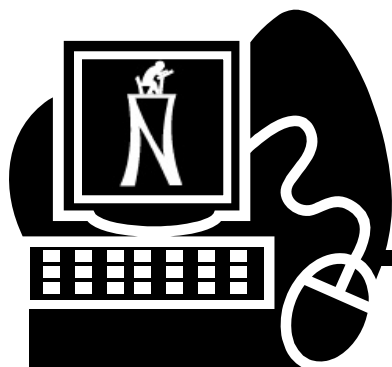


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Dreamweaver

100



**Auxiliary & Classified Staff
Campus Administrators
District Administrators
Professional Staff
Teachers**

Introduction

This course teaches the basics of creating websites with Macromedia Dreamweaver. Dreamweaver is a powerful and sophisticated Web authoring program, yet it is easy to use and is an excellent tool for beginning webmasters. This course will take you through the creation of a simple Web page, complete with images, links, and email links.

In these lessons, we'll make use of **tables**. Tables are an excellent way for you to organize and create a simple Web page. One of the great strengths of tables is that they also work well in more sophisticated pages. There are other ways to accomplish the same things, such as **layers** or **frames**, but tables are generally simpler to use and easier to update and maintain.

Course Objectives

- Set up a website on a computer
- Create a blank Web page
- Enter and manipulate text
- Create a table
- Insert an image
- Insert a hyperlink

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Five Steps for Creating a Web Site

Step 1: Needs Assessment

- Determine the goals and objectives of the Web site.
- Decide how the goals and objectives can best be met.

Step 2: Site Design

- Break the information into logical sections.
- Sketch pages on paper: if it won't fit on an 8½ by 11 page, consider breaking it into two Web pages.
- Design template(s), if any.
- Make decisions about content, links and general organization; it may help to draw or graph the general structure of the site.
- Develop or locate graphics for the site.

Step 3: Implementation

- Create HTML Web pages, using Dreamweaver or other tool(s).
- Include appropriate internal and external links.
- Remember that content is far more important than bells & whistles.
- Thoroughly test every aspect of the site. View on as many different browsers/computers as possible.
- Upload the finished site to your server.

Step 4: Refine the Site

- Gather feedback about the site.
- Add and/or modify content.
- Add features as you gain confidence and skills with your tools.
- Keep your purpose for the site in mind at all times.

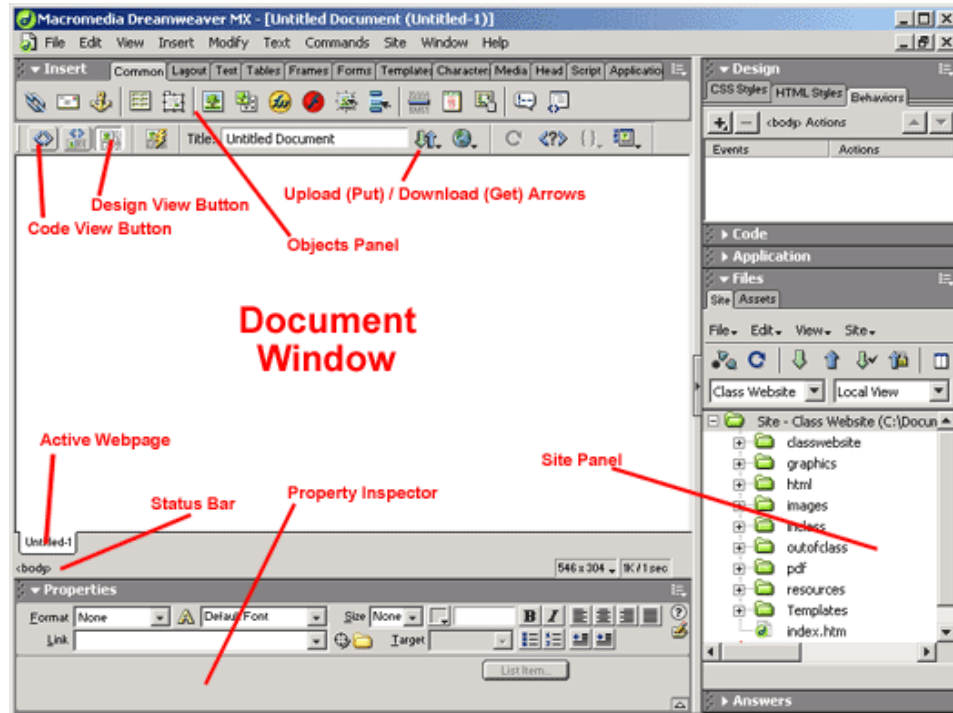
Step 5: Maintenance

- Continually evaluate, test and update the site.
- Consider periodic redesign work to keep your site vibrant and interesting for your visitors.

A Quick Tour of Dreamweaver

Let's start by looking at the Dreamweaver MX screen. Click on any of the labels to see a description of that feature.

The Dreamweaver Workspace:




Document Window - This is the document window, where you edit Web pages. It opens automatically when you open Dreamweaver.

Site Panel - This panel has several functions. It shows the folders and files used in your website, and you can use the panel to move files and folders around within the site, or to perform other site maintenance tasks. By choosing from the pull-down menus in the panel, you can choose from the various Web sites that you work on (department site, class sites, etc.), and you can choose between the Local View (the copy of your website that resides on your computer) and the Remote View (your website on the server that you upload it to)

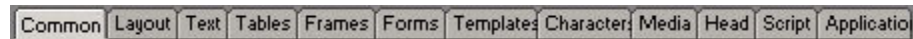
Property Inspector - This tool enables you to view and manipulate the properties of the various elements of your Web page. For example, if you click on an image on your page, it shows the properties of the image, such as its size, its filename and where it is stored in your folders. If you highlight text, it shows the text color, size, font, justification, etc.

Status Bar - The left side of the bar shows the HTML tags that affect the page element where your cursor is currently located. On the right side of the bar, you can see the size of your workspace in pixels. It also shows the total size of the page (in Kilobytes), including images.







Active Webpage - Shows the page you are editing. If multiple page are opened, the active webpage will be in white, while the others are in light gray.

Code View & Design View Buttons - These buttons allow you to toggle between working in the normal Dreamweaver MX environment (Design View) and working in HTML (Code View). The button between them () shows Code and Design Views simultaneously in a split screen.

Objects Panel - This panel is used to insert a variety of objects, characters and features into your Web page. Use the tabs at the top of the panel:



to select what types of objects are available to you at the click of a mouse. In the **Common Objects Panel**, the most useful items are probably:

	Image - allows you to browse for images to insert into your Web page.
	Table - use this tool to place a table in your Web page. You can choose the number of rows or columns, the width of the table, the size of the table's border, etc. If you change your mind about one of the table's features later, just click on the edge of the table or the space between two cells, and the table's attributes will appear in the Property Inspector, where you can make changes.
	Horizontal Rule - this button places a horizontal line (horizontal rule -- or HR) in your page. Use the Property Inspector to set the width of the HR, either in pixels or as a percentage of the available space.
	Hyperlink - although this is not the only way to insert a link in your Web page, it is certainly one of the easiest. A dialog window appears when you click on this button. Type whatever you want your visitors to click on in the Text: box, and click on the Browse for File button () if you are linking to one of the pages in your site. If you want to link to a file outside your site, type or paste its complete Web address in the Link: box. You can safely ignore the other items in the window.
	Email Link - this tool is even easier than the hyperlink. Simply type whatever you want your visitors to click on in the Text: box, and type the email address you wish to link to in the E-Mail: box.

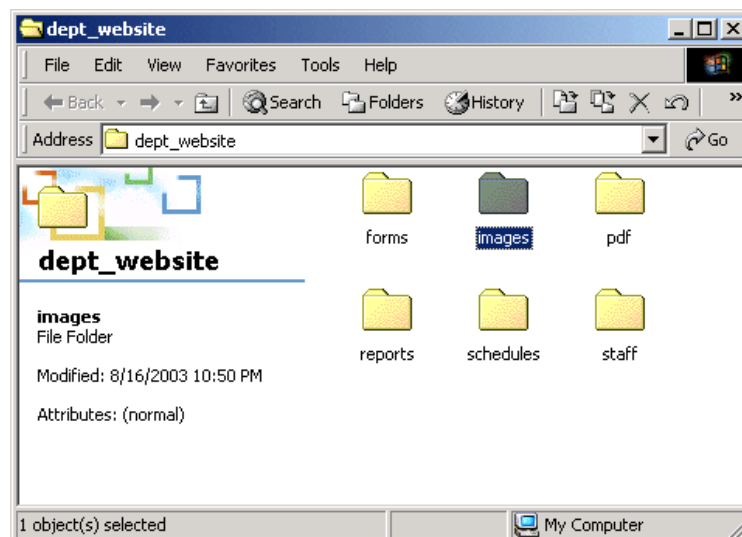
Upload (Put) / Download (Get) Arrows - This button opens a menu allowing you to upload (put) or download (get) the page you are working on. A similar pair of buttons appears at the top of the **Site Panel**.

Create a Site with Dreamweaver

Dreamweaver allows you to create an entire website on your computer and thoroughly test it before uploading anything to a server where others can see it. After you post the site to the server, you'll have two complete copies of the site: one on the server and one on your computer. You work on your Web pages on your computer and upload them to the server when you're ready. If two or more people maintain a site, Dreamweaver's synchronizing system helps to protect you from over-writing each other's work.

Creating a site in Dreamweaver is easy. First, make a folder to serve as your local directory somewhere on your computer. Your desktop is a good place. Make as many subdirectories within your folder as you think you might need. You can always add more later, but an **images** subdirectory is a good idea as a place to keep all of the graphics for your site.

An example of a site -- set up in a folder on a computer's desktop -- is shown below. There are directories for all of the types of files and Web pages the author plans to post, including images and pdf (Adobe Acrobat) files. Note that everything is in lower case, with no spaces. This is a good idea, especially if your server is a UNIX machine. It's also a good idea for all of the filenames in your site.

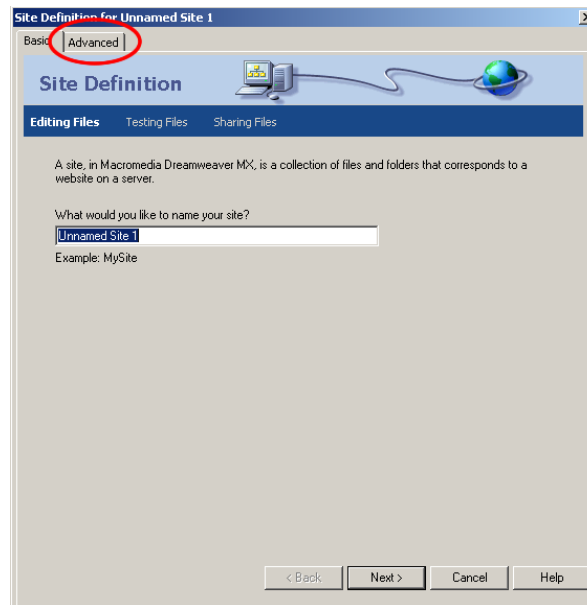


Tip: Create a Never Upload folder

Make a **Never Upload** folder somewhere outside of your site. If you create a Web folder, the Web folder could contain both the Never Upload folder and the folder that holds your website. The Never Upload folder is a handy place for Fireworks *.png* files, Microsoft Word *.doc* files, and other files that you used in making the site but which are not used in the finished site and do not need to be uploaded.


Site Setup

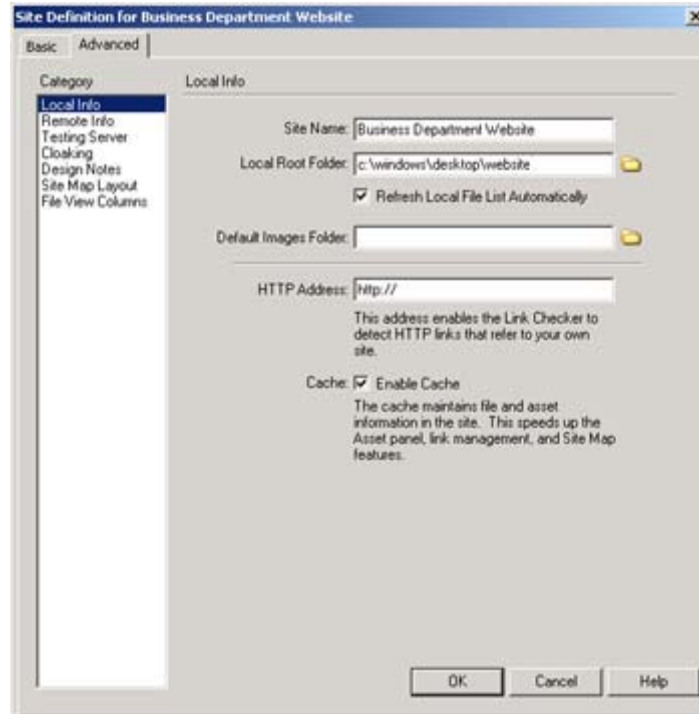
1. Click on **Site** at the top of the screen and select **New Site...**
2. Choose the **Advanced** tab at the top of the **Site Definition for Unnamed Site** window.



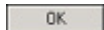
Local Site Definition

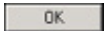
Dreamweaver uses two sites: the Local Site, on your computer, and the Remote Site, on the server where the Web site resides. You create the Local Site and use Dreamweaver to upload the site when it is ready.

1. The **Local Info** window will appear. Complete the following fields:
2. **Site Name:** Give your site any name you wish. Capital letters and spaces are OK here.
3. **Local Root Folder:** Use the browse button () to find and select the folder where your Web site will be stored on your computer.
4. **Refresh Local File List Automatically** and **Cache:** Check both of these boxes. Don't worry about the **Default Images Folder** or the **HTTP Address:** boxes.



Remote Site Definition

This is where you enter the information about your server. If you don't know the address of your server and your username and password, skip this step and click .

1. **Don't** click  yet. Choose **Remote Info** (on the left, under **Category**), instead.

If you did click the **OK** button:

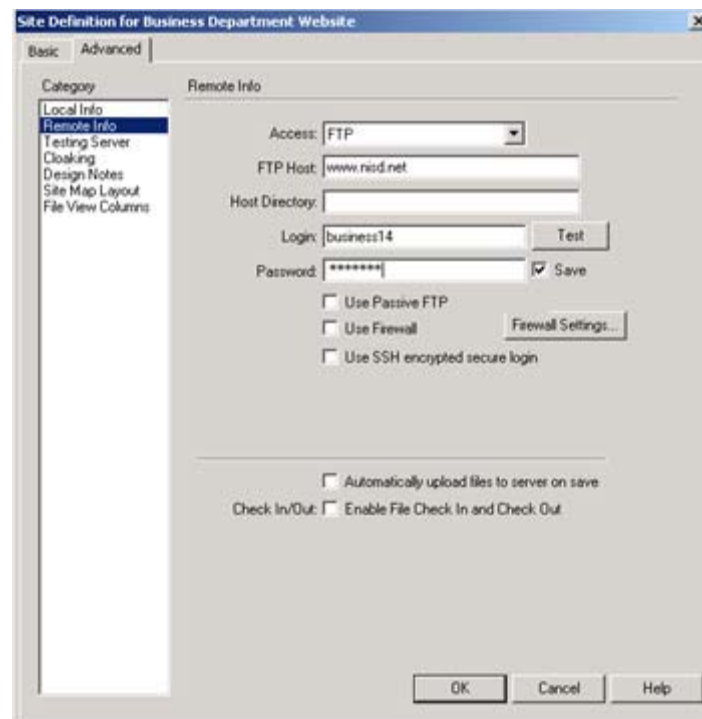
1. Choose **Site** from the menu at the top of the screen, then select **Edit Sites...**
2. Select your site from the list that appears in the **Edit Sites** window and click **Edit...**
3. Choose **Remote Info** and continue with **step 2** below.

2. The **Remote Info** window, when it opens, it will appear almost blank, with the pull-down menu:



visible. Choose **FTP**, and the window should change to something similar to the image to the right.

3. As with the **Local Info**, you only have to fill in a few pieces of information:
 - **Access:** Choose **FTP**.
 - **FTP Host:** Type in the address of your server. For most Northside departments and schools, this is: www.nisd.net.
 - **Host Directory:** Your account will automatically take you to the appropriate directory, in most cases. If you are working under a department or campus webmaster, check with that person for directory information. You can also call the Web Office at: 397-7648.
 - **Login:** Your username.
 - **Password:** Your password. If the **Save** box is checked, you'll be able to upload and download files without having to type in your password each time.
4. When you're done, click . That's the basics of setting up a site within Dreamweaver.



Design a New Web Page

The natural impulse for most of us is to start typing and clicking and just design the page as we go. This sometimes works, but it's almost always better to take the time to design the page on paper. After all, if you can't create what you want with pencil and paper, how can you do it with Dreamweaver?

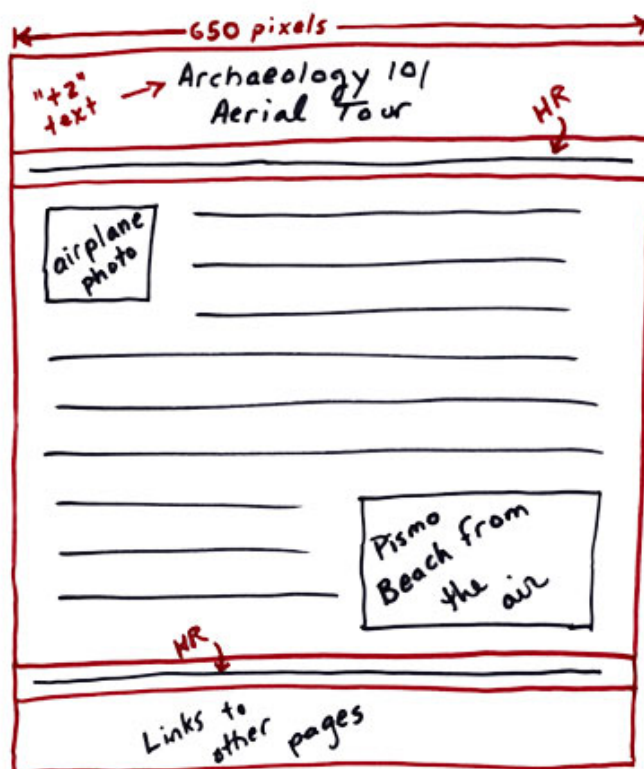
The example below uses a table to encapsulate the entire Web page. An advantage of this is that the entire page can be kept to a particular width. At 650 pixels, this page would "fit" on almost any computer monitor currently in use. By centering the table, we can "frame" it on the visitor's screen. A table also allows you to carefully organize how things will appear on the page. This is a more elaborate sketch than some of you are likely to need, but it shows many of the page features very clearly. The table and some notes are in **red**, and the page content is shown in **black**.

The table in the sketch below has one column and five rows:

- Row One:** Page title
- Row Two:** Horizontal rule (HR)
- Row Three:** Main page content, including text and two photos.
- Row Four:** HR
- Row Five:** Links to other pages in the site



Experienced webmasters frequently sketch out new pages. It's much faster to start with a sketch and to build the page once, than it is to rework major parts of a page after creating it.



Create a New Web Page

To make the page from the sketch, we start by creating a table. This table will contain the entire page and keep it to a width that almost any computer monitor can display. The table also helps us to arrange the elements in the page and to create a Web page that looks the way we want it to look, on a wide variety of computers.


Page Title

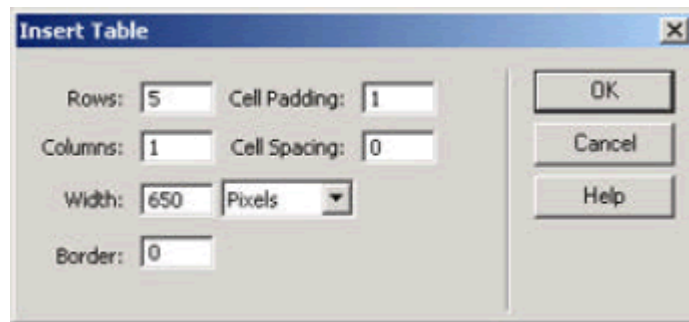
Page titles are very important. They allow you to identify your page without using up valuable space in the main part of the page. Most search engines look at the title, so a good, descriptive one gives your page a better chance of being found. Additionally, search engines often list Web pages by title when displaying the results of a search. A descriptive title helps a visitor to choose your page instead of someone else's.

To give the page a title (which appears in the blue bar at the top of a visitor's browser, type a title into the white **Title:** box in one of the toolbars near the top of the screen. If the box is not visible, follow these steps:

1. Click on **Modify** in the Menu Bar at the top of the screen.
2. Choose **Page Properties** from the pull-down menu.
3. The Title box will read Untitled Document. Delete those two words and type your page title. Press .

Create the Table

1. Click the Insert Table button (), which is found in the **Common Objects Panel**, or choose **Table** from the **Insert** menu.
2. We have the opportunity to set all of the table's attributes at the start, but tables are easy to modify later, if that's needed. We want our table to have the following attributes:



3. After the table is inserted, use the **Property Inspector** to center it in the page.



If the table is not selected, click on any of the borders between cells. Now go to the Property Inspector, click the **Align** box, and change the alignment to **Center**.

Table Attributes

Rows and columns are self-explanatory, but some of the other attributes may be confusing:

Width	Width in tables is set in either pixels, or as a percent of the available space. Tables can be put inside one another, so a table set inside ours would have a maximum width of only 650 pixels, even if the Width was set to 100%.
Border	The thickness of the lines around a table and setting its rows and columns apart. A zero Border means that the table itself will be invisible to someone viewing the page, but it will still serve to contain the page and to keep things where we want them.
Cell Padding	The distance -- in pixels -- of objects within table cells, from the cell walls
Cell Spacing	The space -- in pixels -- between cells

Save the Page

1. Click on **File** in the Menu Bar at the top of the screen.
2. Save the file as you would a word processor file. If it's the main page of your Web site, call it **index.htm**.

Preview the Page

Press the **[F12]** key to preview your page in a Web browser.

Cascading Style Sheets: Changing the “Default” Font of a Web Page

Instead of having to highlight all of the text in a page, why not use a style sheet to change it all at once? You can still highlight any text and apply a different style at any time.

Set a Style for the Body Text

The <body> tag in a Web page is where the content is placed. By redefining the body text, you can affect all of the text in the page. Effectively, you are setting the “default” text, using a style sheet.

1. Open the CSS Panel.
2. Click the **New CSS Style** icon (+).
3. Choose **Tag** for Selector Type.
4. Select **body** from the Tag pull-down menu.
5. Define the style in **This document only**.
6. Click **[OK]**.
7. In the CSS Style Definition window, choose **Arial, Helvetica, sans-serif** from the font pull-down menu.
8. Type **1.0** in the Size box, and choose **ems** from the pull-down next to it.
9. Click **[OK]** and watch as all the text in the Web page changes to the Arial font!



To move the cursor down two lines (skipping one line), press:

[Enter]

To move down just one line, press:

[Shift] [Enter]

Text and Page Formatting

We have to always remember that text does not behave the same in Web pages as it does in a word processor. If you put more than one space between two words, the extra spacing is ignored. Pressing the [Enter] key in Dreamweaver moves the cursor down two lines instead of the customary one. This is the equivalent of the HTML Paragraph (<p>) tag. To move down just one line, hold down the [Shift] key and press [Enter]. This equates to the HTML Break (
) tag.

Let's start by adding the header to the page. In the topmost cell of the table, type the following:

Archaeology 101
Aerial Tour


Remember that you need use **[Shift] [Enter]** to move the cursor down just one line.

Now let's format the text to look the way we want.

1. Highlight both lines of text of the header (the text you just typed).
2. In the Property Inspector, look for the Format pull-down menu, and change it **Heading 1**.
3. Open the file **text.doc** (provided by your instructor).
4. Copy and paste the text into the third row of the table. Notice how the text is automatically formatted to a standard Arial font.

Horizontal Rules (HRs)

Now we're ready to put in the HRs

1. Click within the second cell of the table to locate your cursor there.
2. Click on the **Horizontal Rule** button () in the Common Objects Panel . Notice that the Property Inspector allows you to change several attributes of the HR, including its **Height** (thickness of the line), **Width**, and whether it is shaded or not.
3. Follow steps 1 and 2 to place an HR in the second-to-last cell.
4. **Save** and **Preview** the page (Press the **[F12]** key to Preview).

Images

Images can make a big difference in how people see your Web page. Great images can add color and interest and can illustrate whatever information you're trying to get across to your visitor. Poorly-chosen images can be distracting, but the worst "crime" with graphics on a Web page is to use images that are too large. They can slow down the loading of your page so badly that some visitors will never return.



Follow a few simple rules when you add images to a page:

- Choose images carefully. A few great pictures are better than several mediocre ones.
- Keep them as small as possible! This speeds page load time.
- If you want to show large pictures, use "thumbnails" -- small images -- as links to larger images.
- Don't use Dreamweaver or HTML to resize images! They appear smaller, but they take just as long to load. Use Adobe Photoshop, Macromedia Fireworks, Microsoft Photo Editor, or some other program to **really** resize your Web images.
- Use the **Alt** attribute to add text as a courtesy to vision-impaired visitors and others.
- Be creative and have fun!

Photos are provided by your instructor. The photos are Copyright © 2003 by Marlo Brown. You have permission to use the photos, for educational purposes only.

Inserting Photos into a Web Page

Dreamweaver makes it extremely easy to add an image to a page:

1. Place your cursor at the beginning of the first paragraph of text.
2. Click on the **Image** button () on the Common Objects Panel.
3. Browse to find the **cessna_small.jpg** image and click  to insert the image.
4. Repeat the process to insert the **pismo.jpg** image in the middle of the second paragraph.
5. **Save** and **Preview** your page.

Next, we'll learn how to wrap the text around the image, how to add notes to images, and how to use thumbnails as links to bigger images.

Images, Part II

At the end of the last section, we inserted two images into a bunch of text, but it probably didn't look the way we wanted. Your page may look like the example below:



Wrapping Text Around an Image

This is another aspect of Web page building that Dreamweaver makes extremely easy.

1. Click on an image to highlight it. The Property Inspector will display the image's attributes.
2. Click the **Align** pull-down (), and choose **Left** or **Right**. The text should wrap around the image.
3. **Save** and **Preview**.

Notice that an image location symbol () appears where you had the cursor when you inserted the image. You can click on this symbol and drag it around on the page to move the image.

Adding "Alt" Notes to Images

Alt, as in **A**lternative Text, is what will be visible to a visitor if something prevents your image from displaying. When the image does appear, the Alt text will appear if a visitor puts his or her cursor on the image, almost like a floating caption. These notes are also what a vision-impaired person's browser will "read" to them. In order to make your page as accessible as possible, you should add Alt text to every image. It's easy to do:

1. Click on the aerial photo image.
2. In the **Alt** box of the Property Inspector, type the following:


Aerial view of Pismo Beach, CA

3. **Save** and **Preview**. Hover over the images to see the Alt text.

Using Thumbnail Images

Thumbnails offer Web designers the best of both worlds: you can create a page with small images that load quickly, yet you offer larger images to your visitors with just one click of the mouse.

This will be your first exposure to **linking**. Links really are the most useful aspect of the Internet, and they are not difficult to create with Dreamweaver:

1. Click on the airplane image.
2. Look in the Property Inspector for the **Link** box. Look just to the right of the box for a **Browse for File** () button. Click on it and browse to find the **cessna.jpg** image.




Independent Practice:

Go back to the Image Properties of the smaller image and add the following words to the Alternate Text:

Cessna 210 airplane. Click to see a larger image

Links

Now it's time to add some links to our page. You've already made a link with the thumbnail image, so this will be easy. There are several ways to make a link in Dreamweaver, the easiest is:

1. Highlight the text -- or click on the image -- that you want your visitor to click on for the link.
2. Look in the Property Inspector for the **Link** box. Look just to the right of the box for a **Browse for File**  button. Click on it and browse to find the file or image that you want to link to within your website. If the item you are linking to is outside your site, type its entire Web address in the **Link** box. The example below shows a link to the NASA site.



Let's add some links to our Web page. These links will go at the bottom of the page.

1. In the bottom cell of the table, type:

Society for California Archaeology | Society for American Archaeology

The character between the names of the two associations is called the "pipe" and is commonly used to separate text links. It is often found on the same key as the "backslash" (\) character.

2. Highlight the name of the first society.
3. In the Link box, type:

http://www.scahome.org/

4. Highlight the Society for American Archaeology text, and follow the steps above to link it to the following:

http://www.saa.org/

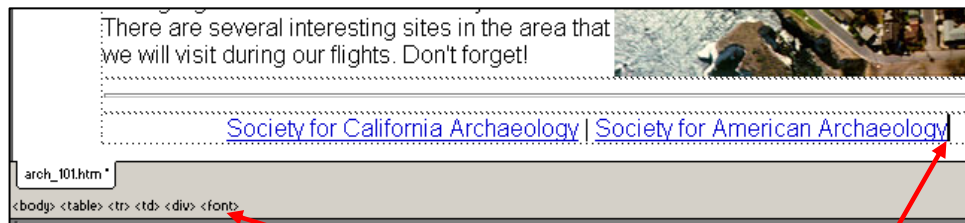
5. **Save** and **Preview** your page.

Special Characters

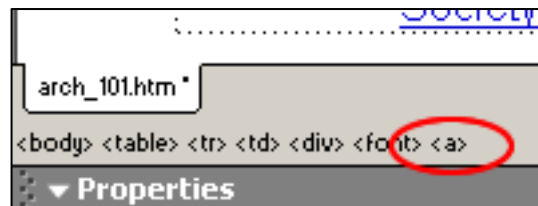
Symbols, such as the ones for copyright (©) or trademark (™), some fractions ($\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$), and even the special characters from several languages, are created with special HTML codes in Web pages. Dreamweaver allows you to insert them into Web pages very easily.

To insert a copyright symbol at the bottom of your document:

1. Place your cursor to the right of the two links that we just made.
2. Look at the **Status Bar** to make sure that your cursor is not “inside” the link to the Society for American Archaeology. The Status Bar should look something like this...



...but *not* like this:



The **<a>** tag in the Status Bar indicates that your cursor is being affected by the previous link. If this happens, click off to the right of the linked text, and the **<a>** tag should disappear from the Status Bar.

3. Press **[Shift] [Enter]** to move your cursor down one line.
4. Type:

Copyright 2005, Sonoma State University. All rights reserved.

5. Place your cursor after the word “Copyright,” and select Special Characters from the Insert menu.
6. Choose Copyright from the menu that pops up.

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