

# - DAY 1 -

## Dreamweaver Basics: Text Formatting and Links

### 1. Formatting Text

- A. Dreamweaver makes formatting text a breeze. Select the text to be formatted and modify it using the Properties Window.
  - i. Copy and paste the first line of text from the Perceptiontext.doc into your Dreamweaver page.
  - ii. From the Properties window, choose text attributes appropriate for a course heading. Play with size, color, alignment, etc.
  - iii. Copy and paste the second text block into your page. Format.
  - iv. Save

**ALERT:** It is recommended you use relative sizing for font. Although this makes it more difficult to predict how your page will display, it is important to enable your viewer to set the font size to their needs.

### 2. Previewing in a Browser

- A. Select **File > Preview in Browser**. The default browser can be used to preview your page by pressing F12.
- B. The list of browsers available for previewing can be edited by selecting **File > Preview in Browser > Edit Browser List...**

### 3. Absolute versus Relative Links

- A. An absolute link uses a **complete** path name to locate a file.  
For example: `http://access.wa.gov`  
An absolute link does not change when the page that links to it moves. (This is like putting a stamp on a letter to your next door neighbor, putting it into the mailbox, having it go downtown to be sorted, and delivered to your neighbor.)
- B. A relative link is created in relationship to the referencing document. For example: `images/geoduck.gif`  
A relative link can change if you move the referencing document. (This is like walking a letter over to your neighbor's house.)

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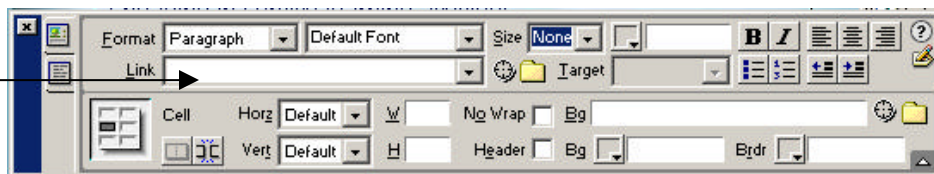
- C. This explanation is highly simplified. There are a variety of conventions to learn that will aid you in choosing the correct link.

### 4. How Do I Know Which to Use?

- A. A rule of thumb for absolute links: Whenever the link is not on the same server, it is absolute.
- B. All files within your site folder should be relative links.
- C. Files on the same server, but not in your site can also be relative links, but will work as absolute links as well. For our purposes, we will use absolute links for all files outside of our personal folders.

### 5. Creating a Relative Link

- A. Creating links in your site is an important activity for any web developer. What would HTML be without hypertext? Type the word 'syllabus' and format it.
- B. Highlight the text.
- C. Use the **Properties Window** to specify the name of the file to link to. In this case, type 'syllabus.htm' in the link box. We will actually create this page later in the workshop.



- D. You can also click on the folder icon next to the link box or use the point to file icon to specify the local file to link to.

### 6. Creating an Absolute Link

- A. Type 'The Evergreen State College.'
- B. Format and highlight the text.
- C. Use the **Properties Window** to specify the name of the file to link to. Use the entire web address for the page - <http://www.evergreen.edu>

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### 7. Creating a Named Anchor

- A. Open syllabus.htm from the Course Materials folder
- B. Place the cursor insertion point where you want a named anchor (right in front of Week 1 on the syllabus).
- C. Choose **Insert>Named Anchor** or use the Named Anchor button from the Common tab.
- D. In the Anchor Name field, type a name for the anchor.
- E. Select week 1 from the table at the top of the page.
- F. In the Link text box of the Property inspector, type a number sign (#) and the name of the anchor.

**Note:** Anchor names are case sensitive.

### 8. Creating an Email Link

- A. Type your email address at the bottom of the page.
- B. Format and highlight the text.
- C. Use the **Properties Window** and type <mailto:youremailaddress> in the link box.
- D. Save and Preview. (F12)

**Note:** Previewing your page in a browser is a way to see how your page will look once it's on the web, but relative links that refer to files outside your local folder will not work when in this view. The link reference information will appear at the bottom of the browser window. To test relative links outside your folder, you must put the file onto the Web server and view it on the Internet.