Editing the Main Template in Dreamweaver

This is the Solutions for Your Life main template. Below you will find information on how to edit each section.
Changing a List Item

Two list types can be used on the main page template. Both the lists go in the far right column, and both have an orange arrow in front of each item. One list has plain font; the other has bold font. (See example at right.)

The list items can be edited by using the same method. Highlight the text of one list item. For our example, “Longer linked list item…” has been highlighted.

Next, type or paste the new link word or phrase. To copy text from another document, highlight the words and press Ctrl+C. To paste the words, highlight the list item you want to replace and press Ctrl+P at the same time.

“Rainbow Trout” has been pasted in place of “Longer linked list item…”. If extra list items are not needed, highlight each one and press the delete key on your keyboard. If an additional list item is needed, place your mouse cursor at the end of the list item above and press the enter key. Notice the cursor at the end of “Rainbow Trout”.

In this example we will press enter and add a list item called “Bass Fishing”. Notice “Bass Fishing” is black. This means it is not linked currently. You will see how to link text in the Creating Links in Dreamweaver section later in the tutorial.
Changing a Header

Headers on the main template page include:

- **Header 2**

  Paragraph text, sentence 1, Sentence two.
  More...

- **Header 3**

  Local events are listed here.

For this example, we will edit “Header 2” above. First, highlight the “Header 2” text. Then type or paste “Dandelions” in its place (see the “Changing a List Item” section above for how to cut and paste text).

The Header now looks like this:

**Dandelions**

Paragraph text, sentence 1, Sentence two.
University of Florida

Editing a Paragraph

Editing a paragraph is the same as editing a header or list item. Simply highlight the current text and replace it by typing new text or by copying and pasting text from another document.

For example, we can highlight the paragraph text—“Dandelions are considered to be weeds that invade many yards due to their airborne seed dispersal method”—in Microsoft Word by clicking **Edit > Copy** and then **Edit > Paste** or **Ctrl + V** to paste this text into Dreamweaver.

The resulting paragraph would look like this:

**Dandelions**

Dandelions are considered to be weeds that invade many yards due to their airborne seed dispersal method.
To add a second paragraph, place the mouse cursor at the end of the first paragraph and press the enter key. Add more text by typing or pasting from another location. Here is the second paragraph for our dandelion example:

Dandelions are considered to be weeds that invade many yards due to their airborne seed dispersal method.

Dandelions produce yellow flowers that are 1-2" wide. Each flower grows individually on a hollow stalk.

“Thumbnail” images next to any of the paragraphs on the main page should ideally be 60 pixels wide. Square images work best. Smaller images will cause the corresponding header (but not the paragraph) to move left. Larger images will cause the header and paragraph to move right.

When the Dandelion image is clicked on once, the properties for this image will display in the Properties panel. The height, width, alt tag information, and any link assigned to the image will be found in this panel:

To change an image, start by double clicking on the original. Our original example is the “snowflake” image at right.
The Select Image Source box will appear. Notice that the flower2.gif has already been sized to 60 x 60 pixels. After selecting the image of choice by clicking once, click the OK button. The new image has now been inserted.

The new Azalea image can be seen below the Select Image Source box.

The image next to Header 2 is now a picture of Azaleas:

An alt tag is a word or short phrase that describes an image. If the image does not display, the alt tag will display in its place. For visually impaired users, the alt tag will be read by a screen reader.

The alt tag needs to be changed from “Snowflake” to “Azaleas”. To change an existing alt tag, highlight the existing description in the Alt box (in the Dreamweaver Properties panel). Then type in a short description for the new image.

For our example, Azaleas has replaced “Snowflake”.

The new Azalea image can be seen below the Select Image Source box.
If no image is available for a paragraph in the middle column, click on the template image and press the delete key on your keyboard. Note that not having an image will cause the header to shift left.

To insert an image, **click Insert > Image** from the menu at the top of the page in Dreamweaver. A **Select image source** will appear. Select the desired image and **click OK**.

When inserting an image into a paragraph in the right column, make sure that your cursor is placed at the **beginning** of the paragraph text. If an image is inserted anywhere other than in front of the paragraph text, it will not line up with the paragraph text. For example, this image was inserted at the very **end** of the paragraph:

This image was inserted in the **middle** of the paragraph:

This image was inserted **directly before** “paragraph text link.” Notice that it lines up at the top of the box, exactly where it should be.
Creating Links in Dreamweaver

To link any text selection, start by highlighting it. This applies to lists, paragraphs, headers etc. Our example will be linking “Bass fishing”. As you can see in the graphic at the right, it has been highlighted.

Make sure the “Link” section of the Dreamweaver Properties panel is empty. If there is a # in it, highlight it and then add your link. If there is no # in the box, just click once inside the box (so that the cursor is active in it) and then add your link (see below for adding links).

To add a URL, highlight the web address and copy from the browser by clicking Edit > Copy.

Paste the copied URL by clicking once inside the Link box of the Dreamweaver Properties panel and then press Ctrl+V at the same time. Our example link is now shown to the right.

If the webpage you want to link to be within your own site, you can browse to the file by clicking the target folder directly to the right of the Link box.
When the target folder is clicked, the Select File box will appear:

![Select File Dialog Box]

When **OK** is clicked, the URL displayed in the properties box will be **bass_fishing.html**

Once **bass_fishing.html** is uploaded with the site, it will have a URL relative to the site. So if Solutions for Your Life was your site, it would look like this:

**http://solutionsforyourlife.ufl.edu/bass_fishing.html**

If you wanted to link to an e-mail address instead of a webpage, you would put the following in the Link box of the Properties panel: **mailto:[e-mail address]**. So if we wanted to link the “Bass Fishing” list item to the Bass Master’s e-mail address, it would look like the following:

![Link to E-mail Address]