Guided Computer Tutorials

Learning Adobe DreamWeaver CS6

Module 1

By Greg Bowden

PUBLISHED BY

GUIDED COMPUTER TUTORIALS
PO Box 311
Belmont, Victoria, 3216, Australia

www.gct.com.au

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First published 2012

ISBN: 978-1-922018-20-5 Module 1

PDF document on CD-ROM

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Learning Adobe DreamWeaver CS6

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DreamWeaver Project 1

Harrison Autos P1-2

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Chapter
1

Introduction to DreamWeaver CS6

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 Web.

Adobe DreamWeaver CS6 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:

- 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 effect 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?

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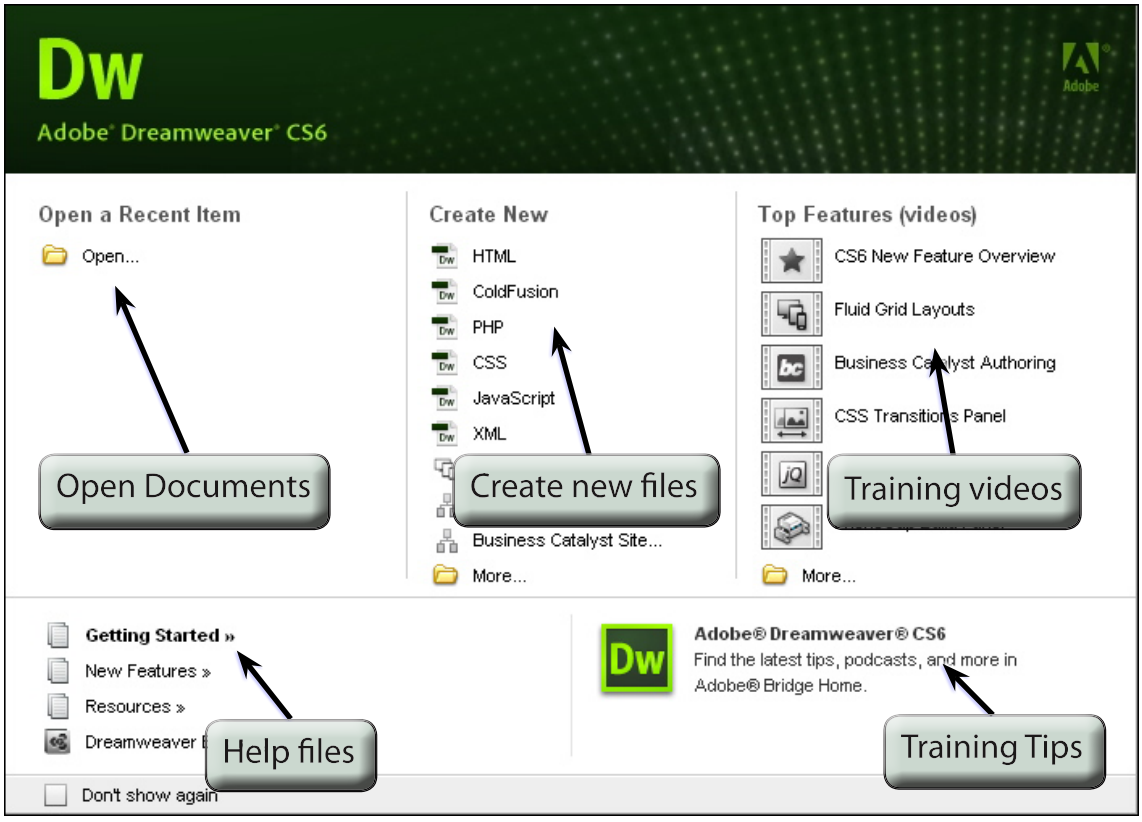
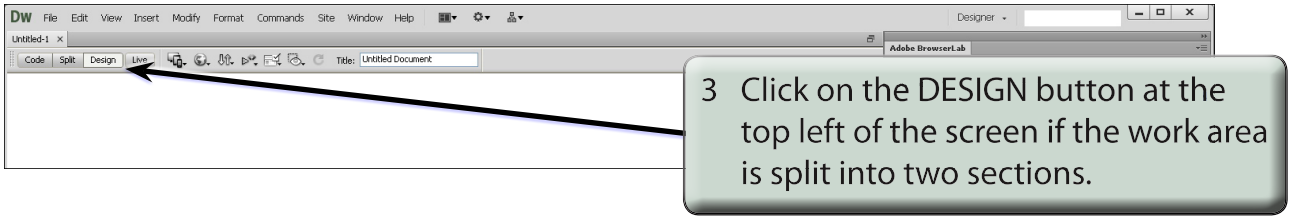
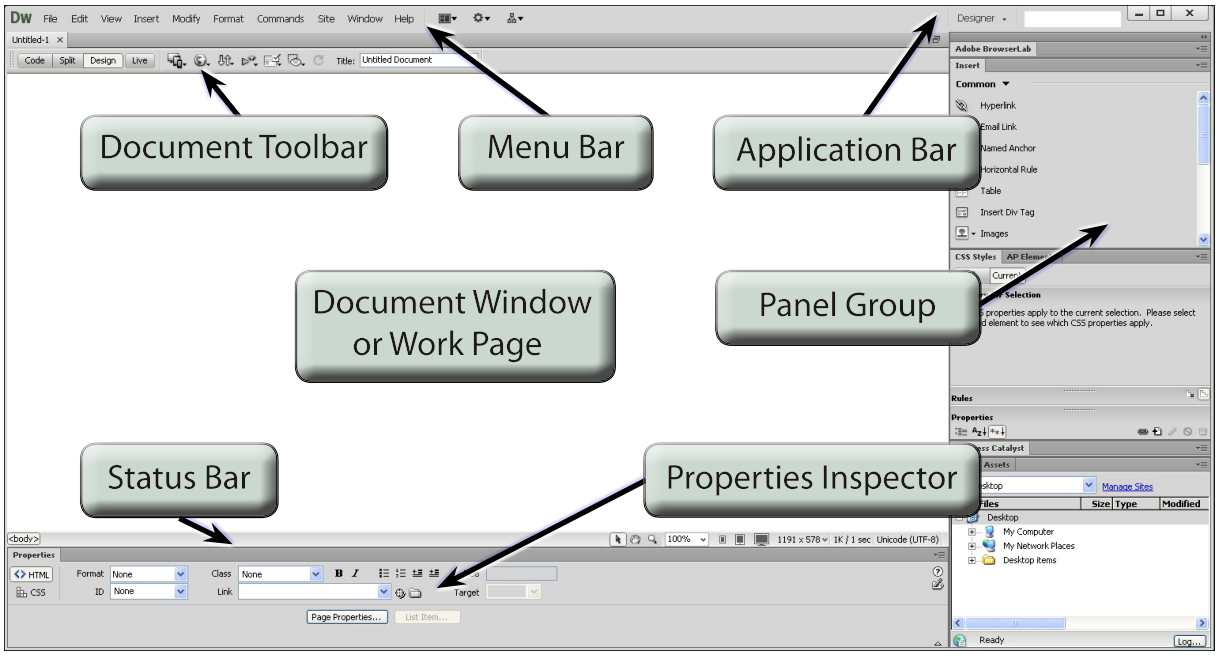
The DreamWeaver Screen

1 Load ADOBE DREAMWEAVER CS6 and you will receive the following WELCOME screen. Its sections have been labelled:





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 a range of different screen views called WORKSPACES to suit the type of project you are doing. The default setting is DESIGNER view.

1 Click on the arrow next to the VIEW box in the APPLICATION BAR and select CLASSIC.

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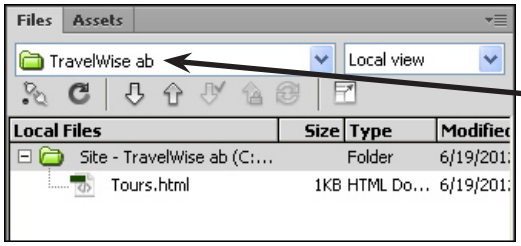
Chapter
2

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

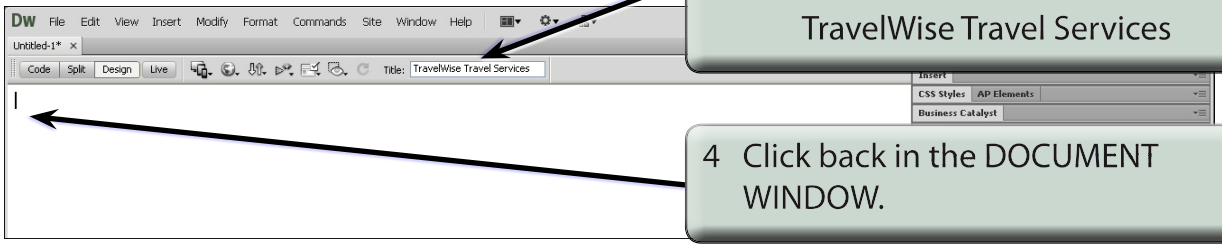
1 Load DreamWeaver or close the current page, then start a new HTML PAGE.



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



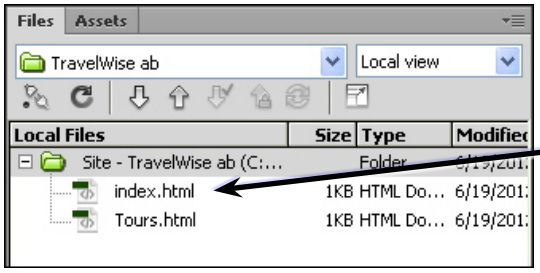
4 Click back in the DOCUMENT WINDOW.

NOTE: i Your screen should be set to the DESIGNER 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:

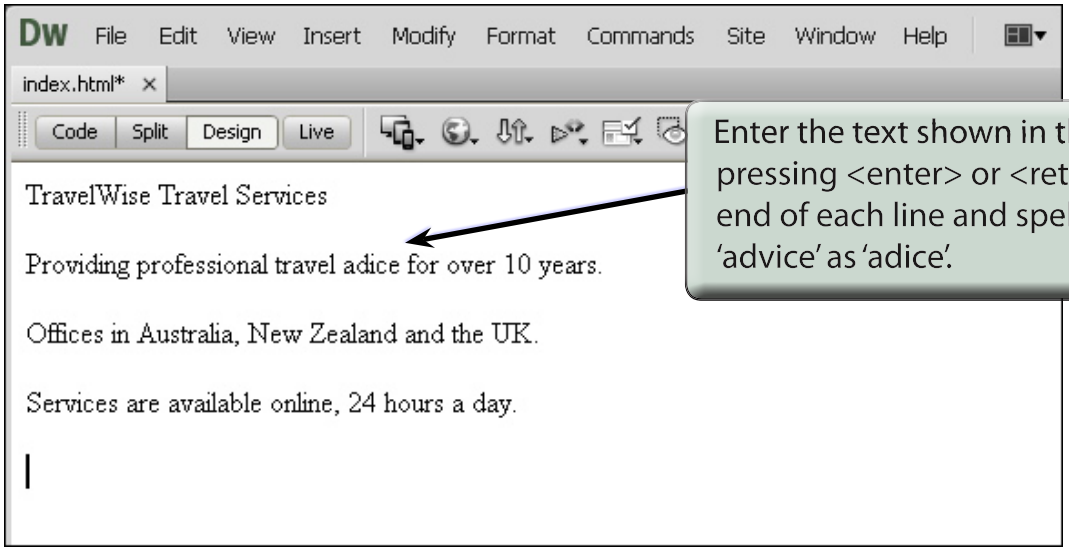
index	(Windows system)
index.html	(Macintosh system)



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 it can be corrected using the program's spell checker.

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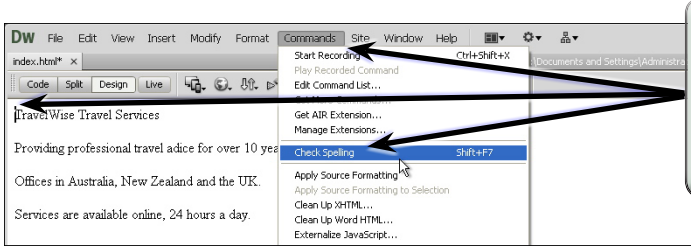
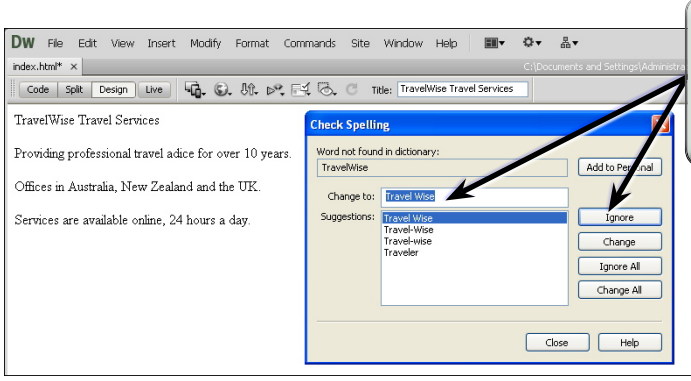
Spell Checking the Text

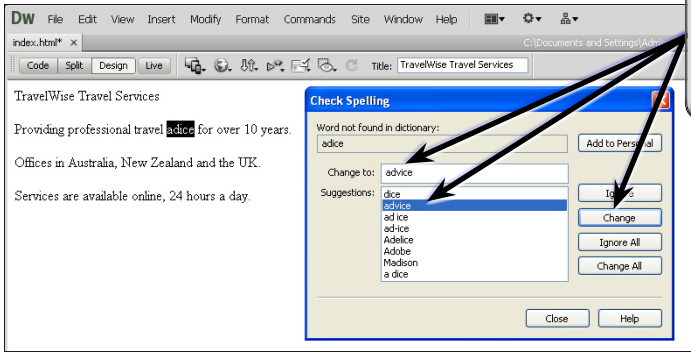
It is always good practice to run the program's spell checker after entering text.



1 Set the cursor at the beginning of the first line then display the COMMANDS menu and select CHECK SPELLING.

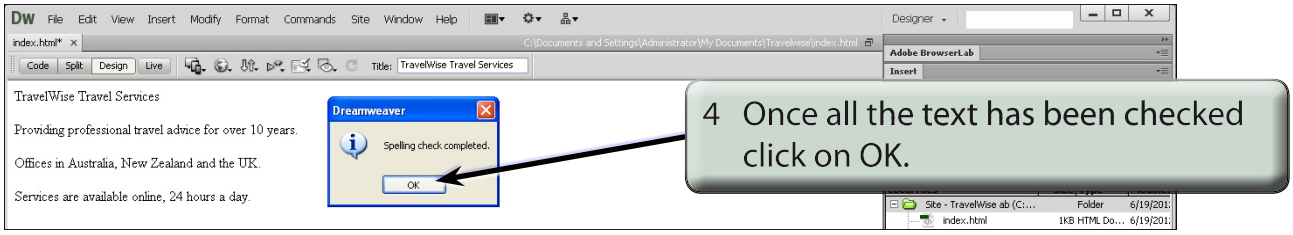


2 The company name should be queried in the CHECK SPELLING dialogue box. Click on IGNORE.



3 Check the rest of the document and change the spelling of any incorrect words such ADICE.

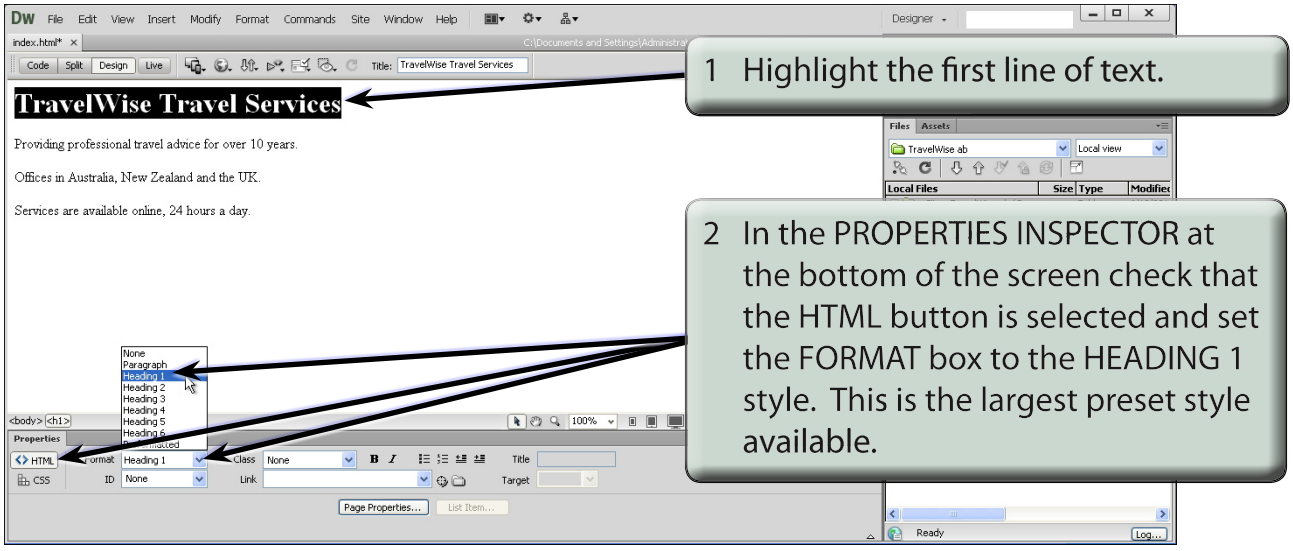
NOTE: Possible words for the queried word are displayed in the SUGGESTIONS frame.



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.

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Chapter
3

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

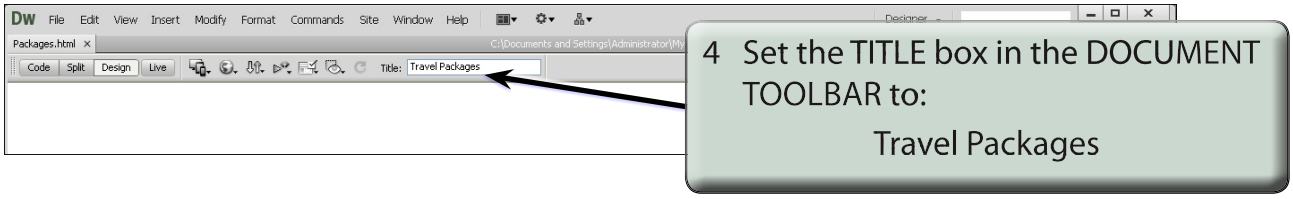
The following page will be created using a table.

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 DESIGNER workspace.

3 Save the page in your TRAVELWISE folder as:

Packages or Packages.html

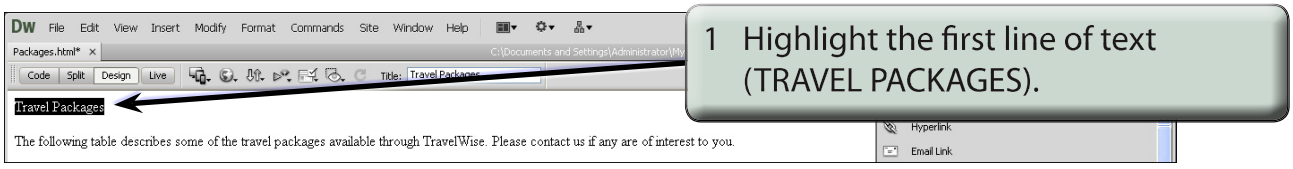


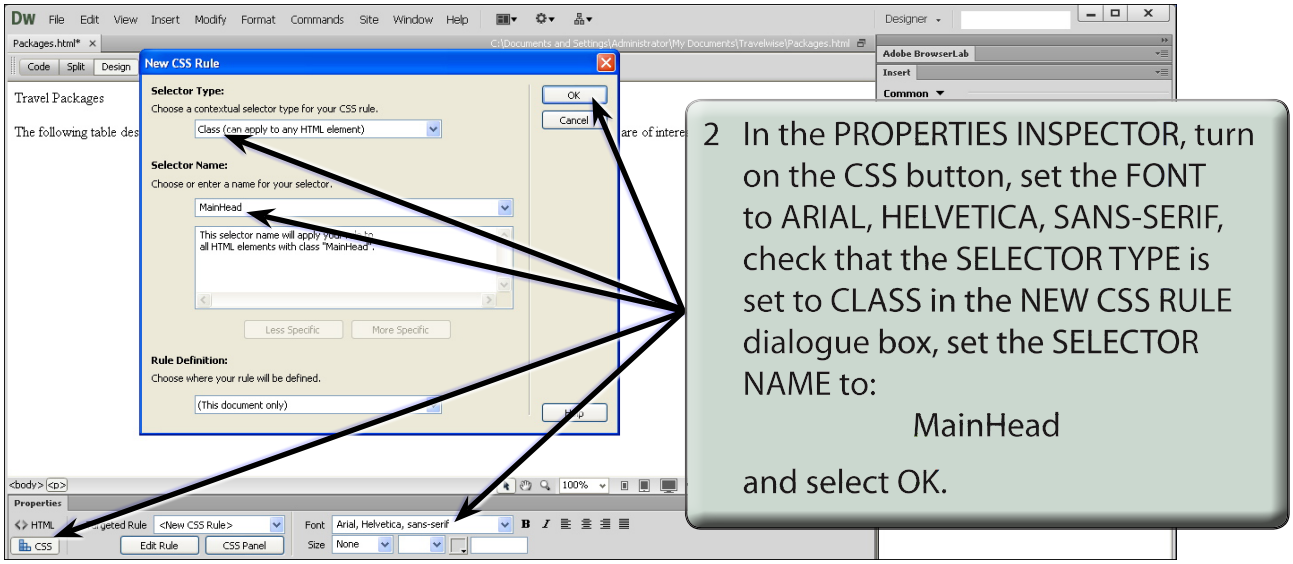
5 Click in the work page and enter the following text:

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





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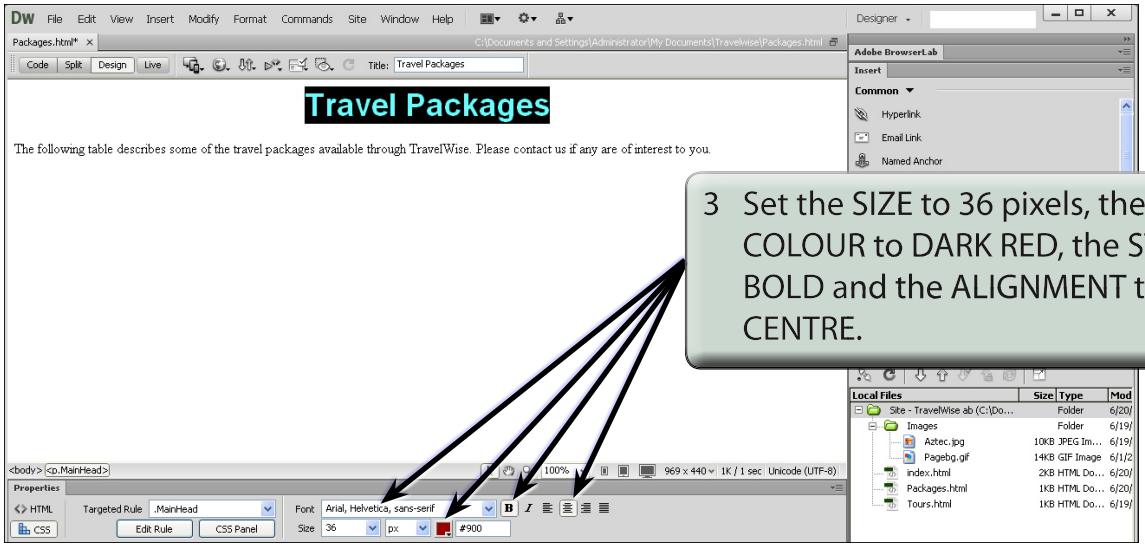
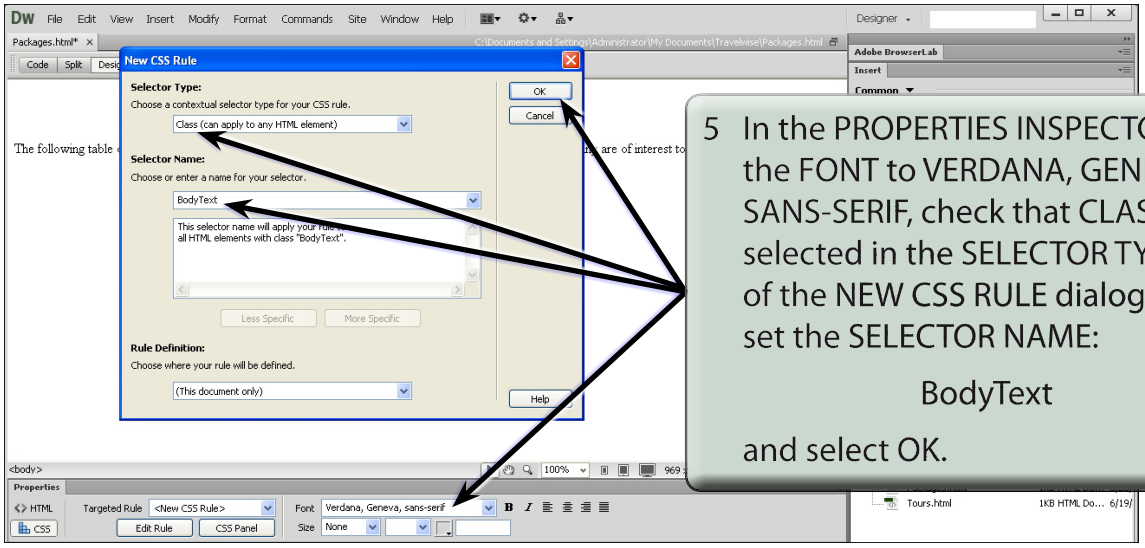


3 Set the SIZE to 36 pixels, the TEXT COLOUR to DARK RED, the STYLE to BOLD and the ALIGNMENT to ALIGN CENTRE.

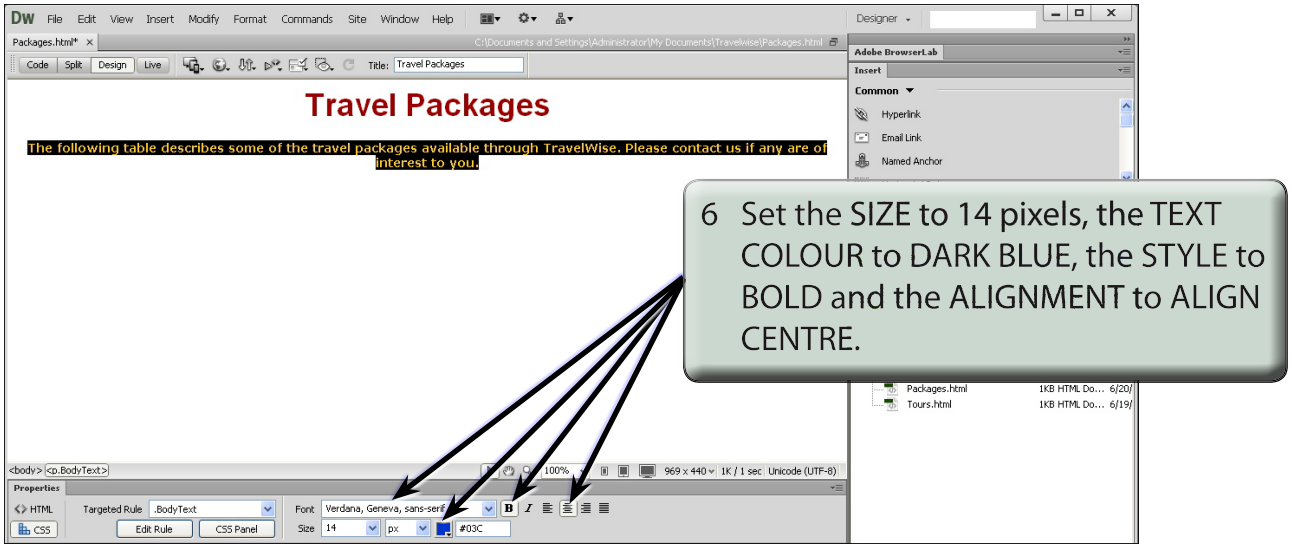
4 Highlight the two sentences under the heading by clicking to the left of them.



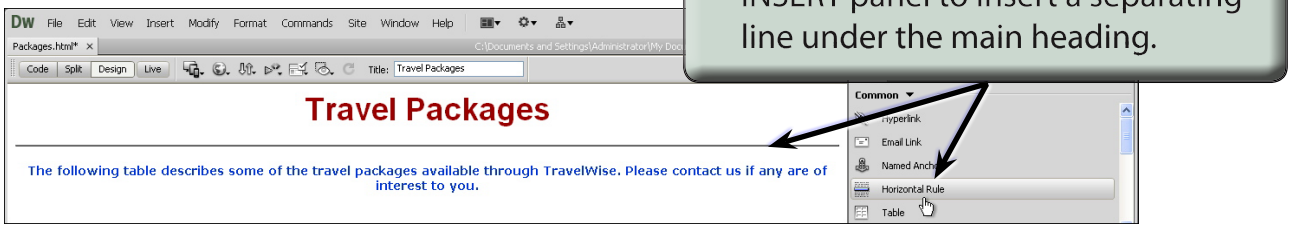
5 In the PROPERTIES INSPECTOR set the FONT to VERDANA, GENEVA, SANS-SERIF, check that CLASS is selected in the SELECTOR TYPE box of the NEW CSS RULE dialogue box, set the SELECTOR NAME:

BodyText

and select OK.



Adding a Horizontal Rule



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Chapter 4

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.

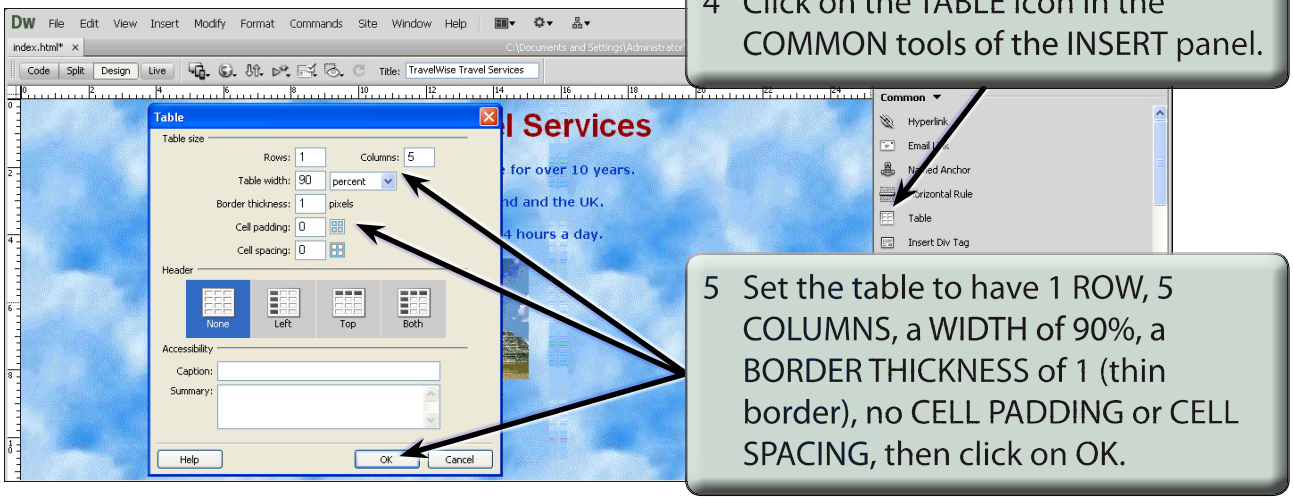
Linking Text

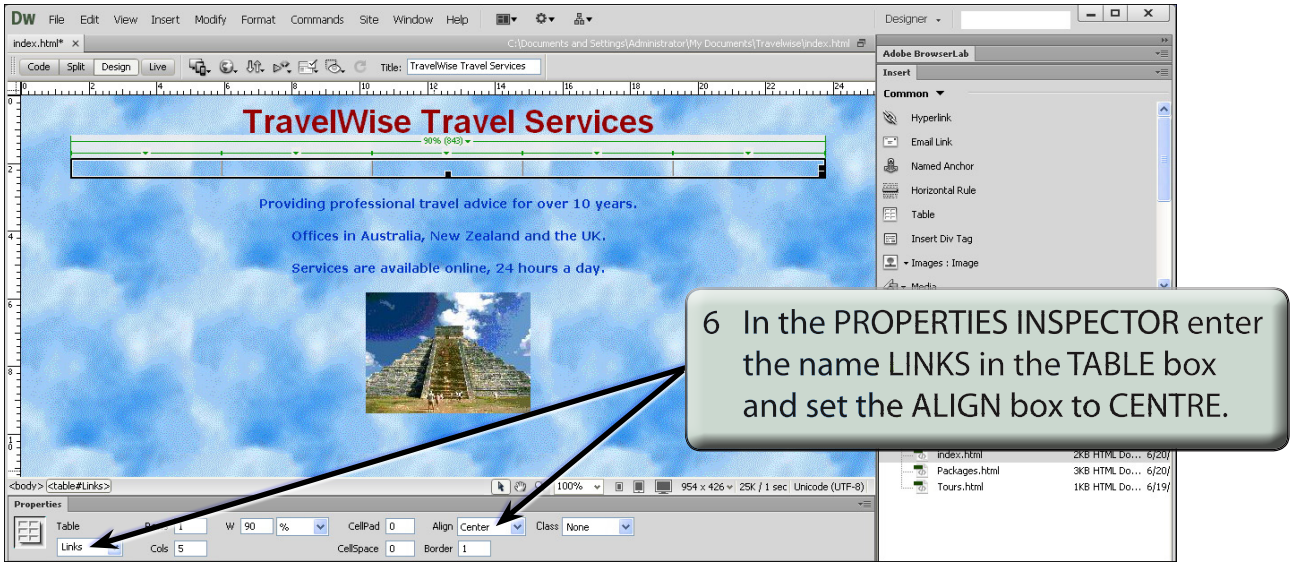
Text hyperlinks will be created so that your INDEX page can open the PACKAGES and TOURS pages. The links will be placed in a table so they can be neatly displayed at the top of the screen.

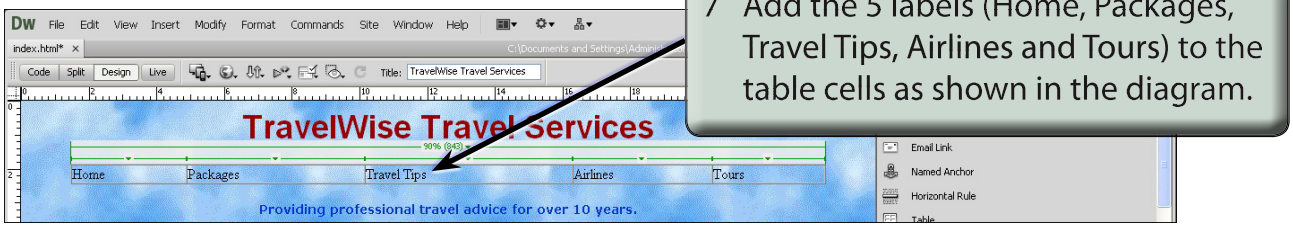
A Creating the Link Table

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

1 Load DreamWeaver CS6 or close the current pages and check that the screen is set to the DESIGNER workspace.







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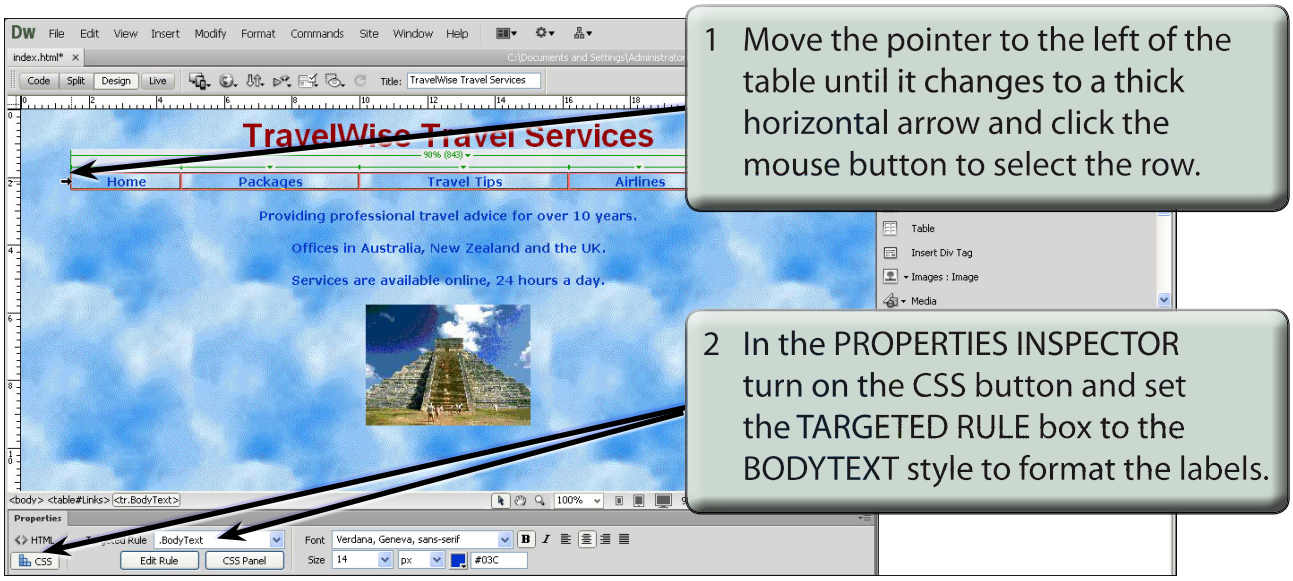
B Formatting the Table



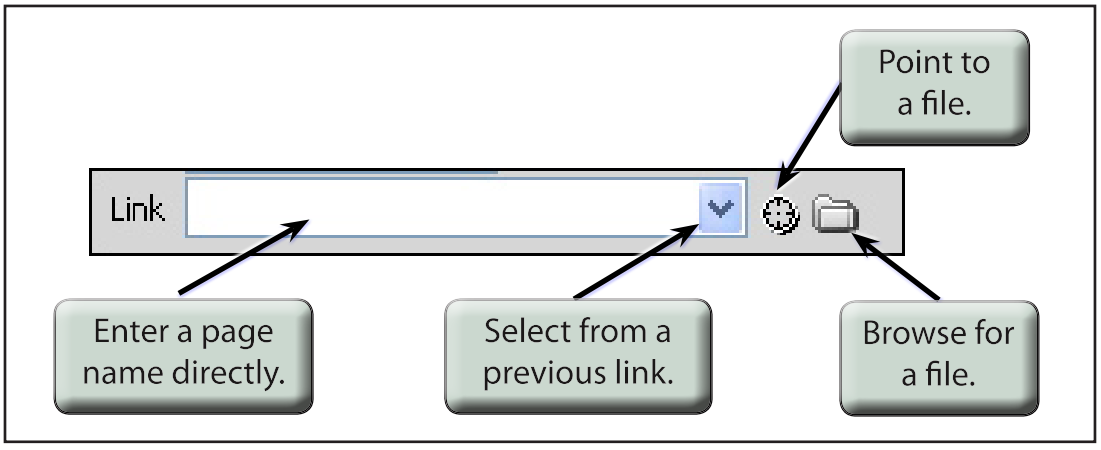
3 Turn on the HTML button in the PROPERTIES INSPECTOR.

C Creating the Hyperlinks

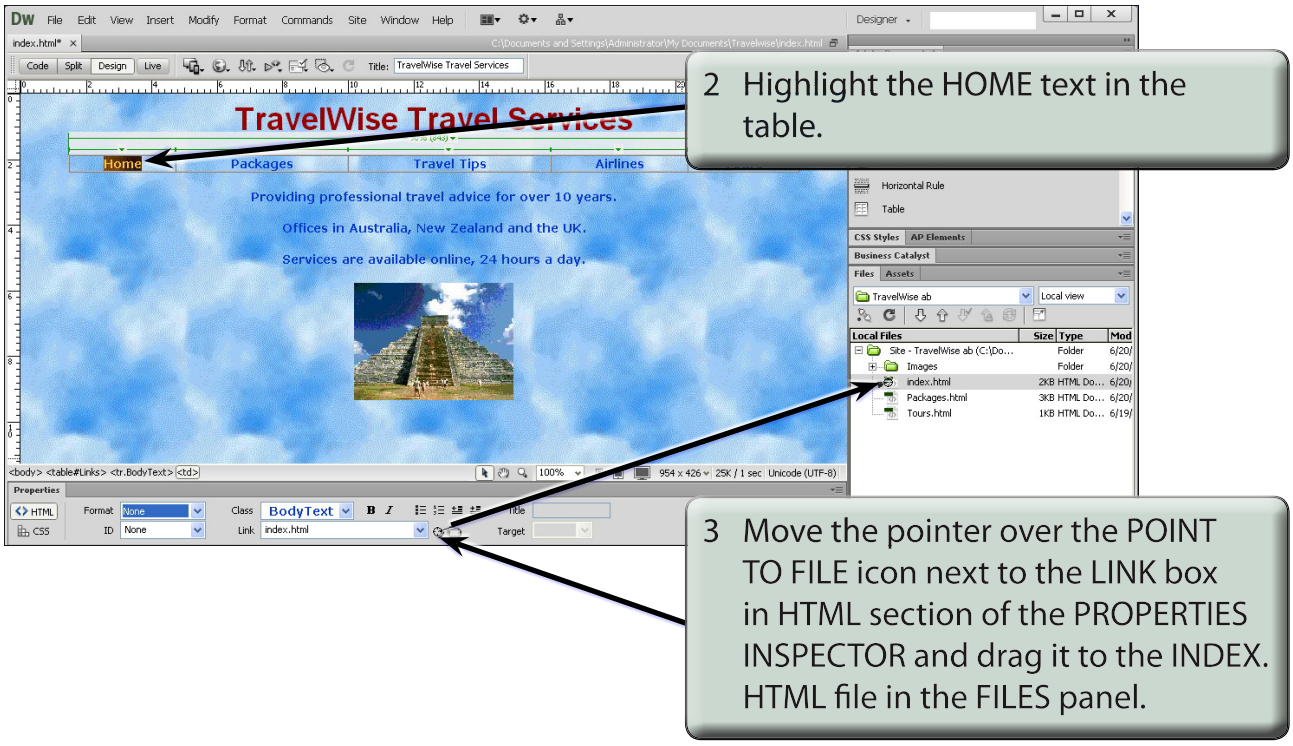
There are a number of ways to create hyperlinks to other pages. You can:

- 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.

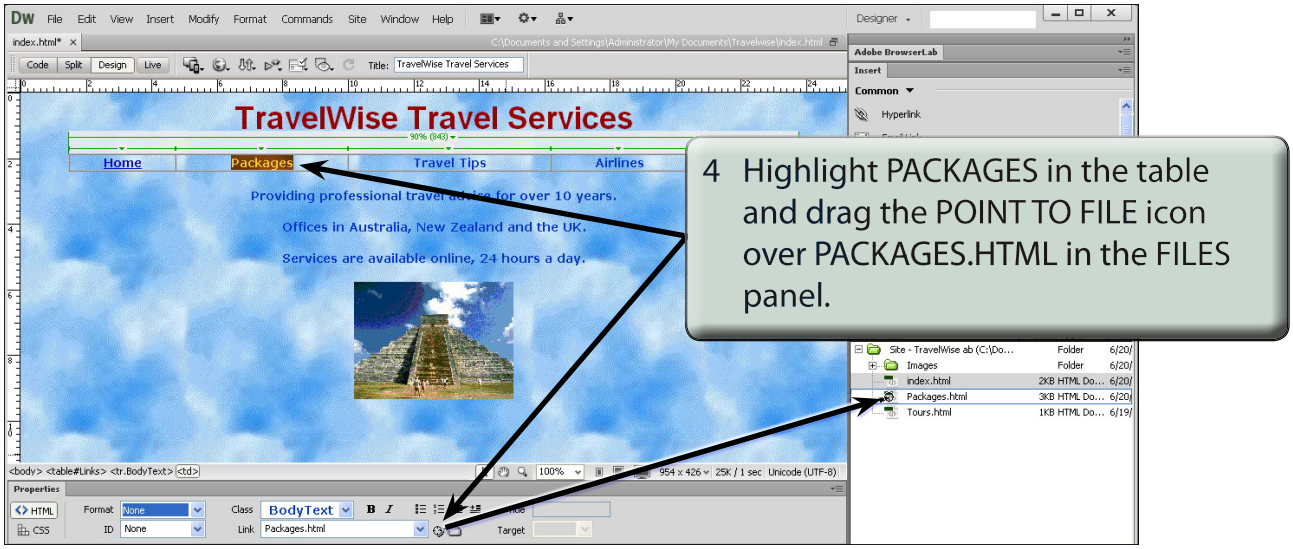
The last one is probably the easiest to use. The following diagram describes the four link sections in the PROPERTIES INSPECTOR.



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.



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



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Chapter 5

Anchor Points and Hotspots

Some other types of links that are used within web sites are Anchor Points and Hotspots. Anchor Points are links within a page that 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

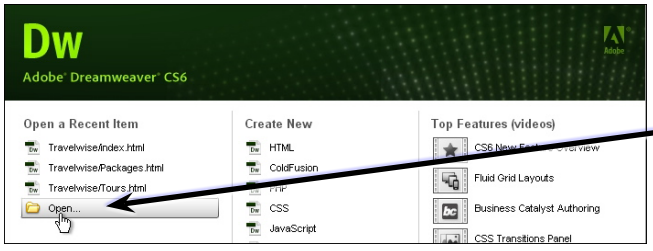
There are times when you may have a long page of text and/or images that won't fit on the screen. You can provide links within the page so that the user can quickly skip from section to section. This is achieved by setting ANCHOR POINTS then setting links to those points.

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

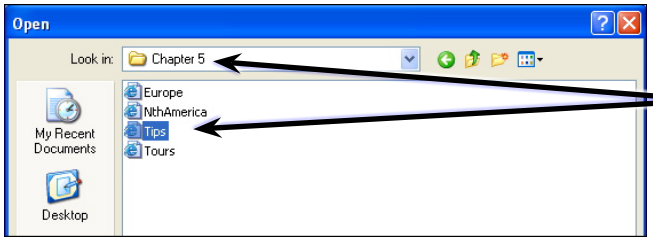
A Loading the Prepared Page

1 Load DreamWeaver CS6 or close the current pages, saving any changes.

2 Set the FILES panel to your TRAVELWISE site and the screen to DESIGNER workspace.



3 Click on the OPEN button in the WELCOME screen.

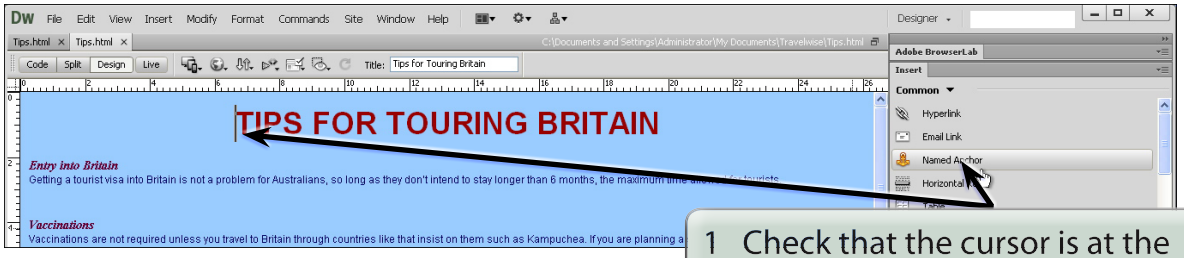


4 Access the DWcs6 SUPPORT FILES, open the CHAPTER 5 folder and open the TIPS.HTML page. It provides tips for touring Britain.

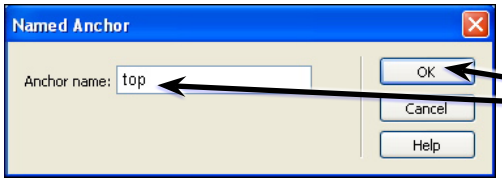
5 Use SAVE AS from the FILE menu to save the page in your TRAVELWISE folder under the same name (TIPS.HTML). Select NO if an UPDATE LINKS message appears.

B Setting the Anchor Points

Users need to be able to jump from one section of the page to another. Anchor points need to be placed at significant points to allow this to occur. You need to think carefully where you place these anchors, 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.



1 Check that the cursor is at the beginning of the first line 'Tips for Touring Britain' then click on the NAMED ANCHOR button in the COMMON tools of the INSERT panel.



2 In the NAMED ANCHOR dialogue box call the anchor:

top

to allow a link to be set back to the top of the page and select OK.

3 An ANCHOR symbol will be added next to the text.

NOTE: The anchor symbol will not be displayed in the browser and it can be turned off using the VIEW menu - VISUAL AIDS - INVISIBLE ELEMENTS. However, it is probably better to know where you have set anchor points.

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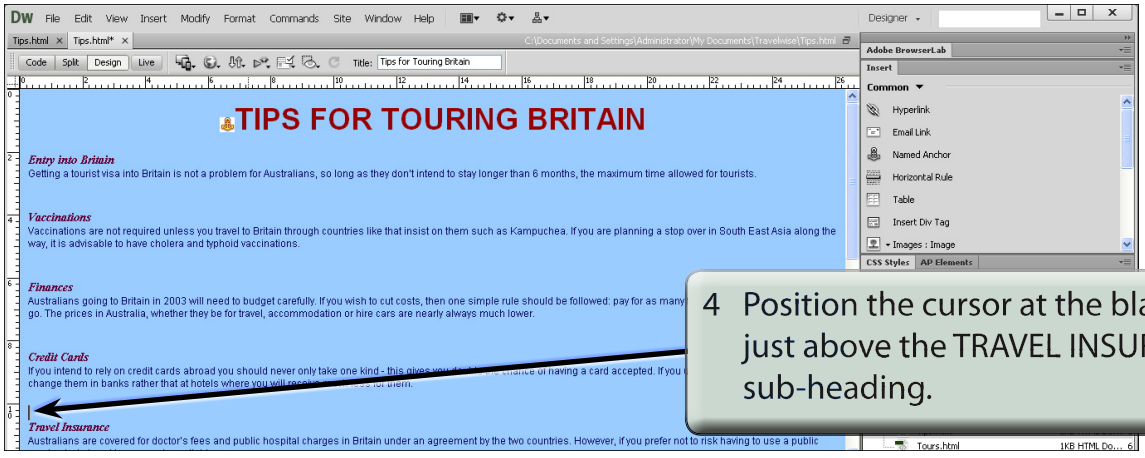
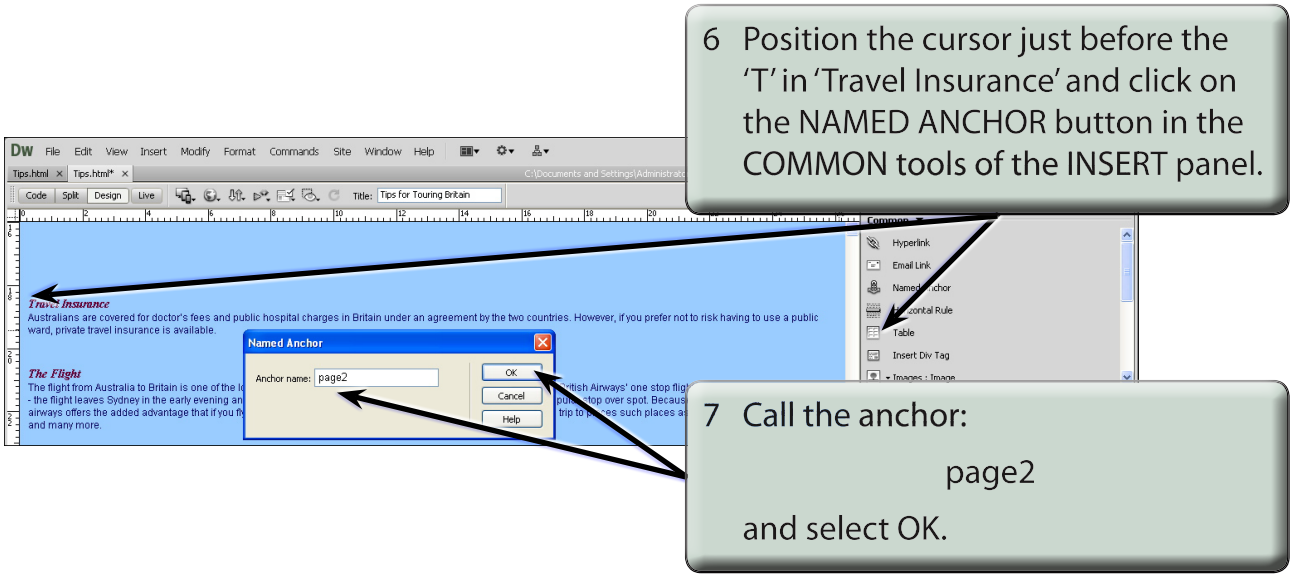


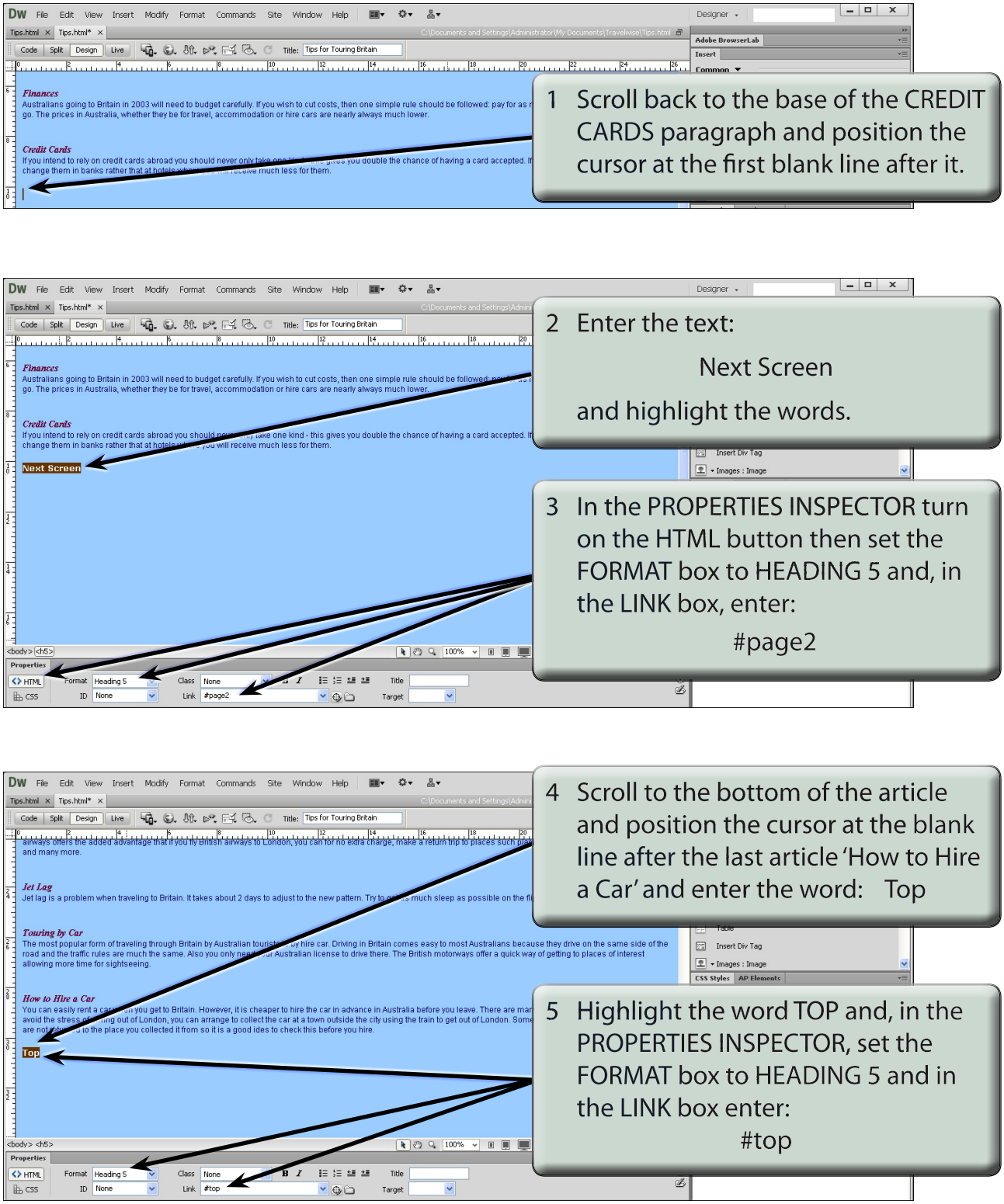
5 Press the <enter> or <return> key about 8 times to add some blank lines. This will significantly separate screen 1 from screen 2.



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

C Setting the Anchor Links

Links can now be provided to the anchor points.



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Chapter
6

Site Assets and Library Items

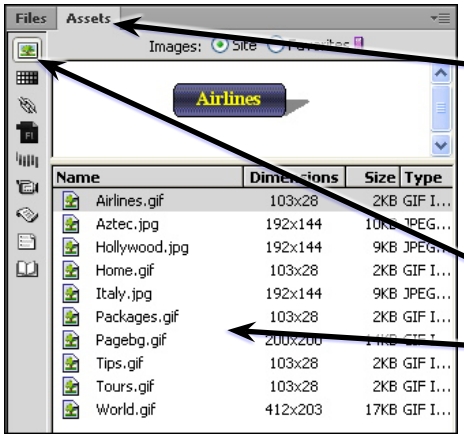
One of the many advantages of maintaining a site in DreamWeaver is that all the required graphics, colours, backgrounds, buttons, etc. can be used from the SITE folder at any time. These items are called the site's ASSETS. DreamWeaver allows you to separate the assets into groups to make them easier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

The Assets Panel

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

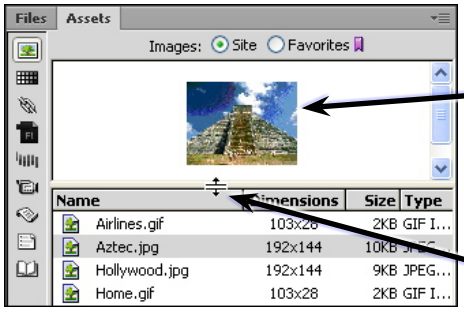
1 Load DreamWeaver CS6 or close the current files.

2 Set the FILES panel to your TRAVELWISE site, set the screen to the DESIGNER workspace and open the INDEX.HTML page.



3 In the PANEL GROUP click on the ASSETS tab to display the ASSETS panel.

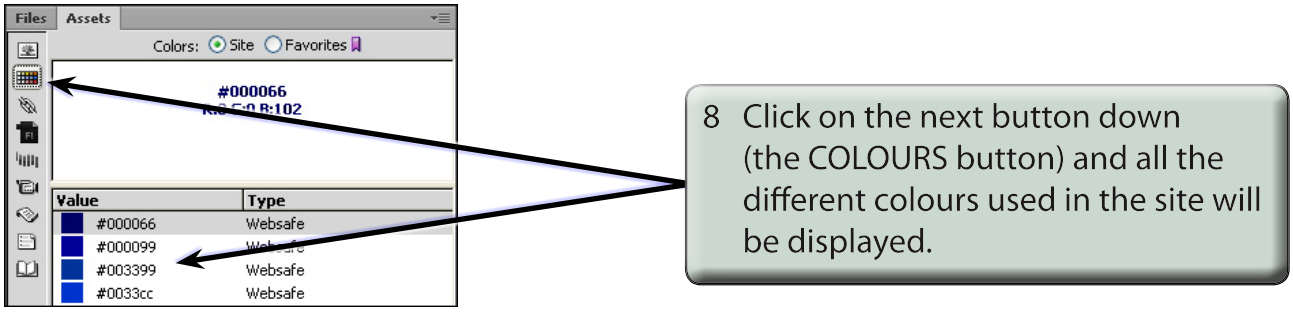
4 The IMAGES button (top button on the left) should be selected. If it isn't, click on it. The IMAGES section displays all the images used in the site, regardless of which folder they are saved in.



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

6 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.

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



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.

9 The other buttons will display any URL links to other pages, Flash animations (SWF), any Shockwave effects, 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 DWcs6 SUPPORT FILES and open the CHAPTER 6 folder.

3 Open the AIRLINES.HTML file.

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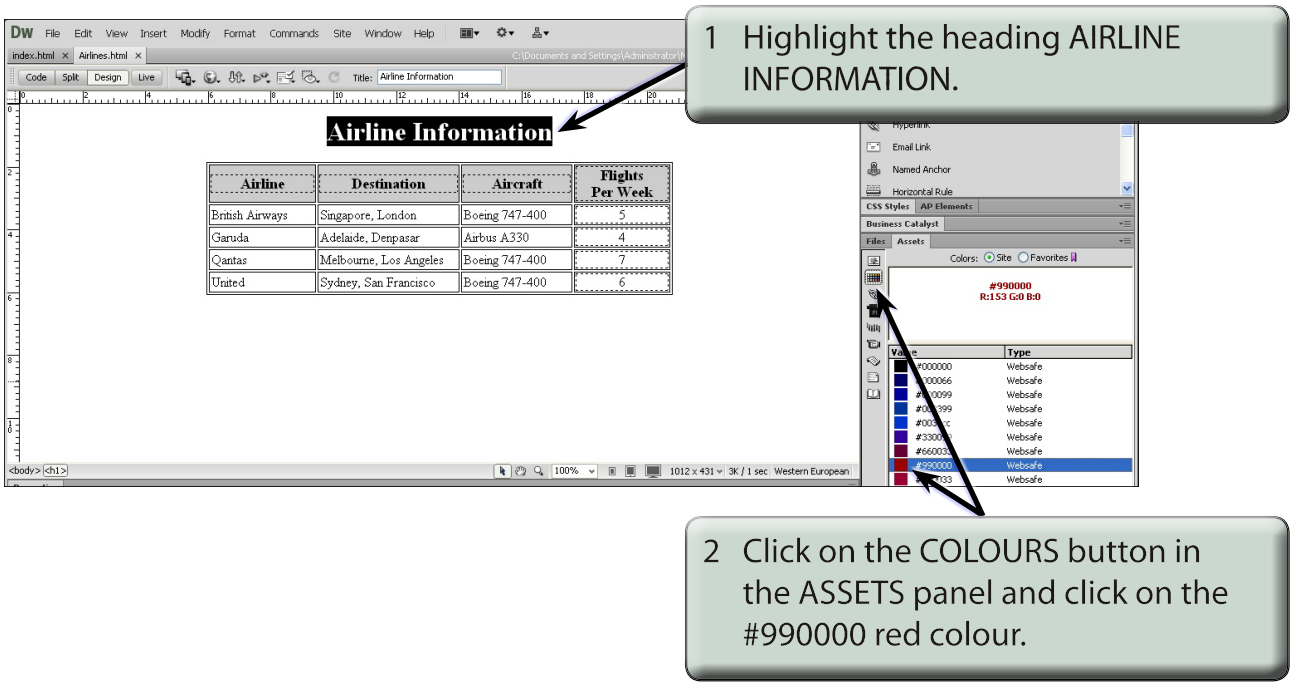
4 Use SAVE AS from the FILE menu to save the page in your TRAVELWISE folder as:

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

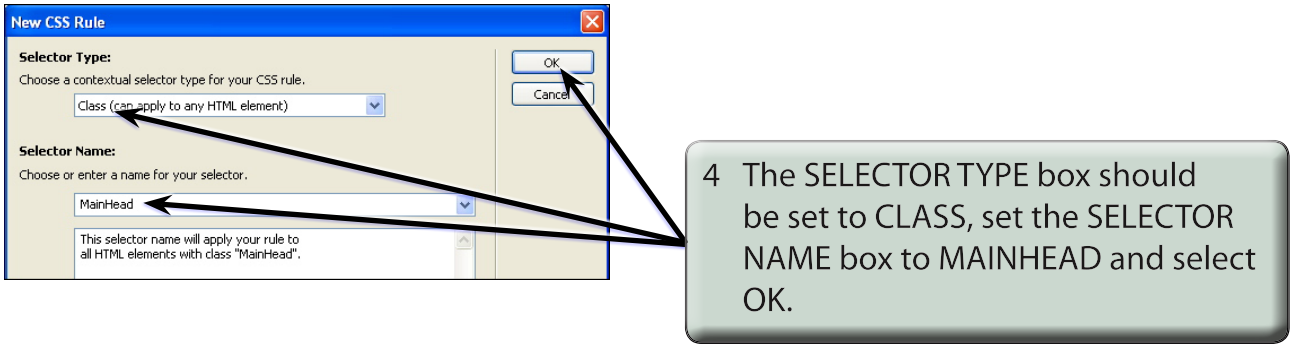
There is no need to UPDATE LINKS.

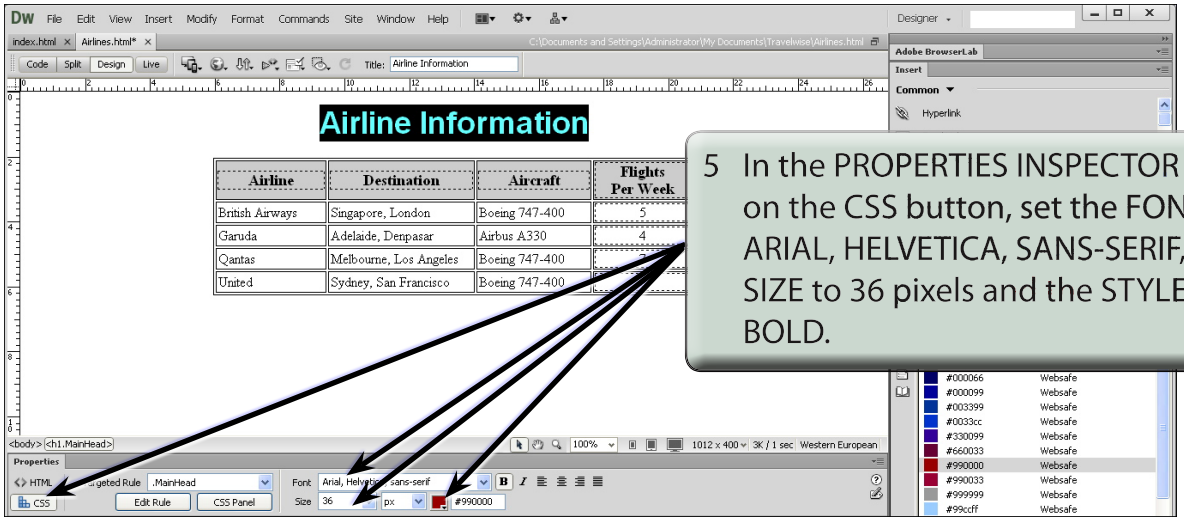
5 Close the original AIRLINES.HTML file (the left tab).

B Applying Assets



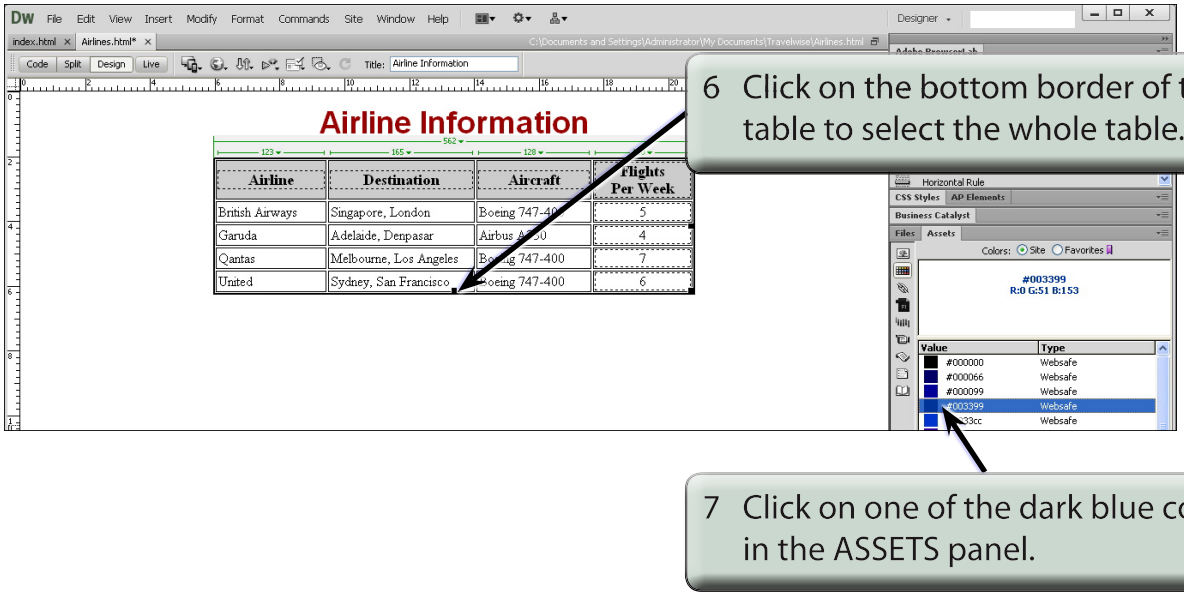
3 Click on the APPLY button at the base of the ASSETS panel and you will be asked to save a NEW CSS RULE.





NOTE: i Using the ASSETS panel has ensured that the heading on this page is the same shade of red as the headings on the other pages.

ii You can open previous pages, click on text you have set to a colour and check that colour in the PROPERTIES INSPECTOR. You can also open each page in the site and apply the same colour from the ASSETS panel to each heading.



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Chapter
7

Absolute Position Elements

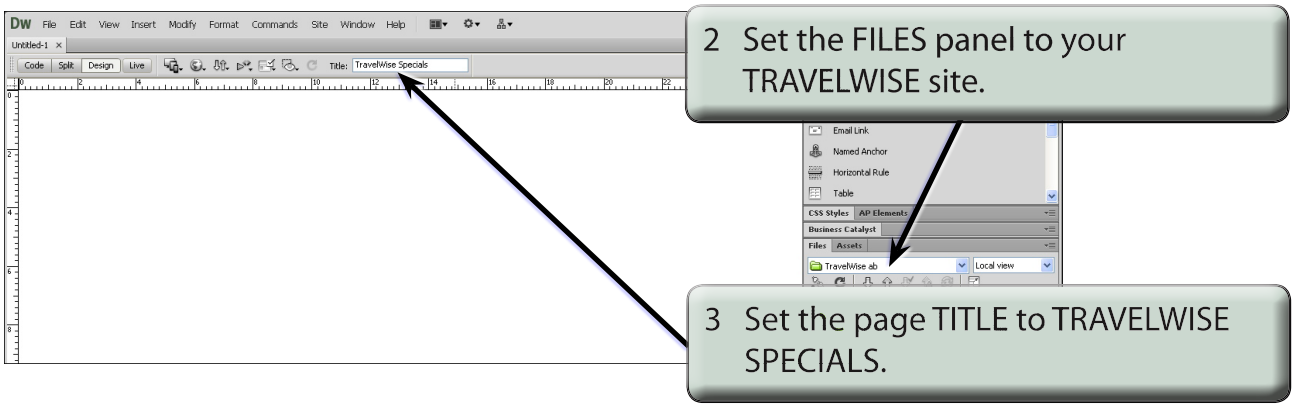
Absolute Position Elements (AP Elements for short) are containers that can hold text, graphics or tables. They can be placed anywhere on a page and moved to new positions as required. They are assigned a specific position so that browsers know where to display them. In earlier versions of DreamWeaver, AP Elements were called Layers.

AP Elements are a relatively new web authoring tool and as such can only be viewed in more recent browsers. In this chapter a page that uses AP Elements will be created to advertise special tours offered by the TravelWise company.

Creating the Specials Page

The SPECIALS page will be created entirely with AP Elements.

1 Load DreamWeaver or close the current page. Create a NEW HTML page and set the screen to the DESIGNER workspace.

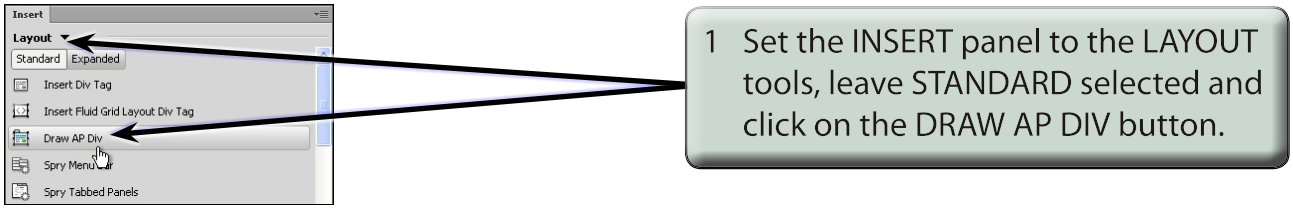


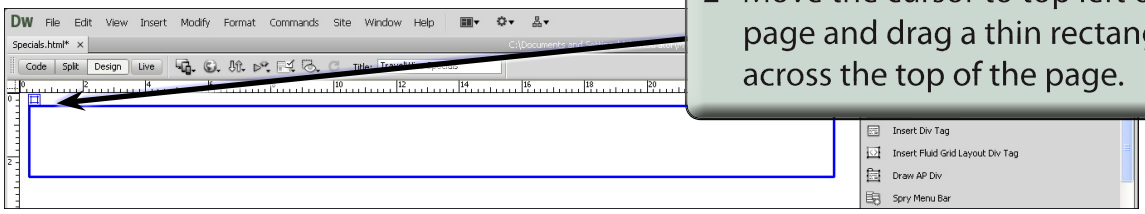
4 Save the page in your TRAVELWISE folder as:

Specials or Specials.html

Creating a Title Element

The first AP ELEMENT will contain the title of the page.



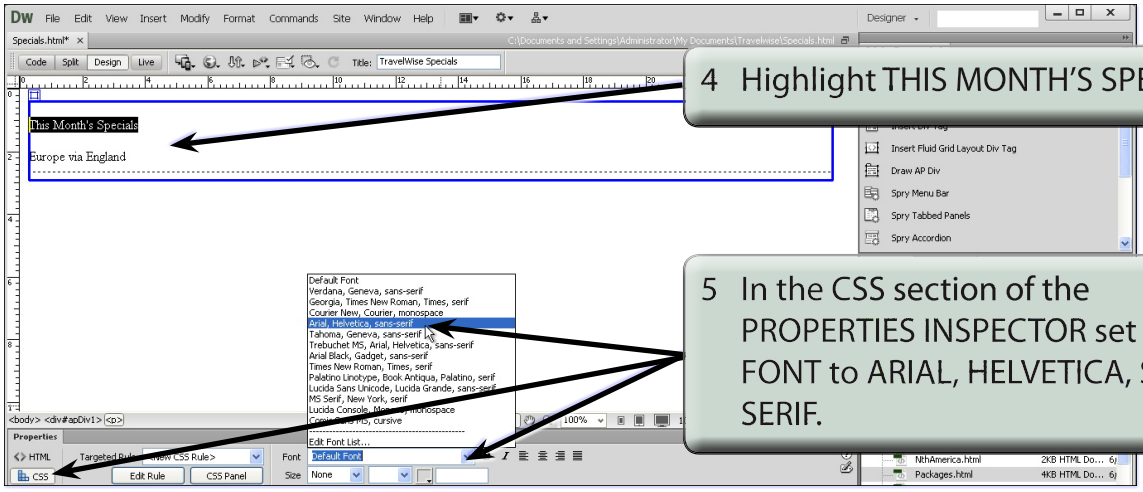


2 Move the cursor to top left of the page and drag a thin rectangle across the top of the page.

3 Enter the following text in the AP ELEMENT frame:

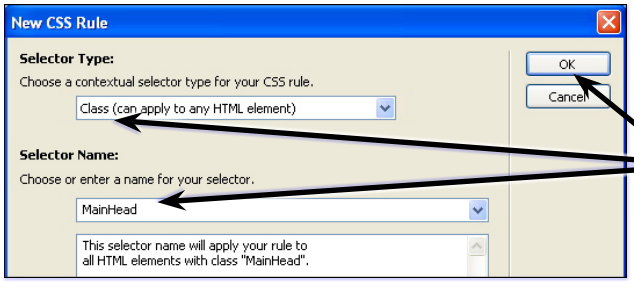
This Month's Specials <enter>

Europe via England



4 Highlight THIS MONTH'S SPECIALS.

5 In the CSS section of the PROPERTIES INSPECTOR set the FONT to ARIAL, HELVETICA, SANS SERIF.



6 In the NEW CSS RULE dialogue box set the SELECTOR TYPE to CLASS, in the SELECTOR NAME box enter:

MainHead

and select OK.

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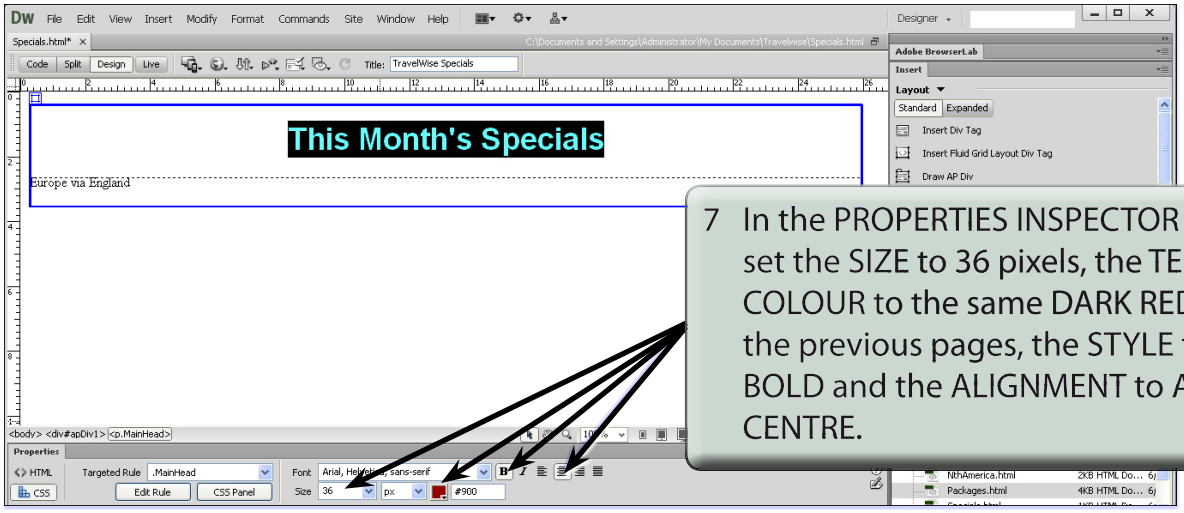
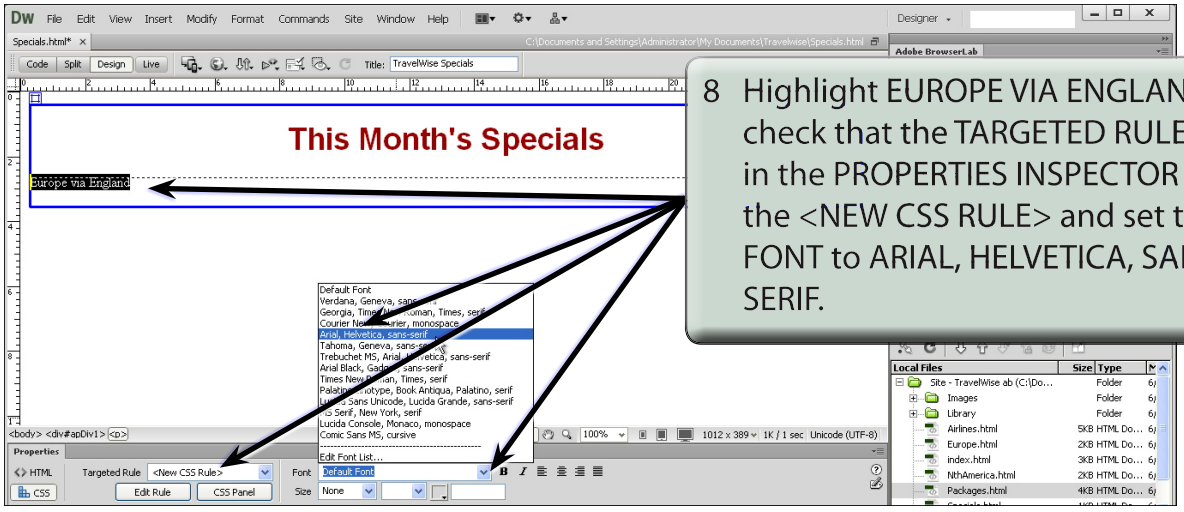


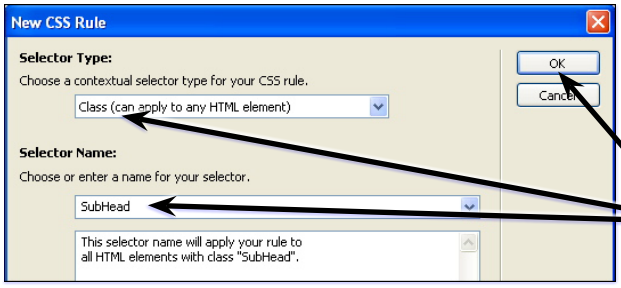
7 In the PROPERTIES INSPECTOR set the SIZE to 36 pixels, the TEXT COLOUR to the same DARK RED as the previous pages, the STYLE to BOLD and the ALIGNMENT to ALIGN CENTRE.

NOTE: i You can use the COLOURS section of the ASSETS panel to set the same shade of dark red as the headings in the other pages.

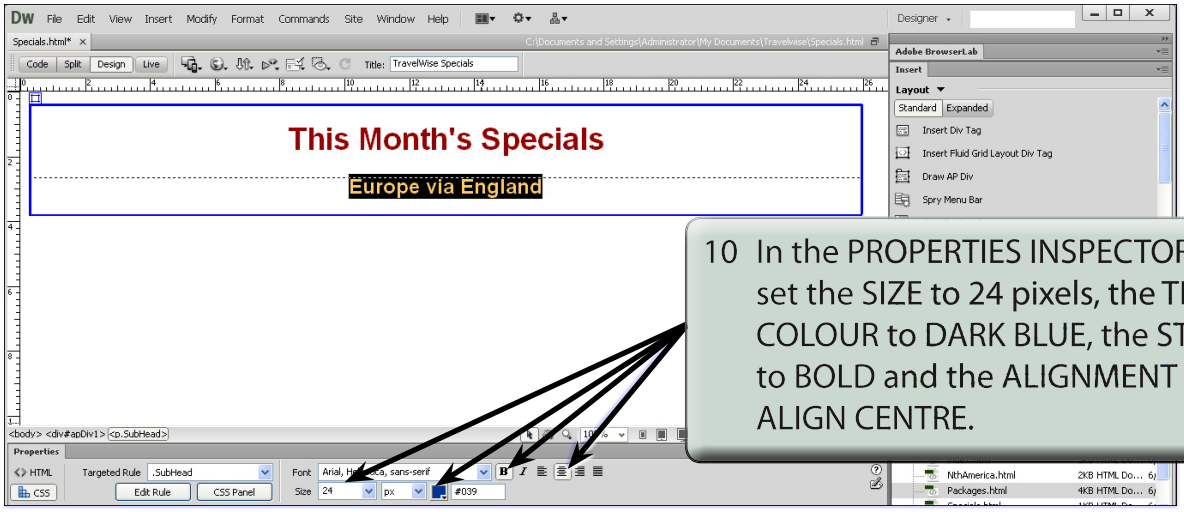
ii The AP ELEMENT frame is called a DIV tag (short for a DIVISION tag) which divides a region of the page for content.



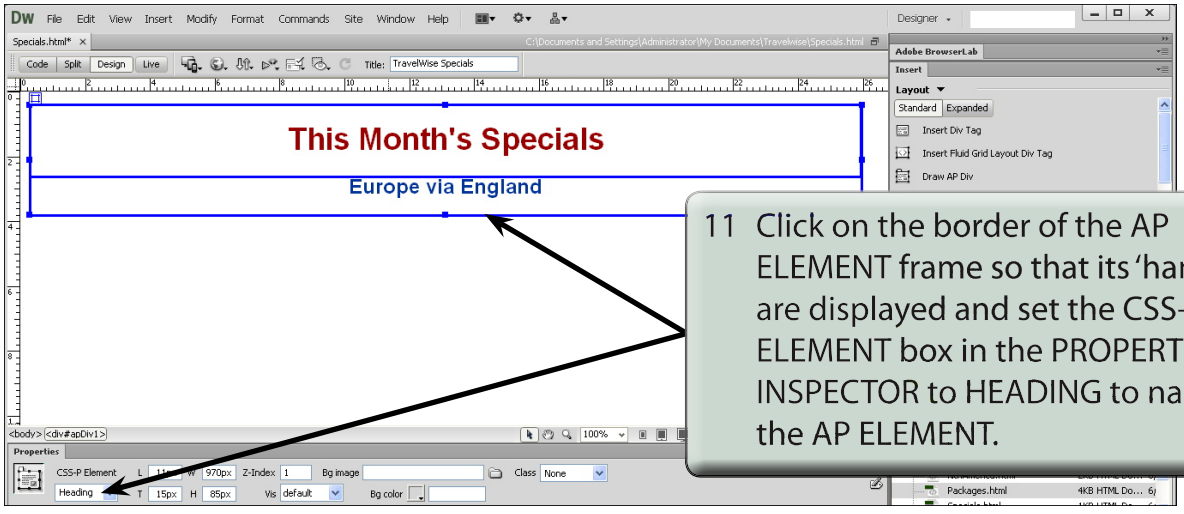
8 Highlight EUROPE VIA ENGLAND, check that the TARGETED RULE box in the PROPERTIES INSPECTOR is set the <NEW CSS RULE> and set the FONT to ARIAL, HELVETICA, SANS-SERIF.



9 In the NEW CSS RULE dialogue box set the SELECTOR TYPE to CLASS, the SELECTOR NAME to SUBHEAD and select OK.



10 In the PROPERTIES INSPECTOR set the SIZE to 24 pixels, the TEXT COLOUR to DARK BLUE, the STYLE to BOLD and the ALIGNMENT to ALIGN CENTRE.



11 Click on the border of the AP ELEMENT frame so that its 'handles' are displayed and set the CSS-P ELEMENT box in the PROPERTIES INSPECTOR to HEADING to name the AP ELEMENT.

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Chapter
8

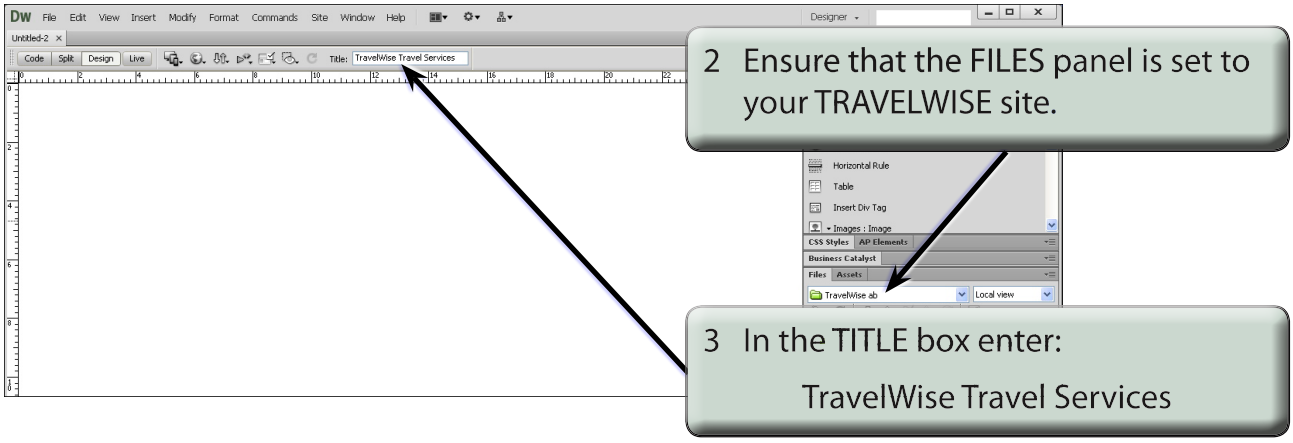
Using Templates

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. To illustrate the use of templates, the TravelWise web site will be adjusted.

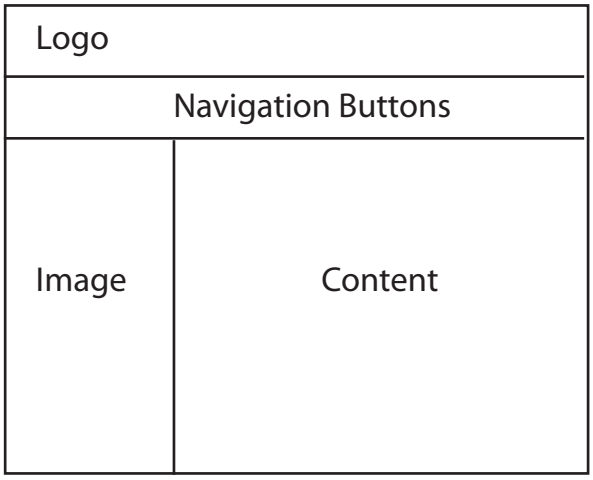
Creating the Template

The template will be created from a blank page, however an existing page can be converted into a template if necessary.

1 Load DreamWeaver or close the current pages and create a NEW HTML page. The screen should be set to the DESIGNER workspace.

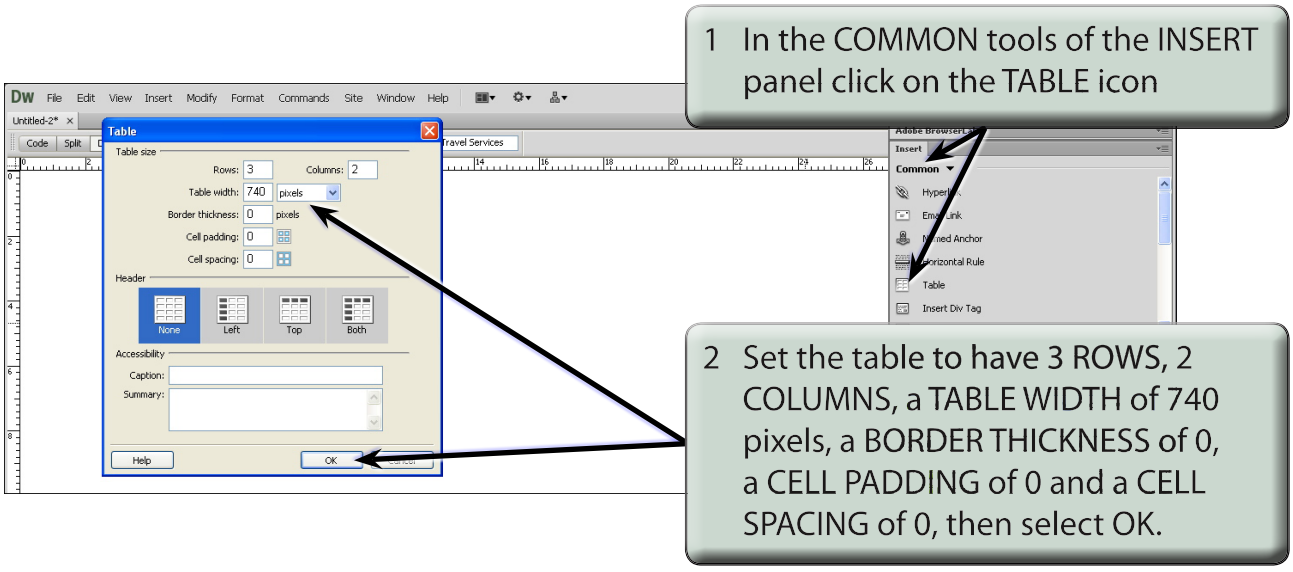


4 A template for the site will be created then applied to a series of other pages. The design of the template will have the following structure.



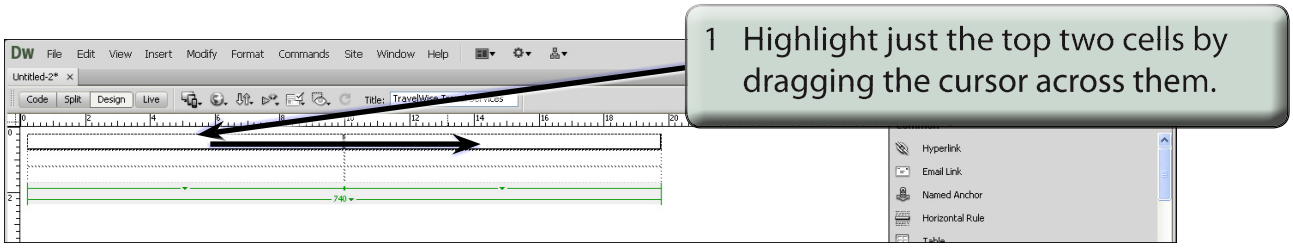
A Creating the Table

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



B Merging Cells

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



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

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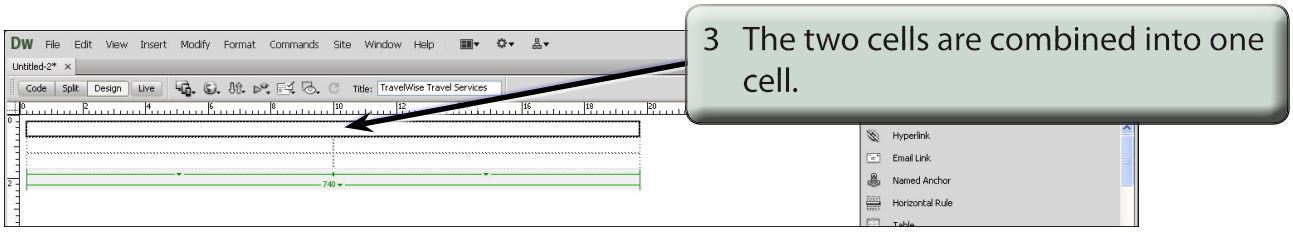
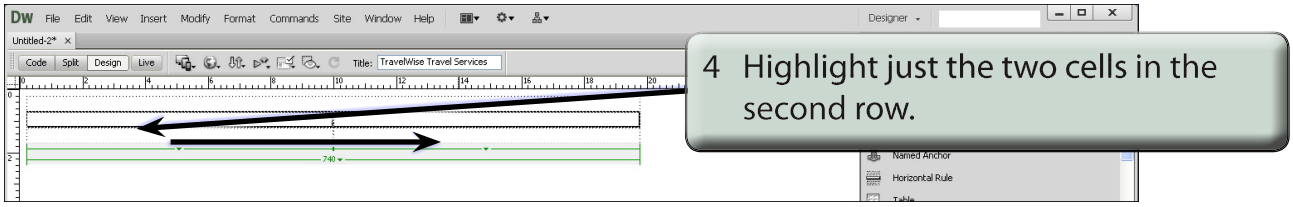




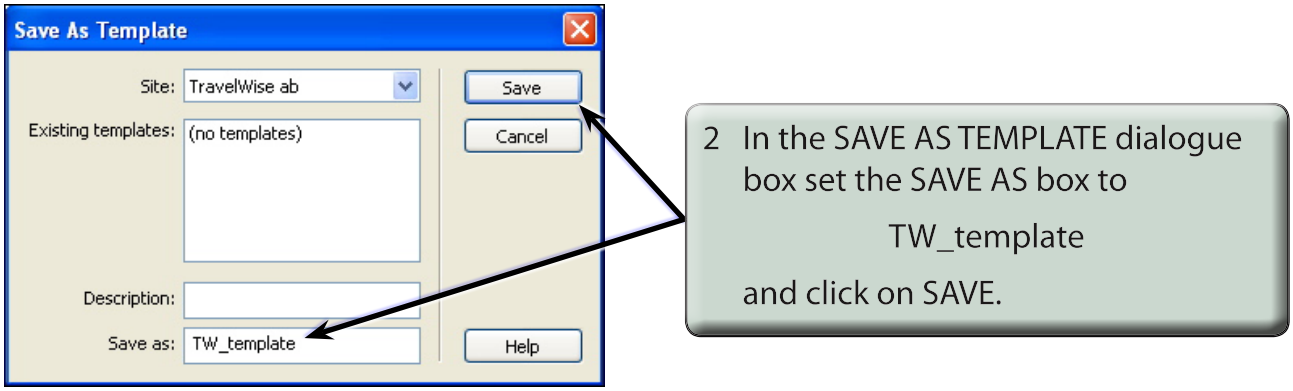
5 Display the MODIFY menu, highlight TABLE and select MERGE CELLS.

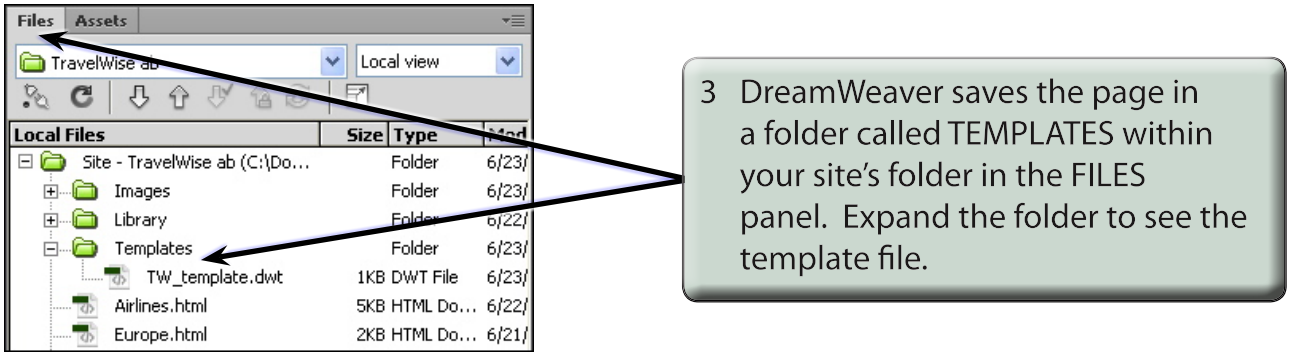
NOTE: By using a table, a series of regions have been created on the page.

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.



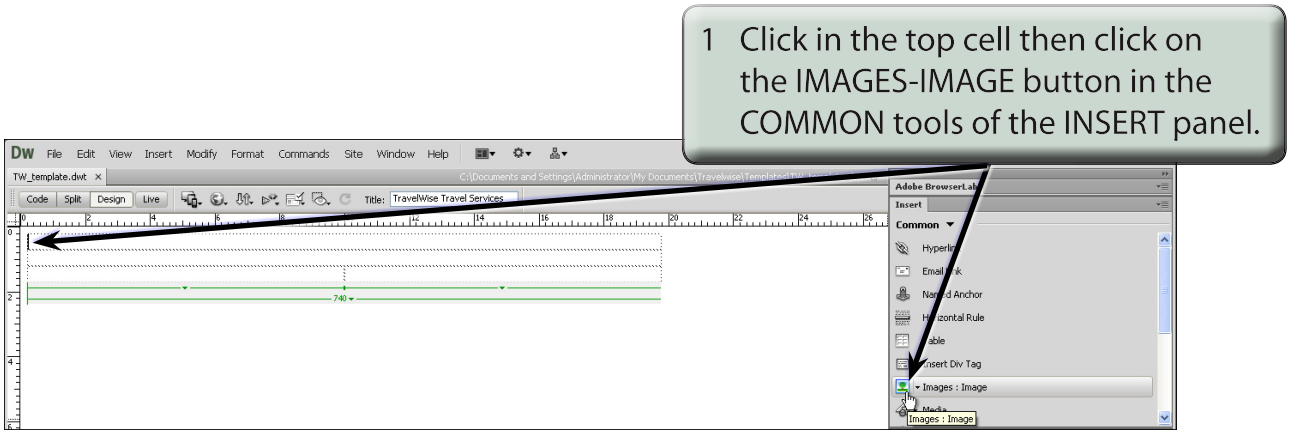


Completing the Template

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.



2 Access the DWcs6 SUPPORT FILES, open the CHAPTER 8 folder and click on the LOGO.GIF file.

3 Select OK or CHOOSE to insert the image.

4 Select YES to the ROOT FOLDER warning dialogue box and save the image in the IMAGES folder within your TRAVELWISE folder.

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Chapter
9

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. In order to do this, a FORM needs to be created. 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.

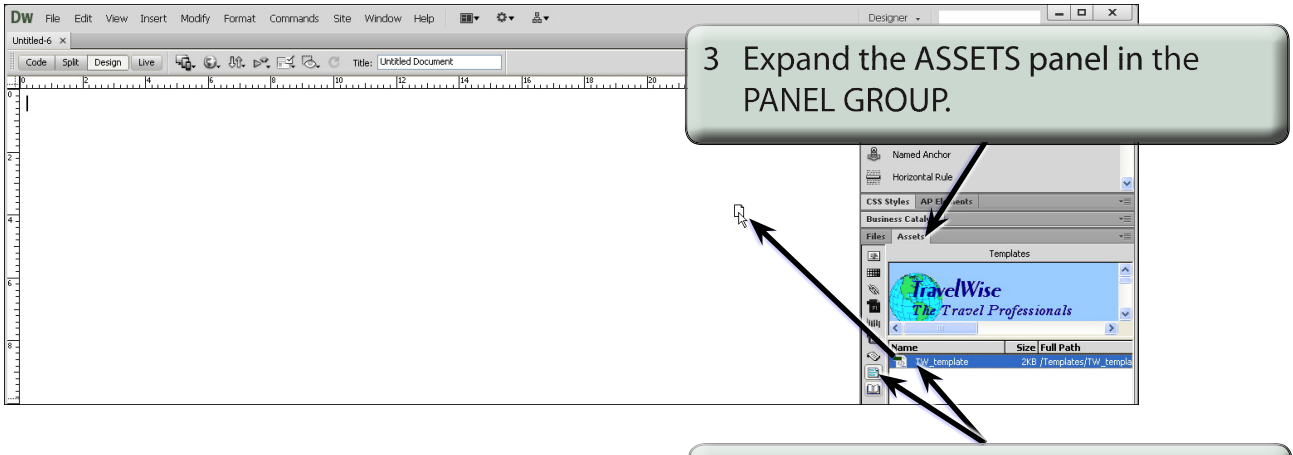
In this chapter you will create a form for the TravelWise Travel Agency.

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 and the screen should be set to DESIGNER workspace.



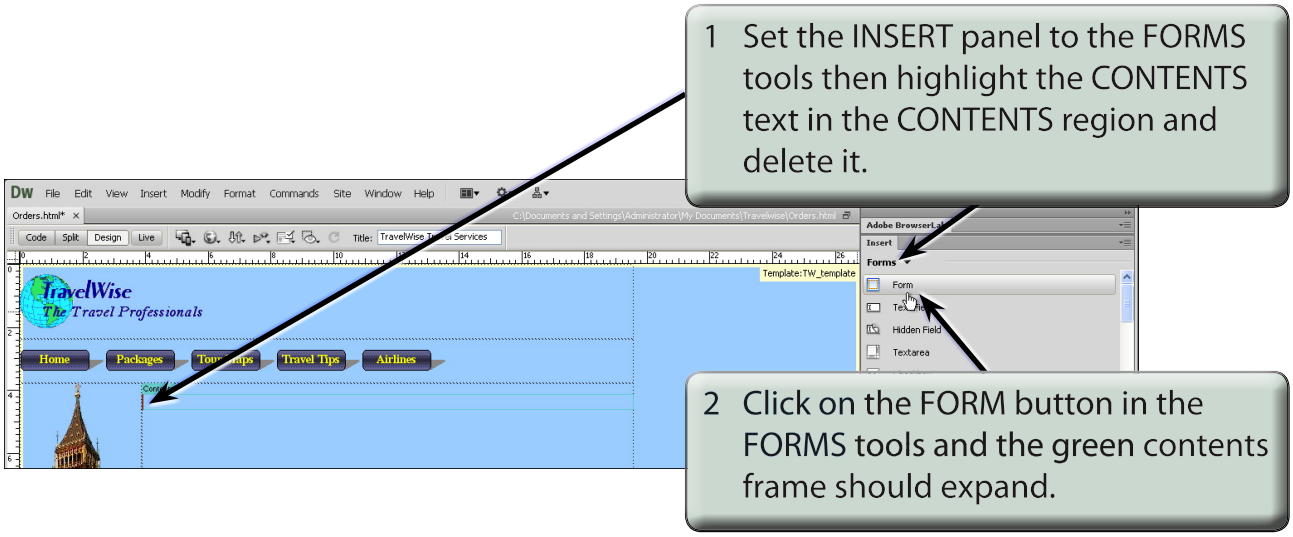
NOTE: Dragging the template from the ASSETS panel onto the page is another way of applying a template to a page.

5 Save the page as:

Orders or Orders.html

Inserting the Form Tag

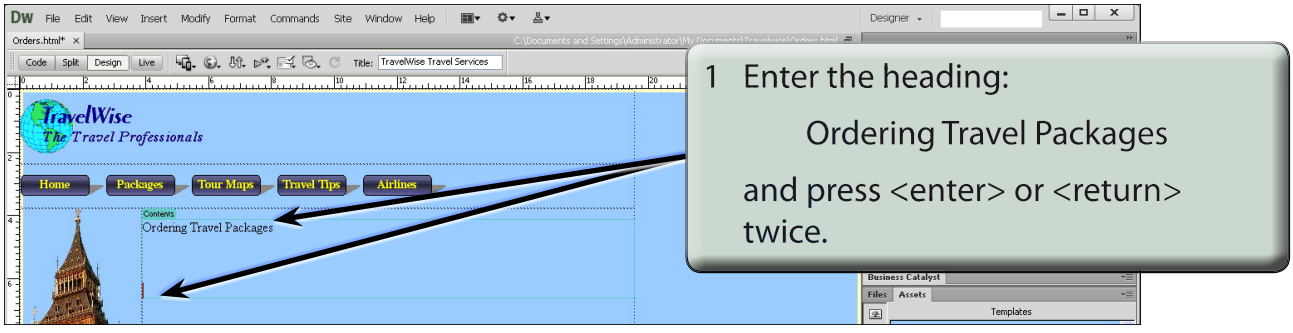
When creating a form you must tell the program that a form is required that it will be asking for information from the user. All the details within a form MUST be contained within an area called a FORM TAG, so whenever you start a form you must first insert a FORM TAG.



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



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.

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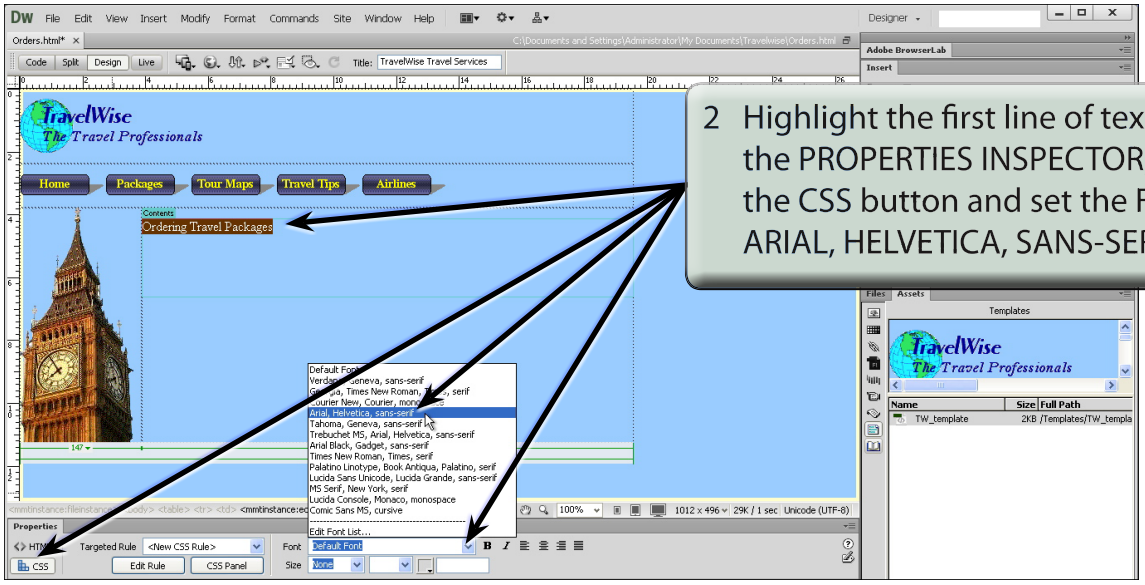
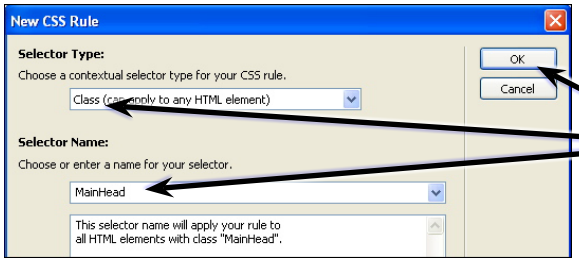
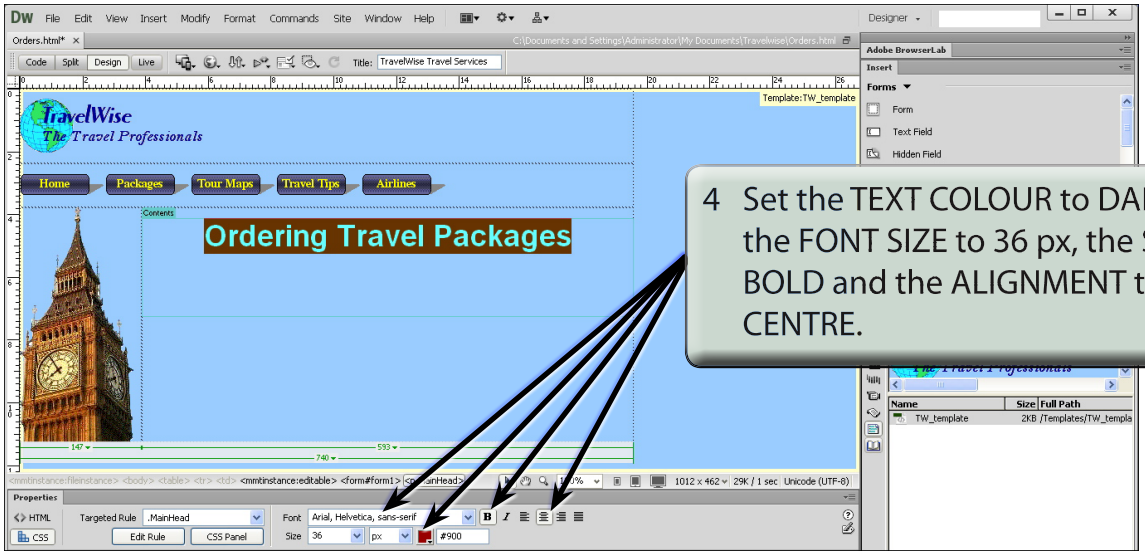


2 Highlight the first line of text and, in the PROPERTIES INSPECTOR, turn on the CSS button and set the FONT to ARIAL, HELVETICA, SANS-SERIF.



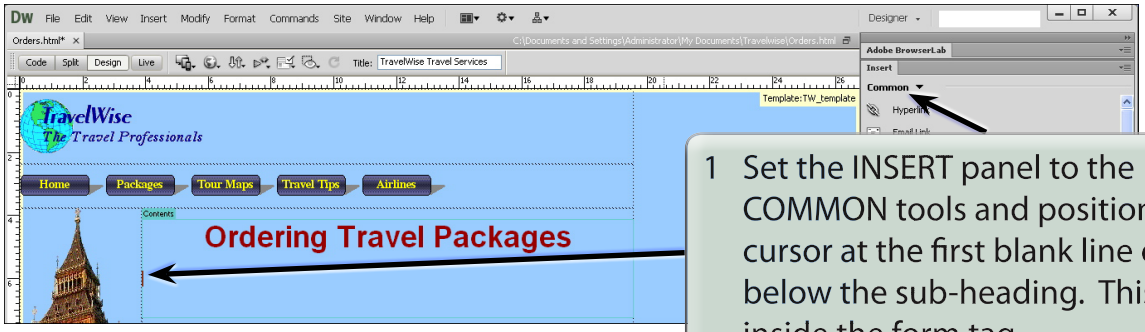
3 In the NEW CSS RULE dialogue box set the SELECTOR TYPE to CLASS, enter MAINHEAD in the SELECTOR NAME box and select OK.



4 Set the TEXT COLOUR to DARK RED, the FONT SIZE to 36 px, the STYLE to BOLD and the ALIGNMENT to ALIGN CENTRE.

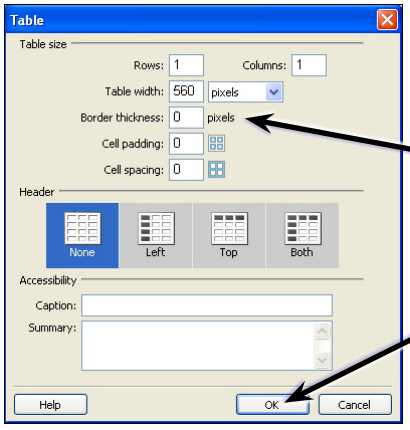
B Entering a Message

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



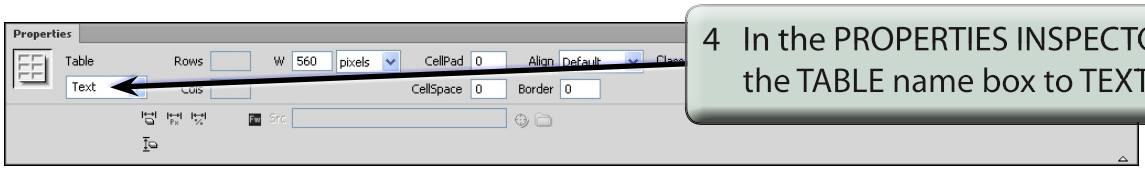
1 Set the INSERT panel to the COMMON tools and position the cursor at the first blank line directly below the sub-heading. This is inside the form tag.

2 Click on the TABLE button in the COMMON tools.



3 Set the table to 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.

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Chapter
10

Rollover Images

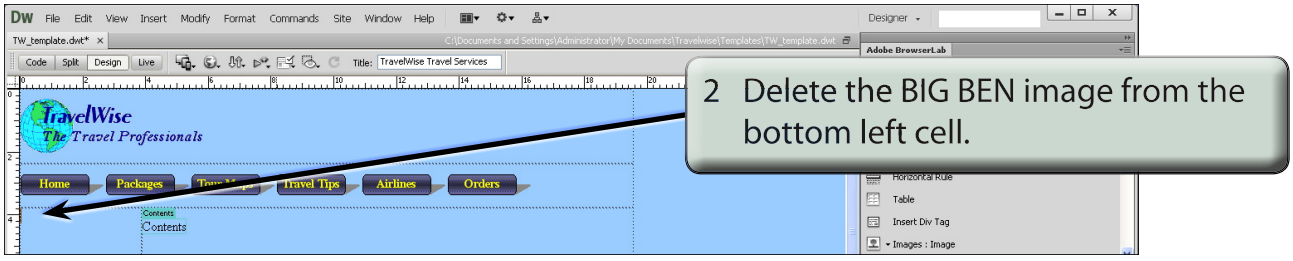
DreamWeaver allows you to insert rollover images that change when the mouse pointer is moved over them. They can also be hyperlinked to open pages allowing then to be used as buttons. To illustrate the use of rollover images a second navigation section will be added to the TW_TEMPLATE to allow users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

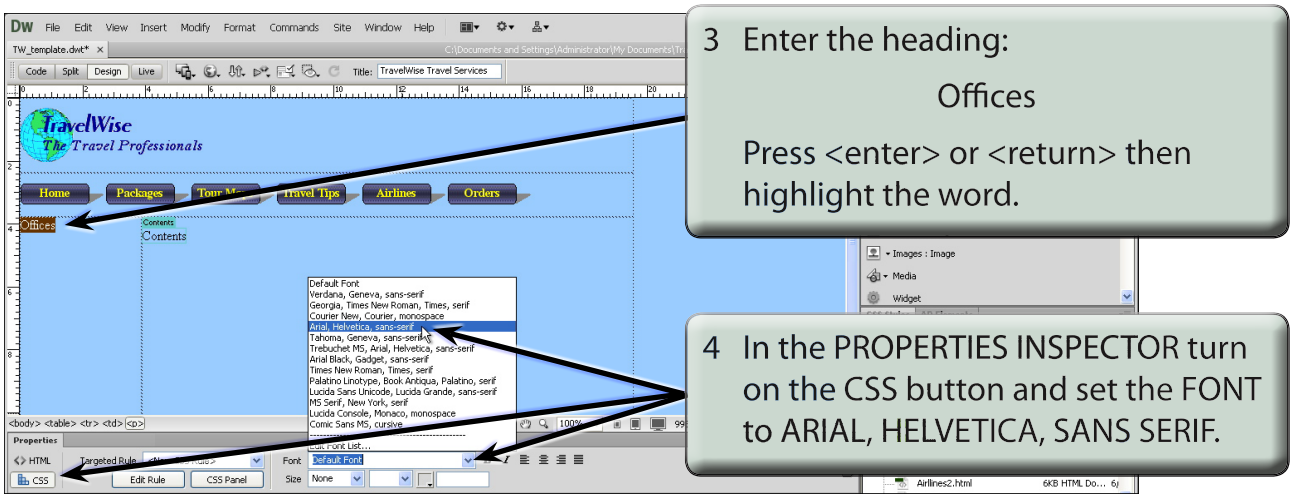
Creating the Office Files

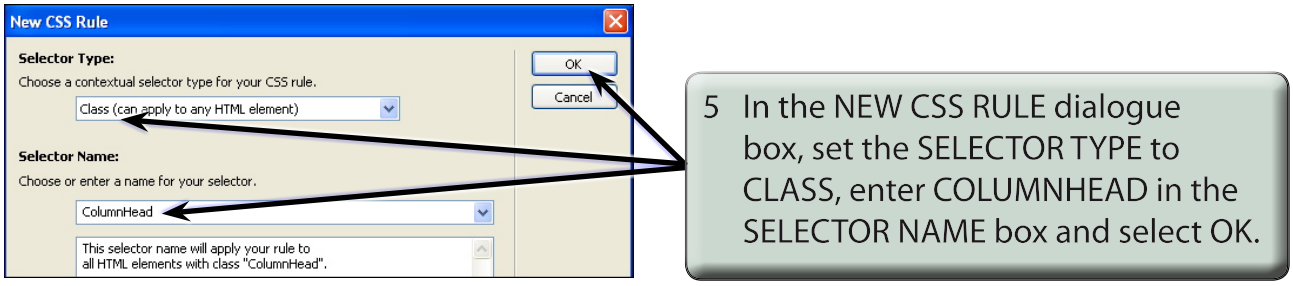
The content for four offices that TravelWise might have has been prepared for you and pages displaying this content need to be created so that the rollover buttons can be linked to them.

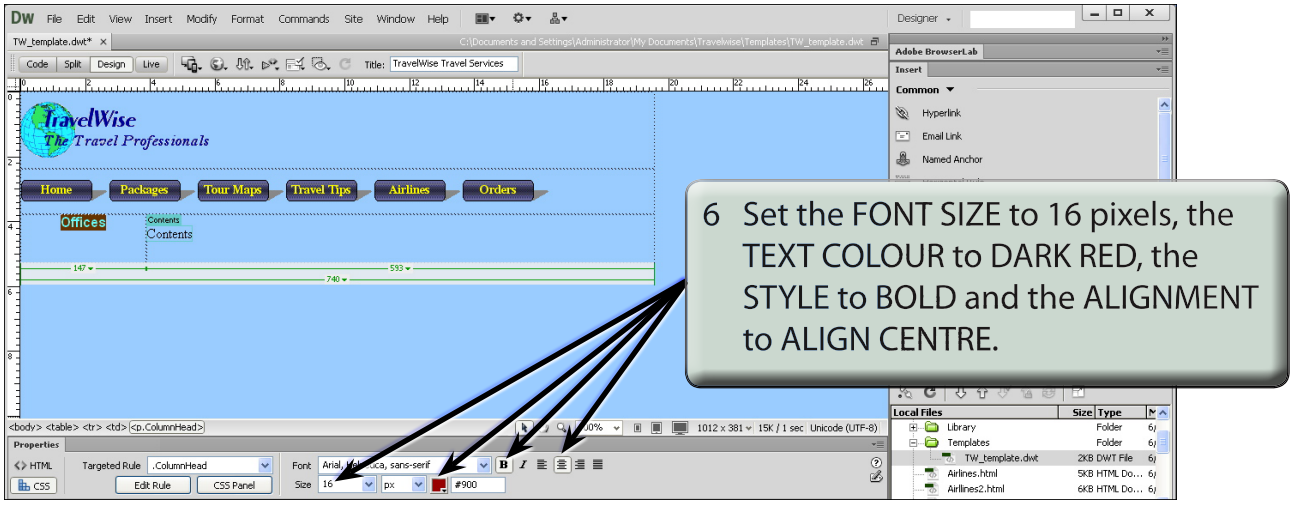
A Adjusting the Template

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.









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

NOTE: When you create a CSS style within the template, that style is available to all pages that are set to 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.

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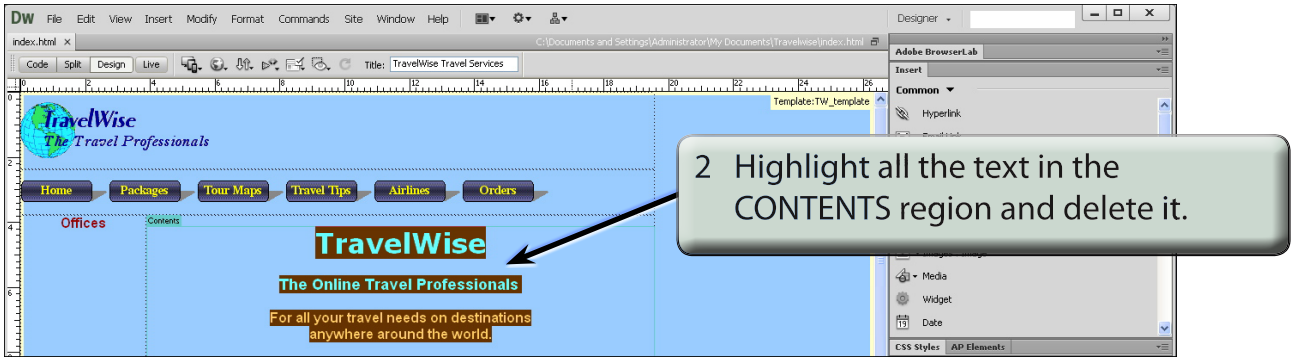
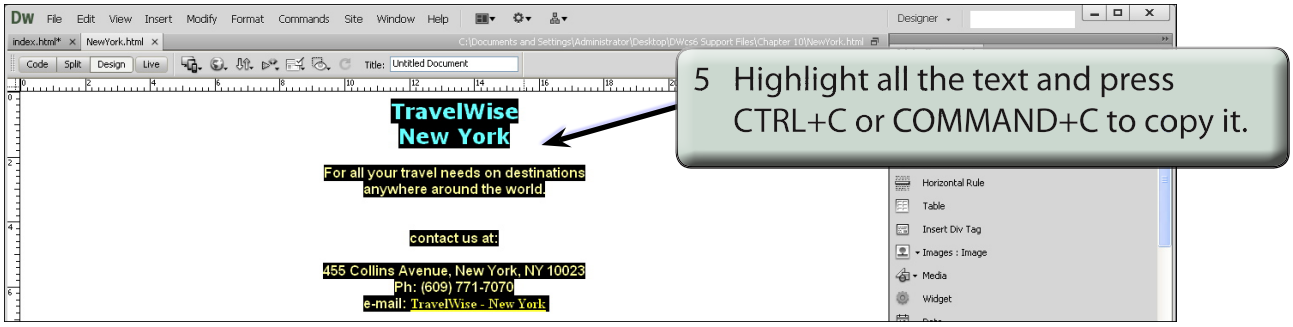
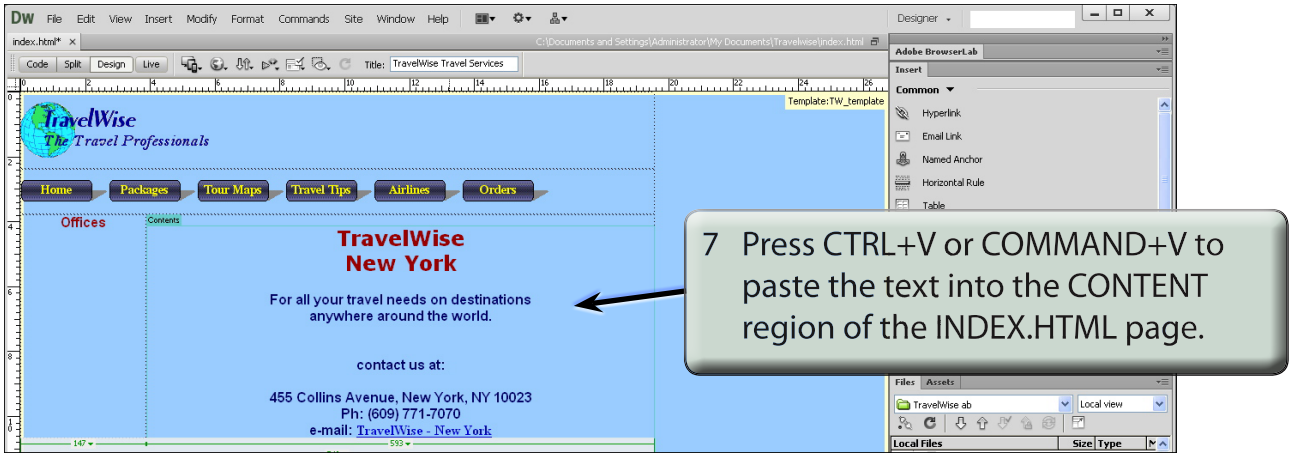


3 Display the FILE menu and select OPEN.

4 Access the DWcs6 SUPPORT FILES, open the CHAPTER 10 folder and open the NEW YORK.HTML page.



6 Close the NEW YORK page.



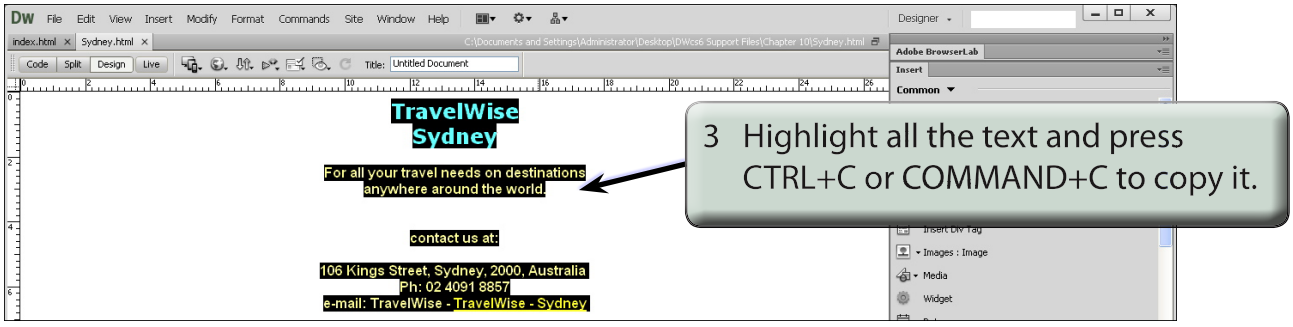
8 Save the INDEX.HTML page.

C Creating the Sydney Page

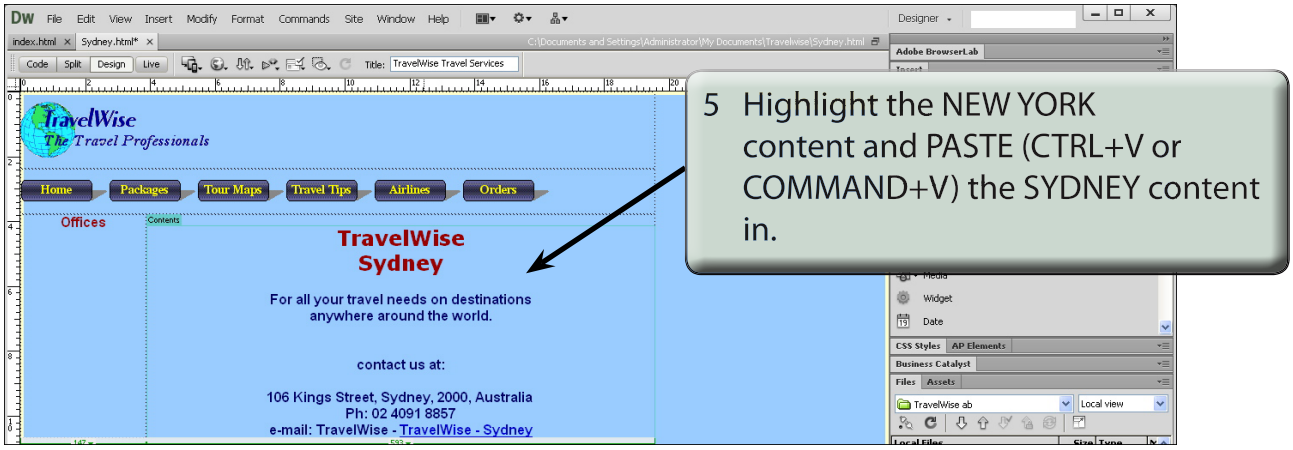
The index page will be adjusted to display information about the Sydney office then saved under a different name.

1 Make sure the INDEX page is saved then display the FILE menu and select OPEN.

2 Access the DWcs6 SUPPORT FILES, open the CHAPTER 10 folder and open the SYDNEY.HTML page.



4 Close the SYDNEY.HTML page.



6 Display the FILE menu and select SAVE AS.

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Chapter
11

Checking and Uploading Web Files

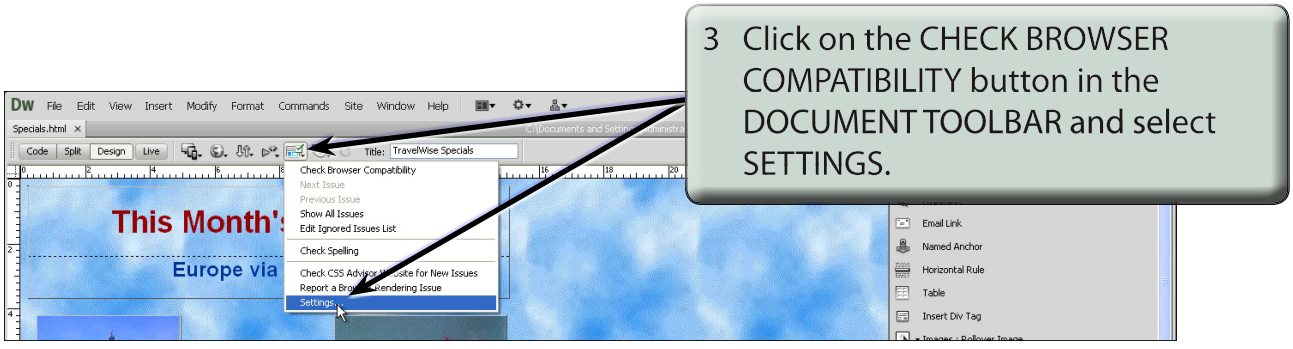
Now that you have built a web site it is time to publish it on the internet. The process is called UPLOADING. DreamWeaver not only allows you to upload your files to a remote server (Internet Service Provider's hard drive) it also allows you to carry out checks on the files before they are uploaded,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

Browser Checks

When you are creating a web site consideration always has to be given to the type of computer and browser that the web site will be viewed on. Usually compromises need to be made. DreamWeaver provides you with information about how your pages will look on different browser versions.

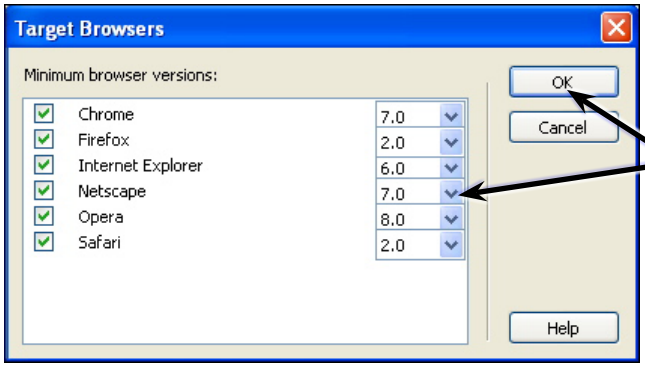
1 Load DreamWeaver or close the current page.

2 Set the FILES panel to your TRAVELWISE site and open the SPECIALS.HTML page. This page users AP Elements which are only supported in later browsers.

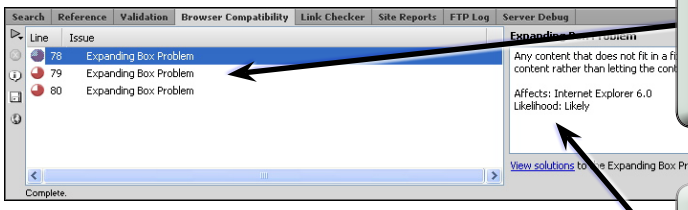


4 The TARGET BROWSERS dialogue box is opened and it allows you to select the browser versions that you wish to check for.

5 Let's set checks for CHROME 7.0, FIREFOX 2.0, INTERNET EXPLORER 6.0, NETSCAPE 7.0, OPERA 8.0 and SAFARI 2.0.



6 The settings are changed by clicking on the version number arrow and selecting a version number from the popup list. Set the values to those shown and select OK.



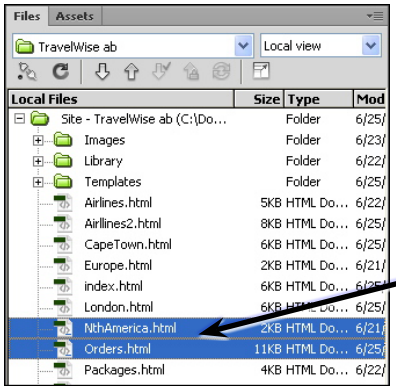
7 The RESULTS panel is opened below the PROPERTIES INSPECTOR and some errors should be flagged for some browsers.

8 Information about the errors is provided at the right of the RESULTS panel.

Other 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.

1 Let's run a report on two pages of the site.



2 In the FILES panel click on the NthAMERICA.HTML page then hold down the SHIFT key and click on the ORDERS.HTML page so that both pages are selected.

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