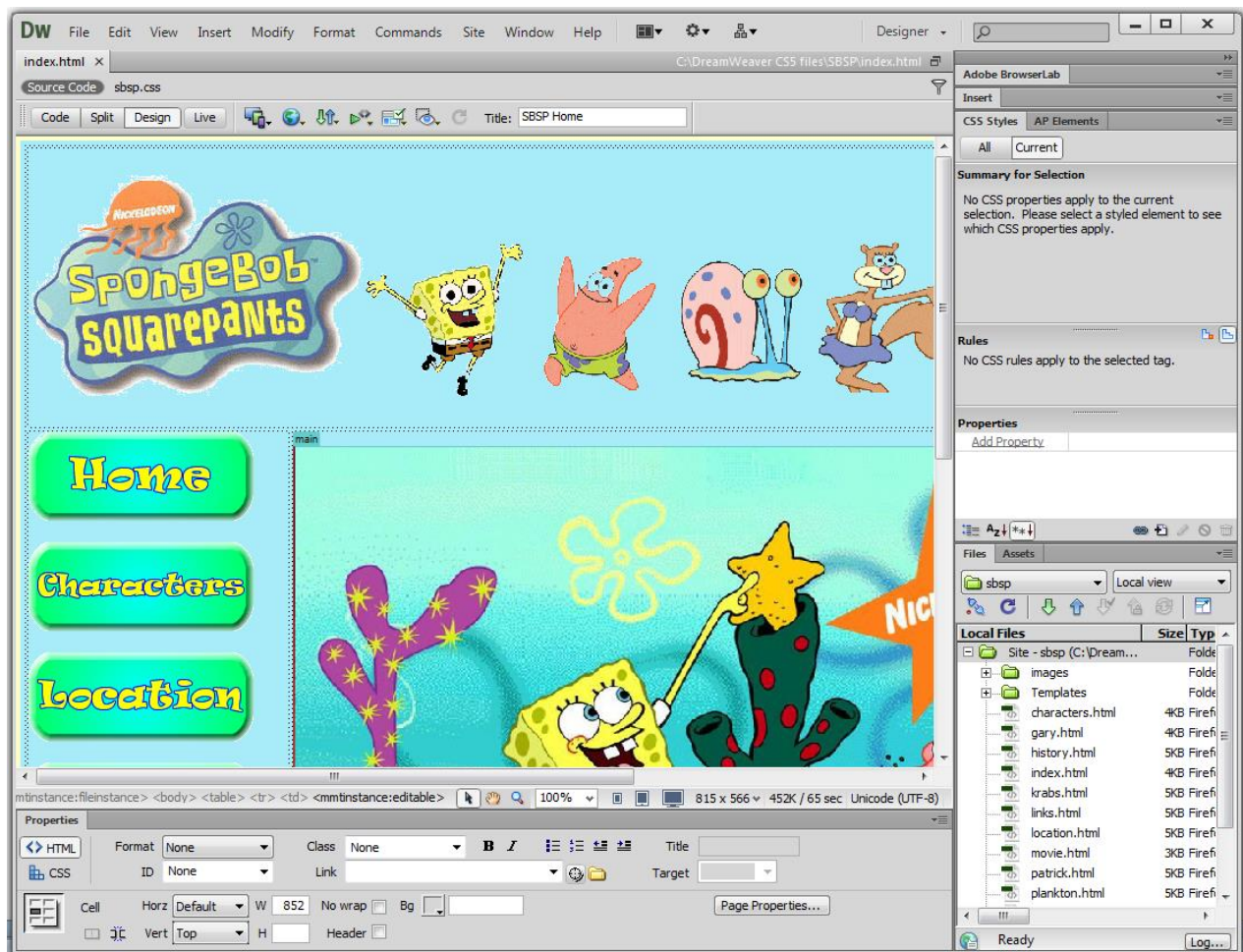


Dreamweaver CS6



In this unit we will investigate:

- the Dreamweaver interface and layout
- using HTML
- entering and formatting text in a web page
- setting up links
- using style sheets
- inserting and positioning images
- site creation and navigation
- publishing a site
- tables
- templates.

Note: prior to use these activities require Dreamweaver to be configured for student use; the setup procedure and required files can be found at the [end](#) of these activities

Activity 1 – A first look at Dreamweaver

Adobe Dreamweaver CS6 is a professional authoring tool used to create web pages. When ready these pages can then be published to a network or internet site that others can visit.

In this first look we will find out about the Dreamweaver interface, and use it to investigate an existing site.

Note: this activity and those that follow assume Dreamweaver has been set up for student use. For directions on how to do this see *Dreamweaver CS6 Setup* at the [end](#) of these activities.

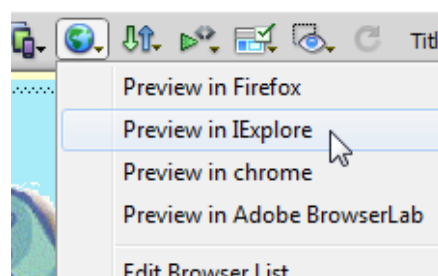
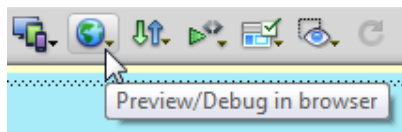
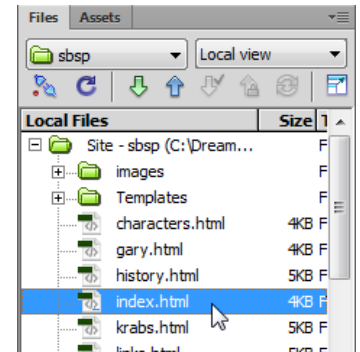
1. We will start by looking at an imaginary web site for *SpongeBob Squarepants*.
 - a Start Dreamweaver.

Note: the screenshots used in these activities are from a Windows PC; if using a Macintosh computer your screen may vary slightly.

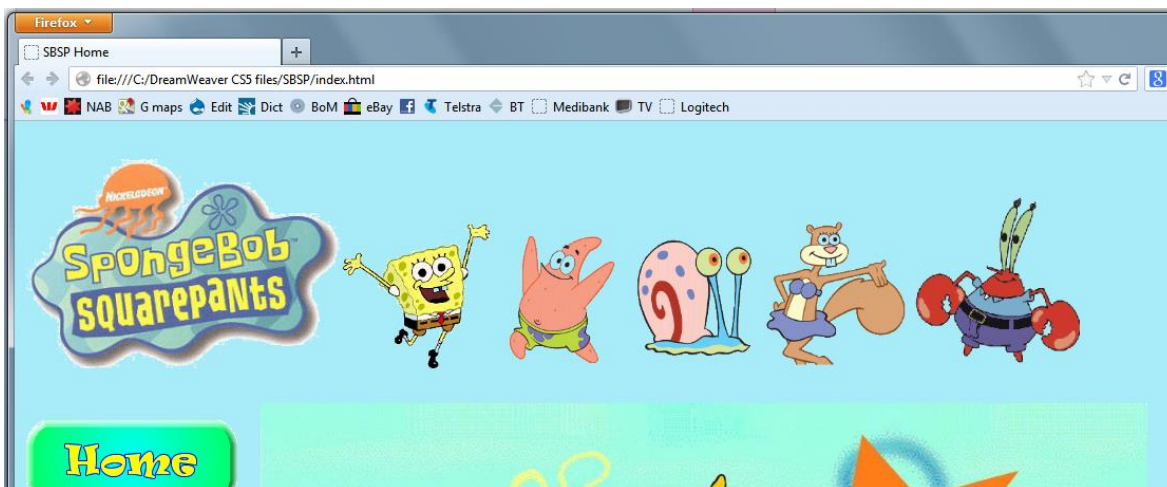
- b In the *Files* panel at right, double click on *index.htm*. (Note: if you cannot see the *Files* panel or its contents press the *F8* function key on your keyboard once.)

The page *index.htm* will be opened for ready for editing. This is the home page the site.

- c To see the *sbsp* web site in action click on the preview button on the toolbar and choose a browser.



This will jump out of Dreamweaver and will start the browser you select with the *sbsp* web site displayed.

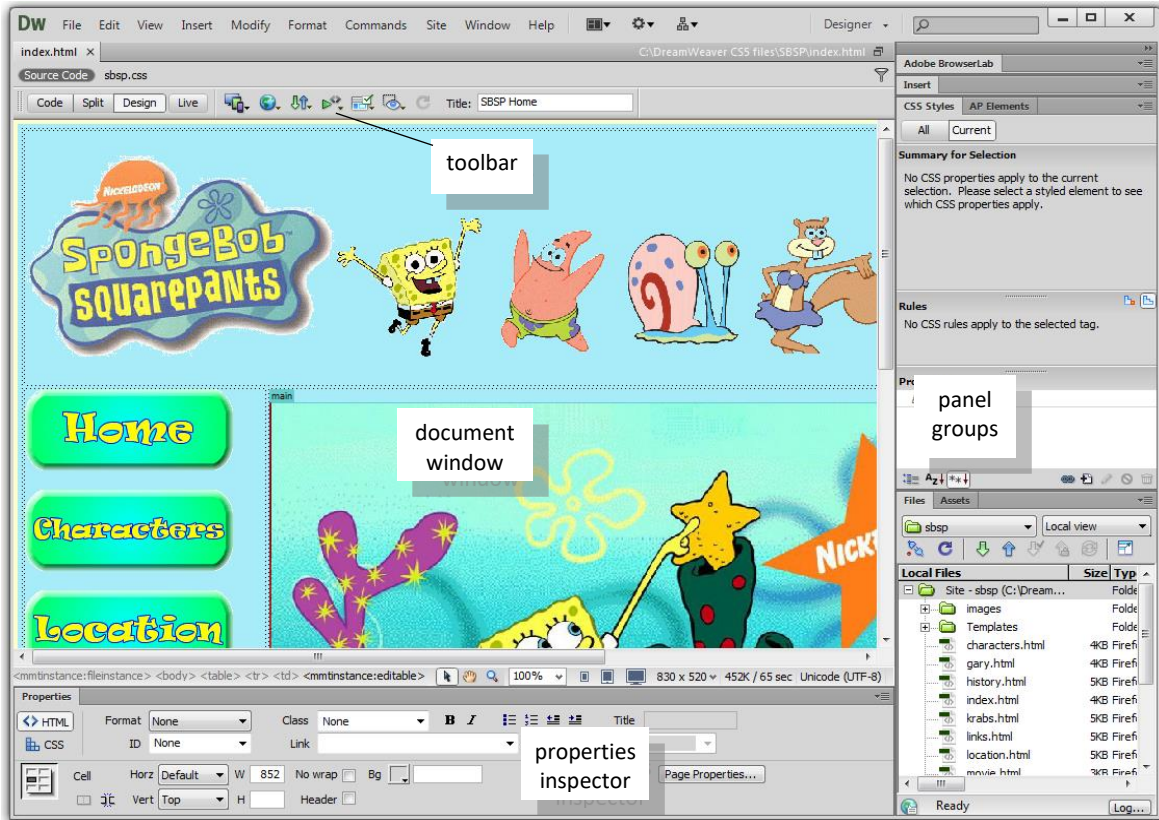


Spend a few minutes using the links to look around the site. In particular be aware of the actions of buttons and links to jump to other pages.

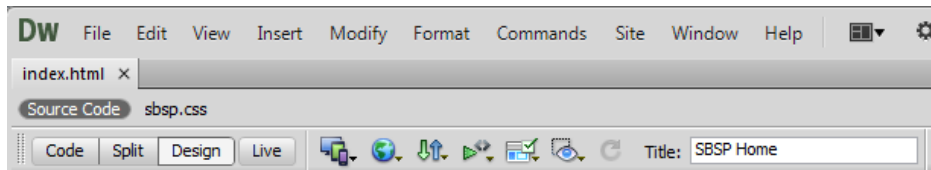
Note: the shortcut to preview a site in a browser is to use the *F12* function key. This will display the site in your default browser. If you use *Ctrl+F12* (PC) or *Cmd+F12* (Mac) you will see the site in a secondary browser (*IExplore* above).

- d Close the browser and return to Dreamweaver.

2. At this stage we will take a broad look at the Dreamweaver interface and its layout.



a Across the top of the display is a *menu* and a *toolbar* of common actions.



The toolbar can be made a little more attractive if you enable colored icons. To do this from the menu choose *View > Color Icons*.

If you wish you can add a standard toolbar (*View > Toolbars > Standard*) that has icons for *New, Open, Save*, and so on.



b The majority of the interface is taken up with the *Document window*. This is where web pages can be prepared.

To assist with layout you can have rulers displayed around the document window (*View > Rulers > Show*). These can be set to pixels or inches.

c On the toolbar above the document window are buttons for *Code, Split, Design* and *Live*.

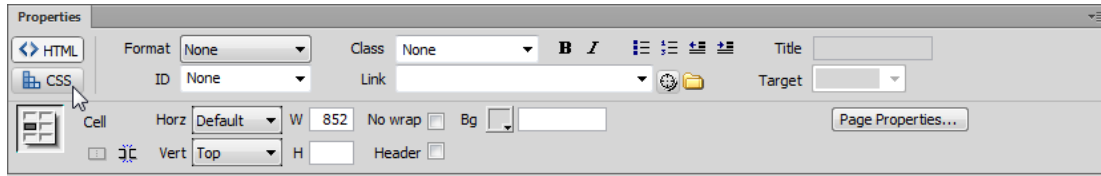
Design is where the web page is laid out, *Code* shows the HTML behind the page (see next activity), while *Split* will show both at once.

Live view is a way of seeing the page in action without having to run the browser as we did in 1c above.

Try each of these, but return to *Design* view.

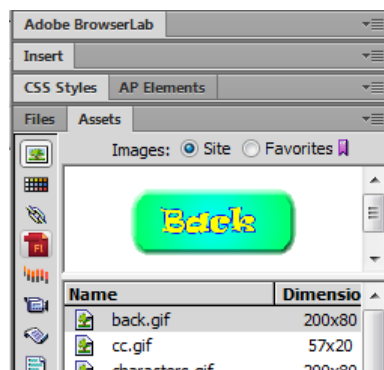
- d Below the document window is the *Properties inspector* which can be used to vary the appearance and behavior of objects on the web page. The information displayed will change depending on which object is selected.


The site as shown on the previous page has the *HTML properties inspector* displayed. To change to the *CSS properties inspector* click on the *CSS* button at left.



(We will use the CSS properties inspector in later activities.)

- d Finally at right are a group of panels for specialist actions. Some, like *Assets* or *AP Elements*, are on panel tabs.



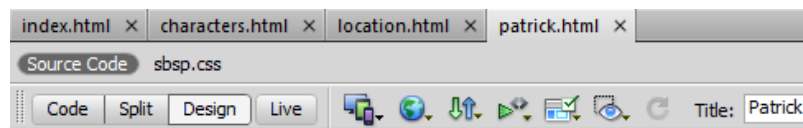
Each of these panels can be expanded or shrunk by double clicking on its tab. For example in the image above the *File/Assets* panel is displayed with *Assets* selected, while the remaining panels have been shrunk. Each panel (and the property inspector) also has a menu button  at the right of its title bar.

There are more panels available than those displayed. To access these use the *Window* menu.

Note: for ways to customize the Dreamweaver interface see *Follow up* at the end of this activity.

3. The *Files panel* shows folders and the web pages, images, and other objects that make up the website.
- a Double click on one of the pages in the files panel at right.


This will open the page in a separate document window to *index.html*.



Repeat until you have three or four pages open.

You can use the tabs on these pages to move between them.

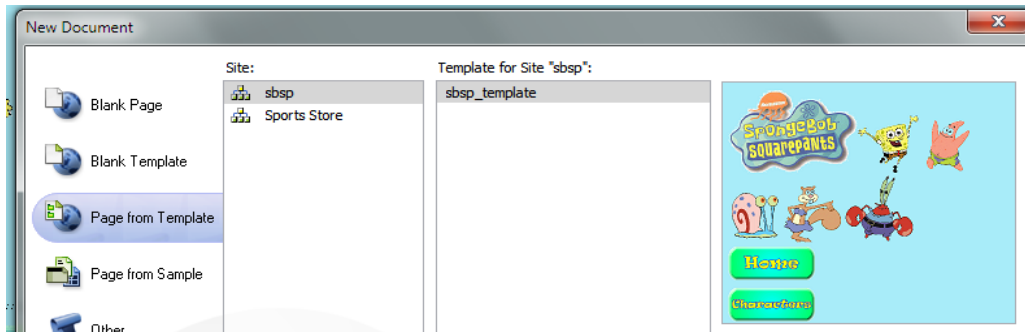
- b From the menu try *Window > Cascade*.
Try also *Window > Tile Horizontally* (or *Tile Vertically*).

To return the pages to tabbed mode click the maximize icon  at the top right of any page.

4. We will now add a new page to this site. This page will display three pictures with captions from the SpongeBob movie.

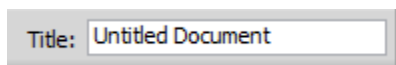
- a Choose *File > New* from the menu.
So that the new page looks like the others we will use the *sbsp* template.

In the dialogue that appears choose *Page from Template* and then from the *sbsp* site choose the *sbsp_template*.

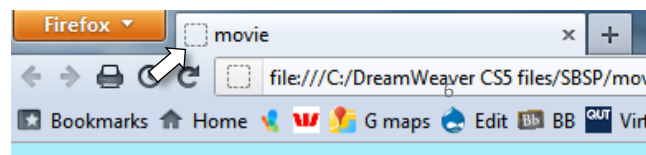
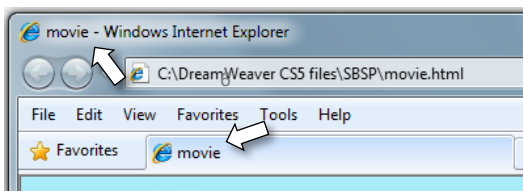


When ready click *Create* and a new page called *Untitled-1* will appear in the document window.

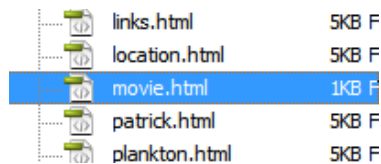
- b On the toolbar of this page click in the *Title* box and rename it *Movie*.



Page titles are easier to remember and use than file names. The page title will also be displayed in the title bar and page tab when the page is opened in a browser.

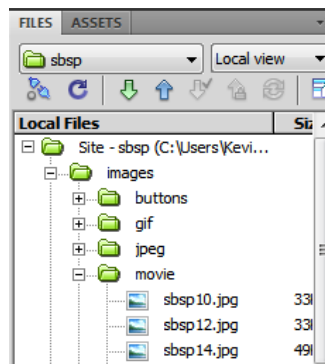


- c Save the page as *movie.html* in the *sbsp* folder. You will see it appear in the files panel.



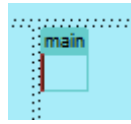
Note: if the file does not appear automatically click on the *Refresh* button at the top of the files panel (or press the *F5* function key).

- d View the page in the browser (*F12*).
5. Next we will add some images to this page.
- a In Dreamweaver in the files panel open the *images* folder and then the *movie* folder.



These are pictures from the movie.

- b Click once on any of the images to select it, and then drag it onto the page in the document window so that it is positioned in the *main* section.



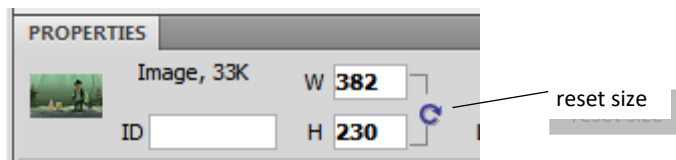
If you are prompted to add alternate text (*Image Tag Accessibility*) choose *Cancel* at this stage. (The use of alternate text will be explained in Activity 4.)

If you do not want this particular image press *Delete* while it is still selected.

- c Click once on the image to select it and use the image handles to resize the picture to a smaller size.

Hint: if you hold down the *Shift* key as you do this, the picture will resize in proportion.

You can see that the size of the image in kilobytes (K) and pixels is shown in the properties inspector, along with a *Reset Size* button.



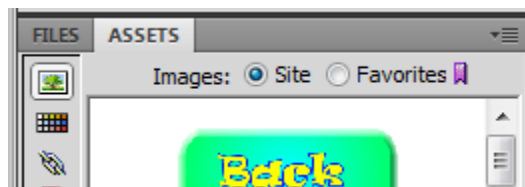
The reset button will return the picture to its original size.

- d Click just past the image (to deselect it) and press *Enter* to move to a new line.

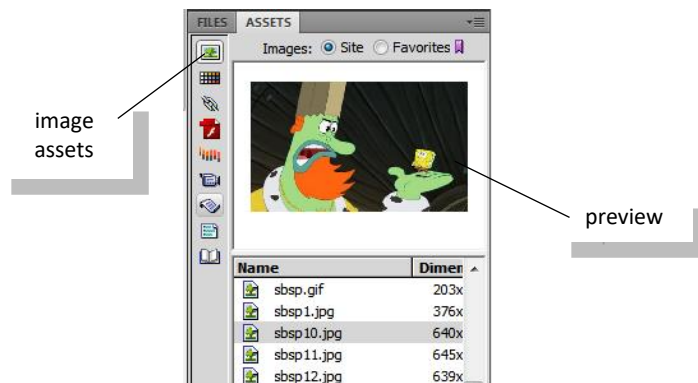
Type a caption for the image. Do not worry about the font, color or size of the text at this time.

When ready press *Enter* to move to a new line.

- e We will now add more images to the page, but this time we will be able to see them before we select them. At the top of the files panel, click on the *Assets* tab.

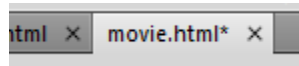


The *Assets* panel is used to catalogue items used in the web site. It includes things like images, colors, Flash animations, hyperlinks, etc. The advantage for us in this case is that we will be able to see a preview of any of the images we might like to use.



Choose a second and third image to add to the page. (*sbsp 9, 10, 12, 13, 14* and *16* are from the movie.) Drag them from the assets panel to the document window under the earlier picture, and caption each.

- f The asterisk next to a file name on the page tab is a reminder that you have made changes to a page since it was last saved.



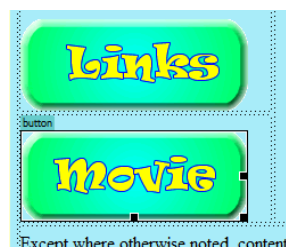
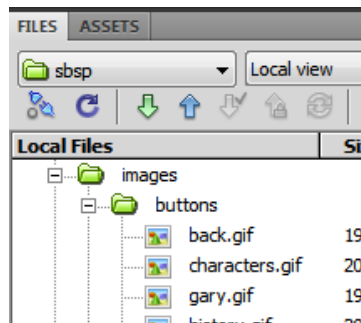
Re-save the page.

- g Return to the browser and press the *Refresh* button to see the changes made. 

Note: it is necessary to save a page before viewing it in the browser. If you do not, the browser will just display the last saved version of the page without any changes you have made since.

6. We can now make a link to this page from the home page.

- a Use the page tabs in the document window to move to the home page (*index.htm*).
- b In the files panel open the *buttons* folder and find the *movie.gif* button.



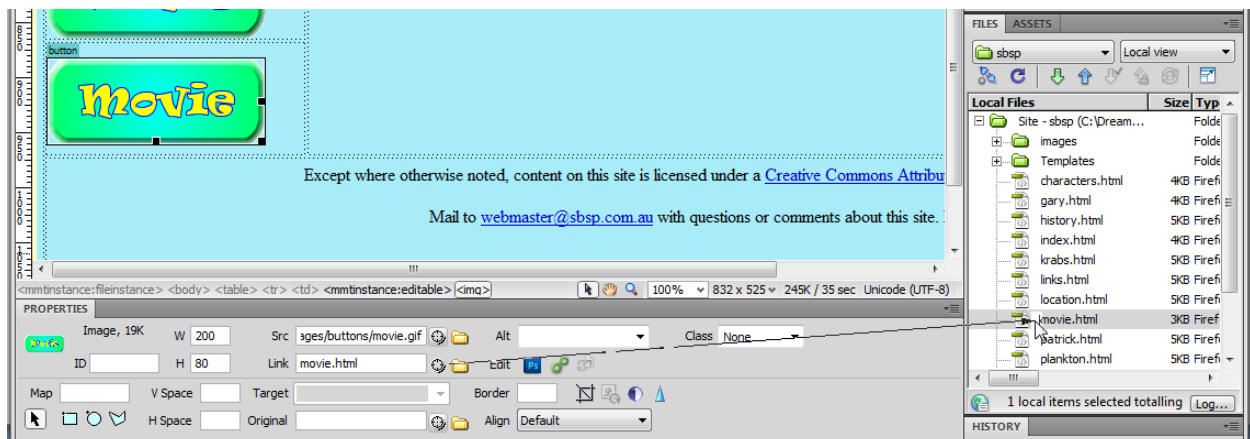
From this folder drag *movie.gif* to just under the other buttons. (Again ignore the accessibility attribute option.)

- c We will now create a hyperlink from this button image to the movie page we created. In the properties inspector at the bottom find the *Link* box.

Next to this is a *Point to File* icon.



While the movie button is still selected, click on this point to file icon, hold the mouse button down, and drag across to the files panel to point at the file *movie.html*. (If necessary shrink the *images* folder first.)

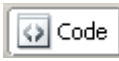


This will create a hyperlink from the button to the page.

- d Save the page and test in the browser (F12). When you click on the button it will open the page you created.

Note: an alternative way to make a link is to right click on the button image, choose *Make Link*, and in the dialogue that appears choose *movie.html*.

- 7. To finish click the *Code* button on the toolbar of your movie page.



```
1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http:
2 <html xmlns="http://www.w3.org/1999/xhtml"><!-- InstanceBegin templat
-->
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=utf-8" />
5 <!-- InstanceBeginEditable name="doctitle" -->
6 <title>Movie</title>
7 <!-- InstanceEndEditable -->
8 <style type="text/css">
9 <!--
10 .panel {
11     font-family: Verdana, Geneva, sans-serif;
```

As you have been making changes to the page Dreamweaver has been preparing the HTML code to go with the page.


We will explore the role of HTML in the next activity.

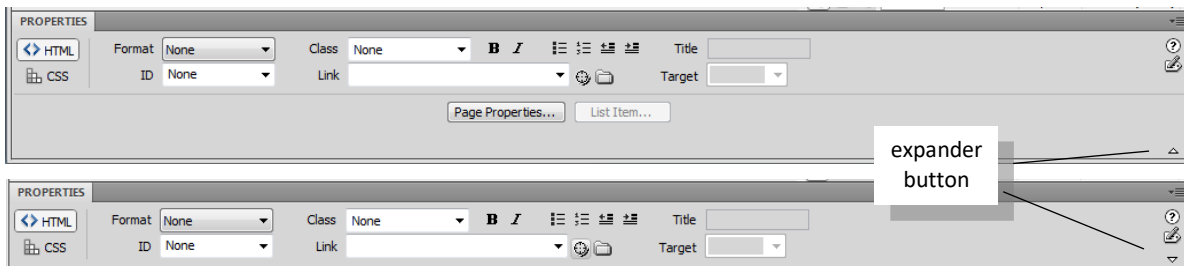
To return to the normal view click the *Design* button on the toolbar.



Follow up – customizing the interface

Much of the Dreamweaver workspace can be customized to suit the way you work.

1. To make more space the side panels can be shrunk by clicking on the *Collapse* button  at top right. Try this. The inspection panel also has an expander button to show more or less of either the HTML or the CSS panels.

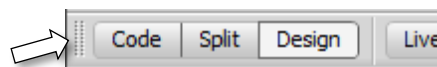


The side panels and properties inspector can be hidden altogether by pressing the *F4* function key. This is a toggle action.

2. Each of the panels and the toolbar can be dragged to new positions to suit a task you are doing or to fit your work style.

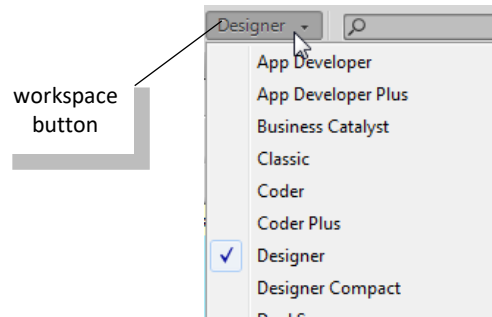
To move a panel drag its tab so that it either “floats” or is docked against one side.

To move the toolbar drag the double line to its left.



A different range of panels can also be displayed using *Window* from the menu.

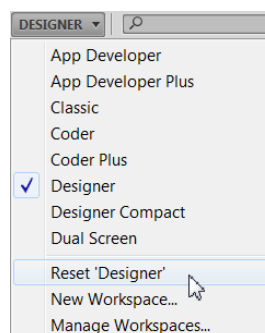
3. The layout shown in the previous activity is the *Designer* layout for the workspace.



Using the drop down arrow on the workspace button (to the right of the menu) different layouts can be selected. These are various arrangements of toolbar and panels to suit specific tasks.

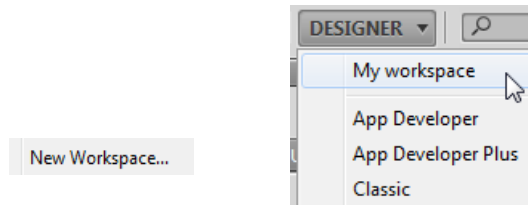
To restore everything to their original locations click on *Designer* under the workspace button.

Note: the Reset ‘Designer’ option will return the workspace to the factory default setting.



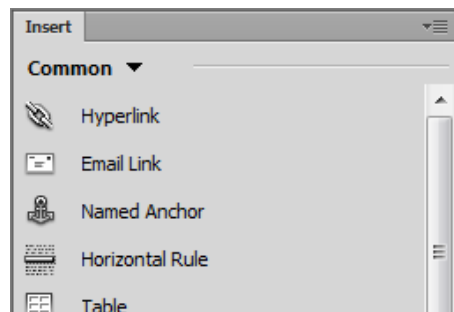
Do not use this unless really necessary.

4. If you wish you can set up a workspace that suits the way you operate. To do this make your own arrangement of panels and toolbar, and then click on the *New Workspace* option.



When named your own workspace will be added to this list.

5. The insert panel at the right contains a variety of items that can be added to a page.

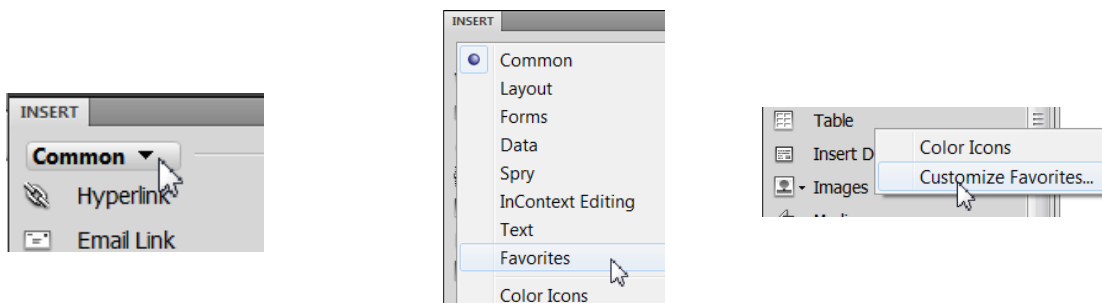


Some items (such as *Images* or *Media*) have a drop down arrow with more options listed in a pop-up menu.



The categories displayed on the insert panel can be varied.

Use the drop down arrow at the top of the insert panel to see the different categories available.



If you right click in the insert panel and choose *Customize Favorites* you can set up your own list of items that will appear in the *Favorites* list.

To return to the original list choose *Common*.

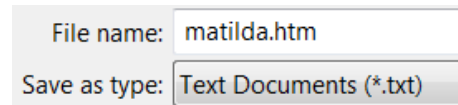
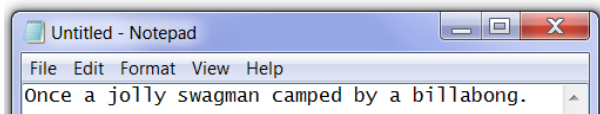
Note: you can also set icons to be colored by right clicking in the insert panel.

Activity 2 – HTML

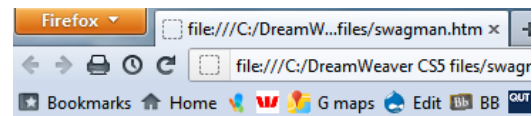
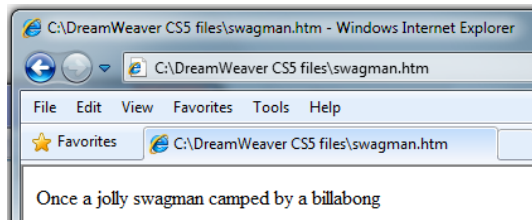
Most of the information on a web page consists of plain text and instructions on how to display the text. Together these make HTML – hypertext markup language. The browser reads the HTML and, with graphics, presents it as a web page.

So that we can understand what is happening in this process we will write some HTML of our own.



1. a Start Notepad (*Start > Programs > Accessories > Notepad*).
- b Write a sentence.



- c Use *File > Save As* to save the file with the extension *.htm* or *.html* in the Dreamweaver folder.
Note: Dreamweaver (and Windows) will work with either *.htm* or *.html* as file extensions.
2. Open the file you have just saved in your browser. (Double click on the file in *Windows Explorer*.)
The simple text sentence will be displayed in your default browser.



3. a Return to Notepad.
- b Choose one word and, using angle brackets `<>`, add a `` tag to the beginning and a `` tag to the end of it.

once a jolly `swagman` camped by a billabong.
- c Re-save the text file.
- d Return to the browser and refresh the page. (IE - ; Firefox - )

Once a jolly swagman camped by a billabong

How has the word changed?

The `` tag caused what followed to be written in **bold**. The `` tag turned the bold off.

- e In Notepad change the `` to `<i>`, and `` to `</i>`.
Save and refresh in the browser. What do you think the *i* stands for?
- f See if you can underline a word.

Tags like `` are a way of specifying formatting in a text document. A browser can read and display this formatting. Tags that start with a backslash `/`, switch the format off again.

Note: it is necessary to save after each change before refreshing the page in the browser. If changes have not been saved the browser will just display the page as it was.

4. a In Notepad insert a title on the line above your sentence.
- b Add `<h1>` and `</h1>` tags around the title.

```
<h1>waltzing Matilda</h1>
once a jolly <b>swagman</b>
```

`h1` stands for Heading style 1.

- c Save and refresh in the browser.
 - d Try changing each h1 to h2 or h3 and see how the display changes.
 - e At the end of the title add an <hr/> tag (no closing tag).
What do you think hr might stand for?
5. a In Notepad add the following (be careful with the spaces):

- b Save and refresh in the browser.
6. a Finally return to the sbsp site in Dreamweaver.
b If necessary choose the Code button on the toolbar of your Movie page.
Find the HTML for inserting the images onto the page.

```
<p></p>  
<p>In conversation</p>  
<p></p>  
<p>SpongBob and Patrick meet a cowboy</p>  
<p></p>  
<p>Dancing in the dark</p>
```


What other information has been included in these image tags?

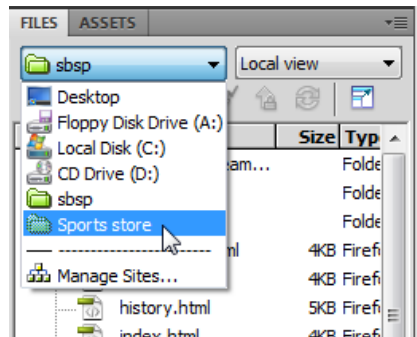
See if you can include similar information in the HTML you wrote in NotePad, or alternately add an hr tag to the code of your Movie page.

Activity 3 – Words with style

Shortly we will look at how to make a whole web site, but before we get to that let's look at simply setting up a single web page and adding content to it. We will see how to enter the text of the page and how to apply HTML and style rules to format it.

To do this we will make a single page with information for a sports' store.

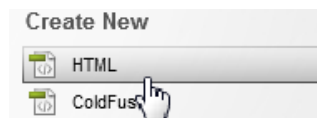
- In Dreamweaver close any pages that might be open. (Click on  on each page tab, or use *File > Close All*.)
 - Use the *Files* panel to switch to the *Sports Store* site.



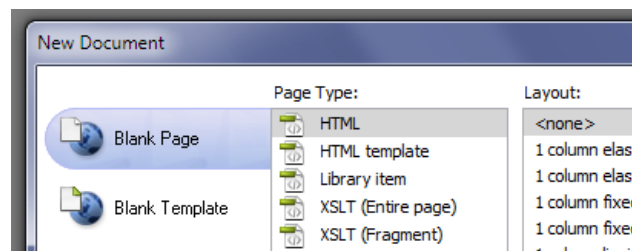
This is a site with no pages yet, just some images and text ready to be used.

- Create a new blank HTML page.

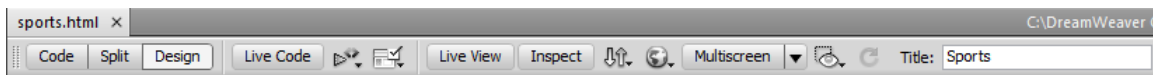
This can be done from the Welcome screen by choosing *HTML* under *Create New*.



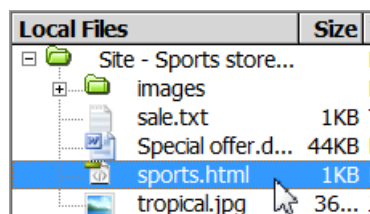
If the Welcome screen is not displayed (it can be turned off in *Edit > Preferences*) then from the menu use *File > New*. In the dialogue that appears choose a *Blank Page*, *HTML* page type and *<none>* for layout. When ready click on *Create* at lower right.



- Give the page the title of *Sports* and save it as *sports.html*.



The page will appear in the *Files* panel in the *Sports Store* root folder.



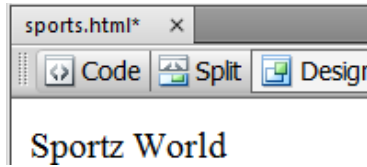
Note: it is important that all of the files, images and resources used in a site are kept in the one folder. This is so that when the site is published to a web server they are all available from the one location.

2. We will now add text to this page. This can be done in three ways, typing directly into the document window, importing text, or with a cut and paste from another application.

We will use each of these methods in turn to demonstrate.

- a The easiest, but slowest, way of getting text on a page is to enter it directly.

Make up your own name for the sports' store and type it in the document window.



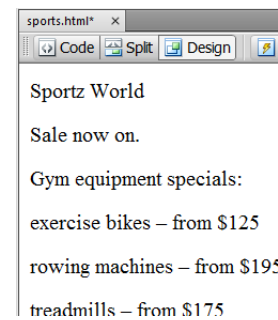
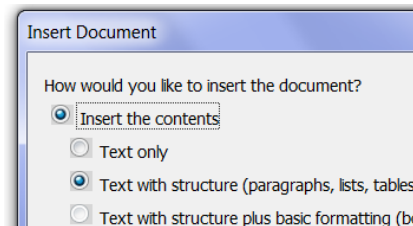
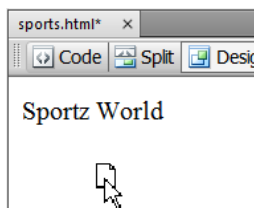
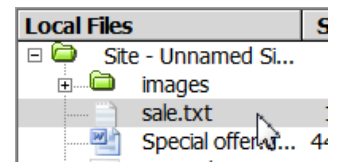
Do not worry about formatting this title yet, we will get to that shortly.

- b While we can type directly into the document window this will take some effort. To save time we will now to import some pre-prepared text on sale items for the sports' store.

Click just after your title and press *Enter* to move to a new line.

Drag the file *sale.txt* from the files panel onto the document window. Position it just under the store name, and release it.

When prompted to insert the contents click *OK*. (Accept the default of *Text with structure*.)



The text from the file will be placed under the title.

- c The third way we can enter text into the document window is to copy it from another application. We will copy some text from Word.

Start Word and, from the *Sports Store* folder, open the file *Special offer.docx*.

Special offer

The first **30** customers into the store this weekend will receive a voucher entitling them to an extra **15%** off the price of any item in store. In addition any of our sport's club members will receive their usual 5% off. Be *early* and take advantage of these *fantastic* offers. See you on Saturday!

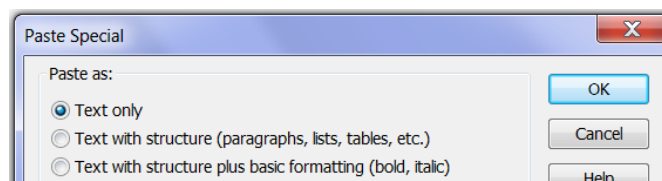
This is text formatted using bold, italics, a Comic Sans font, and different sized letters.

Select all of the text (*Ctrl+A* on a PC; *Cmd+A* on a Mac) and copy it (*Ctrl+C* or *Cmd+C*).

Switch back to Dreamweaver and move to a new line under the sale items.

If we paste now we will get an exact copy of the Word document. As we do not want the formatting that is in the document we will copy just the text.

From the menu (or with a right click) choose *Edit > Paste Special...* to see the options available.



Choose *Text only* and click on *OK*.

Special offer The first 30 customers into the store this weekend will receive a voucher entitling them to an extra 15% off the price of any item in store. In addition any of our sport's club members will receive their usual 5% off. Be early and take advantage of these fantastic offers. See you on Saturday!

The text without formatting has been placed in our web page.

- d Re-save the page.

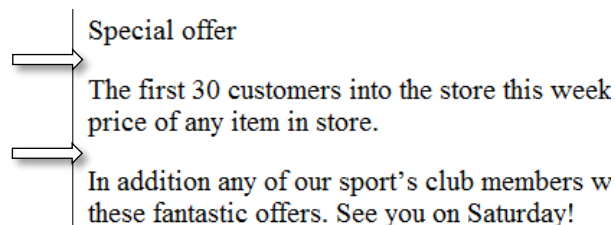
Note: the three methods of adding text to a page just described are direct typing, dragging a *txt* file onto the page, or a copy and paste from a different application. When preparing your own web pages you can choose the method most suitable for your task.

3. We will now spread the text out on the page with paragraph and line breaks.

- a Click just in front of the *The* after *Special offer* and press *Enter* to put it on a line by itself.

Next move to the bottom paragraph and at the beginning of the second sentence (*In addition...*) press *Enter*.

These two actions insert *paragraph breaks* in the text.



Special offer

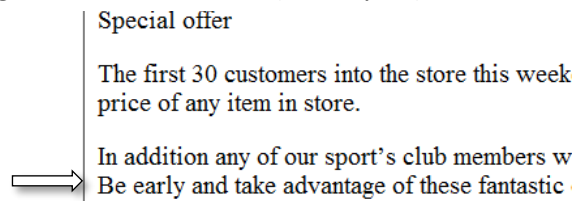
The first 30 customers into the store this week price of any item in store.

In addition any of our sport's club members w these fantastic offers. See you on Saturday!

As you can see a line of space is automatically added between paragraphs.

- b If you do not want space between paragraphs it is necessary to insert a *line break*.

Move to the beginning of the third sentence (*Be early*), but this time hold down *Shift* as you press *Enter*.



Special offer

The first 30 customers into the store this week price of any item in store.

In addition any of our sport's club members w Be early and take advantage of these fantastic

The sentence moves to a new line, but without the in-between space.

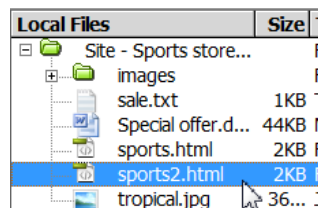
(If you use the *Code* or *Split* button to check the HTML you will see the different tags used for these.)

- c Finally add a full paragraph break between the last two sentences.
- d At this point re-save the page and view it in the browser (*F12*).

This page is now ready for us to experiment with. Over the next few exercises we will return to the page in this state.

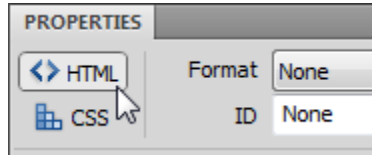
4. Now that we have some text to work with we will format it. We can do this either by changing the HTML or by using a style sheet. We will start by seeing how the properties inspector can manipulate HTML to format text.

- a Use *File > Save As* to save the file as *sports2.html*.

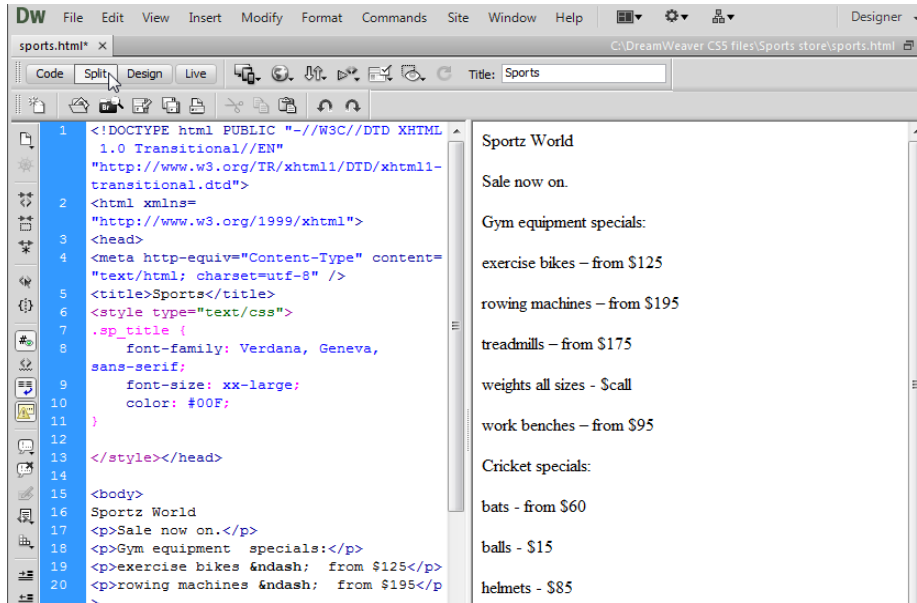


We will make our HTML changes to this second version of the page. In this way we can still be able to come back to the original version (*sports.html*) later.

- b Check the HTML properties inspector is selected.



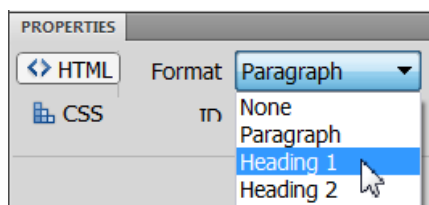
When this page was created Dreamweaver automatically set up the HTML to display it. To see this click on the *Split* button at the top of the document window.



On the left HTML will be displayed, at the right the text we have entered.

(Note: the HTML and text can be displayed side by side like this or you can display one on top of the other. To toggle between the two views click on *View > Split Vertically*.)

- c Click anywhere in the title (*Sportz World*) and then in the properties inspector use the *Format* option to select *Heading 1*.



Sportz World

Sale now on.

Gym equipment specials:

The title has now been formatted in a heading 1 style as we saw in the last activity.

Looking in the code window we can see the HTML paragraph tags `<p>` have been replaced by heading1 `<h1>` tags.

```
8 <body>
9 <p>Sportz World</p>
10 <p>Sale now on.</p>
```

```
8 <body>
9 <h1>Sportz World</h1>
10 <p>Sale now on.</p>
```


- d Use the properties inspector to convert *Sale now on* and *Special offer* to *heading 2* and *Gym equipment specials* and *Cricket specials* to *heading 3*.

Sale now on.

Gym equipment specials:

e Now to add some bullets.

Select the five paragraphs under the *Gym equipment specials* heading.

In the properties inspector click on the *Unordered List* icon .

Gym equipment specials:

- exercise bikes – from \$125
- rowing machines – from \$195
- treadmills – from \$175
- weights all sizes - \$call
- work benches – from \$95

```
<h3>Gym equipment specials:</h3>
<ul>
  <li>exercise bikes &ndash; from $125</li>
  <li>rowing machines &ndash; from $195</li>
  <li>treadmills &ndash; from $175</li>
  <li>weights all sizes - $call</li>
  <li>work benches &ndash; from $95</li>
</ul>
<h3>Cricket specials:</h3>
```

Tags have been added so that the text is formatted as an *unordered list* ``, with each paragraph a list item ``.

An unordered list is more commonly described as bullets.

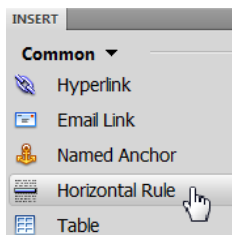
Note: an *ordered list* `` is where the lines are numbered.

f Add bullets to the five paragraphs under *Cricket specials*.

g Lines are good for organizing information or visually separating objects.

Click just in front of the *Gym equipment specials* heading.

From the insert panel at the right click on *Horizontal Rule*.



Sale now on.

Gym equipment specials:

- exercise bikes – from \$125

(You could of course have just added an `<hr/>` tag in the HTML.)

Add another line just above the *Special offer* heading.

Click on either of the lines and note the changes you can make to them in the properties inspector.

h At this stage click on the *Design* button to return to design view alone.

Re-save the page, view it in the browser (*F12*), and then close it. This finishes our look at HTML formatting.

5. A style sheet is a way of saving formatting information such as fonts, color, alignment, and so on. The style sheet can be stored with the HTML code or can be a separate file. We will now see how to use a style sheet to format our sports page.

(Further information about style sheets is included in the *Follow up* at the end of this activity.)

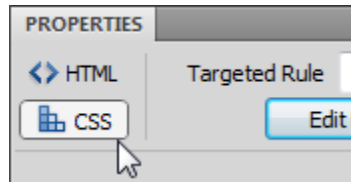
a The changes we make in this step will be to our sports page as it was at the end of step 2 above.

Move to or re-open our original *sports.html*.

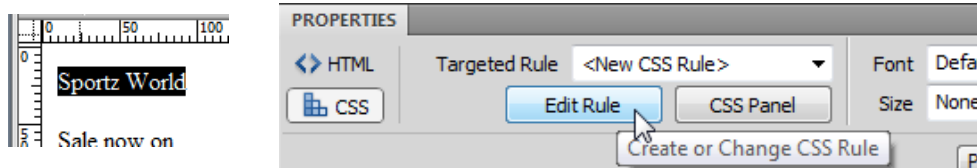
Use *File > Save As* to save this file, this time as *sports3.html*.

Local Files	Size
Site - Sports store...	
images	
sale.txt	1KB
Special offer.d...	44KB
sports.html	2KB
sports2.html	2KB
sports3.html	2KB
tropical.jpg	36...

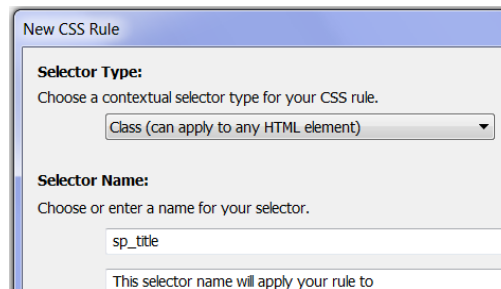
- b We will now create a reusable style setting in this third version of our sports store site. In the properties inspector switch to the CSS properties inspector.



Select the title (*Sportz World*), and while *Targeted Rule* says *<New CSS Rule>* click on the *Edit Rule* button.

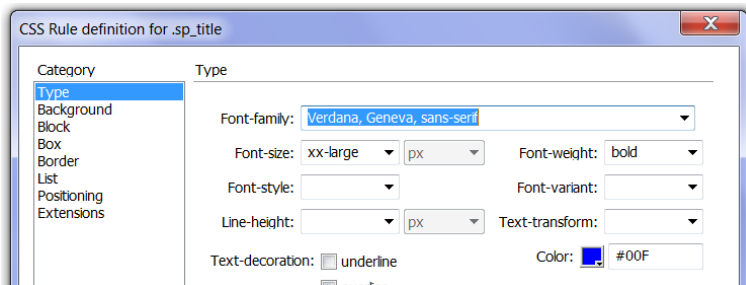


You will be prompted to create a new CSS Rule.



Name the rule *sp_title*, accept the other defaults, and press *OK*.

In the dialogue that appears choose a font, size, weight, and color for the title.



Sportz World

Sale now on.

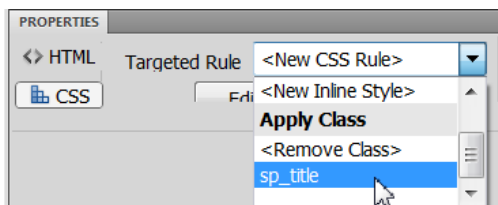
Gvm equipment specials:

When ready click *OK*. The rule will be applied to the text you had selected (here the title).

- c We have created a *style rule* called *.sp_title* that has the font, size, weight, and color chosen. (Note that Dreamweaver has added a full stop at the beginning of the style name.)

This style rule can now be used in other parts of the document.

Click on the text under the title (*Sale now on.*) and use the drop down arrow next to *Targeted Rule* to choose this style.



Sportz World

Sale now on.

Gvm equipment specials:

The title style will be applied to this text as well.

Note: once you have used a style setting you can reuse it anywhere in this document. Using styles like this will give consistency to the appearance of web pages you create. For example all titles will be identical. If you look in the HTML (*Code* or *Split* button) you will see the definition of the style.

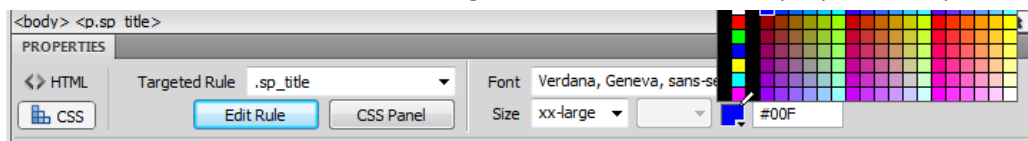
```

6 <style type="text/css">
7 <!--
8 .sp_title {
9     font-family: Verdana, Geneva, sans-serif;
10    font-size: xx-large;
11    color: #00F;
12    font-weight: bold;
13 }
14 -->
15 </style>
16 </head>

```


Dreamweaver inserts a style definition like this near the top of the HTML code.

- d Click on either of the two title lines and change the color or font in the properties inspector.



Both examples of the style will change.

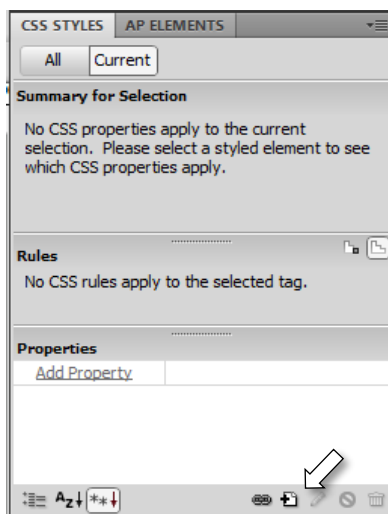
Any variation in the style rule will change all applications of the style in the document. In this way you only have to make the one change and each occurrence of the rule will alter and be consistent with all of the others.

Note: for more detailed changes to the style rule click on the *Edit Rule* button  in the properties inspector.

- e Re-save.

6. We will now make three more style rules, but this time we will make them in the CSS panel at right.

- a Click on text that is not styled as a title and, if necessary, expand the CSS Styles panel by double clicking on its title bar.



The CSS panel can also be displayed using *Window > CSS Styles* or *Shift+F11*.

- b Click on the *New CSS Rule* button  at the bottom of this panel.

Name the style rule `sp_head1`.

Choose a font, size, color, and so on that is different to the title.

When ready press *OK*.

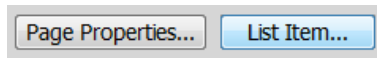
- c Use this `.sp_head1` rule in the properties inspector to format the *Sale now on* and *Special offer* headings.
- d Make a rule for `sp_head2` and use this for the other subheadings.
- e To finish we will make a style rule for the bullet text.

Use the *New CSS Rule* button to set a font, color and size for the text, calling it `sp_bullet`.

Rather than set bullet type and indent in the style rule (*Block* and *List* categories) it is easier to make the bulleted list from the menu with *Format > List > Unordered List*.

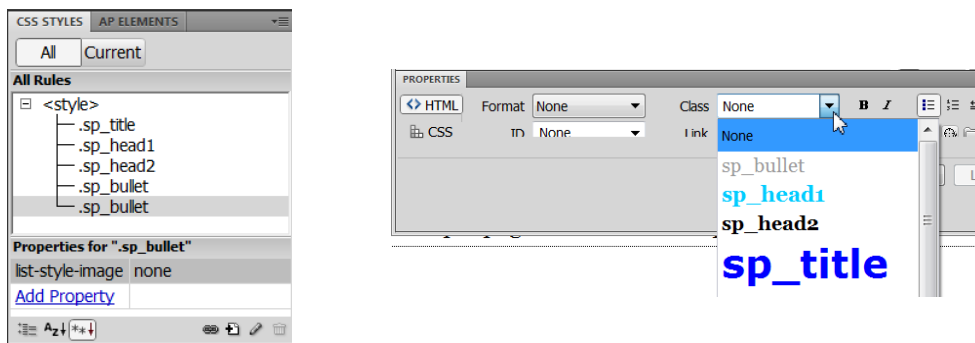
Apply the rule to the appropriate paragraphs.

Note: in the CSS properties inspector there is now a *List Item* button next to *Page Properties* where you can set options for the list.



- f Re-save and view the page in the browser (*F12*).

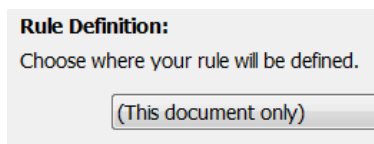
Note: the style rules we have created are listed in the CSS Styles panel under the *All* tab. These styles can also be used in the HTML properties panel as well as the CSS properties panel. If you switch back to the HTML properties panel you can still see, and use, these style rules.



- 7. The use of styles as shown above is limited to just this one web page. If we create a new page we will have to recreate the styles again one by one. This is inefficient and wastes time.

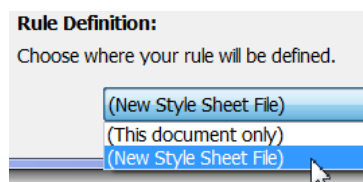
The way around this is to use an *external style sheet* that can be used across multiple pages, and even multiple web sites.

We can either make our own external style sheet, or use a pre-existing one. In step 5b above we accepted the default of letting Dreamweaver define the style rule for just that page.



We will now create an external style sheet that can be used more widely.

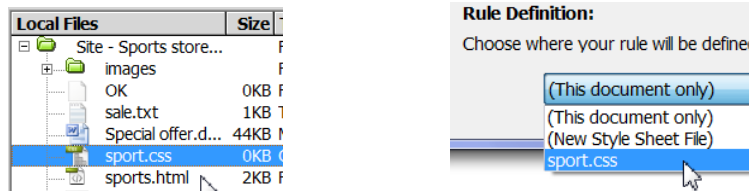
- a Move to or re-open *sports.html*. Use *File > Save As* to save it as *sports4.html*.
This is our original sports page with no HTML or style rules.
- b Define a style rule for the title, but this time choose the *New Style Sheet File* option.



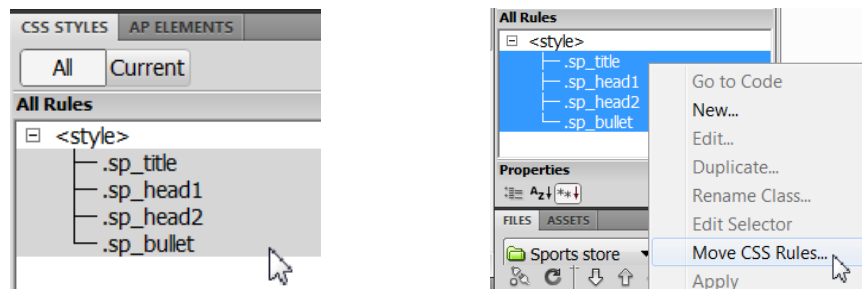
When you press *OK* you will be presented with a dialogue requesting a name and location for the style sheet. By default this will be in the folder for the Sports Store site and have the extension *.css*.

Accept these defaults, name the file *sport.css* and press *Save*.

The style sheet, which for now has just one rule, is stored in *sport.css*. This can be seen in the files panel.



- c Add a second style rule for the first heading (*sp_head1*) as we did in step 6 above, but this time add it to the *sport.css* style sheet we have just created.
 - d Add subheadings (*sp_head2*), bullets (*sp_bullet*) and even paragraph (*sp_para*) rules to the style sheet. Add each rule to *sport.css*.
Hint: you can use the *Edit* button in the properties inspector or *Format* from the menu for extra settings.
 - e Resave, view in the browser, and then close *sports4.html*.
8. To finish we will see how to use styles we have made in one document to make an external style sheet and then attach it to another web page.
- a Re-open or access both *sports.html*, our original sports page with no formatting, and *sport3.html*, the page with internal style rules we made in steps 5 and 6 above.
We will export the style rules from *sport3.html* to an external style sheet and then attach them to *sports.html*.
 - b In *sport3.html* open the *All* tab in the CSS Styles panel at right. Under *<style>* you will be able to see all of the rules made for this document.
Use *Ctrl+click* (PC) or *Cmd+click* (Mac) to select each of the rules.



Right click in the selection, and from the context menu choose *Move CSS Rules*.


In the dialogue that appears choose *A new style sheet*.

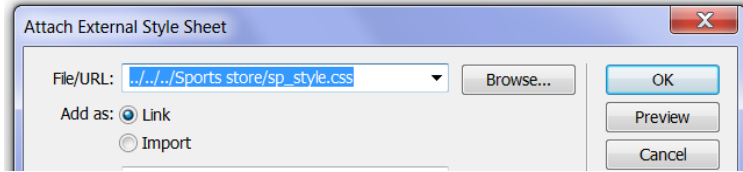


Click *OK* and save the style sheet as *sp_style.css* in the *Sports Store* folder.

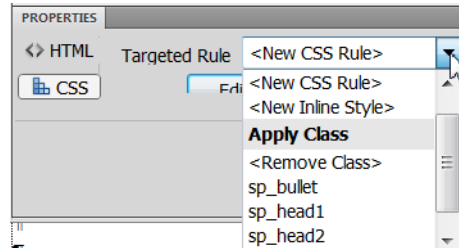
We have now taken the *sp* rules we made for the sports' store in steps 5 and 6 and created an external style sheet from them, i.e. a style sheet that is independent of the page.

- c We will now import this style sheet into our original unformatted *sports.html* page.

Move to *sports.html* and from the bottom of the CSS Styles panel click on the *Attach Style Sheet* button .



Use the *Browse* button to find *sp_style.css* in the *Sports Store* folder and click *OK*. All of the styles we created in steps 5 and 6 above are now available.



These rules can be used to format the text in this page.

- d Move back to *sports3.html* and use the *Edit* button on the property inspector to change the color of the *sp_title* rule.

When you go to *sports.html* you will see the title has changed here also.

Changing the title rule (or any other rule) in the style sheet will cause changes to all instances of the rule in any other document that uses it. These changes are said to *cascade* down through the other documents. (CSS stands for cascading style sheets.)

- e We can remove this style sheet and attach another if we wish.

In the CSS Styles panel, click on the style sheet to select it and then click on the unlink button.

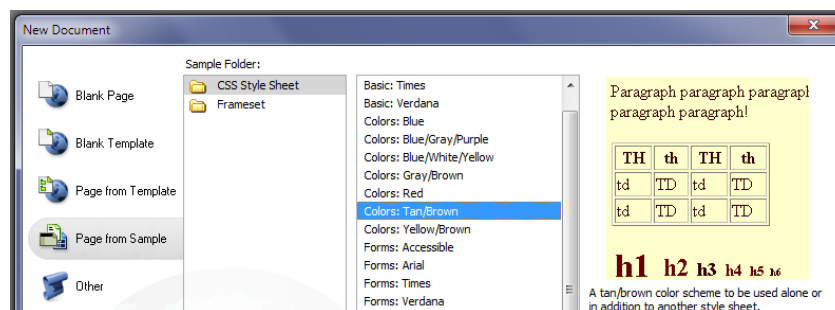


Now click on the link button and this time attach the *sport.css* we made in step 7 above.

In this way we can attach any style sheet we wish to a page.

- f Resave *sports3.html*. We will continue on with this page in the next activity.

Note: Dreamweaver also comes with some basic style sheets that you can attach when you create a new page. To do this in the new document dialogue choose *Page from sample* and view the CSS style sheets available.

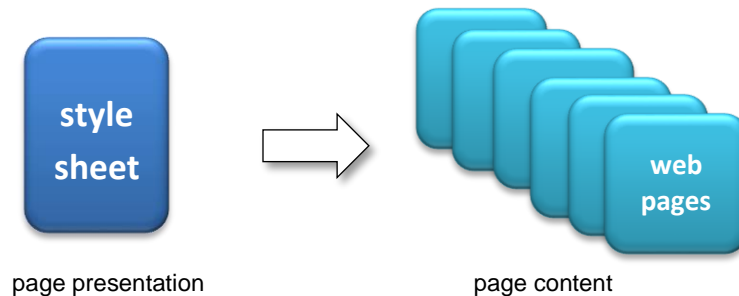


Follow up

CSS

A *cascading style sheet* (CSS) is a preset way of presenting layout, color and fonts, that can be saved separately from a web page. Styles can be used for headings, ordinary paragraphs, bullets, images, backgrounds, positioning items on a page, and so on.

The fundamental concept behind CSS is that the *presentation* of a page or site is kept separate from its *content*.



In this way the one style sheet can be applied to a range of pages.

This separation of presentation from content has four advantages:

- consistency – there is a uniform appearance across all of the pages; each bullet point, each heading and each paragraph will look the same
- efficiency – if you wish to make any change to formatting, the only change that has to be made is in the style sheet; this one change will automatically apply (or cascade through) to all pages that use it
- smaller file size – as the formatting information is stored in one place this avoids repetition; each individual page can be smaller and take less time to download
- increased control and flexibility – by localizing the specification of presentation characteristics to one file, management is more direct and adaptable.

Cascading style sheets can be prepared from within a web page, as we did in this activity, by creating rules as we go and saving, or a CSS can be written from scratch (*File > New > CSS*). Dreamweaver *Help* will explain how to design your own CSS if you wish to do so.

Alternatives to CSS

In addition to cascading style sheets we could use an internal style sheet, or inline styles.

An *internal style sheet* is formatting information for an individual page. Internal style rules are recorded near the top of the HTML code in the `<head>` section (see step 4e above).

```
sports.html* x Path: C:\Users\Ke...
Code Split Design Live View Live Code Title: Sports
6 <style type="text/css">
7 <!--
8 .sp_title {
9     font-family: Verdana, Geneva, sans-serif;
10    font-size: xx-large;
11    color: #00F;
12    font-weight: bold;
13 }
14 -->
15 </style>
16 </head>
```

They indicate how this individual page is to be displayed.

Inline styles vary an HTML tag for an individual element of a page, e.g.

```
<p style="font-family:times; color:green">
```

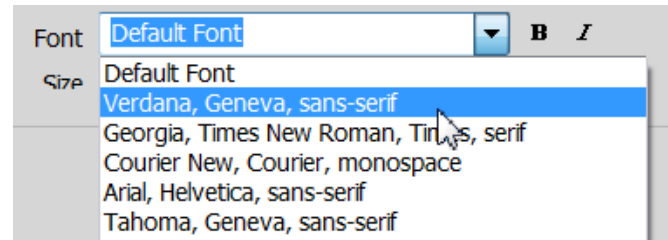
These style variations are stored as part of the normal HTML code. Inline styles are rarely used nowadays other than to define how a specific item is to be displayed.

Of the three (CSS, internal, or inline styles) cascading style sheets are the best to use, especially if you are making more than one web page.

Fonts

In setting style rules, or using the formatting generally, you may have noticed that you do not have as much choice in fonts in Dreamweaver as you would have in other programs, such as Word. The reason for this is that there is no guarantee that the font you choose on the computer to create a page will be available on the computer the page is seen on. This gives you less control of the final appearance, and even layout, of a page as it will appear on other computers.

Dreamweaver only offers the most commonly available fonts.



In the example highlighted above the browser that views your webpage will try to apply the *Verdana* font. If that is not available it will try for *Geneva* or, failing that, any other available *sans serif* font.

In this way you will have a good chance of any browser on any computer presenting text as you had hoped to display it.

Activity 4 – Picture this

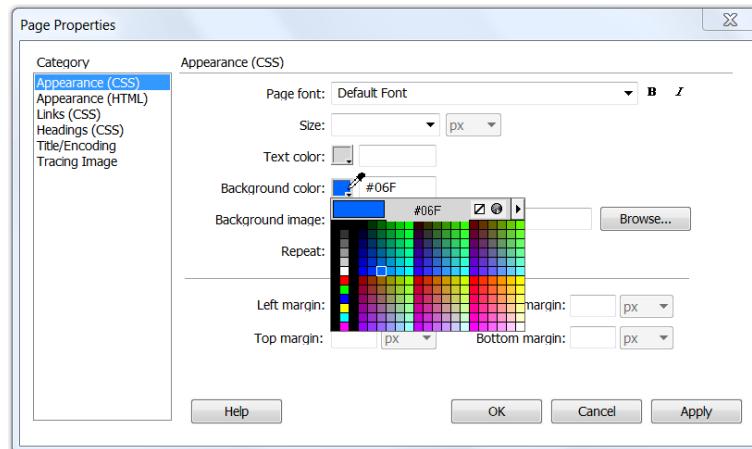
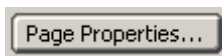
A web page based on text alone is not very attractive. In this activity we will look at how to add backgrounds and images to a page. We will continue with our sports' store page from the last activity.

1. To improve the visual impact of the page we will start with backgrounds.

a If necessary access or re-open *sports3.html*.

In the properties inspector click on the *Page Properties* button.

(If you cannot see page properties button make sure you are in the [HTML properties inspector](#) and that the [expander button](#) has been activated.)

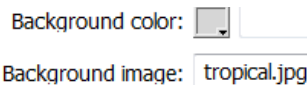


In the *Appearance* category you will see you can choose a background color for this page.

Choose a color and when ready click *Apply* then *OK*.

b As an alternative you can set an image as background for a page.

Click on the *Page Properties* button again, but this time choose *Background image*.



Browse to the *Sports Store* folder and choose *tropical.jpg*.

When ready click *Apply*, then *OK*.

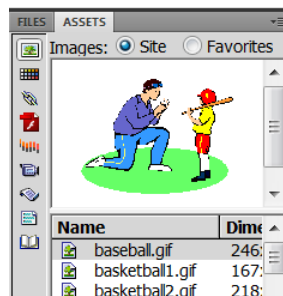
(If you later wish to remove the image delete the link in the *Background image* box in the properties inspector.)

c Decide on the background you would like for this page, if any, and re-save.

Note: always take great care in using background colors or images. They should not distract anyone reading the page, and it should be easy to read any text against the chosen background.

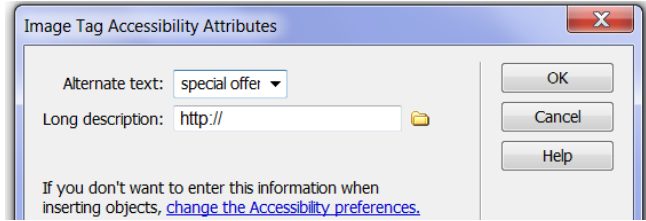
2. Now to add some images.

a In the *Files* panel move to the *Assets* tab and, if necessary, click on the *Site* option.



b Click on each image in turn to see a preview of it.

- c Pick an image and drag it next to the heading *Special offer* and release.

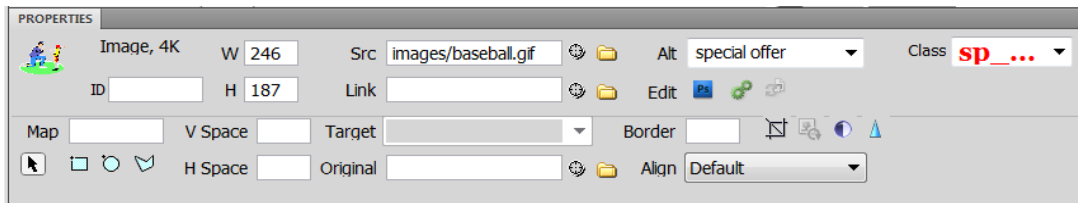


Dreamweaver will suggest you add *Image Tag Accessibility Attributes*.

This is an option to add *Alternate text* to the image. This alternate text will be used by vision-impaired users who employ text-to-speech software. It is also used in browsers with images turned off to save bandwidth, or by users with a very small screen such as an iPhone or PDA. (The reminder to add alternate text can be turned off if you wish in *Edit > Preferences*, and the text added later in the properties inspector.)

Add alternate text if you wish and press *OK*. The image will appear next to the heading.

Note: the properties inspector has changed to reflect that a picture is currently selected.



- d Use the *Shift* key and the corner handle at the lower right of the image to make it smaller. (The *Shift* key keeps the image in proportion.)



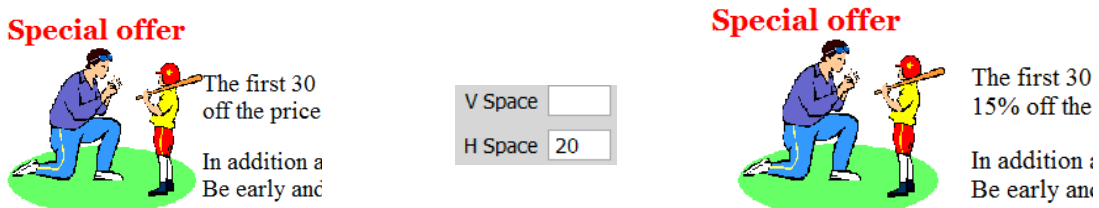
The changed size is shown in the properties inspector. The *reset size* button can be used to return the image to its original dimensions.

- e At the moment the image is in the *Default* alignment.
Use the *Align* box in the properties inspector to change alignment to *Left*.



The image will move to the left of the window and text will wrap around it.

- f If the text overlaps the image, or is too close to it, increase the *H Space* in the properties inspector to 20 or so pixels.



This adds a padding of 20 pixels around the left and right sides of the image.

g Add another image higher up the page, but this time align it to the right.

Note: there are other align options but *Left* and *Right* are the two most commonly used.

h Re-save.

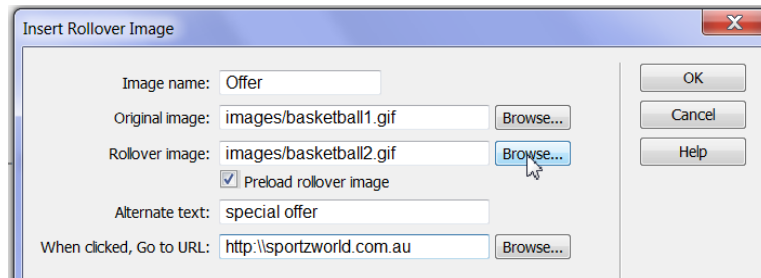
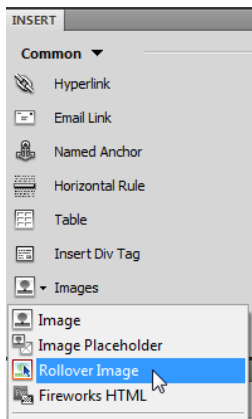
3. A *rollover* is an image that, when viewed in a browser, changes when the mouse moves across it. You can also use the rollover as a hyperlink to another page or site.

a Move to just after the last of the text.

b On the *Insert* panel use the drop down arrow next to *Images* to select *Rollover Image* (or from the menu choose *Insert > Image Objects > Rollover Image*).

Note: if you cannot find *Images* make sure you are using *Common* panel in the *Insert* panel.

In the dialogue that appears browse for two images. There are images in the *Sports store/images* folder.



(The preload option is to download the second image at the same time as the first so that there is no delay in accessing the second.)

c Save and test in the browser.

As your mouse moves over the image it will change. If you click on it, you will be taken to the URL link specified (if it exists).

Follow up – images

Many different types of graphic file formats exist, but *GIF* and *JPEG* are the most commonly used for web pages and can be viewed by most browsers.

GIF files (*.gif* extension) have a maximum of just 256 colors. Gifs are best for displaying areas of flat colors such as navigation bars, buttons, icons, logos, or other images with little variation in color or tone. You can also easily specify a transparent color in a gif so that the background can be seen through.



gif



jpg

The JPEG file format (*.jpg* extension) can contain millions of colors and is best for photographic images.

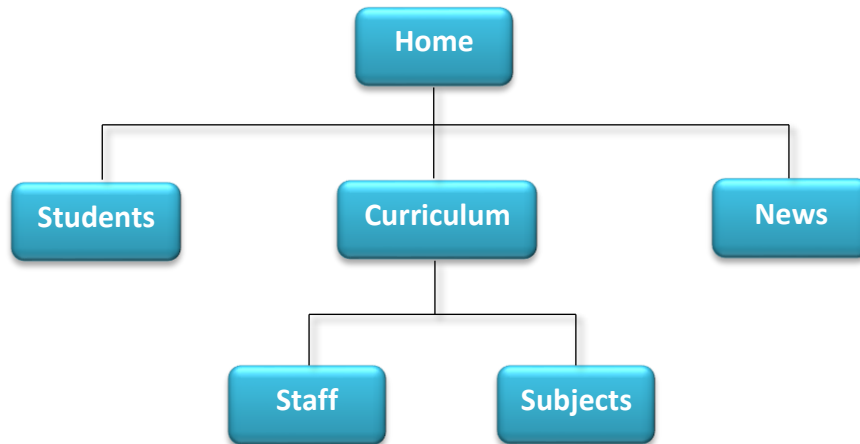
The better the quality of a JPEG, the larger file size and, in turn, the time needed to download it. For display on a computer screen the quality of a photograph does not have to be too high and so it is best to optimize images so that they take up as little bandwidth as possible. To do this, in Dreamweaver right click on any JPEG image you use and choose *Optimize...* from the context menu.

Note: you can also use Fireworks or Photoshop to optimize images.

Activity 5 – Navigation

Now that we have seen how to develop web pages it is time to see how to put them together in a web site and find out how to move between them in a process called *navigation*. In this activity we will develop a simple web site for a school.

In building a site it is important to have a clear idea how the different pages will link together. The *site plan* we will use looks like this:



This simplistic site has just three levels and six pages, and is used only to demonstrate the processes involved. Once the site framework is set up however, it could easily be extended by adding more pages.

A page that has other pages at a lower level is called a *parent* page, the ones at a lower level are the *child* pages. In the site above *Curriculum* is parent to the child pages *Staff* and *Subjects*.

Dreamweaver can manage as many web sites as you wish, but each site must have its own name and have its own folder on your local computer to store files. A *School* folder with an *Images* subfolder should have already been created for this in the Dreamweaver folder (see [setup](#)).

1. Firstly we will define the site.

a Close any open pages and then from the menu choose *Site > New Site ...*

(You could also choose *Dreamweaver Site* under *Create New* in the Welcome screen.)

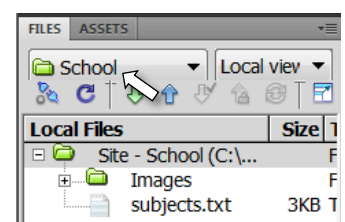
b In *Advanced Settings* name the site *School* and use the browse button  to set the *Local Site Folder*.



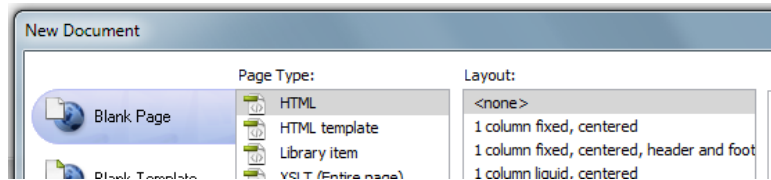
c When ready click on *Save* and Dreamweaver will set up the site.

This can be seen in the *Files* panel.

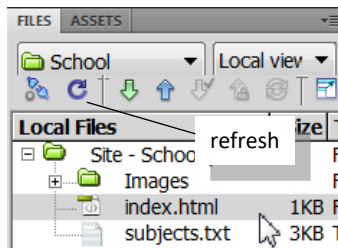
Note: to return to the above dialogue to make any changes, from the menu choose *Site > Manage Sites*, and then select *Edit*. Alternately you can just double click on *School* in the files panel.



2. Once the site is defined create the home page. A home page is the first page visitors to a site see, and is the root of the tree structure of the site.
 - a From the menu use *File > New* to create a blank HTML page as we did in Activity 3.



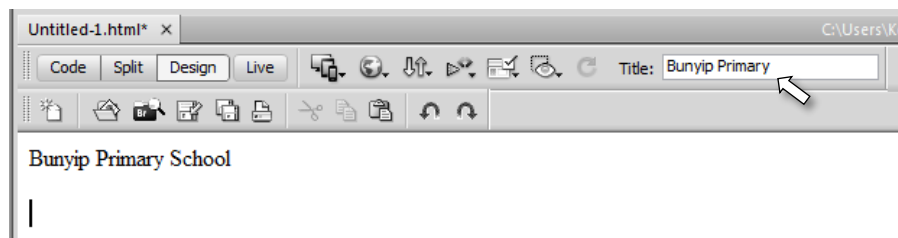
- b Save this page to the *School* folder calling it *index*.
Dreamweaver will automatically add an *.html* extension onto this file and it should appear in the files panel. (If it does not click the *Refresh* button or press *F5*.)



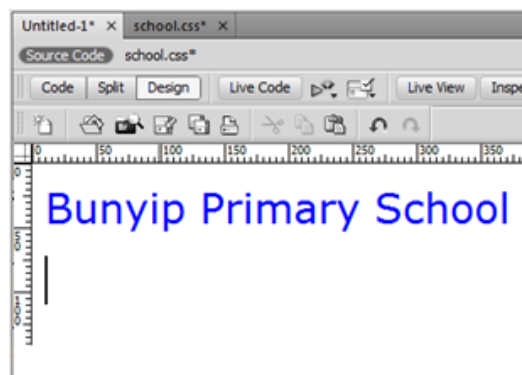
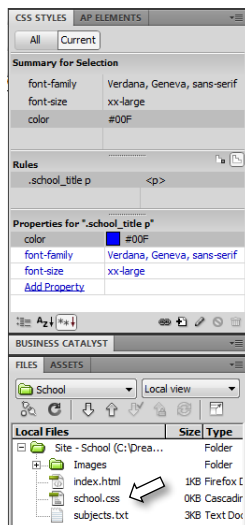
This will be the home page of the site, the one first loaded when a site is accessed.

Note: *index.html* (or *index.htm*) is the usual name that browsers recognize as the home page, but *home.html* or *default.html* are also sometimes used.

- c Change the title on the toolbar to a name for a school.



- d In the document window type the name of the school, and then press *Enter* to move to the next line.
 - e To save time when making later pages define a [style rule](#) for the title as we did in Activity 3.
Create this as part of an [external style sheet](#) called, for example, *school.css*.



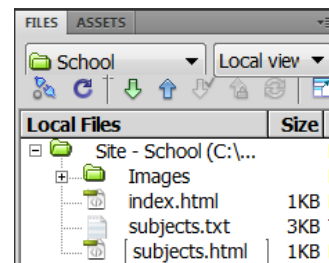
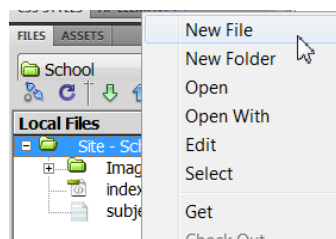
f Insert the picture *school.gif* from the *Images* folder or the assets panel.



g Re-save.

3. Now that the site is set up and the home page identified, it is time to add some more pages to the site. We could repeat the process above but this time we will do it in a quicker, more efficient way.


a In the files panel, right click on the site folder and from the context menu choose *New File*.

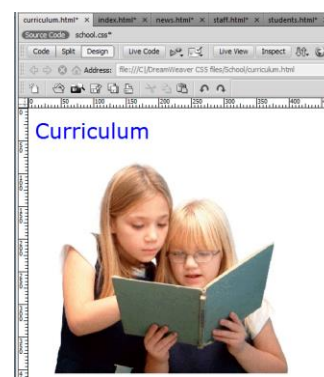
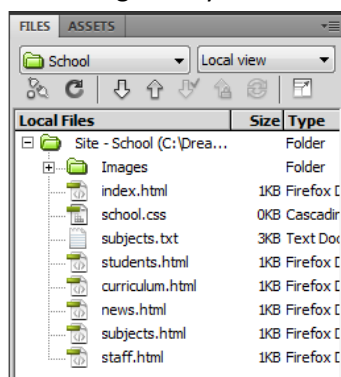


While the new file name is still highlighted rename the file *subjects.html*, and press *Enter*.

b Make files for each of the other pages (*curriculum*, *news*, *staff*, *students*) from the site map.

c In turn do the following for each of these files:

- double click each to open it
- use the *Attach Style Sheet* button  at the base of the CSS panel to link it to the external style sheet, e.g. *school.css*
- add a title and a picture to identify each page
- format the title using the style rule created in step 2e above.



These are the simplified pages we will use to build the site.

d Save each page (*File > Save All*).

4. Now we have the site created we will want to be able to navigate between the pages, to another place on the same page, or to external sites.

We will investigate each of these forms of linking, but to start with we will create simple links between pages.

- a The first thing to do is to link the home page to each of its child pages.

On *index.html* move to just under the picture and type *Students, Curriculum* and *News* separated by spaces.

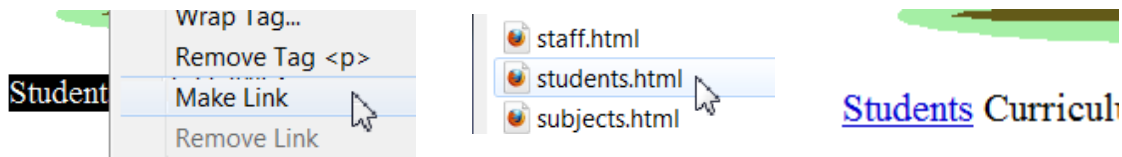


Students Curriculum News

Note: if the text just entered looks like the title, select it and change its formatting back to *None* in the property inspector.

- b Select the word *Students* and right click on it.



From the context menu choose *Make Link*.

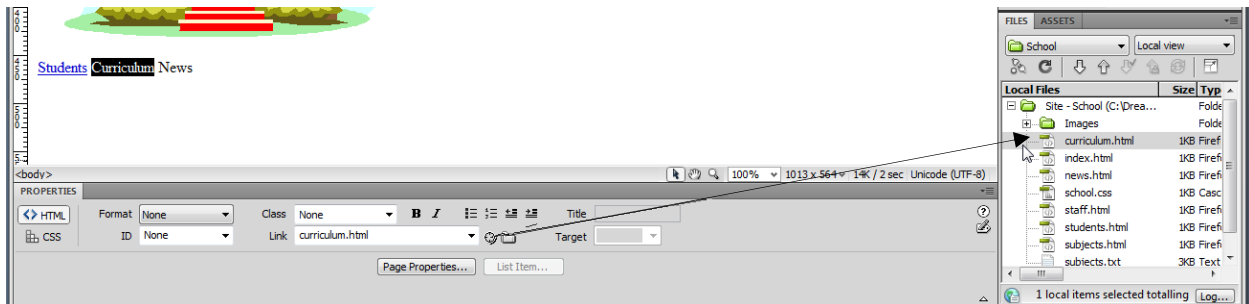


In the dialogue that appears link to *students.html* and press *OK*.

- c Save the page and test the link in the browser.

- d We can also make links in the properties inspector as we did in [Activity 1](#).

Select the word *Curriculum* and either use the *Point to File*  or the *Browse for File*  icon in the properties inspector to link to *curriculum.html*.



Note: to remove a hyperlink at any time simply delete it from this *Link* box.

- e Repeat to create a link to the *News* page.

- f In each of these three pages (*Students, Curriculum* and *News*) make a link back to the home page. On the *Curriculum* page make a link to its two child pages. (See the site map at the beginning of this activity.)



[Home](#) [Staff](#) [Students](#)

If you wish add other links between pages on the same level.

- g Re-save all pages and test the links work in the browser.

5. In addition to text we can hyperlink from an image or part of an image (a *hotspot*).
 - a Open the page *students.html*.
 - b We can add a hyperlink from the picture in the same way as we created links on text.
Click once on the photograph and then in the properties inspector make a link to the *news.html* page.
Test the link in the browser.
 - c A hotspot is a portion of an image that is used to create a link.
Return to the *students.html* page and click once on the image to select it.
From the properties inspector click on the *Oval Hotspot Tool*.

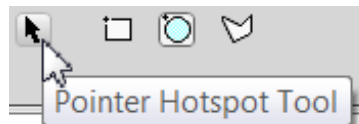


Click and drag to create an oval around the head of one of the people in the photo.

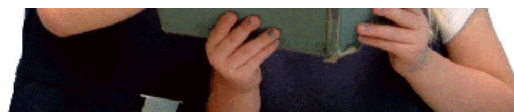


A link from this hotspot can now be made to another page, e.g. a page about that person.

- d Experiment with the other hotspot tools (*Rectangular* and *Polygon*).
- e To move, resize or delete a hotspot use the *Pointer Hotspot Tool*.



6. An anchor is a point in a page you can hyperlink to. This can be useful if for example there is a large amount of text on a page.
 - a Open the *curriculum.html* page.
 - b From the files panel drag the text file *subjects.txt* to just in front of the hyperlinks under the picture.



English Maths Science History Geography Phys Ed

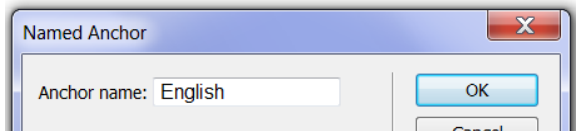
English


Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod
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reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur

Rather than having to scroll down to each subject we will now create a link from the list of subject names under the picture.

- c To start we have to make *anchors* (target points) at each of the subject headings down the page.
Move to just in front of *English* in the body of the document.

From the menu choose *Insert > Named Anchor* or press *Ctrl+Alt+A* (PC) / *Cmd+Option+A* (Mac).



 English

Lorem ipsum dolor sit amet, consectetur
aliqua. Ut enim ad minim veniam, qu
aute irure dolor in reprehenderit in v

In the *Named Anchor* dialogue give the anchor a name. When you press *OK* an anchor icon will appear next to *English*.

This is where the link will jump to. (The anchor is not visible when the page is displayed in the browser.)

- d Create anchors for each of the other subject headings.
- e Now to link from the list under the picture to each of these anchors.

Use your mouse to select the first word (*English*) in the list just under the picture.

In the *Link* box in the Properties inspector type *#English*. (Care: anchors are case sensitive.)




When we now click on the link the browser will jump down to the subject heading.

- f Add links to the other anchors.
- g Save the page and test the links in the browser.
- h Create an anchor at the top of the page so that you can allow users to jump back to the top of the page after each paragraph.

Duis aute irure dolor in
cupidatat non proident,

[Top](#)

 History

Lorem ipsum dolor sit a
aliqua. Ut enim ad mini

Note: you can also create links to an anchor on another page. In the link box simply preface the anchor with the page name, e.g. *curriculum.html#Maths*

7. We can also link to a page or email address outside of the site. This is known as an *external link*.

- a Open the home page.
- b Move to the bottom of the page and type *EQ site*.
- c Select this text and in the *Links* box enter the URL: *http://education.qld.gov.au/*

[EQ site](#)

Link

- d Save the page and test the link in the browser. (It will only work if connected to the internet.)
- e Return to Dreamweaver and add the following on the next line:

Contact us: secretary@bunyip.qld.edu.au

Select just the email address and in the link box type *mail to: secretary@bunyip.qld.edu.au*

Link

[EQ site](#)

Contact us: secretary@bunyip.qld.edu.au

When clicked on in the browser this will open the default mail client with this address selected.

- f Save and close.

Follow up – Web design

Things to remember when creating a web site:

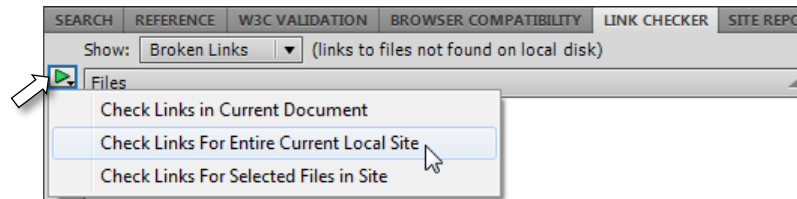
1. The purpose of the site and its potential audience must be clear in your mind when designing it.
2. Plan the layout of your site before you start. Keep the *3-click rule* in mind, i.e. no page should be more than three clicks away from the home page.
3. Keep the site simple and to the point; do not clutter pages. Make sure text can be read against any background color or image.
4. Ensure pages download as quickly as possible; internet users are impatient:
 - minimize the use of graphics or Flash animations
 - optimize images to reduce download time.
 - use style sheets for formatting, and tables for layout (tables are HTML and download quickly).
5. Have clear and consistent navigation:
 - links are well organized, easy to understand, and consistent throughout the site
 - important links are positioned prominently at the top or left, so that users do not have to scroll to see them
 - check there are no dead ends or broken links.
6. Prepare the site for all resolutions:
 - from 640 x 480 (rare), through 800x600, to 1024 x 768 (most common), or higher
 - make sure tables use relative not absolute measurement, i.e. in percentages not pixels
 - use relative (*Left/Right*) not absolute positioning for images.
7. Make sure your site is browser compatible:
 - if possible test the site using different browsers (IE, Firefox, Opera, etc.)
 - keep the font range simple, and use common typefaces.

Activity 6 – Publishing

Once your web site is ready you will want to publish it to the Internet or to an intranet so that others can view it. Normally to publish to a remote server over the internet we would use FTP (file transfer protocol). In this activity however we will publish the site to a different computer on your network.

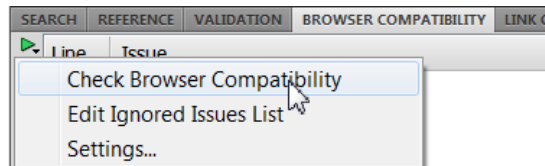
Note: if you cannot publish to a different computer for any reason, you can publish to a folder on your local computer. In this case others will not be able to access your site.

1. Firstly check the site is ready to publish:
 - make a check all pages and page layout are as you want; check spelling
 - ensure all images have been optimized to save download time
 - check the user can navigate to all parts of the site, and back again
 - check all links work; to assist with this you can access the link checker with *Site > Check Links Sitewide* or *Ctrl+F8 / Cmd +F8*;

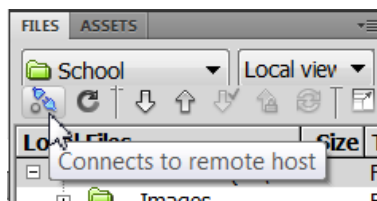


click on the arrow on the left to choose what links to check for

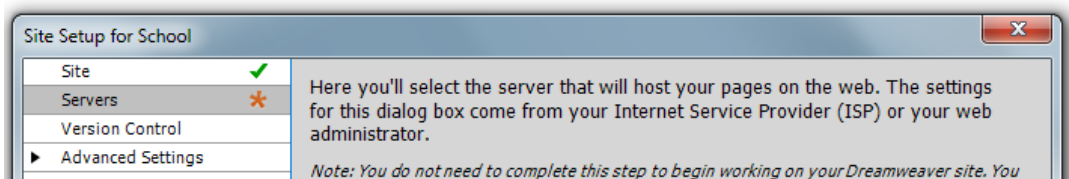
- check your site is compatible with different browsers (what you see on your screen is not necessarily what others get); this can be done in a different tab to the link check above (*Ctrl+F8 / Cmd +F8*)




2. Once you are sure the site is ready to publish it is necessary to connect to the remote server. This will be on a different computer to yours, that you can access, and where a folder has been created for you to publish to.
 - a In the files panel click on the *Connects to remote host* button.

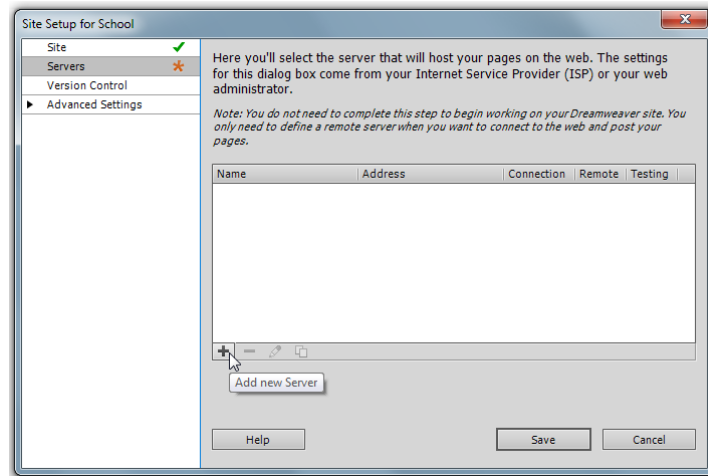


This will take us to the *Site Setup* dialogue we encountered when we first set up the site at the beginning of Activity 5.

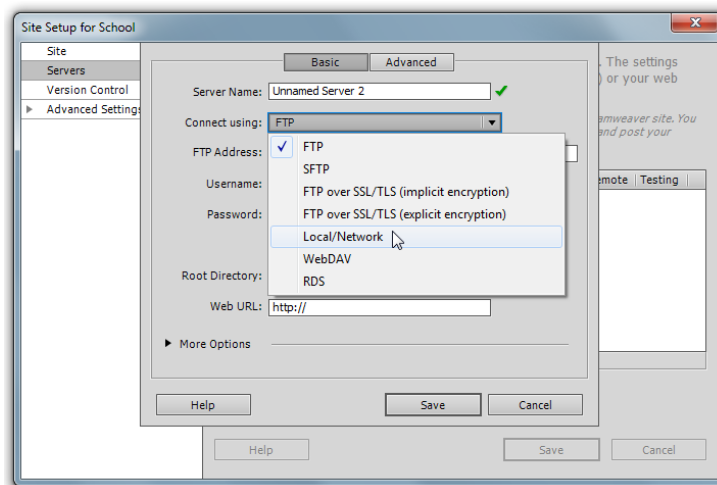


The *Site* box has a green tick showing that the site has been named and the local site folder identified. The red asterisk next to *Servers* indicates that we have not yet identified where the site is to be published to.

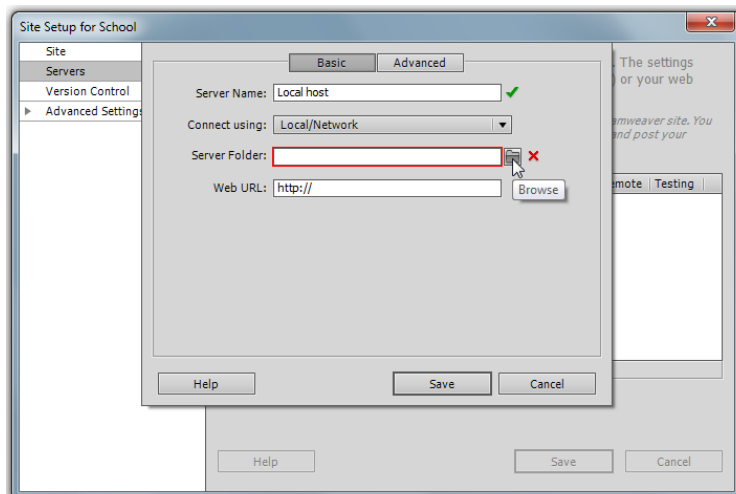
- b Click on *Servers* and then in this dialogue click the *Add new Server* button .



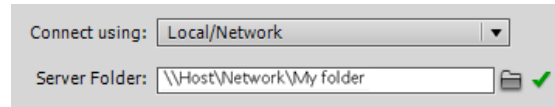
- c By default Dreamweaver expects you to publish to a web server using FTP. If you have access to a web server you may do that at his point, but for our purposes we will publish to a computer on the local network. (If this is not possible see the note below.) Use the drop down arrow next to *Connect using* to choose *Local/Network*.



In the sub-dialogue that appears name the server and then click on the *Browse* button next to *Server Folder*.



Look in *Network*, to find the folder to publish the site to.



This remote folder is also known as the *host folder* as it hosts your site for you, delivering files as requested. (When hosted over the internet this remote folder would be typically labeled as *public_html* or similar.)

When ready accept the other default settings and click *Save* and *Save* to exit the dialogues.

Dreamweaver will recreate the cache to record the changed status of the site, as it will now be maintained in two places.

Note: if for any reason you cannot publish to a different computer, follow the steps above but choose a folder on your own computer to publish to. This will give a sense of what is involved, but other users will not be able to access your site.

3. We are now ready to upload the files to the server.

a At present there are no files in the remote host folder.

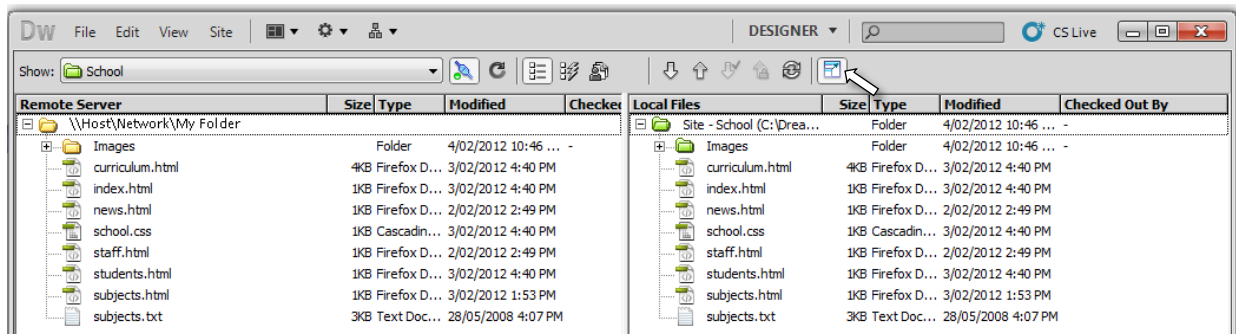
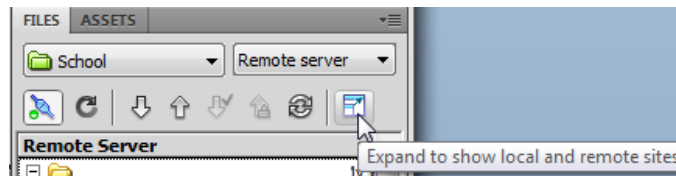
This can be seen by choosing the *Remote server* option in the files panel.



b Return to *Local* view, select the *School* site in the files panel, and click on the *Put File(s)* button.

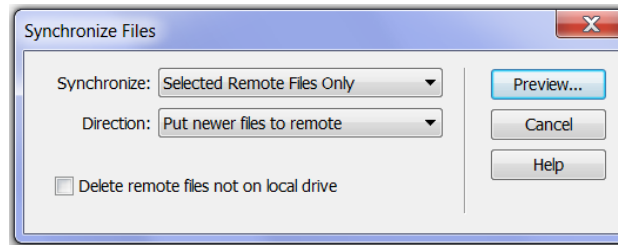
The files from your local computer will be uploaded to the server into the folder you specified. This can be seen if you now check the remote view in the files panel.

To be able to see both the local and remote folders at once use the *Expand* button at the top right of the files panel.



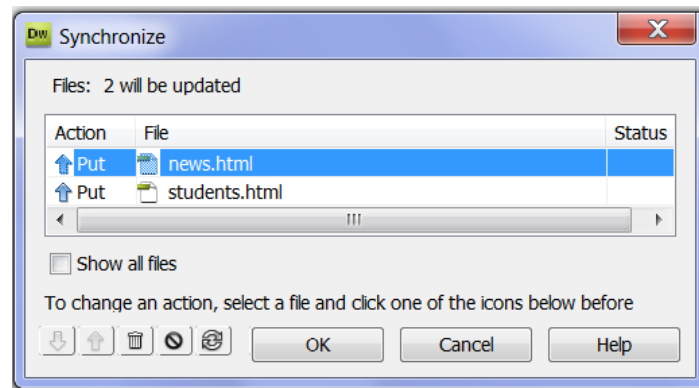
The files on the left are on the remote server, on the right are the files on the local computer you are using. The *Collapse* button on the right of the toolbar will return to normal view.

4. Dreamweaver makes it easy to maintain a site once it has been published.
 - a Make a change to one or two of the pages and re-save.
 - b In expanded view you will see that the date/time stamp of the remote and local files are now different.
Click on the *Synchronize* button.



Note: one of the options here was to refresh the whole site. This would only be necessary if you had made wholesale changes.

When you click on the *Preview* button you will be presented with a list of the file(s) to be uploaded.



When ready click *OK*. The changed file(s) will be uploaded.

5. To view sites published by others, in the browser use *File > Open* to locate their folder over the network. Alternately, if server software has been installed, you will be able to access the other sites using the IP of the host computer.
Double click on their *index.html* to view their site.

Note: in addition to publishing sites you create, Dreamweaver can also be used to maintain sites already in existence. To do this you will need to be able to connect to the site and have access authority (usually a password).

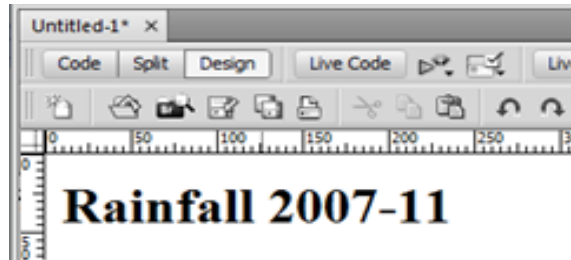
When connected, the entire remote site, or just a single page, can be copied to your local computer. Once there it can be edited in Dreamweaver. When ready the improved page(s) can be re-uploaded to the server.

Activity 7 – Come to the table

Tables are an effective way for presenting data in rows and columns much as in a word processor. They can also be used to lay out and position text and graphics on a page.

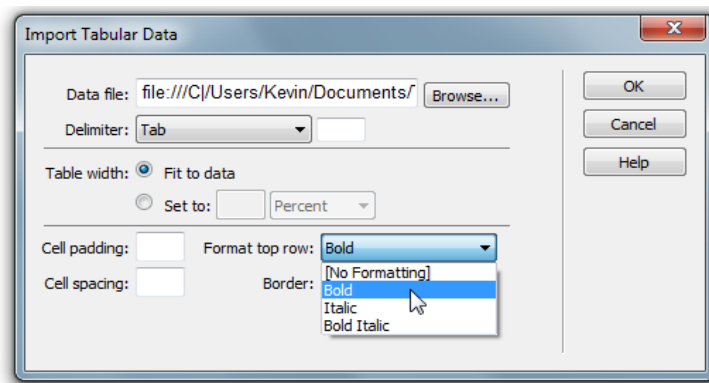
(Note: the *Layout tables* facility as used in earlier versions of Dreamweaver has been discontinued as it led to inefficient, poorly 'coded' pages.)

1. To look at how tables can be used we will work with an existing table, originally created in Excel, and then saved as a text file.
 - a Start a new blank HTML web page.
 - b Type the heading *Rainfall 2007-11* and format it as a *Heading 1*.



- c From the menu choose *File > Import > Tabular Data*.

In the dialogue that appears browse to the Dreamweaver folder and select the file *Rainfall.txt*. Accept the other defaults, except set the top row formatting as *Bold*.



When ready press *OK*.

Rainfall 2007-11

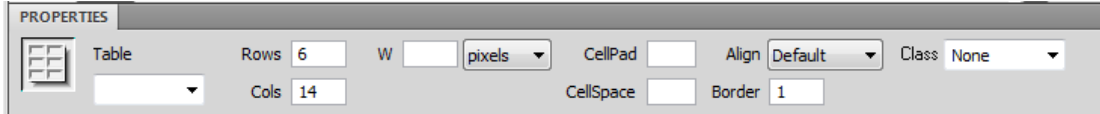
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	87	187	115	60	22	80	25	0	70	45	125	96	912.0
2008	120	150	110	48	52	75	13	17	58	62	120	115	940.0
2009	85	96	84	56	63	49	21	28	66	73	94	112	827.0
2010	102	198	102	35	60	67	0	25	45	70	112	83	899.0
2011	78	177	99	55	40	64	20	5	65	50	109	87	849.0

This table has 6 rows (across) and 14 columns (down). Together these make up 84 cells or places with data or headings in them.

The green band across the top of the table is used to display the table and column widths. Values will appear in this band whenever you change table or column widths.

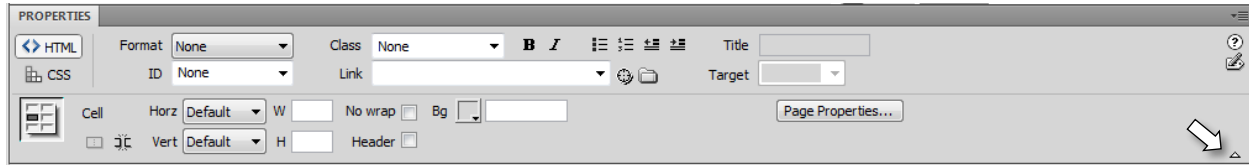
Sometimes this green band will appear across the bottom of a table. (The green band can be disabled in *Edit > Preferences* if you wish.)

- d While the table is selected information about the table is displayed in the properties inspector.



Note: to select the table click on any of the row or column dividers, or on an edge of the table. Resizing handles will appear to show the table is selected.

- e If you click in a cell, information about that cell is displayed.



(If necessary click on the expander button at lower right to see this information.)

To select an individual cell as a whole, e.g. to format or copy it, *Ctrl+click / Cmd+click* in the cell. A black box will appear around the cell to show it is selected.

77	77	77
87	115	60
10	110	48

- f To select a row or column click your mouse at the left edge of the row, or above the top edge of a column. The row or column will have a red box around it to show it is selected.
- g Save the page as *rainfall.html* and view it in the browser.

Note: you might like to switch to code or split view and see the HTML behind the table.

- 2. Now that we have a table of data we will see how we can vary it.

- a The first thing we will do is make the years in the first column match the month headings.

With your mouse click and drag to select the values in this column. As you select the cells you will see a black box will appear around each.

Year	Jan	Feb	Mar	Apr
2007	87	187	115	60
2008	120	150	110	48
2009	85	96	84	56
2010	102	198	102	35
2011	78	177	99	55

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	87	187	115	60	22	80	25	0	70	45	125	96	912.0
2008	120	150	110	48	52	75	13	17	58	62	120	115	940.0
2009	85	96	84	56	63	49	21	28	66	73	94	112	827.0
2010	102	198	102	35	60	67	0	25	45	70	112	83	899.0
2011	78	177	99	55	40	64	20	5	65	50	109	87	849.0

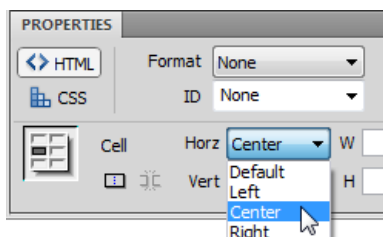
Use the HTML properties inspector to make these values bold.

Repeat to make the totals in the last column bold also.

- b Next we will center the rainfall figures in their columns.

Use your mouse to select all of the non-bold values.

In the HTML properties inspector choose the *Center* option for the *Horz* positioning.



Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2007	87	187	115	60	22	80	25	0	70	45	125	96	912.0
2008	120	150	110	48	52	75	13	17	58	62	120	115	940.0
2009	85	96	84	56	63	49	21	28	66	73	94	112	827.0
2010	102	198	102	35	60	67	0	25	45	70	112	83	899.0
2011	78	177	99	55	40	64	20	5	65	50	109	87	849.0

Each of the rainfall values will now be centered in its cell.

Note: the default vertical position (*Vert*) within a cell is centered.

- c To change the contents of a cell click in it once and make the alterations.

The rainfall figure for Oct 2007 has been transposed. Change the 45 to 54 and adjust the yearly total.

- d You can vary the overall size of the table by selecting the table (click an edge) and by then dragging on one of the table border handles.

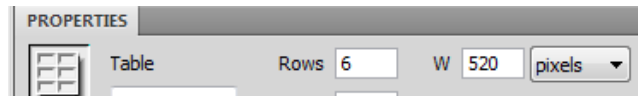


Try this.

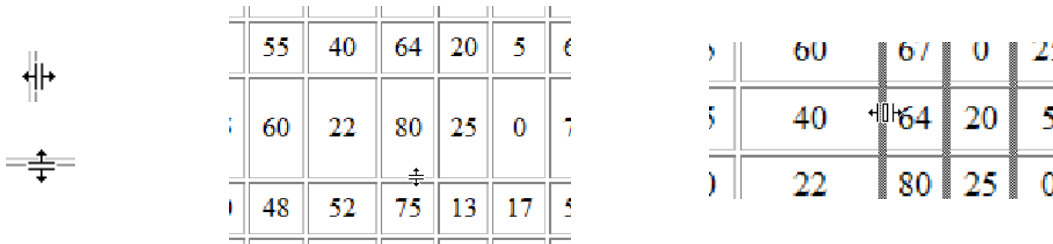
As you do this all of the cells will resize proportionally.

The table width is displayed in the green band at the top (or bottom) of the table and in the properties inspector.

520				
May	Jun	Jul	Aug	S
60	67	0	25	4



- e To alter the column width or row height drag on the cell borders or row/column dividers.

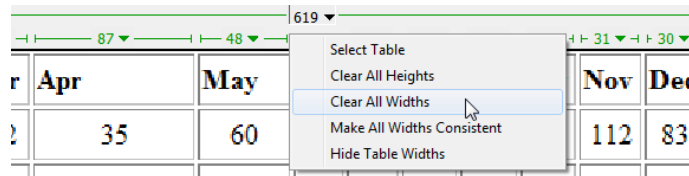


After resizing a column, the column widths are displayed in the green band above (or below) the table.

Note: columns will only resize within the current table width. If there is no room to resize a column within this space you will not be able to make it wider. To get around this, hold down *Shift* while dragging. This will push columns to the right, resizing the table at the same time.

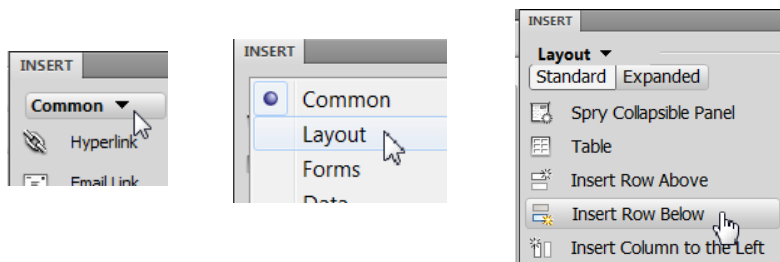
Shift-drag is also the way to resize a column's width without affecting the width of columns to its right.

- f Next to the table width at the top is a drop down arrow for the *table header menu*. You can use this to clear (undo) all changes to row or column width.



- g We can add rows or columns into the table.

Click in the table where you want to make the addition, and then in the insert frame at right click on the down arrow next to *Common* and choose the *Layout* category.




Experiment with the various insert options.

h To merge cells select two adjacent cells and then click on the merge cells button in the properties inspector.

Year	Jan	Feb
2007	87	18
2008	120	15
2009	85	96

Year	Jan	Feb
20072008	87	18
	120	15
2009	85	96

To split one cell into two or more, or to unmerge cells, use the split cells button .

Try this.

i Save the page, and then view it in the browser (F12).

3. Now we will set up our own table from scratch.

a Create a new blank HTML page.

b From the insert frame at the right choose *Table* (or from the menu choose *Insert > Table*).

c In the dialogue that appears create a 3 x 3 table, with *None* as the *Header*.

This 3 x 3 table has nine cells or places where text or graphics could be placed.

There is a border (line) around each individual cell, and a border around the table as a whole.

d Type some text into the cells of the table.

Use your mouse or the tab key to move from cell to cell.

e Try resizing the table, columns or rows as we did above.

Try also inserting rows or columns and merging cells.

blue	inc
black	red

4. We will now look at more options for table layout.

a Move to below the table made above and create a new table, but this time choose *Both* in the *Header* option in the *Table* dialogue.

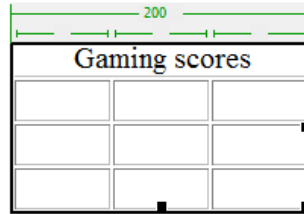
This will format the left column and the top row to appear as headings. Enter some data into the table to see the difference.

View in the browser.

Note: in addition to improving presentation, table headings help visually impaired users who may use a screen reader to keep track of table information.

- b Create another table but this time in the *Table* dialogue set a caption.

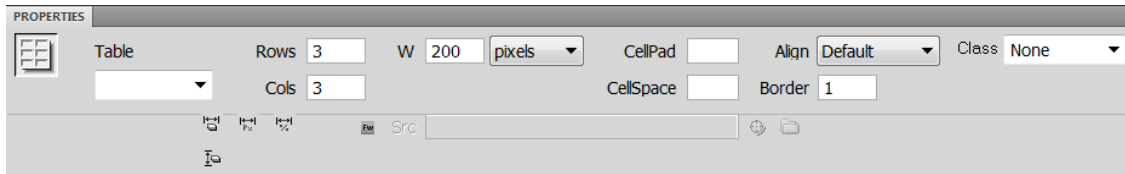
Caption:
 Summary:



The caption will appear above the table.

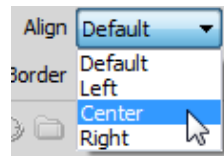
View in the browser.

- c Select any of the tables you have made and note the detail in the properties inspector.



Experiment with each of the following. As you try each, re-save the page and then view the table in the browser to see the effect.

- the number of rows and columns can be increased or decreased
- *Align* can be used to position the table at the left, center, or right of the page;



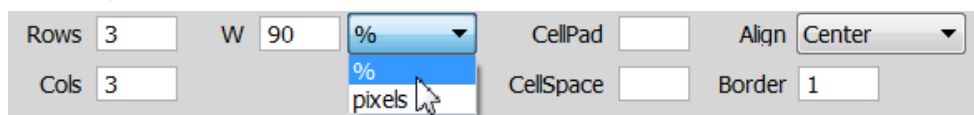
with *Left* or *Right* chosen for *Align*, text will wrap around the table, the same as it wraps around graphics

- a cell padding (*CellPad*) of 1 means text and graphics will be 1 pixel from the border of the cell (and hence 2 pixels from information in the next cell)
- cell spacing (*CellSpace*) is how far apart the cells are from each other, i.e. the gap in the border lines; try different values for each of these
- *Border* is how wide the row and column dividers are; with a *Border* size of 0 the table lines will not be visible when displayed in a browser;

one	two	three
four	five	six
seven	eight	nine

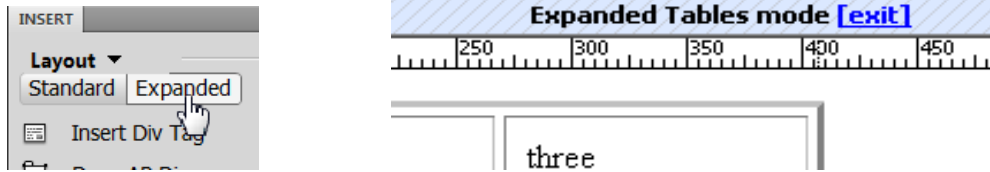
this can be useful to neatly lay out information without the user seeing how this was achieved

- the width of the table can be set in pixels, or as a percentage relative to the width of the window it appears in; try different percentage widths, e.g. a 90% centered table will fill most of the browser, but with a gap at each side;



a table with this setting will fill 90% of the width regardless of how wide the browser window is (except for when the window is narrower than the actual width of the cell contents).

d In the insert frame change the layout category from *Standard* to *Expanded*.



(If necessary click the down arrow next to the label at the top of the insert panel to change to *Layout*. As an alternative you can use *View > Table Mode > Expanded Tables Mode*.)

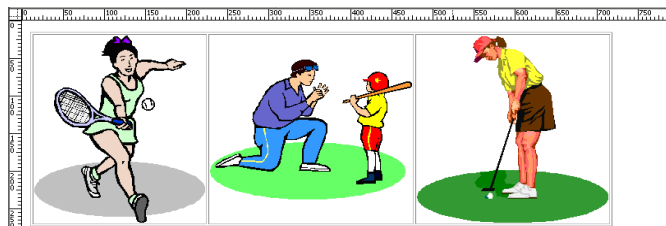
In expanded mode extra cell padding and spacing is added to make it easier to work on text or individual cells. Expanded mode does not change how the table will display in the browser.

To return to the standard table display click the [\[exit\]](#) at the top or press *Standard* in the layout category.

5. It is now time to see how we can position graphics across a page using a table for display.

In a new document create a table of one row with three columns.

Insert a picture into each cell, e.g. from the sports' store images of Activity 4.



In the properties inspector for the table set *Align* as *Centre*, the *Width* to be *100%* and the *Border* to be *0*.



Centre each image in its cell.

Save the page and view it in a browser.

Change the width of the browser window and note how the images move to fit the window.

This is a simple example of how to use a table to position images on a page. No matter what sized browser window the page is displayed in, the images will be evenly spaced.

6. Create a table with a complex layout.

Slammer	\$78.95	
Made from the finest willow this bat is imported from England. Guaranteed for 5 years on normal usage		
Sizes: 6, 8, 10, 12		
Grippers	\$45.50 a pair	
Made in India from quality leather these gloves will give your wicket keeping edge you need to capture the finest edges.		
Sizes: 15,18,24		
Protecta	\$98.75	
For the ultimate in protection this helmet will ensure your on field safety. With quality padding and steel lined face guard you will be proof against the fastest of bouncers.		

Make up text of your own and insert suitable images.

We will explore the use of tables for layout in the next activity.

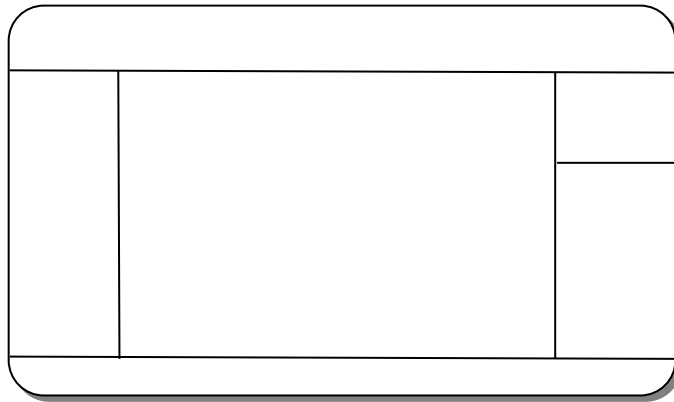
Activity 8 – Templates

A template is a re-useable design for a page. Not only does the use of templates simplify the creation of pages, but it gives a site a presentation that is consistent in layout and in usage because all pages have the same basic appearance. In addition, a design change only has to be made once in the template to update all of the pages based on that design.

In this activity we will firstly set up a page and then see how to use the page as the basis for a template of a new website for Spongebob Squarepants.

Note: if you wish you can follow the steps below, but set up a template for a website of your own choosing. To do this set up a folder for the site with a series of images to use and a style sheet.

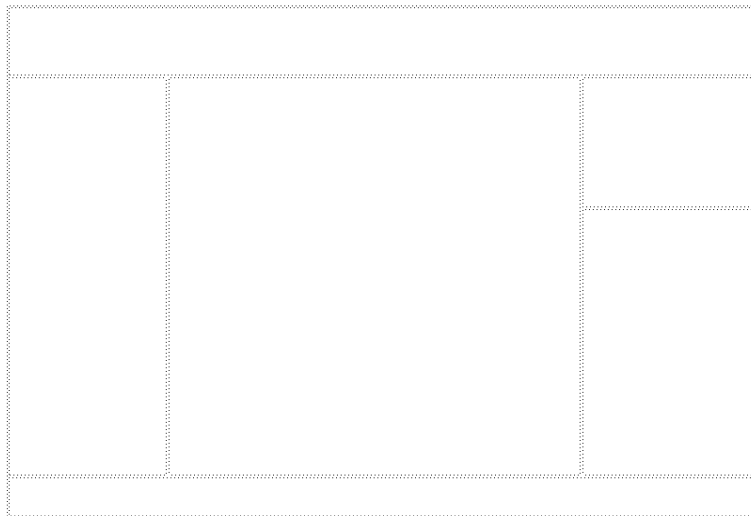
1. Create a new site in the *sbsp2* folder (*Site > New Site*).
2. The page template we make will have the following basic layout.



There will be banner across the top to hold a logo and title. Below this will be a content area to display text, with a navigation area at left. At right we will have a sidebar, with room for an image in the upper section. Finally there will be a footer area for contact and other information.

To organize the page in this way we will use a table with no borders.

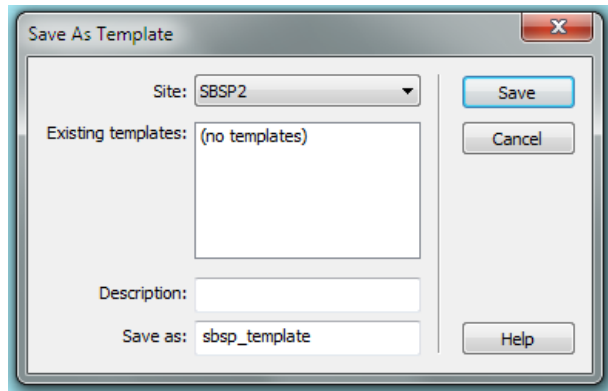
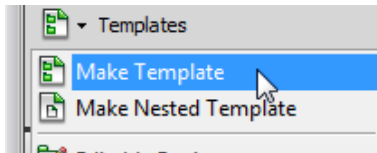
- a Start a new blank web page.
- b Into this page insert a 4 x 3 table, 800 pixels wide, with border thickness of 0, and no header or caption.
- c Resize the rows and columns and use the merge cells option to lay out the cells to fit our plan above.



Note: page layout can also be set up in a CSS, but that is beyond what we will be exploring at this time. Page layout with CSS is described at the end of this activity.

- d Use the properties inspector to set the background color of the page to a suitable color.
- e We will now save this page as a template.
Use the *Common* tab on the insert panel to access the *Templates* button.

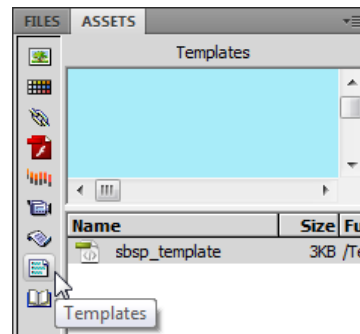
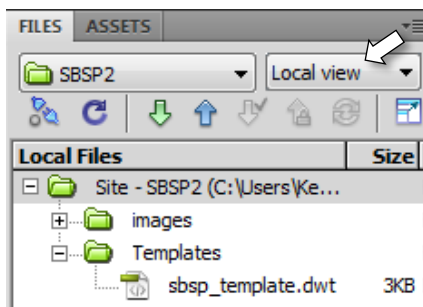
Page Properties...



Click on the *Make Template* option, and save it in the *sbsp2* site as *sbsp_template*.

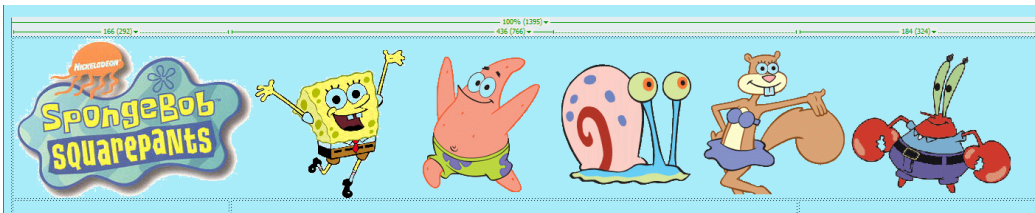
(If prompted to update links click *Yes*. This will ensure links to images are maintained.)

The template will appear in a *Templates* folder in the *Files* panel, as well as in the *Assets* panel when you click on the *Templates* icon. (Check you are in *Local View*.)



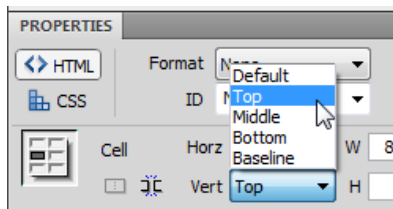
The *.dwt* extension indicates this is a template.

- 3. Now to add the basic content that will appear on every page of our site. (If creating a template for your own subject vary the image selections below.)
 - a From the files or assets panel drag *sbsp logo.gif* to the top left of the banner.
Since this is a transparent gif the background color can be seen through it.



Add several of the character gifs alongside this, resizing as necessary.

- b Click in the cell at the left of the table that will act as the navigation area (see next page), and set the vertical alignment of the cell to *Top*.

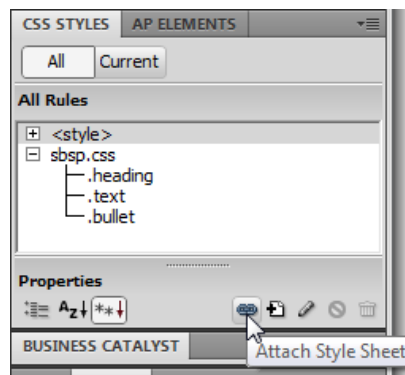


Into this navigation area drag the buttons from the files panel into place.



- c A template is used to specify the appearance and repeating elements of a web page, it is not used to specify text format. To format text we can use a CSS which is a separate document to the template. We can however add a CSS to a template so that it is available as part of the template.

Use the *Attach Style Sheet* button at the bottom of the CSS styles panel to link to *sbsp.css*.

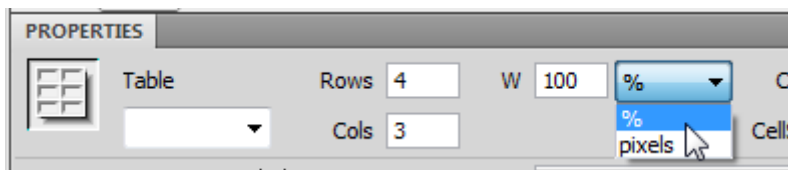


This style sheet will now be available whenever the template is used. In addition any change in the style sheet will also cascade through any pages based on the template.

- d Resave and preview in the browser. (Ignore any warnings about no editable regions; we will set these up shortly.)
4. a Add some content to the bottom panel. (Make this up.)



- b Click on the edge of the table to select it and set the table width to 100%.



This means the table will expand to fit the browser window it is displayed in.

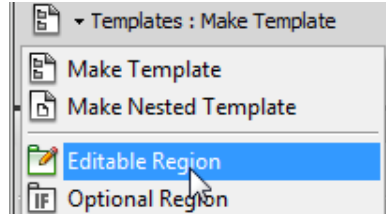
- c Save and preview in the browser.
Try varying the width of the browser window to see the table expand or contract to fit.

5. Some areas in a template will remain the same for every page, but we will want some areas that can have content or graphics added to them. The parts that will be changed are called *editable regions*.

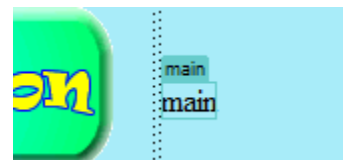
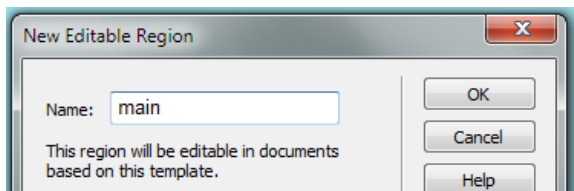
a Click once in the central cell.

When we use the template to create a page this cell will hold a picture or text.

b From the insert panel click on the down arrow on the *Templates* button and choose the *Editable Region* option.

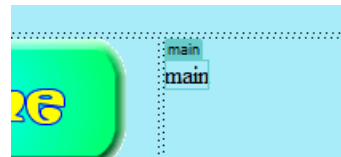
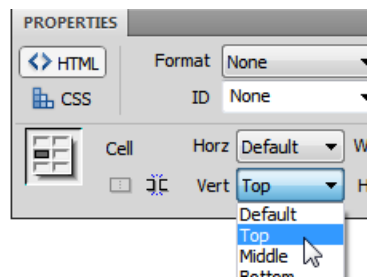


When prompted call this region *main*.



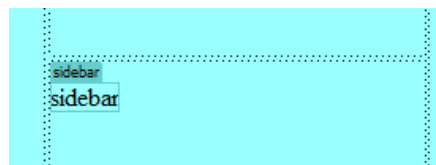
The name of the region (*main*) and some default text (*main* again) will appear.

Use the property inspector to locate this at the top of the cell.



The default text can be replaced by text or a graphic when the template is used to create a page.

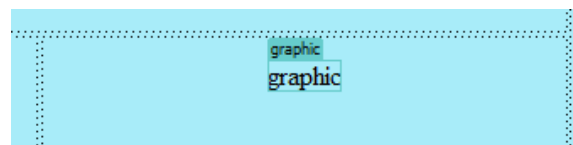
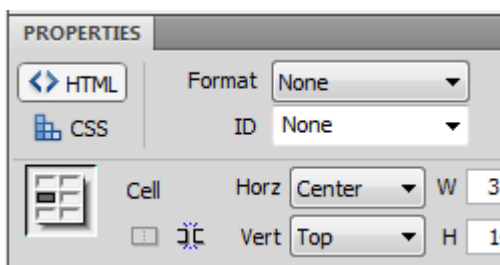
c Repeat for the cell at lower right calling it *sidebar*.



d Re-save.

e The upper right cell is to be used to display a graphic image.

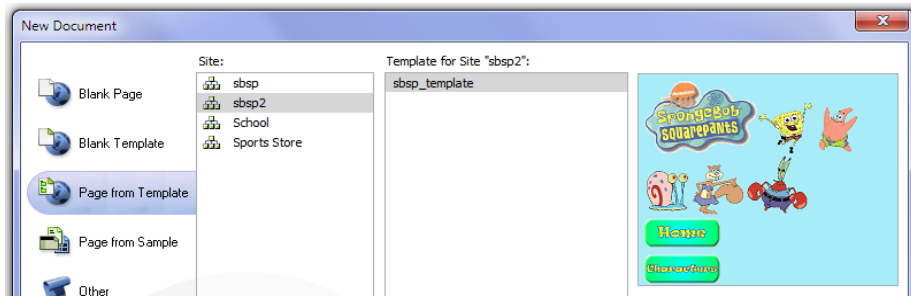
Make this an editable region called *graphic* and set the position for the graphic as top center.



f Re-save.

6. We will now see the template in action.

- a From the menu choose *File > New* with the *Page from Template* option.



Choose the template made and click on the *Create* button.

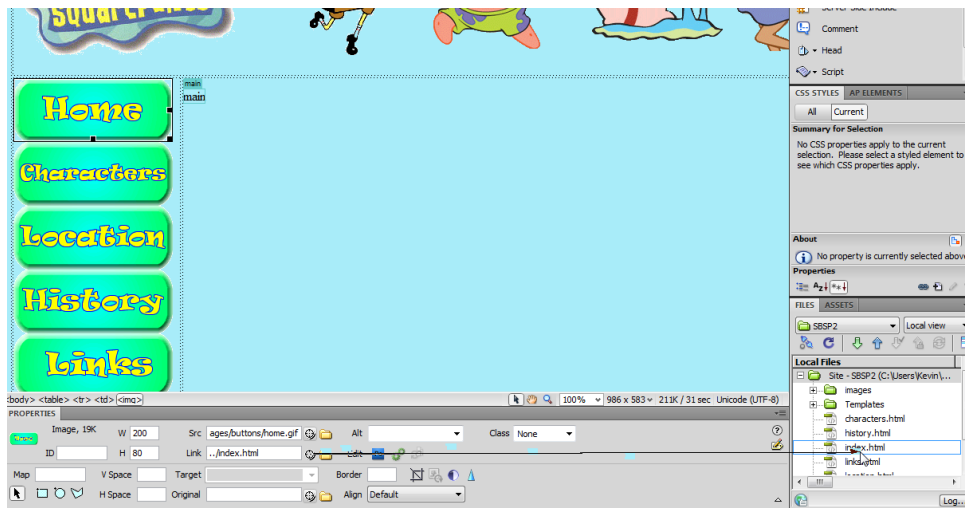
A new untitled page based on the template will appear.

Note: leave the *Update page when template changes* option ticked. (What effect will this have?)

- b Make some changes to this page, e.g. add a picture to the main panel in the middle.
Save the page as *index.html*. This will be the home page for the site.
- c Use the template to make at least two other pages, e.g. *characters.html* and *location.html*.
Add some text and images to each of these pages and save them.

7. Once we have a series of pages we will want to be able to navigate between them.

- a Move back to the template and create a link from the *Home* button to *index.html*.



- b Make links to the other pages created above.
- c Re-save the template and any open pages (*File > Save All*).

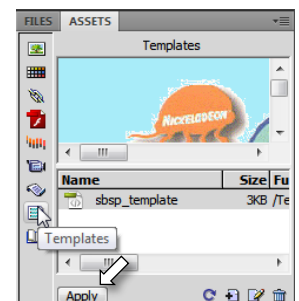
Even though we have only changed the template each of the pages we have made will also now have the links on them. Test this in the browser.

- d Make another change to the template (e.g. to the background color, the banner, or the footer), and see how the changes are transmitted to all pages based on the template.

Note: if the changes in the template do not automatically update in pages made from it, use *Modify > Templates > Update Pages*.

Alternatively you can update a single page. In the assets panel choose the templates category and click on the *Apply* button.

This will update the template changes to just the selected page.

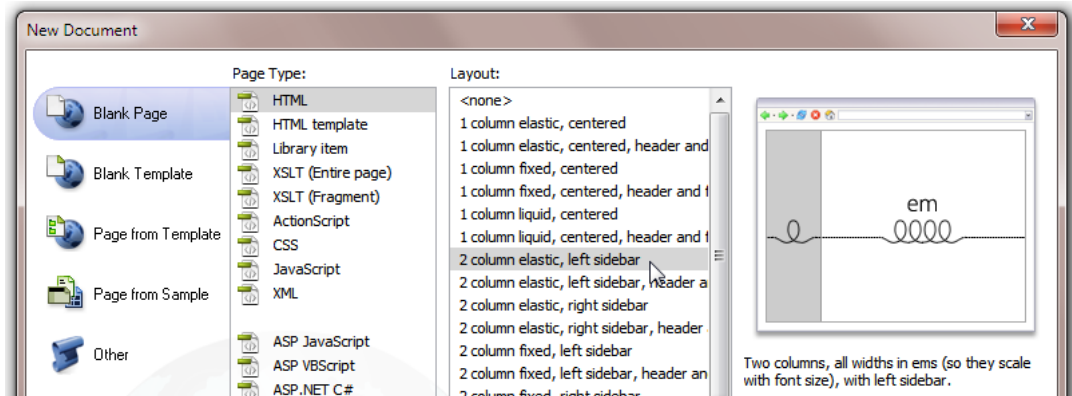


Follow up – page layout using CSS

The content on a web page can be organized and laid out using a Cascading Style Sheet rather than a table. As with using CSS for styles, this method creates a more flexible and efficient form that is easy to update.

The basic building block of CSS layout is the HTML `<div>` tag that acts as a container for text, images, and other page elements. Unlike table cells, which are restricted to just the rows and columns of a table, `div` tags can appear anywhere on a web page.

Dreamweaver comes with pre-designed CSS layouts that you can use.



When created such a layout page will come with the specified columns, headers, footers, and so on, with sample text in them ready to attach an external style sheet.

Alternately you can create CSS layouts of your own by placing *div* tags to specify logical divisions within the content of a page. These can then be used to center blocks of text, create columns, specify different areas of color, and so on.

`Div` tags can be positioned *absolutely* by specifying *x* and *y* coordinates, or *relatively* by specifying their distance from other page elements. See *Help* for assistance in doing this.

Note: one limitation of using absolutely positioned, or AP, elements is placement may not adjust well relative to the size of the browser window.

To see `div` tags used for placement, visit a well-designed site such as Slashdot. On the site view the source code for the page (Firefox: *View > Page Source*; IE: *View > Source*) and scroll down to find the `<div>` tags in action.

Dreamweaver CS6 Setup

Prior to use by students these activities require Dreamweaver to be set up with the sites for *sbsp* and *Sports Store* available in the 'Designer' workspace. In addition students will require access to the folders for *SBSP2* and *School*, as well as a shared network folder.

To do this follow the steps below.

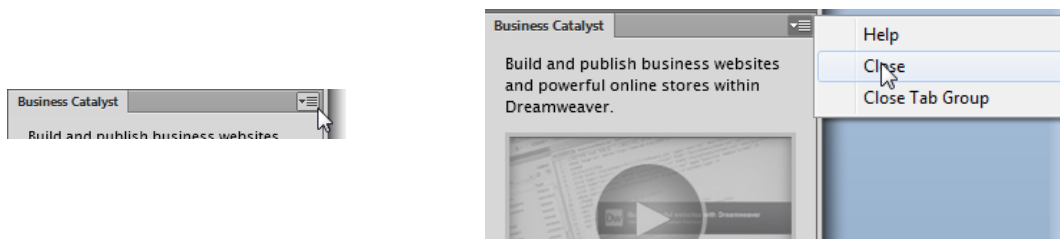
1. Create a folder that will be *accessible to students* doing these activities.

Copy the provided Dreamweaver files into this folder.

These files can be obtained from [here](#).

2. By default Dreamweaver CS6 has the *Business Catalyst* panel displayed in the panels group at right. This is purely promotional and I suggest it be closed to avoid distraction.

To do this, in Dreamweaver, click on the menu button at right of panel title bar and choose *Close*.



I also suggest you expand the *Files/Assets* panel group if it is collapsed. To do this click once on the *Files* tab at lower right, or press the F8 function key on the keyboard.



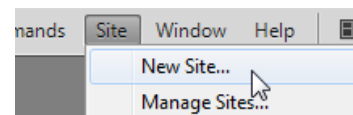
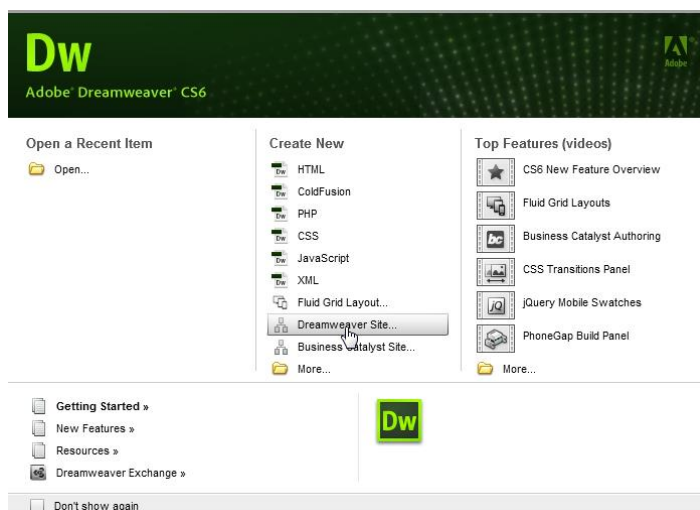
This will make it easier for students to find the required files and assets.

Dreamweaver will retain this workspace layout, even after being closed, until the *Reset 'Designer'* option is chosen on the *Designer* button.

3. There are two sample sites to set up. Prepare the *sbsp* site first by following these steps.

a Either:

- from the *Welcome* screen under *Create New* choose *Dreamweaver Site*, or
- from the menu choose *Site > New Site*.



- b In the *Site Definition* dialogue that appears, in *Advanced Settings*, name the site *sbsp* and set the local site folder to the SBSP folder created in step 1 above.

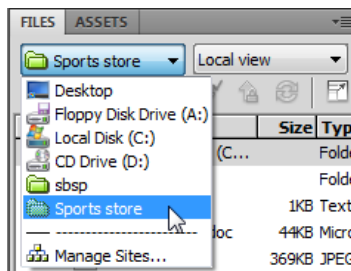


When ready click on *Save* and the *sbsp* site will appear in the *Files* panel at right.

Note: the local site folder is the working directory Dreamweaver uses to store all files used in a site. When the site is ready to publish these files are then transferred to a remote folder on another computer on the network, or to a web server.

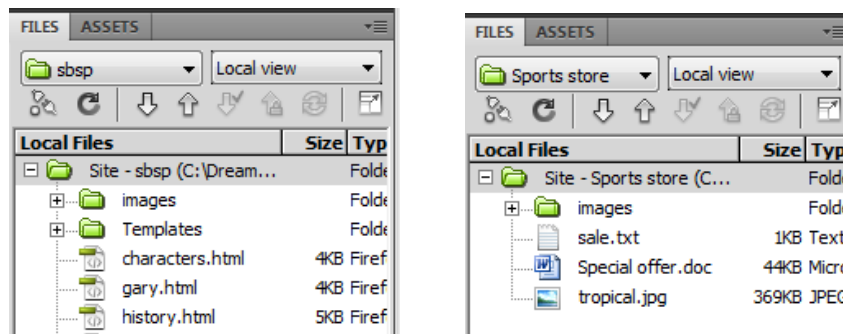
4. Repeat these steps to set up the *Sports Store* site.

You can use the drop down arrow in the files panel to access either site.



5. As a final check ensure all who work on the activities have the following setup on their computer before beginning:

- the interface is in the *Designer* workspace with the files panel in view at right
- the *sbsp* site is ready to use and is displayed in the files panel



- the *Sports Store* site is also available to use
- the *SBSP2* folder is accessible to students
- the *School* folder is accessible to students
- students have access to a remote folder (or web server) that they can publish their site to in Activity 6. (A remote folder is a folder on a different computer, accessed over a network connection.)

If this is not possible because of network restrictions students will still be able to publish their site to a folder on their local computer, but others will not be able to access it.

Good luck, and enjoy Dreamweaver CS6!