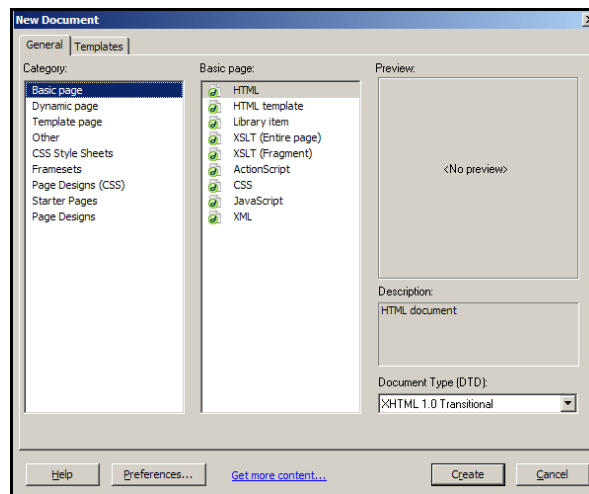


Creating a new web page

How to create a new index web page in Dreamweaver 8

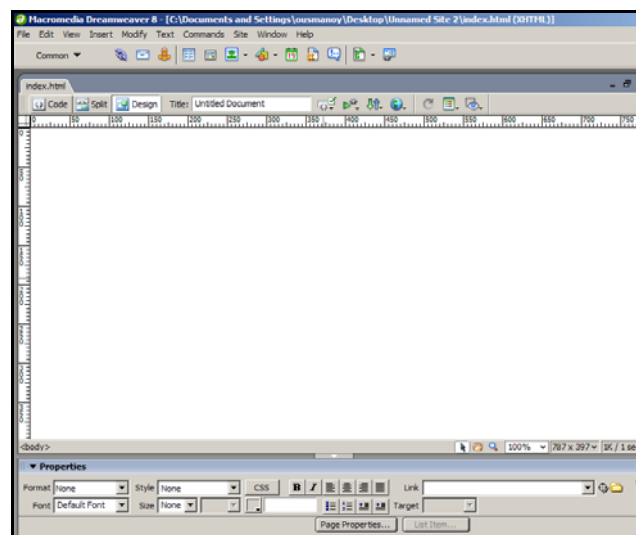
Follow the steps below to learn how to create a new webpage in Dreamweaver.

1. Click **File** and select **New** from the list. The **New Document** window opens.



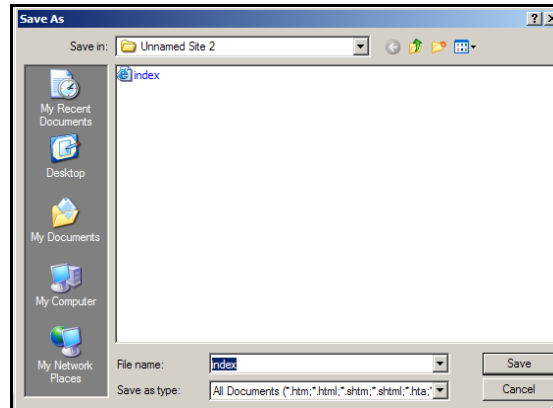
New Document window

2. Select **Basic Page** from the **Category** menu on the left. Select **HTML** from the **Basic page** menu on the right. Click the **Create** button. The Dreamweaver Document Window (Canvas) opens.



Document window (canvas)

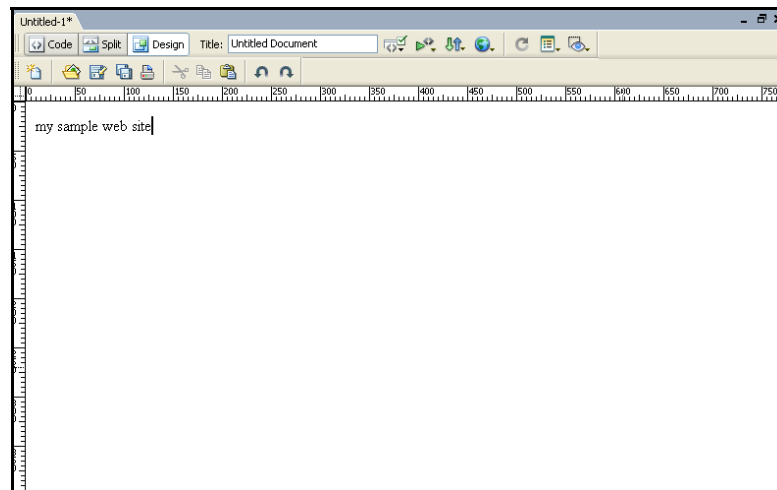
3. Click **File** and select **Save as** from the menu. The **Save as** window opens. In the **File Name** field type the file name. You do not need to put a file extension (htm or html) as Dreamweaver will do it for you. Click the **Save** button.



Save as window

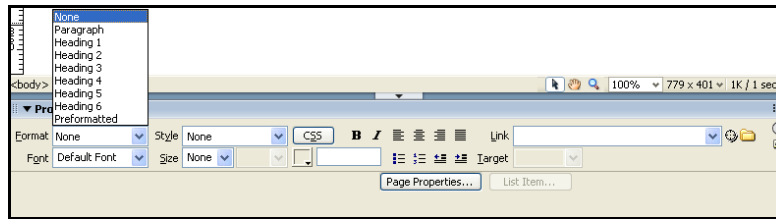
Working with Text in Dreamweaver

1. Type your desired text into the Document Window(Canvas). The text appears.



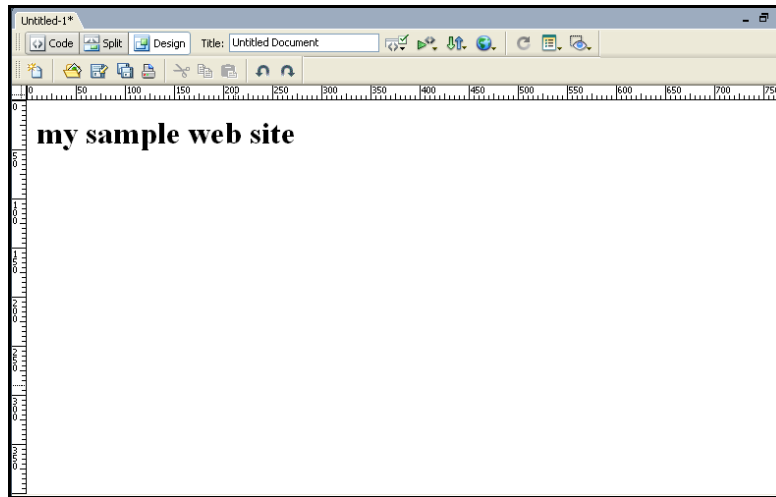
Typed text

2. Highlight the text and click the tab button next to the **Format** menu located at the bottom of the page. The heading menu will appear.



Format menu

3. Select one of the formats from the list. The selected header will be applied to the text.



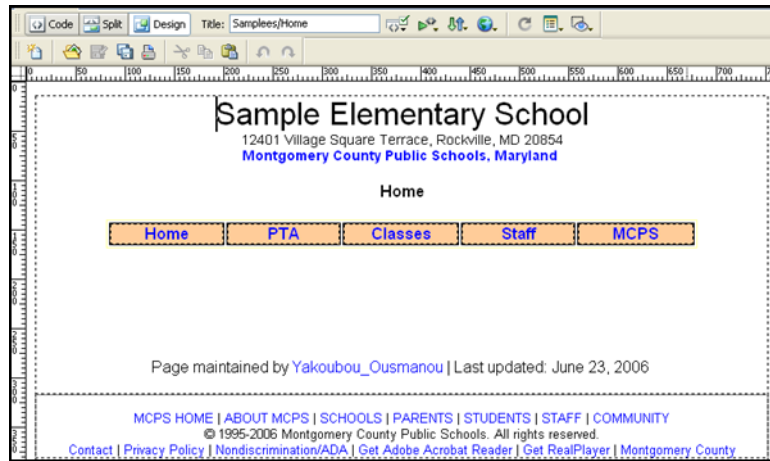
Heading 1 text



NOTE: Hold the **Shift** key and the **Enter** key to get a single space between lines of text.

Footer: Creating an MCPS Footer

The following section will teach you how to create an MCPS footer. The screen shot below represents what it should look like.



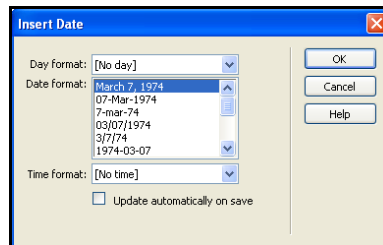
Sample footer

1. Type **Page maintained by First_Lastname** and **Last updated** on the Dreamweaver Document Window(Canvas).



NOTE: Hold the **Shift** key and the key above the Enter key to get the | symbol.

2. Click the **Insert** menu to see the **Date** option on the list. The **Insert Date** window opens.



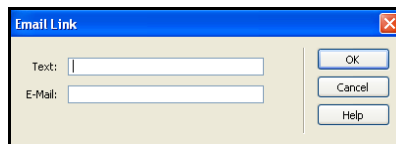
Insert Date window

3. Choose your preference of date format and click the **OK** button. Click in the box next to **Update automatically on save**. The date in the format you selected will appear next to **Last Updated** and will automatically update each time you work on the page.



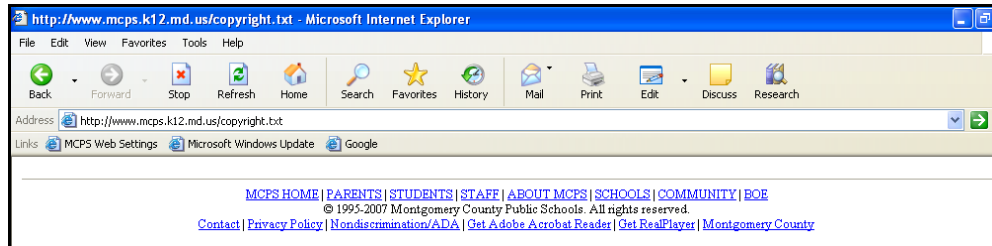
NOTE: The Date Format option determines how the date will be displayed.

4. Highlight your name and click the **Insert** menu to see the **Email Link** on the list. The **Email Link** window opens.



Email link window

5. Type your name as you want it to appear on the webpage in the **Text** field, and your email address in the **E-Mail** field. Click the **Ok** button. Your name will be hyperlinked to the specified email address and the text will turn blue.
6. To include the official MCPS footer on your page, go to the following website, <http://www.montgomeryschoolsmd.org/copyright.txt>.

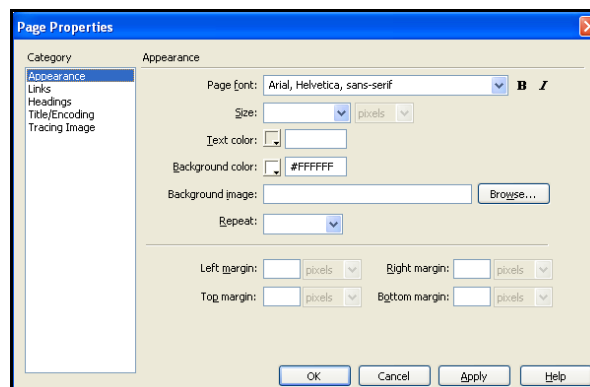


Official MCPS footer

7. Click **Edit** and select the **Select All** option from the list. The entire footer will be highlighted.
8. Click **Edit** and select the **Copy** option from the list. Go back to the Dreamweaver Document Window (Canvas).
9. Once back in the Dreamweaver Document Window (Canvas), click **Edit** and select the **Paste** option from the list. The official MPCPS footer will appear on the Document Window (Canvas).

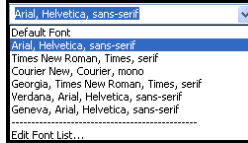
Working Page Properties in Dreamweaver

1. Click **Modify** and select **Page Properties** from the list. The **Page Properties** window opens.



Page Properties window

2. Click the tab next to the **Page font** field to see the dropdown menu. Select a font.

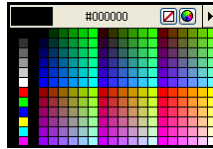


Font menu



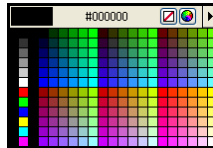
NOTE: Verdana and Arial are standard fonts that are available on most computers.

3. Click the tab next to the **Text color** option. A color menu will open. Click on a color to make your selection.



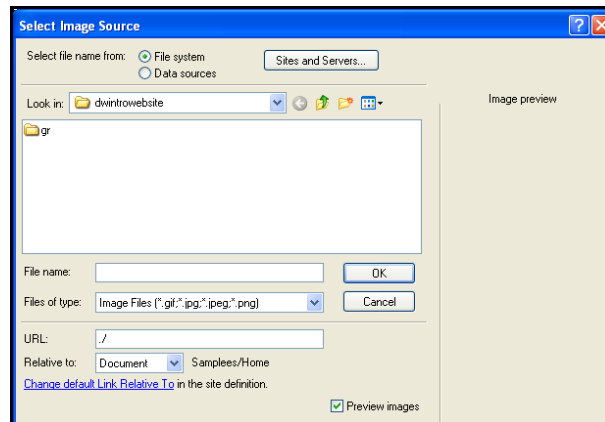
Color menu

4. Click the tab next to the **Background color** option. A color menu will open. Click on a color to make your selection.



Color menu

5. Click the **Browse** button next to the **Background image** field. The **Select Image Source** window will open. Select a background image from the appropriate folder and click the **OK** button.



Select image source window



NOTE: Don't choose an image that makes the text on the page difficult to see.

6. Click the **Apply** button to see how your changes are displayed. Click the **OK** button to apply your selections.

Working with Tables in Dreamweaver

1. Click **Insert** and select the **Table** option from the list. The **Table** window opens.

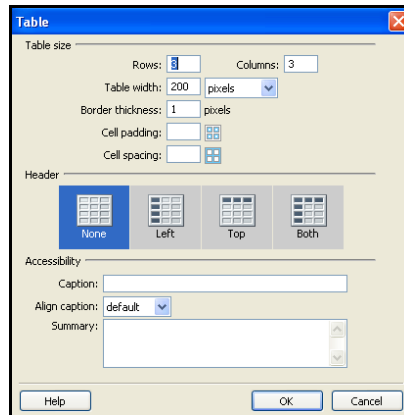
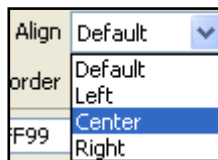
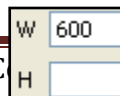


Table window

2. The number in the **Border thickness** field determines if you want to see the thickness of the table.
3. **Cell padding** is the space between the cell edge and text or graphics inside the cell. Click the **OK** button to apply your settings.
4. **Cell Spacing** is the space between cells.
5. Highlight your table. Click the tab button next to the **Align** option located in the bottom panel to see the menu.
6. From the Align menu, select the **Center** option from the list to center your table.



7. Click inside a cell. Enter the desired width and height in the **W** and **H** fields located in the bottom panel. Press the **Enter** key to apply your selections.



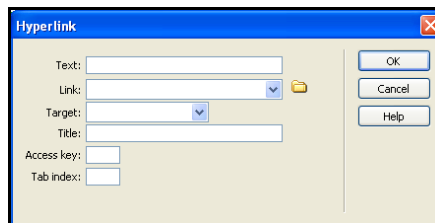
Width and height fields



NOTE: A pixel is a unit of measurement for the web, it is about the size of a dot if you are using font Arial, size 12

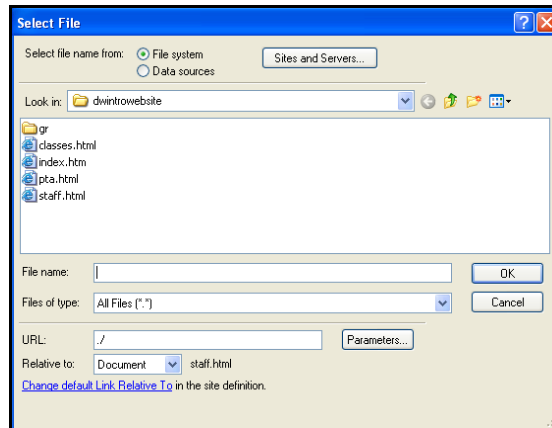
Creating Links in Dreamweaver

1. Highlight the text you wish to hyperlink.
2. Click **Insert** and select the **Hyperlink** option from the menu. The **Hyperlink** window opens.



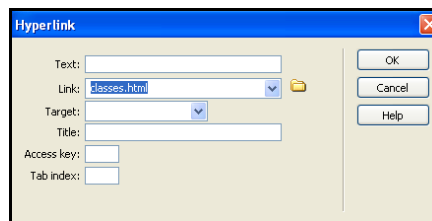
Hyperlink window

3. Click the manila browse folder to select the page you wish to hyperlink. The **Select File** window opens.



Select file window

4. Select the page you wish to hyperlink to and click the **OK** button. The page you selected will appear in the **Link** field.



Hyperlink window/link field

5. Click the **OK** button. The text you highlighted will be blue and will be underlined when you mouse over it in the browser.