

Guided Computer Tutorials

**Learning
Adobe
DreamWeaver CC**

Module 1

By Greg Bowden

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Learning Adobe DreamWeaver CC

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Introduction to DreamWeaver CC

The internet (or world wide web) is basically a series of server computers connected by a backbone of cables or satellite links. When you create a web site you post the site to one of the server computers so that others connected to the internet can access it.

Many popular programs have web page creation facilities built into them. For example, you can produce web pages using Microsoft Word, Adobe InDesign, Quark Express, FileMaker Pro, Microsoft PowerPoint, etc. However, when professional web pages are required a program specifically developed for web page creation provides better results. Some specific web page authoring programs are Adobe DreamWeaver and Microsoft Expression.

Adobe DreamWeaver CC is a program that allows internet sites to be created. It is basically a word processor with specific tools to make sites easier to develop and maintain.

Design Considerations

When creating an internet site there are some design considerations that should be kept in the back of your mind. These include:

- Some internet connections can be slow so the opening of an internet site may not be immediate on some people's computers. You should always be thinking about the affect any page item will have on how fast that page will open on the internet.
- Home pages (or Title Pages - the first page that is opened) should not have too many graphics which slow down the opening of the page or distract the user.
- There are 216 colours that are shared by the Windows and Macintosh operating systems so you should try to stick to just those colours.
- Don't use uncommon fonts as the viewer of your site may not have those fonts installed in their system. The most common fonts are TIMES, TIMES NEW ROMAN, ARIAL and HELVETICA.
- Try to break the site up into separate linked pages rather than one page that scrolls.

Types of Graphics

There are two main types of graphics used in web pages:

- GIF (Graphic Interchange Format) which is limited to 216 colours. It is mainly used for clipart.
- JPEG (Joint Photographic Enhancement Group) which is mainly used for photographs. It is a higher resolution format, but the graphic information is compressed.

Backgrounds and Text

Always try to ensure that text in your web page is easy to read. If you use a dark background set the text to a light colour. If you use a light background set the text to a dark colour.

Planning the Navigation

When creating an internet site it is important to plan the site carefully. In particular, you should plan how the viewer will navigate from page to page. Some things that you should do are:

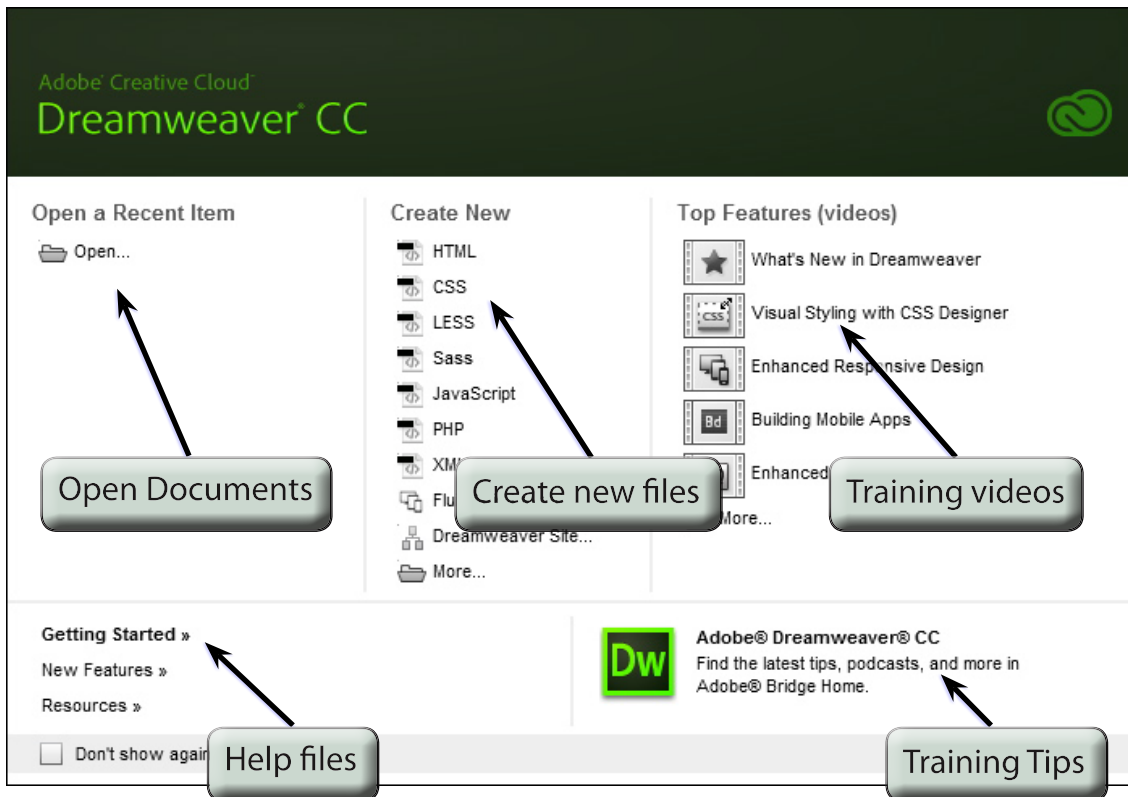
- Work out how the home page can load quickly.
- Work out where you want the user to be able to go from the home page. Draw a STRUCTURE DIAGRAM, for example:



- Decide how the navigation links will be provided. Will both text and graphics be provided to allow the user to move from page to page?

The DreamWeaver Screen

- 1 Load ADOBE DREAMWEAVER CC and you will receive the following WELCOME screen. Its sections have been labelled:

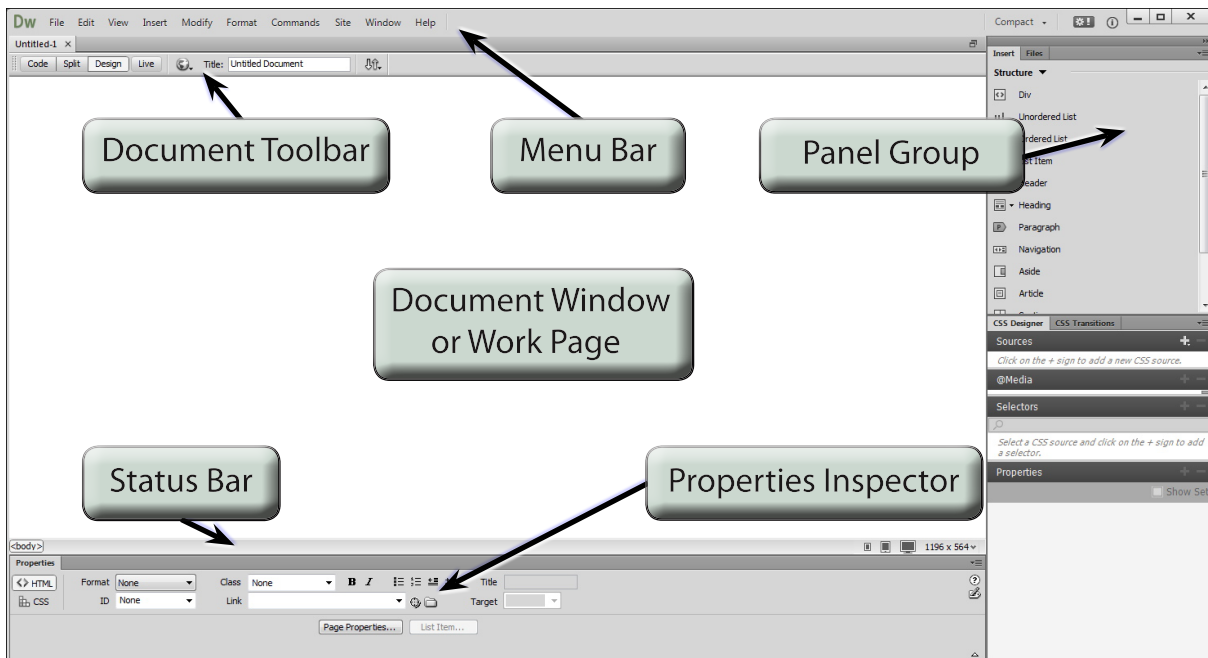


- 2 Click on HTML under the CREATE NEW column to start a blank page.



- 3 Click on the DESIGN button at the top left of the screen if the work area is split into two sections.

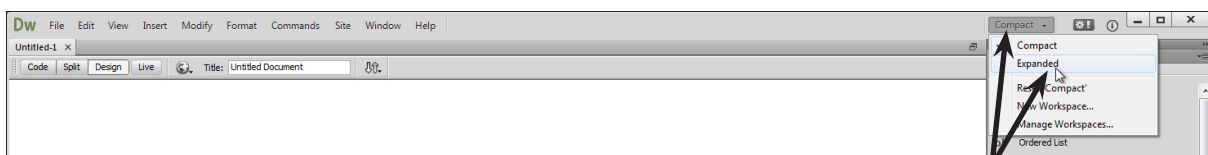
- 4 The DREAMWEAVER work page will open. Look at the labelled sections of the following diagram and refer to the diagram until you are fully familiar with the different screen sections.



NOTE: There may be other panels on your screen depending on who has used the program before you.

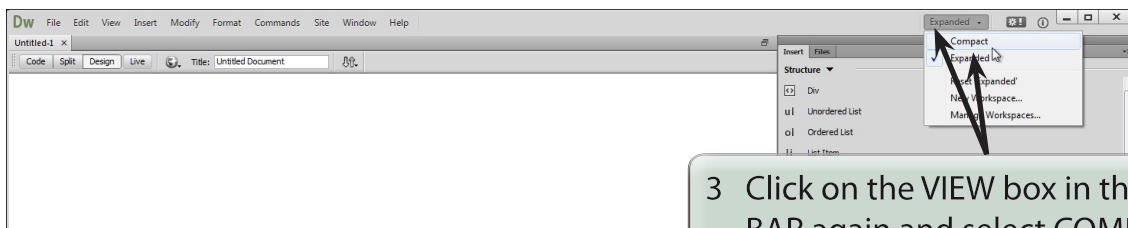
A The Screen Views

DreamWeaver provides two different screen views COMPACT and EXPANDED. The default setting is the COMPACT view.



- 1 Click on the VIEW box at the right of the MENU BAR and select EXPANDED.

- 2 The panels in the panel group are widened to cater for more advanced tasks.

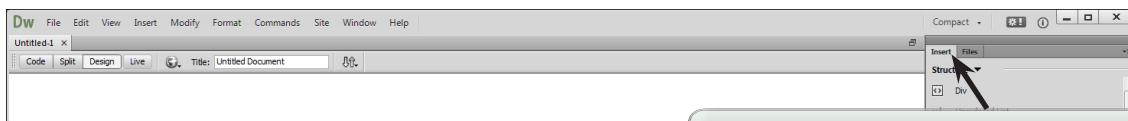


- 3 Click on the VIEW box in the MENU BAR again and select COMPACT to return to the DEFAULT workspace.

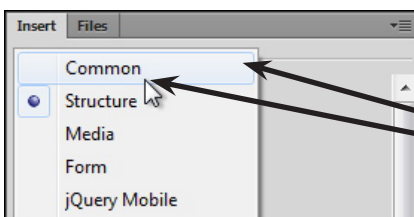
- NOTE:**
- i If you make changes to your screen, you can always quickly return to the default DreamWeaver screen by selecting the **RESET DESIGNER** or **RESET COMPACT** option in the **VIEW** menu.
 - ii You can set up your own workspace arrangement and save it using the **NEW WORKSPACE** option in the **VIEW** menu

B The Insert Panel

The INSERT panel is part of the PANEL GROUP at the right of the screen. It has all the common DreamWeaver tools in a variety of categories.



- 1 If the INSERT panel is not expanded in the PANEL GROUP, click on its label to expand the panel.



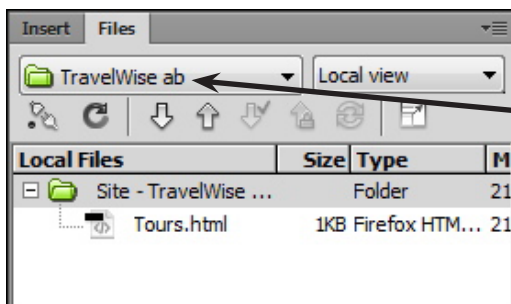
- 2 Click on the arrow next to the top box in the INSERT panel and the categories are displayed. Select the **COMMON** category.

Entering Text and Graphics

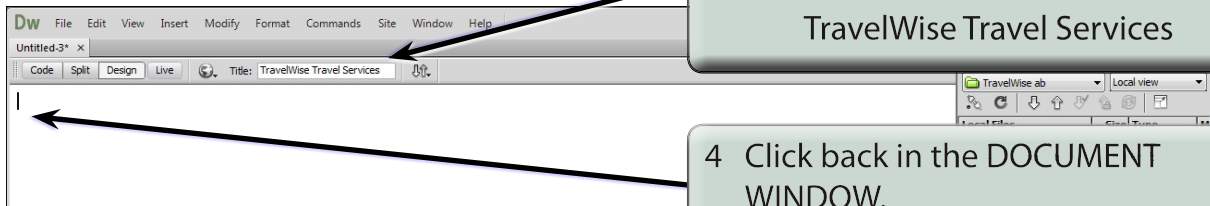
To illustrate how text and graphics are inserted into DreamWeaver pages a home (or opening) page will be created for TravelWise.

Setting up the Home Page

- 1 Load DreamWeaver or close the current page, then start a new HTML PAGE.



- 2 In the FILES panel set the SITE box to your TravelWise site.



- 3 In the TITLE box of the DOCUMENT TOOLBAR enter:

TravelWise Travel Services

- 4 Click back in the DOCUMENT WINDOW.

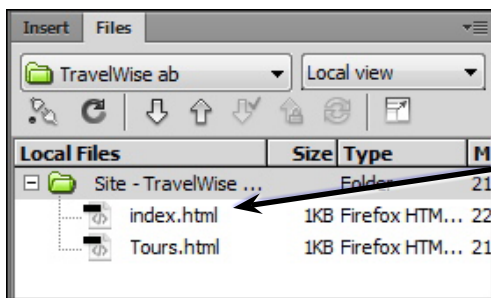
NOTE:

- i Your screen should be set to the **COMPACT** workspace.
- ii The 'TravelWise Travel Services' title will display at the top of the browser screen when the page is viewed on the internet.

- 5 Save the page in your TravelWise folder as:

index (Windows system)

index.html (Macintosh system)



6 The page is added to the FILES panel.

NOTE: Internet Service Providers usually require the opening or home page of a site to be called **index.html** with all the text in lower case.

Entering the Text

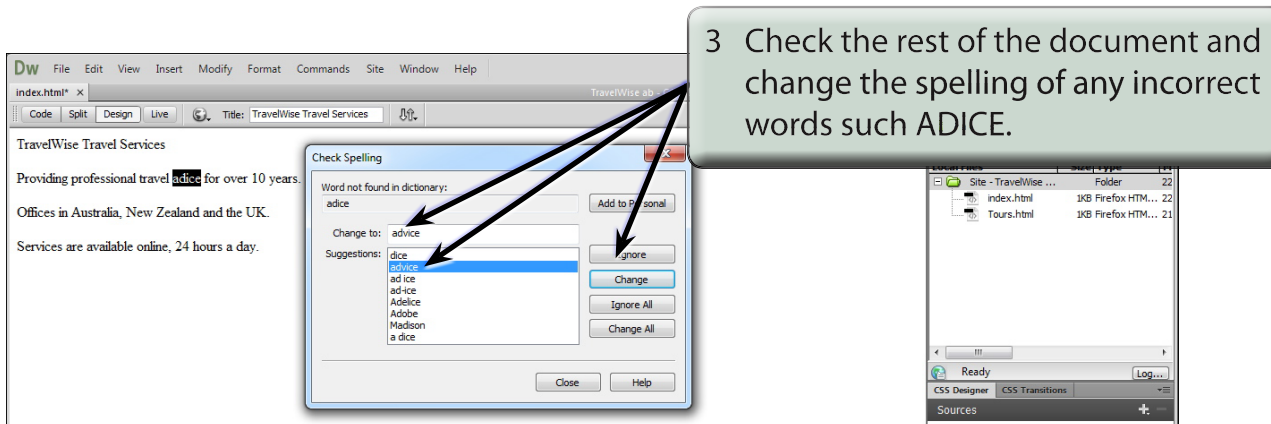
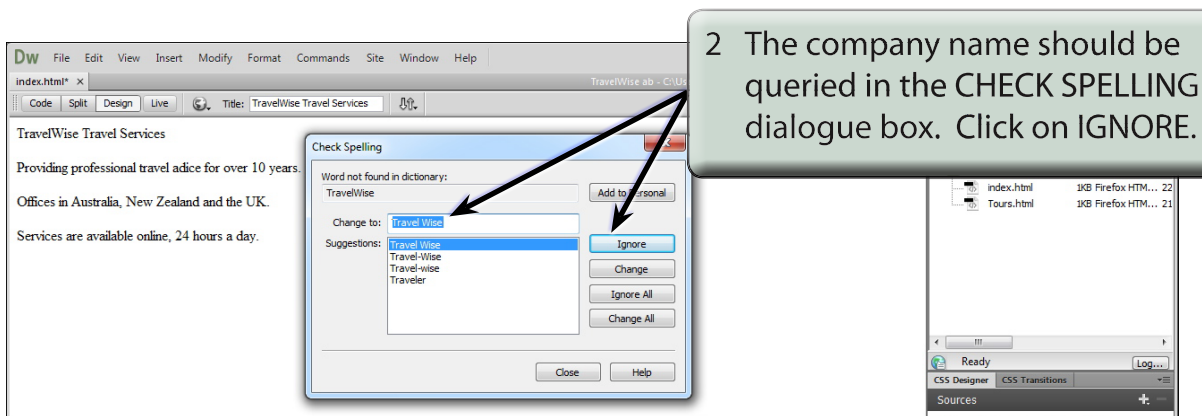
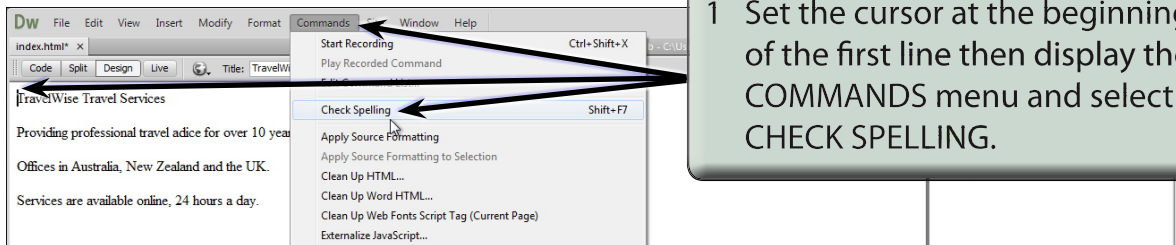


Enter the text shown in the diagram, pressing <enter> or <return> at the end of each line and spelling the word 'advice' as 'adice'.

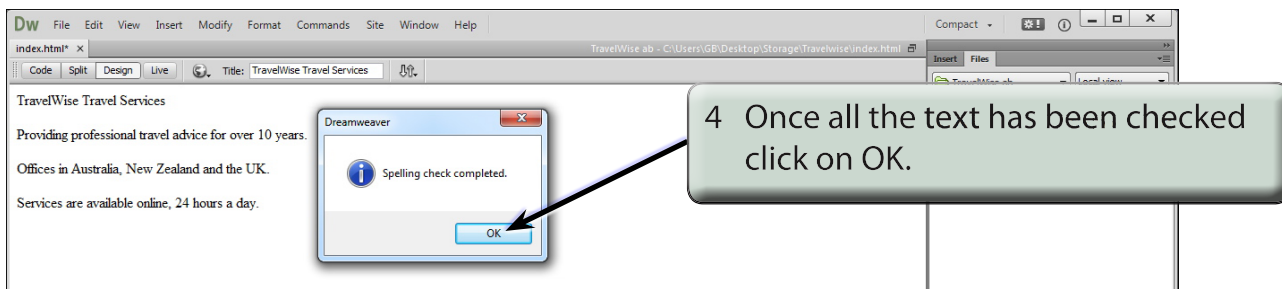
NOTE: The word **ADVICE** has been deliberately misspelt as **ADICE** so that it can be corrected using the program's spell checker.

Spell Checking the Text

It is always good practice to run the program's spell checker after entering text.



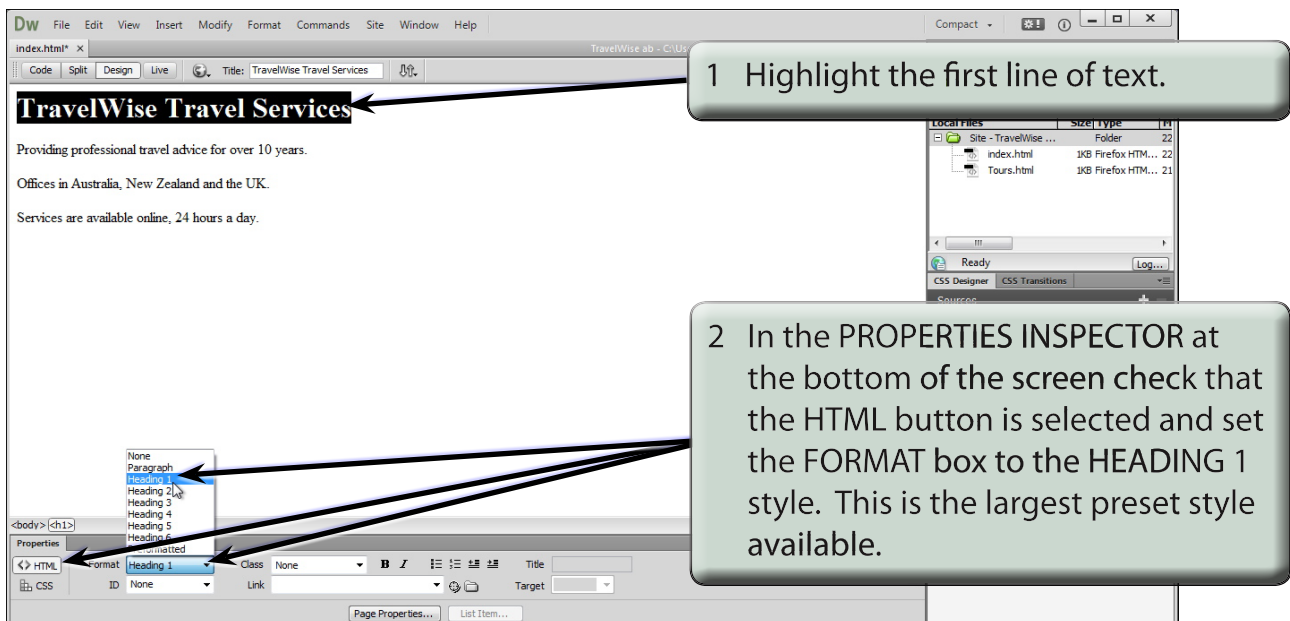
NOTE: Possible words for the queried word are displayed in the SUGGESTIONS frame.



Formatting the Text

You can format the text to make it look more presentable. However, there are some limitations on the level of formatting you can do with HTML.

A The Main Heading



NOTE: It is safer to format text using the **FORMAT** box because you cannot be sure which fonts are installed in the system of the viewer. The **FORMAT** styles provide universal formats that will view correctly on any computer.

Using Tables

When creating web pages you need to be able to align text and graphics accurately. The easiest way to do this is through the use of tables. In this case you will use the TABLES function to create a packages page for the TravelWise travel agency showing some of the tours they offer.

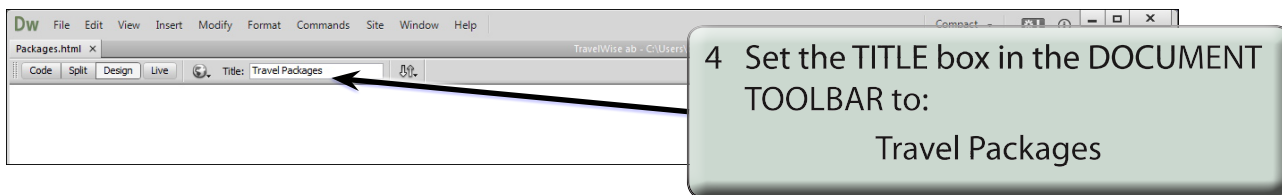
Creating a Packages Page

The following page will be created using a table.

| Travel Packages | | |
|--|--|---------|
| The following table describes some of the travel packages available through TravelWise. Please contact us if any are of interest to you. | | |
|  | Europe London via Bangkok 14 days, 13 nights, tours to 6 countries | \$3,225 |
|  | USA Los Angeles via Sydney 11 days, 10 nights, tours to 5 major cities | \$3,685 |
|  | South America Rio de Janeiro via Los Angeles 11 days, 10 nights, tours to 5 countries | \$2,990 |

- 1 Load DreamWeaver or close the current page and start a new HTML PAGE.
- 2 Ensure that your TRAVELWISE site is selected in the FILES panel and set the screen to COMPACT workspace.
- 3 Save the page in your TRAVELWISE folder as:

Packages or Packages.html



- 5 Click in the work page and enter the following text:

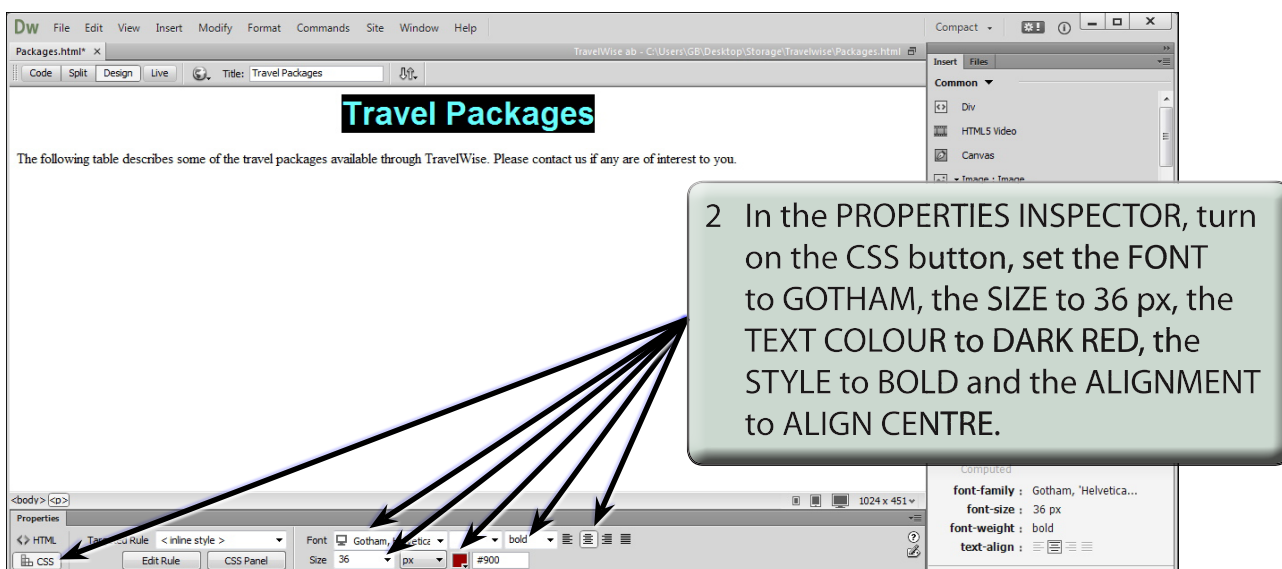
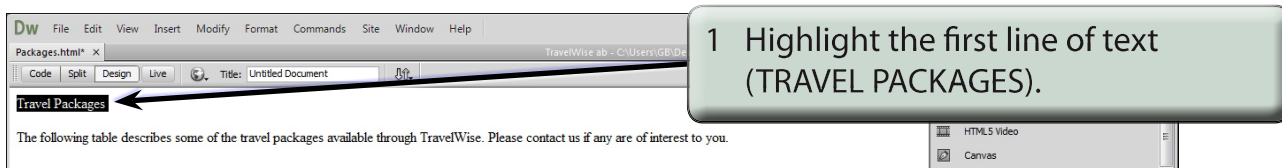
Travel Packages

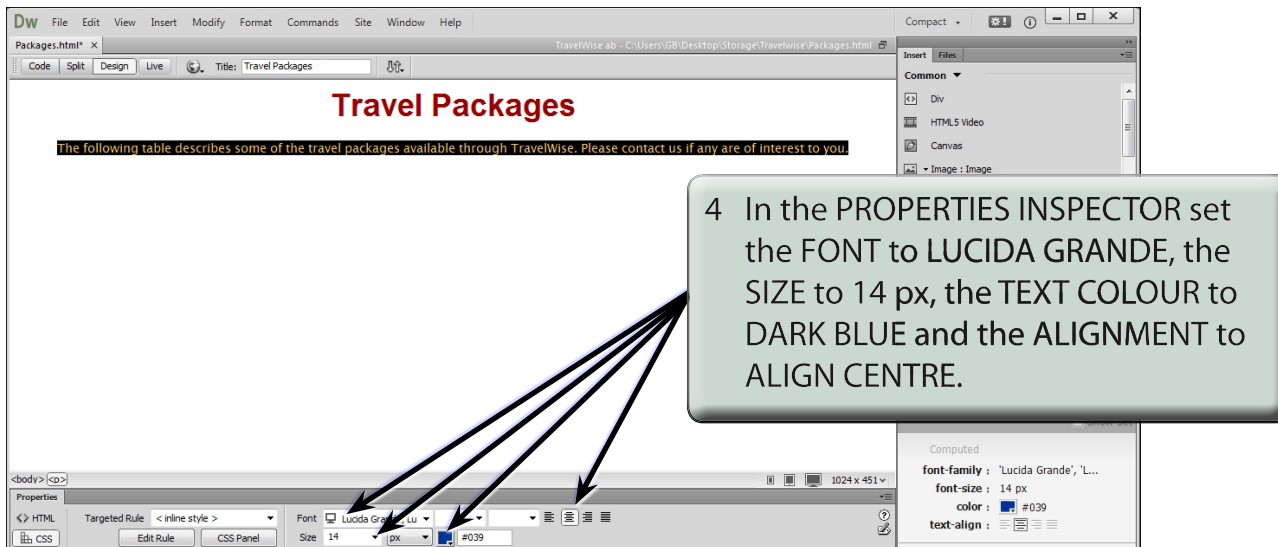
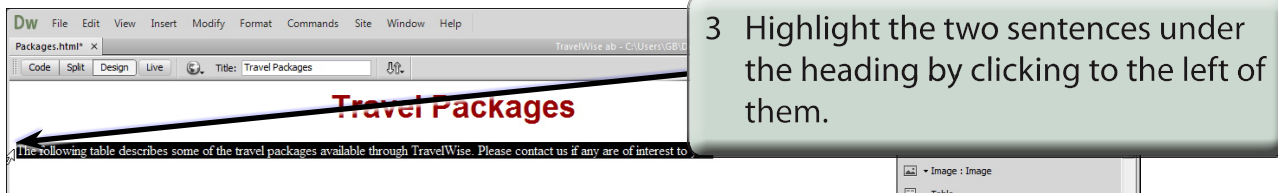
<enter>

The following table describes some of the travel packages available through TravelWise. Please contact us if any are of interest to you.

<enter>

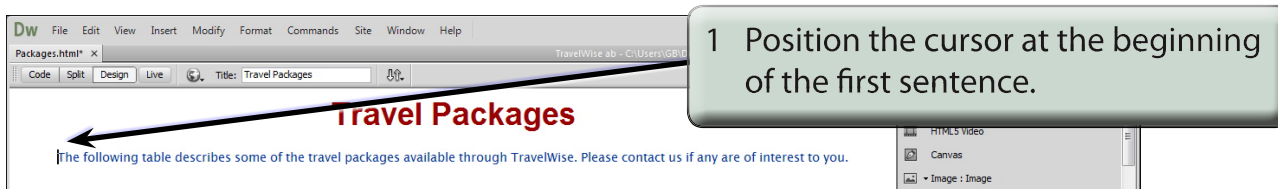
Formatting the Text



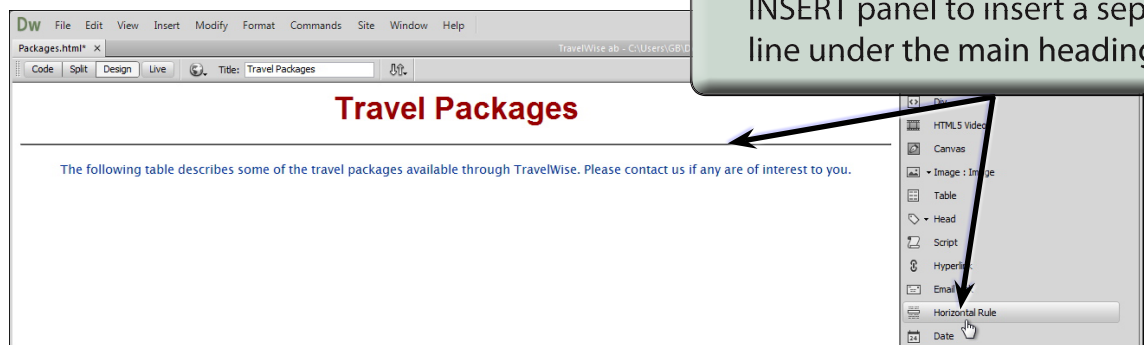


Adding a Horizontal Rule

The heading can be separated from the text using a horizontal rule.



2 Click on the HORIZONTAL RULE button in the COMMON tools of the INSERT panel to insert a separating line under the main heading.



The screenshot shows the Adobe DreamWeaver CC interface. The main workspace displays a web page with a heading 'Travel Packages' in red. Below the heading is a line of text: 'The following table describes some of the travel packages available through TravelWise. Please contact us if any are of interest to you.' The Insert panel is open on the right, showing the 'COMMON' tools. The 'Horizontal Rule' button is highlighted with a mouse cursor. An arrow points from the text box to this button.

Inserting the Table

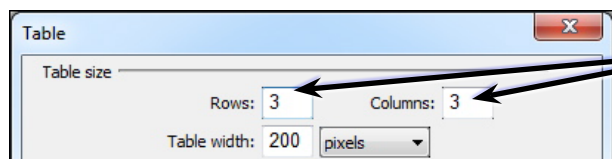
A 3 x 3 table will be required. That is, a table with 3 rows and 3 columns.

1 Position the cursor at the blank line just after the last line of text and click on the TABLE button in the COMMON tools of the INSERT panel.



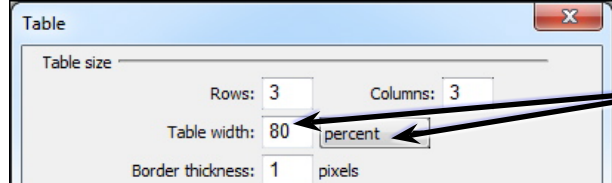
The screenshot shows the same web page as before. The cursor is now positioned at the end of the text line. The Insert panel is open, and the 'Table' button is highlighted with a mouse cursor. An arrow points from the text box to this button.

2 In the TABLE dialogue box enter 3 in the ROWS box and 3 in the COLUMNS box.



The screenshot shows the 'Table' dialog box. The 'Table size' section has 'Rows' set to 3 and 'Columns' set to 3. The 'Table width' is set to 200 pixels. An arrow points from the text box to the 'Columns' input field.

3 The TABLE WIDTH is how much of the browser screen the table will fill. Enter 80 in the WIDTH box and set the box next to it to PERCENT.



The screenshot shows the 'Table' dialog box. The 'Table width' is now set to 80 percent. The 'Border thickness' is set to 1 pixels. An arrow points from the text box to the 'Table width' input field.

Creating Links

Now that you have created a few TravelWise pages they need to be combined so that a user can easily click from one page to another. The process is called LINKING and when you use HTML (HyperText Markup Language) to create a link, that link is called a HYPERLINK. You can hyperlink text or graphics.

As you have probably seen from using web pages there are a large number of different ways of navigating around web pages using the links that have been created. In this chapter you will create links to different pages using text and graphics.

Linking Text

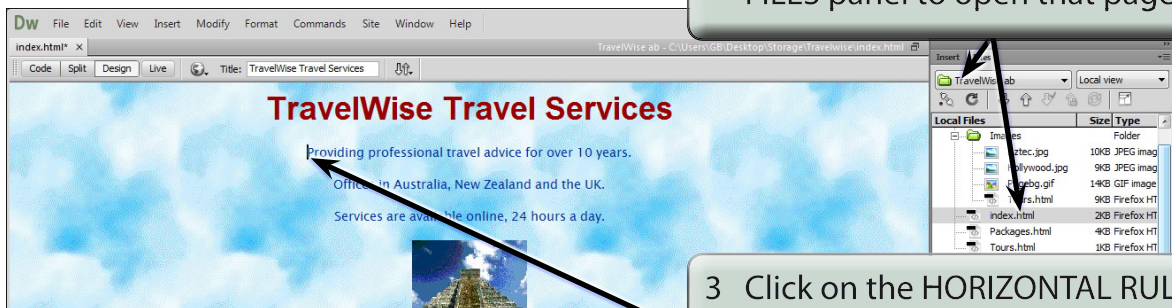
Text hyperlinks will be created so that your INDEX page can open the PACKAGES and TOURS pages. The links will be placed in a table so they can be neatly displayed at the top of the screen.

A Creating the Link Table

A table will be inserted where the horizontal rule currently is.

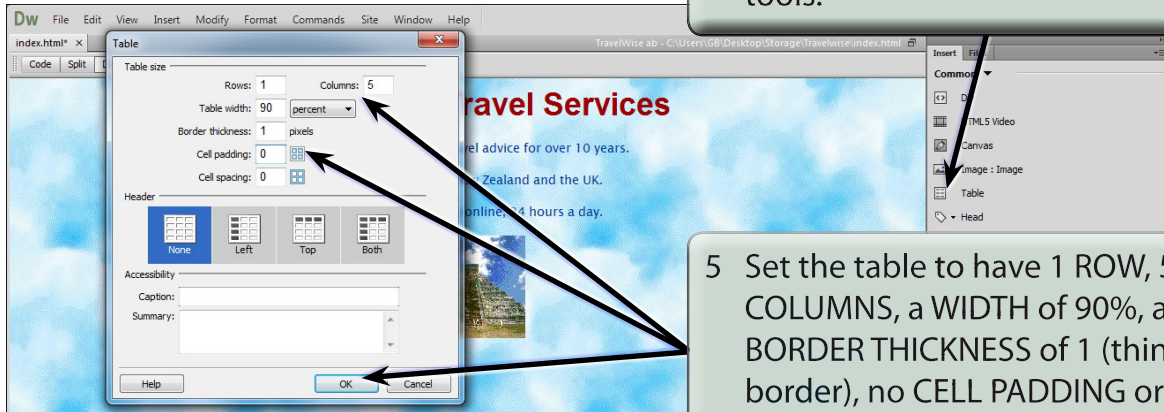
- 1 Load DreamWeaver CC or close the current pages and check that the screen is set to the COMPACT workspace.

- 2 Check that the FILES panel is set to your TRAVELWISE site then double click on the INDEX.HTML page in the FILES panel to open that page.



- 3 Click on the HORIZONTAL RULE and delete it, then set the cursor at the beginning of the second line of text.

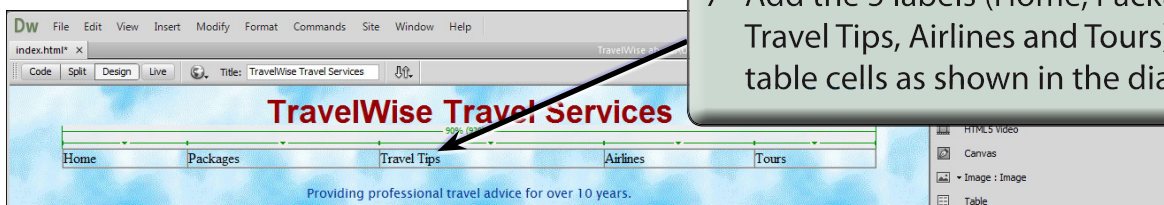
4 Open the INSERT panel and click on the TABLE icon in the COMMON tools.



5 Set the table to have 1 ROW, 5 COLUMNS, a WIDTH of 90%, a BORDER THICKNESS of 1 (thin border), no CELL PADDING or CELL SPACING, then click on OK.



6 In the PROPERTIES INSPECTOR enter the name LINKS in the TABLE box and set the ALIGN box to CENTRE.



7 Add the 5 labels (Home, Packages, Travel Tips, Airlines and Tours) to the table cells as shown in the diagram.

B Formatting the Table

1 Move the pointer to the left of the table until it changes to a thick horizontal arrow and click the mouse button to select the row.

2 In the PROPERTIES INSPECTOR turn on the CSS button and click on the ALIGN CENTRE icon to centre the labels within each cell.

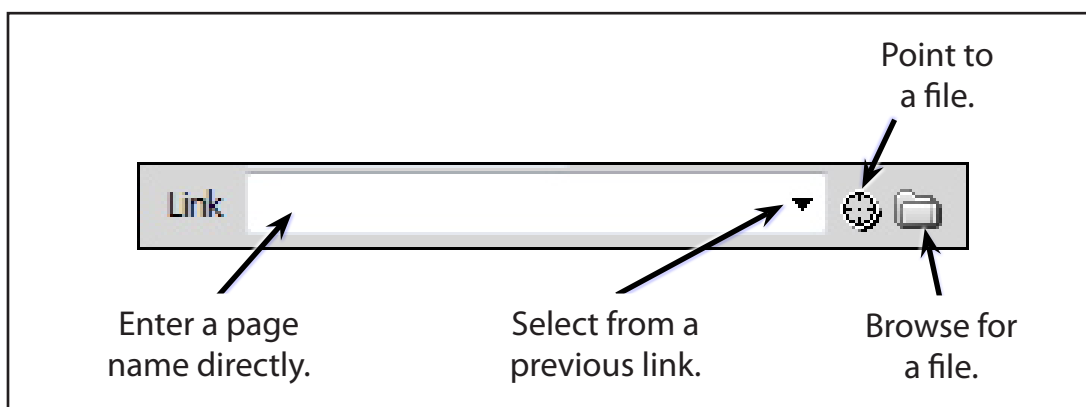
3 Turn on the HTML button in the PROPERTIES INSPECTOR.

C Creating the Hyperlinks

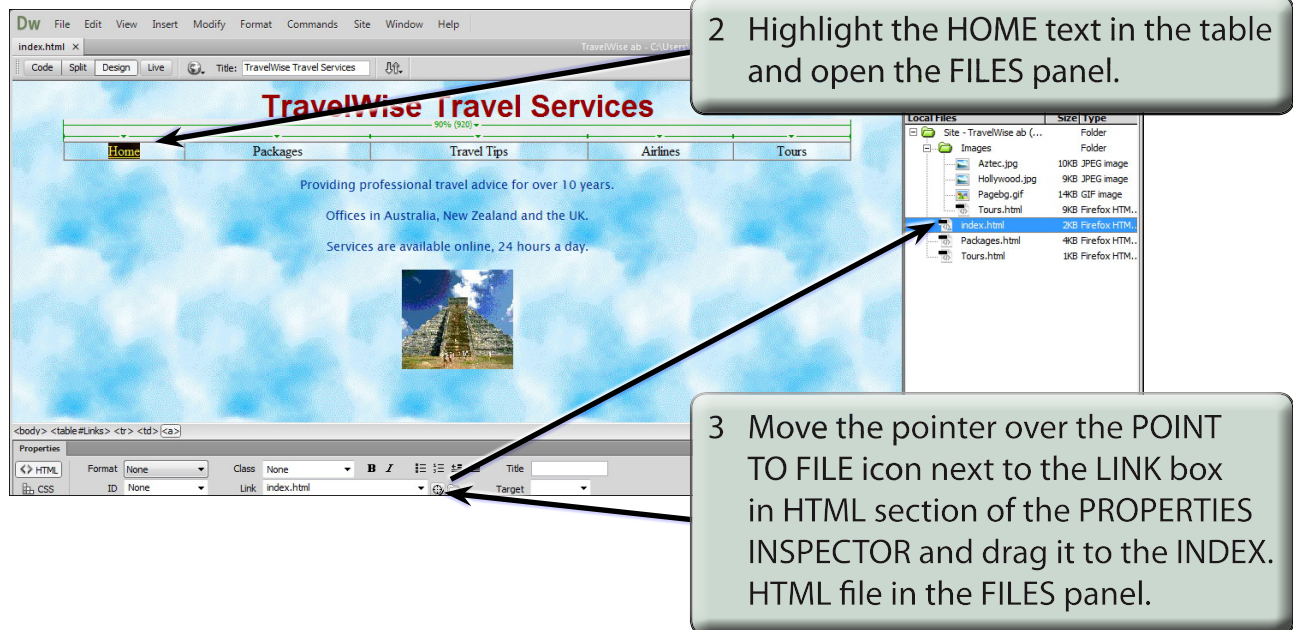
There are a number of ways to create hyperlinks to other pages. You can:

- enter the page name in the LINK box of the PROPERTIES INSPECTOR.
- select from a previously used link.
- use the BROWSE FOR FILE folder to locate the page.
- drag the POINT TO FILE icon to the required file in the FILES panel.

The last one is probably the easiest to use. The following diagram describes the four link sections in the PROPERTIES INSPECTOR.



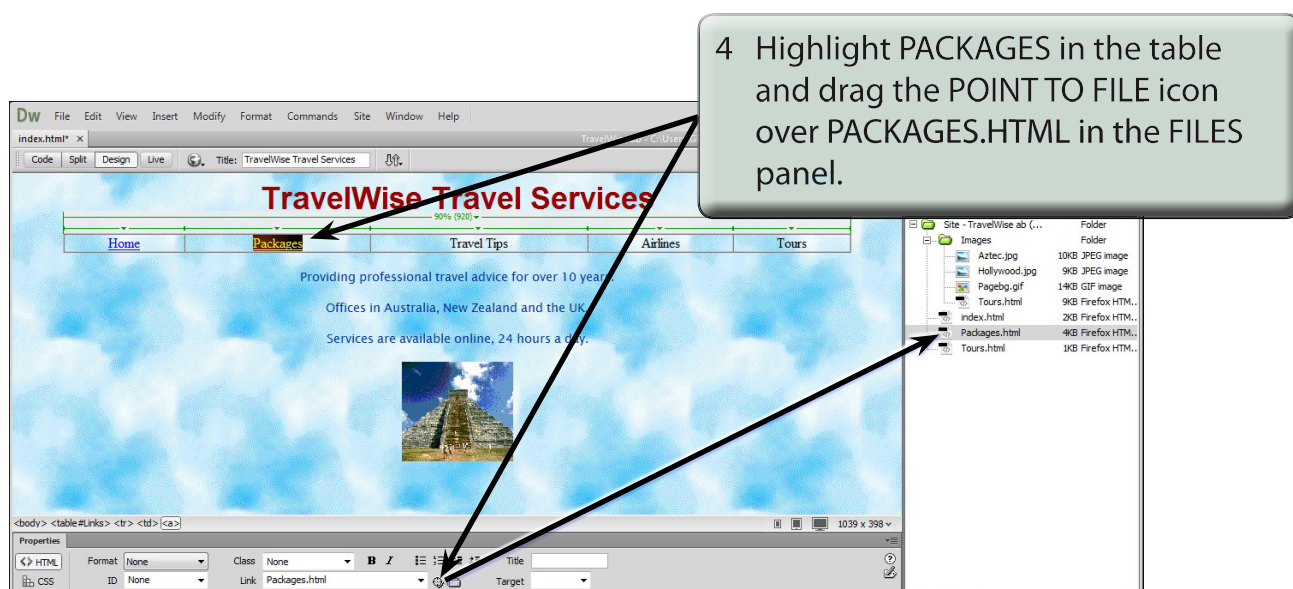
- 1 The HOME text will be set to link to itself (INDEX.HTML) so that when the table is copied to other pages the link will take the user back to the index (or home) page.



2 Highlight the HOME text in the table and open the FILES panel.

3 Move the pointer over the POINT TO FILE icon next to the LINK box in HTML section of the PROPERTIES INSPECTOR and drag it to the INDEX.HTML file in the FILES panel.

NOTE: Notice that the LINK box now displays the link INDEX.HTML



4 Highlight PACKAGES in the table and drag the POINT TO FILE icon over PACKAGES.HTML in the FILES panel.

Links Within a Page and Hotspots

Some other types of links that are used within web sites are Links Within a Page and Hotspots. Links within a page (called Anchor Points in earlier versions of DreamWeaver) allow the user to move to sections of the page that are not visible on the screen. Hotspots allow you to assign areas of an image or page that can be set to a link.

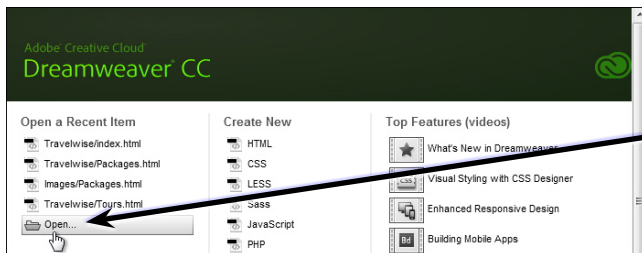
Links Within a Page

There are times when you may have a long page of text and/or images that won't fit on the screen. You can provide links within the page so that the user can quickly skip from section to section. This is achieved by setting IDs at appropriate points then setting links to those points.

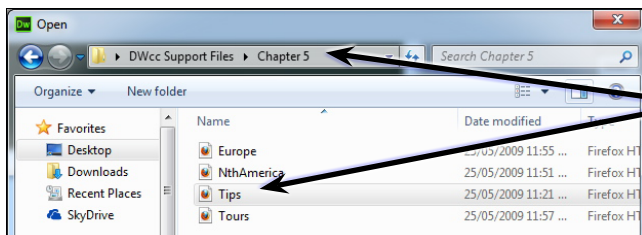
A page with two screens of text has been prepared for you. It needs links inserted.

A Loading the Prepared Page

- 1 Load DreamWeaver CC or close the current pages, saving any changes.
- 2 Set the FILES panel to your TRAVELWISE site and the screen to COMPACT workspace.



- 3 Click on the OPEN button in the WELCOME screen.

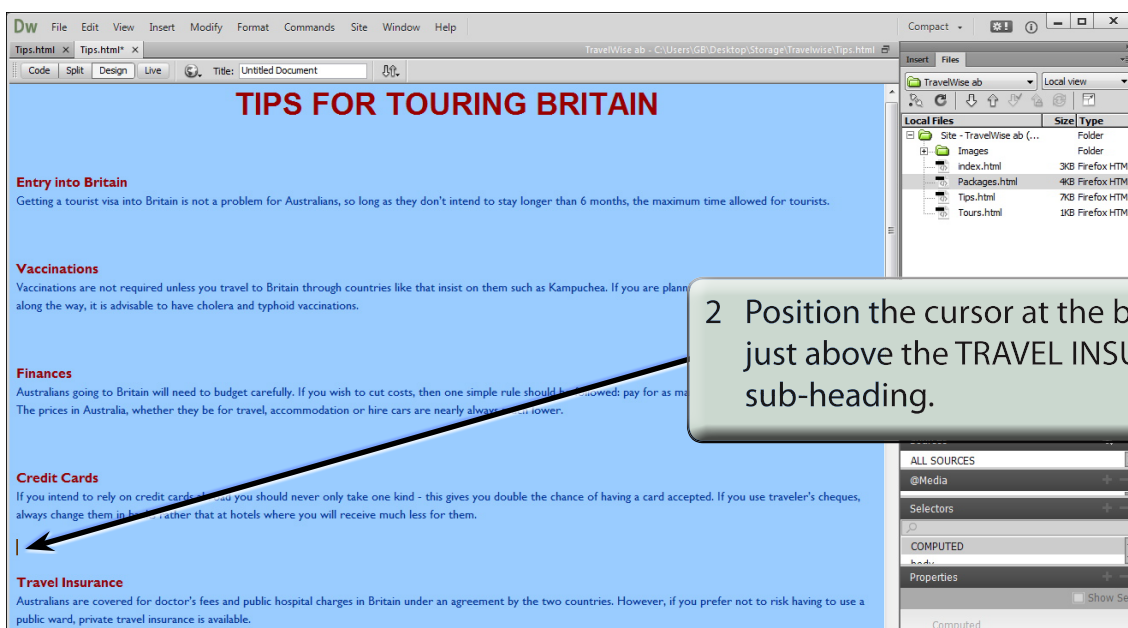


- 4 Access the DWcc SUPPORT FILES, open the CHAPTER 5 folder and open the TIPS.HTML page. It provides tips for touring Britain.

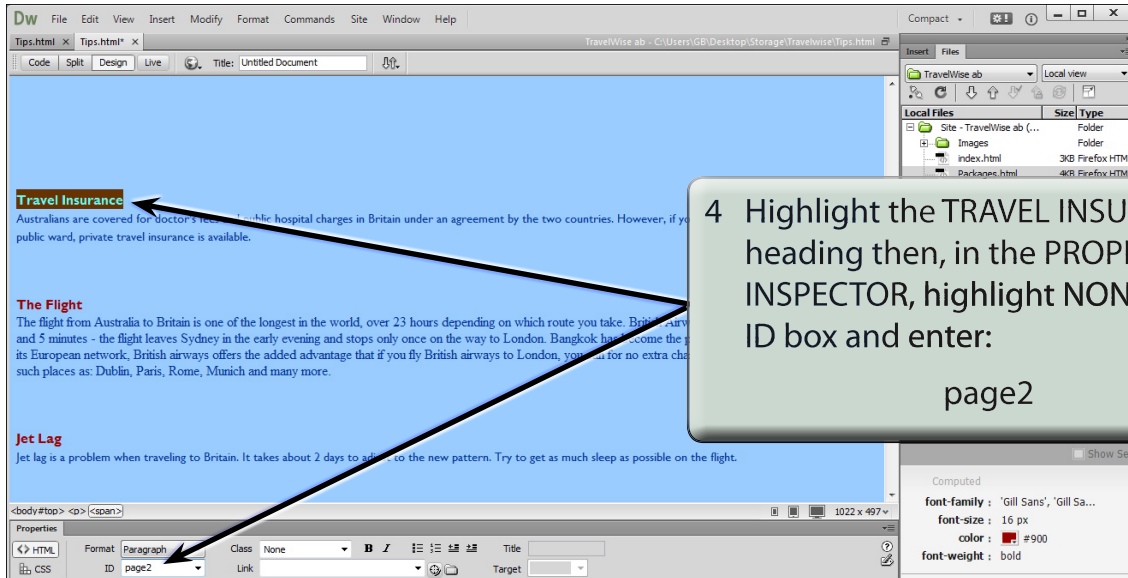
- 5 Use SAVE AS from the FILE menu to save the page in your TRAVELWISE folder under the same name (TIPS.HTML). Select NO if an UPDATE LINKS message appears.

B Setting the ID Links

Users need to be able to jump from one section of the page to another. IDs need to be placed at significant points to allow this to occur. You need to think carefully where you place these points, remembering that not all internet users have the same sized monitors. Spaces can be added to the document to make the sections more clearly defined.



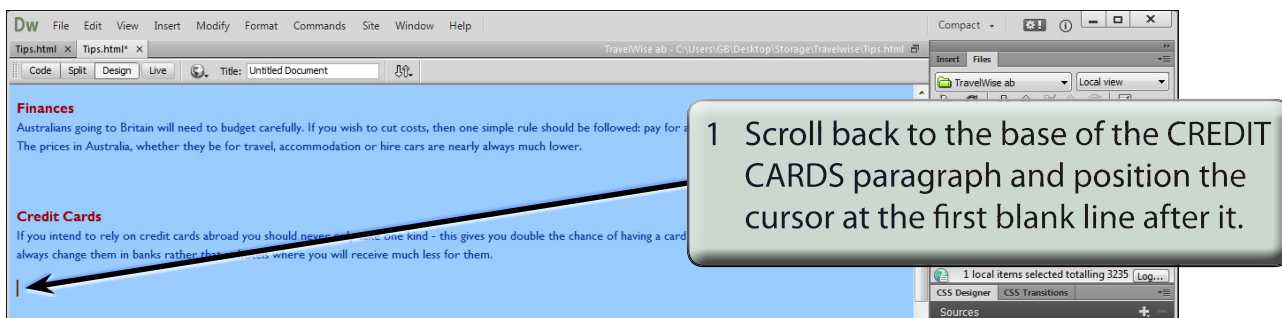
- Press the <enter> or <return> key about 8 times to add some blank lines. This will significantly separate screen 1 from screen 2.

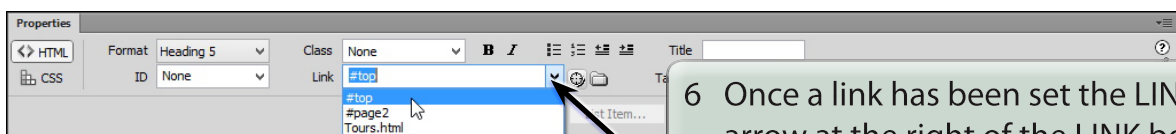
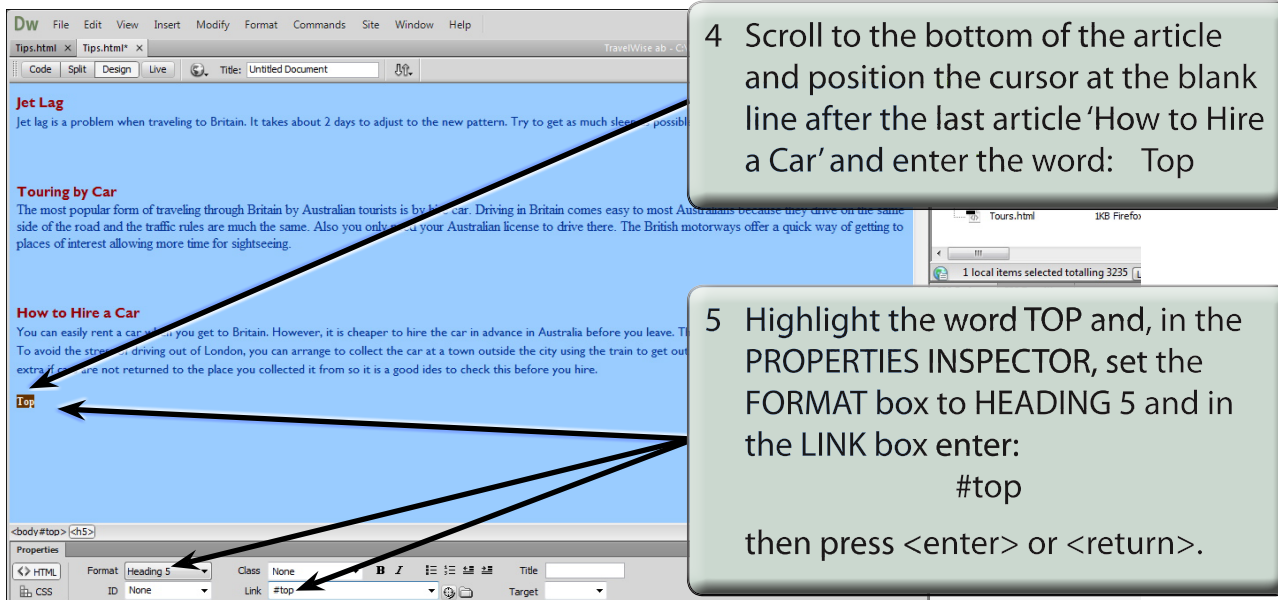
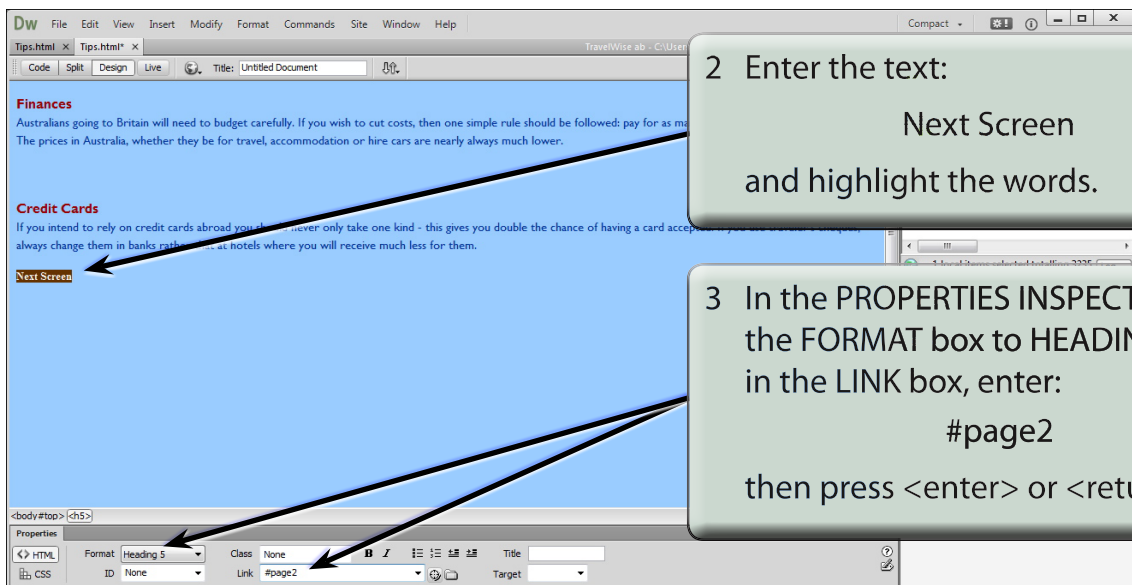


NOTE: The link ID must be one word. If you want to use more than one word, connect the words with the _ symbol.

C Setting the Links

Links can now be provided to the ID points.





Site Assets and Library Items

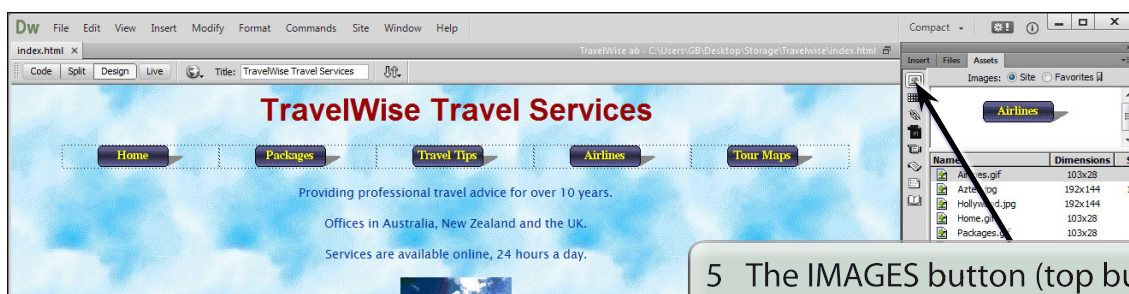
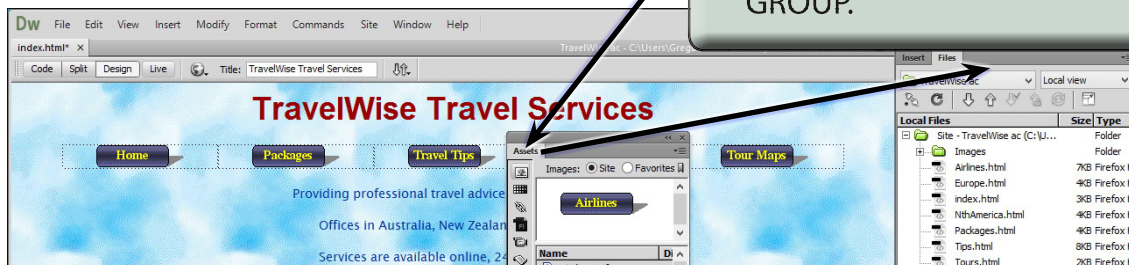
One of the many advantages of maintaining a site in DreamWeaver is that all the required graphics, colours, backgrounds, buttons, etc. can be used from the SITE folder at any time. These items are called the site's ASSETS. DreamWeaver allows you to separate the assets into groups to make them easier to use.

The Assets Panel

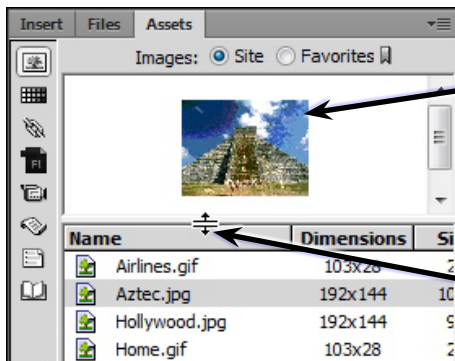
Items stored in your site folder can be displayed using the ASSETS panel.

- 1 Load DreamWeaver CC or close the current files.
- 2 Set the FILES panel to your TRAVELWISE site, set the screen to the COMPACT workspace and open the INDEX.HTML page.
- 3 Display the WINDOW menu and select ASSETS to open the ASSETS panel.

- 4 Drag the ASSETS tab next to the FILES tab in the PANEL GROUP to add the ASSETS panel to the PANEL GROUP.



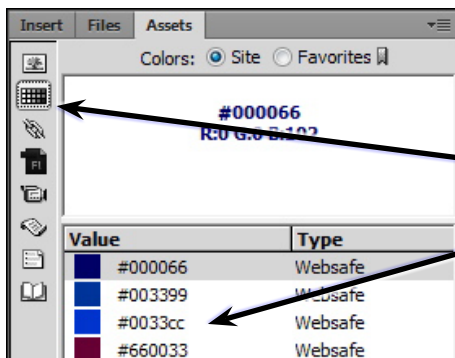
- 5 The IMAGES button (top button on the left) should be selected. If it isn't, click on it. The IMAGES section displays all the images used in the site, regardless of which folder they are saved in.



6 Click on a few of the IMAGES in turn and the image is displayed at the top of the ASSETS panel.

7 If the image is not displayed clearly at the top of the ASSETS panel, drag the bar above the NAME heading down so that there is room in the panel to display the image.

8 The buttons at the left of the ASSETS panel separate the site into the different types of resources.



9 Click on the next button down (the COLOURS button) and all the different colours used in the site will be displayed.

NOTE: The TYPE column indicates whether the colour is one of the 216 web safe colours that will display accurately on any browser or any computer platform.

10 The other buttons will display any URL links to other pages, Flash animations (SWF), movies, scripts, templates or library items. Some of these will be used in later chapters.

Using the Assets Panel

The ASSETS panel will now be used to create another page about airline details. We can ensure that the text colours used are the same as those used on other pages as well as inserting images where needed. The page has been prepared for you.

A Loading the Prepared Page

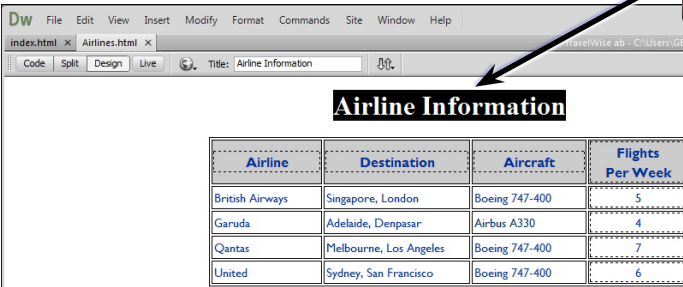
- 1 Display the FILE menu and select OPEN.
- 2 Access the DWcc SUPPORT FILES and open the CHAPTER 6 folder.
- 3 Open the AIRLINES.HTML file.
- 4 Use SAVE AS from the FILE menu to save the page in your TRAVELWISE folder as:

| | |
|---------------|--------------------|
| Airlines | (Windows system) |
| Airlines.html | (Macintosh system) |

There is no need to UPDATE LINKS.

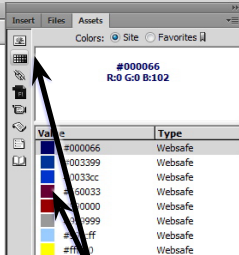
- 5 Close the original AIRLINES.HTML file (the left tab).

B Applying Assets



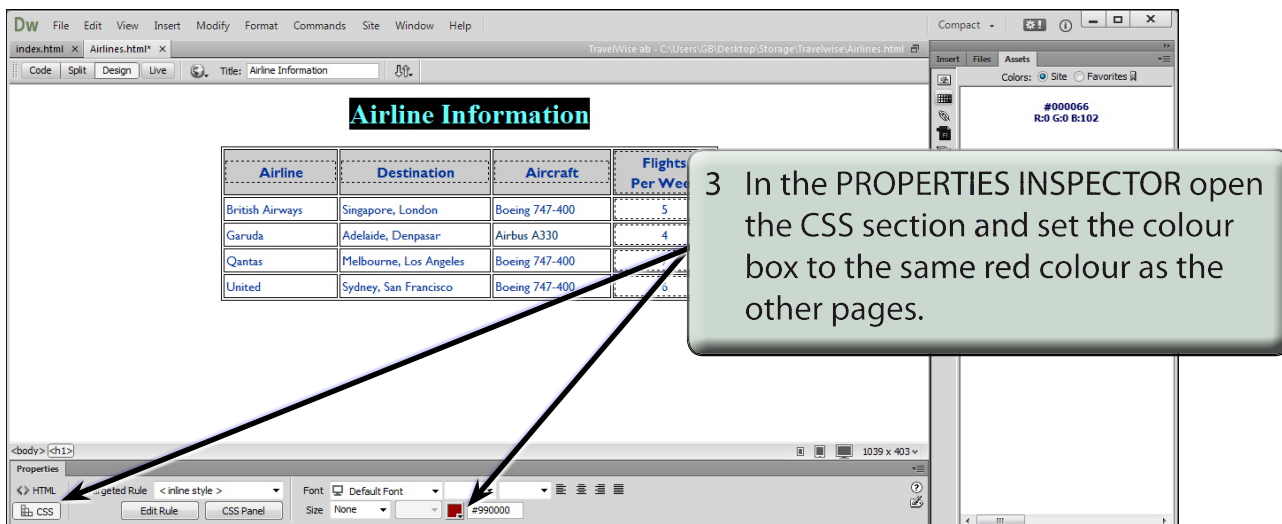
| Airline | Destination | Aircraft | Flights Per Week |
|-----------------|------------------------|----------------|------------------|
| British Airways | Singapore, London | Boeing 747-400 | 5 |
| Garuda | Adelaide, Denpasar | Airbus A330 | 4 |
| Qantas | Melbourne, Los Angeles | Boeing 747-400 | 7 |
| United | Sydney, San Francisco | Boeing 747-400 | 6 |

- 1 Highlight the heading AIRLINE INFORMATION.



| Value | Type |
|---------------|---------|
| #000066 | Websafe |
| R:0 G:0 B:102 | |
| #000066 | Websafe |
| #003399 | Websafe |
| #0033cc | Websafe |
| #660033 | Websafe |
| #660000 | Websafe |
| #999999 | Websafe |
| #ff0000 | Websafe |
| #ff00ff | Websafe |
| #ff00ff | Websafe |

- 2 Click on the COLOURS button in the ASSETS panel and note the red colours that have been used.



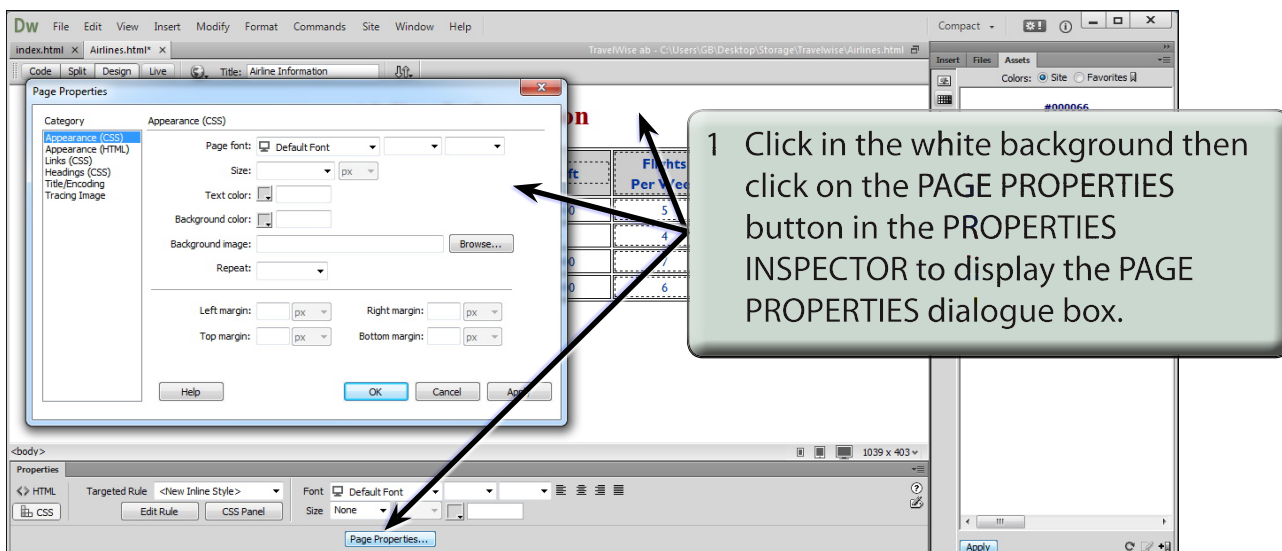
Airline Information

| Airline | Destination | Aircraft | Flights Per Week |
|-----------------|------------------------|----------------|------------------|
| British Airways | Singapore, London | Boeing 747-400 | 5 |
| Garuda | Adelaide, Denpasar | Airbus A330 | 4 |
| Qantas | Melbourne, Los Angeles | Boeing 747-400 | 0 |
| United | Sydney, San Francisco | Boeing 747-400 | 6 |

3 In the PROPERTIES INSPECTOR open the CSS section and set the colour box to the same red colour as the other pages.

NOTE: Once you know how to create CSS styles, you can double click on the colour in the ASSETS panel or select the APPLY button at the base of the panel to set the text to the colour. When you do this DreamWeaver will ask you to set a CSS style.

C Adding a Background Image



1 Click in the white background then click on the PAGE PROPERTIES button in the PROPERTIES INSPECTOR to display the PAGE PROPERTIES dialogue box.

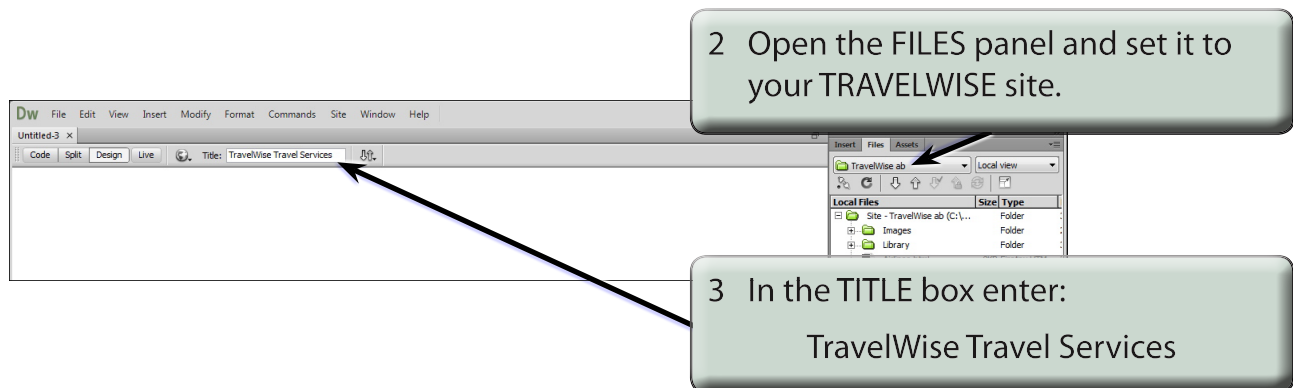
Using Templates

When you want to create more detailed web sites that have more design elements to them using TEMPLATES is one of the most effective methods to use. Templates are page setups that can be applied to other pages. They are basically master pages where changes to multiple pages can be carried out once in the template.

Creating the Template

A template for TravelWise will be created from a blank page, however an existing page can be converted into a template when necessary.

- 1 Load DreamWeaver or close the current pages and create a NEW HTML page.



The screenshot shows the Adobe DreamWeaver interface. The 'FILES' panel on the right is open, showing a tree view of the 'TravelWise ab' site structure. The 'TITLE' box in the top right corner of the workspace is highlighted. Two callout boxes provide instructions: '2 Open the FILES panel and set it to your TRAVELWISE site.' and '3 In the TITLE box enter: TravelWise Travel Services'.

- 4 A template for the site will be created then applied to a series of other pages. The design of the template will have the following structure.

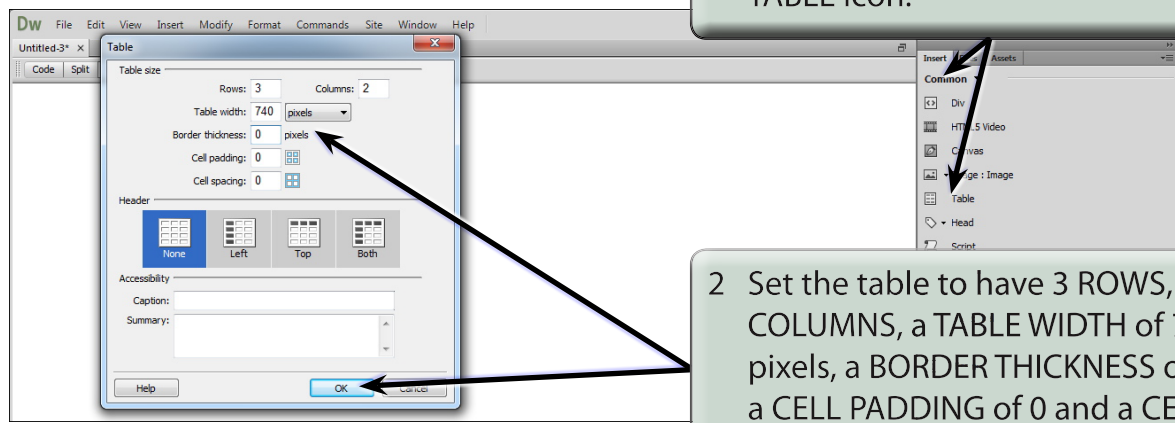
| | |
|--------------------|---------|
| Logo | |
| Navigation Buttons | |
| Image | Content |

A Creating the Table

A 3 x 2 table will be drawn then modified to create the required layout.

1 Open the INSERT panel, set it to the COMMON tools and click on the TABLE icon.

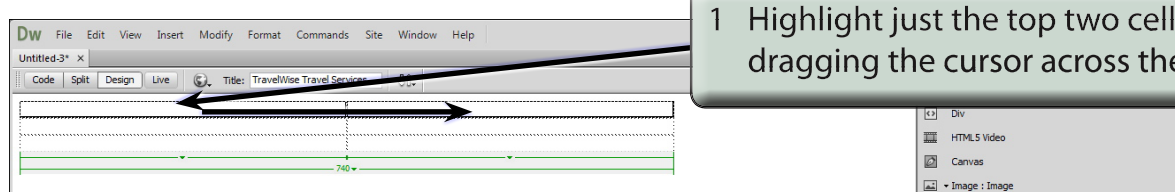
2 Set the table to have 3 ROWS, 2 COLUMNS, a TABLE WIDTH of 740 pixels, a BORDER THICKNESS of 0, a CELL PADDING of 0 and a CELL SPACING of 0, then select OK.



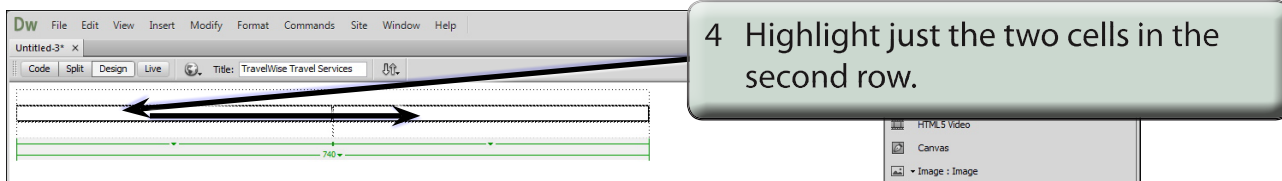
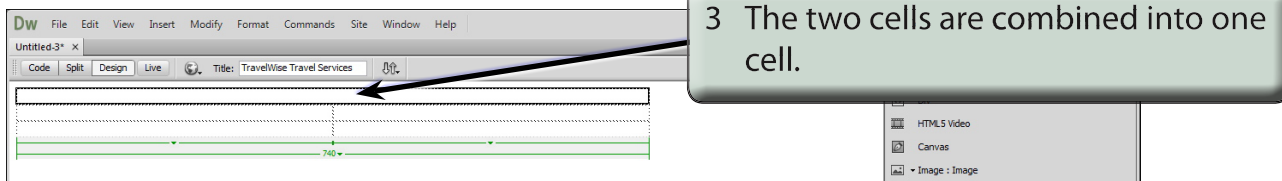
B Merging Cells

Cells can be merged to create the layout shown in the diagram on the previous page.

1 Highlight just the top two cells by dragging the cursor across them.



2 Display the MODIFY menu, highlight TABLE and select MERGE CELLS.



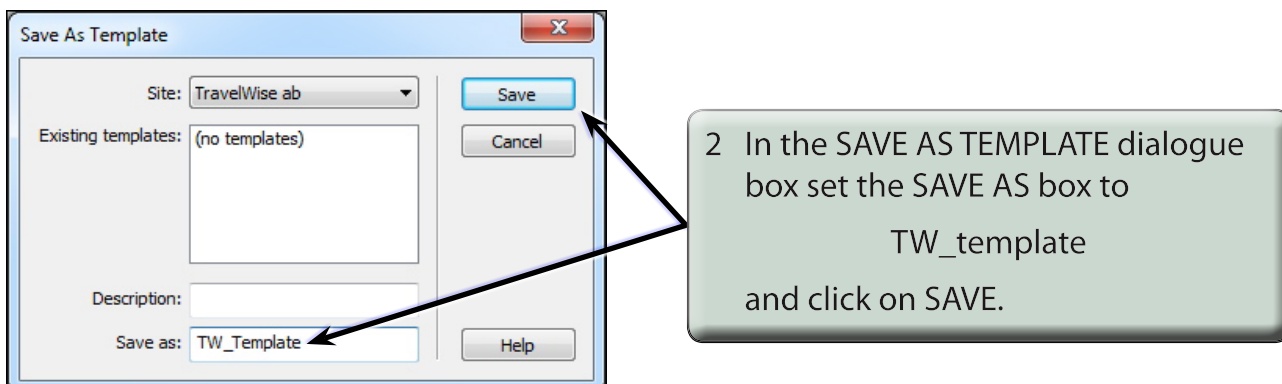
5 Display the MODIFY menu, highlight TABLE and select MERGE CELLS.

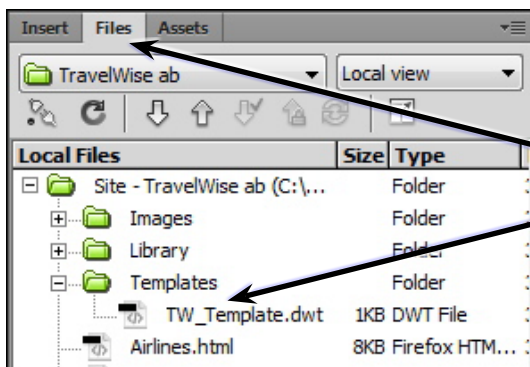
NOTE: By using a table a series of regions have been created on the page.

Saving the Page as a Template

The page can now be saved as a template rather than as a normal page. This allows other pages to be given its design.

1 Display the FILE menu and select SAVE AS TEMPLATE.





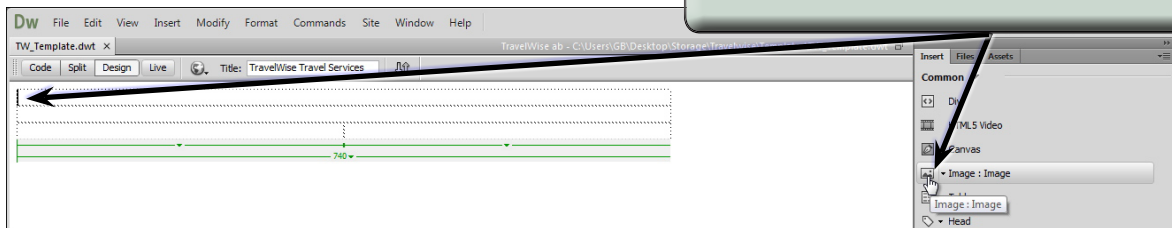
3 DreamWeaver saves the page in a folder called TEMPLATES within your site's folder. Open the FILES panel and expand the folder to see the template file.

Completing the Template

The parts of the template that will be displayed on all pages can now be entered.

A Adding a Logo

A logo will be placed in the top cell.



1 Click in the top cell then open the INSERT panel and click on the IMAGES-IMAGE button in the COMMON tools.

- 2 Access the DWcc SUPPORT FILES, open the CHAPTER 7 folder and click on the LOGO.GIF file.
- 3 Select OK or CHOOSE to insert the image.
- 4 Select YES to the OUTSIDE ROOT FOLDER warning dialogue box and save the image in the IMAGES folder within your TRAVELWISE folder.

Creating Forms

Forms allow information to be obtained from users of a web site. The ability for someone to purchase items over the internet or receive information from internet users has become a standard feature in many web sites. One way to do this is through the use of a FORM. Creating an interactive form is a two-part process. First you layout the form's objects (called fields) and then you link the objects to a Common Gateway Interface (CGI) script, which has to be done in consultation with an Internet Service Provider.

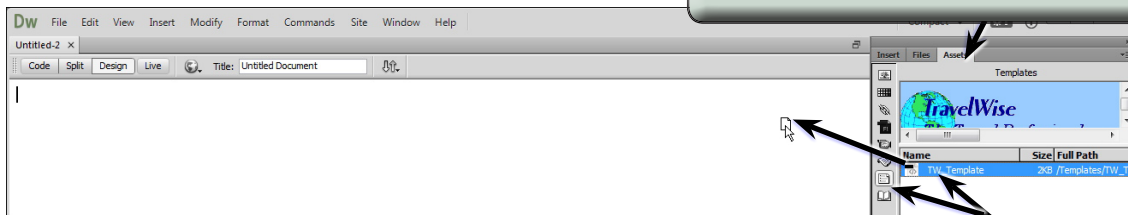
In this chapter you will create a form for the TravelWise Travel Agency.

Starting the Page

The form will use the template that was created in the last chapter.

- 1 Load DreamWeaver or close the current page and start a NEW HTML page.
- 2 Set the FILES panel to your TRAVELWISE site.

3 Expand the ASSETS panel in the PANEL GROUP.



4 Click on the TEMPLATES button and drag the TW_TEMPLATE icon onto the page.

NOTE: i If the ASSETS panel is not in the PANEL GROUP, use the WINDOW menu to open it and drag it next to the FILES panel tab.

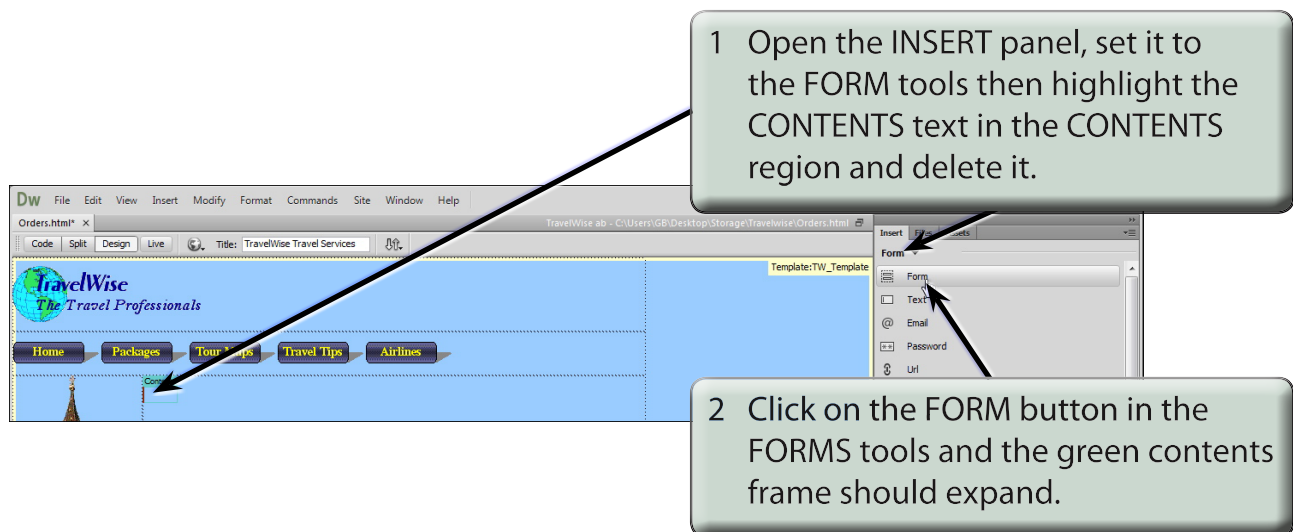
ii Dragging the template from the ASSETS panel onto the page is another way of applying a template to a page.

- 5 Save the page as:

Orders or Orders.html

Inserting the Form Tag

When creating a form you must tell the program that a form is required that it will be asking for information from the user. All the details within a form **MUST** be contained within an area called a **FORM TAG**, so whenever you start a form you must first insert a **FORM TAG**.



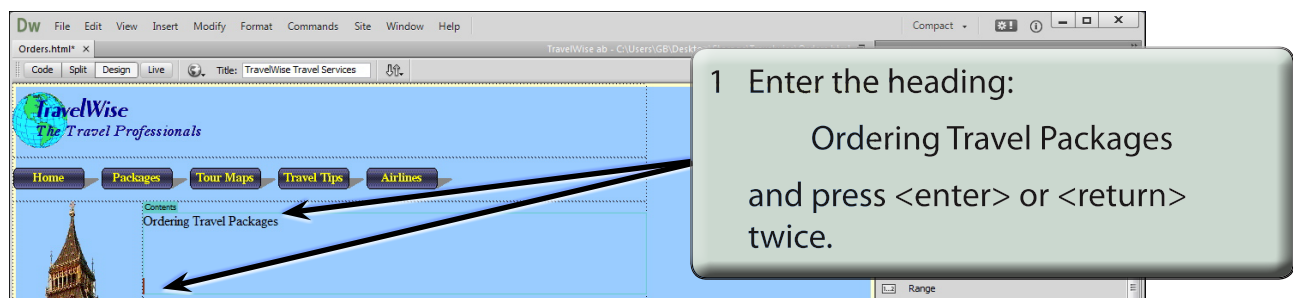
1 Open the INSERT panel, set it to the FORM tools then highlight the CONTENTS text in the CONTENTS region and delete it.

2 Click on the FORM button in the FORMS tools and the green contents frame should expand.

Entering the Text of the Form

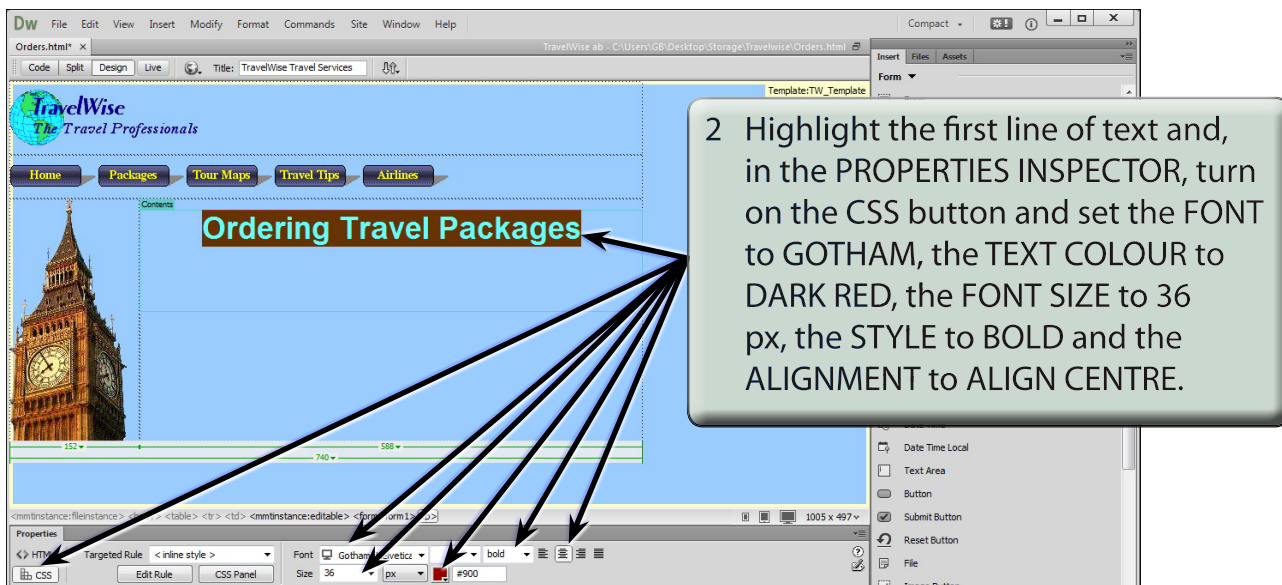
Some text needs to be provided at the top of the form to explain details about the form to users.

A Adding the Sub-Heading



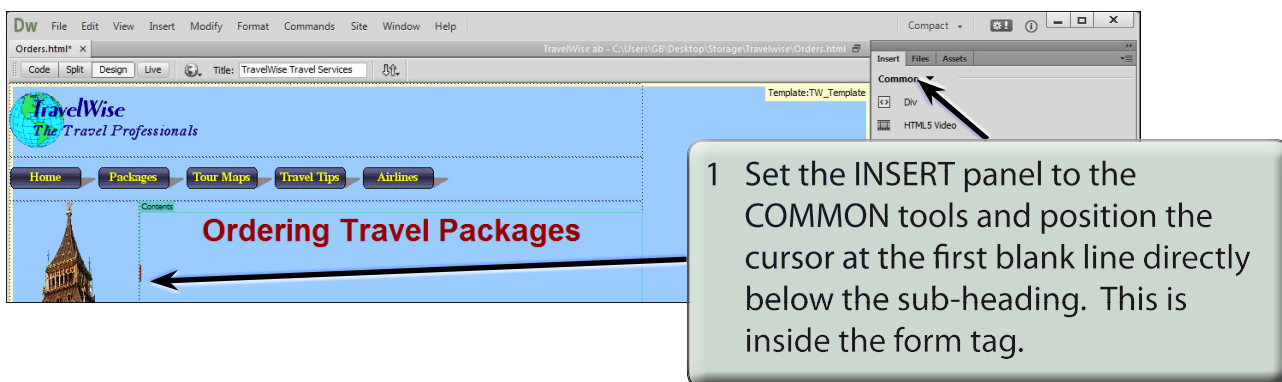
1 Enter the heading:
Ordering Travel Packages
and press <enter> or <return> twice.

NOTE: As you create the form a red dotted frame will appear. This is the **FORM tag** and everything in the form should be within it.

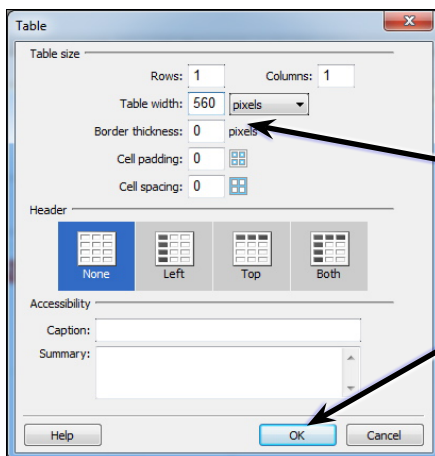


B Entering a Message

A message about the order form will be added under the heading in a table.

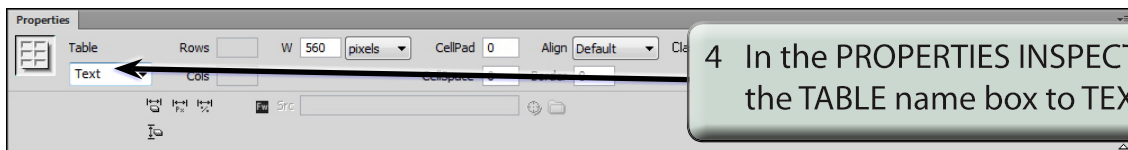


- 2 Click on the TABLE button in the COMMON tools.



3 Set the table to have 1 ROW, 1 COLUMN, a WIDTH of 560 pixels, a BORDER THICKNESS of 0, a CELL PADDING of 0 and CELL SPACING of 0, then select OK to insert the single-celled table.

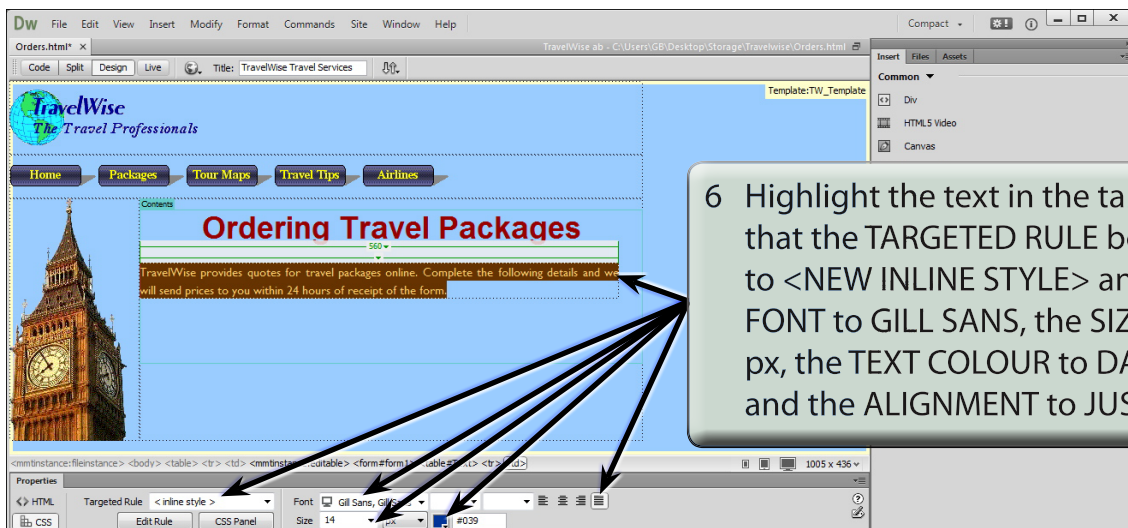
NOTE: The table is set to a fixed width of 560 pixels so that it can be aligned with other objects in the form.



4 In the PROPERTIES INSPECTOR set the TABLE name box to TEXT.

5 Click in the table's cell and enter:

TravelWise provides quotes for travel packages online. Complete the following details and we will send prices to you within 24 hours of receipt of the form.



6 Highlight the text in the table, check that the TARGETED RULE box is set to <NEW INLINE STYLE> and set the FONT to GILL SANS, the SIZE to 14 px, the TEXT COLOUR to DARK BLUE and the ALIGNMENT to JUSTIFIED.

Rollover Images

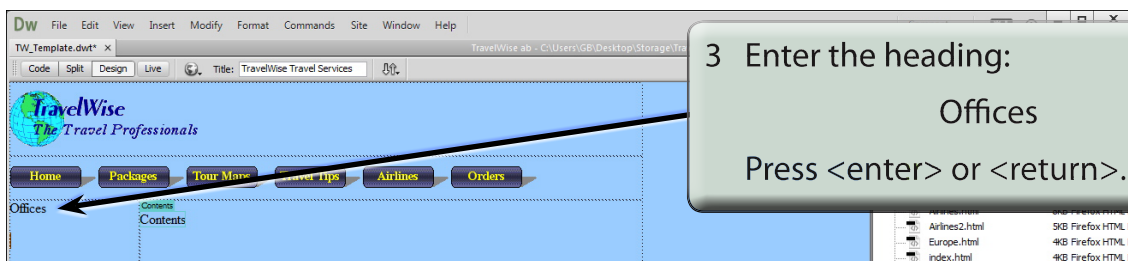
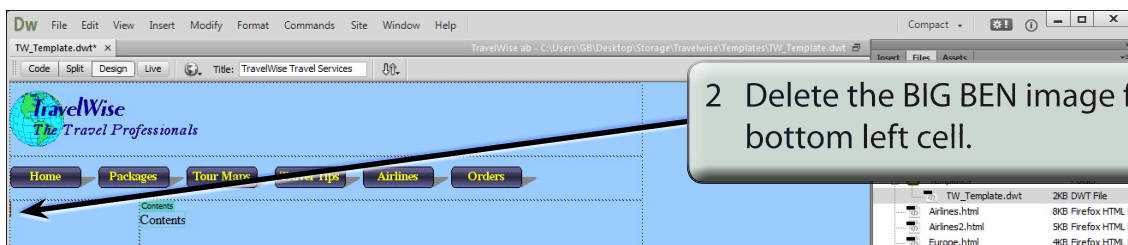
DreamWeaver allows you to insert rollover images that change when the mouse pointer is moved over them. They can also be hyperlinked to open pages allowing them to be used as buttons. To illustrate the use of rollover images a second navigation section will be added to the TW_TEMPLATE to allow users to select a TravelWise office in their country.

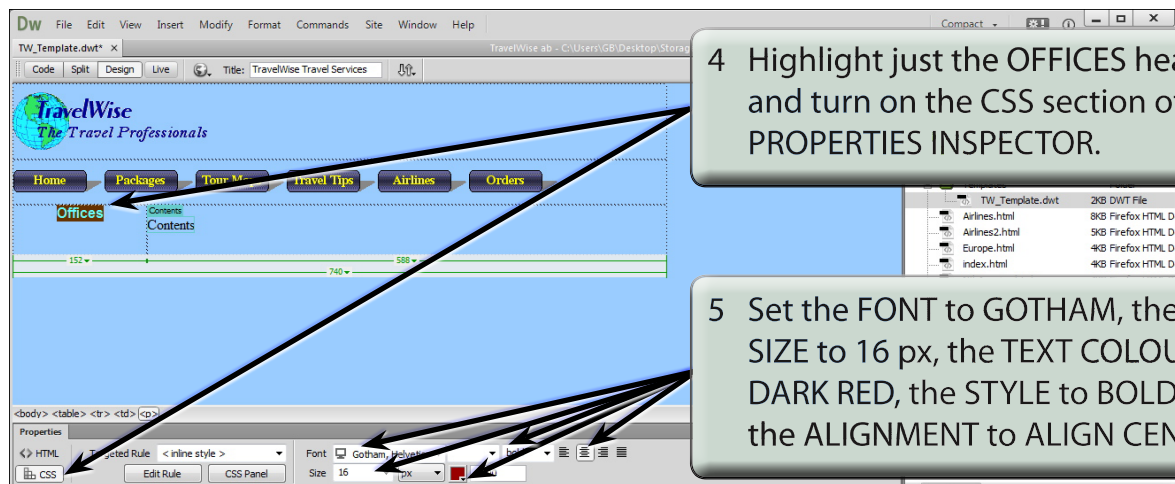
Creating the Office Files

The content for four offices that TravelWise might have has been prepared for you and pages displaying this content need to be created so that the rollover buttons can be linked to them.

A Adjusting the Template

- 1 Load DreamWeaver, set the FILES panel to your TRAVELWISE site and open the TW_TEMPLATE.DWT file from the TEMPLATES folder in the FILES panel.





4 Highlight just the OFFICES heading and turn on the CSS section of the PROPERTIES INSPECTOR.

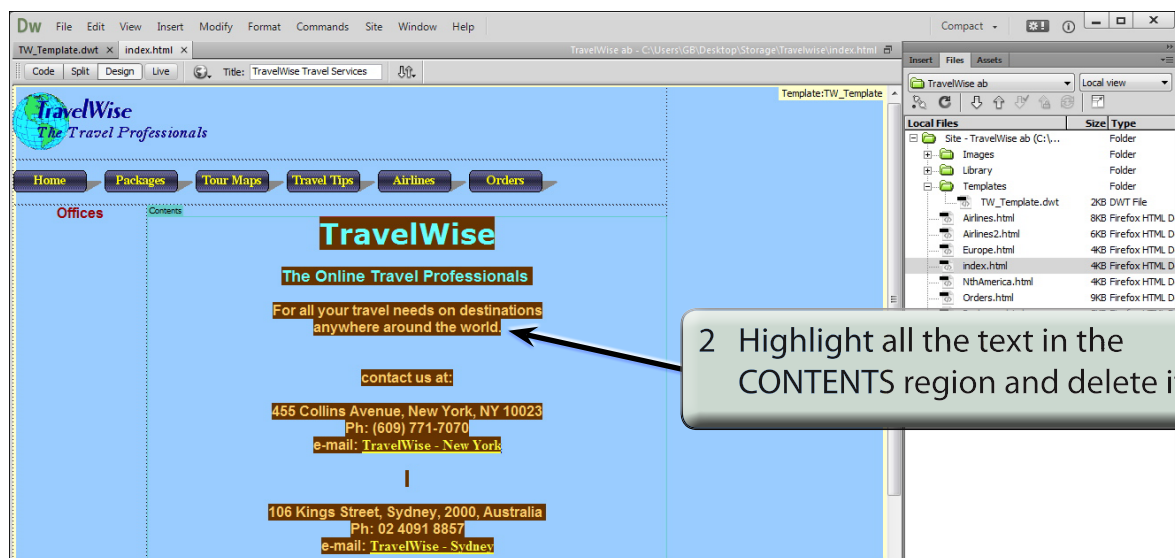
5 Set the FONT to GOTHAM, the FONT SIZE to 16 px, the TEXT COLOUR to DARK RED, the STYLE to BOLD and the ALIGNMENT to ALIGN CENTRE.

- 6 Save the template, update the pages that use it then close the template.

B Adjusting the Index Page

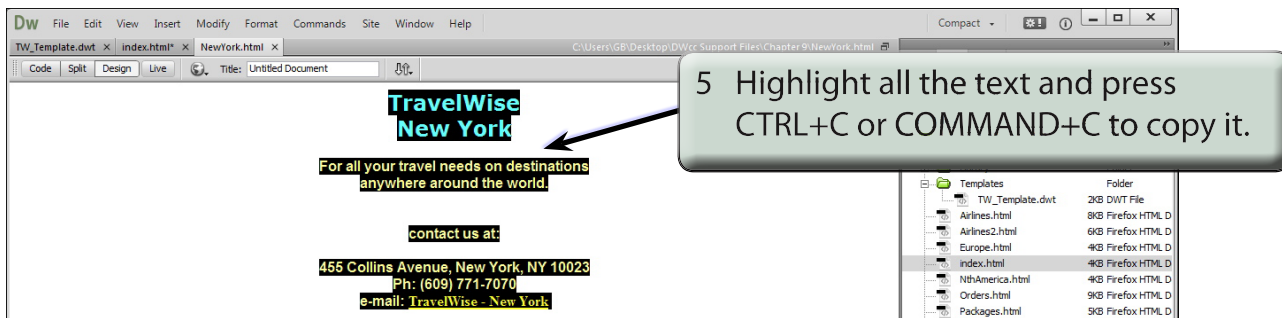
Let's assume that TravelWise's head office is in New York and that it has other offices in Sydney, London and Cape Town. The index page can be adjusted to just show the NEW York contact details and separate pages added for the other three offices.

- 1 Open the INDEX.HTML page from the FILES panel.

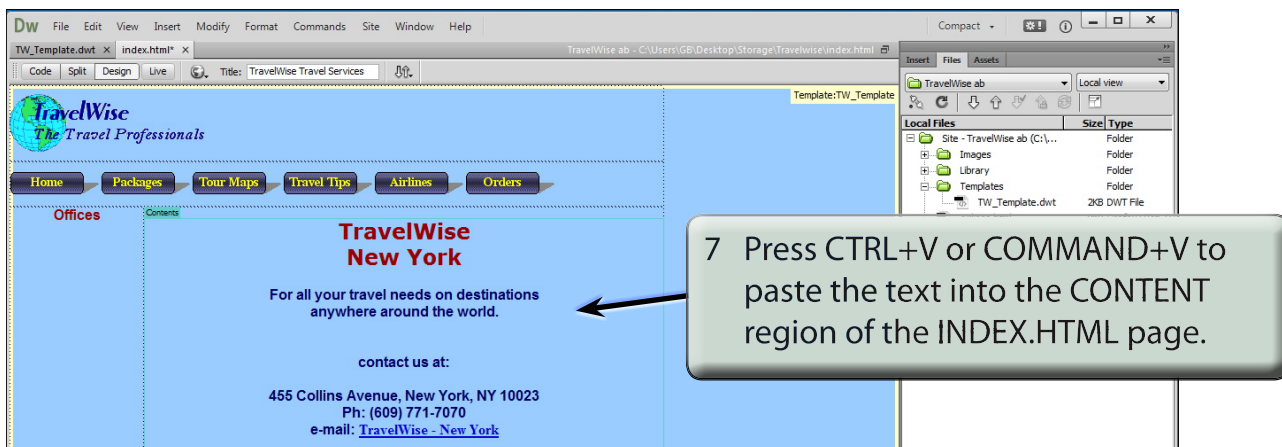


2 Highlight all the text in the CONTENTS region and delete it.

- 3 Display the FILE menu and select OPEN.
- 4 Access the DWcc SUPPORT FILES, open the CHAPTER 9 folder and open the NEW YORK.HTML page.



- 6 Close the NEW YORK page.

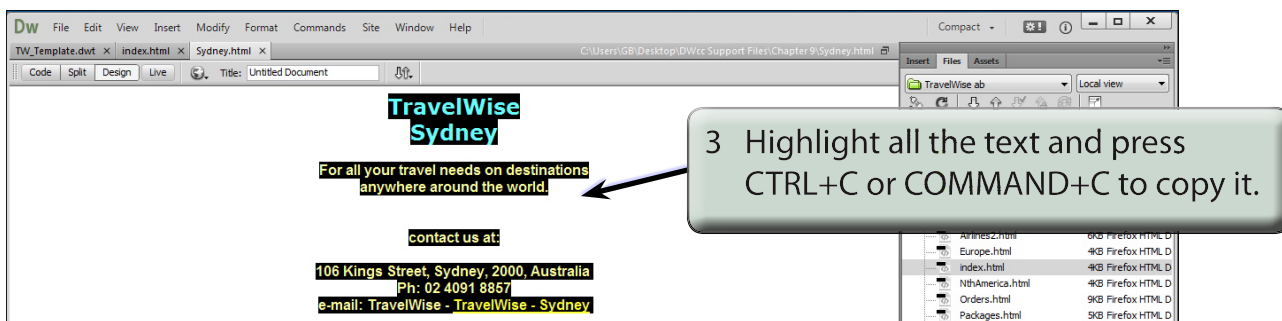


- 8 Save the INDEX.HTML page.

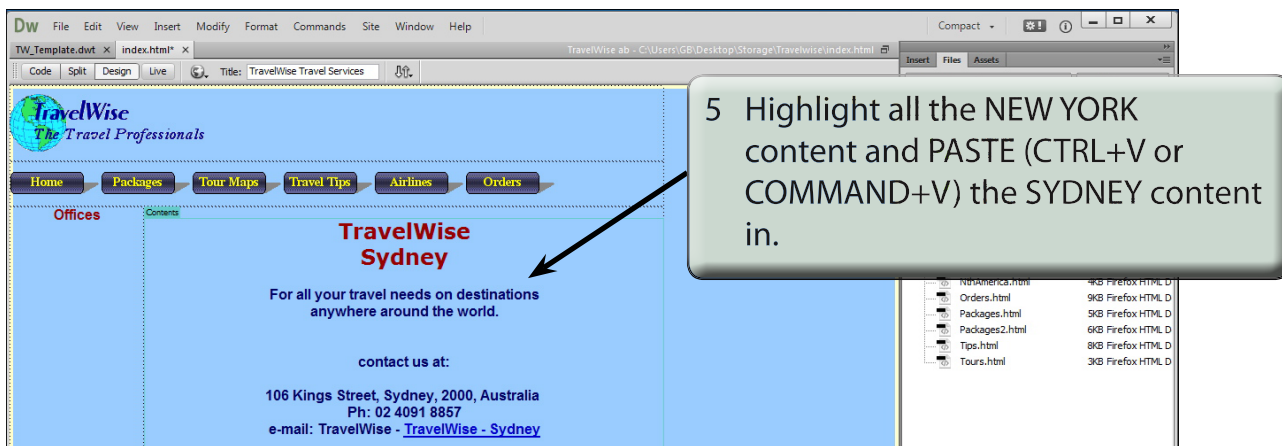
C Creating the Sydney Page

The index page will be adjusted to display information about the Sydney office then saved under a different name.

- 1 Make sure the INDEX page is saved then display the FILE menu and select OPEN.
- 2 Access the DWcc SUPPORT FILES, open the CHAPTER 9 folder and open the SYDNEY.HTML page.



- 4 Close the SYDNEY.HTML page.



- 6 Display the FILE menu and select SAVE AS.

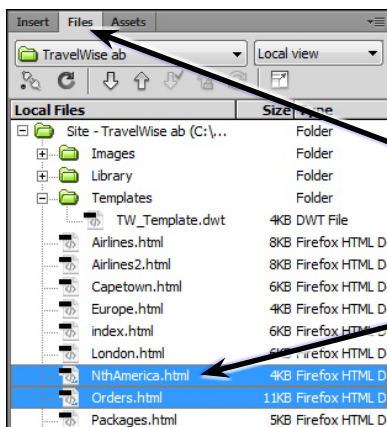
Checking and Uploading Web Files

Now that you have built a web site it is time to publish it on the internet. The process is called UPLOADING. DreamWeaver not only allows you to upload your files to a remote server (Internet Service Provider's hard drive) it also allows you to carry out checks on the files before they are uploaded, exclude file types or folders from the uploading process and manage files once they are uploaded.

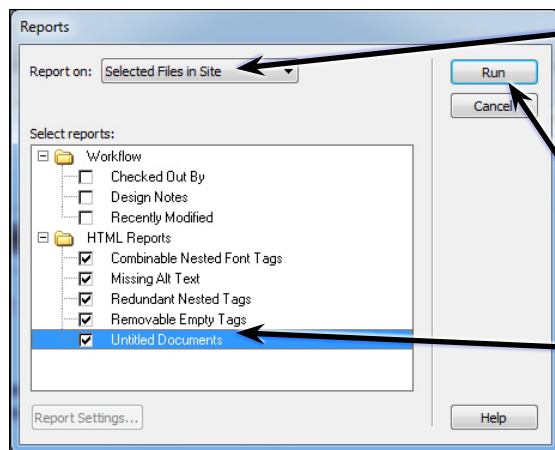
Reports

DreamWeaver will carry out a series of checks on files and links before they are uploaded. This helps you ensure that your site operates as efficiently as possible. The REPORT command from the SITE menu is used to do this. You can run a report on one document, selected documents or the entire site. Let's run a report on two pages of the site.

- 1 Load DreamWeaver or close the current page.
- 2 Set the FILES panel to your TRAVELWISE site and open the INDEX.HTML page.

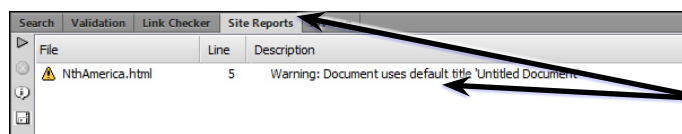


- 4 Display the SITE menu, select REPORTS and the REPORTS dialogue box should be opened.



5 Set the REPORT ON box at the top of the dialogue box to SELECTED FILES IN SITE so that the checks are carried out on just the two highlighted files.

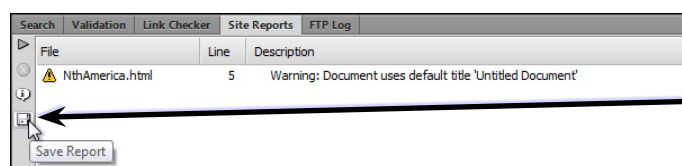
6 Select all the options under the HTML REPORTS section and click on RUN.



7 DreamWeaver will check over the two files for errors or commands that might cause problems in certain browser versions and displays them in the SITE REPORTS tab of the RESULTS panel under the PROPERTIES INSPECTOR.

8 The RESULTS panel will probably show some errors because we have created the pages fairly quickly. The program tells you the line of code that is suspect and it is good practice to check it, particular those errors marked with a red symbol.

NOTE: You can also report on just the current document or the whole site.

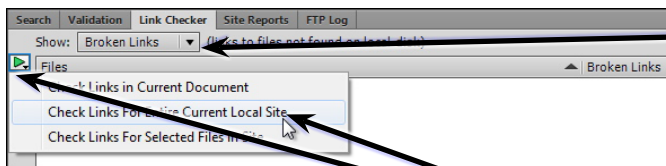


9 You can save the report using the SAVE REPORT button at the left of the dialogue box. This allows you to look at each error in turn over a period of time.

The Link Checker

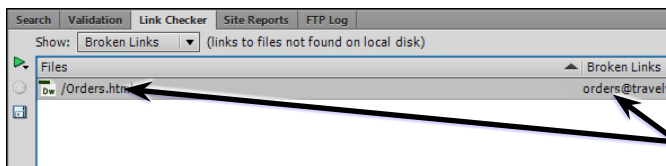
It is important to check that all links work correctly in a web site. The LINK CHECKER section of the RESULTS panel can assist with this.

- 1 Click on the LINK CHECKER tab of the RESULTS panel.

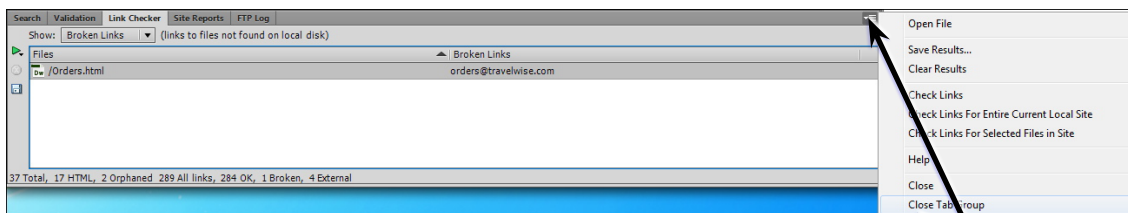


- 2 Leave the SHOW box as BROKEN LINKS. These are links that flow to pages that are not in your site's folder.

- 3 Set the CHECK LINKS button (green arrow) at the top left of the panel to CHECK LINKS FOR ENTIRE CURRENT LOCAL SITE.



- 4 Again you would need to check any of the highlighted link problems. In this case, the e-mail link in the ORDERS page was made up, so it is queried.



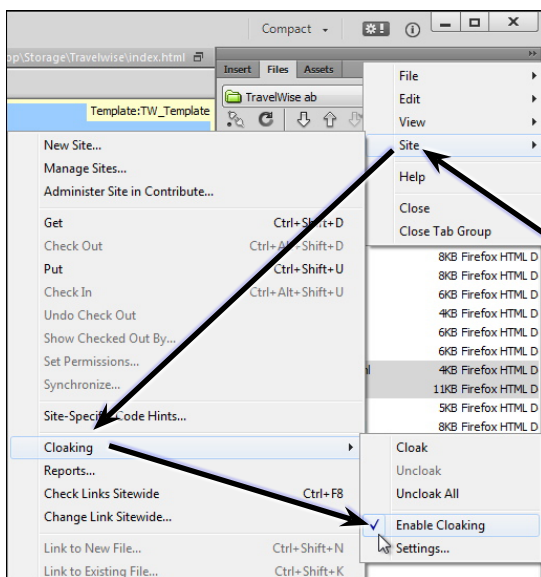
- 5 Close the RESULTS panel using CLOSE TAB GROUP from its OPTIONS MENU.

Cloaking

Cloaking is the process of excluding files from uploading to a remote server (Internet Service Provider's hard drive). It allows you to keep files and folders in your local site's folder that are not needed on the remote server. An example of this might be Flash animations. Original Flash files are stored as .FLA files. When they need to be imported into DreamWeaver they are compressed into a .SWF (Small Web Format) file. You could keep the original Flash file in your site's folder so that the animation can easily be altered when required, but cloak the file so that it is not transferred to the remote server.

A Cloaking the Images Folder

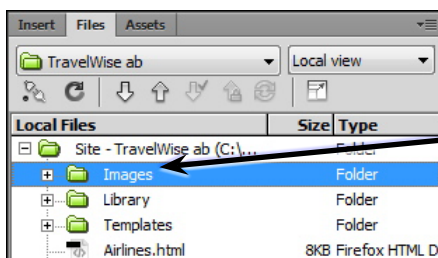
To see how the cloaking process works, let's cloak the IMAGES folder so that all the images within it are not uploaded when the rest of the site files are uploaded.



1 Click on the OPTIONS MENU button at the top right of the FILES panel.

2 Highlight SITE followed by CLOAKING and check that ENABLE CLOAKING is selected. If it isn't, turn it on.

3 Close the menu if cloaking is already enabled by clicking on the work page.



4 Select the IMAGES folder in the FILES panel.

DreamWeaver Project 1

Harrison Autos