

DROP DOWN MENUS in DREAMWEAVER

Drop Down Menus are based on **UNORDERED LISTS**. These are those lists of items with bullets in front of them that you see in word processors all the time. It is the **HTML** tags that produce these unordered lists that are used to make the menu structure. [note: **ORDERED LISTS** are used in a different way. The difference is that ordered lists have numbers in front of each item.]

It is important to have all your menu items well thought out in advance. It is sometimes easier to produce a new page than it is to go back and change things. But first, an explanation on how to edit the unordered list on the Sample page:

Altering the Sample Page

The page that has been written for you has an extensive amount of **CSS** coding. To alter the list of topics and sub topics and sub sub topics to suit your site, the unordered list needs to be edited. That is the easy part. To edit the appearance of the **CSS** styles you have to go through the **CSS** styles tag by tag and see what needs to be changed.

The **CSS** **STYLING** has to be turned off to make the actual text of the unordered list visible, and editable.

turn **CSS** **STYLE** **VIEWING** off to edit, add or delete topics items

turn off **VIEW**> **STYLE** **RENDERING**> **DISPLAY** **STYLES**, or –
hit the **CSS** **STYLE** **TOGGLE** button on top menu bar



Look carefully at the list of items and decide where to add, delete or change an item. This should all be well designed before editing the page.

insert the cursor at the end of the line above the insertion point

hit return

change the indent level if desired

use **FORMAT**> **INDENT** [CMD] [OPT] (left bracket, below the delete key),

or -

hit the **INDENT** button in the **PROPERTIES** window

type in the new text

add a link to each new item

select all the text in the link

type # into the **LINK** box in the properties window

make sure the new text turns blue and is underlined (indicating a link)

Or, it may be easier to build a new unordered list on a blank web page and copy and paste that into the Sample Page. See below for instructions:

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Compose a New Unordered List on a New Blank Page

Open a new basic web page and write out the new list on the new blank page using the editing functions in DreamWeaver. There can be submenus and sub-sub menus in this list.

type in the main menu items first

enter _____ one item at a time, each on its own line

hit _____ the [RETURN] key to end each line

create the unordered list

select _____ all lines of text [CMD] A

hit _____ the **BULLETED LIST** button in the **PROPERTIES** window

this produces an unordered list

type in the sub-topics next, using the [TAB] key for any submenu item

place _____ the cursor at the end of the first line

hit _____ [RETURN]

hit _____ [TAB]

type in _____ the text for the subtopic

hit _____ [RETURN] to enter the next subtopic

the results should look something like this:

- topic 1
 - subtopic 1.1
 - subtopic 1.2
- topic 2
 - subtopic 2.1
 - sub sub 2.1.1
 - sub sub 2.1.2
 - subtopic 2.2
 - subtopic 2.3
 - subtopic 3.1.1
 - subtopic 3.1.2

all items now need to be made into links

select _____ all [CMD] A

type _____ # into the link box

this will turn all items into links, the destination to be filled in later

make sure all text is now blue and underlined (indicating a link)

add an ID to the parent unordered list

click on _____ the `` tag (the very first one if there are submenus)

type _____ the name `menu` into ID box in the **PROPERTIES** window (far left)

Copy and Paste the New Ordered List into the Sample Page, replacing the original

select all _____ text in the list

select _____ the tag `<ul#menu>` in the new page

copy _____ with FILE> COPY [CMD] C

select _____ the unordered list on the sample page

place the cursor on any text in the list

select _____ the tag `<ul#menu>` in the Sample page

paste _____ with FILE> PASTE [CMD] V

DROP DOWN MENUS in DREAMWEAVER, cont'd.

Building the Links

Once the Drop Down Menu is fully functional and has the desired appearance, the links all have to be connected to the desired pages. These other pages may or may not also contain the same set of Drop Down menus. If they do, then you will have to use this page as your basic template for all the other pages in your site. Or you can insert this top panel including the 'artist name' logo and the unordered list into the top of the other pages. Just make sure to also copy all of the CSS coding at the top of the page.

If, on the other hand, your portfolio pages will be photos only, then you can build those from any other Sample page, but make sure you have links for your viewers to return to the other pages on the site.

The linking process is simple although perhaps tedious.

- turn _____ CSS styling viewing off
- the unordered list should appear
- select _____ the first topic in the ordered list
- use _____ the LINK box in the **PROPERTIES** window
- hit the blue **FOLDER** icon to select which page this link will connect to
- repeat _____ this process for every item in the list