



Using Dreamweaver CC

3 – Basic Page Editing

Now that you should know some basic HTML, it's time to get in to using the general editing features of Dreamweaver. In this section we'll create a basic website for a small business. We'll start by looking at some of the essentials of planning a website.

Planning

When you are going to create a website, the first question you should ask yourself is, "What is the **purpose** of the website?" Websites can be set up for a variety of purposes. A business might set up a website with the purpose of telling customers about a product or even selling a product. A Sporting club might set up a website to provide information for members or to find new members. An individual person might set up a website to provide information about a hobby of theirs or about a celebrity that they're a fan of. Websites can have a whole range of purposes which will determine how they should be designed.

You also need to think about your target **audience**. What sort of people will be looking at your website. Websites such as www.barbie.com and www.thewiggles.com will have a very different audience from websites like www.mtv.com and www.gamespot.com, which in turn will have audiences quite different from www.brw.com.au and www.nytimes.com.

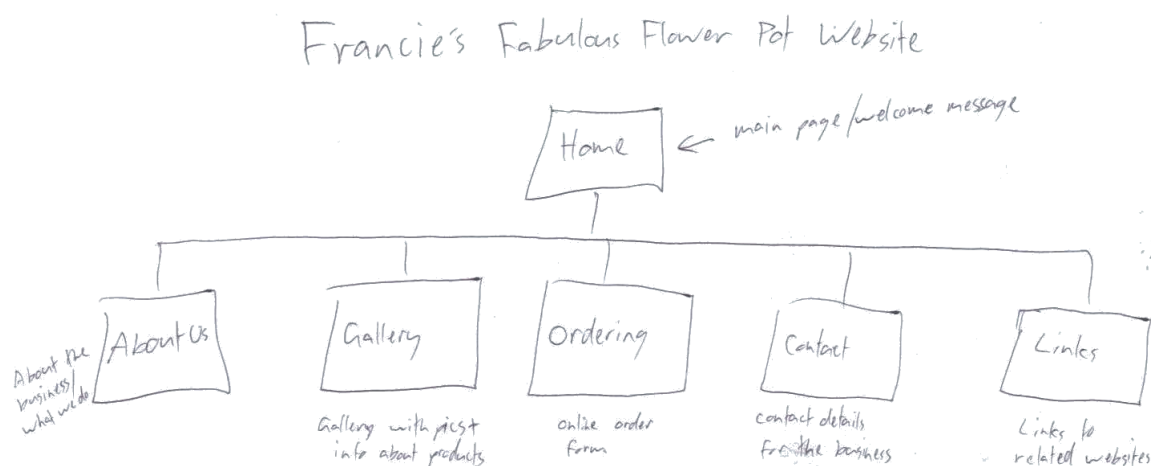
Exercise 1 – Viewing Different Design Styles

- 1) Take a look at some of the website addresses mentioned above and notice the difference in designs between them. The last two (both news sites) are intended for an adult audience of mainly business professionals, while the first two are aimed at child audiences.

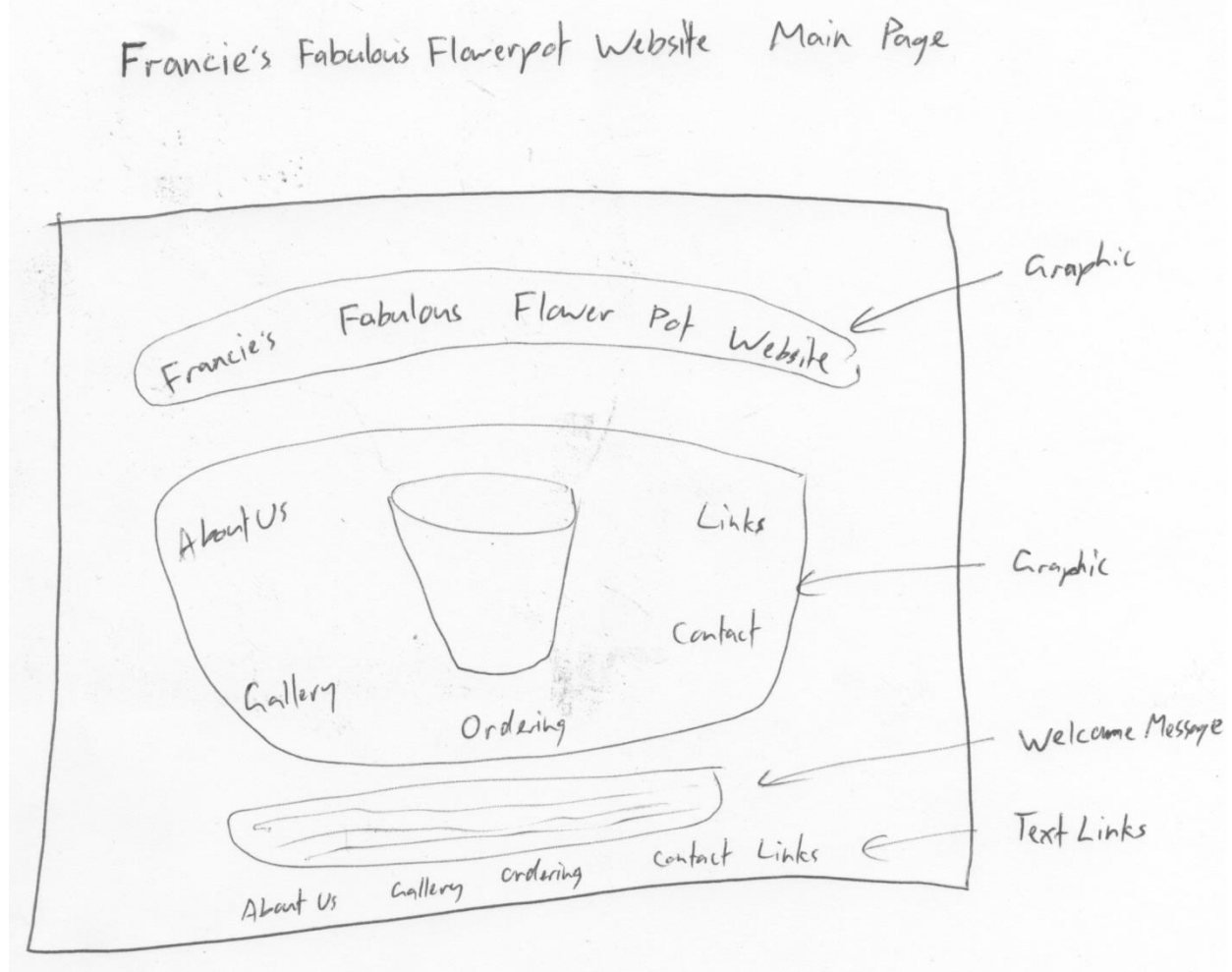
Notice that the sites intended for business people have a fairly plain, conservative look that is appropriate for an audience which is more interested in information than flashy design. With the children's websites, the designs are bright and colourful which is more appropriate for their audience.

Once you have determined the type of audience you hope to attract to your site, you then need to decide what the **content** of your site should be. The content of your site is usually far more important than how it might look so it is essential that you establish the intended content early on.

A good way of planning this is to create a site map. This allows you to generate a basic plan for what pages will be in your site, what each page will contain and how each of the pages will relate to each other. A pen/pencil and paper are all the tools you need to do this. Below is an example of how a site map for a website might look. It also helps to ensure that your site has a logical structure so that visitors can find their way around easier.



A good step to take next is to **plan each page** on the site. A plan for the page can take the form of an annotated diagram, outlining what will be on each page. A basic example is shown below.



A design like this with some additional notes can help you to decide how each page in the site will look before you go to all the effort of actually building the pages. This is especially important if you are designing a website for someone else, such as a web developer building a site for a client or an employee building a site for the business they work for. A good plan on paper enables you to present a plan to the client/boss for approval and/or changes. This can save you from putting a lot of work in to something which is not quite right.


Once you have spent enough time planning and know exactly what to do on your site, you can start building it in Dreamweaver. If you are creating graphics in another program such as Adobe **Photoshop**, now is a good time to do that so that the graphics are ready to be inserted in to your site.

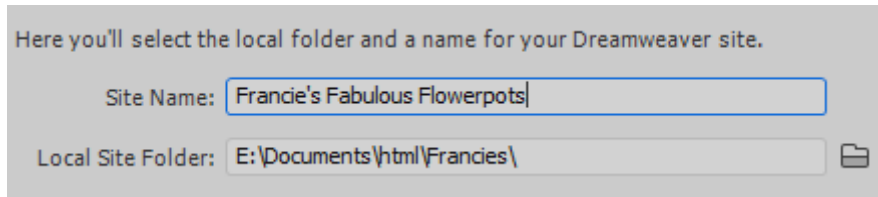
Note Before commencing the following exercises, there are several image files that need to be saved to your computer. Make sure they are saved in the same location as you plan on saving the exercises you will be working on. These exercise files can be downloaded from <http://oneil.com.au/pc/dreamweaver.html>.

To keep things simple, these early exercises will assume the images are in the same folder as the website you will be creating. In practice though, it's a good idea to keep images in a subfolder with an appropriate name such as *images* or *pics*. If you want to save them in a sub folder then do so, but when you are referring to them in the exercises, you will need to place the folder name before them. For example, *back.jpg* saved in an *images* folder will need to be referred to as *images/back.jpg*.

Exercise 2 – Creating the Site Structure

In Dreamweaver, rather than working on a collection of pages one by one, you can work on them as a whole site. This enables you to establish the relationship between all of the pages, make certain changes across the whole site and upload changes to the web in one go.

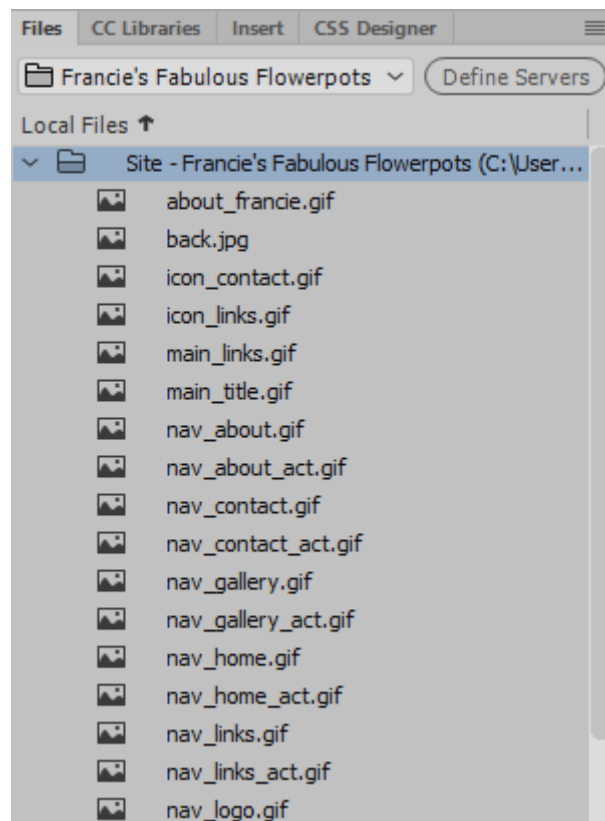
- 1) Make sure Dreamweaver is open.
- 2) From the **Site** menu select **New site**.
- 3) When the **Site Definition** window appears, enter *Francie's Fabulous Flowerpots* for the site name.
- 4) For the **Local Site Folder**, click the browse button  and then browse to the location where you have saved the Francie's flowerpots folder and click **Select**.



If you are setting up Dreamweaver so that you can upload your files to a website as you save them, you can use the Servers options for that. Since the options you would need vary greatly from one website to another we'll leave them empty for now. If a company will be hosting your website, they can provide the details that would need to go in the server options.

- 5) Make sure the **Local Site Folder** line shows the correct location of the Francie's flowerpots folder and click **Save** (this should be the same folder where you saved the exercise files).

Your Files panel will now show a list of the files in that location.

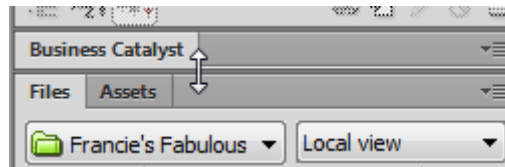


Exercise 3 – Create a Homepage

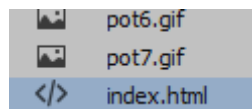
Now we have a site. We just don't have any pages in it (only the images that are included in the exercise files). The first page we will create is the homepage.

- 1) On the right side of your window, you should see the **Files** panel. If you don't see it, select **Files** from the **Window** menu or press **[F8]**.

Note You can resize a panel if you want it to take up more of the room on the side. You can also click the tab at the top of a panel you're not using and collapse it to make it take up less space. Dragging panel's tab allows you to move it to a location that suits you.



- 2) Right click on the name of the site in the Files panel (or in a blank area of the files panel) and select **New File**.
- 3) For the file name enter *index.html*.

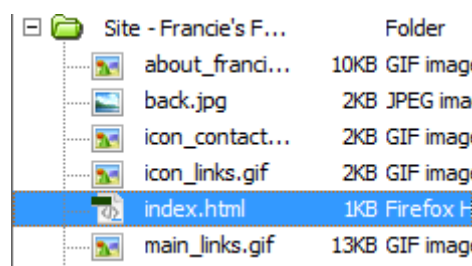


You can rename files that are already in the list by clicking on the name of the file when it is already selected, or by pressing **F2** when the file is selected.

In a website, it is always a good idea for the main page to be called **index.html**, since this is recognised in web browsers as a homepage name. If your main page is called *index.html* then people won't have to type the filename on the end of the website's address. They could simply type something like www.francies.com without adding a filename on the end and when they web browser goes to that location, it will look for a file called *index*. If you called your main page something else, then anyone who wants to go to your website would have to add the filename to the end of the address. So calling your main page *index.html* makes your site's address shorter and easier to type.

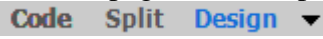
- 4) Double click on the *index.html* file to open it.

Note If you saved the exercise files in the same location (as instructed earlier), you will see some images in the files panel as well. If the exercise files aren't in the same location, you should save or copy them in to the same folder before continuing



Note If you have set up a website set up with server options, you can select files in your file list and click the Put icon (an upward arrow) at the top of the file list to upload the selected files to the web.

Exercise 4 – Editing a Page

1) The blank home page will be open in the main editing area. Make sure you are in **Design** view. 

2) Type the text Francie's Fabulous Flower Pot Website.

3) Press **[Enter]** to create a new line.

4) Press **[Enter]** a second time to leave an extra blank line.

5) Type the following text (There should be a blank line between your first line and this one).

Welcome to Francie's Fabulous Flower Pot Website - the only source you need for the best in flower pots. Whatever your gardening needs, you're sure to find a flower pot ideal for your needs at Francie's. Browse through our gallery to find your dream pot.

6) Press **[Enter]** and type the following text on a new line.

About Us - Gallery - Ordering - Contact Us - Links

7) Click the **Code** button at the top or press **[Ctrl] [~]** to see the page in HTML view.

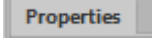
```

1  <!doctype html>
2  <html>
3  <head>
4    <meta charset="utf-8">
5    <title>Untitled Document</title>
6  </head>
7
8  <body>
9    <p>Francie's Fabulous Flower Pot Website</p>
10   <p>&nbsp;</p>
11   <p>Welcome to Francie's Fabulous Flower Pot Website - the only source you need for the best
    in flower pots. Whatever your gardening needs, you're sure to find a flower pot ideal for
    your needs at Francie's. Browse through our gallery to find your dream pot.</p>
12   <p>About Us - Gallery - Ordering - Contact Us - Links</p>
13 </body>
14 </html>

```

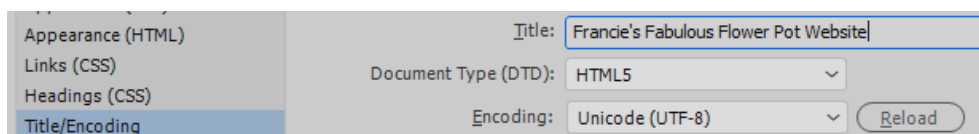
You'll notice that a few paragraphs have been created (using the **P** tag). The second one has ** ** in it. This is a special HTML character that creates a blank space since blank paragraphs and other blank spaces get ignored by web browsers unless a *non-breaking space* is included.

8) Press **[Ctrl] [~]** to return to **Design** view. This switches between **Design** and **Code** view.

9) Make sure the **Properties Panel** is showing along the bottom of the screen. Press **[Ctrl] [F3]** or click the  tab at the bottom if it isn't showing.

10) In the **Properties Panel**, click the **Page Properties** button.

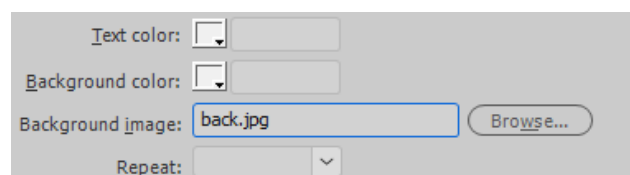
11) Click **Title/Encoding** from the options on the left.



12) Type *Francie's Fabulous Flower Pot Website* for the title.

13) Click **Appearance (CSS)** from the options on the left.

14) For Background Image, enter *back.jpg* as shown below. Click **OK** when done (this will only work if you have saved your exercise files in the same location as your index.html file).



15) Save the changes to the page (**[Ctrl] [S]**).

16) Click the **Real-time Preview** icon or press **[F12]** to see how it looks so far.

Exercise 5 – Formatting a Page

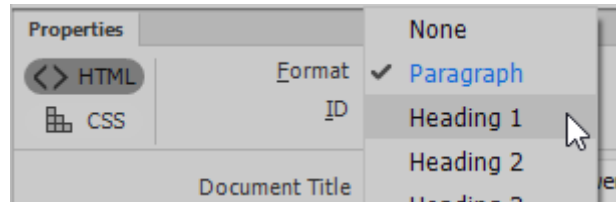
- 1) Click in the first line on the page (*Francie's Fabulous Flower Pot Website*).

We will change this paragraph in to a heading. Since the change will affect the entire paragraph, it's not necessary to select all of it.

- 2) At the bottom of the document, click the H1 indicator to make sure you are changing properties for the heading. Otherwise you might end up changing the alignment for the entire document.

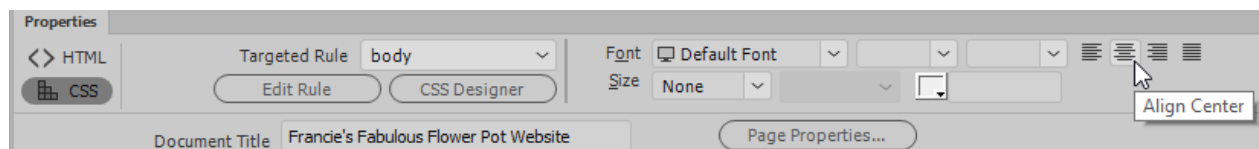


- 3) For **Format** in the **Properties Panel** select *Heading 1*.



In recent versions of Dreamweaver, many of the formatting options that used to be done with HTML are now done with CSS (more on that later).

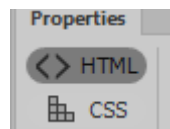
- 4) In the **Properties** panel click **CSS** on the left and then click the **Align Center** icon.



- 5) In the next paragraph, select the name of the website as shown below.

Welcome to **Francie's Fabulous Flower Pot Website** - the only source you need for the best in flower pots.

- 6) Select the HTML options from the left of the properties panel.



- 7) Format this text using an Italics style by clicking the **I** icon in the **Properties Panel** or by pressing **[Ctrl] [I]**.
- 8) Click in the last line and centre align it also.
- 9) Select that line of text as shown below.

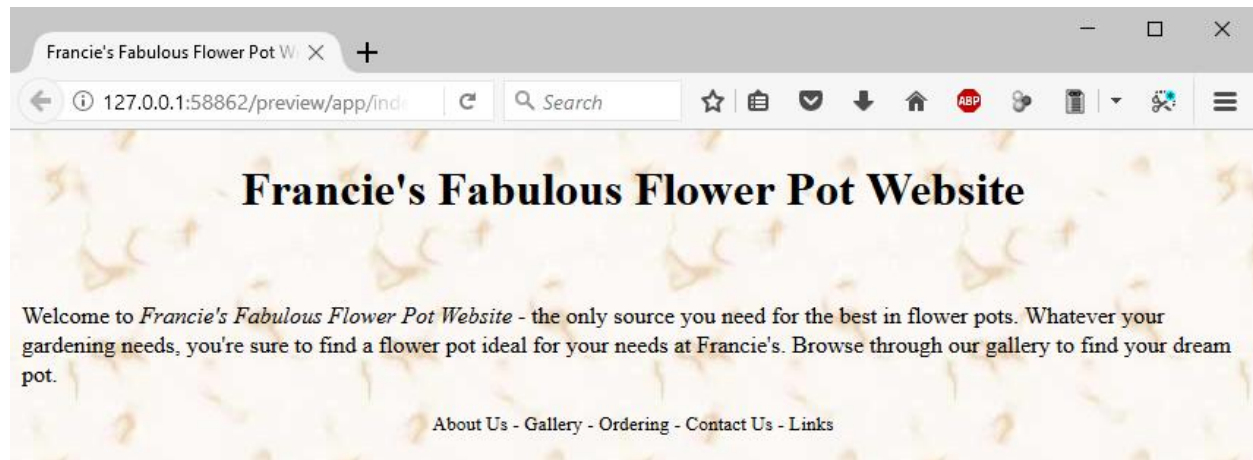
About Us - Gallery - Ordering - Contact Us - Links

- 10) To adjust the size of text, click the CSS tab in the **Properties Panel**.
- 11) In the **Properties Panel**, select the **Size** options and then select *Smaller*.
- 12) Centre align this line also like you did with the heading.

Tip Make sure you save your work regularly. A quick **Ctrl S** now and then is easy and can save losing a lot of work if you have problems.

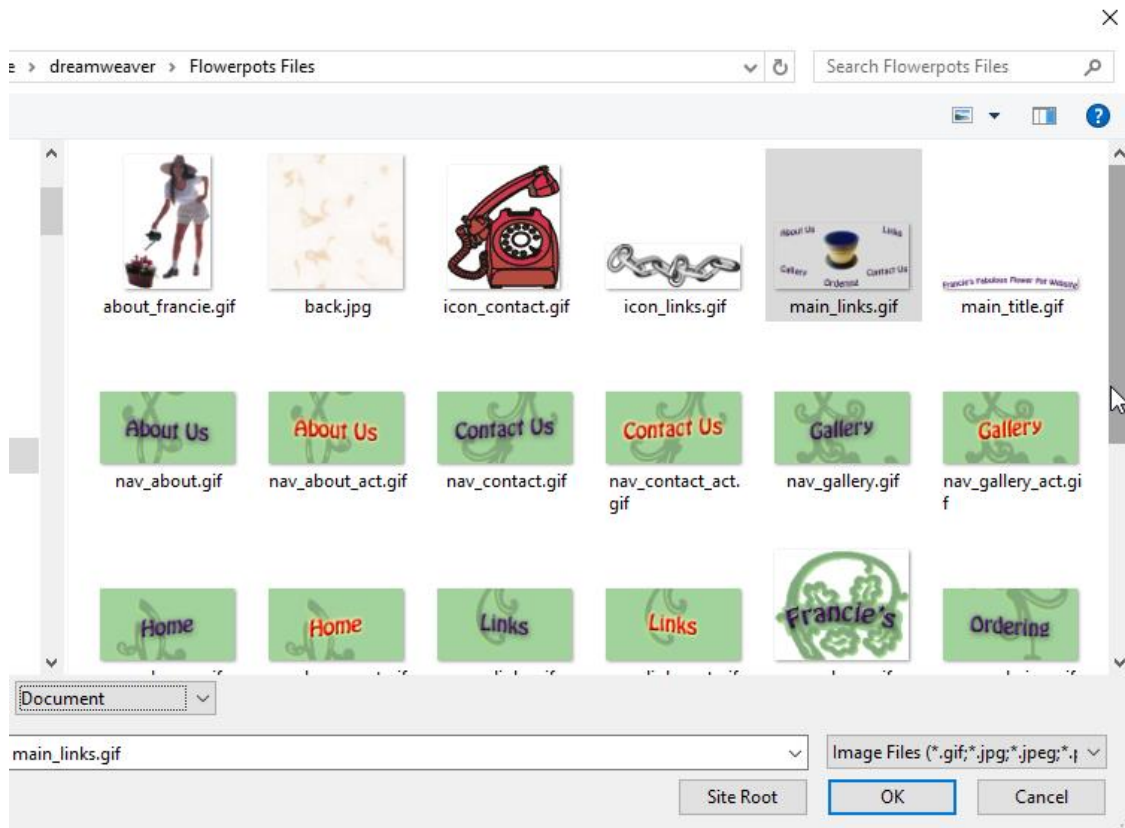
13) Preview the page to see how it looks. It should be similar to the example below. You will probably need to save the changes before previewing.

Note since you have already previewed the page, you can simply switch to your browser to view the changes. If it doesn't update automatically you can refresh the page (**[F5]** in most browsers).



Exercise 6 – Inserting Images

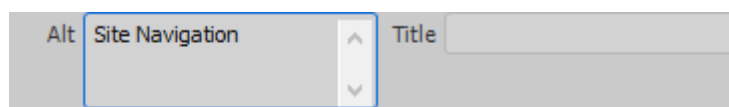
- 1) Click in the blank line between the heading and the introductory paragraph.
- 2) From the **Insert** menu, select **Image**. You can also press **[Ctrl] [Alt] [I]**.
- 3) From the **Select Image Source** dialog box, select the image *main_links.gif*, which should have been saved to your computer earlier.



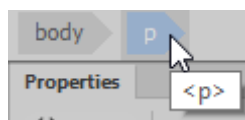
While the image is still selected, you will notice some different options in the **Properties Panel**. These options will change depending on what you have selected in your page.

Look in the properties while the image is selected and you will notice one called **ALT**. This will specify the alternate text to be shown in case the image doesn't load in the web browser. For images that are being used for important things such as headings, it's a good idea to include this.

- 4) With the image selected, click in the **Alt** property and enter **Site Navigation**.



- 5) Centre align the paragraph that the image is on (Make sure the paragraph is selected first).



- 6) Delete the text in the heading on the first line so that all that remains is a blank line. We're going to put an image here instead.
- 7) In the files list on the side of the screen, locate the image called *main_title.gif*.
- 8) Drag that file in to the empty paragraph at the top of the page. This is another easy way of adding an image.
- 9) If the Alternate text option appears enter *Francie's Fabulous Flowerpots Website* and click **OK**.

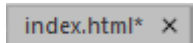
Note **ALT** text is not just used if an image fails to load. It is also useful for accessibility purposes. E.g. a visually impaired web user might not be able to see images in your site so their browsers can read **ALT** text instead. **ALT** text can also be used by search engines such as **Google** to index your page more accurately so people can find your site more easily.

Your page should now look similar to the example below.



10) Press **[Ctrl] [~]** to switch to **Code View** and see the HTML that's been created. Regularly checking the code is a create way to familiarise yourself with HTML and can also identify potential problems. Return to **Design View** when you have had a look.

11) You can tell if you have made changes to a page that haven't been saved yet as you will see a * symbol next to the file name. This will be removed as soon as you save the page.

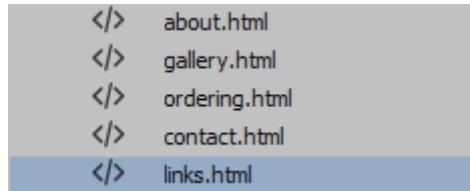


12) Save and preview the page.

Note When you check the HTML you may notice that the first line is still a heading even though all that's in there is an image. That's not a problem and can even be a good thing. People with visual impairment can use browsers that read web pages out to them. On a web page like this, one of those browsers might use the heading tag to identify the **ALT** text in the image as a heading and give it appropriate emphasis.

Exercise 7 – Creating Additional Pages

- 1) Right click on a blank area in the **File Panel**.
- 2) Select **New File** and name the file *about.html*.
- 3) Repeat to create four more files called *gallery.html*, *ordering.html*, *contact.html* and *links.html*. Currently these pages will be empty but we will create links to them from our main page.

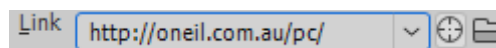


Exercise 8 – Linking to the New Pages

Links or anchors in HTML are created using the **A** (Anchor) tag. On our main page, we're going to create links to the other files in the site. The text along the bottom is where the links will be.

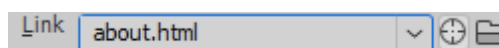
- 1) Make sure the *index.html* file is still open in the editing window.
- 2) In the bottom line, select the text *About Us*.

Dreamweaver provides several ways of creating links (other than typing an anchor tag in the HTML that is). If you are creating a link to another site, you can type the address you are linking to in the Link box in the **HTML** section of the **Properties Panel** as shown below.

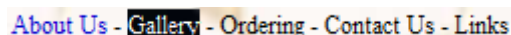



Note When you are typing an address in to the web browser, you can leave off the `http://` part. You can't leave it off in HTML though. When you are linking to an external website in Dreamweaver, the URL (address) must be complete or it won't work.


- If you are linking to a file within your site, you can also type the name of the file directly in to the link box.

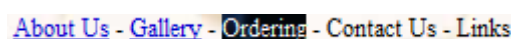


- 3) Type *about.html* in the **Link** section of **Properties**.
- 4) Select the text *Gallery*.

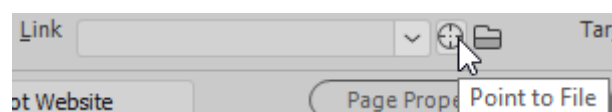


- 5) Click the browse  icon to the right of the link box to open the file browser.
- 6) Select the file called *gallery.html* and click **OK**.

- Perhaps one of the easiest ways is to use the **Point to File** icon  next to the link box. This allows you to select a file from your File Panel. This is a bit quicker than browsing for a file and avoids mistyping a file name.
- Select the text *Ordering*.



- 7) Move your mouse over the **Point to File** icon with the text still selected.



- 8) Drag this icon to the file *ordering.html* in the **File Panel**. A link to this file will be created and its name will appear in the link box.
- 9) Create the remaining links.

About Us	Link to →	About.html
Gallery	Link to →	gallery.html
Ordering	Link to →	ordering.html
Contact Us	Link to →	contact.html
Links	Link to →	links.html

The bottom of the page should now look like the following example.

Welcome to *Francie's Fabulous Flower Pot Website* - the only source you need for the best in flower pots. Whatever your gardening needs, you're sure to find a flower pot ideal for your needs at Francie's. Browse through our gallery to find your dream pot.

[About Us](#) - [Gallery](#) - [Ordering](#) - [Contact Us](#) - [Links](#)

Note If you want the link to be a clickable image instead of clickable text, just select an image instead of text before creating the link.

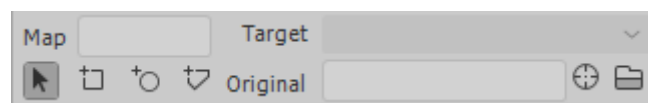
Exercise 9 – Creating an Image Map

One method for creating links that can be effective in a web page is to create an image map. Normally, if you use an image for a link, the destination will be the same no matter what part of the image is clicked. An image map, however, allows you to specify different link locations depending on which part of the image is clicked. This effect can be achieved to some extent by piecing together more than one image and making each one a link. That method restricts you to rectangular shaped link areas though and it will also make your page download slower since the web browser will need to request several images to download instead of just one.



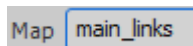
In this exercise, we'll use the image in the middle of our main page to create an image map with links to the other pages.

- 1) Select the image on the main page.




In the bottom left section of the **Properties Panel**, you will see some image map tools. First, we need to give the map a name, since it is possible for a single page to have more than one image map, and the web browser needs to know which image the links are being created for.

- 2) Type, *main_links* next to the **Map** option.

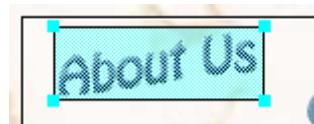



An image map can have three types of hotspots (link areas). The first one allows you to create rectangular shaped link areas in an image. The second allows you to create circle shaped areas in an image. The third allows you to create polygon shaped areas in case you need a less symmetrically shaped hotspot.

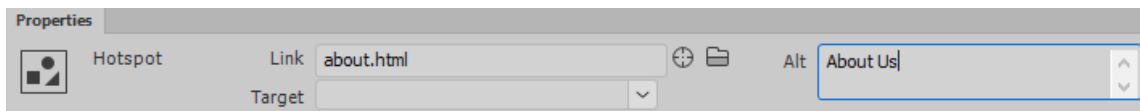
- 3) Click the **Rectangular Hotspot Tool**. 
- 4) Drag a rectangular shaped area around the words *About Us* in the image as shown below. If a message about attributes appears, click **OK** to close it and continue drawing the shape.




The hotspot will be shaded as shown below.



- 5) With the hotspot still selected, use the **Point to File** tool  from the **Properties Panels** to link to the file *about.html*.
- 6) Type *About Us* in the **ALT** option in the Properties Panel. The properties should appear as below.



- 7) For Links we'll try a polygon hotspot for something different. Click on the Polygon Hotspot Tool. 
- 8) Click where you want the first corner of your hotspot shape to be. Click on the next corner and so on until your hotspot is the shape you need.



- 9) Link this hotspot to *links.html* with *Links* as the alternate text.
- 10) Create the other hotspots using whichever tool you think is most suitable, adding appropriate Alt text and links for each. The links will all be highlighted when you are done, though they won't be visible like this when you preview the page in a web browser.



Note These links all have a good distance between them but in cases where they don't, try to avoid overlapping hotspots as you can get unpredictable results depending on which web browser is being used to view your site.

11) Take a look at the HTML code to see what has been generated behind the scenes.

```
<p style="text-align: center;">
<map name="main_links">
  <area shape="rect" coords="11,2,124,47" href="about.html" alt="About Us">
  <area shape="poly" coords="313,5,310,31,372,47,374,21" href="links.html" alt="Links">
  <area shape="poly" coords="19,113,10,142,96,162,101,132" href="gallery.html" alt="">
  <area shape="poly" coords="263,128,266,159,385,148,385,120,361,118" href="contact.html"
alt="Contact us">
  <area shape="rect" coords="142,160,249,193" href="ordering.html" alt="Ordering">
</map>
</p>
```

12) Save and preview the website.



You can click on the links to make sure they work though at the moment they are pointing at blank pages. We'll work on those other pages in the following sections.

Shortcuts Learned

F8	Display the Files Panel
F2	Rename a selected file in the file list
[Ctrl] [~]	Switch between Code view and Design view
[Ctrl] [F3]	Display the Properties Panel
[Ctrl] [B] B	Bold format text
[Ctrl] [I] <i>I</i>	Italic format text
[Ctrl] [Alt] [I]	Insert an image