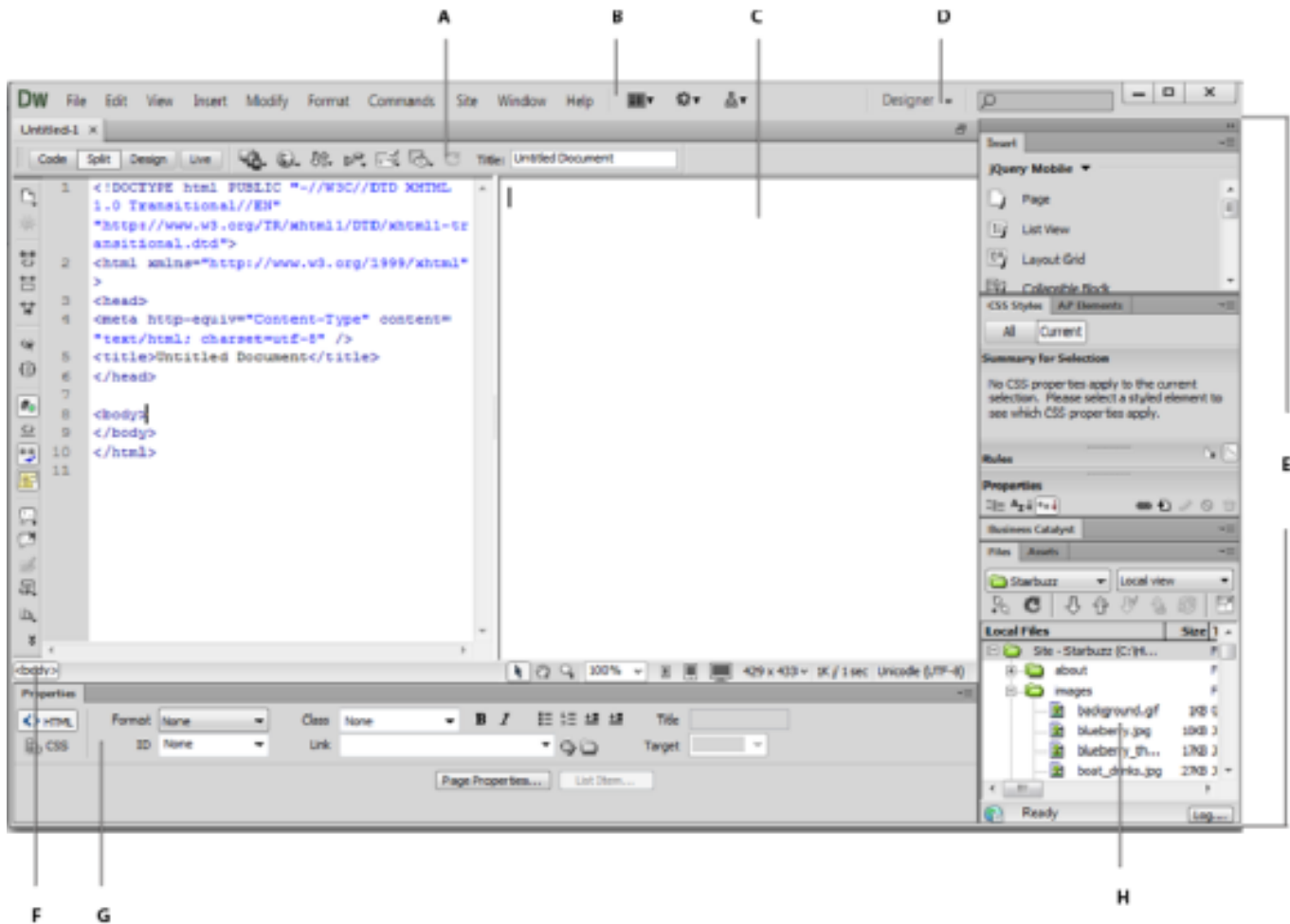# Dreamweaver and HTML

National Telecommunication Institute - Egypt

Dreamweaver Workspace overview

The Dreamweaver workspace views documents and object properties also it arranges many of the most common operations in toolbars in order to make it easily make changes to the documents.

A. Document Toolbar

B. Application Bar

C. Document Window
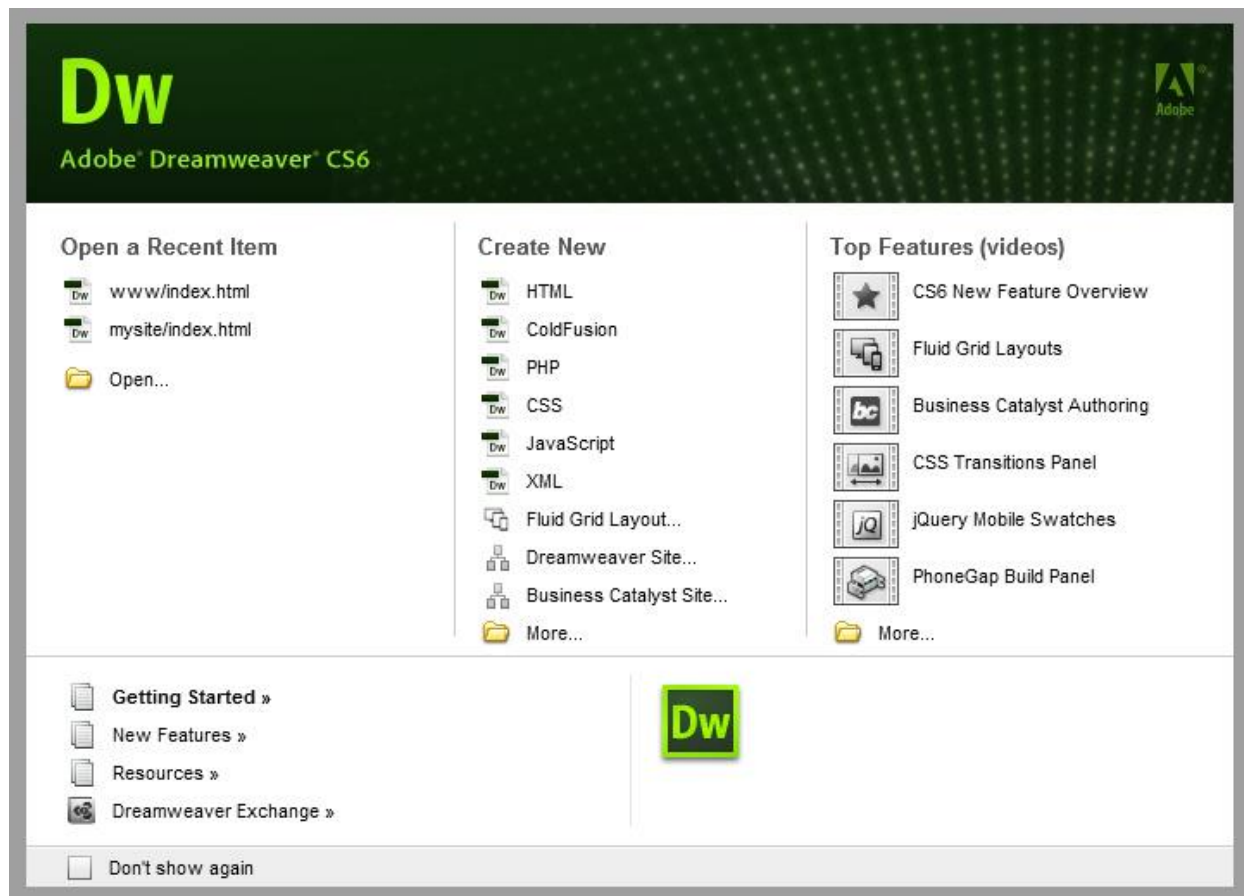
D. Workspace Switcher

E. Panel Groups

F. Tag Selector

G. Property Inspector

H. Files Panel

Dreamweaver Workspace Elements overview

The Welcome screen

The welcome screen window allows the Dreamweaver user to *open a recent document* or *create a new document*.

The Document Toolbar

The Document Toolbar Contains buttons that provide options for different views of the Document Window (such as: Design view, Code view, Split view), various viewing options, and some common operations such as previewing in a browser.

A. Show Code View

Displays only the Code of the current document in the Document window.

B. Show Code and Design View

Splits the Document window between the Code and the Design views.

C. Show Design View

Displays only the Design of the current document in the Document window.

D. Live View

Displays a non-editable, interactive, browser preview for the document.

E. Multiscreen

View the page as it would appear in screens of different sizes.

F. Preview/Debug in Browser

Used to preview and to debug your document in a browser.

G. File Management

Displays the File Management pop-up menu.

H. W3C Validation

Allows to you validate the current document or a selected tag.

I. Check Browser Compatibility

Used to check if the CSS is compatible with different browsers.

J. Visual Aids

Allow using different visual aids to design the page.

K. Refresh Design View

Refreshes the document's Design View after editing in Code View.

L. Document title

Enter a title for the document, to be displayed in the browser's title bar.

The Coding Toolbar

The Coding Toolbar contains buttons that allow performing many standard-coding operations, such as:

- ➢ Collapsing and expanding code selections.
- ➢ Highlighting invalid code.
- ➢ Applying, and removing comments.
- ➢ Indenting code.
- ➢ Inserting recently used code snippets.

The Coding toolbar appears vertically on the left side of the Document window, and is only visible when Code view is displayed.

The Status bar

The Status bar is found at the bottom of the Document Window, to provide additional information about the current document.

A. Tag Selector

Shows the hierarchy of tags surrounding the current selection. Click any tag in the hierarchy to select that tag and all its contents.

B. Select Tool

Enables and disables the Hand tool.

C. Hand Tool

Used to click the document and drag it in the Document window.

D. Zoom Tool

Used to zoom in and zoom out inside the document. (click for zoom in and ALT + Click for zoom out)

E. Set Magnification

Used to select a magnification level from a jump menu.

F. Mobile Size

Used to resize the Document window to mobile screen size.

G. Tablet Size

Used to resize the Document window to tablet screen size.

H. Desktop Size

Used to resize the Document window to Desktop PC screen size.

I. Window Size

Used to resize the Document window to predetermined or custom dimensions.

J. Download Size / Download Time

Shows the estimated document size and estimated download time for the page, including all dependent files such as images and other media files.
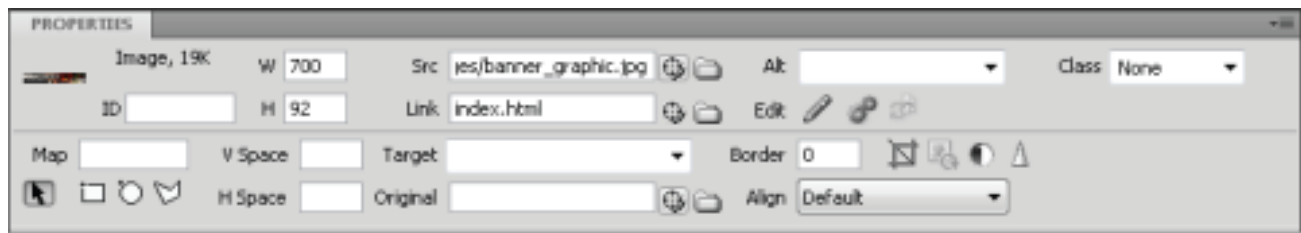
K. Encoding format

Shows the text-encoding format for the current document.
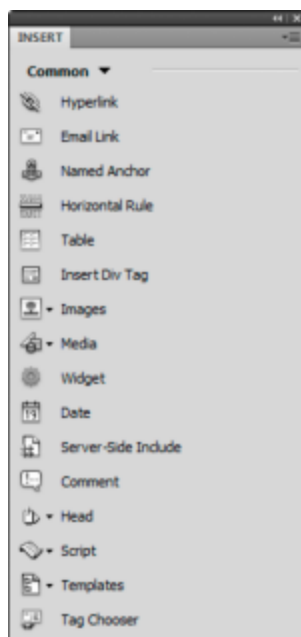
The Property inspector

The Property Inspector allows the user to edit the properties for the selected element, such as text, images, tables, layers and forms.

The contents of the Property Inspector changes according to selected the element.

The Insert panel

The Insert panel contains buttons for inserting objects such as tables, images, and links. The buttons are organized into several categories, which can be switched by selecting the required category from the Category pop-up menu. Additional categories appear when the current document contains server code, such as ASP or CFML documents.

Some categories have buttons with pop-up menus. When an option is selected from the pop-up menu, it will becomes the default action for the button.

The Insert panel is organized in the following categories:

The Common category

Contains the most commonly used objects, such as images and tables.

The Layout category

Contains the objects needed for designing the page layout such as tables, table elements, div tags, frames, and Spry widgets.

The Forms category

Contains buttons needed for creating forms and inserting form elements, including Spry validation widgets.

The Data category

Contains dynamic elements such recordsets, repeated regions, and record insertion and update forms.

The Spry category

Contains buttons for building Spry pages, including Spry data objects and widgets.

jQuery Mobile category

Contains buttons for building sites that use jQuery Mobile.

The InContext Editing category

Contains buttons for building InContext editing pages, including buttons for Editable Regions, Repeating Regions, and managing CSS classes.

The Text category

Contains a variety of text- and list-formatting tags, such as b, em, p, h1, and ul.
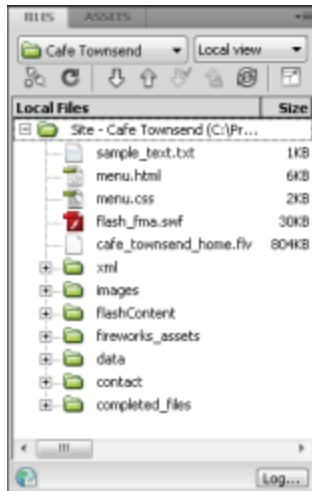
The Favorites category

Allows the user to group and organize the Insert panel buttons he uses the most in one common place.

Server-code categories

Available only for Dynamic pages that use server language, such as: ASP, CFML Basic, CFML Flow, CFML Advanced, and PHP.

The Files panel

Displays and manages the website files and folders.

When you view sites, files, or folders in the Files panel, you can change the size of the viewing area, and expand or collapse the Files panel. When the Files panel is collapsed, it displays the contents of the local site, the remote site, the testing server, or the SVN repository as a list of files. When expanded, it displays the local site and either the remote site, the testing server, or the SVN repository.

To update the contents of the panel manually, use the Refresh button in the panel. The current check-out status of files, however, is updated only when auto-updates are enabled.

CSS Styles panel

The CSS Styles panel lets you track the CSS rules and properties affecting the currently selected page element (Current mode), or the rules and properties affecting an entire document (All mode). A toggle button at the top of the CSS Styles panel lets you switch between the two modes. The CSS Styles panel also lets you modify CSS properties in both All and Current mode.

Setting up a new site

To set up a new web site:

1. Create a folder to store all of the site files.

2. In Dreamweaver, choose Site (menu) > New Site.

3. In the Site Setup dialog box, select Site category.

4. In the Site Name text box, enter the name for the site. (this is a project name only and will not appear on the browser)

5. In the Local Site Folder text box, select the folder on your computer where you want to store your site files.

6. Click Save to close the Site Setup dialog box.

Managing files and folders

Dreamweaver includes a Files panel that helps to manage and transfer files to and from a remote server.

Using the Files panel

The Files panel enables to view files and folders, whether they are associated with a Dreamweaver site or not, and perform file operations, such as creating, opening, copying, moving, renaming and deleting files.

Open a file

1. In the Files panel, Navigate to the file you want to open.

2. Do one of the following:

   ➢ Double-click the file.

   ➢ Right-click the file, then select Open.

3. The file opens in the Document window.

Create a file or folder

1. In the Files panel, select a folder, where the Dreamweaver will create the new file or folder inside.

2. Right-click, then select New File or New Folder.

3. Enter a name for the new file or folder.

4. Press Enter.

Delete a file or folder

1. In the Files panel, select the file or folder you want to delete.

2. Right-click, then select Edit > Delete. Or press delete button on the keyboard.

Rename a file or folder

1. In the Files panel, select the file or folder you want to rename.

2. Right-click the file, then select Edit > Rename.

3. Type the new name over the existing name.

4. Press Enter.

Move a file or folder

1. In the Files panel, select the file or folder you want to move.

2. Do one of the following:

   ➢ Cut the file or folder, then paste it in a new location.

   ➢ Drag the file or folder to a new location.

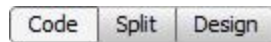3. Refresh the Files panel to see the file or folder in its new location.

Refresh the Files panel

1. Do one of the following:

   ➢ Right-click any file or folder, then select Refresh.

   ➢ Click the Refresh button in the Files panel toolbar.

Working in the Document window

Switch between views in the Document window

Switch to Code View   Code | Split | Design

> ➢ In the Document toolbar, click the Show Code View button.
>   OR: View (Menu) > Code.

Switch to Split Code View   Code | Split | Design

> ➢ In the Document toolbar, click the Split Code button.
>
> OR: View (Menu) > Code and Design.

Switch to Design View   Code | Split | Design
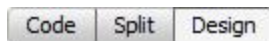
> ➢ In the Document toolbar, click the Design button.
>
> OR: View (Menu) > Design.

Setting HTML page properties

Setting properties in the Page Properties dialog box results in HTML rather than CSS formatting of your page.

1. Select Modify (Menu) > Page Properties

   OR: click the Page Properties button in the text Property inspector.

2. Select the Appearance (HTML) category and set the following options:

   ✓ Background Image

   Sets a background image. Click the Browse button, and then browse to select the image.

   Or: Enter the path to the background image in the Background Image box.

   Note: The background image will be repeated (Tile Effect) if it does not fill the window.

   ✓ Background

   Select/Enter a background color for the page.

   ✓ Text

   Select/Enter a default text color for the page.

   ✓ Link

   Select/Enter a color for the normal link.

   ✓ Visited Links

   Select/Enter a color for the Visited link.

✓ **Active Links**

Select/Enter a color for the Active link.

✓ **Left Margin and Right Margin**

Specify the size of the left and right margins for the page.

✓ **Top Margin and Bottom Margin**

Specify the size of the top and bottom margins of the page.

Add text to a document

To add text to a Dreamweaver document do one of the following:

A. Type text directly.

Open an HTML file or create a new one then write the text directly in the Document window.

B. Cut/Copy and paste text in the Document window.

To paste text into a Dreamweaver document, use either the Paste or the Paste Special command. The Paste Special command lets you specify the format of pasted text in different ways.

C. Import text from other documents.

Dreamweaver can insert full contents of a Microsoft Word or Excel sheet in an HTML document. As follows:

> - Open the web page into which you want to insert the Word or Excel document.
> - In Design view, do one of the following:
>   - Drag the file from its current location to the page where you want the content to appear.
>   - File (Menu) > Import > Word Document.
>   OR: File (Menu) > Import > Excel Document.
> - In the Insert Document dialog box, browse to the file, select any of the formatting options from the Formatting pop-up menu at the bottom of the dialog box, and then click Open.

- ✓ Text Only: Removes all the formatting of the text and inserts the text only.

- ✓ Text with Structure: Inserts text with its structure (paragraphs, lists, tables, …), but removes the formatting. (bold, italics, …).

- ✓ Text with Structure Plus Basic Formatting: Inserts both structured and simple HTML-formatted text (paragraphs and tables, as well as text formatted with the b, i, u, strong, em, hr, abbr, or acronym tag).

- ✓ Text with Structure Plus Full Formatting: Inserts text that with structure, HTML formatting, and CSS styles.

- ✓ Clean Up Word Paragraph Spacing: Removes extra space between paragraphs after pasting the text.

1. Paragraphs <p>

If a document was created in Dreamweaver and the text is already inserted, this is not means that a paragraph is created. Especially if the format menu in the Property Inspector shows "None" value. In order to create a paragraph:

- ➢ Type or Select the text, do one of the following
  - ▪ Property Inspector > Format > Paragraph.
  - ▪ Insert Panel > Text Category > Paragraph.

Setting Paragraph properties using Property Inspector

- ✓ ID: Adds an ID to the Paragraph.

2. Headings <h1>…..<h6>

In order to create a Heading:

- ➢ Type or Select the text, do one of the following:
  - ▪ Property Inspector > Format > Heading 1 or Heading 2 or …….
  - ▪ Insert Panel > Text Category > Heading 1 or Heading 2 or Heading 3

Setting Headings properties using Property Inspector

- ✓ ID: Adds an ID to the Heading.

3. Preformatted Text <pre>

In order to create a pre tag:

- ➢ Type the text in the document window.
- ➢ Select the text, do one of the following:
  - ▪ Property Inspector > Format > preformatted.
  - ▪ Insert Panel > Text Category > Preformatted Text.

Setting Preformatted Text properties using Property Inspector

- ✓ **ID:** Adds an ID to the Heading.

4. Line Break

In order to insert a Line Break:

- ➢ Do one of the following:
  - ▪ Insert Panel > Text Group > Characters > Line Break.
  - ▪ Keyboard Shortcut > Shift + Enter .

5. Horizontal Rule <hr>

In order to insert a Horizontal Rule:

- ➢ Insert Panel > Common Category > Horizontal Rule

Setting Preformatted Text properties using Property Inspector

- ✓ ID: Sets an id for the rule.
- ✓ W: Sets the width if the rule in pixels or percentage.
- ✓ H: Sets the height of the rule in pixels.
- ✓ Align: Specifies the align of the rule.(left, right, and center)

6. Bold <b>, Strong <strong>, Italic <i>, Emphasis<em> tags

In order to create text in (Bold, Strong, Italic, or Emphasis) Do one of the following:

- ➢ Insert Panel > Text Category > Bold or Strong or Italic or Emphasis.
- ➢ Property Inspector > Bold or Italic.

7. Underline <u>, Strikethrough <strike> tags

In order to create text in (Underline or Strikethrough):

- ➢ Format Menu > Style > Underline or Strikethrough.

8. Block Quotations <blockquote>

In order to create a Block Quotations do one of the following:

- ➢ Insert Panel > Text Category > Block Quote.
- ➢ Property Inspector > Blockquote.

In order to remove a Block Quotations:

- ➢ Property Inspector > Remove Blockquote.

9. Division Tag <div>

In order to create a Division Tag (layer) do one of the following:

- ➢ Insert Panel > Common Category > Insert Div Tag.

  OR: Insert Panel > Layout Category > Insert Div Tag.

10. Special Characters

In order to insert Special Characters do one of the following:

- ➢ Insert Panel > Text Category > Characters.
- ➢ Insert (Menu) > HTML > Special Characters.

11. Ordered <ol>, Unordered <ul>, Definition <dl> Lists

In order to create a Lists do one of the following:

➢ Insert Panel > Text Category > Unordered List or Ordered list or Definition List.

➢ Property Inspector > Unordered List or Ordered list.

In order to create a sub list:

➢ Property Inspector > Indent.

In order to remove a sub list:

➢ Property Inspector > Outdent.

Images <img>

Dreamweaver automatically does all the necessary coding for inserting an image into a web page. Here are the steps:

1. <u>Save the web page that will include the image.</u>
   To insert an image, Dreamweaver has to know where to find it, which could be anywhere on the hard drive. Saving the page before proceeding helps the Dreamweaver to determine correctly the path from the page to the image.

2. <u>In the document window, insert the cursor where you want to insert the image.</u>
   You can choose anywhere within a paragraph, a cell in a table, or a <div> tag.

3. <u>Insert the Image.</u>
   From the Insert panel open the Common category, and click the Image Icon, the Select Image Source dialog box opens.

4. <u>Browse to the image source.</u>
   The file must be in one of the supported formats Web: GIF, JPEG, or PNG. Store the file somewhere in your local site folder (in one of its Subfolders).

If you try to insert an image that is not in the site folder, Dreamweaver will offer to add a copy of it to that folder. Choose "yes", a Copy File As dialog box opens so you can save the file in your local root folder.

5. Click OK

The "Image Tag Accessibility Attributes" window opens, which lets you add an "alternate text". Add your alt text and press OK.

Images Property Inspector

- ✓ **Image Preview:** Displays a thumbnail for the image.

- ✓ **ID:** Sets/Displays an id for the image.

- ✓ **Src:** The relative path to the image file.

- ✓ **Link:** The relative path to a file to make the image as a hyperlink.

- ✓ **Alt:** Alternative text to be displayed in case that the image is not displayed.

- ✓ **W:** Sets/Displays the width of the image.

- ✓ **H:** Sets/Displays the height of the image.

- ✓ **Reset to original size:** Reset the height and the width to its original sizes.

- ✓ **Class:** Sets/Displays the CSS class for the image.

- ✓ **Map:** Image Map Tools used to create hot spot links.

- ✓ **Original:** Path to Photoshop or Fireworks Source File of the image.

- ✓ **Edit:** Image Editing Tools.

- ✓ **Maintain the Aspect Ratio:** Force to resize the height and the width with the same ratio.

- ✓ **Save Size to File:** Save the new width and height to the physical image file.

Links <a>

➢ **Using the Property Inspector to add a link.**

To create a link from one page to another on your local website, using the Property Inspector:

➢ In the document window, select the text or image you want to be a link.

➢ In the Property Inspector, click the folder icon i.e: "Browse for File".

➢ Navigate and select the file you want the link to open. The file could be a web page or image or pdf document (html, jpg, pdf).

➢ Click OK.

To create a link from one page to another on your local website, using the Point-to-File Tool:

➢ In the document window, select the text or image you want to be a link.

➢ Drag the Point-to-File icon from the Property Inspector onto a web page in the Files window.

➢ After dragging over the correct web page, release the mouse button.

To create a link, using the file text field:

➢ In the document window, select the text or image you want to be a link.

➢ In the Property Inspector, type the path to the file in the link text field – or a link to external website (ex:http://www.google.com/).

➢ Press Enter to apply the link.

- ➢ Using the Insert Panel to add a link.

To create a link, using the insert Panel:

- ➢ Choose Insert panel > Common Category > Hyperlink.
- ➢ The Hyperlink pop up window appears.
- ➢ In the "Text" box, type the text you want to appear on the page.
- ➢ Click the folder icon and browse to the page you want to link to, or type the page path or website URL in the "Link" text box.
- ➢ In the "Target" menu, select the target window for the link (Optional).
- ➢ In the "Title" box, type a title for the destination page. (Optional).
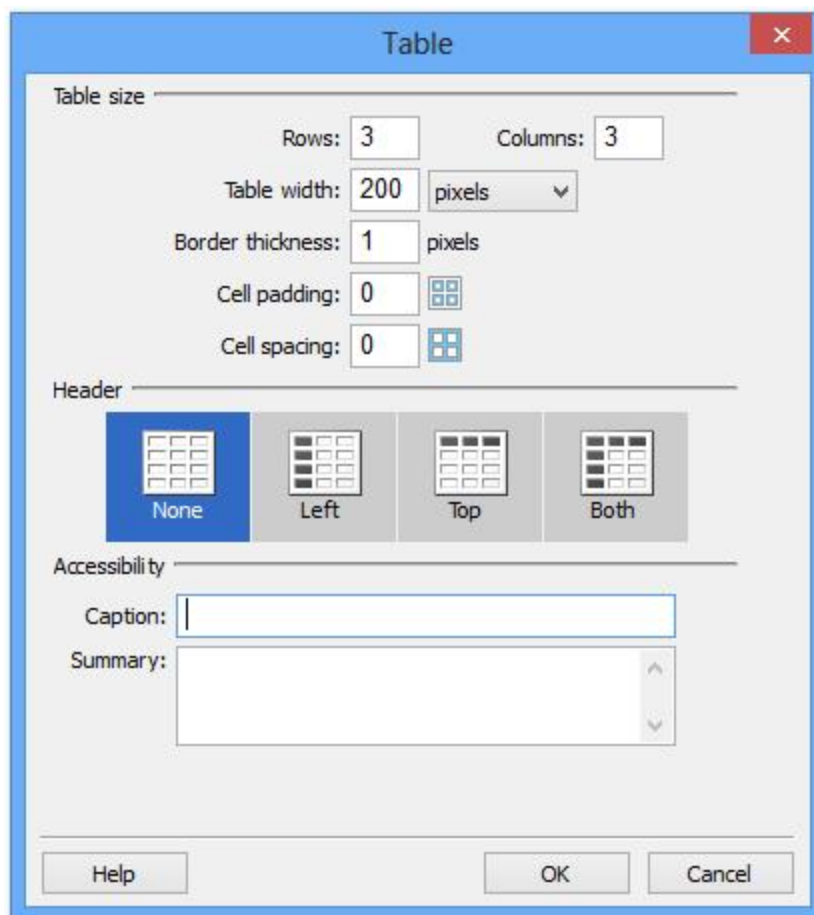- ➢ Click ok.

➢ Using the Insert Panel to add an Email Link.

To create an Email link, using the insert Panel:

➢ Choose Insert panel > Common Category > Email Link.

➢ The Email Link pop up window appears.

➢ In the "Text" box, type the text you want to appear on the page.

➢ In the "Email" box, type an email address.

➢ Click ok.

➢ Using the Insert Panel to create an internal link.

To create an internal link, using the insert Panel:

Step 1: Create a Named Anchor:

➢ In the document window, click the spot where you want your visitors to go.

➢ Choose Insert panel > Common Category > Named Anchor.

➢ The Named Anchor pop up window appears.

➢ In the "Anchor Name" box, type the name of the anchor.

➢ Click ok.

Step 2: Create a link to the Named Anchor.

➢ In the document window, select the text or image you want to convert into a link.

➢ Choose Insert panel > Common Category > Hyperlink.

➢ The Hyperlink pop up window appears.

➢ In the "Text" box, type the text you want to appear on the page.

➢ Open the "Link" menu and select the spot name.

➢ In the "Target" menu, select the target window for the link (Optional).

➢ In the "Title" box, type a title for the destination page. (Optional).

➢ Click ok.

➢ Removing a Link

To remove the link and keep the originating text or image, select the link text or image and one of the following:

➢ Choose Modify (menu) > Remove Link.

➢ Delete the text in the Link field of the Property Inspector and then press Enter.
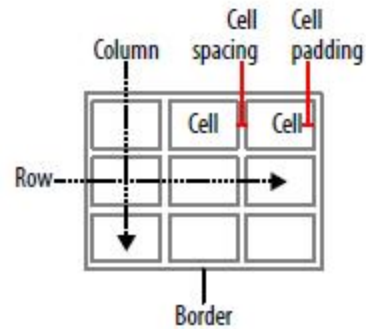
Tables <tables>

A table is a grid of rows and columns that intersect to form cells. If you have used a spreadsheet before, an HTML table should feel familiar.

Inserting a Table

To insert a table on the page:

- ➢ In the document window, click where you want to insert a table.
- ➢ Choose Insert Category > Table.
- ➢ The "Table" pop up window appears.
- ➢ In the "rows" box, enter the number of table rows.
- ➢ In the "columns" box, enter the number of table columns.
- ➢ In the "Table Width" box, enter the width of the table in pixels or percent.
- ➢ In the "Border Thickness" box, enter the amount of table border thickness in pixels. (If you do not want the border, you must enter "0".)
- ➢ In the "Cell Padding" box, enter the value of the cell padding of the table cells in pixels. (The space from the border of the cell to the contents inside).
- ➢ In the "Cell spacing" box, enter the value of the cell spacing of the table cells in pixels. (The space separate one cell from another).
- ➢ In the header Section, Select the desired header style.
- ➢ In the "caption" box, Enter the caption of the table
- ➢ Click ok.

Formatting tables using Property Inspector

✓ **ID:** Sets/Displays an id for the table.

✓ **Rows:** Sets/Displays the number of rows in the table.

✓ **Cols:** Sets/Displays the number of columns in the table.

✓ **Width:** Sets/Displays the width of the table in pixels or percent.

✓ **Direction:** Sets the Direction of the table (right to left or left to right).

✓ **CellPad:** The "Cell Padding", sets the value of the cell padding of the table cells in pixels. (The space from the border of the cell to the contents inside).

✓ **CellSpace:** The "Cell spacing", sets the value of the cell spacing of the table cells in pixels. (The space separate one cell from another).

✓ **Align:** Sets the alignment of the table on the page.

✓ **Border:** Sets the amount of table border thickness in pixels. (If you do not want the border, you must enter "0").

✓ **Clear Width values:** Removes the width properties of the table and each cell.

✓ **Clear Height values:** Removes the height properties of the table and each cell.

✓ **Convert Widths to Pixels:** Converts the width of a table and its cells from percentage to pixels based on the current percentage width.

✓ **Convert Widths to percentage:** Converts the width of a table and its cells from pixels to percentage based on the current pixels width.

Formatting cells using Property Inspector

✓ **Merge Cells:** Merges cells in the same column or the same rows.

✓ **Split cell:** Splits merged cell.

✓ **Horizontal alignment:** Sets the horizontal alignment for a cell (Left, Right, and Center)

✓ **Vertical alignment:** Sets the vertical alignment for a cell (Top, Middle, and Bottom).

✓ **Width:** Sets the width of the cell in pixels.

✓ **Height:** Sets the height of the cell in pixels.

✓ **Header:** Converts the cell to a header cell. (<td> ➔ <th>)

✓ **No wrap:** allow and deny word wrapping.

✓ **Background color:** Sets the background color of the cell.

Adding and Removing Cells

➢ Adding One Row

To add a single row to a table, Click inside a cell and do any of the following:

✓ On the Insert panel's Layout category, click the Insert Row Above button to add a row above the current row. Or click the Insert Row Below button to add a row below the current row.

✓ Press Ctrl+M to insert a new row of cells above the current row.

✓ To add a new row at the end of a table, click inside the last cell in the table, and then press Tab.

➢ Adding One Column

To add a single column to a table, use any of the following:

✓ Click inside a cell. On the Insert bar's Layout tab, click the "Insert Column to the Left" button to add a column to the left of the selected one. Or Click the "Insert Column to the Right" button to add a column to the right of the current column.

✓ Click inside a cell, and then press Ctrl+Shift+A

Adding Multiple Rows or Columns

To add a multiple rows or columns to a table:

➢ Click inside a cell.

    ➢ Choose Modify (Menu) > Table > Insert Rows or Columns.

    ➢ The "insert rows or columns" pop up window appears.

1. Choose either Rows or Columns from the "insert" menu.

2. Select or type the number of rows or the number of columns to be added.

3. Select where you want to add the new rows or columns to appear, relative to the cell selected, by clicking Above or Below (for rows), or Before or After (for columns) in the "where" Section

4. Click OK to insert them.

Deleting Rows or Columns

- To Delete a Row do the following:
    - Right-click inside any cell at the row.
    - Select Table (Menu) > Delete Row.

    Or

    - Click any cell in the row.
    - Select Modify (menu) > Table > Delete Row.

- To Delete a Column do the following:
    - Right-click inside any cell at the column.
    - Select Table (Mennu) > Delete Column.

    Or

    - Click any cell at the column.
    - Select Modify (menu) > Table > Delete Column

Forms <form>

Creating a Form

To insert form do the following:

➢ In Design view, click the location where you want to insert the form.

➢ From the Insert panel, select the Forms Category.

➢ Click the Form.

Setting Form properties using Property Inspector

✓ From ID: Adds an ID and Name to the form.

✓ Action: Path to the dynamic file where the data to be sent.

✓ Method: Specify how the browser will transmit the form data to the Dynamic page. (Post or Get)

Form Elements

To insert a Form Element do the following:

➢ In Design view, insert a form.

➢ From the Forms Panel, select the Forms Category.

➢ Click one of the following elements to insert (inside the form).

1. Text Field
2. Hidden Field
3. Text Area
4. Check Box
5. Check Box Group
6. Radio Button
7. Radio Group
8. List/Combo Box
9. File Field
10. Button
11. Label
12. Field Set

1. Text Box

➢ Go to the document window.

➢ Create a Form tag.

➢ Click inside the Form tag.

➢ Select Insert panel > Forms group > Text Box

➢ The "input Tag Accessibility Attributes" pop up window opens.

➢ Set the following fields:

- ID: Adds an ID and Name to the Text box.

- Label: Add text to identify the element.

- Style: Select one style for join the label with the element:

  o "Attach label tag using 'for' attribute": Creates the input tag after closing the label tag and join the two tags using attribute named "for" inside the label tag.

  o "Wrap with label tag": Creates the input tag surrounded by the label tag.

  o "No label tag": Insert the label as a normal text without using the label tag.

- Position: Select one position for the label text

  o "Before form item": inserts the label to the left of the element.

  o "After the form Item": inserts the label to the right of the element.

Setting Text Box properties using Property Inspector

- ✓ **ID:** Adds an ID and Name to the Text Box.

- ✓ **Char width:** Specifies the width of the Text box (in Characters not in pixels).

- ✓ **Max Characters:** Specifies the maximum number of characters accepted from the user.

- ✓ **Initial val:** Specifies the default value for the text box after running the page.

- ✓ **Disabled:** Disables the text box, and prevent the user from inserting any values.

- ✓ **Read-only:** Makes the text box read only, to show values only and prevent the user from inserting any values.

- ✓ **Type:** has three Selections:

  - o **Single line:** Means that the input element is a text box.

  - o **Multi line:** Converts the text box to a Text area.

  - o **Password:** Converts the text box to a password box.

2. Hidden Field

➢ Click inside the Form tag.

➢ Select Insert panel > Forms Category > Hidden Field

Setting Hidden Field properties using Property Inspector

✓ ID: Adds an ID and Name to the Hidden field.

✓ Value: Specifies the value to be send to the dynamic page.

3. Text Area

> ➢ Click inside the Form tag.
>
> ➢ Select Insert panel > Forms Category > Text Area
>
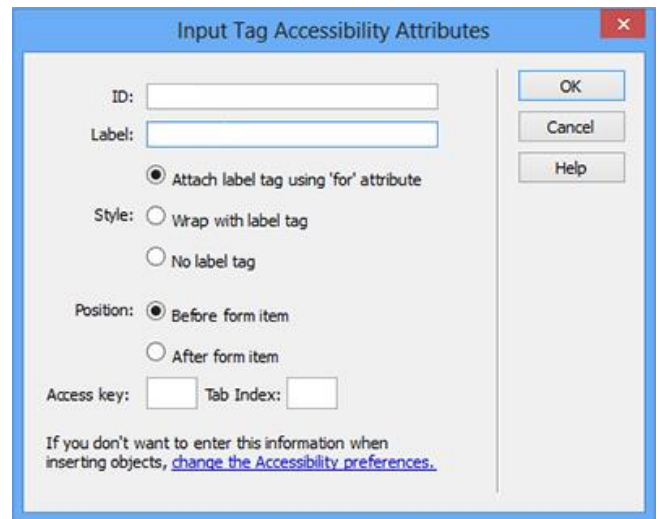> ➢ The "input Tag Accessibility Attributes" pop up window opens, Set its fields the same as the Text Box.

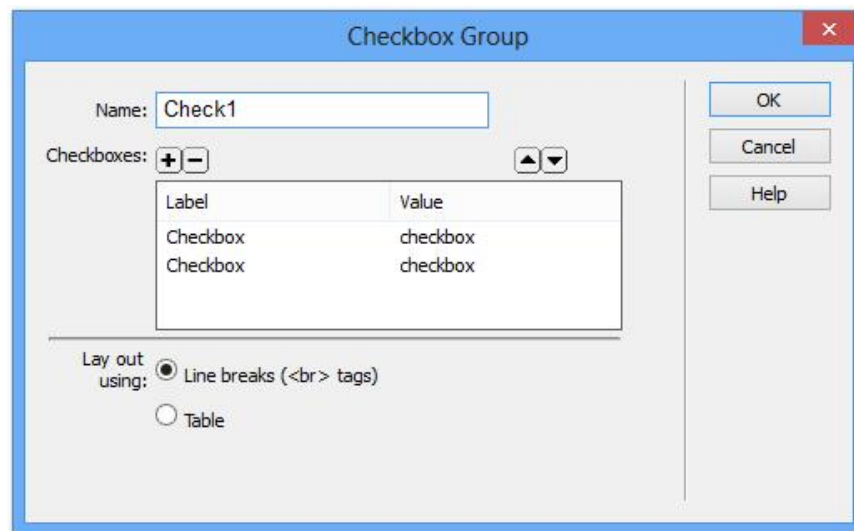## Setting Text area properties using Property Inspector

> ✓ The properties of the text area in the property inspector is the same as the properties of the Text Box, except:
>
> > o **Char width:** Specifies the number of columns for the text area. (cols attribute).
> >
> > o **Num Lines:** Specifies the number of rows for the text area. (rows attribute).

4. Check Box

> Click inside the Form tag.

> Select Insert panel > Forms Category > Check Box

> The "input Tag Accessibility Attributes" pop up window opens, Set its fields the same as the Text Box.

Setting Check Box properties using Property Inspector

✓ ID: Adds an ID and Name to the Check Box.

✓ Checked value: The value to be sent to the dynamic page when the user checks the check box.

✓ Initial state: The starting state of the check box after running the page.

5. Check Box Group

The check box group is a shortcut way to insert many checkboxes at the same time, to insert a check box group:

➢ Click inside the Form tag.

➢ Select *Insert panel* > *Forms Category* > *Checkbox Group*

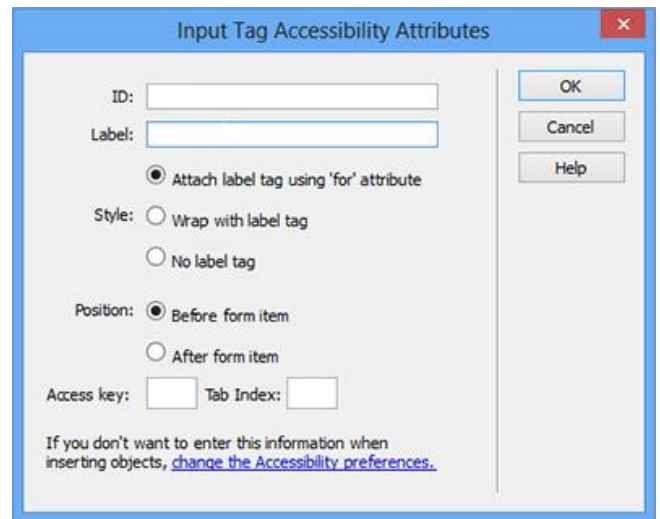➢ The "Checkbox Group" pop up window opens, Set its fields:

✓ Name: Adds an ID and Name to each Checkbox.

✓ Checkboxes Section: shows a list of checkboxes in the group.

   o Label column: Shows the label for each checkbox.

   o Value column: Shows the value for each checkbox.

   o "+" Sign Button ⊞ : Add a new checkbox to the group.

   o "–" Sign Button ⊟ : Removes a checkbox from the group.

   o Up Arrow Button ▲ : Moves one checkbox above another.

   o Down Arrow Button ▼ : Moves on checkbox below another

✓ Lay out using:

   o Line breaks (<br>) tags: Separates between checkboxes using BR tag.

   o Table: Uses a table to represent the checkboxes.

6. Radio Button

> Click inside the Form tag.

> Select Insert panel > Forms Category > Radio Button

> The "input Tag Accessibility Attributes" pop up window opens, Set its fields the same as the Text Box.

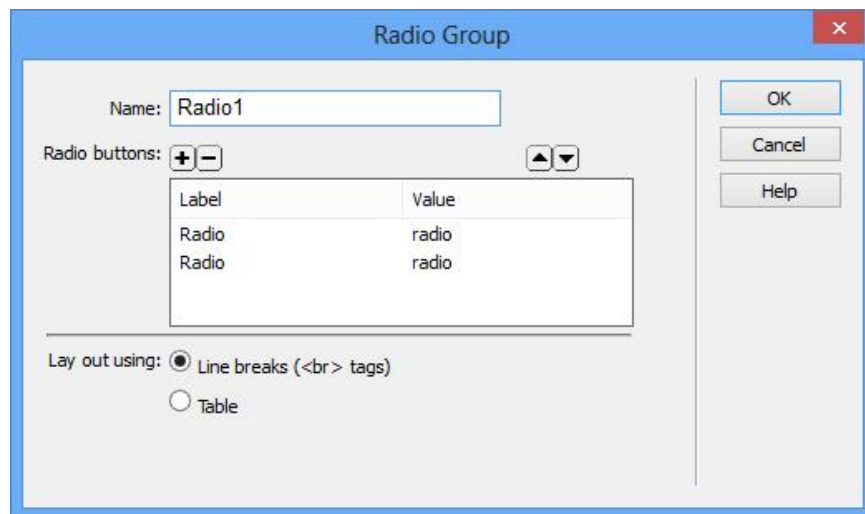## Setting Radio Button properties using Property Inspector

✓ ID: Adds an ID and Name to the Radio Button.

✓ Checked value: The value to be sent to the dynamic page when the user Select the radio button.

✓ Initial state: The starting state of the radio button after running the page.

7. Radio Group

The Radio group is a shortcut way to insert many Radio Buttons at the same time, to insert a check box group:

- ➢ Click inside the Form tag.
- ➢ Select Insert panel > Forms Category > Radio Group.
- ➢ The "Radio Group" pop up window opens, Set its fields:

- ✓ **Name:** Adds an ID and Name to each Radio Button.
- ✓ **Radio Buttons Section:** shows a list of Radio Buttons in the group.
  - o **Label column:** Shows the label for each Radio Button.
  - o **Value column:** Shows the value for each Radio Button.
  - o **"+" Sign Button** ⊞ : Adds a new Radio Button to the group.
  - o **"−" Sign Button** ⊟ : Removes a Radio Button from the group.
  - o **Up Arrow Button** ▲ : Moves one Radio Button above another.
  - o **Down Arrow Button** ▼ : Moves one Radio Button below another.
- ✓ **Lay out using:**
  - o **Line breaks (<br>) tags:** Separates between Radios using BR tag.
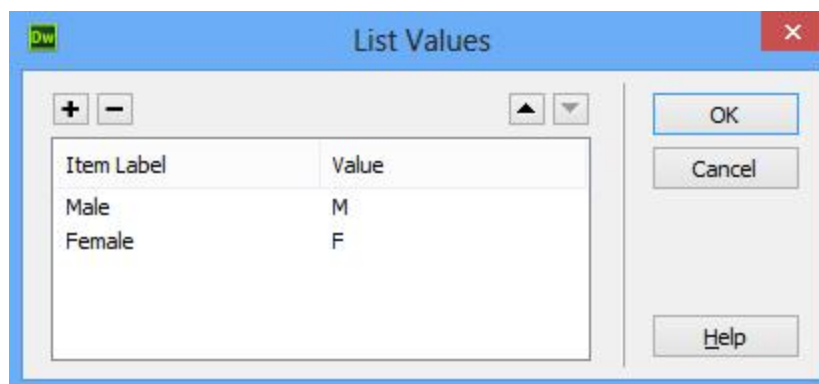 - o **Table:** Uses a table to represent the Radios.

8. Combo Box/Menu

- ➢ Click inside the Form tag.
- ➢ Select Insert panel > Forms Category > Select(List/Menu).
- ➢ The "input Tag Accessibility Attributes" pop up window opens, Set its fields the same as the Text Box.

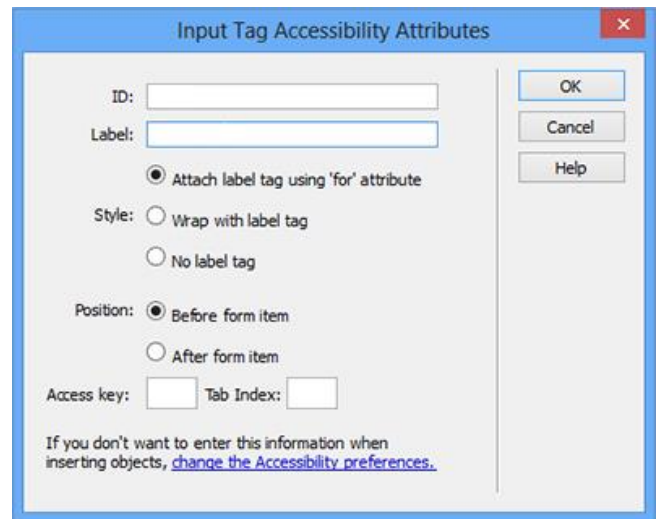## Setting Combo Box/Menu properties using Property Inspector

- ✓ **ID:** Adds an ID and Name to the Combo box.
- ✓ **Type:** Covert the element from Menu to List or vice versa.
- ✓ **Height:** Number of rows in the list.
- ✓ **Allow multiple:** Allows the user to select more than one value from the list.
- ✓ **Initially Selected:** The default-selected value when running the page.
- ✓ **List values:** Opens the "list values" pop up to add values to the menu/list:

- o ➕ : Adds a new value.
- o ➖ : Removes a value.
- o ▲ : Moves value up.
- o ▼ : Moves value down.

9. File Field

> Click inside the Form tag.

> Select Insert panel > Forms Category > File Field

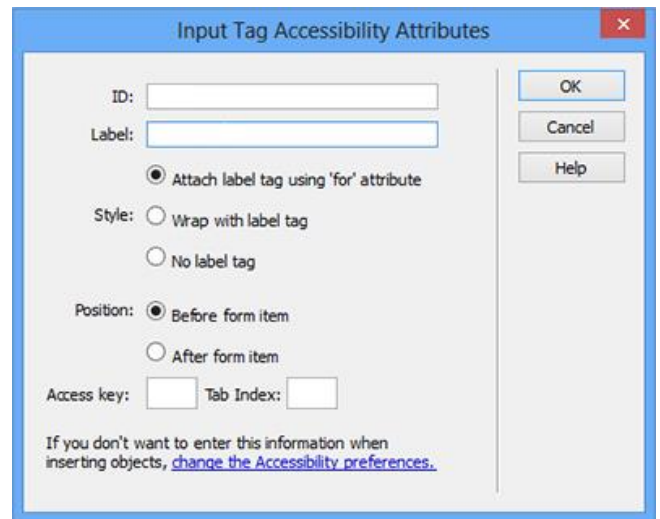> The "input Tag Accessibility Attributes" pop up window opens, Set its fields the same as the Text Box.

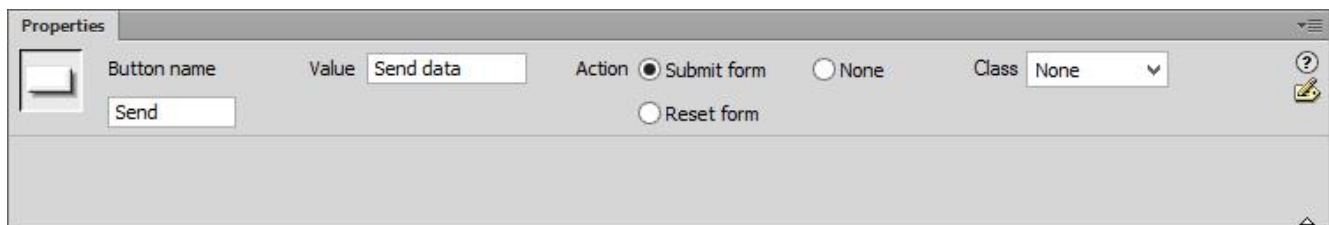## Setting File Field properties using Property Inspector

✓ **Char width:** The File field width (in characters not in pixels).

✓ **Max Chars:** The max number of characters the user can enter in the file field text.

10. Button

➢ Click inside the Form tag.

➢ Select Insert panel > Forms Category >
Button

➢ The "input Tag Accessibility
Attributes" pop up window opens,
Set its fields the same as the Text
Box.

Setting Button properties using Property Inspector

✓ **Button Name:** Sets a name for the button.

✓ **Value:** The text appears on the button.

✓ **Action:**

    ○ **Submit form:** Adds the Submit Form action to the button.

    ○ **Reset Form:** Adds the Reset Form action to the button.

    ○ **None:** Leaves the button with no Actions.

11. Label

The <label> tag lets you associate a label with a particular form element, like a checkbox or text field. Label Tag doesn't behave like other form elements, If you are in Design view when you add a label, Dreamweaver switches to Split view (Code and Design), drops a <label> tag into the HTML and places the cursor inside it, to let you add the label inside the code.

12. The Fieldset

The <fieldset> tag is a form-organizing tool that lets you group related form fields, inside one frame with a group name.

To insert a Filed set:
  ➢ Click inside the Form tag.
  ➢ Select Insert panel > Forms Category > Fieldset
  ➢ The "Fieldset" pop up window opens, asking for a legend.

  ➢ Legend: Add a description of the fields grouped inside a Fieldset. The legend appears at the top of the Fieldset.