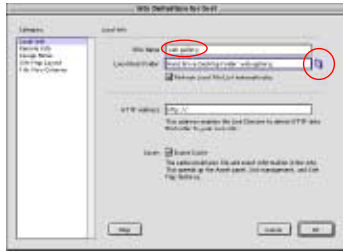
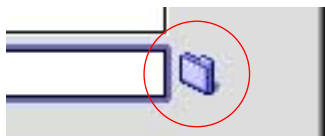


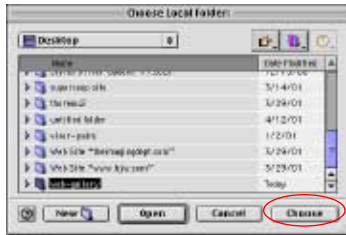
# Editing a Web Portfolio in Dreamweaver 4



Define Site Window



Link Folder



Choosing the Site Folder



Site Window



Renaming a File



Update Files

If you wish to host your web portfolio for free at Apple's iTools, you will need to change the name of the main page of your site from **index.htm** to **index.html**. Even if you don't wish to host on iTools, you will probably want to edit your pages so they don't look like a standard web gallery.

## Defining a Site:

Defining a site is a two step process, naming the site and showing DW which folder contains the site. Once a site is defined, DW's site management features take over. As we make changes to the site, DW will make any required changes to the code without us having to open a page.

1. Choose **Site > New Site**.

2. **Name the site** in the first box on the right half of the Define Site window. Give it a name that will be easy to remember such as **web gallery**. This name will show up in the Site > Open Site... menu.

3. **Show DW where the site is**. Click on the **Link folder** at the end of the second box. Navigate to the folder that holds your site and **select it**. Click **Choose**.

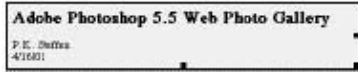
4. Be sure that **enable cache** is checked at the bottom of the Define Site window. The cache keeps track of files and their links. It also speeds up site management.

Click **OK**. A dialog box will alert you that the cache will be created. Click **OK** after checking "don't warn me again."

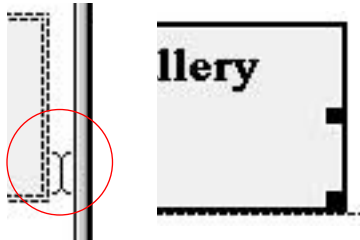
The site window will open. \*\* Always begin working on your site by opening the site window, **Site > Open Site...** Then double click the icon of the page you wish to edit.

## Renaming the Main Page through the Site Window:

1. **Double click the file name** to the right of the icon for index.htm. **Rename it index.html** and hit the **Return key**. DW will alert you that the html code in pages that point back to this page needs to be updated, click **Update**. DW will update the code for you!



Title Table



Clicking to Select a Table and Table Selected



Table Tag at bottom left of Document Window



Property Palette



Font Group, Size, Color and Bold, Italic, Alignment in Properties palette

**P.K. Steffen**



New Title



Image Title Before and After

Your site is ready to upload to iTools, but let's go a few steps further by editing some of the pages...

### Editing Pages: Adding Your Own Title

1. Let's remove the big title in the grey box at the top of the page. **Double click the page icon** for **index.html** to open it. **Click** in the white space to the right of the Title table **and drag across** the table, sweeping to the left to select it.

\*\* Like most programs you can do the same thing several different ways in DW. You can also select the table by:  
a. Click on the right hand edge or bottom edge of the table.  
b. Click inside the table and then click the table tag at the bottom of the document window to select the table. The tag will become bold when selected. This method is very useful when selecting cells in a complicated table.

2. While the table is selected, click the **Delete key** to delete the table.

3. Let's add some text to replace the title box we just deleted. Click the page where we just deleted the table and type some text. Open the Property palette, **Window > Properties**. Now **select the text** you created in the page and **choose** a font group, size, color and set the alignment in the properties palette.

\*\* For my title, I choose Verdana as the font group, size 5, centered it, and made it bold.

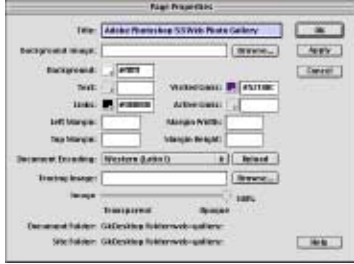
\*\* Font groups: Web browsers will display the text in your page according to the first choice in the font group and if that font is not installed on the viewer's machine, the browser will try the next designated font, until a replacement is found. To display text in an unusual font, it is best to create a graphic in Photoshop and then place it in the page using **Insert > Image**.

\*\* Default size for fonts is 3.

### Editing Pages: Changing Image Titles

1. Click at the end of the title and **delete the extension** on the name. **Capitalize** the first letter. To change the color of the links choose **Modify > Page Properties**. **Click on the Links chip** to change the color.





Modify > Page Properties

Other items in the **Page Properties window** are:

a. The **title** of the page shows at the top of the browser window and in bookmarks, so it is best that it reflects the page content. \*\* This can also be set at the top of the document window.

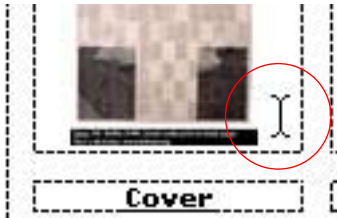
b. You can set a **background image** for the page (choose an image in the designated site folder).

c. You can also change the **default color of text, visited links** (after visitors have clicked), **active links** (text color when clicking).

\*\* When setting font color you should:

- Set it globally using **Modify > Page Properties** for default text color and link color.
- Set **local color** for instances of text that is **not linked** and is different from the default color by selecting the text and applying the local color via the **Property palette**.

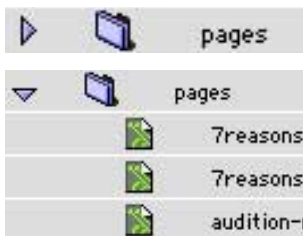
d. You can get rid of the default 10 pixel **offset** on the left and the top of the page by setting the **Left Margin, Top Margin, Margin Width** and **Height to zero**.



Click Within a Cell



Add Rows or Columns



Page Folder Closed and Open

#### Editing the Main Page's Table of Images:

If you wish to rearrange the order of images or balance out the last row of images, you'll need to add some cells to your table so that you can move the images and titles around.

1. Open index.html. **Click within any cell** on the main table of images.

2. **Select the table tag** at the bottom left of the document window. (See the fourth image on page two, "Table Tag")

3. In the Properties palette, **add rows and columns** as necessary. Now you can **drag and drop images or image titles** into the newly created cells to rearrange them.

#### Editing the Secondary Pages in Your Site:

1. Open the **pages** folder in the site window by clicking on the triangle to the left of the pages folder.

2. Double click each of the pages and edit the pages, by choosing **Modify > Page Properties**, to change the **title**, and by deleting the title table and replacing it with your own.

Link

Relative Link

#### Add Links to Other Assets (relative link):

1. **Select** text or an image to add a link.
2. With the text or image selected, **click the link folder** to the right of the link box in the Properties palette, **Window > Properties**. **Select the page or asset** in your site folder that you wish to link to and **Click Open**.

The link should look like this: **image.jpg** or **foldername/page.html** or **../quicktime.mov**  
(../ means go up one folder to find the quicktime movie).

Link

Absolute Link

#### Add Links to Other Sites (absolute link):

1. Same as step one above, but type in a web site in the link box such as **http://www.sfmoma.org**.

For more information check out Supercoop.org's links to app specific information and in DW, choose **Help > Using Dreamweaver** and **Help > Guided Tour**.

Happy editing!