
Dreamweaver 4

Part 1

Document 411
Version 1

Information Systems EISD





Information Systems
Part of the Education & Information Support Division



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Based on: Dreamweaver 3.0 (Doc 387) by Geoff Gwilym
Reference: Doc 411 v1
Date: September 2002
Revisions: None

Abstract

Macromedia Dreamweaver 4 is a powerful tool for building websites. It offers an intuitive working environment for building cross-platform websites. Unlike many other web design tools it doesn't add irrelevant HTML code. This workbook is aimed at users who are new to Dreamweaver. It has been designed to accompany the Information Systems Dreamweaver courses.

Prerequisites

It is assumed in this workbook that you have good basic IT skills including file management and word processing. If you are unfamiliar with any of these topics, please consult the other workbooks in the series. Some familiarity with HTML would be beneficial, but is not essential. However, you should be familiar with navigating the World Wide Web using an internet browser such as Internet Explorer or Netscape Navigator.

Please Note

Dreamweaver 4 can be accessed from UCL Information Systems PC workstations running WTS¹. It is assumed in this Workbook that you are a registered user (i.e. you have an IS userid and password), using a PC on the Information Systems WTS Service.

Dreamweaver is a registered trademark of the Macromedia corporation. Microsoft is a registered trademark, and Windows is a trademark of Microsoft Corporation. Screen shots reprinted with permission from Microsoft Corporation.

¹ WTS is the Windows Terminal Service, which provides a Windows environment on, for example, the IS Managed Service.

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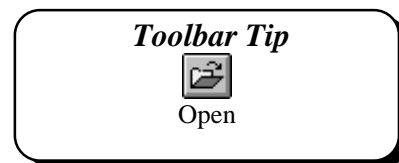
Conventions used in this Workbook

The following table outlines the formatting conventions used in this workbook.

Commands	Represented as
Commands	Courier regular
Menu commands Buttons to press	Arial Narrow bold
Keys to press	enclosed in square brackets e.g. [Ctrl] or [Shift]
Key combinations	square brackets with combined keys linked with plus sign e.g. [Ctrl + C] <i>hold down the Ctrl key and press C</i>
Enter/Return key	[Return]
Key sequences	Press each key enclosed in brackets. e.g. [→] [→] <i>press right arrow key twice in succession</i>

Toolbar Tips

Where possible, a toolbar shortcut has been provided, shown in a bubble alongside the relevant text. This button can be used instead of the menu method described in the text.



How to Use this Workbook

This guide can be used as a reference or tutorial document. To facilitate the learning process, a series of practical tasks are contained within the text. It is recommended that you try each of these tasks as you progress through the workbook. For further practice and as a means of self-assessment, a number of staged exercises have been included at the end of this workbook.

Training Files

If you wish to attempt the exercises contained in this document and you are *not* using a training account, you will need to download the training files from the IS Training website at: <http://www.ucl.ac.uk/is/training/exercises.htm> Full instructions on how to do this are provided there.

1. What is Dreamweaver?

Macromedia Dreamweaver 4.0 is a powerful WYSIWYG² tool for constructing websites. It offers an intuitive working environment for building cross-platform websites. Although Dreamweaver generates the necessary HTML code for you, it doesn't alter existing HTML code by inserting irrelevant tags that do nothing but increase the file size. It is part of the Macromedia suite of web design products which includes Director, Flash, Fireworks and Authorware. In addition to basic webpage design, Dreamweaver provides a number of other features including the ability to:

- Manage your website(s) and links effectively.
- Incorporate text and graphics easily.
- Set up and use templates.
- Take advantage of cascading style sheets.
- Add rollover images and tables.
- Integrate Flash and other Macromedia products smoothly.
- Add and modify behaviours.
- Insert and manipulate layers.
- Create timelines which allows you to have moving objects on your page.
- Create framesets and navigation bars.

In this course you will learn how to:

- Set up and manage a local and remote website.
- Change and control webpage settings.
- Use the Properties Inspector and Objects Palette.
- Insert images and text.
- Create basic tables.
- Create links.
- Use Dreamweaver Templates and Cascading Style Sheets (CSS).

Also covered are the basic principles of good webpage design.

1.1 Getting Started

1. From the **Start** menu, point to **Programs**. Select **Software A-Z**.
2. From the submenu choose **Dreamweaver**, then **Dreamweaver 4**.

² What You See Is What You Get

1.2 The Dreamweaver Environment

When entering Dreamweaver the screen should be similar to Figure 1:1. The *Objects Palette* and the *Properties Inspector* should be displayed. If they are not shown, do the following:

1. From the **Window** menu, choose **Objects** or **Properties**.
2. The Palette or Inspector should then be displayed.

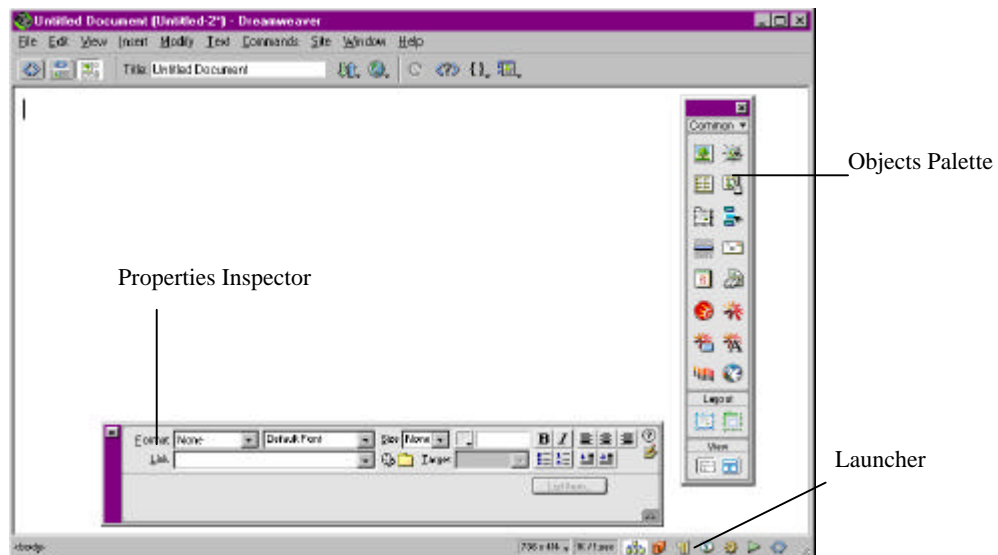


Figure 1:1 - Dreamweaver document window

1.3 Menus

One of the ways of accessing a Dreamweaver command is through the Menu Bar.

Accessing the Menus using the Mouse

1. Click on the menu item on the Menu Bar and click on the option you require in the drop-down menu.

Or

2. Right-click for context-sensitive options.

Press [Alt + E] to select the Edit menu.

Press [Ctrl + Z] to Undo



Accessing the Menus using the Keyboard

There are two keyboard methods for accessing menu commands; using the [Alt] key, or using the [Ctrl] key:

1. Hold down the [Alt] key and press the letter underlined in the menu item. For example, to access the Edit menu press [Alt + E].

- Use the [Ctrl] combinations where indicated in the menu. For example, use [Ctrl + C] to copy and [Ctrl + V] to paste etc.

(Note only certain menu commands can be accessed using the [Ctrl] key combinations).

1.4 Objects Palette

The *Objects Palette* displays the most common objects you are likely to place on your Dreamweaver webpage such as images and tables. The buttons available are:

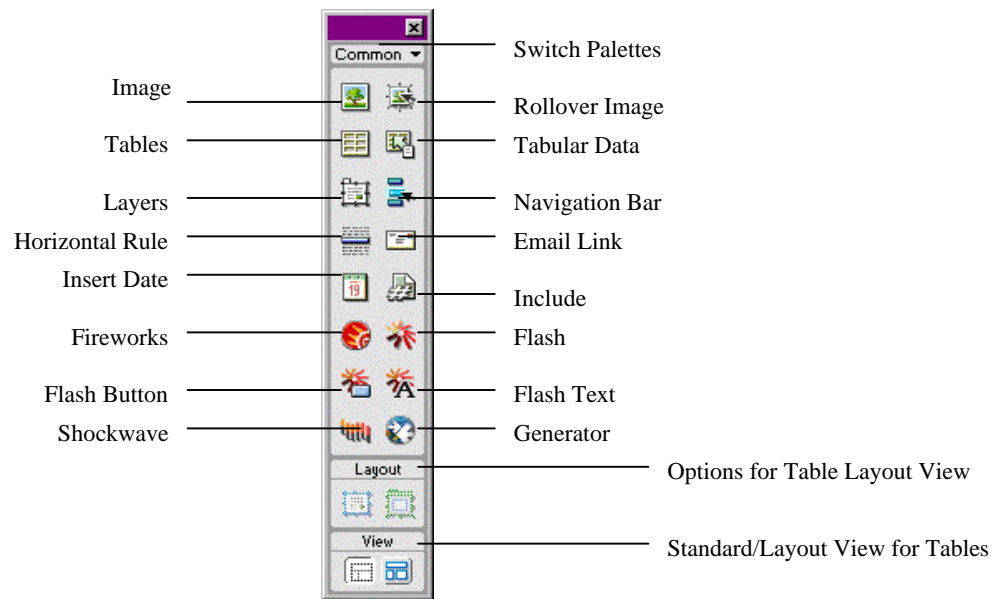


Figure 1:2 - Objects Palette

By clicking on the down arrow at the top of the *Objects Palette*, you can change the contents of the palette. See Table 1-1 for the list of palettes available.

Palette	Buttons
Common	Tables, layers, images, horizontal lines, email links, rollovers etc.
Characters	Characters not found on the keyboard such as em-dash, euro sign, copyright etc.
Forms	Form controls such as radio buttons, check boxes, lists, etc.
Frames	Shortcuts for inserting frames and multiple frames.
Head	Shortcuts for entering data in the head section of the page, such as keywords and a description (“meta tags”).
Invisibles	Items not displayed on a webpage such as comments and scripts.
Special	Other objects (applets, plugins, and ActiveX objects).

Table 1-1 - Other Palettes

1.5 Launcher

The Launcher at the base of the Dreamweaver window offers a quick and simple way to access some of Dreamweaver’s supporting functions, such as the Site Map and History. Moving the mouse over the icon will display its function.

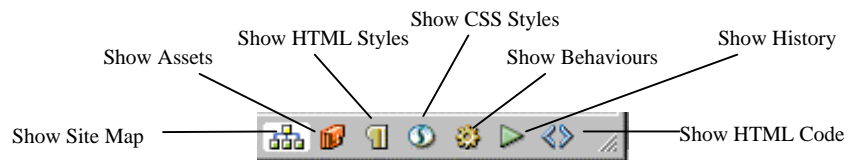
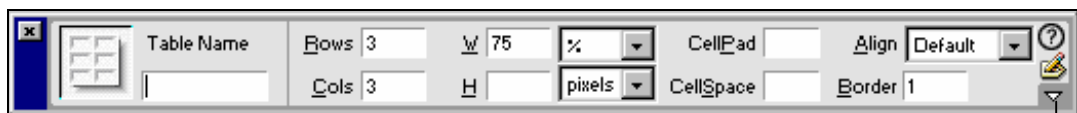


Figure 1:3 - Launcher

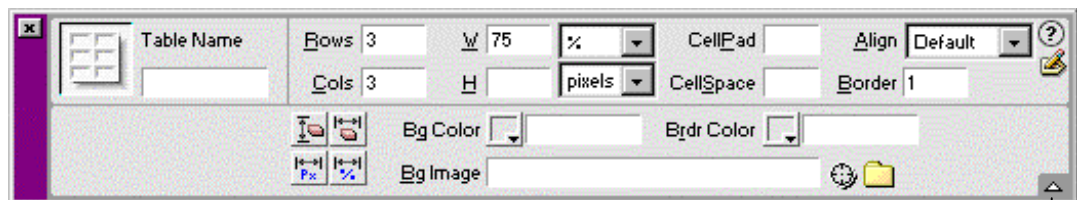
1.6 Properties Inspector

The *Properties Inspector* changes appearance according to what is selected within the Dreamweaver window. The Inspectors can also be expanded using the Expander Button. Examples of the *Properties Inspector* are shown in Figure 1:4 and Figure 1:5:



Expander Button

Figure 1:4 - Tables Properties Inspector



Contract Button

Figure 1:5 - Tables Properties Inspector - Expanded

The Properties Inspectors for the various objects are dealt with in the relevant sections.

2. Websites and the Site Window

“Sites” are fundamental to Web design, and Dreamweaver makes things easy for you by allowing you to manage your sites via an interface similar to Windows Explorer (the file-management program for Microsoft Windows).

2.1 What is a Website?

You may know how to access various websites – the UCL website or the BBC website, for example – but for the purposes of Web design we need to know what a site physically is.

In fact, it's fundamentally just a folder of files, stored on a computer connected to the internet. When you browse the web, your web browser sends messages across the internet, requesting files from a computer. For example, if you type the URL

```
http://www.ucl.ac.uk/prospectus/undergraduate/index.htm
```

your browser knows which computer to ask because of the **domain name** (“www.ucl.ac.uk”), which is associated with a specific computer at UCL – the **Web server**. It knows which file to request from that computer, because the rest of the URL specifies the file's path and name (“index.htm”, in the “undergraduate” folder, which itself is in the “prospectus” folder). See Figure 2:1.

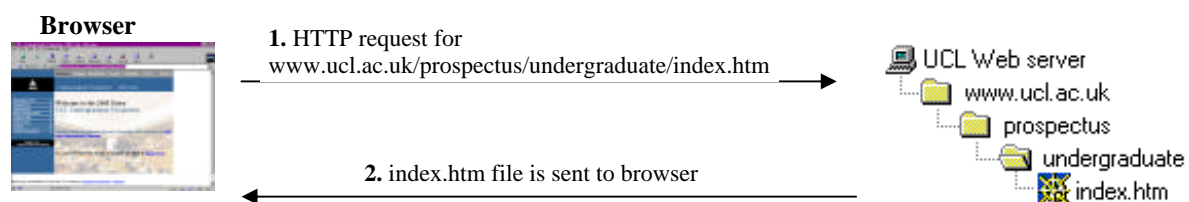


Figure 2:1 - Viewing a Webpage via the Internet

Normally a website contains webpages and files with some common theme – for example UCL’s website contains files relating to UCL. Within the UCL site there are other, smaller sites, for individual departments etc. Files for the smaller sites are organised in subfolders of the main UCL site folder.

2.2 Local and Remote Sites

When designing and editing webpages, we need to be able to create/edit files on our local computer, and then send them across to the Web server where they will be accessible by all. Figure 2:2 shows this process. The local computer contains a copy of the files and folders which make up the website, and we can transfer files in either direction between the local computer and the Web server. The local copy of the website is simply called the **local site**, and the copy on the web server is called the **remote site**. You can see that the local site is effectively a “mirror image” of the remote site.

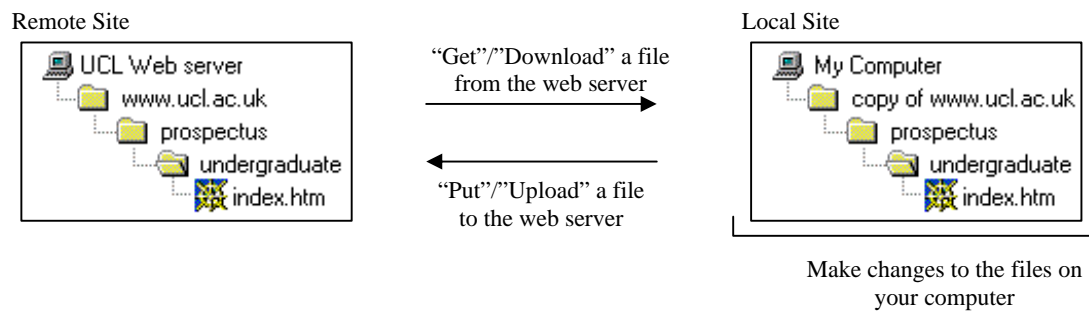


Figure 2:2 - Exchanging Files between the Local and Remote Sites

The standard method for sending files from one computer to another like this is called File Transfer Protocol, or **FTP**. Dreamweaver takes care of the FTP procedure, as well as allowing you to edit your local files. This means that the entire process of creating and maintaining your website can be managed within one application.

The folder which contains the entire site is called the **root folder**. In Figure 2:2 the **local root folder** is called “copy of www.ucl.ac.uk”. It can be stored anywhere on your computer, and called anything you like. When you create webpages for this site, you will save them into the local root folder you have created.

2.2.1 So Where Is My Remote Site?

If you are working on departmental webpages, then you’ll need to speak to your departmental web co-ordinator (or the UCL web team) to find out where the departmental webpages are stored. They will either be stored on the UCL Web server (as a site *within* the main UCL site), or on a Web server run within your department.

If you are intending to work on personal webpages, you can use space provided by UCL. Every member of staff, and every student, may use a special folder within their UCL account named **html.pub** as their remote site.

If you are using an alternative (such as a commercial webspace provider) your pages will be stored on a Web server run by whoever provides the webspace. They will be able to provide you with details of how to connect to their Web server.

2.3 Setting up your sites in Dreamweaver - the Site Definition

2.3.1 Create the Local Root Folder

Since the “local site” is simply the contents of a specific folder on your computer, you can use Windows Explorer to create your local root folder. (Open Windows Explorer and select the drive on which you want to create your local root folder, e.g. C:, R: or N:. Select **New** from the **File** menu, then select **Folder**, and give the folder an appropriate name.) Alternatively you can create the local folder through Dreamweaver, as will be described shortly.

2.3.2 Create the Remote Root Folder

To create a root folder on the remote site we need to be able to access the file system on the web server, which can be tricky. Happily, at UCL there is a program available via WTS called “Publish Web Pages” which establishes the remote site for you. To use Publish Web Pages in WTS:

1. From the **Start** menu choose **Programs and Software O-Z**.
2. Run the **Publish Web Pages** program.

This program will ask for your user ID and password, and then establish your local site for you.

If you do not have access to the Publish Web Pages feature, you can follow the instructions given in Appendix 1.

2.3.3 Site Definition

Once this is done, we need to set up a *site definition* in Dreamweaver. Each site definition specifies a local site and a remote site. (You can have as many separate site definitions as you wish, which is useful if you are responsible for more than one website.)

1. From the **Site** menu, select **New Site**. The *Site Definition* dialogue box (Figure 2:3) should appear.

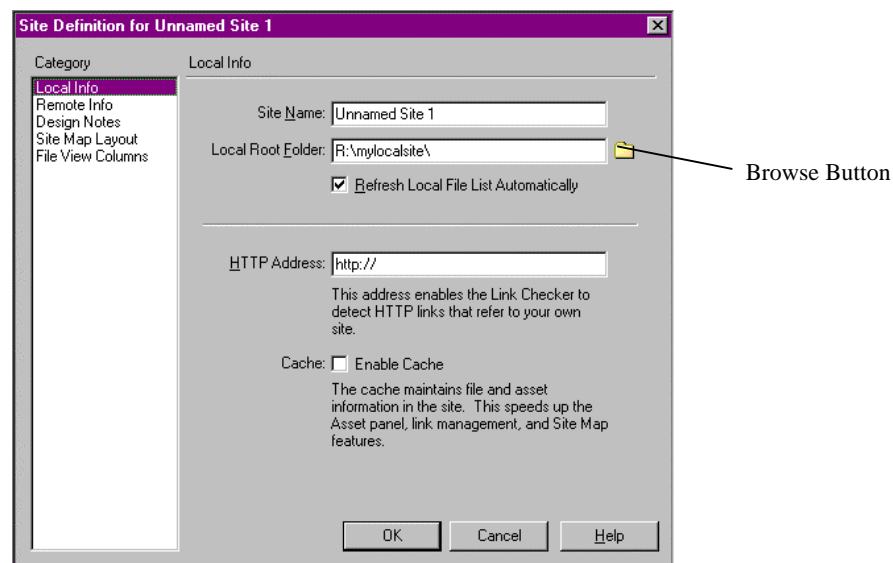


Figure 2:3 - The Site Definition dialogue box - Local Info

2. In the category list make sure that **Local Info** is selected. In the *Site Name* text box type in an appropriate name for your site, for example, *Training Site*.
3. Your *Local Root Folder* can be located by clicking on the *Browse* icon. Locate the folder that is to be the root of your site (the one which you created in Windows Explorer).

If you have not already created your local root folder, you can do this by clicking on the “Create New Folder” icon in Dreamweaver's file chooser (Figure 2:4).

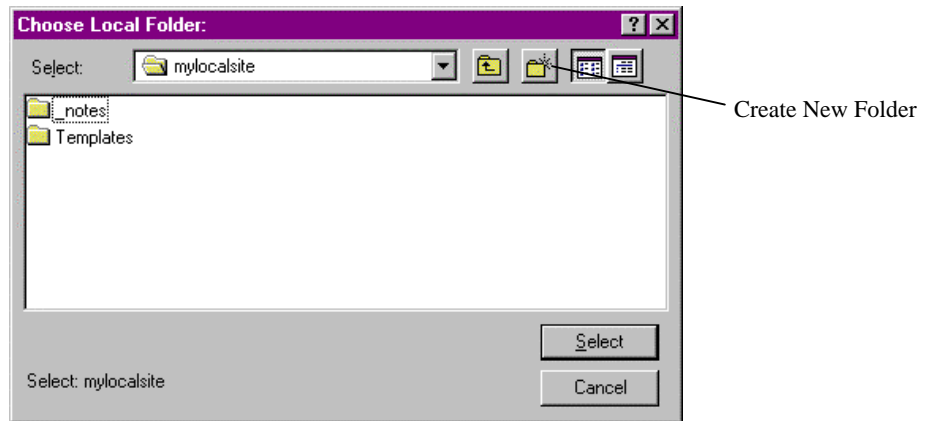


Figure 2:4 - Choose Local Folder

4. Once you have found and selected the folder, click on the **Select** button to return to the Site Definition dialogue box. (Figure 2:3).
5. From the list of categories on the left choose **Remote Info**. The dialogue box will now look similar to Figure 2:5 (not all options will display at first – they will appear when you choose “FTP” in the Access box).

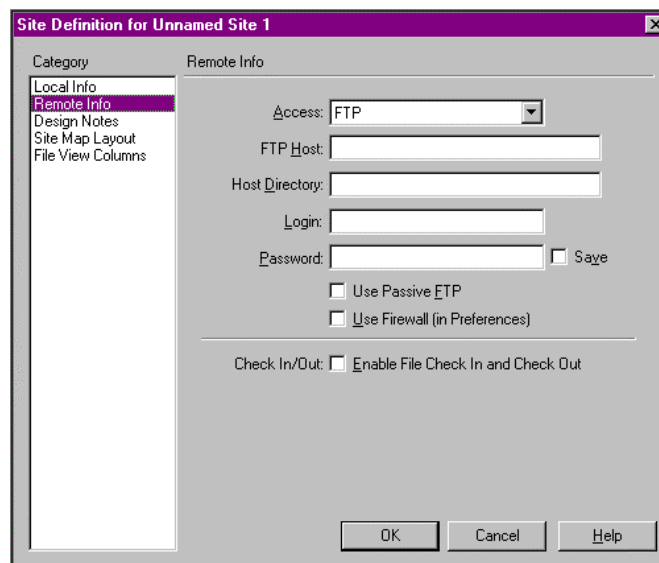


Figure 2:5 - The Site Definition dialogue box - Remote Info

6. Enter the following details, which will allow you to access your remote site at UCL:

Server Access:	Choose <i>FTP</i> from the list
FTP Host:	ftp.ucl.ac.uk
Host Directory:	html.pub
Login:	[Your System Login]
Password:	[Your System Password]

Table 2:1

If you are working through your WTS account, or on a secure computer, you can check the *Save Password* box so that you don't have to enter the password anew each time you use Dreamweaver. If you are using a public or shared computer, do not check the *Save Password* box.

7. Click on **OK** to finish setting up your site definition.

You should now see the Dreamweaver **Site Window** (Figure 2:6). In the right-hand panel is a representation of your local site, showing any files and folders which you have within the root folder.

The panel on the left-hand side will display the remote site - however, at first it is completely blank, because we need to **connect** to the remote site. You can do this by pressing the **Connect** button on the toolbar, or alternatively by selecting "Connect" from the **Site** menu.

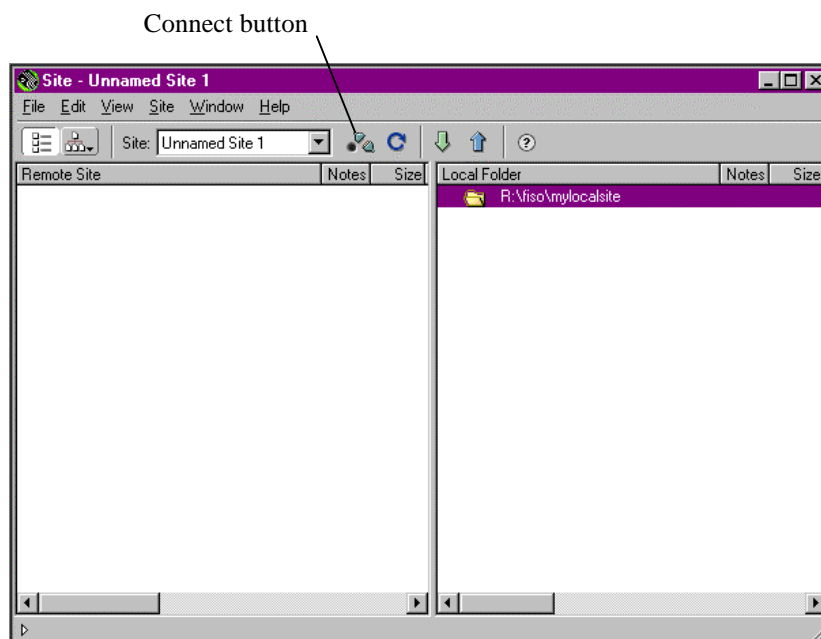


Figure 2:6 - The Site Window

Dreamweaver will attempt to connect to the remote site. If it is successful, the remote site will appear in the left-hand panel of the Site Window (Figure 2:7). (If it is unsuccessful, a message will appear to tell you why it could not connect. Mistyping the settings for the remote site can often cause Dreamweaver to fail to connect.)

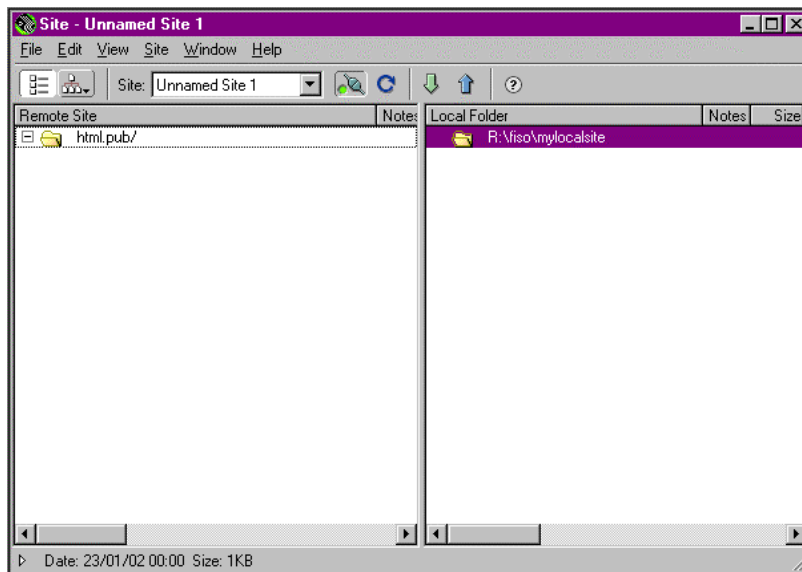


Figure 2:7 - The Site Window (Connected to Remote Site)

You are now ready to start work on creating your webpages. We will return to the Site Window in Section 9, when we are ready to upload the webpages we have created to the remote site.

To return to the Site Definition window at any time, choose **Define Sites** from the **Site** menu, and then click on *Edit* in the dialogue box which appears.

Tip: Take a note of the local and remote settings which you have entered into the Site Definition in case you ever need to input them again. (Do not leave your site password lying around.)

Task One - Setting Up Your Site

In this task we are going to establish a local root folder and a remote root folder for the website which you are going to work on during this session.

1. Using Windows Explorer, create a local root folder for a website which you can work on during this session.
2. Run the **Publish Web Pages** program to ensure you have a remote root folder prepared.
3. Within Dreamweaver, create a new Site Definition. Make sure that you set the local root folder in the Site Definition to be the folder you have just created. The remote settings should be as shown in Table 2:1.
4. Press **Connect** on the toolbar to connect to the remote site.

You should now see that you are connected to the “html.pub” remote folder, which is empty and ready to store your website.

3. Planning your website

3.1 Site Structure

The structure of your site, in terms of the different folders and filenames you use, is important. As we saw earlier, the folder structure is reflected in the URL people will need to type in order to access your pages. Also bear in mind the following:

- Ordinary webpages have filenames ending in “.htm” or “.html” (it doesn't matter which; “.htm” is recommended in UCL). File and folder names **must not** contain spaces. It is also a good idea to use short, meaningful names with no capital letters, so that the URLs will be easy for people to type and to pass on to others (e.g. over the phone).

`http://www.ucl.ac.uk/admissions/postgrad.htm`

is much better than

`http://www.ucl.ac.uk/SECTION_TWO/Page-Three.htm`

- A webpage called “index.htm” or “index.html” has a special role as the “index page” in a folder. If someone types the URL to access a folder on your website, without specifying the filename, for example

`http://www.ucl.ac.uk/admissions/`

the page their browser will display is the index page:

`http://www.ucl.ac.uk/admissions/index.htm`

- A useful way to arrange a website is in a hierarchy according to themes. For example, a departmental website could have an “admissions” folder, containing two folders called “undergraduate” and “postgraduate”, as well as a “research” folder, which might contain a folder for each research group in the department.
- It is a good idea to have a folder called “images” in your root directory. In this folder you will store the images which are to be displayed on your webpages.
- In any significant website project, there will come a point in the future when new sections need to be added, or old sections enlarged.

It is important that you plan a site's structure before you create it. If you create a site, and then later decide to change the names of the folders and the locations of the files, any links which have been created to your pages (from other websites) will need to be changed. Similarly, “bookmarks” to your pages stored in people's browsers will no longer work. Therefore it's advisable to create a good folder structure for your website at the outset, and then to stick with it.

3.2 Maintenance Needs

The bigger a website is, the more maintenance it will need. If you're not expecting to have much time available for keeping your website up-to-date, it is safest to create a relatively small site, and not to put information on it which will rapidly go out of date (e.g. "My next public lecture will be on the 13th..."). Similarly, it is probably unwise to create a "News" section on your site unless the section is going to be updated at least weekly with new items.

3.3 Common Webpage Features

You will probably have noticed, while browsing the Internet, that there are some features which are common to a set of webpages. An institution or company often has a common format for all of their pages, and certain pieces of information may be present on each page. Consider what your website should have on every page – remembering that people might not see your page in the context you expect. They may follow a link from someone else's website, or a bookmark in their internet browser, and so might not go via your website's "homepage". Some things you may want to include are:

- A link to your homepage
- Contact information (your email address – possibly also your telephone/postal address)
- The date the page was last updated
- A copyright notice
- A link to your institution (i.e. UCL)'s homepage

Task Two - Planning Your Site

1. Plan the structure of a small website to set up during this training session. It could be a research group website, or a personal website (about your hobbies and interests), for example. Include an "images" folder, and not more than three or four other folders.
2. Using Windows Explorer, create an appropriate set of folders within your local root folder.
3. Note down the common elements which need to be on each of the webpages you will create, considering the purpose of the website.

4. Creating Webpages – The Document Window

Once you have defined the site (Section 2.3) and planned its structure (Section 3), you can start to create the webpages.

4.1 Creating a New Webpage

To create a new webpage:

1. From the File menu choose **New**.
2. A new, empty window appears ready for you to create the content. This is a *document window*, and it functions much like a word processor window. You are presented with a blank webpage into which you can type text, add images, etc.

4.2 Opening an Existing Webpage

To edit an existing webpage:

1. From the File menu choose **Open**.
2. Select the file that you wish to edit.
3. Click on **Open**.

The file then opens in the *document window*.

4.3 Saving a Webpage

1. From the File menu choose **Save**.
2. Type in a filename in the *File Name* box.
3. Click on **Save**.

4.4 The Document Window Toolbar

The document window should display a toolbar at the top, underneath the menus. If it is not visible, select **Toolbar** from the **View** menu.

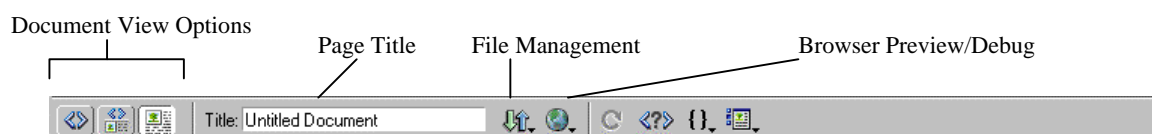


Figure 4:1 - Document Window Toolbar

4.4.1 Page Title

The page title is displayed in a text box which you can edit simply by clicking on the box and typing. The title is an important aspect of a webpage; it is distinct from the filename, and from any title or heading text you might write on the page. The page title appears in the following situations:

- At the top of your browser window while browsing the page, and also on the Taskbar.
- In the results lists of most search engines – therefore it is often the first encounter people will have with your webpage.
- In browser Bookmarks or Favourites lists.

The page title should preferably be short and descriptive, and include the name of the institution to which it belongs – for example “Graduate Prospectus at UCL”. The default page title in Dreamweaver is “Untitled Document”, which is not very useful! Be sure to give each of your pages an appropriate title.

4.4.2 Design View and Code View

The document window ordinarily shows your webpage graphically (the **Design View**) – but we can switch between this and the underlying HTML code (**Code View**). HTML stands for HyperText Markup Language and is a page layout code that browsers such as Internet Explorer or Netscape Navigator can interpret. Dreamweaver automatically generates the HTML code while you are creating the webpage. If you are familiar with HTML, you can edit existing code or add to it in the Code View.

There are three display options for any webpage you are working on – **Design View**, **Code View**, and both **Design and Code Views** at once. At the top-left of the Dreamweaver screen (just underneath the menu bar) are the three buttons used to change between these displays. Alternatively, pressing [Ctrl + Tab] will switch between Design View and Code View.

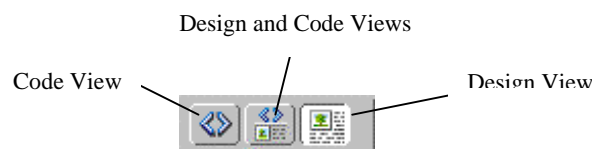


Figure 4:2 - Page Viewing Options

HTML is outside the scope of this course, and from now on we will be using only the Design View. If you are interested in a HTML course, please contact the IS Training department. Document number 223 covers some of the basics of HTML.

4.4.3 Browser View

To see your page as it is going to be viewed by others on the Internet, you need to view the page through a Web browser. There are several different types of Web browser available; the two most popular are Internet Explorer and Netscape Navigator. A Web browser interprets the HTML code and displays the page. To view your page in a browser:

1. From the **File** menu select **Preview in Browser**.
2. From the submenu choose the required browser.
3. The page should load up in the browser of your choice.

To return to your Dreamweaver page select **File** from the browser menu then **Exit** or select Dreamweaver on the taskbar.

[F12] is a useful shortcut key which displays your page in the default browser.

4.5 Page Properties

The background colour of your webpage, and the default colour of text and links displayed, are normally specified using a *stylesheet*. Stylesheets are introduced in Section 11. It is also possible to set page colours etc. in Page Properties:

1. From the **Modify** menu choose **Page Properties...**
The following dialogue box is displayed:

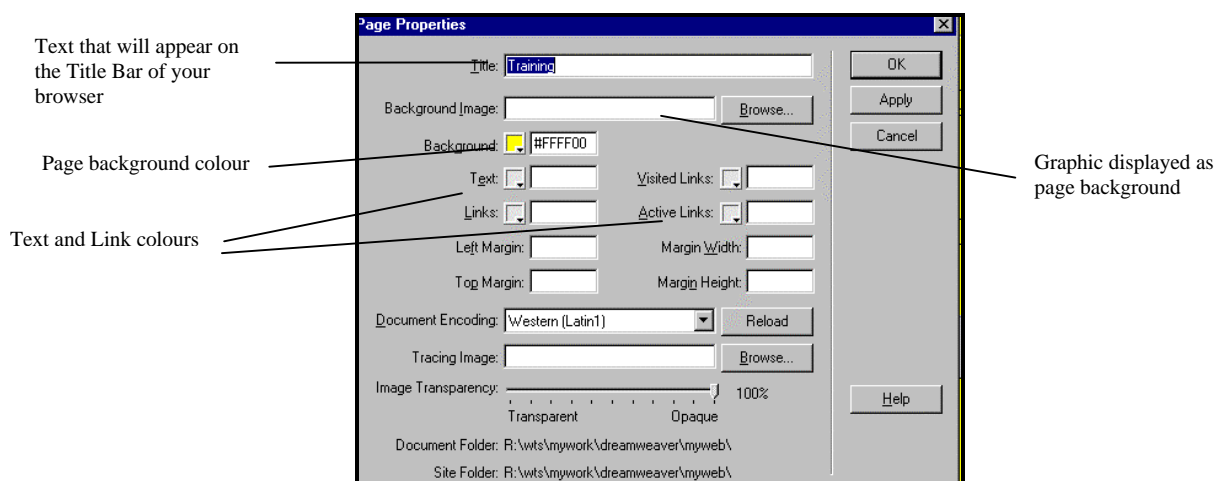


Figure 4:3 - Page Properties

4.5.1 Title

The page title (see Section 4.4.1) appears again in the Page Properties box.

4.5.2 Background Image

If you wish to have an image as a background to your page you can enter the filename. Alternatively you can use the **Browse** button to locate it. Graphics are tiled across the webpage.

Please note: having an image as a background may mean slower loading speeds for your webpage. It can also make your page more difficult to read, if the background image contains too much detail.

4.5.3 Colours

You can set the default colours for text and links by either clicking on the colour button and choosing a colour from the colour palette that is displayed, or by typing in the hexadecimal code for the colour³. If you leave any of the colour boxes blank, browsers will use their default colours – for example, black text, white backgrounds, blue links, and purple visited links.

Text and link colours should be chosen carefully to avoid clashing with the background.

Task Three - Beginning a webpage

1. Open a new document window in Dreamweaver. This page is eventually going to be the homepage for your site.
2. Make sure the page has an appropriate title (and not “Untitled Document”).
3. Although the page appears blank, Dreamweaver has already written some HTML code for it. Switch to Code View to see the code, and then switch back to Design View.
4. Preview the document in the default browser. It will be blank, of course – but note where the page title appears in the browser window.
5. Save the document as `index.htm` in your local root folder.

³ All colours on a PC can be represented by a hexadecimal (Hex) code. The code is a six-digit alphanumeric code preceded by a hash (#). For example, the Hex code for yellow is #FFFF99 and the Hex code for red is #FF6666. You do not need to know Hex codes to use Dreamweaver, as choosing the colour from the colour palette inserts the correct Hex code into your text box.

5. Text

Entering text is as straightforward as typing it on the screen. Text attributes can be changed with the menus or through the *Properties Inspector* as shown below. Most of the properties you would expect from a word processing application are available. You can use the *Properties Inspector* to change the font, size, colour, style (bold, italic) and alignment. You can also create numbered and bulleted lists.

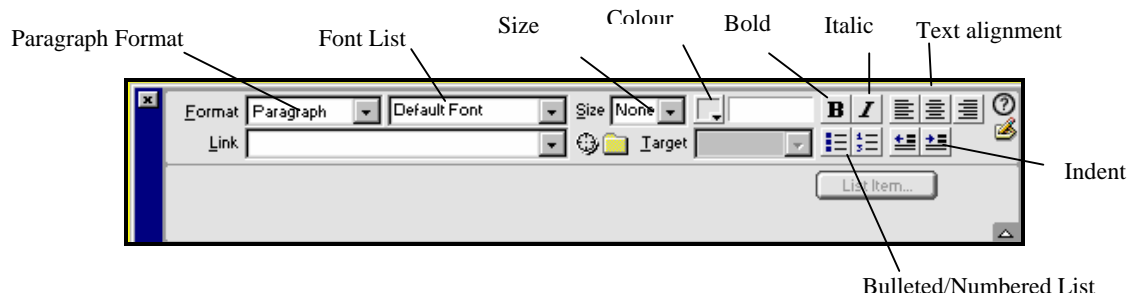


Figure 5:1 - Text Property Inspector

5.1 Paragraph Formatting

Each individual paragraph can be set to one of the following formats:

- Paragraph
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6
- Preformatted
- None

“Paragraph” is the default format. Use this style for ordinary paragraphs of text.

The heading formats, “Heading 1”-“Heading 6” (often abbreviated to “h1”-“h6”), are used to create headings of different size and precedence. “Heading 1” is normally the largest type of paragraph and used for the main headings in a web page, while “Heading 6” is very small (often smaller than ordinary paragraph text!).

“Preformatted” text is displayed slightly differently to other text on a webpage. It is ordinarily displayed in a “fixed-width” font such as Courier, and allows you to include as much “whitespace” in your text as you wish. (You may have noticed that, ordinarily, Dreamweaver only allows *one* space between words – pressing the space bar multiple times has no effect.)

To select a format for a paragraph:

1. Ensure that the cursor is positioned within the paragraph.
2. In the *Properties Inspector* select one of the options in the Paragraph Format box (the first box next to the **Format** label).

Paragraph formats become important later on (Section 11) when we use *stylesheets* to specify appearances for “h1” headings, “h2” headings, paragraphs, etc.

5.2 Text Formatting

Bold/Italic

To embolden or italicise text:

1. Select the text.
2. In the *Properties Inspector* click on the **Bold** or **Italics** icon.

Note that although it is possible to underline text, there is a convention on webpages that links are shown underlined. Therefore, it is not usual to underline text for formatting purposes.

Size

Every user will have a default font size set for their browser known as the base font. Any increase or decrease in font size of your text is relative to that. You cannot change the user's base font size. The base font would normally be 12 or 14 point. The scale that Dreamweaver uses is between 1 to 7 (absolute) and -7 to +7 (relative). The default scale setting that Dreamweaver uses is 3.

To change the absolute text size:

1. Select the text.
2. From the menu choose **Text** then **Size**.
3. Choose a size.

To change the relative text size:

1. Select the text.
2. From the menu choose **Text** then either **Size Increase** or **Size Decrease**.
3. Choose a relative size.

Alternatively, use the *Properties Inspector*.

Colour

To change the text colour from the menu:

1. Select the text.
2. From the menu choose Text then Color.....
3. A window is displayed as shown in Figure 5:2.
4. Select the desired colour and click on OK.

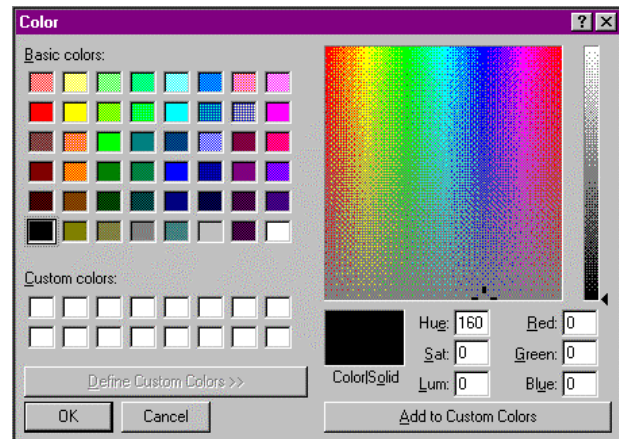


Figure 5:2 - Colour Window

To change text colour from the *Properties Inspector*:

1. Select the text.
2. In the *Properties Inspector*, click on the button to display the colour palette – Figure 5:3 – and select a colour.

This second method is preferable, since all the colours in the colour palette are “web-safe” – they will appear the same in all browsers.

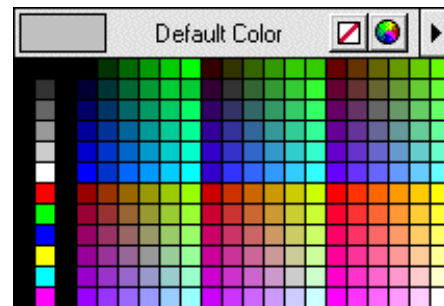


Figure 5:3 - Colour Palette

5.3 Alignment

Text can be aligned left, right or centre. To align text:

1. Select the text.
2. In the *Properties Inspector* click on the required Align button:

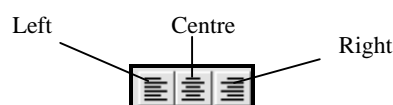


Figure 5:4 - Alignment Buttons

5.4 Font Groups

The font describes the physical shapes of the characters. If no font is specified, the text will be displayed in the user's default font. A problem arises when you specify a font the user does not have installed. With Dreamweaver you not only specify a font, but also a second one in case the first one is not available in the user's browser, and if that is not available you can specify a third, and so on.

Dreamweaver brings fonts together in font groups. There are a number of combinations already set up. For example:

Verdana, Arial, Helvetica, sans-serif

If this font combination was applied to text, Verdana would be the first choice of display. If Verdana was not available in the user's browser, the text would be displayed in Arial. If Arial was not available, it would be displayed in Helvetica, and so on.⁴

Changing the font:

1. Select the text.
2. From the Text menu select **Font**. The following menu is displayed:



Figure 5:5 - Font List Menu

3. Choose the required font group.

The font can also be changed in the *Properties Inspector*.

It is possible to create your own customised font lists via the **Edit Font List...** menu option. However, this will not be covered in the present course.

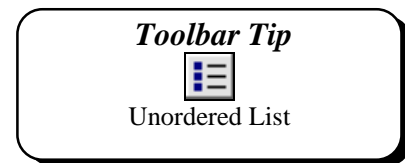
⁴ “Sans-serif” in the example is not the name of a specific font, but of a generic *type* of font – a font whose characters don't have serifs. Putting a generic font type at the end of the list is equivalent to saying to the user's browser, “If you don't have Verdana, Arial, or Helvetica, any sans-serif font will do”. Generic font types include *serif*, *sans-serif*, *cursive*, *fantasy*, and *monotype*.

5.5 Bulleted and Numbered Lists

Numbered and bulleted lists (known as “ordered” and “unordered” lists) can be created from existing or new text.

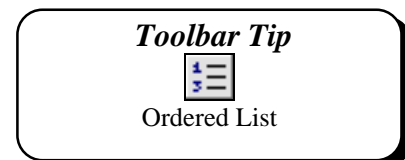
5.5.1 Creating a Bulleted (Unordered) List

1. Select the set of paragraphs that is to be a bulleted list.
2. From the Text menu select List.
3. From the submenu choose Unordered List.



5.5.2 Creating a Numbered (Ordered) List

1. Select the set of paragraphs that is to be a numbered list.
2. From the Text menu select List.
3. From the submenu choose Ordered List.



5.6 Horizontal Rules

A horizontal rule is a line that runs across the screen providing a division on the page. To insert a horizontal rule from the menu:

1. Position the cursor where the line is to be drawn.
2. From the menu choose Insert and then Horizontal Rule.

To insert a horizontal rule from the *Objects Palette*:

1. Position the cursor where the line is to be drawn.
2. Click on the Insert Horizontal Rule button.



The line is then inserted, occupying the width of the screen.

5.6.1 Horizontal Rule Properties

When a horizontal rule is selected the Properties Inspector changes to:

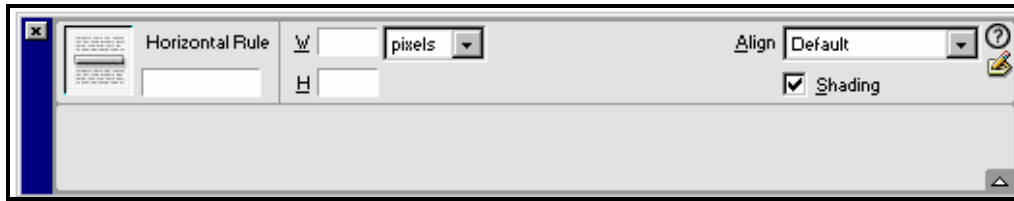


Figure 5:6 - Horizontal Rule Properties Inspector

Using the Properties Inspector you can change the width, height and alignment, and choose whether to have shading.

Task Four - Creating a webpage

1. Open the page `index.htm` which you created in the previous task (if it is not already open). Start to create a homepage for your website in this window, by typing text into the page. Make sure that you use paragraphs of different styles: include at least some “Paragraph”, “Heading 1”, and “Heading 2” styles. (This will be important later.) Also make use of horizontal rules, and list/bullet formats, if you wish.
2. Preview the document in the browser by pressing F12, and note the appearance of the page. Try resizing the browser window to see how the page looks in different-sized windows.
3. Look at the underlying HTML code for the document you have created. Can you identify the text you have typed in? Can you see the codes which signify the different formatting commands?
4. Save the document.
5. Create a second page, again using paragraph/text/list formatting as appropriate, and again ensuring it has an appropriate title. Also save this in your local root folder, but with a different file name.

6. Images

Images that can be incorporated into a webpage include JPG files (normally photos) and GIF files (normally art, such as drawings and clipart). There are a number of ways that images can be inserted into your webpages.

6.1 Inserting an Image

6.1.1 To Insert an Image

1. Position the cursor at the point where you wish the image to be placed.
2. From the **Insert** menu choose **Image**. The *Select Image Source* dialogue box is displayed:

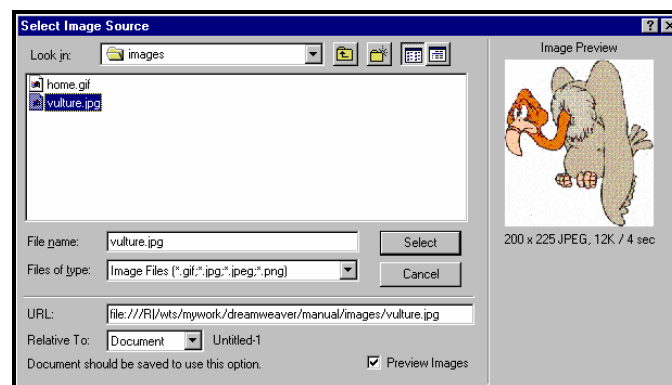


Figure 6:1 - Inserting an image

3. Locate the image that you wish to insert and click on **Select**.

The image file should be located **within your local root folder** so that it can be referenced properly. If not, then Dreamweaver will helpfully prompt you, asking whether the file should be copied into your local site (Figure 6:2). Choose *Yes* when faced with this, and a file chooser window will appear. It is recommended that you save the image within the “images” folder in your local root folder.

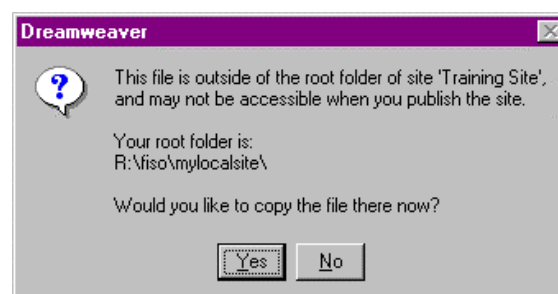



Figure 6:2 - Warning for images inserted from outside local site

6.1.2 Inserting an Image From the Objects Palette

1. Position the cursor at the point where you wish the image to be placed.
2. Click on the Insert Image  icon on the *Objects Palette*. The *Select Image Source* dialogue box is displayed.
3. Locate the image that you wish to insert and click on **Select**.

6.2 Modifying Image Properties

6.2.1 Selecting an Image

Before you can change an image's properties, you first need to select the image.

1. Click on the image with the left mouse button. The image should be surrounded by a border as in Figure 5:3 and handles can be seen on its corners and edges.



Figure 6:3 - Image

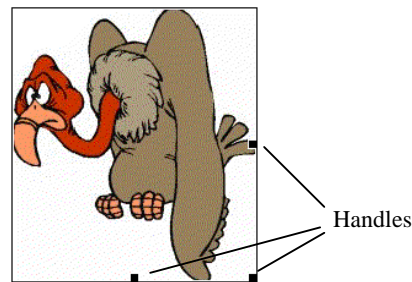


Figure 6:4 - Selected Image

6.2.2 Changing Dimensions

It is possible to change an image's size by clicking-and-dragging. Note that it is usually better to set your images to the correct size using graphics software, *before* importing it into your webpage.

To change an image's size in Dreamweaver:

1. Select the image.
2. Move the mouse over one of the handles. The mouse pointer will change to a double-headed arrow.

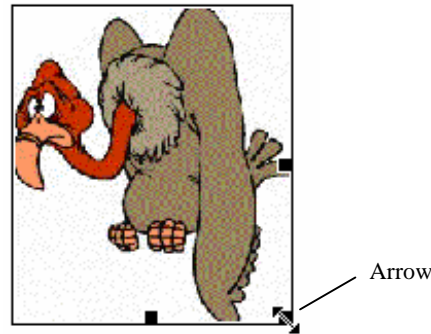


Figure 6:5 - Image Size

3. Hold down the left mouse button and drag until the image is the required size. Then release the mouse button.

Holding down the [Shift] key while clicking-and-dragging the corner handle will preserve the aspect ratio of the image (the ratio of the width and the height), so that the picture doesn't become stretched or squashed.

It is often preferable to alter the size in the *Properties Inspector*. An exact width and height can be entered. Alternatively, it is very useful to be able to specify the width as a percentage: entering the width as 30% will ensure that the image fills 30% of the width of the screen.

1. Select the image.
2. In the *Properties Inspector* type in the required width (W) and height (H) in pixels⁵.

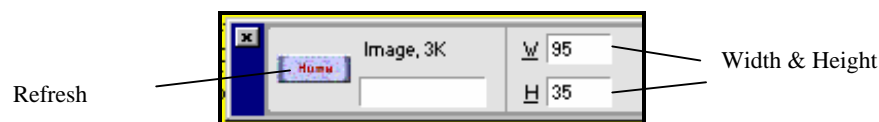


Figure 6:6 - Image Size

3. Click on the Refresh button.

Note that resizing an image in Dreamweaver does not affect the file size of the image. This means that resizing within Dreamweaver is **not** a good way to shrink images down to “thumbnail” images – because even though the image will appear small onscreen, it may be a large file and take a while for a user to download it to their computer.

6.2.3 Applying Borders

To apply a border around an image:

1. Select the image.

⁵ A pixel is the smallest unit of visual information that can be used to build an image. Pixels are the little squares that can be seen when a graphics image is enlarged. The more pixels in an image, the better its resolution.

2. In the *Properties Inspector*, type a number from 1 to 400 in the *Border* box. The higher the number, the thicker the border.
3. Press [Return].

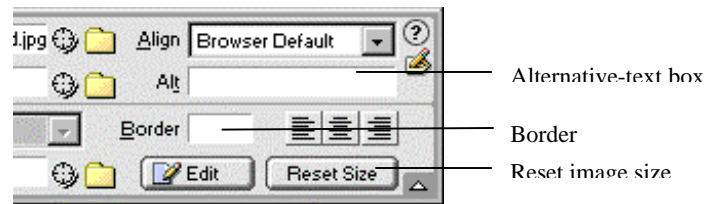


Figure 6:7 - Image Border

6.2.4 Supplying Alternative Text

Some browsers are not capable of displaying images, while others have the facility turned off in order to speed up the downloading of webpages. To overcome this you should always supply text as an alternative to an image. Alternative text can also be used to provide the user with further information.

To supply alternative text:

1. Select the image.
2. Click in the *Alt* box within the Properties Inspector and type in the text that you wish to have displayed.

Alternative text is displayed in a browser in one of two ways:

1. If the picture is not downloaded, the text is displayed instead. (Speaking browsers, e.g. for the visually impaired, will read out the alternative text.)
2. If the picture is downloaded, the text will be displayed when the user moves the mouse over the image.

Task Five - Adding Images

In this task you are going to add images to your page, and check their appearance in the browser. The image files can be ones of your own, or alternatively some example image files are provided in the folder R:\training.dir\dweaver4\Part1\Images\

1. Open your webpage index.htm (if it isn't already open).
2. Add one or two images to your page. As described in Section 6.1.1, if Dreamweaver prompts you to ask whether an image file should be copied into your local site, select *Yes* and place it in your “images” folder.
3. Preview the webpage in your browser.
4. Now return to the Dreamweaver document window and select one of the images. In the Properties Inspector, delete the value for the image's height, and enter **50%** for the image's width.
5. Again, preview the page in your browser. Resize the browser window to see how the size of the image changes.

7. Tables


Tables allow you to line up text and graphics easily and quickly. Tables are simply grids divided into rows and columns. A simple table is shown below:

Name	Location	Extension
P Smith	IT	4553
L Whittle	Sales	7669

Table 7:1

In the above example, the table is made up of three columns and three rows. Each piece of data is contained within a cell. By default the table lines are displayed, but they can be removed.

7.1 Inserting a Table

1. Position the cursor where you want the table to be inserted.
2. From the *Objects Palette* click on the **Insert Table** icon.  Alternatively, select **Table** from the **Insert** menu.

The following dialogue box is displayed:

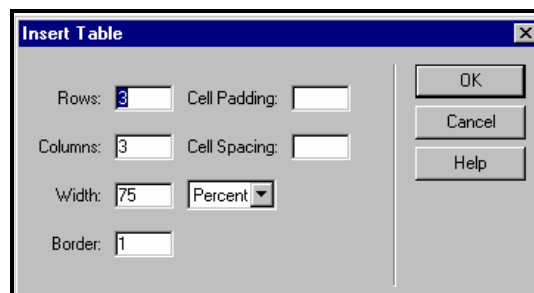


Figure 7:1 - Insert Table

3. Specify the number of rows and columns in your table.
4. Choose a width for your table, either by typing in the percentage of the page width or by typing in the number of pixels the table width should be.
6. Specify whether the table is to have a border; 0 (zero) means no border. The higher the number, the thicker the border.
7. Click on OK.

7.2 Adding Table Data

To add text to the table, simply position the cursor in the cell where you wish to start and then type the text.

Note:

- To move from one cell to another press the [Tab] key.
- To move back a cell press [Shift+Tab].
- To move up or down a line use the cursor keys.

7.3 Inserting Images into a Table

Inserting images into tables is similar to inserting images in a webpage. Position the cursor at the point in the table where the image is to go, and click on the *Insert Image* icon on the *Objects Palette*.

Task Seven - Insert a Table

1. Add a table with three rows and two columns into your second webpage.
2. Enter the text “Image” into the the first cell of the table, and “Description” into the second cell.
3. Insert an image of your choice in the cell beneath the “Image” label.
4. Type a description into the adjacent cell.
5. Save the webpage.

7.4 Selecting a Table

To select a table, click once on the table border. The table should have a thick black line around it and handles on the bottom, right and bottom right hand corner:

Sales	Contact	Type
Software	T Sienfield	Export
Hardware	H Wilson	Import

Figure 7:2 - Selected Table

The Properties Inspector should look similar to Figure 7:3.

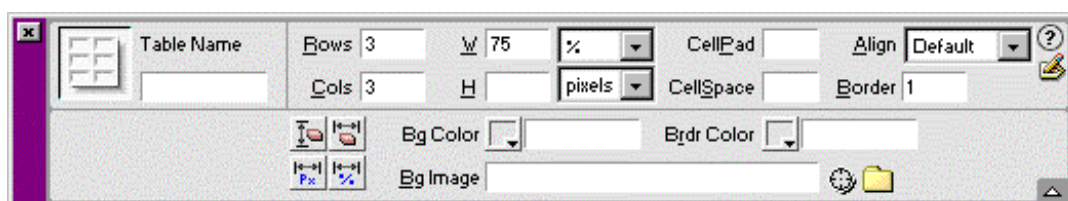


Figure 7:3 - Tables Properties Inspector

7.5 Selecting a Column or Row

Move the mouse to the left of the row or to the top of the column you wish to select, until the mouse pointer becomes an arrow pointing along the row/column. Then click once to select the entire row/column.

Sales	Contact	Type
Software	T Sienfield	Export
Hardware	H Wilson	Import

Figure 7:4 - Column Selection

The Properties Inspector will look something similar to Figure 7:5.

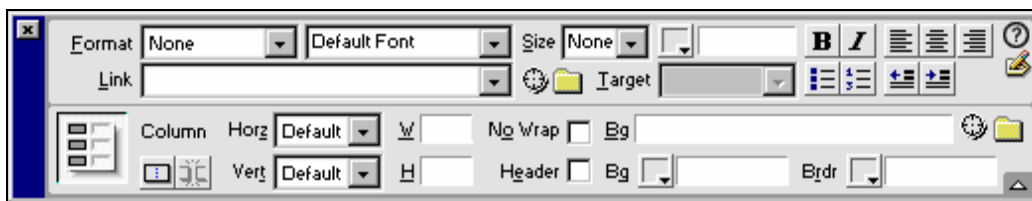


Figure 7:5 - Table Column Properties Inspector

7.6 Deleting a Column or Row

1. Select the column or row to be deleted.
2. Press the [Delete] key on the keyboard.

7.7 Table Properties

7.7.1 Changing Widths

1. Move the mouse over the column border to be widened.
2. Hold down the left mouse button and drag to the required width.

7.7.2 Colours

You can change the border and background colours within the Properties Inspector:

1. Select the table, row, column or cell that you wish to change.
2. In the Properties Inspector choose the relevant colour button.

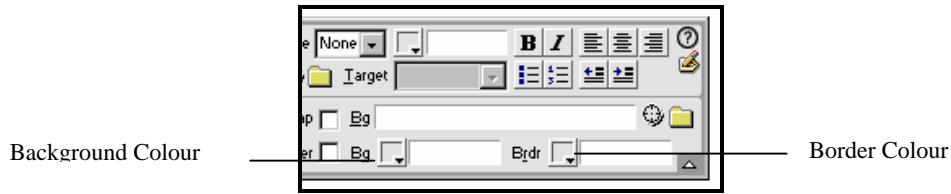


Figure 7:6 - Changing Table Colours

3. From the colour palette choose a colour from the ones displayed.

7.7.3 Changing Border Width

1. Select the table.
2. Type a number in the *Border* box in the Properties Inspector. The higher the number, the thicker the width. Zero, or blank, means no border.

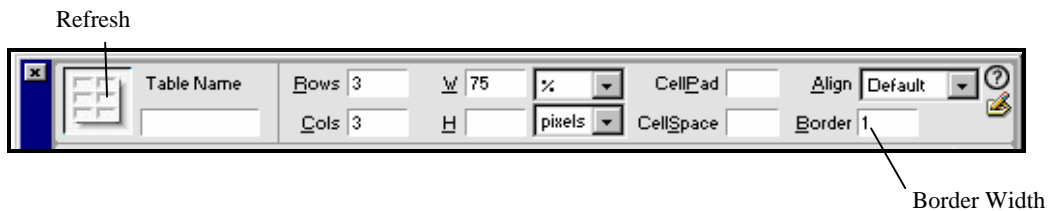


Figure 7:7 - Border Widths

3. Click on the Refresh button for the change to take effect.

7.8 Merging and Splitting Cells

Merging is the process of combining two or more cells together. It can be used, for example, where you want titles to span columns. Splitting cells is the opposite of merging; it is to create two or more cells out of one.

7.8.1 Merging cells

1. Select the cells to merge.
2. In the Properties Inspector click on the Merge Cells button.

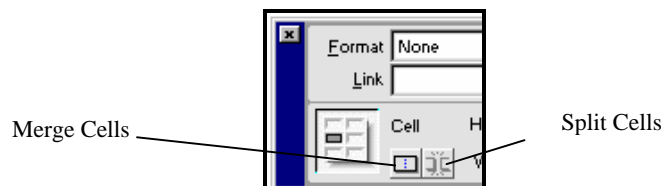


Figure 7:8 - Merge/Split Cells

The selected cells are then merged.

7.8.2 Splitting Cells

1. Select the cell to split.
2. In the Properties Inspector click on the **Split Cells** button. The following dialogue box is displayed:

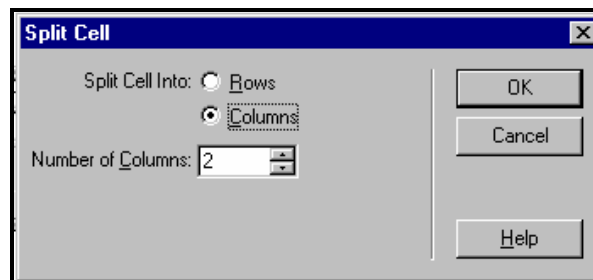


Figure 7:9 - Split Cells Dialogue Box

3. Select whether to split into rows or columns and specify the number of rows/columns you want the cell split into.
4. Click on OK.

Task Eight - Editing Your Table

1. Open the webpage you edited in the previous task.
2. Select the first row of the table you created, and apply the Heading 4 style.
3. Delete the third row of the table.
4. Reduce the width of the second column of the table.
5. Set the table to have no visible borders.

8. Hyperlinks

A hyperlink is a graphic or piece of text within a webpage that leads to another place within the same document or to another webpage. Hyperlinked text is usually shown as underlined or in a different colour.

Essentially, there are four types of link:

- A link to your own files on your website
- A link to a page on another site
- A link to other areas on the same webpage
- An email link, which initiates an email to a specified address

Both text and images can be used as links. Note that the page you are working on should be saved before you create hyperlinks.

8.1 Linking to Another Page

1. Select the text or image that you want to become the link.

The Properties Inspector for text will look similar to Figure 8:1. For an image it will look similar to Figure 8:2.

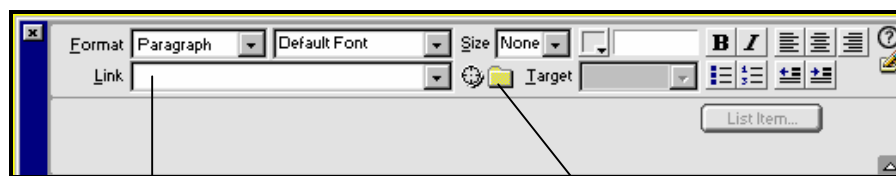


Figure 8:1 - Links from Text

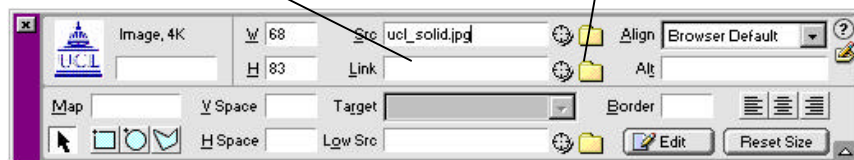


Figure 8:2 - Links from Images

3. If you know the path of the page to link to, type in the full path in the Link box. Alternatively, click on the **Browse** button to search for the file.

By default linked text appears underlined, and linked images appear outlined.

Any files that are not held in the root folder of your site will prompt a message box similar to the following:

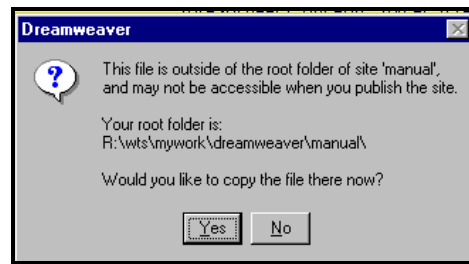



Figure 8:3 - Links Message

Click *Yes* to make a copy of the file part of your local site by copying it into your local root folder.

8.1.1 Using the Target Icon

A convenient alternative for creating a link is to use the target icon on the Properties Inspector . To use the target icon:

1. Arrange your windows so that the target of the link is visible (e.g. in the Site Window).
2. Select the text or image that you want to become the link.
3. Click-and-drag from the target icon on the Properties Inspector, to the link target. (See Figure 8:4.)

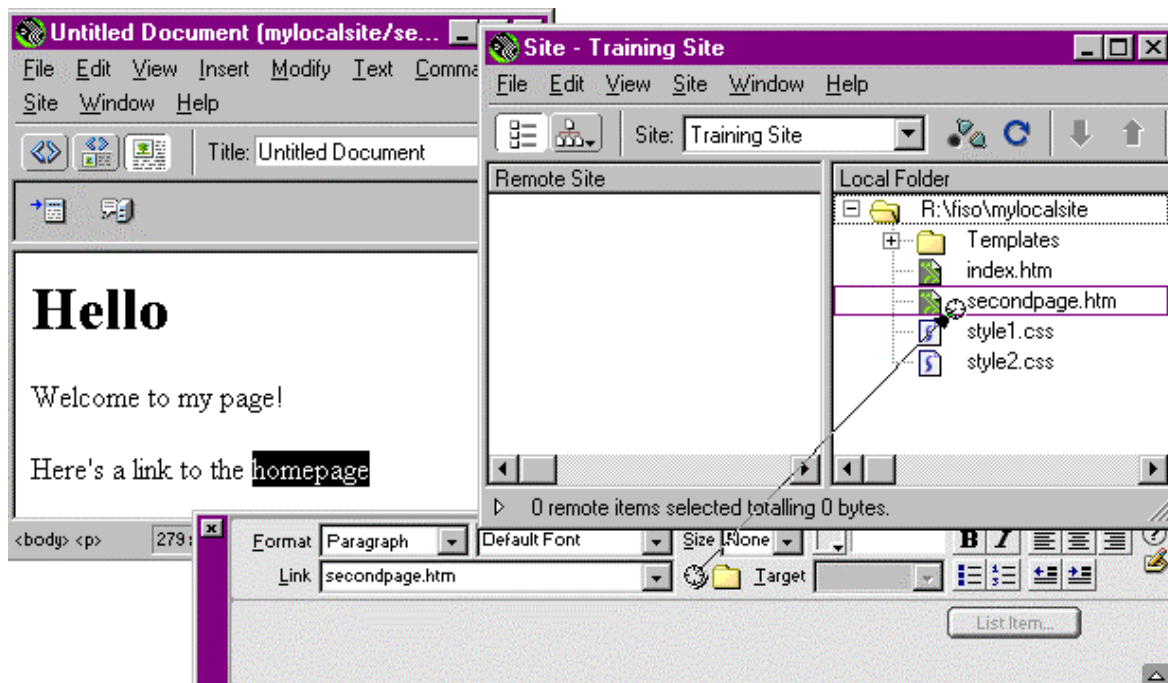


Figure 8:4 - Using the target icon

8.2 Linking to a Page on the Internet

1. Select the text or image that you want to become the link.
2. Click in the Link text box within the Properties Inspector.
3. Enter the full address of the website that you want to link to. Make sure you include the `http://` in front and the `www.` as well, if necessary. For example:

<code>http://www.ucl.ac.uk/</code>	UCL
<code>http://www.bbc.co.uk/</code>	BBC
<code>http://sunsite.doc.ic.ac.uk/wm/</code>	WebMuseum at Imperial College
<code>http://www.yahoo.com/</code>	Search Engine

8.3 Email Links

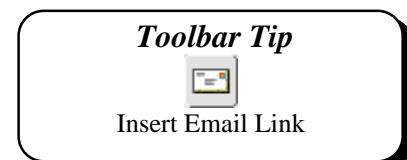
Email Links (also referred to as *mailto* links) are a useful way of setting up a contact link should a visitor to your website wish to communicate with you. When the link is viewed in a browser the user clicks on the link and his email program should open with a new message window containing your email address. To create an email link:

1. In the document, position the insertion point where you want the email link to appear, or select the text you want to appear as the email link. Then either:

Choose **Insert** from the menu bar then **Email Link**.

Or

In the *Objects Palette*, select the *Insert Email Link* icon.



The following dialogue box is displayed:

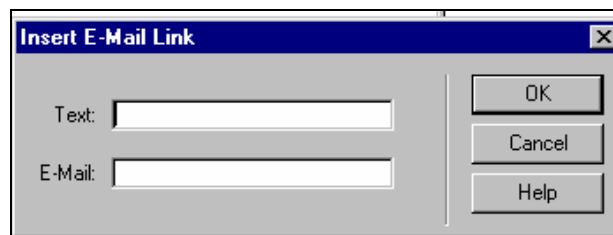


Figure 8:5 - Email Link

2. In the Text field of the Insert Email Link dialogue box, type or edit the text to appear on the page.
3. In the email field, type the email address to be written to (i.e. your email address).
4. Click on **OK**.

Task Nine - A Table of Links

1. Open one of your webpage documents (the second one you created, i.e. not `index.htm`) and add a table at the bottom – for example:

Links		
Home	UCL	Email Me

2. Make the text in each of the three lower cells into links, as follows:
 - “Home”: A link to your homepage
 - “UCL”: A link to the UCL homepage, `http://www.ucl.ac.uk/`
 - “Email me”: An email link to send email to yourself
3. Preview the page in your browser. Test each of the links. Do they work?
4. Save the page.
5. Open your homepage, `index.htm`. Add a link from the homepage to the second page.
6. Test this link by previewing the page in your browser.
7. Save the page.

8.4 Linking to Anchors on the Same Page

Creating links to areas on the same page is a two step process. You first need to name the area on the page to be linked to, by creating a ‘named anchor’. You then need to create a link to that anchor.

8.4.1 Creating a Named Anchor

1. Select the point on the page to be linked to.
2. From the **Insert** menu select **Named Anchor**. The following dialogue box is displayed:

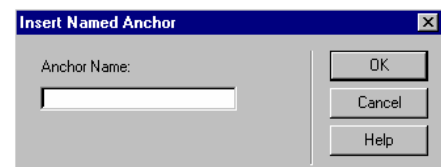


Figure 8:6 - Named Anchor

3. Type in a name for the anchor, e.g. coffee. Click on **OK**. The text on the Dreamweaver screen will be marked by an icon, as shown in Figure 8:7.

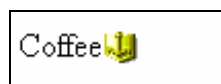



Figure 8:7 - Named Anchor

8.4.2 Creating a Link to a Named Anchor

1. Select the text or image that is to be the link.
2. Within the Properties Inspector, click in the *Link* box.
3. Type in the name of the anchor, preceded by a hash (#). For instance, to link to the text in the previous example you would type #coffee.

Note: Anchors are case sensitive.

Alternatively, you can use the target icon  to click-and-drag to create an anchor link (Section 8.1.1). Instead of dragging the target to a file, drag it to the yellow anchor symbol (Figure 8:7).

8.5 Creating Links From Thumbnail Images

1. Select the thumbnail image to be linked from.
2. In the *Link* box in the Properties Inspector type the path and filename for the image that it is to be linked to.

8.6 Removing a Link

1. Highlight the text or the image with the link.
2. Within the Properties Inspector, select the link address displayed in the *Link* box.
3. Press the [Delete] key on the keyboard. The link formatting (the underline and colour) should disappear from your text.

Task Ten - Anchor Links

1. Using Dreamweaver, open the file
R:\training.dir\dweaver4\part1\sonnets.htm
This file contains three sonnets, and is fairly long. Because of its length it is a good candidate for including a table of contents or menu.
2. Within the `sonnets.htm` page create named anchors at each of the sonnet headings.
3. Using these named anchors, insert a menu or table of contents at the top of the file, with links to each of the three sonnets. Test the links in Netscape.
4. Use the **File > Save As** command to save your modified version of `sonnets.htm` within the local root folder for your website.

If you have time, close `sonnets.htm` and open a different file from your local site (such as `index.htm`). Create a set of three links from that page, directly to each of the sonnets.

9. Managing your Website

Having designed one or more webpages and saved them in appropriate locations in your local site, we can now return to the Site Window (Section 2) to manage your local and remote sites – in particular, to publish our pages to the remote site (i.e. the World Wide Web).

If the Site Window is not visible, it can be displayed by selecting **Site Files** from the **Site** menu (or by pressing [F8]).

The right-hand panel of the Site Window displays your local site files. The left-hand panel can either display the remote site files, or a “site map” of the local site. The two buttons on the toolbar (Figure 9:1) enable you to change between these two views.



Figure 9:1 - Site Window view options

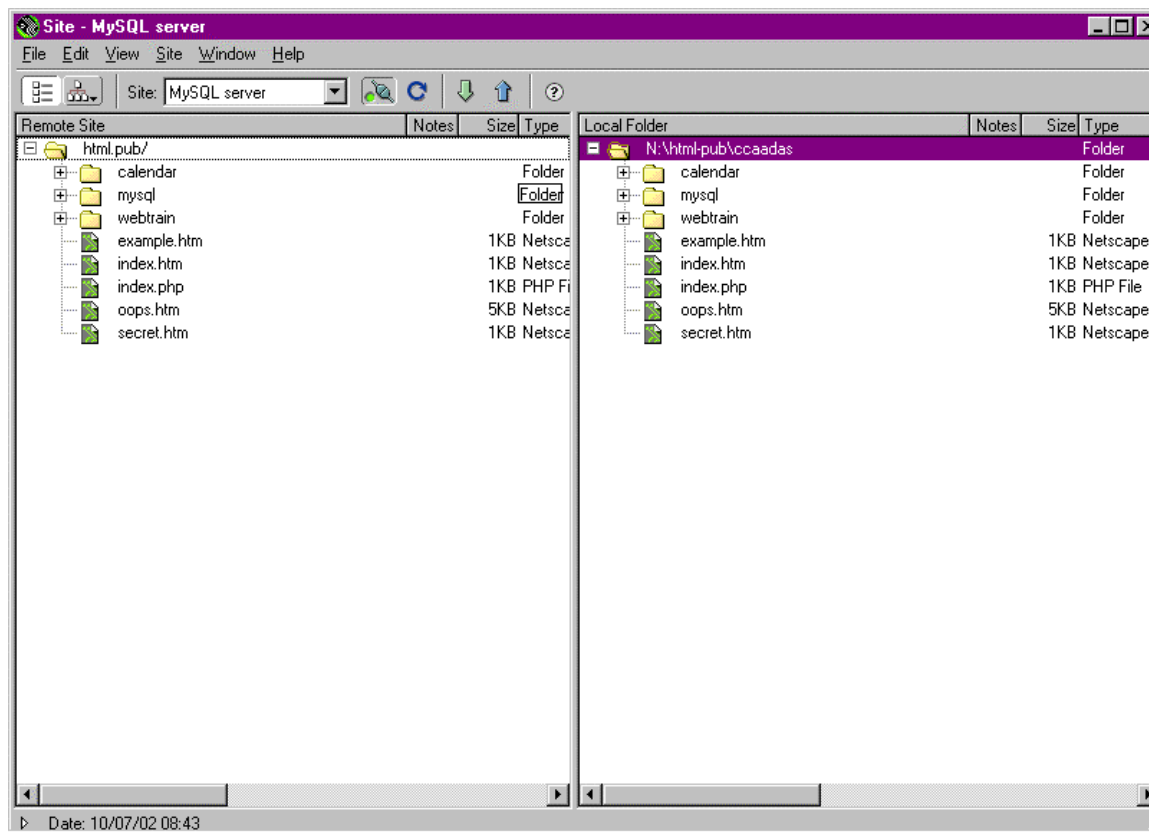


Figure 9:2 - Site Window in “Site Files” view

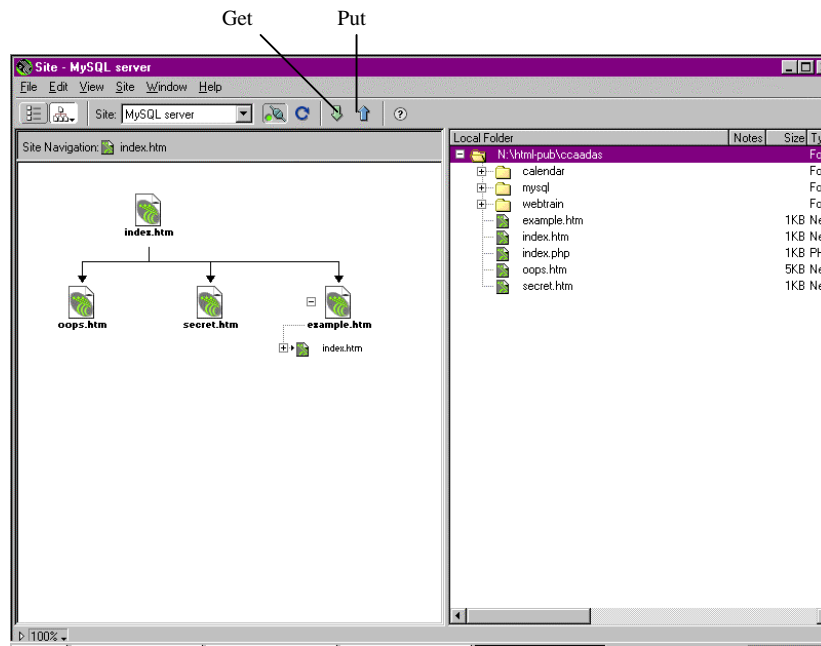


Figure 9:3 - Site Window in "Site Map" view

9.1 Uploading and Downloading

Make sure that the "Site Files" view rather than the "Site Map" view is enabled (Figure 9:2). If Dreamweaver is not already connected to the remote site then the left-hand pane will be blank, and you will need to click on the Connect button on the toolbar (Figure 9:4).



Figure 9:4 - The Connect button

9.1.1 Uploading a File

1. Select the file/folder in your local site which you want to upload to the remote site. You can select multiple files/folders by holding down the [Ctrl] or [Shift] keys while clicking. As in other Windows applications, clicking with [Ctrl] held down selects multiple files, and with [Shift] held down selects a range of files.
2. Click the "Put" button on the Dreamweaver toolbar, which looks like an arrow pointing upwards. Alternatively, choose Put from the Site menu.
3. If Dreamweaver is not already connected to the remote site, then it will attempt to connect. It will then attempt to upload the file(s) to the remote site.

Using this method, files and folders will be transferred from their position in the local site, to the exactly equivalent position in the remote site.

9.1.2 Downloading a File

1. Select the file/folder in your remote site which you want to download to the local site. You can select multiple files/folders by holding down the [Ctrl] or [Shift] keys while clicking.
2. Click the “Get” button on the Dreamweaver toolbar, which looks like an arrow pointing downwards. Alternatively, choose **Get** from the **Site** menu.
3. If Dreamweaver is not already connected to the remote site then it will attempt to connect. It will then attempt to download the file(s) from the remote site.

Using this method, files and folders will be transferred from their position in the remote site, to the exactly equivalent position in the local site.

As an alternative to the “Get” and “Put” buttons, you can click-and-drag to move files between the local and the remote site; but *this is not advisable* because you run the risk of dragging them to the wrong location in the remote site.

9.2 The Site Map

Dreamweaver can display a site map which shows graphically the links and relationships between files on your sites.

9.2.1 Setting the Home Page

In order that the site map can be constructed, one of your pages must be designated as the home page. The home page is the first page that a user sees when they log into your website and is normally called *index.htm* or *index.html*. The following steps are carried out once the site has been defined and you have created and saved the page that is to be set as your home page.

To define a page as the home page:

1. Make sure that the active window is the Site Window.
2. In the right pane click on the file you wish to define as the home page.
3. From the **Site** menu select **Set as Home Page**.

This page is then defined as your home page, for the purpose of building the site map.

9.2.2 Viewing the Site Map

To view the site map, use the Site Map button on the toolbar (Figure 9:1) to switch to Site Map view (Figure 9:3). Note that you must have chosen one file to be your site's home page, otherwise Dreamweaver will display an error message to tell you that it cannot build the site map.

9.2.3 Exporting the Site Map

You cannot print out the site map from Dreamweaver but you can export the map as a bitmap file. You can then import that file into a wordprocessor or graphics package to print.

1. From the *Site Map* window choose **File**.
2. Select **Save Site Map**.
3. Give the file a name and save it as a Bitmap (BMP) file.
4. Click on **Save**.

Task Eleven - Uploading Files

1. Activate the Site Window, and upload both of your webpages to the remote site.
2. Define index.htm in your local site as your home page.
3. View the Site Map for your site.
4. Find out the URL for the remote site, and visit it using your browser. For example, if we were using the account trainXY, then the URL could be

`http://www.homepages.ucl.ac.uk/~trainXY/`

5. Follow the links to ensure that they work.

10. Using Templates

Templates allow the web designer to reuse elements of a webpage over and over again. They allow you to set up a consistent look and feel for your pages by editing a single template file. Any changes made to the template file can be applied automatically to all webpages based on that template. With templates you can set up or define “editable areas”. Only the areas defined as editable can be changed or edited within the document. Documents based on the template can then be created by users.

Using Templates makes it easier to maintain a consistent design across your website and makes it easier to make minor changes to every page on the site very quickly. When creating a template you include on it the elements that are never going to change such as a masthead or a copyright notice at the bottom.

This workbook does not cover the creation or editing of Dreamweaver Templates – see document 412, “Dreamweaver 4 Part 2” to learn how to create and manipulate templates. Here we will assume that a Template already exists, and we will apply it to our webpage.

10.1 Using a Template to Create a Web Page

1. From the File menu select **New From Template**. A dialogue box will be displayed listing all the templates available within a selected site:

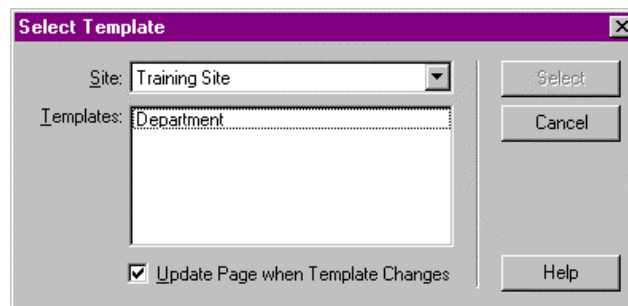


Figure 10:1 - Select Template

2. Choose the site that contains the template that you wish to use and then choose the template file.
3. Click on **Select**.

10.2 Applying a Template to an Existing Page

1. With the page open, go to the **Modify** menu and choose **Templates**.
2. From the **Templates** menu select **Apply Template to Page**. The dialogue box in Figure 10:1 is displayed.
3. Choose the template you wish to apply and click on **Select**.

Dreamweaver may present you with the following dialogue box:

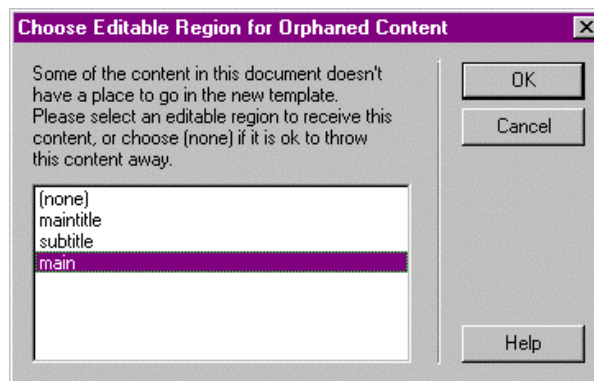


Figure 10:2 - Choose editable region

This means that Dreamweaver cannot guess exactly where in the Template the content of your webpage should go. The main content of the webpage will ordinarily go in the section labelled “main” or “body” (see Figure 10:2), so normally you should choose that option. If you select “(none)” then the so-called “orphaned content” will be discarded.

10.3 Updating Pages which Use a Template

If a Template is changed then it will be necessary to update the pages which use this template. The process is simple:

1. When you change a Dreamweaver Template yourself, Dreamweaver will prompt you to ask whether to update the pages which use the Template. Otherwise, you can start the process by selecting **Templates** from the **Modify** menu. Then select either **Update Current Page** (to update only the page in the document window) or **Update Pages...** (to update all the files in your site which use the Template).
2. If you selected **Update Current Page** the process is finished. If you selected **Update Pages...**, a dialogue box appears similar to Figure 10:3:

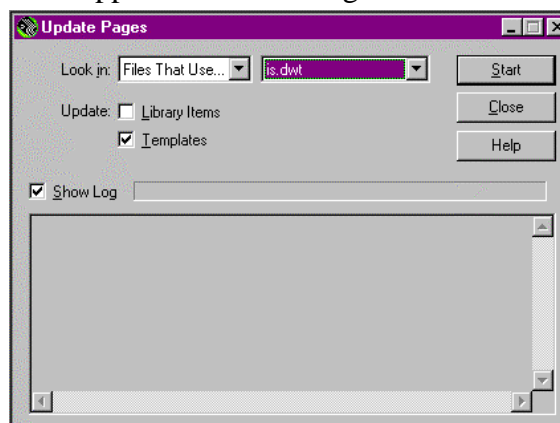


Figure 10:3 - Update pages

Here you are given the opportunity to update all the pages in your site which use templates, or only ones based on one particular template. Once you click on *Start* a dialogue box similar to Figure 10:4 will be displayed informing you of the pages that have been updated:

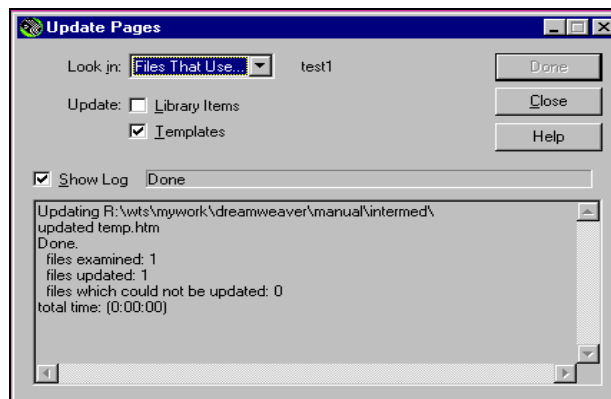


Figure 10:4 - Updating Process

3. Click on Close.

10.4 The UCL Web Templates

UCL provides a set of Dreamweaver templates which you can use for establishing a new UCL website – please contact the UCL Web Team if you would like to use these. If you are intending to work with an established departmental website, for example, your department may already have a Dreamweaver template for you to use.

Task Twelve – Applying Templates

In this Task you will apply a ready-made Template to one of the pages you have created. Before you can do that you will need to copy the ready-made template to your local site, as follows:

1. Using Windows Explorer or any suitable file management tool, navigate to the folder `R:\training.dir\dweaver4\part1\`
2. Copy the folder `templates` (and all of its contents) into your local root folder.

Now the Template has been copied into your local site you can apply it to your pages.

3. Open one of the webpages you have created in a Dreamweaver Document Window.
4. Choose to apply a Template to your page. The Template's name is "Orange". Preview the page in your browser.
5. In Dreamweaver, save the page if you wish. Alternatively, close the Document Window without saving if you don't wish to keep the templated appearance of the page.

11. Style Sheets

Style sheets, properly called Cascading Style Sheets or CSS, are a useful way to specify the formatting of every component of your webpages. CSS formatting commands are stored in a separate file⁶, and then “attached” to a webpage. The attributes then control aspects of your webpage, including:

- The font, colour, size, etc. of the different levels of heading (h1, h2, etc.).
- The page margins, background colour etc.
- The alignment (left, right, centre, justified) of text and images.
- The amount of space surrounding each kind of page element.

This workbook does not cover the details of creating or editing style sheets. Document 412 provides more advanced information about using CSS in Dreamweaver.

11.1 Attaching a Style Sheet to a Webpage

To attach a style sheet to a webpage you are currently editing:

1. Choose **CSS Styles** from the **Text** menu (in the document window), and then choose **Attach Style Sheet....** A dialogue box appears for you to choose the style sheet to attach (Figure 11:1).

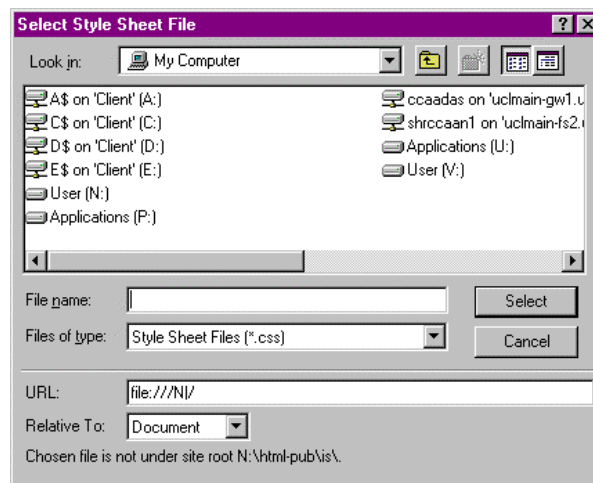


Figure 11:1 - Select Style Sheet File

2. Navigate to the folder containing the style sheet file.
3. Select the file from the list of files (style sheet files end in the extension `.css`), and click **Select**.

⁶ CSS commands can also be embedded directly into a webpage.

11.2 Detaching a Style Sheet from a Webpage

To detach a style sheet from a webpage, choose **CSS Styles** from the **Text** menu, and then choose **Edit Style Sheet...** A dialogue box will appear (Figure 11:2), with a list of CSS commands/files. Choose the filename for the style sheet you wish to detach from the webpage, and then click the **Remove** button.

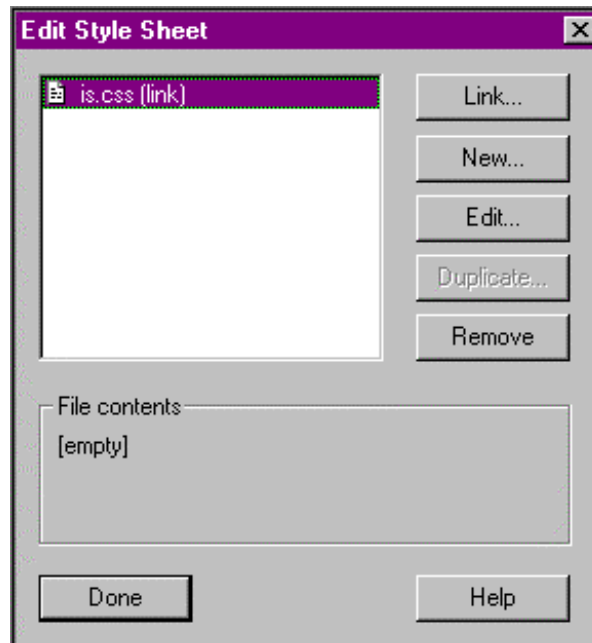


Figure 11:2 - Edit Style Sheet window

Task Thirteen - Style Sheets

In this task you are going to attach different style sheets to one of the webpages you have created, to see the formatting effects which can be achieved with CSS.

1. Open one of your previously-saved webpages in a Dreamweaver document window – not one which uses a Template.
2. Attach the stylesheet file `R:\training.dir\dweaver4\part1\style1.css` to your document.
3. Preview the document in Netscape.
4. Detach the style sheet, and then instead attach `R:\training.dir\dweaver4\part1\style2.css` to your document.
5. Preview the document in Netscape.
6. Close the document window without saving the file.

12. Accessibility

Webpages are available for all to view over the Internet. However, not everyone accesses the Internet in the same way. There are many varieties of Internet browser (you may be familiar with Internet Explorer and Netscape Navigator, but there are others including Lynx, Mozilla and Opera) – which can run on many kinds of computer (for example PC, Mac and UNIX). These platforms all have vastly different possibilities for the amount of screen space available (some monitors only display 640 x 400 pixels, while some are much larger). Always remember that not all computers will necessarily display a webpage exactly as yours does.

- Visually impaired people may navigate the Web via Internet browsers which read out the content of a webpage, or alternatively may have problems if text is very small or low-contrast.
- People with motor difficulties may find it difficult to click on a small link.
- Those reading a webpage which is not written in their first language, or those with learning difficulties, may have problems understanding over-complicated text.

Often, making your website useable by all will lead to general improvements, such as in the clarity of your online writing. Here are some specific suggestions for improving the accessibility of your pages:

12.1 Text and Colour Schemes

One of the most general recommendations about page design is to make text easy to read. Dark (e.g. black) text on a very light (e.g. white) background is proven to be the easiest colour scheme to read on a computer screen, especially if there are large amounts of text to read.

Text should never be made so small that it could be difficult to read, especially for those with eyesight problems. Text sizes on the web range between 1 and 7, where 3 represents the ordinary text size (12pt or 14pt on most people's browsers). Size 1 should only be used very rarely.

Background images can often make text more difficult to read. If you are sure you want to use a background image, ensure that its colours contrast well with text laid over it. It is often best to use a graphics package to convert a background image into a “watermark” by reducing the contrast, and increasing the brightness, of the image.

12.2 Links

Links should normally be made to stand out. Underlining links often distinguishes them from surrounding text, but it also helps if they are a different colour – ordinarily links are coloured blue in contrast to black for ordinary text.

It is also important that the text of a link describes what users will find if they follow the link. The following is a common mistake:

[Click here](#) if you'd like to view my CV.

This looks fine to many users. However, certain text-based browsers and speech-browsers list the links on a page, without reference to the text which surrounds them – the above link “Click here” is meaningless out of context. Much better would be:

You can view my [CV](#).

or:

You can [view my CV](#).

If a link is based on an image rather than text, it is a good idea to ensure that the image's “alternative text” indicates the link destination.

12.3 Images

As described in Section 6.2.4, it is important that every image you include in your webpages has “alternative text” (also called “alt text”). Otherwise those browsing without images may be unable to use your site as effectively as those able to view the images. As a guide, there are various uses of images, and various corresponding needs for the alt text:

- **Illustration.** If an image is used to illustrate a webpage, a short textual description is a good idea for the alt text: e.g. “Photograph of students in a laboratory class”, “Dr E. Penney”.
- **Links.** If an image is used as a link, make sure the alt text provides a useful description of the link's function: e.g. “View RAE results”, “Email Dr E. Penney”.
- **Icons and logos.** Icons and logos are ordinarily given a descriptive alt text, as with illustrations, eg. “UCL logo”, “Haematology at UCL”. If no description is needed, follow the advice for structural images, below.
- **Structural.** “Structural” images, such as ones which are used to give the impression of a border around a page element, do not carry information and don't need to be presented to the text-only browser. The alt text should be a simple space: “ ”.

Considering that many users are not able to make use of images which might be associated with a webpage, no “vital” information should be encoded in an image. For example, if it is impossible to tell where one should click to access the various sections of your site unless certain images are loaded, this can cause problems.

Also remember that images take a long time to download compared with text. If your webpages are full of high-quality, large images, then the slow speed of downloading may be intolerable for many users. At UCL a very fast Internet connection is available, but your webpages should also be useable by those in far-off countries, or those accessing your pages via a modem, for whom UCL webpages will take much longer to download.

12.4 Tables

Tables are commonly used in two situations in webpages: to display an actual table, i.e. tabular data; and to control the layout of page elements. In both cases it pays to remember that not all browsers are able to render tables properly. Text-only browsers, speaking browsers, and very old browsers all render the contents of a table *linearly*: imagine reading out the contents of a table row-by-row, left-to-right – would your table's contents make sense?

12.4.1 Tables for Data

For informational tables, the advice is to make sure that clear table headings are given. It is good practice to give a textual summary of the information shown in the table – for example, “The following table shows that heart disease in women has been increasing at a greater rate, over the past twenty years, than in men...”.

12.4.2 Tables for Layout

The use of tables to lay out a webpage is widespread, but increasingly frowned upon. Advanced techniques using stylesheets are gradually replacing the use of tables, and if you are designing a large and important website it may be wise to read up on these techniques.

If you do use tables for layout purposes, pay attention to the order in which your elements would appear if presented linearly. Figure 12:1 illustrates one possible layout achieved with a table.

Title	
Menu Option 1	Main Content of Webpage
Menu Option 2	
Menu Option 3	

Figure 12:1 - A problematic layout

The webpage in Figure 12:1 would be rendered linearly as Title, Menu Option 1, Main Content of Webpage, Menu Option 2, Menu Option 3. The menu is split up in an odd fashion.

There are a number of ways of getting round this problem. Figure 12:2 shows one – the menu is now contained within a second inner table. The page would thus be rendered linearly as Title, Menu Option 1, Menu Option 2, Menu Option 3, Main Content of Webpage; this is perhaps the best linear order for the elements.

Title				
<table border="1"> <tr> <td style="text-align: center;">Menu Option 1</td> </tr> <tr> <td style="text-align: center;">Menu Option 2</td> </tr> <tr> <td style="text-align: center;">Menu Option 3</td> </tr> </table>	Menu Option 1	Menu Option 2	Menu Option 3	Main Content of Webpage
Menu Option 1				
Menu Option 2				
Menu Option 3				

Figure 12:2 - One possible improvement to the layout

13. Getting Help

13.1 Getting Help within Dreamweaver

Dreamweaver has a help system which you can call upon at any time while you are working on a website. Select **Using Dreamweaver** from the **Help** menu to open Dreamweaver help (it will launch in your browser).

13.2 Learning More

- Information Systems publish a document to accompany this one, entitled “Dreamweaver 4 Part 2” (document 412). It covers some of the more advanced features of Dreamweaver you may wish to use, such as forms and libraries, and also goes into more depth about some features covered here, such as style sheets and templates.
- There is an option on Dreamweaver's **Help** menu called **Lessons**, which takes you through some of the more advanced Dreamweaver features in an interactive fashion.
- A Web search using a search engine such as Google (<http://www.google.co.uk/>) can also retrieve helpful webpages. For example, a search for

`CSS "style sheet" tutorial`

would return a useful selection of tutorials.

Exercises

In the following exercises, you have taken responsibility for the website of the Institute of Things. All the files for the Institute of Things website are contained in the local folder `R:\training.dir\dweaver4\exercise\things`

Exercise 1

We are going to create the site in a subfolder of your existing site. If you have *not* already created and edited a remote site in your UCL personal webspace, instead of following step 2, follow the instructions in Section 2.3 – but make sure your local root folder is `R:\training.dir\dweaver4\exercise\things`

1. In the Site Window, connect to your remote site (with root folder `html.pub`). Create a new folder in the remote site called `things`
2. Create a new Site Definition in Dreamweaver for the Institute of Things website, using the following details:

Local Root Folder:	<code>R:\training.dir\dweaver4\exercise\things</code>
Remote Access:	Choose FTP from the list
FTP Host:	<code>ftp.ucl.ac.uk</code>
Host Directory:	<code>html.pub/things</code>
Login:	Your UCL user ID
Password:	Your UCL password

3. Now make sure you are viewing the Site Window. You'll notice that the local files are displayed in the local site panel, including the homepage `index.htm`.
4. Open `index.htm`

The pages on this website are based on a Template. Text has been entered into the main body of `index.htm`, but it hasn't been formatted properly.

5. Modify the text so that the paragraphs containing the text “Things” and “Information” are of style Heading 1.
6. Insert a horizontal rule just before the “Information” heading, to split the two sections of the webpage.
7. Convert the paragraphs below the “Information” heading into a bulleted list.
8. Save the file.

Exercise 2

1. Make sure you have the file `index.htm` open in a document window.
2. Under the heading “Information”, turn the items “Staff at the Institute” and “Research at the Institute” into a link to the appropriate webpage.
3. Preview the document and check that the links work by following them.
4. Close `index.htm` and return to the Site Window.
5. In the local root folder, set `index.htm` to be the homepage, and view the Site Map. It should display the links that you have just created.

Exercise 3

1. Make sure `index.htm` is open in a document window.

There is an image inserted into the main body of the page, but unfortunately it has been inserted wrongly - it is supposed to reference the image called `jars.jpg` in the “images” folder. Dreamweaver displays a “broken reference” icon instead of the image.

2. Update the page so that it correctly references `jars.jpg`. You should now see the actual image in the webpage. Save `index.htm`.

Exercise 4

1. Open a word processor or simple text editor program. (If you are using a training account, open Notepad by choosing **Programs > Accessories > Notepad** from the **Start** menu.) Open the document in the website’s root folder called `joining.txt`. This is a simple text document containing some text which is to be turned into a webpage.
2. Select all of the text in the document, and *copy-and-paste* it from the word processor into a new Dreamweaver document window.
3. Give the webpage an appropriate title.
4. Modify the email address given in the text so that people can click on it to send email to that address.
5. Add a link at the bottom of this page, to the Institute homepage.
6. Save the newly-created webpage with an appropriate filename.
7. Apply the Template “Things1” to your new webpage, and then save it again.
8. Open `index.htm` and make the text “Joining the Institute” into a link to your new page.

Exercise 5

1. Open `staff.htm`. This page needs to have the photographs of the staff members added into the appropriate slots in the table.
2. For each of the cells in the “Photograph” column of the table, add one of the images found in the images folder - use `photograph1.jpg`, `photograph2.jpg` and `photograph3.jpg`. Give the images appropriate “alt text”. Resize them if you wish. Also, make each staff member's name appear in bold type.
3. Add a link at the bottom of this page, to the Institute homepage.

Exercise 6

1. Open `research.htm`, and create a named anchor at each of the four headings.
2. At the top of the page, just underneath the introductory paragraph, create a bulleted list of links so that the user can jump directly to each of the four sections of the page.
3. Preview the page in your browser and try out the anchor links.
4. Save the page.

Exercise 7

1. In this exercise you will add some links from the Institute homepage, directly to the four subsections of the research page.
2. Open `research.htm` and `index.htm`. In `index.htm`, directly underneath the link “Research at the Institute”, insert four more links which link directly to the four anchor points in `research.htm` (created in the previous exercise). Indent these four links so that it is clear they are *subsections* of the research page.

Appendix 1. Establishing your Remote Folder at UCL: Instructions for non-WTS users

If you don't have access to the "Publish Web Pages" program available through WTS, then follow one of these sets of instructions to set up your remote folder at UCL. In each case the process will create a folder called `html.pub` in your home directory, and then ensure that it is "world-readable" (i.e. that it can be accessed by anyone using a web browser).

Using DOS on a managed PC

Note: these instructions are only for machines running native DOS using PC-NFS. These are the machines where you have to type "`login userid`" in order to log in.

1. To create your `html.pub` directory in the root of drive R:, use the DOS `md` command:

```
md html.pub
```

2. Use the DOS `chmod` command to make your `html.pub` and home directories world-readable (you need do this only once). Take care: the following `chmod` commands end with 'dot' and 'dot-dot':

```
cd \html.pub
chmod og+x .
chmod og+x ..
```

Using Unix on Socrates or a cluster Sun workstation

1. To create your `html.pub` directory in the root of drive R:, use the Unix `mkdir` command:

```
mkdir html.pub
```

2. To publish your pages, use the Unix `reveal` command. This will automatically make your `html.pub` and home directories world-readable. You can do this for a single file or a number of files:

```
reveal index.html
reveal *
```

Non-Managed Computers

To create and make world-readable your `html.pub` directory from a non-UCL-managed computer, you will need to use Telnet. (Users of Windows 95 and later will find Telnet in `Start > Programs > Accessories`.) Using Telnet, connect to `socrates.ucl.ac.uk`, log in with your normal id and password, and enter the following Unix commands:

```
mkdir html.pub
chmod og+x $home html.pub
```

Don't forget to `logout` to end your Unix session.