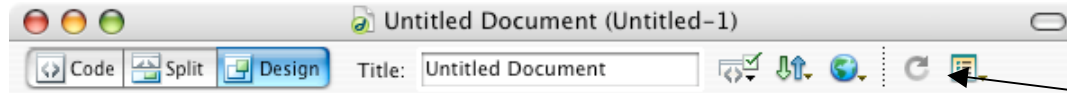


# Dreamweaver: Basics

Name: \_\_\_\_\_

Date: \_\_\_\_\_



Choose the way you view your page (HTML, design view, or a split screen)

Title document for title bar in web browser

Preview page in web browser

Refresh page

Make link

Make e-mail link

Insert table

Insert media



Choose which toolbar you need

Insert anchor

Insert picture

Insert date

# Dreamweaver: Formatting

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Formatting Text

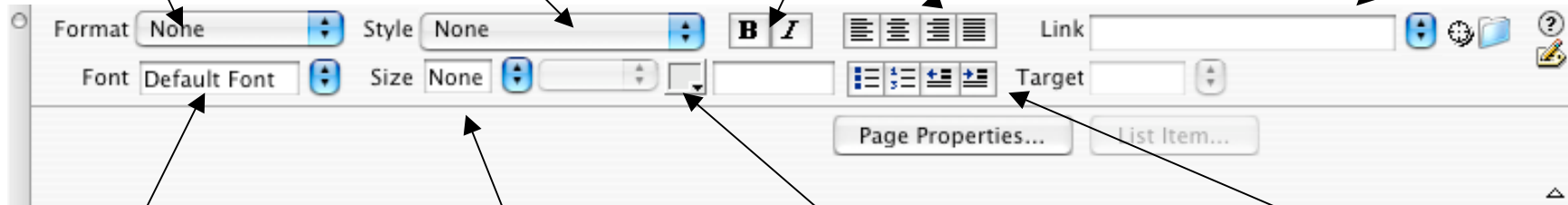
Pre-formatted style of text (heading, paragraph, etc)

Font style

Bold  
Italic

Alignment  
(left, center, right, justified)

Link to another page



Choose font

Font size

Font color

Set bullets and numbering or Paragraph margins

## Formatting Pictures

Resize picture

Source of picture  
(location on your computer)

Link picture to another file

Crop picture



Create a hotspot on your picture (link a part of your picture)

Define border thickness

Alignment of your picture (including vertical)

Alignment (left, center, right)

## Formatting Tables

Number of rows and columns

Width and height of table

Space inside cell and around cell

Alignment (left, right, center, justified)

Background color

Background image

Border color

Thickness of border

Detailed description: This image shows a software toolbar for formatting tables. It includes fields for 'Rows' (set to 3) and 'Cols' (set to 3), 'W' (Width, 200 pixels) and 'H' (Height, empty) with 'pixels' dropdowns. There are checkboxes for 'CellPad' and 'CellSpace', and a 'Border' dropdown set to '1'. An 'Align' dropdown is set to 'Default', and a 'Class' dropdown is set to 'None'. Below these are color pickers for 'Bg color' and 'Brdr color', and a 'Bg Image' field with a browse button. Callout boxes with arrows point to each of these elements, providing their function.

## Formatting Pages

Page Properties... ⌘J

Template Properties...

✓ Selection Properties

Edit Tag...

Quick Tag Editor ⌘T

Make Link ⌘L

Remove Link ⇧⌘L

Open Linked Page...

Link Target ▶

Table ▶

Image ▶

Frameset ▶

Navigation Bar ▶

Arrange ▶

Align ▶

Convert ▶

Library ▶

Templates ▶

Detailed description: This is a sidebar menu for page formatting. It lists various options such as 'Page Properties...', 'Template Properties...', 'Selection Properties', 'Edit Tag...', 'Quick Tag Editor', 'Make Link', 'Remove Link', 'Open Linked Page...', 'Link Target', 'Table', 'Image', 'Frameset', 'Navigation Bar', 'Arrange', 'Align', 'Convert', 'Library', and 'Templates'. Each item has a keyboard shortcut or a right-pointing arrow.

Page Properties

Category: Appearance

Page font: Default Font

Size: [ ] pixels

Text color: [ ]

Background color: [ ]

Background image: [ ] Browse...

Margins: Left: [ ] pixels, Right: [ ] pixels, Top: [ ] pixels, Bottom: [ ] pixels

Font style

Bold or Italic

Font size

Font color

Set margins for the page

Background image

Apply changes

Background color

Detailed description: This image shows the 'Page Properties' dialog box. The 'Appearance' category is selected. It features a 'Page font' dropdown set to 'Default Font' with 'B' and 'I' buttons. Below it are 'Size' (with a 'pixels' dropdown), 'Text color', 'Background color', and 'Background image' (with a 'Browse...' button). The 'Margins' section has four input fields for 'Left', 'Right', 'Top', and 'Bottom', each with a 'pixels' dropdown. Callout boxes with arrows point to the 'Page font', 'Size', 'Text color', 'Background color', 'Background image', 'Margins', 'Apply' button, and 'Background color' field. On the right side, additional callout boxes point to the 'B' and 'I' buttons, and the 'Page font' dropdown.