

## Building TPS Web Pages with Dreamweaver

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Notes:

# 1. Folder Management

## Where Does My Stuff Go?

### *Directory and File Structure*

**Documents** is the place on your computer that we will keep your folders and files. Your computer saves files in folders on your computer just as you store paper files in a file cabinet. You may have a hanging file folder.

You created a folder called **images** inside **Documents**. Create another folder and name it with **your first initial and last name: for example, lwiese**

Make sure you use all lower case letters and no spaces. **Drag your images folder** into this **newly created folder**. Remember the images folder is where you will store all of the pictures and other images associated with your Web site. You have been saving your pictures and photographs in this folder for class.



**My Documents (or Documents)** (will contain many folders-one of these is your newly created Web site folder)



sbrady (this is your site folder for your Web site)

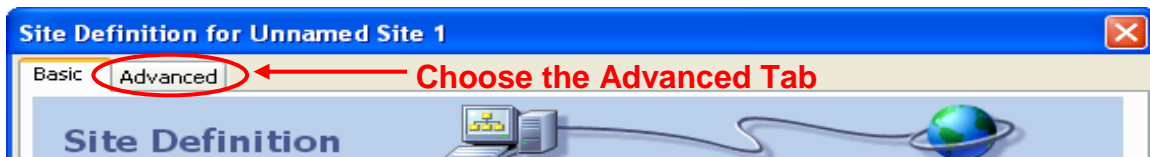


**images** (this is the images folder inside your Web site folder)

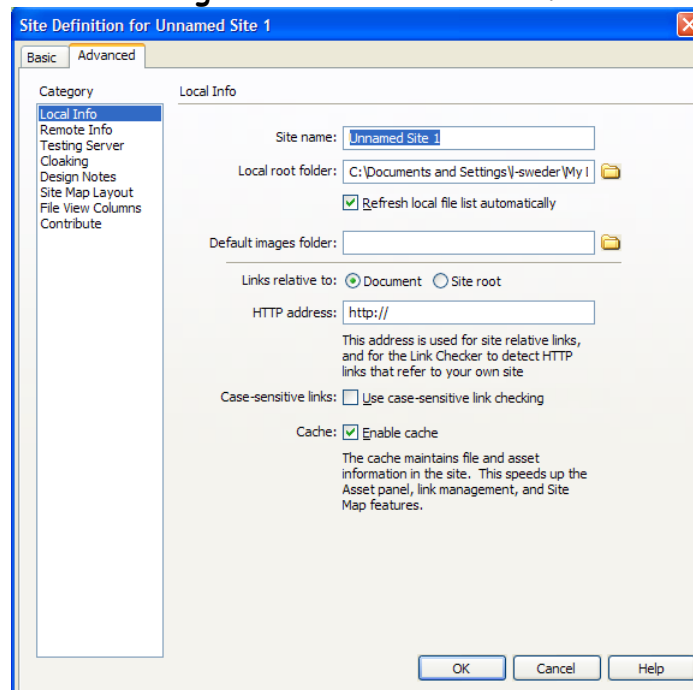
## 2. Define Your Site

Defining your site simply tells Dreamweaver where the files for your Web site will be located and how to connect to the server hosting your Web site. We have just created a folder to save your Web files (first initial and last name folder), which is in the folder called Documents.

- Open Dreamweaver
- Select **Site** or **Select Manage Sites** on the upper right side
- Select **Manage Sites**
- Select **New**
- Select **Advanced** folder if not selected.



- You should see a dialog box like the one below.



- In the **Site Name** box, you can give your site any name that you wish. However, we recommend that you call it **TPS Project**. If you define more than one site in Dreamweaver, this name is what will let you differentiate between your sites. For example, you may have a site named My Course Web Site and another named Family History. Note: You can use separated words to name this.

- h. The **Local Root Folder** is where you will put all files that are associated with your Web site, including your Web pages and images. The local root folder for this site is the folder with your first initial and last name and that is on the Desktop. Click the folder icon at the end of the local root folder (shown below), browse to My Documents, then for example, to **pbonebrake**, **ncampbell**, **mchrisman**, or **kmcnamara**, and choose Select.

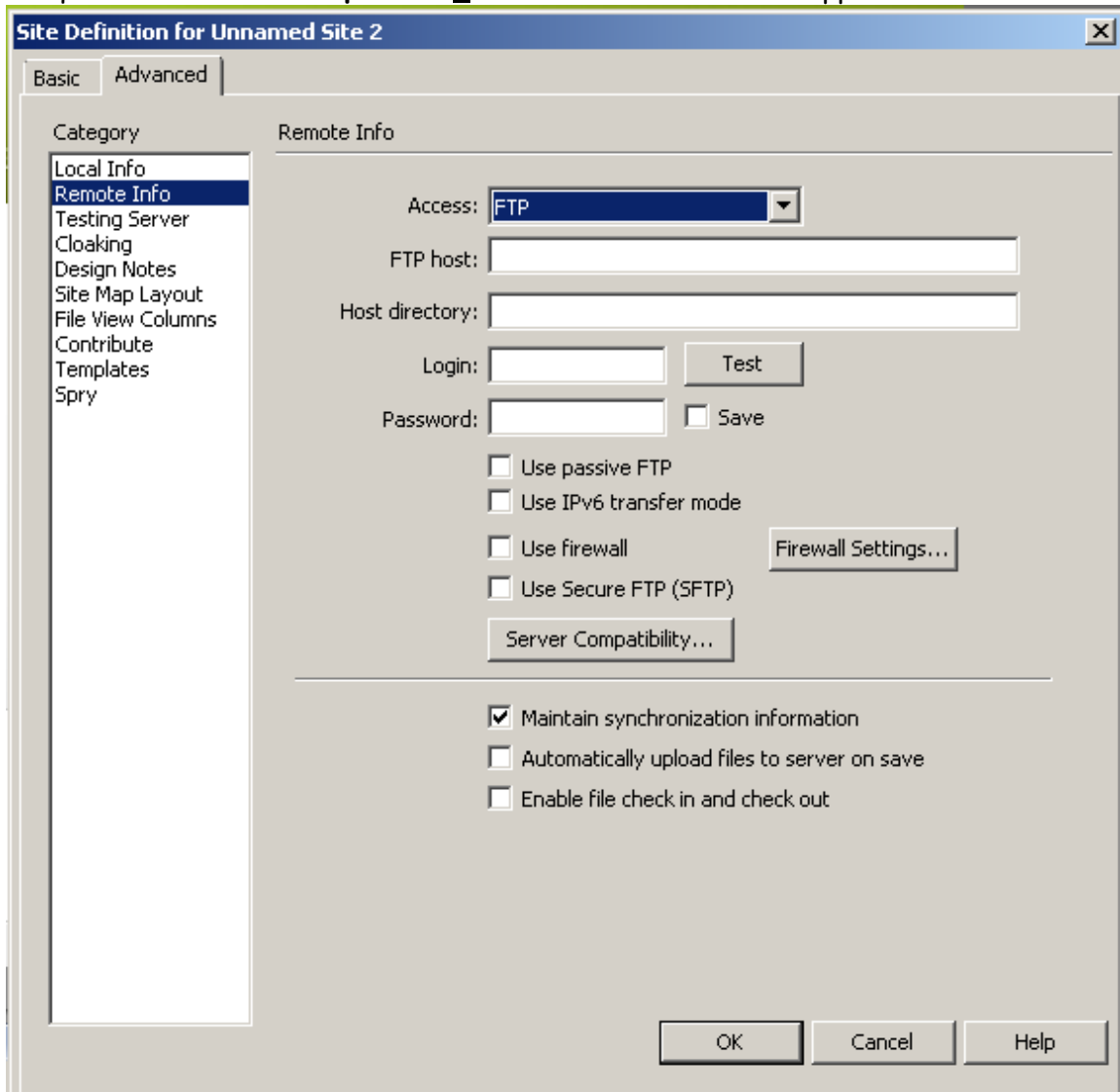
Local Root Folder:   [Click Here](#)

- i. Browse for the Default Image folder inside your Website folder.

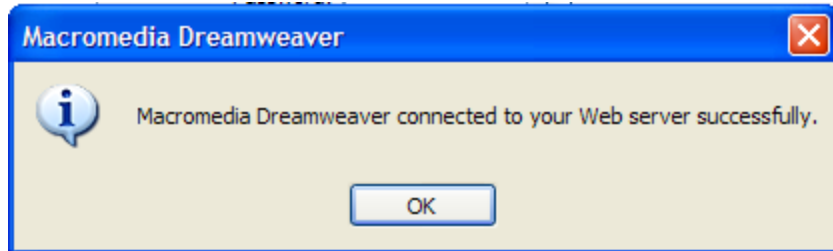
Default images folder:   [Click Here](#)

Notes:

- j. Select **Remote Information**
- k. In the **Access** box change **None** to **FTP**
- l. In **FTP host**: type in **aamusers.govst.edu**
- m. Leave **Host directory**: blank
- n. Type in your correct user name in **Login**: Select your site (**Imenza**) (**drunnion**)
- o. Type in your **password**:
- p. Click box for **Save** and a check mark will appear
- q. Click box for **Use passive FTP** and a check mark will appear



- r. Click on **Test** and you should see a quick message **Connecting (your user name)**



Or

**Adobe Dreamweaver CS connected to your Web server successfully.**

s. Click **OK** , Click **OK** and Click **Done**

### **Important Note**

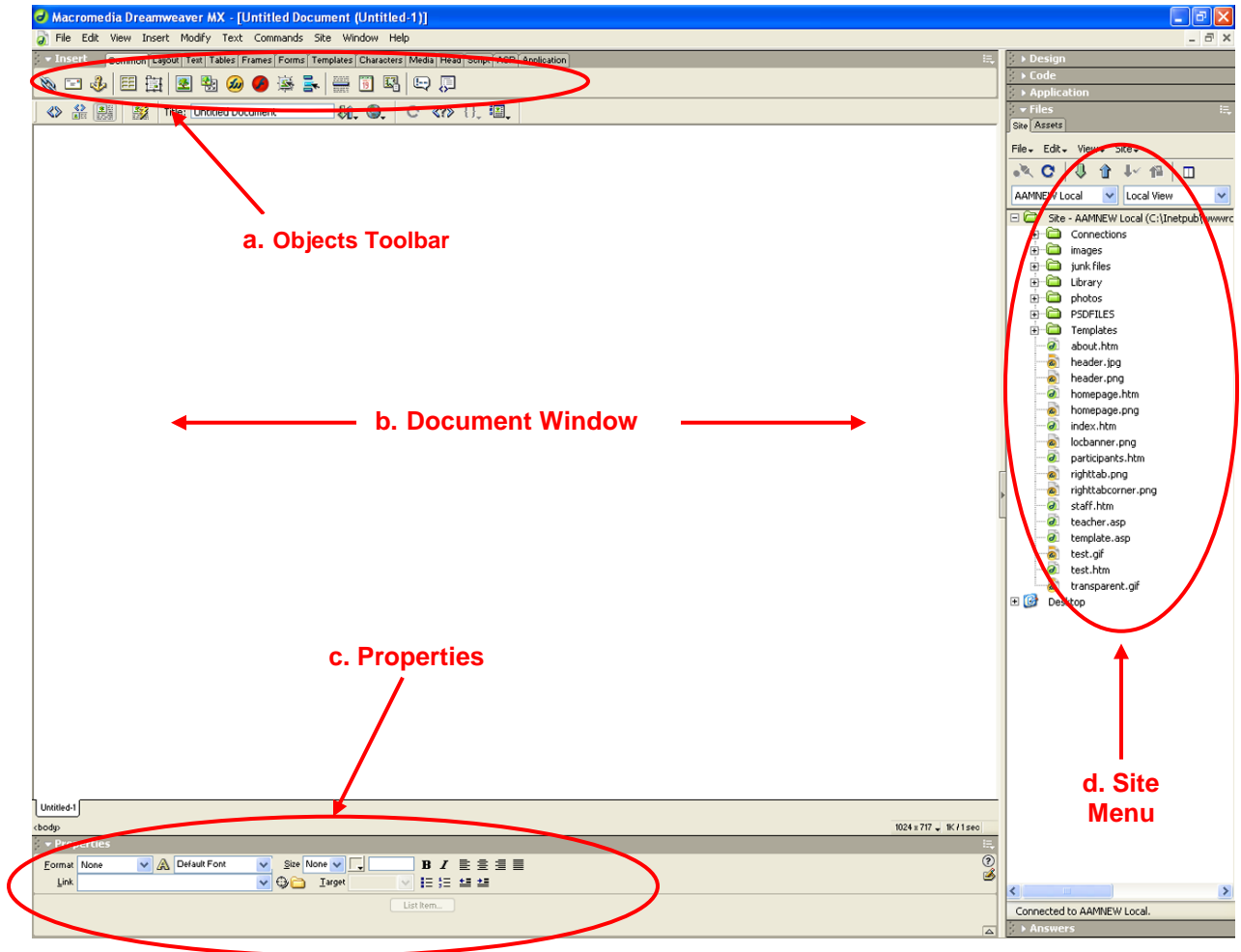
It is VERY IMPORTANT that you save all files that are part of your Web site in the Local Root Folder. Save all images, photos, videos, audios that are part of your Web site in your images folder. This is important stuff☺.

Notes:

### 3. Overview of Design Features

You now have a blank page opened to try out some of the design features of Dreamweaver.

#### *Familiarizing Yourself with Your Workspace*



Your site menu will not have as many files at this time.  
See page 13 for an explanation of all of the areas marked above.

a. **Objects Toolbar** - This toolbar is where you find buttons to insert **objects** into your page. Objects are any items on your page other than plain text. Objects include such items as tables, images, and links. Notice that there are tabs across the top of your objects toolbar. By clicking on the tabs, you change the objects that are available to be inserted in your page. For now, we will only be using the **Common** tab, which is the default.



The Objects Toolbar can also look like this:



b. **Document Window** - Your document area is where you build your page. Here we insert text and objects such as images, tables and links. It is similar to a blank document in a word processing program such as Microsoft Word. In fact, many of the procedures in building a web page are very similar to word processing. We will make note of these similarities as we proceed through Dreamweaver MX Fundamentals.

c. **Properties Window** - The Properties Window will be one of the tools you use most in Dreamweaver because it modifies the elements on the page. You can modify the appearance of text by making it bold, changing the color, changing the font, increasing or decreasing the size, etc. This is similar to a word processor. It is just that easy! You also can change the properties of tables, links, images and other objects on your page. Please be aware that the appearance of the Properties Window changes based on what you have selected on your page. For example, while selecting text, it will look different from selecting an image. So, if the option you need is not present on the inspector, check to see where your cursor is on your page.

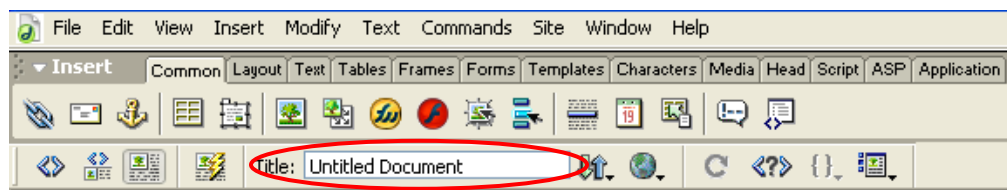
d. **Site Menu** - You can browse all of the files in your site, both on your local machine and on the remote server, in the **site menu**. You can select files to open and edit in your document window. You can also move files back and forth from your local folder to the remote server. We will spend more time learning about the features of the site menu as we progress.



Now lets add a few things to this practice page.

### 3.1 Giving Your Web Pages a Title for Bookmarking or Adding to Favorites by Users

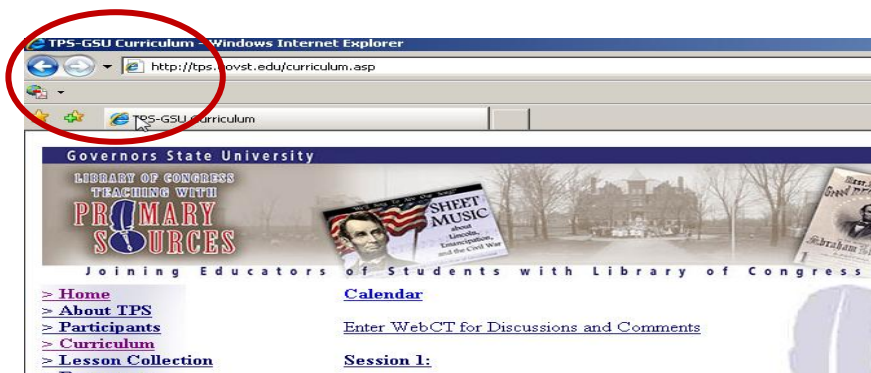
In addition to saving your pages, you must also title your pages so that when a user of your site wants to save the URL for future reference, the page has a specific title. What is the difference? Saving your pages saves the file so that you can open it and edit it later, upload it to the server, etc. The title of the page is displayed in the upper left corner of the Web browser. You title your page by typing any title you want into the title box at the top of your Dreamweaver window.



Type your page title here

Remember that when you save your pages, you have to conform to the naming conventions described on page 7; **that is use all lower case letters and underscores to connect words and no spaces.** However, when giving your page a title, you can use any special characters that you want, including punctuation and spaces.

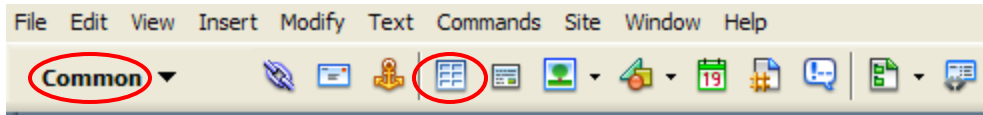
The page title is what shows in the upper left hand corner of the browser window when someone visits your web page. If the user bookmarks the page, it will be added to favorites or bookmarks. Each of your Web pages gets a different title!



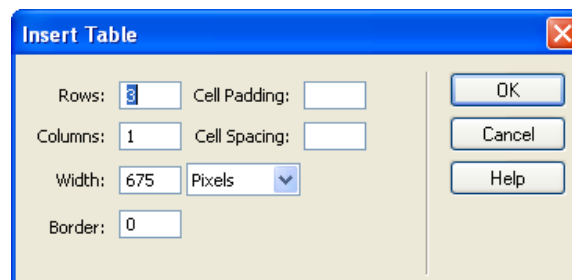
### 3.2 Inserting and Using Tables

Tables are very useful when designing Web pages. They help us lay out elements on our pages. Every new page you begin should start with a carefully planned table.

To begin creating your table, click on the Insert Table icon on your Objects Toolbar.



You will get a dialog box that looks something like this:



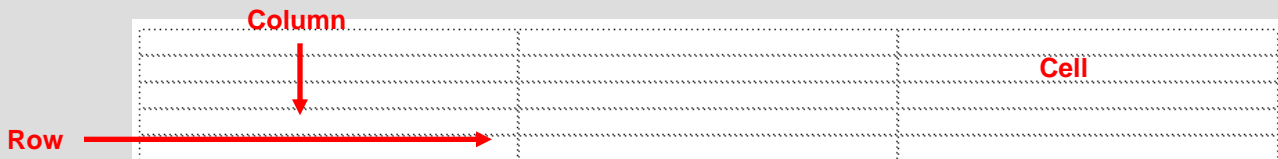
You decide how many **rows and columns** you want in your table. Don't worry if you're not exactly sure how many you will need, you can always add more later.

For the **width**, you can set a pixel width or a percentage width. Pixel widths are fixed widths that never change regardless of what monitor they are displayed. Percentage widths adjust to fill a certain percentage of the window at any size. It is generally OK just to set your width to 100 percent, but there are instances when you would want to do something different.

The **border** determines how big the lines of your table are. By leaving the border at zero, you will not see your table at all when you view your page on the web. "What's the point?" you may ask! The table still serves to hold the elements of your page in place even though you do not see it. You will see the lines represented as dotted lines in Dreamweaver. If you assign a value other than zero (usually 1), you will see the lines when you view your page on the web. You decide.

## A Note on Terminology

- **Columns** are the vertical element of a table
- **Rows** are the horizontal elements of a table
- A **cell** is any individual block in a table.

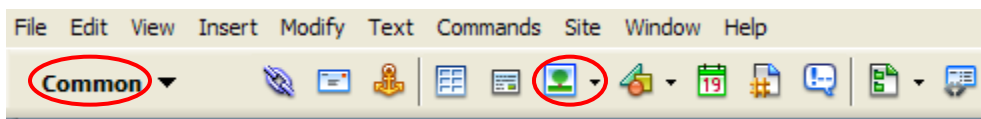


### 3.3 Inserting Text and Images into Your Page

If you can use a word processing program, you can insert text into your page! Just click your cursor in the cell that you want to put text into and type. It's that easy!

To insert images into your page, you need to **make sure that the image is saved in the folder that you designated as your local root directory**. Don't even think about inserting an image that isn't in that directory. Copy it to that directory first!

Then, click on the Insert Image button on the Objects Toolbar.



You can then browse to your local root directory and select the image that you want to insert.

### An Alternate Way to Insert an Image

Locate the image in your site menu on the right hand side of your page (see page 5). Simply drag and drop the image into the desired location on your page.

### 3.4 Making Links in Dreamweaver

Three link types are: remote, local, and email.

**Remote Links** - These links link to external websites. For instance, if you link from your homepage to Google, that would be a remote link.

#### a. To Make a Remote Link

- Highlight the text that you want to make a link by clicking and dragging your cursor over the text.
- With your text selected, type the full Internet address of the site you want to link to in the "Link" box of the Property inspector. (You could copy and paste it from the Address line in the Browser)
- You **must** type http:// before your link address
- Once you have typed your link in, **press the "Enter" key** on your keyboard.


**Special Note:** Images can be links too! The process for making an image a link is the same as making text a link, except you select the image instead of text.

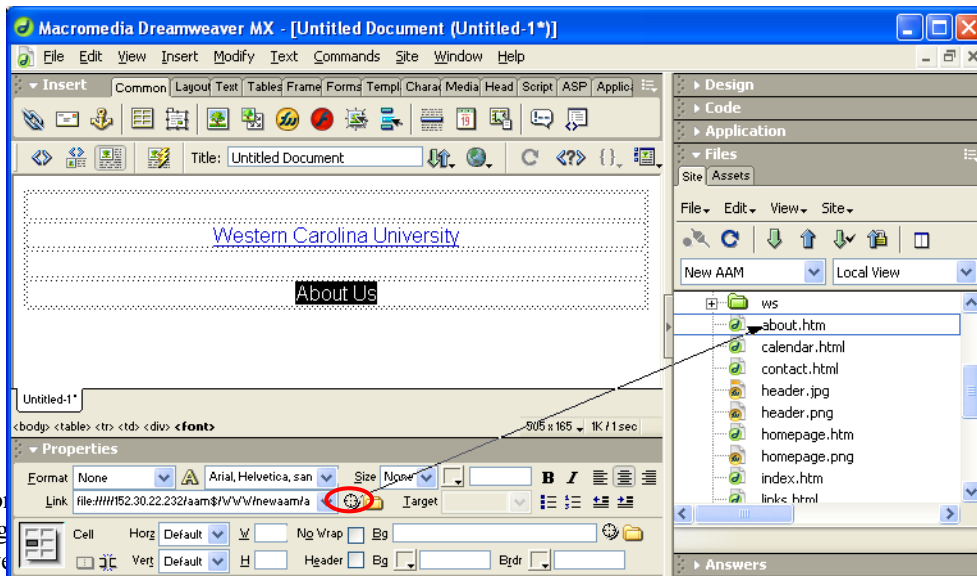
**Local Links** - Links that go to pages that you have created as part of your site are local links. For example, if you link from your home page to your resources page within the same site, that would be a local link.

#### b. To Make a Local Link

As with most things, there is more than one way to make local links in Dreamweaver. **This is our favorite way!!!**

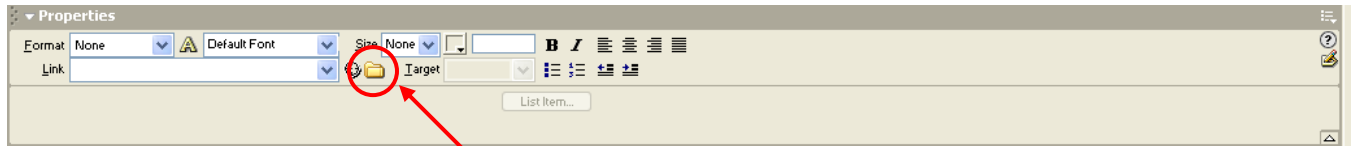
Select the text or image that will serve as your link. Click and hold on the

Point to File icon  just to the right of the link window and to the left of the folder icon. While still holding your mouse button down, drag towards your site menu and point to the file you want to link to. It's that easy! Cool, huh?



Governor  
Teaching  
Dreamwe

A second method: As in making a remote link, the first thing you do to make a local link is select the text (or image) that you want to make a link. In the Property Window, click on the folder at the end of the link box.



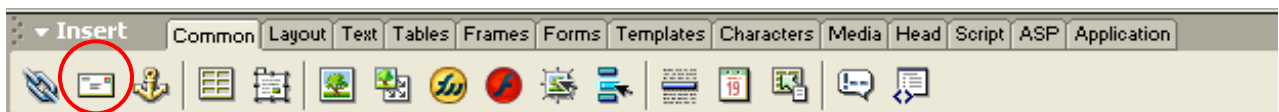
Click here to select the local file to link to.

Once you have clicked on the folder icon, browse to the file in your local root folder that you want to link to. That's it!

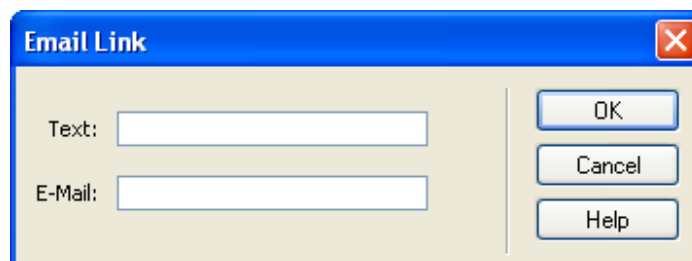
**Email Links-** Just as the name implies email links are links that, when clicked, allow a visitor to send an email to a specific email address

### c. To Make an Email Link

Begin by selecting the text or image that you want to serve as your link. Then, click on the Email Link button in the Objects Toolbar.



You will see a dialog box like this:



Leave the Text box as it is. If it's blank, leave it blank. If it has something in it, leave it alone. This is just the text that is used as the link. If you are using text as a link and you have already typed it on your page, it automatically shows up here. If you are using an image as a link, the box will be blank and should be left blank.

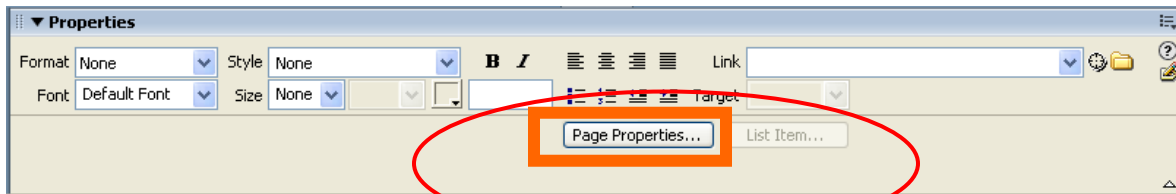
Type your email address in the email window. Click OK. Now you have your email link.

### **Special Note about Email Links**

Email links open the default email program on a user's computer. Therefore, they will only work for a visitor to your site if he or she has an email program such as Outlook Express configured on his or her computer. If a user is at a public computer or just uses web based email, the link will not work. So, it's a good idea to always type your email address out as part of the link or next to the link so that a visitor could copy and paste it into their web based email or jot it down to use later.

### 3.6 Changing the Appearance of the Page

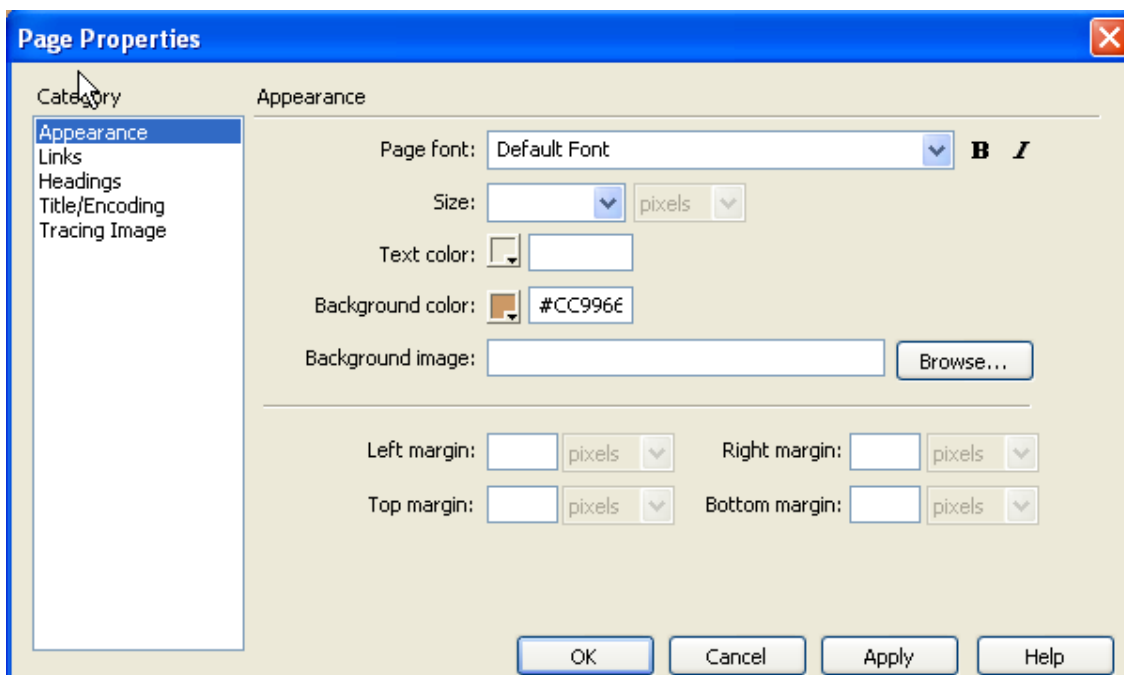
a. Click on the Page Properties Button in the Properties Window **or** select Page Properties from the Modify menu at the top of the page.



b. In 2006, Web design gurus recommend white and not use background images. Change the Page color only if your dare!

c. To format your text color, size, etc, select the box of the text feature that you want to change. Page font means that the font can be the same on the entire page. This is actually a very neat feature when using fonts in tables. They can all be changed at the same time.

d. Even though all fonts can be the same, if you decide to use headings in tables and any other places on the page, you can do this in this Window. Of course you can always change the font and or size for an individual word or two after you leave this Appearance window, by changing font as you would in a word processor.

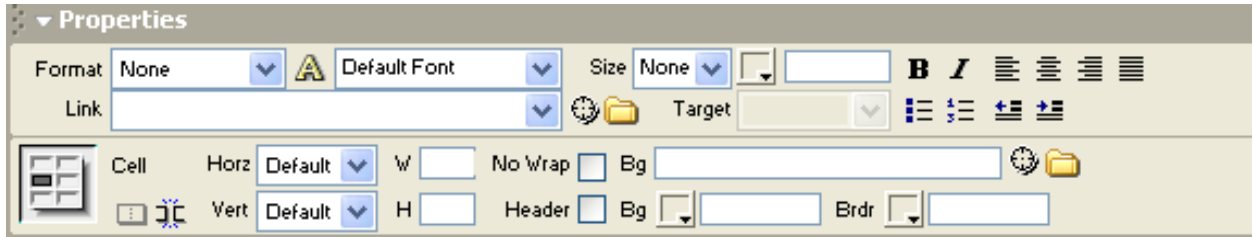


You can also browse to an image in your local root folder to use as a background image, but this is not recommended for the best of Web designs. **Please note that any changes made here will affect the entire page.**

You can click on the box next to Text, Links, Headings, Visited Links and Active Links to change the color of any of those elements.

Below is the property window showing other useful features. Can you identify some of them?

If you just want to change the color of a table or any individual cell within that table, simply select the table or cell and modify the color in the Property Window.



**3.7 Target:** specifies the frame or window in which the linked page should load. To open a new window and remain on your Web site, go to the Properties menu and under Target, select \_blank. This is only used for remote Web pages...that is outside your own Web site pages.

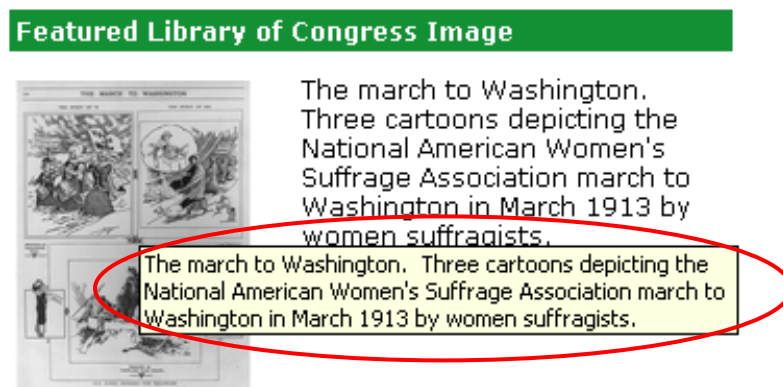


### 3.8 Alternate Tags

Alternate tags are important descriptions of photographs and images that are helpful with persons with vision impairment.

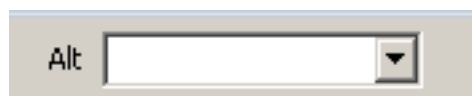
In **Properties** the **Alt**-specifies alternative text that appears in place of an image for:

- a. Visually impaired users who use speech synthesizers with text-only browsers. In this way the text is spoken out loud for them.
- b. Alternate tags pop up when you let your cursor rest over an image on a web site, such as in this example:



#### How to Insert an Alternate Tag for an Image on Your Page

Inserting alternate (alt) tags is very easy. First, click once on the image. In your Properties Inspector, you will see a box labeled "Alt".



All you have to do is type the text for your alt tag in this box, and you're done!

#### Notes:

#### Alternate Tags are Very Important

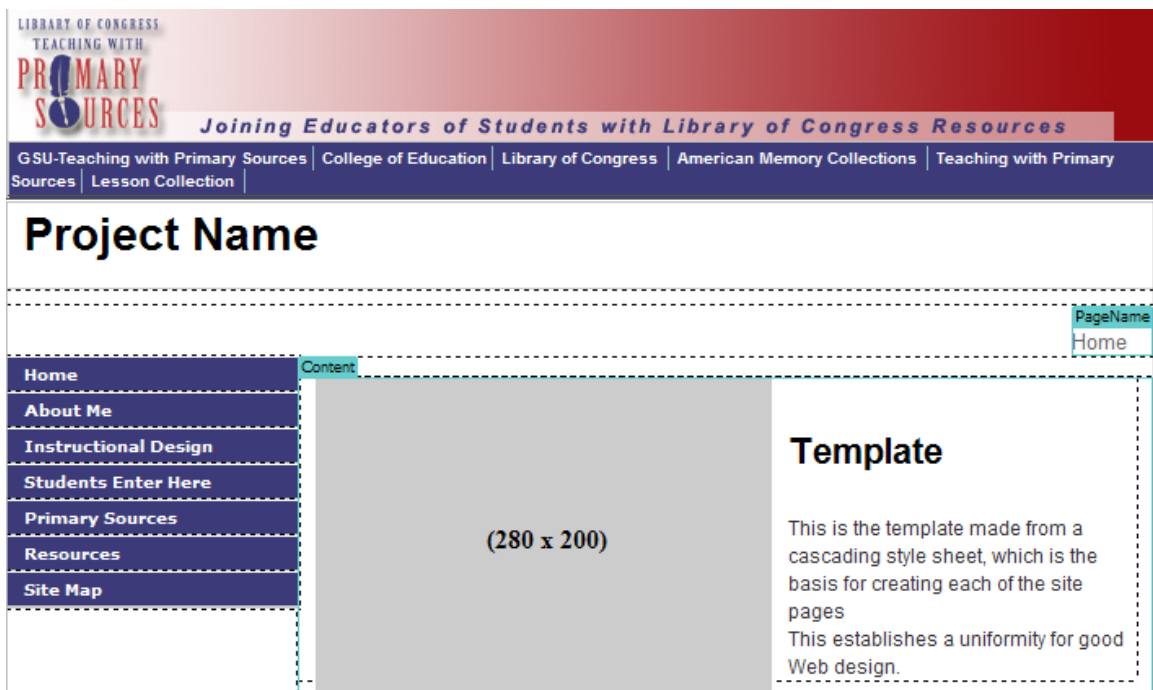
In order for your web site to be accessible to persons with disabilities, it is very important that you use Alternate tags. It only takes a few seconds to add them to your images!

## 4. Working with Templates

**Explanation: Templates** are a fantastic timesaving tool if used correctly. They allow you to create pages that share the same design but contain different content. If you modify a template document, you immediately update the design of all pages that were created from that template.

There are two types of regions in a template:

- A. **Locked** regions: to maintain a uniformity in layout and look
- B. **Editable** regions: to be used to add content

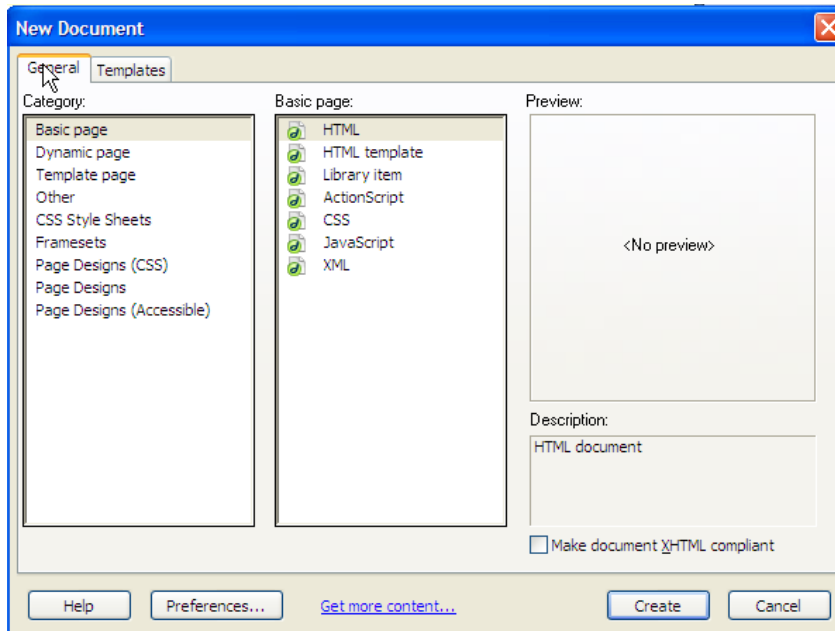


Mark one of the editable regions and one of the locked regions.

#### 4.1 How to work with templates:

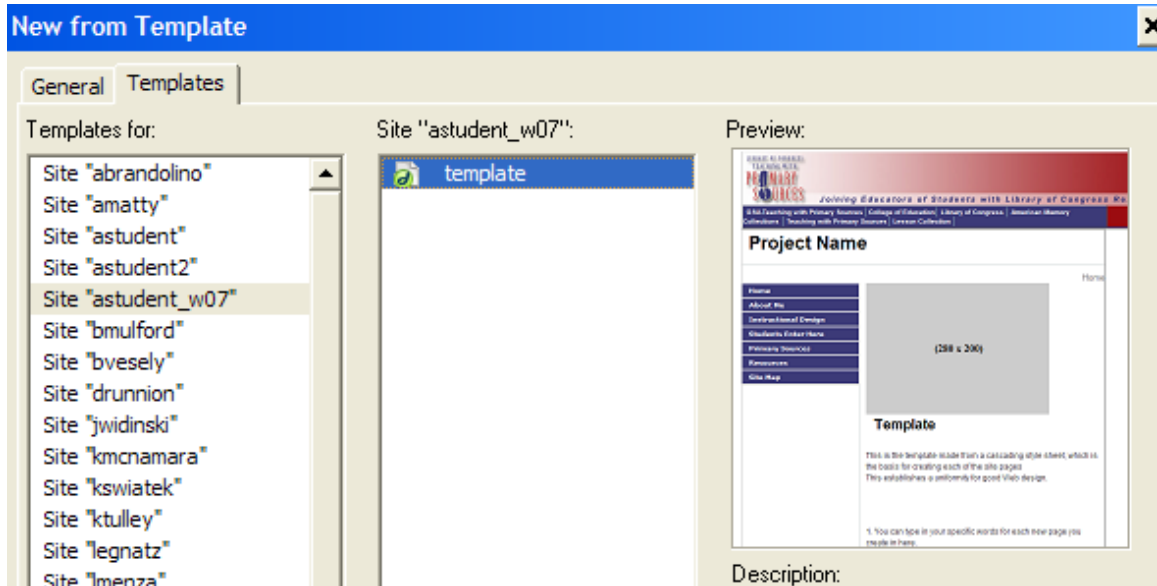
Select File and then New

a. Select the General tab and then highlight Basic Page and HTML



b. Select the Template tab and then a template named main1.htm

c. **This applies the template to the blank page.** You could have more than one template, but this illustration only shows one. Click Create.





- d. Save the page by selecting **Save as** and type in the name of the page with .htm after.
- e. **This is where folder management is so important.** Save this new page in the folder with your **first initial and last name, but not in the image folder or the template folder. I cannot say enough about this!!!**
- f. **index.htm** is the name for your home page of your Web site.
  - a. What is home page?
    - i. It is the main page of your entire Web site.
    - ii. It is the entry page of your entire Web site.
    - iii. It is the lead in page to your entire Web site.
    - iv. It is the front door of your entire Web site.
- g. Any .htm pages that you create need to be saved in the folder for example: **roshea or ctymkow**
- h. **Examples of pages might be...**
  - a. resources.htm
  - b. design.htm
  - c. primarysources.htm
- i. Naming Web site pages
  - a. Use all lower case letters ex. curriculum.htm
  - b. Numbers may be used with the lower case letters **ex. course1.htm**
  - c. An underscore can be used between letters and/or numbers **course\_1.htm**
  - d. No spaces allowed

If you want to learn more about templates go to  
[http://www.macromedia.com/devnet/mx/dreamweaver/articles/dw\\_templates.html](http://www.macromedia.com/devnet/mx/dreamweaver/articles/dw_templates.html)



## 5. Publishing Your Site to the Web

### 5.1 Putting and Getting files to and from your server

a. Putting files on a remote server means that you are uploading your files to the GSU remote server. The Green button is this choice. Select the files that you want to place up to the Web site. Click on the  arrow to upload files for the first time and then any edits after that. You can do the whole site at one time by selecting all the files and folders or you can just select one file at a time.

b. Getting files from a remote server means that you are downloading files from the GSU remote server. Click on the  arrow

to get any files from the GSU remote server. Select the files that you want to get from the Web site.

c. Connect to the GSU remote server looks like this . Disconnecting looks like this .

d. What is the URL of my Web site?

Examples: <http://tps.govst.edu/projects/lmacfey>

[http:// tps.govst.edu/projects/sembry](http://tps.govst.edu/projects/sembry)

<http:// tps.govst.edu/projects/tgavin>

<http:// tps.govst.edu/projects/rharrison>

<http:// tps.govst.edu/projects/kswiatek>

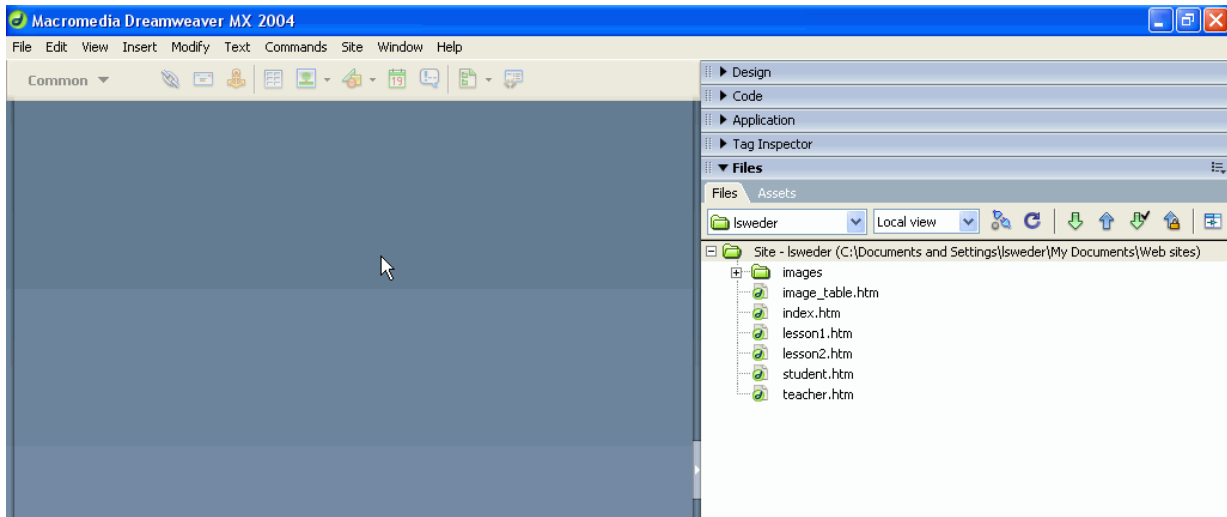
Note: If you're the only person working on the remote site, you use the Get and Put commands to transfer files without checking them in or out. *Note: If you're*

*working in a collaborative (team) environment, use the Check In/Check Out system to transfer files between local and remote sites. This is used by Web designers who usually do work in a team environment.*

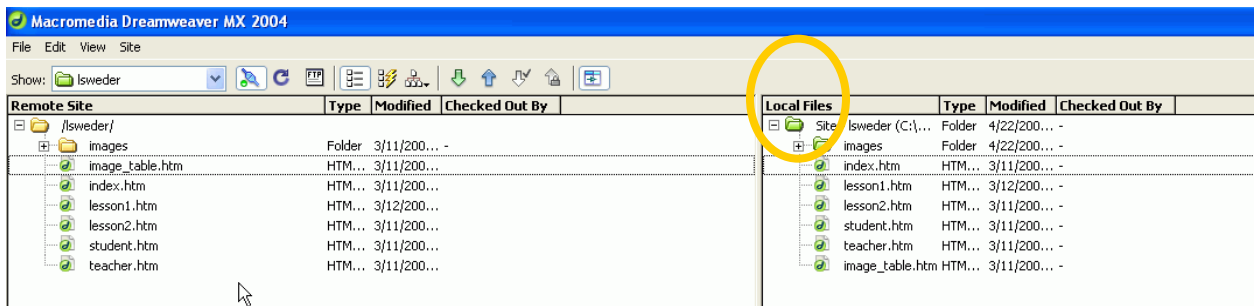
## 5.2 Different Views for Publishing

- a.. shows the **Collapse** view of your Web site files that are located on your selected site folder on your computer.
- b.. shows the **Expand** view of your Web site files on both the remote GSU server and your computer or local computer.
- c. When you mouse click the **Expand/Collapse** button you can switch between views.

### A View



### B View



5.3. To access your Web site the url is:

a. Example: <http://tps.govst.edu/projects/sburke>  
go to another page

<http://tps.govst.edu/projects/ccomstock/student.htm>

b. Example: <http://tps.govst.edu/projects/acraig>

c. Write your Web site URL  
here \_\_\_\_\_

5.4. Let's Publish to test to see how this will work for you.

- i. index page
- ii. image folder
- iii. template folder

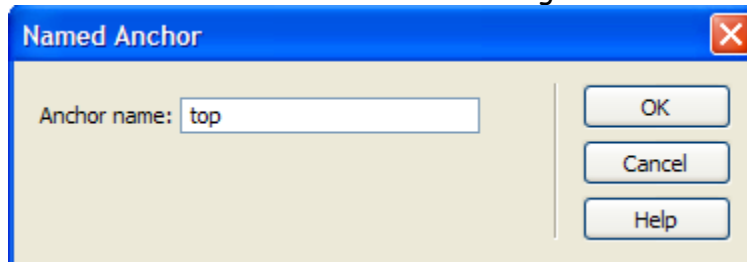



## Directions for removing borders from pictures in Dreamweaver.

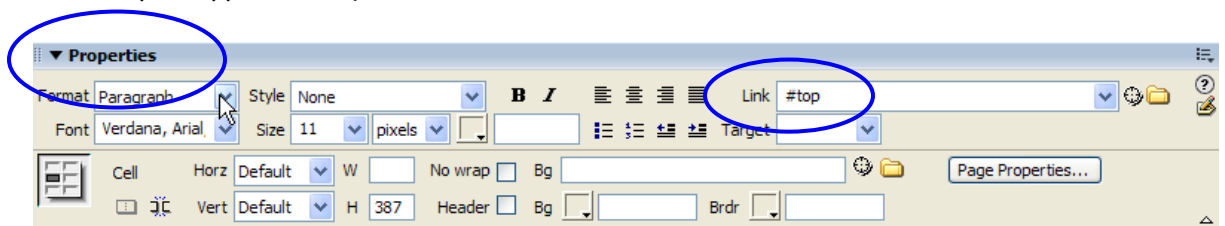
- Highlight picture
- Change from design view to code view
- Right before width type `border="0" space`
- Type Ctrl+S
- Click back on design view

**Anchor tag:** used within a page and/or to go to a specific location on another page within your Web site.


- a. Select the position that you want to make an anchor.
- b. Under **Insert** select **Name Anchor** and proceed to type in a name for the anchor. In this case I am naming the anchor **top**.



- c. When the box closes, you will see an anchor. The anchor icon  only shows in the design mode of *Dreamweaver* and not on the Web.
- d. Move your cursor to select the image or text that you want to connect to the anchor (Frequently, this is used to connect the bottom of a long page to the top of the same page).
- e. With the image or text selected, in the **Link box** inside of the **Properties window** type in the # sign first and the name of the anchor. In this example type in **#top**.



- e. Save the page and view it in the browser.
- f. You can use the same anchor as many times as needed. You can create as many different named anchors as needed.

When the box closes, you will see an anchor. The anchor icon  only shows in the design mode of *Dreamweaver* and not on the Web.

## **Advanced...Creating Individual GIFs to Personalize Your Banner**

### **Part 1 Open Photoshop Elements**

1. Open **Blank\_Title\_.psd** inside your **images folder**
2. On the right upper side click on **Layer...**this will open the **Layer** screen
3. Select **Layer** in drop down menu on the right top menu bar and select **New**
4. Use the T (text tool) and click inside the banner
5. Type what you want it to say. Change color and font as you like.
6. Select **File** and **Save for Web**
7. On the top left JPEG is shown click OK
8. Save with new name i.e. meyer.jpg
9. You can close Photoshop for now.

### **Part 2 Placing in Dreamweaver**

1. Open Dreamweaver if not opened.
2. Open up the **index.htm** page
3. Click on the **Dr. Estep's AAM Project** image...the black handles will show up
4. Delete this image
5. Click on Insert Image or use the icon for insert image.
6. Select the image of your choice ...i.e. meyer.jpg or winicki.jpg or your own
7. In the Property menu, change **Align** to **top**
8. Select **File** and **Save as** (I want you to be sure to see that you are saving this page in the correct location and not inside the template folder.)
9. Press F12 to view it through the browser.

**You can repeat this process for all banners as you like.**