

IDEAS TRAINING

Adobe Dreamweaver

Black=Intro class

Red=Advanced class

Custom classes may select topics

- I. The Dreamweaver Work Area
 - A. Insert and Properties Toolbar
 - B. CSS and Files panels
 - C. Working with other panels
- II. Working With Sites
 - A. Planning a site
 - 1. Site Map
 - 2. Page Design
 - B. Creating a New Site
 - 1. Blank Site
 - 2. Importing/Defining existing Sites
 - C. Adding Files to Site
 - 1. From Desktop/Windows Explorer
 - a. Updating Site Window
 - D. Organizing your site
 - 1. Adding Subfolders
 - 2. Moving Files
 - 3. Renaming Pages and Files
 - E. Modifying Site window
 - 1. Changing column views
 - 2. Hide/Show Remote view
 - 3. Sorting items in view pane
 - F. Publishing your sites via FTP
- III. Creating Page Templates
 - A. Understanding Templates
 - 1. Editable Regions
 - 2. Repeating Regions
 - 3. Optional Regions
 - 4. Editable Attributes
 - B. New page window
 - C. Using and modifying a pre-built template
 - D. Understanding CSS for page layout
 - 1. Building your own CSS page
 - E. Saving Pages
 - 1. Naming conventions
 - F. Preview Pages with Live View and in Browser
- IV. Working with Type and CSS type formatting
 - A. Type Limitations on the Web
 - B. Understanding CSS for type formatting
 - 1. Internal vs. External CSS
 - 2. Tags, classes, and compound styles
 - 3. Borders, Padding, and Margins
 - C. Entering Text
 - 1. Direct Typing
 - 2. Copy and Paste from Word
 - D. Font Selection
 - E. Type Size
 - F. Text Color application
 - G. Text Alignment
 - H. Lists
 - 1. Uses and Application
 - 2. Adjusting List Indent
 - a. Removing List format
 - I. Special Characters/Formats
 - 1. Paragraph returns vs. Line breaks
 - 2. Non-Breaking Space
 - a. Mac: Option-Spacebar
 - b. Win: Shift-Spacebar
 - 3. Character palette
 - J. Editing Text
 - 1. Spell Checking
 - 2. Find and Replace
 - K. Line Spacing (Leading)
 - L. Letter Spacing (Tracking)
 - M. Paragraph Spacing
 - 1. Paragraphs have an automatic spacing built in

V. Working with Images

A. Image Formats

1. GIF

- a. Best for flat color images
- b. Limited to 256 colors
 1. 216 web safe colors
 2. Less colors = smaller file size
- c. Can include 1 level of transparency
- d. Can be used for simple animations

2. JPEG

- a. Best for photographic images
- b. Can contain millions of colors
- c. Can increase compression at cost of image quality
 1. More compression = smaller file size
- d. No transparency

3. PNG

- a. PNG-8 is identical to GIF
- b. PNG-24 is lossless and supports 8-bit transparency
 1. May create larger file sizes
 2. May have issues with older browsers

B. Working with Photoshop Smart Objects

- a. Optimizing
- b. Resizing and updating

C. Working with Flash

- a. SWF
- b. FLV

D. Working with and exporting from other programs

- a. Photoshop
- b. Illustrator
- c. Fireworks

E. Placing an Image on the page

1. Insert Image menu
2. Image icon in Objects palette
3. Click-and-Drag From Site window

F. Sizing/Resizing an Image

1. By Pixel or Percent
2. Resetting to original size

G. Image Alignment

H. Image Border

1. Leave Border selected and enter Ø
2. Using CSS img tag

I. Adding an Alternate Tag

J. Placing and Modifying a Rule

K. Single-Pixel Gif Image

1. Transparent Gif as spacer for tables and line spacing
2. Color Gif as colored rule or box

VI. Links

A. Understanding Link

1. Absolute vs. Relative Links
2. Changing Link Colors (Page Properties)

B. Creating Text Links

1. To another web site
2. To another page (target)
3. On the same page (Anchors)

C. Creating an E-Mail Link

VII. Navigation methods

A. CSS Text-based Rollovers

B. Graphic Rollovers

C. Spry Menus

VIII. Tables

A. Creating a standard Table

1. Inserting a Table

a. From Excel

2. Selecting

- a. a Table
- b. a Cell(s)
- c. a Column
- d. a Row

3. Resizing a Table

4. Using Properties palette

a. Table

1. Number of Rows & Columns
2. Width & Height
 - a. Suggest Height on Auto
3. Cell Pad & Cell Space
4. Border & Color
5. Background Image

b. Cell

1. Vertical & Horizontal Alignment
2. Width & Height
3. Color
4. Cell merge
5. Add/Delete Row or Column menu
 - a. Or Control/Right-Click with Mouse

5. Nesting Tables

- IX. Forms
 - A. Creating a Form
 - 1. Form Box from Objects palette
 - 2. Adding Text fields
 - 3. Adding Checkbox fields
 - 4. Adding Radio Button fields
 - 5. Adding Buttons
 - 6. Adding a Popup Menu & List Box
 - B. Using Spry form fields
- X. Using Behaviors
 - A. Hide/Show
 - B. Others
- XI. Using the Library and Assets panel
 - A. Adding Library items
 - B. Placing Library items
 - C. Modifying and Update items
- XII. Using Reports
- XIII. Interactive pages
 - A. HTML Data Sets
 - B. Linking to a database (intro)
- XIV. Frames covered upon request
 - A. Framesets vs. Frames
 - B. Creating a Frameset
 - C. Resizing frames in Frameset
 - D. Editing content of Frame
 - E. iFrames
- XV. Extending Dreamweaver