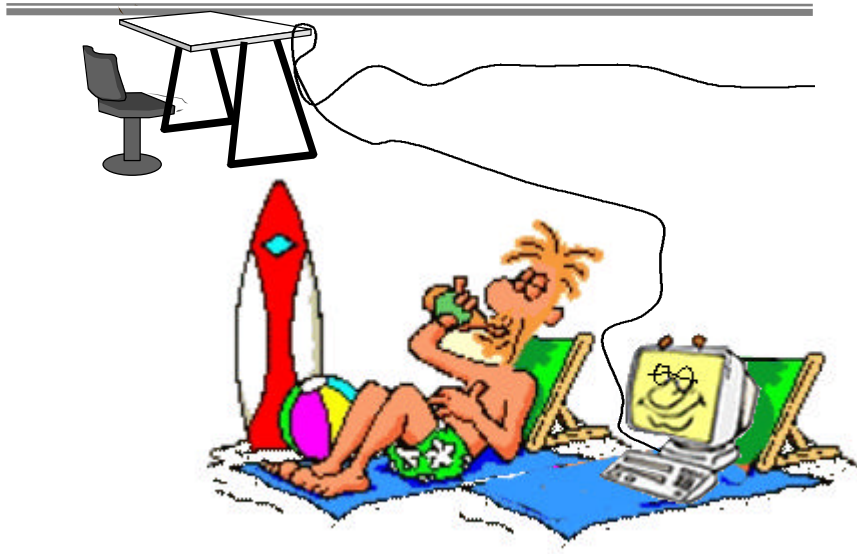


Web Pages Made Easy (and cooler) With Macromedia Dreamweaver

Part 1: Introduction



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Spring 2002

Section I: Introduction

Macromedia Dreamweaver is a very powerful and sophisticated yet intuitively designed web authoring program. Like FrontPage, it is capable of designing and maintaining entire web sites. Unlike FrontPage,

- It allows for easy development and maintenance of single web pages
- It adheres more closely to true W3-approved HTML coding-- no Microsoft proprietary coding-
- You can take full advantage of anything you create with Dreamweaver without needing to host the pages on a Microsoft web server

Dreamweaver is an excellent "next step" program for people who have some experience using entry-level authoring programs such as Netscape Composer. Most users find it easy to make the jump into using the basic functions and can grow into many of its higher-level features as they need them.

Dreamweaver functions well as a standalone program but also works closely with companion programs Fireworks and Flash. These programs are available individually or as a packaged suite, often with a generous educational discount.

While the materials here focus on the basics of Dreamweaver 3.0, the skills & familiarity developed should transfer easily to Macromedia Ultradev. Ultradev includes many higher-level features for accessibility, databases, file conversion, etc.

Oh, by the way, that song going through your head right about now is "Dream Weaver," 1975 by Gary Wright. A semi-one hit wonder, he didn't do much else you'd remember but he did play keyboards on George Harrison's 'All Things Must Pass.'

Goals and Objectives

The target learner for this material has the following entry characteristics:

- Has some experience with simple web page authoring in a WYSIWYG environment
- Can function comfortably in a networked Windows environment
- Understands web page saving/storing at Oakton
- Has a basic knowledge of HTML markup concepts

This document is intended to introduce learners to

- The basic layout of Dreamweaver
- The essential functions of Dreamweaver needed for creating simple web pages

Upon completion, the learner will be able to

- create a simple web page using such elements as
 - Text, tables, images and links
- locate and launch key features of Dreamweaver, such as
 - Drop menus, popup menus, properties palettes and object palettes

Starting Dreamweaver 3.0 on Oakton's network

1. Click the Start menu (lower left corner of computer desktop)
2. Click on NAL
3. Click on Internet Software
4. Click on Web Design
5. Click on Macromedia Dreamweaver 3

Note: You may also launch Netscape at this time.

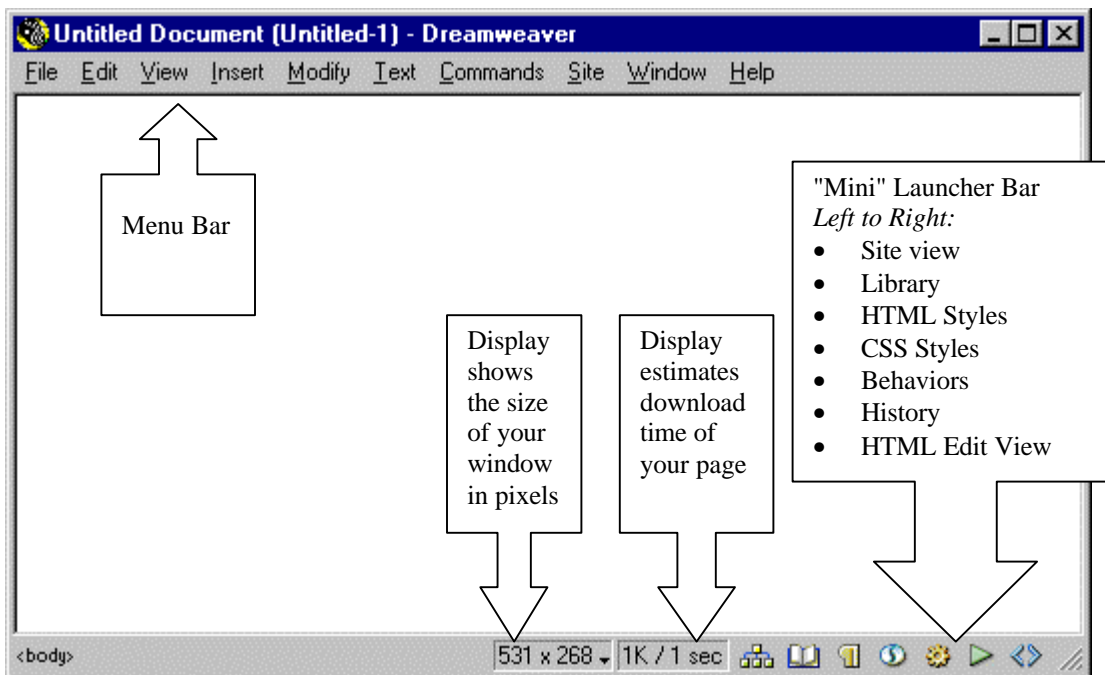
Section II: Dreamweaver Layout

The Dreamweaver 3 Document Window

Dreamweaver initially launches the main Document Window in basic WYSIWYG view. The Document Window is your canvas where you lay out and/or modify the contents of your web page.

In this view you can access features and commands from the menu bar (top) and the launcher bar (bottom right). Depending on your system default settings, other items like "Floating Palettes" will either launch automatically or require you to launch them manually (see next section).

The image below shows the 'plain vanilla' Document Window with no floating palettes.

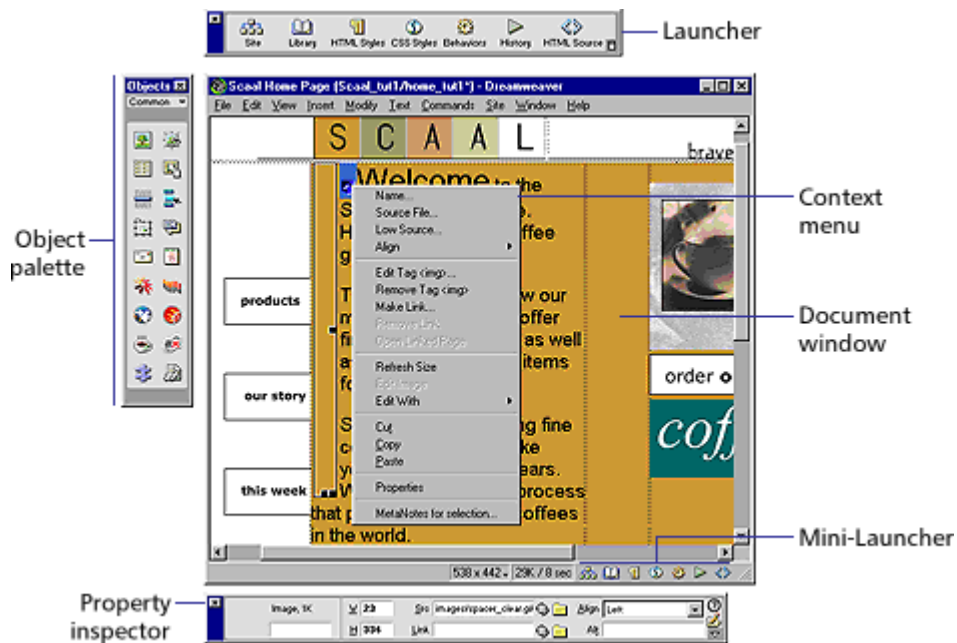


Menus and Floating Palettes Overview

Dreamweaver allows access and modification of most all features and functions via either its menus (File, Edit, etc.) or "Floating Palettes," small windows independent of the main Document Window that can be opened and closed or dragged around the desktop to wherever is convenient.

In addition, Dreamweaver provides "Context Menus." These pop up when you right-click on an object in your web page, such as a table or a graphic, to give you quick access to commands specifically applicable to that object.

The image below shows the Document Window surrounded by palettes and with a context menu for a graphic in view.



This image from the Dreamweaver help files

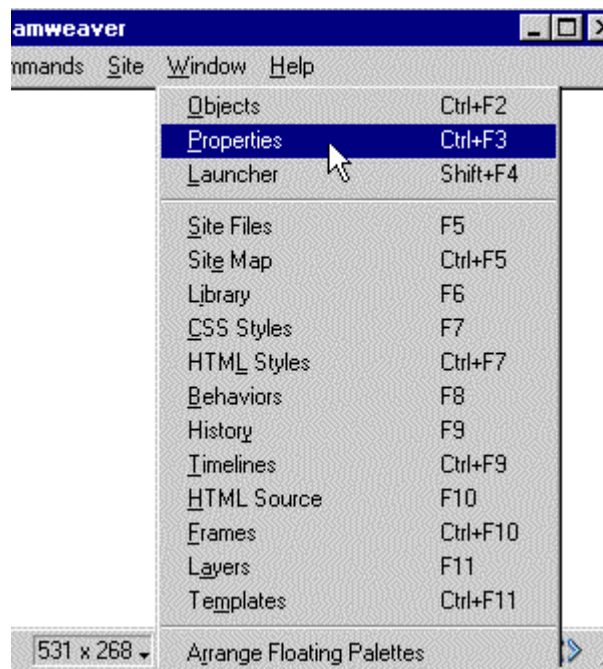
Opening and closing Palettes:

If a desired palette is not in view,

1. Click on the Window menu.
2. Choose the desired palette from the drop menu
3. Close by clicking the "X" in a palette's upper right corner.

What the Palettes do.

Palettes provide convenient access to commands used for higher-end coding and multi-page web sites. As you become more skilled you will likely use more and more of them. The following is a brief overview of their purposes, focusing on those most commonly necessary to the new web author.



The Objects Palette

This palette largely echoes choices also found on the Insert Menu. Pictured right is the "Common" objects palette. The Common Objects palette, like its name implies, includes the most commonly needed functions for newer users, including:

- Images
- Rollover images & Navigation Bars
- Tables
- Horizontal rules
- Mailto links (note: there is no icon here for a normal hyperlink)
See also p.14 for alternative mailto: method
- Flash, Shockwave, java applets, etc.

Note: You can set Dreamweaver preferences to add text labels to the icons in the Objects Palette. From the Edit Menu, select Preferences. From the General category/Object Palette drop menu, choose Icons and Text.



At the top of the Objects palette is a down arrow. Clicking it reveals a menu of the other views for this palette. Choices include:

Characters: A group of special text characters like copyright and trademark.

Forms: The elements that make up an interactive form such as check boxes.

Frames: Choices of frame layout styles for a web page.

Head: Insert elements into the HTML code between the <head></head> tags. Includes keywords, descriptions, meta tags, etc.

Invisibles: Insert anchors, comments, and more.

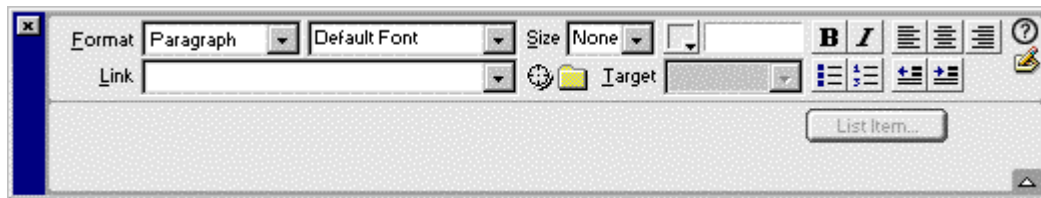


The Properties Palette

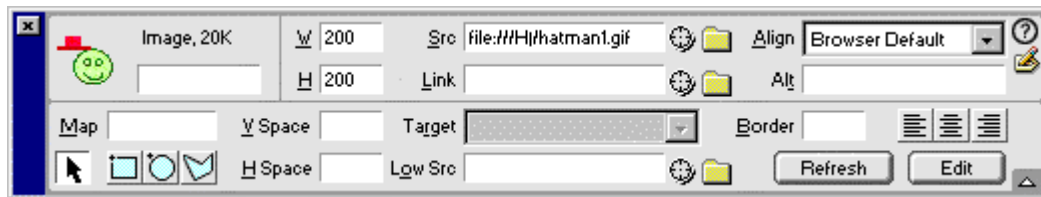
The Properties Palette may be the most frequently used of these tools. With this you can create and modify such things as

The Properties palette is context sensitive. The options will change depending on the object selected to modify.

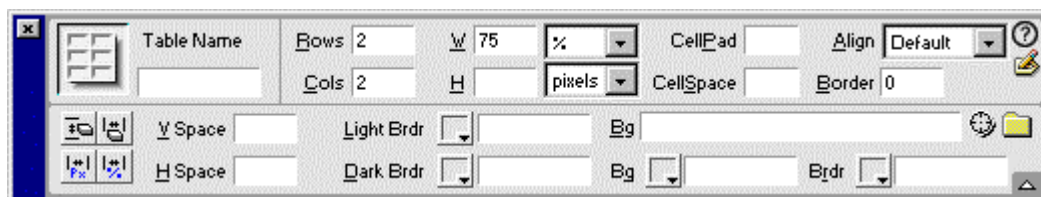
In the view below, this palette is set to modify text (this is also the default view)



In this next view, the palette is set to modify an image.



Finally, we see the palette set to modify the look/structure of a table.



The Launcher Palette is also loaded from Dreamweaver's Window menu. This palette is a floating version of the tool located at the bottom right of the Dreamweaver work screen. As the Dreamweaver Window menu also offers menu picks for each of the tools on this palette, there's not a whole lot of value to cluttering up your screen with this one.



Section III: Creating Basic Web Page Elements

Dreamweaver's basic authoring functions are quite straightforward though manipulating the properties of basic elements, such as tables and images, may be a little less obvious.

In this section, to cover the basic functions, we will create a simple personal home page with the following elements:

- Text
- Table
- Image
- Hyperlink
- Mailto: link
- Background color

Note: SAVE YOUR PAGE NOW. Saving a page before inserting elements helps avoid prompts for defining full web sites and will help keep the code references calling for links and images relative to the document.

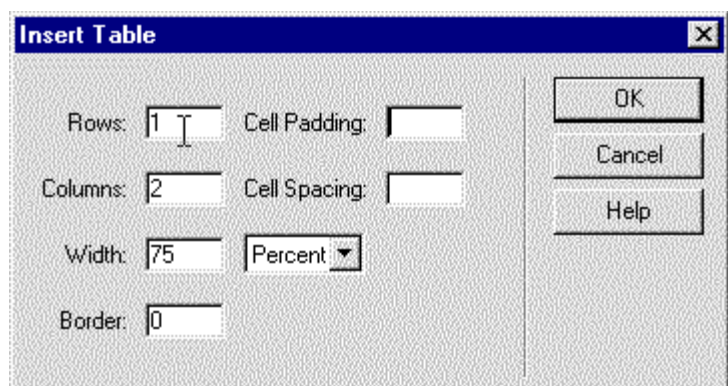
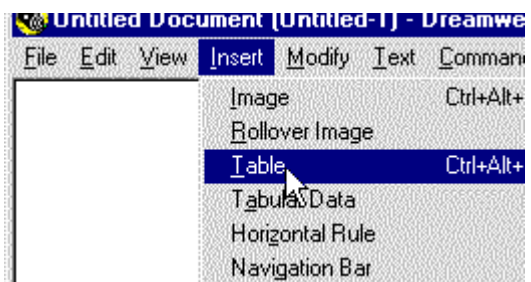
Working with Tables

Tables can be used in web pages to layout and hold in place other elements such as text and images. Note: While the trend has been toward using tables only for actual "tabular data" due to accessibility concerns, using tables for layout will not make your page inaccessible to people with disabilities. For more information on accessibility issues, including working with tables, go to <http://servercc.oakton.edu/~dannf/webaccess.htm>.

To insert a table:

1. Click on the Insert Menu
2. From the menu, select Table
3. The Insert Table dialogue window will appear. Here you can select the initial settings for your table (*Dreamweaver makes it easy to alter the settings later on*)
4. In the dialog window, set the number of rows or columns by dragging the cursor across the number and typing a new number.
 - Choose 1 Row and 2 Columns

(steps continued next page)



5. The other settings may be adjusted as desired:
 - Table width can be changed after inserting by dragging the table's edge border.
 - A border setting of 0 means browsers will display no cell border lines
 - Cell Padding and Spacing both essentially increase the spacing between cell contents, 0 being tightest, 7 or 8 being pretty loose.
6. Click OK. Your table should appear in the document window.

Adjusting Table Dimensions

When your table first appears in the document window, it will have "handles" (small tabs) on the bottom and right edges which show that the table has been selected and can be modified.



- You may adjust the height and width of the table by dragging the handles with the mouse.
- Table height and column width (not the overall table width) usually will increase automatically to hold whatever you place in a cell.
- The handles will disappear (and the table will be unselected) when you click inside a cell or outside the whole table

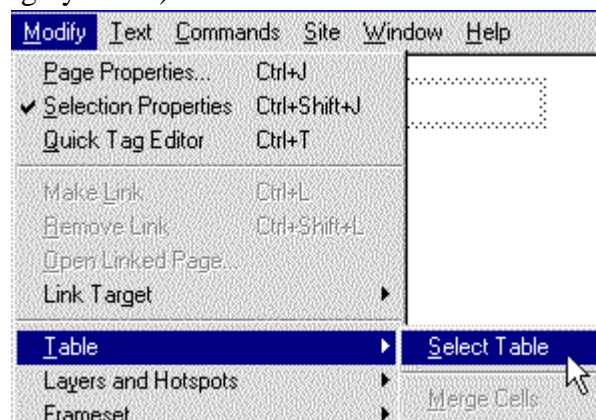
Modifying Table Properties

Some table properties are adjusted using the Properties Palette; others are adjusted using the Modify/Table menu. Many can be done either way. Methods for modification offered below are "author's (*that's me*) choice" but should allow the new Dreamweaver user the most control with the fewest headaches.

- To use most of the choices on the Modify/Table menu, first click anywhere inside the table (otherwise most of the choices will be grayed-out)
- To use the Properties Palette you must first select the table

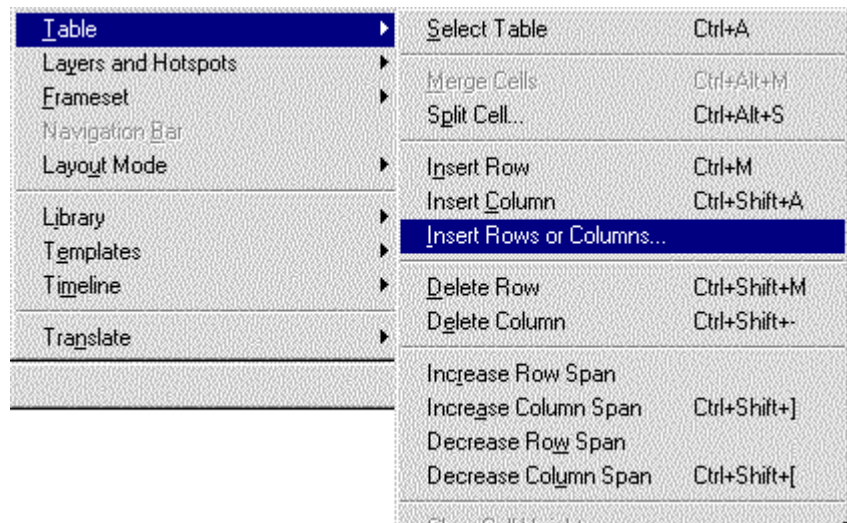
To select a table:

1. Click anywhere inside the table
2. Click on the Modify Menu
3. Click on Table
4. Click on Select Table
 - With the table selected, the Properties Palette will change to the Table Properties view



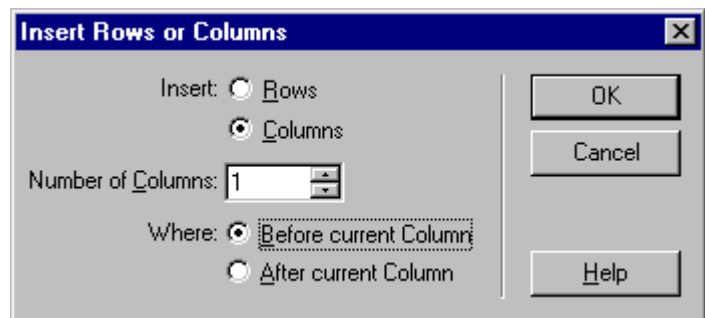
Adding Rows and Columns

The Modify/Table Menu includes a selection called Insert Rows or Columns. Unlike "Insert Row" and "Insert Column," this choice gives you more control over where the column or row is placed and allows for inserting multiple rows and columns in one step.

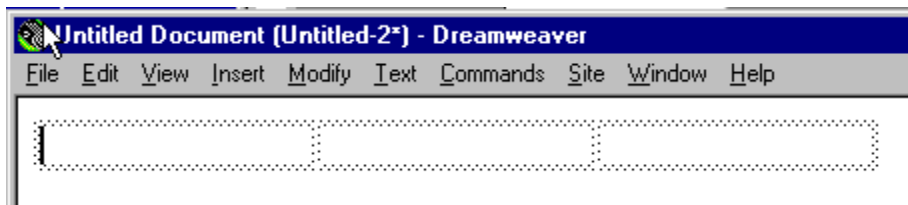


To use this command:

1. Click anywhere inside a table.
2. Click on the Modify Menu then Table then Insert Rows or Columns
 - A dialogue window will appear
3. Choose either Rows or Columns
4. Choose the number of Rows or Columns to insert
 - You can type a number in the field or use the up/down arrows to change the number
5. Choose whether you wish the new row(s) or column(s) should be inserted
 - **For this exercise, click in the left-most cell and choose to insert 1 column, before the selection.**
6. Click OK

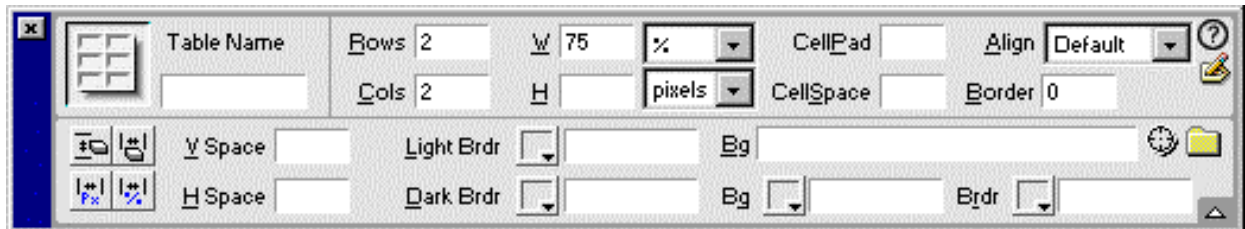


The Dialog window should close and the table should appear modified as below:



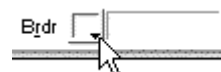
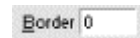
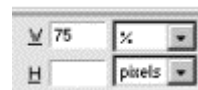
Modifying Table Layout

With the table selected (the "handles" should be showing), the Properties Palette will change to the table properties view.



In this view, you can change the following common layout features (others will be covered in later lessons):

- Height & width. Set the height and width of the whole table in terms of pixels or percent (the percent of the browser window).
- Table alignment. Use the drop menu in the upper right to set whether the table will be centered or moved to the right or left side of the page
- Border width. Type a number from 0 (no border) to 5 or 6 (for a thicker border)
- Background image. Type the name of the file (if it's local) or click on the yellow file icon to locate and chose the filename.
- Background color. Type a hex code in the field or click the lower right of the box as shown to pick from a color palette. This command will affect all the cells of the table if the whole table is selected. Otherwise it applies color to individual cells.
- Border Color. Type a hex code in the field or click the lower right of the box as shown to pick from a color palette. This command will affect all the cells of the table if the whole table is selected. Otherwise it applies color to individual cells.



Working with Text

Text - Inserting

As with most web authoring programs, the essential method of inserting text with Dreamweaver is this

To insert text:

1. Click somewhere on the page.
2. Type.
3. When finished, stop typing.

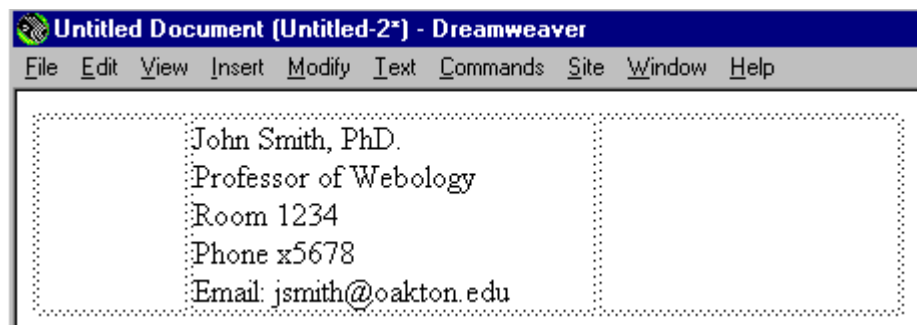
You can also copy and paste from most any other text-based document but the result is a pretty boring chunk-o-text. Text must be formatted to achieve a more interesting look and easy-to-read layout.

For purposes of this exercise, we'll stick to the "home page" concept and use the table we created to contain the 'header' information. Type the following text (substitute your personal information if desired) in the **center cell** of the 1-row by 3-column table:

***Note on Line Breaks:** Pressing Enter will give you a double-space between lines. Shift-enter will single-space.*

John Smith, PhD.
Professor of Webology
Room 1234
Phone x5678
Email: jsmith@oakton.edu

Your page should now look something like this (don't worry if the cell widths don't match... yet).



As it is with word processing, what you type will appear to be in Dreamweaver's default font-- generally Times Roman or Arial. This does not impact how the text will ultimately

look in a web browser. If text is left unformatted, a web browser will apply its own default. (Even after formatting, it is still possible for a browser to override.)

Text - Formatting

Text formatting (e.g., size, typeface, color, etc.) can be accomplished in a number of ways. More sophisticated web sites will use Style Sheets for much of this. Style Sheets are a set of commands that control the look and layout of web pages. Depending on how they are used, they can be applied to multiple pages or a portion of a single page. Though Style Sheets are beyond the scope of this introductory document, they are becoming widely used and are worth learning as your skills and interest progress.

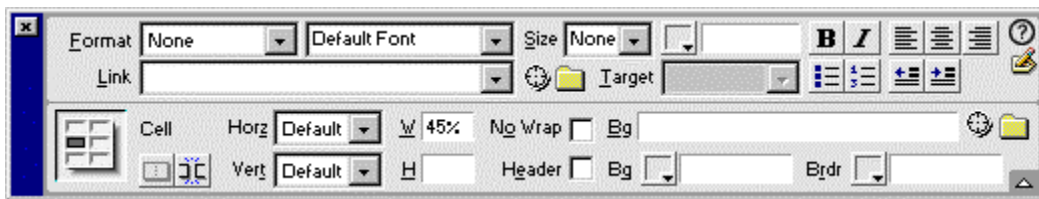
The most common way to format text in simple web pages is to apply formatting commands to individual words, phrases or lines of text. This done by selecting the text and using the Properties palette to make changes.

To format text:

1. Drag the mouse across the desired text to select it.
2. Use the Properties Palette to change the text appearance. If you are formatting text in a table cell, the Properties palette will show text commands on the upper half of the palette and table/cell commands in the lower half.

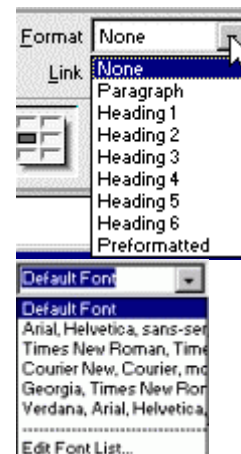


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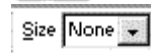
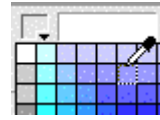
Key to formatting commands on the Properties palette:

- Paragraph/Heading. If you are formatting a line of text that is essentially a headline introducing a section of the document, choose one of the Heading sizes from the drop menu. The appearance will be similar to choosing a text size, but headings provide structural markup to the document-- which browsers for disabled users depend on.
- Font style. "Default" applies no style and leaves the appearance up to the browser when the page is displayed. Because the success of declaring a font style requires that other people's computers have that font installed, the five main choices on this list are pretty safe for most browsers. Each of the five selections has a 2nd and 3rd



choice that will be applied if the preferred font is unavailable.

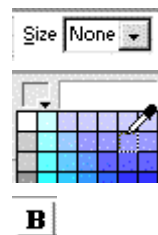
- Text color. Type a 6-digit hex code into the text field or click on the small down arrow near the upper left to reveal a color palette. The mouse pointer becomes an "eyedropper" that can choose a color from the color palette or can be pointed at an element on the web page to duplicate its color.
- Bold and Italics. Functions like most word processors. Choose one or both to apply that style to selected text.
- Alignment. Selected text can be left-justified, centered or right-justified.
- Bullets and numbers. Select multiple lines of text then click one of these to make the list bulleted or numbered. To add to the list later, place the cursor at the end of a line and press the Enter key. Note that if you wish to format numbers and bullets, you may do so by going to the Text Menu and clicking on "List."
- Indent/Outdent. Selected text will be moved left or right.
- Text size. Drop menu of relative text sizes.



Continuing our little exercise...

Suggested formatting for the Home Page header text.

1. Select "John Smith, PhD." by dragging the mouse across the text.
2. Click on the Size drop menu on the Properties palette and choose "+2"
3. Click on the Color palette and use the eyedropper to choose a color
4. Click on the Bold button on the Properties palette



The selected text should now be a little larger, bolder, and have a different color than the rest of the text in the cell.

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Working with Links

Creating Hyperlinks

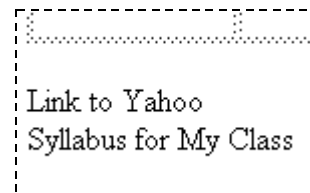
There are two important types of links for a simple web page:

- A link to another page.
- A "mailto" link. Mailto links will pop up an email composition window pre-addressed to whoever the author desires (though usually himself)

These are created in similar ways, though the differences are important.

To create a link to another page:

- For this exercise, first type "Link to Yahoo" and "Syllabus" below the table. *We will assume that John Smith has a second web page located in the same folder as his home page called "syllabus.htm."*



1. Select the text "Link to Yahoo"
2. In the Properties palette, type "http://www.yahoo.com" in the Link field.
3. Select the text "Syllabus"
4. In the Properties palette, type "syllabus.htm" in the Link field

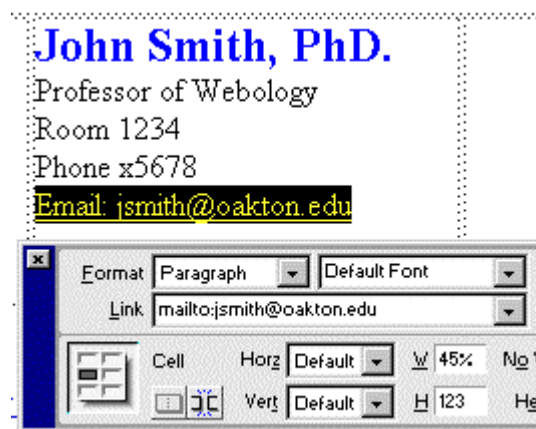


Above we see examples of two types of page links: Absolute and Relative. An absolute link is one that contains the entire URL of a page; a relative link is one that contains just enough information to locate the page relative to the current page. Generally speaking, when linking between two web pages stored in the same folder, authors may use a relative link which contains only the name of the web page file, such as "syllabus.htm." For more information, see the document "Understanding Relative and Absolute URLs." (See the list of online resources at the end of this tutorial.)

Creating a Mailto Link

To create a mailto link:

1. Select the text containing the email address by dragging the mouse across it.
 2. In the Properties palette's Link field, type "mailto:jsmith@oakton.edu" (no spaces).
- A common mistake when creating a mailto link is to type only the email address with out "mailto:." The result is that when such a link is clicked on, the browser will treat it like a page link and try to locate a non-existent subfolder.



Working with Graphics

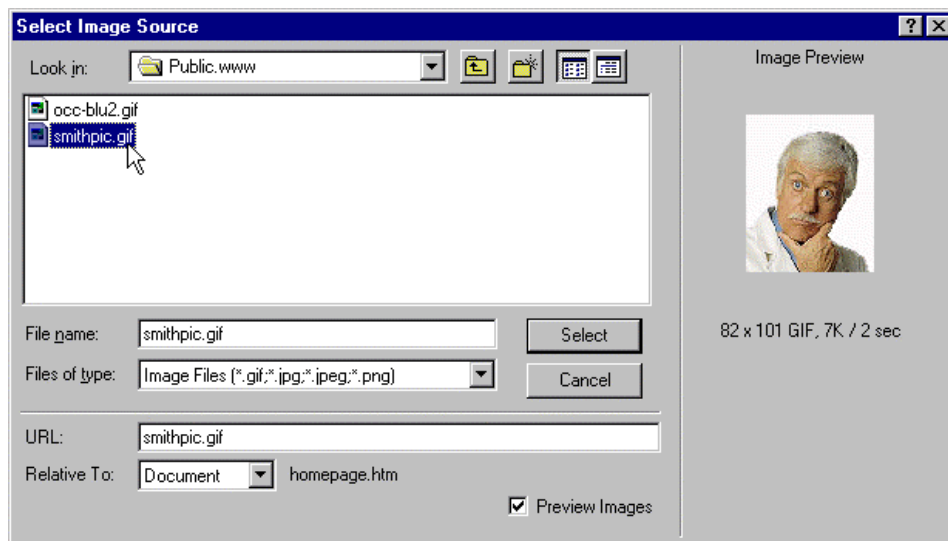
Inserting Images

With Dreamweaver, it is important to save your web page before inserting graphics or other files. Dreamweaver 'likes' to know where the graphics are *in relation* to the web page (*see note on page 7*). Graphics can be in the same folder as the web page or reside on a different server-- the only real difference is how the link will be structured to show its location in relation to the page.

For this exercise we'll insert two graphic images in the table on either side of the text and assume the graphics are in the same folder as the web page.

To insert an image:

1. Click in the right cell of the table
2. Click on the Insert Menu and choose Image
3. The Select Image Source dialogue window will appear
4. In the dialog window, navigate to the folder containing the desired images (*this window works like any other 'File Open' dialogue*).
5. Click on the filename to select/highlight it.
6. Click the Select button.



Note in the above window the File name field and the URL field contain identical information. If the URL field contains a string like `file:///H:/smithpic.gif`, the picture would not be accessible to people who can't access the author's "H" drive. Actually it's more complicated than that. If you're new at this, just make sure the web page file and the image file are in the same folder and you'll be fine.

If you were successful, your page should look something like this:

Repeat the previous six steps to insert additional images.



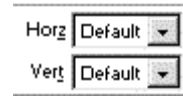
Images - Alignment and other adjustments

With an image selected ("handles" showing), the Properties palette changes to image mode and adjustments can be made to such things as alignment (relative to other elements), size, etc. Images that reside in a table cell may also be aligned using commands applied to the cell.



Below are some of the more common actions.

For vertical or horizontal alignment within a cell, click inside the *cell without selecting the picture* and choose from the H/V drop menus on the table Properties palette.



Horizontal alignment commands can be applied to the image (in a cell or elsewhere on the page), by selecting the picture and clicking an alignment choice from the Image Properties palette.

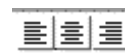
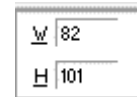
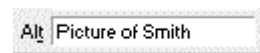


Image size. While best resolution and preservation of the aspect ratio is achieved by actually editing a picture to the desired size in a program like Photoshop or Fireworks, the *display* dimensions can be adjusted by selecting the image and dragging one of the handles. The new dimensions will show on the Image properties palette. You may also type the width and height in these fields rather than drag the handles.



Alt text tags should be applied to all images on a web page. The alternative text will show in a browser if the images are turned off. To add alt tags, select the picture and type a short descriptive title for it in the Alt text field.



Section IV: Key Dreamweaver Newbie Tips and Tricks

Editing HTML code

At some point most fearless web authors need to delve into the actual HTML code, either to see what's going on or to make a correction. Dreamweaver makes it quick and easy to switch between WYSIWYG view and HTML code view.

View and edit the HTML code by any of these methods:

- Press F10
- From either the Launcher bar or Mini-launcher bar, click the HTML Source icon
- Click on the Window menu and choose HTML Source



Tip: If you are interested in the code behind a particular page element (image, text, etc.), click on it in Document window/WYSIWYG view *before* switching to the HTML view.

To close the HTML edit window, click on the X in the upper right corner

Page Properties

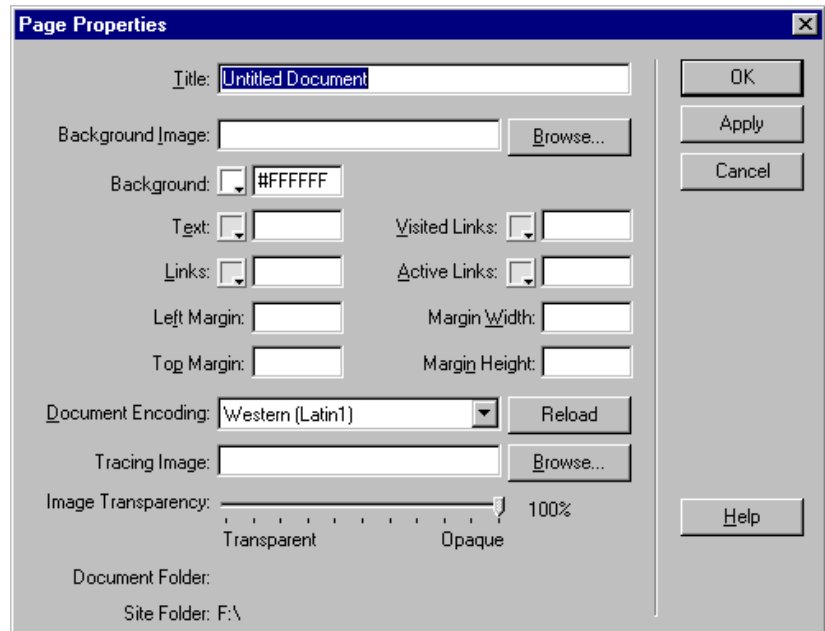
Easily overlooked, Page Properties is the place for setting several key features for any web page, including title, color schemes, and backgrounds.

To launch page properties:

1. Click on the Modify Menu
2. Choose Page Properties

Title


The most important setting is the **Title**. Title is the text that appears in the blue bar running across the top of a browser when your page is in. It is also the text under which a page is bookmarked and which provides the most important information for cataloging your page to search engines. Your "Title" should be a VERY brief description of your page, such as "OCC - Professor Smith Home" or "OCC - Webology Department"



Page Colors - Backgrounds, text and links

By default, Dreamweaver sets

- the background of a web page to solid white (hex code "#FFFFFF").
- Text and links to browser defaults

The color scheme of backgrounds, text and links can be reset by clicking on the  to launch the color palette. Note that the default colors are generally best for usability and accessibility concerns.

Background Image

Choosing an image to tile across a page background will override the background color choice. Set the image by clicking on browse and choosing it from the Select Image Source dialogue window. It is usually best to have the desired image saved to the same folder as the web page ("*.html") file.

Clean up Word HTML

Dreamweaver includes a feature for correcting poor HTML code resultant of creating pages with Microsoft Word (Word's 'Save as HTML/Web' feature). Click on the Commands Menu and choose Clean Up Word HTML.

Previewing a page in a browser window

Press the "F12" key to view your page in an actual web browser window.

Online Resources

Faculty Web Page How-to Guide: <http://www.oakton.edu/resource/it/templateintro.htm>

Web Page Templates: <http://www.oakton.edu/resource/it/templates.htm>

Word and Web Pages: <http://www.oakton.edu/resource/it/word97andwebpages.pdf>

Web Accessibility: <http://servercc.oakton.edu/~dannf/webaccess.htm>

Relative & Absolute URLs: <http://www.oakton.edu/resource/it/relativeurls.doc>

Dreamweaver Support Center: <http://www.macromedia.com/support/dreamweaver/>