



Editing a website with Dreamweaver

Duration: 1 day

This course is for anyone who needs to edit and maintain websites. You will learn how to edit existing content, change text, add links and images, and apply formatting to text. You will also learn how stylesheets work, and how to edit HTML code directly.

Requirements: Basic word processing, and a familiarity with the Web as a user.

General

- What Dreamweaver does & how it works.
- Organising the workspace.
- Editing pages in Design and Code view.
- Previewing and testing your work.

Text

- Editing text, copying and pasting from Microsoft Office and other sources.
- Paragraphs, line breaks, lists and other basic HTML elements.
- Basic formatting - bold, italic, underline.

Page structure

- Working with Tables
- Working with Divisions

Hyperlinks

- Page to page links.
- Links to External websites.
- Email links.

Dreamweaver Templates

- Working with a Template-based layout.
- Understanding editable regions.

Cascading Style Sheets

- How CSS works.
- About Embedded and External stylesheets.
- Applying and modifying styles.

Graphics and other media

- File formats - GIF, JPEG and PNG.
- Placing images.
- Optimisation - maximising quality vs. file size.
- Importing a Flash movie.

Site and file management

- Working on a local version of the site.
- File naming conventions.
- Uploading and downloading files.
- Keeping your site synchronised.

Recommended Further training

- Creating HTML emails
- Getting started with Photoshop
- Introduction to CSS