

# Dreamweaver CS6

Level 3

## Topics

- Working with Text, List, and tables
- Working with Images

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## Changing the Copy/Paste Preferences in Dreamweaver

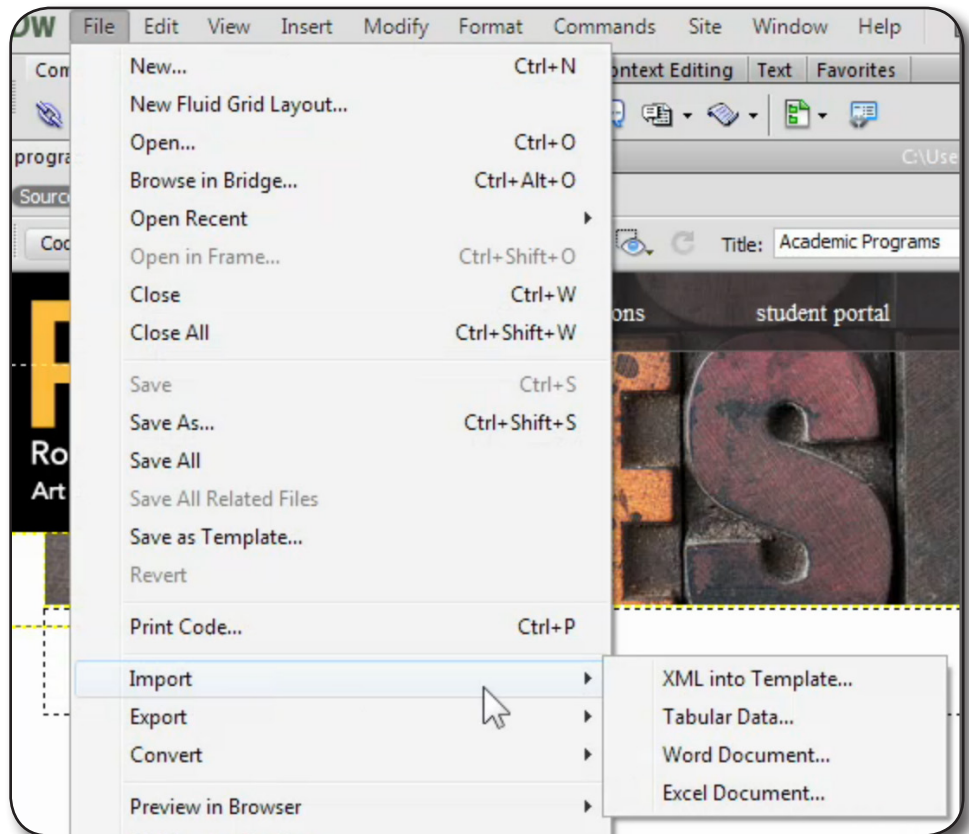
You can set special paste preferences as default options when using Edit > Paste to paste text from other applications. For example, if you always want to paste text as text only, or text with basic formatting, you can set the default option in the Copy/Paste Preferences dialog box.

**Note:** When you paste text into a Dreamweaver document, you can use either the Paste or the Paste Special command. The Paste Special command lets you specify the format of pasted text in different ways.

## Importing Word documents

In an effort to create efficient workflows, Adobe has integrated Dreamweaver with many other programs that you or your team members are likely to use. Most integration is understandably within Adobe's Creative Suite, but other programs like Word feature differing levels of integration as well. It's not often that I have to break bad news to Mac folks, but this is sadly one of those times. The integration between Word and Dreamweaver that I'm about to show you only works on the PC version of Dreamweaver. Still, the Mac folks should keep reading no need to skip this, because there is one option in the following example that does work for you and it's something you might want to take advantage of later on.

The first thing is to go to the Menu option, go to File and choose Import you will notice that one of the options in Import is to import a Word document. So rather than copying and pasting, I can just import the Word Document.

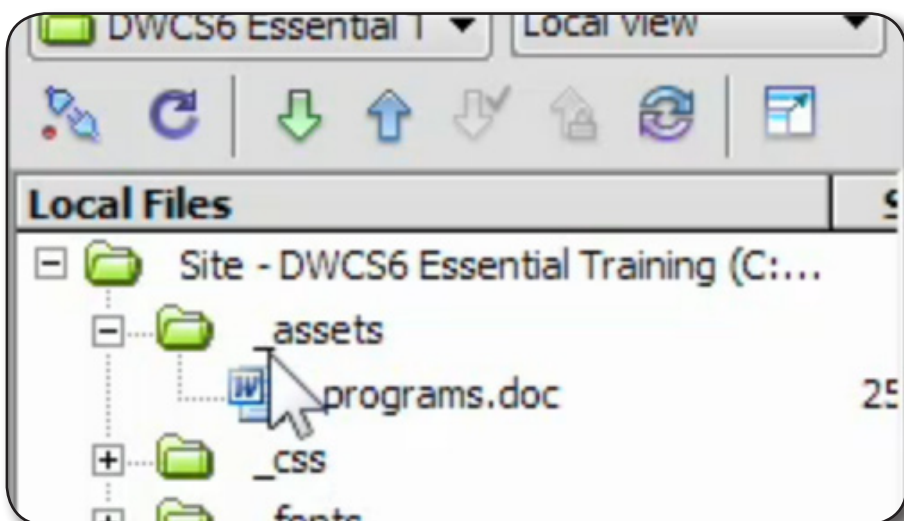


As soon as I do that it just takes its content and drops it right into

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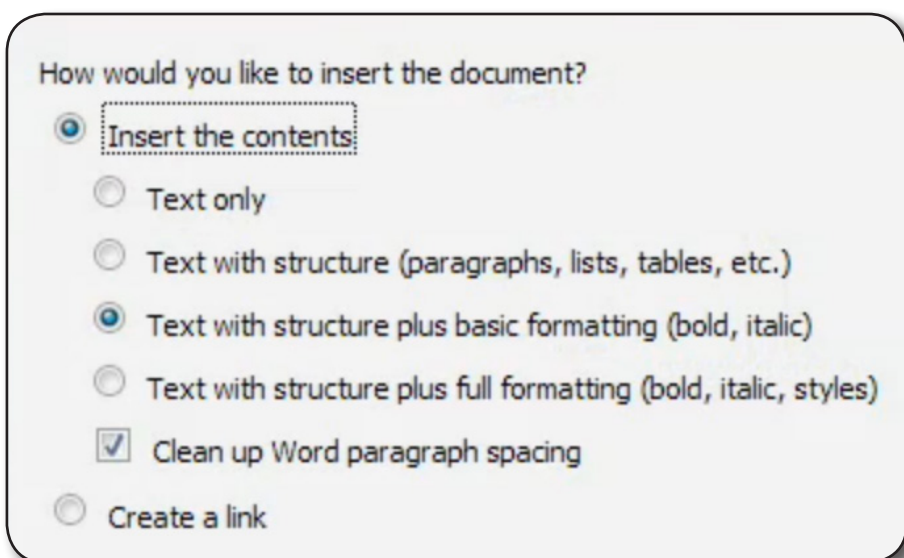
the area that I have selected. How cool is that? It's a very quick, it's very easy. Now one of the things that you are going to notice about this is it didn't prompt me in terms of how it wanted to process this copy and bring it in. It's basing its settings off of the preferences that I have set in the copy and paste preferences. So if you're looking for a prompt, if you ever want to change that, you either need to change the preferences before you do the import, or you need to use the second method

So if I undo this and I go over to my Files panel, actually grab the



.doc file and drag and drop it into the region that I want the text to

appear in. As soon as you let go of the mouse, your preferences will come up and now Dreamweaver is actually prompting you in saying, okay, well how do you want to inset this? You will notice it's the exact same preferences that you have within your Copy and Paste preferences except for one down here on the bottom.



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Now I am going to come back to this option in just a moment. So when I click OK, you will notice I get the exact same results, the text comes in and it's formatted exactly the way I want to format it based upon structure that it's grabbing from the Word Document and the styles that I have applied to my site. That last option, I want to talk to you about that for just a moment. What if you had a Word Document that you wanted to give the users of your site an option to download? So if I go to the next line here for example, and just create sort of an empty paragraph over there, well if go over to the Files panel and I grab the Word document and I drag it to that empty paragraph, I can choose this last option which is to Create a link.

Now for you guys that are on the Mac, this is the option that works for you. So although, it's not going to bring in the content as quickly and easily as it will for PC users, if you want to give people the option of clicking and downloading this file to their hard drive, you can use this option to Create a link. It uses the title of the document and it just creates a link to that, and of course you can change to the text.

You can say something like download the programs word doc. That would prompt people when they click that to download the document to the local hard drive. So there you go, that's it, it's quick and easy. What's easier than dragging and dropping right? Now I'm sorry to say this feature doesn't work on the Mac. But do take note of the fact that if you want to link to an external Word file for users of your site to download, it is as easy as dragging and dropping as well.

Note: The user interface has been simplified in Dreamweaver CC and later. As a result, you may not find some of the options described in this handout in Dreamweaver CC and later.



## About tables

Tables are a powerful tool for presenting tabular data and for laying out text and graphics on an HTML page. A table consists of one or more rows; each row consists of one or more cells. Although columns aren't usually explicitly specified in HTML code, Dreamweaver enables you to manipulate columns as well as rows and cells.

Dreamweaver displays the table width and the column width for each table column when the table is selected or when the insertion point is in the table. Next to the widths are arrows for the table header menu and the column header menus. Use the menus for quick access to common table-related commands. You can enable or disable the widths and menus.

If you do not see a width for the table or for a column, then that table or column does not have a specified width in the HTML code. If two numbers appear, then the visual width as it appears in Design view doesn't match the width specified in the HTML code. This can happen when you resize a table by dragging its lower-right corner or when you add content to a cell that's larger than its set width.

For example, if you set a column's width to 200 pixels and then add content that stretches the width to 250 pixels, two numbers appear for that column: 200 (the width specified in the code) and (250) in parentheses (the visual width of the column as it's rendered on your screen).

**Note:** You can also lay out your pages using CSS positioning.

### Table formatting precedence in HTML

When formatting tables in Design view, you can set properties for the entire table or for selected rows, columns, or cells in the table. When a property, such as background color or alignment, is set to one value for the whole table and another value for individual cells, cell formatting takes precedence over row formatting, which in turn takes precedence over table formatting.

The order of precedence for table formatting is as follows:

- Cells
- Rows
- Table

For example, if you set the background color for a single cell to blue, then set the background color of the entire table to yellow, the blue cell does not change to yellow, since cell formatting takes precedence over table formatting.

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In the Common category of the Insert panel, click Table.

Set the attributes of the Table dialog box and click OK to create the table.

**Rows** Determines the number of table rows.

**Columns** Determines the number of table columns.

**Table Width** Specifies the width of the table in pixels, or as a percentage of the browser window's width.

**Border Thickness** Specifies the width, in pixels, of the table's borders.

**Cell Spacing** Determines the number of pixels between adjacent table cells.

When you don't explicitly assign values for border thickness or cell spacing and cell padding, most browsers display the table border thickness and cell padding set to 1 and cell spacing were set to 2. To ensure that browsers display the table with no border, padding or spacing, set Cell Padding and Cell Spacing to 0.

**Cell Padding** Determines the number of pixels between a cell's border and its contents.

**None** Does not enable column or row headings for the table.

**Left** Makes the first column of the table a column for headings, so that you can enter a heading for each row of the table.

**Top** Makes the first row of the table a row for headings, so that you can enter a heading for each column of the table.

**Both** Enables you to enter column and row headings in the table.

It's a good idea to use headers in case any of your website visitors use screen readers. Screen readers read table headings and help screen-reader users keep track of table information.

**Caption** Provides a table title which displays outside of the table.

**Align Caption** Specifies where the table caption appears in relation to the table.

**Summary** Provides a table description. Screen readers read the summary text, but the text does not appear in the user's browser.

Note: When you set properties on a column, Dreamweaver changes the attributes of the td tag corresponding to each cell in the column.

## About splitting and merging table cells

You can merge any number of adjacent cells—as long as the entire selection is a line or a rectangle of cells—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 (adding any necessary colspan or rowspan attributes) to create the specified arrangement.

In the following example, the cells in the middle of the first two rows have been merged into a single cell that spans two rows.


Note: The Layout mode feature is deprecated as of Dreamweaver CS4 and later. Layout mode created page layouts using layout tables, which are no longer recommended by Adobe. For more information on Layout mode and why it was deprecated, see the [Dreamweaver Team Blog](#).

Insert a table and add content

Use the Insert panel or the Insert menu to create a new table.

Then, add text and images to table cells the same way that you add text and images outside of a table.

In the Design view of the Document window, place the insertion point where you want the table to appear.

Note: If your document is blank, you can place the insertion point only at the beginning of the document.

Select Insert > Table.

**Note:** Specify the delimiter that was used when the data file was saved. If you don't do this, the file will not be imported properly, and your data will not be correctly formatted in a table.

**Table Width** The width of the table.

Select **Set** to specify a fixed table width in pixels or as a percentage of the browser window's width.

**Border** Specifies the width, in pixels, of the table's borders.

**Cell Padding** The number of pixels between a cell's content and the cell boundaries.

**Cell Spacing** The number of pixels between adjacent table cells.

If you don't explicitly assign values for borders, cell spacing, and cell padding, most browsers display the table with borders and cell padding set to 1, and cell spacing set to 2. To ensure that browsers display the table with no padding or spacing, set **Cell Padding** and **Cell Spacing** to 0.

To view cell and table boundaries when the border is set to 0, select **View > Visual Aids > Table Borders**.

**Format Top Row** Determines what formatting, if any, is applied to the top row of the table. Select from four formatting options: no formatting, bold, italic, or bold italic.

## Export a table

Place the insertion point in any cell of the table.

Select **File > Export > Table**.

Specify the following options:

**Delimiter** Specifies which delimiter character should be used to separate items in the exported file.

**Line Breaks** Specifies which operating system you'll be opening the exported file in: Windows, Macintosh, or UNIX. (Different operating systems have different ways of indicating the end of a line of text.)

Click **Export**.

Enter a name for the file and click **Save**.

## Import and export tabular data

You can import tabular data that has been created in another application (such as Microsoft Excel) and saved in a delimited text format (with items separated by tabs, commas, colons, or semicolons) into Dreamweaver and format it as a table.

You can also export table data from Dreamweaver into a text file, with the contents of adjacent cells separated by a delimiter. You can use commas, colons, semicolons, or spaces as delimiters. When you export a table, the entire table is exported; you cannot select portions of a table to export.

If you want only some of the data from a table—for example, the first six rows or the first six columns—then copy the cells containing that data, paste those cells outside of the table (to create a new table), and export the new table.

**Import table data**

Do one of the following:

Select **File > Import > Tabular Data**.

In the **Data** category of the **Insert** panel, click the **Import Tabular Data** icon .

Select **Insert > Table Objects > Import Tabular Data**.

Specify the options for the tabular data and click **OK**.

**Data File** The name of the file to import. Click the **Browse** button to select a file.

**Delimiter** The delimiter used in the file you're importing.

If you select **Other**, a text box appears to the right of the pop-up menu. Enter the delimiter used in your file.

HTML offers formatting options for three basic types of lists. The two most common are bulleted lists (called unordered lists in HTML) and numbered lists (called ordered lists in HTML). The third and lesser-known list type, the definition list, comes in handy when you want to create glossaries or dictionary entries.

## Bulleted (Unordered) List

- Organic Compost
- Hydroponics
- Cabbage
- Fruit Flies

## Numbered (Ordered) Lists

### Numbered      Alphabet      Roman Numerals

- |                    |                    |                    |
|--------------------|--------------------|--------------------|
| 1. Organic Compost | A. Organic Compost | I. Organic Compost |
| 2. Hydroponics     | B. Hydroponics     | II. Hydroponics    |
| 3. Cabbage         | C. Cabbage         | III. Cabbage       |
| 4. Fruit Flies     | D. Fruit Flies     | IV. Fruit Flies    |

## Definition List

- Organic Compost**  
Compost produced by all-natural means with all-natural materials. This usually excludes items such as aluminum foil, refined uranium, and petroleum by-products.
- Cabbage**  
Any of a variety of leafy-green vegetables known for their nutritious properties and even-handed temperament.

HTML has several predefined list formats that let you organize information into orderly units. Once you tell Dreamweaver that you intend to create a bulleted, numbered, or definition list, it automatically adds the bullets, numbers, or word/definition formatting for you. (You'll find definition lists discussed in the next section.)

## Creating and Formatting Lists

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

### Bulleted and Numbered Lists

Bulleted and numbered lists share similar formatting.

Dreamweaver automatically indents list items in both cases, and automatically precedes each item with a character—a bullet, number, or letter, for example:

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

You can create a list from scratch within Dreamweaver, or apply list formatting to text that's already on a page.

### CREATING A NEW BULLETED OR NUMBERED LIST

When you make a new list in Dreamweaver, first choose a list format, and then type in the list items:

1. In Design view in the document window, click the point on a page where you want to start the list.
2. In the Property Inspector, click the Ordered List or Unordered List button to apply the list format (The Unordered option is also known as a bulleted list.)

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

3. Type in the first list item, and then press Enter (Return). Repeat this step until you add all the items in the list.

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

4. When you finish the list, press Enter (Return) twice.

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



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**NOTE** You can use the Property Inspector to create a numbered or bulleted list in Code view, but Dreamweaver won't automatically add a new list item each time you hit return. To insert a new list item, you must click outside the current list item (either before an opening `<li>` or after a closing `</li>`) and either choose **Insert>HTML.>Text Object>List Item**, or just type the HTML yourself (for example: `<li>New item</li>`). As you can see, using Design view to add lists is a lot easier. The only benefit of the Code view is that you can insert paragraphs, headlines and other elements inside the `<li>` tags, which is perfectly valid HTML, but which Dreamweaver doesn't let you do in Design view.

**NOTE** You may sometimes run into this problem: You select what looks like a handful of paragraphs and apply the list format, but only one bullet (or number) appears. This glitch arises when you use the line break `<br>` tag to move text down a line in a paragraph. While it's true that using the `<br>` tag visually separates lines in a paragraph into separate blocks, the text is still part of a single paragraph, and it appears as only one bulleted or numbered item. The presence of multiple `<br>` tags can be a real problem when you paste text from other programs. See page 93 for more on the `<br>` tag and how to get rid of these pesky critters.

## FORMATTING EXISTING TEXT AS A LIST

You may have several paragraphs of text you already typed up or pasted in from another program. You can easily change any such group of paragraphs into a list:

1. Select the text you wish to turn in to a list.

The easiest way to do this is to drag from the first list item straight down to the last one. Lists are block-level elements; each paragraph, whether it's a headline or a regular block of text, becomes one bulleted or numbered item in the list.

**NOTE** You can use the Property Inspector to change existing text in to a list in Code view as well.

2. Apply the list format.

Just as you created a list from scratch as described above, click either the Unordered List or Ordered List button in the Property Inspector, or choose from the **Format>List** submenu. The selected paragraphs instantly take on the list formatting, complete with bullets or automatic numbering.

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

## REFORMATting BULLETED AND NUMBERED LISTS

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

**TIP:** Web browsers generally display list items stacked directly one on top of the other. If you want to add a little breathing room between each item, use the CSS margin property to add space above or below `<li>` tags

## ADDING NEW ITEMS TO A LIST

Once you create a list, you can easily add items. To add an item at the beginning of a list, click in front of the first character of the first list item (not its bullet or number), type the item you wish to add, and then press Enter (Return). Your first item now sits beside the first bullet or number, and pressing the Enter (Return) key automatically generates the next bullet or number (and renumbers the other list items, if necessary).

Many different types of graphic file formats exist, but three graphic file formats are generally used in web pages—GIF, JPEG, and PNG. GIF and JPEG file formats are the best supported and can be viewed in most browsers. You can easily insert images and edit them using the Dreamweaver user interface.

## **GIF** (Graphic Interchange Format)

GIF files use a maximum of 256 colors, and 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.

## **JPEG** (Joint Photographic Experts Group)

The JPEG file format is the superior format for photographic or continuous-tone images, because JPEG files can contain millions of colors. 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 a JPEG file.

## **PNG** (Portable Network Group)

The PNG file format is a patent-free replacement for GIFs that includes support for indexed-color, gray scale, and true-color images, and alpha channel support for transparency. PNG is the native file format of Adobe® Fireworks®. PNG files retain all the original layer, vector, color, and effects information (such as drop shadows), and all elements are fully editable at all times. Files must have the .png file extension to be recognized as PNG files by Dreamweaver.

## Insert and edit images

### Insert an image

When you insert an image into a Dreamweaver document, a reference to the image file is generated 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 into the site.

You can also insert images dynamically. Dynamic images are those images that change often. For example, advertising banner rotation systems need to randomly select a single banner from a list of potential banners, and then dynamically display the selected banner's image when a page is requested.

After you insert an image, you can set image tag accessibility attributes that can be read by screen readers for visually impaired users. These attributes can be edited in HTML code.

1. Place the insertion point where you want the image to appear in the Document window and do one of the following:
  - In the Common category of the Insert panel, click the Images icon .
  - In the Common category of the Insert panel, click the Images button and select the Image icon. With the Image icon displayed in the Insert panel, you can drag the icon to the Document window (or to the Code view window if you are working in the code).
  - Select Insert > Image.
  - Drag an image from the Assets panel (Window > Assets) to the desired location in the Document window; then skip to step 3.
  - Drag an image from the Files panel 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.
2. In the dialog box that appears, do one of the following:
  - Select File System to choose an image file.
  - Select Data Source to choose a dynamic image source.
  - Click the Sites And Servers button to choose an image file in a remote folder of one of your Dreamweaver sites.
3. Browse to select the image or content source you want to insert.
  - 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.
4. Click OK. The Image Tag Accessibility Attributes dialog box appears if you have activated the dialog box in Preferences (Edit > Preferences).

**Note:**

When inserting images it's also possible to use an absolute path to an image that resides on a remote server (i.e., an image that is not available on the local hard drive). If you experience performance problems while working, however, you might want to disable viewing the image in Design view by deselecting **Commands > Display External Files**.

5. Enter values in the Alternate Text and Long Description text boxes, and click OK.

- In the Alternate Text box, enter a name or brief description for the image. The screen reader reads the information you enter here. You should limit your entry to around 50 characters. For longer descriptions, consider providing a link, in the Long Description text box, to a file that gives more information about the image.
- In the Long Description box, enter the location of a file that displays when the user clicks the image or click the folder icon to browse to the file. This text box provides a link to a file that is related to, or gives more information about, the image.

**Note:**

You can enter information in one or both text boxes depending on your needs. The screen reader reads the Alt attribute for the image.

**Note:**

If you click Cancel, the image appears in the document, but Dreamweaver does not associate accessibility tags or attributes with it. In the Property inspector (**Window > Properties**), set properties for the image.

## Wrap-up

Upon completing this workshop, you should be able to do the following:

- Insert Import Word Documents (Windows)
- Insert Tables and Modify them
- Insert Images