Adobe Drewamweaver 2021

5 – More Page Editing

By now, you should have a functional template, with one simple page based on that template. For the remaining pages, we'll create each page based on the template and then save each one, replacing the blank ones that are already there. On each page, we will look at different elements that may be used in a page.

Bulleted and Numbered Lists

In HTML there are three types of lists. One of them, **definition lists** will be covered later. The ones we will cover now are numbered lists – referred to in HTML as **Ordered Lists**, and bulleted lists which are referred to as **Unordered Lists**. Each line within either type of list is referred to as a **List Item**.

The example below shows both types of lists, along with the HTML that would be used to generate the list.

1. First item in the list
2. Second item in the list
3. Third item in the list

- First item in the list
- Second item in the list
- Third item in the list

```
<ol>
  <li>First item in the list</li>
  <li>Second item in the list</li>
  <li>Third item in the list</li>
</ol>
<ul>
  <li>First item in the list</li>
  <li>Second item in the list</li>
  <li>Third item in the list</li>
</ul>
```

Creating these lists in Dreamweaver is a lot like creating similar lists in a word processor. Like most elements in HTML, CSS can be used to style the lists, including changing the symbols used for the numbers or bullet points.

Exercise 1.   Creating a List

1. Select **New** from the **File** menu **[Ctrl] [N]**.
2. Select the **Site Templates** option on the left.
3. Select the *Main Pages* template from the *Fancie's Fabulous Flowerpots* site.
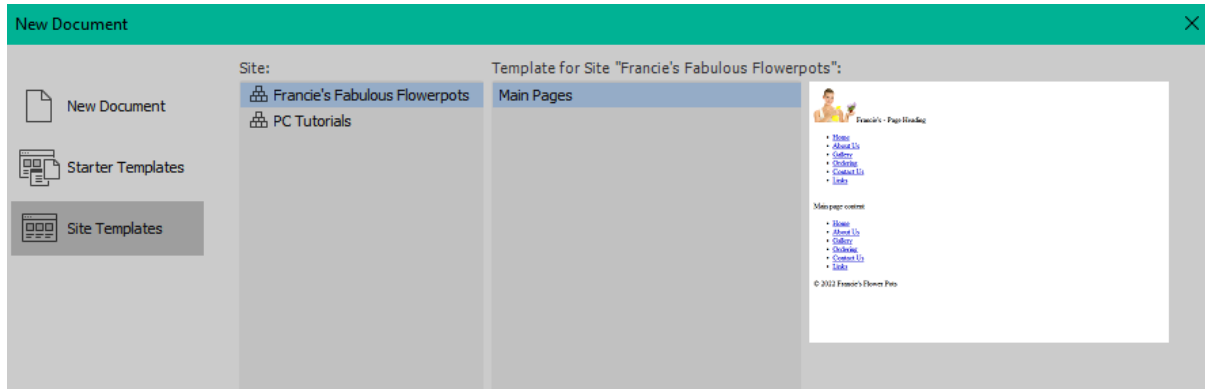
4. Make sure the ☑ Update page when template changes option is ticked.
5. Click **Create**.
6. Save the new document as *contact.html* **[Ctrl] [S]**.
7. When prompted, choose **Yes** to replace the existing document with that name.
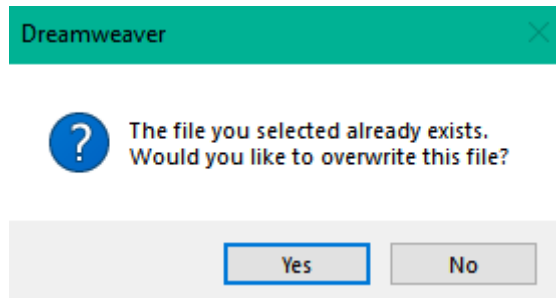
8. Change the Page Heading text to *Contact Us* and change the **Document Title** to *Francie's Flower Pots Website - Contact Us*.
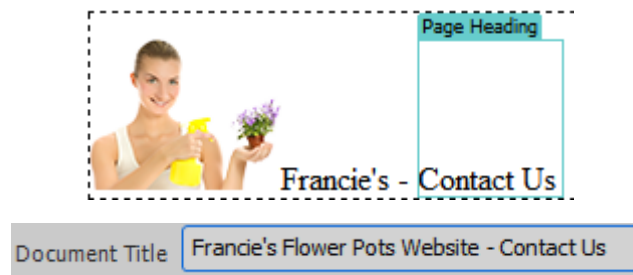
9. In the *Main page content* area, replace the placeholder text with the following. On each line format the first word as strong (bold) as shown by clicking the **B** icon in **Properties** or using the **[Ctrl] [B]** keyboard shortcut.

> If you would like to drop in to Francie's Flowerpots' store or get in touch with us for custom orders or other information, our details are listed below.
>
> **Phone**: 9123 9876
>
> **Fax**: 9123 6789
>
> **Email**: info@franciesflowerpots.com.au
>
> **Address**: 2/37 Petal Place, Dianella, Western Australia, 6059

10. Select the email address in the text you have typed.

Email: info@franciesflowerpots.com.au

11. In the **Link** property of the properties panel, type the email address (or copy and paste it if you prefer). Before the email address, type *mailto:* (including the colon).

Link   mailto:info@franciesflowe...
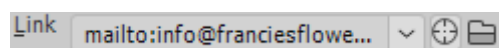
Note   If you want a hyperlink to link to an email address, it must include the *mailto:* part. This will mean that if a user clicks on it, the web browser will tell their email program to create a new email addressed to the email address in the link.

12. At the beginning of the first line (If you would like…) insert the image named *icon_contact.png*. [1]

13. Change the **Align** property of the image so that it is right aligned on the page (remember you can **right-click** the image after you have placed it and then **Right** from the **Align** menu). The page should look like the example below.

---

[1] Image credit - 7883256 © Shuo Wang | Dreamstime.com

14. Select the four lines that begin with the bold text. We want to create a bulleted (unordered) list but we'll start by trying a numbered (ordered) list.
15. In the **Properties** panel, click on the **Ordered List** icon. ⊟
16. With the list still selected, **right-click** and select **List** and then **Properties**.
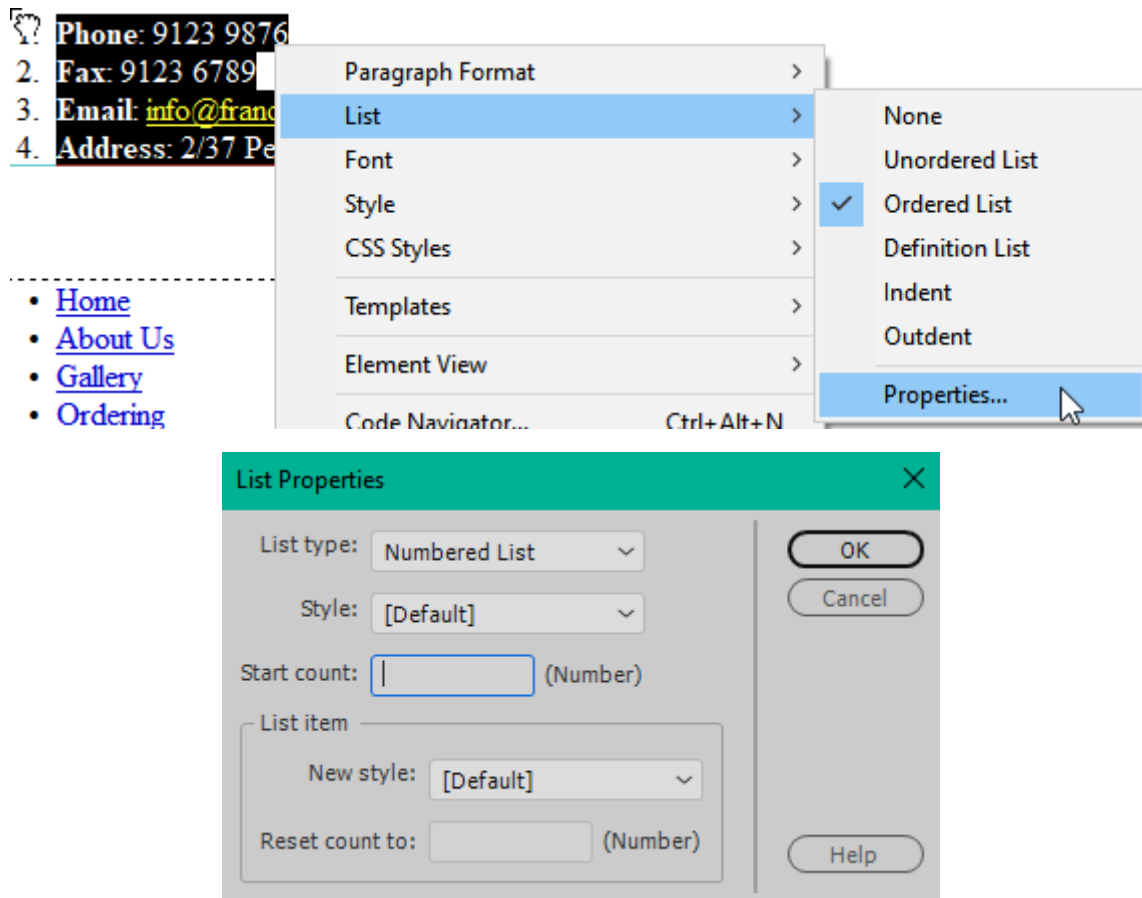
The top options are for changing the entire list while the bottom options are for changing selected list items. The style options let you choose from between HTML's five ordered list styles which include **numbered**, **alphabetical** and **roman numeral** lists. The **Start count** lets you choose what number the list will start with (**1** if you don't specify otherwise).

17) Choose a list style and click **OK**.

18) With the list still selected, click the **Unordered List** icon ⊟.
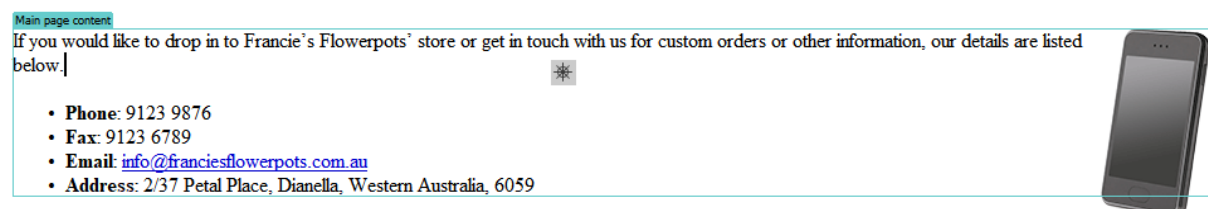
17. **Right-click** the list, choose **List** and **Properties**.
18. Choose one of the other bullet styles.
19. **Save** the changes to the file and **preview** the page.

Definition Lists

The third type of list in HTML is the **Definition List**. A definition list contains two types of block elements. There are **Definition Terms** and **Definition Data**, much like an entry in a dictionary might consist of a defined term followed by a detailed definition for the term. In HTML, Definition Term elements normally look much like normal paragraphs with the Definition Data paragraphs being slightly indented. A list of links is a common use for this, so we'll create one on the Links page.

An example of a definition list appears below, along with the source HTML. Notice that strong (bold) formatting has been added to each of the definition terms.

```
                               <dl>
Manager                          <dt><strong>Manager</strong></dt>
        B. Bloggs                <dd>B. Bloggs</dd>
Sales Rep                        <dt><strong>Sales Rep</strong></dt>
        I. Buy                   <dd>I. Buy</dd>
Accounts Manager                 <dt><strong>Accounts Manager</strong></dt>
        D. O. Lars               <dd>D. O. Lars</dd>
                               </dl>
```

Exercise 2.   Creating a Definition List

1. **Create** a new page based on the same template we used in the last exercise.
2. **Save** the new page as *links.html*, replacing the existing page with that name.
3. **Change** the **Page Heading** text to *Links* and change the **Document Title** to *Francie's Flower Pots Website - Links*.
4. **Delete** the text in the *Main page content* area.
5. Type the placeholder text *Gardening Links* and press **[Enter]** to create a new line after the text.
6. In the **Properties** panel, **Format** the *Gardening Links* line as a level 2 heading.
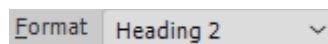
7. Click in the blank line below the heading.
8. Type *Learn to Pot* and press **[Enter]**.
9. Right click inside the line you just typed and select, List and Definition List.

From the element indicators at the bottom of the editing area you can see that this line is now a

Definition Term inside a **Definition List**. .

10. Click on the end of this line and press **[Enter]** to create a new line in the list. This second line will

    be a **Definition Data** line.

11. On this definition data line type *http://www.pots.com/* and press **[Enter]**.
12. Complete the list so that it appears as follows.

```
Learn to Pot
        http://www.pots.com/
Gardening for Dummies
        http://www.gardeningfordummies.com
Pottery Times
        http://potterytimes.com.au
```

13. Change each of the web addresses in to links that point to the address.

If you press **Enter** to create a new line and no longer want it to be a part of the list, you can press **Enter** a second time to make it a normal paragraph.

The HTML code for the section you have created should look like the example below.

```
<h2>Gardening  Links</h2>
<dl>
  <dt>Learn to Pot</dt>
  <dd><a href="http://www.pots.com/">http://www.pots.com/</a></dd>
  <dt>Gardening for Dummies</dt>
  <dd><a href="http://www.gardeningfordummies.com">http://www.gardeningfordummies.com</a></dd>
  <dt>Pottery Times</dt>
  <dd><a href="http://potterytimes.com.au">http://potterytimes.com.au</a></dd>
</dl>
<p> </p>
```

Note	Your definition list doesn't have to alternate between definition terms and definition data. If you view the HTML for the list you have created, you will see that each of the Definition Term lines begins and ends with a DT tag while the others have a DD tag. You can easily edit the HTML to have several lines of the same type if you need to.

14. At the start of the first line, add the image *icon_links.png* [2] and set it to right alignment on the page.
15. **Save** the changes to the document. It should look like the example below.

[2] Image credit - 6716592 © Oleg Pidodnya | Dreamstime.com

Exercise 3.   Creating a List Using a Table

Sometimes the best way to create the kind of listing you want is by having the items listed in a table. We'll use a table to create a listing of pots on the products page.

1. **Create** a new page based on the same template we used in the last exercise.
2. **Save** the new page as *gallery.html*, replacing the existing page with that name.
3. **Change** the Page Heading text to *Gallery* and change the **Document Title** to *Francie's Flower Pots Website - Gallery*.
4. **Delete** the placeholder text in the *Main page content* area.
5. Type the following text and press **[Enter]** at the end of the line.

   A selection of our products can be seen below. Remember that we have many more types of pots available. For a full listing of our pots, or to request a custom made pot, see our Contact Us page.

6) Create a hyperlink so that the words *Contact Us* link to the file *contact.html*.

7) On a new line after the text, insert a table that is **8 rows** high, **3 columns** wide and **100% width**. You can press **[Ctrl] [Alt] [T]** or select **Table** from the **Insert** menu.

8) Choose the **Header Top** option as you are creating the table.

6. Leave the other options blank and click **OK** to create the table.
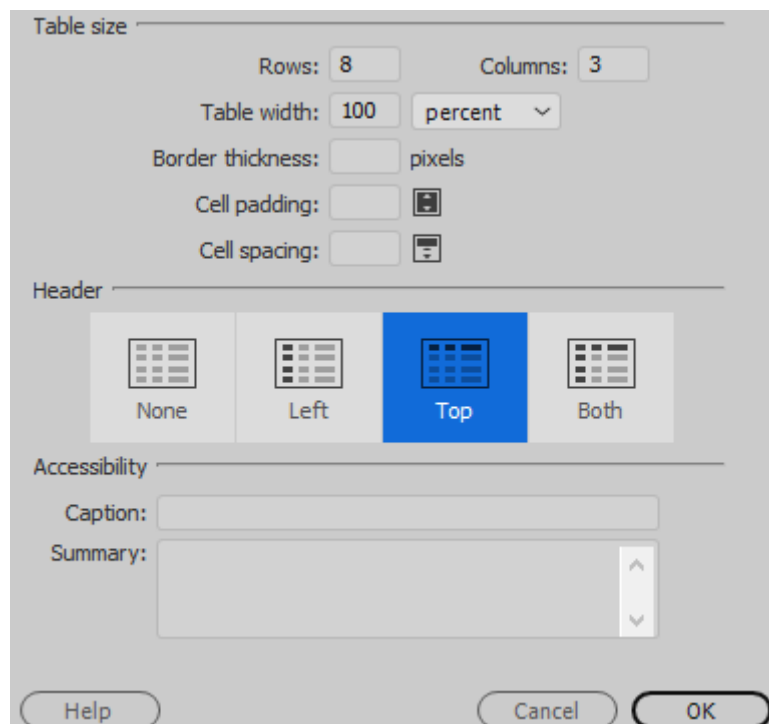
[Check the end of this document](#) for a brief description of HTML code for tables.

7. Once the table has been created, click in one of the top cells. In the properties panel along the bottom, the **Header** option will appear ticked for any cells in the top row but will be blank in the other cells. Header ☑

An HTML header cell is usually displayed as bold and centre aligned in a web browser.

8. In the first row of the first cell enter *Name*. In the second cell enter *Description*. Leave the third cell blank.

Name	Description	

9. Complete the next row as follows. The image to use is the file *pot1.gif* with the **Alt** text *Red Earth*.

Name	Description	
Red Earth	This ceramic pot is hand crafted from the finest materials so that each one is unique. The pots are coated to increase durability.	

10. Complete the rest of the table as shown below. Each of the images should be in order so that the image for the next row will be *pot2.gif* then *pot3.gif* etc. For each image, the alternate text should be the name of the pot. There should be seven pots listed when you are done.

Name	Description	
Red Earth	This ceramic pot is hand crafted from the finest materials so that each one is unique. The pots are coated to increase durability.	
Night Sky	This glazed ceramic pot is available in lighter and darker shades. These are especially well suited to formal gardens.	
Country Planter	The more traditional look of this pot with its glaze design and decorative pattern will make it ideal for an informal outdoor setting.	

|		
Chinese Clay Flower Pot	This imported pot stands a little over 40cm in height. The sealed finish makes it suitable for outdoor use.	
Italian Terracotta	A very traditional looking 20cm high pot, with a narrow design making it perfect for long stemmed flowers.	
Carved Teracotta	The carved design on this small pot can add some class to an entrance area or office setting.	
Classic Clay	A classic design available with a glazed finish to make it suitable for the ourdoor patio.	

When you created the table, the table width was set to 100%. In the case of this particular table that won't really matter since the contents of the table probably need that much room anyway but widths can be easily cleared.

11. Move your mouse over the top of the table where the table width appears. Click on the button that appears when your mouse is over the width.
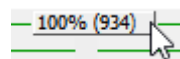
12. From the list that appears select **Clear All Widths**. You won't see much change since the contents of the table will make it stretch to take up the available space but there may be some situations where you won't want a specified width and would rather a table that is just wide enough to fit its contents
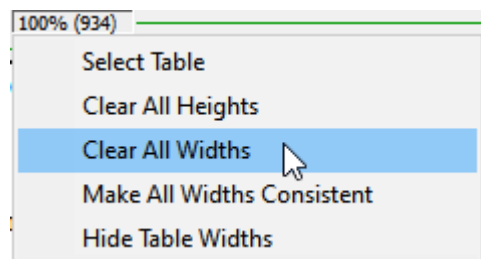
13. **Save** the changes and close the document.

Note	You can easily change the width of table columns by moving your mouse over the border between the columns (or rows) and then dragging them.
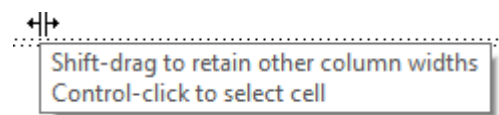
Online Forms

Forms are used for a variety of purposes in websites. A form could simply send submitted details to an email address, it could be a form which sends the submitted information to retrieve results from a database (such as a search engine) or it can be a part of something more complex such as an online shopping system. Some may include calculations to add up prices for an order and may include links to banking facilities to accept credit card details for orders. Creating a form requires a form handler to determine what happens when the website user clicks on the submit button. In many cases, form handlers need to be created using a language such as JavaScript, PHP or ASP which are beyond the scope of these exercises (though Dreamweaver does provide some help for these and other languages and can even do a lot of it for you).

The part of the form done by HTML is the part that we will be creating in Dreamweaver. This includes all the components (elements) in the form such as text areas, radio buttons and combo boxes. Our form will be a simple form that takes some details from the user and then sends them directly to an email address without the need for a complex form handler, though a good form handling script will usually provide neater results.

Tip	Remember to check the code view every now and then or work in split view. Seeing the HTML that has just been created as you work in Dreamweaver will make it easy to learn more about what is going on in the HTML. Perhaps more importantly, if you have a better idea of what's going on behind the design screen, it makes it a lot easier to fix problems when things aren't looking the way they're supposed to. As you become more comfortable with HTML, you may even find that you prefer working in code view.

Exercise 4.   Creating the Form

1. **Create** a new page based on the same template we used in the last exercise.
2. **Save** the new page as *ordering.html*, replacing the existing page with that name.
3. **Change** the **Page Heading** text to *Ordering* and change the **Document Title** to *Francie's Flower Pots Website - Ordering*.
4. **Delete** the placeholder text in the *Main page content* area.
5. **Enter** the following text.

   To place an order for any of our products or to request our latest catalogue, complete the form below.

6. Press **[Enter]** to create a new blank line.
7. From the **Insert** menu select **Form** and then **Form**.

Section		Form
Footer		Text
HTML	>	Email
Form	>	Password
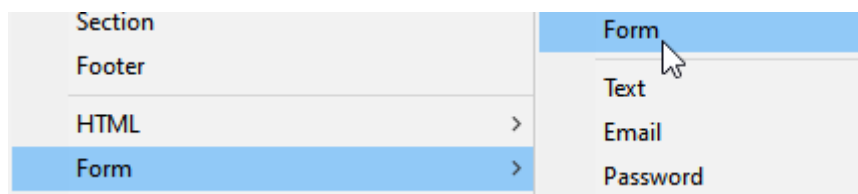
A dotted red line will appear around the form area. It is important that any objects that are to be used by your form are within this area, otherwise they will be ignored by the form. In your HTML you will see a <form> and </form> tag marking the start and end of the form area.

8. Make sure your cursor is within the red form area. We will change some of the form properties down in the **Properties** panel.
9. Enter *orders* for the **Form ID**. In our current website the form name isn't crucial, but when you are creating a form to be used along with scripting and databases it can become important to name your form. Especially if there is more than one form in a page.
10. For **Action** enter the word *mailto:* followed by your own email address. This will mean that when the form is completed, the results will be sent to you.
11. Make sure **Method** is set to **Post** so that the form will send results. Some types of forms which need to retrieve instead of sending information, (such as a form on a search page) will use the **Get** method instead.

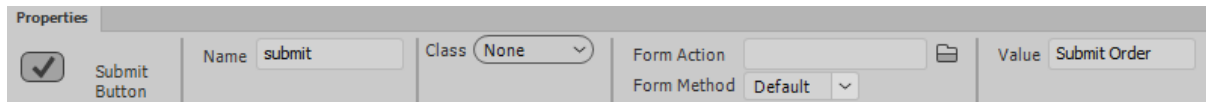| Properties					
Form	ID orders	Class None	Action mailto:steve@oneil.com		
			Method POST		
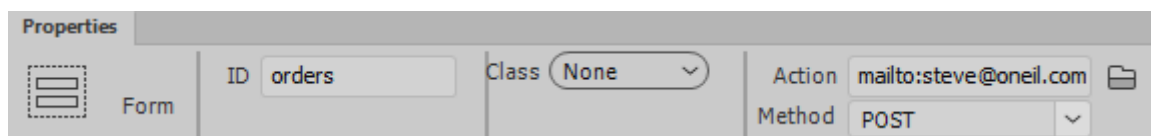
Text Controls

1. Press **[Enter]** to create a new blank line within the form area. On the second form line we will place the buttons that will appear at the end of the form.
2. From the **Insert** menu select **Form** and then **Submit Button**.

Submit

3. Select the button so that its properties are visible in the **Properties** panel. Change the **Value** property to *Submit Order*. This will change the text on the button itself.
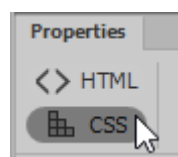
4. Check that the button **Name** is *submit*.

5. Click to the right of the button you have created. From the **Insert** menu select **Form** and **Reset Button**.

6. Change the **Properties** to match the following example.
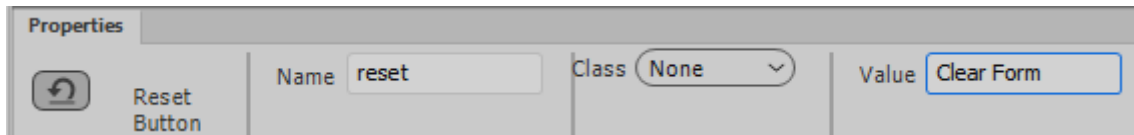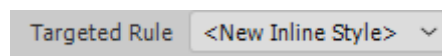

7. Click the **CSS** tab on the **Properties** panel. We will centre the paragraph these buttons are on.

8. Make sure the **P** element is selected since we want the inline style to apply to the paragraph.
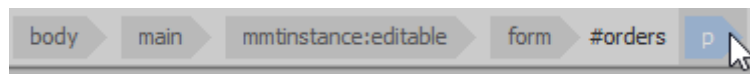
9. Make sure **Targeted Rule** is *<New Inline Style>*.

10. Click the **center align** icon.

Next, we will create the objects that will make up the form itself. First, we'll create a table that we will use to arrange everything on the form.

11. Click in the first line within the form (the area within the dashed red outline). It should be a blank line before the buttons.

12. Insert a table that has **10 rows**, **2 columns**, **no border**, **no specified width** and **2 cell padding**. There should also be **no headers** selected.
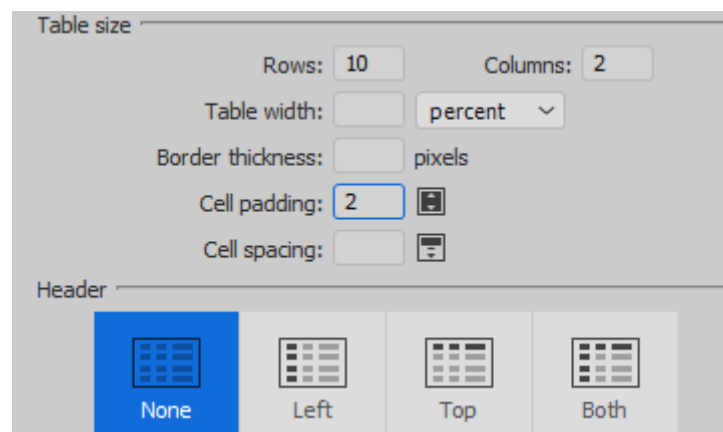
The table cells will look narrow until we've added some content in them.

13. Click in the first cell of the table and type *Name:* (including the colon:).
14. Click in the second cell of the first row (or press the **[Tab]** key to move to it).
15. From the **Insert** menu select **Form** and then **Text**.
16. Dreamweaver may add a text label to the left of the text box. **Delete** it if it does.
17. Click on the text field you just inserted so you can change the properties.
18. The properties along with an explanation of each are listed below. Make the changes indicated.

Property	Purpose	Change to:
Name	The name of the control.	Name
Value	Specifies text that will already be entered in to the box when the web page loads.	Leave blank
Size	Specifies a width for the box. Width is measured in characters and can vary from one browser to another	40
Max Length	Places a limit on the number of characters that can be typed in a box	Leave blank
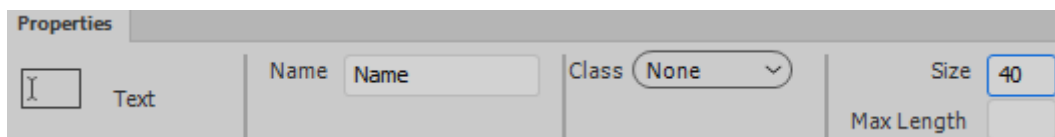
19. Select the label in the first cell.

20. From the **Insert** menu select **Form** and then **Label**.
21. In the Properties, we will specify that this label will be associated with the Name text box.
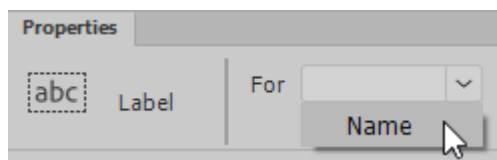
The HTML for the textbox and the label to the left of it should appear as follows.

```
<td><label for="Name">Name:</label></td>
<td><input name="Name" type="text" id="Name" size="40"></td>
```

Having the text next to a form control designated as a **label** for that control can be useful for screen readers which will read out the label when the user focuses on that control. Labels can also assist users with clicking on small form elements (such as check boxes) that might be difficult to click on.

22. Click in the first cell of the <u>second</u> row and type *Email Address:*.
23. From the **Insert** menu select **Form** and then **Email**. Delete any text that is added next to the box.

We could use a regular text box for this control but using the more specific Email type of input control can assist web browsers with auto complete features when a user is filling in a form.

24. Change the **Name** property of this box to *Email* and the **Size** property to *40*.
25. Change the **Place Holder** property to *email@address.com*. This property provides this form control with faint place holder text indicating to the user how it should be filled in.

26. Change the text to the left of the email input control so that it is an associated label.
27. In the third row, enter the text *Phone Number:* in the first cell.
28. In the second cell From the **Insert** menu select **Form** and then **Tel**.
29. Change the **Name** property of this box to *Phone* and the **Size** property to *40*.
30. **Repeat:** For the rest of the form, each time you add a new input form control, change the text to the left of the new control so that it is an associated label.
31. On the fourth row, enter the text Pot Name: in the first cell. In the second cell add a textbox the same as the *name* one with the Name property set to Pot_name (with the underscore instead of a blank space).
32. On the fifth row enter the text *Quantity:* in the first cell. In the second cell add a textbox with the **Name** property set to *Quantity* and **Size** as *10*.

Remember to delete any added text next to the boxes and make sure the text in the first column is a label associated with the control next to it. So far, the form should be looking like the one below.
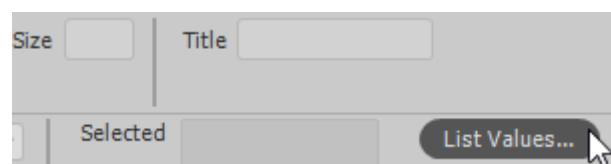

Combo Box Controls

Time to try out some of the other types of form objects, starting with a combo box.

1. In the first cell of the sixth row type *Location:*.
2. In the next cell select **Insert**, then select **Form** and **Select**. Change the **Name** property to *Location*.
3. In the **Properties** panel, click on the **List Values** button.
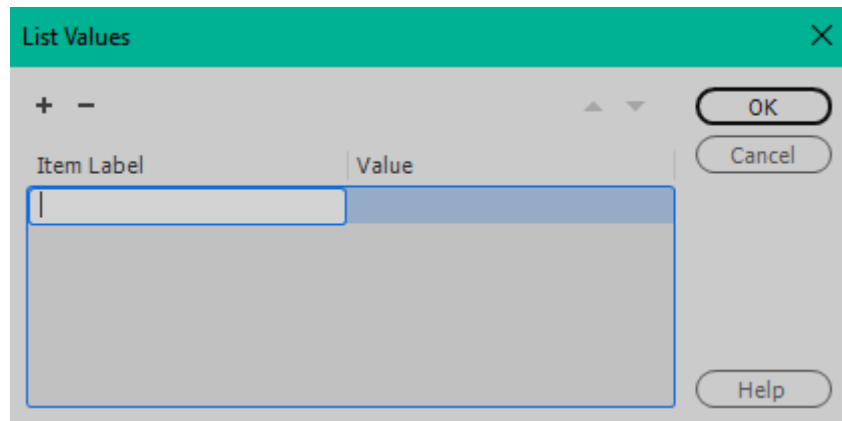
Here we can create the choices that will appear in the drop-down list. The **Item Label** will specify the text that will appear for each choice in the list. The **Value** specifies what will be submitted with the form when each option is selected. If no value is specified, then the value will be the same as the Item Label.

4. Click in the **Item Label** section and enter *ACT*, and in the **Value** section enter *Australian Capital Territory*.
5. Click the **+** button to add another item. Add additional items as shown below. You can use the ▲ ▼ buttons to change the order of items in the list if you need to.

| ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia

USA	
CANADA	
UK	
NEW ZEALAND	

6. Click **OK** when they have all been entered.

Note	If you choose, you can specify an option to be selected by default by clicking on it in the **Selected** property.
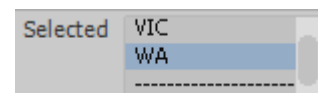
Text Area Controls

1. In the first cell of the <u>seventh</u> row, type *Address:*.
2. In the second cell of the same row, choose **Insert**, **Form** and then **Textarea**.
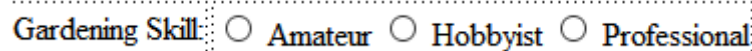3. Set the properties for the text area as shown below.
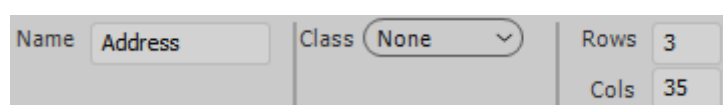
Radio Buttons

1. The next row will use radio buttons. In the first cell of the next row type *Gardening Skill:*.
2. Select the next cell and then from the **Insert** menu, select **Form** and **Radio Button**.

3. Change the text next to the radio button to *Amateur*. ○ Amateur
4. Make sure the radio button you just inserted is selected so you can change the properties.
5. The properties along with an explanation of each are listed below. Make the changes indicated.

| Property	Purpose	Change to:
Name	The name of the control – normally radio buttons are in groups where only one can be selected at a time. If you want several of them to be a part of a group, make sure they all have the same value in this property.	Skill
Checked	If several radio buttons are part of a group, you can set a certain radio button to be selected by default. Make sure no more than one in a group as set to Checked.	Unchecked
Value	This specifies what information is sent with the form results if this option is selected.	amateur

6. Add two more radio buttons and text so that it looks like the example below. Each one should have a **Value** property similar to the text next to it. If you like you can set one of them to be checked by default. They all need to have the same Radio Button **Name** property (Skill) to tell the web browser that they are part of the same radio button group.
7. Make sure that the text next to each radio button is an associated label.


```
<tr>
  <td>Gardening  Skill:</td>
  <td><input type="radio" name="Skill" id="Amateur" value="Amateur">
  <label for="Amateur">Amateur</label>
  <input type="radio" name="Skill" id="Hobbyist" value="Hobbyist">
  <label for="Hobbyist">Hobbyist</label>
  <input type="radio" name="Skill" id="Professional" value="Professional">
  <label for="Professional">Professional</label></td>
</tr>
```
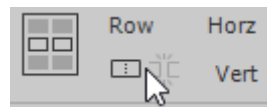
Check Boxes

1. For the next row, we'll merge both cells so that they become one cell. Select both cells in the row.
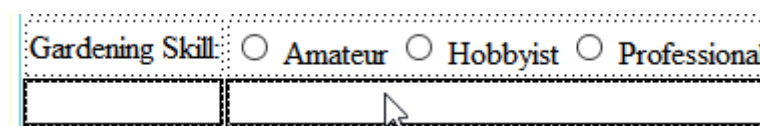
2. In the **Properties** panel, click on the **Merge cells** icon ▱. This will cause the first cell to have the colspan="2" attribute added to its table data (**td**) tag while the second cell, which is no longer needed, will be removed.
3. Check the **Code** view **[Ctrl] [~]** to see the changes.

```
<tr>
    <td colspan="2"> </td>
</tr>
```

4. In the merged cell, enter the text – *Would you like to* – followed by a blank space.
5. From the **Insert** menu select **Form** and **Checkbox**.
6. Complete the **Properties** as follows.
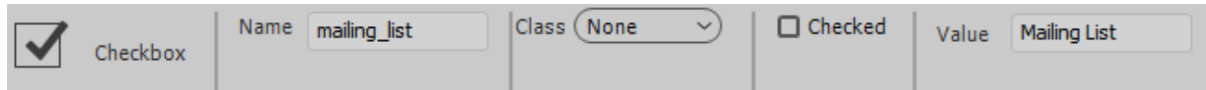
7. Add some more text and another Checkbox so that it appears like the following example. Make sure the second checkbox has *catalogue* for the **Name** and **Value** properties.

8. For the last row, put the text *Comments:* in the first cell and another text area called *Comments* in the second cell. Make it the same size as the previous text area (You can copy the previous text area and simply change the **Name** property).

9. **Preview** the page in your browser to see how the form looks. Try filling in the form and testing both the reset and submit buttons.
10. Try the links in the *navigation* or *footer* section to see how the other pages look.

To place an order for any of our products or to request our latest catalogue, complete the form below.

Name: [   ]

Email Address: [email@address.com]

Phone Number: [   ]

Pot Name: [   ]

Quantity: [   ]

Location: [WA   ▾]

Address: [   ]

Gardening Skill: ○ Amateur ○ Hobbyist ○ Professional

Would you like to – ☐ receive email updates ☐ receive a catalogue

Comments: [   ]

[Submit Order] [Clear Form]

Note   Since our form action is an email address it will open your email program to send an email which is not the best solution and may not work in some email programs. If you search the web, you will be able to find a wide range of form mailto scripts, which can be customised to suit your needs without too much trouble. If you are going through these exercises in a class, ask your teacher if there is one available for your use.

Tables HTML

Tables in HTML are created using several tags.

First there is the <table></table> tags that define where the table begins and ends.

The table itself is then structured with each row in the table defined with **table row** <tr></tr> tags.

Each cell with a row is then defined with **table data** <td></td>.

If some cells in the table need to be designated as headings then they can use **table heading** <th></th> tags instead of td.

Other tags can provide additional control over table structure and CSS can be used to precisely control the appearance of tables.

The following example shows an example of a simple table and the code used to create the table.

State	Population (,000)
New South Wales	8186.8
Victoria	6643.1
Queensland	5240.5
South Australia	1772.8
Western Australia	2685.2
Tasmania	540.8
Northern Territory	245.9
Australian Capital Territory	430.5

```
<table>
  <tr>
    <th>State</th>
    <th>Population (,000)</th>
  </tr>
  <tr>
    <td>New South Wales</td>
    <td>8186.8</td>
  </tr>
  <tr>
    <td>Victoria</td>
    <td>6643.1</td>
  </tr>
  <tr>
    <td>Queensland</td>
    <td>5240.5</td>
  </tr>
  <tr>
    <td>Australian Capital Territory</td>
    <td>430.5</td>
  </tr>
</table>
```