

Dreamweaver 3: Creating an HTML Resume

This tutorial will take you through the process of putting your résumé information into your resume.html file.

Step 1: Download "resume.html" from your account onto the Desktop (if it isn't already there). You should also download your "images" folder to the Desktop.

Open Dreamweaver, go to File > Open, and open "resume.html".

Using Tables for Page Layout

Remember that tables are used in HTML documents to align text and image on the page. In each cell of the table, you can type text, insert graphics, and even insert another table.

You've already used a table to layout the subpage.jpg image. Now you'll use an additional table for your résumé information. If there is already a table in your resume.html page, delete it.

Step 2: Go to Insert > Table and specify the number of rows and columns. The number of rows should correspond to the number of categories in your resume; the number of columns should probably be 2. Set the width to 600 or 700 pixels, and set the border to 0. Don't worry for now about Cell Padding or Cell Spacing.

If you want to change properties of the table, click on one of its edges until a black line appears around it. You can use the Properties Inspector to change the size of the table, add or delete rows or columns, add a background color to a cell or row or column, change the border size, and make other alterations.

Step 3: Select the table and experiment with the options available in the Properties Inspector.

Your layout for the table might look like the following:

| | | | | | | | | | | | |
|---|--|---------------------|----------|----------|-------|---|--|--------------|--|------|--|
| Objective | An internship in Mechanical Engineering | | | | | | | | | | |
| Education | University of California, Santa Barbara Major: Mechanical Engineering Expected Date of Graduation: June 2009 <u>Relevant Courses:</u> <ul style="list-style-type: none">• Technical Writing• Mechanical Design | | | | | | | | | | |
| Work Experience | <table border="0"><tr><td><u>Job Title #1</u></td><td>Location</td></tr><tr><td>Employer</td><td>Dates</td></tr><tr><td><ul style="list-style-type: none">• Task #1• Task #2• Task #3</td><td></td></tr><tr><td>Job Title #2</td><td></td></tr><tr><td>Etc.</td><td></td></tr></table> | <u>Job Title #1</u> | Location | Employer | Dates | <ul style="list-style-type: none">• Task #1• Task #2• Task #3 | | Job Title #2 | | Etc. | |
| <u>Job Title #1</u> | Location | | | | | | | | | | |
| Employer | Dates | | | | | | | | | | |
| <ul style="list-style-type: none">• Task #1• Task #2• Task #3 | | | | | | | | | | | |
| Job Title #2 | | | | | | | | | | | |
| Etc. | | | | | | | | | | | |
| Honors & Activities | | | | | | | | | | | |

Important Tips and Tricks for formatting:

- To single-space, hold down the Shift key and hit Return/Enter.
- To create a bulleted list, type each item in the list with a double space (Enter) between each of them. Then select all of the items, and click on the Bullet icon in the Properties Inspector.
- To align all items in each cell row to the top of that row, move the cursor to left edge of the row until it turns into a small black arrow pointing at the row. Then click—the entire row will be selected. In the Properties Inspector, find the Vert (Vertical) dropdown menu, and select Top.
- To adjust the table once you've created it, select the table by clicking on its bottom edge (the entire table should have a heavy black line around it). Then make changes to the table in the Properties Inspector.

Linking

To create links in your resume page, simply select the text that you want to serve as the link and use the Link box in the Properties toolbar to specify the URL of the site that you're linking to. Any text or image can serve as a link to another website.

For instance, in the Education section of your resume you may want to include a link to the main page of UCSB:

1. Select the phrase ("UCSB") that you want to serve as the link.
2. In the Link box in the Properties toolbar, type the URL for UCSB's website:
<http://www.ucsb.edu>.

There are two types of links: Absolute and Relative. **Absolute links** are used to link to external pages (pages that are not in the uweb folder of your UWeb account). You must use the whole URL to reference any link that is external.

- incorrect: www.ucsb.edu
- correct: <http://www.ucsb.edu>

Relative links are used to link to other pages that are part of your site. For example, if in addition to your resume.html page you have another page called index.html, you need to only specify the file name, not the entire URL. You just need to be sure to put index.html in the uweb folder of your UWeb account, along with resume.html.

After saving and posting your resume.html file on the Web, you're done!