

field communications

guide

macromedia® DREAMWEAVER™3

TIPS

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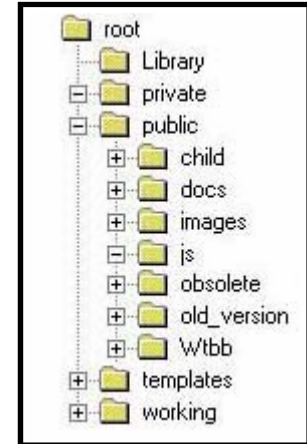
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What's in the FCOM site?

The FCOM site contains various folders. These folders are used to separate various types of website files and applications. The following are descriptions of what is in the FCOM site folders:



Root

This folder holds all of the folders, files, graphics, and web application files that are required for the SafeHarbor site.

Library

This folder holds all of the library items that can be used for insertion into an html document.

Private

This is our folder. Included in this folder are some Dreamweaver documents that SafeHarbor created for us. The Private folder is a folder that we use that is on the site but not viewable to the public.

Public

This folder holds the folders, files, graphics, and web application files that are viewable to the public.

Child

This folder stores the detailed "What's New" transmittals that are viewable to the public.

Docs

This folder stores the m:\drive documents that are viewable to the public through our site. Not all m:\drive documents are in this folder. M:\drive documents that are not on our site, such as a document used in the Mortgage Lending Department, are not included in this folder.

Images

This folder contains the GIF and PNG graphic files that are needed for the website and for each document that has a graphic in it. An OM document with a graphic would have a subfolder in the Images folder. The title of the subfolder would be the OM file name, such as OM15000. Each graphic must be saved as a GIF file and a PNG file.

JS

The JS folder holds the Java Script documents. The files in this folder pertain to the overlibs (popups) that are inserted throughout the website. The kearray.js file holds the various overlib definitions. The kearray.js document can be modified in order to add, delete, or alter existing overlibs. The kearray.js document is modified using a text editor program (such as NotePad, WordPad, or TextPad.) The kearray.js document, at this time, is too large to make modifications in WordPad or NotePad; therefore, it must be modified with TextPad. The kepopup.htm document can be opened in a browser to (only) view the different overlib definitions.

Obsolete

The Obsolete folder stores the files that are obsolete, that are no longer viewable on the website. Note that these files are only current at the time the information is transferred from disk to shared drive. The files on the site, therefore, may not be all of the obsoleted files but the obsoleted files at the time SafeHarbor provided the disk to us. If needed current, weekly copies of the disk are available. The documents in this folder are not viewable to the public.

Old_version

The Old_version folder contains the previous week's OM files. Note that these files are only current at the time the information is transferred from disk to shared drive. The files on the site, therefore, are not the previous week's but the previous week's at the time SafeHarbor provided the disk to us. If needed current, weekly copies of the disk are available. The documents in this folder are not viewable to the public.

Wtbb

This folder stores all of the Words to Bank By documents that are viewable to the public.

Templates

This folder contains the four templates that are used to create new html documents. The fc_archive_template.dwt is used for "What's New" documents. The fc_forms.dwt is used to create form description OM files. The fc_manuals.dwt is used to create policy and procedure OM files. The fc_wtbb.dwt is used to create Words to Bank By files.

HTML

Hypertext markup language (HTML) is a language to specify the structure of documents for retrieval across the Internet using browser programs of the World Wide Web. The language is made up of tags, which are designated by brackets, that assign behavior to the items on the page. While Dreamweaver writes the HTML for you as you create a page, it is a good idea to be familiar with the meaning of each tag to give yourself greater control over the document.

Every HTML tag **must** have closing tags that appear in the opposite order of their counterparts. For example, html coding for bolded superscript text (^{text}) would appear as `^{text}`.

Below are a list of HTML tags that you will commonly use.

| Basic Tag Names | Function | Example | | | | | | |
|---|---|--|---|------------|--|---|------------|--|
| <code><p> </p></code> | begin and end a paragraph | <code><p>This is a paragraph.</p></code> | | | | | | |
| <code> </code> | force a line break | <code><p>This is a paragraph. This is another line within the paragraph.</p></code> | | | | | | |
| <code> </code> | begin and end bold text | This is boldface text. This is <code>boldface</code> text. | | | | | | |
| <code><i> </i></code> | begin and end italic text | This is <i>italicized</i> text. This is <code><i>italicized</i></code> text. | | | | | | |
| <code><blockquote> </blockquote></code> | Indents text. Place this tag before the <code><p></code> tag of the text you want to indent. | Place the indented text here. <code><blockquote><p>Place the indented text here.</p></blockquote></code> | | | | | | |
| <code><sup> </sup></code> | creates superscript text | This is ^{superscript} text. This is <code><sup>superscript</sup></code> text. | | | | | | |
| Special Characters | | | | | | | | |
| & | <code>&amp;</code> | Romeo & Juliet love to eat M&Ms Romeo & Juliet love to eat M&Ms. | | | | | | |
| < | <code>&lt;</code> | Click <code><ENTER></code> Click <code>&lt;ENTER&gt;</code> ; | | | | | | |
| > | <code>&gt;</code> | If this code is not used to create this character, ENTER will be interpreted as a tag by the html. | | | | | | |
| " | <code>&quot;</code> | Dave says "hello." Dave says <code>&quot;hello.&quot;</code> ; | | | | | | |
| © | <code>&#169;</code> | © 1969 <code>&#169;</code> 1969 | | | | | | |
| ® | <code>&#174;</code> | Visa® <code>Visa&#174;</code> (<code>Visa<sup>&#174;</sup></code> to make superscript) | | | | | | |
| Tables | | | | | | | | |
| <code><table> </table></code> | main wrapper for all the other table tags | <pre> <table width="76%" border="0"> <tr> <td>Column1, Row 1</td> <td>Column2, Row 1</td> </tr> <tr> <td>Column1, Row 2</td> <td>Column2, Row 2</td> </tr> </table> </pre> | | | | | | |
| <code><tr> </tr></code> | table row | | | | | | | |
| <code><td> </td></code> | table data | | | | | | | |
| Lists | | | | | | | | |
| <code> </code> | begin and end an ordered (numbered) list | <table border="0"> <tr> <td>1</td> <td>Number one</td> <td><code>Number one</code></td> </tr> <tr> <td>2</td> <td>Number two</td> <td><code>Number two</code></td> </tr> </table> | 1 | Number one | <code>Number one</code> | 2 | Number two | <code>Number two</code> |
| 1 | Number one | <code>Number one</code> | | | | | | |
| 2 | Number two | <code>Number two</code> | | | | | | |
| <code> </code> | begin and end an unordered (bulleted) list | <table border="0"> <tr> <td>•</td> <td>Bullet one</td> <td><code>Bullet one</code></td> </tr> <tr> <td>•</td> <td>Bullet two</td> <td><code>Bullet two</code></td> </tr> </table> | • | Bullet one | <code>Bullet one</code> | • | Bullet two | <code>Bullet two</code> |
| • | Bullet one | <code>Bullet one</code> | | | | | | |
| • | Bullet two | <code>Bullet two</code> | | | | | | |
| <code> </code> | Item in an ordered or unordered list | | | | | | | |

After finishing work on any Dreamweaver file, always test the file by previewing it in the browser.

Remember that there may be unresolved formatting issues that will only be discovered by seeing what the file looks like in the browser, such as testing links, rollover popups, and printing the final version.

Preview the Dreamweaver file in the browser by selecting the file name in the Site window (see page 1) and hitting the <F12> key.

Notice these features in the examples:

1 File name

The name of the file that is listed in the Page Properties box is shown in the Browser window. It is also the name that will appear in the user's Favorites section if they bookmark it.

2 Links

Test all new links in the Browser preview. If the links do not work correctly in preview, they must be fixed in Dreamweaver.

3 Rollover popup

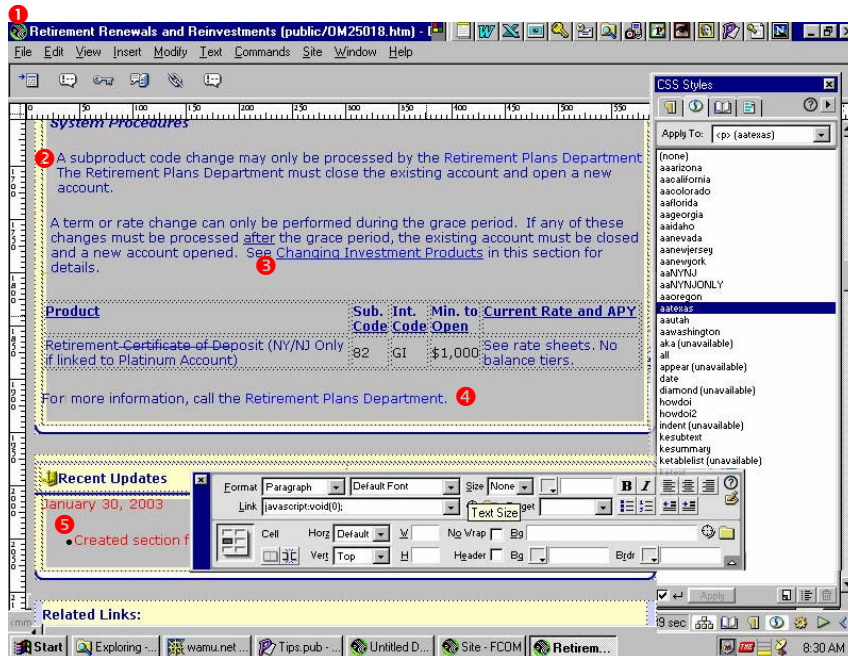
Rollover popups can only be tested in the Browser. See page 10 for information on creating rollover popups.

4 Indents

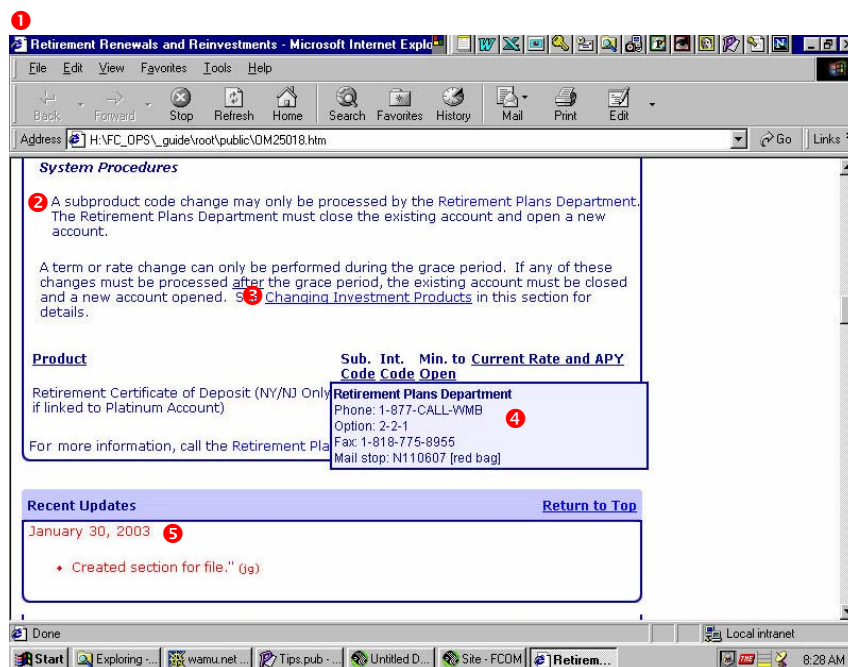
Preview the page in the Browser to review that the indentations have been properly formats. Indents are difficult to view in Dreamweaver.

5 Recent Updates

The Recent Updates indicate to the user if there have been any procedural changes since the last time that they used the section. When updating this area of the file, it is important to note key changes that might affect the way that the user conducts a transaction.



Example file as shown in Dreamweaver



Example file as shown after being previewed in the browser

Indenting text - using the <blockquote> tag

Use the <blockquote> html tag to indent text.

1. Click on the Show HTML Button.



2. Place <blockquote> before the <p> tage of the text you want to indent.

3. Place </blockquote> at the end of the text you want to indent.

<blockquote> tag example:

```
Place the indented text here.<blockquote><p>Place the indented text here.</p></blockquote>
```

See page 5 for section on indenting bulleted lists.

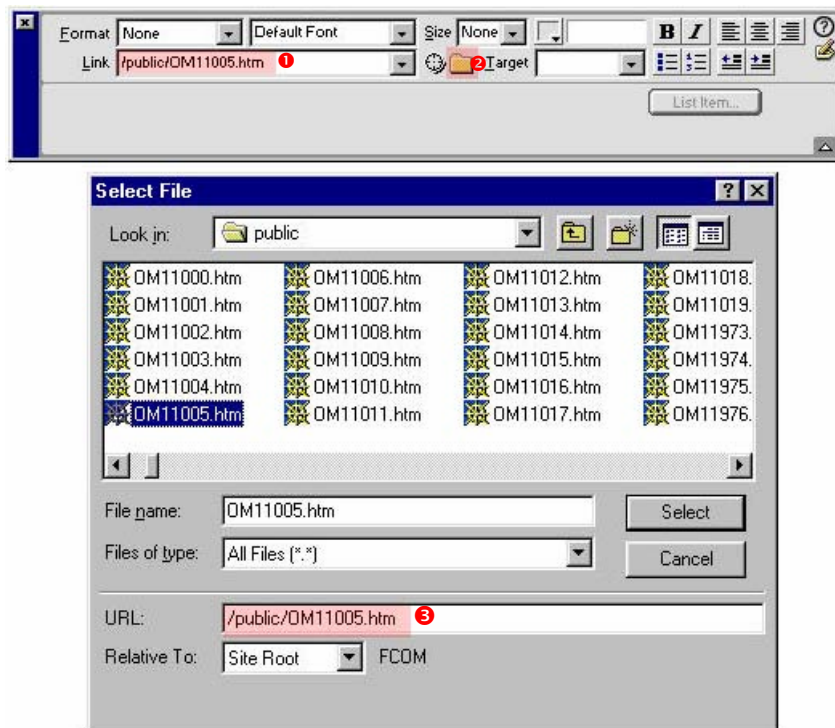
Links

You may create an internal link to a page within the FCOM site, an external link to a page outside of the FCOM site, or a link to another place in the page that is currently open.

Creating a link

Select the text that you wish to place the link. In the Property Inspector enter the file name (if creating an internal link) or Uniform Resource Locator (URL) (if creating an external link) in the Link field. 1 You can also browse for the file in the Property Inspector by clicking on the folder icon 2 or using the CTRL+L keyboard shortcut.

Notice that in the example, the URL field 3 maintains the site structure path of /public/OM11005. Remove the /public/ section of the path so that this link will only read the file name (OM11005.htm) in the Link field.

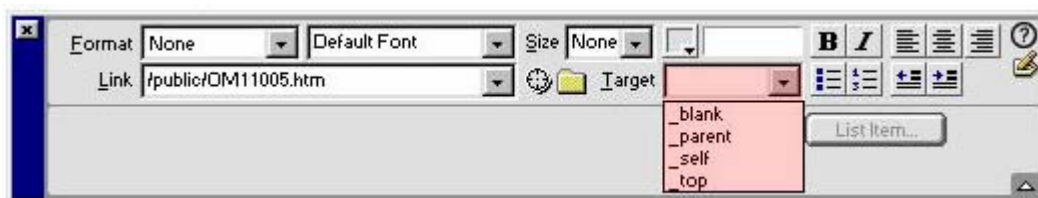


External links

When creating an external link, place the entire URL in the Link field. As an example, if you were to place a link to wamu.com, you would need to write "http://www.wamu.com" in the URL field. Simply writing "wamu.com" or "www.wamu.com" would result in a broken link.

Target Field

You may create your link so that it opens in a new window to enable your users to toggle between pages without using the Back button. To achieve this, highlight the link and select "_blank" in the Target drop-down menu. **This function should only be used for external links. It should not be used when linking to other OM files.**



E-mail links

E-mail links are created by selecting Insert>E-mail link. A window will open providing fields for the text that the link will appear in (e.g. Sean Davy) and a field for the e-mail address it will be directed to (e.g. sean.davy@wamu.net).

Named Anchors

Named Anchors are HTML tags that allow you to link to a specific part of a page. Create the anchor by placing the cursor before the text you wish the window to open in and selecting Insert>Named Anchor. A window will open with a field for the name of the anchor. Anchor names should always be lower case with underscores in the place of blank spaces (e.g. retirement_forms) The anchor name should relate to the section it is in and can be abbreviated.

To link to a named anchor, use the # symbol in the Link field before the anchor name (e.g. #retirement_forms), if you are linking to an anchor on the same page that is open. If you are linking to a Named Anchor on a different page, the anchor should appear after the page name (e.g. OM11111.htm#retirement_forms).

Lists

You can create numbered (ordered) lists, bulleted (unordered) lists, and definition lists from existing text or from new text as you type in the Document Window. Definition lists do not use leading characters like bullet points or numbers and are often used in glossaries or descriptions. Lists can also be nested. Nested lists are lists that contain other lists. For example, you might want an ordered or bulleted list nested within another numbered or ordered list.

To create a new list:

1. Place the cursor at the insertion point on the line where you want to add a list of new items.
2. Click the **Bulleted** or **Numbered List** buttons in the Property Inspector (1), or choose **Text > List** and select the type of list desired. You can insert a list while in Code view by using the Text menu, but Dreamweaver adds only the first and last HTML list tags, and then you must hand code the individual list items.
3. Begin typing the list, pressing **Enter** (to begin another list item).
4. To complete the list, press **Enter** twice.



To create a list using existing text:

1. Select a series of paragraphs to make into a list.
2. Click the **Bulleted** or **Numbered List** button in the Property inspector, or choose **Text > List** and select the type of list desired.
3. A bullet will appear in the line above the text you wish to bullet (2). Place the cursor at the beginning of the text, and backspace so that it appears next to the bullet.
4. Place the cursor at the end of each bulleted item and hit <Enter>.



Deleting a List

List buttons will not delete a list. To delete a list, use the <Backspace> or <Delete> key, or remove the <list> tag from the html source.

List Properties

List properties determine the appearance of lists as a whole, as well as selected list items. This lets you create properties midlist. To view List Properties, place your cursor at the beginning of a list item and choose **Text > List > Properties**. The following options are available depending on the list type selected:

- **List Type** specifies the list as bulleted, numbered, directory, or menu.
- **Style** determines the style of numbers or bullets used for a numbered or bulleted list. All items in the list will have this style unless you specify a new style for items within the list.
- **Start Count** sets the value for the first item in a numbered list.
- **New Style** enables you to specify a new style for a list item within a list.
- **Reset Count To** specifies a number other than the incremented value for the list item, enabling you to create nonsequential numbered lists.

Indenting Lists

Lists are indented by default. If you want to eliminate the indentation of your list, remove the tag from your list:

Indented List (default)

- Line 1
- Line 2
- Line 3
- Line 4
- Line 5

 Line1

Line 2

Line 3

Line 4

Line 5

Unindented List

- Line 1
- Line 2
- Line 3
- Line 4
- Line 5

 Line1

Line 2

Line 3

Line 4

Line 5

Create a secondary bullet (or nested list)

1. Select the list items you want to nest.
2. Click the **Indent** button (3) in the Property Inspector, or choose **Text > Indent**. Dreamweaver indents the text and creates a separate list with the original list's HTML attributes.

Another way to create a nested list is to add a tag:

- Primary Bullet
- Primary Bullet
- Primary Bullet
 - Secondary Bullet

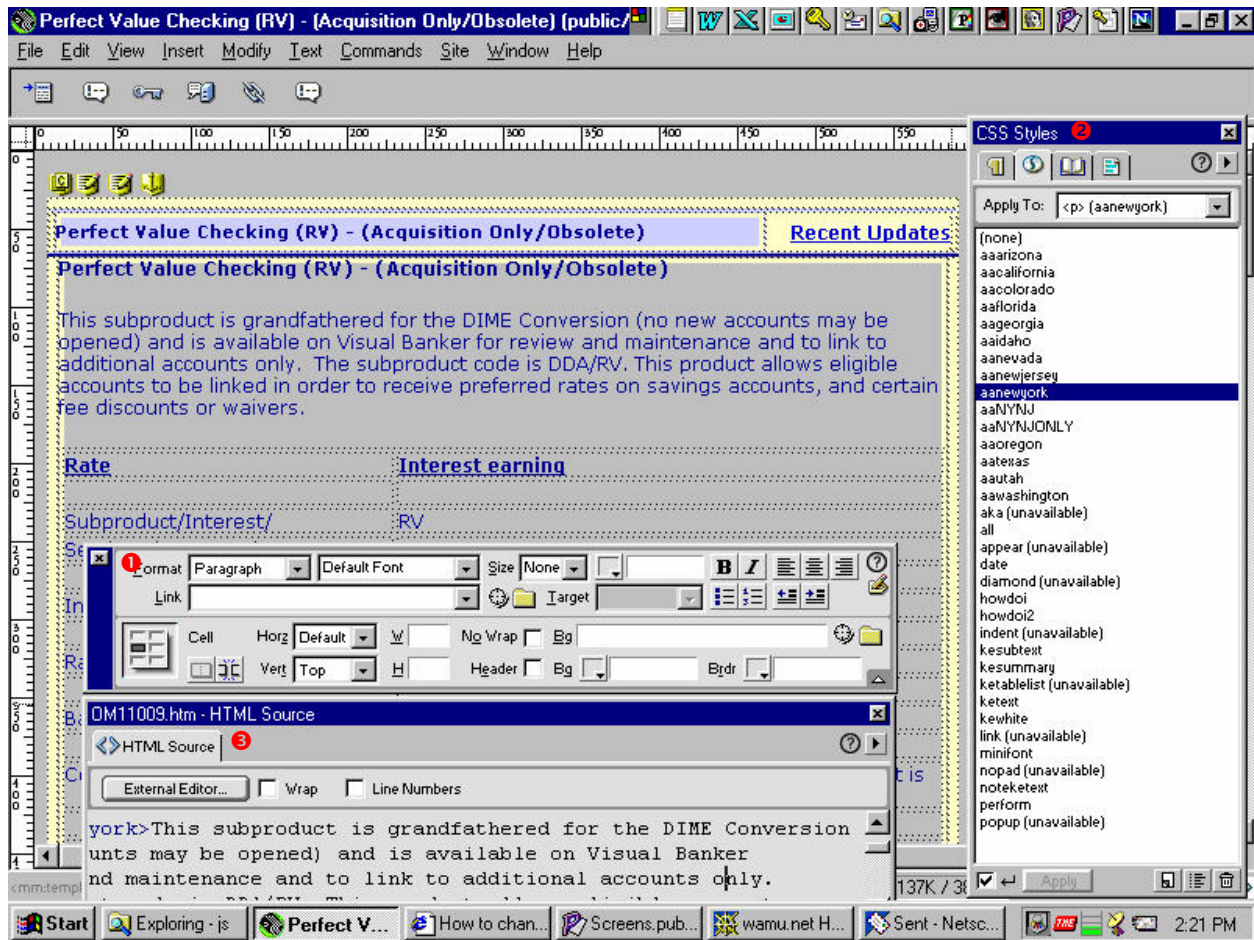
Primary Bullet

Primary Bullet

Primary Bullet

Secondary Bullet





Windows

The windows that you keep open are up to you as a user. But it is recommended that you always have your Selection Properties, CSS Styles Window and HTML Source open.

1 Selection Properties

This is the most frequently used window, containing the editable properties of any selection your cursor is in. As the cursor is moved to different parts of the document, the window will change its appearance to display the different properties that are available.

2 CSS Styles

Cascading Style Sheets (or CSS styles) are collections of formatting definitions that affect the appearance of web page elements. CSS styles are used to format text, images, headings, tables, and so forth. With a single style you can pre-designate the color and alignment properties of an element for an entire document. For example, you could apply a style that turns all text to blue and right-aligned.

One of the most frequently used CSS Styles used in FCOM is the State Filter. It is recommended that you always have the CSS window open in the gray area on the right of the screen to easily determine if a filter is applied to the section you are working on. In the example above, a CSS style is applied to the file.

3 HTML Source

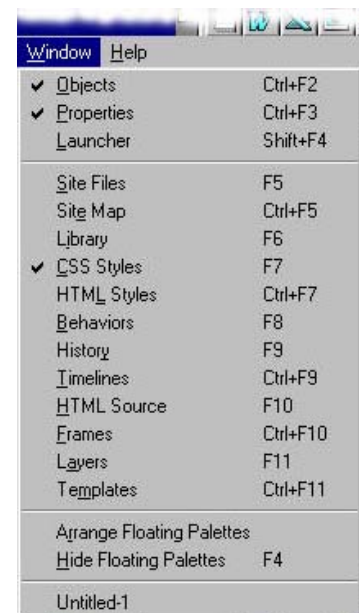
Since the HTML code is routinely edited, it will save you a significant amount of effort to leave this window open.

These windows can be opened one of two ways:

- 1 In the Window selection in the top toolbar menu (see the illustration to the right).
- 2 By choosing the one of the icons located in the lower right-hand corner of the screen :




Or by pressing these keyboard shortcuts:
 CSS styles: <F7> key
 HTML Source: <F10> key



State Filters

State Filter CSS styles (see page 5 for a definition of CSS styles) are applied to paragraph (<p>), table (<table>), and ordered (numbered) list () and unordered (bulleted) list () tags.

In the illustration, the <p> tag has been selected by placing the cursor within the paragraph and then selecting the <p> icon () the bottom of the page. When the tag is selected, all of the text within the tag will become highlighted. You may then select the proper State filter (in the case of this example, the Texas filter was selected) from the CSS style menu.

Only one State filter may be applied to a tag at a time. If it is necessary to filter the text for multiple States, you must copy and paste the text for as many States as is required, and then apply the individual filters.



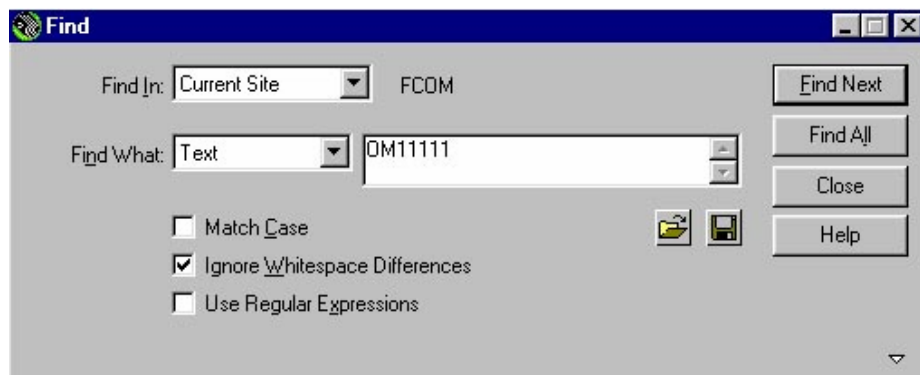
- This filter allows every state **except** NJ/ NY to see the text.
- This filter will allow **only** NJ/NY to see the text.

Deleting an OM file

Do not delete an OM file from the site*. Instead, request that the file be deleted. Before you request a file to be deleted, it is necessary to check the rest of the FCOM site to see if any pages have links to the one you deleted. To do this:

1. Choose Edit>Find.
2. Select Find In: Current Site
3. Select Find What: HTML Source
4. Select the OM file number that you have deleted.

The Find function will then search for all HTML coding that contains your deleted OM number. As an example, if you were searching for code that contained OM11111, your Find window would look like this:



After selecting Find All, the HTML Source of every page in the FCOM site that contains OM11111 will be displayed. **Keep in mind that just because this number is in the HTML coding does not mean that it is a link to that page.** Look at the coding to see if it is within a hyperlink tag. An example of how this coding would look is:

- `This is a link to OM 11111 `

After finding all the pages that contain links to the deleted section, examine the links to determine which ones need to be deleted and which ones needs to be redirected.

* See the section on Comment on page 10 for information on deleting a file from a search by a State.

Templates

You can use a template if you are creating a new page for the FCOM site or applying it to an existing document. The following templates are available:

- **fc_archive_template**
This template is used to create "What's New" documents.
- **fc_forms**
This template is used to create forms descriptions OM files.
- **fc_manuels**
This template is used to create policy and procedures OM files.
- **fc_wtbb**
This template is used for creating online Words to bank By articles.

To apply a template to an existing Dreamweaver document:

Open the document. Then do one of the following:

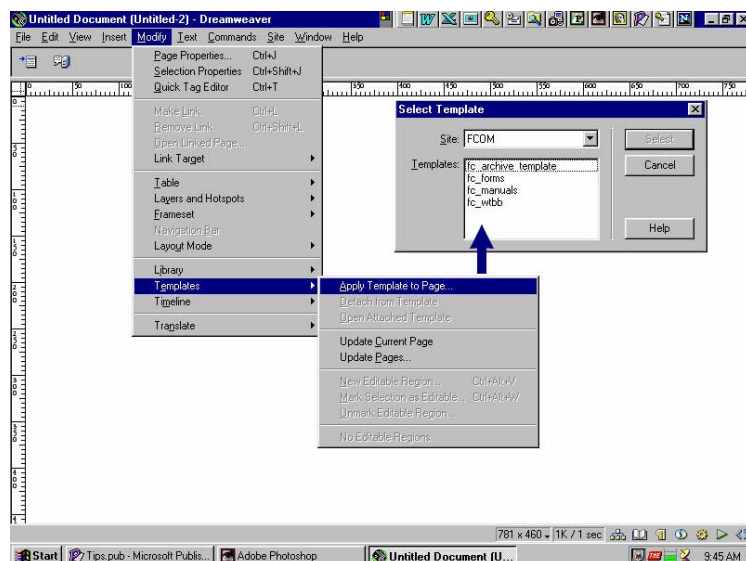
When you apply a template to an existing document, the content in the template is added to the document.

If a document already has a template applied to it.

Dreamweaver compares the editable region names of the two templates, and inserts the content of the new template into the region names with a match in the old template.

If any of the editable region names don't match, or if an editable region in the previous template doesn't have a corresponding region in the new template, a dialog box prompts you to delete the extraneous regions or transfer them to the new template. If there are more editable regions in the new template than in the old template, the additional regions will appear in the documents as placeholders.

- Choose Modify > Templates > Apply Template to Page or File > New From Template. Choose a template from the list and click Select.
- Drag the template from the Template palette to the Document window.
- Select the template in the Template palette, and click Apply to Page.



To create a new setup for a Dreamweaver template:

1. From the Site window, select File>New from Template. Choose a template from the list and click Select.
2. After the new template has been opened, 3-4 sections of the head content must be modified:
 - Link: Delete everything in href except all.css.
 - Keyword: Enter the new file name: "OM99999."
 - Comment: If the entire document should be excluded from a particular state, delete the state ("State=Arizona").
 - Title: Enter the title of the document. This is the way it will appear in the Search result.
3. When the template is formatted, save the file. Select File>save and enter the new file name in the file name field ("OM99999.htm").

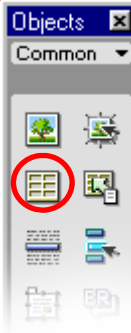
Creating a new file in MS Word

It is possible to create a file in Word and then save it as a Dreamweaver file.

Note: OM files may only be created in MS Word and then cleaned up in Dreamweaver. Do not attempt to edit existing OM files in Word.

1. Write the text in MS Word, formatting it as you would a Dreamweaver file.
2. When the text is completed, select File>Save as HTML.
3. Save the file in the FCOM folder in root/public/ as the appropriate OM number ("OM99999.htm").
4. Open the file in Dreamweaver and select Commands>Clean Up Word HTML. Dreamweaver will remove the bad HTML tags created in Word.
5. Apply the FCOM template using the procedures in the left column.
6. Select File>Save.

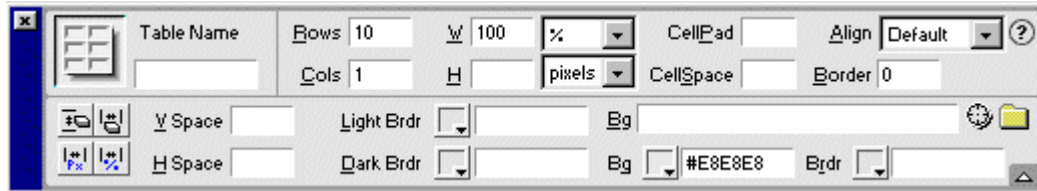
1



Tables

To insert a table

- Click the Table icon on the Object Palette (1) or select Insert>Table.
- Edit the number of rows and columns and other attributes in the Insert Table dialog box
- To modify the properties of an entire table right-click anywhere inside the table, then open the menu **Table >> Select Table**, then modify the attributes in the Property Inspector.
- Below is an example of the Property Inspector for a Table.
- To modify the properties of a cell, click inside the cell, then change the properties in the Property Inspector.
- To modify the properties of a row or column, select all the cells in the row or column (either by sweeping across all the rows or columns, or by positioning the cursor at the left or top of the row or column and clicking) then modify the properties in the Property Inspector.
- Insert (or delete) a row or column by right clicking on the row or column and select **Modify>Table > Insert/Delete Row (or Column)** or by selecting the row and pressing the <delete> key.
- Below is an example of the Property Inspector for a Table Cell.

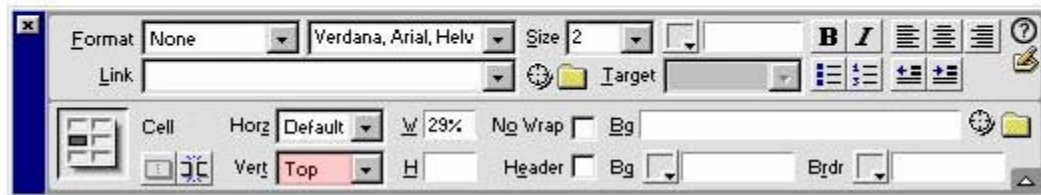


- Sort a table alphabetically or numerically, ascending or descending, by clicking anywhere inside the table then clicking the menu **Commands > Sort Table**
- Add consistent formatting to an existing table and all of its cells by clicking anywhere inside the table and then clicking the menu **Commands > Format Table**

Aligning Text in Tables

In most cases, the text in tables should be vertically aligned to the top. This is accomplished in the Vert field of the Selection Properties window when the table is selected:

| | | |
|-----------------------|-----------------------|-------------------------|
| Row One, Column One | Row One, Column Two | Row One, Column Three |
| Row Two, Column One | Row Two, Column Two | Row Two, Column Three |
| Row Three, Column One | Row Three, Column Two | Row Three, Column Three |



↑
Vert field

Objects Window

The Objects Window contains selections for Characters, Common, Head Content, Frames, Forms. The ones you will most likely use are Characters, are Common. Do not use the Head Content selection in the Objects Window. Use the View>Head Content option to edit Head Content.

Open this window by selecting Windows>Objects.

Characters

There are two ways to create special characters in Dreamweaver. You may either code the character in the HTML Source (see page 2 for coding for selected special characters). You may also select Characters in the Objects Window (illustration 1).

Common

The commands you will use in this window are Insert Image (2) and Insert Table (3). These commands are also in the Insert selection of the main toolbar menu.



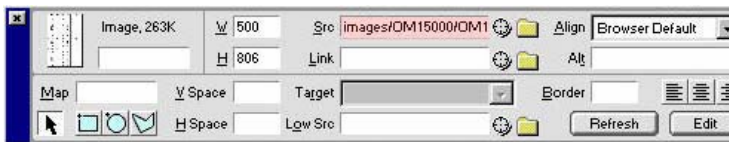
Images

When Inserting images, you must include the source of the file so that the browser can navigate to it. Image files are housed in a folder named after the OM number, that is placed inside the images folder.

For example, if you were to insert an image in OM15000, you would need to place the image in:

H:_guide\root\public\images\OM15000\

After inserting the image, the source will appear in the selections properties window:



The only image types that can be displayed on the Internet are .gif, .jpg, and .png files.

Head Content in the View Field

When Head Content is selected in the View Field, the Head Content icons will appear at the top of the document (4). Note that the names of the Head Content are different from the options in the Objects Window even though they use the same icons. Use the View Field to edit Head Content and not the Objects Window. Head Content is material that is mainly invisible to users. The ones you will use are Title (5), Comment (6), Keywords(7), and Links(8).



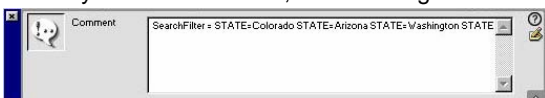
Title

The name of the section. This is what will be listed in the user's Favorites folder if they bookmark the page. It is also what will appear in the search.

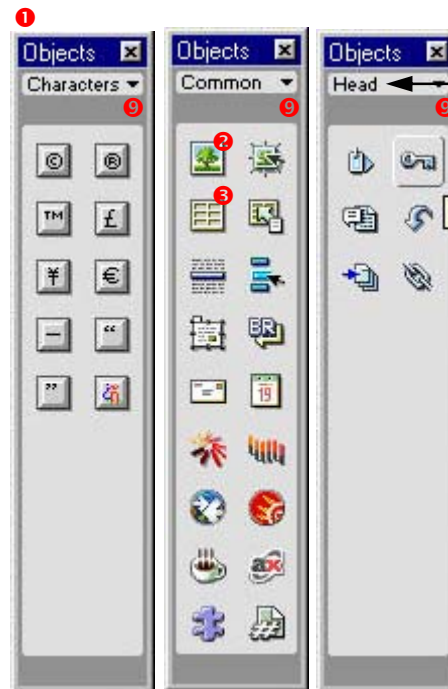


Comment

The Comment window lists the States that have access to the page. When you select this icon, the following window will open:

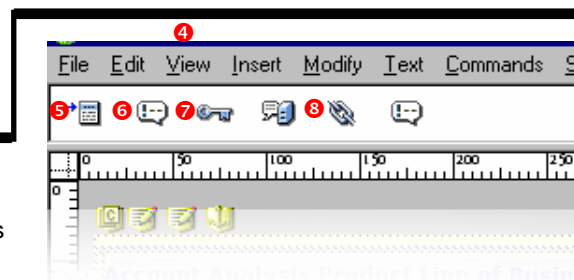


If you wish to exclude any State from being able to find the entire page in a search, you may delete it from the Comment window. The Comment window also lists the type of article (Manual, WTBB, Archive, or Form).



Note: Do not use the Objects Window to edit Head Content. Use the View>Head Content option.

The three selections that you will use from the Objects window. You may toggle between them by selecting the heading in the gray field with the arrow beside it (9).



Keyword

This is useful in search functions. Enter the OM number, IPC number, and any words or phrases you feel would be helpful in searches. Keywords must be separated by a space.

Links

The Links window provides the link to where the template CSS styles are being activated from. Without the proper link, (all.css), the template will not format properly.



Nodes

FCOM OM files are organized into sections called nodes. Although an FCOM page may apply to several nodes, the file number should be in the sequence of the node that it is most closely related to.

Main Category List

The sequences of the nodes are located in the Main Category List, located in h:\Fc_ops\guide\Totals and Files\FCOM Category (Most Recent Date).doc. Refer to this document before assigning an OM number to a new FCOM section that you are creating.

The screenshot shows a document titled 'Main Category List' with a hierarchical tree structure. The categories are listed on the left, and the corresponding OM numbers are listed on the right. The categories include:

- Main Category List
 - Account Products and Services
 - Account Opening/Maintenance
 - Authentication
 - Checks and Negotiables
 - Customer Service
 - Customer Support
 - Legal
 - Loan Features/Recovery
 - Safe Box
- 2nd Level Sub-Categories
 - 10 Account Products and Services
 - 100 Consumer Product Descriptions (OM11000 - OM11999)
 - 101 Consumer Services (OM12000 - OM12999)
 - 102 Consumer Oversight (OM13000 - OM13999)
 - 103 Consumer Wire Transfers (OM14000 - OM14999)
 - 11 Business Product Descriptions (OM15000 - OM15999)
 - 12 Business Services
 - 120 Account Analysis (OM16000 - OM16999)
 - 121 Balance and Lines of Credit (OM17000 - OM17999)
 - 122 Business Oversight (OM18000 - OM18999)
 - 123 Business Wire Transfers (OM19000 - OM19999)
 - 13 Account Opening and Maintenance
 - 1301 New Accounts (OM20000 - OM20999)
 - 1302 Business Account Documents (OM21000 - OM21999)
 - 1303 Services (OM22000 - OM22999)
 - 14 Account Maintenance
 - 1401 Account Maintenance and Calculation (OM23000 - OM23999)
 - 1402 Balance Changes (OM24000 - OM24999)
 - 1403 Check Cashes (OM25000 - OM25999)
 - 1404 Other AIA/AD Examples (OM26000 - OM26999)
 - 1405 Wire Transfers (OM27000 - OM27999)
 - 22 Audit and Regulatory
 - 2201 Audit (OM30000 - OM30999)
 - 2202 Compliance (OM31000 - OM31999)
 - 2203 SEC (OM32000 - OM32999)
 - 2204 SEC Compliance (OM33000 - OM33999)
 - 2205 SEC Bank Secrecy Act (OM34000 - OM34999)
 - 2206 Unrelated Income and Tax Reporting (OM35000 - OM35999)
 - 2207 Zephirus (OM36000 - OM36999)

Rollover Popups

The rollover effect is created by javascript (a scripting language developed by Netscape and used to create interactive Web sites) written in the html source code.

The popup number for the Retirement Plans Department is 3, so the javascript for this popup would appear in the source html as:

```
<a class="popup" href="javascript:void(0);" style="text-decoration:none" onmouseover="return overlib(kepopup3, NOCLOSE);" onmouseout="return nd();">Retirement Plans Department</a>
```

This javascript should be written exactly as it appears in the green text, the only difference being the number that appears after "kepopup" (it is linked to javascript located in the kearray.js file).

The popup numbers can be viewed by selecting h:/_guide/root/public/js/kepopup.htm and pressing the <F12> key. This will display the document in the browser.


Libraries

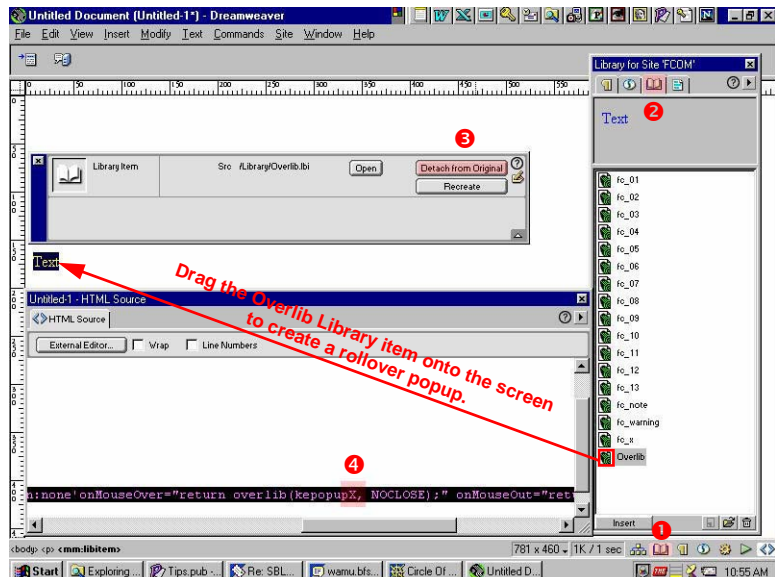
Libraries contain page elements such as images, text, and other objects that you want to reuse or update frequently throughout your Web site. These elements are called library items.

When you place a library item in a document, Dreamweaver inserts a copy of the HTML source code into the file and creates a reference to the original, external item. If the library has not been detached from the original, the reference to the external library item makes it possible to update the content on an entire site all at once by changing the library item and then using the update commands in the Modify > Library submenu.

Dreamweaver stores library items in a Library folder within the local root folder for each site. You can define a different library for each site.

Using the Rollover Popup Library Item

1. Open the Libraries window by clicking on the Libraries icon () located in the bottom right-hand corner of your screen (1) or in your CSS Window, if it is open (2).
2. Place the cursor where you want the rollover popup to appear.
3. Drag the Library icon labeled "Overlib" (see illustration) to the cursor. The word "Text" will appear.
4. Highlight the word "Text." The Properties Selection window will display the properties shown in the illustration.
5. Select "Detach from Original" button (3).
6. In the source window, change "Text" to the name of your rollover popup.
7. In the source window, change "X" (4) in the HTML coding to the number of your rollover popup.
8. Preview in the browser by pressing <F12>.



KEYBOARD SHORTCUT MATRIX

| Keyboard character | Control | Control+Shift | Control+Alt | Control+Shift+Alt |
|--------------------|------------------------------|-------------------------------|---------------------------------|-------------------------------------|
| A | Select All, Select Table | Insert Table Column | Insert Named Anchor | * |
| B | Bold (toggle) | Add to Library | * | * |
| C | Copy | Copy text only | Center justify | * |
| D | Duplicate | Get Selected Files or Folders | Insert Shockwave Director Movie | Check Out Selected Files or Folders |
| E | Launch External Editor | Edit Style Sheet | * | * |
| F | Find | * | Insert Flash Movie | * |
| G | * | * | Snap to Grid (toggle) | Show/Hide Grids |
| H | Replace | Bring to Front | Move Backward | Send to Back |
| I | Italic (toggle) | Show Invisibles (toggle) | Insert Image | * |
| J | Page Properties | Property inspector (toggle) | * | * |
| K | Preferences | Link to Existing File | * | * |
| L | Create Link | Remove Link | Left Justify | * |
| M | Insert Table Row | Delete Table Row | Merge Selected Table Cells | * |
| N | New Window | New Page | * | New Site Folder |
| O | Open | Open in Frame | * | Open Selected Site File |
| P | Play Recorded Command | Paragraph Format | Play Plugin | Play All Plugins |
| Q | Quit | * | * | * |
| R | Import | Make Root | Right Justify | Show/Hide Rulers |
| S | Save | Save All | Split Table Cell | * |
| T | Quick Tag Editor | Show Page Titles in Site Map | Insert Table | Add Object to Timeline |
| U | Preferences | Put Selected Files or Folders | * | Check In Selected Files or Folders |
| V | Paste | Paste as Text | Create New Editable Region | * |
| W | Close | View Head Content | Mark Region as Editable | * |
| X | Cut | Start Recording Command | Stop Plugin | Stop All Plugins |
| Y | Redo | Show/Hide Link | * | * |
| Z | Undo | Redo | * | * |
| 0 (zero) | Set Paragraph Format to None | * | * | * |
| 1 | Apply Heading 1 to Paragraph | * | * | * |
| 2 | Apply Heading 2 to Paragraph | * | * | * |
| 3 | Apply Heading 3 to Paragraph | * | * | * |
| 4 | Apply Heading 4 to Paragraph | * | * | * |
| 5 | Apply Heading 5 to Paragraph | * | * | * |
| 6 | Apply Heading 6 to Paragraph | * | * | * |

Note: An asterisk (*) indicates an unused key combination.

KEYBOARD SHORTCUT MATRIX, CONTINUED

| Keyboard character | Control | Control+Shift | Control+Alt | Control+Shift+Alt |
|------------------------------|-------------------------|---|-------------|-------------------|
| 7 | * | * | * | * |
| 8 | * | * | * | * |
| 9 | * | * | * | * |
| - (minus) and _ (Underscore) | Site Map Zoom Out | Delete Table Column | * | * |
| = and + | Fit to Window | Site Map Zoom In | * | * |
| [and { | Outdent (Move Backward) | Decrease Column Span (Tables), Make Layers Same Width (Layers) | * | * |
|] and } | Indent (Move Forward) | Increase Column Span (Tables), Make Layers Same Height (Layers) | * | * |
| . (period) and > | Stop Plugin | Select Child Tag | * | |
| , (comma) and < | * | Select Parent Tag | * | * |
| ? and / | * | * | * | * |
| ; and : | * | * | * | * |
| ' and " | * | * | * | * |
| ' and ~ | * | * | * | * |
| \ and | * | * | * | * |
| Spacebar | Update Table Layout | Insert Non-breaking Space | * | * |

| F-Key | No modifier | Shift | Alt | Control | Control+Shift | Control+Alt | Control+Shift+Alt |
|-------|----------------------------|----------------------------|---------------------|------------------------------|-------------------------|-------------|-----------------------------|
| F1 | Using Dreamweaver Help | Extending Dreamweaver Help | * | Dreamweaver Online | * | * | * |
| F2 | Rename file in Site Map | * | * | Object Palette | * | * | * |
| F3 | Find again | * | * | Property Inspector | * | * | * |
| F4 | Hide/Show Floating Windows | Launcher | Quit | Close Window | * | * | * |
| F5 | Site Files | Refresh Local Pane | Refresh Remote Pane | Site Map | * | * | Disconnect from Remote Site |
| F6 | Library palette | * | * | Convert Tables to Layers | Convert Layers to Table | * | * |
| F7 | CSS Styles | Check Spelling | * | HTML Styles | * | * | * |
| F8 | Behavior | Check Links - Selected | * | Check Links - Entire Site | * | * | * |
| F9 | History palette | Add keyframe | * | Timeline | * | * | * |
| F10 | HTML Source inspector | * | * | Frame inspector | * | * | * |
| F11 | Layers | * | * | Templates Palette | * | * | * |
| F12 | Preview in Primary Browser | * | * | Preview in Secondary Browser | * | * | * |

Note: An asterisk (*) indicates an unused key combination.