pointer hotspot tool to select a hotspot.
- 2 Do one of the following:
  - Shift-click the other hotspots you want to select.
  - Press Control+A (Windows) or Command+A (Macintosh) to select all of the hotspots.

### To move a hotspot:

- 1 Use the pointer hotspot tool to select the hotspot you want to move.
- 2 Do one of the following:
  - Drag the hotspot to a new area.
  - Use the Shift + arrow keys to move a hotspot by 10 pixels in the selected direction.
  - Use the arrow keys to move a hotspot by 1 pixel in the selected direction.

### To resize a hotspot:

- 1 Use the pointer hotspot tool to select the hotspot you want to resize.
- 2 Drag a hotspot selector handle to change the size or shape of the hotspot.

## Creating a rollover image

A rollover is an image that changes when the pointer moves across it. A rollover actually consists of two images: the primary image (the image displayed when the page first loads) and the rollover image (the image that appears when the pointer moves over the primary image). Both images in a rollover should be the same size; if the images are not the same size, Dreamweaver automatically resizes the second image to match the properties of the first image.

Rollover images are automatically set to respond to the MouseOver event. For information about setting an image to respond to a different event (for example, a mouse click) or about editing a rollover image to display a different image, see “Swap Image” on page 467.

A more complex form of rollover image is a navigation bar. To create a navigation bar, use the Insert > Interactive Images > Navigation Bar command; see “Inserting a navigation bar” on page 372.

### To create a rollover:

- 1 In the Document window, place the insertion point where you want the rollover to appear.
- 2 Insert the rollover by using one of these methods:
  - In the Objects panel’s Common category, click the Insert Rollover Image icon.
  - In the Objects panel’s Common category, drag the Insert Rollover Image icon to the desired location in the Document window.
  - Choose Insert > Interactive Images > Rollover Image.The Insert Rollover Image dialog box appears.
- 3 In the Image Name field, type a name for the rollover image.
- 4 In the Original Image field, click Browse and select the image or type the path of the image you want displayed when the page loads.
- 5 In the Rollover Image field, click Browse and select the image or type the path of the image you want displayed when the pointer rolls over the original image.
- 6 If you want the images preloaded in the browser’s cache so they load faster, select the Preload Images option.
- 7 In the When Clicked Go to URL field, click Browse and select the file, or type the path to the file you want to open when a user clicks the rollover image.

**Note:** If you don’t set a link for the image, Dreamweaver inserts a null link (#) in the HTML source code to which the rollover behavior is attached. If you remove the null link, the rollover image will no longer work.

- 8 Click OK to close the Insert Rollover Image dialog box.

**To test a rollover:**

- 1 Choose File > Preview in Browser or press F12.
- 2 In the browser, move the pointer over the original image.

The display should switch to the rollover image.

## Using an external image editor

Dreamweaver makes it easy for you to design your HTML pages and work in an image editor to edit your graphics. While in Dreamweaver, you can open a selected image in an external image editor; when you return to Dreamweaver after saving the image file, any changes you made to the image are visible in the Document window.

You can use Macromedia Fireworks as your external image editor. Fireworks 3 and Fireworks 4 use Design Notes to track where the original PNG file is stored on your local hard disk.

Fireworks 2 doesn't use Design Notes, but will prompt you to locate the original PNG file. Fireworks 1 automatically searches the folder that contains the selected file for a PNG file with the same name. For example, if you select an image whose source file is images/myPhoto.gif and the images folder also contains a file called myPhoto.png, Fireworks opens the PNG file.

For more information, see "Using Dreamweaver and Fireworks Together" on page 281.

If you set any other image-editing application as the external image editor and launch the editor from within Dreamweaver, the application launches and opens the selected image (for example, images/myPhoto.gif). Use the image editor to modify the image, save your changes, and then view the updated changed image in Dreamweaver.

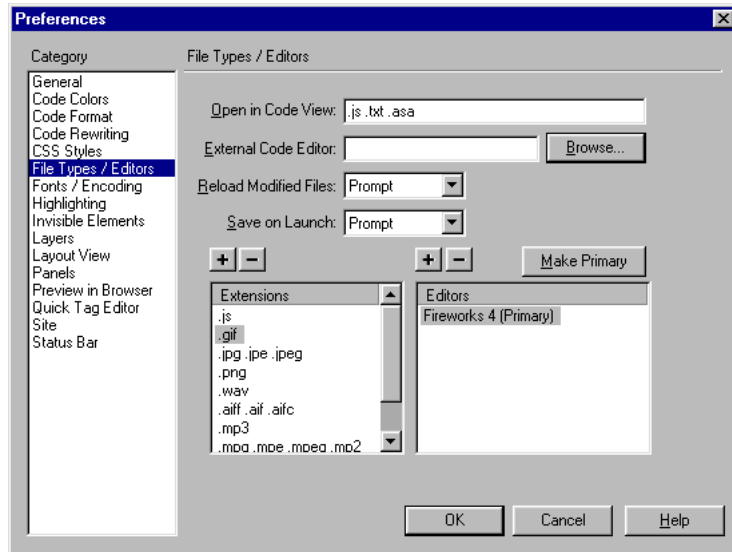
If you prefer, you can manually open the original file from which the GIF was generated (for example, mylogo.png might be the original Fireworks file), make changes, and save the changed image. Dreamweaver still updates the image in the Document window when you return.

If you don't see an updated image after returning to the Dreamweaver window, select the image and then click the Refresh button in the Property inspector.

## Setting external image editor preferences

You can use the Dreamweaver preference dialog box to specify which image editor to launch to edit images with specific file extensions. For example, you can tell Dreamweaver to launch Fireworks when you want to edit a GIF, and to launch a different image editor when you want to edit a JPEG.

You can set more than one external editor for a file extension; then, when you're ready to edit the image, you can use the context menu to choose which editor to launch.



**To set an external image editor for an existing file type:**

- 1 Open the File Types/Editor dialog box by doing one of the following:
  - Choose Edit > Preferences and select File Types/Editors.
  - Choose Edit > Edit with External Editor and select File Types/Editors.
- 2 In the Extensions list, select the file extension you want to set an external editor for.
- 3 Click the Add (+) button above the Editors list.
- 4 In the Select External Editor dialog box, browse to the application you want to launch as an editor for this file type.
- 5 In the Preferences dialog box, click Make Primary if you want this editor to be the primary editor for this file type.
- 6 If you want to set up an additional editor for this file type, repeat steps 3 and 4.

Dreamweaver automatically uses the primary editor when you choose to edit this image type. You can choose the other listed editors from the context menu for the image in the Document window.

**To add a new file type to the Extensions list:**

- 1 Open the File Types/Editor dialog box by doing one of the following:
  - Choose Edit > Preferences and select File Types/Editors.
  - Choose Edit > Edit with External Editor and select File Types/Editors.
- 2 Click the Add (+) button above the Extensions list.
- 3 Type the file name extension of the type of image you want to edit (for example, .JPEG).
- 4 To set an external editor, click the Add (+) button above the Editors list.
- 5 In the dialog box that appears, choose the application you want to use to edit this image type.
- 6 Click Make Primary if you want this editor to be the primary editor for the image type.

**To change an existing editor preference:**

- 1 In External Editors preferences, click the file extension whose editor you want to change.
- 2 Use the Add (+) or Delete (–) buttons above the Editors list to add or remove an editor.

For more information on the other options in External Editors preferences, see “Launching an external editor” on page 298.

## Launching an external image editor

You choose Edit > Preferences > File Types/Editor to set an external image editor for the image file types you specify. Once you've selected an external image editor, you can launch it and edit images while you work in your Dreamweaver document.

**To launch the external image editor, do one of the following:**

- Double-click the image you want to edit.
- Right-click (Windows) or Control-click (Macintosh) the image you want to edit, then choose Edit With from the context menu to select an editor you previously defined, or choose Browse and select an editor.
- Select the image you want to edit, and click Edit in the Property inspector.
- Double-click the image file in the Site window to launch the primary image editor. If you haven't specified an image editor, Dreamweaver launches the default editor for the file type.

**Note:** When you open an image from the Site window, the Fireworks integration features described above are not in effect; Fireworks does not open the original PNG file. To use the Fireworks integration features, open images from within the Document window.

## Applying behaviors to images

You can apply any available behavior to an image or image hotspot. When you apply a behavior to a hotspot, Dreamweaver inserts the HTML source code into the `area` tag. Three behaviors apply specifically to images: Preload Images, Swap Image, and Swap Image Restore.

**Preload Images** loads images that do not appear on the page right away (such as those that will be swapped in with timelines, behaviors, layers, or JavaScript) into the browser cache. This prevents delays caused by downloading when it is time for the images to appear. See "Preload Images" on page 459.

**Swap Image** swaps one image for another by changing the `SRC` attribute of the `img` tag. Use this action to create button rollovers and other image effects (including swapping more than one image at a time). See "Swap Image" on page 467.

**Swap Image Restore** restores the last set of swapped images to their previous source files. This action is automatically added whenever you attach the Swap Image action to an object by default; you should never need to select it manually. See "Swap Image Restore" on page 468.

You can also use behaviors to create more sophisticated navigation systems, such as a navigation bar or a jump menu. See "Creating navigation bars" on page 371 and "Creating jump menus" on page 369.



## CHAPTER 12

### Using Dreamweaver and Fireworks Together

---

Unique integration features make it easy to work on files interchangeably in Macromedia Dreamweaver 4 and Macromedia Fireworks 4. Dreamweaver and Fireworks recognize and share many of the same file edits, including changes to links, image maps, table slices, and more. Together, the two applications provide a streamlined workflow for editing, optimizing, and placing Web graphics files in HTML pages.

If you want to modify Fireworks images and tables placed in a Dreamweaver document, you can launch Fireworks to make edits, and then return to the updated document in Dreamweaver. If you want to make quick optimization edits to placed Fireworks images and animations, you can launch the Fireworks optimization dialog box and enter updated settings. In either case, updates are made to the placed files in Dreamweaver, as well as to the source Fireworks files, if those source files were launched.

## Getting Fireworks files into Dreamweaver

You can place Fireworks images and HTML code in Dreamweaver in a number of different ways. In Dreamweaver, you can use the insert features to place Fireworks files into documents. From Fireworks, you can export files directly to a Dreamweaver site folder, or you can copy and paste HTML code into a Dreamweaver document.

### Placing Fireworks images in Dreamweaver

You can place Fireworks-generated GIF, JPEG, or PNG images directly in a Dreamweaver document.

**To insert a Fireworks image into a Dreamweaver document:**

- 1 Place the insertion point where you want the image to appear in the Dreamweaver Document window.
- 2 Do one of the following:
  - Choose Insert > Image.
  - Click the Insert Image button in the Common category of the Objects panel.
- 3 Navigate to the desired Fireworks file, and click Open.

If the Fireworks file is not in the current Dreamweaver site, a message appears, asking whether you want to copy the file to the root folder.

### Inserting Fireworks HTML code into Dreamweaver

Dreamweaver lets you insert Fireworks-generated HTML code, complete with associated images, slices, and JavaScript, into a document. This insertion feature makes it easy for you to add tables or image maps created in Fireworks to a Dreamweaver document.

**To insert Fireworks HTML into a Dreamweaver document:**

- 1 In Dreamweaver, save your document in a defined site.
- 2 Place the insertion point in the document where you want the inserted HTML code to begin.
- 3 Do one of the following:
  - Choose Insert > Interactive Images > Fireworks HTML.
  - Click the Insert Fireworks HTML button in the Common category of the Objects panel.
- 4 In the dialog box that appears, click Browse to choose the desired Fireworks HTML file.

- 5 Select the Delete File After Insertion option to move the HTML file to the Recycle Bin (Windows) or Trash (Macintosh) when the operation is complete.

Use this option if you no longer need the Fireworks HTML file after inserting it. This option does not affect the source PNG file associated with the HTML file.

**Note:** If the HTML file is on a network drive, it is permanently deleted, not moved to the Recycle Bin or Trash.

- 6 Click OK to insert the HTML code, along with its associated images, slices, and JavaScript, into the Dreamweaver document.

## Copying and pasting Fireworks HTML into Dreamweaver

A fast way to place Fireworks-generated images and tables in Dreamweaver involves copying and pasting Fireworks HTML code directly into a Dreamweaver document.

### To copy and paste Fireworks HTML into Dreamweaver:

- 1 In Fireworks, choose Edit > Copy HTML Code.
- 2 Follow the wizard as it guides you through the settings for exporting your HTML and images. When prompted, specify your Dreamweaver site folder as the destination for the exported images.

The wizard exports the images to the specified destination and copies the HTML code to the Clipboard.

- 3 In Dreamweaver, place the insertion point in the document where you want to paste the HTML code, and choose Edit > Paste.

All HTML and JavaScript code associated with the Fireworks files you exported is copied into the Dreamweaver document, and all links to images are updated.

### To export and paste Fireworks HTML into Dreamweaver:

- 1 In Fireworks, choose File > Export.
- 2 In the Export dialog box, specify your Dreamweaver site folder as the destination for the exported images.
- 3 Choose HTML and Images from the Save As pop-up menu.
- 4 Choose Copy to Clipboard from the HTML pop-up menu, and click Save.
- 5 In Dreamweaver, place the insertion point in the document where you want to paste the HTML code, and choose Edit > Paste.

All HTML and JavaScript code associated with the Fireworks files you exported is copied into the Dreamweaver document, and all links to images are updated.

## Exporting Fireworks files to Dreamweaver

The File > Export command in Fireworks lets you export and save optimized images and HTML files to a location inside the desired Dreamweaver site folder. You can then open the files for editing in Dreamweaver.

Alternatively, you can export Fireworks files as Cascading Style Sheet (CSS) layers or Dreamweaver library items. Dreamweaver library items simplify the process of editing and updating a frequently used Web site component, such as a series of footer links or a navigation bar. A library item is a portion of an HTML file located in a folder named Library at your site root. You can drag copies of a library item to any page in your Web site.

### To export Fireworks images and HTML to Dreamweaver:

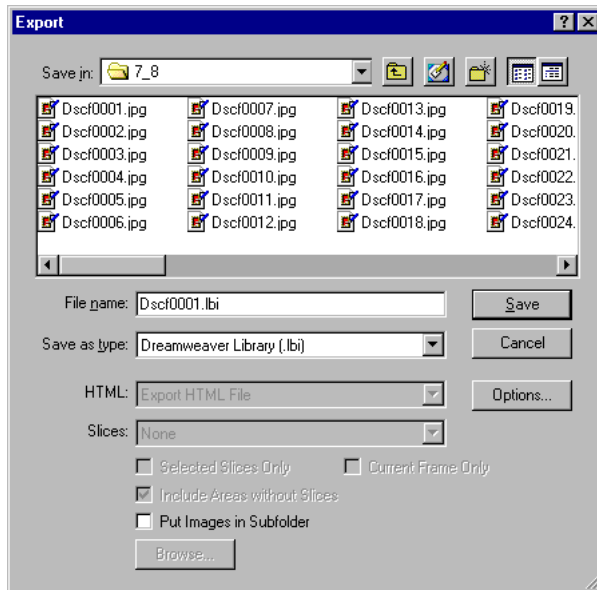
- 1 In Fireworks, choose File > Export.
- 2 Choose HTML and Images from the Save As pop-up menu.
- 3 Choose Export HTML File from the HTML pop-up menu.
- 4 Specify a destination folder inside your Dreamweaver site folder.
- 5 Click Save to export your files.

### To export Fireworks files as CSS layers:

- 1 In Fireworks, choose File > Export.
- 2 Choose CSS Layers (.htm) from the Save As pop-up menu.
- 3 Specify a destination folder inside your Dreamweaver site folder.
- 4 Click Save to export your files.

To export a Fireworks file as a Dreamweaver library item:

- 1 In Fireworks, choose File > Export.
- 2 Choose Dreamweaver Library (.lbi) from the Save As pop-up menu.



- 3 Name the file, and specify a destination folder named Library located at the Dreamweaver site root.

If necessary, Fireworks prompts you to create this folder.

- 4 Click Save to export your file.

## Launching Fireworks from within Dreamweaver

You can launch Fireworks directly from a Dreamweaver document by targeting a placed Fireworks image, table slice, or table for either editing or optimization. In order for these launch-and-edit features to work properly, you must designate Fireworks as the primary external image editor in Dreamweaver.

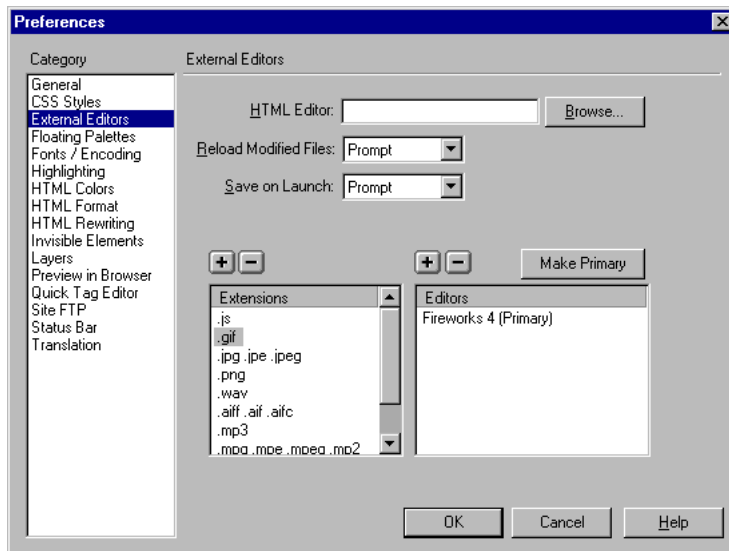
## Designating Fireworks as the primary external image editor for Dreamweaver

Dreamweaver 4 provides preferences for automatically launching specific applications to edit specific file types. To use the Fireworks launch-and-edit features, make sure that Fireworks 4 is set as the primary editor for GIF, JPEG, and PNG files in Dreamweaver.

Although you can use earlier versions of Fireworks as external image editors, these versions offer limited launch-and-edit capabilities. Fireworks 3 does not fully support the launch and edit of placed tables and slices within tables, while Fireworks 2 does not support the launch and edit of source PNG files for placed images.

### To set Fireworks 4 as the primary external image editor for Dreamweaver 4:

- 1 In Dreamweaver, choose Edit > Preferences and select File Types/Editors.
- 2 In the Extensions list, select a Web file extension (.gif, .jpg, or .png).
- 3 In the Editors list, select Fireworks 4 and click Make Primary.



- 4 Repeat steps 2 and 3 to set Fireworks 4 as the primary editor for other Web file extensions.

## About Design Notes and source files

Whenever you export a Fireworks file from a saved PNG source to a Dreamweaver site, Fireworks writes a Design Note that contains information about the file. For example, when you export a Fireworks table, Fireworks writes a Design Note for each exported slice file and for the HTML file that assembles the table slices. These Design Notes contain references to the source PNG file that spawned the exported files.

When you launch and edit a Fireworks image from within Dreamweaver, Dreamweaver uses the Design Note to locate a source PNG for that file. For best results, always save your Fireworks source PNG file and exported files in a Dreamweaver site. This ensures that any user sharing the site will be able to locate the source PNG when launching Fireworks from within Dreamweaver.

## Specifying launch-and-edit preferences for Fireworks source files

The Fireworks launch-and-edit preferences let you specify how to handle source PNG files when launching Fireworks files from another application, such as Macromedia Director or Dreamweaver.

Dreamweaver recognizes the Fireworks launch-and-edit preferences only in certain cases where you launch and optimize a Fireworks image. Specifically, you must be launching and optimizing an image that is not part of a Fireworks table and that does not contain a correct Design-Note path to a source PNG file. In all other cases, including all launch-and-edit cases of Fireworks images, Dreamweaver automatically launches the source PNG file, prompting you to locate the source file if it cannot be found.

### To specify launch-and-edit preferences for Fireworks:

- 1 In Fireworks, choose Edit > Preferences, and click the Launch and Edit tab (Windows) or choose Launch and Edit from the pop-up menu (Macintosh).
- 2 Specify the preference options to use when editing or optimizing Fireworks images placed in an external application:

**Always Use Source PNG** automatically launches the Fireworks PNG file that is defined in the Design Note as the source for the placed image. Updates are made to both the source PNG and its corresponding placed image.

**Never Use Source PNG** automatically launches the placed Fireworks image, whether or not a source PNG file exists. Updates are made to the placed image only.

**Ask When Launching** lets you specify each time whether or not to launch the source PNG file. When you edit or optimize a placed image, Fireworks displays a message prompting you to make a launch-and-edit decision. You can also specify global launch-and-edit preferences from this message.

## Editing Fireworks files placed in Dreamweaver

Launch-and-edit integration lets you use Fireworks to edit Fireworks-generated images and tables placed in a Dreamweaver document. Dreamweaver automatically launches Fireworks, letting you make the desired Fireworks edits to the image. The updates you make in Fireworks are automatically applied to the placed image in Dreamweaver.

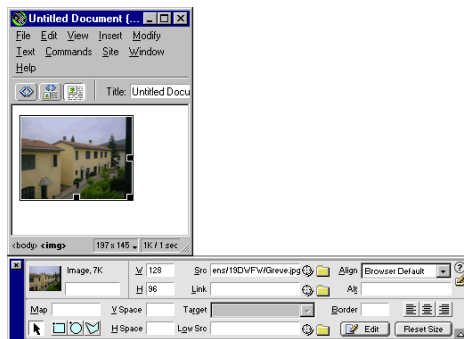
Fireworks recognizes and preserves many edits made to the document in Dreamweaver, including changed links, edited image maps, and edited text in text slices. The Property inspector in Dreamweaver helps you identify Fireworks-generated images, table slices, and tables in a document.

### Editing Fireworks images

You can launch Fireworks to edit individual images placed in a Dreamweaver document.

**To launch and edit a Fireworks image placed in Dreamweaver:**

- 1 In Dreamweaver, choose Window > Properties to open the Property inspector if needed.
- 2 Do one of the following:
  - Select the desired image. (The Property inspector identifies the selection as a Fireworks image and displays the name of the known PNG source file for the image.) Then click Edit in the Property inspector.



- Hold down Control (Windows) or Command (Macintosh), and double-click the image you want to edit.
- Right-click (Windows) or Control-click (Macintosh) the desired image, and choose Edit With Fireworks 4 from the context menu.

Dreamweaver launches Fireworks, if it is not already open.



- 3 If prompted, specify whether to launch a source Fireworks file for the placed image.
- 4 In Fireworks, edit the image. The document window indicates that you are modifying an image from Dreamweaver.

Dreamweaver recognizes and preserves all edits applied to the image in Fireworks.

- 5 When you are finished making edits, click Done in the document window.

Clicking Done exports the image using the current optimization settings for the source PNG file, updates the GIF or JPEG used by Dreamweaver, and saves the PNG source file if a source file was selected.

**Note:** When you open an image from the Dreamweaver Site window, the Fireworks integration features described above are not in effect; Fireworks does not open the original PNG file. To use the Fireworks integration features, open images from within the Dreamweaver Document window.

## Editing Fireworks tables

When you launch and edit an image slice that is part of a placed Fireworks table, Dreamweaver automatically launches the source PNG file for the entire table.

### To launch and edit a Fireworks table placed in Dreamweaver:

- 1 In Dreamweaver, choose Window > Properties to open the Property inspector if needed.
- 2 Do one of the following:
  - Click inside the table, and click the `TABLE` tag in the status bar to select the entire table. (The Property inspector identifies the selection as a Fireworks table and displays the name of the known PNG source file for the table.) Then click Edit in the Property inspector.
  - Click the top left corner of the table to select it, and then click Edit in the Property inspector.
  - Select the desired table slice, and click Edit in the Property inspector.
  - Hold down Control (Windows) or Command (Macintosh), and double-click the image you want to edit.
  - Right-click (Windows) or Control-click (Macintosh) the desired table slice, and choose Edit With Fireworks 4 from the context menu.

Dreamweaver launches Fireworks, if it is not already open. The source PNG file for the entire table appears in the document window.

- 3 In Fireworks, edit the table image.

Dreamweaver recognizes and preserves all edits applied to the image in Fireworks.

- 4 When you are finished making edits, click Done in the document window.

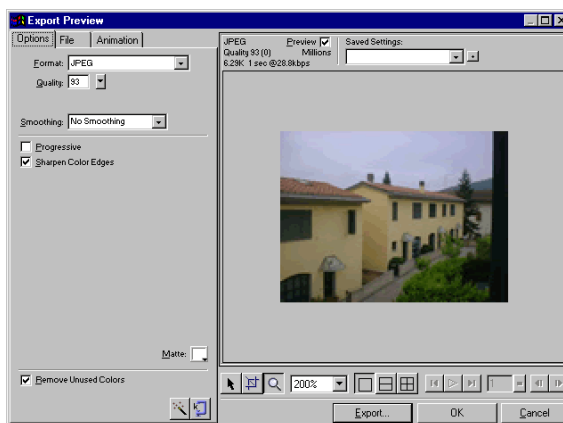
Clicking Done exports HTML and image slice files for the table using the current optimization settings, updates the table placed in Dreamweaver, and saves the PNG source file. Fireworks exports and replaces only those HTML and image slice files that are needed to update the table in Dreamweaver.

## Optimizing Fireworks images and animations placed in Dreamweaver

You can launch Fireworks from Dreamweaver to make quick export changes, such as resampling or changing the file type, to placed Fireworks images and animations. Fireworks lets you make changes to optimization settings, animation settings, and the size and area of the exported image.

**To change optimization settings for a Fireworks image placed in Dreamweaver:**

- 1 In Dreamweaver, select the desired image and choose Commands > Optimize Image in Fireworks.
- 2 If prompted, specify whether to launch a source Fireworks file for the placed image.
- 3 In Fireworks, make the desired edits in the optimization dialog box:



- To edit optimization settings, click the Options tab. For more information, see *Using Fireworks*.
- To edit the size and area of the exported image, click the File tab. For more information, see “Resizing placed Fireworks images” on page 291.
- To edit animation settings for the image, click the Animation tab. For more information, see “Editing placed Fireworks animations” on page 292.

- 4 When you are finished editing the image, click Update.

Clicking Update exports the image using the new optimization settings, updates the GIF or JPEG placed in Dreamweaver, and saves the PNG source file if a source file was selected.

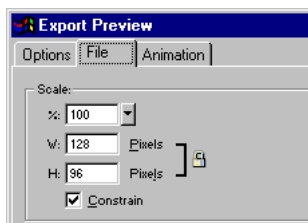
If you changed the format of the image, the Dreamweaver link checker prompts you to update references to the image. For example, if you changed the format of an image called `my_image` from GIF to JPEG, clicking OK at this prompt changes all references to `my_image.gif` in your site to `my_image.jpg`.

## Resizing placed Fireworks images

When launching and optimizing a Fireworks image from Dreamweaver, you can resize the image and select a specific image area to be exported.

**To specify exported image dimensions:**

- 1 In Fireworks, in the optimization dialog box, click the File tab.
- 2 To scale the image as it is exported, specify a scale percentage or enter the desired width and height in pixels. Select Constrain to scale the width and height proportionally.



- 3 To export a selected area of the image, select the Export Area option and specify the export area:
- Drag the dotted border that appears around the preview until it encloses the desired export area. (Drag inside the preview to move hidden areas into view.)



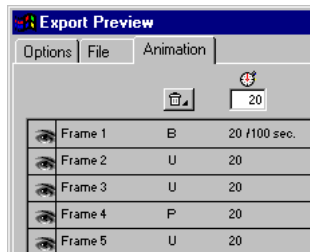
- Enter pixel coordinates for the boundaries of the export area.

## Editing placed Fireworks animations

If you are launching and optimizing a placed Fireworks animation, you can also edit the animation settings. The animation options in the optimization dialog box are similar to those available in the Fireworks Frames panel.

**To edit an animated image:**

- 1 In Fireworks, in the optimization dialog box, click the Animation tab.
- 2 Use the following techniques to preview animation frames at any time:
  - To display a single frame, select the desired frame in the list on the left side of the dialog box, or use the frame controls in the lower right area of the dialog box.
  - To play the animation, click the Play/Stop control in the lower right area of the dialog box.
- 3 Make edits to the animation:
  - To specify the frame disposal method, select the desired frame in the list and choose an option from the pop-up menu (indicated by the trash icon).
  - To set the frame delay, select the desired frame in the list and enter the delay time in hundredths of a second.



- To set the animation to play repeatedly, click the Looping button and choose the desired number of repetitions from the pop-up menu.
- Select the Auto-Crop option to crop each frame as a rectangular area, so that only the image area that differs between frames is output. Selecting this option reduces file size.
- Select the Auto-Difference option to output only pixels that change between frames. Selecting this option reduces file size.

## Updating Fireworks HTML placed in Dreamweaver

The File > Update HTML command in Fireworks provides an alternative to the launch-and-edit technique for updating Fireworks files placed in Dreamweaver. With Update HTML, you can edit a source PNG image in Fireworks and then automatically update any exported HTML code and image files placed in a Dreamweaver document. This command lets you update Dreamweaver files even when Dreamweaver is not running.

**To update Fireworks HTML placed in Dreamweaver:**

- 1 In Fireworks, choose File > Update HTML.
- 2 Navigate to the Dreamweaver file containing the HTML you wish to update, and click Open.
- 3 Navigate to the folder destination where you want to place the updated image files, and click Choose.

Fireworks updates the HTML and JavaScript code in the Dreamweaver document. Fireworks also exports updated images associated with the HTML and places the images in the specified destination folder.

If Fireworks cannot find matching HTML code to update, it gives you the option of inserting new HTML code into the Dreamweaver document. Fireworks places the JavaScript section of the new code at the beginning of the document and places the HTML table or link to the image at the end.

## Creating Web photo albums

The Create Web Photo Album command in Dreamweaver lets you automatically generate a Web site that showcases an album of images from a given folder. This command uses JavaScript to call Fireworks, which creates a thumbnail and a larger-sized image for each of the images in the folder. Dreamweaver then creates a Web page containing all the thumbnails, as well as links to the larger images. To use the Create Web Photo Album, you must have both Dreamweaver and Fireworks installed on your system.

Before you begin, place all of the images for your photo album in a single folder. (The folder is not required to be in a site.) In addition, make sure that the image file names end in extensions recognized by the Create Web Photo Album command (.gif, .jpg, .jpeg, .png, .psd, .tif, or .tiff). Images with unrecognized file extensions are not included in the photo album.

### To create a Web photo album:

- 1 In Dreamweaver, choose **Commands > Create Web Photo Album**.
- 2 In the Photo Album Title text field, enter a title. The title will be displayed in a gray rectangle at the top of the page containing the thumbnails.

If desired, you may enter up to two lines of additional text to appear directly beneath the title, in the Subheading Info and Other Info text fields.

- 3 Choose the folder containing source images by clicking the Browse button next to the Source Images Folder text field. Then choose (or create) a destination folder in which to place all the exported images and HTML files by clicking the Browse button next to the Destination Folder text field.

The destination folder should not already contain a photo album; if it does, and if any new images have the same names as previously used images, you may overwrite existing thumbnail and image files.

- 4 Specify display options for the thumbnail images:
  - Choose a size for the thumbnail images from the Thumbnail Size pop-up menu. Images are scaled proportionally to create thumbnails that fit within a square that has the indicated pixel dimensions.
  - To display the file name of each original image below the corresponding thumbnail, select Show Filenames.
  - Enter the number of columns for the table that displays the thumbnails.
- 5 Choose a format for the thumbnail images from the Thumbnail Format pop-up menu:

**GIF WebSnap 128** creates GIF thumbnails that use a Web adaptive palette of up to 128 colors.

**GIF WebSnap 256** creates GIF thumbnails that use a Web adaptive palette of up to 256 colors.

**JPEG - Better Quality** creates JPEG thumbnails with relatively higher quality and larger file sizes.

**JPEG - Smaller File** creates JPEG thumbnails with relatively lower quality and smaller file sizes.

- 6 Choose a format for the large-size images from the Photo Format pop-up menu. A large-size image of the specified format is created for each of your original images. You may specify a format for the large-size images that differs from the format you specified for the thumbnails.

**Note:** The Create Web Photo Album command does not let you use your original image files as the large-size images, because original image formats other than GIF and JPEG might not display properly on all browsers. Note that if your original images are JPEG files, the large-size images generated may have larger file sizes or lower quality than the original files.

7 Choose a Scale percentage for the large-size images.

Setting Scale to 100% creates large-size images the same size as the originals. Note that the scale percentage is applied to all of the images; if your original images aren't all the same size, scaling them by the same percentage may not produce the desired results.

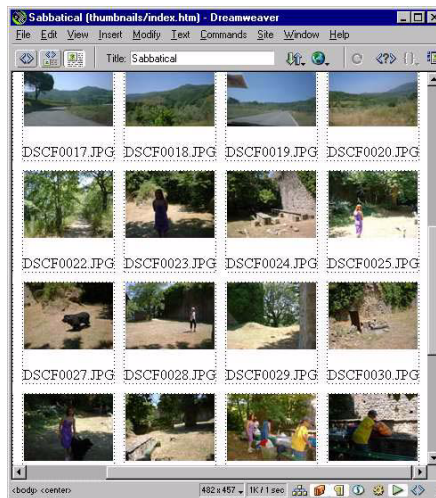
8 Select Create Navigation Page for Each Photo to create an individual Web page for each source image, containing navigation links labeled Back, Home, and Next.

If you select this option, the thumbnails link to the navigation pages. If you don't select this option, the thumbnails link directly to the large-size images.

9 Click OK to create the HTML and image files for the Web photo album.

Fireworks launches (if it's not already running) and creates the thumbnails and large-size images. This may take several minutes if you've included a large number of image files. When the processing is complete, Dreamweaver becomes active again, and creates the page containing the thumbnails.

10 When a dialog appears that says "Album Created," click OK. You may have to wait a few seconds for your photo album page to appear. The thumbnails are shown in alphabetical order by file name.



**Note:** Clicking the Cancel button in the Dreamweaver dialog box after processing has begun does not stop the process of creating the photo album; it merely prevents Dreamweaver from displaying the main photo album page.





## CHAPTER 13

### Inserting Media

---

Macromedia Dreamweaver lets you add sound and movies to your Web site quickly and easily. You can incorporate and edit multimedia files and objects, such as Java applets; QuickTime, Flash, and Shockwave movies; and MP3 audio files. You can also attach Design Notes to these objects. And now you can insert Flash button and text objects from within Dreamweaver itself.

### Inserting media objects

You can insert a Java applet, QuickTime or Shockwave movie, Flash movie or object, ActiveX control, or other audio or video objects in a page.

**To insert a media object in a page, do one of the following:**

- Place the insertion point where you want to insert the object, and click the appropriate button on the Objects panel.

Shockwave, ActiveX and Flash objects have defined buttons. Use the Netscape Navigator plugin button to insert QuickTime movies and audio files. For more information, see “Inserting Netscape Navigator plugin content” on page 313.

- Drag the appropriate button from the Objects panel to the place you want the object to appear in the Document window.
- Place the insertion point in the Document window where you want to insert the object, then choose the appropriate object from the Insert > Media or Insert > Interactive Images submenu.

In most cases, a dialog box appears letting you select a source file and specify certain parameters for the media object.

**Tip:** To prevent such dialog boxes from appearing, choose Edit > Preferences > General and deselect the Show Dialog When Inserting Objects option. To override whatever preference is set for showing dialog boxes, hold down the Control (Windows) or Option (Macintosh) key while inserting the object. (For example, to insert a placeholder for a Shockwave movie without specifying the file, hold down Control or Option and click the Shockwave button.)

Each Objects panel button inserts the necessary HTML source code to make the object or placeholder appear on the page. To specify a source file, set dimensions and other parameters and attributes, use the Property inspector for each object.

## Launching an external editor

You can double-click most files in the Site window to edit them directly. If the file is an HTML file, it opens in Dreamweaver. If it's another kind of file, such as an image file, it opens in an appropriate external editor, such as Macromedia Fireworks.

Each file type that Dreamweaver doesn't handle directly can be associated with one or more external editors found on your system. The editor that launches when you double-click the file in the Site window is called the primary editor. You can set which editor is associated with a file type in File Types/Editors preferences.

If more than one editor is associated with the file type, you can launch a secondary editor for a particular file: right-click (Windows) or Control-click (Macintosh) the file name in the Site window, and choose an editor from the Open With submenu of the context menu.

Most of the time, the primary editor is the same application that would be launched if you double-clicked the file's icon on the desktop. To explicitly specify which external editors should be launched for a given file type, choose Edit > Preferences and select File Types/Editors from the Category list. File name extensions, such as .gif, .wav, and .mpg, are listed on the left under Extensions. Associated editors for a selected extension are listed on the right under Editors.

You can also browse to find an external editor to edit your file. Right-click (Windows) or Control-click (Macintosh) the file in the Design view of the Document window, and choose Edit With > Browse or select the file and choose > Edit > Edit with External Editor.

**To add a file type to the list of extensions in File Types/Editors preferences:**

- 1 Click the Plus (+) button above the Extensions list.
- 2 Enter a file type extension (including the period at the beginning of the extension), or several related extensions separated by spaces.

For example, you might enter `.png .jpg`.

**To add an editor for a given file type:**

- 1 Select the file type extension in the Extensions list.
- 2 Click the Plus (+) button above the Editors list.
- 3 In the dialog box that appears, choose an application to add to the Editors list.

For example, choose the application icon for Excel to add that application to your Editors list.

**To remove a file type from the list:**

- 1 Select the file type in the Extensions list.

**Note:** You can't undo after removing a file type, so be sure you want to remove it.

- 2 Click the Minus (-) button above the Extensions list.

**To make an editor the primary editor for a file type:**

- 1 Select the file type.
- 2 Select the editor (or add it if it isn't on the list).
- 3 Click the Make Primary button.

**To dissociate one editor from a file type:**

- 1 Select the file type in the Extensions list.
- 2 Select the editor in the Editors list.
- 3 Click the Minus (-) button above the Editors list.

## Using Design Notes with media objects

As with other objects in Dreamweaver, you can add Design Notes to a media object.

### To add Design Notes to a media object:

- 1 Right-click (Windows) or Control-click (Macintosh) the object in the Document window.

**Note:** You must define your site before adding Design Notes to any object. See “About Design Notes” on page 134.

- 2 Choose Design Notes from the context menu.
- 3 Enter the information you want in the Design Note.

You can also add a Design Note to a media object from the Site window by selecting the file, revealing the context menu, and choosing Design Notes from the context menu.

For details, see “About Design Notes” on page 134.

## About Flash content

Macromedia Flash technology is the premier solution for the delivery of vector-based graphics and animations. Flash Player is available as both a Netscape Navigator plugin and an ActiveX control for Microsoft Internet Explorer on the PC, and it is incorporated in the latest versions of Netscape Navigator, Microsoft Windows, and America Online. Before you use the Flash commands available in Dreamweaver, you may want to review the three different Flash file types.

**The Flash file (.fla)** is the source file for any project and is created in the Flash program. This type of file can only be opened in Flash, not in Dreamweaver or in browsers. You can open the Flash file in Flash, then export it as an SWF or SWT file to use in browsers. For more information, see “Using Flash button objects” on page 301 and “Creating new button templates” on page 306.

**The Flash movie file (.swf)** is a compressed version of the Flash (.fla) file, optimized for viewing on the Web. This file can be played back in browsers and previewed in Dreamweaver, but cannot be edited in Flash. This is the type of file you create when using the Flash button and text objects. For more information, see “Using Flash button objects” on page 301 and “Using Flash text objects” on page 304.

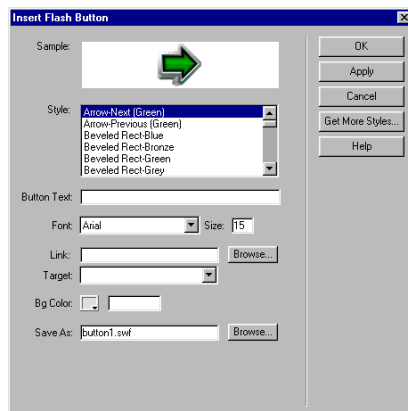
**The Flash Generator template (.swt) files** enable you to modify and replace information in a Flash movie file. These files are used in the Flash button object, which lets you modify the template with your own text or links, to create a custom SWF to insert in your document. In Dreamweaver, these template files can be found in the Dreamweaver/Configuration/Flash Objects/Flash Buttons and Flash Text folders.

If you use Flash to design your own Generator template files (see “Creating new button templates” on page 306), you can distribute these templates to members of your Web design team. They in turn can save these files to the Configuration/Flash Objects/Flash Buttons folder, then access these templates using the Flash button object.

## Using Flash button objects

The Flash button object lets you customize and insert a set of predesigned Flash buttons.

**Note:** You must save your document before inserting a Flash button or text object.



**To insert a Flash button object:**

- 1 While in the Design view of the Document window, select Insert Flash Button from the Objects panel or choose Insert > Interactive Images > Flash Button. You can also drag the Flash button icon over to the Document window.

The Insert Flash Button dialog box appears.

- 2 Select the button style you want from the Style list.

You'll see an example of the button in the Sample field. You can click this sample to see how it functions in the browser. However, the Sample field does automatically update to show the changes to text or font that you might make. These changes will appear in Design view.

- 3 In the Button Text field (optional), type the text you want to appear.

For example, type **Press me!** This field only accepts changes if the selected button has a {Button Text} parameter defined. This is shown in the Sample field. The text you type in replaces the {Button Text} when you preview the file.

- 4 In the Font field, specify a font size and select the font you want from the pop-up menu.

You only need to make font and size selections if your button has text parameters defined. If the default font for a button is not available on your system, select another font from the pop-up menu. Keep in mind that you will not see the font you selected in the Sample field, but you can click Apply to insert the button in the page to see what the text will look like.

- 5 In the Link field (optional), enter a document-relative or absolute link for the button.

Site-relative links are not accepted because browsers don't recognize them within Flash movies. If you use a document-relative link, be sure to save the SWF file to the same directory as the HTML file. (Browsers vary in their interpretation of document-relative links and saving to the same directory ensures that the links will work correctly.)

- 6 In the Target field (optional), specify a target frame or target window for the Flash button's link to go to.

- 7 In the Bg Color field (optional), set the background color for the Flash movie. Use the color picker or type in a Web hexadecimal value (such as #FFFFFF).

- 8 In the Save As field, enter a file name to save the new SWF file.

You can use the default file name (for example, button1.swf), or type in a new name. If the file contains a document-relative link, you must save the file to the same directory as the current HTML document to maintain document-relative links.

- 9 Click Get More Styles to go the Macromedia Exchange site and download more button styles.

For more information, see “Adding extensions to Dreamweaver” on page 93.

- 10 Click Apply or OK to insert the Flash button in the Document window.

**Tip:** Select Apply to see changes in Design view, while keeping the dialog box open—this way you can continue making changes to the button.

**To modify a Flash button object:**

- 1 While in Design view, select the Flash button object.
- 2 The Property inspector displays the Flash button properties. You can make some changes in the Property inspector. These changes just modify HTML attributes like width, height, and Bg color.
- 3 To make changes to content, display the Insert Flash Button dialog box by using one of the following methods:
  - Double-click the Flash button object.
  - Click Edit in the Property inspector.
  - Right-click (Windows) or Control-click (Macintosh) and choose Edit from the context menu.
- 4 In the Insert Flash Button dialog box, make your edits in the fields described in the previous procedure.

In the Design view, you can resize the object easily by using the resizing handles. You can return the object to its original size by selecting Reset Size on the Property inspector. See “Resizing images and other elements” on page 272.

**To see the Flash button object play in the Document window:**

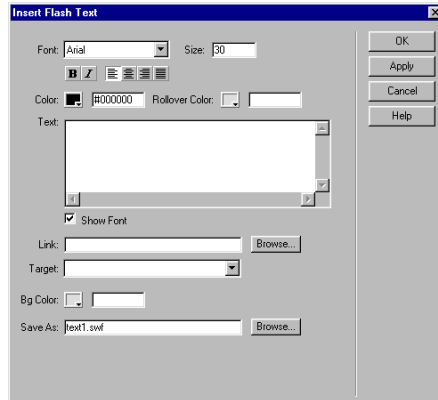
- 1 While in Design view, select the Flash button object.
- 2 In the Property inspector, click the green Play button.
- 3 Click the red Stop button to end the preview.

**Note:** You can’t edit the Flash button object while it is playing.

It’s also always a good idea to preview your document in the browser to see exactly how the Flash button looks in the browser.

## Using Flash text objects

The Flash text object lets you create and insert a Flash movie that contains just text. This allows you to create a small, vector-graphic movie with the designer fonts and the text of your choice.



### To insert a Flash text object:

- 1 With the Document window in Design view, select Insert Flash Text from the Objects panel or choose Insert > Interactive Images > Flash Text.

The Insert Flash Text dialog box appears.

- 2 Select a font from the Font pop-up menu.

This menu lists all TrueType fonts currently loaded on your system.

- 3 Enter a font size in the Size field; these are point sizes.
- 4 Specify style attributes like bold or italic, and text alignment by clicking the appropriate style buttons.
- 5 In the Color field, set the color of the text by using the color picker or entering a Web hexadecimal value (such as #FFFFFF).
- 6 In the Rollover Color field, set the color that appears when the pointer rolls over the Flash text object. Use the color picker or enter a Web hexadecimal value (such as #FFFFFF).
- 7 Enter the text you want in the Text field.

To see the font style displayed in the Text field, select Show Font.



- 8 If you want to associate a link with the Flash text object, enter a document-relative or absolute link in the Link field.

Site-relative links are not accepted because browsers don't recognize them within Flash movies. If you use a document-relative link, be sure to save the SWF file to the same directory as the HTML file. (Browsers vary in their interpretation of document-relative links and saving to the same directory ensures that the links will work correctly.)

- 9 If you entered a link, you can specify a target frame or target window for that link to go to in the Target field.
- 10 In the Bg Color field, choose a background color for the text. Use the color picker or enter a Web hexadecimal value (such as #FFFFFF).
- 11 In the Save As field, enter a name for the file.

You can use the default file name (for example, tex1.swf), or type in a new name. If the file contains a document-relative link, you must save the file to the same directory as the current HTML document to maintain document-relative links.

- 12 Click Apply or OK to insert the Flash text in the Document window.

If you click Apply, the dialog box remains open, and you can preview the text in your document.

To modify or play the Flash text object, use the same procedure as you would for a Flash button. See “Using Flash button objects” on page 301.

## Setting Flash object properties

The Property inspector for Flash objects initially displays the most commonly used properties. Click the expander arrow in the lower right corner to see more properties.

The Property inspector also contains a Play button that lets you preview the Flash object in the Document window. When you click the green Play button, you'll see what the object will look like in a browser.

**Name** specifies the name to identify the button for scripting. Enter a name in the unlabeled field on the far left side of the Property inspector.

**W and H** specify the width and height of the object in pixels. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent object's width or height). The abbreviations must follow the value without a space: for example, 3mm.

**File** specifies the path to the Flash object file. Click the folder icon to browse to a file, or type a path.

**Align** determines how the object is aligned on the page. For a description of each option, see “Aligning elements” on page 271.

**Bg** specifies a background color for the object.

**Edit** accesses the Flash object dialog box.

**Reset Size** resets the selected button to the original movie size.

**Play/Stop** lets you preview the Flash object in the Document window. Click the green Play button to see the object in Play mode; click the red Stop button to stop the movie and be able to edit the object.

**ID** defines the optional ActiveX ID parameter. This parameter is most often used to pass information between ActiveX controls.

**V Space** and **H Space** specify the number of pixels of white space above, below, and on both sides of the button.

**Quality** sets the `quality` parameter for the `object` and `embed` tags that define the button. A movie looks better with a high setting, but it requires a faster processor to render correctly on the screen. Low emphasizes speed over appearance, whereas High favors appearance over speed. Auto Low emphasizes speed to begin with, but improves appearance when possible. Auto High emphasizes both qualities at first, but sacrifices appearance for speed if necessary.

**Scale** sets the `scale` parameter for the `object` and `embed` tags that defines the button or text object. This parameter defines how the movie displays within the area defined for the movie by the `width` and `height` values. The choices are Default (Show All), No Border, and Exact Fit. Show All makes the entire movie visible in the specified area, maintaining the aspect ratio of the movie and preventing distortion; borders may appear on two sides of the movie. No Border is similar to Show All, except portions of the movie may be cropped. With Exact Fit, the entire movie fills the specified area, but the aspect ratio of the movie is not maintained and distortion may occur.

**Parameters** opens a dialog box for entering additional parameters. See “Using parameters” on page 319.

## Creating new button templates

Use Flash together with the free Generator authoring templates to create new button templates, complete with Generator Text objects. You can also download new button templates from the Macromedia Exchange for Dreamweaver Web site and place them in your Flash Button folder. For more information on creating new button templates, see the article on that topic found on the Macromedia Web site at [http://www.macromedia.com/support/dreamweaver/insert\\_media.html](http://www.macromedia.com/support/dreamweaver/insert_media.html). For more information on the using extensions, see “Adding extensions to Dreamweaver” on page 93.

## Inserting Flash movies

When you insert a Flash movie into a document, Dreamweaver uses both the `object` tag (defined by Internet Explorer for ActiveX controls) and the `embed` tag (defined by Netscape Navigator) to get the best results in all browsers. When you make changes in the Property inspector for the movie, Dreamweaver maps your entries to the appropriate parameters for both the `object` and `embed` tags.

**Note:** If you insert a movie using the Flash movie object, it inserts a `codebase` parameter that instructs Internet Explorer for Windows to automatically download the necessary (Flash 4 and later) ActiveX control. If you don't want this to happen, you can change the attribute.

### To insert a and preview a Flash movie:

- 1 In the Design view of the Document window, place the insertion point where you want to insert the movie.
- 2 Insert the movie in one of the following ways:
  - Click the Insert Flash icon in the Objects panel.
  - Choose Insert > Media > Flash.
  - Drag the Insert Flash icon from the Objects panel to the insertion point in your document.
- 3 In the dialog box that appears, select a Flash movie file (.swf). A Flash placeholder appears in the Document window (unlike Flash button and text objects).
- 4 To see a preview of the Flash movie in the Document window, click the Green play button in the Property inspector. Click Stop to end the preview. You can also preview the Flash movie in a browser by pressing F12.

**Tip:** To preview all Flash content in a page, press Control+Alt+Shift+P (Windows) or Shift+Option+Command+P (Macintosh). All Flash objects and movies are set to Play.

## Setting Flash movie properties

To view the following properties in the Property inspector, select a Flash movie.

The Property inspector initially displays the most commonly used properties. To see all properties, click the expander arrow in the lower right corner.

**Name** specifies a name to identify the movie for scripting. Enter a name in the unlabeled field on the far left side of the Property inspector.

**W** and **H** specify the width and height of the movie in pixels. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent object's value). The abbreviations must follow the value without a space: for example, 3mm.

**File** specifies the path to the Flash movie file. Click the folder icon to browse to a file, or type a path.

**Align** determines how the movie is aligned on the page. For a description of each option, see “Aligning elements” on page 271.

**Bg** specifies a background color for the movie area. This color also appears while the movie is not playing (while loading and after playing).

**ID** defines the optional ActiveX ID parameter. This parameter is most often used to pass information between ActiveX controls.

**V Space** and **H Space** specify the number of pixels of white space above, below, and on both sides of the movie.

**Parameters** opens a dialog box for entering additional parameters to pass to the movie. See “Using parameters” on page 319. The movie must have been designed to receive these additional parameters.

**Quality** sets the `quality` parameter for the `object` and `embed` tags that run the movie. The settings relate to the level of anti-aliasing used during playback of the movie. A movie looks better with a high setting, but it requires a faster processor to render correctly on the screen. Low emphasizes speed over appearance, whereas High favors appearance over speed. Auto Low emphasizes speed to begin with, but improves appearance when possible. Auto High emphasizes both qualities at first, but sacrifices appearance for speed if necessary.

**Scale** sets the `scale` parameter for the `object` and `embed` tags that run the movie. For more information, see “Setting Flash object properties” on page 305.

**Autoplay** plays the movie automatically when the page loads.

**Loop** makes the movie loop indefinitely.

**Reset Size** returns the selected movie to its original size.

## Inserting Generator objects

Macromedia Generator provides a way to serve dynamic Web content. You can create Generator files with Flash 4 or 5 using free Generator authoring templates; the files are then served by a Web server running Generator server software. You can insert a Generator object into a Dreamweaver document.

### To insert a Generator object:

- 1 In the Document window, place the insertion point where you want to insert the object.
- 2 Click the Generator button in the Objects panel.
- 3 In the dialog box that appears, select a Generator template (.swt) file.
- 4 If desired, click the Plus (+) button to add a *name=value* parameter pair. Then enter a name for the parameter in the Name field, and a value for the parameter in the Value field. Repeat this step for each parameter.
- 5 To remove a parameter, select it in the Parameters list and click the Minus (-) button.
- 6 When you finish entering parameters, click OK to insert the Generator object.

To edit the parameters after the Generator object has been inserted, use the Code inspector or the Code view of the Document window.

The *name=value* pairs are used by the Generator server, in conjunction with other data sources, to dynamically create the Flash movie or image file.

## About Shockwave movies

Shockwave, the Macromedia standard for interactive multimedia on the Web, is a compressed format that allows media files created in Macromedia Director to be downloaded quickly and played by most popular browsers.

### Inserting Shockwave movies

The software that plays Shockwave movies is available as both a Netscape Navigator plugin and an ActiveX control. When you insert a Shockwave movie, Dreamweaver uses both the `object` tag (for the ActiveX control) and the `embed` tag (for the plugin) to get the best results in all browsers. When you make changes in the Property inspector for the movie, Dreamweaver maps your entries to the appropriate parameters for both the `object` and `embed` tags.

#### To insert a Shockwave movie:

- 1 In the Design view of Document window, place the insertion point where you want to insert a Shockwave movie.
- 2 Click the Shockwave button on the Objects panel, or choose Insert > Media > Shockwave or drag the Shockwave button over to your document.
- 3 In the dialog box that appears, select a movie file.
- 4 In the Property inspector, enter the width and height of the movie in the W and H boxes.

### Setting Shockwave properties

To ensure the best results in both Microsoft Internet Explorer and Netscape Navigator, Dreamweaver inserts Shockwave movies using both the `object` and `embed` tags. (`object` is the tag defined by Microsoft for ActiveX controls; `embed` is the tag defined by Navigator for plugins.) To view the properties in the Property inspector, select a Shockwave movie.

The Property inspector initially displays the most commonly used properties. Click the expander arrow in the lower right corner to see all properties.

**Name** specifies a name to identify the movie for scripting. Enter a name in the unlabeled field on the far left side of the Property inspector.

**W and H** specify the width and height of the movie in pixels. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent object's width or height). The abbreviations must follow the value without a space: for example, 3mm.

**File** specifies the path to the Shockwave movie file. Click the folder icon to browse, or type a path to the file.

**Align** determines how the movie is aligned on the page. For a description of each option, see “Aligning elements” on page 271.

**Bg** specifies a background color for the movie area. This color also appears while the movie is not playing (while loading and after playing).

**Play** lets you see a preview of the movie in the Design view of the Document window. Click the Stop button to stop the movie and return to the Shockwave placeholder.

**Parameters** opens a dialog box in which to enter additional parameters to pass to the Shockwave movie. See “Using parameters” on page 319. The Shockwave movie must have been designed to receive these parameters.

**ID** defines the optional ActiveX ID parameter. This parameter is most often used to pass information between ActiveX controls.

**V Space** and **H Space** specify the number of pixels of white space above, below, and on both sides of the movie.

## Adding sound to a page

There are several different types of sound files and formats, and several different ways to add sound to a Web page. Some factors to consider before deciding on a format and method for adding sound are its purpose, your audience, file size, sound quality, and differences in browsers.

**Note:** Sound files are handled very differently and inconsistently by different browsers. You may want to save sound files as SWFs to improve consistency.

### About audio file formats

The following list describes the more common audio file formats along with some of the advantages and disadvantages of each for Web design.

**.midi or .mid (Musical Instrument Digital Interface)** format is for instrumental music. MIDI files are supported by many browsers and don't require a plugin. Although their sound quality is very good, it can vary depending on a visitor's sound card. A small MIDI file can provide a long sound clip. MIDI files cannot be recorded and must be synthesized on a computer with special hardware and software.

**.wav (Waveform Extension)** format files have good sound quality, are supported by many browsers, and don't require a plugin. You can record your own WAV files from a CD, tape, microphone, and so on. However, the large file size severely limits the length of sound clips that you can use on your Web pages.

**.aif (Audio Interchange File Format, or AIFF)** format, like WAV format, has good sound quality, can be played by most browsers, and don't require a plugin; you can also record AIFF files from a CD, tape, microphone, and so on. However, the large file size severely limits the length of sound clips that you can use on your Web pages.

**.mp3 (Motion Picture Experts Group Audio, or MPEG-Audio Layer-3)** format is a compressed format that makes sound files substantially smaller. The sound quality is very good: if an MP3 file is recorded and compressed properly, its quality can rival that of a CD. New technology lets you “stream” the file so that a visitor doesn't have to wait for the entire file to download before hearing it. However, the file size is larger than a Real Audio file, so a whole song could still take quite a while to download over a normal phone line connection. To play MP3 files, visitors must download and install a helper application or plugin such as QuickTime, Windows Media Player or RealPlayer.

**.ra, .ram, .rpm, or Real Audio** format has a very high degree of compression with smaller file sizes than MP3. Whole song files can be downloaded in a reasonable amount of time. Because the files can be “streamed” from a normal Web server, visitors can begin listening to the sound before the file has completely downloaded. The sound quality is poorer than that of MP3 files, but new players and encoders have improved quality considerably. Visitors must download and install the RealPlayer helper application or plugin in order to play these files.

## Linking to an audio file

Linking to an audio file is a simple and effective way to add sound to a Web page. This method of incorporating sound files lets visitors choose whether they want to listen to the file, and makes the file available to the widest audience. (Some browsers may not support embedded sound files.)

### To create a link to an audio file:

- 1 Select the text or image you want to use as the link to the audio file.
- 2 In the Property inspector, click the folder icon to browse for the audio file, or type the file's path and name in the Link field.



## Embedding audio

Embedding audio incorporates the sound player directly into the page, but the sound only plays if visitors to your site have the appropriate plugin for the chosen sound file. Embed files if you want to use the sound as background music, or if you want more control over the sound presentation itself. For example, you can set the volume, the way the player looks on the page, and the beginning and ending points of the sound file.

### To embed an audio file:

- 1 In Design view, place the insertion point where you want to embed the file.
- 2 Click the Plugin button in the Objects panel, or choose Insert > Media > Plugin.  
For more information about the Plugin object, see “Inserting Netscape Navigator plugin content” on page 313.
- 3 In the Property inspector, click the folder icon to browse for the audio file, or type the file’s path and name in the Link field.
- 4 Enter the width and height by entering the values in the appropriate fields or by resizing the plugin placeholder in the Document window.

These values determine the size at which the audio controls are displayed in the browser. For example, try a width of 144 pixels and a height of 60 pixels to see how the audio player appears in both Navigator and Internet Explorer.

## Inserting Netscape Navigator plugin content

Plugins enhance Netscape Navigator, providing ways to view media content in a wide variety of formats. Plugins are the means by which content files are played and displayed on your Web site. For example, typical plugins include RealPlayer and QuickTime, while some content files themselves include MP3s and QuickTime movies.

After you create content for a Navigator plugin, you can use Dreamweaver to insert that content into an HTML document. Dreamweaver uses the `embed` tag to mark the reference to the content file.

### To insert Navigator plugin content:

- 1 In the Design view of the Document window, place the insertion point where you want to insert the content.
- 2 Click the Plugin button in the Objects panel.
- 3 In the dialog box that appears, select a content file for a Navigator plugin.

## Setting Netscape Navigator plugin properties

After inserting content for a Netscape Navigator plugin, use the Property inspector to set parameters for that content. To view the following properties in the Property inspector, select a Netscape Navigator plugin object.

The Property inspector initially displays the most commonly used properties. Click the expander arrow in the lower right corner to see all properties.

**Name** specifies a name to identify the plugin for scripting. Enter a name in the unlabeled field on the far left side of the Property inspector.

**W and H** specify, in pixels, the width and height allocated to the object on the page. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent object's width and height). The abbreviations must follow the value without a space: for example, 3mm.

**Src** specifies the source data file. Click the folder icon to browse to a file, or enter a file name.

**Plg Url** specifies the URL of the `pluginspace` attribute. Enter the complete URL of the site where users can download the plugin. If the user viewing your page does not have the plugin, the browser tries to download it from this URL.

**Align** determines how the object is aligned on the page. For a description of each option, see “Aligning elements” on page 271.

**V Space** and **H Space** specify the amount of white space in pixels above, below, and on both sides of the plugin.

**Border** specifies the width of the border around the plugin.

**Parameters** opens a dialog box for entering additional parameters to pass to the Netscape Navigator plugin. See “Using parameters” on page 319. Many plugins respond to special parameters. The Flash plugin, for example, includes parameters for `bgcolor`, `salgn`, and `scale`.

You can also view the attributes assigned to the selected plugin by clicking the Attribute button. You can edit, add, and delete attributes such as width and height in this dialog box.

## Playing plugins in the Document window

You can preview movies and animations that rely on Navigator plugins—that is, elements that use the `embed` tag—directly in the Design view of the Document window. (It is not possible to preview movies or animations that rely on ActiveX controls in the Document window.) You can play all plugin elements at one time to see how the page will look to the user, or you can play each one individually to ensure that you have embedded the correct media element.

To play movies, the proper plugins must be installed on your computer. When Dreamweaver starts up, it automatically searches for all installed plugins, looking first in the Configuration/Plugins folder and then in the plugin folders of all installed browsers.

### To play plugin content in the Document window:

- 1 Insert one or more media elements by choosing Insert > Media > Shockwave, Insert > Interactive Images > Flash, or Insert > Media > Plugin.
- 2 Play plugin content:
  - Select one of the media elements you have inserted, and choose View > Plugins > Play or click the Play button in the Property inspector.
  - Choose View > Plugins > Play All to play all of the media elements on the selected page that rely on plugins.

**Note:** Play All only applies to the current document; it does not apply to other documents in a frameset, for example.

### To stop playing plugin content:

Select a media element and choose View > Plugins > Stop, or click the Stop button in the Property inspector.

You can also choose View > Plugins > Stop All to stop all plugin content from playing.

## Troubleshooting Navigator plugins

If you have followed the steps to play plugin content in the Document window, but some of the plugin content does not play, try the following:

- Make sure the associated plugin is installed on your computer, and that the content is compatible with the version of the plugin you have.
- Open the file Configuration/Plugins/UnsupportedPlugins.txt in a text editor and look to see if the problematic plugin is listed. This file keeps track of plugins that cause problems in Dreamweaver and are therefore unsupported. (If you experience problems with a particular plugin, consider adding it to this file.)
- Check that you have enough memory (and on the Macintosh, check that enough memory is allocated to Dreamweaver). Some plugins require an additional 2 to 5 MB of memory to run.

## Inserting an ActiveX control

ActiveX controls (formerly known as OLE controls) are reusable components, somewhat like miniature applications, that can act like browser plugins. They run in Internet Explorer with Windows, but they don't run on the Macintosh or in Netscape Navigator. The ActiveX object in Dreamweaver lets you supply attributes and parameters for an ActiveX control in your visitor's browser.

Dreamweaver uses the `object` tag to mark the place on the page where the ActiveX control will appear, and to provide parameters for the ActiveX control.

### To insert ActiveX control content:

**1** In the Document window, place the insertion point where you want to insert the content and do one of the following:

- Click the ActiveX button in the Objects panel.
- Choose Insert > Media > ActiveX.
- Drag and drop the ActiveX icon.

An icon marks where the ActiveX control will appear on the page in Internet Explorer.

### Setting ActiveX properties

After inserting an ActiveX object, use the Property inspector to set attributes of the `object` tag and parameters for the ActiveX control. Click Parameters in the Property inspector to enter names and values for properties that don't appear in the Property inspector. There is no widely accepted standard format for parameters for ActiveX controls; to find out which parameters to use, consult the documentation for the ActiveX control you're using.

The Property inspector initially displays the most commonly used properties. Click the expander arrow in the lower right corner to see all properties.

**Name** specifies a name to identify the ActiveX object for scripting. Enter a name in the unlabeled field on the far left side of the Property inspector.

**W and H** specify the width and height of the object in pixels. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent object's width and height). The abbreviations must follow the value without a space: for example, 3mm.

**Class ID** identifies the ActiveX control to the browser. Enter a value or choose one from the pop-up menu. When the page is loaded, the browser uses the class ID to locate the ActiveX control required for the ActiveX object associated with the page. If the browser doesn't locate the specified ActiveX control, it attempts to download it from the location specified in Base.

**Embed** makes Dreamweaver add an `embed` tag within the `object` tag for the ActiveX control. If the ActiveX control has a Netscape Navigator plugin equivalent, the `embed` tag activates the plugin. Dreamweaver assigns the values you've entered as ActiveX properties to their Netscape Navigator plugin equivalents.

**Align** determines how the object is aligned on the page. For a description of each option, see "Aligning elements" on page 271.

**Parameters** opens a dialog box for entering additional parameters to pass to the ActiveX object. See "Using parameters" on page 319. Many ActiveX controls respond to special parameters.

**Src** defines the data file to be used for a Netscape Navigator plugin if the Embed option is turned on. If you don't enter a value, Dreamweaver attempts to determine the value from the ActiveX properties entered already.

**V Space** and **H Space** specify the amount of white space in pixels above, below, and on both sides of the object.

**Base** specifies the URL containing the ActiveX control. Internet Explorer downloads the ActiveX control from this location if it has not been installed in the visitor's system. If you don't specify a Base parameter and if your visitor doesn't already have the relevant ActiveX control installed, the browser can't display the ActiveX object.

**Alt Img** specifies an image to be displayed if the browser doesn't support the `object` tag. This option is available only when the Embed option is deselected.

**ID** defines the optional ActiveX ID parameter. This parameter is most often used to pass information between ActiveX controls.

**Data** specifies a data file for the ActiveX control to load. Many ActiveX controls, such as Shockwave and RealPlayer, do not use this parameter.

**Borders** specifies the width of the border around the object.

## Inserting a Java applet

Java is a programming language that allows the development of lightweight applications (*applets*) that can be embedded in Web pages.

After you create a Java applet, you can insert that applet into an HTML document using Dreamweaver. Dreamweaver uses the `applet` tag to mark the reference to the applet file.

**To insert a Java applet:**

- 1 In the Document window, place the insertion point where you want to insert the applet.
- 2 Click the Applet button in the Objects panel.
- 3 In the dialog box that appears, select a file containing a Java applet.

### Setting Java applet properties

After inserting a Java applet, use the Property inspector to set parameters. To view the following properties in the Property inspector, select a Java applet.

The Property inspector initially displays the most commonly used properties. Click the expander arrow in the lower right corner to see all properties.

**Name** specifies a name to identify the applet for scripting. Enter a name in the unlabeled field on the far left side of the Property inspector.

**W and H** specify the width and height of the applet in pixels. You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent object's width or height). The abbreviations must follow the value without a space: for example, 3mm.

**Code** specifies the file containing the applet's Java code. Click the folder icon to browse to a file, or enter a file name.

**Base** identifies the folder containing the selected applet. When you choose an applet, this field is filled automatically.

**Align** determines how the object is aligned on the page. For a description of each option, see "Aligning elements" on page 271.

**Alt** specifies alternative content (usually an image) to be displayed if the user's browser doesn't support Java applets or has Java disabled. If you enter text, Dreamweaver renders the text with the `alt` attribute of the `applet` tag. If you choose an image, Dreamweaver inserts an `img` tag between the opening and closing `applet` tags.

**Note:** To specify alternative content that is viewable in both Netscape Navigator (with Java disabled) and Lynx (a text-based browser), select an image and then manually add an `alt` attribute to the `img` tag in the Code inspector.

**V Space** and **H Space** specify the amount of white space in pixels above, below, and on both sides of the applet.

**Parameters** opens a dialog box for entering additional parameters to pass to the applet. Many applets respond to special parameters.

## Using parameters

Use the Parameters dialog box to enter values for special parameters defined for Shockwave and Flash movies, ActiveX controls, Netscape Navigator plugins, and Java applets. Parameters are used with the `object`, `embed`, and `applet` tags. Parameters set attributes specific to the type of object being inserted. For example, a Flash movie object can have a quality parameter `<param name="quality" value="best">` for the object tag. The Parameter dialog box is available from the Property inspector. See the documentation for the object you're using for information on the parameters it requires.

**Note:** There is no widely accepted standard for identifying data files for ActiveX controls. Consult the documentation for the ActiveX control you're using to find out which parameters to use.

### To open the Parameters dialog box:

- 1 Select an object that can have parameters (such as a Shockwave movie, an ActiveX control, a Navigator plugin, or a Java applet) in the Document window.
- 2 Open the dialog box by using one of these methods:
  - Right-click (Windows) or Control-click (Macintosh) the object, and choose Parameters from the context menu.
  - Open the Property inspector if it isn't already open, and click the Parameters button found in the lower half of the Property inspector. (Make sure the Property inspector is expanded.)

### To enter a value for a parameter in the Parameters dialog box:

- 1 Click the Plus (+) button.
- 2 Enter the name of the parameter in the Parameter column.
- 3 Enter the value of the parameter in the Value column.

### To remove parameters:

Select a parameter and press the Minus (-) button.

### To reorder parameters:

Select a parameter and use the up and down arrow buttons.

## Using behaviors to control media

You can add behaviors to your page to start and stop various media objects.

**Control Shockwave or Flash** lets you play, stop, rewind, or go to a frame in a Shockwave or Flash movie. See “Control Shockwave or Flash” on page 450.

**Play Sound** lets you play a sound. For example, you can play a sound effect whenever the user moves the mouse pointer over a link. See “Play Sound” on page 458.

**Check Plugin** lets you check to see if visitors to your site have the required plugin installed, then route them to different URLs, depending on whether they have the right plug-in. This only applies to Netscape Plugins, as the Check plugin behavior does not check for ActiveX controls. See “Check Plugin” on page 449.



## CHAPTER 14

### Editing HTML in Dreamweaver

---

Although Macromedia Dreamweaver allows you to create and edit Web pages visually without worrying about the HTML source code, there are times when you may need access to your page's underlying HTML. Being able to edit the HTML can provide you with more control to modify and troubleshoot your Web page.

For example, suppose you select text on your document and apply a new font, but it only affects half the sentence. By looking at the HTML code in Dreamweaver Code view (or Code inspector), you discover that the closing `</font>` tag is in the middle of the sentence; all you have to do is move `</font>` to the end of your sentence and the problem is fixed.

If you are interested in learning HTML, using the Dreamweaver visual editing capabilities along with its Code view (or Code inspector) is a great way to understand how HTML works. You can compare the HTML code to the visual view to see how it corresponds.

Dreamweaver provides access to the HTML code through the Code view, the Code inspector, and the Quick Tag Editor. For help in understanding and writing HTML code, use the Dreamweaver Reference panel.

Dreamweaver also gives you the ability to open HTML files written elsewhere without worrying about your code being compromised. Dreamweaver uses Roundtrip HTML to make sure your HTML content and structure do not change as you switch back and forth between Dreamweaver and an external HTML editor. In addition, you can use Dreamweaver to clean up HTML files that contain messy or unreadable code.

## Understanding basic HTML tags

It can be useful to have a basic understanding of HTML when using Dreamweaver. You can easily see both the HTML code and the visual design at the same time, which gives you the opportunity to figure out how HTML code works. Understanding and being able to modify the code can help you troubleshoot your Web pages. If you are new to HTML, the following explanations provide a brief overview. If you already know HTML, skip ahead to the next section.

HTML is a text markup language. This means that HTML documents are plain text documents that have specific “markup” tags that tell the Web browser how to display the text.

For example, the `i` tag controls italic text. By placing `<i>` in your HTML, you tell the browser that the subsequent text should be italic. By placing `</i>` in your HTML, you tell the browser that the subsequent text should revert to the default text. The tag with a slash (`/`) is called the closing tag.

Web browsers interpret these tags in your HTML document and display the text with the proper formatting. Some tags have attributes that you can use with them. For example, you can specify the alignment of an image within the image tag: `<IMG SRC="image.gif" align="left">`. `align` is an attribute of the image tag.

### Structure of a document

Every HTML document (Web page) must contain certain standard tags—the `head` tag and `body` tag. The head section contains the title of the Web page (and any scripts), and the body section contains the actual text that will appear in the Web page as it is displayed in the browser.

Here is the structure of a sample document:

```
<html>
<head>
<title>Title goes here</title>
</head>
<body>
<center>
<p>
<font size=+2>Welcome to my page</font>
</p>
<p>
The p is a paragraph tag, which tells the browser that this is all
one paragraph.
</p>
</center>
</body>
</html>
```

The required tags for every HTML document are `html`, `head`, and `body`.



## Head tags

The head section (surrounded by `head` tags) contains only the page title (surrounded by `title` tags) and programming scripts, such as JavaScript code that implements an image rollover in your page.

The text that you put between `<title>` and `</title>` will appear in the top title bar of the browser window. It will not appear on the page.

For example, the following HTML results in the page shown below:

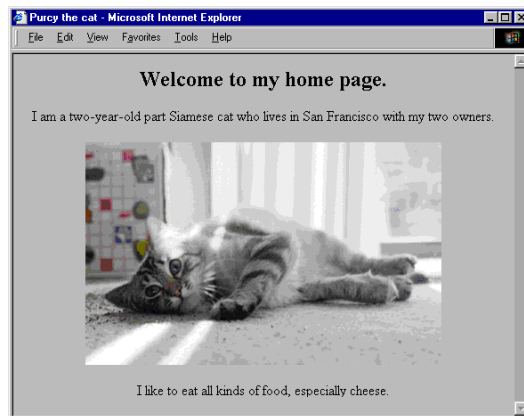
```
<html>
<head>
  <title>Purcy the cat</title>
</head>
```



## Body tags

The body of your document contains the content of your page. All your text, images, tables, and other content must be placed between `<body>` and `</body>`.

```
<html>
<head>
  <title>Purcy the cat</title>
</head>
<body>
<center>
  <h2>
    Welcome to my home page.
  </h2>
  <p>
    I am a two-year-old part Siamese cat who lives in
    San Francisco with my two owners.
  </p>
  <br>
  
  <br>
  <p>
    I like to eat all kinds of food, especially cheese.
  </p>
</center>
</body>
</html>
```



All of the tags in the body section of the example can be used to format your content.

**Heading tags**—that is, h1 through h6 tags—mark the text as headings. Headings are typically displayed in the Web page with larger or bolder text than normal body text; h1 is the largest and h6 is the smallest. You always need the opening tag in front of your content, followed by the closing tag at the end of the content, as in this example:

```
<h1> This is a heading 1</h1>
```

**Paragraph tags** (p) separate your text content into paragraphs. Because Web browsers wrap lines and ignore carriage returns, you must use p tags to prevent browsers from running all your text content together. The p tag adds extra white space between lines. You always need the opening tag in front of your paragraph content, followed by the closing tag at the end of the content, as in this example:

```
<p>
I am a two-year-old Siamese cat who lives in San Francisco with my
two owners.
</p>
```

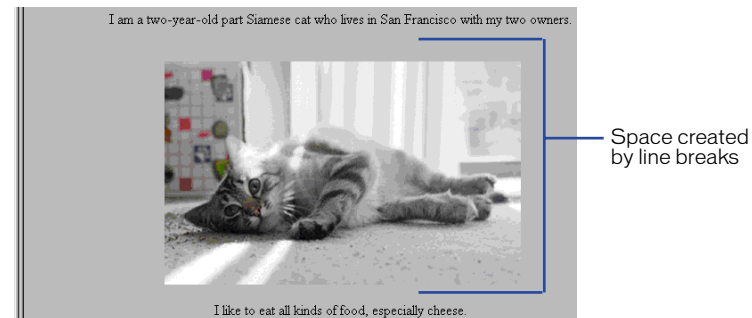
```
<p>
I like to eat all kinds of food, especially cheese.
</p>
```

**Line break tags** (br) force line breaks in your page, rather than adding extra white space like the paragraph tag. Because the br tag inserts a single line break, you do not need to include a closing tag.

```
<br>

<br>
<p>
I like to eat all kinds of food, especially cheese.
</p>
```

Line break tags



**Image tags** insert images in your page. An image tag follows the format ``; you must put the file name of the image between quotation marks. Image tags also have attributes that you can use, such as `width`, `height`, `border`, `align`, and `valign`. The `width` and `height` attributes specify the size of your image for the Web browser to interpret; you can set the border width to 0 or above (images display a border by default when used as links). The `align` and `valign` attributes set alignment of your image: `align` (for horizontal alignment) can be set to `left`, `right`, or `center`, and `valign` (vertical alignment) can be set to `top`, `bottom`, or `middle`.

The following example shows a complete image tag:

```

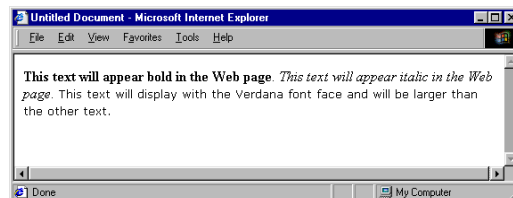
```



## Text formatting tags

You can use HTML source code to format the text in your Web page. For example, you can specify text to be bold or italic and display in a particular font:

```
<b>This text will appear bold in the Web page</b>.  
<i>This text will appear italic in the Web page</i>.  
<font face="verdana" size="2">This text will display with the  
Verdana font face and will be larger than the other text.</font>
```



## Inserting comments

A comment is descriptive text that you insert in the HTML code to explain the code or provide other information. The comment appears only in the Code view (or Code inspector), and will not display in your Web page in the browser.

### To insert a comment:

- 1 Place the insertion point where you want the comment, either in the Code view (or Code inspector) or Design view.

See “Using the Code view (or Code inspector)” on page 330.

- 2 Click the Comment button in the Invisibles category of the Objects panel, or choose Insert > Invisible Tags > Comment.

Creating a comment generates the following HTML code:

```
<!-- Comment text-->
```

To display comment markers in the Design view, choose View > Visual Aids > Invisible Elements. Make sure that comments are selected in the Invisible Elements preferences, or the comment marker will not appear. For more information, see “Setting Invisible Elements preferences” on page 156.


### To add to an existing comment, do one of the following:

- Select the Comments marker in the Design view and enter text in the Property inspector.
- Find the comment in the code (see earlier example) and add text directly to it.

## Using the Dreamweaver Reference panel

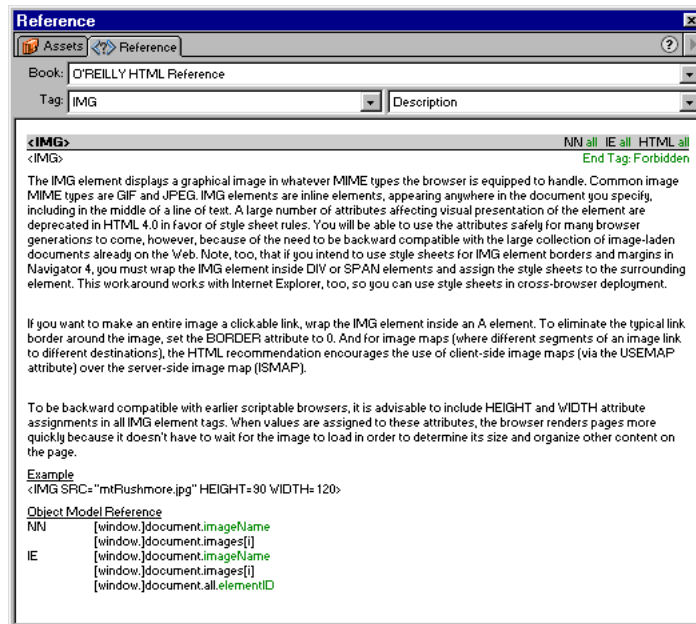
The Reference panel provides you with a quick reference tool for HTML tags, JavaScript objects, and CSS styles and their attributes. The Reference panel provides you with information regarding the specific tags, objects, or styles that you are working with in the Code view (or Code inspector).

To open the Reference panel:

- 1 Select the tag, object, or style in the Code or Design view that you want information about.
- 2  Click the Reference button in the toolbar (View > Toolbar) or choose Window > Reference.

The Reference panel opens, displaying information about the tag, object, or style that you selected. To adjust the text size in the Reference panel, select Large Font, Medium Font, or Small Font from the options menu (small arrow at top-right of panel).

The Book pop-up menu displays the name of the book that the reference material comes from: The O'Reilly HTML Reference, JavaScript Reference, or CSS Reference. To display tags, objects, or styles from another book, choose a book from the Book menu.





The Tag, Object, or Style (depending on which book you have selected) pop-up menu displays the tag, object, or style that you selected in the Code view (or Code inspector). To view information about another tag, object, or style, select a new one from the menu.

Next to the Tag, Object, or Style pop-up menu is a menu that contains the list of attributes for the tag you choose. The default selection is Description, which displays a description of the chosen tag. You can also select an attribute from the menu to view more information about it. Attributes are used to format the content in the tag. For example, you can use the `align` attribute to specify the alignment of an image within the image tag: ``.

## About Roundtrip HTML

Roundtrip HTML is a unique feature in Dreamweaver that lets you move your documents back and forth between a text-based HTML editor and Dreamweaver with little or no effect on the content and structure of the document's original HTML source code. Dreamweaver even maintains and renders some HTML that is technically invalid (such as a `font` tag enclosing multiple `p` tags) if such code is supported by browsers. However, the HTML source code that Dreamweaver generates as you edit graphically is always technically valid.

The following are key features of Roundtrip HTML:

- By default, Dreamweaver rewrites overlapping tags, closes open tags that aren't allowed to remain open, and removes extra closing tags when you switch back to Dreamweaver from an external HTML editor or when you open an existing HTML document. If you don't want Dreamweaver to rewrite any HTML, choose `Edit > Preferences`, then select `Code Rewriting` to turn off all rewriting. See "Setting Code Rewriting preferences" on page 346. If you turn off code rewriting, any HTML that Dreamweaver would have rewritten is displayed as invalid.
- When `Highlight Invalid HTML` is turned on, Dreamweaver highlights invalid HTML (that it does not support) in yellow. When you select an invalid tag, Dreamweaver displays information in the Property inspector about how to correct the error. `Highlight Invalid HTML` is turned on by default in the Code view (or Code inspector). To turn it off, choose `Highlight Invalid HTML` from the Options menu in the Code view (or Code inspector) window. Error highlighting is always on in the Design view.

**Note:** Enable/Disable Invalid HTML Highlighting is only available in the Code view (or Code inspector). Design view always displays error highlighting.

- Dreamweaver does not change tags that it does not recognize—including XML tags—because it has no criteria by which to judge them valid or invalid. If an unrecognizable tag overlaps a valid one, Dreamweaver may mark it as erroneous but does not rewrite the code. For example, the custom tag in the following would be marked erroneous: `<MyNewTag><b>text</MyNewTag></b>`.
- Dreamweaver does not alter ColdFusion Markup Language (CFML) or Microsoft Active Server Pages (ASP) tags, and it displays icons to identify blocks of CFML or ASP code in the Document window whenever possible. See “Editing ColdFusion and Active Server files in Dreamweaver” on page 352.
- Dreamweaver lets you launch a text-based HTML editor to edit the current document. Dreamweaver is integrated with HomeSite (Windows) and BBEdit (Macintosh). See “Using external HTML editors” on page 350.

## Using the Code view (or Code inspector)

You can view the HTML source code for the current document in several ways: you can display only the Code view in the Document window, you can split the Document window so that it displays both the Code view and the Design view, or you can open the Code inspector. The Code view and the Code inspector work in exactly the same way; the only difference is that the Code inspector is in a separate window. Splitting the Document window to view the code makes it easier to view the visual design while you make changes in the HTML code.

As you add or change content in the Design view, Dreamweaver immediately displays the changes in the Code view or inspector. This makes the Code view or inspector a useful tool for learning HTML if you don't already know it, or for reminding yourself of proper syntax or values for specific tags or attributes. HTML tags and scripts are color coded and can be adjusted in the preference settings.

Changes or additions that you make in the code appear in the Design view only after you synchronize the Code and Design views.

### To synchronize the Code and Design views:

Click in the Design view after working in a code editor or click the Refresh Design view button in the toolbar. (Choose View > Toolbar to display the toolbar.)

Dreamweaver never rewrites HTML that you type directly into a code editor. If you enter invalid code and Highlight Invalid HTML is turned on, Dreamweaver highlights the invalid code in the code editor. Error highlighting is on by default in the code editors. Error highlighting always appears in the Design view, even when Highlight Invalid HTML is turned off in the Code view.

## Opening the Code view (or Code inspector)

You can view the HTML source code in several ways: by displaying both code and design in the Document window, by displaying code only, and by opening the Code inspector.

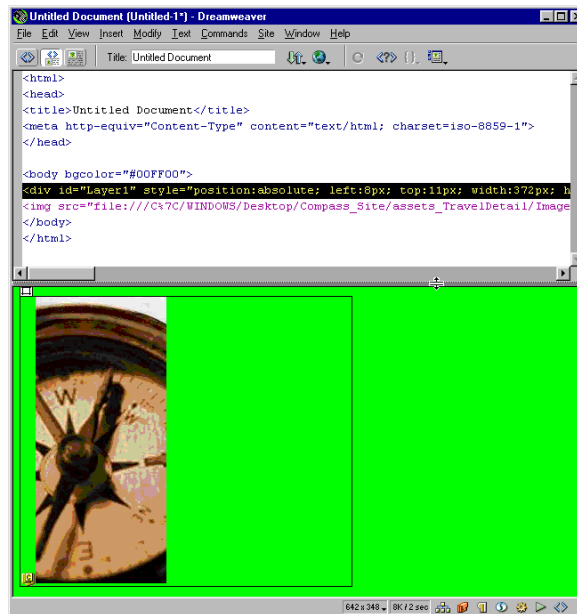
### To display both the Code and Design views:

Choose View > Code and Design, or click the Show Code and Design Views button on the toolbar.



The HTML code appears in the top pane, and the Design view appears in the bottom pane.

You can adjust the size of the panes by dragging the splitter bar.



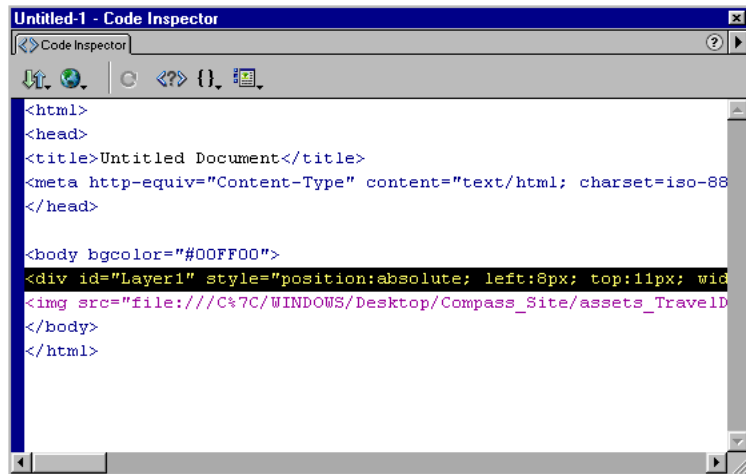
**To adjust the split Code and Design view, do one of the following:**

- To display the Design view on top, choose View > Design View on Top. Alternatively, select Design View on Top from the Options pop-up menu in the toolbar.
- To view only HTML code in the Document window, choose View > Code or click the Show Code View button in the toolbar.
- To view only the visual design, choose View > Design or click the Show Design View button in the toolbar.

If you prefer to work with the HTML code in a separate window, use the Code inspector to view your code.

**To open the Code inspector, do one of the following:**

- Choose Window > Code inspector.
- Click the Code Inspector icon in the Launcher bar (in the lower right corner of the Document window).
- Press F10.



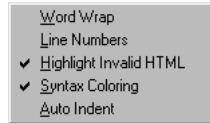
**To toggle between the Document window and the Code inspector:**

Press Control-Tab (Windows) or Option-Tab (Macintosh).

## Setting Code view (or Code inspector) options

You can set word wrapping, code indenting, syntax coloring and more from the Options menu in the code editors.

To access the Options menu, the Code view (or Code inspector) must be active. Click in the Code view (or Code inspector) to make it active.



### To set Code view (or Code inspector) options:

#### 1 Access the options by doing one of the following:

- Click the Options pop-up menu in the toolbar. (Choose View > Toolbar to view the toolbar.)
- Choose View > Code View Options.

The options menu is also available at the top of the Code inspector.

#### 2 Set the options you want:

- Line Wrap wraps the code so that is viewable without horizontal scrolling. This setting does not insert line breaks, but makes the code easier to view.
- Line Numbers adds line numbers along the side.
- Highlight Invalid HTML turns on error highlighting. When Highlight Invalid HTML is turned on, Dreamweaver highlights invalid HTML (that it does not support) in yellow. When you select an invalid tag, Dreamweaver displays information in the Property inspector about how to correct the error.
- Syntax Coloring marks the different parts of your code with colors so that you can quickly determine the different code elements. To change the colors, see “Setting Code Colors preferences” on page 343.
- Auto Indent makes your code indent automatically. To change the indent spacing or tags that automatically indent, see “Setting Code Format preferences” on page 344.

## Writing and editing code

As you write and edit your code in the Code view (or Code inspector), you can indent specific lines of code or check to make sure your tags are balanced. Indenting a specific line or section of code will help you separate that code from the rest, making it easier to find. Checking to see if your tags are balanced will help you ensure that all the tags have matching opening tags and closing tags, and is especially useful when you use multiple nesting levels in your code—for example, if you have nested several tables within other tables.

### To indent selected code:

- 1 Select the line or lines of code you want to indent.

For indenting to work, the whole line must be selected.

- 2 Choose Edit > Indent Code.

The code will be indented. Choose Edit > Outdent Code to move indented code back.

### To check for balanced tags:

- 1 Place the insertion point in the nested code you want to check.

- 2 Choose Edit > Select Parent Tag.

The enclosing matching tags will be highlighted in your code. Choosing Edit > Select Parent Tag again will highlight the matching tags that enclosed the previous selection.

## Inserting scripts

You can write or insert scripts in the Code view (or Code inspector), or you can enter JavaScript and VBScript in the Design view without having to use the Code view. You can also open script files in Dreamweaver Code view. Dreamweaver does not alter or rewrite the file. For more information, see “Opening and editing non-HTML files in Dreamweaver” on page 338.

To display script markers in the Document window, choose View > Visual Aids > Invisible Elements. (See also “Setting Invisible Elements preferences” on page 156.)

### To insert a script in code or Design view:

- 1 Place the insertion point where you want the script.
- 2 Click the Script button on the Objects panel, or choose Insert > Invisible Tags > Script.
- 3 In the dialog box that appears, choose the scripting language from the Language pop-up menu.  
  
If you are using JavaScript and are unsure of the version, choose JavaScript rather than JavaScript1.1 or JavaScript1.2.
- 4 Enter your script code in the Content text box.

### To link to an external script file:

- 1 Follow steps 1 through 3 above.
- 2 Click OK without typing anything in the Content text box.
- 3 Select the script marker in the Design view of the Document window.  
  
Choose View > Visual Aids > Invisible Elements to view the marker. Make sure that scripts are selected in Invisible Elements preferences, or the script marker will not appear. For more information, see “Setting Invisible Elements preferences” on page 156.
- 4 In the Property inspector, click the folder icon to browse to and select the external script file, or type the file name in the Source box.

## Editing a script

You can edit a script in a code editor or the Design view.

### To edit the script in the Code view:

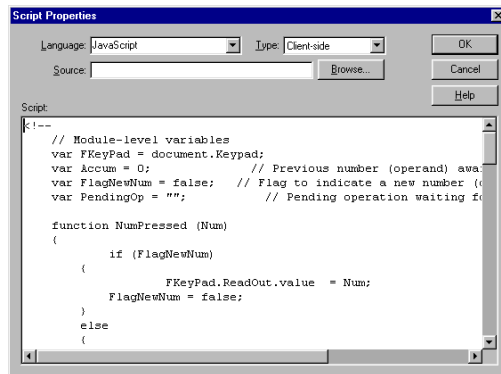
Find the script in the Code view and edit it directly. Selecting the Script marker in the design view will highlight the script in the code view.

### To edit the script in the Design view:

- 1 Select the Script marker.
- 2 In the Property inspector, click the Edit button.

If you linked to an external script file, the file automatically opens in Code view, where you can make your edits. Otherwise, the Script Properties dialog box opens and you can edit the script in the Script text box.

**Note:** If there is code between the `<script>` tags, the Script Properties dialog box will open, even if there is also a link to an external script file.



The following properties appear in the Script Properties dialog box (and the Property inspector) when a script marker is selected:

- Language specifies either JavaScript or VBScript as the language of the script.
- Type specifies the type of script, either client-side or server-side.
- Source specifies an externally linked script file. Click the folder icon to choose the file, or type the path.
- Script is where you edit/write your script.



### To check for balanced braces:

- 1 Place the insertion point in the nested code you want to check.
- 2 Choose Edit > Balance Braces.

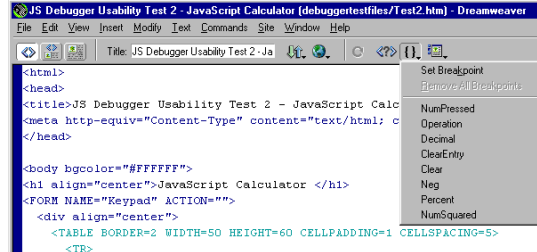
The enclosing matching tags are highlighted in your code. Choosing Edit > Balance Braces again will highlight the matching tags that enclosed the previous selection.

## Viewing script functions

You can view all of the JavaScript or VB Script functions in your code from the Code Navigation pop-up menu in the toolbar (View > Toolbar).

### To view the script functions:

Click the Code Navigation button in the toolbar.



If your code contains JavaScript or VB Script functions, they will appear in the menu. To see the functions listed in alphabetical order, hold down Control (Windows) or Option (Macintosh) while clicking the Code Navigation button.

### To go to a function in your code:

Select a function from the Code Navigation pop-up menu. The function will be highlighted in the Code view (or Code inspector).

## Opening and editing non-HTML files in Dreamweaver

When you open a non-HTML file (for example, a .js file) in Dreamweaver, Dreamweaver does not alter it. These files open in the Code view (or Code inspector), with the Design view disabled. You can edit the file and save it as an HTML file or a non-HTML file.

You can set Dreamweaver to automatically open non-HTML files with certain extensions by default. For example, you can set the default preferences so that .js files automatically open in the Code view (or Code inspector).

**To set the default preferences for non-HTML files:**

- 1 Choose Edit > Preferences, then select File Types/Editors.
- 2 In the Open in Code View field, type the file name extensions you want to open automatically in Code view. Put a space between each file type.

The default file extensions listed are .js, .txt, and .asa. You can add as many as you want.

## Editing an HTML tag in the Design view

Use the Quick Tag Editor to quickly inspect and edit the HTML source of a single tag from within the Design view, without having to switch to the Code view and back again. The easiest way to open the Quick Tag Editor is to press Control+T (Windows) or Command+T (Macintosh).

The Quick Tag Editor has three modes:

- Insert HTML, used to insert new HTML code
- Edit Tag, used to edit an existing tag
- Wrap Tag, used to wrap a new tag around the current selection

The current selection in the Design view determines the mode in which the Quick Tag Editor opens. In all three modes, the basic operation of the Quick Tag Editor is the same: you open the editor, enter or edit tags and attributes, and then close the editor.

If you use any invalid HTML in the Quick Tag Editor, Dreamweaver attempts to correct it for you by inserting closing quotation marks and closing angle brackets where needed.

To perform more extensive HTML editing, use the Code view (or Code inspector).

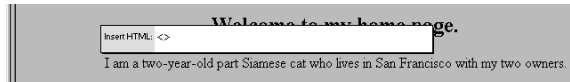
**To open the Quick Tag editor in Insert HTML mode:**

- 1 Click in the Design view to place the insertion point where you want to insert code.
- 2 Press Control+T (Windows) or Command+T (Macintosh), or click the Quick Tag Editor button in the Property inspector.

The Quick Tag Editor opens.

- 3 Enter the HTML tag, then press Enter.

The tag is inserted into your code. Press Esc to exit without making any changes.



**To open the Quick Tag editor in Edit Tag mode:**

- 1 Select the text or object that you are editing in the Design view.

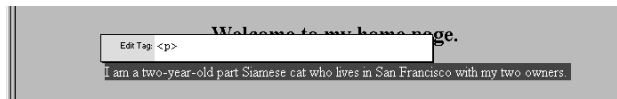
You can also select the tag you want to edit from the tag selector at the bottom of the Document window.

- 2 Press Control+T (Windows) or Command+T (Macintosh), or click the Quick Tag Editor button in the Property inspector.

The Quick Tag Editor opens.

- 3 Enter new attributes, edit existing attributes, or edit the tag's name; then press Enter.

The edited tag is inserted into your code. Press Esc to exit without making any changes.



### To open the Quick Tag Editor in Wrap Tag mode:

- 1 Select unformatted text or an object.

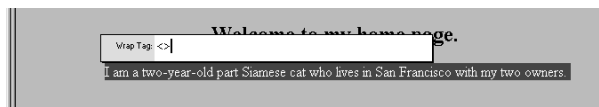
If you select text or an object that includes an opening or closing HTML tag, the Quick Tag Editor will open in Edit Tag mode.

- 2 Press Control+T (Windows) or Command+T (Macintosh), or click the Quick Tag Editor button in the Property inspector.

The Quick Tag Editor opens.

- 3 Enter a single opening tag, such as `<font="verdana">`, and press Enter.

The tag is inserted at the beginning of the current selection, and a matching closing tag is inserted at the end. Press Esc to exit without making any changes.



### To apply your changes immediately:

After editing a tag, press Tab or Shift+Tab. The change you made is applied immediately, rather than when you exit the Quick Tag Editor.

If you want to prevent this behavior, deselect the Apply Changes Immediately While Editing option in Quick Tag Editor preferences. (See “Setting Quick Tag Editor preferences” on page 342.)

**Note:** When the Apply Changes Immediately While Editing option is deselected, multiple changes that you apply at once appear as a single step in the History panel and are undone with a single Undo operation.

### To cycle through the Quick Tag Editor modes:

With the Quick Tag Editor active, press Control+T (Windows) or Command+T (Macintosh).

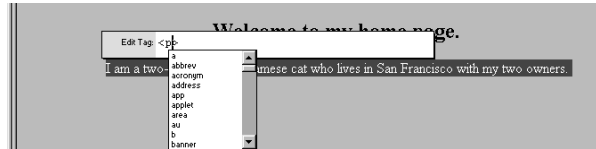
The Quick Tag Editor changes modes each time you use the keyboard shortcut, cycling among Insert HTML mode, Edit Tag mode, and Wrap Tag mode.

### To move the Quick Tag Editor on the screen:

Drag the editor’s handle (where the mode name appears).

## Using the hints menu

While in the Quick Tag Editor, you can access an attributes hint menu that lists all the valid attributes of the tag you are editing or inserting. (If Dreamweaver doesn't recognize the tag you're editing, the hints menu contains all the attributes that Dreamweaver recognizes for any tag.) The hints menu does not appear if you deselected the Enable Tag Hints option in Quick Tag Editor preferences.



### To see a list of valid attributes for a tag you're editing:

Pause for a few seconds while editing an attribute name. A hints menu appears, listing all the valid attributes for the tag you're editing. Control the hints menu in the following ways:

- As you begin to type an attribute name, the hints menu scrolls to highlight the first attribute name that starts with the letters you've typed.
- To move the highlighting up and down in the menu, use the Up and Down Arrow keys or the scroll bar.
- To choose the highlighted attribute name, press Enter (Windows) or Return (Macintosh). Alternatively, double-click an attribute name in the menu.
- To dismiss the hints menu without selecting an entry, press Esc or simply continue typing.

When you pause while entering or editing a tag name, a similar hints menu appears, listing tag names instead of attribute names.

The tags and attributes that the hints menu displays come from the TagAttributeList.txt file, located in your Dreamweaver/Configuration folder. If you're an advanced Dreamweaver user and you want to add tags to or remove tags from the hints menu, you can edit this file. (See "Opening and editing non-HTML files in Dreamweaver" on page 338.)

### To edit existing attribute values in Edit Tag mode:

Press Tab to move forward from one item to the next, until the attribute (or tag) that you want to edit is selected. Press Shift+Tab to move backward to the previous attribute name, attribute value, or tag name.

**To add a new attribute to a tag:**

- 1 Use Tab, the arrow keys, and the Spacebar to move the insertion point to where you want to add an attribute.
- 2 Type a valid attribute name for the tag.

If you pause in typing, the hints menu appears.

## Removing a tag

You can remove a tag from your document, leaving its content (if any) in place.

**To remove a tag:**

- 1 Do one of the following:
  - Select the tag in the tag selector at the bottom left of the Document window.
  - Select anything in the Document window, or click to place the insertion point in the window.
- 2 Right mouse-click (Windows) or Control-click (Macintosh) in the Design view, and choose Remove Tag from the context menu.

## Setting Quick Tag Editor preferences

Quick Tag Editor preferences let you control whether the edits you make in the Quick Tag Editor are automatically updated in the Document window. You can also adjust the controls for the hints menu. To display these preferences, choose Edit > Preferences and select Quick Tag Editor.

**Apply Changes Immediately While Editing** controls whether your Quick Tag Editor changes are automatically updated in your document as you move between attributes in Edit Tag mode. If you turn off this option, you must press Enter to apply your changes to the document. (This option is ignored in Insert HTML mode and in Wrap Tag mode; in those modes, you must always press Enter to apply your changes to the document.)

**Enable Tag Hints** controls whether the hints menu appears while you're typing in the Quick Tag Editor. You can also adjust the length of the delay before the menu displays for the current attribute or tag.

## Setting code formatting preferences

You can set the following preferences for formatting code in Dreamweaver:

- Code Colors preferences control how HTML tags (and the text between them) and scripts are color coded in the Code view or Code inspector. See “Setting Code Colors preferences” on page 343.
- Code Format preferences determine common code formatting options, such as line length and indentation. See “Setting Code Format preferences” on page 344. These preferences provide a user interface for changing the SourceFormat.txt file.
- Code Rewriting preferences determine what changes, if any, Dreamweaver makes to your code when you open an HTML or script document. See “Setting Code Rewriting preferences” on page 346.
- Fonts/Encoding preferences let you specify the font in which your code appears in the Code view (or Code inspector). See “Setting Fonts/Encoding preferences” on page 89.

Finally, the SourceFormat.txt file (in the Dreamweaver/Configuration folder) provides precise specifications for formatting code. Editing this file in a text editor gives you the greatest degree of control over exactly how Dreamweaver writes code; you can change certain tag-specific options in this file that you can't change using the Code Format preferences. However, do not edit this file unless you are an advanced Dreamweaver user or developer, because you may cause serious errors to your Dreamweaver program. See “Changing default HTML formatting” on page 530.

### Setting Code Colors preferences

Use Code Colors preferences to control the background, text, tag, and reserved keyword colors in the Code view (or Code inspector). To work with these preferences, choose Edit > Preferences and select Code Colors.

**Background** specifies the background color of the Code view (or Code inspector). This color appears only when you click or type in the Code view or inspector.

**Text** specifies the color of text that appears between tags. For example, in the code `<b>some text</b>`, the words “some text” appear in the specified text color, but the tags do not. To override the text color for a specific tag, select the Include Contents option.

**Comments** specifies the color for comment tags (`<!-- -->`) and their contents.

**Tag Default** specifies the color for all tags except comments. To override this color, set the Tag Specific option.

**Reserved Keywords** specifies the color for all reserved keywords. To override this color, set the Tag Specific option.

**Other Keywords** specifies the color for all other keywords. To override this color, set the Tag Specific option.

**Strings** specifies the color for all strings in your code. To override this color, set the Tag Specific option.

**Tag Specific** allows you to override the other color settings by specifying colors for specific tags.

**To set a color for a specific tag:**

1 Select a tag in the Tag Specific box.

Shift-click to select adjacent tags. To select nonadjacent tags, Control-click (Windows) or Command-click (Macintosh).

2 Click the radio button next to the color swatch at the bottom of the panel, and use one of these methods to choose a new color value:

- Click the color swatch and select a new color from the palette of browser-safe colors or the system color picker.
- In the text field next to the swatch, enter a hexadecimal value.

3 To color the text between the opening and closing tags, select Apply Color to Tag Contents.

## Setting Code Format preferences

Use the following Code Format preferences to control code formatting such as indentation, line length, and the case of tag and attribute names. (For information on additional code formatting controls, see “Changing default HTML formatting” on page 530.)

Note that all the preferences except Override Case Of affect only new documents and new additions to existing documents. That is, when you open a previously created HTML document, these formatting options are not applied to it; to reformat existing HTML documents, use the Apply Source Formatting command. (See “Formatting the HTML source code in existing documents” on page 348.)

**Indent** turns on indentation of all tags marked `indent` in the SourceFormat.txt file. See “Changing default HTML formatting” on page 530.

**Use** specifies whether to indent using spaces or tabs.

**Table Rows and Columns** automatically indents `tr` and `td` tags to make table code easier to read. The Indent option must be selected for this option to work.

**Frames and Framesets** automatically indents `frame` and nested `frameset` tags to make frameset files easier to read. The Indent option must be selected for this option to work.



**Indent Size** determines the size of indents. The size is measured in spaces if Use is set to spaces, or in tabs if Use is set to tabs.

**Tab Size** determines the size of tabs (measured in character spaces).

**Automatic Wrapping** adds “hard” returns once a line reaches the specified column width. (Note that Dreamweaver inserts hard returns only in places where they don’t change the appearance of the document in browsers, so some lines may remain longer than the Automatic Wrapping option specifies.) By contrast, the Wrap option in the Code view (or Code inspector) adds a “soft” return for lines that extend beyond the width of the window.

**Line Breaks** specifies the type of remote server (Windows, Macintosh, or UNIX) that hosts your remote site. Choosing the correct type of line break characters ensures that your HTML source code appears correctly when viewed on the remote server. (Note that for FTP, this setting applies only to binary transfer mode; Dreamweaver ASCII transfer mode ignores this setting. If you download files using ASCII mode, Dreamweaver sets line breaks based on the operating system of your computer; if you upload files using ASCII mode, the line breaks are all set to CR LF.) This setting is also useful when you are working with an external text editor that recognizes only certain kinds of line breaks. For example, use CR LF (Windows) if Notepad is your external editor, and CR (Macintosh) if SimpleText is your external editor.

**Case for Tags and Case for Attributes** control the capitalization of tag and attribute names. These options are applied to tags and attributes that you insert or edit in the Document window, but they are not applied to the tags and attributes that you enter directly in the Code view (or Code inspector), or to the tags and attributes in a document when you open it (unless you also select one or both of the Override Case Of options).

**Override Case Of: Tags and Attributes** specify whether to enforce your specified case options at all times, including when you open an existing HTML document. When you select one of these options, all tags or attributes in open documents are immediately converted to the specified case, as are all tags or attributes in each document you open from then on (until you deselect this option again). Tags or attributes you type in the Code view (or Code inspector) and the Quick Tag Editor are also converted to the specified case, as are tags or attributes you insert using the Objects panel. For example, if you want tag names always to be converted to lowercase, specify lowercase in Case for Tags, and then select the Override Case Of: Tags option. Then when you open a document that contains uppercase tag names, Dreamweaver converts them all to lowercase.

**Centering** specifies whether elements should be centered using `div align="center"` or `center`. Both are part of the HTML 4.0 Transitional specification, but `center` is supported by a wider range of browsers.

## Setting Code Rewriting preferences

Code Rewriting preferences determine what Dreamweaver does while opening HTML or script documents. (These preferences have no effect when you edit HTML or scripts in the Code view or Code inspector.) If you turn off these rewriting options, Dreamweaver displays invalid markup items in the Document window for HTML that it would have rewritten. If you are importing an HTML document from Microsoft Word, you can use the Clean Up Word HTML command to remove any unnecessary HTML code. For more information, see “Cleaning up Microsoft Word HTML” on page 348.

**Fix Invalidly Nested and Unclosed Tags** rewrites overlapping tags. For example, `<b><i>text</b></i>` is rewritten as `<b><i>text</i></b>`. This option also inserts closing quotation marks and closing brackets if they are missing.

**Remove Extra Closing Tags** deletes closing tags that have no corresponding opening tag.

**Warn When Fixing or Removing Tags** displays a summary of technically invalid HTML that Dreamweaver attempted to correct. The summary notes the location of the problem (using line and column numbers) so that you can find the correction and ensure it is rendering as intended.

**Never Rewrite HTML: In Files with Extensions** allows you to prevent Dreamweaver from rewriting HTML in files with the specified file name extensions. This option is particularly useful for files that contain third-party tags (such as ASP tags). For more information, see “Avoiding rewriting third-party tags” on page 544.

**The two Special Characters options** allow you control over whether Dreamweaver encodes certain characters in certain contexts. In general, it’s best to leave these options selected unless your files contain certain third-party tags that use the characters in question. For more information on these options, see “Avoiding rewriting third-party tags” on page 544.

## Cleaning up HTML source code

Use the Clean Up HTML command to remove empty tags, combine nested font tags, and otherwise improve messy or unreadable HTML code.

To clean up HTML source code:

- 1 Open an existing document and choose Commands > Clean Up HTML.
- 2 In the dialog box that appears, select from the following options:
  - Remove Empty Tags removes any tags that have no content between them. For example, `<b></b>` and `<font color="FF0000"></font>` are considered empty tags, but the `<b>` tag in `<b>some text</b>` is not.
  - Remove Redundant Nested Tags removes all redundant instances of a tag. For example, in the code `<b>This is what I <b>really</b> wanted to say </b>`, the `b` tags surrounding the word “really” are redundant and would be removed.
  - Remove Non-Dreamweaver HTML Comments removes all comments that were not inserted by Dreamweaver. For example, `<!--begin body text-->` would be removed, but `<!-- #BeginEditable "doctitle" -->` would not (because it is a Dreamweaver comment that marks the beginning of an editable region in a template).
  - Remove Dreamweaver HTML Comments removes all comments that were inserted by Dreamweaver. For example, `<!-- #BeginEditable "doctitle" -->` would be removed, but `<!--begin body text-->` would not (because it is not a Dreamweaver comment). Removing Dreamweaver comments turns template-based documents into ordinary HTML documents and library items into normal HTML code (that is, they cannot be updated whenever the original template or library item changes).
  - Remove Specific Tag(s) removes the tags specified in the adjacent text field. Use this option to remove custom tags inserted by other visual editors and other tags that you do not want to appear on your site (for example, `blink`). Separate multiple tags with commas (for example, `font, blink`).
  - Combine Nested `<font>` Tags When Possible consolidates two or more `font` tags when they control the same range of text. For example, `<font size="7"><font color="#FF0000">big red</font></font>` would be changed to `<font font="7" font="#FF0000">big red</font>`.
  - Show Log on Completion displays an alert box with details about the changes made to the document as soon as the cleanup is finished.
- 3 Click OK.

Depending on the size of your document and the number of options selected, it may take several seconds to complete the cleanup.

## Formatting the HTML source code in existing documents

The HTML source formatting options that you specify in HTML Format preferences and the SourceFormat.txt file apply only to any subsequent new documents that you create with Dreamweaver. To apply these formatting options to existing HTML documents, use the Apply Source Formatting command.

**To apply HTML source formatting options to an existing document:**

- 1 Choose File > Open to open an existing HTML file in the Document window.
- 2 Choose Commands > Apply Source Formatting.

## Cleaning up Microsoft Word HTML

In Dreamweaver, you can open or import documents saved by Microsoft Word as HTML files, then use the Clean Up Word HTML command to remove the extraneous HTML code generated by Word. The code that Dreamweaver removes is primarily used by Word to format and display documents in Word and is not needed to display the HTML file. Retain a copy of your original Word (.doc) file as a backup, because you may not be able to reopen the HTML document in Word once you've applied the Clean Up Word HTML feature. The Clean Up Word HTML command is available for documents saved as HTML files by Word 97 or later.

**To clean up Word HTML:**

- 1 In Microsoft Word, save your document as an HTML file.
- 2 Open the HTML document in Dreamweaver using either of the following methods:
  - Choose File > Import > Import Word HTML and select a file to open.  
Dreamweaver opens the file and then automatically opens the Clean Up Word HTML dialog box.
  - Choose File > Open and select a file to open.  
An HTML Corrections log file is automatically generated if Warn when Fixing or Removing Tags is selected in HTML Rewriting preferences. This is not part of the Clean Up Word HTML feature. Click Continue to exit the dialog box. Then, in Dreamweaver, choose Commands > Clean Up Word HTML.
- 3 With either of these methods, there may be a slight delay while Dreamweaver attempts to determine which version of Word was used to save the file. If Dreamweaver is unable to determine this, select the correct version using the pop-up menu.

- 4** Choose which options the Clean Up Word HTML feature should use. The Basic tab displays the following options:
- Remove all Word Specific Markup removes all Word-specific HTML, including XML from `html` tags, Word custom meta data and link tags in the head of the document, Word XML markup, conditional tags and their contents, and empty paragraphs and margins from styles. You can select each of these options individually using the Detailed tab.
  - Clean up CSS removes all Word-specific CSS, including inline CSS styles when possible (where the parent style has the same style properties), style attributes beginning with “mso,” non-CSS style declarations, CSS style attributes from tables, and all unused style definitions from the head. You can further customize this option using the Detailed tab.
  - Clean up `<font>` Tags removes HTML tags, converting the default body text to size 2 HTML text.
  - Fix Invalidly Nested Tags removes the font markup tags inserted by Word outside the paragraph and heading (block-level) tags.
  - Set Background Color allows you to enter a hexadecimal value to set the background color of your document. If you do not set a background color, your Word HTML document will have a gray background. The default hexadecimal value set by Dreamweaver is white.
  - Apply Source Formatting applies the source formatting options you specify in HTML Format preferences and SourceFormat.txt to the document.
  - Show Log on Completion displays an alert box with details about the changes made to the document as soon as the cleanup is finished.
- 5** Click OK.

Depending on the size of your document and the number of options selected, it may take several seconds to complete the cleanup. The preferences you entered are automatically saved as the default Clean Up Word HTML settings.

## Using external HTML editors

You may want to use a text editor to hand-code large amounts of HTML, JavaScript, or VBScript. You can use any external text editor with Dreamweaver, including Notepad (bundled with Windows 95 and NT) or SimpleText (bundled with the Macintosh), BBEdit, HomeSite, vi, emacs, and TextPad. See “Using an external text editor with Dreamweaver” on page 350 and “Using BBEdit with Dreamweaver (Macintosh only)” on page 351.

### Using an external text editor with Dreamweaver

You can launch your primary external text editor from Dreamweaver to edit the source HTML for the current document and then switch back to Dreamweaver to continue editing graphically. Dreamweaver detects any changes that have been saved to the document externally and prompts you to reload the document upon returning.

If you use BBEdit on the Macintosh, follow the steps in “Using BBEdit with Dreamweaver (Macintosh only)” on page 351 instead of the following steps.

To set up external editors for file types other than text and HTML, see “Launching an external editor” on page 298.

#### To choose an external HTML editor:

- 1 Choose Edit > Preferences, and select File Types/Editors.
- 2 (Macintosh only) To use an HTML editor other than BBEdit, deselect the Enable BBEdit Integration option. To use BBEdit, leave Enable BBEdit Integration selected and skip the rest of these steps.
- 3 Click the Browse button next to the External Code Editor box to choose a text editor.
- 4 In the Reload Modified Files option, specify what you want Dreamweaver to do when it detects that changes have been made externally to a document that is open in Dreamweaver.
- 5 In the Save on Launch option, specify whether Dreamweaver should always save the current document before launching the editor, never save the document, or prompt you to ask whether to save or not each time you launch the external editor.

#### To launch the external HTML editor:

Choose Edit > Edit with (editor name).

## Using BBEdit with Dreamweaver (Macintosh only)

When BBEdit integration is turned on, once you have a document open in both BBEdit and Dreamweaver, switching from one application to the other automatically updates the document with the latest changes. In addition, both programs track the current selection; for example, you can make a selection in Dreamweaver and then switch to BBEdit, where the same element will be selected.

You can disable BBEdit integration if you prefer working with an older version of BBEdit or a different HTML text editor. Selections are not tracked if BBEdit integration is turned off.

### To use BBEdit with Dreamweaver:

- 1 Choose Edit > Edit with BBEdit.
- 2 Edit the document in BBEdit.
- 3 Click the Dreamweaver button on the HTML Tools palette in BBEdit to return to Dreamweaver.

### To disable BBEdit integration:

- 1 Choose Edit > Preferences, and select File Types/Editors.
- 2 Deselect Enable BBEdit Integration and click OK.

## Editing ColdFusion and Active Server files in Dreamweaver

Dreamweaver displays icons to identify blocks of ColdFusion Markup Language (CFML) or Active Server Pages (ASP) code in the Design view whenever possible.

**Note:** By default, Dreamweaver never rewrites HTML found in ColdFusion and ASP files.

### To edit a block of ASP code from the Design view:

- 1 Click the yellow ASP marker to select it.
- 2 In the Property inspector, click the Edit button.
- 3 Edit the ASP code in the dialog box that appears, and then click OK.

### To edit a block of CFML code from the Design view:

- 1 Click the CFML marker to select it.
- 2 In the Property inspector, do one of the following:
  - Click the Attributes button to edit the tag's attributes and their values or to add new ones.
  - Click the Content button to edit the content that appears between the opening and closing CFML tags. If the selected tag is an empty tag (that is, if it has no closing tag), the Content button is disabled.

If you don't see markers or highlighted text where you know ASP or CFML code exists, first make sure that View > Visual Aids > Invisible Elements is enabled. If that option is selected and the icons are still not visible, Dreamweaver can't display the code as CFML or ASP. This can happen, for example, when conditionals are inserted into HTML tags, as in the following ASP code:

```
<input type="checkbox" name="month" value="October"
<% if month="October" then %>checked<% end if %>
>
```

### To edit CFML or ASP code in the code editors, do one of the following:

Find the code in the Code view or Code inspector and edit it directly.

### To find the CFML or ASP code:

Position the insertion point near the location of the CFML or ASP code in the Design view. The CFML or ASP code will be highlighted in the Code view or Code inspector and you can edit it directly.

For information about processing CFML or ASP code and viewing the results in the Document window, see “Customizing the interpretation of third-party tags” on page 537.



## CHAPTER 15

### Linking and Navigation

---

Once you've set up a local site in which to store your Web site documents and have created HTML pages, you'll want to create connections from your documents to other documents or file types. (For information on setting up a local site, see "Using Dreamweaver to set up a new site" on page 102.)

Macromedia Dreamweaver provides several ways to create hypertext links to documents, images, multimedia files, or downloadable software. You can establish links to any text or image anywhere within a document, including text or images located in a heading, list, table, layer, or frame. For details on creating links, see "Creating links" on page 358.

For a visual representation of how your files are linked together, use the site map. In the site map you can add new documents to your site, create and remove document links, and check links to dependent files. See "Using the site map" on page 117.

There are several different ways of creating and managing links. Some Web designers prefer creating links to nonexistent pages or files as they work, while others prefer creating all the files and pages first, then adding the links. Another way to manage links is to create "placeholder" pages which stand in for the final file and let you add links quickly and check them before you have actually completed all the pages. See "Checking links in a page or site" on page 506.

## About document locations and paths

Understanding the file path between the document you're linking from and the document you're linking to is essential to creating links.

Each Web page has a unique address, called a Uniform Resource Locator (URL). (For detailed information on URLs, see the World Wide Web Consortium page on naming and addressing.) However, when you create a local link (a link from one document to another on the same site), you generally don't specify the entire URL of the document you're linking to; instead, you specify a relative path from the current document or from the site's root folder. The following are the three types of link paths:

- Absolute paths (such as `http://www.macromedia.com/support/dreamweaver/contents.html`).
- Document-relative paths (such as `dreamweaver/contents.html`).
- Root-relative paths (such as `/support/dreamweaver/contents.html`).

Using Dreamweaver, you can easily select the type of document path to create for your links. See "Linking documents using the Property inspector and the Point-to-File icon" on page 359.

**Note:** It is best to use the type of linking you prefer and are most comfortable with, either site or document relative. Browsing to links, as opposed to typing in the paths, ensures that you always enter the right path.

### Absolute paths

Absolute paths provide the complete URL of the linked document, including the protocol to use (usually `http://` for Web pages). For example, `http://www.macromedia.com/support/dreamweaver/contents.html` is an absolute path. You must use an absolute path to link to a document on another server. You can also use absolute-path links for local links (to documents in the same site), but that approach is discouraged; if you move the site to another domain, all of your local absolute-path links will break. Also, using relative paths for local links provides greater flexibility if you need to move files within your site.

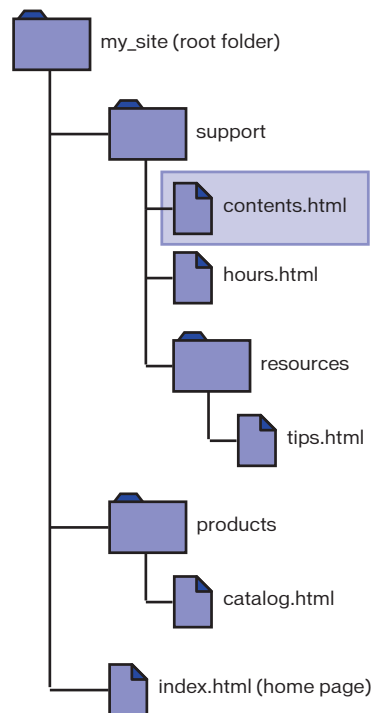
**Note:** When inserting images (not links): if you use an absolute path to an image that resides on a remote server and is not available on the local hard drive, you will not be able to view the image in your document window. Instead, you must preview the document in a browser to see it. If possible, use document or root-relative paths for images. For more information, see "Inserting an image" on page 268.

## Document-relative paths

Document-relative paths are the most appropriate paths to use for local links in most Web sites. They're particularly useful when the current document and the linked document are in the same folder and are likely to remain together. You can also use a document-relative path to link to a document in another folder, by specifying the path through the folder hierarchy from the current document to the linked document. The basic concept behind document-relative paths is to omit the part of the absolute URL that is the same for both the current document and the linked document, providing only the portion of the path that differs.

- To link to another file in the same folder as the current document, simply enter the file name.
- To link to a file in a subfolder of the current document's folder, provide the name of the subfolder, then a forward slash (/), and then the file name.
- To link to a file in the parent folder of the current document's folder, precede the file name with ../ (where "." means "up one level in the folder hierarchy").

For example, suppose you have a site with this structure:



**To link from contents.html to other files:**

- To link from contents.html to hours.html (both files are in the same folder), the file name is the relative path: hours.html.
- To link to tips.html (in the subfolder named resources), use the relative path resources/tips.html.

Each forward slash (/) represents moving down one level in the folder hierarchy.

- To link to index.html (in the parent folder, one level above contents.html), use the relative path ../index.html.

Each ../ represents moving up one level the folder hierarchy.

- To link to catalog.html (in a different subfolder of the parent folder), use the relative path ../products/catalog.html.

The ../ moves up to the parent folder; the products/ moves down into the products subfolder.

**Note:** Always save a new file before creating a document-relative path; a document-relative path is not valid without a definite starting point. If you create a document-relative path before saving the file, Dreamweaver temporarily uses an absolute path beginning with file:// until the file is saved; when you save the file, Dreamweaver converts the file:// path into a relative path.

When you move a group of files as a group—for example, when you move an entire folder, so that all the files inside that folder retain the same relative paths to each other—you don't need to update document-relative links between those files. When you move an individual file that contains document-relative links, however, or an individual file that's linked to by a document-relative link, you do need to update those links. (If you move or rename files using the Site window, Dreamweaver updates all relevant links automatically.)

## Root-relative paths

Root-relative paths provide the path from the site's root folder to a document. You might want to use these types of paths if you are working on a large Web site that uses several servers, or one server that hosts several different sites. However, if you are not familiar with this type of path, you may want to stick to document-relative paths.

A root-relative path begins with a leading forward slash, which stands for the site root folder. For example, /support/tips.html is a root-relative path to a file (tips.html) in the support subfolder of the site's root folder.

A root-relative path often provides the best way to specify links in a Web site in which you need to frequently move HTML files from one folder to another. When you move a document that contains root-relative links, you don't need to change the links; for example, if your HTML files use root-relative links for dependent files (such as images), then if you move an HTML file, its dependent-file links are still valid. However, when you move or rename the documents linked to with root-relative links, you do need to update those links, even if the documents' paths relative to each other haven't changed. For example, if you move a folder, all root-relative links to files within that folder must be updated. (If you move or rename files using the Site window, Dreamweaver updates all relevant links automatically.)

- To use root-relative paths, first define a local site in Dreamweaver by choosing a local root folder to serve as the equivalent of the document root on a server. (See "Using Dreamweaver to set up a new site" on page 102.)

Dreamweaver uses this folder to determine the root-relative paths to files.

**Note:** Root-relative links are interpreted by servers, not by browsers, so if you open a local page that uses root-relative links in your browser (without using Preview in Browser from within Dreamweaver), the links don't work. When you use the Preview in Browser command to preview a document that uses root-relative links, Dreamweaver temporarily converts those links (in the previewed file only) to use absolute file:// paths. However, you can preview only one page at a time that uses root-relative links—if you follow a link from the previewed page, the next page's root-relative links are not converted, and the browser can't follow such links. Previewing pages in framesets that use root-relative links results in similar problems.

**To preview a set of pages that use root-relative links, do one of the following:**

- Put the files on a remote server and view them from there.
- (Windows only) Choose Edit > Preferences, and in Preview in Browser preferences, select Preview Using Local Server. To use this option, you must be running a Web server on your local computer.

## Creating links

The HTML tag for creating a hypertext link is called an anchor tag or an `a` tag. Dreamweaver creates an anchor tag for objects, text, or images you create links from. You can create links to other documents and files, and links to specific places in a single document using the `a href` tag.

For example, if you selected the text `Home Page` in the Document window, then created a link to a file named `home.htm`, the HTML source code for the link would look like this:

```
<a href="home.htm">Home Page</a>
```

If you are creating a link to a specific place in a document, you first create a named anchor, for example, `a name="MainMenu"`. Then you create a link within the page that refers back to that named anchor, for example, `a href="#MainMenu"`.

Before creating links, be sure you understand how document-relative paths, root-relative paths, and absolute paths work. See “About document locations and paths” on page 354.

You can create several types of links in a document:

- A link to another document or to a file, such as a graphic, movie, PDF, or sound file.
- A named anchor link, which jumps to a specific location within a document.
- An e-mail link, which creates a new blank e-mail message with the recipient’s address already filled in.
- Null and script links, which enable you to attach behaviors to an object or to create a link that executes JavaScript code.

Using Dreamweaver, there are several ways to easily create local links (between documents in the same site):

- Use the site map to view, create, change, or delete links.
- In the Document window, use `Modify > Make Link` to select a file to link to.
- Use the Property inspector to link to a file, by using the folder icon to browse to and select a file, using the Point-to-File icon to select a file, or typing the path of the file.

**Note:** Typing URLs or paths to a file can lead to incorrect paths and links that don’t work. To ensure that the path is correct, use the folder icon to browse to your link.

- Choose `Make Link` from the context menu, then select a file to link to.

To create an external link (to a document on another site), you must type the absolute path (with proper protocol) in the Property inspector. Be sure you enter the entire path (including `http://`) when creating external links.

## Linking documents using the Property inspector and the Point-to-File icon

Use the Property inspector and the Point-to-File icon to create links from an image, an object, or text to another document or file.

For more information, see “Creating and modifying links in the site map” on page 367.

**To create links between documents using folder icon or link text box:**

- 1 Select text or an image in the Document window’s Design view.
- 2 Open the Property inspector (Window > Properties) and do one of the following:



- Click the folder icon to the right of the Link field to browse to and select a file.

The path to the linked document appears in the URL field. Use the Relative To pop-up menu in the Select HTML File dialog box to indicate whether to make the path document-relative or root-relative, then click Select.

**Note:** When you change the path type in the Relative To field, Dreamweaver uses your choice as the default path type for any future links until you change the path type again.

- In the Link field, type the path and file name of the document.

To link to a document in your site, enter a document-relative or root-relative path. To link to a document outside your site, enter an absolute path including the protocol (such as `http://`). You can use this approach to enter a link for a file that hasn’t been created yet.

- 3 Select a location in which to open the document.

To make the linked document appear somewhere other than in the current window or frame, select an option from the Target pop-up menu on the Property inspector.

**Tip:** If all the links on your page will be set to the same target, you can specify this target once by choosing Insert > Head Tag > Base and selecting the target information.

For information about targeting frames, see “Controlling frame content with links” on page 218.

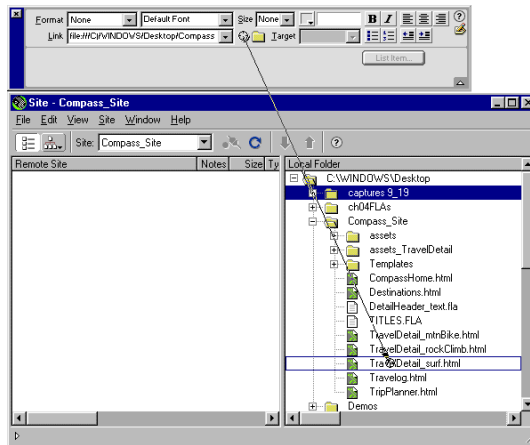
**To link to a document using the Point-to-File icon:**

- 1 Select text or an image in the Document window's Design view.
- 2 Drag the Point-to-File icon at the right of the Link field in the Property inspector and point to another open document, a visible anchor in an open document, or a document in the Site window.

The Link field updates to show the link.

**Note:** The open document or site-window file you point to will move to the foreground of your screen while you are making your selection.

- 3 Release the mouse button.



*Dragging the Point-to-File icon from the Property inspector to a file in the Site window*

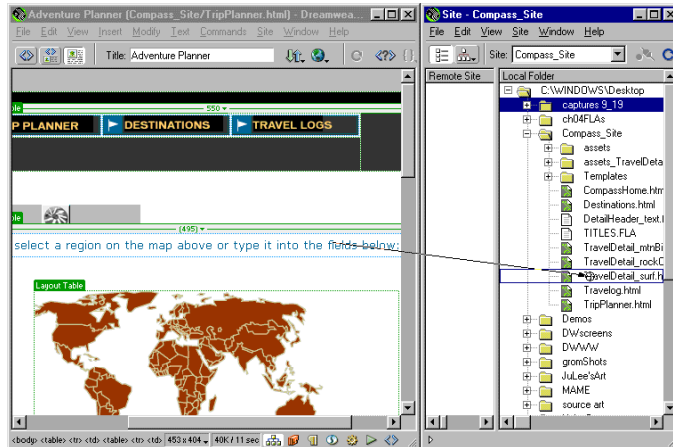


To create a link from a selection in an open document:

- 1 Select text in the Document window's Design view.
- 2 Shift-drag from the selection.

The Point-to-File icon appears as you drag.

- 3 Point to another open document, a visible anchor in an open document, or a document in the Site window.
- 4 Release the mouse button.



*Shift-dragging the Point-to-File icon from text in the Document window to a file in the Site window*

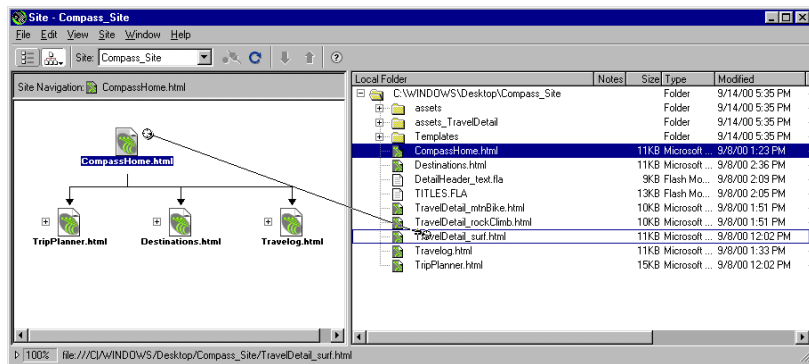
### To create a link using the site map and the Point-to-File icon:

- 1 In the Site window, display both the Site Files and the Site Map views by holding down the Site Map icon and choosing Map and Files.
- 2 Select an HTML file in the site map.

The Point-to-File icon appears next to the file.

- 3 Drag the Point-to-File icon and point to another file in the site map or to a local file in the Site Files view.
- 4 Release the mouse button.

A hypertext link with the name of the linked file is placed at the bottom of the selected HTML file. This method works well when you are building your site and you want to create links across the site quickly.



For information about displaying a site map, see “Using the site map” on page 117.

### Linking to a specific place within a document

You can use the Property inspector to link to a particular section of a document by first creating named anchors. Named anchors let you set markers in a document and are often placed at a specific topic or at the top of a document. You can then create links to these named anchors, which quickly take your visitor to the specified position.

Creating a link to a named anchor is a two-step process. First, create a named anchor, then create a link to the named anchor.

#### To create a named anchor:

- 1 In the Document window's Design view, place the insertion point where you want the named anchor.
- 2 Do one of the following:
  - Choose Insert > Invisible Tags > Named Anchor.
  - Press Control+Alt+A (Windows) or Command+Option+A (Macintosh).
  - In the Invisibles category of the Objects panel, click the Named Anchor button.
- 3 In the Anchor Name field of the Insert Named Anchor dialog box, type a name for the anchor.

If an anchor marker doesn't appear at the insertion point location, choose View > Visual Aids > Invisible Elements.

**Note:** Anchor names cannot contain spaces and should not be placed inside a layer.

#### To link to a named anchor:

- 1 In the Document window's Design view, select text or an image to create a link from.
- 2 In the Link field of the Property inspector, type a number sign (#) and the name of the anchor. For example:
  - To link to an anchor named "top" in the current document, type **#top**.
  - To link to an anchor named "top" in a different document in the same folder, type **filename.html#top**.

**Note:** Anchor names are case sensitive.

#### To link to a named anchor using the point-to-file method:

- 1 Open the document containing the named anchor you want.
- 2 Choose View > Visual Aids > Invisible Elements to make the anchor visible.
- 3 In the Document window's Design view, select text or an image you want to link from. (If this is another open document, you must switch to it.)
- 4 Do one of the following:
  - Click the Point-to-File icon to the right of the Link field in the Property inspector and drag it to the anchor you want to link to: either an anchor within the same document or an anchor in another open document.
  - Shift-drag in the Document window from the selected text or image to the anchor you want to link to: either an anchor within the same document or an anchor in another open document.

## Creating an e-mail link

An e-mail link opens a new blank message window (using the mail program associated with the user's browser) when clicked. In the e-mail message window, the To field is automatically updated with the address specified in the e-mail link.

### To create an e-mail link using the Insert E-Mail Link command:

- 1 In the Document window's Design view, position the insertion point where you want the e-mail link to appear, or select the text or image you want to appear as the e-mail link. Then do one of the following:
  - Choose Insert > E-Mail Link.
  - In the Common category of the Objects panel, select Insert E-Mail Link.
- 2 In the Text field of the Insert E-Mail Link dialog box, type or edit the text to appear in the document as an e-mail link.
- 3 In the E-Mail field, type the e-mail address that the mail should be addressed to.
- 4 Click OK.

### To create an e-mail link using the Property inspector:

- 1 Select text or an image in the Document window's Design view.
- 2 In the Link field of the Property inspector, type **mailto:** followed by an e-mail address.

Do not type any spaces between the colon and the e-mail address. For example, type **mailto;jdoe@macromedia2.com**.

## Creating null and script links

The most familiar kinds of links are those to documents and named anchors (described in “Linking documents using the Property inspector and the Point-to-File icon” on page 359 and “Linking to a specific place within a document” on page 362, respectively), but there are other types of links as well.

**A null link** is an undesignated link. Use null links to attach behaviors to objects or text on a page. Once you have created a null link, you can attach a behavior to it to swap an image or to display a layer when the pointer is moved over the link. For information about attaching behaviors to objects, see “Attaching a behavior” on page 439.

**Script links** execute JavaScript code or call a JavaScript function and are useful for giving visitors additional information about an item without leaving the current Web page. Script links can also be used to perform calculations, form validations, and other processing tasks when a visitor clicks a specific item.

### To create a null link:

- 1 Select text, an image, or an object in the Document window’s Design view.
- 2 In the Property inspector, type a number sign (#) in the Link field.

### To create a script link:

- 1 Select text, an image, or an object in the Document window’s Design view.
- 2 In the Link field of the Property inspector, type **javascript:** followed by some JavaScript code or a function call.

For example, typing **javascript:alert('This link leads to the index')** in the Link field produces a link that, when clicked, displays a JavaScript alert box with the message *This link leads to the index*.

**Note:** Because the JavaScript code appears in the HTML between double quotation marks (as the value of the `href` attribute), you must use single quotation marks in the script code or “escape” any double quotation marks by preceding them with a backslash (for example, `\\"This link leads to the index\\"`).

## Managing links

Dreamweaver can update links to and from a document whenever you move or rename the document within a local site. This feature works best when you store your entire site (or an entire self-contained section of it) on your local disk. No changes are made to files on the remote site until you put or check in the local files to the remote server.

### To turn on link management in Dreamweaver:

- 1 Choose Edit > Preferences, then select the General category.
- 2 Select Always or Prompt from the Update Links when Moving Files pop-up menu and click OK.

If you choose Always, Dreamweaver automatically updates all links to and from a selected document whenever you move or rename it. (For specific instructions on what to do when you delete a file, see “Changing a link sitewide” on page 368.) If you choose Prompt, Dreamweaver first displays a dialog box that lists all the files affected by the change. Click Update to update the links in these files, or click Don’t Update to leave the files unchanged.

To make the updating process faster, Dreamweaver can create a cache file in which to store information about all the links at your local site. This cache file is created when you select the Cache option in the Site Definition dialog box, and the cache file is updated invisibly as you use Dreamweaver to add, change, or delete links to files on your local site.

### To create a cache file for your site:

- 1 Choose Site > Define Sites.
- 2 Select the site in the Define Sites dialog box, then click Edit. In the Local Info category, select the Enable Cache checkbox.

The first time you change or delete links to files in your local site after launching Dreamweaver, Dreamweaver prompts you to load the cache. If you click Yes, the cache loads and all links to the file you just changed are automatically updated. If you click No, the change is noted in the cache, but the cache does not load and links are not updated.

It may take a few minutes for the cache to load on larger sites; most of this time is spent comparing the time stamps of the files on the local site with the time stamps recorded in the cache to see if the cache is out of date. If you have not changed any files outside Dreamweaver, you can safely click the Stop button when it appears.

### To re-create the cache for your site:

In the Site window, choose Recreate Site Cache.

## Creating and modifying links in the site map

You can modify the structure of the site in the site map by adding, changing, and removing links. The site map is updated automatically to display the changes to the site.

### To add a link, do one of the following:

- Drag a page from the Windows Explorer or the Macintosh Finder onto a page in the site map.
- Select an HTML page and choose Site > Link to Existing File (Windows) or Site > Site Map View > Link to Existing File (Macintosh), or choose Link to Existing File from the context menu.
- Select an HTML page in the site map. The Point-to-File icon appears. Drag the icon to the object you want to link to: either a file in the Site Files view, an open Dreamweaver document, or a named anchor in a document open on the desktop. See “Linking documents using the Property inspector and the Point-to-File icon” on page 359.

### To change a link:

- 1 In the site map, select the page whose link you’re changing, and choose Site > Change Link (Windows) or Site > Site Map View > Change Link (Macintosh).
- 2 Browse to the file or type a URL.

### To remove a link, do one of the following:

- Select the page in the site map and choose Site > Remove Link (Windows) or Site > Site Map View > Remove Link (Macintosh).
- Select the page in the site map and choose Remove Link from the context menu. Removing a link does not delete the file, but removes the link from the HTML source on the page that is pointing to the link.

### To open the source of a link:

- 1 Select a file in the site map.
- 2 Choose Site > Open Source of Link (Windows) or Site > Site Map View > Open Source of Link (Macintosh).

The Property inspector and the source file containing the link are opened. The link is highlighted.

## Changing a link sitewide

In addition to having Dreamweaver update links automatically whenever you move or rename a file, you can manually change all links (including e-mail, FTP, null, and script links) to point somewhere else. You can use this option at any time (for example, you might have the words “this month’s movies” linked to /movies/july.html throughout your site, and on August 1 you must change those links to point to /movies/august.html), but it’s particularly useful when you want to delete a file that other files link to.

### To change a link sitewide:

- 1 Select a file in the Local Folder pane of the Site window.
- 2 Choose Site > Change Link Sitewide.
- 3 In the dialog box that appears, click the folder icon to browse to and select a file. You can also type the path and file name in the Into Links To field.
- 4 Click OK.

Dreamweaver updates any documents that link to the selected file, making them point to the new file, using the path format already used in the document (for example, if the old path was document relative, the new path is also document relative). The type of link, whether document or root-relative, doesn’t matter. The link is updated automatically.

After a link is changed sitewide, the selected file becomes an orphan (that is, no files on your local disk point to it). You can safely delete it without breaking any links in your local site.

**Note:** Because these changes are occurring locally, you must manually delete the corresponding orphan file on the remote site and put or check in any files in which links were changed; otherwise, visitors to your site won’t be able to see the changes.

### To change e-mail, FTP, null, or script links sitewide:

- 1 Choose Site > Change Link Sitewide.
- 2 In the Change Link Sitewide dialog box, enter the following information:
  - In the Change All Links To field, type the full text of the link you are changing.
  - In the Into Links To field, type the full text of the replacement link.
- 3 Click OK.

For example, to update all the e-mail links that point to your old address, you might type `mailto:juser@isp.com` in the Change All Links To field, and type `mailto:juser-interface@isp.com` in the Into Links To field.



## Creating jump menus

A jump menu is a pop-up menu in a document, visible to your site visitors, listing options that link to documents or files. You can create links to documents in your Web site, links to documents on other Web sites, e-mail links, links to graphics, or links to any file type that can be opened in a browser.

There are three basic components a jump menu can contain:

- A menu selection prompt, such as a category description for the menu items, or instructions, such as “Choose one:”. (Optional)
- A list of linked menu items: a user chooses an option and a linked document or file opens. (Required)
- A Go button. (Optional)

### Inserting a jump menu

To insert a jump menu in your document, use the Jump Menu form object.

**To create a jump menu:**

- 1 Choose Insert > Form Object > Jump Menu.

The Insert Jump Menu dialog box appears.

- 2 If you want to create a selection prompt, type the prompt text in the Text field of the dialog box. Under Options, select the Select First Item After URL Change checkbox, then click the Plus (+) button to add a menu item.
- 3 In the Text field of the Insert Jump Menu dialog box, type the text you want to appear in the menu list.
- 4 In the When Selected, Go To URL field, select the file to open by doing either of the following:
  - Click Browse, then select the file to open.
  - Type the path of the file to open.
- 5 In the Open URLs In pop-up menu, select a location in which the file will open:
  - Select Main Window to open the file in the same window.
  - Select a frame in which the file will open.

**Note:** If the frame you want to target doesn't appear on the Open URLs In pop-up menu, close the Insert Jump Menu dialog box and name the frame. For information about naming a frame, see “Setting frame properties” on page 212.
- 6 To add a Go button instead of a menu selection prompt: Under Options, select the Insert Go Button After Menu option.

- 7 To add additional menu items, click the Plus (+) button and repeat steps 3 through 6 of this procedure.
- 8 Click OK.

## Editing jump menu items

To make changes to jump menu items, you use the Property inspector or the Behaviors panel. You can change the list order or the file an item links to, or you can add, delete, or rename an item.

To change the location in which a linked file opens, or to add or change a menu selection prompt, you must use the Behaviors panel; see “Jump Menu” on page 455.

### To edit a jump menu item using the Property inspector:

- 1 In the Property inspector, choose Window > Properties.
- 2 In the Document window’s Design view, click the jump menu object to select it. The List/Menu icon appears in the Property inspector.
- 3 In the Property inspector, click the List Values button.
- 4 Make changes to the menu items, then click OK.

## Troubleshooting jump menus

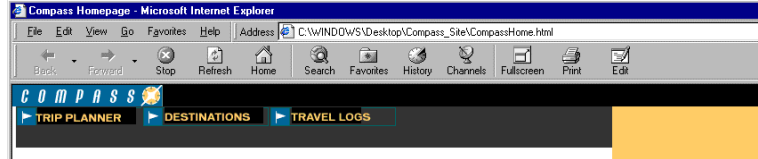
Once users choose a jump menu item, there is no way to reselect that menu item if they navigate back to that page, or if the Open URL In field specifies a frame. There are two ways to work around this problem:

- Use a menu selection prompt, such as a category, or a user instruction, such as “Choose one:”. The menu selection prompt is reselected automatically after each menu selection.
- Use a Go button, which allows a user to revisit the currently chosen link.

**Note:** Select only one of these options per jump menu, because they apply to an entire jump menu.

## Creating navigation bars

A navigation bar consists of an image (or set of images) whose display changes based on the actions of a user. Navigation bars often provide an easy way to move between pages and files on a site.



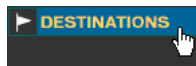
Before using the Insert Navigation Bar command, create a set of images for the display states of each navigation element. (It can be helpful to think of a navigation bar element as a button, because when clicked, it takes the user to another page.)

A navigation bar element can have four states:

- Up: the image that appears when the user hasn't yet clicked or interacted with the element. For example, the element in this state looks like it hasn't been clicked.



- Over: the image that appears when the pointer is moved over the Up image. The element's appearance changes (for example, it may get lighter) to let users know they can interact with it.



- Down: the image that appears after the element has been clicked. For example, when a user clicks an element, a new page loads and the navigation bar is still displayed, but the clicked element is darkened to show that it's been selected.
- Over While Down: the image that appears when the pointer is rolled over the Down image after the element has been clicked. For example, the element may appear dimmed or gray. You can use this state as a visual clue to users that this element cannot be clicked again while they are in this part of the site.

You don't have to include navigation bar images for all four of these states; for example, you may just want Up and Down states.

You can create a navigation bar, copy it to other pages in your site, use it with frames, and edit the page behaviors to show different states as pages are accessed.

## Inserting a navigation bar

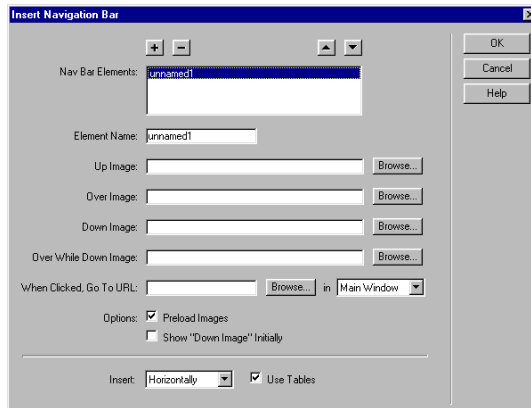
When you insert a navigation bar, you name the navigation bar elements and select images to use for them.

**To create a navigation bar:**

**1** Do one of the following:

- Choose Insert > Interactive Images > Navigation Bar.
- In the Common category of the Objects panel, select Insert Navigation Bar.

The Insert Navigation Bar dialog box appears.



**2** In the Element Name field, type a name for a navigation bar element—for example, **Home**.

Each element corresponds to a button with a set of up to four state images. Element names appear in the Nav Bar Elements list. Use the arrow buttons to arrange elements in the navigation bar.

**3** Select image state options for this element (you must select an Up image; other image states are optional):

- In the Up Image field, click Browse to select the image to display initially.
- In the Over Image field, click Browse to select the image to display when the user moves the pointer over the element when the Up image is showing.
- In the Down Image field, click Browse to select the image to display after the user has clicked the element.
- In the Over While Down Image field, click Browse to select the image to display when the user moves the pointer over the Down image.
- In the When Clicked, Go To URL field, select a location in which the linked file will open by doing one of the following:
  - Select Main Window to open the file in the same window.
  - Select a frame in which to open the file.

**Note:** If the frame you want to target doesn't appear in the pop-up menu, close the Insert Navigation Bar dialog box and name the frame. For information about naming a frame, see "Setting frame properties" on page 212.

**4** Select image loading options:

- Preload Images downloads the images when the page loads. If this option isn't selected, there may be a delay when the user moves the pointer over the rollover image.
- Select Show "Down Image" Initially to display the selected element in its Down state when the page is displayed instead of its default Up state. For example, when the home page loads, the "Home" element on the navigation bar should be in its Down state.

When this option is selected, an asterisk appears after the element in the Nav Bar Elements list.

**5** Under Insert, select from these options:

- To choose whether to insert the navigation bar elements vertically or horizontally in the document, use the Insert pop-up menu.
- To insert the navigation bar elements as a table, select the Use Tables checkbox.

**6** Click the Plus (+) button to add another element to the navigation bar, then follow steps 2 through 5 to repeat until you've defined all elements.

**7** Click OK.

## Modifying a navigation bar

Once you create a navigation bar for a document, you can add images to or remove them from the navigation bar by using the Modify Navigation Bar command. You can use this command to change an image or set of images, to change which file opens when an element is clicked, to select a different window or frame in which to open a file, and to reorder the images.

**To modify a navigation bar:**

- 1 Choose Modify > Navigation Bar.
- 2 In the Nav Bar Elements list, select the element you want to edit.
- 3 Make your edits, then click OK.

## Attaching behaviors to links

You can attach a behavior to any link in a document. Consider using the following behaviors when inserting linked elements into your documents. For more information, see “Attaching a behavior” on page 439.

**Set Text of Status Bar** determines the text of a message and displays it in the status bar at the bottom left of the browser window. For example, you can use this action to describe the destination of a link in the status bar instead of showing the URL associated with it. See “Set Text of Status Bar” on page 463.

**Open Browser Window** is used to open a URL in a new window. You can specify the properties of the new window, including its size, attributes (whether it is resizable, has a menu bar, and so on), and name. See “Open Browser Window” on page 456.

**Jump Menu** is used to edit a jump menu. You can change the menu list, specify a different linked file, or change the browser location in which the linked document opens. See “Jump Menu” on page 455.

**Set Nav Bar Image** lets you change how a navigation bar behaves. Use this behavior to customize how the images in a navigation bar display. For example, when the pointer is over part of the navigation bar, the display of other images in the navigation bar or in the document change. See “Set Nav Bar Image” on page 460.

## CHAPTER 16

### Reusing Content with Templates and Libraries

---

The Assets panel (see “Managing and Inserting Assets” on page 221) provides access to all of the assets in your site. Macromedia Dreamweaver provides two special “linked” categories of assets: templates and libraries. A page that uses a linked asset is automatically updated when you change the linked asset.

Dreamweaver templates and libraries can help you create Web pages with a consistent design. Using templates and libraries also makes it easier to maintain your Web site, since you can redesign your site and change hundreds of pages in seconds.

A template is a document you can use to create multiple pages that share the same layout. When you create a template, you can indicate which elements of a page should remain constant (noneditable, or locked) in documents based on that template, and which elements can be changed.

For example, if you’re publishing an online magazine, the masthead and overall layout probably won’t change from one issue to the next, or even from one story in the magazine to the next, but the title and content of each story will be different. A designer can create the layout of a story page for the magazine, with placeholder text where the story’s title and contents will be (and with those regions marked as editable); the designer can then save that layout as a template. The person putting together a new issue of the magazine creates a new page based on the template, and replaces the placeholder text with the actual title and text of the new story.

You can modify a template even after you’ve created documents based on it. When you modify a template, the locked (noneditable) regions in documents that are based on the template are updated to match the changes to the template.

**Note:** If you open a template file, you can edit everything in that file, whether it’s marked as editable or locked. If you open a document that is based on a template file, you can edit only the regions that are marked as editable. So the terms *editable* and *locked* refer to whether a region is editable in a document based on a template, not to whether the region is editable in the template file itself.

Templates are best for situations in which you want a set of pages to have an identical layout—where you want to design the complete final layout for a set of pages first, and then add content later. If you simply want your pages to have the same headers and footers, with different layouts in between, use library items to store the headers and footers. (Library items are stored page elements that you can reuse in multiple pages; as with templates, you can update all the pages that use a library item whenever you change the item's contents. For more information, see “Creating, managing, and editing library items” on page 396.) It's important to note that for pages created with templates, you can't convert tables to layers or layers to tables.

**Note:** Using a template may limit your later changes to design and layout. If you intend to make major layout changes to your pages later, you may want to use library items instead of templates.

Templates are particularly useful in a collaborative environment in which a designer controls the page layouts, and other people add content to the pages but aren't allowed to change the layout.

Dreamweaver also provides other kinds of reusable content: server-side includes and library items. You might use these elements for content that appears on every page of the site (such as a header or footer) or for content that appears on only a few pages but must be updated frequently (such as news headlines or sales discounts). These approaches are appropriate for different kinds of sites:

- Server-side includes can be used only for sites that are viewed from a server, not for sites that are viewed on a local system without a server. They can be seen only on servers that are configured to process server-side includes. (Ask your webmaster or system administrator whether your Web server supports server-side includes.) See “Using server-side includes” on page 404.
- Library items can be used on sites that are viewed locally as well as those that reside on a server. On sites that are viewed locally, without a server, you must use library items rather than server-side includes. See “Creating, managing, and editing library items” on page 396.



## Creating templates

You can create a template from an existing HTML document and then modify it to suit your needs, or you can create a template from scratch, starting with a blank HTML document.

Dreamweaver saves templates with the file extension `.dwt` in a folder named `Templates` in your site's local root folder. If the `Templates` folder does not already exist, Dreamweaver creates it when you save a new template.

**Note:** Do not move your templates out of the `Templates` folder, or put any nontemplate files in the `Templates` folder. Also, do not move the `Templates` folder out of your local root folder. Doing so causes errors in paths in the templates.

If you want to store additional information about a template, such as who created it or when it was last changed or why you made certain layout decisions, you can create a Design Notes file for the template. The documents based on the template do not inherit the template's Design Notes. (For more information, see “About Design Notes” on page 134.)

Most template-related operations are available only when the Design view is active. If a template-related command is dimmed when the Code view is active, click in the Design view.

### To save an existing document as a template:

- 1 Choose `File > Open` and select a document.
- 2 When the document opens, choose `File > Save as Template`.

**Note:** If the document is based on a template, you must detach it from that template before you can save the document as a template in its own right.

- 3 In the dialog box that appears, select a site from the pop-up menu, then enter a name for the template in the `Save As` box.
- 4 Click `Save`.

The template file is saved in the site's `Templates` folder, with a `.dwt` file extension.

### To create a new, blank template:

- 1 Choose `Window > Templates`.

The `Assets` panel appears, with the `Templates` category selected.



- 2 In the `Assets` panel, click the `New Template` button at the bottom of the `Assets` panel.

A new, untitled template is added to the list of templates in the panel.

- 3 While the template is still selected, enter a name for the template.

**To edit the template file that a document is based on:**

Choose Modify > Templates > Open Attached Template.

**To edit a template file:**

- 1 Choose Window > Templates.

The Assets panel appears, open to the Templates category. The bottom pane of the Assets panel lists all of the available templates for your site. The top pane displays a preview of the selected template.

- 2 In the Assets panel, do one of the following:

- Double-click the name of the template.
- Click the Edit Template button at the bottom of the Assets panel.



- 3 Edit the template in the Document window. Create editable regions in the template as desired (see “Defining a template’s editable regions” on page 381).

- 4 Save the edited template by choosing File > Save.

**Note:** If you haven’t defined any editable regions, you’ll be warned at this point that your template contains no editable regions. You can save the template anyway, and you can modify the template file even if it doesn’t contain editable regions, but you won’t be able to modify documents based on the template until you’ve created an editable region in the template.

**To rename a template in the Assets panel:**

- 1 Click the name of the template once to select it.
- 2 After a brief pause, click again.
- 3 When the name becomes editable, enter a new name.

**Note:** This method of renaming works the same way that renaming a file in Windows Explorer (Windows) or the Finder (Macintosh) does. As with Windows Explorer and the Finder, be sure to pause briefly between clicks. Do not double-click the name; that opens the template for editing.

- 4 Click elsewhere, or press Enter (Windows) or Return (Macintosh).
- 5 Dreamweaver asks if you want to update documents that are based on this template.
  - To update all documents in the site that are based on this template, click Update.
  - To refrain from updating any documents that are based on this template, click Don’t Update. A document that you choose not to update is still based on the template (not detached); to update such a document later, open the template and choose Modify > Templates > Update.

**To delete a template file:**

- 1 Select the template in the Assets panel.
- 2 Click the Delete button and confirm that you want to delete the template. (Be careful; if you delete a template file, you can't retrieve it.)

The template file is deleted from your site. Documents that were based on this template are not detached from the template; they retain the structure and editable regions that the template file had before it was deleted. To turn such a document into a normal HTML file without editable or locked regions, use **Modify > Templates > Detach from Template**. For more information, see “Detaching a document from a template” on page 391.

**Setting template page properties**

Documents created from a template inherit the template's page properties, except for the page title. If a document is based on a template, you can change that document's title, but any changes you make to its other page properties are ignored. If you apply a template to a document and then you need to change the document's page properties, you must modify the template's page properties and then update the pages that use the template. (Which means that the page properties of all documents based on that template are modified.)

**To modify the template's page properties:**

- 1 Open the template file and choose **Modify > Page Properties**.
- 2 Specify the desired options for the page and click **OK**.
- 3 Update the pages based on the template, if any; for further information, see “Updating pages based on a template” on page 391.

To learn more about page properties, see “Setting document properties” on page 152.

## About links in templates

To create a link in a template file, use the folder icon or the Point-to-File icon in the Property inspector; don't type in the name of the file to link to. If you type the name, the link may not work as expected. The following information explains why this problem occurs and provides an example of a situation in which you might encounter it.

When you create a template file by opening an existing page and then saving that page as a template, Dreamweaver ensures that all links in the page continue to point to the same files they pointed to before. Since templates are saved in a special template folder, this means that the path shown for a document-relative link changes when you save the page as a template. Don't be concerned about this change; when you create a new document based on that template, and then save the new document, all the document-relative links are updated to continue to point to the correct files, just as you would expect.

When you add a new document-relative link to a template file, however, if you type the path into the link text box in the Property inspector, it's easy to enter the wrong path by mistake. The correct path is the path from the Templates folder to the document you're linking to, not the path from the document folder.

To avoid this problem, use the folder icon or the Point-to-File icon to select files to link to. For information about linking using the Point-to-File icon, see "Linking documents using the Property inspector and the Point-to-File icon" on page 359.

The following example demonstrates the problem. Suppose you have a site in which individual catalog pages (called `gadgets.html`, `gewgaws.html`, and `thingamajigs.html`) are based on a template file called `Catalog_Page.dwt`. The site's folder structure looks like this:

Local Folder	Notes	Size	Type	Modified	Checked Out By
C:\WINDOWS\Desktop\My_Site					
Catalog			Folder	9/28/00 12:38 PM	-
contact.html		1KB	Microsoft ...	9/28/00 12:40 PM	-
gadgets.html		1KB	Microsoft ...	9/28/00 12:40 PM	-
gewgaws.html		1KB	Microsoft ...	9/28/00 12:41 PM	-
home.html		1KB	Microsoft ...	9/28/00 12:41 PM	-
products.html		1KB	Microsoft ...	9/28/00 12:42 PM	-
stuff.html		1KB	Microsoft ...	9/28/00 12:42 PM	-
thingamajigs.html		1KB	Microsoft ...	9/28/00 12:42 PM	-
Templates			Folder	9/28/00 12:39 PM	-
Catalog_Page.dwt		1KB	DWT File	9/28/00 12:43 PM	-

Suppose you want each page based on the template to contain a link pointing to the file `home.html`. You open the `Catalog_Page` template to add the link, and you select the image that you want to attach the link to. But if you type `home.html` into the link text box in the Property inspector, you'll encounter the document-relative link problem: when you save the edited template, the documents based on the template will point to the wrong place, because the link in the template file is interpreted as relative to the `Templates` folder rather than relative to the `Catalog` folder. That is, the `home.html` link in the template file points to `home.html` in the `Templates` folder, instead of to `../Catalog/home.html`. When Dreamweaver updates the documents based on the template, it modifies the document-relative links in the documents; for documents in the `Catalog` folder, a link in the template file to `../Catalog/home.html` is converted to `home.html`, but a link in the template file to `home.html` is converted to `../Templates/home.html`.

If you select the `home.html` file using the folder icon or the Point-to-File icon rather than typing its name manually, Dreamweaver automatically updates all documents based on the template to use the correct relative paths to `home.html`.

**Note:** In some cases (such as file paths in event handlers in templates) you can't use the folder icon or the Point-to-File icon; in those cases, be sure to enter the correct path by hand.

## Defining a template's editable regions

In a template, editable regions are the parts of the page that can be changed in files based on the template—for example, the text of an article in a newsletter would appear in an editable region, so that every article could contain different text. Locked (noneditable) regions are the parts of the page layout that remain constant from one page to another.

All regions in a new template are locked when you create the template, so to make the template useful, you must make some regions editable (unlock them).

While you are editing the template file itself, you can make changes to both editable and locked regions. In a document based on the template, however, you can make changes only to the editable regions of the document; the locked regions of the document can't be modified.

**Note:** When you name a region, you can't use the following characters: single or double quotation marks (' '), angle brackets (<>), and ampersands (&).

### To define existing template content as an editable region:

- 1 In the template file, select the text or content you want to change to an editable region.
- 2 Do one of the following:
  - Choose Modify > Templates > New Editable Region.
  - Right-click (Windows) or Control-click (Macintosh) the selected text, and choose New Editable Region from the context menu.
- 3 In the New Editable Region dialog box, enter a unique name for the region. (You cannot use the same name for more than one editable region in a particular template.)

The editable region is enclosed in a highlighted rectangular outline in the template, using the highlighting color set in preferences. A tab at the upper left corner of the region shows the name of the region.

You can mark an entire table or an individual table cell as editable; however, you can't mark multiple table cells as a single editable region. Note that Dreamweaver does not distinguish between marking a table cell as editable and marking the contents of the cell as editable.

Layers and layer content are separate elements; making a layer editable lets you change the position of the layer as well as its contents, while making a layer's contents editable lets you change only the content of the layer, not its position. To select the layer's content, click in the layer and choose Edit > Select All; to select the layer itself, make sure invisible elements are showing, then click the icon representing the location of the layer. For more information about layers, see "Using Dynamic Layers" on page 407.

**Note:** If you've made a layer's contents editable, and you later want to also make its position editable, you must remove the editable region around the contents before you can mark the layer itself as editable. See "Locking an editable region" on page 387.

### To insert an empty editable region in a template:

- 1 In the template, place the insertion point where you want to insert an editable region.
- 2 Choose Modify > Templates > New Editable Region.
- 3 In the New Editable Region dialog box, enter a name for the region.

The region name, surrounded by braces ( {} ), is inserted into the template as a placeholder, enclosed in a rectangular outline of the appropriate highlight color.

When you apply the template to a document, you can then select the braces and region name and replace them with text, images, or other content.

## Setting template preferences

You can use the Dreamweaver highlighting preferences to customize the highlight colors for the outlines around the editable and locked regions of a template. The editable region color appears in the template itself as well as in documents based on the template; the locked region color appears only in documents based on the template.

### To change template highlight colors:

- 1 Choose Edit > Preferences and select the Highlighting category.
- 2 Click the Editable Regions color box and select a highlight color using the color picker (or enter the hexadecimal value for the highlight color in the text box). Do the same for Locked Regions. For information about using the color picker, see “Working with colors” on page 87.
- 3 Click the Show option to enable or disable the display of these colors in the Document window.
- 4 Click OK.

### To view highlight colors in the Document window:

Choose View > Visual Aids > Invisible Elements.

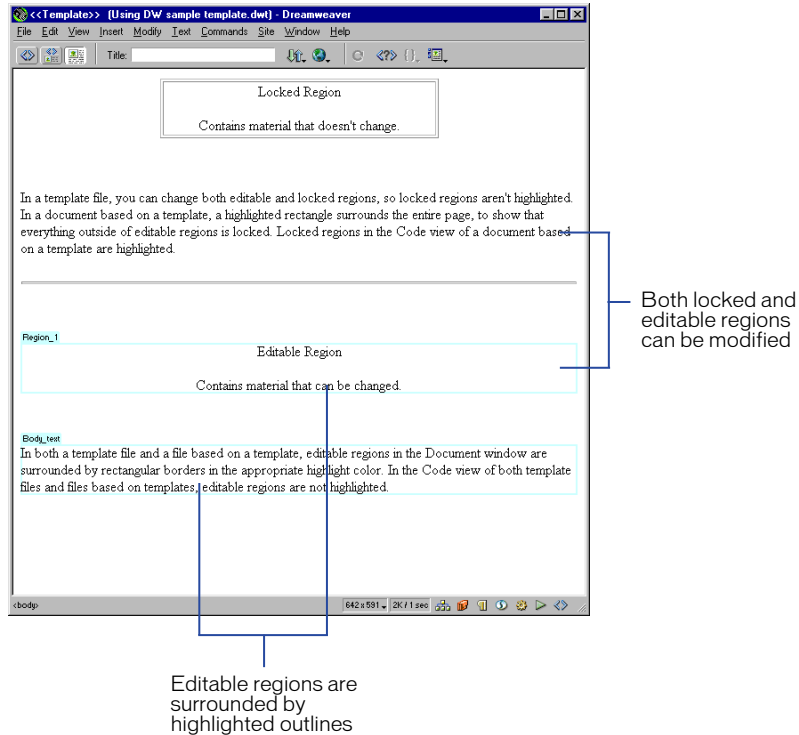
Highlight colors appear in the document window only when View > Visual Aids > Invisible Elements is enabled and the appropriate options are enabled in Highlighting preferences.

**Note:** If invisible elements are showing but the highlight colors are not, choose Edit > Preferences and make sure that the Show option next to the appropriate highlight color is selected. Also make sure that the chosen color is visible against the background color of your page. (If you're color-blind, you may need to change the highlight color from its default to a more visible color.)

## Viewing editable and locked regions

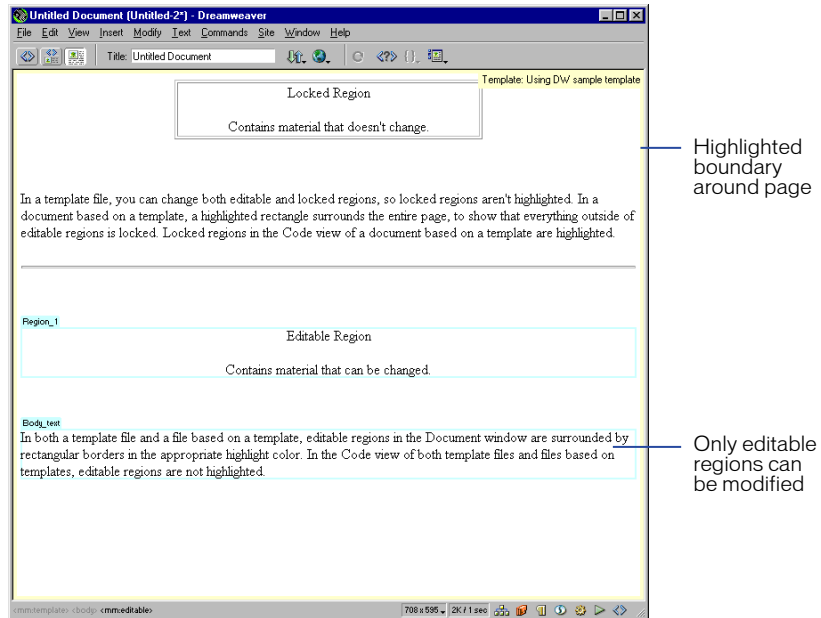
In template files and documents based on templates, editable regions appear in the Document window's Design view surrounded by rectangular outlines in the appropriate highlight color. A small tab appears at the upper left of each editable region, showing the name of the editable region.

In template files, only editable regions are marked with highlighted outlines. You can make changes to both editable and locked content.





In documents based on templates, in addition to the editable-region outlines, the entire page is surrounded by a different-colored outline, with a tab at the upper right giving the name of the template that the document is based on. This highlighted rectangle is there to remind you that the document is based on a template and that you can't change anything outside the editable regions.



**Note:** If you try to edit a locked region in a document based on a template when highlighting is turned off, the mouse pointer changes to indicate that you can't click in a locked region.

## Viewing editable and locked HTML source code

Editable content is marked in HTML with the Dreamweaver comments `#BeginEditable` and `#EndEditable`. Everything between those comments is editable. The HTML source code for an editable region named `Edit_Region` might look like this:

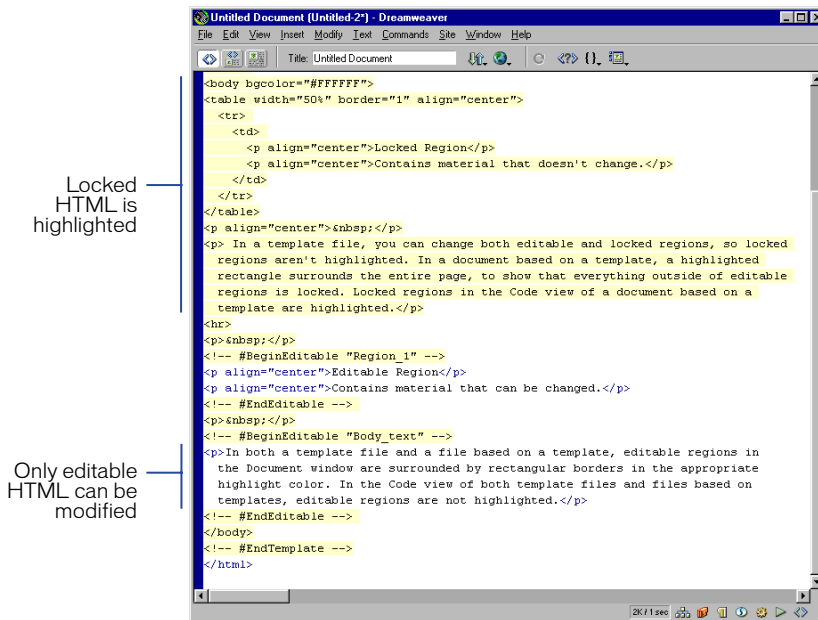
```
<!-- #BeginEditable "Edit_Region" -->
    {Edit_Region}
<!-- #EndEditable -->
```

The HTML for an editable table named `Editable_Table` might look like this:

```
<!-- #BeginEditable "Editable_Table" -->
<table width="77%" border="1">
  <tr>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
  </tr>
</table>
<!-- #EndEditable -->
```

In template files, editable regions are not highlighted in the Document window's Code view (or the Code inspector); you can make changes to both editable and locked HTML source code.

For documents based on templates, if syntax coloring is enabled, locked regions are highlighted in the code editors. (For information about enabling syntax coloring, see “Setting Code view (or Code inspector) options” on page 333.) You can make changes only to the editable (nonhighlighted) HTML source code.



**Note:** Dreamweaver does not prevent you from typing in locked regions in the Code inspector or the Code view of the Document window. However, Dreamweaver discards all changes you make to locked regions, so be careful to type only in editable regions.

## Locking an editable region

If you’ve marked a region of your template file as editable and you want to lock it (make it noneditable) again, use the Remove Editable Region command.

**Note:** You can’t lock a region in a file based on a template; you can lock a region only in a template file.

**To lock a region (make it noneditable) in a template file:**

- 1 Choose **Modify > Templates > Remove Editable Region**.
- 2 Select the region name from the list and click **OK**.

The region is locked. It no longer has a name (since only editable regions are named).

## Using styles, timelines, behaviors, and head tags in templates

CSS styles, timelines, behaviors, and `head` section tags are not fully supported in documents based on templates.

All of those elements insert information in the `head` section of a document. Since the `head` section of a document based on a template is locked (except for the document's title), Dreamweaver can't insert a style sheet or JavaScript code in such a document. To use these items in a document based on a template, you must add them to the template file that the document is based on. (To allow a style sheet in a template file to be editable without having to update pages every time you change the style sheet, use an external style sheet.)

If adding these elements to the template file isn't possible, you can detach the document from the template, which makes the `head` section editable. However, after you detach the document from the template, the document will no longer update when you change the template. See “Detaching a document from a template” on page 391.

For more information about these elements, see “Using CSS style sheets” on page 248, “Animating your layers” on page 425, and “Using Behaviors” on page 435.

## Creating documents based on templates

You can use a template as a starting point for a new document, or apply a template to an existing document.

When you create a new document based on a template, you can choose whether the document will remain attached to the template. By default, when you change a template, a document based on that template is updated to reflect changes in the template. But if you deselect the Update Page When Template Changes option in the New from Template dialog box, the new document is created as stationery: a copy of the template that's an independent HTML file, with no locked or editable regions. In that case, updating the template does not change the document. In other words, deselecting this option is equivalent to creating a new document based on a template and then detaching the document from the template.

**Note:** The option of not updating the document when the template changes is provided for those who want to use templates like stationery files—a one-time starting point, to create completely independent documents. If you want to use the Dreamweaver default template behavior, in which documents based on a template are updated when the template changes, leave the option selected.

**To create a new document based on a template, do one of the following:**

- Choose File > New from Template. In the dialog box that appears, choose a template. (If you don't want your new document to update when the template changes, deselect Update Page When Template Changes.) Then click Select.
- Choose File > New to create a new document, and then apply a template to it by selecting a template in the Templates category of the Assets panel and clicking the Apply button. (Alternatively, you can drag a template from the Assets panel to the document.)

**To apply a template to an existing Dreamweaver document:**

Open the document. Then do one of the following:

- Click in the Document window's Design view, then choose Modify > Templates > Apply Template to Page. Choose a template from the list and click Select.
- Select the template in the Templates category of the Assets panel, and click the Apply button.
- Drag the template from the Templates category of the Assets panel to the Document window's Design view.

**Note:** Saying that a template has been applied to a document is equivalent to saying that the document is based on the template. Those phrases are used interchangeably.

When you apply a template to an existing document that isn't already based on a template, Dreamweaver turns the document into a copy of the template file, placing the material from the document's existing `body` section into a single editable region of your choice.

**Note:** Behaviors and other scripts in the existing document that are associated with `body` content remain in the `head` section of the document after you apply a template to it. Other `head` items in the existing document, such as `meta` tags, are discarded when you apply the template.

When you apply a new template to an existing document that's based on another template, Dreamweaver turns the document into a copy of the new template, placing the material from the document's existing editable regions into corresponding editable regions of the new template wherever possible. Dreamweaver does this by comparing the names of the editable regions in the document to the names of the editable regions in the new template; for each region name that matches, Dreamweaver places the existing contents of that region into the new region with the same name.

For example, suppose you want to try out a new look for your site but you aren't ready to change all of your pages yet. You can create a new template with the new layout and design, giving the editable regions in the new template the same names as the editable regions in your old template; then when you apply the new template to one of your pages, the material in the editable regions of the page is placed in the corresponding editable regions of your new layout.

If there are editable regions in the old template that don't have corresponding regions in the new template, the Choose Editable Region for Orphaned Content dialog box asks you which new editable region the old "orphaned" content should be moved to. Choose an editable region name; all of the content from nonmatching editable regions is appended to the region you choose. (All of the orphaned content from the existing document must go into a single editable region.) If you select the (None) item instead of a region name, the content from nonmatching regions in the existing document is discarded.

If you think that the editable regions of your document match the editable regions of the new template you're applying, but the orphaned-content dialog box appears anyway, you can click Cancel and the new template will not be applied to the document. Then you can examine the editable regions in the document and the editable regions in the new template to find out which editable regions in the document do not appear in the new template. You can then add new regions with those names to the new template file.

Any new editable regions that are in the new template (but weren't in the old template) are added to the document. The new regions contain the default placeholder text given in the new template file.

After you've applied a template to a document, if the results aren't what you expected, you can use Edit > Undo Apply Template to revert to the document's state before the template was applied.

## Finding a document's editable regions

All of the editable regions in a template's body are listed at the bottom of the Modify > Templates submenu. Use this list to select and edit the regions.

### To find an editable region and select it in the document:

Choose Modify > Templates, and choose the name of the region from the list at the bottom of that submenu.

The region is selected in the document. You can type new text in the region, or click in the region to edit the contents.

## Detaching a document from a template

To make changes to both the locked and editable regions of a page that uses a template, you must first detach the page from the template. When the page is detached, it becomes a normal document, with no editable or locked regions, and no connection to any template file. Note that this means that the page will no longer be updated when the template is updated.

### To detach a document from a template:

- 1 Open the document you want to detach.
- 2 Choose **Modify > Templates > Detach from Template**.

The page is detached from the template and all regions become editable.

## Updating pages based on a template

When you make a change to a template, Dreamweaver prompts you to update the pages based on the template. You can also use the update commands to manually update the current page or the entire site. Using the update commands is the same as reapplying the template.

For information on editing templates, see “Creating templates” on page 377 and “Defining a template’s editable regions” on page 381.

### To open and modify the template used to create the current document:

- 1 Choose **Modify > Templates > Open Attached Template**.
- 2 Modify the content of the template as desired. To modify the template’s page properties, choose **Modify > Page Properties**. (Documents based on a template inherit the template’s page properties, except for the page title.)

### To update the current document to use the current version of a template:

Choose **Modify > Templates > Update Current Page**.

**To update the entire site or all documents that use a particular template:**

**1** Choose Modify > Templates > Update Pages.

The Update Pages dialog box appears.

**2** In the Look In pop-up menu, do one of the following:

- Choose Entire Site, and then choose the site name from the adjacent pop-up menu. This updates all pages in the selected site to their corresponding templates.
- Choose Files That Use, and then choose the template name from the adjacent pop-up menu. This updates all pages in the current site that use the selected template.

**3** Make sure Templates is selected in the Update option. (To update library items at the same time, make sure Library Items is also selected. See “Creating, managing, and editing library items” on page 396 for more information.)

**4** Click Start.

Dreamweaver updates the files as indicated. If you selected the Show Log option, Dreamweaver provides information about the files it attempts to update, including information on whether they were updated successfully.

## Exporting and importing XML content

You can think of a document based on a template as containing a set of data represented by name/value pairs. Each pair consists of the name of an editable region, and the contents of that region. For example, suppose your template contains three editable regions: `item_number`, `item_price`, and `item_color`. You could fully describe a document based on that template by providing the name of the template and three name/value pairs, one for each editable region.

Dreamweaver lets you export those name/value pairs into an XML file so that you can work with the data from the document outside of Dreamweaver (in an XML editor, for example, or a text editor, or even a database application). Conversely, if you have an XML document that's structured appropriately, you can import the data from it into a document based on a Dreamweaver template.



**To export a document's editable regions as XML:**

- 1 Choose File > Open, and open a document that's based on a template (and contains editable regions).
- 2 Choose File > Export > Export Editable Regions as XML.
- 3 In the XML dialog box, choose a tag notation and click OK.  
See "Using XML tag notations" on page 395 for details.
- 4 In the dialog box that appears, enter a name for the XML file and click Save.  
Dreamweaver generates an XML file containing the material from the document's editable regions. The XML file includes the name of the template the document is based on, as well as the name and contents of each editable region.

**Note:** Material in the locked regions is not exported to the XML file.

**To import XML content:**

- 1 Choose File > Import > Import XML into Template.
- 2 Select the XML file and click Open.

Dreamweaver creates a new document based on the template specified in the XML file. It then fills in the contents of each editable region in that document using the data in the XML file. The resulting document appears in a new Document window. If the specified template is not found, Dreamweaver prompts you to select a template to use.

Note that if your XML file isn't set up exactly the way Dreamweaver expects, you may not be able to import your data. One solution to this problem is to export a dummy XML file from Dreamweaver, so that you'll have an XML file with exactly the right structure. Then copy the data from your original XML file into the exported XML file. The result is an XML file with the correct structure that contains the appropriate data, all ready to be imported.

## About XML

XML is the Extensible Markup Language, a markup language for structured documents. You can think of it as being like a generalization of HTML that lets you define your own tags. XML is derived from SGML, the Standard Generalized Markup Language; like SGML, XML is a language for defining sets of tags and the relationships among them.

Tags in XML look similar to HTML tags: they consist of a tag name plus optional attributes, surrounded by angle brackets. As with HTML, an opening tag and a closing tag (in which the tag name is preceded by a slash) are used to mark the content between the tags. One syntactical difference is that in XML, an empty tag (one that uses only a single tag, such as `<img>`), instead of an opening tag and a closing tag containing text or other material) must end with a slash just before the closing angle bracket. For example, an `<img>` tag in XML might look like this:

```

```

True XML is much stricter and less forgiving about its syntax than HTML is; files that do not strictly conform to XML syntax are rejected by XML parsers.

XML provides a way to mark literal strings, which can include tags that should not be parsed: an element called a CDATA section, which includes a literal string in square brackets. Anything inside the square brackets is not parsed by the XML parser. Dreamweaver exported XML makes extensive use of CDATA sections.

A full introduction to XML is beyond the scope of this book. For more information about XML, see “HTML and Web technologies resources” on page 25.

## Using XML tag notations

Dreamweaver lets you export XML content using either of two tag notations: editable region name tags or standard Dreamweaver XML tags. Choose the notation that best suits how XML content is incorporated into your Web site.

The easiest way to see the differences between the two tag notations, if you understand XML syntax, is to look at examples. The following XML code was exported from a document based on a template named `newstemplate`. The document contains one defined editable region, named `News_Story` (and a default editable region, `doctitle`, which contains the document's title tag).

- Editable region name tags use the names of your document's editable regions as XML tags. The content from each editable region is included as a CDATA section. In this example, the `doctitle` tag identifies the title of the document, and the `News_Story` tag identifies the editable region.

```
<?xml version="1.0"?>
<newstemplate template="/Templates/newstemplate.dwt">
  <doctitle>
    <![CDATA[<title>Today's Headline Story</title>]]>
  </doctitle>
  <News_Story>
    <![CDATA[<p>This is where the story goes.</p>]]>
  </News_Story>
</newstemplate>
```

- Standard Dreamweaver XML tags use a tag named `item`. The `item` tag has a `name` attribute that gives the name of the editable region; the tag contains a CDATA section that in turn contains the contents of the editable region. In this example, the `item` tag with `name="doctitle"` identifies the title of the document, and the `item` tag with `name="News_Story"` identifies the editable region.

```
<?xml version="1.0"?>
<templateItems template="/Templates/newstemplate.dwt">
  <item name="doctitle">
    <![CDATA[<title>Today's Headline Story</title>]]>
  </item>
  <item name="News_Story">
    <![CDATA[<p>This is where the story goes.</p>]]>
  </item>
</templateItems>
```

## Creating, managing, and editing library items

Libraries are a way to store page elements such as images, text, and other objects that you want to reuse or update frequently throughout your Web site. These elements are called library items.

When you place a library item in a document, Dreamweaver inserts a copy of the HTML source code for that item into the document, and adds an HTML comment containing a reference to the original, external item. The reference to the external library item makes it possible to update the content on an entire site all at once by changing the library item and then using the update commands in the Modify > Library submenu.

Dreamweaver stores library items in a Library folder within the local root folder for each site. Each site has its own library; to copy a library item from one site to another site, use the Assets panel's Copy to Site command. See "Managing and Inserting Assets" on page 221 for more information. Note that if the library item contains links, the links may not work in the new site. Also note that images in a library item aren't copied to the new site.

Here's an example of how you might use a library item: suppose you're building a large site for a company. The company has a slogan that it wants to appear on every page of the site, but the marketing department is still ironing out the details of just what the slogan should say. If you create a library item to contain the slogan and use that library item on every page, then when the marketing department provides the final slogan, you can change the library item and automatically update every page that uses it.

### Creating a library item

You can create a library item from any element in the `body` section of a document, including text, tables, forms, Java applets, plug-ins, ActiveX elements, navigation bars, and images.

For linked items such as images, the library stores only a reference to the item. The original file must remain at the specified location for the library item to work correctly. It can still be useful to store an image in a library item, though; for example, you could store a complete `img` tag in a library item, which would allow you to easily change the image's `alt` text, or even its `src` attribute, throughout the site. (Don't use this technique to change an image's `width` and `height` attributes, though, unless you also use an image editor to change the actual size of the image.)

Library items can also contain behaviors, but there are special requirements for editing the behaviors in library items; see "Editing a behavior in a library item" on page 401. Library items cannot contain timelines or style sheets, because the code for those elements is part of the `head` section.

**Note:** In general, be cautious about mixing library items and templates on the same page; the results may sometimes be confusing.

**To create a library item:**

- 1 Select a portion of a document to save as a library item.
- 2 Do one of the following:
  - Choose Window > Library and drag the selection into the Library category of the Assets panel.
  - Click the New Library Item button at the bottom of the Assets panel (in the Library category).
  - Choose Modify > Library > Add Object to Library.
- 3 Enter a name for the new library item.

Each library item is saved as a separate file (with the file extension .lbi) in the Library folder of the site's local root folder.

## Setting library preferences

You can customize the highlight color for library items and show or hide highlighting of library items by setting Highlighting preferences.

**To change the highlight color for library items:**

- 1 Choose Edit > Preferences and select the Highlighting category.
- 2 Click the Library Items color box and select a highlight color using the color picker (or enter the hexadecimal value for the highlight color in the text box). For information about using the color picker, see “Working with colors” on page 87.
- 3 Select Show to toggle the display of the library highlight color.
- 4 Click the Show control to enable or disable the display of library-item highlighting in the Document window.
- 5 Click OK to close the Preferences dialog box.

**To view highlight colors in the Document window:**

Choose View > Visual Aids > Invisible Elements.

Highlight colors appear in the document window only when View > Visual Aids > Invisible Elements is enabled and the appropriate options are enabled in Highlighting preferences.

## Inserting a library item in a document

When you add a library item to a page, the actual content is inserted in the document along with a reference to the library item.

### To insert a library item in a document:

- 1 Place the insertion point in the Document window.
- 2 Choose Window > Library.

The Assets panel appears, showing the Library category.

- 3 Drag a library item from the Assets panel to the Document window, or select an item and click the Insert button.

To insert the contents of a library item without including a reference to the item in the document, press Control (Windows) or Option (Macintosh) while dragging an item out of the Library category of the Assets panel. If you insert an item this way, you can edit the item in the document, but the document won't update when you update pages that use that library item.

## Making changes to a library item

When you change a library item, you can choose to update all documents that use that item. If you choose not to update, the documents remain associated with the library item; you can update them later by choosing Modify > Library > Update Pages.

Other kinds of changes to library items include renaming items to break their connection with documents or templates, deleting items from the site's library, and recreating a missing library item.

**Note:** The CSS Styles panel, Timelines panel, and Behaviors panel are unavailable when you are editing a library item, because library items can contain only body elements. Timeline and CSS style sheet code is part of the head section, and the Behaviors panel is unavailable because it inserts code into the head section as well as the body section. (For instructions on editing behaviors, see “Editing a behavior in a library item” on page 401.) The Page Properties dialog box is also unavailable, because a library item can't include a body tag or its attributes.

### To edit a library item:

- 1 Choose Window > Library.

The Library category of the Assets panel appears.

- 2 Select a library item.

A preview of the library item appears at the top of the Assets panel. (You can't edit anything in the preview.)

- 3 Click the Edit button at the bottom of the Assets panel. Alternatively, double-click the library item.

Dreamweaver opens a new window for editing the library item. This window is much like a Document window, but its Design view has a gray background to indicate that you're editing a library item instead of a document.

- 4 Edit the library item and then save your changes.
- 5 In the dialog box that appears, choose whether to update the documents on the local site that use the edited library item:
  - Choose Update to update all documents in the local site with the edited library item.
  - Choose Don't Update to avoid changing any documents until you use Modify > Library > Update Current Page or Update Pages.

**To update the current document to use the current version of all library items:**

Choose Modify > Library > Update Current Page.

**To update the entire site or all documents that use a particular library item:**

- 1 Choose Modify > Library > Update Pages.

The Update Pages dialog box appears.
- 2 In the Look In pop-up menu, do one of the following:
  - Choose Entire Site, and then choose the site name from the adjacent pop-up menu. This updates all pages in the selected site to use the current version of all library items.
  - Choose Files That Use, and then choose a library item name from the adjacent pop-up menu. This updates all pages in the current site that use the selected library item.
- 3 Make sure Library Items is selected in the Update option. (To update templates at the same time, make sure Templates is also selected. See "Updating pages based on a template" on page 391 for more information.)
- 4 Click Start.

Dreamweaver updates the files as indicated. If you selected the Show Log option, Dreamweaver provides information about the files it attempts to update, including information on whether they were updated successfully.

**To rename a library item in the Assets panel:**

- 1 Click the name of the library item once to select it.
- 2 After a brief pause, click again.
- 3 When the name becomes editable, enter a new name.

**Note:** This method of renaming works the same way that renaming a file in Windows Explorer (Windows) or the Finder (Macintosh) does. As with Windows Explorer and the Finder, be sure to pause briefly between clicks. Do not double-click the name; that opens the library item for editing.

- 4 Click elsewhere, or press Enter (Windows) or Return (Macintosh).
- 5 Dreamweaver asks if you want to update documents that use the item.
  - To update all documents in the site that use the item, click Update.
  - To refrain from updating any documents that use the item, click Don't Update.

**To delete a library item from a library:**

- 1 Select the item in the Library category of the Assets panel.
- 2 Click the Delete button and confirm that you want to delete the item.

Be careful; if you delete a library item, you can't use Undo to retrieve it. You may be able to recreate it, however, as described in the next procedure.

Deleting a library item removes the item from the library, but doesn't change the contents of any documents that use the item.

**To recreate a missing or deleted library item:**

- 1 Select an instance of the item in one of your documents.
- 2 Click the Recreate button in the Property inspector.



## Making library items editable in a document

If you've added a library item to your document and you want to edit the item specifically for that page, you must break the link between the item in the document and the library. Once you've made an instance of a library item editable, that instance cannot be updated when the library item changes.

**To make a library item editable:**

- 1 Select a library item in the current document.
- 2 Click Detach from Original in the Property inspector.

The selected instance of the library item loses its highlighting (if you had highlighting visible), and can no longer be updated when the original library item changes.

## Editing a behavior in a library item

When you create a library item that includes an element with a Dreamweaver behavior attached to it, Dreamweaver copies the element and its event handler (the attribute that specifies which event triggers the action (such as `onClick`, `onLoad`, or `onMouseOver`), and which action to call when the event occurs) to the library item file. Dreamweaver does not copy the associated JavaScript functions into the library item. Instead, when you insert the library item into a document, Dreamweaver automatically inserts the appropriate JavaScript functions into the head section of that document (if they aren't already there).

**Note:** If you hand-code JavaScript (that is, if you create it without using Dreamweaver behaviors), you can make it part of a library item if you use the Call JavaScript behavior to execute the code. If you don't use a Dreamweaver behavior to execute the code, the code isn't retained as part of the library item.

The JavaScript functions are not stored with the library item because they are elements of the head section of the document, while library items can only contain body elements. Thus, the Behaviors panel is unavailable when you are editing a library item, because only part of the behavior code (the event handler) is included in the library item. To edit a behavior in a library item, you must first insert the item in a document, then make the item editable in that document. After you've made the desired changes, you can re-create the library item, replacing the item in the library with the edited item from your document.

For more information about behaviors, see "Using Behaviors" on page 435.

**To edit a behavior in a library item:**

- 1** Open a document that contains the library item.  
Note the name of the library item, as well as the exact tags it contains. You'll need this information in steps 8 and 9.
- 2** Select the library item and click Detach from Original in the Property inspector.
- 3** Select the element that has the behavior attached to it.
- 4** Choose Window > Behaviors to open the Behaviors panel. In the Behaviors panel, double-click the action you want to change.
- 5** In the dialog box that appears, make the necessary changes and click OK.
- 6** Choose Window > Library to open the Library category of the Assets panel.
- 7** Make sure you have recorded the exact name of the original library item; then select the original library item, and delete it by clicking the Delete button in the Assets panel.
- 8** In the Document window, select all of the elements that make up the library item.  
Be careful to select exactly the same elements that were in the original library item.
- 9** In the Assets panel, click the New Library Item button, and give the new item the same name as the item you deleted in step 7.  
Be sure to use exactly the same spelling and capitalization.
- 10** To update the library item in your site's other documents, choose Modify > Library > Update Pages.
- 11** In the Update Pages dialog box, in the Look in pop-up menu, select Files That Use.
- 12** In the adjacent pop-up menu, choose the name of the library item you just created.
- 13** In the Update option, make sure Library Items is selected, and then click Start.
- 14** When the updates are complete, click Close to exit the Update Pages dialog box.

## Setting Library item properties

Use library item properties to specify the source file of an item, to make it editable, or to re-create the original library item after editing an instance of it in a document. To open the Property inspector, select a library item in a document.

**Src** displays the file name and location of the source file for the library item. You can't edit this information.

**Open** opens the library item's source file for editing. This is equivalent to selecting the item in the Assets panel and clicking the Edit button.

**Detach from Original** breaks the link between the selected library item and its source file. When an item is detached it can be edited in the document, but it's no longer a library item and can't be updated when you change the original library item.

**Recreate** overwrites the original library item with the current selection. Use this option to re-create library items if the original library item is missing or has been accidentally deleted.

## Using server-side includes

Server-side includes are instructions to the server to include a specified file in the current document before sending the document to the user who requested it. (You can think of it as something like a library item that's provided by the server.)

When you open a document that's on a server, the server processes the include instructions and creates a new document in which the include instructions are replaced by the contents of the included file. The server then sends this new document to your browser. When you open a local document in a browser, however, there's no server to process the include instructions in that document, so the browser opens the document without processing those instructions, and the file that's supposed to be included doesn't appear in the browser. It can thus be difficult, without using Dreamweaver, to look at local files and see them as they'll appear to visitors after you've put them on the server.

With Dreamweaver, though, you can preview documents just as they'll appear after they're on the server, both in the Design view and when you preview in a browser. To display included files, Dreamweaver uses a translator to mimic the way a server would process the include instructions.

Placing a server-side include in a document inserts a reference to an external file; it doesn't insert the contents of the specified file in the current document.

Dreamweaver displays the contents of the external file in the Document window, making it easier to design pages, but you cannot edit the included file directly in a document. To edit the contents of a server-side include, you must directly edit the file that you're including. Any changes to the external file are automatically reflected in every document that includes it.

There are two types of server-side includes: Virtual and File. Choose which to use depending on what type of Web server you use:

- If your server is an Apache Web server, choose Virtual. (This is the default choice in Dreamweaver.) In Apache, Virtual works in all cases, while File works only in some cases.
- If your server is a Microsoft IIS server, choose File. (Virtual works with IIS only in certain specific circumstances.) Unfortunately, IIS won't allow you to include a file in a folder above the current folder in the folder hierarchy, unless special software has been installed on the server. If you need to include a file from a folder higher in the folder hierarchy on an IIS server, ask your system administrator if the necessary software is installed.
- For other kinds of servers, or if you don't know what kind of server you're using, ask your system administrator which option to use.

Some servers are configured to examine all files to see if they contain server-side includes; other servers are configured to examine only files with a particular file extension, such as .shtml, .shtm, or .inc. If a server-side include isn't working for you, ask your system administrator if you need to use a special extension in the name of the file that uses the include. (For example, if the file is named canoe.html, you may have to rename it to canoe.shtml.) If you want your files to retain .html or .htm extensions, ask your system administrator to configure the server to examine all files (not just files with a certain extension) for server-side includes. Parsing a file for server-side includes takes a little extra time, though, so pages that the server parses are served a little more slowly than other pages; some system administrators therefore won't provide the option of parsing all files.

**To insert a server-side include:**

- 1 Choose Insert > Server-Side Include or click the SSI button in the Common category of the Objects panel.
- 2 In the dialog box that appears, browse to and select a file.

**To change which file is included:**

- 1 Select the server-side include in the Document window.
- 2 Open the Property inspector.
- 3 Do one of the following:
  - Click the folder icon and browse to and select a new file to include.
  - In the text box, type the path and file name of the new file to include.

## Editing the contents of a server-side include

Like library items, server-side includes are selected as a whole unit in the Document window. Unlike library items, for server-side includes the HTML source code contained in the included file does not appear in the Code inspector or the Code view of the Document window. Instead, the actual server instruction appears, looking (for example) like this:

```
<!--#include virtual="/uber/html/footer.html" -->
```

To edit the content associated with the included file, you must open the file.

**Note:** Server-side includes cannot contain head or body tags.

### To edit a server-side include:

- 1 Select the server-side include in either the Document window or the Code inspector, and click Edit in the Property inspector.

The included file opens in a new Document window.

- 2 Edit the file; then save it.

The changes are immediately reflected in the current document and in any subsequent document you open that includes the file.

## CHAPTER 17

### Using Dynamic Layers

---

A layer is a container in your Web page that holds HTML page elements. Using layers in your page gives you more control and flexibility to make your page dynamic. Layers were created for use in Web design to give designers the same kind of control and flexibility that they have in traditional print design.

You can stack one layer on top of another, hide some layers while showing others, or move a layer across the screen with a timeline. For example, you could have a background image on one layer, then stack another layer on top that holds text. You could also have images on your page that appear and then fade off the page. All of this can be done using layers in Macromedia Dreamweaver, without having to do any JavaScript or HTML coding.

A disadvantage to using layers in your Web page is that layers are not widely viewable in older Web browsers. Only Internet Explorer 4.0 and Netscape 4.0 and above browsers show layers, and not always consistently. In order for everyone to be able to view your Web page, you can use layers in conjunction with tables. You can design your page layout using layers, then convert the layers to tables. For more information, see “Using tables and layers for layout” on page 421.

**Note:** It is recommended that you use Layout view for page layout (See “Designing Page Layout” on page 167). Layout view is an easier way to implement your page layout with tables as the underlying structure.

## About layers and HTML code

When you insert layers into your Web page, Dreamweaver inserts the HTML tag for those layers in your code. You can set four different tags for your layers: `div`, `span`, `layer`, and `ilayer`. `div` and `span` are the most common tags and are recommended for use so that the widest audience will be able to view your layers. Both Internet Explorer 4.0 and Netscape Navigator 4.0 support layers created using the `div` and `span` tags. Only Navigator 4.0 versions support layers created with the `layer` and `ilayer` tags (Netscape discontinued support in later browsers). Earlier versions of both browsers display the contents of a layer but do not display the positioning.

By default, Dreamweaver creates layers with the `div` tag and inserts layer code at the insertion point, or at the top of the page, just after the `body` tag. If you create a nested layer, Dreamweaver inserts the code inside the tag that defines the parent layer. To change the default tag, see “Setting Layers preferences” on page 412.

The following is sample HTML code for a single layer (as it would look in Dreamweaver):

```
<div id="Layer1" style="position:absolute; visibility:inherit; width:200px; height:115px; z-index:1">
</div>
```

The following is sample HTML code for a nested layer (as it would look in Dreamweaver):

```
<div id="Parent" style="position:absolute; left:56px; top:54px; width:124px; height:158px; z-index:1;">
Content inside the parent layer.

<div id="Nested" style="position:absolute; left:97px; top:114px; width:54px; height:69px; z-index:1;">
Content inside the nested layer.
</div>
</div>
```

You can set properties for positioning the layers on your page. These properties include `left` and `top` ( $x$  and  $y$  coordinates, respectively), `z-index` (also called the stacking order), and `visibility`. For more information, see “Setting layer properties” on page 417.



## Creating layers on your page

Dreamweaver allows you to create layers on your page easily and precisely. You can draw a layer on the page, insert a layer through the menu, or drag it onto your page. Create as many layers as you need to hold all of your page elements.

You can also create a layer within another layer (nest), put layers on top of each other (stacking), or hide certain layers while showing others. Use the Layers panel to easily manage your layers and perform these actions. For more information, see “About the Layers panel” on page 410.

Each layer that you create in your page has certain default characteristics, such as tag, visibility, height and width, and so on. To change the default settings, choose Edit > Preferences and select Layers. For more information about these characteristics, see “Setting Layers preferences” on page 412.

If you don't want your layers to overlap each other as you create them on the page, turn on the Prevent Overlaps option in the Layers panel or choose Modify > Arrange > Prevent Layer Overlaps. See “Preventing layer overlaps” on page 423.

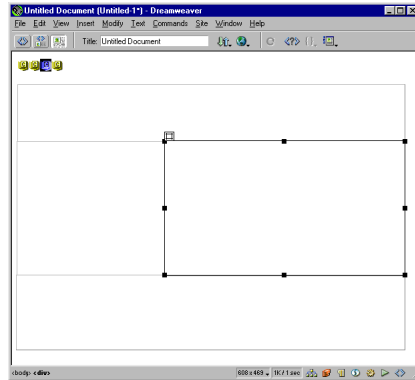
### To create a layer, do one of the following:

- To draw a layer, click the Draw Layer button in the Objects panel, then drag to draw the layer in the Document window.
- To insert a layer, place the insertion point in the Document window where you want the layer to go and then choose Insert > Layer.
- To drag and drop a layer, drag the Draw Layer button from the Objects panel to the Document window.

To draw more than one layer at a time, click the Draw Layer button in the Objects panel and hold down Control (Windows) or Command (Macintosh) as you draw out all the layers. You can continue to draw new layers as long as you do not release the Control key.

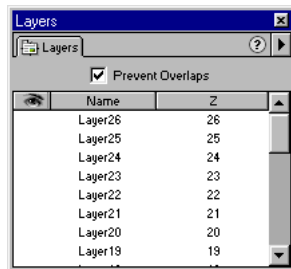
If you have Invisible Elements turned on, a layer marker will appear in the Document window each time you draw a layer on the page. If layer markers aren't visible and you want to see them, choose View > Visual Aids > Invisible Elements. For more information, see “Setting Invisible Elements preferences” on page 156.

**Note:** When the Invisible Elements option is turned on, the elements on your page may appear to shift position. Invisible elements are visible only in the Document window, so when you view your page in a browser, everything will appear in the correct position.



## About the Layers panel

The Layers panel is a way to manage the layers in your document. Choose Window > Layers or press F11 to open the Layers panel. Layers are displayed as a stacked list of names; the first created layer at the bottom of the stacking order, and the most recently created layer at the top of the stacking order. Nested layers are displayed as names connected to parent layers. Click the expander arrow to show or hide nested layers.

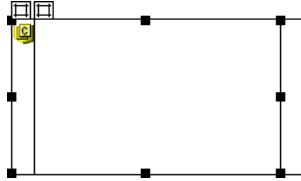


Use the Layers panel to prevent overlaps, to change the visibility of layers, to nest or stack layers, and to select one or more layers.

## Nesting layers

A nested layer is a layer created inside another layer. Use the Layer panel or the insertion, drag and drop, or drawing technique to create nested layers.

Nesting is often used to group layers together. A nested layer moves with its parent layer and can be set to inherit visibility from its parent.



If you want to force layers to automatically nest as you draw them on the page, set the Layer preferences. Choose Edit > Preferences, then select Layers and select the Nesting check box. All layers that you draw inside other layers will then automatically be nested. For more information, see “Setting Layers preferences” on page 412.

**Note:** Use the Netscape Resize Fix when you use nested layers in your page (Commands > Add/Remove Netscape Resize Fix). Otherwise, layers will lose their position in 4.0 versions of Netscape.

### To create a nested layer, do one of the following:

- To insert a nested layer, place the insertion point inside an existing layer and choose Insert > Layer.
- To drag and drop a nested layer, drag the Draw Layer button from the Objects panel, then drop it inside an existing layer.
- To draw a nested layer, click the Draw Layer button in the Objects panel, then drag to draw the layer inside another layer. If Nesting is turned off in Layers preferences, press and hold Alt (Windows) or Option (Macintosh) to draw a layer inside an existing layer.

### To create a nested layer using the Layers panel:

- 1 Choose Window > Layers or press F11 to open the Layers panel.
- 2 Select a layer in the Layers panel, then press and hold the Control key (Windows) or Command key (Macintosh) and drag it to the target layer in the Layers panel.
- 3 Release the mouse button when a box appears around the name of the target layer.

## Setting Layers preferences

Use layer preferences to define the default settings for new layers you create. Choose Edit > Preferences, then click Layers to change layer preferences.

**Tag** set the default HTML tag to use when creating layers. The options are `DIV` (default), `span`, `layer`, or `ilayer`. `div` or `span` are recommended to ensure that the layers work in all 4.0 and later browsers. `layer` and `ilayer` only work in Netscape 4.x browsers.

**Visibility** determines whether layers are visible by default.

**Width** and **Height** set the default width and height of layers created by Insert > Layer.

**Background Color** specifies the default background color. Select the color from the color picker.

**Background Image** specifies a default background image. Click Browse to locate the file on your computer, or enter the path to the image file in the text box.

**Nesting** makes a layer drawn within the boundaries of an existing layer a nested layer. Hold down Alt (Windows) or Option (Macintosh) to temporarily change this setting while you're drawing a layer.

**Netscape 4 Compatibility** inserts JavaScript in the head content of a document and fixes a known problem in Netscape 4.x browsers that causes layers to lose their positioning coordinates when a user resizes their browser window. The JavaScript forces the page to reload each time the browser window is resized, re-assigning the layers to the correct position. You can also add or remove the JavaScript, by choosing Commands > Add/Remove Netscape Resize Fix.

## Manipulating layers

As you work with your page layout, layers can be selected, resized, or activated. You must select a layer before you can move, resize, or align it. Resizing layers lets you change the dimensions of a single layer or make two or more layers the same height and width. Activating layers only lets you place content in them.

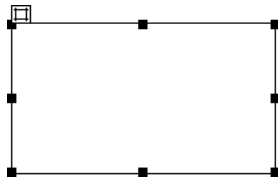
To prevent layers from overlapping each other as you move and resize them, use the Prevent Overlap option. See “Preventing layer overlaps” on page 423.

## Selecting layers

Select one or more layers to make them the same width and height, reposition them, align them, and so on. For a complete list of options, see “Setting layer properties” on page 417.

**To select a layer, do one of the following:**

- Click the name of the layer in the Layers panel.
- Click a layer’s selection handle. If the handle isn’t visible, click anywhere inside the layer to make it visible.



- Click a layer’s border.
- If no layers are active or selected, Shift-click inside a layer.
- If multiple layers are selected, Control-Shift-click (Windows) or Command-Shift-click (Macintosh) inside a layer. This will deselect all other layers and select only the one that you chose.
- Click the layer marker in the Document window that represents the layer’s location in the HTML code. If the layer marker isn’t visible, choose View > Visual Aids > Invisible Elements.

**To select multiple layers, do one of the following:**

- Shift-click two or more layer names in the Layers panel.
- Shift-click inside or on the border of two or more layers.

When multiple layers are selected, the handles of the last selected layer are highlighted in black. The handles of the other layers are highlighted in white.

## Resizing layers

You can resize an individual layer or simultaneously resize multiple layers to make them the same width and height.

If the Prevent Overlaps option is on, you will not be able to resize a layer so that it overlaps with another layer. See “Preventing layer overlaps” on page 423.

### To resize a layer, do one of the following:

- To resize by dragging, select the layer and drag any of its resize handles.
- To resize 1 pixel at a time, select the layer and press Control-arrow (Windows) or Option-arrow (Macintosh).
- To resize by the grid snapping increment, press Shift-Control (Windows) or Option (Macintosh), while pressing an arrow key. For information about setting the grid snapping increment, see “Snapping layers to the grid” on page 416.
- In the Property inspector, type a value for width and height.

Resizing a layer changes the width and height of the layer. It does not define how much of the layer’s content is visible. To define the visible region within a layer, see “Setting layer properties” on page 417.

### To resize multiple layers:

- 1 In the Document window, select two or more layers.
- 2 Do one of the following:

- Choose Modify > Align > Make Same Width or Modify > Align > Make Same Height.

The first selected layers will conform to the width or height of the last selected layer (highlighted in black).

- In the Property inspector, under Multiple Layers, enter width and height values. The values are applied to all selected layers.

## Moving layers

Moving layers in the Document window will be familiar to anyone who has worked with basic graphics applications.

If the Prevent Overlaps option is on, you will not be able to move a layer so that it overlaps another layer. See “Preventing layer overlaps” on page 423.

**To move one or more layers, do one of the following:**

- To move by dragging, select the layers and drag the selection handle of the last selected layer (highlighted in black).
- To move 1 pixel at a time, select the layers and use the arrow keys. Use Shift and an arrow key to move the layer by the current grid snapping increment. For information about setting the grid snapping increment, see “Snapping layers to the grid” on page 416.

## Aligning layers

Use the layer alignment commands to align one or more layers with a border of the last layer selected.

When you align layers, child layers that aren't selected may move because their parent layer is selected and moved. To prevent this, don't use nested layers.

**To align two or more layers:**

- 1 Select the layers.
- 2 Choose Modify > Align, then select an alignment option.

For example, if you select Top, all of the layers move so that their top borders are in the same vertical position as the top border of the last selected layer (highlighted in black).

## Snapping layers to the grid

Use the grid as a visual guide for positioning or resizing layers in the Document window. You can turn this grid on to use as a guide when you draw your layers. You can also have your layers automatically snap to the grid, and change the grid or control the snapping behavior by specifying grid settings. Snapping works regardless of whether the grid is visible.

**To display the grid, do one of the following:**

- Choose View > Grid > Show Grid.
- Choose View > Grid > Edit Grid and select the Show Grid option.

**To snap a layer:**

- 1 Choose View > Grid > Snap To Grid to turn snapping on (or to turn it off).
- 2 Select the layer and drag it. The layer jumps to the nearest snapping position.

**To change grid settings:**

- 1 Click View > Grid > Edit Grid to open the Grid Settings dialog cell.
- 2 Do any of the following:
  - Click the arrow next to the color swatch and select a color from the palette or type the hexadecimal number in the cell. This controls the color of the grid lines.
  - Select Show Grid to show the grid in the Document window.
  - Select Snap to Grid to enable snapping.
  - Type the amount of spacing you want and select Pixels, Inches, or Centimeters from the pop-up menu. This controls how far apart the grid lines will appear.
  - Choose lines or dots for the grid lines.
- 3 Click Apply to view the changes, then OK to close the dialog box.

## Making layers active

Before you place objects in a layer, you must activate the layer. Activating a layer places the insertion point in the layer, highlights the layer's border, and displays the selection handle, but it does not actually select the layer.

**To activate a layer:**

Click anywhere inside the layer.



## Setting layer properties

Use the Property inspector to specify the name and location of a layer as well as to set other layer options. To see all of the following properties, click the expander arrow in the lower right corner of the Property inspector.



**Layer ID** allows you to specify a name to identify the layer in the Layers panel and for scripting. Enter a name in the unlabeled box on the left side of the Property inspector. Use only standard alphanumeric characters for a layer name. Do not use special characters such as spaces, hyphens, slashes, or periods. Every layer must have its own unique name.

**L** and **T** (left and top) specify the position of the layer relative to the top left corner of the page or parent layer (if nested).

**W** and **H** specify the width and height of the layer. These values are overridden if the content of the layer exceeds the specified size.

If you have `div` or `span` set as the default tag, the default values for location and size are in pixels (px). You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent's value). The abbreviations must follow the value without a space: for example, 3mm. The Overflow setting controls how layers react when the content exceeds the layer's size.

**Z-Index** determines the *z*-index, or stacking order, of the layer. Higher-numbered layers appear above lower-numbered layers. Values can be positive or negative. It's easier to change the stacking order of layers using the Layers panel than to enter specific *z*-index values. See "Changing the stacking order of layers" on page 420.

Netscape layers (those with the `layer` or `ilayer` tag) can also be stacked relative to other layers on the page. When you select a Netscape layer, two additional options appear in the lower right corner of the Property inspector. Use the A/B option to select a relative stacking position and then choose the name of another layer from the pop-up menu directly to the right. (A specifies a layer above the current layer; B specifies a layer below the current layer.)

**Vis** determines the initial display condition of the layer (visible or not). Use a scripting language, such as JavaScript, to control the visibility property and dynamically display layer contents. Choose from the following options:

- Default does not specify a visibility property, but most browsers interpret this as Inherit.
- Inherit uses the visibility property of the layer's parent.
- Visible displays the layer contents, regardless of the parent's value.
- Hidden hides the layer contents, regardless of the parent's value. Note that hidden layers created with `ilayer` still take up the same space as if they were visible.

**Bg Image** specifies a background image for the layer. Click the folder icon to Browse to and select an image file, or type the path for the image in the text field.

**Bg Color** specifies a background color for the layer. Leave this option blank to specify a transparent background.

**Tag** determines the HTML tag to be used. `span` and `div` are recommended. `layer` and `ilayer` create Netscape Navigator layers, but are only viewable in Netscape Navigator 4 browsers.

**Overflow** determines what happens if the contents of a layer exceed its set size. Choose from the following options:

- Visible increases the layer size so that all of the layer's contents are visible. The layer expands downward and to the right.
- Hidden maintains the layer's size and clips any content that doesn't fit. No scroll bars are provided.
- Scroll adds scroll bars to the layer regardless of whether the contents exceed the layer's size. Specifically providing scroll bars avoids confusion resulting from the appearance and disappearance of scroll bars in a dynamic environment. This option works only in browsers that support scroll bars.
- Auto makes scroll bars appear only when the layer's contents exceed its boundaries.

**Clip** defines the visible area of a layer and can be used to cut content from the edges of the layer. Specify values that represent the distance in pixels from the layer's boundaries. T (top) and L (left) settings are relative to the layer, not to the page.

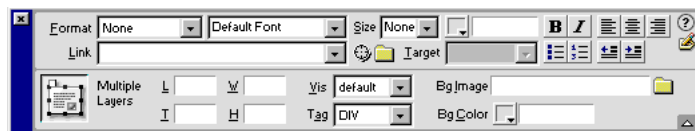
**Use Left, Top or PageX, PageY** (`layer` and `ilayer` only) lets you position a layer in relation to its parent. The Left, Top option places the layer in relation to the top left corner of its parent. The PageX, PageY option places the layer in an absolute location relative to the top left corner of the page, regardless of the position of the parent layer.

**Src** (`layer` and `ilayer` only) lets you display another HTML document within the layer. Click the folder icon to browse to and select the document, or type the path of the document. Note that Dreamweaver does not display this property in the Document window.

**A/B** (`layer` and `ilayer` only) specifies the layer above (A) or below (B) the current layer in the stacking order (*z*-index). Only layers previously defined in the document will appear in the list of layer names to the right of the A/B menu.

## Setting properties for multiple layers

When you select two or more layers, the layer Property inspector displays text properties and a subset of the regular layer properties, allowing you to modify several layers at once. To select multiple layers, press Shift while selecting layers. See “Manipulating layers” on page 412.



**L** and **T** specify the position of the layers relative to the top left corner of the page or parent layer.

**W** and **H** specify the width and height of the layers. These values are overridden if the content of the layers exceeds the specified size.

If you have `div` or `span` set as the default tag, the default values for location and size are in pixels (px). You can also specify the following units: pc (picas), pt (points), in (inches), mm (millimeters), cm (centimeters), or % (percentage of the parent's value). The abbreviations must follow the value without a space: for example, 3mm.

**Vis** determines the initial display condition of the layers. Choose from the following options:

- Default does not specify a visibility property, but most browsers interpret this as Inherit.
- Inherit uses the visibility property of the layer's parent.
- Visible displays the layer contents, regardless of the parent's value.
- Hidden displays the layer contents as transparent, regardless of the parent's value. Note that hidden layers created with `layer` and `ilayer` still occupy the same space as if they were visible.

**Tag** determines the HTML tag to be used. `span` and `div` are recommended. `layer` and `ilayer` create Netscape Navigator layers, but are only viewable in Netscape 4 browsers

**Bg Image** specifies a background image for the layers. Click the folder icon to browse to and select an image file, or type the path for the image in the text field.

**Bg Color** specifies a background color for the layers. Leave this option blank to specify a transparent background.

## Changing the stacking order of layers

Use the Property inspector or the Layers panel to change the stacking order of layers. The layer at the top of the Layers panel list is at the top of the stacking order.

In HTML code, the stacking order, or *z*-index, determines the order in which layers are drawn in a browser. You can change the *z*-index for each layer using the Layers panel or using the Property inspector.

### To change the stacking order of layers in the Layers panel:

Choose Window > Layers to open the Layers panel. Then do one of the following:

- Select and drag a layer up or down to the desired stacking order. You'll see a line appear as you move the layer. Release the mouse button when the placement line appears in the desired stacking order.
- In the Z column, click the number of the layer you are changing. Type a higher number than the existing number to move the layer up in the stacking order, or type a lower number to move the layer down in the stacking order.

### To change the stacking order of layers using the Property inspector:

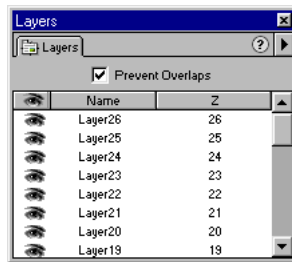
- 1 Choose Window > Layers to open the Layers panel to see the current stacking order.
- 2 Select a layer in the Layers panel or in the Document window.
- 3 In the layer Property inspector, type a number in the Z-index field.
  - Type a higher number to move the layer up in the stacking order.
  - Type a lower number to move the layer down in the stacking order.

## Changing layer visibility

While working on your document, you can show and hide layers to see how the page will appear under different conditions. Use the Layers panel to change the visibility of layers. Use the Layer preferences panel to set the default visibility for new layers. See “Setting Layers preferences” on page 412.

### To change layer visibility:

- 1 Choose Window > Layers to open the Layers panel.
  - 2 In the row of the layer you're affecting, click in the eye-icon column so you can set the desired visibility.
- An open eye means the layer is visible.
  - A closed eye means the layer is invisible.
  - If there is no eye icon, the layer inherits visibility from its parent. (When layers are not nested, the parent is the document body, which is always visible.)



### To change the visibility of all layers at once:

- 1 Choose Window > Layers to open the Layers panel.
- 2 Click the header eye icon at the top of the column.

## Using tables and layers for layout

Instead of using layout cells and tables in layout view to create your layout (see “Designing Page Layout” on page 167), some users prefer to work with layers and tables. Dreamweaver allows you to create your layout using layers, then convert them into tables, since 3.0 browsers don’t support layers. You can convert back and forth between layers and tables to tweak the layout and optimize page design.

You can’t convert layers to tables or tables to layers in a template document or in a document to which a template has been applied. Create your original layout, and convert it prior to saving it as a template.

A single table or layer cannot be converted. You can only convert layers to tables and back for the entire page.

If you want to generate 3.0 browser-compatible files from your current file, use the Convert option in the File menu. See “Converting to 3.0 version compatibility” on page 424.

## Converting between layers and tables

Create your layout using layers, then convert the layers to tables so that your layout can be viewed in most browsers.

### To convert layers to a table:

- 1 Choose **Modify > Convert > Layers to Table**.
- 2 In the dialog box that appears, select the desired layout options.
  - **Most Accurate** creates a cell for every layer, plus any additional cells that are necessary to preserve the space between layers.
  - **Smallest: Collapse Empty Cells** specifies that the layers' edges should be aligned if they are positioned within the specified number of pixels. If you select this option, the resulting table will have fewer empty rows and columns, but may not match your layout precisely.
  - **Use Transparent GIFs** fills the table's last row with transparent GIFs. This ensures that the table is displayed with the same column widths in all browsers.  
When this option is on, you cannot edit the resulting table by dragging its columns. When it is off, the resulting table will not contain transparent GIFs, but its appearance may vary slightly in different browsers.
  - **Center on Page** centers the resulting table on the page.  
If this option is off, the table is left aligned.
- 3 Select the desired layout tools and grid options, and click **OK**.

### To convert a table to layers:

- 1 Choose **Modify > Convert > Tables to Layers**.
- 2 In the dialog box that appears, select the desired options.
  - **Show Grid and Snap to Grid** let you use a grid to help position layers. See "Snapping layers to the grid" on page 416.
  - **Prevent Layer Overlaps** constrains the positions of layers when they are created, moved, and resized so that they don't overlap. See "Preventing layer overlaps" on page 423.
  - **Show Layers panel** displays the Layers panel. See "About the Layers panel" on page 410.
- 3 Click **OK**.

The tables are converted to layers. Empty cells are not converted to layers unless they have a background color.

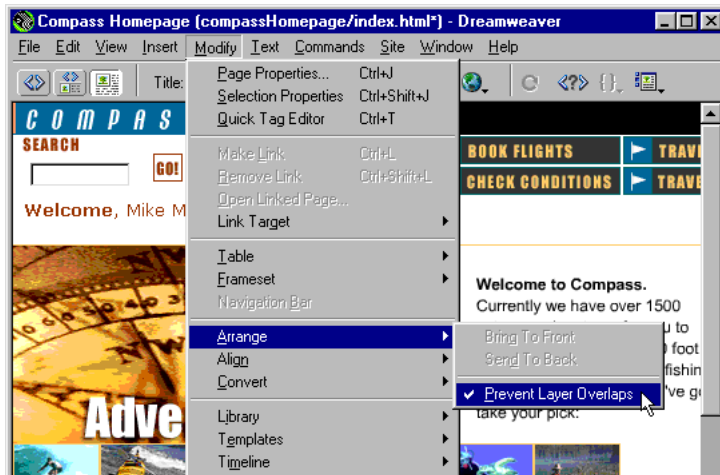
**Note:** Page elements that you placed outside of tables in the page are also placed in layers.

## Preventing layer overlaps

Because table cells cannot overlap, Dreamweaver cannot create a table from overlapping layers. If you plan to convert the layers in a document to tables for compatibility with 3.0 browsers, use the Prevent Overlap option to constrain layer movement and positioning so that layers don't overlap.

### To prevent layers from overlapping:

Choose Modify > Arrange > Prevent Layer Overlaps or select the Prevent Overlaps option in the Layers panel.



When this option is on, a layer can't be created in front of, moved or resized over, or nested within an existing layer. If you activate this option after creating overlapping layers, drag the overlapping layer to move it away from the other layer. Dreamweaver does not automatically fix existing overlapping layers in the page when you turn on Prevent Layer Overlaps.

When this option and snapping are enabled, a layer won't snap to the grid if it would cause two layers to overlap. Instead, it will snap to the edge of the closest layer.

**Note:** Certain actions allow you to overlap layers even when the Prevent Overlaps option is on. If you insert a layer from the menu, enter numbers in the Property inspector, or reposition layers by editing the HTML source code in the HTML inspector, you can cause layers to overlap or nest while the option is turned on. If this happens, drag overlapping layers in the Document window to separate them.

## Converting to 3.0 version compatibility

Use the Convert option in the File menu to create a 3.0 browser-compatible version of a page that uses layers. Dreamweaver creates a separate, converted document and preserves the original document.

In general, you should convert a document only when you are completely satisfied with your original file—otherwise, you must convert the file each time you change the original file.

### To convert a file for use with 3.0 browsers:

- 1 Choose File > Convert > 3.0 Browser Compatible.
- 2 In the dialog cell that appears, choose whether to convert layers to tables, CSS styles to HTML markup (character styles), or both.
- 3 Click OK.

Dreamweaver opens the converted file in a new, untitled window. If you selected Convert Layers to Table or Both, all layers are replaced with a single table that preserves the original positioning.

**Note:** Overlapping layers cannot be converted, nor can layers that are off the page to the left or top.

If you selected Convert CSS Styles to HTML Markup or Both, CSS markup is replaced, where possible, with HTML character styles. Any CSS markup that cannot be converted to HTML is removed. See the “CSS to HTML markup conversion table” on page 257 for information on which styles are converted and which are removed.

Timeline code that animates layers is removed. Timeline code that is unrelated to layers (for example, behaviors or changes to the image source) will execute as specified. The timeline is automatically rewound to frame 1. For more information about timelines, see “Creating a timeline animation” on page 427.



## Animating your layers

Dynamic HTML, or DHTML, refers to the ability to change style or positioning properties of HTML elements with a scripting language. Timelines use dynamic HTML to change the properties of layers and images in a series of frames over time. Use timelines to create animations that do not require any ActiveX controls, plugins, or Java applets (but do require JavaScript).

Timelines create animation by changing the position, size, visibility, and stacking order of a layer over time. Timelines are also useful for other actions that you want to occur after a page loads. For example, timelines can change the source file of an image tag so different images will appear over a period of time in the page. The layer functions of timelines work only in 4.0 or later browsers.

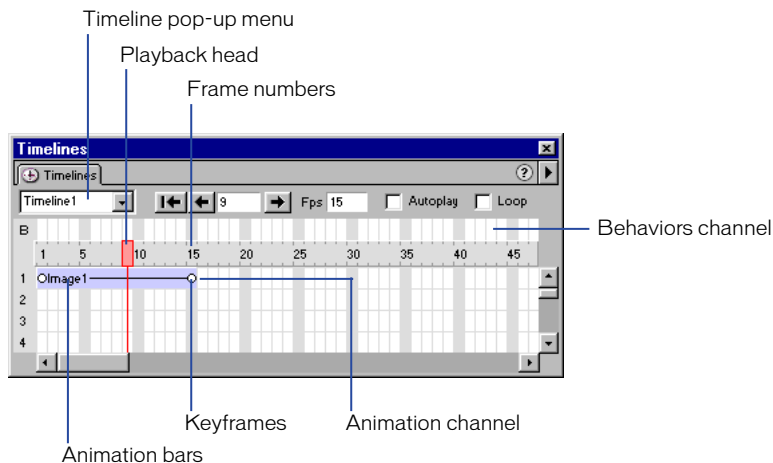
To see the JavaScript code generated by a timeline, open the HTML inspector. The timeline code is in the `MM_initTimelines` function, inside a `script` tag in the `head` content of the document.

When editing the HTML of a document containing timelines, be careful not to move, rename, or delete anything that a timeline refers to.

### Using the Timelines panel

The Timelines panel represents the properties of layers and images over time. Choose `Window > Timelines` to open the Timelines panel.

Right-click (Windows) or Control-click (Macintosh) the Timelines panel to open a context menu that includes all of the relevant commands.



**Playback head** shows which frame of the timeline is currently displayed on the page.

**Timeline pop-up menu** specifies which of the document's timelines is currently displayed in the Timelines panel.

**Animation channels** display bars for animating layers and images.

**Animation bars** show the duration of each object's animation. A single row can include multiple bars representing different objects. Different bars cannot control the same object in the same frame.

**Keyframes** are frames in a bar where you have specified properties (such as position) for the object. Dreamweaver calculates intermediate values for frames in between keyframes. Small circles mark keyframes.

**Behaviors channel** is the channel for behaviors that should be executed at a particular frame in the timeline.

**Frame numbers** indicate the sequential numbering of frames. The number between the Back and Play buttons is that of the current frame. You control the duration of animation by setting the total number of frames and the number of frames per second (fps). The default setting of 15 frames per second is a good average rate to use for most browsers running on common Windows and Macintosh systems. Faster rates may not improve performance. Browsers always play every frame of the animation, even if they cannot attain the specified frame rate on the user's system. The frame rate is ignored if it is higher than the browser can manage.

## Playback options

Listed below are the playback options for viewing the animation.



**Rewind** moves the playback head to the first frame in the timeline.

**Back** moves the playback head one frame to the left. Click Back and hold down the mouse button to play the timeline backward.

**Play** moves the playback head one frame to the right. Click Play and hold down the mouse button to play the timeline continuously.

**Autoplay** makes a timeline begin playing automatically when the current page loads in a browser. Autoplay attaches a behavior to the page's `body` tag that executes the Play Timeline action when the page loads.

**Loop** makes the current timeline loop indefinitely while the page is open in a browser. Loop inserts the Go to Timeline Frame behavior in the Behaviors channel after the last frame of the animation. Double-click the marker in this frame to edit the parameters for this behavior and change the number of loops.

## Creating a timeline animation

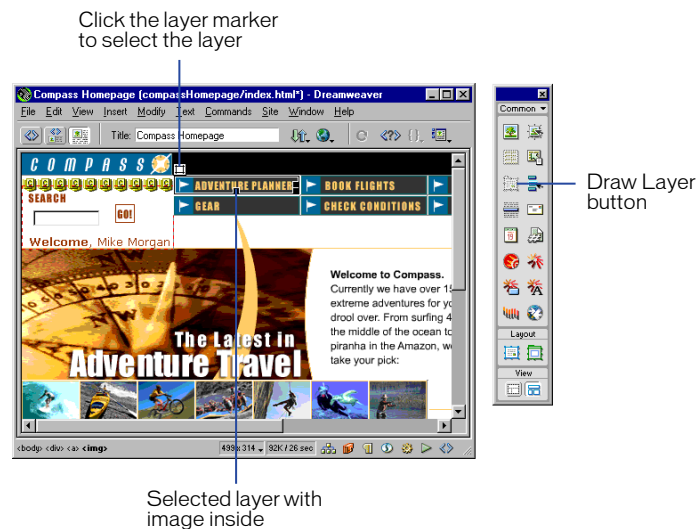
Timelines create animation by changing the position, size, visibility, and stacking order of layers. Timelines can also change the source files of images, so you could create an image slideshow with timelines.

Timelines can move only layers. To make images or text move, create a layer using the Draw Layer button on the Objects panel and then insert images, text, or any other type of content in the layer. See “Creating layers on your page” on page 409.

### To create a timeline animation:

- 1 To animate a layer, move the layer to where it should be when the animation begins.
- 2 Choose Window > Timelines.
- 3 Select the layer you want to animate.

Make sure you have selected the desired element. Click the layer marker, the layer selection handle, or use the Layers panel to select a layer. See also “Manipulating layers” on page 412. When a layer is selected, handles appear around it as shown in the following illustration.



Clicking inside the layer places a blinking insertion point inside the layer, but it does not select the layer.

- 4 Choose **Modify > Timeline > Add Object to Timeline** or simply drag the selected object into the Timelines panel.

A bar appears in the first channel of the timeline. The name of the layer appears in the bar.

- 5 Click the keyframe marker at the end of the bar.
- 6 Move the layer on the page to where it should be at the end of the animation. A line appears showing the path of the animation in the Document window.
- 7 If you want the layer to move in a curve, select its animation bar and **Control-click** (Windows) or **Command-click** (Macintosh) a frame in the middle of the bar to add a keyframe at the frame you clicked, or click a frame in the middle of the animation bar and choose **Add Keyframe** from the context menu.

Repeat this step to define additional keyframes.

- 8 Hold down the **Play** button to preview the animation on the page.  
Repeat the procedure to add additional layers and images to the timeline and to create a more complex animation.

### Creating a timeline by dragging a path

If you want to create an animation with a complex path, it may be more efficient to record the path as you drag the layer rather than creating individual keyframes.

#### To create a timeline by dragging a path:

- 1 Select a layer.
- 2 Move the layer to where it should be when animation begins.  
Make sure you have selected the right element. Click the layer marker, the layer selection handle, or use the Layers panel to select a layer. See also “Manipulating layers” on page 412.
- 3 Choose **Modify > Timeline > Record Path of Layer**.
- 4 Drag the layer around the page to create a path.
- 5 Release the mouse at the point where the animation should stop.  
Dreamweaver adds an animation bar to the timeline with the appropriate number of keyframes.
- 6 In the Timelines panel, click the **Rewind** button; then hold down the **Play** button to preview your animation.

## Modifying timelines

After defining a timeline's basic components, you can make changes such as adding and removing frames, changing the start time of the animation, and so on.

**To modify a timeline, do any of the following:**

- To make the animation play longer, drag the end frame marker to the right. All the keyframes in the animation shift so that their relative positions remain constant. To prevent the other keyframes from moving, press Alt (Windows) or Option (Macintosh) while dragging the end frame marker.
- To make the layer reach the keyframe position earlier or later, move the keyframe marker left or right in the bar.
- To change the start time of an animation, select one or all of the bars associated with the animation (press Shift to select more than one bar at a time) and drag left or right.
- To shift the location of an entire animation path, select the entire bar and then drag the object on the page. Dreamweaver adjusts the position of all keyframes. Making any type of change with an entire bar selected changes all the keyframes.
- To add or remove frames in the Timeline, choose Modify > Timeline > Add Frame or Modify > Timeline > Remove Frame.
- To make the timeline play automatically when the page opens in a browser, click Autoplay. Autoplay attaches a behavior to the page that executes the Play Timeline action when the page loads.
- To make the timeline loop continuously, click Loop. Loop inserts the Go To Timeline Frame action in the Behaviors channel after the last frame of the animation. You can edit the parameters for this behavior to define the number of loops.

## Changing image and layer properties with timelines

In addition to moving layers with timelines, you can change the source file of an image and the visibility, size, and stacking order of a layer.

**To change image and layer properties with a timeline:**

**1** In the Timelines panel, do one of the following:

- Select an existing keyframe in the bar controlling the object you want to change. (The start and end frames are always keyframes.)
- To create a new keyframe, click a frame in the middle of the animation bar and choose **Modify > Timeline > Add Keyframe**, or **Control-click (Windows)** or **Command-click (Macintosh)** a frame in the animation bar.

**2** Define new properties for the object by choosing one of the following options:

- To change the source file of an image, click the folder icon next to the **Src** field in the Property inspector to browse to and select a new image.
- To change the visibility of a layer, choose **inherit**, **visible**, or **hidden** from the pop-up menu in the **Vis** field of the Property inspector. Or use the eye icons in the Layers panel. See “Changing layer visibility” on page 420.
- To change the size of a layer, drag the layer’s resize handles or enter new values in the **Width** and **Height** fields in the Property inspector. Internet Explorer versions 4.0 and later are currently the only browsers that can dynamically change the size of a layer.
- To change the stacking order of a layer, enter a new value in the **Z-Index** field or use the Layers panel to change the stacking order of the current layer. See “Changing the stacking order of layers” on page 420.

**3** Hold down the Play button to see the animation.

The currently selected layer is always visible and at the top of the stacking order.

## Using multiple timelines

Instead of trying to control all the action on a page with one timeline, it's easier to work with separate timelines that control discrete parts of the page. For example, a page might include interactive elements that each trigger a different timeline.

**To manage multiple timelines, use the following options:**

- To create a new timeline, choose **Modify > Timeline > Add Timeline**.
- To remove the selected timeline, choose **Modify > Timeline > Remove Timeline**. This permanently removes all animations from this timeline.
- To rename the selected timeline, choose **Modify > Timeline > Rename Timeline** or enter a new name in the Timeline pop-up menu in the Timelines panel.
- To view a different timeline in the Timelines panel, choose a new timeline from the Timeline pop-up menu in the Timelines panel.

## Copying and pasting animations

Once you have an animation sequence that you like, you can copy and paste it in another area of the current timeline, in another timeline in the same document, or in a timeline in another document. You can also copy and paste multiple sequences at one time.

**To cut or copy and paste animation sequences:**

- 1 Click an animation bar to select a sequence. To select multiple sequences, Shift-click, or press **Control+A** (Windows) or **Command+A** (Macintosh) to select all sequences.
- 2 Copy or cut the selection.
- 3 Do one of the following:
  - Move the playback head to another spot in the current timeline.
  - Select another timeline from the Timeline pop-up menu.
  - Open another document or create a new one and then click in the Timeline inspector.
- 4 Paste the selection into the timeline.

Animation bars for the same object cannot overlap, because a layer cannot be in two places at one time (nor can an image have two different sources at one time). If the animation bar you are pasting would overlap another animation bar for the same object, Dreamweaver automatically shifts the selection to the first frame that doesn't overlap.

There are two principles to keep in mind when pasting animation sequences into another document:

- If you copy an animation sequence for a layer and the new document contains a layer with the same name, Dreamweaver applies the animation properties to the existing layer in the new document.
- If you copy an animation sequence for a layer and the new document does not contain a layer with the same name, Dreamweaver pastes the layer and its contents from the original document along with the animation sequence. To apply the pasted animation sequence to another layer in the new document, choose Change Object from the context menu and select the name of the second layer from the pop-up menu. Delete the pasted layer if desired. See “Applying an animation sequence to a different object” on page 432.

### Applying an animation sequence to a different object

To save time, you can create an animation sequence once and apply it to each of the remaining layers in your document.

#### To apply an existing animation sequence to other objects:

- 1 In the Timelines panel, select the animation sequence and copy it.
- 2 Click any frame of the Timelines panel and paste the sequence at that frame.
- 3 Right-click (Windows) or Control-click (Macintosh) the pasted animation sequence and choose Change Object from the context menu.
- 4 In the dialog box that appears, choose another object from the pop-up menu and click OK.
- 5 Repeat steps 2 through 4 for any remaining objects that you want to follow the same animation sequence.

You can also change your mind about which layer should be animated after creating an animation sequence; simply follow steps 3 and 4 above (no copying or pasting is necessary).



## Animation tips for timelines

The following suggestions can improve the performance of your animations and make creating animations easier:

- Show and hide layers instead of changing the source file for multiple-image animations. Switching the source file of an image can slow down the animation, because the new image must be downloaded. There will be no noticeable pauses or missing images if all images are downloaded at once in hidden layers before the animation runs.
- Extend animation bars to create smoother motion. If animation looks choppy and images jump between positions, drag the end frame of the layer's animation bar to extend the motion over more frames. Making the animation bar longer creates more data points between the start and end point of the movement and also makes the object move more slowly. Try increasing the number of frames per second (fps) to improve speed, but be aware that most browsers running on average systems cannot animate much faster than 15 fps. Test the animation on different systems with different browsers to find the best settings.
- Don't animate large bitmaps. Animating large images results in slow animations. Instead, create composites and move small parts of the image. For example, show a car moving by animating only the wheels.
- Create simple animations. Do not create animations that demand more than current browsers can provide. Browsers always play every frame in a timeline animation, even when system or Internet performance decreases.

## Behavior actions for controlling layers timelines

Attach the behavior actions listed here to a link, button, or other object to control timelines and layers. To create interesting effects, you can place behaviors containing these actions in the Behaviors channel. For example, you can make a timeline stop itself. For more information, see “Attaching a behavior to a timeline” on page 442 and “Using Behaviors” on page 435.

**Drag Layer** lets the user drag a layer. Use this action to create puzzles, slider controls, and other moveable user interface elements. See “Drag Layer” on page 451.

**Show-Hide Layers** shows, hides, or restores the default visibility of one or more layers. This action is useful for showing information as the user interacts with the page. See “Show-Hide Layers” on page 465.

**Play Timeline and Stop Timeline** let users start and stop a timeline by clicking a link or button. These actions can also start and stop a timeline automatically when the user rolls over a link, image, or other object. See “Play Timeline and Stop Timeline” on page 469.

**Go To Timeline Frame** causes the timeline to jump to a certain frame. The Loop check box in the Timelines panel adds the Go To Timeline Frame action after the last frame of the animation, causing it to go to frame 1 and start the animation again. See “Go to Timeline Frame” on page 468.

**Set Text of Layer** replaces the content and formatting of an existing layer on a page with the content you specify. The content can include any valid HTML. See “Set Text of Layer” on page 462.

## CHAPTER 18

### Using Behaviors

---

Behaviors allow visitors to interact with a Web page to change the page in various ways, or to cause certain tasks to be performed. A behavior is a combination of an event with an action triggered by that event. In the Behaviors panel, you add a behavior to a page by specifying an action and then specifying the event that triggers that action.

Events are, effectively, messages generated by browsers indicating that a visitor to your page has done something. For example, when a visitor moves the pointer over a link, the browser generates an `onMouseOver` event for that link; the browser then checks to see whether there's some JavaScript code it's supposed to call when that event is generated for that link. Different events are defined for different page elements; for example, in most browsers `onMouseOver` and `onClick` are events associated with links, whereas `onLoad` is an event associated with images and with the `body` section of the document.

An action consists of prewritten JavaScript code that performs a specific task, such as opening a browser window, showing or hiding a layer, playing a sound, or stopping a Shockwave movie. The actions provided with Macromedia Dreamweaver are carefully written by Dreamweaver engineers to provide maximum cross-browser compatibility.

After you attach a behavior to a page element, whenever the event you've specified occurs for that element, the browser calls the action (the JavaScript code) that you've associated with that event. (The events that you can use to trigger a given action vary from browser to browser.) For example, if you attach the `Popup Message` action to a link and specify that it will be triggered by the `onMouseOver` event, then whenever someone points to that link with the mouse pointer in the browser, your message pops up in a dialog box.

A single event can trigger several different actions, and you can specify the order in which those actions occur.

Dreamweaver provides about two dozen behavior actions; additional actions can be found on the Macromedia Exchange Web site as well as on third-party developer sites. (See “Downloading and installing third-party behaviors” on page 443.) You can write your own behavior actions if you are proficient in JavaScript. For more information on writing behavior actions, see *Extending Dreamweaver*.

**Note:** The terms *behavior* and *action* are Dreamweaver terms, not HTML terms. From the browser’s point of view, an action is just like any other piece of JavaScript code.

## Using the Behaviors panel

Use the Behaviors panel to attach behaviors to page elements (more specifically to tags) and to modify parameters of previously attached behaviors.

To open the Behaviors panel, choose Window > Behaviors.

The tag that’s currently selected in the Document window appears in the title bar of the Behaviors panel. Behaviors that have already been attached to the currently selected page element appear in the behavior list (the main area of the panel), listed alphabetically by event. If there are several actions for the same event, the actions appear in the order in which they will execute. If no behaviors appear in the behavior list, then no behaviors have been attached to the currently selected element.

For detailed information about the options in the Behaviors panel, see Dreamweaver Help.

## About events

The following list describes the events that you can associate with the actions listed in the Behaviors panel’s Actions (+) pop-up menu. When a visitor to your Web page interacts with the page—for example, by clicking an image—the browser generates events; those events can be used to call JavaScript functions that cause an action to occur. (Events can also be generated without user interaction, such as when you set a page to automatically reload every 10 seconds.) Dreamweaver supplies many common actions that you can trigger using these events.

The list also specifies which browsers can generate each event. *NS3* means Netscape Navigator 3.0; *NS4* means Netscape Navigator 4.0; *IE3* means Internet Explorer 3.0; *IE4* means Internet Explorer 4.0. For more information about events in Microsoft Internet Explorer, see the Microsoft Dynamic HTML events page (listed in “HTML and Web technologies resources” on page 25).

Note that most events can be used only with certain page elements. To find out what events a given browser supports for a given page element, insert the page element in your document and attach a behavior to it, then look at the Events pop-up menu in the Behaviors panel. For a very detailed advanced look at precisely which tags can be used with a given event in a given browser, search for the event in one of the files in your Dreamweaver/Configuration/Behaviors/Events folder.

**onAbort** (NS3, NS4, IE4, IE5) is generated when the visitor stops the browser from completely loading an image (for example, when the visitor clicks the browser's Stop button while an image is loading).

**onAfterUpdate** (IE4, IE5) is generated when a bound data element on the page has finished updating the data source.

**onBeforeUpdate** (IE4, IE5) is generated when a bound data element on the page has been changed and is about to lose focus (and is therefore about to update the data source).

**onBlur** (NS3, NS4, IE3, IE4, IE5) is the opposite of **onFocus**. The **onBlur** event is generated when the specified element is no longer the focus of the visitor's interaction. For example, when a visitor clicks outside a text field after clicking in the text field, the browser generates an **onBlur** event for the text field.

**onBounce** (IE4, IE5) is generated when a marquee element's contents have reached the boundary of the marquee.

**onChange** (NS3, NS4, IE3, IE4, IE5) is generated when the visitor changes a value on the page, such as when the visitor chooses an item from a menu, or when the visitor changes the value of a text field and then clicks elsewhere on the page.

**onClick** (NS3, NS4, IE3, IE4, IE5) is generated when the visitor clicks the specified element, such as a link, button, or image map. (The click is not complete until the visitor releases the mouse button; use **onMouseDown** to make something happen as soon as the button is pressed down.)

**onDbClick** (NS4, IE4, IE5) is generated when the visitor double-clicks the specified element. (Double-clicking is defined as quickly pressing and releasing the mouse button while pointing to the element.)

**onError** (NS3, NS4, IE4, IE5) is generated when a browser error occurs while a page or image is loading.

**onFinish** (IE4, IE5) is generated when the contents of a marquee element have completed a loop.

**onFocus** (NS3, NS4, IE3, IE4, IE5) is generated when the specified element becomes the focus of the visitor's interaction. For example, clicking in a text field of a form generates an **onFocus** event.

**onHelp** (IE4, IE5) is generated when the visitor clicks the browser's Help button or chooses Help from a browser menu.

**onKeyDown** (NS4, IE4, IE5) is generated as soon as the visitor presses any key. (The visitor does not have to release the key for this event to be generated.) The browser cannot detect which key has been pressed.

**onKeyPress** (NS4, IE4, IE5) is generated when the visitor presses and releases any key; this event is like a combination of the `onKeyDown` and `onKeyUp` events. The browser cannot detect which key has been pressed.

**onKeyUp** (NS4, IE4, IE5) is generated when the visitor releases a key after pressing it. The browser cannot detect which key has been pressed.

**onLoad** (NS3, NS4, IE3, IE4, IE5) is generated when an image or page finishes loading.

**onMouseDown** (NS4, IE4, IE5) is generated when the visitor presses the mouse button. (The visitor does not have to release the mouse button to generate this event.)

**onMouseMove** (IE3, IE4, IE5) is generated when the visitor moves the mouse while pointing to the specified element. (That is, the pointer stays within the boundaries of the element.)

**onMouseOut** (NS3, NS4, IE4, IE5) is generated when the pointer moves off the specified element. (The specified element is usually an image, or a link attached to an image.) This event is often used in conjunction with the Swap Image Restore behavior to return an image to its original state when the visitor is no longer pointing at it.

**onMouseOver** (NS3, NS4, IE3, IE4, IE5) is generated when the mouse first moves to point to the specified element (that is, when the pointer moves from not pointing to the element to pointing to the element). The specified element for this event is usually a link.

**onMouseUp** (NS4, IE4, IE5) is generated when a pressed mouse button is released.

**onMove** (NS4) is generated when a window or frame moves.

**onReadyStateChange** (IE4, IE5) is generated when the state of the specified element changes. Possible element states include `uninitialized`, `loading`, and `complete`.

**onReset** (NS3, NS4, IE3, IE4, IE5) is generated when a form is reset to its default values.

**onResize** (NS4, IE4, IE5) is generated when the visitor resizes the browser window or a frame.

**onRowEnter** (IE4, IE5) is generated when the current record pointer of the bound data source has changed.

**onRowExit** (IE4, IE5) is generated when the current record pointer of the bound data source is about to change.

**onScroll** (IE4, IE5) is generated when the visitor scrolls up or down.

**onSelect** (NS3, NS4, IE3, IE4, IE5) is generated when the visitor selects text in a text field.

**onStart** (IE4, IE5) is generated when a marquee element's contents begin a loop.

**onSubmit** (NS3, NS4, IE3, IE4, IE5) is generated when the visitor submits a form.

**onUnload** (NS3, NS4, IE3, IE4, IE5) is generated when the visitor leaves the page.

## Attaching a behavior

You can attach behaviors to the entire document (that is, to the `body` tag) or to links, images, form elements, or any of several other HTML elements. The target browser you choose determines which events are supported for a given element. Internet Explorer 4.0, for example, has a much wider array of events for each element than Navigator 4.0 or any 3.0 browser.

**Note:** You can't attach a behavior to plain text. For details, see "About behaviors and text" on page 441.

You can specify more than one action for each event. Actions occur in the order in which they're listed in the Actions column of the Behaviors panel. For information on changing the order of actions, see "Changing a behavior" on page 442.

### To attach a behavior:

- 1 Select an element on the page, such as an image or a link.

To attach a behavior to the entire page, click the `<body>` tag in the tag selector at the bottom left of the Document window.

- 2 Choose Window > Behaviors to open the Behaviors panel.

The HTML tag of the selected object appears in the title bar of the Behavior panel.

- 3 Click the Plus (+) button and choose an action from the Actions pop-up menu.

Actions that are dimmed in the menu can't be chosen. They may be dimmed because a required object doesn't exist in the current document. For example, the Play Timeline action is dimmed if the document has no timelines, and the Control Shockwave or Flash action is dimmed if the document contains no Shockwave or Flash movies. If no events are available for the selected object, all actions are dimmed.

When you choose an action, a dialog box appears, displaying parameters and instructions for the action.

- 4 Enter parameters for the action, and click OK.

All actions provided in Dreamweaver work in 4.0 and later browsers. Some actions do not work in older browsers. See “Using the behavior actions that come with Dreamweaver” on page 444.

- 5 The default event to trigger the action appears in the Events column. If this is not the trigger event you want, choose another event from the Events pop-up menu. (To open the Events pop-up menu, select an event or action in the Behaviors panel, and click the downward-pointing black arrow that appears between the event name and the action name.)

Different events appear in the Events pop-up menu depending on the selected object and on the browsers specified in the Show Events For submenu. Events may be dimmed if the relevant objects do not yet exist on the page or if the selected object cannot receive events. If the expected events don't appear, make sure the correct object is selected, or change the target browsers in the Show Events For pop-up menu.

If you're attaching a behavior to an image, some events (such as `onMouseOver`) appear in parentheses. These events are available only for links. When you choose one of them, Dreamweaver wraps an `a` tag around the image to define a null link. The null link is represented by `javascript:;` in the Property inspector's Link box. You can change the link value if you want to turn it into a real link to another page, but if you delete the JavaScript link without replacing it with another link, you will remove the behavior.



## About behaviors and text

You can't attach a behavior to plain text. Tags like `p` and `span` don't generate events in browsers, so there's no way to trigger an action from those tags.

However, you can attach a behavior to a link. Therefore, to attach a behavior to text, the easiest approach is to add a null link (that doesn't point to anything) to the text, then attach the behavior to the link. Note that if you do this, your text will appear as a link. (You can change the link color and remove the underlining if you really don't want it to look like a link, though site visitors may then be unaware that there's a reason to click that text.)

### To attach a behavior to the selected text:

- 1 In the Property inspector, enter `javascript:;` in the Link field. Be certain to include both the colon and the semicolon.

**Note:** You can instead use a number sign (`#`) in the Link field if you want. The problem with using a number sign is that when a visitor clicks the link, the browser jumps to the top of the page. Clicking the JavaScript null link has no effect at all on the page, so the JavaScript approach is generally preferable.

- 2 With the text still selected, open the Behaviors panel (Window > Behaviors).
- 3 Choose an action from the Actions pop-up menu, enter parameters for the action, and choose an event to trigger the action. For details, see "Attaching a behavior" on page 439.

### To change the appearance of linked text:

- 1 Open the Code inspector (Window > Code Inspector) or the Document window's Code view.
- 2 Find the link.
- 3 In the link's `a href` tag, insert this attribute: `style="text-decoration:none; color:black"`.

This attribute setting disables underlining and sets the color of the text to black. (Of course, if the surrounding text is a different color, use that color instead of black.)

To change the appearance of linked text everywhere on a page or across your entire site, use CSS styles to create a new style for links. For details, see "Inserting and Formatting Text" on page 233.

## Attaching a behavior to a timeline

To trigger a behavior at a certain frame in a timeline (rather than having a visitor's interaction trigger it), place the behavior in the timeline. (For information on creating a timeline, see "Animating your layers" on page 425.) For example, you can start a sound playing at frame 15 of a timeline.

Only one kind of event can trigger an action in a timeline: the animation reaching a certain frame number (an `onFrame7` event, for example).

The behavior can affect any object on the page, not just objects in the timeline. Preview the timeline in a browser to see the behavior working. You cannot preview behaviors inside Dreamweaver.

### To place a behavior in a timeline:

- 1 Click in a frame in the Behaviors channel in the Timelines panel.
- 2 Use the Behaviors panel to choose an action to perform at that frame.

The action appears in the Behaviors panel, with an event indicating the frame number at which the action is triggered. A minus sign (–) appears in the Behaviors channel of the timeline frame.

## Changing a behavior

After attaching a behavior, you can change the event that triggers the action, add or remove actions, and change parameters for actions.

### To change a behavior:

- 1 Select an object with a behavior attached.
- 2 Choose Window > Behaviors to open the Behaviors panel.  
Behaviors appear in the panel alphabetically by event. If there are several actions for the same event, the actions appear in the order in which they will execute.
- 3 Choose from the following options:
  - To edit an action's parameters, double-click the behavior name, or select it and press Enter (Windows) or Return (Macintosh); then change parameters in the dialog box and click OK.
  - To change the order of actions for a given event, select an action and click the up or down arrow button.
  - To delete a behavior, select it and click the Minus (–) button or press Delete.

## Updating a behavior

If your pages contain behaviors created with Dreamweaver 1 or Dreamweaver 2, those behaviors are not updated automatically when you open the pages in the current version of Dreamweaver. However, when you update one occurrence of a behavior in a page (by following the procedure below), all other occurrences of that behavior in that page are also updated. Behaviors created in Dreamweaver 3 work without modification in Dreamweaver 4.

**To update a behavior in a page:**

- 1 Select an element that has the behavior attached to it.
- 2 Open the Behaviors panel.
- 3 Double-click the behavior.
- 4 Click OK in the behavior's dialog box.

All occurrences of that behavior in that page are updated.

## Creating new actions

Actions consist of JavaScript and HTML code. If you are proficient with JavaScript, you can write new actions and add them to the Actions pop-up menu in the Behaviors panel. For more information, see *Extending Dreamweaver*.

## Downloading and installing third-party behaviors

One of the most useful features of Dreamweaver is its extensibility—that is, it offers users who are proficient in JavaScript the opportunity to write JavaScript code that extends Dreamweaver's capabilities. Many of these users have chosen to share their extensions with others by submitting them to the Macromedia Exchange for Dreamweaver Web site.

**To download and install new behaviors from the Exchange site:**

- 1 Open the Behaviors panel and choose Get More Behaviors from the Actions (+) pop-up menu.

Your primary browser opens, and the Exchange site appears. (You must be connected to the Web to download behaviors.)

- 2 Browse or search for packages.
- 3 Download and install the extension package you want.

For details, see “Adding extensions to Dreamweaver” on page 93.

## Using the behavior actions that come with Dreamweaver

The behavior actions included with Dreamweaver have been written to work in all releases of Netscape Navigator 4, and in Internet Explorer 4.0 and later. (Netscape Navigator 5 was never released externally; Netscape Navigator 6 has not yet been released at the time of this writing.)

**Note:** The Dreamweaver actions have been carefully written to work in as many browsers as possible. If you remove code from a Dreamweaver action by hand, or replace it with your own code, you may lose cross-browser compatibility.

Although the Dreamweaver actions were written to maximize cross-browser compatibility, some actions do not work in older browsers. Also, some browsers do not support JavaScript at all, and many people who browse the Web keep JavaScript turned off in their browsers. For best cross-platform results, provide alternative interfaces enclosed in `noscript` tags so that people without JavaScript can still use your site.

Refer to the following table for details on how actions work in specific pre-4.0 versions of Navigator and Internet Explorer. For an explanation of what each action does and how to choose options for it, see the topics following the table.

Action	Macintosh		Windows	
	Netscape Navigator 3.0	Internet Explorer 3.0x	Netscape Navigator 3.0	Internet Explorer 3.01
Call JavaScript	OK	Fails without error	OK	OK
Change Property	OK	Fails without error	OK	OK
Check Browser	OK	Fails without error	OK	OK
Check Plugin	OK	Fails without error	OK	OK
Control Shockwave or Flash	OK	Fails without error	OK	Fails without error
Drag Layer	Fails without error	Fails without error	Fails without error	Fails without error
Go to URL	OK	Fails without error	OK	OK
Jump Menu	OK	Fails without error	OK	Fails without error

Action	Macintosh		Windows	
	Netscape Navigator 3.0	Internet Explorer 3.0x	Netscape Navigator 3.0	Internet Explorer 3.01
Jump Menu Go	OK	Fails without error	OK	Fails without error
Open Browser Window	OK	Fails without error	OK	OK
Play Sound	OK	Fails without error	OK	Fails without error
Popup Message	OK	Fails without error	OK	OK
Preload Images	OK	Fails without error	OK	Fails without error
Set Nav Bar Image	OK	Fails without error	OK	Fails without error
Set Text of Frame	OK	Fails without error	OK	OK
Set Text of Layer	Fails without error	Fails without error	Fails without error	Fails without error
Set Text of Status Bar	OK	Fails without error	OK	OK
Set Text of Text Field	OK	Fails without error	OK	OK
Show-Hide Layers	Fails without error	Fails without error	Fails without error	Fails without error
Swap Image	OK	Fails without error	OK	Fails without error
Swap Image Restore	OK	Fails without error	OK	Fails without error
Go to Timeline Frame	Image source animation and invoking behaviors work, but layer animation fails without error	Fails without error	Image source animation and invoking behaviors work, but layer animation fails without error	Fails without error
Play Timeline and Stop Timeline				
Validate Form	OK	Fails without error	OK	OK

## Call JavaScript

The Call JavaScript action lets you use the Behaviors panel to specify that a custom function or line of JavaScript code should be executed when an event occurs. (You can write the JavaScript yourself, or you can use code provided by various freely available JavaScript libraries on the Web.)

**To use the Call JavaScript action:**

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Call JavaScript from the Actions pop-up menu.
- 3 Type the exact JavaScript to be executed, or type the name of a function.

For example, to create a Back button, you might type `if (history.length > 0){history.back()}. If you have encapsulated your code in a function, type only the function name (for example, goBack()).`

- 4 Click OK.
- 5 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Change Property

Use the Change Property action to change the value of one of an object's properties (for example, the background color of a layer or the action of a form). The properties you can affect are determined by the browser; many more properties can be changed by this behavior in Internet Explorer 4.0 than in IE 3.0 or Navigator 3.0 or 4.0. For example, you can set the background color of a layer dynamically.

**Note:** Use this action only if you are very familiar with HTML and JavaScript.

### To use the Change Property action:

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Change Property from the Actions pop-up menu.
- 3 From the Type of Object pop-up menu, choose the type of object whose property you want to change.

The Named Object pop-up menu now lists all the named objects of the type you chose.

- 4 Choose an object from the Named Object pop-up menu.
- 5 Choose a property from the Property pop-up menu, or enter the name of the property in the text field.

To see the properties that can be changed in each browser, choose different browsers or browser versions from the browser pop-up menu. If you are typing a property name, be sure to use the exact JavaScript name of the property (and remember that JavaScript properties are case-sensitive).

- 6 Enter the new value for the property in the New Value field, and click OK.
- 7 Check that the default event is the one you want. (When the event occurs, the action will execute and the property will change.)

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Check Browser

Use the Check Browser action to send visitors to different pages depending on their browser brands and versions. For example, you might want visitors to go to one page if they have Navigator 4.0 or later, to go to another page if they have Internet Explorer 4.0 or later, and to stay on the current page if they have any other kind of browser.

It's useful to attach this behavior to the `body` tag of a page that is compatible with practically any browser (and that does not use any other JavaScript); this way, visitors who come to the page with JavaScript turned off will still see something.

Another option is to attach this behavior to a null link (such as `<a href="javascript:;">`) and have the action determine the link's destination based on the visitor's browser brand and version.

**To use the Check Browser action:**

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Check Browser from the Actions pop-up menu.
- 3 Determine how you want to separate your visitors: by browser brand, by browser version, or both.

For example, do you want everyone with a 4.0 browser to see one page, and all others to see a different page? Or perhaps you want Netscape Navigator users to see one page and Internet Explorer users to see another.

- 4 Specify a version of Netscape Navigator.
- 5 In the adjacent pop-up menus, choose options for what to do if the browser is the Netscape Navigator version you specified or later and what to do otherwise.

The options are Go to URL, Go to Alt URL, and Stay on This Page.

- 6 Specify a version of Internet Explorer.
- 7 In the adjacent pop-up menus, choose options for what to do if the browser is the Internet Explorer version you specified or later and what to do otherwise.

The options are Go to URL, Go to Alt URL, and Stay on This Page.

- 8 Choose an option from the Other Browsers pop-up menu to specify what to do if the browser is neither Navigator nor Internet Explorer. (For example, the visitor may be using a text-based browser like Lynx.)

Stay on This Page is the best option for browsers other than Navigator and IE because most do not support JavaScript—and if they cannot read this behavior, they will stay on the page anyway.

- 9 Enter the paths and file names of the URL and the alternate URL in the text fields at the bottom of the dialog box. If you enter a remote URL, you must enter the http:// prefix in addition to the www address.

- 10 Click OK.

- 11 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu. Remember that the purpose of this behavior is to check for different browser versions, so it's best to choose an event that works on 3.0 and later browsers.



## Check Plugin

Use the Check Plugin action to send visitors to different pages depending on whether they have the specified plugin installed. For example, you might want visitors to go to one page if they have Shockwave and another page if they do not.

**Note:** You cannot detect specific plugins in Internet Explorer using JavaScript. However, selecting Flash or Director will add the appropriate VBScript code to your page to detect those plugins in IE on Windows. Plugin detection is impossible in IE on the Macintosh.

### To use the Check Plugin action:

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Check Plugin from the Actions pop-up menu.
- 3 Choose a plugin from the Plugin pop-up menu, or click Enter and type the exact name of the plugin in the adjacent field.

You must use the exact name of the plugin as specified in bold on the About Plugins page in Navigator. (In Windows, choose Navigator's Help > About Plug-ins command; on the Macintosh, choose About Plug-ins from the Apple menu.)

- 4 In the If Found, Go To URL field, specify a URL for visitors who have the plugin.  
If you specify a remote URL, you must include the http:// prefix in the address.  
To make visitors with the plugin stay on the same page, leave this field blank.
- 5 In the Otherwise, Go To URL field, specify an alternative URL for visitors who don't have the plugin.

To make visitors without the plugin stay on the same page, leave this field blank.

- 6 Plugin detection is not possible in Internet Explorer on the Macintosh, and most plugins cannot be detected in Internet Explorer on Windows. By default, when detection is impossible, the visitor is sent to the URL listed in the Otherwise field. To instead send the visitor to the first (If Found) URL, select the Always go to first URL if detection is not possible option. When selected, this option effectively means "assume that the visitor has the plugin, unless the browser explicitly indicates that the plugin is not present."

In general, if the plugin content is integral to your page, select the "Always go to first URL if detection is not possible" option; visitors without the plugin will often be prompted by the browser to download the plugin. If the plugin content is not essential to your page, leave this option unselected.

This option applies only to Internet Explorer; Navigator can always detect plugins.

- 7 Click OK.
- 8 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Control Shockwave or Flash

Use the Control Shockwave or Flash action to play, stop, rewind, or go to a frame in a Macromedia Shockwave or Macromedia Flash movie.

**To use the Control Shockwave or Flash action:**

- 1 Choose Insert > Media > Shockwave or Insert > Media > Flash to insert a Shockwave or Flash movie, respectively.
- 2 Choose Window > Properties and enter a name for the movie in the upper leftmost field (next to the Shockwave or Flash icon). You must name the movie to control it with the Control Shockwave or Flash action.
- 3 Select the item you want to use to control the Shockwave or Flash movie. For example, if you have an image of a “Play” button that will be used to make the movie play, select that image.
- 4 Open the Behaviors panel (Window > Behaviors).
- 5 Click the Plus (+) button and choose Control Shockwave or Flash from the Actions pop-up menu.  
A parameters dialog box appears.
- 6 Choose a movie from the Movie pop-up menu.  
Dreamweaver automatically lists the names of all Shockwave and Flash movies in the current document. (Specifically, Dreamweaver lists movies with file names ending in .dcr, .dir, .swf, or .spl that are in `object` or `embed` tags.)
- 7 Choose to play, stop, rewind, or go to a frame in the movie. The Play option plays the movie starting from the frame where the action occurs.
- 8 Click OK.
- 9 Check that the default event is the one you want.  
If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For submenu of the Events pop-up menu.

## Drag Layer

The Drag Layer action lets the visitor drag a layer. Use this action to create puzzles, slider controls, and other movable interface elements.

You can specify in which direction the visitor can drag the layer (horizontally, vertically, or in any direction), a target to which the visitor should drag the layer, whether to snap the layer to the target if the layer is within a certain number of pixels of the target, what to do when the layer hits the target, and more.

Because the Drag Layer action must be called before the layer can be dragged by the visitor, make sure the event that triggers the action occurs before the visitor attempts to drag the layer. It's best to attach Drag Layer to the `body` object (with the `onLoad` event), though you can also attach it to a link that fills the entire layer (such as a link around an image) using the `onMouseOver` event.

### To use the Drag Layer action:

- 1 Choose Insert > Layer or click the Layer button on the Objects panel and draw a layer in the Document window's Design view.
- 2 Select the `body` tag by clicking `<body>` in the tag selector at the bottom of the Document window.
- 3 Open the Behaviors panel.
- 4 Click the Plus (+) button and choose Drag Layer from the Actions pop-up menu.

If Drag Layer is unavailable, you probably have a layer selected. Because layers do not accept events in both 4.0 browsers, you must select a different object—such as the `body` tag or a link (`a` tag)—or change the target browser to IE 4.0 in the Show Events For pop-up menu.

- 5 In the Layer pop-up menu, select the layer that you want to make draggable.
- 6 Choose either Constrained or Unconstrained from the Movement pop-up menu.

Unconstrained movement is appropriate for puzzles and other drag-and-drop games. For slider controls and moveable scenery such as file drawers, curtains, and mini-blinds, choose constrained movement.

- 7 For constrained movement, enter values (in pixels) in the Up, Down, Left, and Right fields.

Values are relative to the starting position of the layer. To constrain movement within a rectangular region, enter positive values in all four fields. To allow only vertical movement, enter positive values for Up and Down and 0 for Left and Right. To allow only horizontal movement, enter positive values for Left and Right and 0 for Up and Down.

- 8 Enter values (in pixels) for the drop target in the Left and Top fields.

The drop target is the spot to which you want the visitor to drag the layer. A layer is considered to have reached the drop target when its left and top coordinates match the values you enter in the Left and Top fields. Values are relative to the top left corner of the browser window. Click Get Current Position to automatically fill the fields with the current position of the layer.

- 9 Enter a value (in pixels) in the Snap if Within field to determine how close the visitor must get to the drop target before the layer snaps to the target.

Larger values make it easier for the visitor to find the drop target.

- 10 For simple puzzles and scenery manipulation, you can stop here. To define the drag handle for the layer, track the movement of the layer while it is being dragged, and trigger an action when the layer is dropped, click the Advanced tab.

- 11 To specify that the visitor must click a particular area of the layer to drag the layer, choose Area Within Layer from the Drag Handle pop-up menu; then enter the left and top coordinates and the width and height of the drag handle.

This option is useful when the image inside the layer has an element that suggests dragging, such as a title bar or drawer handle. Do not set this option if you want the visitor to be able to click anywhere in the layer to drag it.

- 12 Choose any While Dragging options that you want to use:

- Select Bring Layer to Front if the layer should move to the front of the stacking order while it is being dragged. If you select this option, use the pop-up menu to choose whether to leave the layer in front or restore it to its original position in the stacking order.
- Enter JavaScript code or a function name (for example, `monitorLayer()`) in the Call JavaScript field to repeatedly execute the code or function while the layer is being dragged. For example, you could write a function that monitors the coordinates of the layer and displays hints such as “you’re getting warmer” or “you’re nowhere near the drop target” in a text field.

- 13 Enter JavaScript code or a function name (for example, `evaluateLayerPos()`) in the second Call JavaScript field to execute the code or function when the layer is dropped. Select Only if Snapped if the JavaScript should be executed only if the layer has reached the drop target.

- 14 Click OK.

- 15 Check that the default event is the one you want.

If it isn’t, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu. Remember that layers are not supported by 3.0 browsers.

**Note:** You cannot attach the Drag Layer action to an object with the `onMouseDown` or `onClick` events.

## Gathering information about the draggable layer

When you attach the Drag Layer action to an object, Dreamweaver inserts the `MM_dragLayer()` function into the head section of your document. In addition to registering the layer as draggable, this function defines three properties for each draggable layer—`MM_LEFTRIGHT`, `MM_UPDOWN`, and `MM_SNAPPED`—that you can use in your own JavaScript functions to determine the relative horizontal position of the layer, the relative vertical position of the layer, and whether the layer has reached the drop target.

**Note:** The information provided here is intended for the use of experienced JavaScript programmers only.

For example, the following function displays the value of the `MM_UPDOWN` property (the current vertical position of the layer) in a form field called `curPosField`. (Form fields are useful for displaying continuously updated information because they are dynamic—that is, you can change their contents after the page has finished loading—in both Navigator and Internet Explorer.)

```
function getPos(layername){
    var layerRef = MM_findObj(layername);
    var curVertPos = layerRef.MM_UPDOWN;
    document.tracking.curPosField.value = curVertPos;
}
```

Instead of displaying the value of `MM_UPDOWN` or `MM_LEFTRIGHT` in a form field, you could write a function that displays a message in the form field depending on how close the value is to the drop zone, or you could call another function to show or hide a layer depending on the value. How you react to the value of `MM_UPDOWN` or `MM_LEFTRIGHT` is limited only by your imagination and your JavaScript skills.

It is especially useful to read the `MM_SNAPPED` property when you have several layers on the page, all of which must reach their targets before the visitor can advance to the next page or task. For example, you could write a function to count how many layers have an `MM_SNAPPED` value of `true` and call it whenever a layer is dropped. When the snapped count reaches the desired number, you could send the visitor to the next page or display a message of congratulations.

If you have used the `onMouseOver` event to attach the Drag Layer action to links within several layers, you must make a minor change to the `MM_dragLayer()` function to prevent the `MM_SNAPPED` property of a snapped layer from being reset to `false` if the mouse pointer rolls over the layer. (This can happen if you have used Drag Layer to create a picture puzzle, because the visitor is likely to roll the mouse pointer over snapped pieces while positioning others.) The `MM_dragLayer()` function does not prevent this behavior, because it is sometimes desirable—for example, if you want to set multiple drop targets for a single layer.

### To prevent re-registration of snapped layers:

- 1 Make a backup copy of your document before making any changes to the code. (You can do this in the Site window in Dreamweaver, or in Windows Explorer (Windows) or the Finder (Macintosh).)
- 2 Choose Edit > Find.
- 3 Choose HTML Source from the Find What pop-up menu.
- 4 Type (!curDrag) in the adjacent text field.
- 5 Click Find Next.

If Dreamweaver asks if you want to continue searching from the beginning of the document, click Yes. Dreamweaver finds a statement that reads:

```
if (!curDrag) return false;
```

- 6 Close the Find dialog box and then modify the statement in the Document window's Code view or in the Code inspector so that it reads:

```
if (!curDrag || curDrag.MM_SNAPPED != null) return false;
```

The two pipes (||) mean “or,” and curDrag is a variable that represents the layer that is being registered as draggable. In English the statement means “If curDrag is not an object, or if it already has an MM\_SNAPPED value, don't bother executing the rest of the function.”

## Go to URL

The Go to URL action opens a new page in the current window or in the specified frame. This action is particularly useful for changing the contents of two or more frames with one click. It can also be called in a timeline to jump to a new page after a specified time interval.

### To use the Go To URL action:

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Go to URL from the Actions pop-up menu.
- 3 Choose a destination for the URL from the Open In list.

The Open In list automatically lists the names of all frames in the current frameset as well as the main window. If there are no frames, the main window is the only option.

**Note:** This action may produce unexpected results if any frame is named top, blank, self, or parent. Browsers sometimes mistake these names for reserved target names.

- 4 Click Browse to select a document to open, or enter the path and file name of the document in the URL field.

- 5 Repeat steps 3 and 4 to open additional documents in other frames.
- 6 Click OK.
- 7 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Jump Menu

When you create a jump menu by using Insert > Form Objects > Jump Menu, Dreamweaver creates a menu object and attaches the Jump Menu (or Jump Menu Go) behavior to it. There is usually no need to attach the Jump Menu action to an object by hand. For information about jump menus and how to create them, see "Inserting a jump menu" on page 369.

You can edit an existing jump menu in either of two ways:

- You can edit and rearrange menu items, change the files to jump to, and change the window in which those files open, by double-clicking an existing Jump Menu action in the Behaviors panel.
- You can edit the items in the menu just as you would edit items in any menu, by selecting the menu and using the List Values button in the Property inspector. See "Creating a pop-up menu" on page 495 for details.

**To edit a jump menu using the Behaviors panel:**

- 1 Create a jump menu object if there isn't one already in your document.
- 2 Select the jump menu object and open the Behaviors panel.
- 3 Double-click Jump Menu in the Actions column.
- 4 Make changes as desired in the Jump Menu dialog box, then click OK.

## Jump Menu Go

The Jump Menu Go action is closely associated with the Jump Menu action; Jump Menu Go lets you associate a Go button with a jump menu. (Before you use this action, a jump menu must already exist in the document.) Clicking the Go button opens the link that's selected in the jump menu. A jump menu doesn't normally need a Go button; choosing an item from a jump menu generally causes a URL to load without any need for further user action. But if the visitor chooses the same item that's already chosen in the jump menu, the jump doesn't occur. In general, that doesn't matter, but if the jump menu appears in a frame, and the jump menu items link to pages in other frames, a Go button is often useful, to allow visitors to re-choose an item that's already selected in the jump menu.

### To add a Jump Menu Go action:

- 1 Select an object to use as the Go button (generally a button image), and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Jump Menu Go from the Actions pop-up menu.
- 3 In the Choose Jump Menu pop-up menu, choose a menu for the Go button to activate.
- 4 Click OK.

## Open Browser Window

Use the Open Browser Window action to open a URL in a new window. You can specify the properties of the new window, including its size, attributes (whether it is resizable, has a menu bar, and so on), and name. For example, you can use this behavior to open a larger image in a separate window when the visitor clicks a thumbnail image; with this behavior, you can make the new window the exact size of the image.

If you specify no attributes for the window, it opens at the size and with the attributes of the window that launched it. Specifying any attribute for the window automatically turns off all other attributes that are not explicitly turned on. For example, if you set no attributes for the window, it might open at 640 x 480 pixels and have a navigation bar, location toolbar, status bar, and menu bar. If you explicitly set the width to 640 and the height to 480 and set no other attributes, the window opens at 640 x 480 pixels and has no navigation bar, no location toolbar, no status bar, no menu bar, no resize handles, and no scroll bars.



**To use the Open Browser Window action:**

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Open Browser Window from the Actions pop-up menu.
- 3 Click Browse to select a file, or enter the URL you want to display.
- 4 Set any of the following options:

**Window Width** specifies the width of the window in pixels.

**Window Height** specifies the height of the window in pixels.

**Navigation Toolbar** is the row of browser buttons that includes Back, Forward, Home, and Reload.

**Location Toolbar** is the row of browser options that includes the location field.

**Status Bar** is the area at the bottom of the browser window in which messages (such as the load time remaining and the URLs associated with links) appear.

**Menu Bar** is the area of the browser window (Windows) or the desktop (Macintosh) where menus such as File, Edit, View, Go, and Help appear. You should explicitly set this option if you want visitors to be able to navigate from the new window. If you do not set this option, the user can only close or minimize the window (Windows) or close the window or quit the application (Macintosh) from the new window.

**Scrollbars as Needed** specifies that scroll bars should appear if the content extends beyond the visible area. If you do not explicitly set this option, scroll bars do not appear. If the Resize Handles option is also turned off, visitors have no easy way of seeing content that extends beyond the original size of the window. (Though they may be able to make the window scroll by dragging off the edge of the window.)

**Resize Handles** specifies that the user should be able to resize the window, either by dragging the lower right corner of the window or by clicking the maximize button (Windows) or size box (Macintosh) in the upper right corner. If this option is not explicitly set, the resize controls are unavailable and the lower right corner is not draggable.

**Window Name** is the name of the new window. You should name the new window if you want to target it with links or control it with JavaScript. This name cannot contain spaces or special characters.

- 5 Click OK.
- 6 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Play Sound

Use the Play Sound action to play a sound. For example, you might want to play a sound effect whenever the mouse pointer rolls over a link, or you might want to play a music clip when the page loads.

**Note:** Browsers may require some kind of additional audio support (such as an audio plugin) to play sounds. Therefore, different browsers with different plugins often play sounds differently. It's difficult to reliably predict how visitors to your site will experience the sounds you provide.

**To use the Play Sound action:**

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Play Sound from the Actions pop-up menu.
- 3 Click Browse to select a sound file, or enter the path and file name in the Play Sound field.
- 4 Click OK.
- 5 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Popup Message

The Popup Message action displays a JavaScript alert with the message you specify. Because JavaScript alerts have only one button (OK), use this action to provide information rather than to present the user with a choice.

You can embed any valid JavaScript function call, property, global variable, or other expression in the text. To embed a JavaScript expression, place it inside braces ({}). To display a brace, precede it with a backslash (\).

### Example

```
The URL for this page is {window.location}, and today is  
{new Date()}.
```

**Note:** You can't control how the JavaScript alert looks; that's determined by the visitor's browser. If you want more control over the appearance of your message, consider using the Open Browser Window behavior. For details, see "Open Browser Window" on page 456.

**To use the Popup Message action:**

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Popup Message from the Actions pop-up menu.
- 3 Enter your message in the Message field.
- 4 Click OK.
- 5 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Preload Images

The Preload Images action loads images that do not appear on the page right away (such as those that will be swapped in with timelines, behaviors, or JavaScript) into the browser cache. This prevents delays caused by downloading when it is time for the images to appear.

**Note:** The Swap Image action automatically preloads all highlight images when you select the Preload Images option in the Swap Image dialog box, so you do not need to manually add Preload Images when using Swap Image.

**To use the Preload Images action:**

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Preload Images from the Actions pop-up menu.
- 3 Click Browse to select an image file to preload, or enter the path and file name of an image in the Image Source File field.
- 4 Click the Plus (+) button at the top of the dialog box to add the image to the Preload Images list.

**Note:** If you do not click the Plus button before entering the next image, the image you have just chosen will be replaced in the list with the image you choose next.

- 5 Repeat steps 3 and 4 for all remaining images that you want to preload on the current page.
- 6 To remove an image from the Preload Images list, select the image in the list and click the Minus (–) button.
- 7 Click OK.
- 8 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Set Nav Bar Image

Use the Set Nav Bar Image action to turn an image into a navigation bar image, or to change the display and actions of images in a navigation bar. (For more information, see “Inserting a navigation bar” on page 372.)

Use the Basic tab of the Set Nav Bar Image dialog box to create or update a navigation bar image or set of images, to change which URL is displayed when a navigation-bar button is clicked, and to select a different window in which to display a URL.

Use the Advanced tab of the Set Nav Bar Image dialog box to change the state of other images in a document based on the current button’s state. By default, clicking an element in a navigation bar automatically causes all other elements in the navigation bar to return to their Up states; use the Advanced tab if you want to set a different state for an image when the selected image is in its Down or Over state.

### To edit a Set Nav Bar Image action:

- 1 Select an image in the navigation bar to edit, and open the Behaviors panel.
- 2 In the Behaviors panel, in the Actions column, double-click the Set Nav Bar Image action associated with the event you’re altering.
- 3 In the Basic tab of the Set Nav Bar Image dialog box, select image edit options.

### To set multiple images for a navigation bar button:

- 1 Select an image in the navigation bar to edit, and open the Behaviors panel.
- 2 In the Behaviors panel, in the Actions column, double-click the Set Nav Bar Image action associated with the event you’re altering.
- 3 Click the Advanced tab of the Set Nav Bar Image dialog box.
- 4 In the When Element Is Displaying pop-up menu, choose an image state. For information about image states, see “Creating navigation bars” on page 371.
  - Choose Down Image if you want to change the display of another image after a user has clicked the selected image.
  - Choose Over Image or Over While Down Image if you want to change the display of another image when the pointer is over the selected image.
- 5 In the Also Set Image list, select another image on the page to set.
- 6 Click Browse to select the image file to display, or type the path of the image file in the To Image File field.
- 7 If you selected Over Image or Over While Down Image in step 4, you have an additional option. In the If Down, To Image File text field, click Browse to select the image file, or type the path to the image file to display.

## Set Text of Frame

The Set Text of Frame action allows you to dynamically set the text of a frame, replacing the content and formatting of a frame with the content you specify. The content can include any valid HTML code. Use this action to dynamically display information.

Although the Set Text of Frame action replaces the formatting of a frame, you can select Preserve Background Color to preserve the page background and text color attributes.

You can embed any valid JavaScript function call, property, global variable, or other expression in the text. To embed a JavaScript expression, place it inside braces ({}). To display a brace, precede it with a backslash (\).

### Example

The URL for this page is {window.location}, and today is {new Date()}.

### To create a frameset:

Choose Modify > Frameset > Split Frame Left, Right, Up, or Down.

For more information, see “Creating frames” on page 206.

### To use the Set Text of Frame action:

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Set Text > Set Text of Frame from the Actions pop-up menu.
- 3 In the Set Text of Frame dialog box, choose the target frame from the Frame pop-up menu.
- 4 Click the Get Current HTML button to copy the current contents of the target frame’s body section.
- 5 Enter a message in the New HTML field, then click OK.
- 6 Check that the default event is the one you want. If it isn’t, choose another event from the pop-up menu.

If you don’t see the events you want, change the target browser in the Show Events For pop-up menu.

## Set Text of Layer

The Set Text of Layer action replaces the content and formatting of an existing layer on a page with the content you specify. The content can include any valid HTML source code.

Set Text of Layer replaces the content and formatting of the layer, but retains layer attributes, including color. Format the content by including HTML tags in the New HTML field of the Set Text of Layer dialog box.

You can embed any valid JavaScript function call, property, global variable, or other expression in the text. To embed a JavaScript expression, place it inside braces (`{ }`). To display a brace, precede it with a backslash (`\`).

### Example

The URL for this page is `{window.location}`, and today is `{new Date()}`.

### To create a layer:

- 1 Choose Insert > Layer.

For more information, see “Creating layers on your page” on page 409.

- 2 In the Property inspector, type a name for the layer.

### To attach a Set Text of Layer action:

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Set Text > Set Text of Layer from the Actions pop-up menu.
- 3 In the Set Text of Layer dialog box, use the Layer pop-up menu to choose the target layer.
- 4 Enter a message in the New HTML field, then click OK.
- 5 Check that the default event is the one you want. If it isn't, choose another event from the pop-up menu.

If you don't see the events you want, change the target browser in the Show Events For pop-up menu.

## Set Text of Status Bar

The Set Text of Status Bar action shows a message in the status bar at the bottom left of the browser window. For example, you can use this action to describe the destination of a link in the status bar instead of showing the URL associated with it. To see an example of a status message, roll your mouse over any of the navigation buttons in Dreamweaver Help. Note, however, that visitors often ignore or overlook messages in the status bar; if your message is important, consider displaying it as a pop-up message or as the text of a layer.

You can embed any valid JavaScript function call, property, global variable, or other expression in the text. To embed a JavaScript expression, place it inside braces (`{ }`). To display a brace, precede it with a backslash (`\{ }`).

### Example

The URL for this page is `{window.location}`, and today is `{new Date()}`.

### To use the Set Text of Status Bar action:

- 1 Select an object and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Set Text > Set Text of Status Bar from the Actions pop-up menu.
- 3 In the Set Text of Status Bar dialog box, type your message in the Message field.  
Keep the message concise. The browser truncates the message if it doesn't fit in the status bar.
- 4 Click OK.
- 5 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Set Text of Text Field

The Set Text of Text Field action replaces the content of a form's text field with the content you specify.

You can embed any valid JavaScript function call, property, global variable, or other expression in the text. To embed a JavaScript expression, place it inside braces ({}). To display a brace, precede it with a backslash (\).

### Example

The URL for this page is {window.location}, and today is {new Date()}.

### To create a named text field:

- 1 Choose Insert > Form Objects > Text Field.  
If Dreamweaver prompts you to add a form tag, click Yes. For more information, see “Creating Forms” on page 481.
- 2 In the Property inspector, type a name for the text field. Make sure the name is unique on the page (don't use the same name for multiple elements on the same page, even if they're in different forms).

### To use the Set Text of Text Field action:

- 1 Select a text field and open the Behaviors panel.
- 2 Click the Plus (+) button and choose Set Text > Set Text of Text Field from the Actions pop-up menu.
- 3 In the Set Text of Text Field dialog box, choose the target text field from the Text Field pop-up menu.
- 4 Enter text in the New Text field, then click OK.
- 5 Check that the default event is the one you want. If it isn't, choose another event from the pop-up menu.

If you don't see the events you want, change the target browser in the Show Events For pop-up menu.



## Show-Hide Layers

The Show-Hide Layers action shows, hides, or restores the default visibility of one or more layers. This action is useful for showing information as the user interacts with the page. For example, as the user rolls the mouse pointer over an image of a plant, you could show a layer that gives details about the plant's growing season and region, how much sun it needs, how large it can grow, and so on.

Show-Hide Layers is also useful for creating a preload layer—that is, a large layer that obscures the contents of the page at first and then disappears when all the page components have finished loading.

### To use the Show-Hide Layers action:

- 1 Choose Insert > Layer or click the Layer button on the Objects panel, and draw a layer in the Document window.

Repeat this step to create additional layers.

- 2 Click in the Document window to deselect the layer, then open the Behavior panel.
- 3 Click the Plus (+) button and choose Show-Hide Layers from the Actions pop-up menu.

If Show-Hide Layers is unavailable, you probably have a layer selected. Because layers do not accept events in both 4.0 browsers, you must select a different object—such as the `body` tag or a link (`a` tag)—or change the target browser to IE 4.0 in the Show Events For pop-up menu.

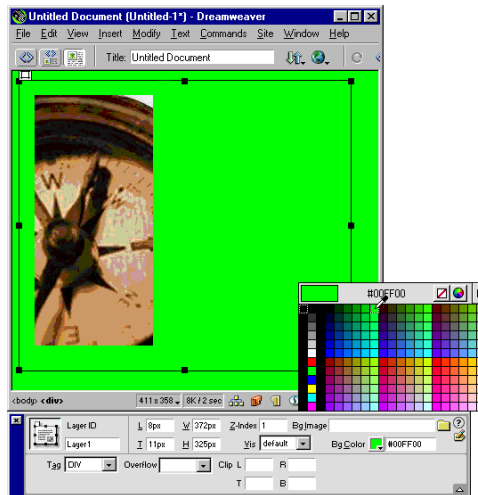
- 4 From the Named Layers list, select the layer whose visibility you want to change.
- 5 Click Show to show the layer, Hide to hide the layer, or Default to restore the layer's default visibility.
- 6 Repeat steps 4 and 5 for all remaining layers whose visibility you want to change at this time. (You can change the visibility of multiple layers with a single behavior.)
- 7 Click OK.
- 8 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

When viewed in a Netscape Navigator browser window, layers may shrink to fit the content. To keep this from happening, add text or images to layers, or set layer clip values.

**To create a preload layer:**

- 1 Click the Draw Layer button in the Common category of the Objects panel and draw a large layer in the Document window's Design view.  
Be sure the layer covers all the content on the page.
- 2 In the Layers panel, drag the layer name to the top of the list of layers to specify that the layer should be at the front of the stacking order.
- 3 Select the layer if it's not selected, and name it *loading*, using the leftmost field in the layer Property inspector.
- 4 With the layer still selected, set the background color of the layer to the same color as the page background in the Property inspector.



- 5 Click inside the layer (which should now be obscuring the rest of the page contents) and type a message, if desired.  
For example, “Please wait while the page loads” or “Loading...” are messages that tell visitors what is happening so that they know the page contains content.
- 6 Click the <body> tag in the tag selector in the bottom left corner of the Document window.
- 7 In the Behaviors panel, choose Show-Hide Layers from the Actions pop-up menu.
- 8 Select the layer called *loading* from the Named Layers list.
- 9 Click Hide.

- 10 Click OK.
- 11 Make sure that the event listed next to the Show-Hide Layers action in the behaviors list is `onLoad`. (If it isn't, select the event and click the downward-pointing triangle that appears between the event and the action. Choose `onLoad` from the list of events in the pop-up menu.)

## Swap Image

The Swap Image action swaps one image for another by changing the `src` attribute of the `img` tag. Use this action to create button rollovers and other image effects (including swapping more than one image at a time).

**Note:** Because only the `src` attribute is affected by this action, you should swap in an image that has the same dimensions (height and width) as the original. Otherwise, the image you swap in appears compacted or expanded to fit the original image's dimensions.

### To use the Swap Image action:

- 1 Choose Insert > Image or click the Image button on the Objects panel to insert an image.
- 2 In the Property inspector, enter a name for the image in the leftmost text field.  

The Swap Image action still works if you do not name your images; it names unnamed images automatically when you attach the behavior to an object. However, it is easier to distinguish images in the Swap Image dialog box if all of the images are named beforehand.
- 3 Repeat steps 1 and 2 to insert additional images.
- 4 Select an object (generally the image you're going to swap) and open the Behaviors panel.
- 5 Click the Plus (+) button and choose Swap Image from the Actions pop-up menu.
- 6 From the Images list, select the image whose source you want to change.
- 7 Click Browse to select the new image file, or enter the path and file name of the new image in the Set Source To field.
- 8 Repeat steps 6 and 7 for any additional images you want to change. Use the same Swap Image action for all the images you want to change at once; otherwise, the corresponding Swap Image Restore action won't restore all of them.
- 9 Select the Preload Images option to load the new images into the browser's cache when the page is loaded.

This prevents delays caused by downloading when it is time for the images to appear.

**10** Click OK.

**11** Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Swap Image Restore

The Swap Image Restore action restores the last set of swapped images to their previous source files. This action is automatically added whenever you attach the Swap Image action to an object; if you left the Restore option selected while attaching Swap Image, you should never need to select the Swap Image Restore action manually.

## Go to Timeline Frame

The Go to Timeline Frame action moves the playback head to the specified frame. You can use this action in the Behavior channel of the Timelines panel to make portions of the timeline loop a specific number of times, to create a Rewind link or button, or to let the user jump to different parts of the animation.

**To use the Go To Timeline Frame action:**

**1** Choose Window > Timeline to open the Timelines panel, and make sure that your document contains a timeline.

If you don't see any purple animation bars in the Timelines panel, your document does not contain a timeline. See "Creating a timeline animation" on page 427.

**2** Select an object to attach the behavior to.

To attach the behavior to a frame in the Timeline, click in the Behavior channel at the desired frame.

**3** Open the Behaviors panel.

**4** Click the Plus (+) button and choose Timeline > Go to Timeline Frame from the Actions pop-up menu. (If this action is dimmed, your document doesn't contain a timeline.)

**5** Choose a timeline from the Timeline pop-up menu.

**6** Enter a frame number in the Go to Frame field.

- 7 If you are adding this action in the Behavior channel of a timeline and want a portion of the timeline to loop, enter the number of times the segment should loop in the Loop field.

You must leave this field blank if you are not attaching Go to Timeline Frame to a frame in a timeline.

- 8 Click OK.
- 9 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Play Timeline and Stop Timeline

Use the Play Timeline and Stop Timeline actions to let visitors start and stop a timeline by clicking a link or button, or to start and stop a timeline automatically when the user rolls over a link, image, or other object. The Play Timeline action is automatically attached to the `body` tag with the `onLoad` event when you select Autoplay in the Timelines panel.

### To use the Play Timeline and Stop Timeline actions:

- 1 Choose Window > Timeline to open the Timelines panel, and make sure that your document contains a timeline.

If you don't see any purple animation bars in the Timelines panel, your document does not contain a timeline. See "Creating a timeline animation" on page 427.

- 2 Select an object and open the Behaviors panel.
- 3 Click the Plus (+) button and choose Play Timeline or Stop Timeline from the Actions pop-up menu.
- 4 Select the timeline you want to play or stop, or choose to stop all timelines, from the pop-up menu.
- 5 Click OK.
- 6 Check that the default event is the one you want.

If it isn't, choose another event from the pop-up menu. If the events you want are not listed, change the target browser in the Show Events For pop-up menu.

## Validate Form

The Validate Form action checks the contents of specified text fields to ensure that the user has entered the correct type of data. Attach this action to individual text fields with the `onBlur` event to validate the fields as the user is filling out the form, or attach it to the form with the `onSubmit` event to evaluate several text fields at once when the user clicks the Submit button. Attaching this action to a form prevents the form from being submitted to the server if any of the specified fields contains invalid data.

**To use the Validate Form action:**

- 1 Choose Insert > Form or click the Form button on the Objects panel to insert a form.
- 2 Choose Insert > Form Objects > Text Field or click the Text Field button on the Objects panel to insert a text field.  
  
Repeat this step to insert additional text fields.
- 3 Do one of the following:
  - To validate individual fields as the user fills out the form, select a text field and choose Window > Behaviors.
  - To validate multiple fields when the user submits the form, click the `<form>` tag in the tag selector in the bottom left corner of the Document window and choose Window > Behaviors.
- 4 Choose Validate Form from the Actions pop-up menu.
- 5 Do one of the following:
  - If you are validating individual fields, select the same field that you have selected in the Document window from the Named Fields list.
  - If you are validating multiple fields, select a text field from the Named Fields list.
- 6 Select the Required option if the field must contain some data.
- 7 Choose from one of the following Accept options:
  - Use Anything if the field is required but need not contain any particular kind of data. (If the Required option is not selected, the Anything option is meaningless—that is, it is the same as if the Validate Form action were not attached to the field.)
  - Use E-mail address to check that the field contains an @ symbol.
  - Use Number to check that the field contains only numerals.
  - Use Number From to check that the field contains a number in a specific range.

**8** If you are validating multiple fields, repeat steps 6 and 7 for any additional fields that you want to validate.

**9** Click OK.

If you are validating multiple fields when the user submits the form, the `onSubmit` event automatically appears in the Events pop-up menu.

**10** If you are validating individual fields, check that the default event is `onBlur` or `onChange`.

If it isn't, select `onBlur` or `onChange` from the pop-up menu. Both of these events trigger the Validate Form action when the user moves away from the field. The difference between them is that `onBlur` occurs whether or not the user has typed in the field, and `onChange` occurs only if the user changed the contents of the field. The `onBlur` event is preferred when you have specified that the field is required.





## CHAPTER 19

### Debugging JavaScript Code

---

Macromedia Dreamweaver JavaScript Debugger allows you to uncover errors in your client-side JavaScript code. You can write the code using Dreamweaver Code view (or Code inspector), then run the debugger to check your code for syntax and logical errors. A syntax error causes the browser to report an error message; a logical error causes your page to function incorrectly, but is not reported by the browser. The debugger works with Microsoft Internet Explorer and Netscape Navigator on the Windows platform and Netscape Navigator on the Macintosh platform. For more information about writing scripts, see “Inserting scripts” on page 335.

The debugger checks your code for syntax errors first, then runs with the browser to help you check for logical errors. If you have logical errors, the JavaScript Debugger window helps you isolate the errors in your JavaScript code by letting you examine variables and document properties while your program is running. You can set breakpoints (similar to alert statements) in your code to stop the execution of the program and display the values of JavaScript objects and properties in a variable list. You can also step to the next statement or step into a function call to see the variable values change.

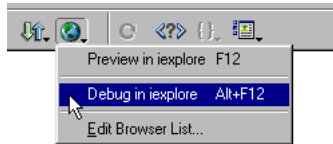
The JavaScript Debugger can significantly reduce the time it takes you to find and isolate errors in your code.

## Running the debugger

After you write your code, you can start the JavaScript Debugger to check for errors. The debugger checks for syntax errors first, then opens your page in the browser so you can check for logical errors.

### To start debugging:

- 1 Choose File > Debug in Browser, then select the browser from the list. Alternatively, click the Preview/Debug in Browser button in the toolbar (View > Toolbar) and select Debug in Internet Explorer or Debug in Netscape Communicator.



If the debugger finds syntax errors, it stops and lists them in the JavaScript Syntax Errors window. See “Finding syntax errors” on page 475.

- 2 If you are using Netscape Navigator, click OK in the debugger warning box that appears, then click Grant in the Java Security dialog box.

**Note:** If you have already accepted a Macromedia Security Certificate, the Java Security dialog box may not appear.

- 3 If you are using Internet Explorer (Windows only), click Yes in the Java Security dialog box, then OK in the debugger warning box that appears.

The debugger connects with the browser, but does not actually make a network connection or connect to any Internet servers. The browser appears with the JavaScript Debugger window, which is stopped automatically at the first line of code.

The JavaScript Debugger window appears with the browser window. The debugger stops automatically at the first line of code.

### To run the debugger:

Click the Run button in the JavaScript Debugger window.

### To stop the debugger:

Click the Stop Debugging button in the JavaScript Debugger window. The debugger will close.

## Finding syntax errors

If the debugger finds syntax errors, it stops and lists the errors in the JavaScript Syntax Errors window.

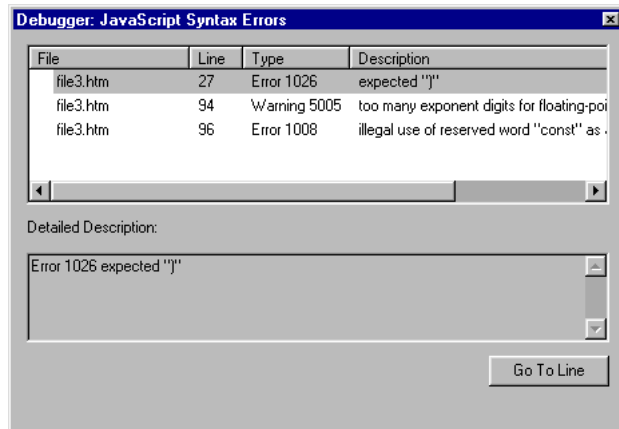
### To view the error description:

Select an error in the JavaScript Syntax Errors window. A description of the error will appear in the Detailed Description area.

### To go to the selected error in your code, do one of the following:

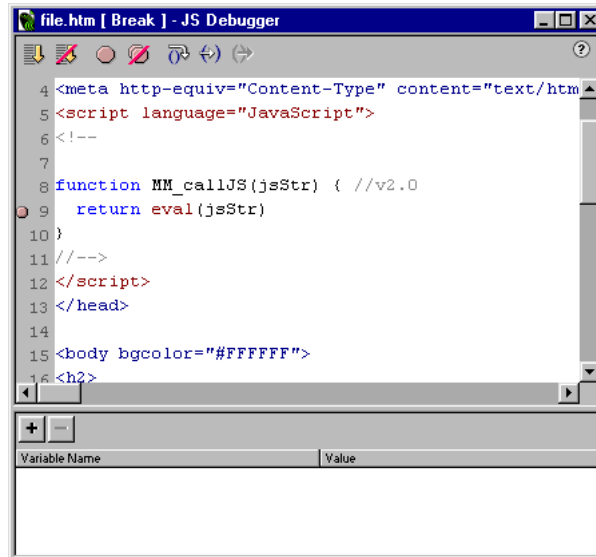
- Double-click the error.
- Click the Go To Line button.

The code is highlighted in the Code view (or Code inspector).

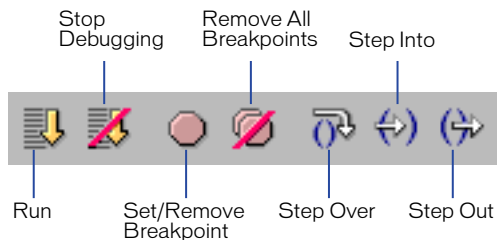


## Finding and fixing logical errors

When the debugger finds logical errors, the JavaScript Debugger window opens. A breakpoint (similar to an alert) is automatically set in the first line of your code. The debugger stops executing at each breakpoint, giving you the opportunity to view the values of JavaScript objects and properties in the variable list window.



After the debugger stops at a breakpoint, you can step through your code (execute one statement at a time). This allows you to see if the program executes as it should. The debugger can even step into linked code. For example, if your code contains a link to a source file, the debugger steps into the source file and displays it in the JavaScript Debugger window. As you step through the code, you can watch as the values of your variables change through your program.



## Setting breakpoints

A breakpoint marks a spot in the code where you want the program execution to stop. When you set a breakpoint, it is marked with a small red dot in the left margin of the JavaScript Debugger window. When the program stops executing at that breakpoint, a small arrow appears over the dot, and you can examine the objects and properties that exist at that point. This allows you to quickly pinpoint the source of the bug in the JavaScript code.

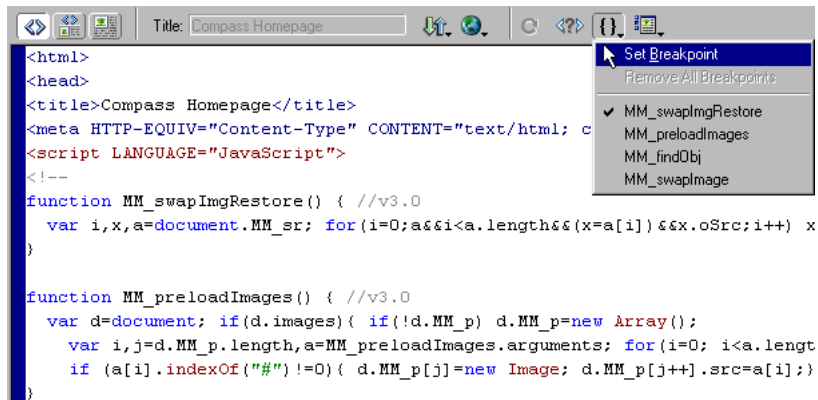
Breakpoints can only be set in the JavaScript code (between `script` tags) or on a line with an event handler. If you set a breakpoint elsewhere, Dreamweaver will automatically set the breakpoint on the next valid line of code (or place the insertion point there, if the line already has a breakpoint set on it). If there are no valid lines on which a breakpoint can be set, you will hear a beep.

To set a breakpoint, do one of the following:

- In the JavaScript Debugger window, place the insertion point in the line where you want the breakpoint, then click the Set/Remove Breakpoint button at the top of the debugger window. To remove the breakpoint, click the Set/Remove Breakpoint button again.



- In the Code view (or Code inspector), place the insertion point in the line where you want the breakpoint, then select Edit > Set Breakpoint or choose Set Breakpoint from the Code Navigation pop-up menu in the toolbar. You can also right-click (Windows) or Control-click (Macintosh) and choose Set Breakpoint from the context menu. To remove the breakpoint, select Remove Breakpoint from the context menu.



```
<html>
<head>
<title>Compass Homepage</title>
<meta HTTP-EQUIV="Content-Type" CONTENT="text/html; c
<script LANGUAGE="JavaScript">
<!--
function MM_swapImgRestore() { //v3.0
  var i,x,a=document.MM_sr; for(i=0;a&i<a.length&&(x=a[i])&&x.oSrc;i++) x
}

function MM_preloadImages() { //v3.0
  var d=document; if(d.images){ if(!d.MM_p) d.MM_p=new Array();
  var i,j=d.MM_p.length,a=MM_preloadImages.arguments; for(i=0; i<a.length
  if (a[i].indexOf("#") !=0){ d.MM_p[j]=new Image; d.MM_p[j++].src=a[i];}
```

**To remove all breakpoints, do one of the following:**

- In the JavaScript Debugger window, click the Remove All Breakpoints button.
- In the Code view (or Code inspector), select Remove All Breakpoints from the Code Navigation pop-up menu in the toolbar or choose Edit > Remove All Breakpoints.

## Stepping through code

You can step through your code to execute your statements one at a time and monitor their effects in your program. For example, you can step over an `if` condition and see if the program stops at the first line within the conditional statement or at the next executable line after the `if` statement.

When the debugger stops at a statement with a function call, you can check the function to make sure it executes correctly. If the function is correct, you can step out of it to allow the debugger to run until the function returns. The program will stop again at the next statement after the function call location. If you attempt to step into a statement that contains a nonstandard JavaScript function, the behavior will be that of stepping over.



**To step over a statement:**

Click the Step Over button at the top of the JavaScript Debugger window.

When the program stops at any statement (including those with a function call), you can step over that statement to continue and pause before the next statement.

**To step into a function:**

Click the Step In button at the top of the JavaScript Debugger window.

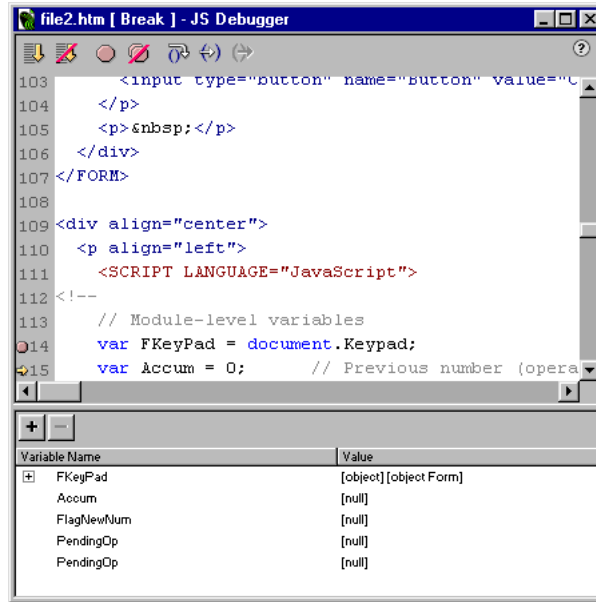
**To step out of a function:**

Click the Step Out button.

You can only use Step Out when the debugger is within a user-defined function. Stepping out causes the remaining statements in the function definition to be executed. The debugger will pause at the next statement.

## Watching and editing variable values

To check the values of your variables as you step through the code, you use the Dreamweaver variable list located in the bottom pane of the JavaScript Debugger window. You enter variable names in the left column; the right column lists the current values of each variable when the program stops execution at a breakpoint or after you've stepped in the code.



To add a variable to your variable list, do one of the following:

- Select the name of the variable in the code portion of the JavaScript Debugger window. Click the Plus (+) button and press Enter.
- Click the Plus (+) button, type the name of the variable you want to watch, and press Enter.

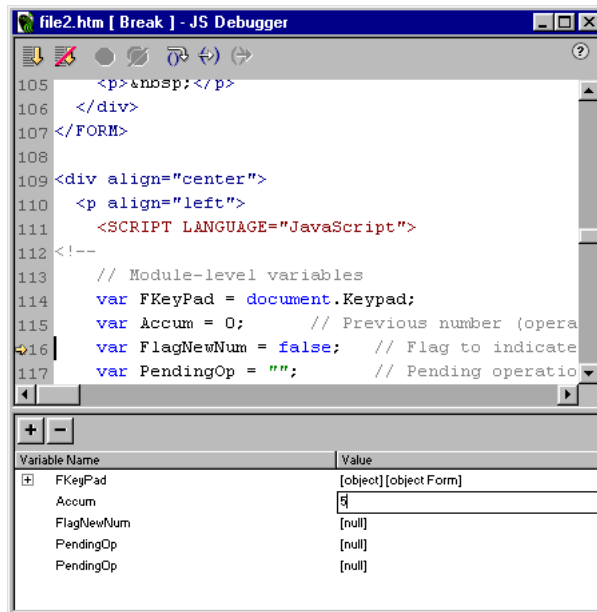
The values will appear next to each variable as you step through the code. If the variable is an object with properties, you can expand the variable (show its properties and values) by clicking the Plus (+) button (Windows) or triangle button (Macintosh) next to it in the list. The expanded variable is automatically collapsed each time you step through the code.

**To remove a variable list item:**

- 1 Select the item in the variable list.
- 2 Click the Minus (-) button.

**To edit a value:**

- 1 Select the item in the variable list.
- 2 Click the value in the value list.
- 3 Edit the value by typing in the text box that appears.





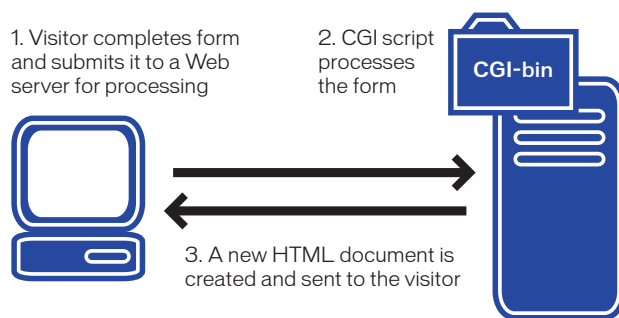
## CHAPTER 20

### Creating Forms

---

Forms allow you to interact with or gather information from visitors to your site. For example, you can ask for a user's name and e-mail address, or have visitors take a survey, sign a guest book, or provide feedback on your site.

Forms have two parts: HTML source code describing the form (for example, the fields, labels, and buttons a user sees on the page), and a script or application to process the information submitted (such as a CGI script). You can't collect form data without using a processing script.



You can use Macromedia Dreamweaver to create a variety of form objects such as text fields, password fields, radio buttons, checkboxes, pop-up menus, or “clickable” images (such as a Submit button).

You can also use the Dreamweaver Validate Form behavior to verify the information a visitor provides; for example, you can check that an e-mail address contains an “@” symbol, or that a “required” field contains an entry.

## About CGI scripts

Forms are usually processed by CGI (Common Gateway Interface) scripts. CGI is a standardized way of sending information between a server and a processing script. CGI scripts are typically written in Perl or some other programming language such as C++, Java, VBScript, or JavaScript. Before creating interactive forms, check with your ISP or server administrator to see if CGI scripts can run on your server.

## About form objects

In Dreamweaver, form input types are called form objects. You can insert form objects by using the Objects panel's Forms category, or by choosing Insert > Form, and Insert > Form Objects.



The Forms category provides the following buttons:

**Insert Form** inserts a form in the document. Dreamweaver inserts opening and closing `form` tags in the HTML source code. Any additional form objects, such as text fields, buttons, and so on must be inserted between the `form` tags for the data to be processed correctly by all browsers.

**Insert Text Field** inserts a text field in a form. Text fields accept any type of text, alphabetic, or numeric entries. The entered text can be displayed as a single line, as multiple lines, or as bullets or asterisks (for password protection).

**Insert Button** inserts a text button in a form. Buttons perform tasks when clicked, such as submitting or resetting forms. You can add a custom name or label for a button, or use one of the predefined labels—Submit or Reset.

**Insert Checkbox** inserts a checkbox in a form. Checkboxes allow multiple responses in a single group of options, a user can select as many options as apply.

**Insert Radio Button** inserts a radio button in a form. Radio buttons represent exclusive choices. Selecting a button within a group deselects all others in the group, for example a user can select Yes or No.

**Insert List/menus** allows you to create user choices in a list. The List option displays the option values in a scrolling list and allows users to select multiple options in the list. The Menu option displays the option values in a drop-down list and allows users to select only a single choice.

**Insert File field** inserts a blank text field and a Browse button in a document. File fields let users browse to files on their hard disks and upload the files as form data.

**Insert Image Field** allows you to insert an image in a form. Image fields can be used in place of Submit buttons to make graphical buttons.

**Insert Hidden field** inserts a field in the document in which user data can be stored. Hidden fields let you store information entered by a user, such as a name, e-mail address, or purchase preference, and then use that data when the user next visits your site.

**Insert Jump Menu** inserts a navigational list or pop-up menu. Jump menus let you insert a menu in which each option links to a document or file. See “Creating jump menus” on page 369.

## Creating a form

A form contains properties that are invisible to the user. The properties specify how the form will be processed

A form consists of three basic parts:

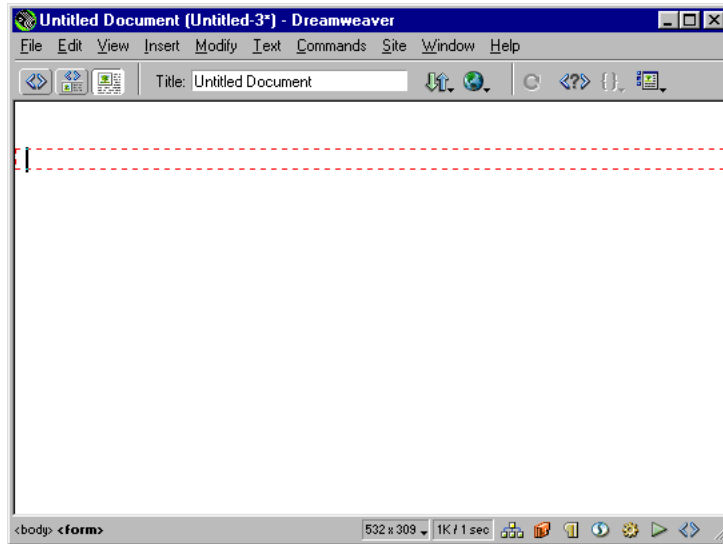
- `form` tags, which include the URL of the CGI script that will process the form, and the method in which the data will be sent to a server
- Form fields, which include text fields, menus, checkboxes, or radio buttons
- Submit button, which sends the data to the CGI script on the server

**Note:** If you attempt to insert a form object without first creating the form, you'll get a Dreamweaver message “Add form tags?” Choose Yes to have Dreamweaver create form tags for the object.

**To add a form to a document:**

- 1 In the document, place the insertion point where you want the form to appear, then do one of the following:
  - In the Objects panel's Forms category, select the Insert Form icon.
  - Choose Insert > Form.

When a form is created a dotted red outline appears in the Document window. If you don't see this outline, check that View > Visual Aids > Invisible Elements is selected.



- 2 In the document, click the form outline to select the form, if it isn't already selected.
- 3 In the Property inspector's Form Name field, type a unique name to label the form.

Naming a form makes it possible to reference or control the form with a scripting language, such as JavaScript or VBScript.

4 In the Action field, specify the path to the URL where the processing script or application that will process the form information resides, by doing one of the following:

- Click the folder icon, then navigate to the appropriate folder.
- Type the complete path to the folder.

If you're specifying a path to a CGI script, the path to the URL will look similar to this example:

```
http://www.mysite.com/cgi-bin/process.cgi
```

5 In the Method pop-up menu, choose the method in which the form data will be handled.

- Choose `POST` to send the form values in the body of a message.
- Choose `GET` to send information to the server with the submitted form values appended to the URL.

**Note:** Don't use the `GET` method with long forms. URLs are limited to 8,192 characters; if the amount of data sent is too long, data will be truncated, leading to unexpected processing results. Nor should you use `GET` when dealing with credit card numbers or other confidential information, as this method of passing information is not secure.

- Choose `Default` to use the user's browser default setting for sending form data which is generally the `GET` method.

## About form fields

Once you add `form` tags to your document you can start adding form objects. You use form objects to request information from site visitors.

Use form fields when you want to set up a form in which visitors type their response, such as their name and address. There are three types of fields you can insert in a form—text fields (in which a user types a response), file fields (in which a user enters the path of a file to upload to your server, and hidden fields (which store information a user entered in another field).

As you add a field to a form you can set the field's length, number of lines the field contains, number of characters a user can enter, and whether the field is a password field.

## Creating text fields

A text field is a form object in which users type a response.

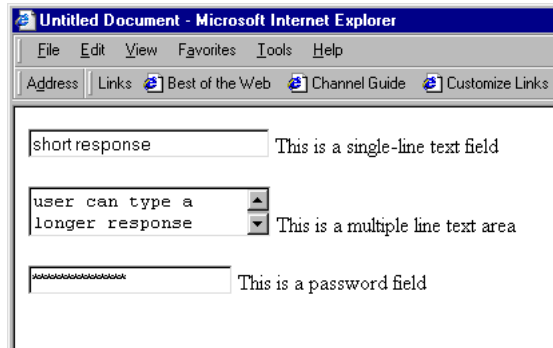
There are three types of text fields:

**Single-line text fields** are typically used to provide a single word or short phrase response, such as a name, or an address.

**Multiple-line text field** provides a visitor with a larger area in which to type a response. You can easily determine the number of characters or number of lines a visitor has available in which to write text.

**Password fields** are a special type of text field; when a user types in a password field, the typed text is hidden and replaced by asterisks or bullets to obscure the text.

**Note:** Passwords sent to a server by this mode are not encrypted, therefore; the data transferred is not secure.



**To create a single-line or a password text field:**

**1** Place the insertion point inside the form outline, then do one of the following:

- Choose Insert > Form Object > Text Field.
- In the Objects panel's Forms category, click the Insert Text Field icon.

A text field appears in the document.

**2** In the Property inspector's TextField field, type a unique name for the field.

Make sure the name is unique—you cannot duplicate a text field's name within a form. Do not leave blank spaces, instead use an underscore to separate words. For example, type **last\_name** rather than **last name**.

**3** In the Char Width field, do one of the following:

- Accept the default setting, which sets the text field's length to approximately 24 characters.
- Type a number to specify the length of the text field.

**4** In the Max Chars field, do one of the following.

- Leave the field blank, allowing users to type as much text as they want. If the user's input exceeds the character width (length) of the text field the text will scroll.
- Type a number to set the maximum number of characters a user can type into the field.

For example, you may want to limit an age field to three digits, or a password field to eight characters. If a user exceeds the maximum number of characters, the form produces an alert sound.

**5** For Type, select the type of text field you're creating, by doing one of the following:

- Select Single-line to create a single-line text field.
- Select Password to create a password field.

**6** If you want to set default text for a text field, type the text in the Property inspector's Init Value field

This text will be displayed in the text field when the form first loads in a user's browser.

**7** Type a label or descriptive text, if desired, next to the object.

You can apply text formatting to form object labels. For more information, see "Setting and changing fonts and styles" on page 239.

**To create a multiple-line text area:**

**1** Place the insertion point inside the form outline, then do one of the following:

- Choose Insert > Form Object > Text Field.
- In the Objects panel's Forms category, click the Insert Text Field icon.

A text field appears in the document.

**2** In the Property inspector's TextField field, type a name for the text field object.

Make sure the name is unique—you cannot duplicate a text field's name within a form. Do not leave blank spaces, instead use underscore to separate words. For example, type **user\_feedback** rather than **user feedback**.

**3** For Type, select Multi-line.

**4** In the Char Width field, do one of the following:

- Accept the default setting, which sets the length of the text area to 20 characters.
- Type a number to specify the length of the text area.

**5** In the Num Lines field, do one of the following:

- Accept the default setting, which sets a two-line text field.
- Type a number to specify the number of lines for the text area.

**6** In the Wrap pop-up menu, select a setting to set how a user's input will be displayed when a user types more information than can be displayed in the text area.

- Select Off or Default if you want to prevent text from wrapping to the next line.

When the user's input exceeds the right boundary of the text area, text will scroll toward the left. User's must press Return to move the insertion point to the next line in the text area.

- Select Virtual to set word wrap in the text area.

When the user's input exceeds the right boundary of the text area, text wraps to the next line. When data is submitted for processing, however, word wrap isn't applied to the data; it is submitted as one string of data.

- Select Physical to set word wrap in the text area, as well as to the data when it is submitted for processing.

**7** If you want to set default text for a text field, type the text in the Property inspector's Init Value field.

This text will be displayed in the text field when the form first loads in a user's browser.

**8** Type a label or descriptive text, if desired, next to the object.

You can apply text formatting to form object labels. For more information, see "Setting and changing fonts and styles" on page 239.



## Allowing visitors to upload a file to your server

In some cases the information you need from the visitors to your site may be too complicated to respond to in a text field. You may want visitors to send an entire file to your server, for example a nicely formatted resume, a graphics file, or some other document. You can set up a file field in a form to accomplish this task.

A file field looks like other text fields except it also contains a Browse button. A user can type the path to the file they're sending or use the Browse button to locate and select the document they're sending.

To use a file field, the form Method must be set to `POST`. Visitors post a file to the address you set up in the form's Action field.

**Note:** Confirm with your server's administrator that anonymous file uploads are allowed before using the file field. If you insert a file field with Dreamweaver, you must manually insert `ENCTYPE="multipart/form-data"` into the form tag to ensure that the file is encoded properly.

### To create a file field in a form:

- 1 Click the form outline to select the form, then in the Property inspector set the form Method to `POST`.
- 2 Place the insertion point inside the form outline, then do one of the following:
  - Choose Insert > Form Object > File Field.
  - In the Objects panel's Forms category, click the Insert File Field icon.A file field appears in the document.
- 3 In the Property inspector's FileField Name field, type a name for the file field object.
- 4 In the Char Width field, type a number to set the maximum number of characters you want the field to display.
- 5 In the Max Char field, type a number to set the maximum number of characters the field will hold.

## Creating a hidden field

Hidden fields aren't visible to your site visitors, they are invisible elements you place in a document to gather or send information. The hidden field information is passed back to the server when a form is submitted, and uses the name and value pair you define when you set up the hidden field.

Dreamweaver adds a marker in the document when you insert a hidden field. If you insert a hidden field and don't see a marker, choose View > Visual Aids > Invisible Elements to reveal the marker.

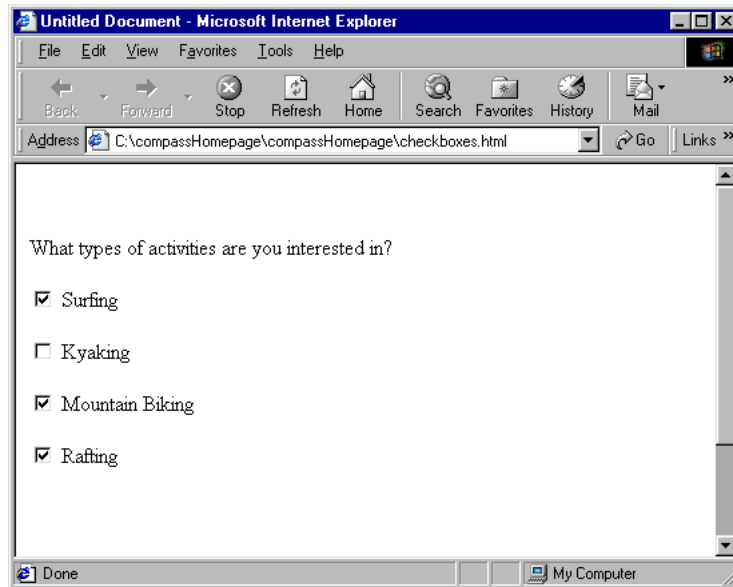
### To create a hidden field:

- 1 Place the insertion point inside the form outline, then do one of the following:
  - Choose Insert > Form Object > Hidden Field.
  - In the Objects panel's Forms category, click the Insert Hidden Field icon.A marker appears in the document.
- 2 In the Property inspector's HiddenField field, type a unique name for the field.
- 3 In the Value field, type the value you want to assign the field.

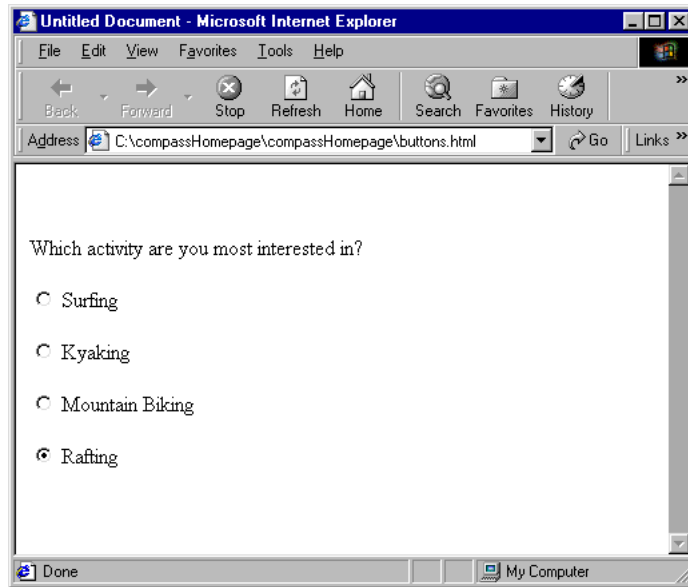
## Inserting checkboxes and radio buttons

Use checkbox and radio button form objects to set up predefined selection objects. A user clicks a checkbox or radio button to make a choice.

The difference between checkboxes and radio buttons is how they operate. With checkboxes users toggle each individual response “off” and “on.” Each checkbox option operates individually. A user can select more than one option in a checkbox group.



Radio buttons work as a group and provide mutually exclusive selection values. Only one option in a radio button group may be selected.



## Inserting a checkbox

Checkboxes allow the user to select more than one option from a set of options. Each checkbox form object is an individual element and must have a unique name in the Name field.

### To insert a checkbox:

- 1 Place the insertion point inside the form outline, then do one of the following:
  - Choose Insert > Form Object > Check Box.
  - In the Objects panel's Forms category, click the Insert Checkbox icon.
- 2 In the Property inspector's Checkbox Name field, type a descriptive name for the checkbox.

**Note:** Each checkbox you add to a form must have a unique name.

- 3 In the Checked Value field, type a value for the checkbox.

For example, in a survey you might set a value of 4 for strongly agree and a value of 1 for strongly disagree.

- 4 For Initial State, click Checked if you want an option to appear selected when the form first loads in the browser.

## Inserting a radio button

Use radio buttons when the user must select only one choice from a set of options. Radio buttons are typically used in groups. All radio buttons in a group must have the same name and must contain different field values.

**To insert radio buttons:**

**1** Place the insertion point inside the form outline, then do one of the following:

- Choose Insert > Form Object > Radio Button.
- In the Objects panel's Forms category, click the Insert Radio Button icon

**2** In the Property inspector's RadioButton Name field, type a descriptive name for the group of choices.

**Note:** If you create multiple radio button interactions in a form, be sure each set of radio buttons has a unique name.

**3** In the Checked Value field, type the value you want sent to the server-side application or processing script when a user selects this radio button. For example, you might type **skiing** in the CheckedValue field to indicate a user chose skiing.

**4** For Initial State, click Checked if you want an option to appear selected when the form first loads in the browser.

**Tip:** To add additional radio buttons to the group, select the original radio button, then Control-drag (Windows) or Option-drag (Macintosh) and change the Checked Value field for each new button.

## About lists and menus

Use an options list or menu when you want to present a user with lots of choices in a limited space. Although you create a form list or form menu in the same Property inspector, lists and menus provide different functionality to the user.

Use a list when you want to control the number of options displayed. You set the list's line height; when the number of list options exceed the line height, a scroll bar appears, allowing users to view all the options. You can also allow users to select multiple items in a list.

Use a menu when space is very limited. A menu displays a single-line entry, and includes a down arrow that a user clicks to reveal the other menu choices. A user can only choose one menu item at a time. See also, "Creating jump menus" on page 369.

## Creating a scrolling list

Scrolling lists allow you to set up multiple options in a confined space. You can set the line height of the list, and allow users to make multiple selections within the list.



### To create a scrolling list:

- 1 Place the insertion point inside the form outline, then do one of the following:
  - In the Objects panel's Forms category, click the Insert List/Menu icon.
  - Choose Insert > Form Object > List/Menu and select the resulting List/Menu element if necessary.

2 In the Property inspector's List/Menu field, type a unique name for the list.

3 Under Type, select List.

4 In the Height field, type a number to specify the number of lines the list will display.

The default line height is set to 4. Scroll bars appear when the number you specify is less than the number of options the list contains.

5 If you want to allow users to select more than one option in the list, select Allow Multiple (next to Selections).

6 Click List Values to add the option choices.

The List Values dialog box appears.

7 With the insertion point in the Item Label field, type the text you want to appear in the list.

8 In the Value field, type the text or data you want sent to the server when a user selects this item.

9 To add another item to the options list, click the Plus (+) button, then repeat steps 7 and 8.

10 When you finish adding items to the list, click OK to close the List Values dialog box.

The Property inspector appears. The option choices are visible in the Initially Selected field.

11 Select one of the items on the list to make that item be selected when the list initially appears.

## Creating a pop-up menu

A pop-up menu allows you to set up multiple options in a confined space. Only one option choice is visible when the form loads in a browser.

**What types of activities are you interested in?**

Mountain Biking ▾

Users click the down arrow to display all the options in a menu.

### To create a pop-up menu:

- 1 Place the insertion point inside the form outline, then do one of the following:
  - In the Objects panel's Forms category, click the Insert List/Menu icon.
  - Choose Insert > Form Object > List/Menu.
- 2 In the Property inspector's List/Menu field, type a unique name for the menu.
- 3 Under Type, select Menu.
- 4 Click List Values to add the option choices.

The List Values dialog box appears.
- 5 With the insertion point in the Item Label field, type the text you want to appear in the list.
- 6 In the Value field, type the text or data you want sent to the server when a user selects this item.
- 7 To add another item to the options list, click the Plus (+) button, then repeat steps 6 and 7.
- 8 When you finish adding items to the list, click OK to close the List Values dialog box.

The Property inspector appears. The option choices are visible in the Initially Selected field.

## About form buttons

Form buttons control form operations. You can use a form button to submit data a user entered to a server for processing, or use a form button to reset a form, allowing users to correct information before submitting their data. You can also use a button to perform other processing tasks you've defined in a processing script. For example, your form button might calculate an order based on values in specified fields.

### Creating text form buttons

A text form button is a standard browser-style default button which contains the text you want displayed, such as Submit, Reset, Send, or Calculate Order.

**To create a text button:**

**1** Place the insertion point inside the form outline, then do one of the following:

- Choose Insert > Form Object > Button.
- In the Objects panel's Forms category, click the Insert Button icon.

**2** In the Property inspector's Button Name field, type a name for the button.

**Note:** There are two reserved names: Submit, which submits the form data for processing, and Reset, which resets all the form fields to their original values.

**3** In the Property inspector's Label field, type the text you want to appear on the button.

**4** In the Action field, do one of the following:

- Select Submit to submit the form for processing when the button is clicked.
- Select Reset to reset the form when the button is clicked.
- Select None to activate a different action based on the processing script when the button is clicked, for example, to calculate a total.



## Creating a graphical Submit button

You can make a more appealing Submit button by using the Insert Image Field command to insert an image in a form.

You can also use graphical buttons to perform other form operations such as resetting a form, or playing a sound. Using an image to perform tasks other than submitting data requires attaching a behavior to the form object. You can use the Dreamweaver Behaviors panel to attach a behavior or you can affect the form using JavaScript code. To see how to attach a behavior to an object, see “Attaching a behavior” on page 439.

### To create a graphical Submit button:

- 1 In the document, place the insertion point inside the form outline, then do one of the following:
  - Choose Insert > Form Object > Image Field.
  - In the Objects panel’s Forms category, click the Insert Image Field icon.
- 2 In the Property inspector for the image field, change the text in the ImageField field to Submit.
- 3 In the SRC field, click the folder icon, then browse to the image you want to insert in the page.
- 4 In the Alt field, type text you want to appear in place of the image for text-only browsers or for browsers set to download images manually.

## About form design

You can use line breaks, paragraph breaks, preformatted text, or tables to format your forms. You cannot insert a form in another form (that is, you cannot overlap tags), though you can include more than one form in a page.

When designing forms, remember to label the form fields with descriptive text to let users know what they're responding to—for example, "Type your name" to request name information.

## Adding multiple objects to a form

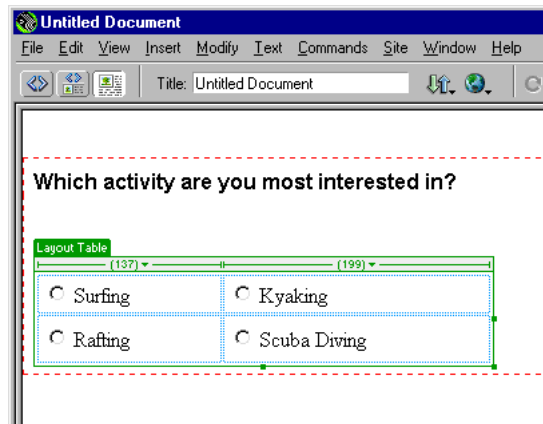
You can set up multiple forms within a single document or Web page. Just make sure the form tags don't overlap.

**To add multiple objects to a form:**

- 1 Place the insertion point inside the form outline, then do one of the following:
  - Choose an object from the Insert > Form Object menu.
  - In the Objects panel's Forms category, click the icon of the object you want to insert in the form.
- 2 Specify the properties for the object in the Property inspector (choose Window > Properties to display the Property inspector if it is not already open).

## Inserting tables in forms

You can design more attractive forms by inserting a table in a form. Use tables to provide structure for form objects and field labels. Tables make it easier to line choices up both vertically and horizontally. When using tables in forms make sure all the table tags are included between the form tags.



## Processing forms

Forms are processed by the script or application specified in the `action` attribute of the `form` tag. Select a form and look in the Property inspector to see what the associated action is.

The simplest forms use JavaScript or VBScript to perform all form processing on the client side (as opposed to sending the form data to the server for processing). For example, you might have a small form at the bottom of a page that contains only two radio buttons labeled Yes and No, plus a Submit button. The form action might be a JavaScript function defined in the `head` section of the document that displays one alert if the user selects Yes and another alert if the user selects No:

```
function processForm(){
    if (document.forms[0].elements[0].checked){
        alert('Yes');
    }else{
        alert('No');
    }
}
```

**To use a client-side JavaScript function as the form action:**

- 1 Select a Submit button in a form.
- 2 Attach the Call JavaScript behavior to the button. (See “Call JavaScript” on page 446.)
- 3 In the JavaScript text box that appears while attaching the behavior, enter `processForm()`.
- 4 Add a `processForm()` JavaScript function (like the one shown above) to the `head` section of your document.

You can handle many form-processing tasks using client-side scripting, but you can't save the data entered by the user or send it to someone else. For such purposes you need a server-side application such as a Common Gateway Interface (CGI) script. CGI scripts can be written in Perl, C, Java, or other programming languages. There are several sites on the Web that offer free CGI scripts that you can use (see “HTML and Web technologies resources” on page 25). You can modify those scripts to fit your needs. You can also ask your Internet service provider or Web team if there are any available CGI scripts that are already configured to run on your server.

For an introduction to CGI scripting, see the CGI resources listed in “HTML and Web technologies resources” on page 25.

## Using behaviors with forms

You can attach behaviors to forms and form objects by using any of the behaviors that appear in the Behaviors panel when the form or form object is selected. The Validate Form and Set Text of Text Field behaviors are available only if a text field has been inserted into the document. When attaching the Validate Form behavior to a form object, you must specify which text field is to be validated. For example, if you attach Validate Form to the Submit button, you might specify a text field created for “Name” to check that the user entered text in the Name field.

When applying behaviors, you need to make sure that every form object in your document (and every other object) has a unique name. If you use the same name for two different objects, behaviors may not work properly—even if the objects are in different forms.

The two form-specific behaviors are explained below. For information on other behaviors, see “Using Behaviors” on page 435.

**Validate Form** checks the contents of specified text fields to ensure that the user has entered the correct type of data. See “Validate Form” on page 470.

**Set Text of Text Field** replaces the content of a specified text field with the content you specify. See “Set Text of Text Field” on page 464.

## CHAPTER 21

### Testing and Publishing a Site

---

Before uploading your site to a server and declaring it ready for viewing, it's a good idea to test it locally. (In fact, it's a good idea to test and troubleshoot your site frequently throughout its construction—you can catch problems early and avoid repeating them.) You want to make sure that your pages look and work as expected in the browsers you're targeting, that there are no broken links, and that the pages don't take too long to download. You can also test and troubleshoot your entire site by running a site report before you publish your site.

The following guidelines will help you create a good experience for visitors to your site:

- Make sure your pages function as expected in the browsers you're targeting and that they “fail gracefully” in other browsers. Your pages should be legible and functional in browsers that do not support styles, layers, plug-ins, or JavaScript. (See “Checking for browser compatibility” on page 502.) For pages that will fail badly in older browsers, consider using the Check Browser behavior to automatically redirect visitors to another page. (See “Check Browser” on page 447.)
- Preview your pages in as many different browsers and on as many different platforms as possible. This gives you an opportunity to see differences in layout, color, font sizes, and default browser window size that cannot be predicted in a target browser check. (See “Previewing in browsers” on page 504.)
- Check your site for broken links (and fix them). Other sites undergo redesign and reorganization too, and the page you're linking to may have been moved or deleted. For a simple list of links to external sites, you can run a link check. Alternatively, you can run a site-wide report that checks for and produces a report on invalid external links. (See “Checking links in a page or site” on page 506, “Opening linked documents in Dreamweaver” on page 508, or “Creating reports” on page 510.)

- Monitor the size of your pages and the time they take to download. Keep in mind that for pages that consist of one large table, visitors will see nothing until the entire table has finished loading. Consider breaking up large tables; if this is not possible, consider putting a small amount of content—such as a welcome message or an advertising banner—outside the table at the top of the page so users can view this material while the table downloads. (See “Checking download time and size” on page 509; for more information on using layer behaviors to cover the screen while a page loads, see “Show-Hide Layers” on page 465.)
- Run a few site reports to test and troubleshoot the entire site. You can check your entire site for problems such as untitled documents, empty tags, and redundant nested tags. Running these reports before you publish your site means fewer problems later on. (See “Creating reports” on page 510.)
- Publishing your site—that is, pushing it out and making it live—can be accomplished in several ways and is an ongoing process. Once the bulk of the site has been published, you or your team will continue to update and maintain it. Defining and implementing a version-control system, either with the tools Dreamweaver includes or through an external version-control application, is an important process.
- Use the Macromedia Dreamweaver discussion forums found at the Macromedia Web site. This is a great resource for getting information on different browsers, platforms, and so on.

## Checking for browser compatibility

Dreamweaver lets you construct Web pages with elements that are supported by all browsers (for example, images and paragraph text), as well as elements that are supported only by newer browsers (for example, styles and layers).

The Check Target Browsers feature tests the HTML in your documents to see if any tags or attributes are unsupported by your target browsers. The check does not alter the document in any way.

The Check Target Browsers feature uses text files called browser profiles to determine which tags particular browsers support. Dreamweaver includes predefined profiles for Netscape Navigator versions 2.0, 3.0, and 4.0, and for Microsoft Internet Explorer versions 2.0, 3.0, 4.0, and 5.0. To modify the existing profiles or to create new ones, see “Creating and editing a browser profile” on page 534.

You can run a target browser check on a document, on a directory, or on an entire site. Note that doing so does not check scripts in your site.

### To run a target browser check:

**1** Choose from the following options:

- To run the check on the current document, save your file. The check is performed on the last saved version of the file and does not include unsaved changes.
- To run the check on a directory or site, choose Window > Site Files to open the Site FTP window; then select a folder from the local directory. The target browser check is performed on all the HTML files in this folder and any folders inside it. Target browser checks can be performed only on local files.

**2** Choose File > Check Target Browsers.

If you have not yet selected a primary browser, you are prompted to do so.

**3** From the list of browsers, select the target browser against which you want to check your site.

**4** Click Do Check.

The target browser report opens in your primary browser (which launches if it is not already open).

**5** To save the report for later reference, choose File > Save from the browser.

**Note:** As the target browser report is a temporary file, it will be lost if you don't save it before browsing to another site.

## Using Behaviors to detect browsers and plugins

You can use behaviors to determine which browser your visitors are using and to determine whether they have a particular plugin installed. For more information on behaviors, see “Using Behaviors” on page 435.

**Check Browser** sends visitors to different pages depending on their browser brands and versions. For example, you might want visitors to go to one page if they have Navigator 4.0 or later, to go to another page if they have Internet Explorer 4.0 or later, and to stay on the current page if they have any other kind of browser. (See “Check Browser” on page 447.)

**Check Plugin** sends visitors to different pages depending on whether they have the specified plugin installed. For example, you might want visitors to go to one page if they have Macromedia Shockwave and another page if they do not. (See “Check Plugin” on page 449.)

## Previewing in browsers

It's a good idea to test your pages by previewing them in browsers often throughout the Web design and creation process. By using this strategy, you can catch errors early and not copy or repeat them.

You can preview documents in your target browsers at any time; you don't have to save the document first. All browser-related functions work, including JavaScript behaviors, document-relative and absolute links, ActiveX controls, and Netscape plugins, provided that you have installed the required plugins or ActiveX controls.

Content linked with a root-relative path does not appear when you preview documents in a local browser. This is because browsers don't recognize site roots, servers do. To preview content linked with root-relative paths, put the file on a remote server and view it from there. (For more information, see "Root-relative paths" on page 357.)

You can define up to 20 browsers for previewing. All the browsers you define appear on the Preview in Browser menu. It's a good idea to preview in the following browsers: IE 3.0 or 4.0; Netscape 3.0 and 4.0, and at least one text-only browser like Lynx.

### To preview your document in a browser, do one of the following:

- Choose File > Preview in Browser, then choose one of the listed browsers.
- 1 If you haven't selected a browser yet, choose Edit > Preferences > Preview in Browser to select one.
- Press F12 to display the current document in the primary browser.
  - Press Control+F12 (Windows) or Command+F12 (Macintosh) to display the current document in the secondary browser.

### To change your primary browser or define a secondary browser:

- 1 Choose File > Preview in Browser > Edit Browser List or Edit > Preferences and select the Preview in Browser tab.
- 2 Set previewing preferences as desired.



## Setting Preview in Browser preferences

Preview in Browser preferences display the currently defined primary and secondary browsers. To open Preview in Browser preferences, choose Edit > Preferences and select Preview in Browser, or choose File > Preview in Browser > Edit Browser List.

**Preview Using Local Server** (Windows only) allows you to choose whether to use a local server when you preview a page in a browser. (For this option to work, you must be running server software on your local computer.) When this option is selected, Dreamweaver supplies the current page for previewing by a local server as a URL beginning with `http://localhost/`. When this option is deselected, Dreamweaver opens the document in a browser with a file path beginning with `file://`. In some cases, links specified as root-relative paths do not work correctly when opened in a browser with a `file://` path. This also applies when you run a target browser check. See “Previewing in browsers” on page 504.

**The Plus (+) button** adds a browser to the list.

**The Minus (-) button** deletes the selected browser from the list.

**Edit** changes settings for the selected browser.

**Primary Browser and Secondary Browser** specify whether the selected browser is the primary or secondary browser. F12 opens the primary browser; Control+F12 (Windows) or Command+F12 (Macintosh) opens the secondary browser.

## Testing links by previewing in a browser

Because links are not active within the Document window, you must verify and test links by previewing your pages in a browser. For example, you may want to check links to images, audio and video files, and so on.

**To test links in a browser:**

- 1 Choose File > Preview in Browser or press F12.
- 2 Click on the active links to verify that the link is working properly.

## Checking links in a page or site

Fixing broken links (links that no longer follow a valid path or point to a nonexistent file) on a large site can be a tedious and time-consuming problem. This is because a large site can contain hundreds of links to internal and external documents, and the links may change over time. Orphaned files (files that still exist in the site but are no longer linked to any file in the site) can be a problem too, because they may take up disk space and confuse other team members working on the site.

Use the Check Links feature to search for broken links and unreferenced files in an open file, a portion of a local site, or an entire local site. The only links that Dreamweaver verifies are links to documents within the site; Dreamweaver compiles a list of external links that appear in the selected document or documents, but it does not verify them.

When Dreamweaver has finished checking the links in the specified files, it opens the Link Checker dialog box. This dialog box displays a list of broken links, external links (links that Dreamweaver can't check because they are outside the site), and orphaned files. For more information, see “Opening linked documents in Dreamweaver” on page 508.

### To check links within the current document:

- 1 Save the file to a location within a local site.
- 2 Choose File > Check Links.

### To check links within a portion of a local site:

- 1 Choose Window > Site Files to open the Site window.
- 2 Choose a site from the Sites pop-up menu.
- 3 Under Local folder view, select the files or folders to check.
- 4 Initiate the check using either of these methods:
  - Right-click (Windows) or Control-click (Macintosh) one of the selected files and choose Check Links > Selected Files/Folders from the context menu.
  - Choose File > Check Links.
- 5 Select a specific link report from the Show pop-up menu. Your choices are Broken Links, External Links, and Orphaned Files.

You can only check for Orphaned Files when you check links across an entire site.

- 6 A list of files that fit the report type you selected appears in the Link Checker dialog box.

#### To check links in the entire site:

- 1 Choose Site > Check Links Sitewide.  
The Link Checker dialog box appears.
- 2 Select a specific link report from the Show pop-up menu. Your choices are Broken Links, External Links, and Orphaned Files.
- 3 A list of files that fit the report type you selected appears in the Link Checker dialog box.

**Note:** If you selected Orphaned Files as your report type, you can delete orphaned files from the Link Checker dialog box directly by selecting a file from the list and pressing the Delete key.

#### To save the complete report as a tab-delimited text file:

Click Save.

## Fixing broken links

When you check links in Dreamweaver, the Link Checker dialog box appears with a report of broken links, external links, and—if you chose to check the entire site—orphaned files.

You can fix broken links and image references directly in the Link Checker dialog box, or you can open files from the list and fix links in the Property inspector.

#### To fix links in the Link Checker dialog box:

- 1 In the Broken Links column of the Link Checker dialog box, select the broken link.  
A folder icon appears next to the broken link.
- 2 Click the folder icon to browse to the correct file to link to, or type the correct path and file name.
- 3 Press Tab or Enter.

If there are other broken references to this same file, a dialog box appears prompting you to fix the references in the other files as well. Click Yes to have Dreamweaver update all the documents on the list that reference this file. Click No to have Dreamweaver update the current reference only.

**Note:** If Enable File Check In and Check Out is turned on for the site, Dreamweaver attempts to check out files that require changes. If it cannot check out a file, Dreamweaver displays a warning dialog box and leaves broken references unchanged. See “Using Check In/Check Out” on page 131.

**To fix links in the Property inspector:**

- 1 In the Link Checker dialog box, double-click an entry in the File column.

Dreamweaver opens the document, selects the offending image or link, and highlights the path and file name in the Property inspector. (If the Property inspector is not visible, choose Window > Properties to open it.)

- 2 To set a new path and file name, click the folder icon to browse to the correct file, or type over the highlighted text.

If you are updating an image reference and the new image appears at the incorrect size, click the W and H labels in the Property inspector or click the Refresh button to reset the height and width values. The W and H labels change from bold to normal type.

- 3 Save the file.

As links are fixed, their entries disappear from the Broken Links list. If an entry still appears in the list after you have entered a new path or file name in the Link Checker (or after you have saved any changes you made in the Property inspector), it means that Dreamweaver cannot find the new file. The link is still considered broken.

## Opening linked documents in Dreamweaver

Links are not active within Dreamweaver; that is, you cannot open the linked document by clicking on the link in the Document window.

**To open linked documents in Dreamweaver, do one of the following:**

- Select the link and choose Modify > Open Linked Page.
- Press Control (Windows) or Command (Macintosh) and double-click the link.

**Note:** The linked document must reside on your local disk.

## Checking download time and size

The size and estimated download time of the current page appear at the bottom of the Document window. Dreamweaver calculates size based on the entire contents of the page, including all linked objects such as images and plugins.

Dreamweaver estimates download time based on the connection speed entered in Status Bar preferences. Actual download time varies depending on general Internet conditions.

A good guideline to use when checking download times for a particular Web page is the eight-second rule. That is, most users will not wait longer than eight seconds for a page to load fully.

**To set download time and size preferences:**

- 1 Choose Edit > Preferences and then click Status Bar.
- 2 Choose a connection speed with which to calculate download time.

The average connection speed in the United States is 28.8. If you are designing for an intranet, you may want to choose 1500 (T1 speed).

## Using Reports to test a site

When testing your site, you can compile and generate reports for several HTML attributes by using the Reports command. This command lets you check external links, combinable nested font tags, missing Alt text, redundant nested tags, removable empty tags, and untitled documents. You can test and troubleshoot selected documents or an entire site for these HTML problems before you publish.

Once a report is compiled, you save it as an XML file and import it into an existing template file. You can then import the template file into a database or spreadsheet and print it, or display it on a Web site. You can also add different report types to Dreamweaver through the Macromedia Dreamweaver Exchange Web site. (See “Adding extensions to Dreamweaver” on page 93.)

To use the Reports command to work with the check in/check out system and Design Notes, see “Using reports to improve workflow” on page 141.

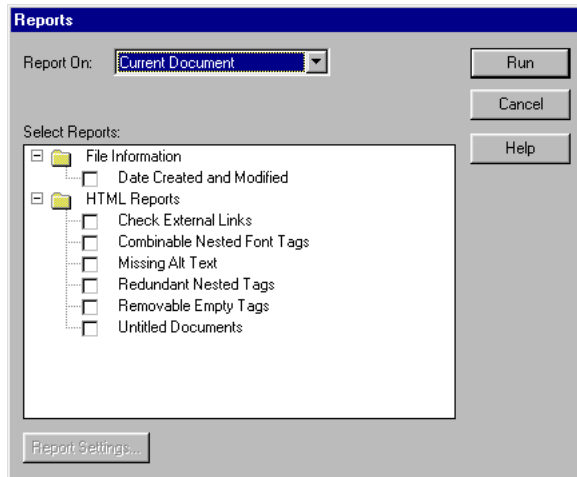
## Creating reports

You can run various types of reports on documents, folders, and sites, sort the results, and get additional details about selected results.

**To create a report:**

- 1 Choose Site > Reports.

The Reports dialog box appears.



- 2 Choose a Report category from the Report On pop-up menu.

The Report options are Current Document, Entire Local Site, Selected Files in Site, or Folder. (You cannot run a Selected Files in Site report unless you have already selected files in the Site window.)

- 3 Select a report type by clicking the appropriate box.

You can select one report, or select several to run them simultaneously.

- **Combinable Nested Font Tags** creates a report that lists all nested font tags that can be combined to clean up the code. For example, `<font color="#FF0000"><font size="4">STOP!</font></font>` is reported.
- **Missing Alt Text** creates a report listing all the `img` tags that don't have alternative text. (Alternative text appears in place of images for text-only browsers or for browsers that have been set to download images manually.)
- **Redundant Nested Tags** creates a report detailing nested tags that should be cleaned up. For example, `<i> The rain <i> in</i> Spain stays mainly in the plain</i>` would be reported.

- Removable Empty Tags creates a report detailing all empty tags that can be removed in order to clean up the HTML code. For example, you may have deleted an item or image in Code view, but left behind the tags that applied to that item.
- Untitled Documents creates a reporting listing all the untitled documents found within the selected parameters. Documents with default titles, duplicate titles, or missing `title` tags are all reported.

**4** Click Run to create the report.

Depending on what you chose to report on, you may be prompted to save your file, define your site, or select a folder (if you haven't already done so).

**5** A list of results is displayed in the Results window.

To sort the results, click the column heading you want to sort by. You can sort by file name, line number, or description. You can also run several different reports and keep the different Results windows open.

**6** Select a specific result to see a detailed description.

**7** Click Open File to go to the selected item in the Document window.

You can also double-click a result to open the file in the Document window.

**8** Click Save Report to save the report as an XML file.

When you save a report, it is saved as an XML file and can be imported into an existing template file. You can then import the file into a database or spreadsheet and print it, or use the file to display the report on a Web site.

**Tip:** After running HTML reports, use the Clean Up HTML command to correct any HTML errors the reports listed.





## CHAPTER 22

### Customizing Dreamweaver

---

Macromedia Dreamweaver can be customized in many ways, allowing you to work in a manner that's familiar, comfortable, and efficient for you.

The following are some of the ways you can customize Dreamweaver:

- Set preferences for everything from color schemes and highlighting to site configurations and browsers. See “Setting preferences” on page 88.
- Change keyboard shortcuts. To change shortcuts using a graphical interface from within Dreamweaver, see “Using the Keyboard Shortcut Editor” on page 90. If you prefer to edit a text file to change the keyboard shortcuts, see “Changing keyboard shortcuts” on page 521.
- Add third-party extensions. See “Adding extensions to Dreamweaver” on page 93.
- Rearrange the objects in the Objects panel so that the ones you use most often are always visible, create new categories to reorganize the objects, or add new objects. See “Modifying the Objects panel” on page 515.
- Change the names of menu items, add new commands to menus, and remove existing commands from menus. See “About customizing Dreamweaver menus” on page 517.
- Edit the source formatting profile to gain finer control over the format of HTML that Dreamweaver creates. The SourceFormat.txt file includes all the settings from the HTML Format preferences and more. See “Changing default HTML formatting” on page 530.
- Change how third-party tags (such as ASP and ColdFusion tags) appear in the Document window's Design view. See “Customizing the interpretation of third-party tags” on page 537.
- Create your own commands and floating panels using JavaScript. See “Extending Dreamweaver: Basics” on page 536.

## Changing the default file type

By default, Dreamweaver shows all the file types it recognizes in the File > Open dialog box. You can use a pop-up menu in that dialog box to limit the display to certain types of files. If most of your work involves a specific file type (such as ASP files), you can change the default display. Whatever file type is listed on the first line of the Dreamweaver Extensions.txt file becomes the default.

**Note:** If you want to see all file types in the File > Open dialog box, even the files Dreamweaver can't open, you must select All Files (\*.\*). This is different from All Documents, which shows only the files Dreamweaver can open.

### To change the Dreamweaver default File > Open file type:

- 1 Make a backup copy of the Extensions.txt file in the Configuration folder.
- 2 Open Extensions.txt in Dreamweaver or in a text editor.
- 3 Cut the line corresponding to the new default, and paste it at the beginning of the file, to make it the first line of the file.
- 4 Save the file, quit Dreamweaver, and start Dreamweaver again.

To see the new default, select File > Open and look at the pop-up menu of file types.

### To add new file types to the menu in the File > Open dialog box:

- 1 Make a backup copy of the Extensions.txt file in the Configuration folder.
- 2 Open Extensions.txt in Dreamweaver or a text editor.
- 3 Add a new line for each new file type. In capital letters, enter the file name extensions that the new file type can have, separated by commas; then add a colon and a brief descriptive phrase to show in the pop-up menu for file types that appears in the File > Open dialog box. For example, for JPEG files, enter the following:

```
JPG, JPEG, JFIF: JPEG Image Files
```

- 4 Save the file, quit Dreamweaver, and start Dreamweaver again.

To see the changes, select File > Open and click the pop-up menu of file types.

## Modifying the Objects panel

By default, the Objects panel is divided into several categories: Characters, Common, Forms, Frames, Head, Invisibles, and Special. (For information on the objects in these categories, see “Using the Objects panel” on page 80.) The categories correspond to folders in the Configuration/Objects folder within the Dreamweaver application folder.

You can move objects from one category to another, rename categories, and remove objects from the panel altogether. To make your changes appear in the Objects panel, you must either quit Dreamweaver and start it again, or reload extensions.

For each object in an Objects panel category, there are two or three files in the corresponding folder:

- A GIF file containing an icon for the object
- An HTML file containing either the HTML to be inserted into your file or an HTML form that lets you specify data to be inserted (such as the text of a comment)
- A JavaScript file (optional) that generates the HTML to be inserted into your file

### **To move an object from one Objects panel category to another:**

Move all of the object’s files (its GIF file, its HTML file, and its JavaScript file if it has one) from one folder to another within the Configuration/Objects folder.

### **To rename a category on the Objects panel:**

Rename the corresponding folder in the Configuration/Objects folder.

### **To remove an object from the Objects panel:**

Move the object’s HTML, GIF, and JavaScript files out of the Configuration/Objects folder. (You can delete those files entirely if you’re sure you want to remove the object, but it’s a good idea to keep a backup around just in case you need to restore the object later.)

### **To reload extensions:**

- 1 Control-click (Windows) or Option-click (Macintosh) the categories pop-up menu at the top of the Objects panel.
- 2 Choose Reload Extensions.

## Creating a simple object

You can create your own objects to add to the Objects panel. Many simple objects require no JavaScript; they contain only the HTML source code to be inserted into the document. (For basic information about creating more complex objects using JavaScript, see “Extending Dreamweaver: Basics” on page 536.)

After you create an object, you can package it and distribute it on the Macromedia Exchange site if you want other Dreamweaver users to be able to use it. For more information, see the Macromedia Exchange for Dreamweaver site. To package an extension, you must first download the Package Manager installer from that site, then install the Package Manager with the developer option.

### To create a simple object:

- 1 Create a new blank document in a text editor (such as BBEdit or HomeSite).

**Note:** When you create a new blank document in Dreamweaver, it contains several default HTML tags, such as `html`, `head`, and `body`. If you want to use one of the Dreamweaver code editors (the Document window’s Code view or the Code inspector) as your text editor for creating a simple object, you must first delete all the default tags that appear in the code editor when you create a new document.

- 2 Add the tags that you want this object to insert into your documents.

For example, type the following:

```
<p>  
&copy; 2000 Z Productions, Inc.<BR>  
All Rights Reserved  
</p>
```

- 3 Save the file.

If you want the new object to appear in one of the existing Objects panel categories, save it in one of the subfolders of the Objects folder. To create a new category, create a new folder within the Configuration/Objects folder and save your file there. Additional folders inside any category subfolder (such as folders created inside the Characters subfolder) are ignored.

- 4 In a graphics or image-editing application (such as Macromedia Fireworks), create an 18 x 18 pixel GIF image that will serve as the icon for your object in the Objects panel.

If you create a larger image, Dreamweaver automatically scales it to 18 x 18 pixels. If you do not create an icon for your object, Dreamweaver displays a generic object icon for your object in the Objects panel.

- 5 Give your icon the same file name as your object file, but use .gif as the extension; then save the icon in the same directory as the object file.

For example, if your object is called Copyright\_Z.htm and you saved it in the Common directory, name your icon Copyright\_Z.gif and save it in the Common directory as well.

- 6 Restart Dreamweaver, or reload extensions, to use your new object.

The object appears at the bottom of the Insert menu as well as on the Objects panel. (For information on reloading extensions, see “Modifying the Objects panel” on page 515.)

## About customizing Dreamweaver menus

Dreamweaver creates all of its menus from the structure defined in an XML file called menus.xml, in the Configuration/Menu subfolder of the Dreamweaver application folder. Editing the menus.xml file changes the Dreamweaver menus the next time you start Dreamweaver. (For basic information about XML, see “About XML” on page 394.)

By editing the menus.xml file, you can add, change, and remove keyboard shortcuts for menu items, though in most cases it’s easier to do that using the Keyboard Shortcut Editor. (See “Using the Keyboard Shortcut Editor” on page 90.) You can also rearrange, rename, and remove menu items.

If you open menus.xml in an XML editor, you may see error messages regarding the ampersands (&) in the menus.xml file. It’s best to edit menus.xml in an ordinary text editor. (Don’t edit it in Dreamweaver.)

**Note:** Always make a backup copy of the current menus.xml file, or any other Dreamweaver configuration file, before you modify it. It’s easy to make mistakes in editing the menu configuration file, and there’s no way to revert to a previous set of menus other than replacing the menus.xml file. In case you forget to make a backup, though, the Configuration folder contains a backup of the default menus.xml file, called menus.bak; to revert to the default menu set, replace menus.xml with a copy of menus.bak.

## Modifying the Commands menu

You can add certain kinds of commands to the Commands menu, and change their names, without editing the `menus.xml` file.

**Note:** The term *command* has two meanings in Dreamweaver. Strictly speaking, a command is a particular kind of extension. In some contexts, however, *command* is used interchangeably with *menu item* to mean any item that appears in a Dreamweaver menu, no matter what it does or how it's implemented.

To create new commands that are automatically placed in the Commands menu, use the History panel (see “Creating new commands from history steps” on page 165). You can also use the Package Manager to install new extensions, including commands; see “Adding extensions to Dreamweaver” on page 93.

To reorder the items in the Commands menu, or to move items between menus, you must edit the `menus.xml` file.

### To rename a command you've created:

- 1 Choose **Commands > Edit Command List**.

A dialog box appears, listing all of the commands whose names you can change. (Commands that are in the default Commands menu don't appear on this list and can't be edited using this approach.)

- 2 Select a command to rename.
- 3 Enter a new name for it.
- 4 Click **Close**.

The command is renamed in the Commands menu.

### To delete a command you've created:

- 1 Choose **Commands > Edit Command List**.

A dialog box appears listing all of the commands you can delete. (Commands that are in the default Commands menu don't appear on this list and can't be deleted using this approach.)

- 2 Select a command to delete.
- 3 Click **Delete**, then confirm that you want to delete the command.

The command is deleted. Note that the file containing the code for the command is also deleted; deleting a command does not simply remove the menu item from the menu. Be certain that you really want to delete the command before you use this approach. If you want to remove it from the Commands menu without deleting the file, you can find the file in `Configuration/Commands` and move it to another folder.

- 4 Click **Close**.

## Rearranging menus and menu items

By editing the `menus.xml` file, you can move menu items within a menu or from one menu to another, add separators to or remove them from menus, and move menus within a menu bar or even from one menu bar to another.

Note that you can move items into or out of context menus using the same procedure as for other menus.

For information about the syntax of the `menus.xml` file, see “About `menus.xml` tag syntax” on page 522.

### To move a menu item:

- 1 Quit Dreamweaver.
- 2 Make a backup copy of the `menus.xml` file.
- 3 Open `menus.xml` in a text editor such as BBEdit, HomeSite, or Wordpad. (Don't open it in Dreamweaver.)
- 4 Cut an entire `menuItem` tag, from the `<menuItem` at the beginning to the `</>` at the end.
- 5 Place the insertion point at the new location for the menu item. (Make sure it's between a `<menu>` tag and the corresponding `</menu>` tag.)
- 6 Paste the menu item into its new location.

### To create a submenu while moving a menu item:

- 1 Place the insertion point inside a menu (somewhere between a `<menu>` tag and the corresponding `</menu>` tag).
- 2 Insert a new `<menu></menu>` pair inside the menu.
- 3 Add new menu items to the new submenu.

### To insert a separator between two menu items:

Enter `<separator />` between the two `menuItem` tags.

### To remove an existing separator:

Delete the corresponding `<separator />` line.

**To move a menu:**

- 1 Quit Dreamweaver.
- 2 Make a backup copy of the menus.xml file.
- 3 Open menus.xml in a text editor such as BBEdit, HomeSite, or Wordpad. (Don't open it in Dreamweaver.)
- 4 Cut an entire menu and its contents, from the opening `<menu>` tag to the closing `</menu>` tag.
- 5 Place the insertion point at the new location for the menu. (Make sure it's between a `<menubar>` tag and the corresponding `</menubar>` tag.)
- 6 Paste the menu into its new location.

## Changing the name of a menu item or menu

You can easily change the name of any menu item or menu by editing the menus.xml file. For information about the syntax of the menus.xml file, see "About menus.xml tag syntax" on page 522.

**To change the name of a menu item or menu:**

- 1 Quit Dreamweaver.
- 2 Make a backup copy of the menus.xml file.
- 3 Open menus.xml in a text editor such as HomeSite, BBEdit, or Wordpad (don't open it in Dreamweaver).
- 4 If you're changing a menu item, find the appropriate `menuitem` tag, and change the value of its `name` attribute. If you're changing a menu, find the appropriate `menu` tag, and change the value of its `name` attribute.

**Note:** In either case, do not change the `id` attribute.

- 5 Save and close menus.xml; then start Dreamweaver again to see your changes.



## Changing keyboard shortcuts

If the default keyboard shortcuts aren't convenient for you, you can change or remove existing shortcuts or add new ones. The easiest way to do this is to use the Keyboard Shortcut Editor (see "Using the Keyboard Shortcut Editor" on page 90). However, you can also modify keyboard shortcuts directly in `menus.xml` if you prefer, though it's much easier to make mistakes entering shortcuts in `menus.xml` than in the Keyboard Shortcut Editor. For information about the syntax of the `menus.xml` file, see "About `menus.xml` tag syntax" on page 522.

### To change a keyboard shortcut:

- 1 Quit Dreamweaver.
- 2 Make a backup copy of the `menus.xml` file.
- 3 Open `menus.xml` in a text editor such as BBEdit, HomeSite, or Wordpad. (Don't open it in Dreamweaver.)
- 4 Look at the "Keyboard Shortcut Matrix" on page 558 and find a shortcut that's not being used, or one that you want to reassign.

If you reassign a keyboard shortcut, cross it off on a printed copy of the matrix for future reference.

- 5 If you're reassigning a keyboard shortcut, find the menu item that the shortcut is assigned to, and remove the `key="shortcut"` attribute from that menu item.
- 6 Find the menu item to assign or reassign the keyboard shortcut to.
- 7 If the menu item already has a keyboard shortcut, find the `key` attribute on that line. If it doesn't already have a shortcut, add `key=""` anywhere between attributes inside the `menuitem` tag.
- 8 Between the double quotation marks of the `key` attribute, enter the new keyboard shortcut.

Use a plus (+) sign between the keys in a key combination. For more information about modifiers, see the description of the `menuitem` tag in "<menuitem>" on page 524.

If the keyboard shortcut is in use elsewhere and you didn't remove the other use of it, the shortcut will apply only to the first menu item that uses it in `menus.xml`.

**Note:** You can use the same keyboard shortcut for a Macintosh-only menu item and for a Windows-only menu item.

- 9 Write your new shortcut in the appropriate location in the Keyboard Shortcut Matrix.

## About menus.xml tag syntax

The menus.xml file contains a structured list of menu bars, menus, menu items, separators, shortcut lists, and keyboard shortcuts. These items are described by XML tags which you can edit in a text editor.

**Note:** Be careful when making changes to menus. Dreamweaver ignores any menu or menu item that contains an XML syntax error.

A menu bar (tagged with opening and closing `menubar` tags) is a discrete menu or set of menus—for example, there's a main menu bar, a separate Site window menu bar (which appears only in Windows, not on the Macintosh), and a menu bar for each context menu. Each menu bar contains one or more menus; a menu is contained in a `menu` tag. Each menu contains one or more menu items, each described by a `menuItem` tag and its attributes. A menu can also contain separators (described by `separator` tags) and submenus.

In addition to the keyboard shortcuts associated with menu items, Dreamweaver provides a variety of other keyboard shortcuts, including alternate shortcuts and shortcuts that are available only in certain contexts. For example, Control+Y (Windows) or Command+Y (Macintosh) is the shortcut for Redo; but Control+Shift+Z or Command+Shift+Z is an alternate shortcut for Redo. These alternates—and other shortcuts that can't be represented in the tags for menu items—are defined in shortcut lists in the menus.xml file. Each shortcut list (described by a `shortcutlist` tag) contains one or more shortcuts, each described by a `shortcut` tag.

The following sections describe the syntax of the menus.xml tags. Optional attributes are marked in the attribute lists with braces ({}); all attributes not marked with braces are required.

## <menubar>

### Description

Provides information about a menu bar in the Dreamweaver menu structure.

### Attributes

name, {app}, id, {platform}

**name** The name of the menu bar. Although **name** is a required attribute, you can give it the value "".

**app** The name of the application in which the menu bar is available. Valid values are "dreamweaver" and "ultradev". The default is for the menu bar to be available in both Dreamweaver and UltraDev.

**id** The menu ID for the menu bar. Each menu ID in the menus.xml file should be unique.

**platform** Indicates that the menu bar should appear only on the given platform. Valid values are "win" and "mac".

### Contents

This tag must contain one or more `menu` tags.

### Container

None.

### Example

The main (Document window) menu bar uses the following `menubar` tag:

```
<menubar name="Main Window" id="DWMainWindow">  
  <!-- menu tags here -->  
</menubar>
```

## <menu>

### Description

Provides information about a menu or submenu to appear in the Dreamweaver menu structure.

### Attributes

name, {app}, id, {platform}

**name** The name of the menu as it will appear in the menu bar. To set the menu's access key (mnemonic) in Windows, use an underscore (\_) before the access letter. The underscore is automatically removed on the Macintosh.

**app** The name of the application in which the menu is available. Valid values are "dreamweaver" and "ultradev". The default is for the menu to be available in both Dreamweaver and UltraDev.

**id** The menu ID for the menu. Every ID in the file should be unique.

**platform** Indicates that the menu should appear only on the given platform. Valid values are "win" and "mac".

### Contents

This tag can contain one or more `menuitem` tags, and one or more `separator` tags. It can also contain other `menu` tags (to create submenus) and standard HTML comment tags.

### Container

This tag must be contained in a `menubar` tag.

### Example

```
<menu name="_File" id="DWMenu_File">  
  <!-- menuitem, separator, menu, and comment tags here -->  
</menu>
```

## <menuitem>

### Description

Defines a menu item for a Dreamweaver menu.

### Attributes

name, id, {app}, {key}, {platform}, {enabled}, {arguments}, {command}, {file}, {checked}, {dynamic}

**name** The menu item name that appears in the menu. An underscore indicates that the following letter is the command's access key (mnemonic), for Windows only.

**id** Used by Dreamweaver to identify the item. This ID must be unique throughout the menu structure. If you add new menu items to `menus.xml`, ensure uniqueness by using your company name or another unique string as a prefix for each menu item's ID.

`app` The name of the application in which the menu item is available. Valid values are "dreamweaver" and "ultradev". The default is for the menu item to be available in both Dreamweaver and UltraDev.

`key` The keyboard shortcut for the command, if any. Use the following strings to specify modifier keys:

- `Cmd` specifies the Control key (Windows) or Command key (Macintosh).
- `Alt` and `Opt` interchangeably specify the Alt key (Windows) or Option key (Macintosh).
- `Shift` specifies the Shift key on both platforms.
- `Ctrl` specifies the Control key on both platforms.
- A plus (+) sign separates modifier keys if a given shortcut uses more than one modifier. For example, `Cmd+Opt+5` in the `key` attribute means the menu item is executed when the user presses Control+Alt+5 (Windows) or Command+Option+5 (Macintosh).
- Special keys are specified by name: F1 through F12, PgDn, PgUp, Home, End, Ins, Del, Tab, Esc, BkSp, and Space. Modifier keys can also be applied to special keys.

`platform` Indicates which platform the item appears on. Valid values are "win", meaning Windows-only, or "mac", meaning Macintosh-only. If you don't specify the `platform` attribute, the menu item appears on both platforms. If you want a menu item to behave differently on different platforms, supply two menu items with the same name (but different IDs): one with `platform="win"` and the other with `platform="mac"`.

`enabled` Provides JavaScript code (usually a JavaScript function call) that determines whether the menu item is currently enabled. If the function returns `false`, the menu item is dimmed. The default value is "true", but it's best to always specify a value for clarity even if the value is "true".

`arguments` Provides arguments for Dreamweaver to pass to the code in the JavaScript file that you specify in the `file` attribute. Enclose arguments in single quotation marks ('), inside the double quotation marks used to delimit an attribute's value.

`command` Specifies a JavaScript expression that's executed when the user selects this item from the menu. For complex JavaScript code, use a JavaScript file (specified in the `file` attribute) instead. You must specify either `file` or `command` for each menu item.

**file** The name of an HTML file containing JavaScript that controls the menu item. Specify a path to the file relative to the Configuration folder. (For example, the Help > Welcome menu item specifies `file="Commands/Welcome.htm".`) Note that the `file` attribute overrides the `command`, `enabled`, and `checked` attributes. You must specify either `file` or `command` for each menu item. For information on creating a command file using the History panel, see “Creating new commands from history steps” on page 165. For information on writing your own JavaScript commands from scratch, see *Extending Dreamweaver*.

**checked** A JavaScript expression that indicates whether the menu item has a check mark next to it in the menu; if the expression evaluates as `true`, the item is displayed with a check mark.

**dynamic** If present, indicates that a menu item is to be determined dynamically, by an HTML file; the file contains JavaScript code to set the text and state of the menu item. If you specify a tag as `dynamic`, you must also specify a `file` attribute.

**isdomrequired** Indicates whether to synchronize the Design view and the Code view before executing the code for this menu item. Valid values are `"true"` (the default) and `"false"`. If you set this attribute to `"false"`, it means that the changes to the file that this menu item makes do not use the Dreamweaver DOM. (For information about the DOM, see *Extending Dreamweaver*.)

#### **Contents**

None (empty tag).

#### **Container**

This tag must be contained in a `menu` tag.

#### **Example**

```
<menuitem name="_New" key="Cmd+N" enabled="true"
command="dw.createDocument()" id="DWMenu_File_New" />
```

## <separator>

### Description

Indicates that a separator should be displayed at the corresponding location in the menu.

### Attributes

{app}

**app** The name of the application in which the separator is shown. Valid values are "dreamweaver" and "ultradev". The default is for the separator to be shown in both Dreamweaver and UltraDev.

### Contents

None (empty tag).

### Container

This tag must be contained in a `menu` tag.

### Example

```
<separator />
```

## <shortcutlist>

### Description

Specifies a shortcut list in the `menus.xml` file.

### Attributes

{app}, id, {platform}

**app** The name of the application in which the shortcut list is available. Valid values are "dreamweaver" and "ultradev". The default is for the shortcut list to be available in both Dreamweaver and UltraDev.

**id** The ID for the shortcut list. It should be the same as the menu ID for the menu bar (or context menu) in Dreamweaver that the shortcuts are associated with. Valid values are "DWMainWindow", "DWMainSite", "DWTimelineContext", and "DWHTMLContext".

**platform** Indicates that the shortcut list should appear only on the given platform. Valid values are "win" and "mac".

### Contents

This tag can contain one or more `shortcut` tags. It can also contain one or more comment tags (which use the same syntax as HTML comment tags).

### Container

None.

### Example

```
<shortcutlist id="DWMainWindow">  
  <!-- shortcut and comment tags here -->  
</shortcutlist>
```

## <shortcut>

### Description

Specifies a keyboard shortcut in the menus.xml file.

### Attributes

key, {app}, {platform}, {file}, {arguments}, {command}, id, {name}

**key** The key combination that activates the keyboard shortcut. For syntax details, see “<menuitem>” on page 524.

**app** The name of the application in which the shortcut is available. Valid values are "dreamweaver" and "ultradev". The default is for the shortcut to be available in both Dreamweaver and UltraDev.

**platform** Specifies that the shortcut works only on the indicated platform. Valid values are "win" and "mac". If you do not specify this attribute, the shortcut works on both platforms.

**file** The path to a file containing the JavaScript code that Dreamweaver executes when you use the keyboard shortcut. The `file` attribute overrides the `command` attribute. You must specify either `file` or `command` for each shortcut.

**arguments** Provides arguments for Dreamweaver to pass to the code in the JavaScript file that you specify in the `file` attribute. Enclose arguments in single quotation marks ('), inside the double quotation marks used to delimit an attribute's value.

**command** The JavaScript code that Dreamweaver executes when you use the keyboard shortcut. Specify either `file` or `command` for each shortcut.

**id** A unique identifier for a shortcut.

**name** A name for the command executed by the keyboard shortcut, in the style of a menu item name. For example, the `name` attribute for the F12 shortcut is "Preview in Primary Browser".

### Contents

None (empty tag).

### Container

This tag must be contained in a `shortcutlist` tag.

### Example

```
<shortcut key="Cmd+Shift+Z" file="Menus/MM/Edit_Clipboard.htm"
arguments="'redo'" id="DWShortcuts_Edit_Redo" />
```



## Customizing the appearance of dialog boxes

The dialog box layouts for objects, commands, and behaviors are specified as HTML forms; they reside in HTML files in the Configuration folder within the Dreamweaver application directory. You edit those forms just as you would edit any form in Dreamweaver; see “Creating Forms” on page 481.)

### To change the appearance of a dialog box:

- 1 Find the appropriate .htm file in Configuration/Objects, Configuration/Commands, or Configuration/Behaviors.
- 2 Make a copy of the file, somewhere other than the Configuration folder.
- 3 Open the copy in Dreamweaver, edit the form, and save it.
- 4 Quit Dreamweaver.
- 5 Copy the changed file back to the Configuration folder, in place of the original. (It’s a good idea to first make a backup of the original, so you can restore it later if you need to.)
- 6 Start Dreamweaver again to see the changes.

You should change only the appearance of the dialog box, not how it works; it still must contain the same types of form elements with the same names, so that the information Dreamweaver obtains from the dialog box can still be used in the same way.

For example, the Comment object takes text input from a text area in a dialog box, then uses a simple JavaScript function to turn that text into an HTML comment and insert the comment into your document. The form that describes the dialog box is in Configuration/Objects/Invisibles/Comment.htm. You can open that file and change the size and other attributes of the text area, but if you remove the `textarea` tag entirely, or change the value of its `name` attribute, the Comment object will no longer work properly.

## Changing default HTML formatting

The HTML source formatting profile determines how Dreamweaver formats the HTML source code for a document. The profile includes both the Code Format preferences (which you can easily set with Edit > Preferences; see “Setting code formatting preferences” on page 343 for details) and additional formatting preferences for individual tags and groups of tags. The only way to change the formatting preferences that aren’t shown in Code Format preferences is to edit the SourceFormat.txt file in a text editor. That file can be found in the Configuration folder within the Dreamweaver application folder.

Code Format preferences set with the Edit > Preferences command are saved in SourceFormat.txt when you quit Dreamweaver. You must therefore quit the application before editing the profile; otherwise, your changes may be overwritten when you quit Dreamweaver.

The HTML source formatting profile follows a specific format, which is described in the file. Note the following conventions:

- Each section of the profile begins with a tag of the form `<?keyword>` (such as `<?options>`, `<?elements>`, or `<?attributes>`).
- The parameters for each section are defined within HTML comments (`<!-- -->`) directly above the section.
- The omit line in the `<?options>` section is reserved for future use (it currently does not affect HTML source formatting).
- You can mark an individual tag as belonging to an indentation group (`igroup`) in the `<?elements>` section. By default, indentation group 1 contains table rows and columns, and indentation group 2 contains framesets and frames. These groupings correspond to the Indent Table Rows and Columns and Indent Framesets and Frames options in HTML Format preferences. You can turn off indentation for the entire group by removing its number from the `active` attribute in the `<?options>` section. You can also add other tags to either indentation group so you can control them with the options in HTML Format preferences.

The four numbers given in the `break` attribute for each tag indicate respectively how many line breaks to use before the opening tag, how many to use immediately after the opening tag (and before the contents of the tag), how many to use immediately before the closing tag, and how many to place after the closing tag.

For example, the default settings for the `p` tag in SourceFormat.txt are `<p break="1,0,0,1" indent>`, which produces the following formatting:

```
<p> A paragraph of text that is indented from the left margin
    (after the first line) and that has a line break before the
    opening p tag and after the closing p tag, but no line break
    after the opening p and none before the closing p.</p>
<p>Next paragraph.</p>
```

If you change the settings to `<p break="1,1,1,2">`, the Code view and Code inspector will display text paragraphs in the following way:

```
<p>
A paragraph of text that is not indented from the left margin
and that has one line break before and after the opening p tag,
one line break before the closing p tag, and two line breaks
after the closing p tag.
</p>
```

```
<p>
Next paragraph.
</p>
```

(Note that the number of line breaks after the closing tag and before the following opening tag is the greater of the two numbers specified—if you specify two line breaks before a tag and three after, the result is three line breaks between the closing tag and the next opening tag.)

Some tag and attribute settings include the term `namecase`, which specifies that the tag or attribute is to be capitalized in exactly the way that you specify as the value of the `namecase` attribute. For example, `onClick` is specified in the `SourceFormat.txt` file as `<onClick namecase="onClick">`; therefore, `onClick` is always displayed using that particular combination of uppercase and lowercase, regardless of user capitalization preferences.

Another term used to specify capitalization is `samecase`, which specifies that the value of an attribute is to be capitalized the same way that the attribute's name is capitalized. For example, `<align samecase>` indicates that if Dreamweaver generates an `align` attribute, the value of the attribute will appear with the same capitalization as the attribute name. It also applies to attribute names that don't have values, so don't remove `samecase` from any of the attribute formatting specifications where it appears.

The term `noformat` associated with a tag indicates that the line breaks, indentation, and capitalization of an existing instance of the tag are never changed to use the format specified in `SourceFormat.txt`. For a tag marked `noformat`, the format specified in `SourceFormat.txt` is used only when creating a new instance of the tag using Dreamweaver. For example, `<pre break="1,0,0,1" noformat>` means that if you create a new `pre` tag using Dreamweaver tools, it will use the "1,0,0,1" line break specification when creating it; but if you already have a `pre` tag that you created by hand whose line breaks don't match this specification, and you edit that tag in the Design view, the line breaks don't change.

Any attribute not specified in the `SourceFormat.txt` file uses the default formatting settings that you specify in the HTML Format preferences category.

## Working with browser profiles

Browser profiles are the files Dreamweaver uses to check your documents when you run a target browser check (see “Checking for browser compatibility” on page 502). Each profile contains information about the HTML tags and attributes that a particular browser supports. A browser profile can also contain warnings, error messages, and suggestions for tag substitutions.

Browser profiles are stored in the Configuration/BrowserProfiles folder within the Dreamweaver application folder. You can edit existing profiles or create new ones using Dreamweaver or a text editor (such as BBEdit, HomeSite, Notepad, or SimpleText). It is not necessary to quit Dreamweaver before editing or creating browser profiles.

### About browser-profile formatting

Browser profiles follow a specific format. To avoid parsing errors during target browser checks, follow these rules when editing or creating profiles:

- The first line is reserved for the name of the profile. It must be followed by a single carriage return. The name on this line appears in the Target Browser Check dialog box and in the target check report. It must be unique.
- The second line is reserved for the designator `PROFILE_TYPE=BROWSER_PROFILE`. Dreamweaver uses this line to determine which documents are browser profiles. Do not change or move this line.
- Two hyphens (--) at the beginning of a line indicate a comment (that is, that the line will be ignored during the target check process). A comment must start at the beginning of a line—you can't put two hyphens in the middle of a line.
- You must use a space in these places: before the closing angle bracket (>) on the `!ELEMENT` line, after the opening parenthesis in a list of values for an attribute, before a closing parenthesis in a list of values, and before and after each pipe (|) in a list of values.
- You must include an exclamation point without a space before each of the following words: `ELEMENT`, `ATTLIST`, `Error`, `msg`, and `htmlmsg` (`!ELEMENT`, `!ATTLIST`, `!Error`, `!msg`, `!htmlmsg`).
- You can include `!Error` and `!Warning` within the `!ELEMENT` or the `!ATTLIST` area.
- `!msg` messages can contain only plain text. `!htmlmsg` messages can contain any valid HTML, including hyperlinks.
- HTML comments (`<!-- -->`) cannot be listed as tags in browser profiles because they interfere with parsing. Dreamweaver does not report an error for comments, because all browsers support them.

The syntax for a tag entry is as follows:

```
<!ELEMENT htmlTag NAME="tagName" >
<!ATTLIST htmlTag
unsupportedAttribute1!Error !msg="The unsupportedAttribute1
attribute of the htmlTag tag is not supported. Try using
supportedAttribute1 for a similar effect."
supportedAttribute1
supportedAttribute2( validValue1 | validValue2 | validValue3 )
unsupportedAttribute2!Error !htmlmsg="<b>Don't ever use the
unsupportedAttribute2 attribute of the htmlTag tag!</b>"
>
```

The elements shown in the above syntax are defined as follows:

**htmlTag** is the tag as it appears in an HTML document.

**tagName** is an explanatory name for the tag (for example, the name for the HR tag is “Horizontal Rule”). The NAME attribute is optional. If specified, *tagName* is used in error messages; if you do not supply a name, *htmlTag* is used in error messages.

**unsupportedAttribute** is an attribute that is not supported. Any tags or attributes not specifically mentioned as supported attributes are assumed to be unsupported. Specify unsupported tags or attributes only when you want to create a custom error message.

**supportedAttribute** is an attribute that is supported by *htmlTag*. Only tags listed without an !Error designation are considered to be supported by the browser.

**validValue** indicates a value that is supported by the attribute.

The following example shows an entry for the `APPLET` tag that would be accurate for Navigator 3.0:

```
<!ELEMENT APPLET Name="Java Applet" >
<!ATTLIST APPLET
  Align ( top | middle | bottom | left | right | absmiddle |
  absbottom | baseline | texttop )
  Alt
  Archive
  Class !Warning !htmlmsg="This browser ignores the
  <CODE>CLASS</CODE> attribute for the <CODE>APPLET</CODE> tag."
  Code
  Codebase
  Height
  HSpace
  ID !Warning !htmlmsg="This browser ignores the
  <CODE>ID</CODE> attribute for the <CODE>APPLET</CODE> tag.
  Use <CODE>NAME</CODE> instead."
  Name
  Style !Warning !htmlmsg="This browser ignores the
  <CODE>STYLE</CODE> attribute for the <CODE>APPLET</CODE> tag."
  VSpace
  Width
>
```

## Creating and editing a browser profile

Create a browser profile by modifying an existing profile. For example, to create a profile for a future version of Microsoft Internet Explorer, you can open the profile for the most recent version of Internet Explorer that has a profile, add any new tags or attributes introduced in the new version, and save it as a profile for the new version.

**Note:** Before you create a browser profile for a new version of a browser, check the Macromedia Exchange for Dreamweaver site to see if Macromedia has supplied a browser profile that you can download and install using the Package Manager.

**To create or edit a browser profile:**

- 1 Using a text editor, open an existing profile.

If you're creating a new profile, open the profile that most closely resembles the profile you intend to create, then save the file under a new file name.

- 2 If you're creating a new profile, change the name that appears on the first line of text in the file.

Two profiles cannot have the same name.

- 3 Add any new tags or attributes you know to be supported by the browser, using the syntax shown in "About browser-profile formatting" on page 532.

If you don't want to receive error messages about a particular unsupported tag, add it to the list of supported tags. If you do this, save the profile in a separate file with a new file name (such as *Browsername x.x limited*). Renaming the profile preserves the original profile with only the tags that are truly supported.

- 4 Delete any tags or attributes that are not supported by the browser.

This step is probably unnecessary if you are creating a profile for a new version of Netscape Navigator or Microsoft Internet Explorer, because browsers rarely drop support for tags.

- 5 Add any custom error messages according to the syntax shown in "About browser-profile formatting" on page 532.

The profiles that come with Dreamweaver list all supported tags for the specified browsers. To add a custom error message to a tag, add either `!msg "message"` or `!htmlmsg "<tag>message</tag>"` after `!Error`. For example, this information appears in the Netscape Navigator 3.0 profile (along with other attributes not shown here):

```
<!ELEMENT HR name="Horizontal Rule" >
<!ATTLIST HR
  COLOR      !Error
>
```

To add a custom error message enter `!msg:` and then your error message, in quotation marks:

```
<!ELEMENT HR name="Horizontal Rule" >
<!ATTLIST HR
  COLOR      !Error !msg "Internet Explorer 3.0 supports the
  COLOR tag in horizontal rules, but Netscape Navigator 3.0
  does not."
>
```

- 6 You can use `!Error` for all error situations, or you can use `!Warning` to indicate that a tag will be ignored but will not actually cause an error.

## Extending Dreamweaver: Basics

Dreamweaver is designed to be extensible. It includes a JavaScript interpreter, so it can read and execute JavaScript code; and it provides an application programming interface (API), a large set of JavaScript functions that allow developers to extend the capabilities of Dreamweaver. Dreamweaver also provides a Document Object Model (DOM), which allows extensions to examine and modify a document's structure and contents.

Using the JavaScript API, you can create objects, behavior actions, commands, Property inspectors, floating panels, and data translators (all of which are collectively called extensions).

You can also create new objects and simple commands without knowing anything about programming; for details, see “Creating a simple object” on page 516 and “Creating new commands from history steps” on page 165. But to add more advanced capabilities to Dreamweaver, you must write extensions in either JavaScript or C. For information about the DOM and the API, see *Extending Dreamweaver*.

After you create a Dreamweaver extension, you can package it and distribute it on the Macromedia Exchange site if you want other Dreamweaver users to be able to use it. For more information, see the Macromedia Exchange for Dreamweaver site. To package an extension, you must first download the Package Manager installer from that site, then install the Package Manager with the developer option.

### About JavaScript

JavaScript is an interpreted programming language. To learn more about JavaScript, read a good JavaScript book, such as *JavaScript Bible* by Danny Goodman (IDG) or *JavaScript: The Definitive Guide* by David Flanagan (O'Reilly). For information on using JavaScript to extend Dreamweaver, see *Extending Dreamweaver*.

**Note:** Despite the resemblance between the two names, JavaScript is not related to Java in any way.



## Editing Dreamweaver commands

All the commands in Dreamweaver menus, including those you create and save using the History panel (see “Creating new commands from history steps” on page 165), are implemented in JavaScript. This JavaScript code usually consists mostly of calls to functions provided by the Dreamweaver extensibility API. If you know JavaScript and understand the Dreamweaver extensibility API, you can edit the JavaScript to change the operation of Dreamweaver commands.

**Note:** Don't attempt to change any JavaScript code unless you're certain you know what you're doing. Even if you do know what you're doing, make a backup copy of the file containing the code before you modify it.

To rename a command, move a command to a different menu, or add a keyboard shortcut to a command, see “About customizing Dreamweaver menus” on page 517.

## Customizing the interpretation of third-party tags

Server-side processing technologies such as ASP, ColdFusion, JSP, and PHP use special non-HTML code in HTML files; servers create and serve HTML content based on that code. When Dreamweaver encounters non-HTML tags, it compares them with information in its third-party tag files, which define how Dreamweaver reads and displays non-HTML tags.

For example, ASP files contain—in addition to regular HTML—ASP code for the server to interpret. ASP code looks something like a tag, but is marked by a pair of delimiters: it begins with `<%` and ends with `%>`. The Dreamweaver Configuration/ThirdPartyTags folder contains a file named `ASP.xml`, which describes the format of ASP code and defines how Dreamweaver displays that code. Because of the way ASP code is specified in `ASP.xml`, Dreamweaver doesn't try to interpret anything between the delimiters; instead, in the Design view of the Document window, it simply displays an icon indicating ASP code.

You can define your own tags and create tag database files that define how Dreamweaver reads and displays your tags. Creating tag database files is particularly useful if you're using a server-side markup system other than ASP, JSP, ColdFusion, or PHP; create a new tag database file for each such markup system, to tell Dreamweaver how to display the tags. (There is no separate JSP tag database file; JSP code uses the same delimiters as ASP code, so Dreamweaver uses the ASP tag database file for JSP.)

**Note:** This section explains how to define the way Dreamweaver displays a custom tag, but doesn't describe how to provide a way to edit the content or properties of a custom tag. For information on how to create a Property inspector to inspect and change the properties of a custom tag, see “Property Inspectors” in *Extending Dreamweaver*.

Each tag database file defines the name, type, content model, rendering scheme, and icon for one or more custom tags. You can create any number of tag database files, but all of them must reside in the Configuration/ThirdPartyTags folder to be read and processed by Dreamweaver. Tag database files have the file extension .xml.

**Tip:** If you are working on several different unrelated sites at once (for example, as a freelance developer), you can put all the tag specifications for a particular site in one file. Then simply include that tag database file with the custom icons and Property inspectors that you hand over to the people who will maintain the site.

You define a tag specification with an XML tag called `tagspec`; for example, the following code describes the specification for a tag named `happy`:

```
<tagspec tag_name="happy" tag_type="nonempty"
render_contents="false"
content_model="marker_model" icon="happy.gif" icon_width="18"
icon_height="18"></tagspec>
```

You can define two different kinds of tags using `tagspec`: normal HTML-style tags and string-delimited tags. String-delimited tags start with one string and end with another string; they're like empty HTML tags (such as `img`) in that they don't surround content and don't have closing tags. The `happy` tag shown above is a normal HTML-style tag; it starts with an opening `<happy>` tag, contains data between opening and closing tags, and ends with a closing `</happy>` tag. (If the tag were a string-delimited tag, the tag specification would include the `start_string` and `end_string` attributes.) An ASP tag is a string-delimited tag; it starts with the string `<%` and ends with the string `%>`, and it has no closing tag.

The following information describes the attributes and valid values for the `tagspec` tag. Attributes marked with an asterisk (\*) are ignored by string-delimited tags.

## <tagspec>

### Description

Provides information about a third-party tag.

### Attributes

`tag_name`, `tag_type`, `render_contents`, `content_model`, `start_string`, `end_string`, `detect_in_attribute`, `parse_attributes`, `icon`, `icon_width`, `icon_height`

`tag_name` The name of the custom tag. (For string-delimited tags, `tag_name` is used only to determine whether a given Property inspector can be used for the tag. If the first line of the Property inspector contains this tag name with an asterisk on each side, then the inspector can be used for tags of this type. For example, the tag name for ASP code is `ASP`; Property inspectors that can examine ASP code should have `*ASP*` on the first line. For information on the Property inspector API, see "Property Inspectors" in *Extending Dreamweaver*.)

`tag_type*` Determines whether the tag is empty (as with `img`), or whether it contains anything between its opening and closing tags (as with `code`). This attribute is required for normal (non-string-delimited) tags. It's ignored for string-delimited tags, since they're always empty. Valid values are "empty" and "nonempty".

`render_contents*` Determines whether the contents of the tag should appear in the Document window's Design view, or whether the icon appears instead. This attribute is required for nonempty tags, and ignored for empty tags. (Empty tags have no content.) This attribute applies only to tags that appear outside of attributes; the contents of tags that appear inside the values of attributes of other tags are not rendered. Valid values are "true" or "false".

`content_model*` Describes what kinds of content the tag can contain and where in an HTML file the tag can appear. Valid values are "block\_model", "head\_model", "marker\_model", and "script\_model":

- `block_model` Specifies that the tag can contain block-level elements such as `div` and `p`, and that the tag can appear only in the `body` section or inside other `body-content` tags such as `div`, `layer`, or `td`.
- `head_model` Specifies that the tag can contain text content, and that it can appear only in the `head` section.
- `marker_model` Specifies that the tag can contain any valid HTML code, and that it can appear anywhere in an HTML file. The HTML validator in Dreamweaver ignores tags that are specified as `marker_model`. However, the validator doesn't ignore the contents of such a tag; so even though the tag itself can appear anywhere, the contents of the tag may result in invalid HTML in certain places. For example, plain text can't appear (outside a valid `head` element) in the `head` section of a document, so you can't place a `marker_model` tag that contains plain text in the `head` section. (To place a custom tag containing plain text in the `head` section, specify the tag's content model as `head_model` instead of `marker_model`.) Use `marker_model` for tags that should be displayed inline (inside a block-level element such as `p` or `div`—for example, inside a paragraph). If the tag should be displayed as a paragraph of its own, with line breaks before and after it, don't use this model.
- `script_model` Allows the tag to exist anywhere between the opening and closing HTML tags of a document. When Dreamweaver encounters a tag with this model, it ignores all of the tag's content. Used for third-party markup (like certain ColdFusion tags) that Dreamweaver shouldn't parse.

`start_string` Specifies a delimiter that marks the beginning of a string-delimited tag. String-delimited tags can appear anywhere in the document where a comment can appear. Dreamweaver does not parse tags or decode entities or URLs between `start_string` and `end_string`. This attribute is required if `end_string` is specified.

`end_string` Specifies a delimiter that marks the end of a string-delimited tag. This attribute is required if `start_string` is specified.

`detect_in_attribute` Indicates whether to ignore everything between `start_string` and `end_string` (or between opening and closing tags if those strings aren't defined) even when those strings appear inside attribute names or values. You should generally set this to "true" for string-delimited tags; the default is "false". For example, ASP tags sometimes appear inside attribute values, and sometimes contain quotation marks (""); because the ASP tag specification specifies `detect_in_attribute="true"`, Dreamweaver ignores the ASP tags, including the internal quotation marks, when they appear inside attribute values.

`parse_attributes*` Indicates whether to parse the attributes of the tag. If this is set to "true" (the default), Dreamweaver parses the attributes; if it's set to "false", Dreamweaver ignores everything until the next closing angle bracket that appears outside quotation marks. For example, this attribute should be set to "false" for a tag like `cfif` (as in `<cfif a is 1>`, which Dreamweaver would be unable to parse as a set of attribute name/value pairs).

`icon` Specifies the path and file name of the icon associated with the tag. This attribute is required for empty tags, and for nonempty tags whose contents are not displayed in the Document window's Design view.

`icon_width` Specifies the width of the icon in pixels.

`icon_height` Specifies the height of the icon in pixels

#### **Contents**

None (empty tag).

#### **Container**

None.

#### **Example**

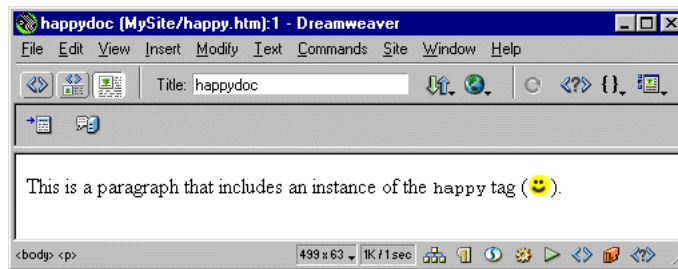
```
<tagspec tag_name="happy" tag_type="nonempty"
render_contents="false"
content_model="marker_model" icon="happy.gif" icon_width="18"
icon_height="18"></tagspec>
```

## How custom tags appear in the Design view

How custom tags appear in the Design view of the Document window depends on the values of the `tag_type` and `render_contents` attributes of the `tagspec` tag. If the value of `tag_type` is "empty", the icon specified in the `icon` attribute appears. If the value of `tag_type` is "nonempty" but the value of `render_contents` is "false", the icon appears as it would for an empty tag. For example, an instance of the `happy` tag defined earlier might appear in the HTML like this:

```
<p>This is a paragraph that includes an instance of the  
<code>happy</code>  
tag (<happy>Joe</happy>).</p>
```

That paragraph might appear in the Design view like this:



Note that since `render_contents` is set to "false" in the tag specification, the contents of the `happy` tag (the word `Joe`) are not rendered; instead the start and end tags and their contents are displayed as a single icon.

For nonempty tags that have a `render_contents` value of "true", the icon does not appear in the Design view; instead, the contents between the opening and closing tags (such as the text between the tags in `<mytag>This is the contents between the opening and closing tags</mytag>`) appears. If `View > Invisible Elements` is enabled, the content is highlighted using the third-party tag color specified in `Highlighting preferences`. (Note that highlighting applies only to tags defined in tag database files.)

**To change the highlighting color of third-party tags:**

- 1 Choose `Edit > Preferences` and select the `Highlighting` category.
- 2 Click the `Third-Party Tags` color box to display the color picker.
- 3 Choose a color, then click `OK` to close the `Preferences` dialog box. For information about choosing a color, see "Working with colors" on page 87.

## About ASP

Microsoft ASP (Active Server Pages) is a way to combine HTML, scripts written in JavaScript or VBScript, and ActiveX controls to dynamically serve HTML. When a browser requests an ASP page from a Microsoft Web server, the server interprets the ASP code and sends the resulting HTML to the requesting browser. (The browser receives only HTML, not ASP code.) For more information on ASP, see the Microsoft ASP overview pages, as described in “HTML and Web technologies resources” on page 25.

A block of ASP code begins with `<%` and ends with `%>`. If View > Invisible Elements is selected, and Server Markup Tags is selected in Invisible Elements preferences, Dreamweaver displays an ASP icon in the Document window’s Design view to mark the location of ASP code. Otherwise, Dreamweaver does not display anything to mark the code’s location. For more information about invisible elements, see “About invisible elements” on page 156.

## About JSP

Sun JSP (JavaServer Pages) provides a Java-based way to dynamically serve HTML and other Web content. When a browser requests a JSP page from a JSP-enabled server, the server interprets the JSP code and sends the resulting HTML to the requesting browser. (The browser receives only HTML, not JSP code.) For more information on JSP, see the Sun JSP page, as described in “HTML and Web technologies resources” on page 25.

A block of JSP code begins with `<%` and ends with `%>`. Since JSP uses the same delimiters as ASP, Dreamweaver displays an ASP icon for JSP code.

## About PHP

PHP (which stands for PHP: Hypertext Preprocessor) is a server-side scripting language. When a browser requests a PHP page from a PHP-enabled server, the server interprets the PHP code and sends the resulting HTML to the requesting browser. (The browser receives only HTML, not PHP code.) For more information on PHP, see the PHP pages, as described in “HTML and Web technologies resources” on page 25.

A block of PHP code begins with `<?` and ends with `?>`. If View > Invisible Elements is selected, and Server Markup Tags is selected in Invisible Elements preferences, Dreamweaver displays a PHP icon in the Document window’s Design view to mark the location of PHP code. Otherwise the code doesn’t appear in the Design view. For more information about invisible elements, see “About invisible elements” on page 156.

## About ColdFusion

Allaire ColdFusion is another way to serve pages dynamically. When a browser requests a ColdFusion page from a server, the server passes the page to the ColdFusion Server software, which interprets the scripts on the page and sends the resulting HTML to the requesting browser. (The browser receives only HTML, not ColdFusion code.) For more information on ColdFusion, see the ColdFusion product page, as described in “HTML and Web technologies resources” on page 25.

Dreamweaver recognizes about fifty ColdFusion tags; see the ColdFusion.xml file in the Configuration/ThirdPartyTags folder for details. If View > Invisible Elements is selected, and Server Markup Tags is selected in Invisible Elements preferences, Dreamweaver displays a ColdFusion icon in the Document window's Design view to mark the location of ColdFusion tags for which `render_contents` is set to `false` (in ColdFusion.xml). Otherwise, Dreamweaver does not display anything to mark the code's location. For more information about invisible elements, see “About invisible elements” on page 156.

## Avoiding rewriting third-party tags

Dreamweaver corrects certain kinds of errors in HTML (for details, see “Setting Code Rewriting preferences” on page 346). By default, Dreamweaver refrains from changing HTML in files with certain file name extensions, including .asp (ASP), .cfm (ColdFusion), .jsp (JSP), and .php (PHP). This default is set so that Dreamweaver won’t accidentally modify the code contained in any such third-party tags. You can change the Dreamweaver default rewriting behavior so that it rewrites HTML when it opens such files, and you can add other file types to the list of types that Dreamweaver doesn’t rewrite.

Note also that Dreamweaver encodes certain special characters (by replacing them with numerical values) when you enter them in the Property inspector. It’s usually best to let Dreamweaver perform this encoding, because the special characters will be more likely to display correctly across platforms and browsers. However, because such encoding may interfere with third-party tags, you may want to change the Dreamweaver encoding behavior when you’re working with files containing third-party tags.

### To allow Dreamweaver to rewrite HTML in more kinds of files:

- 1 Choose Edit > Preferences and select Code Rewriting.
- 2 Do one of the following:
  - Delete one or more extensions from the list of extensions.
  - Deselect the Never Rewrite Code: In Files with Extensions option. (Deselecting this option allows Dreamweaver to rewrite HTML in all types of files.)

### To add file types that Dreamweaver shouldn’t rewrite:

- 1 Choose Edit > Preferences and select Code Rewriting.
- 2 Make sure the Never Rewrite Code: In Files with Extensions option is selected, and add the new file extensions to the list in the text field.

If the new file type doesn’t appear in the file-types pop-up menu in the File > Open dialog box, you may want to add it to the Configuration/Extensions.txt file. For details, see “Changing the default file type” on page 514.

### To turn off Dreamweaver encoding options:

- 1 Choose Edit > Preferences and select Code Rewriting.
- 2 Deselect either or both Special Characters options.

For information on the other Code Rewriting preferences, see “Setting Code Rewriting preferences” on page 346.



# APPENDIX

## Keyboard Shortcuts

---

You can obtain a printable keyboard shortcuts list from the Dreamweaver Support Center ([www.macromedia.com/support/dreamweaver/documentation.html](http://www.macromedia.com/support/dreamweaver/documentation.html)).

### File menu

Action	Windows	Macintosh
New document	Control+N	Command+N
Open an HTML file	Control+O, or drag the file from the Explorer or Site window to the Document window	Command+O
Open in frame	Control+Shift+O	Command+Shift+O
Close	Control+W	Command+W
Save	Control+S	Command+S
Save as	Control+Shift+S	Command+Shift+S
Check links	Shift + F8	Command+F8
Exit/Quit	Control+Q	Command+Q

## Edit menu

Action	Windows	Macintosh
Undo	Control+Z	Command+Z
Redo	Control+Y or Control+Shift+Z	Command+Y or Command+Shift+Z
Cut	Control+X or Shift+Del	Command+X or Shift+Del
Copy	Control+C or Control+Ins	Command+C or Command+Ins
Paste	Control+V or Shift+Ins	Command+V or Shift+Ins
Clear	Delete	Delete
Select All	Control+A	Command+A
Select parent tag	Control+Shift+<	Command+Shift+<
Select child	Control+Shift+>	Command+Shift+>
Find and Replace	Control+F	Command+F
Find next	F3	Command+G
Indent Code	Control+Shift+]	Command+Shift+]
Outdent Code	Control+Shift+[	Control+Shift+[
Balance Braces	Control+'	Command+'
Launch External Editor	Control+E	Command+E
Preferences	Control+U	Command+U

## Page views

To toggle the display of	Windows	Macintosh
Standard view	Control+Shift+F6	Command+Shift+F6
Layout view	Control+F6	Command+F6
Toolbar	Control+Shift+T	Command+Shift+T

## Viewing page elements

To toggle the display of	Windows	Macintosh
Visual Aids	Control+Shift+I	Command+Shift+I
Rulers	Control+Alt+R	Command+Option+R
Show Grid	Control+Alt+G	Command+Option+G
Snap to Grid	Control+Alt+Shift+G	Command+Option+Shift+G
Head content	Control+Shift+W	Command+Shift+W
Page properties	Control+Shift+J	Command+Shift+J

## Code editing

Action	Windows	Macintosh
Switch to design view	Control+Tab	Option+Tab
Open Quick Tag Editor	Control+T	Command+T
Select parent tag	Control+Shift+<	Command+Shift+<
Balance Braces	Control+'	Command+'
Select All	Control+A	Command+A
Copy	Control+C	Command+C
Find and Replace	Control+F	Command+F
Find Next	F3	Command+G
Replace	Control+H	Command+H
Paste	Control+V	Command+V
Cut	Control+X	Command+X
Redo	Control+Y	Command+Y
Undo	Control+Z	Command+Z
Toggle breakpoint	Control+Alt+B	Command+Option+B
Select line up	Shift+Up	Shift+Up
Select line down	Shift+Down	Shift+Down

<b>Action</b>	<b>Windows</b>	<b>Macintosh</b>
Character select left	Shift+Left	Shift+Left
Character select right	Shift+Right	Shift+Right
Move to page up	Page Up	Page Up
Move to page down	Page Down	Page Down
Select to page up	Shift+Page Up	Shift+Page Up
Select to page down	Shift+Page Down	Shift+Page Down
Select word left	Control+Shift+Left	Command+Shift+Left
Select word right	Control+Shift+Right	Command+Shift+Right
Move to start of line	Home	Home
Move to end of line	End	End
Move to top of code	Control+Home	Command+Home
Move to end of code	Control+End	Command+End
Select to top of code	Control+Shift+Home	Command+Shift+Home
Select to end of code	Control+Shift+End	Command+Shift+End

## Editing text

Action	Windows	Macintosh
Create a new paragraph	Enter	Return
Insert a line break  	Shift+Enter	Shift+Return
Insert a nonbreaking space	Control+Shift+Spacebar	Option+Spacebar
Move text or object to another place in the page	Drag selected item to new location	Drag selected item to new location
Copy text or object to another place in the page	Control-drag selected item to new location	Option-drag selected item to new location
Select a word	Double-click	Double-click
Add selected items to library	Control+Shift+B	Command+Shift+B
Switch between design view and code editors	Control+Tab	Option+Tab
Open and close the Property inspector	Control+Shift+J	Command+Shift+J
Check spelling	Shift+F7	Shift+F7

## Formatting text

Action	Windows	Macintosh
Indent	Control+]	Command+]
Outdent	Control+[	Command+[
Format > None	Control+0 (zero)	Command+0 (zero)
Paragraph Format	Control+Shift+P	Command+Shift+P
Apply Headings 1 through 6 to a paragraph	Control+1 through 6	Command+1 through 6
Alignment > Left	Control+Shift+Alt+L	Command+Shift+Option+L
Alignment > Center	Control+Shift+Alt+C	Command+Shift+Option+C
Alignment > Right	Control+Shift+Alt+R	Command+Shift+Option+R
Make selected text bold	Control+B	Command+B
Make selected text italic	Control+I	Command+I
Edit Style Sheet	Control+Shift+E	Command+Shift+E

**Note:** Some text formatting shortcuts have no effect when working in the code editors.

## Finding and replacing text

Action	Windows	Macintosh
Find	Control+F	Command+F
Find Next/Find Again	F3	Command+G
Replace	Control+H	Command+H

## Working in tables

Action	Windows	Macintosh
Select table (with cursor inside the table)	Control+A	Command+A
Move to the next cell	Tab	Tab
Move to the previous cell	Shift+Tab	Shift+Tab
Insert a row (before current)	Control+M	Command+M
Add a row at end of table	Tab in the last cell	Tab in the last cell
Delete the current row	Control+Shift+M	Command+Shift+M
Insert a column	Control+Shift+A	Command+Shift+A
Delete a column	Control+Shift+ - (hyphen)	Command+Shift+ - (hyphen)
Merge selected table cells	Control+Alt+M	Command+Option+M
Split table cells	Control+Alt+S	Command+Option+S
Update table layout (forces a redraw when in “faster table editing” mode)	Control+Spacebar	Command+Spacebar

**Note:** Some table shortcuts do not work in Layout view.

## Working with frames

Action	Windows	Macintosh
Select a frame	Alt-click in frame	Shift+Option-click in frame
Select next frame or frameset	Alt+Right Arrow	Command+Right Arrow
Select previous frame or frameset	Alt+Left Arrow	Command+Left Arrow
Select parent frameset	Alt+Up Arrow	Command+Up Arrow
Select first child frame or frameset	Alt+Down Arrow	Command+Down Arrow
Add a new frame to frameset	Alt-drag frame border	Option-drag frame border
Add a new frame to frameset using push method	Alt+Control-drag frame border	Command+Option-drag frame border

## Working with layers

Action	Windows	Macintosh
Select a layer	Control+Shift-click	Command+Shift-click
Select and move layer	Shift+Control-drag	Command+Shift-drag
Add or remove layer from selection	Shift-click layer	Shift-click layer
Move selected layer by pixels	Arrow keys	Arrow keys
Move selected layer by snapping increment	Shift+arrow keys	Shift+arrow keys
Resize selected layer by pixels	Control+Arrow keys	Option+arrow keys
Resize selected layer by snapping increment	Control+Shift+arrow keys	Option+Shift+arrow keys
Align selected layers to the Top/Bottom/Left/Right of the last selected layer	Control+Up/Down/Left/Right Arrow	Command+Up/Down/Left/Right Arrow
Make selected layers the same width	Control+Shift+[	Command+Shift+[
Make selected layers the same height	Control+Shift+]	Command+Shift+]
Toggle nesting preference on or off when creating a layer	Control-drag	Command-drag
Toggle the display of the grid	Control+Shift+Alt+G	Command+Shift+Option+G
Snap To grid	Control+Alt+G	Command+Option+G

## Working with timelines

Action	Windows	Macintosh
Add object to timeline	Control+Alt+Shift+T	Command+Option+Shift+T
Add a keyframe	Shift+F9	Shift+F9
Remove a keyframe	Delete	Delete



## Working with images

Action	Windows	Macintosh
Change image source attribute	Double-click image	Double-click image
Edit image in external editor	Control-double-click image	Command-double-click image

## Managing hyperlinks

Action	Windows	Macintosh
Create hyperlink (select text)	Control+L	Command+L
Remove hyperlink	Control+Shift+L	Command+Shift+L
Drag and drop to create a hyperlink from a document	Select the text, image, or object, then Shift-drag the selection to a file in the Site window	Select the text, image, or object, then Shift-drag the selection to a file in the Site window
Drag and drop to create a hyperlink using the Property inspector	Select the text, image, or object, then drag the point-to-file icon in Property inspector to a file in the Site window	Select the text, image, or object, then drag the point-to-file icon in Property inspector to a file in the Site window
Open the linked-to document in Dreamweaver	Control-double-click link	Command-double-click link
Check links selected	Shift+F8	Shift+F8
Check links in the entire site	Control+F8	Command+F8

## Targeting and previewing in browsers

Action	Windows	Macintosh
Preview in primary browser	F12	F12
Preview in secondary browser	Control+F12	Command+F12

## Debugging in browsers

Action	Windows	Macintosh
Debug in primary browser	Alt+F12	Option+F12
Debug in secondary browser	Control+Alt+F12	Command+Option+F12

## Site management and FTP

Action	Windows	Macintosh
Create new file	Control+Shift+N	Command+Shift+N
Create new folder	Control+Shift+Alt+N	Command+Shift+Option+N
Open selection	Control+Shift+Alt+O	Command+Shift+Option+O
Get selected files or folders from remote FTP site	Control+Shift+D or drag files from Remote to Local pane in Site window	Command+Shift+D or drag files from Remote to Local pane in Site window
Put selected files or folders to remote FTP site	Control+Shift+U or drag files from Local to Remote pane in Site window	Command+Shift+U or drag files from Local to Remote pane in Site window
Check out	Control+Shift+Alt+D	Command+Shift+Option+D
Check in	Control+Shift+Alt+U	Command+Shift+Option+U
View site map	Alt+F8	Option+F8
Refresh remote site	Alt+F5	Option+F5

## Site map

Action	Windows	Macintosh
View site files	F8	F8
Refresh Local pane	Shift+F5	Shift+F5
Make root	Control+Shift+R	Command+Shift+R
Link to existing file	Control+Shift+K	Command+Shift+K
Change link	Control+L	Command+L
Remove link	Delete	Delete
Show/Hide link	Control+Shift+Y	Command+Shift+Y
Show page titles	Control+Shift+T	Command+Shift+T
Rename file	F2	n/a
Zoom in site map	Control+ + (plus)	Command+ + (plus)
Zoom out site map	Control+ - (hyphen)	Command+ - (hyphen)

## Playing plugins

Action	Windows	Macintosh
Play plugin	Control+Alt+P	Command+Option+P
Stop plugin	Control+Alt+X	Command+Option+X
Play all plugins	Control+Shift+Alt+P	Command+Shift+Option+P
Stop all plugins	Control+Shift+Alt+X	Command+Shift+Option+X

## Working with templates

Action	Windows	Macintosh
Create new editable region	Control+Alt+V	Command+Option+V

## Inserting objects

To insert	Windows	Macintosh
Any object (image, Shockwave movie, and so on)	Drag file from the Explorer or Site window to the Document window	Drag file from the Finder or Site window to the Document window
Image	Control+Alt+I	Command+Option+I
Table	Control+Alt+T	Command+Option+T
Flash movie	Control+Alt+F	Command+Option+F
Shockwave Director movie	Control+Alt+D	Command+Option+D
Named anchor	Control+Alt+A	Command+Option+A

## History panel

Action	Windows	Macintosh
Open the History panel	Shift F10	Shift F10
Start/stop recording command	Control+Shift+X	Command+Shift+X
Play recorded command	Control+P	Command+P

## Opening and closing panels

To toggle the display of	Windows	Macintosh
Objects	Control+F2	Command+F2
Properties	Control+F3	Command+F3
Site Files	F5	F5
Site Map	Control+F5	Command+F5
Assets	F11	F11
CSS Styles	Shift+F11	Shift+F11
HTML Styles	Control+F11	Command+F11
Behaviors	Shift+F3	Shift+F3
History	Shift+F10	Shift+F10
Timelines	Shift+F9	Shift+F9
Code inspector	F10	F10
Frames	Shift+F2	Shift+F2
Layers	F2	F2
Reference	Control+Shift+F1	Command+Shift+F1
Show/Hide Floating panels	F4	F4
Minimize all windows	Shift+F4	
Restore all windows	Alt+Shift+F4	

## Getting help

Action	Windows	Macintosh
Using Dreamweaver Help Topics	F1	F1
Reference	Shift+F1	Shift+F1
Dreamweaver Support Center	Control+F1	Command+F1

# Keyboard Shortcut Matrix

**Note:** An asterisk (\*) indicates an unused key combination. Italics indicate system-level commands.

Keyboard character	Control (Windows) or Command (Macintosh)	Control+Shift (Windows) or Command+Shift (Macintosh)	Control+Alt (Windows) or Command+Option (Macintosh)	Control+Shift+Alt (Windows) or Command+Shift+Option (Macintosh)
A	Select All, Select Table	Insert Table Column	Insert Named Anchor	*
B	Bold (toggle)	Add to Library	*	*
C	Copy	*	*	Center justify
D	Duplicate	Get Selected Files or Folders	Insert Shockwave Director Movie	Check Out Selected Files or Folders
E	Launch External Editor	Edit Style Sheet	*	*
F	Find and Replace	*	Insert Flash Movie	*
G	Find Next (Macintosh only)	*	Show/Hide Grids	Snap to Grid (toggle)
H	Replace	*	*	*
I	Italic (toggle)	Show Invisibles (toggle)	Insert Image	*
J	Page Properties	Property inspector (toggle)	*	*
K	*	*	*	*
L	Create Link	Remove Link	*	Left Justify
M	Insert Table Row	Delete Table Row	Merge Selected Table Cells	*
N	New Window (Windows) New Page (Macintosh)	New Page (Windows only)	*	New Site Folder
O	Open	Open in Frame	*	Open Selected Site File
P	Play Recorded Command	Paragraph Format	Play Plugin	Play All Plugins
Q	Quit	*	*	*
R	*	Make Root	Show/Hide Rulers	Right Justify

<b>Keyboard character</b>	<b>Control (Windows) or Command (Macintosh)</b>	<b>Control+Shift (Windows) or Command+Shift (Macintosh)</b>	<b>Control+Alt (Windows) or Command+Option (Macintosh)</b>	<b>Control+Shift+Alt (Windows) or Command+Shift+Option (Macintosh)</b>
S	Save	Save All	Split Table Cell	*
T	Quick Tag Editor	Show Page Titles in Site Toolbar	Insert Table	Add Object to Timeline
U	Preferences	Put Selected Files or Folders	*	Check In Selected Files or Folders
V	Paste	*	Create New Editable Region	*
W	Close	View Head Content	*	*
X	Cut	Start Recording Command	Stop Plugin	Stop All Plugins
Y	Redo	Show/Hide Link	*	*
Z	Undo	Redo	*	*
0 (zero)	Set Paragraph Format to None	*	*	*
1	Apply Heading 1 to Paragraph	*	*	*
2	Apply Heading 2 to Paragraph	*	*	*
3	Apply Heading 3 to Paragraph	*	*	*
4	Apply Heading 4 to Paragraph	*	*	*
5	Apply Heading 5 to Paragraph	*	*	*
6	Apply Heading 6 to Paragraph	*	*	*
7	*	*	*	*
8	*	*	*	*
9	*	*	*	*
- (minus) and _ (Underscore)	Site Map Zoom Out	Delete Table Column	*	*
= and +	Fit to Window	Site Map Zoom In	*	*

Keyboard character	Control (Windows) or Command (Macintosh)	Control+Shift (Windows) or Command+Shift (Macintosh)	Control+Alt (Windows) or Command+Option (Macintosh)	Control+Shift+Alt (Windows) or Command+Shift+Option (Macintosh)
[ and {	Outdent (Move Backward)	Make Layers Same Width (Layers)	*	*
] and }	Indent (Move Forward)	Make Layers Same Height (Layers)	*	*
>	*	Select Child Tag	*	
<	*	Select Parent Tag	*	*
? and /	*	*	*	*
; and :	*	*	*	*
' and “	*	*	*	*
' and -	*	*	*	*
\ and	*	*	*	*
Spacebar	Update Table Layout	Insert Non-breaking Space (Windows) (Option+Spacebar on Macintosh)	*	*

Function Key	No modifier	Shift	Alt (Windows) or Option (Macintosh)	Control (Windows) or Command (Macintosh)	Control+Shift (Windows) or Command+Shift (Macintosh)	Control+Alt (Windows) or Command+Option (Macintosh)	Control+Shift+Alt (Windows) or Command+Shift+Option (Macintosh)
F1	Using Dreamweaver Help	Reference	*	Dreamweaver Support Center	Reference Panel	*	*
F2	Layers	Frames	*	Object panel	*	*	*
F3	Find again (Windows only)	Behaviors panel	*	Property Inspector	*	*	*
F4	Hide/Show Floating panels	Minimize all windows (Windows only)	Close Windows	Close Window (Macintosh only)	*	*	*
F5	Site Files	Refresh Local Pane	Refresh Remote Pane	Site Map	*	*	*



Function Key	No modifier	Shift	Alt (Windows) or Option (Macintosh)	Control (Windows) or Command (Macintosh)	Control+ Shift (Windows) or Command+ Shift (Macintosh)	Control+ Alt (Windows) or Command+ Option (Macintosh)	Control+ Shift+Alt (Windows) or Command+ Shift+ Option (Macintosh)
F6	*	*	*	Switch to Layout view	Switch to Standard view	*	*
F7	*	Check Spelling	*	*	*	*	*
F8	*	Check Links - Selected	*	Check Links - Entire Site	*	*	*
F9	*	Timeline and Add keyframe	*	*	*	*	*
F10	Code inspector	History panel	*	*	*	*	*
F11	Assets	CSS Styles	*	HTML Styles	*	*	*
F12	Preview in Primary Browser	*	Debug in Primary Browser	Preview in Secondary Browser	*	Debug in Secondary Browser	*



# INDEX

## A

- Absolute Bottom alignment (image Property inspector) 271
- Absolute Middle alignment (image Property inspector) 271
- Absolute paths 354
- actions
  - browser compatibility 444
  - changing in behaviors 442
  - choosing in Behaviors panel 439
  - controlling timelines 434
  - creating 443
  - defined 435
  - included with Dreamweaver 444–471
  - See also* individual actions by name
- Active Links color option (Page Properties) 153
- Active Server Pages (ASP)
  - about 542
  - editing 352
  - tags, customizing parsing and appearance 537
- ActiveX controls
  - inserting 316
  - overview 316
  - properties 316
  - resizing 272
- Add Frame command 427
- Add Object to Library command 397
- Add Object to Timeline command 427
- Add/Remove Netscape Resize Fix command 412
- adding
  - extensions to Dreamweaver 93
  - frames to a timeline 429
  - links 226
  - objects to a timeline 427
- Adjust Position command 158
- Align image property 270
- Align with Selection command 159
- aligning
  - layers 415
  - options 271
  - page elements 271
  - text 241
  - tracing images 159
- All Info tab (Design Notes) 136
- Alt image property 270
- Always Nest When Created Within Existing Layer option 412
- Anchor object (Objects panel) 363
- anchors, named 362
- animation, editing Fireworks animations 292
- animations
  - along complex path 428
  - applying to objects 432
  - copying and pasting 431
  - creating 427
  - improving 433
  - overview 19
  - timelines 425
- anonymous file upload 489
- AppleTalk servers 124
- applets. *See* Java applets
- applications, other, using with Dreamweaver 89
- Apply Source Formatting command 348
- Apply Source Formatting option (Clean Up Word HTML command) 349
- Apply Template to Page command 389
- applying colors to text 226
- arranging views 332
- ASP. *See* Active Server Pages
- assets 221, 232
  - adding to Favorites list 225
  - applying colors to text 226
  - categories 222
  - colors, creating 231
  - editing 227
  - Favorites folders 231
  - Favorites lists 229

- assets (*continued*)
  - inserting 225
  - opening the Assets panel 223
  - overview 221
  - planning 101
  - refreshing the Site list 224
  - selecting multiple 227
  - URLs, creating 231
- attributes
  - in browser profiles 532
  - searches 260
  - See also* tags
- audio. *See* sound
- Auto Apply option (HTML Styles panel) 245
- Automatic Wrapping option (Code Format preferences) 345
- automating tasks 160
- Autoplay option 425
- Autoplay option (Timelines panel) 426
- autostretch (Layout view) 179

## B

- background
  - page image and color 153
  - transparency in 153
- Background option (Code Colors preferences) 343
- balancing braces 337
- Baseline alignment (image Property inspector) 271
- Basic Info tab (Design Notes) 136
- basics of Dreamweaver 20
- BBEdit integration (Macintosh only) 351
- behaviors 435–471
  - actions, creating 443
  - and forms 500
  - and images 280
  - and library items 401
  - and links 374
  - and media 320
  - and templates 388
  - and timelines 442
  - attaching 439
  - changing 442
  - channel in timelines 425
  - compatibility with browsers 444
  - defined 435
  - deleting 442
  - third-party 443
  - triggering 439

- Behaviors panel 436
- bitmaps, resizing 272
  - See also* images
- body tag 159
- bold text 239
- Border image property 270
- borders
  - adding to a table 190
  - in a frame 217
  - table, removing 185
- Bottom alignment (image Property inspector) 271
- braces, balancing 337
- branches, expanding and collapsing in site map 122
- breakpoints in JavaScript debugger 477
- broken links 506
- Browser Default alignment (image Property inspector) 271
- browsers
  - 3.0 compatible files 424
  - and CSS styles 256
  - colors, safe 88
  - compatibility, planning 97
  - compatibility, testing 502
  - detecting 503
  - previewing in 504
  - primary, defining 504
  - profiles, creating 534
  - profiles, editing 532
  - secondary, defining 505
  - targeting 502
  - versions, checking 447
- buttons
  - creating form buttons 496
  - Go buttons 456
  - Submit buttons, graphical 497

## C

- Cache option (Site Definition dialog box) 103, 104
- Call JavaScript action 446
- Case for Attributes option (Code Format preferences) 345
- Case for Tags option (Code Format preferences) 345
- categories
  - assets 222
  - preferences 88
- Cell Padding option (Insert Table) 184
- Cell Spacing option (Insert Table) 184
- cells. *See* layout cells, table cells

- Centering option (Code Format preferences) 345
- CFML. *See* ColdFusion Markup Language
- CGI, reference material 25
- CGI (Common Gateway Interface), scripts 499
- Change Link Sitewide command 368
- Change Property action 446
- characters, special 236
- Check Browser action 447
- Check In/Check Out options 132
  - entering a check-out name 132
  - entering an e-mail address 132
- Check In/Check Out reports 141
- Check Links Sitewide command 507
- Check Out Files When Opening option 132
- Check Plugin action 449
- Check Spelling command 258
- Check Target Browsers command 502
- checkboxes 491
- checking files in and out 131, 134
  - overview 131
  - undoing a check out 134
- checking links 506
- class attribute 252
- Clean up <font> Tags option 349
- Clean up CSS option 349
- Clean Up HTML command 347
- Clean Up Word HTML command 348
- Clear Paragraph Style option 246
- Clear Selection Style option 246
- code
  - editing with BBEdit 351
  - formatting preferences 343
- Code inspector
  - Document window, switching to 332
  - opening 332
- Code view
  - arranging views 332
  - opening 331
  - opening non-HTML files 338
  - options 333
  - writing and editing code 334
- ColdFusion Markup Language (CFML)
  - and Dreamweaver 330
  - editing CFML tags 352
  - overview 543
  - tags, customizing parsing and appearance 537
- color box option 87
- Color command 240
- Color Cubes color palette 87
- color picker
  - Dreamweaver 87
  - system 87
- Color Wheel (System Color) button 87
- color-blindness 153
- colors
  - as assets. *See* assets
  - choosing 87
  - contrast 153
  - creating color assets 231
  - default for page text 153
  - eyedropper, using 87
  - frame background 217
  - page background 153
  - swatches 87
  - text, changing 226, 240
  - Web-safe 88
- column header menu 180
- Columns option (Insert Table) 184
- columns, rows, and cells
  - adding and removing 196
  - background color, adding 192
  - formatting 191
- Combinable Nested Font Tags 510
- Combine Nested Tags When Possible option 347
- combining floating panels 82
- commands
  - accessing from context menu 78, 79
  - creating, from history steps 165
  - recording 166
  - renaming 520
- Commands menu, editing 518
- Comments option (Code Colors preferences) 343
- comments, inserting 327
- Common Gateway Interface (CGI). *See* CGI 499
- Configuration folder
  - Behaviors subfolder 529
  - BrowserProfiles subfolder 532
  - Commands subfolder 529
  - Extensions.txt file 514
  - menus.xml file 517
  - Objects subfolder 515
  - SourceFormat.txt file 530
  - ThirdPartyTags subfolder 537

- Connecting to remote sites, using, source-control systems 127
  - Connection Speed option 76
  - content, adding to tables 185
  - context menus 78, 79
    - customizing 519
  - Continuous Tone color palette 87
  - Control Shockwave or Flash action 450
  - conventions 22
  - Convert Layers to Tables command 422
  - Convert Tables to Layers command 424
  - copying and pasting, Fireworks HTML 283
  - copying history steps 164
  - Create Web Photo Album command 294
  - creating, templates 377
  - creating colors and URLs 231
  - creating new Flash button templates 306
  - Creating radio buttons 493
  - creating reports 510
  - CSS Layers, exporting from Fireworks 284
  - CSS Styles, exporting 254
  - CSS styles
    - applying custom 254
    - attributes, converting to HTML 257
    - class attribute 252
    - creating 252
    - selectors 252
  - CSS Styles panel 255
  - custom styles. *See* style sheets
  - customizing Dreamweaver 513, 544
    - basics 90
    - dialog boxes 529
    - Launcher bar and Launcher 77
    - menus 517
    - Objects panel 515
    - tags, third-party 537
- D**
- dates, inserting 235
  - debugger. *See* JavaScript debugger
  - Default Color button 87
  - default file type, changing 514
  - Define HTML Style dialog box 245
  - dependent files
    - getting 144
    - putting 145
    - showing and hiding 121
  - Design Notes
    - adding status choices 137
    - disabling 137
    - for documents and objects 136
    - for Dreamweaver and Fireworks integration 287
    - for Fireworks files 140
    - for media objects 300
    - overview 134
    - reports 141
    - running a report 142
    - saving file information 135
    - setting up 135
  - design of pages 100
  - Design view
    - arranging views 332
    - displaying with Code view 331
  - Detach from Original option 401
  - Detach from Template command 391
  - detecting browsers and plugins 503
  - dialog boxes, customizing 529
  - Director, creating Shockwave movies with 310
  - directory structure, site. *See* sites
  - display options
    - floating panels 83
    - fonts 89
  - displaying
    - layers 420
    - tracing images 158
  - docking floating panels 82
  - Document window
    - basics 74
    - Code inspector, switching to 332
    - frames in 211
    - Launcher bar 74
    - opening documents 150
    - page size and download time 74
    - playing Navigator plugins 315
    - resizing 75
    - searching for text 258
    - selecting elements 154
    - tag selector 74
    - title bar 74
    - Window Size pop-up menu 74
  - document-relative paths
    - about 355
    - setting 359

- documents
  - checking links 506
  - creating 150
  - creating, based on templates 388
  - Design Notes, using with 134
  - download size, time 509
  - new 150
  - opening 150
  - page title 152
  - previewing in browsers 504
  - saving 151
  - searching 258
  - setting properties 152
  - templates, detaching from 391
  - text, adding 234
- download time 74
- downloading
  - behaviors 443
  - size, time estimates 509
- Drag Layer action 451
- drawing
  - layers 409
  - layout cells and tables 170
- Dreamweaver and Fireworks integration
  - creating Web photo albums 294
  - Design Notes 287
  - editing Fireworks animations 292
  - exporting CSS Layers 284
  - exporting Dreamweaver library items 285
  - external editor preference 286
  - inserting Fireworks files 282
  - Launch and Edit preferences 287
  - launching and editing Fireworks images 288
  - launching and editing Fireworks tables 289
  - launching and optimizing Fireworks images 290
  - Optimize Image in Fireworks command 290
  - resizing Fireworks images 291
  - updating Fireworks HTML 293
- Dreamweaver discussion group 16
- Dreamweaver Help Pages 14
- Dreamweaver libraries, exporting from Fireworks 285
- Dreamweaver Support Center 16

## E

- Edit button (image Property inspector) 270
- Edit Font List command 242
- Edit NoFrames Content command 219
- Edit Style Sheet command 252
- editing
  - assets 227
  - Flash button objects 303
  - keyboard shortcuts 90
  - templates 377
- editing code (Code view or Code inspector) 334
- editors. *See* external editors
- elements
  - aligning 271
  - viewing invisible 547
- e-mail address, using with check in/check out system 132
- e-mail files 150
- e-mail links
  - changing 368
  - creating 364, 365
- embedding audio 313
- Enable File Check In and Check Out option 132
- encodings 89
- entities 236
- errors in JavaScript code 476
- event handlers. *See* events
- events
  - available for different browsers and objects 436
  - changing in behaviors 442
  - defined 435
  - triggering actions 439
- Excel. *See* Microsoft Excel files, importing.
- Export Table command 202
- exporting
  - CSS Layers from Fireworks 284
  - Fireworks files to Dreamweaver 284
  - library items from Fireworks 285
  - XML, tag notations for 395
- exporting styles 254
- Extending Dreamweaver* book and Help pages 16
- extensibility
  - JavaScript 536
  - overview 536
  - third-party behaviors 443
- extensions 93
  - reloading 515

- external editors
  - BBEdit (Macintosh only), integration with 351
  - Fireworks. *See* Dreamweaver and Fireworks integration
  - HomeSite (Windows) 330
  - HTML, overview 350
  - images 277
  - media 298
  - preference 286
  - text, overview 350
- external links 506
- external style sheets
  - creating 250
  - editing 252
  - linking to 250
- eyedropper 87

## F

- Favorites folders 231
- Favorites list (Assets panel). *See* assets 225
- features, new in Dreamweaver 22
- fields
  - about form fields 485
  - creating hidden fields 490
  - creating text fields 486
  - file fields 489
  - uploading files to a server 489
- file formats, image 267
- file types, Flash files 300
- File Types/Editors preferences 299
- File View Columns
  - accessing 139
  - adding a column 140
  - changing the order 139
  - deleting 140
  - using with Design Notes 138
- files
  - downloading 143
  - getting from remote site 143
  - managing 108
  - putting 144
  - searching 258
  - synchronizing local and remote sites 146
  - text 150
  - transferring with FTP 124
  - types, default 514
  - uploading 144
  - viewing in Site window 115
- Find In options 259
- finding and replacing. *See* searching
- firewalls
  - defining host and port 111
  - options 125
- Fireworks, Design Notes in 140
- Fireworks and Dreamweaver integration. *See* Dreamweaver and Fireworks integration
- Fix Invalidly Nested and Unclosed Tags option (Code Rewriting preferences) 346
- Fix Invalidly Nested Tags option (Clean Up Word HTML) 349
- Flash button dialog box 301
- Flash button objects 301, 306
  - modifying 303
  - previewing 303
  - properties 305
- Flash content, overview 300
- Flash movies
  - as assets. *See* assets
  - controlling 450
  - inserting 307
  - overview 300
  - properties 308
  - resizing 272
- Flash object properties 305
- Flash Text dialog box 304
- Flash Text objects, inserting 304
- Flash text objects
  - previewing 303
  - properties 305
- floating panels, *See* panels
- folders
  - root 102
  - searching 258
- folders, Favorites 231
- Font Combination option 242
- fonts
  - changing characteristics 239
  - changing combinations 242
  - encodings, setting fonts for 89
- Fonts/Encoding preferences 89
- Format option 242
- Format Table command 193
- formatting HTML source code
  - customizing 530
  - preferences 343



- forms
    - adding multiple objects 498
    - adding to a document 484
    - behaviors, using with 500
    - client-side scripting 499
    - creating 483
    - creating file fields 489
    - fields, validating 470
    - inserting tables 498
    - jump menus, creating 369
    - objects, adding 485
    - overview 481
    - password field 486
    - processing 499
    - server-side scripting 499
    - Submit buttons 497
  - fps (frames per second) 425
  - frames 203–220
    - behaviors, using with 220
    - borders 217
    - browser compatibility 219
    - changing background color 217
    - changing content 218
    - creating 206, 207
    - deleting 207
    - nested 208
    - overview 203
    - panel 209
    - properties 212
    - resizing 216
    - saving 211
    - selecting 208
    - shortcuts 551
    - steps in creating 205
    - targeting 218
    - using links 218
  - Frames and Framesets option (Code Format preferences) 344
  - Frames panel 209
  - frames per second (fps) 425
  - framesets 206–217
    - borders 217
    - naming 212
    - nested 208
    - predefined, inserting 206
    - properties 214
    - saving 211
    - selecting 208
    - targeting links in 359
    - See also* frames
  - FTP
    - connecting to a Web server 124
    - determining a host directory 126
    - log 144
    - transferring files with 124
    - troubleshooting 130
  - FTP Host Name field 125
- G**
- General preferences 88
  - Generator objects, overview 309
  - Get and Put Newer Files option 146
  - Get command 143
  - Get More Behaviors command 443
  - Get Newer Files from Remote option 146
  - getting files from a remote server 143
  - GIF images
    - as tracing image 158
    - uses for 267
  - Go button, associating with a jump menu 456
  - Go To Timeline Frame action 468
  - Go To URL action 454
  - graphics. *See* images
  - Grayscale color palette 87
  - grid
    - as guide 157
    - showing 174, 416
    - snap to 174
    - snapping layers to 416
    - spacing 174
  - Guided Tour overview 13

## H

- head section, editing content in 159
- header cell, formatting 192
- heading tags 240
- Help 14
  - Dreamweaver discussion group 16
  - Dreamweaver Support Center 16
  - shortcuts 557
- hidden files, showing and hiding 121
- hiding invisible elements 156
- History panel
  - automating tasks with 160
  - clearing the history list 86
  - commands, creating from history steps 165
  - maximum steps, setting 86
  - overview 84
  - steps, applying to other objects 162
  - steps, copying and pasting 164
  - steps, repeating 161
- home page, setting 120
- HomeSite (Windows) 330
- horizontal rules, inserting and modifying 243
- Host Directory field 126
- hotspots
  - applying behaviors to 280
  - in image maps 273
  - properties 274
  - resizing 275
  - selecting multiple in an image map 275
- hr (horizontal rule), inserting 243
- HTML Corrections log file 348
- HTML documents. *See* documents 150
- HTML files, importing 150
- HTML source code
  - cleaning up 347
  - cleaning up MS Word HTML 348
  - copying and pasting from Fireworks to Dreamweaver 283
  - copying and pasting, general 237
  - CSS attributes conversion 257
  - editing with BBEdit 351
  - external editors 350
  - formatting in existing documents 348
  - formatting preferences overview 343
  - formatting preferences, setting 344
  - formatting profile 530
  - inserting from Fireworks into Dreamweaver 282
  - HTML source code (*continued*)
    - options 333
    - overview 321
    - reference 328
    - reference material 25
    - rewriting preferences 346
    - searching 258, 260
    - selecting in the Document window 154
    - structure 322
    - tag color preferences 343
    - tag searches 260
    - tag styles 248
    - tags, removing 342
    - updating Fireworks HTML placed in Dreamweaver 293
    - viewing with Code inspector 86
    - writing and editing 334
- HTML Source option 260
- HTML styles
  - applying 245
  - clearing 246
  - creating 246–247
  - deleting 246
  - editing 247
  - modifying 247
  - New Style icon 247
  - removing from panel 246
  - using in other sites 248
  - viewing 245
- HTML tags. *See* tags 322
- HTTP Address field 103, 104

## I

- Ignore Whitespace Differences option 260
- image inspector 273
- image maps
  - creating client-side 273
  - hotspots 273
  - overview 273
  - selecting multiple hotspots 275
- images
  - aligning 241
  - applying behaviors to 280
  - as assets. *See* assets
  - changing source file with timelines 430
  - editing 277
  - external image editors 277

- images (*continued*)
    - formats, supported 267
    - image maps 273
    - in tables 186
    - inserting 268
    - inserting in Layout view 174
    - preloading (behavior) 459
    - properties 269
    - resizing visually 272
    - restoring swapped (behavior) 468
    - scalability 272
    - shortcuts 553
    - swapping (behavior) 467
  - Import Table Data command 186
  - Import Word HTML command 150, 348
  - importing, Word HTML files 150
  - Indent and Outdent options (text
    - Property inspector) 242
  - Indent option (Code Format preferences) 344
  - Indent Size option (Code Format preferences) 345
  - Index, Help 15
  - Insert E-Mail Link dialog box 364
  - Insert Image Field command 497
  - Insert Jump Menu dialog box 369
  - Insert Named Anchor dialog box 363
  - Insert Navigation Bar dialog box 372
  - Insert Tabular Data command 186
  - inserting
    - ActiveX controls 316
    - assets 225
    - dates 235
    - Fireworks HTML into Dreamweaver 282
    - Fireworks images into Dreamweaver 282
    - Flash button objects 301
    - Flash movies 307
    - Flash Text objects 304
    - Generator objects 309
    - images 268
    - Java applets 318
    - media elements 297
    - rollover images 276
    - server-side includes 405
    - Shockwave movies 310
    - special characters 236
  - inserting assets. *See* assets
  - inspectors
    - image inspector 273
      - opening and closing with Launcher bar 77
    - Property inspector 82
    - shortcuts 557
    - See also* panels
  - installing Dreamweaver 12
  - integrating Dreamweaver with other applications 89
  - integrating with SourceSafe 127
  - integrating with WebDAV 127
  - interactivity 19
  - invalid tags, displaying 329
  - invisible elements
    - comments 327
    - preferences 156
    - scripts 335
    - selecting 154
    - showing and hiding 156
  - italics 239
- J**
- Java applets
    - inserting 297, 318
    - overview 318
    - properties 318
    - resizing 272
  - JavaScript
    - actions 436
    - alerts 458
    - executing 446
    - extending Dreamweaver 536
    - files 150
    - inserting scripts 335
  - JavaScript debugger 473
    - logical errors 476
    - running 473
    - setting breakpoints 477
    - step in, step out, step over 478
    - syntax errors 475
    - variable list 479
    - warning box 474
    - watching variables 479
    - window 476
  - JavaServer Pages (JSP) 542
  - JPEG images
    - as tracing image 158
    - uses for 267

- JS debugger. *See* JavaScript debugger
- JSP (JavaServer Pages) 542
- Jump Menu action 455
- Jump Menu Go action 456
- jump menus
  - adding menu items 369
  - changing menu items 370
  - creating a selection prompt for 369
  - editing 455
  - Go buttons 456
  - Go buttons, adding automatically 369

## K

- Keyboard Shortcut Editor 90
- keyboard shortcuts 545–558
  - editing 90
  - editing, in menus.xml file 521
- keyframes
  - creating 427
  - overview 425

## L

- Language script property 336
- Launch and Edit preferences 287
- Launcher
  - Launcher bar 77
- Launcher and Launcher bar
  - customizing 77
  - default buttons 74
- launching Fireworks from Dreamweaver. *See* Dreamweaver and Fireworks integration
- layers 407–434
  - activating 416
  - aligning 415
  - anchor points 156
  - changing stacking order of 420
  - changing visibility with behaviors 465
  - changing visibility with Layers panel 420
  - converting for 3.0 browsers 424
  - converting to tables 422
  - creating 409
  - draggable 453
  - drawing multiple 409
  - in table design 422
  - inserting 409
  - manipulating 412

- layers (*continued*)
  - markers, displaying 409
  - moving 415
  - nesting 411
  - overview 407
  - positioning 417
  - preferences 412
  - preventing overlap 423
  - properties 417
  - properties for multiple 419
  - resizing 414
  - selecting 413
  - selecting multiple 419
  - shortcuts 552
  - snapping to grid 416
  - visibility 420
- Layers panel 410
- layout cells 169
  - alignment 177
  - bg color 177
  - clearing heights 175
  - drawing 170
  - formatting 177
  - highlight 182
  - moving 176
  - No Wrap 177
  - preferences 182
  - resizing 176
  - selecting 176
- layout tables 169
  - alignment 178
  - background 182
  - bg color 178
  - cell padding 178
  - cell spacing 178
  - clearing heights 178
  - drawing 170
  - formatting 178
  - Make Widths Consistent 178
  - moving 176
  - nested 173
  - outline 182
  - preferences 182
  - Remove all Spacers 178
  - Remove Nesting 178
  - resizing 176
  - selecting 176

- Layout view 167–182
  - about layout cells and tables 169
  - adding content to 174
  - autoinsert spacers 182
  - autostretch 179
  - background 182
  - cell highlight 182
  - cell padding 178
  - cell spacing 178
  - Clear Height attributes 178
  - clearing cell heights 175
  - column header menu 180
  - drawing layout cells and tables 170
  - fixed width 179
  - formatting layout cells 177
  - formatting layout tables 178
  - grid 174
  - Make Widths Consistent 178
  - moving layout cells and tables 176
  - nested layout tables 173
  - overview 167
  - preferences 182
  - Remove All Spacers 178
  - Remove Nesting 178
  - resizing layout cells and tables 176
  - selecting layout cells and tables 176
  - setting width 179
  - spacer image preferences 181
  - spacer images 181
  - switching into 167
  - table outline 182
- layout, planning 100
  - See also* Layout view, templates
- learning Dreamweaver 20
- Left alignment (Image Property inspector) 271
- lessons overview 13
- library items 396, 403
  - adding to pages 398, 404
  - as assets. *See* assets
  - changing highlight color 397
  - creating 396
  - deleting 400
  - editing 398, 404
  - editing behaviors in 401
  - exporting from Fireworks 285
  - making editable in documents 401
  - overview 396
  - library items (*continued*)
    - preferences 397
    - properties 403
  - Line Breaks option (Code Format preferences) 345
  - Link Checker dialog box 507
  - Link Color option (Page Properties) 153
  - Link External Style Sheet dialog box 251
  - Link image property 270
  - Link option 242
  - Link to Existing File command 119
  - Link to New File command 120
  - linked documents, opening 508
  - linking
    - anchors 362
    - documents 359
    - to document using point-to-file icon 360
    - to external CSS style sheet 251
    - to named anchor using point-to-file icon 363
  - links
    - applying to selection 226
    - cache file 366
    - changing frames with 218
    - changing sitewide 368
    - checking 506
    - fixing 507
    - opening source 367
    - Relative to Document 359
    - Relative to Site Root 359
    - removing 367
    - shortcuts 553
    - site map 367
    - specifying 242
    - targeting 358
    - testing 505
    - to anchors 362
    - to document 358
    - to style sheets 250
    - updating 366
  - List Item option 242
  - lists, creating 238
  - Load Query button 263
  - Local Files option 114
  - local root folder 102
  - Local Root Folder field 103, 104
  - local sites. *See* sites 102
  - locked regions, clicking in 385
  - logical errors in JavaScript code 476

Loop option 425  
looping timelines 429  
Low Src image property 270

## M

Mac OS color palette 87  
Macromedia Director, creating Shockwave  
    movies with 310  
macros (creating commands) 165  
managing assets. *See* assets  
managing links 366  
Map Name Field image property 270  
map tag 273  
markers for invisible elements 156  
Match Case option 260  
media elements  
    inserting 297  
    parameters 319  
menus, customizing 517  
menus.xml file, syntax 522  
Merge Cells command 198  
Microsoft Excel files, importing 186  
Microsoft Word files, opening 150  
Microsoft Word HTML  
    cleaning up 348  
    importing 348  
Middle alignment (image Property inspector) 271  
Mini-Launcher. *See* Launcher and Launcher bar 74  
Missing Alt Text 510  
modifying, page properties 152  
monitor size, resizing pages to fit 75  
movies, inserting 297  
MPEG movies as assets. *See* assets  
multimedia. *See* media

## N

Name property (image Property inspector) 269  
Named Anchor command 363  
named anchors, creating 362  
navigation bar  
    adding images to 372  
    creating 371  
    displaying horizontally in a page 373  
    displaying vertically in a page 373  
    image states 371  
    inserting in a table 373  
    modifying elements 374

nesting 412  
    frames 208  
    layers 411  
Netscape 4 layer compatibility 412  
Netscape Navigator plugins  
    playing in Document window 315  
    properties 314  
    troubleshooting 315  
Never Rewrite HTML In Files with Extensions option  
    (Code Rewriting preferences) 346  
New command 150  
new features in Dreamweaver 22  
New From Template command 151  
New from Template command 389  
NFS servers 124  
NOFRAMES content 219  
null links  
    changing 368  
    creating 365

## O

objects  
    adding Design Notes 136  
    adding to forms 485  
    checkboxes and radio buttons 491  
    creating 516  
    inserting 234  
    inserting with Objects panel 80  
    shortcuts 556  
Objects panel  
    categories 80  
    customizing 515  
    docking 82  
    overview 80  
    preferences 81  
    reloading 515  
onBlur event 470  
Open Attached Template command 391  
Open Browser Window action 456  
Open command 150  
Open Linked Page command 508  
Open Style Sheet icon 250, 251  
opening  
    documents 150  
    file types other than HTML by default 514  
    text files 150  
Opening linked documents 508

- opening non-HTML files 338
  - preferences 338
- opening Word HTML files 150
- Optimize Image in Fireworks command 290
- Ordered List option 242
- orphaned files 506
- Other Keywords option (Code Colors preferences) 344
- overlapping tags 329
- Override Case Of option (Code Format preferences) 345
- overview of Dreamweaver 11

## P

- Package Manager 93
- page layout. *See* Layout view, templates
- page properties, titles, changing 152
- page size, resizing to fit monitor 75
- pages
  - background image 153
  - changing title 152
  - color 153
  - default text colors 153
  - design 100
  - Design Notes, using with 134
  - download time, estimated 509
  - previewing in browsers 504
  - properties, and templates 379
  - size 509
- palettes, color 87
- panels
  - Behaviors panel 436
  - Code inspector 86
  - docking 82
  - History panel 84
  - Launcher bar 77
  - Objects panel 80
  - opening and closing with Launcher bar 77
  - setting floating preferences 83
  - shortcuts 557
- paragraph tags 240
- Parameters dialog box 319
- Paste as Text command 234
- pasting history steps 164
- paths
  - absolute 354
  - document-relative 355
  - root-relative 357
- personal spelling dictionary 258
- photographs 267
- PHP Hypertext Preprocessor 542
- pixels, transparent, in background 153
- planning, design 100
- Play Sound action 458
- Play Timeline action 469
- playback head 425
- playing Flash objects 303
- plugins
  - checking 449
  - detecting 503
  - Netscape Navigator 314
  - playing in Document window 315
  - playing shortcuts 555
  - resizing 272
  - troubleshooting 315
- PNG images
  - as tracing image 158
  - uses for 267
- pop-up menu, creating 495
- Popup Message action 458
- preferences
  - Code Colors 343
  - Code Format 344
  - Code Rewriting 346
  - dictionary for spell checking 258
  - External Editors 298
  - File Types/Editors 299
  - floating panels 83
  - Fonts/Encoding 89
  - General 88
  - Invisible Elements 156
  - Launch and Edit 287
  - Layers 412
  - Layout View 182
  - libraries 397
  - Objects panel 81
  - overview 88
  - Panels 83
  - Preview in Browser 505
  - Preview Using Local Server (root-relative links) 357
  - Quick Tag Editor 342
  - Site 110
  - Status Bar 76
  - template 383
  - updating links 366

- Preload Images action 459
- Prevent Layer Overlaps command 423
- Preview in Browser command 504
- Preview Using Local Server command 357
- previewing in browsers
  - overview 504
  - shortcuts 553, 554
- primary browser 505
- processing forms 499
- profiles
  - browsers 532
  - HTML source format 530
- properties
  - ActiveX controls 316
  - changing with behaviors 446
  - column, row, and cell 191
  - displaying 82
  - document, setting 152
  - Flash movies 308
  - frame 212
  - frameset 214
  - hotspots 274
  - image 269
  - Java applets 318
  - layer 417
  - layout cell 177
  - layout tables 178
  - multiple layer 419
  - Shockwave movies 310
  - table 190
- Property inspector
  - ActiveX control properties 316
  - displaying 82
  - expanding 82
  - fixing broken links 508
  - Flash movie properties 308
  - hotspots 274
  - images 269
  - Java applet properties 318
  - library item properties 403
  - Netscape Navigator plugin properties 314
  - Shockwave movie properties 310
- proportion, maintaining 272
- publishing sites 501
- Put command 144
- Put Newer Files to Remote option 146
- putting files on a remote server 144

## Q

- Quick Tag Editor
  - attributes hints menu 341
  - opening 338
  - overview 338
  - preferences 342
- QuickTime movies
  - as assets. *See* assets
  - inserting 313

## R

- radio buttons 491
- Record Path of Layer command 428
- recording commands 166
- Redefine HTML Tag option 252
- Redundant Nested Tags 510
- reference material 25
- Reference panel 328
- Refresh image property 270
- Refresh Local File List Automatically option 103, 104
- refreshing, Site list (Assets panel) 224
- regions, locked, clicking in 385
- regular expressions 264
- reloading extensions 515
- Remote Files option 114
- Removable Empty Tags 511
- Remove all Word Specific Markup option 349
- Remove Dreamweaver HTML Comments option 347
- Remove Empty Tags option 347
- Remove Extra Closing Tags option (Code Rewriting preferences) 346
- Remove Frame command 427
- Remove Non-Dreamweaver HTML Comments option 347
- Remove Redundant Nested Tags option 347
- Remove Specific Tag(s) option 347
- Remove Timeline command 431
- removing frames from a timeline 429
- repeating steps 160
- Replay button 161
- Reports, Checked Out By 141
- reports 141
  - creating 510
  - testing a site with 510
  - Workflow 141
- Reserved Keywords option (Code Colors preferences) 343



- Reset Origin command 157
- Reset Position command 158
- resizing
  - frames 216
  - handles 272
  - layers 414
  - layout cells and tables 176
  - page elements 272
  - table cells 194
- resizing Fireworks images from Dreamweaver 291
- resources for information on Web technologies 25
- reusing
  - library items 398
  - searches 263
  - templates 388
- Right alignment (image Property inspector) 271
- roadmap (where to start) 20
- Rollover Image text field 276
- rollovers 276
  - creating 276
  - making a link 276
  - testing 277
- root folder
  - local 102
  - remote 126
- root-relative paths
  - about 357
  - Preview Using Local Server preference 357
  - setting 359
- Roundtrip HTML 329
- Rows option (Insert Table) 184
- rulers 157

## S

- Save All Frames command 212
- Save as Template command 377
- Save command 151
- Save Frame As command 212
- Save Frame command 212
- Save Frameset As command 211
- Save Frameset command 211
- Save Query button 263
- saving
  - documents 151
  - files in frames and framesets 211
  - searches 263

- script links
  - changing 368
  - creating 365
- scripts
  - as assets. *See* assets
  - balanced braces 337
  - editing 336
  - editing external 335
  - entering 335
  - showing in Document 156
  - viewing functions 337
- scrolling lists 494
- Search For options 259
- searching
  - Dreamweaver Help 15
  - for files 258
  - HTML tags and attributes 260
  - regular expressions 264
  - saving search patterns 263
  - shortcuts 550
  - text between specific tags 262
  - text in HTML source 260
  - text within files 258
- secondary browser 505
- Select Newer Local command 146
- Select Newer Remote command 146
- selecting
  - frames and framesets 208
  - layers 413
  - layout cells and tables 176
  - objects in the Document window 154
- Server Access options 124
- servers
  - access options 124
  - AppleTalk 124
  - defining remote sites 124
  - NFS 124
  - setup troubleshooting 130
- server-side image maps 273
- server-side includes 404–406
  - editing 406
  - inserting 405
  - overview 404
- Set as Home Page command 120
- Set Background Color option (Clean Up Word HTML) 349
- Set Color Scheme command 153

- Set Nav Bar Image action 460
- Set Text of Frame action 461
- Set Text of Layer action 462
- Set Text of Status Bar action 463
- Set Text of Text Field action 464
- setting breakpoints 477
- setting document properties 152
- Shockwave movies
  - as assets. *See* assets
  - controlling 450
  - inserting 310
  - overview 310
  - properties 310
  - resizing 272
- shortcut menus. *See* context menus
- shortcuts, keyboard. *See* keyboard shortcuts
- Show Launcher bar in Status Bar option 76
- Show Layout Table Tabs option 168
- Show Log on Completion option 347
- Show Page Titles in site map 120
- Show-Hide Layers action 465
- showing invisible elements 156
- Site Files view 115
- Site list, refreshing 224
- site maps
  - adding files to a site 119
  - changing links in 367
  - collapsing a branch 122
  - Display Dependent Files option 121
  - editing pages 119
  - expanding a branch 122
  - Link to Existing File command 119
  - Link to New File command 120
  - links 367
  - marking files hidden 121
  - Refresh Local command 121
  - removing links in 367
  - renaming pages in 120
  - saving as an image file 122
  - selecting multiple pages in 119
  - Set as Home Page command 120
  - shortcuts 555
  - show hidden files 121
  - Show Page Titles option 120
  - showing dependent files in 121
  - updating after changes 121
  - viewing 113
  - viewing a branch of 122
- Site Name field 103, 104
- site planning 95
  - assets 101
  - audience 95
  - goals 95
  - structure 98
- Site preferences 110
- site reports 141
- site root relative paths. *See* root-relative paths
- Site window
  - basics 112
  - changing the display 114
  - Get command 143
  - overview 108
  - Put command 144
  - searching for files 123
  - searching for text 258
  - Site Files view 109
  - Site Map view 109
  - site maps 113
  - toolbar options 108
  - viewing local sites 112
- sites
  - adding files and folders 115
  - browser compatibility 97, 502
  - cache 366
  - changing display 114
  - changing links sitewide 368
  - checking files in and out 131
  - checking links 506
  - create new 102
  - Design Notes, using with 134
  - edit existing 104
  - editing remote 105
  - fixing broken links 507
  - large, assets in 229
  - local versus remote 95
  - local, associating a remote server with 124
  - local, creating 102
  - local, locating files in 123
  - local, root folder 102
  - local, viewing 112
  - previewing in browsers 504
  - publishing 501
  - reference material 25
  - remote, access options 124
  - remote, defining 124
  - remote, locating files in 123

- sites (*continued*)
    - remote, root folder 126
    - remote, setting up 123
    - remote, setup troubleshooting 130
    - removing from site list 106
    - reports, running 141
    - searching for files in 258
    - selecting updated files 115
    - shortcuts 554
    - structure and navigation 107
    - testing 501
    - viewing 112
  - Size option (font) 242
  - slider controls, creating 451
  - Snap to Web Safe color palette. 87
  - sound 311–313
    - adding to a page 311
    - playing 458
  - source format profile 530
  - Source script property 336
  - SourceFormat.txt file 343
  - SourceSafe integration 127
  - spacer image 182
  - spacer images 181
    - preferences 181
  - special characters
    - inserting 236
    - overview 236
  - Special Characters options (Code Rewriting preferences) 346
  - spelling
    - checking 258
    - dictionaries, editing 258
  - Split Cells command 199
  - Split Frame commands 206
  - Src image property 269
  - stacking order
    - changing with timelines 430
    - layers 420
  - starting out 20
  - status bar
    - overview 74
    - preferences 76
    - setting text (behavior) 463
    - Window Size pop-up menu 74
  - stepping through code 478
  - Stop Timeline action 469
  - Strikethrough (Default Color) button 87
  - Strings option (Code Colors preferences) 344
  - style sheets
    - editing external style sheets 252
    - external 250
    - overview 248
    - See also* styles
  - Style submenu 239
  - styles 248
    - applying custom styles 254
    - conflicting 255
    - converting to HTML 256
    - creating 252
    - CSS to HTML markup conversion table 257
    - HTML 244
    - in templates 388
    - See also* style sheets
  - Submit buttons 497
  - Swap Image action 467
  - Swap Image Restore action 468
  - swatches, color 87
  - synchronizing local and remote sites 146
  - syntax errors 475
  - syntax of menus.xml 522
  - System Color button 87
  - system color picker 87
  - system requirements
    - Macintosh 12
    - Windows 12
- T**
- Tab Size option 345
  - table border
    - colors 191
    - width 191
  - table cells
    - background color, adding 192
    - background image, adding 192
    - copying and pasting 199
    - formatting 191
    - header cells, designating 192
    - merging 198
    - splitting 198
    - See also* layout cells, tables
  - Table of Contents, Help 15
  - Table Rows and Columns option (Code Format preferences) 344

- tables 498
  - adding and removing rows and columns 196
  - adding background color to 191
  - adding background images to 191
  - adding borders to 190
  - adding content to 185
  - adjusting rows and columns 194
  - aligning 192
  - cells, splitting 199
  - changing column width 194
  - clearing cell width and height 195
  - columns, rows, and cells 191
  - converting from layers 422
  - creating 184
  - editing Fireworks tables from Dreamweaver 289
  - formatting 189
  - HTML tags 189
  - importing 186
  - merging cells 198
  - nesting 197
  - No Wrap option 192
  - overview 183
  - preset designs for 193
  - properties 190
  - resizing 194
  - See also* layout view
  - See* layout tables
  - selecting elements 187
  - shortcuts 551
  - sorting 201
  - See also* columns, rows, and cells
- tabular data, importing 186
- Tag Default option (Code Colors preferences) 343
- Tag Specific option (Code Colors preferences) 344
- tags
  - applying 240
  - ASP 352
  - body 159
  - body 323
  - CFML 352
  - editing 338
  - head 323
  - HTML 322
  - in browser profiles 532
  - invalid 329
  - menus.xml syntax 522
  - overlapping 329
  - tags (*continued*)
    - removing 342
    - searches 260
    - selecting 154
    - specifications 538
    - table 189
    - tagspec 538
    - text formatting 326
    - third-party, customizing 537
    - wrapping 338
    - XML 330
  - Target image property 270
  - Target option 242
  - targeting browsers
    - browser profiles 532
    - converting file to 3.0 compatible 424
    - shortcuts 553, 554
  - targeting frames to
    - \_blank 218
    - \_parent 218
    - \_self 218
    - \_top 218
  - targeting links
    - in documents 359
    - opening document in a new window 359
  - templates 375–395
    - applying to document 226
    - applying to existing document 389
    - as assets. *See* assets
    - changing highlight colors 383
    - clicking in locked regions 385
    - creating 377
    - creating Flash button templates 306
    - creating new documents with 151, 389
    - defining editable regions 382
    - detaching document from 391
    - documents based on, creating 388
    - editable versus locked regions 381
    - editing 377, 378
    - finding editable regions 390
    - making region noneditable 387
    - modifying 391
    - overview 375
    - page properties 379
    - preferences 383
    - renaming 378
    - shortcuts 555

- templates (*continued*)
    - Templates folder 377
    - using behaviors 388
    - using styles 388
    - using timelines 388
    - viewing regions 384
    - XML 392
  - testing sites 501
  - text
    - adding to documents 234
    - alignment 241
    - changing color of 226, 240
    - changing font combinations 242
    - color, changing 240
    - default color in pages 153
    - editing shortcuts 549
    - external editors. *See* external editors
    - formatting shortcuts 550
    - formatting 233
    - formatting tags 326
    - formatting with HTML styles 244
    - searching within documents 258
  - Text Color option 242
  - Text Color option (Page Properties) 153
  - text editors, files created by 150
  - text editors. *See* external editors
  - text fields, setting text with behaviors 464
  - text files, opening 150
  - Text option (Code Colors preferences) 343
  - text-based HTML editors. *See* external editors
  - TextTop alignment (image Property inspector) 271
  - third-party tags
    - avoiding rewriting 544
    - customizing 537
  - timelines
    - adding and removing frames 429
    - adding objects to 427
    - animation tips 433
    - attaching a behavior 442
    - changing image source file 430
    - changing layer properties 430
    - complex paths 428
    - controlling with behaviors 434
    - creating 427
    - in templates 388
    - keyframes 427
    - looping 429
  - timelines (*continued*)
    - modifying 429
    - multiple 431
    - playback head 425
    - playing and stopping using behaviors 469
    - playing automatically 429
    - shortcuts 552
  - Timelines panel 425
  - titles, changing 152
  - toolbar, document titles, changing 152
  - Top alignment (image Property inspector) 271
  - tracing images 158
  - transferring files, troubleshooting 144
  - transparent pixels in background 153
  - troubleshooting
    - clicking in locked regions 385
    - Navigator plugins 315
    - transferring files 144
  - typographical conventions 22
- U**
- underline 239
  - Unmark Editable Region command 387
  - Unordered List option 242
  - unordered lists, creating 237
  - Untitled Documents 511
  - Update Current Page command 391, 399
  - Update HTML command 293
  - Update Pages command 392
  - updating links 366
  - uploading files 144
  - URLs
    - applying to selection 226
    - as assets. *See* assets
    - creating URL assets 231
  - URLs. *See* paths
  - Use Firewall option 125
  - Use FTP option 124
  - Use Local/Network option 124
  - Use None option 124
  - Use option (Code Format preferences) 344
  - Use Passive FTP option 125
  - Use Regular Expressions option 260
  - usemap attribute 273
  - Using Dreamweaver* book 14
  - Using Dreamweaver with Visual SourceSafe 128
  - Using Reports to test a site 509

## V

- V Space and H Space image properties 270
- Validate Form action 470
- variable list 479
- VBScript 335
- viewing
  - arranging views 332
  - Code view and Design view 331
  - editable and locked HTML in templates 386
  - editable and locked regions in templates 384
  - head content 159
  - invisible elements 156
  - sites 112
- Visited Links color option (Page Properties) 153
- visual guides
  - overview 157
  - rulers 157
  - tracing images 158
- Visual SourceSafe, integration with Dreamweaver 128

## W

- W and H image properties 269
- Warn When Fixing or Removing Tags option (Code Rewriting preferences) 346
- Web design, levels of experience in 20
- Web photo albums, creating 294
- Web Server Info 124
- Web servers. *See* servers
- WebDAV integration 127
- Window Size pop-up menu 74
- windows
  - shortcuts 557
  - See also* inspectors, panels
- Windows OS color palette 87
- Word HTML. *See* Microsoft Word HTML
- word processors, files created by 150
- work area 72
- Workflow reports 141
- writing code (Code view or Code inspector) 334

## X

- XML
  - in templates 392
  - menus.xml file 522
  - overview 394
  - tag notations when exporting 395
  - tags 330
  - tagspec tag 538

## Z

- Z-Index option (for layers), changing stacking order 420