

# Quick Tips

for

## Setting your Web Page Properties

### Getting Started

This *Quick Tip* was designed to help you begin creating a web page in *Dreamweaver*. After opening Dreamweaver and defining your site, you are ready to begin creating your web page! Remember to save your file periodically during the creation of your web page. You will save your web page similar to saving a Word Document:

- From the Menu Bar, select **File** and **Save As**.
- Browse to the location where you want to save your site files. (If you already defined your site, browse to the location of your local root folder.)

**NOTE:** You need to save your file with a lowercase name that has no spaces (i.e. instead of "Quick tips for Using Dreamweaver," you would want to name the file "quicktipsforusingdreamweaver.")

### Set the Page Properties

Your web page will need a title. When you publish your web page, the title will appear in the top, left hand corner of the browser.

- From the Menu Bar, select **Modify** and **Page Properties**.
- Type in the title of your page (e.g. ENGL110 Syllabus for Fall 2001),
- Modify the background color, overall text color, and link colors as you desire. (We suggest that you use a light colored background with dark text. This is much easier for people to read on the computer screen.) You can even upload an image from your computer and include that as the page's background. You can also set the margins.

### Using Tables to Format your Page

One common way of formatting web pages is by using tables. For example, if you want some text on the left hand side of the page, and a picture on the right hand side of the page – you can create a 2-column table and size each column as desired. The Westminster College standard for web page width is 640 pixels. You may want to constrain your page width by creating a table that is 640 pixels wide.

- First, insert the table by clicking on **Insert** in the menu bar. Select **Table**.
- Choose the number of columns and rows that you want in your table.
- Set the width of the table to be 640 pixels (not percent.)
- If you don't want a border around the table, select "0" for the Border size. If you do want a border, select a number. The higher the number, the thicker the border. Click **OK**.

You can change the table size, alignment, and number of cells by selecting **Modify** and **Table** from the Menu Bar. You can simply tab from one cell to another, and type in the desired information.

### Conclusion

Congratulations! You have begun your web page. If at any time you would like to preview your web page in a browser, simply hit F12 on the keyboard.

- *Using Macromedia Dreamweaver*
- *Creating Web Pages*