



# Using Dreamweaver

## 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 sell a product. A Sporting club might set up a website to provide information for members or to recruit new members. An individual might set up a website to provide information about a hobby of theirs or even 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](http://www.barbie.com) and [www.thewiggles.com.au](http://www.thewiggles.com.au) will have a very different audience from websites like [www.mtv.com](http://www.mtv.com) and [www.gamespot.com](http://www.gamespot.com), which in turn will have audiences quite different from [www.brw.com.au](http://www.brw.com.au) and [www.nytimes.com](http://www.nytimes.com).

### Exercise 1 – Viewing Different Design Styles

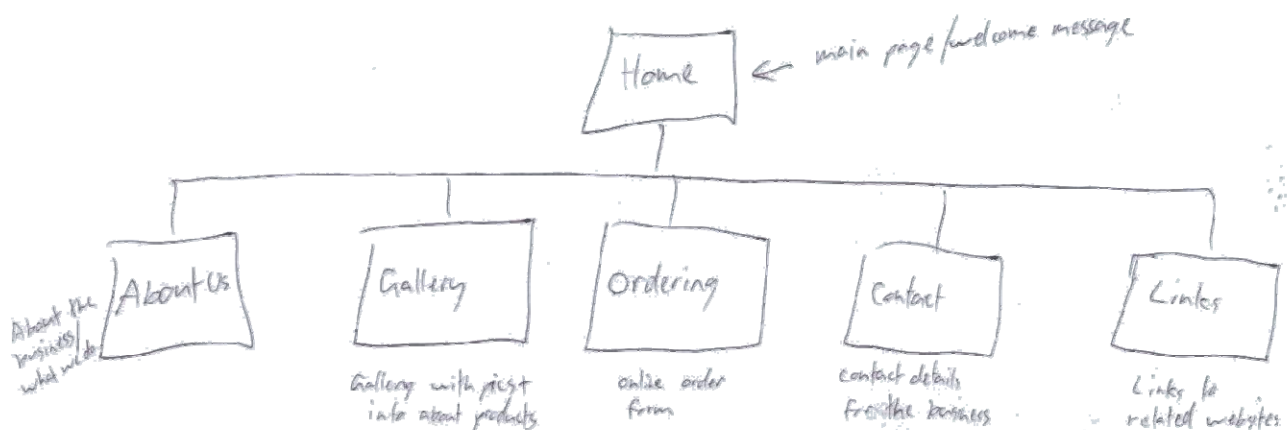
1) Take a look at some of the website addresses mentioned above and notice the difference in designs between them. The last two (both news sites) are intended for an adult audience of mainly business professionals, while the first two are aimed at child audiences.

Notice that the sites intended for business people have a very plain, conservative look appropriate for the 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.

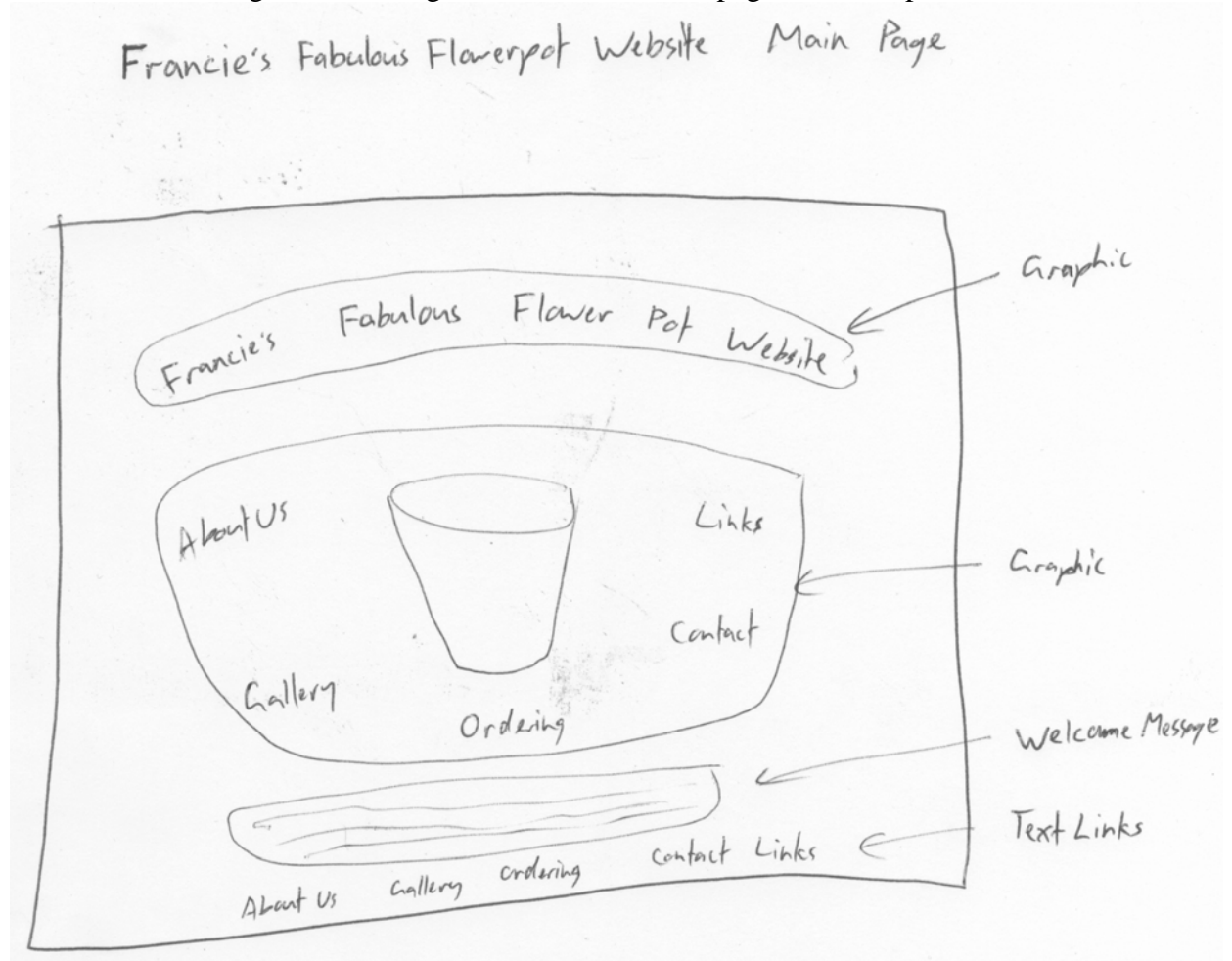
Once you have determined the type of audience you hope to attract to your site, you then need to decide what the **content** of your site should be. The content of your site is usually far more important than how it might look so it is essential that you establish the intended content early on.

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.

#### Francie's Fabulous Flower Pot Website



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. An 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, since it enables you to present a plan to the client/boss for approval and/or changes.

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 where 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 Welcome page, under Create New select Dreamweaver Site.



**Note** If the welcome page is not showing, you can go to the **Site** menu, select **Manage Sites** and then click on the **New** button from the Manage sites window.

- 3) When the **Site Definition** window appears, enter *Francie's Flowerpots* for the site name.



- 4) Click **Next** to continue.

Server technology refers to scripting such as **ASP** and **PHP** which can be used to provide extended functionality for a website.

- 5) We won't be getting in to any of these scripting languages so for now select **No** and click **Next**.

Do you want to work with a server technology such as ColdFusion, ASP.NET, ASP, JSP, or PHP?

No, I do not want to use a server technology.

Yes, I want to use a server technology.

- 6) The next option allows you to set up your site so that you can edit it from a remote location such as when you are editing a site that is on a computer elsewhere on a network. For the time being make sure the **Edit local copies** option is selected. This means that you will work on the site from a location on your computer. Then when you are ready, the changes can be uploaded to the web. In the bottom section, specify a location for your website to be saved. All of the pages in your website will be placed here. Additionally, the exercise files that are referred to later on need to be saved in the same location.

How do you want to work with your files during development?

Edit local copies on my machine, then upload to server when ready (recommended)

Edit directly on server using local network

Where on your computer do you want to store your files?

D:\html\steve\Francis's Flowerpots\

- 7) Click Next when ready.

In the next window, you can specify how a connection will be made when you are ready to upload the changes to your site. For instance, if your website is going to be hosted on your internet service provider's website, then they can provide you with FTP (File Transfer Protocol) settings that are used to copy your files to the web. Then when you make changes in Dreamweaver, you can click a button to upload the changes files using these settings. An example of FTP settings is shown below.

How do you connect to your remote server?

FTP

What is the hostname or FTP address of your Web server?

web.server.com.au

What folder on the server do you want to store your files in?

/web

What is your FTP login:

username

What is your FTP password:

.....

Save

Use Secure FTP (SFTP)

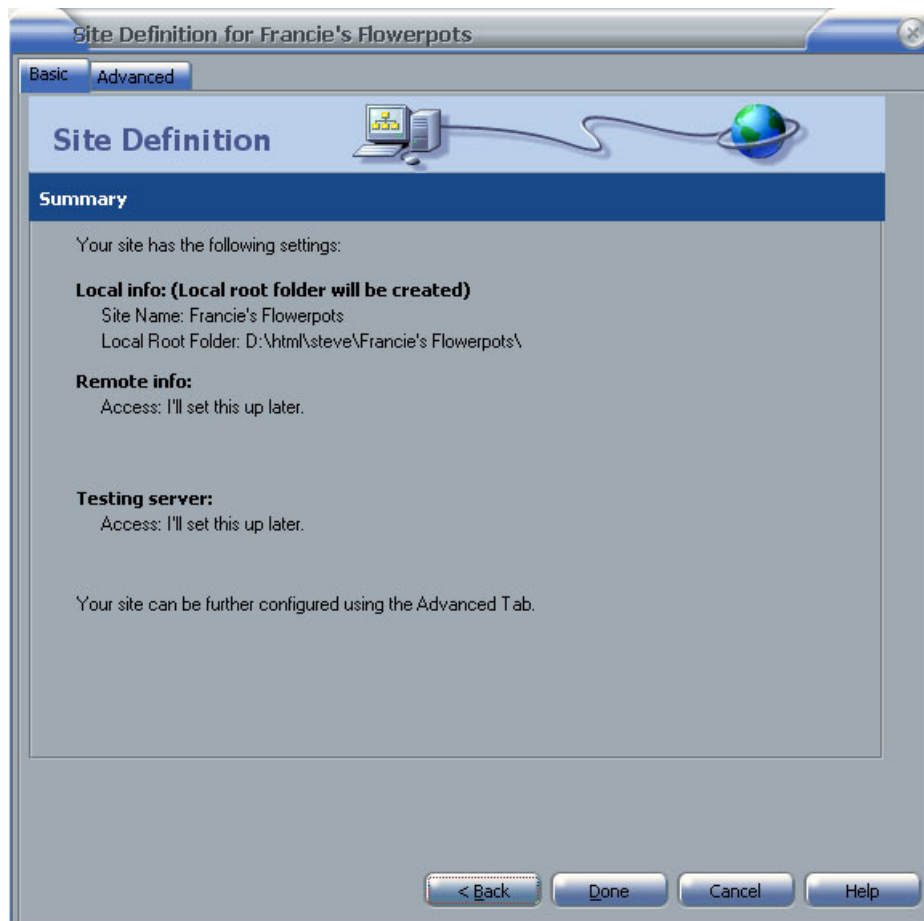
Test Connection

- 8) If you have an account with an ISP that allows you to place a website online and you know the settings, you can enter them here so you can upload the site to test it. Otherwise, select **None** and click **Next**.

How do you connect to your remote server?

None

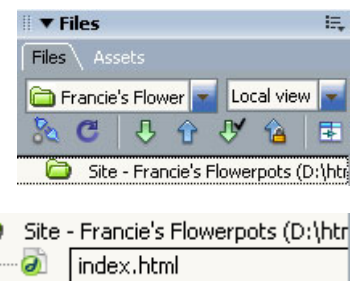
9) The last stage will show you a Site Summary. Review the settings shown and click **Done**.



### Exercise 3 – Create a Homepage

Now we have a site. We just don't have anything in it. 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]**.
- 2) Right click in the blank part of the Files panel and select **New File**.
- 3) For the file name enter *index.html*.



In a website, it is always a good idea for the main page to be called index, since this is universally recognised as a homepage name. When people access your website, they will be able to go straight to this page without having to include the filename in the address. People could access a site like this by entering the address [www.fraciepots.com](http://www.fraciepots.com) without having to enter a filename on the end of the address. If your main page was called something other than index, then it would be necessary for your site address to always include that filename on the end.

- 4) Right click on the new file and select **Set as Home Page**. This will be useful later when we look at Dreamweaver's automatic site map.
- 5) Double click on the *index.html* file to open it.

**Note** If you saved the exercise files in the same location (as you should do), you may see some images in the files panel as well.



## Exercise 4 – Editing a Page

The blank home page should be open in the main editing area. Make sure you are in Design view.

- 1) Type the text *Francie's Fabulous Flower Pot Website*.
- 2) Press **[Enter]** to create a new line and press it a second time to leave an extra blank line.
- 3) Type the following text.

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.

- 4) Press **[Enter]** and type the following text.

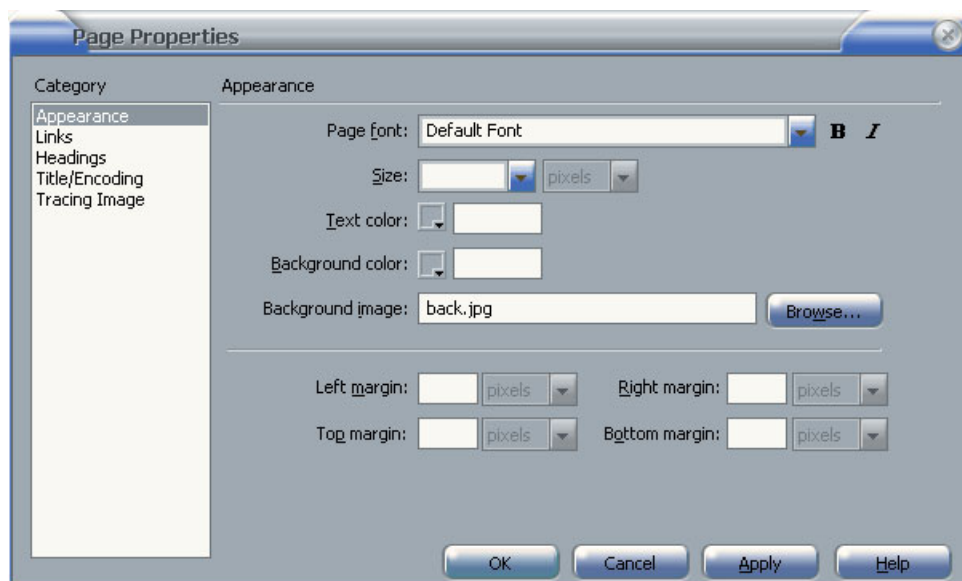
About Us - Gallery - Ordering - Contact Us - Links

- 5) Click the **Code** button at the top to see the page in HTML view.

```
<BODY>
<P>Francie's Fabulous Flower Pot Website</P>
<P>&nbsp;</P>
<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>
<P>About Us - Gallery - Ordering - Contact Us - Links </P>
</BODY>
</HTML>
```


You'll notice that a few paragraphs have been created (using the **P** tag). The second one has **&nbsp;** 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 if these aren't included.

- 6) Press **[Ctrl] [~]** to return to Design view. This switches between Design and Code view.
- 7) Make sure the **Properties Panel** is showing along the bottom of the screen. Press **[Ctrl] [F3]** or click the **Properties** button at the bottom if it isn't showing.
- 8) In the **Properties Palette**, click the **Page Properties** button.
- 9) For Background Image, enter *back.jpg* as shown below. Click **OK** when done.





- 10) Click the Preview/Debug in Browser icon or press **[F12]** to see how it looks so far.
- 11) Save the changes to the page ( **[Ctrl] [S]** ).


## Exercise 5 – Formatting a Page

- 1) Click in the Title box along the top of the document and enter *Francie's Fabulous Flower Pot Website*.  

- 2) 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.

- 3) For **Format** select *Heading 1*.  

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

**About Us - Gallery - Ordering - Contact Us - Links**

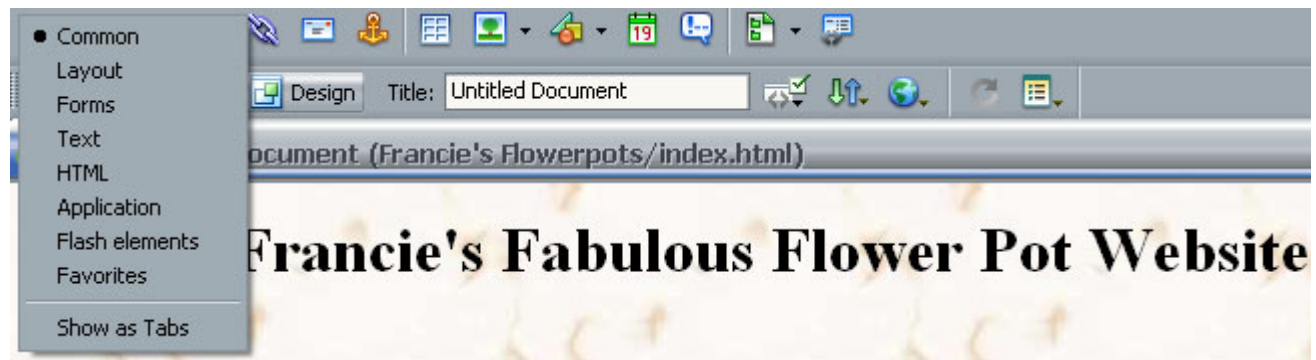
- 9) In the **Properties Palette**, select the **Size** options and then select *Smaller*.
- 10) Preview the page to see how it looks. It should be similar to the example below. You will probably need to save the changes before previewing.


**Note** since you have already previewed the page, you can simply switch to your browser and refresh the page to view the changes (**[F5]** in most browsers).

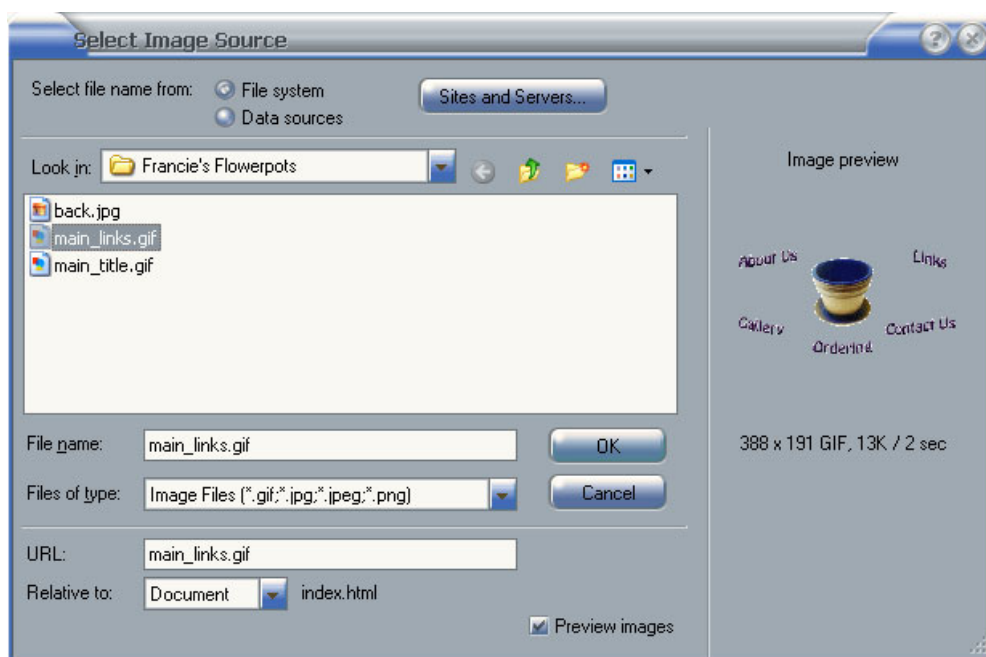


## Exercise 6 – Inserting Images

- 1) Click in the blank line between the heading and the introductory paragraph.
- 2) A toolbar is beneath the main menus. At the beginning of the toolbar is a list which allows you to change which set of icons appears on the toolbar. For the time being, make sure the common options are showing.



- 3) From the **Insert** menu, select **Image**. You can also click the Image icon from the common toolbar  or press **[Ctrl] [Alt] [I]**.
- 4) From the **Select Image Source** dialog box, select the image *main\_links.gif*, which should have been saved to your computer earlier.



- 5) Click **OK** to insert the image.
- 6) With the image still selected, centre align it.

While the image is still selected, you will notice some different option in the Properties Panel. These options will change depending on what you have selected in your page. We won't change any of these options at the moment.

- 7) 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.
- 8) Insert the image called *main\_title.gif*.

Your page should now look similar to the example below.



9) Make sure the image you just inserted is still selected. Look in the properties 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.

10) Enter *Francie's Fabulous Flower Pot Website* in the Alt box.

Normally, it would be a good idea to do it for the other image as well but we have other plans for that, so we'll leave it alone for now.

1) 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.

2) 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 disabilities such as blindness 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 the *index.html* file 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*.

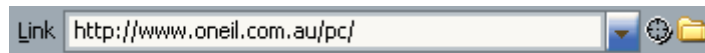
## Exercise 8 – Linking to the New Pages

Links or anchors in HTML are created using the 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.

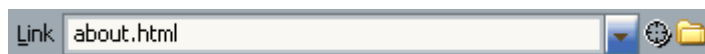
- 1) Make sure the *index.html* file is still open in the editing window.
- 2) In the bottom line, select the text *About Us*.


Dreamweaver provides several ways of creating links (other than creating 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 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 another 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.



You can click the browse  icon to the right of the link box and then browse for the file to link to.

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.

- 1) Move your mouse over the **Point to File** icon with the text still selected.
- 2) Drag this icon to the file *about.html* in the File Panel. A link to this file will be created and its name will appear in the link box.
- 3) Repeat to create the following links.

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.





**Note** If you want the image to be a clickable image instead of clickable text, just select an image instead of text before creating the link. Make sure you set the **Border** property of the image to **0** though. Otherwise, your image might have a blue border around it just like the blue colour for linked text.

## Exercise 9 – Creating an Image Map


One method for creating links that can be quite 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. 

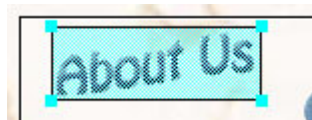
- 2) Type, *main\_links* next to the **Map** option. 

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.




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 to try 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 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) Save and preview the website.




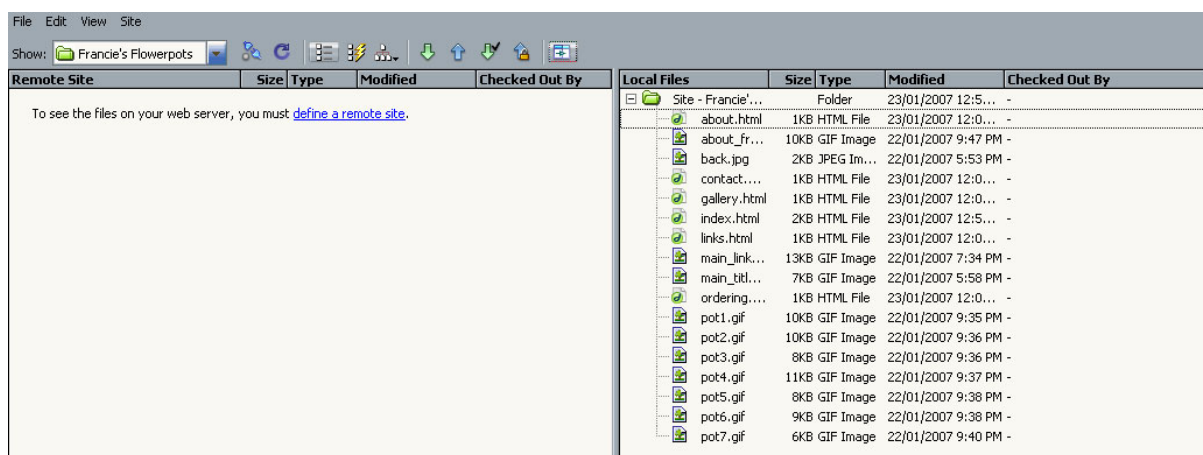
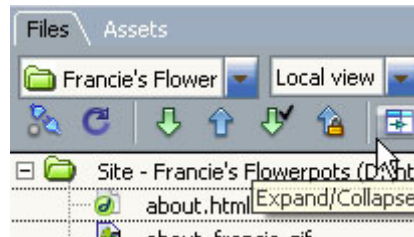
- 12) Move your mouse over the Image Heading or one of the hotspots in the middle image and you will see the ALT text appear in most web browsers. Currently the pages that the links point to are blank but you can test the links anyway if you want.

## Exercise 10 – Checking the Map


Once you have established some links in your website, Dreamweaver has some tools that you can use for overseeing your whole site. Most of these are located in your **Files Panel**.

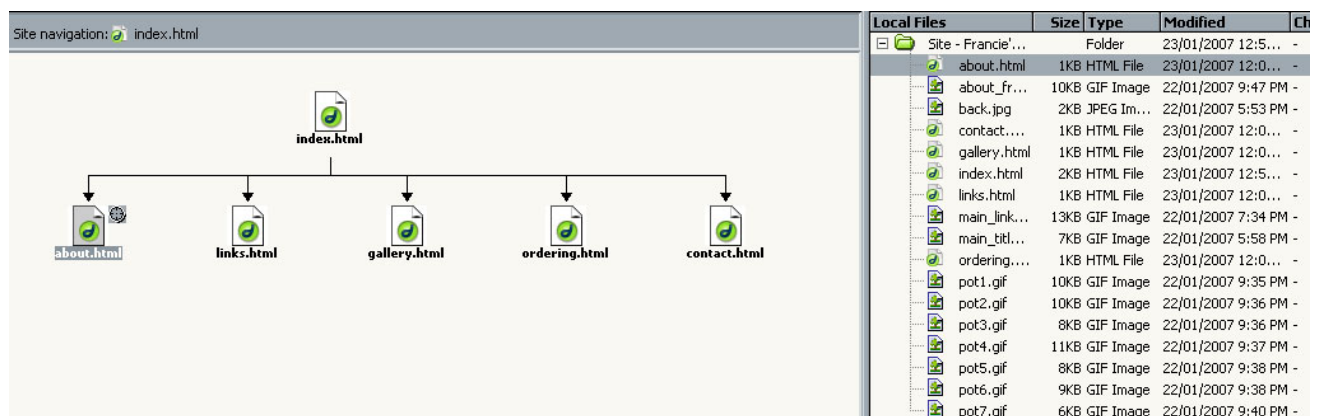



- 13) Click the **Expand / Collapse** button  in the top right corner of the File Panel. This will change the view so that the File Panel fills the screen.










If you have set up your site with remote server options, then the files on the remote sever will show on the left while the files on your computer will show on the right. You can use this to synchronise between what's on your computer and what's on the 'live' version of the website.

- 14) Click the **Site Map** icon on the top toolbar.  You can now see a visual representation of the relationship between the pages in your site. Clicking a filename on the right hand side will select it in the site map and vice versa. `index.html` is at the top since it's the designated home page.



- 15) Click the **Expand / Collapse** button  to return to the regular view and save your work.

**Shortcuts Learned**

F8	Display the Files Panel
[Ctrl] [~]	Switch between Code view and Design view
[Ctrl] [F3]	Display the Properties Panel
[Ctrl] [Alt] [Shift] [L] 	Left align text
[Ctrl] [Alt] [Shift] [C] 	Centre align text
[Ctrl] [Alt] [Shift] [R] 	Right Align text
[Ctrl] [Alt] [Shift] [J] 	Justify Align text
[Ctrl] [B] 	Bold format text
[Ctrl] [I] 	Italic format text
[Ctrl] [Alt] [I] 	Insert an image