



## Dreamweaver® Dimensions

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Welcome to Dreamweaver® Dimensions at *Teaching and Technology Trends Symposium*. This three-hour workshop covers the basics of developing a website using Macromedia Dreamweaver MX. In this workshop we will plan our website, build it in Dreamweaver, enhance it with navigation bars and images, and upload it using Dreamweaver FTP.

## I. Planning Your Website

From my experience as a website designer I have learned the hard way that the most valuable time I spend in developing a site is the time I spend planning it before I open Dreamweaver and begin creating the web pages. It is much easier to design your web pages on paper first, then create them in Dreamweaver than to build the pages in Dreamweaver and have to redo them. At Macromedia's support site ([http://www.macromedia.com/support/dreamweaver/layout/site\\_planning/](http://www.macromedia.com/support/dreamweaver/layout/site_planning/)) Macromedia suggests a five-step planning process:

1. Create goals for your site
2. Organize the site structure
3. Create your design look
4. Design the navigation structure
5. Plan and gather your assets

### 1. Create Goals for Your Website

Why do you need to have a site on the World Wide Web, which already has over 8 billion pages on it, according to one estimate (<http://www.cyveillance.com/web/newsroom/stats.htm>)? Do you want to use your site as teaching aid in your classes, build a site for your department at ACC, inform us about your hobbies, sell products or services, save the environment? These are just a few of the reasons people having for putting sites on the Web. Establishing the goals for your site will help you design a site that will reach your target audience.

Examples of sites with different goals:

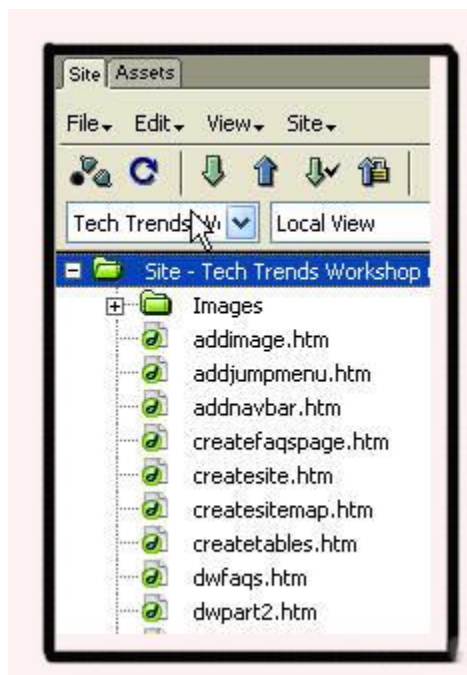
- Jimmy Clark's website for his course in website design: <http://www.austincc.edu/jdclark>
- Website of Instructional Development Services at ACC: <http://itdl.austincc.edu/development/>
- Personal Information Website (Genealogy Page at Roots Web: <http://freepages.genealogy.rootsweb.com/~kemp/>)

- Commercial Website (Amazon.com: [www.amazon.com](http://www.amazon.com))
- Website of Charitable Organization: (<http://www.redcross.org/> )

## 2. Organize the Site Structure

If you want to avoid having to spend lots of time reorganizing your site after you build it, you need to organize its structure before you build the first page. When you define your site in Dreamweaver you create a folder to hold your site. You should create at least one subfolder and use it to store the images you place on your pages. The illustration below shows the site folder and other folders for a website I created to teach another workshop in Dreamweaver.

**Figure 1: Web Folders**



## 3. Plan the Site Design and Layout

The site plan shows how your web pages will look when designed in your website editing program. You can create it in Microsoft Word, on paper, or in a program such as Adobe Photoshop. If you need help in deciding which color schemes will look good for your web pages, check out this site:

<http://wellstyled.com/tools/colourscheme2/index-en.html> , which lets you test different color schemes for your page backgrounds, text, links, etc. **Figure 2** shows a mockup my dog created in Photoshop for the site he recently built for himself and his friends.

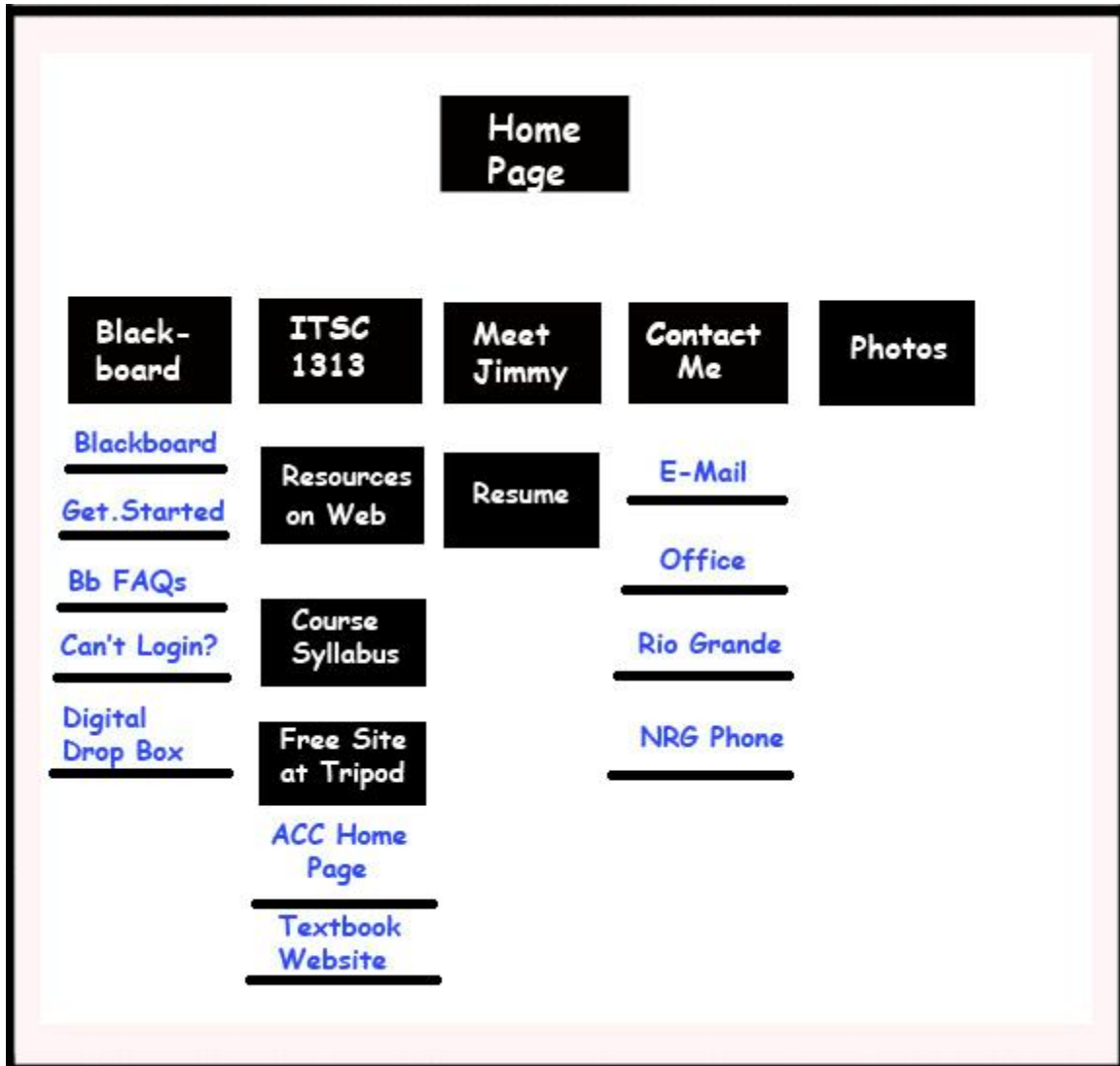
Figure 2: Web Page Mockup in Photoshop



#### 4. Design the Navigation Structure for Your Site

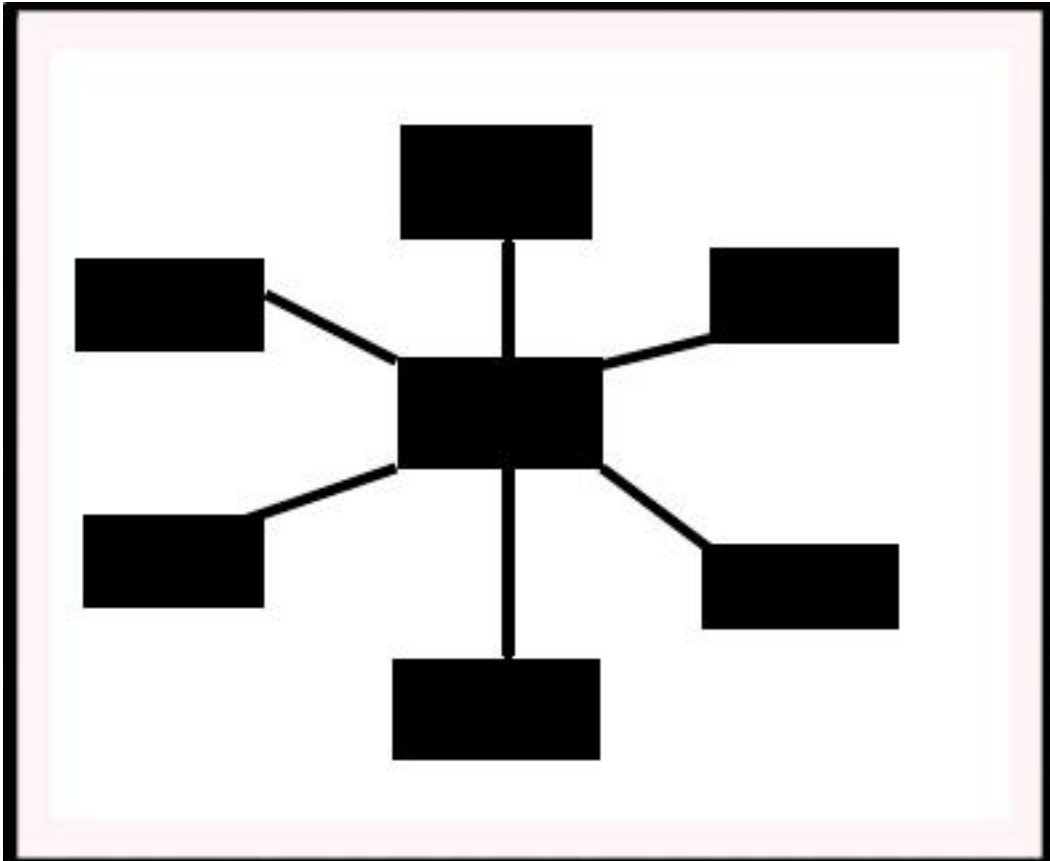
You should design the navigation for your website with the people who will visit your site in mind. Try to make your website as easy to navigate as possible and make navigation consistent from page to page. If you place a navigation bar at the top of the home page, it should be at the top of all the pages of your website. When I am designing a large complex website, sometimes I use colored index cards to represent each page. Often I draw a chart on paper showing how each page will be linked to the home page and the pages that will be linked to each child page (the pages linked to the home page). **Figure 3** shows the navigation scheme for the website I built for the course I am teaching this semester. The boxes represent pages on my website. The underlined pieces of text are links to other pages on other websites.

Figure 3: Navigation Structure for Jimmy's Website for ITSC 1313



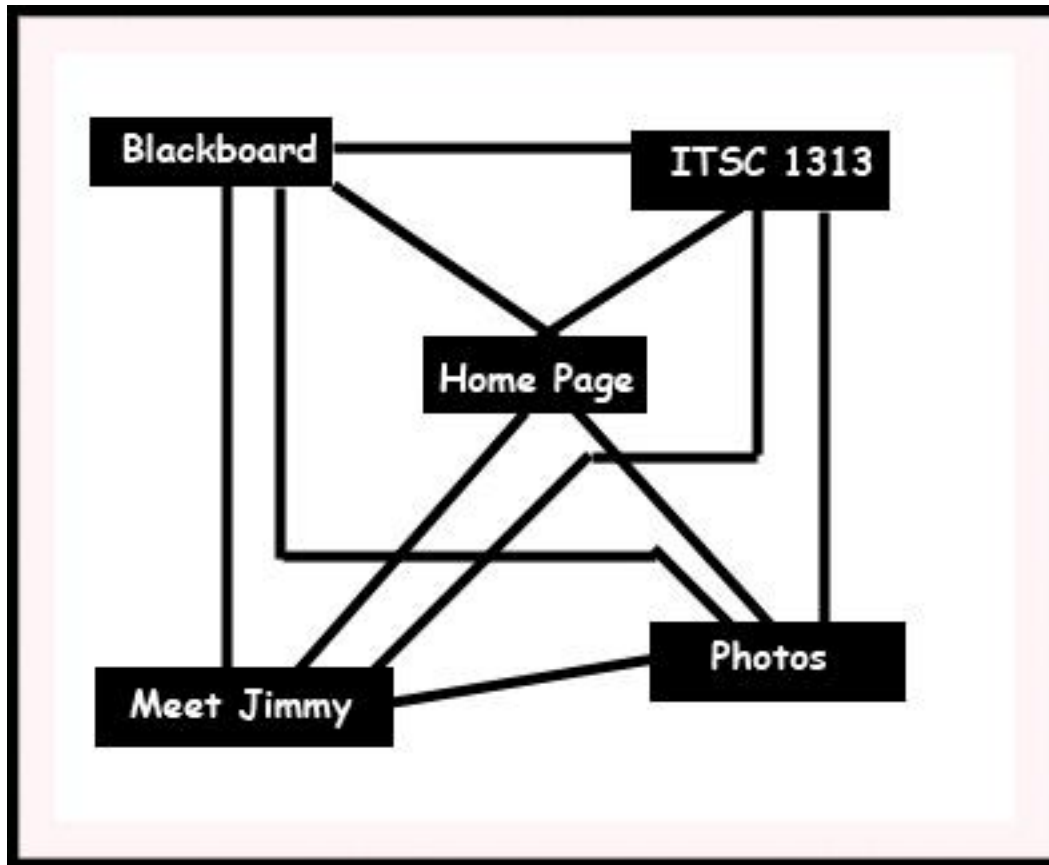
Several navigation structures are used for websites. Four common navigation structures are: hierarchical, linear, hub-and-spokes, and hypertext. The website I designed for my ITSC 1313 class is an example of **hierarchical navigation**. From the home page you can access the other pages on the site. Each child page has links to other pages of the website and/or other websites. A **linear navigation** structure forces the visitor to move from page to page in a pre-determined sequence. (See: <http://www.nationalgeographic.com/> ). Hub-and-spokes architecture features a central hub that the visitor returns to in order to launch to another location. Some pages on the National Geographic website use this form of navigation. The concept is illustrated in **Figure 4**.

**Figure 4: Hub-and-Spoke Architecture**



There is no starting or ending point in the hypertext navigation structure. The visitor can open any page on the site regardless of where he or she started from. This navigation scheme is illustrated in Figure 5 below.

Figure 5: Hypertext Navigation Structure



## 5. Plan and Gather Your Assets

Website design is more efficient when the designer decides which assets (text, graphics, animations, etc.) he or she needs before beginning the design process. For instance, you can search for the graphics you will place on your site in Microsoft clip art or on the Web, shoot digital photos or video, record audio, and type the text for your web pages in your word processor to have it ready to import into the web page design program. If you are going to design a template for your website in Dreamweaver, you can design the template ahead of time in Word or an image-editing program such as Photoshop.

## Examples of Good and Bad Design on the Web

Realizing that “good” and “bad” are in the eyes of the beholder, here are some websites that I think illustrate good and bad web design.

- **Macromedia’s Website** - One of the most attractive sites on the World Wide Web ( [www.macromedia.com](http://www.macromedia.com) )

- **Beringer Vineyards** - Has lots of eye appeal. Uncluttered, easy to navigate ( <http://www.beringer.com/beringer/index.jsp> ).

- **Hillman Curtis** - Very cutting edge. Gets your attention. Lots of white space. ( <http://www.hillmancurtis.com/> ).

- **Horseback Riding Stables and Horse Rentals** - Totally rectangular. Only a horse could love this site! ( <http://www.horserentals.com/> ).

- **Honda Motorcars** - Compact, easy to navigate, lots of white space. ( <http://www.honda.com/index.asp?bhcp=1> )

- **Relevare** - Has eye appeal, nice animation. ( <http://www.relevare.com/site/> ).

- **Second Story** - Cutting edge, grabs your attention, beautiful color scheme ( <http://secondstory.com/> ).

- **Shutterfly** - Simple, user-friendly. Proves that a website doesn’t have to be cutting edge to appeal to visitors. ( <http://www.shutterfly.com/> ).

- **Google** - A page I visit many times each day. Very good use of white space. ( <http://www.google.com/> ).

**Web Pages That Suck** - A website that focuses on poorly-designed web pages is poorly designed itself. Go figure! ( <http://www.webpagesthatsuck.com/> ).



If you wanted to design the perfect animal, would you design one that looks like this? This creature is perfectly designed to function in its natural environment—proof that form should follow function!

## II. Creating Your Website in Dreamweaver MX

In this part of our Dreamweaver workshop we will learn the following skills:

1. How to use the Dreamweaver workspace
2. How to define (set up) our website
3. How to create the home page, modify its properties, and save it
4. How to create a table to hold our page's content, modify its properties, and add content to it
5. How to work with text in Dreamweaver, which includes using fonts, creating a banner heading, creating lists, inserting special characters, and spell-checking our web page

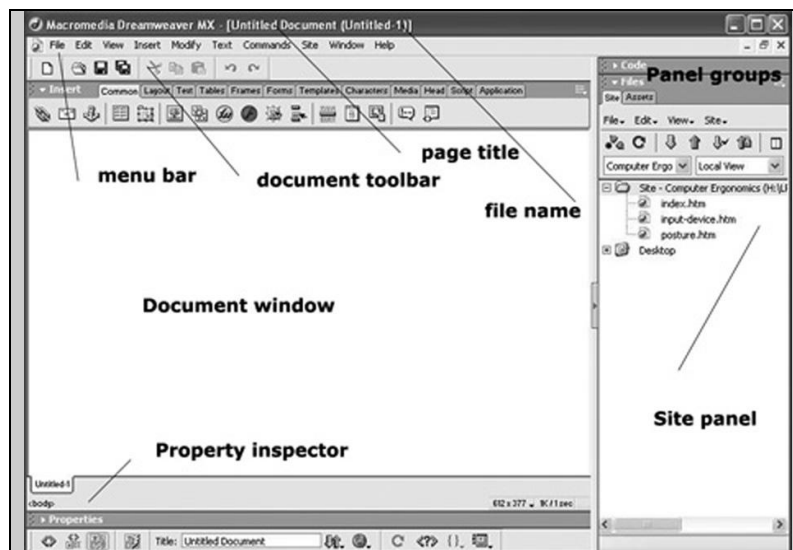
### Introducing Dreamweaver

Macromedia Dreamweaver is an extremely popular web design and editing program used by millions of amateur and professional web designers. It is part of a suite of Macromedia programs, which include Dreamweaver, Flash, Fireworks, FlashPaper, and FreeHand. There are few major differences between Dreamweaver MX, MX 2004, and the new version 8. If you can use Dreamweaver MX you will have little difficulty switching to one of the newer versions.

### The Dreamweaver Workspace

Figure 6 shows the Dreamweaver workspace. The Dreamweaver workspace consists of the windows, toolbars, and panel groups that are open when Dreamweaver MX is running.

Figure 6: The Dreamweaver Workspace

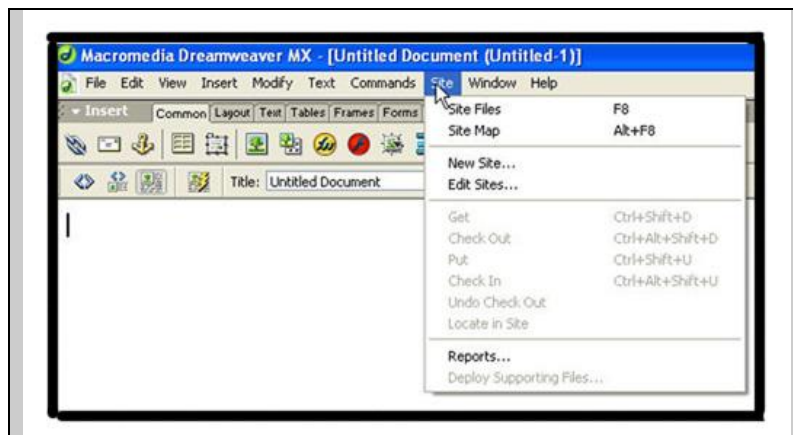


## Defining (Setting Up) Our Website

Before we can create the pages for our website in Dreamweaver, we have to **define** our site. When we define our site we will create folders to hold the files and images that will we use in the pages in our website and key in the information needed to use Dreamweaver FTP to upload our web pages. To define your website, follow these steps:

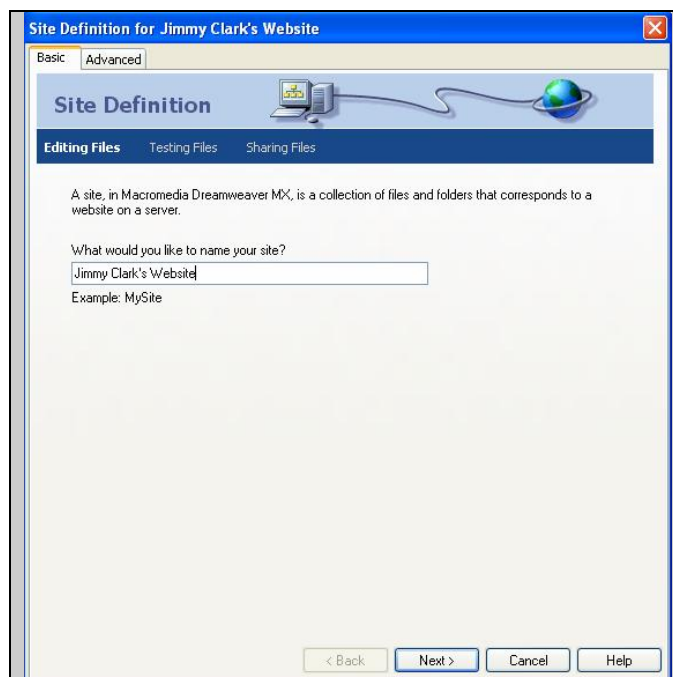
1. Start Dreamweaver.
2. From the menu bar on the site panel, select **Site > New Site** to display the **Define New Site** dialog box.

Figure 7: Site Definition, Step 1



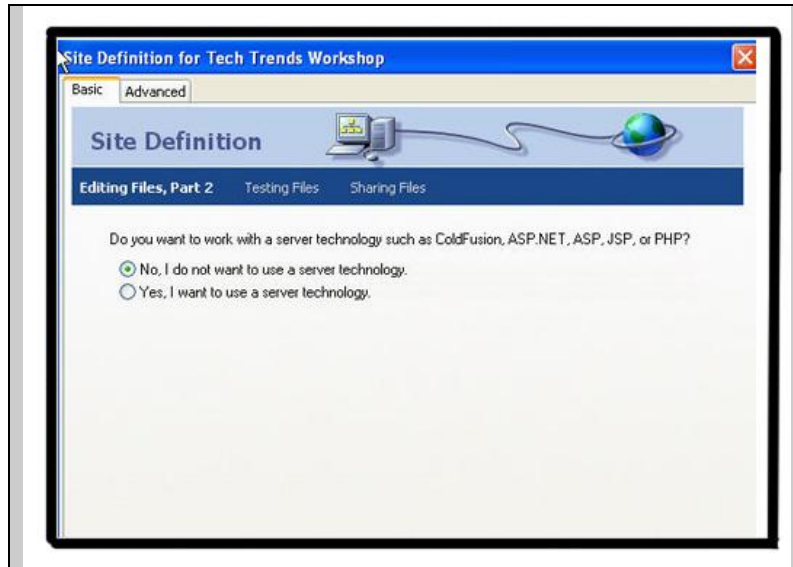
3. Click the **Basic** tab to bring it to the front and type **“Your Name + Website”** in the **Name Your Site** field. Click the **Next** button.

Figure 8: Name Your Website



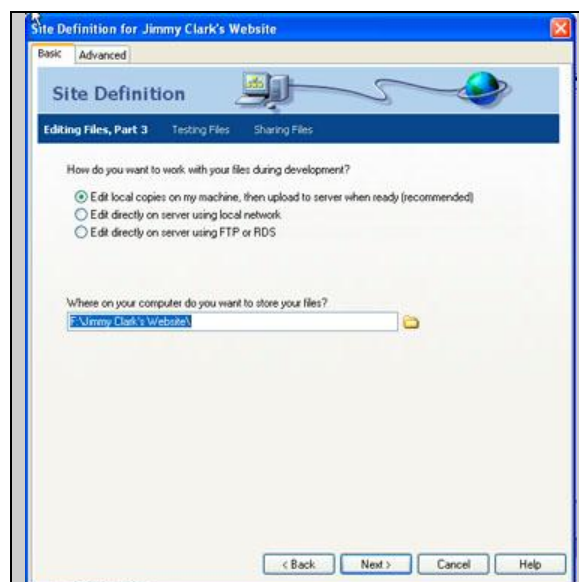
4. In the next dialog box, select **No I do not want to use a server technology** and then click **Next**.

**Figure 9: Server Technology Dialog Box**

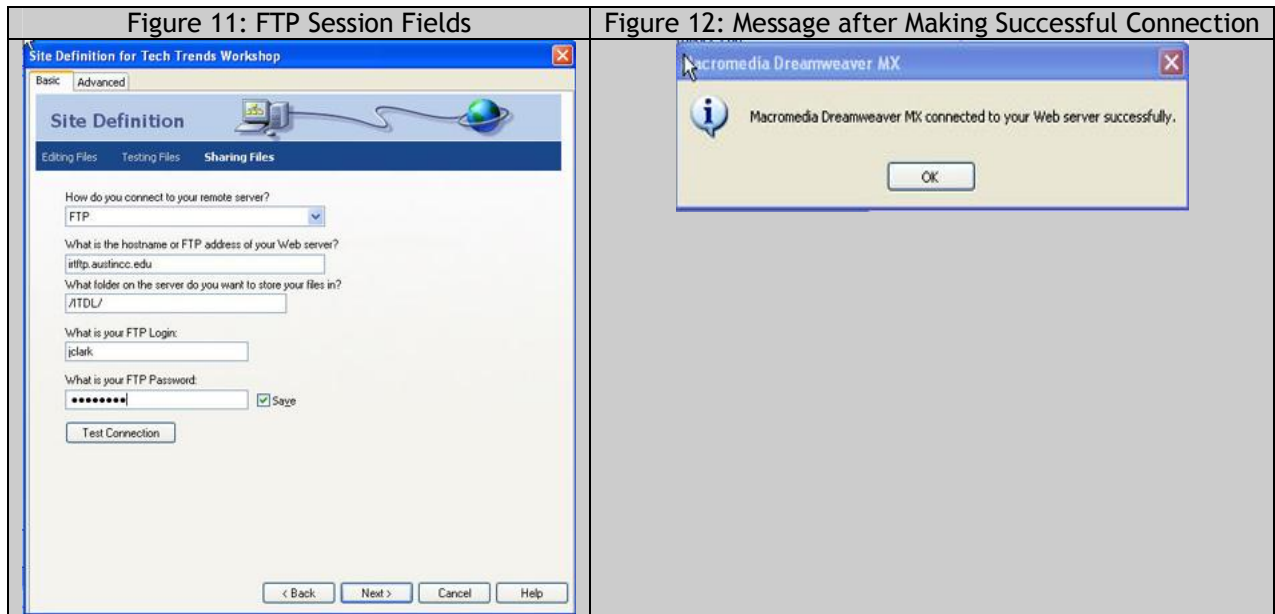


5. In this step we will tell Dreamweaver where we want to store the files for our website. First, verify that the **Edit local copies on my machine, then upload to server when ready** option is selected. In the **Where on your computer do you want to store your I** created a folder on my flash drive named **Jimmy Clark's Website** to store the files for the website I built for this workshop. Open that folder on the computer you are using in this lab. Click **Next** to advance to the next screen.

**Figure 10: Creating the Site Root Folder**

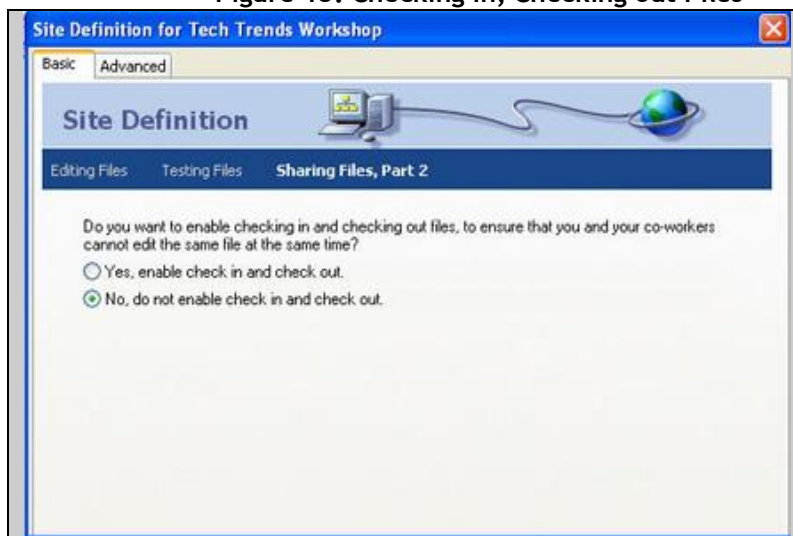


6. On the next screen Dreamweaver asks you to tell it how you will connect to the remote server that will store your website. When you requested a Web account from ACC Web Services you received an email that gave you the information you need to enter in the following fields. Please remember that the information you will enter when you upload you own site will be different. For hostname you will enter [www.austincc.edu](http://www.austincc.edu). For folder enter “public\_html.” I entered the information show in **Figure 11** for the site I built for this workshop:



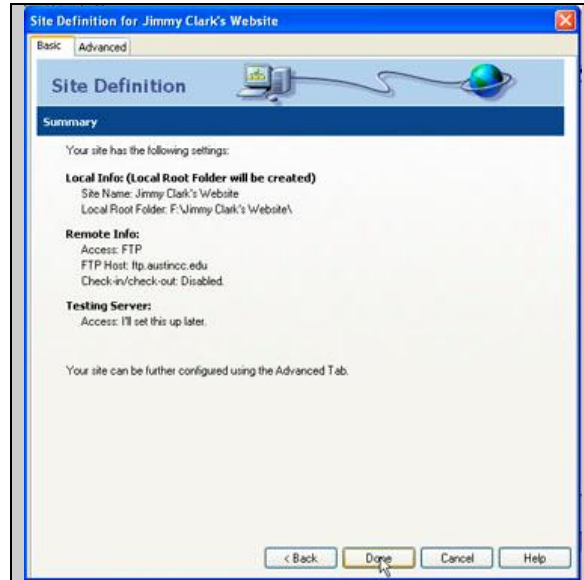
7. After you enter the information requested in the text boxes show in **Figure 11**, click **Test Connection**. If Dreamweaver is able to connect with the Web server, you will see the message shown in **Figure 12**. When this message displays, click **Next**.
8. The next dialog box asks you if you want to enable checking in and checking out files. Select the **No** option. Click **Next**.

**Figure 13: Checking in, Checking out Files**



9. Congratulations! You have completed the site definition process. Now you can use Dreamweaver FTP to upload your pages from within Dreamweaver. The Site Definition Summary screen now displays. Click **Done** and you are ready to create the home page for your website.

**Figure 14: Site Definition Summary Screen**



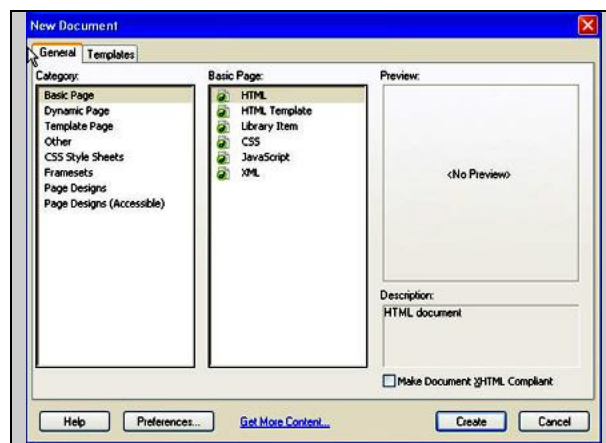
## Creating the Home Page for Our Website

Now we will create the home page for the website we just defined. After we create the home page we will add some content to it and format its text. Then, we will make some other editing changes to the page.

Follow these steps to create the home page:

1. Select **File > New** to display the **New Document** dialog box.
2. In the **Category** column, select **Basic Page**.
3. In the **Basic Page** column, select **HTML**.
4. Click the **Create** button to create the page and display it in the document window.

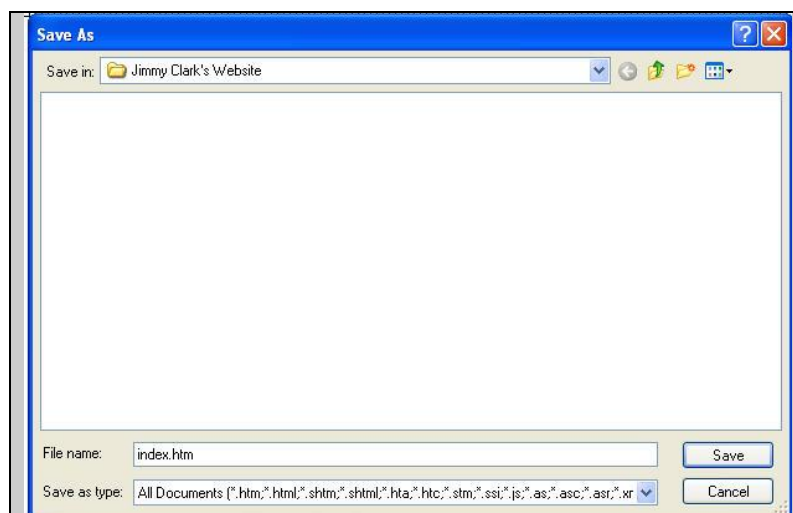
Figure 15: Creating the Home Page



To save the web page we just created, complete these steps

1. Select **File > Save As**. The **File Save As** dialog box appears on your screen.
2. Save the web page in the folder you created to store the files for you website in.
3. Save your home page as **index.htm**.

Figure 16: The File Save As Dialog Box

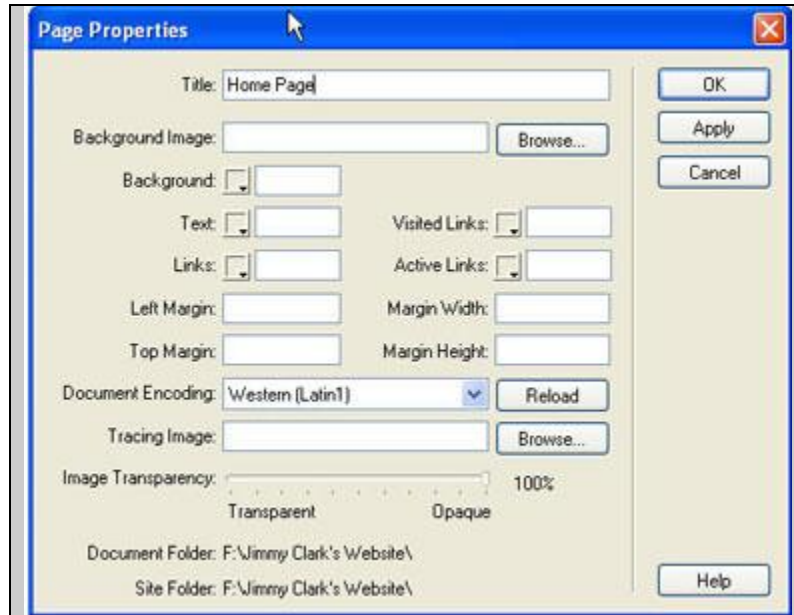


Dreamweaver gives each new page the title “Untitled Document.” The title of a web page appears in the browser’s title bar when it is opened on the Web.

Let’s give our web page a descriptive title;

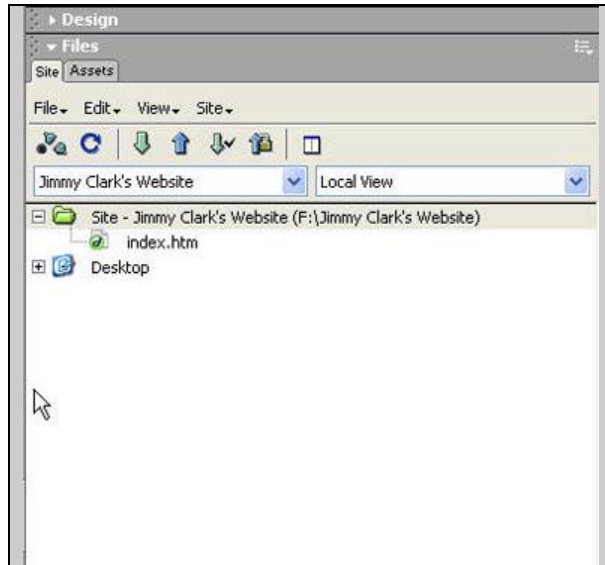
1. Select **Modify > Page Properties** to display the **Page Properties** dialog box.
2. In the **Title** box, replace **Untitled Document** with **Home Page** and click **OK**.
3. You can use the **Page Properties** dialog box to change a web page’s background and some of its other properties.

Figure 17: Changing the Home Page’s Title



4. The new title of your home page, “**Home Page**,” as well as the name of the folder you are saving your files in and the file name (**index.htm**) now appear in the title bar of the Dreamweaver workspace.
5. Check the **Site** panel on the right side of the Dreamweaver workspace. (If the Site panel does not display, click **Window**, then **Site** on the menu bar.) In the Site panel, the name of your website, the location and name of the folder where it is stored, and the filename “**index**” are displayed. Refer to **Figure 18** below.

Figure 18: The Site Panel



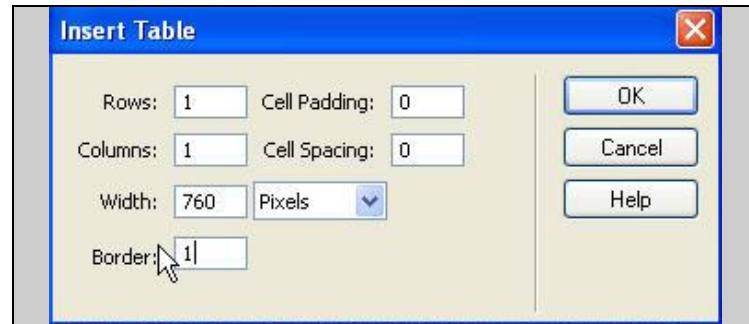
6. Save the home page before continuing. Select **File > Save**.



To create the first table for the home page:

1. Open the home page if you closed it after Step 6. Select **Insert > Table** from the menu bar. The **Insert Table** dialog box opens.

**Figure 20a: Insert Table Dialog Box**

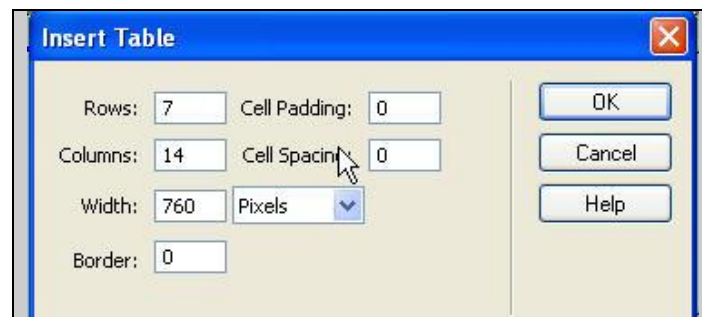


2. Enter the settings shown in **Figure 20**.
3. To center the table on the page, click anywhere inside the table, select **Modify > Table > Select Table**. In the **Property Inspector** set **Align to Center**.

To create the table we will layout our home page on, follow these steps:

1. Select **Insert > Table** from the menu bar. Enter the properties shown in **Figure 20**.
2. To center the table, click anywhere inside it, select **Modify > Table > Select Table**. In the **Property Inspector**, set **Align to Center**.

**Figure 20: Insert Layout Table**



In the next part of the workshop we will add some content to the layout table.

## Working with Text in Dreamweaver

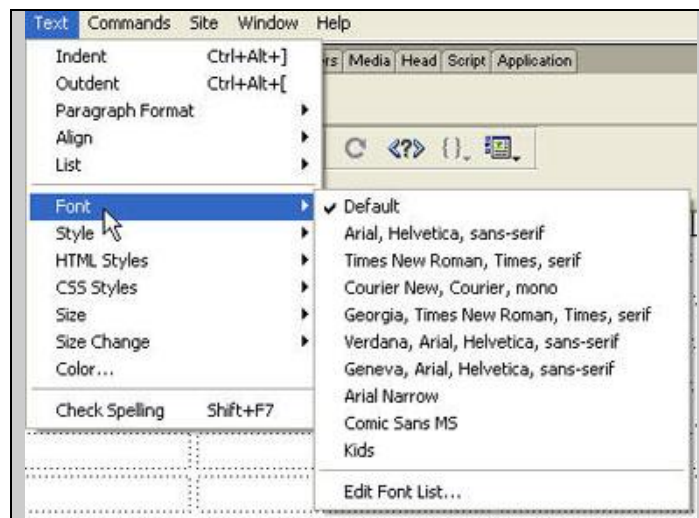
### Working with Fonts

There are literally thousands of fonts, but keep in mind if you use fonts that the user's computer does not have installed, the browser will default to **Times** on a Macintosh or **Times New Roman** on a PC. The following fonts are widely used on web pages and are commonly installed on PCs and Macintoshes:

Common PC Fonts	Common Macintosh Fonts
Arial	Helvetica
Courier New	Courier
Times New Roman	Palatino
Trebuchet MS	Times
Verdana	Verdana Arial

Many web page designers use **Microsoft Comic Sans** for headings. Most browsers will display this font. Study **Figure 21**. It shows several sets of serif and sans-serif fonts. The set I generally use for web pages is **Verdana, Arial, Helvetica, sans-serif**. Some webpage designers use **Times New Roman** for the text of their pages, but it is hard to read on the Web, so I do not recommend using it. If the user's browser cannot display the Verdana font, defaults to Arial, then Helvetica, then sans-serif. It is best to use no more than two or three fonts on a web page.

**Figure 21: Font Lists in Dreamweaver**



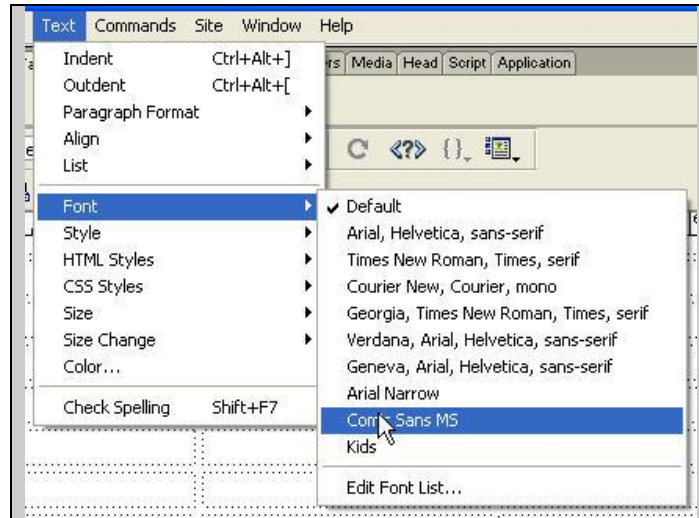
### Creating a Banner Heading for the Home Page and Laying Out Home Page

In this step we will create an attention-grabbing banner heading in the top cell of our home page. Complete these steps to create the banner heading:

1. We must merge the columns in the top row into one wide cell. Click inside the left cell in the top row, and then drag across and to the right until you have selected all four cells.
2. On the menu choose **Modify > Table > Merge Cells**. The top row should now consist of only one cell.

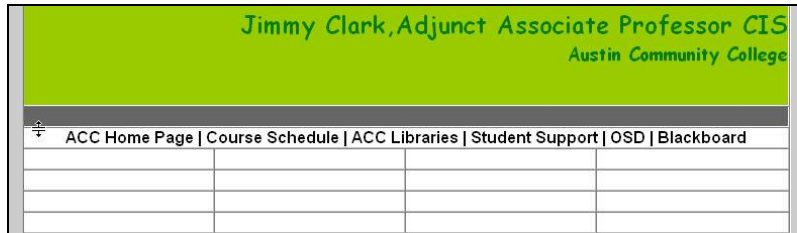
3. Type your name and title (Ex: Jimmy D. Clark, Adjunct Associate Professor, CIS). Press **Shift + Enter**. Type “Austin Community College.” Select the text you just typed.
4. Click inside the top cell. From the menu at the top select **Text > Font > Comic Sans MS**.

**Figure 22: Changing the Font for the Heading**



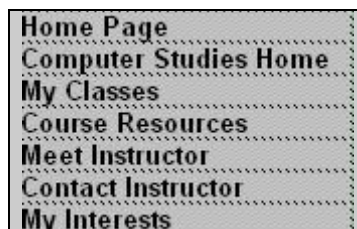
5. Select the following properties for the banner heading:
  - a. **Align - Right**
  - b. **Style - Bold**
  - c. **Size - 5**
  - d. **Color** - Select any color you like, as long as it does not obscure your text.
6. Select the cell and change its background color to any color you like using the **Property Inspector**.
7. We will place a horizontal separator in the second row of our table. Use the technique you learned in **Steps 1 and 2** to merge the four cells in row 2 into one.
8. Make the background of the merged cell a darker color that complements the background color of the cell the banner is in.
9. The next row, **row 3**, will hold the top navigation bar. It will be a “**global**” navigation bar because all the links in it will open web sites on the World Wide Web. The text-based links we will type in this row are:
  - a. **ACC Home Page**
  - b. **Course Schedule**
  - c. **ACC Libraries**
  - d. **Student Support**
  - e. **OSD**
  - f. **Blackboard**
10. Select **row 3** and merge its four cells into one. Type the text we will turn into links as shown in **Figure 23**. To type the separator bar, hold down the **Shift** key and type the key below the **Backspace** key. After you type the text links, select them and **bold and center** them.

Figure 23: Typing the Text for the Top Navigation Bar



11. If you wish, change the cell's background color to one that complements the top banner.
12. In the left cell of the next row we will create the left, "local" navigation bar. It is called a "local" navigation bar because its links will open pages that are in the site we are building (except for the one to our department at ACC). The links we will place in the left navigation bar are:
  - a. Home Page (of this website)
  - b. Home Page of Your Department (Ex: Computer Studies)
  - c. My Classes
  - d. Course Resources
  - e. Meet Instructor
  - f. Contact Instructor
  - g. My Interests
13. Set its background color of this cell to one you like. Type the links listed under **Step 12**. Press **Shift + Enter** after typing each link to begin each link on a new line without making a new paragraph.

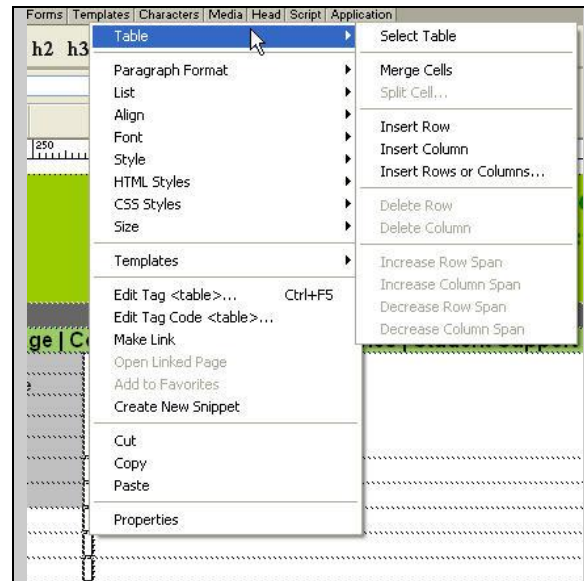
Figure 24: The Left Navigation Bar



14. The third column will serve as a vertical separator so that the text we type in our page will not be flush against the left navigation bar. Drag the column sizing handle to the left until the column is about 10-15 pixels wide. Place the cursor anywhere in the column and drag down through all its cells. Right-click and from the sub menu that appears select **Table > Merge Cells**. Leave the

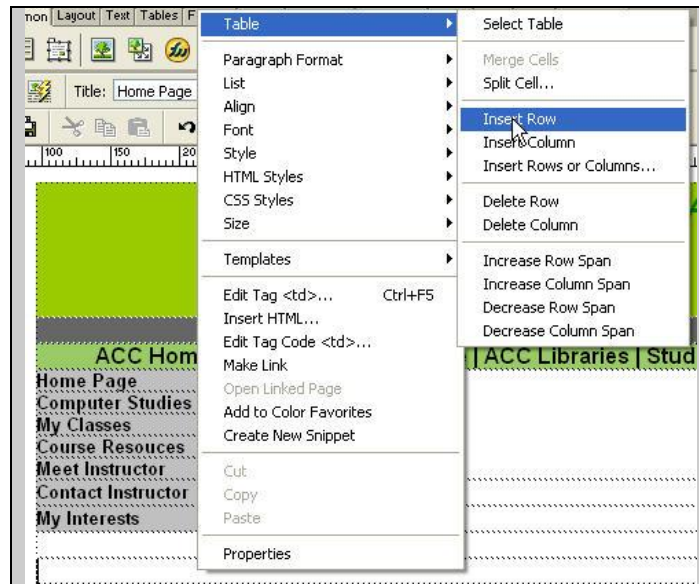
background color of this cell set to its default color, white, because we do not want the separator bar to display on the Web.

**Figure 25: Merge Cells in Vertical Separator**



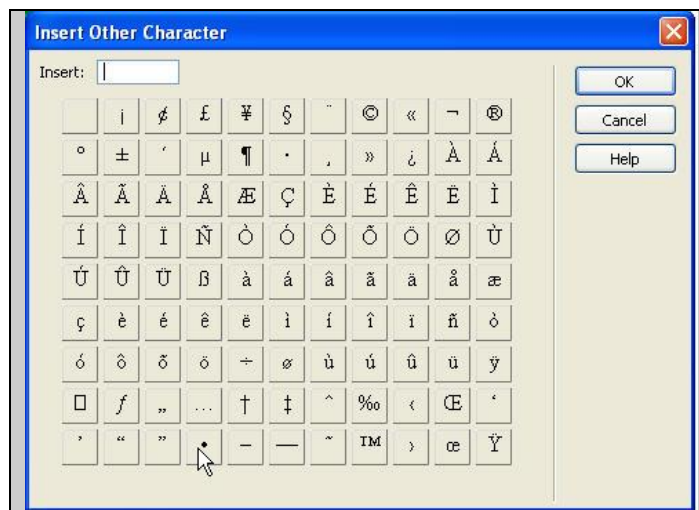
15. We will use the row under the left navigation bar as a vertical separator to keep the page's text from being flush against the bottom navigation bar. Select all the cells (columns) in this row and merge them into one cell.
16. The row next to the bottom row will hold the bottom global navigation bar. It will contain links to every page on the website. Merge the cells in this row. We are going to type fifteen links in this row. That is too many to fit on one row. Right-click anywhere inside this row and select **Table > Insert Row** to add an additional row. Refer to **Figure 26** for guidance.

Figure 26: Inserting a New Row in the Table



17. Type the following links in the merged row, using **Arial Bold Size 2** type, separating each link with the special character shown in Figure 27. (Insert > Special Character > Other):
  - a. **ACC Home Page**
  - b. **Course Schedule**
  - c. **ACC Libraries**
  - d. **Student Support**
  - e. **OSD**
  - f. **Blackboard**
  - g. **Home Page**
  - h. **My Classes**

Figure 27: Inserting Special Character



18. After you type the links in the first row of the bottom navigation bar, select and center the text.

19. Merge the cells in the second row and type the following links in it:
  - a. **Class 1** (Replace with the name of one of your classes).
  - b. **Class 2** (Replace with the name of one of your classes).
  - c. **Your Department’s Home Page** (Ex: Computer Studies Home)
  - d. **Course Resources**
  - e. **Meet Instructor**
  - f. **Contact Instructor**
  - g. **My Interests**
  
20. Center the text links in this navigation bar. **Figure 28** shows the completed bottom navigation bar.

**Figure 28: Bottom Navigation Bar**

ACC Home Page   Course Schedule   ACC Libraries   Student Support   OSD   Blackboard		
Home Page		
Computer Studies Home		
My Classes		
Course Resources		
Meet Instructor		
Contact Instructor		
My Interests		
ACC Home Page • Course Schedule • ACC Libraries • Student Support • OSD • Blackboard • Home Page • My Classes Class 1 • Class 2 • Computer Studies Home • Course Resources • Meet Instructor • Contact Instructor • My Interests		

21. The last row in the table will contain a link to the top of the home page. This type of link is called a **named anchor**. We will insert a named anchor at the bottom of the name. The target of the link will be a labeled location at the top of the page. First we will just type **Top of Page** in the last row (**Arial-Bold-Size 2** text) and center it. In the next section of the workshop we will make a link to this anchor. Merge the cells in this row and type “**Top of Page.**” Center the text you just typed. **(EXTRA: You might want to increase the height of this cell and change the vertical alignment to Bottom, in the Property Inspector).**
  
22. We have almost finished laying out our home page. The third column will separate the page text from the image we will insert, so make this an extremely narrow column. The second column, the page text will go, in will be the widest column. We will adjust these columns as needed later. Merge the cells in these three columns as shown in **Figure 29**, which shows the completed layout of the home page.

**Figure 29: Home Page Layout**

Jimmy Clark, Adjunct Associate Professor CIS Austin Community College		
ACC Home Page   Course Schedule   ACC Libraries   Student Support   OSD   Blackboard		
Home Page		
Computer Studies Home		
My Classes		
Course Resources		
Meet Instructor		
Contact Instructor		
My Interests		
ACC Home Page • Course Schedule • ACC Libraries • Student Support • OSD • Blackboard • Home Page • My Classes Class 1 • Class 2 • Computer Studies Home • Course Resources • Meet Instructor • Contact Instructor • My Interests		
Top of Page		

### III. Enhancing Our Web Page

Our goals for this part of the workshop are to learn these skills:

1. How to add links to the navigation bars
2. How to create the other pages for our website
3. How to add text to our web pages
4. How to add images to our web pages
5. How to print a web page
6. How to upload our website to the web server using Dreamweaver's built-in FTP
7. How to perform other website operations, such as opening another site for editing and closing a website

#### Adding Links to the Navigation Bars

##### Adding Links to the Top Navigation Bar

We added the text for our three navigation bars in **Part II** of the workshop. In this session we will add links to the **top**, **left**, and **bottom** navigation bars. Follow these steps to add links to the top navigation bar:

1. Select "ACC Home Page."
2. Type "<http://www.austincc.edu>" in the link box in the **Property Inspector**.
3. Follow the same procedure to add the other links: **Course Schedule:**  
<http://www3.austincc.edu/schedule/>
4. **ACC Libraries:** <http://library.austincc.edu/>
5. **Student Support:** [http://www.austincc.edu/resources\\_students/services.php](http://www.austincc.edu/resources_students/services.php)
6. **OSD (Office for Students with Disabilities):**  
<http://www.austincc.edu/osd/index.html>
7. **Blackboard:** <http://acconline.austincc.edu/>
8. When you finish adding the links, open the home page in the browser and click each one to verify that they work.

Figure 30: Adding Links to the Top Navigation Bar

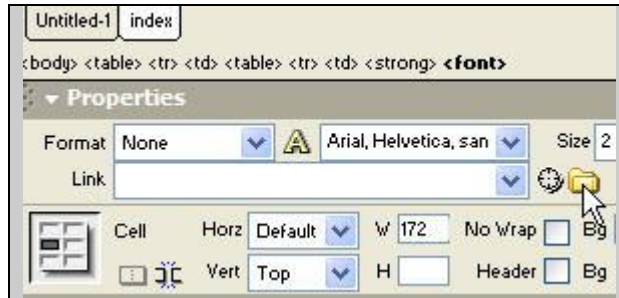


## Adding Links to the Left Navigation Bar

Use these procedures to add links to the left navigation bar:

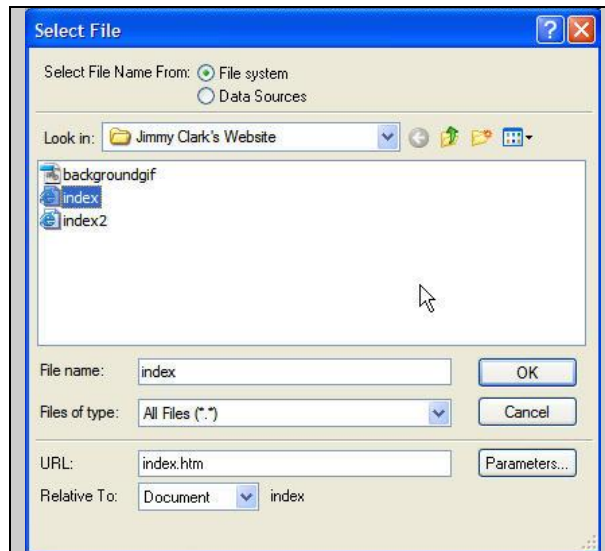
1. **Home Page** (of this website):
  - a. Highlight the text “**Home Page.**”
  - b. Click the **Browse for File** icon in the **Property Inspector**.

Figure 31: Browse for File Icon



- c. Navigate to the folder where the home page (**index.htm**) is stored.

Figure 32: Making the Link to the Home Page



- d. Highlight “**index**” and click **OK**.
      - e. The link, “**index.htm**,” should now appear in the link box in the Property Inspector.
2. **Computer Studies Home** (home page of your department): Type the URL of your department in the **Link Box** of the Property Inspector.

3. **My Classes** - We have not created the other pages of our website, so we will just type the names we will use their filenames in the link box. For “**My Classes**” type “myclasses.htm.”
4. **Course Resources** - Type “courseresources.htm.”
5. **Meet Instructor** - Type “meetinstructor.htm.”
6. **Contact Instructor** - Type “contactinstructor.htm.”
7. **My Interests** - Type “myinterests.htm.”

## Adding Links to the Bottom Navigation Bar

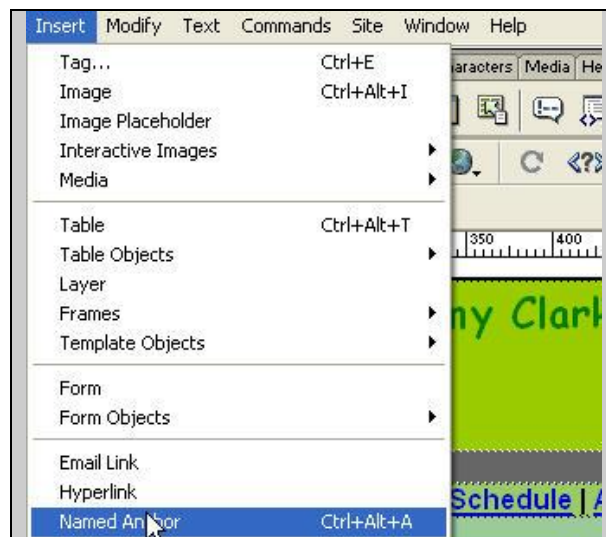
The bottom navigation bar will contain links to every page of the website. Use the techniques you used to add the links to the top navigation bar and the left navigation bar to add links to this navigation bar. Do not add links to “**Course 1**” and “**Course 2**.” I just added these pages to the link bar in case you need to create other pages for the courses you teach.

## Linking to a Different Location on a Web Page (Named Anchor)

A **named anchor** is a link to another location on the same web page. An example is a link at the bottom of a page that, when clicked, takes the user to the top of the page. Follow these steps to make a link that takes the user from the bottom to the top of the home page:

1. Place the insertion point to the left of the “**J**” in **Jimmy Clark** in the banner at the top of the page.

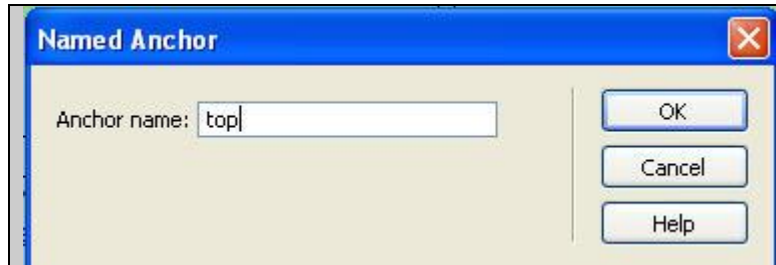
**Figure 33: Inserting a Named Anchor**



2. On the menu click **Insert > Named Anchor**.

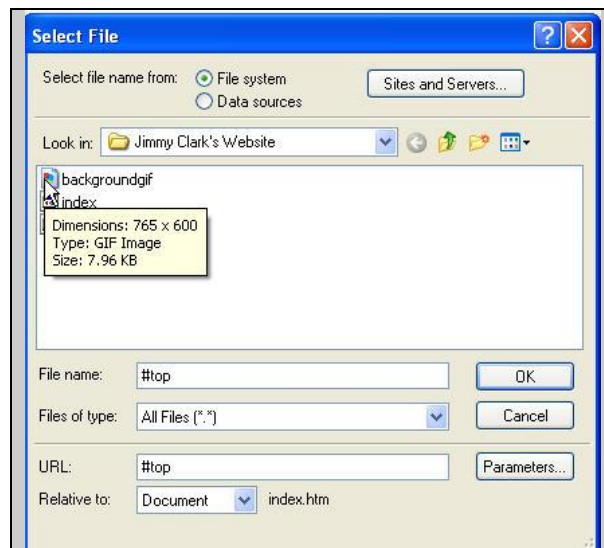
3. In the **Named Anchor dialog box** type the name of the anchor, “**top.**” A small anchor icon displays to the left of the letter J in the banner heading.

**Figure 34: Named Anchor Dialog Box**



4. Select the phrase “**Top of Page**” at the bottom of the home page. Click the **Browse for File** icon and type “**#top**” in the dialog box.

**Figure 35: Linking to a Named Anchor**



5. You will not see any change in the location of the insertion point when you open the page in the browser and test the link because the page is short enough that all of it is displayed in the browser window.

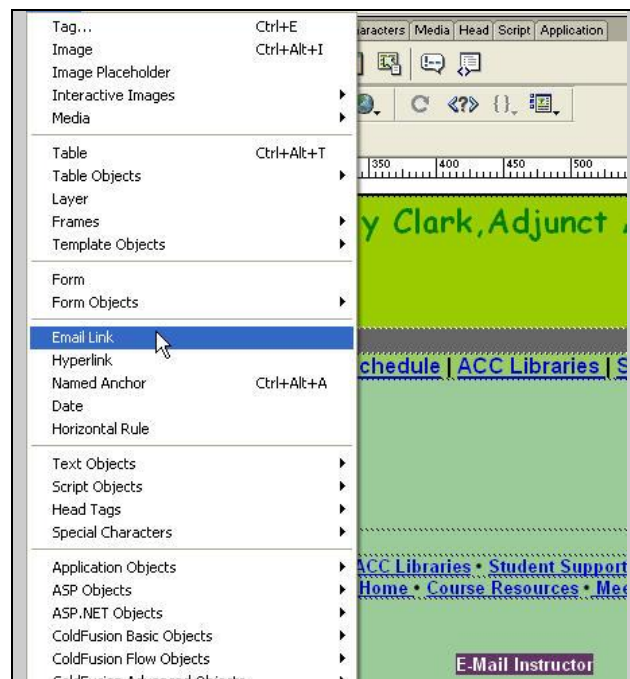
## Making an E-Mail Link

Follow these instructions to make a link to your email account:

1. Place the insertion point to the left of the word “**Top**” at the bottom of the home page. Press **Enter** once. Press the **Up Arrow** key to create a blank line. Press **Enter** again.
2. Type “**E-Mail Instructor**” on the blank line. Change the font to **Arial - Bold - Size 2**.
3. Select the text “**E-mail Instructor.**”

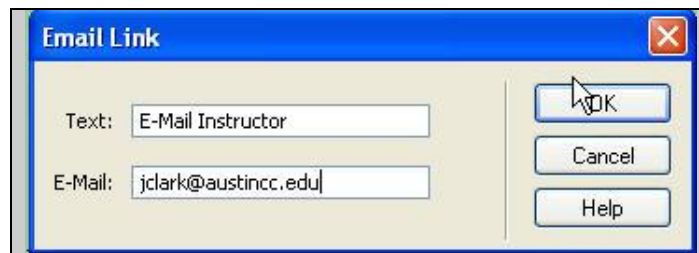
4. From the menu at the top select **Insert > Email Link**.

**Figure 36: Insert E-Mail Link**



5. In the dialog box type your email address, as shown in **Figure 37**.

**Figure 37: Type E-Mail Address**



6. When you highlight your email link your email address should appear in the **Link bar** (Ex: [jclark@austincc.edu](mailto:jclark@austincc.edu)).

## Testing Our Links

Open the home page in the browser and test the links we made. When you click on a link to one of the pages we have not yet created, a message saying that page cannot open will display. We will create those pages in the next section of our workshop.

## Creating the Other Pages for Our Website

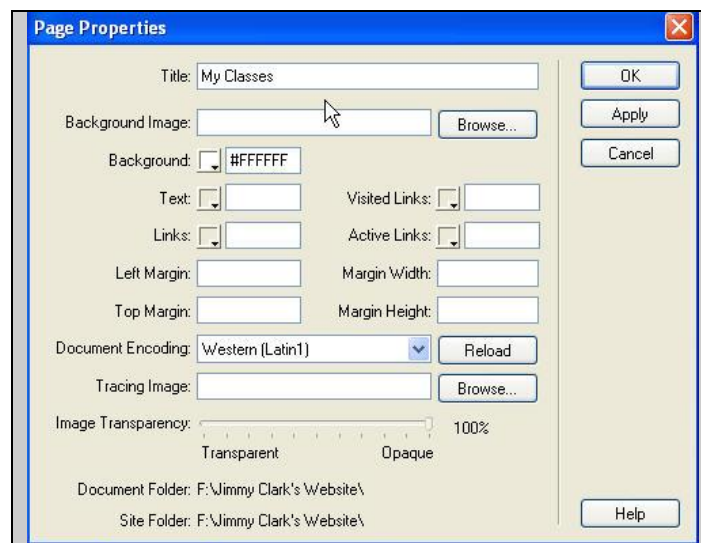
When we made the links for the left navigation bar we included links to five pages we have not created. The first thing we will do in this part of the workshop is to create those five pages. The titles of the pages we will create and their file names are:

1. **My Classes** - myclasses.htm
2. **Course Resources** - courseresources.htm
3. **Meet Instructor** - meetinstructor.htm
4. **Contact Instructor** - contactinstructor.htm
5. **My Interests** - myinterests.htm

To create the **My Classes** page, follow these steps:

1. Select **File > Save As** on the menu at the top and save the home page as **mycourses.htm**.
2. When the new page displays, select **Modify > Page Properties** and change the page title to **My Courses**. The My Courses page has the same background as the home page and same hyperlinks.

Figure 38: Creating My Classes Page



3. Click in the main text area. Type **“My Classes”** as a heading for this page. Select this text and change its properties to: **Arial > Bold > Size 4**. If you wish, change the color of the text to one that complements the background and is easy to read.
4. The text you just typed is centered in the middle of the page. To move it to the top, select it again and in the **Properties Inspector** set the vertical alignment to **Top**.
5. Use the techniques we used in **Steps 1-4** to create the other pages: **Course Resources**, **Meet Instructor**, **Contact Instructor**, and **My Interests**.
6. At the top of the main text area of each new page, type the title of the page. (*Hint: use the page titles in Step 5*).
7. Save the new pages and test the links on them.

## Spell Check Each Page

To spell check a web page, press **Ctrl + Enter** to move to the top of the page and press **Shift + F7**. The spell checker functions the same as the spell checker in Microsoft Word does.

## Insert a Special Character on the Home Page

To insert the **copyright** symbol on the home page, follow these instructions:

1. Press the **Enter** key once or twice to leave at least one blank line between “E-Mail Instructor” and “Top of Page” on the home page.
2. Type “Last Updated” and press the spacebar. To insert today’s date, select **Insert > Date** and choose the date format you wish to use.
3. Press **Shift + Enter** to advance to the next line without making a new paragraph.
4. Type “Copyrighted” and press the spacebar. On the menu choose **Insert > Special Character > Copyright**. Press the spacebar and type “by + Your Name.”

Figure 39: Insert Special Character

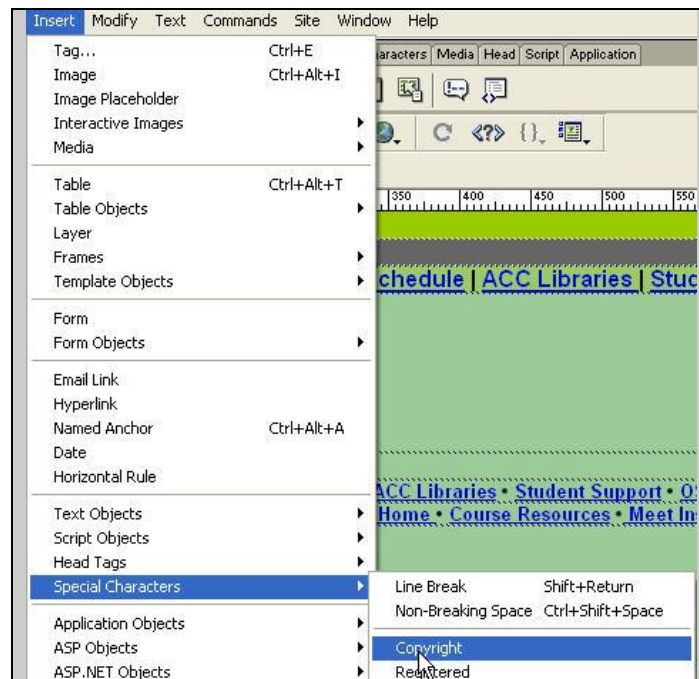
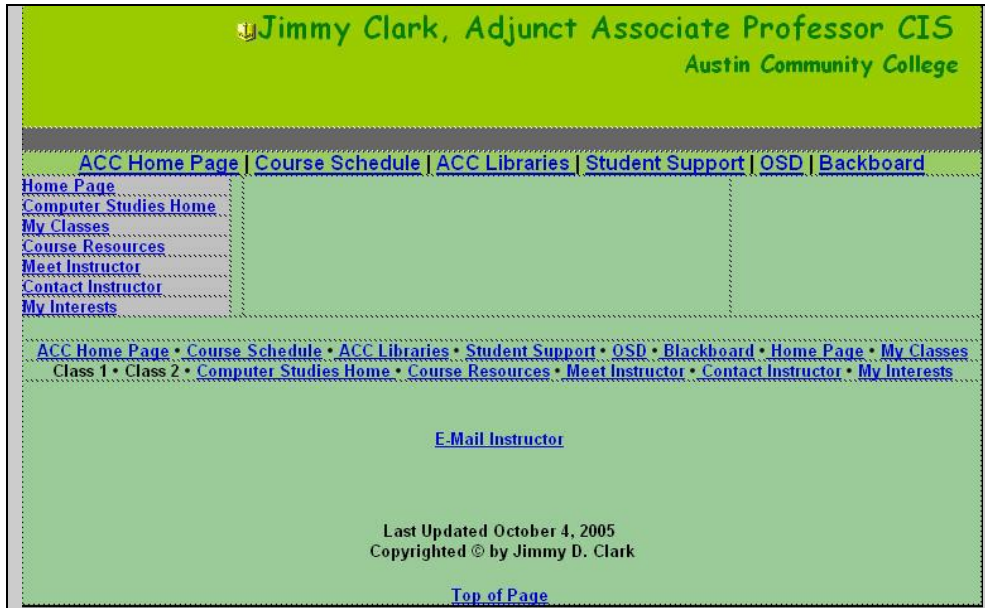


Figure 40 shows the way the home page should look at this point. It will be finished when we add an image.

Figure 40: Home Page for Jimmy Clark's Website



## Adding an Image to Our Home Page

We will enhance our homepage by adding an image to it. If you brought an image(s) stored on a disk you may insert it or them. Otherwise, we will insert one of the images I installed on your computer. The skills/topics covered in this part of the workshop are:

1. Image formats for web pages
2. Inserting an image in the home page
3. Adding alternative text to the image
4. Changing some of the properties of the image

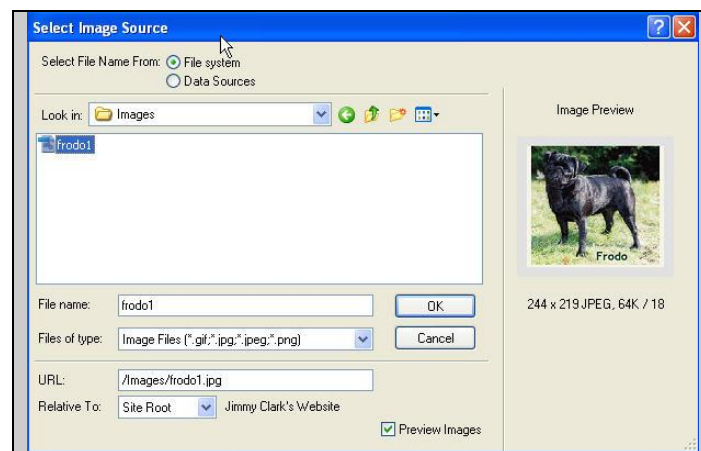
## Introducing Image Formats for Web Pages

The three common image formats for web pages are **GIF**, **JPG (JPEG)**, and **PNG**. **GIF** images can display a maximum of only 256 colors, but GIF is a **lossless** format. When the image is resized it does not lose any of its resolution. Also, this format supports animation, transparency, and interlacing. **Interlacing** means that when an image is displayed in the browser; at first, a low resolution, out-of-focus image is displayed. The image gradually comes into focus, until it is displayed at its final resolution. **JPG**, or **JPEG**, images can display 16.7 millions colors, and are the most common format for photos displayed on the Web. JPG is a **lossy** format; when images are compressed they lose some of their resolution. The **PNG** (Portable Network Graphics) format has all the advantages of the GIF and JPG formats, but it is not widely supported by older web browsers.

Follow these steps to insert an image in the home page:

1. If you have not already done so, create a folder named **Images** inside the site folder of your website and place the image(s) you will insert in your web pages inside it.
2. Place the insertion point anywhere inside the third column of the home page and select **Insert** on the menu. The **Select Image Source** dialog box appears. A preview of the image is displayed in the dialog box.
3. Select the filename of the image you are going to insert and click **OK**.

Figure 41: Inserting an Image

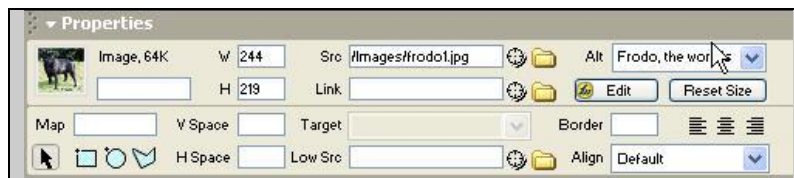


## Adding Alternative Text to the Image

**Alternative text** is a short message that displays while the image is downloading, and when the user moves the mouse over it. To add alternative text to the image you inserted in the home page, complete these steps:

1. Select the image.
2. Type the message in the **Alt** box in the Property Inspector.
3. Save the home page and test it in the browser. Does the alt text you typed appear when you move the mouse over the image?

**Figure 42: Adding Alternative Text to the Image**

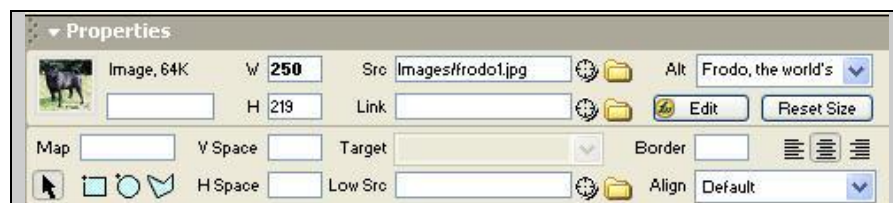


## Changing the Image's Properties

Dreamweaver makes it easy to change the properties of an image, such as its size and alignment. To change some of the image's properties, follow these procedures:

1. Select the image.
2. To change the size of the image, highlight its width or height (not both) in the Property Inspector and type the new value. Press **Enter** to confirm the change.
3. To change the alignment of the picture, click one of the **alignment** buttons in the Property Inspector. They look exactly like the ones in Word.
4. We need to make one more change. You will notice the slash (/) in front of the word "Image" in the **Src** text box in the Property Inspector. If we leave the slash there the picture will not download when the web page is uploaded to the server. Press the cursor inside the **Src** box and press **Home** to move to the slash mark and press the **Delete** key.

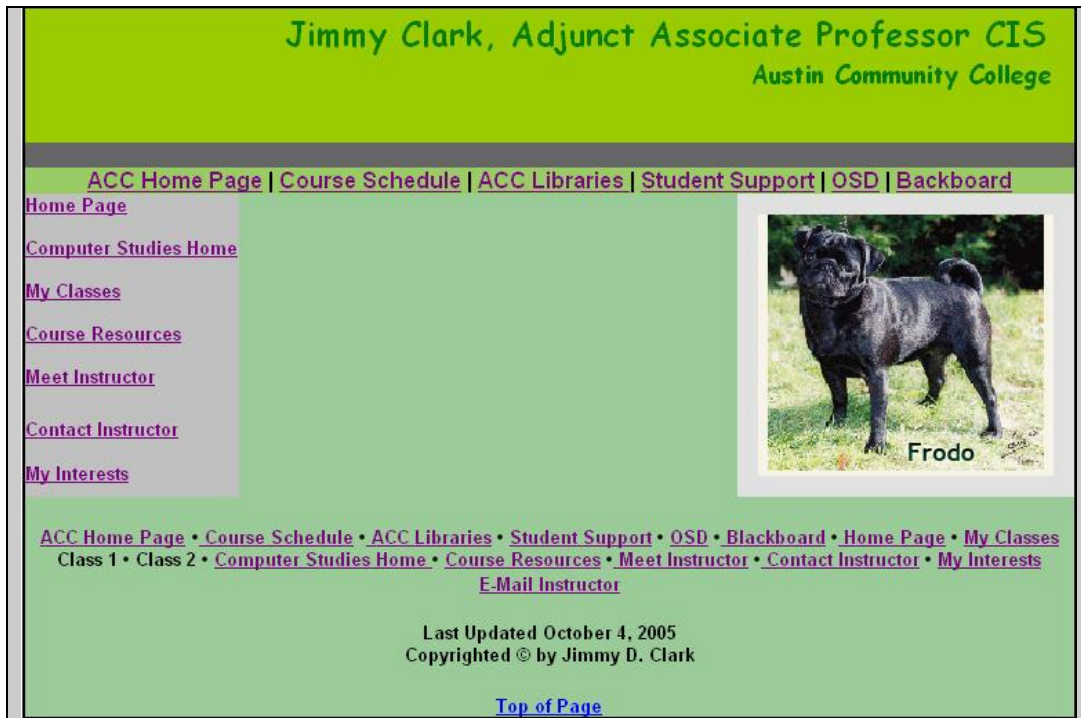
**Figure 43: Changing the Image's Properties**



5. If time permits today, you may add images to the other pages if you wish. If you do not want to add images to any of the other pages of the site, merge the column the body text will be typed in and the column that would have held the image. You may add the text to the other pages later if we do not have time to do it today.

Figure 44 shows the completed home page for the site we created in this workshop.

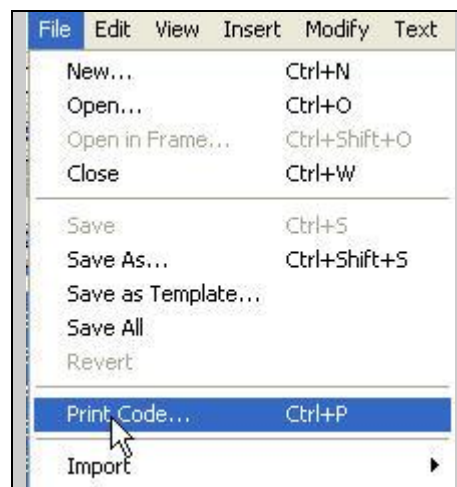
Figure 44: Completed Home Page



## Printing a Web Page

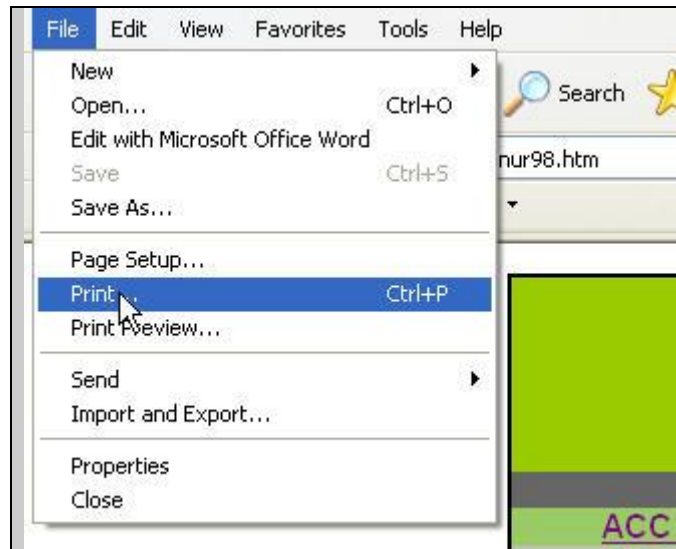
To print the HTML code for the home page, select **View > Code** on the menu at the top of the workspace. Select **File > Print Code**.

Figure 45: Printing the Home Page's Code



To print a web page from a browser, open the page in the browser. Select **File > Print** from the browser menu.

**Figure 46: Printing a Web Page from the Browser**

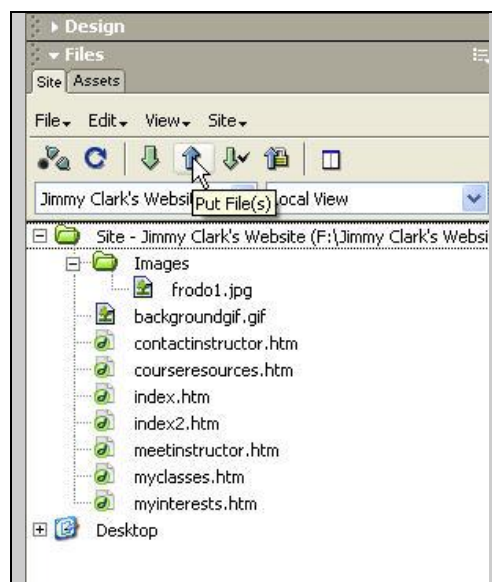


## Uploading Your Website to the Web Server using Dreamweaver FTP

You cannot upload your website to the ACC web server unless you have an ACC web account. If you do not have an ACC web account, go to this website: [http://www.austincc.edu/helpdesk/forms/web\\_req.html](http://www.austincc.edu/helpdesk/forms/web_req.html) and request one, but please do not do it now. If you decide to use WS\_FTP to upload your site, you may find instructions at this site: <http://insideirt.austincc.edu/webservices/tutorials/StaffWSFTP.pdf> . To upload your website to the server from inside Dreamweaver, follow these steps:

1. Click the **Refresh** button  on the **Site Panel**.
2. Click the **site root folder** and then click the **Put Files** button on the Site Panel.

**Figure 47: Put Files (Uploading the Site)**



3. A message box will display asking you if you want to put the entire site. Click **OK**.
4. Open the browser and view your site on the Web. Verify your links.

## Other Website Operations

In the last part of this workshop we will cover opening another site for editing, closing our web pages, and quitting Dreamweaver.

### Opening another Site for Editing

To open another site for editing:

1. Select **Site > Edit Site** on the **Site Panel**. A list of all the Dreamweaver websites on your computer displays.
2. Select the site you wish to edit and click **Done**.
3. All the files and folders in this site appear in the **Site Panel**.

### Closing our Web Pages

To close the current web page, select **File > Close** on the menu. To exit Dreamweaver, select **File > Exit** on the menu, or click the red **X** at the top of the workspace window.