

## Dreamweaver Tips

### General Process For Updating Web Pages

\*\*\*\* NOTE: if the page you want to change is worked on by more than one person, you MUST select the page you want to change (Click on the page in the Site Panel), then click on the arrow pointed down at the top of the Site Panel). This is done so that your "local" site has the current version of the web page.

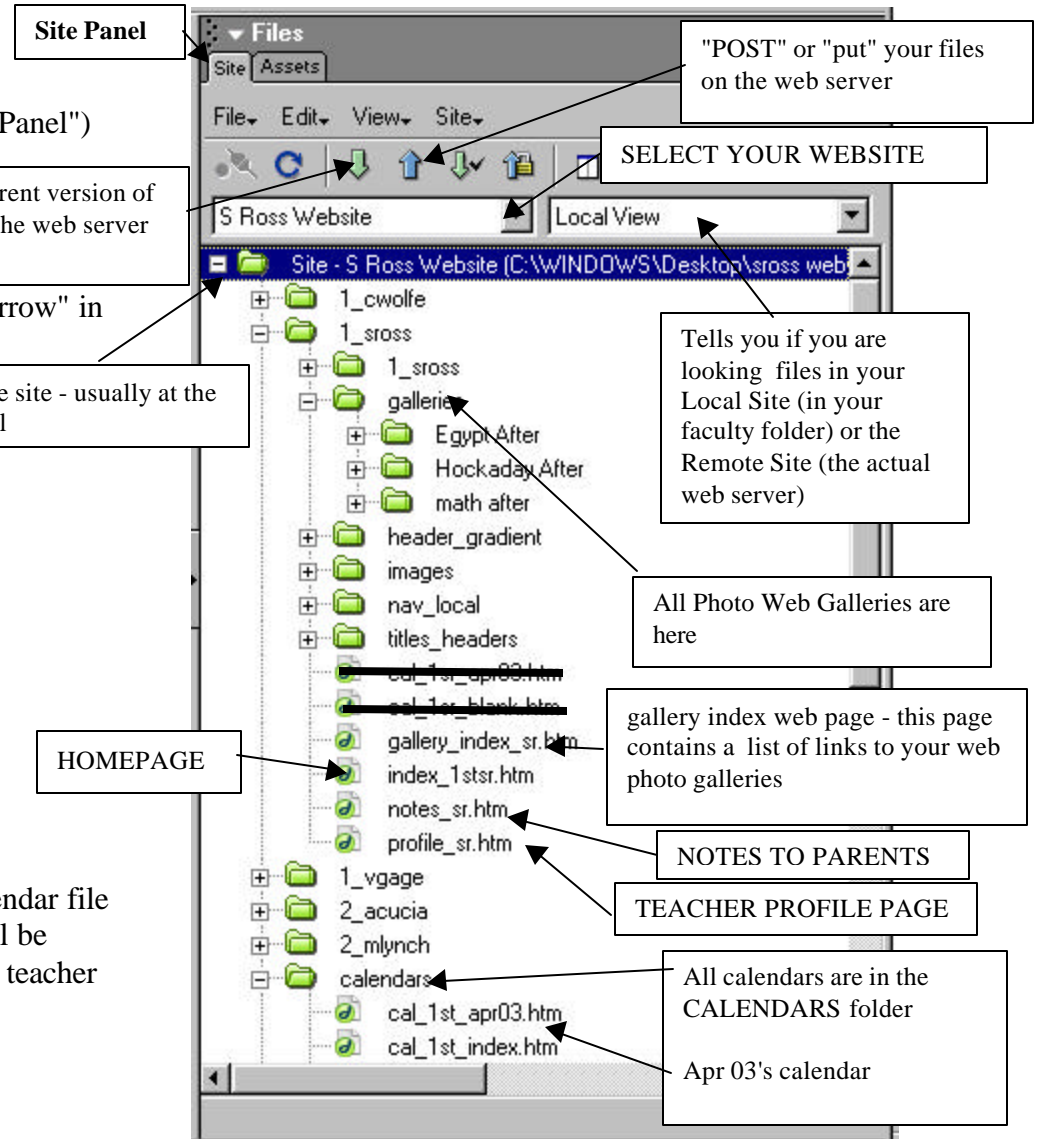
1. Open Dreamweaver
2. In the Site Panel, Select your web site from the list of sites
3. Open the page you want to change (double click on it in the "Site Panel")
4. Make your changes
5. Save your changes
6. Close the document
7. Select the document in the Site Panel
8. "Post" or "Put" the file to the remote site by clicking on the "UP Arrow" in the Site Panel
9. Check to be sure the change was made on your site.

### Updating Your Notes to Parents Web Page

1. Open Dreamweaver
2. In the Site Panel, Select your web site from the list of sites
3. Open your "notesxx.htm" page by double clicking on it
4. Add text to the page
5. Save the page when complete
6. Close the document
7. "post" or "put" the file to the remote website

### Updating Your Calendar Web Page

1. Open Dreamweaver
2. In the Site Panel, Select your web site from the list of sites
3. Open your "calendar.htm" page by double clicking on it. The Calendar file name starts with cal, then the grade, then the month. All calendars will be in the grade level folders (NOT your own website because grade level teacher share one calendar)
4. Add text to the page
5. Save the page when complete
6. Close the document
7. "post" or "put" the file to the remote website



## General Dreamweaver Techniques

1. When you press the **Enter Key** on the keyboard you **double space** the text
2. When you press the **Shift +Enter Key** on the keyboard you **single space** the text
3. You can **resize the borders** of tables by **clicking and dragging** them
4. When you are working with a table, you can **insert a line above** the line your insertion point is in by **Ctrl+M** key combination
5. When you are working with a table, you can **add a line to the bottom** of the table by placing your insertion point in the lower right cell of the table and pressing the **Tab key** on the keyboard
6. To **preview your page** in a web browser (Internet Explorer) select the **F12 Key** on the keyboard. This will show you how the page will look on the internet

Notes about files:

- .htm or .html files are web pages
- .gif is a graphics file
- .jpg is a graphics file (usually photos)
- .pdf is a acrobat reader file

*Dreamweaver Text Properties Panel*

