

# Introduction to Dreamweaver

## Single Web Page

Technology Institute  
an Enterprise of Learning and Scholarship

### Notes

#### Dreamweaver

Selecting *Enter* will result in dropping the text down two lines instead of just one. Select *Shift* and *Enter* for a single line break

Highlight bulleted list items and select the *list button* in the properties window of Dreamweaver. Remove the unnecessary images of previous bullets from Word.

#### Word

Tabular data can be converted into a table in Word before converting to HTML. This will result in a cleaner look in HTML. Select the text in Word, select the *table menu*, select *convert, Text to Table*.

### Objectives

Conversion Methods from Microsoft Word to HTML

- Copy and Paste in Design View
- Dreamweaver Cleanup Word Document Command

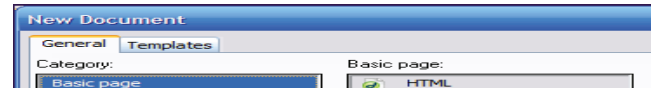
### Build a Single Webpage

- Simple Format Attributes with CSS

### Method 1

Begin with a complete Word Document

1. Select All text and Copy
2. Open a new Basic HTML document in Dreamweaver



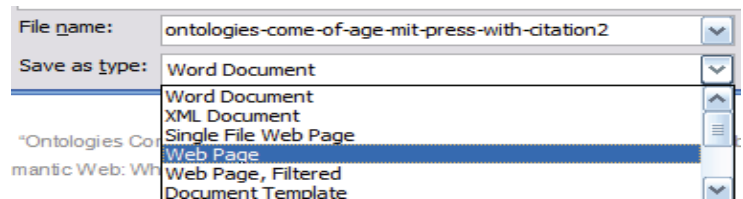
3. Select Design View
4. Paste text in Design View window



### Method 2

Begin with a complete Word Document

1. Select File, Save As
2. From the Save As Type drop-down menu select Web Page



3. Open the document in Dreamweaver
4. Select Commands, Cleanup Word HTML

