Topic 1 What is Dreamweaver CS6?

Dreamweaver CS6 is a complete website development tool that gives you the ability to create multiple web pages based on your template/s then load them on a server directly in the application. You may create the web pages using a “what you see is what you get” (WYSIWYG) view or using HTML. It is very important to understand and use HTML when “what you see” isn't what you want.

Getting started:

For this workshop, create a folder on your flash/memory stick entitled mysite or whatever short name you would like. This is a directory and when loaded on the server will look like: http://students.cua.edu/username/mysite/. This folder will contain all the assets for your website project in Dreamweaver. Now we are ready to start using Dreamweaver.

✔ Click on the Start>>All Programs>>Adobe Design and Web Premium CS6>>Adobe Dreamweaver CS6 to begin. We have Dreamweaver on all the PC’s in Marist 131 and the Information Commons.

Topic 2 Opening a new HTML document

The Dreamweaver interface opens with a window with links to various tasks. At this point we will just Create New HTML. Select and click HTML.
Dreamweaver opens with various panels that have tools you will use to create and load web pages.

**Topic 3 Working with Panels**

✔ Left click on the gray top bar to move the Properties panel around.
The Properties bar can be minimized and maximized by clicking the small arrow.

If you close a panel, you can reopen it by going to **Window** on the Menu bar and clicking on the appropriate link.

**Exercise: Closing and opening panels**

Close the Insert bar by clicking **Window** and **Insert**. Notice it disappears. 
Click on **Window**, then **Insert**
The Insert panel should reappear.

You can **dock** and **undock** the panels. Click the top bar and move the panel to the main window, then drag it back to the bottom.
The most useful panels are:

1. **Insert panel** - to insert tables, links, images and go directly into other Adobe applications such as **Fireworks** and **Flash**.

   **Note:** Use the dropdown arrow to insert other digital objects such as editable regions on a template.

2. **Properties panel** – to format your web pages and add URLs and ALT tags to hyperlinks quickly. This is like a word processing tool bar while you are entering text but quickly changes if you are working on images, tables, hyperlinks etc.

3. **Files panel** - This panel lets you view your files as well as other assets such as images and snippets.
Topic 4 Set up a root directory

With Dreamweaver, you can upload pages to the server without having to go to home.cua.edu. In order to do this and use many other features you need to define your website by creating a root directory on your local computer storage device such as a hard drive, flash drive, My documents. The problem with this is moving your files and working at another location. The workaround is to return your files to this root directory before you load them on the server.

Here in the lab we can make a folder on your Flash drive to be the root directory.

Steps:

1. In Start>> Computer, select the F:\Removeable Disk
2. In the Window pane on the right side, right click and select File, New, and then Folder.
3. Name the folder with a short name indicative of the content of the website, such as cataloging. This will be your Local directory
4. Go to the M drive and open your web folder.

5. In the web folder, create a folder with the same name, i.e. cataloging. You will be able transfer your web files from the local directory to the web called the remote directory after they are finished.

This will form the directory part of the URL, for example: http://students.cua.edu/username/cataloging/filename.html

(Follow the same steps on the hard drive of your computer if you want to have these be your root directory.)

Exercise - Making a root directory

1. Click on Site then New Site.
2. This will open a window. In **Site Name**: name your site the same name as your folder name such as mysite or cataloging (for example) and then add the Local Site Folder: M:\mysite\ 

Click **Save**.

3. This will set up your local site. You will need to set up your remote site. Click the arrow next to **Local view**.
4. Select **Remote server**.

5. Click the link **define a remote server**.

6. Click the + sign.
7. Use the dropdown arrow and select **Local network**.

8. Enter your Web URL: and click on the Server Folder. Browse to the WWW folder where you created the directory **mysite**, for example.

9. Select your folder in the _WEB folder on the server.

10. Enter your Web URL and click **Save**
11. Click **Save** again. A message will say a cache is being created.

12. You can see both your local files and your server files by click on the small icon on the right in the Files panel.

13. Click the small indicated icon to view your remote site. You will be able to transfer files from your local directory to the remote server very easily by dragging and droping.
Note: We will use these two folders to transfer files from our local computer to the server. We will now start to create a home page using Dreamweaver. Click the indicated icon to return to the main window.

Save your first web page and name it `index.html`. The first page in a directory should be called `index.html`. You should give subsequent web files for your web site short names without spaces. Note: Every time you leave a space html inserts `%20`.

**Topic 5 Creating a Snippet**

We will create several useful items for our web page. “**Snippets**” are pieces of commonly used HTML code, which you can insert quickly without having to type them repeatedly. They are good for Links that you need in many places or tables.

**Exercise: Creating a new snippet.**

1. Go to Window and make sure **Snippets** is selected.

2. On the **Files** panel select the Snippets tab.
3. Click on the new snippet + sign at the bottom.

4. This should open the following window:

5. Name your snippet and give it a short description. Select Wrap Selection

6. In the Insert Before area, type your code. In this exercise type:

   \[<a href="http://slis.cua.edu">SLIS</a>\]
7. Select **Design** in the **Preview type**

8. Click **OK**

9. In the **Name** part of the snippet window, left click and drag your link on to a place on your web page.

5. You can edit your snippet by clicking on the edit button. Change your snippet to **School of Library & Information Science**.

**Topic 6 Working with Design View verses Code View or Split**

Web developers have a wide variety of preferences in Dreamweaver. Some like to hand code everything. Others like to use the user-friendly design view.

**Exercise: Toggle between Design and Code view**

1. Click on the **Code** view button.
2. Click on the **Design** view button

3. Click on the **Code and Design** view button

4. Click back to the **Design** view button. We will use the design view in class but click the code view when we want to change something. You may develop a preference for a particular view.

**Topic 7 Format page properties**

Most web developers want to select unique colors for their background, links, text etc.

**Exercise: Choosing background, text, and link colors**

1. Select **Modify**, and then **Page properties** in the top menu bar. The following window should open:
2. With Appearance selected, choose your background color. These are the Hexadecimal color values in HTML.

3. Select Left Margin 0, Top Margin 0, Margin Width 0 and Margin Height 0
   These selections will move our webpage to the top edge of the browser window.

4. Click Apply and OK. Now type some text on your web page. Notice it is a default 12 pt. Times Roman font. Next we will add a style sheet to format text.
Topic 8 Attach a Cascading Style Sheet (CSS)

One of the new features web developers like is the ability to separate formatting, such as font size, font face and font weight from HTML. A Cascading style sheet can be attached to your Dreamweaver web page and will free you from constantly having to change font attributes.

CSS formatting rule - has two parts—the selector and the declarations. The selector is a term (such as p, h1, a class name, or an id) that identifies the formatted element, and the declaration block defines what the style properties are. In the following example, h1 (heading tag) is the selector, and everything that falls between the braces ({}) is the declaration block:

```
h1 {
  font-size: 16 pixels;
  font-family: Helvetica;
  font-weight: bold;
}
```

An individual declaration consists of two parts, the property (such as font-family) and value (such as Helvetica). In the previous CSS rule, a particular style has been created for h1 tags: the text for all h1 tags linked to this style will be 16 pixels in size, Helvetica font, and bold.

The style (which comes from a rule or a collection of rules) is stored in a place separate from the actual text it’s formatting—usually in an external style sheet, or in the head portion of an HTML document. For example, one rule for h1 tags can apply to many tags at once (and in the case of external style sheets, the rule can apply to many tags at once on many different pages). When you update a CSS rule in one place, the formatting of all the elements that use the defined style are automatically updated to the new style.

Types of styles:

Class styles - let you apply style properties to any element or elements on the page.

HTML tag styles - redefine the formatting for a particular tag, such as h1. When you create or change a CSS style for the h1 tag, all text formatted with the h1 tag is immediately updated.

External CSS style sheets - Collections of CSS rules stored in a separate, external CSS (.css) file (not an HTML file). This file is linked to one or more pages in a website using a link or an @import rule in the head section of a document.

Internal (or embedded) CSS style sheets - Collections of CSS rules included in a style tag in the head portion of an HTML document.
**Inheritance** - Properties for most elements on a web page are inherited—for example, paragraph tags inherit certain properties from body tags, bullet list tags inherit certain properties from paragraph tags, and so on. Thus, if you create the following rule in your style sheet:

```css
body {
  font-family: Arial;
  font-style: italic;
}
```

All paragraph text on your web page (as well as text that inherits properties from the paragraph tag) will be Arial and italic because the paragraph tag inherits these properties from the body tag.

**Exercise: Creating an External CSS**

1. Open the CSS panel. Click on the New Style sheet button on the Design CSS Styles pallet:

   ![CSS Styles Panel](image)

   The following window should appear.

   ![New CSS Rule Window](image)
2. Specify the **Selector Type** for the CSS rule you want to create:
   a. To create a custom style that can be applied as a class attribute to any HTML element, select the Class option from the Selector Type pop-up menu and then enter a name for the style in the Selector Name text box.
   b. To define the formatting for a tag that contains a specific **ID** attribute, select the ID option from the Selector Type pop-up menu and then enter the unique ID (for example, containerDIV) in the Selector Name text box.
   c. To redefine the default formatting of a specific HTML tag, select the Tag option from the Selector Type pop-up menu; then enter an HTML tag in the **Selector Name** text box or select one from the pop-up menu.
   d. To define a compound rule that affects two or more tags, classes, or IDs simultaneously, select the Compound option and enter the selectors for your compound rule. For example if you enter `div p`, all p elements within div tags will be affected by the rule. A description text area explains exactly which elements the rule will affect as you add or delete selectors.

3. **Select the location in which** you want to define the rule, and then click OK:
   a. To place the rule in a style sheet that is already attached to the document, select the style sheet.
   b. To create an external style sheet, select **New Style Sheet File**.
   c. To embed the style in the current document, select **This Document Only**.

4. Name your style sheet. In this case we are just making a style sheet for the font but it can be for headings, links, etc. This can be applied to many pages or just this page. Name this **fontstyle**.

5. Use the settings above and click OK. This will open a window where you can save the style sheet:

6. In the **Save in** box, navigate to your M:/cataloging folder, then name the document but be sure to add the extension **.css**. Use the drop down for **Save as type** and select **Style Sheets**. Select **Save**.
7. You will see a window where you can define your font size and type.
8. Make your choices and click **Apply** and **OK**

**Exercise: Editing a CSS**

1. Click on **Current** area in the CSS styles panel and then click on the attribute you want to change. This will open the window to edit your attributes.

2. This change immediately affects all the tags that use this attribute. Notice the change in your web page.
Topic 9 Adding Tables

HTML is linear with the result that we cannot place pictures and graphics where we want them or put text next to them. One way to position objects is to put them in a table. Developers can use tables without borders so they are invisible to the user.

Also, they want to set the size of the web page so most people can view it on a standard screen. This would be the 800 X 600 (pixels) size. A rule of thumb is about 100 pixels to an inch. A developer may make a table of one row and one column that is 800 X 600 and then add additional tables to provide the desired structure to the web page. You can also just indicate the table is 100% of the page and it will adjust to the size of the browser window.

Exercise – Coding a Table

Dreamweaver allows you to add a table in the design view but let’s go to code view and refresh our table coding skills. This will allow us to tweak the size and add or delete borders.

1. Click on the Code view button.
2. The <table> tag begins the coding for a table. You need to then use the <tr> table row tag and then the column/cell tag <td>. Within the <td> tag you put all the attribute tags for that cell such as color, font, links, images, then use its end tag </td> before starting the next cell. After you have added then final cell then you use the </tr> tag to end the row and the </table> to end the table. You can nest tables within tables.

3. Enter the following code for a table with one row and two columns that takes up 100% of the page and is aligned in the center.

   <table cellpadding="2" cellspacing="2" border="1" width="100%" align="Center">
     <tr>
       <td valign="Top"> </td>
     </tr>
     <tr>
       <td valign="Top"> </td>
     </tr>
     <tr>
       <td valign="Top"> </td>
     </tr>
   </table>

4. Click back on the Design view. You should see this table.

5. Click back on Code view and take out the code for the border.
Topic 10 Make a navigation bar

One of the main uses of a table with several cells is a navigation bar. Now that we know how to tweak the code we will make a table in the Design view and turn it into a navigation bar.

1. Click on Design view.

2. Go to the Insert panel and click on the Table icon

3. A window will open where you can choose the number of row and columns as well as set the border and size of the table. Set the values you see below.
4. You can also add accessibility options which help if you include any special items that would not be read by screen readers. And the caption will appear at the top of the table if Top is selected as above.

5. You can also change the background color of the individual cells, as well as the text colors using the Properties panel at the bottom of the screen.

6. Click on the Bg color pallet on the Properties pallet and change each cell color to one of your choosing. Change the font color using the color pallet next to size above. You can now add links and/or graphics to you navigation bar.

**Topic 11 Adding Links**

Dreamweaver has several ways to add links to your webpages. We saw how to add a frequently used link by dragging over a snippet we created. Here we will create some links on our navigation bar using the Properties panel.

**Exercise – Adding Links to the navigation bar**

1. Type the text for your link in the first cell of your navigation bar.

2. Highlight the text and click in the link space of the Properties panel. Type the URL for the website you want to link.
3. You may want to change the color of the font for your link if you have added color to the cells of your navigation bar. We will tweak the code to do this. Click on Code View.

4. Add the font color you want before the text that people view in your link code.
   `<a href="http://slis.cua.edu"><font color="#990000">School of Library Science</font></a>`

**Topic 12 Inserting Images**

Images are easy to add in Design view in DreamweaverCS6, and this application adds code to the `img scr=` behind the scenes without your knowledge.

This can cause problems when you load your webpages on the server and your images don’t display. Let’s see how we can tweak the code to fix the problems.

**Exercise – Inserting Images into a webpage**

1. Click on the image on the Insert panel
2. This will open a window where you can choose an image.

3. Choose your image and click **OK**. (You may create a separate folder for your images in both your local directory and web directory. You will need to navigate to this folder and locate the image you need.)

4. You now will be asked to provide an **Alt tag**. This is to give a person who can’t see the image the same benefit that a sighted person would get so describe the image briefly in the **Alt** tag. In the example we have added “cataloging tips.”
5. Notice that Dreamweaver has created the following code:
   `<img src="searchtips.jpg" width="507" height="253" alt="Cataloging tips" />`

**Topic 13 Creating Hotspots**

Hotspots are a wonderful invention that allows you to hyperlink images or portions of images. For example on a map of the Washington, D.C., you could put a hotspot on N. Capitol and Michigan Avenues and link it to CUA’s website.

**Exercise: Add a hotspot to an image**

1. Make sure your image is selected, then in the Properties panel, click on the rectangular hotspot tool.

2. Bring the cursor over to your image to the upper left corner and left click and drag to the lower right corner. This will cover your image in an aqua filter.

3. The Properties panel will now change and give you a place to insert the URL of the website to which you want to link. Type in the URL and deselect the image.

4. Save your file to your disk.

**Topic 14 Creating a template**

Once you have a design for a webpage, it is a great timesaver to make this page into a template which you can use over and over for additional pages. Also, if you need to make a minor change on one page of your site Dreamweaver will update all the other pages attached to that template with a few simple keystrokes. Dreamweaver templates have **editable regions** where you change
things from page to page and **locked down regions** that will remain the same throughout your website such as navigation bars.

**Exercise – Creating a template**

1. Select **File, Save as** template from the top menu.
2. In the window that opens, name your template. Click on **Save**.

![Save As Template](image)

3. Your file will be saved as: **filename.dwt**  (Dreamweaver template)

4. You now need to define editable regions (areas that you want to change for each new webpage.)

5. Insert a table of one row and one column across your webpage. We will make this area editable. Select the table.
6. Select the Templates tab on the Insert panel then selected Editable Region.

7. In the window, name the editable region and select OK.

8. Press enter in the editable region to open the space.

9. Save your template again. File, Save as template and overwrite the other template.
Now you can make more new pages based on this template. It will be like making cookies with a cookie cutter—all the web pages will have a consistent navigation and users will not have to figure out a new scheme as they move throughout your site.

**Exercise – Creating new web pages from a template.**

1. Select File>>New and then in the window select **Page from Template.**

![Image of new document with options](image)

2. Highlight the template you just made and click on **Create.**

3. Your page will open with the template overlaying the background. Type some text in your editable region.
4. Save your new page. **File, Save as:** *filename.html.*

**There are many advantages to using templates but here are two:**

1. You now can make as many pages as you want with this template but just give them different file names. Now your website will have a consistent look and feel.
2. When you want to change something on your website you can change all the pages using the template in a matter of seconds instead of editing each one separately.
**Exercise** – Modify a template and change the pages using the template.

1. Retrieve your template file by clicking on the template tab, or File>>open and navigate to the template. Make your change to the template then save it again as a template.

5. Now to update the pages that use this template, select **Modify, Templates, Update pages**.

3. In the Look in box, select **Entire Site** and in the dropdown box select your template.
4. Click **Start**. Retrieve your pages and notice they have been updated.
5. You can also detach a file from a template by selecting **Modify, Templates, Detach from template**.

**Note:** Any detached pages must be updated manually.

**Topic 15  Loading pages on the server**

Now we are ready to use Dreamweaver to load pages directly on the server. Dreamweaver gives the ability to connect to a remote server and transfer files from the root directory on your local computer.

**Exercise – Uploading via Dreamweaver**

1. Select Files panel and then the icon to see the local and remote view of the site..
9. A window should open with your remote site on the left and your local root directory on the right.

10. Click on the Connection Icon indicated below and when it lights up you are “live” and can drag and drop files from the local directory to your remote site.

11. Close this view by clicking on the site view icon