

Technology Training

University of Nebraska at Kearney

College of Education

<http://coe2.unk.edu/etc2/training>

Abstract: This handout should be used as a reference for creating an online quiz in the ELED 375 courses at the University of Nebraska at Kearney. This handout describes the basics of using Macintoshes and the Internet, instructions for using a quiz builder, and how to edit this quiz in *Dreamweaver*.

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Macintosh Basics

Starting up

1. Press the I/O button on the computer itself.
2. If the I/O button on the monitor is not glowing with any color (it glows orange when the computer is off, green when it is on), press that I/O button also.
3. Wait for the system software to finish loading. You will know when you are ready to work when all of the icons on your desktop are visible.

Shutting down

1. Quit all open programs by going to the **File** menu and choosing **Quit**.
2. Make sure the "Finder" or desktop is active by looking to see if there is a check next to it in the menu in the upper right hand corner of your screen. If there is not, choose **Finder**. If there is, continue to the next step.
3. Go to the **Special** menu and choose **Shut Down** or press the power button on the computer and click the **Shut Down** button.

Restarting

Sometimes when you are working you will need to restart your computer because of error messages that you receive or because it is not reading your floppy disk or zip disk.

NOTE: *Restarting will solve about 90% of the computer troubles that you encounter during these training sessions and as you work on your technology projects. If restarting does not resolve a problem, ask for help from the trainers or the lab staff.*

If the computer is not frozen (i.e. the mouse still moves and you can make selections with it):

1. Quit all open programs by going to the **File** menu and choosing **Quit**.
2. Go to the **Special** menu and choose **Restart** or press the power button on the computer and click the **Restart** button.

If the computer is frozen (i.e. you cannot do anything including move the mouse):

1. Try pressing the **open-apple**, **option**, and **esc** keys all at the same time. This will force quit the program that you are working in causing any unsaved work to be lost.
2. When the dialog box appears, click on the **Force Quit** button. This should quit the program and allow you to continue working without restarting the computer. If you are still unable to move the mouse, continue to the next step, as you will need to restart the machine.
3. To restart the computer, locate the two small buttons that are under the power key on the CPU itself. Press the reset button on the left.

What is on your desktop?

After you turn on or restart your computer, you will see the desktop or the area where you do your work. On the desktop you see small pictures or icons, which represent the items you work with or create on your computer. By default, there are three icons on your desktop: the Macintosh HD, the COE lab printer, and the Trash:

- The Macintosh HD is where all of the applications and the system software that runs the computer are stored.
- The COE lab printer is the place where any documents that you print in the lab will go. You can view active print jobs by double-clicking on the printer icon.
- The Trash is where you place any items that you would like to delete. When items are in the Trash, the lid is off and it looks like there is something in it. When nothing is in the trash, the lid is on. To empty the Trash:
 1. Go to the **Special** Menu and choose **Empty Trash....**
 2. Click the **OK** button when the dialog box appears asking if “you want to remove these items permanently”.

Using the Launcher

Besides the icons, you will also see a Launcher window on your desktop. The Launcher is used for starting programs. To open a program, all you have to do is click once on its icon in the Launcher. If the Launcher is not available, you can do one of two things.

To reopen the Launcher window:

1. Go to the **Apple** menu in the upper left hand corner of your screen and select **Control Panels** while still holding the mouse button down.
2. Select **Launcher** from the list of available Control Panels.
3. The launcher window will open.

To open programs without the Launcher window:

1. Double-click on the Macintosh HD icon on the desktop.
2. Double-click on the Applications folder.
3. Locate the program that you would like to open with the Applications folder.
4. Double-click on the program icon (sometimes you will have to open the programs folder before you can locate the program icon).

Switching between open programs

You can have several programs open at a time, but you can only work with the frontmost or “active” program. To see the programs that are open:

- Open the Application Menu (in the upper-right corner of the screen).
- The “active” program has a checkmark next to it.

There are two ways to change the “active” program (switch programs):

- Click in any open window of the program that you want to use.
- Choose the program that you want to use from the Application menu.

If you have programs open that you are not using, you should quit those programs by making them active and then choosing **Quit** from the **File** menu. Doing this will help you avoid getting low memory error messages.

Zip vs. Floppy disks

You can use both zip and floppy disks in the computers in the COE lab. When you are choosing which type of disk to use or using a disk in the lab, keep the following things in mind:

- The zip drive is located in the CPU. **NEVER** put floppy disks in the zip drive as they could get stuck and damaged.
- The floppy drive is located on the desk, typically underneath the monitor or next to it. **NEVER** put zip disks in the floppy drive as they could get stuck and damaged.
- If you are purchasing a zip disk to use in the lab, look for a **100 MB** disk because **250 MB** disks **DO NOT** work in the lab computers.
- After you insert a floppy disk or zip disk, an icon for the disk will appear on your desktop.
- The primary difference between floppy disks and zip disks is the amount of information that they can hold. Most floppy disks have room to store 1.44 MB of information. Most zip disks store 100 MB, which is the equivalent of almost 70 floppy disks!

Ejecting a disk

Unfortunately, you cannot simply press the button on or next to a disk drive to eject a disk when you are using a Macintosh. If you do this, the computer will continue to look for the disk and may even crash! To properly eject a disk:

1. Click once on the disk icon to select it.
2. Go the **Special** Menu and choose **Eject** or drag the disk icon to the Trash and drop it when the Trash icon gets dark (is highlighted).

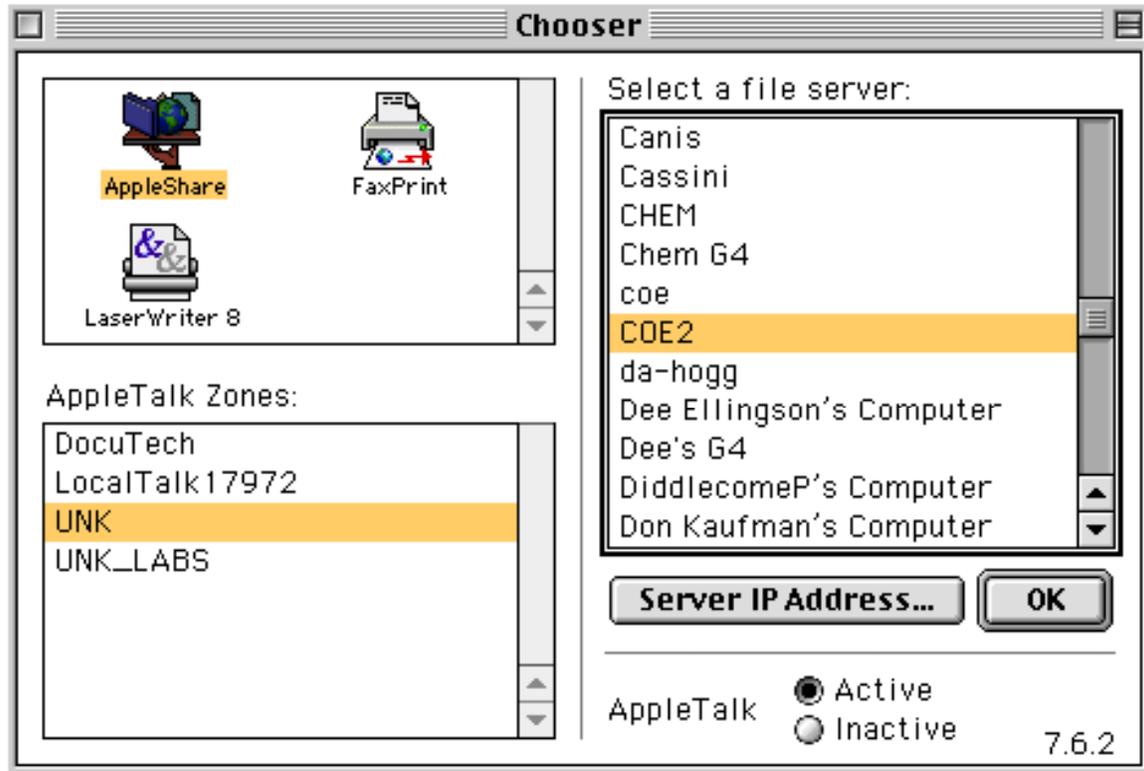
Using COE2

Connecting to COE2

Think of COE2 as your “virtual” file storage space. You will use it for saving your technology project. Using the COE2 folder to save files is very similar to using a disk, but the best part is that you can access the files that you save on COE2 from any computer in the COE lab or even on campus!

To use the COE2 folder you will need to create a connection to it, here is how:

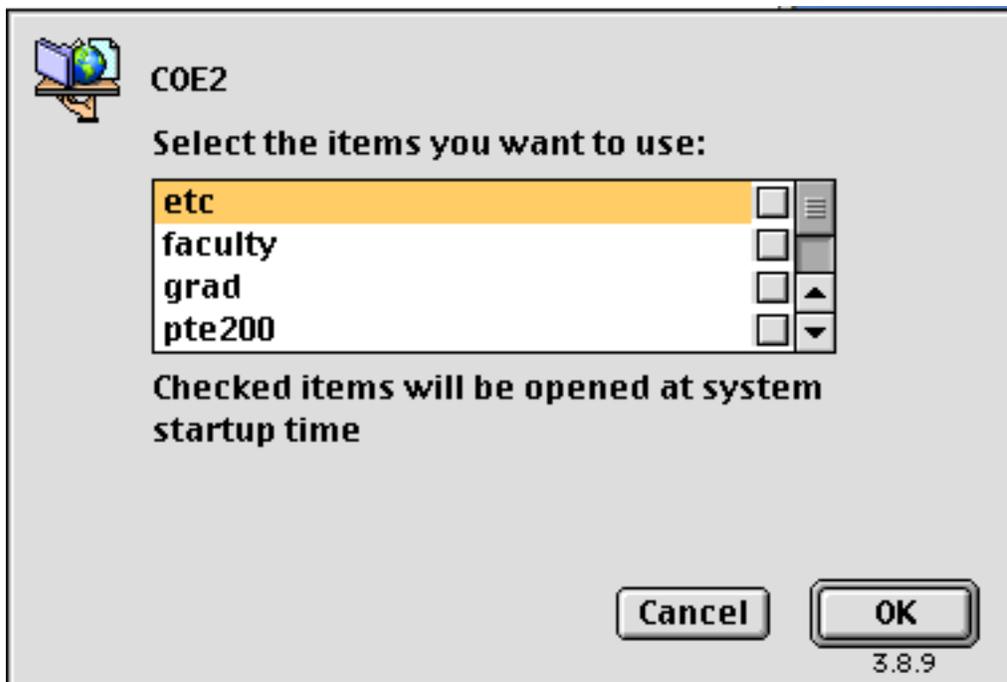
1. Click on the **Apple Menu** in the upper left-hand corner of the computer screen and select **Chooser**.
2. Click the **Apple Share** icon on the left and then choose **COE2** from the **Select a file server:** list on the right.



3. Click **OK**.
4. Select the **Registered User** radio button.
5. Type the username (it will be provided by the trainers) in the Name: field.
6. Type the password (it will also be provided by the trainers) in the Password: field.



7. Click **Connect**.
8. In the *Select the items you want to use:* dialog box, select the appropriate folder by clicking on it (**DO NOT** click the checkbox next to it).



9. Click **OK**.
10. Close the **Chooser** by choosing **Quit** from the **File Menu**. There will now be an icon for the folder on COE2 on your desktop.



11. Double click the icon for the folder to open it.

Creating your personal folder

You will now create your own folder in the COE2 folder so that you can have a place to save your technology project. You will be able to access this folder in the future by following the steps listed in “The Connecting to COE2” section of this handout.

1. With the COE2 folder window active, go to the **File** menu and choose **New Folder**.
2. An untitled folder will appear with its name selected.

NOTE: *If its name is not selected, you can click once on it to select it and then press return.*

3. Rename the folder by pressing the delete key and typing your last name.

NOTE: *Be sure to give your folder a simple name with no spaces or special characters like forward slashes or colons. You can replace a space with a space with an underscore like this _ but that is pretty much the only “safe” special character. You will save yourself a lot of headaches later on when we are working with web pages if your folder has a name like this **wagoner**, **bethwagoner**, or **beth_wagoner**. If two people are working with the same folder, name it something like this **beth_and_jurgen** or **jurgen_beth**.*

Disconnecting from COE2

The last thing that you will need to do when you are done using the COE2 folder is to disconnect from it so that others cannot get into it and delete your files. To disconnect from COE2:

1. Click once on the **COE2** icon on your desktop to select it.
2. Drag the **COE2** icon to the Trash and drop it when the Trash icon gets dark (is highlighted).

Clipart

Clipart consists of graphics that can be used to add pizzazz to any multimedia project including papers, presentations, and web pages. Some programs like Microsoft Word and Hyperstudio have built-in clipart, but sometimes you cannot find what you are looking for or the program that you are using does not have built-in clipart. If this is the case, you will need to find your own clipart and one of the best places to look is on the web.

Where to find

A list of suggested websites that you can use to locate royalty-free clipart follows, or you can use a search engine to locate additional clipart websites.

- Animation Factory: <http://www.animfactory.com/>
- 3d Text Maker: <http://www.3dtextmaker.com/>
- Absolutely Free Clipart: <http://www.allfree-clipart.com/main.html>
- Flaming Text: <http://www.flamingtext.com/clipart.html>
- Barry's Clipart Server: <http://www.barrysclipart.com/index.html>
- Grafizz: <http://www.grafizz.com/>
- Discovery School's Clipart Gallery: <http://school.discovery.com/clipart/>

As you are searching for clipart and images, please be sure to look for images that are not copyrighted! If you find a copyrighted image that you would really like to use, ask the owner for permission to use it for educational purposes.

How to save

When you find a clipart image that you like, you will need to save it on disk or in the ETC folder. It is a good idea to keep all clipart that you save in one location to make it easy to find when you want to use it later on. To save clipart from the web:

1. Click and hold the mouse button on the image that you would like until a pop-up menu appears.
2. Choose **Download Image to Disk** (Internet Explorer) or **Save this image as...** (Netscape).
3. Use the Save Image dialog box, to navigate to the location that you would like to save your image.
4. If you like, you can rename the image by typing a new name in the **Name:** (Explorer) or **Save image as:** (Netscape) field. Make sure that you don't delete the extension that follows the name (either .gif or .jpg) when you change it because that is how the computer identifies the file as an image.

NOTE: *It is recommended that you do this only if it has a name that makes it difficult to identify what the image is.*

5. Click the **Save** button.

Quiz Builders

Online quizzes are a great way to integrate technology into your classes because they allow you to add interactivity and immediate feedback. There are several different websites available that will build a quiz for you based on the questions that you would like to have asked. Some drawbacks of online quizzes compared to paper/pencil tests are that you are limited to using certain types of questions and that they can be difficult to monitor. Multiple choice and true/false questions work best in this format as apposed to short answer and essay questions so keep this in mind as you design your quiz.

The following quiz builder has been selected for you to use because it does not require you or the student to login to use it:

<http://ils.unc.edu/balus/oit/quizv2/quizftp/>

Follow the directions provided by the quiz builder website.

When you are done entering your questions and answers, you will need to do the following to save the “code” for your online quiz so that you can edit it in *Dreamweaver*:

1. Click the **Generate Code** button.
2. Go to the **View** menu and choose **Source** (Internet Explorer) or proceed to step three (Netscape as you will already see the code).
3. Go to the **Edit** menu and choose **Select All**.
4. Go to the **Edit** menu again and choose **Copy**.
5. Open **SimpleText** using the Launcher window.
6. Go to the **Edit** menu and choose **Paste**.
7. Go to the **File** menu and choose **Save**.
8. Type **quiz.html** in the **Save this document as:** field.
9. Navigate to the location where you would like to save your quiz (either on ETC or on a disk).
10. Click the **Save** button.

You will learn how to edit your quiz (by adding color, formatting the text, etc.) in the Dreamweaver section of this document. The quiz file was saved with .html as the extension to indicate that it is a web page that can be edited with Dreamweaver and viewed using Internet Explorer or Netscape.

If you are interested in finding out about some of the other quiz builders that are available, try the following websites:

- <http://www.quizbuilder.com>
- <http://www.quizbox.com/builder/>
- <http://school.discovery.com/quizcenter/quizcenter.html>

Dreamweaver

The process of adding HTML codes to documents can be very time consuming, particularly on large Web sites consisting of dozens, or even hundreds of pages. Dreamweaver is a powerful Web authoring tool that takes much of the tedium out of coding Web documents with HTML "by hand." Dreamweaver provides a WYSIWYG (What you see is what you get) work environment very similar to that of word processing, adding the HTML codes "behind the scenes."

Highlights

A tour of the features of Dreamweaver 4 is available from the Macromedia web site at: <http://www.macromedia.com/software/dreamweaver/>

WYSIWYG development environment

WYSIWYG stands for "What You See Is What You Get." In short, the content you add to your Web pages in Dreamweaver will appear just as it will once those pages are being viewed by a Web browser such as Netscape Navigator or Internet Explorer.

Round-trip HTML

Whether you import an existing HTML document or edit the HTML of a Web page from within Dreamweaver (a handy feature in itself!), Dreamweaver, unlike other Web authoring tools, will not alter your code.

Site management

With Dreamweaver you can conduct site-wide search and replace functions, spell checking, and link verification. Dreamweaver also has built-in File Transfer Protocol (FTP) capability, allowing you to publish your Web pages to your Web server from within the Dreamweaver environment.

How Web pages are made

Most often Web pages are created in a desktop environment using a text editor or Web authoring tool. The document content is encoded with HTML. HTML identifies the *structural elements* present on a page, such as paragraphs, lists, heading, and tables. The encoded document is saved as a plain text (ASCII or DOS-text) file. Generally speaking, the file name must end in .html or .htm, although there are exceptions (such as .shtml, .cgi, and .asp). Once ready to be made available on the Web, the pages are published (uploaded) to a Web server. The pages must be stored on a Web server in order to be viewable by others.

Dreamweaver Work Area

The Dreamweaver work area is flexible, to accommodate different working styles and levels of expertise. It has many components, some of which you will use constantly. The work area has two main components, the Document Window, and the Palettes.

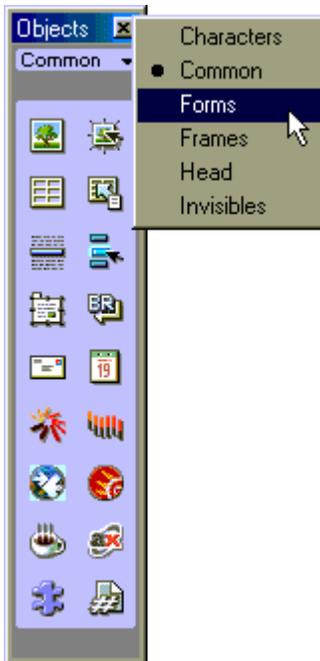
Document window

The document window displays the current document as you create and edit it. It consists of the title bar (at the top) and the status bar (at the bottom).

There are two primary palettes that you will work with: the Objects Palette and the Properties Inspector. If these items are not open when you launch Dreamweaver, they can be opened by name from the Window menu.

Objects Palette

Contains buttons for inserting various types of objects, such as images, tables, and scripts. By default, the Objects palette displays the Common objects (those you are most likely to use). Several other groups of buttons are also available as shown below. Access the pop-up menu shown by clicking on the ▾.



Describing each of the buttons on the Objects palette is beyond the scope of this document. All of the options presented on the Objects palette are also available from the Menu bar.

Property Inspector

The Property inspector displays properties for the selected object or text, and allows you to modify those properties. The contents of the Property Inspector palette change depending on what type of item you have selected for modification.

Shown below are the ways the Property Inspector looks for modifying text and images. This version of the Property Inspector is for modifying the properties of *text* on the page:



This Property Inspector allows you to modify the properties of an *image*:



Using Dreamweaver to Edit Your Quiz

You can edit your quiz by simply opening it in Dreamweaver. You can format the text, add clipart, or link it to a supporting web page. You will not be able to change the order of the questions or of the answers at this point. If you want to make any changes to the way your quiz is organized it is best to go back into the quiz builder and start from scratch. To open your quiz in Dreamweaver:

1. Go to the **File** menu and choose **Open....**
2. Navigate to your quiz file. It should be named **quiz.html**.
3. Click the **Open** button.

Establishing Page Properties

You can use the Page properties dialog box to specify a variety of options for the page. To open the Page Properties dialog box choose Page Properties from the **Modify** menu. You can change the following items from the page properties window:

- **Title** specifies the page title that appears in the title bar of the Document window and browser windows (Netscape and Internet Explorer). The title is also what will appear in the favorites or bookmarks list if someone bookmarks your page. Therefore, your title should be descriptive and meaningful.
- **Background Image** and **Background** specify a color or image (which will be tiled to fill the background) for the background of the page.

To change the Background Image:

1. Click the **Browse...** button next the Background Image field.
2. Navigate to the image that you would like to have in the background.
3. Click the **Open** button to select the image.

To change the Background color:

1. Click on the color swatch.
2. Select a color from those that appear using the eyedropper.

- **Text** and **Links** define the default colors for text, links, visited links (those that have been followed), and active links (a link that is being clicked on).

To change the Text and link colors:

1. Click on the color swatch.
2. Select a color from those that appear using the eyedropper.

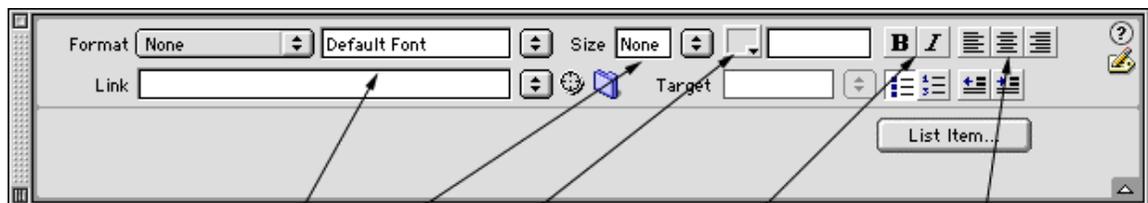
- **Margins** specify the size of the page's margins. Internet Explorer uses left and top, and Netscape uses width and height. By default all margins are set to 1 so if you don't want your pages to have a margin enter a 0 into each of the margin fields.

The remaining page properties are beyond the scope of these training sessions. If you are interest in learning more about them read Dreamweaver's help section.

Formatting Text

You can apply formatting (font, size, color, style, alignment, etc.) to your text in one of two ways:

1. Select the text that you want to format.
2. Choose the desired formatting options in the Properties Inspector or go to the **Text** menu and choose the options that you would like from the submenus.



Font Size Color Style (Bold or Italic) Alignment
Text formatting options in the Properties Inspector

Previewing a Web page

You can see what your pages will look like on the web by previewing them. You can do this in one of two ways:

- Press the **F12** key. This will open your default browser, which more than likely will be Internet Explorer.
- Go the **File** menu. Choose **Preview in Browser** while continuing to hold down your mouse button. Select **Internet Explorer** or **Netscape** from the submenu that appears.

Inserting images

Two types of file formats are almost universally supported by visual browsers: GIF and JPEG. Any image in one of these formats can be placed on a Web page. If you have a graphic you would like to use and it is in some other format (e.g., BMP, TIFF, PICT, etc.), convert the image to GIF or JPEG using a graphic converter program (several shareware programs are available for download from graphics Web sites) or a graphics program (e.g., PhotoShop, Image Composer, PhotoHouse, PaintShop Pro, etc.).

Unlike with other software applications such as Word and PowerPoint, images inserted in Web pages are not stored with the document when the file is saved. They remain separate from the HTML document and must be independently published to the Web server. As separate files, they are referenced by file name in your Web document. Because of these references, it is always a good rule of thumb to save a new document before adding any images to it.

Insert an image as follows:

1. Place your cursor at the point at which you want an image inserted.
2. Choose **Image** from the **Insert** menu on the Menu bar.
3. Select the image file you want to insert. (If the file is not shown, browse to the proper folder to find the image.)
4. Click **Open**.

The image appears immediately. Again, the image is not stored as part of the page but remains a separate file that must be uploaded to the Web server separately.

Every image should have an alternative text associated with it for use by non-graphical browsers. The text should provide meaningful information about the purpose of the image on the page.

1. Select the image by clicking on it once (a black outline appears).
2. Add the alternative text in the *Alt* field of the Property Inspector.

Positioning images

When working with images on the Web, it is important to understand that images are aligned relative to the text next to which they are placed. That is, an image can be aligned relative to the baseline, middle, or top of text as shown in the following examples:

Baseline alignment



Middle alignment



Top alignment



In addition, an image can “float” along the left or right of the box element in which it is placed. In other words, if you put an image inside a table cell, in a paragraph or simply inside the body of your document, it can float to either the right or left edge of it's containing box. The examples below are images inside of paragraph elements.



This image has an alignment value of "left." That means that the browser will fit as much text in the window as possible while leaving room for the image and will align the image to the left of the associated text as shown here.

This image has an alignment value of "right." That means that the browser will fit as much text in the window as possible while leaving room for the image and will align the image to the right of the associated text as shown here.



To change the alignment of text in relation to an image:

1. Select the image.
2. Choose the desired alignment from the Align field (click on the ▾ to reveal the pop-up menu) in the Property Inspector.

Hyperlinks Overview

Hyperlinks connect Web pages. Hyperlinks can connect pages that are part of the same Web site, or they can link to other Web sites. A hyperlink can consist of text or images that have been encoded such that when a site visitor invokes the text or image (usually by clicking) a new page of material is presented by the browser.

There are four types of links:

External link

A link to a Web page outside of your Web site. An "off-site" link. This type of link requires an absolute URL.

Internal link

A link to another page within your site. While not required, internal links should use relative URLs. Dreamweaver will create relative URLs by default.

Email link

While not technically a hyperlink in that invoking an email link does not cause a new page of information to be opened in a browser, an email link causes the default email program on the viewer's computer to open and inserts the email address specified in the link in the To: field of the compose window in the email program.

Creating hyperlinks

Regardless of the type of link, making links involves two main steps:

1. Identify the text or image that is to serve as the link.
2. Identify the location of the page that is to open in the browser when the link is invoked.

External links

Use an external link to link to a Web page that is *not* part of your own site. That is, to link to another Web site.

1. Select the text or image to serve as the link:
 - Highlight the text by clicking and dragging:

OR



- Click on an image:
2. Insert the Web address (URL) of the *site* to which you want to link in the Link field of the Property Inspector as shown:



*Note: **http://** is required when creating for all external links!*

Internal links

Use an internal link to link the pages of your own site together. The pages should be in the same folder as the current page.

Because such links refer to other saved documents on your computer, you should always save a new document before creating internal links.

1. Select the text or image that is to serve as the link:
 - Highlight the text by clicking and dragging:

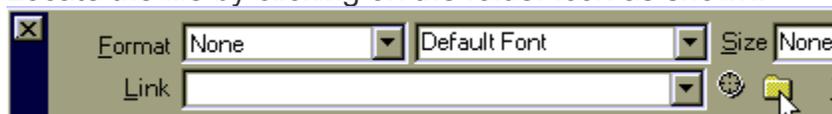
OR



- Click on the image:
2. Insert the filename of the page to which you want to link in the Link field of the Property Inspector in one of the following ways:

1. Browse to the file:

1. Locate the file by clicking on the folder icon as shown:



2. Navigate your way to the file to which you want to link.
 3. Select the file name.
 4. Click Select.
2. Type the filename directly into the Link field

NOTE: *this will only work if the file that you are linking to is in the same folder as the current page!*

Email links

1. Select the text or image to serve as the email link.
2. Insert the URL for the *email address* to which you want to link in the Link field of the Property Inspector. Email URLs look like this:
<mailto:wagonerbj@unk.edu>

NOTE: *That the URL begins with mailto: and, like all URLs, it does not contain spaces.*

Removing links

Regardless of the type of link (external, internal, targeted, or email), the method for removing a link is the same:

1. Select the text or image that currently contains the hyperlink information.
2. Delete the URL shown in the Link field on the Property Inspector.
3. Press Return.

Editing links

To change the URL associated with a hyperlink:

1. Select the text or image that currently contains the hyperlink information.
2. Change the URL shown in the Link field on the Property Inspector:
 - Edit the address "by hand"
 - Browse to a different file name by clicking the yellow folder icon.
3. Press Enter (or Return).

To change the text associated with a hyperlink simply use standard word processing techniques to change the words that serve as the clickable text for the link.

Inserting Flash buttons

Flash buttons provide an alternate way to link your pages besides using text or images. The best thing about them is that you can create and customized them within Dreamweaver! To insert a Flash button:

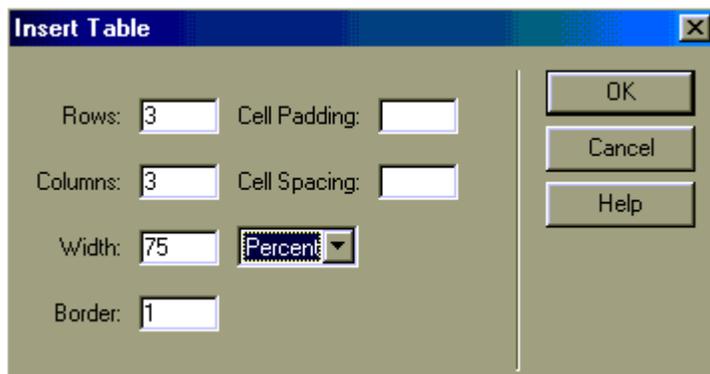
1. Go to the **Insert** menu and choose **Interactive Images**. Select **Flash Button** from the submenu.
2. Select the button style that you like best from the *Style:* field (you can preview the styles in the sample window).
3. Type the text you would like to appear on your button in the *Button Text:* field.
4. Select a font and font size for the text.
5. To link the button to another file, click the **Browse...** button. Navigate to the file and then click the **Open** button.
6. Finally select a background color if you would like using the color swatch.
7. Click **OK**.

Tables

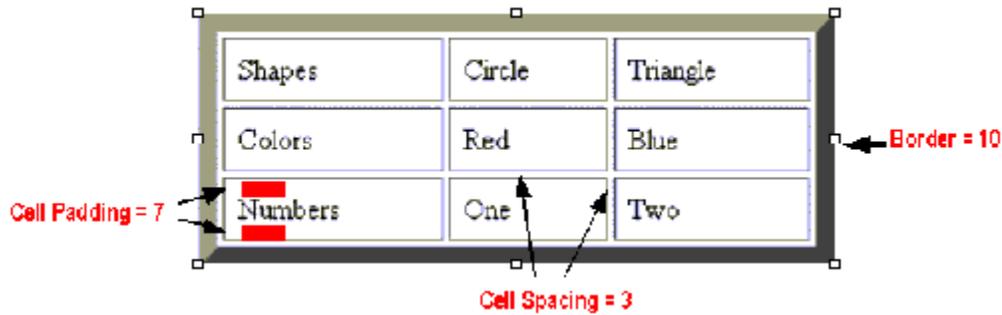
Tables consist of one or more rows and columns. The rows and columns together create cells into which you can put text, images, or even other tables!

Inserting a table

To insert a table, select **Table** from the **Insert** menu on the Menu bar. The Insert Table dialog box shown below appears:



Change the number of rows and columns to reflect what you need for your table. You can add and delete rows and columns after the table is created, if necessary. The Width field refers to the percentage of the available space in the window that you want the table to occupy. This too can be changed after the table is created. The illustration below explains which parts of the table layout are affected by the Border, Cell Padding, and Cell Spacing fields. All of these fields can be left blank or set to a 0 value.

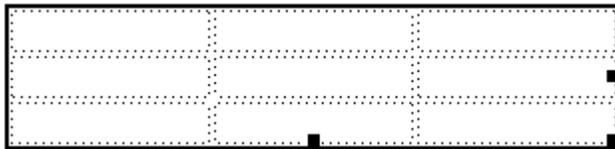


Editing a table

Many table properties can be changed from the Property Inspector, *once the table is selected*. For example, all of the original choices (rows, columns, width, border, cell padding, and cell spacing) made in the Insert Table dialog box can be altered using the Property Inspector.

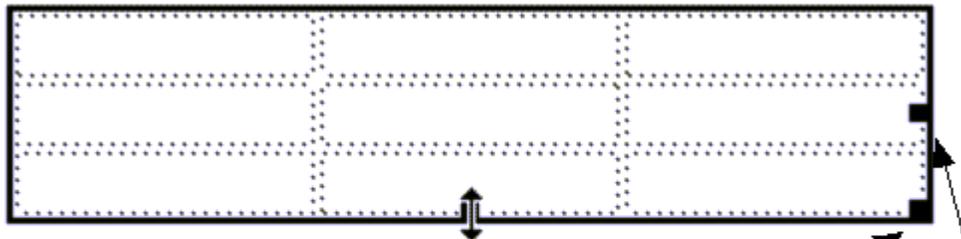
Selecting a table

In order to edit a table, the entire table or some portion of it (one or more cells, one or more rows, or one or more columns) must be selected, just as text must be selected prior to changing its properties. To select the entire table, hold the Shift key and click anywhere on the table. When the entire table is selected, a dark line will appear around the table.



Re-sizing a table

A table can be re-sized horizontally, vertically, or both. Select the table as described above.



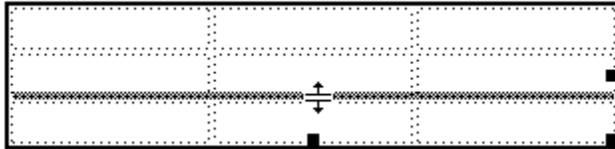
Cursor changes to double-headed arrow over handlebars

Handlebars

Place the cursor over one of the handlebars until the cursor image changes to a double-headed arrow. Click and hold the left mouse button. Drag the mouse in the direction for which you want to change the table size (left/right for changing the width of the table, up/down for changing the height of the table). Release the mouse button when the table reaches the desired size.

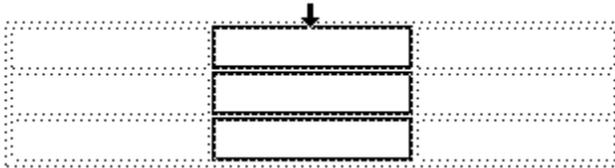
Re-sizing rows or columns

Place the cursor over the dividing line between the rows or columns whose size you want to alter. The cursor changes as show in the image below. Click and hold the left mouse button. Drag the mouse in the direction for which you want to change the row or column size. Release the mouse when the row or column is the desired size.



Selecting rows or columns

Select a column or row by placing your mouse just above (for columns) or just to the left of (for rows) the table at the column/row you want to select. The cursor changes to a black, solid arrow. Click the left mouse button once (and release) to select the row or column. The example below shows a selected column.



Adding rows or columns

1. Select the column to the right of (or the row below) the one you want inserted. (See instructions for selecting rows or columns above.)
2. From the **Modify** menu on the Menu bar, choose **Table > Insert Row** or **Insert Column**.

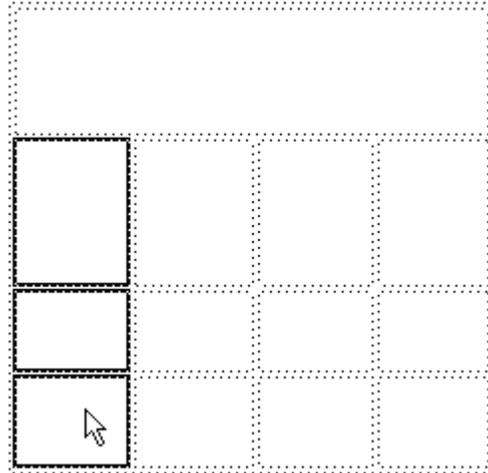
Columns are inserted to the left of the selected column. Rows are inserted above the selected row.

Merging and splitting cells

You may want a table in which the number of columns per row or rows per column is not consistent throughout the table. In this case you will need to merge one or more cells or split two cells.

To merge cells,

1. Select the cells:
 1. Place the cursor in one of the cells.
 2. Click and hold.
 3. Drag the mouse in the direction of the cells you want to include in the merge as shown in the picture below.



2. From the **Modify** menu on the Menu bar, choose **Table > Merge Cells**.

To split a cell into 2 or more rows or columns,

1. Place the cursor in the cell to be split.
2. From the **Modify** menu on the Menu bar, choose **Table > Split Cell...**
3. Complete the Split Cell dialog box, indicating the number of rows or columns into which you want to divide the cell.
4. Click **OK**.

For More Information about Dreamweaver

- Macromedia website:
<http://www.macromedia.com/software/dreamweaver/>
- Dreamweaver Depot: <http://www.andrewwooldridge.com/dreamweaver/>
- Web Monkey's Authoring Tools:
<http://hotwired.lycos.com/webmonkey/authoring/tools/>
- Training Tools, Learning Dreamweaver:
<http://www.trainingtools.com/online/dreamweaver4/index.htm>

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