

Dreamweaver CS5

Module 1: Website Development

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I. Course Overview and Resources

A. Purpose of this class

The objective of this course is to learn how to use the basic functions in Dreamweaver to build a simple, five page website.

As an example in class, we will build a website for the Underwater Basket Weaving Club at Haas.

The **Underwater Basket Weaving Club** organizes activities to assist members in evaluating careers in basket weaving and identifying current career opportunities, extend the practical underwater education with job-specific knowledge and connect members with alumni and other weaving professionals.

Popular Events

Some of the club's more popular events include the Underwater Ball in the fall, a recruiting trip to the Caribbean, Friday visits to local basket weaving firms, happy hour gatherings with alumni, information sessions about careers/companies, interview preparation sessions and educational sessions on job functions.

Join Us

Whether you are interested in technology basket weaving in Silicon Valley, running the corporate war chest at the Great Barrier Reef, or leveraged buyouts on sunny beaches, the Underwater Basket Weaving Club organizes activities to ensure that members are prepared to achieve their goals within the full spectrum of available opportunities at Haas.

B. Target audience and prerequisites for this class

The target audience for this course is anyone who is interested in how to build a simple website using Dreamweaver. You do not need to know HTML, CSS, Dreamweaver, or other web technologies. However, you should be very comfortable with using a computer, including file and folder management, saving files, working with general software applications, and viewing websites on a browser.

C. Resources

For additional information about website development and Dreamweaver, see:

- <http://www.w3schools.com/>

Great resource for how to build a website with hundreds of HTML and CSS examples.

- <http://www.usability.gov/>

Best practices guidelines for building websites that are human-friendly.

- <http://www.adobe.com/support/dreamweaver>

Official support site for Adobe Dreamweaver.

- <http://www.w3.org/>

Official website for the World Wide Web Consortium, which sets standards for HTML, CSS, and other web technologies.

- <http://www.csszengarden.com/>

One of many good websites about CSS.

II. How Websites Work

A. The Internet

The **Internet** is a worldwide network of computer systems through which information can be easily shared. The **World Wide Web** is one method of sharing information through the Internet. Other methods include FTP (file transfer protocol), IM (instant messenger), and email.

B. Browsers

To view information through the World Wide Web, the end user must have a type of software application called a **browser** installed on a computer that is connected to the Internet. Current browsers include Internet Explorer, Mozilla Firefox, Google Chrome, Safari, and Opera.

Because each browser and each browser version interprets code slightly differently, you should test your website on several browsers before it is uploaded to a live web server.

C. Web server

A **website** is composed of many files that are located on a **web server**. A web server is a computer connected to the internet that has special software installed on it (e.g. Microsoft Internet Information Server or Apache), which allows it to host a web site.

If you work for a large company, the company may have its own web servers. Otherwise, you can purchase an account at a **web hosting company**, which will provide you with space on their web servers for your website files.

D. URL, Domain Name, and IP Address

To view a web page in a browser, you must know the **URL** (Uniform Resource Locator) of that web page. The URL is also called a web page address or a website address. It looks like this:

`http://www.example.com/index.html`
`http://192.0.2.1/testing/`

The **domain name** uniquely identifies a website. Examples of domain names are “example.com”, “google.com”, “berkeley.edu”, and “irs.gov”. You can reserve a domain name through a **domain name registrar** company.

A domain name points to the **IP address** (Internet Protocol address) of the web server. All web servers connected to the Internet must have an IP address, although they do not have to have a domain name. Examples are “192.0.2.1” and “24.23.247.3”.

If you type the **domain name** of a website into your browser without specifying a web page URL, your browser will display the designated **home page** of the website. The home page is a web page that has been marked as the default page to display by the web server.

E. Web pages

In a simple website, each **web page** is a separate file written in a coding language called **HTML** (Hypertext Markup Language). These files are often called “html files” or “web page files”. In addition, each html file may link to supplemental files for images, CSS, scripting, or other support materials.

The code in an html file can be written by hand, if you know HTML. However, you can also use a web design application such as Dreamweaver to write the HTML code for you.

F. Different languages for different purposes

Although all web pages must be written in HTML for a browser to display it, there are several coding languages that work together to create a modern web page.

The **content** of a web page is controlled by the HTML code. The text that appears on a page is typed into the HTML code. The images that appear on a page are inserted by using the HTML code.

The **structure** of a web page is also controlled by the HTML code. This is the underlying logical structure of the content, such as what text is considered a heading, what content is considered a table, and what code is inside a section (e.g. header, footer, navigation bar).

The **presentation** of a web page is controlled by **CSS** (Cascading Style Sheets). The presentation is how the page looks, including the font, font size, alignment, colors, and page layout. Although HTML has been used for formatting in old websites, the recommended method for modern websites is to use CSS code.

The **interactivity** on a web page is controlled by any number of different languages. For example, a drop-down navigation menu can be created using HTML, CSS and Javascript, as in Ajax. Or an advertisement can be inserted using Flash.

In this course, we will cover how Dreamweaver can create HTML and CSS code for our web pages, but we will not discuss interactivity.

G. Static websites, Dynamic websites, and Content Management Systems

In a simple website, each web page is created and saved individually by a person. This is considered a **static website**, and this method is best for websites where there are not that many pages and the content does not change often.

In a more complicated site, each web page may not be created by a person. The web page may be created “on the fly” by the web server at the moment a user clicks a link to request that page. This is called a **dynamic website**. For example, if you click a link on Amazon.com to view a product, the HTML code to display that product page is created at that moment by a **server-side script** gathering data from a **database**. Common languages for the server-side script are PHP, Java/JSP, ASP.NET, Perl, and Coldfusion.

A popular type of dynamic website is a **CMS** (Content Management System). This is a combination of pre-built server-side scripts and a database. Although a website developer needs to design and

setup the CMS initially on a web server, a content manager can easily update the content of a CMS without needing to know HTML or CSS. Common CMS systems include Drupal, Joomla, and Wordpress.

In this course, we will create a simple, static website.

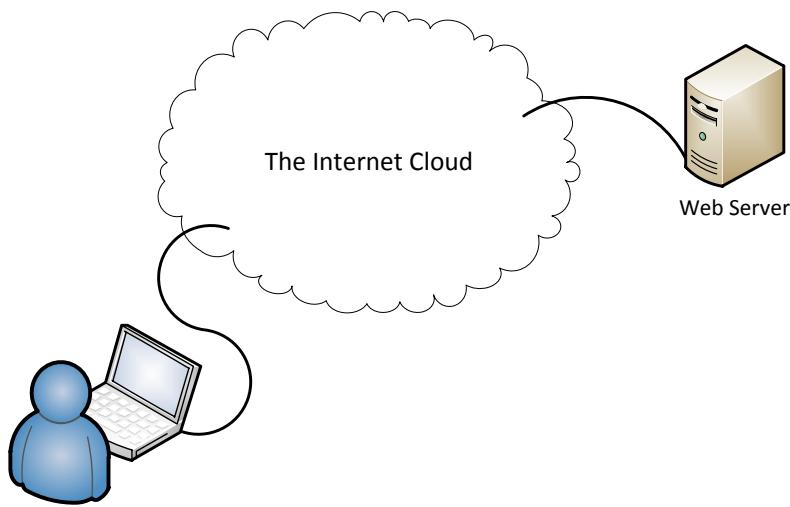
H. How the Browser displays a Web page

When a user types a URL into a browser or clicks a link to view a new page, the browser sends a request to the Internet to locate the web server to which that URL or link points.

The request arrives at the web server, and a copy of the requested web page is downloaded back to the user's browser.

The browser reads the HTML code in the web page and downloads any additional files as written in the code, such as image files or CSS files. Then, the browser interprets the HTML code and displays the page in its window. If it does not understand any of the coding, the browser may display an error or it may guess what the corrected code should look like.

The copy of the web page and additional files are kept in the ***temporary internet files cache*** of the browser. They will stay there until the cache fills up and the old files are removed. If the files are still in the cache when the user tries to view the same web page again, the browser will check the modification dates of the cached files and the website files, and it will display the files from the cache if the dates are the same.



III. Planning a Website

Before we start building our website in Dreamweaver, we should plan the objectives of the site, the organizational structure, the folder structure, the basic page design, and content. This will keep us focused as we develop the website.

A. Website objectives

The **website objectives** or **website goals** states the purpose of the website. This includes the business objectives that the website must support, the required features, the target audience, and other information to support the development process. This might be as simple as a one sentence statement or as elaborate as a multi-page project proposal document.

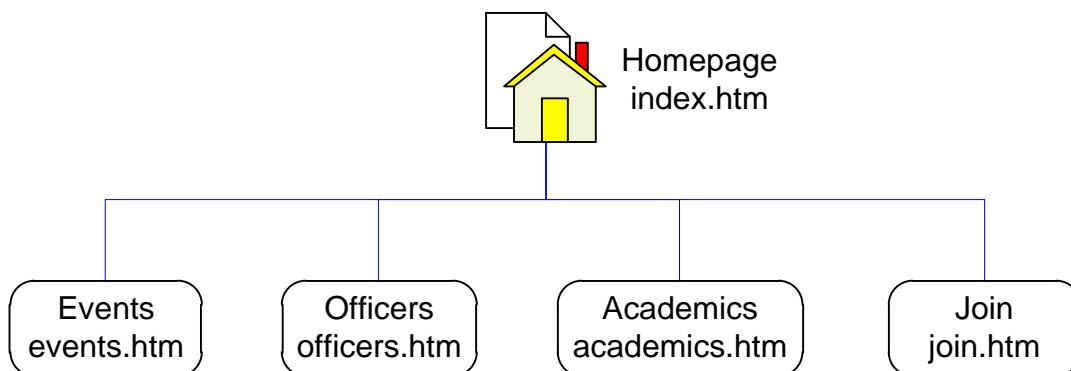
For example, the objectives of our sample website could be:

The Haas Underwater Basket Weaving Club website will support the mission of the club by providing up-to-date information about the club, the club events, the club officers, recommended classes, and how to join the club. The audience will be both current and potential club members.

B. Organizational structure

Once the objectives are set, we need to sketch an **organizational structure** for the website. This structure helps us to decide what content goes on what page, how many pages we need, how users can link to each page, and what the file name of the page will be. This includes a home page as well as additional pages for our content. This structure is often represented by a schematic layout called a **site map**.

For example, our sample website could have this site map:

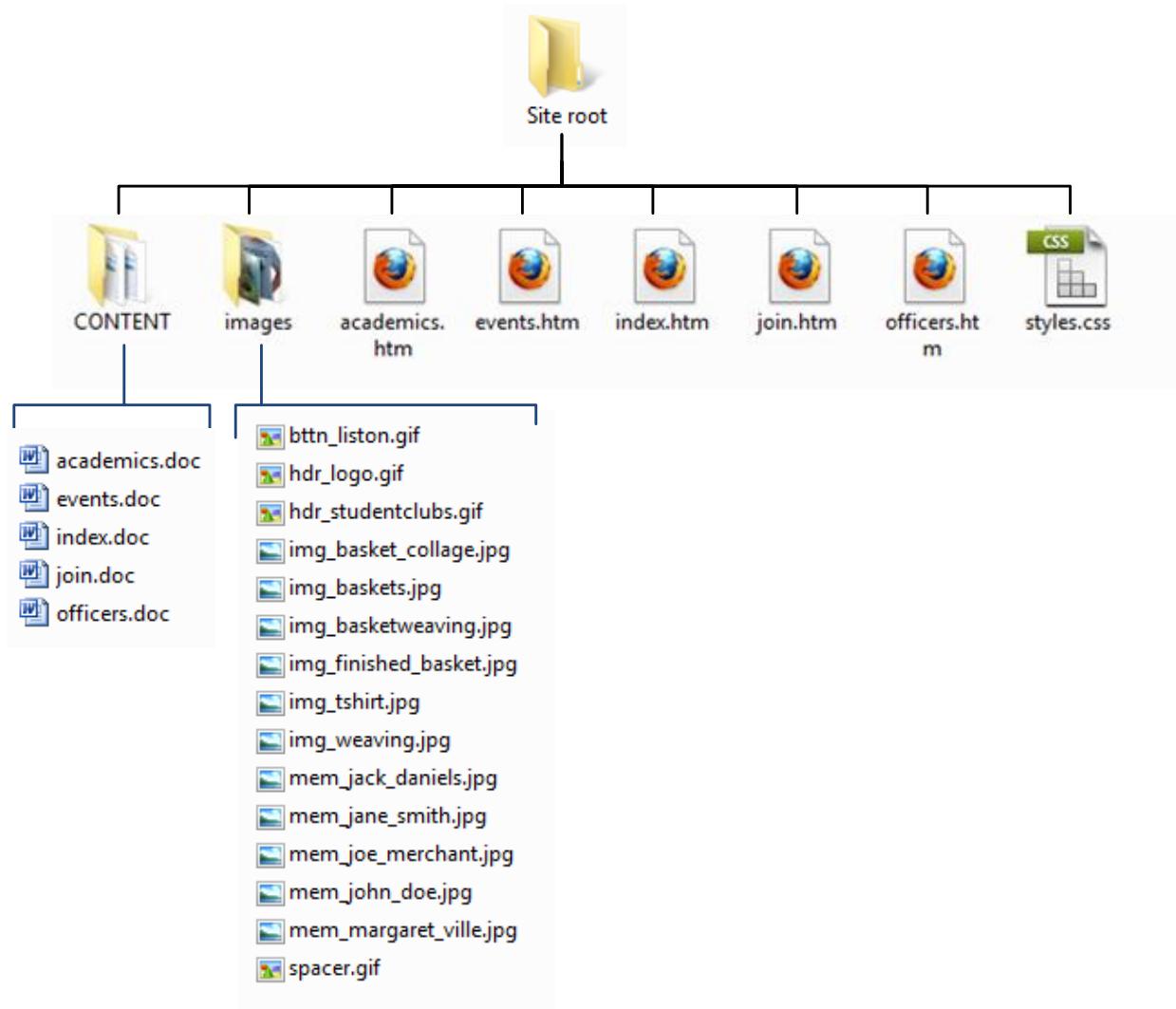


C. Folder structure

The **folder structure** is different from the organizational structure. The folder structure is how the files will be saved and organized physically in the website directory.

All web files to be used in a website must be organized within a **site root** folder. At the top level of this site root folder, the file called **index.htm** (or **index.html**) is the home page. Images are often saved into a separate **images** folder. While you are developing the website, you might create temporary folders to keep content data.

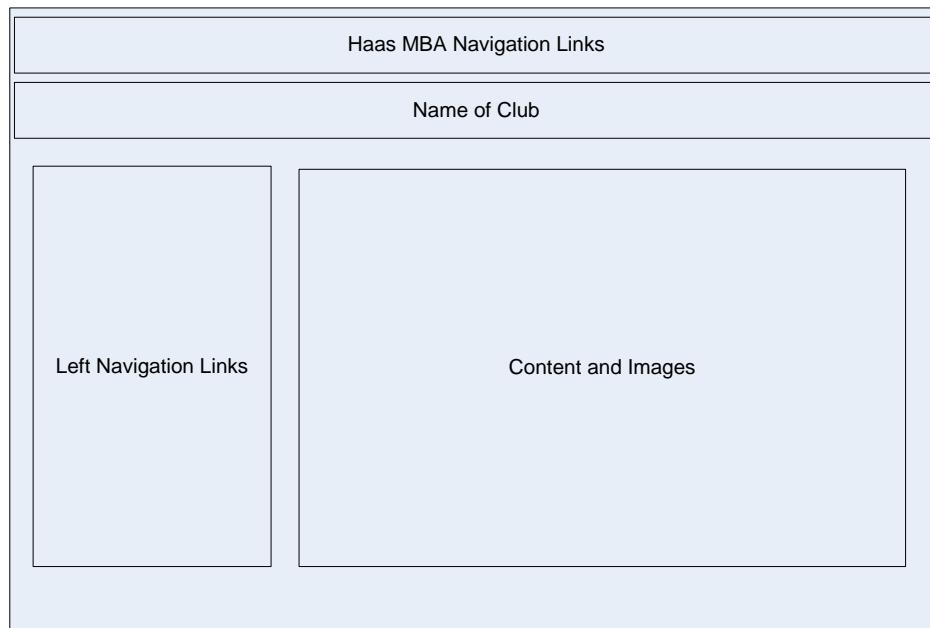
For example, for our sample site, we know that we will have 5 HTML files plus images, a CSS file, and some Word document with content. So we might have this folder structure:



D. Page layout wireframe

To create uniformity among the web pages in a website, you should plan a basic layout to use as a template for your pages. This page layout is often represented in a **wireframe**, which focuses on the placement of page elements.

For example, our sample wireframe could be:



E. Page design mockup

Once you have a wireframe, you can create a **page design mockup** in any graphics application, such as Photoshop or Fireworks. You can also sketch this on paper.

The purpose of the mockup is to provide a guideline for the color palette, the font and font sizes, and the dimensions of the page and images.

Student Clubs TheBerkeleyMBA

Underwater Basket Weaving Club

[Home](#) ***The Haas Underwater Basket Weaving Club***

[Academics](#)

[Members](#)

[Events](#)

[Join Us](#)

The *Underwater Basket Weaving Club* organizes activities to assist members in evaluating careers in basket weaving and identifying current career opportunities, extend the practical underwater education with job-specific knowledge and connect members with alumni and other weaving professionals.

Popular Events

Some of the club's more popular events include the *Underwater Ball* in the fall, a recruiting trip to the *Caribbean*, *Friday visits* to local basket weaving firms, happy hour gatherings with alumni, information sessions about careers/companies, interview preparation sessions and educational sessions on job functions.

F. Page content and images

Page content can be textual or images.

Text content can be typed directly onto the html file in Dreamweaver or it can be copied from another source, such as a Microsoft Word document. If you do not have the final text content available as you start to develop your web pages, you can use placeholder text instead of the final text. Remember to replace the placeholder text with the actual text before you upload the finalized web pages to your web server.

Images are the pictures to be displayed on your web page or to be used as background images in CSS. The image file type must be **.gif**, **.jpg**, or **.png**. The images should be prepared in a graphics program, such as Photoshop or Fireworks, so that they are the correct dimensions and are optimized for the web.

IV. Dreamweaver Basics

Now that we have planned the website, Dreamweaver provides a way of building the web pages without knowing HTML or CSS.

A. WYSIWYG Theory

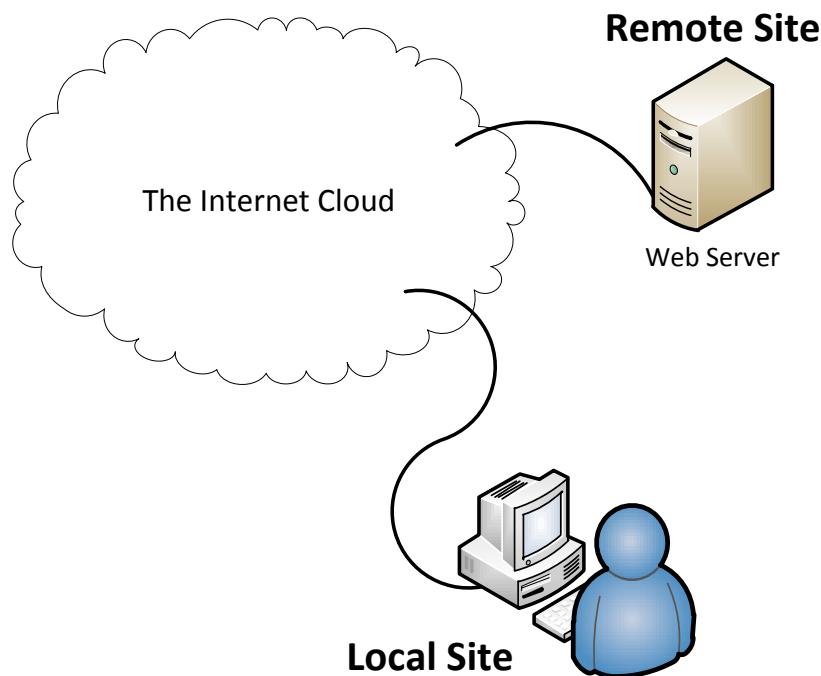
Dreamweaver and similar web design applications use a graphical interface, so that we can design a web page visually instead of typing the HTML or CSS code. These types of web design applications are called **WYSIWYGs** (What You See Is What You Get). As we format and place objects visually, these programs generate the underlying code for us.

However, these programs do not write code perfectly. Although you can create simple pages completely through the WYSIWYG interface, you should learn some HTML and CSS if you need to troubleshoot an issue or build complicated pages.

B. Local Site and Remote Site

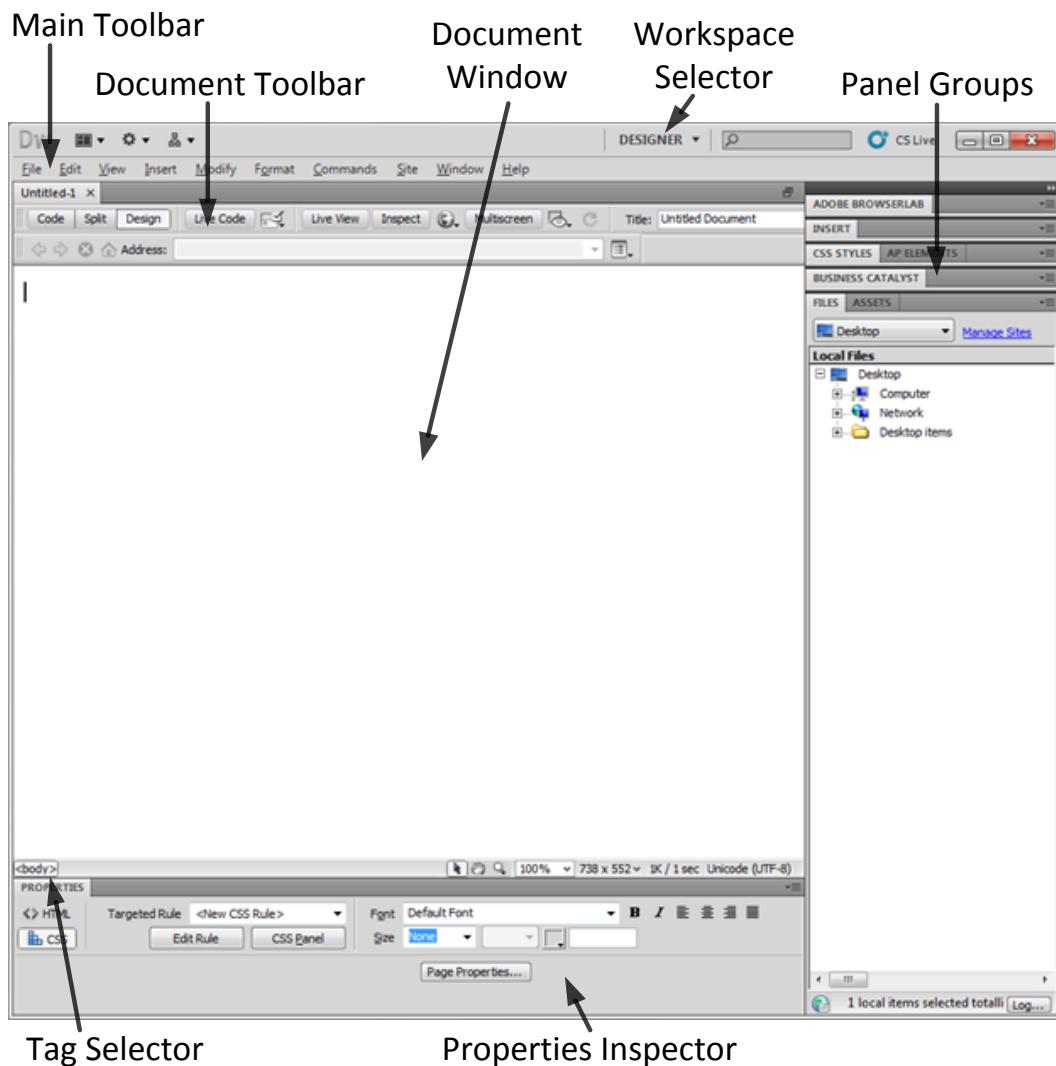
In Dreamweaver, we create, update, and test pages in our local computer first. To do so, we designate a folder in our computer as a **Local Site** and save all our web files into that folder using our planned folder structure. Then, when we are ready, we copy these files to the web server location, which is also called the **Remote Site**.

In this course, we will only work with the Local Site to create our simple website.



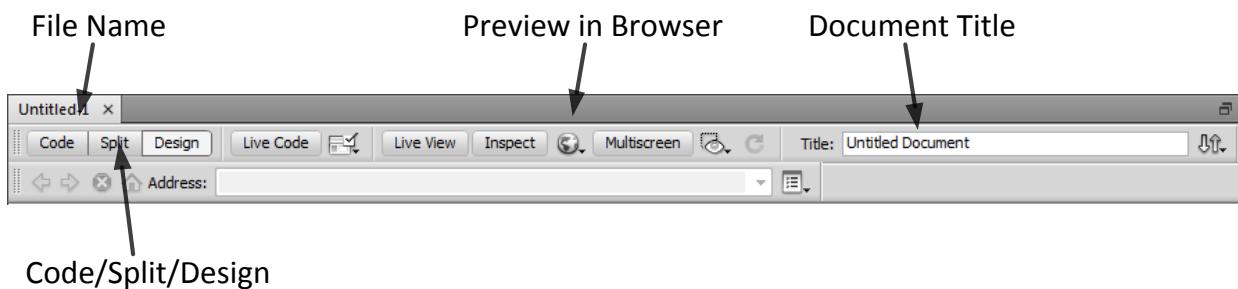
C. Parts of the Dreamweaver Window

The Dreamweaver window contains the following main elements:



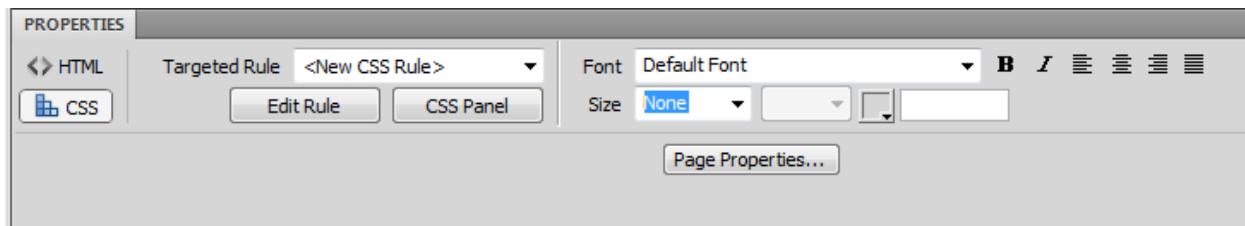
D. Document Toolbar

The document toolbar changes how we view the web page file. The main commands that we will use are:



E. Properties Inspector

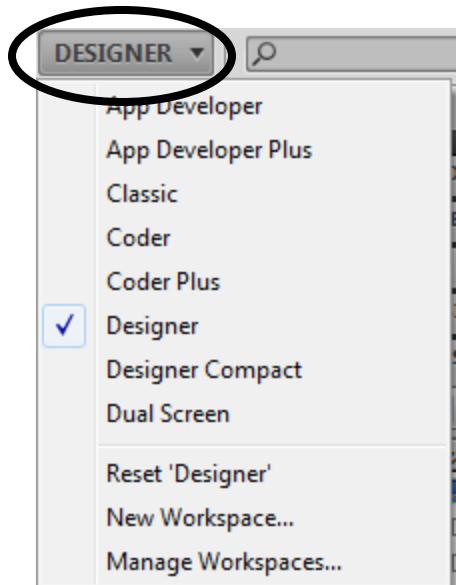
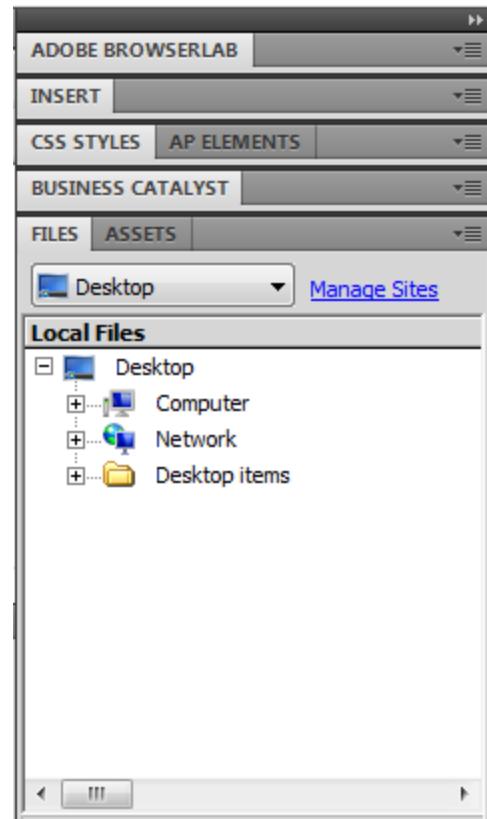
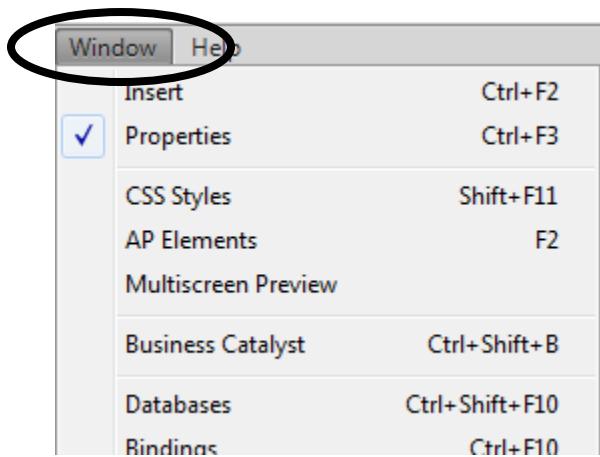
The **properties inspector** lets us view and change the properties of a selected object in the document window. Each type of object has a different set of properties.



F. Panel Groups

The **panel groups** provide information as well as methods to make changes to the web files and website.

To open or close a panel group, click the name of a panel. If you need a panel that is not currently displayed, go to the **Window** menu and select the panel.



G. Workspaces

Workspaces are different layouts for the Dreamweaver window. You can select a workspace from the Workspace selector button, or you can save a new workspace.

V. Defining a Local Site

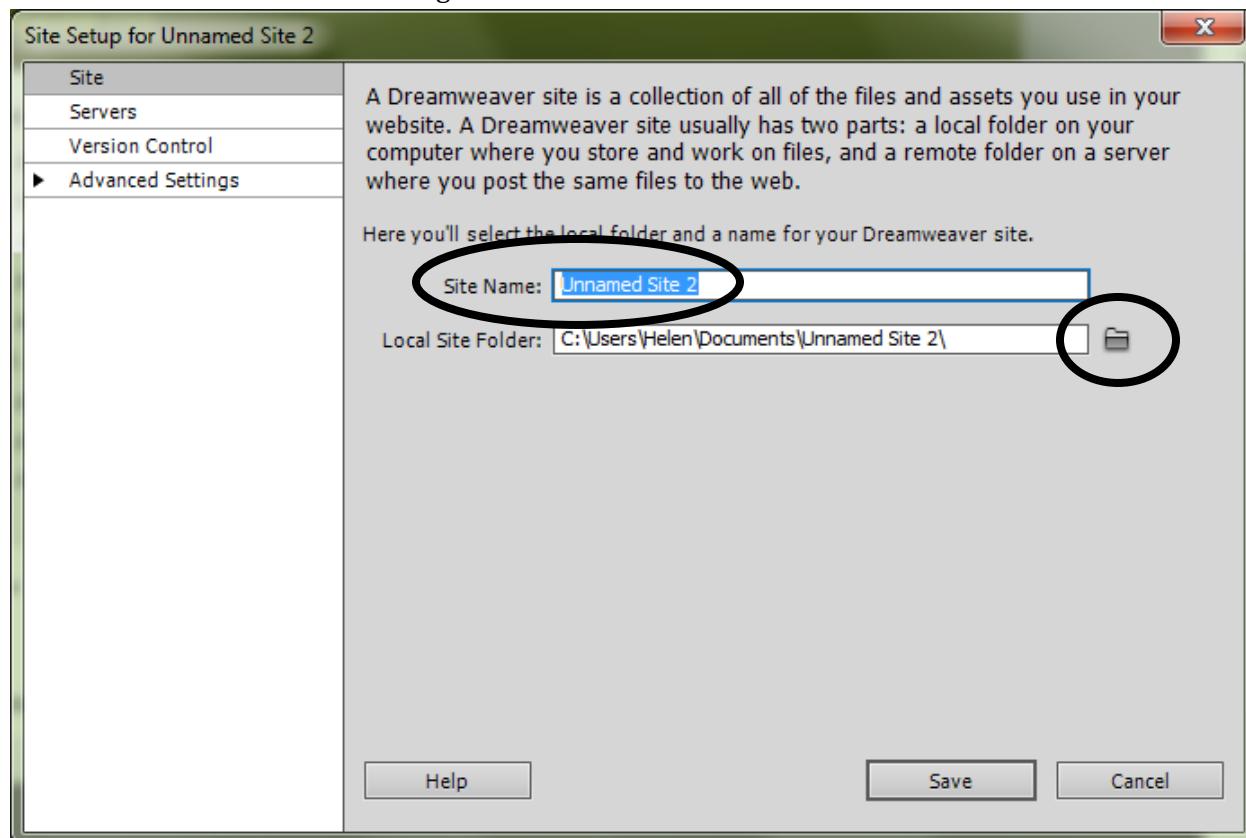
To use Dreamweaver to create a website, you should always designate a folder on your computer to be your Local Site. If you do not, you will not be able to use features such as using relative linking or point to a file to create a link.

A. Defining a new Local Site

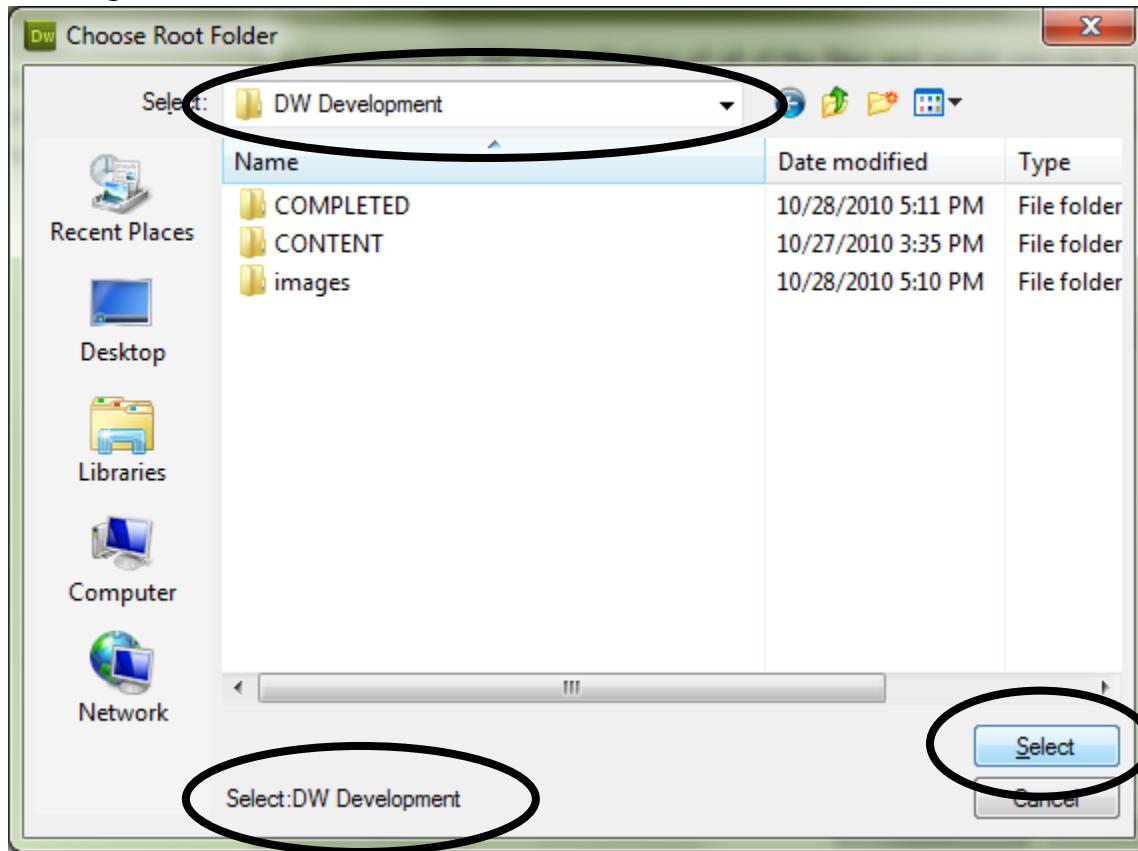
Before you start this process, make sure you have created a folder in your computer that will contain the files for your website. This folder can be a completely empty folder for a brand new site, or a folder that contains some information, such as images or existing web pages.

For this exercise, we will use the class folder called **DW Development**.

1. In Dreamweaver, go to **Site → New Site...**
2. In the Site Setup dialog box, type the name of the site in the **Site Name** field.
3. Click the folder icon to the right of the **Local Site Folder** field.

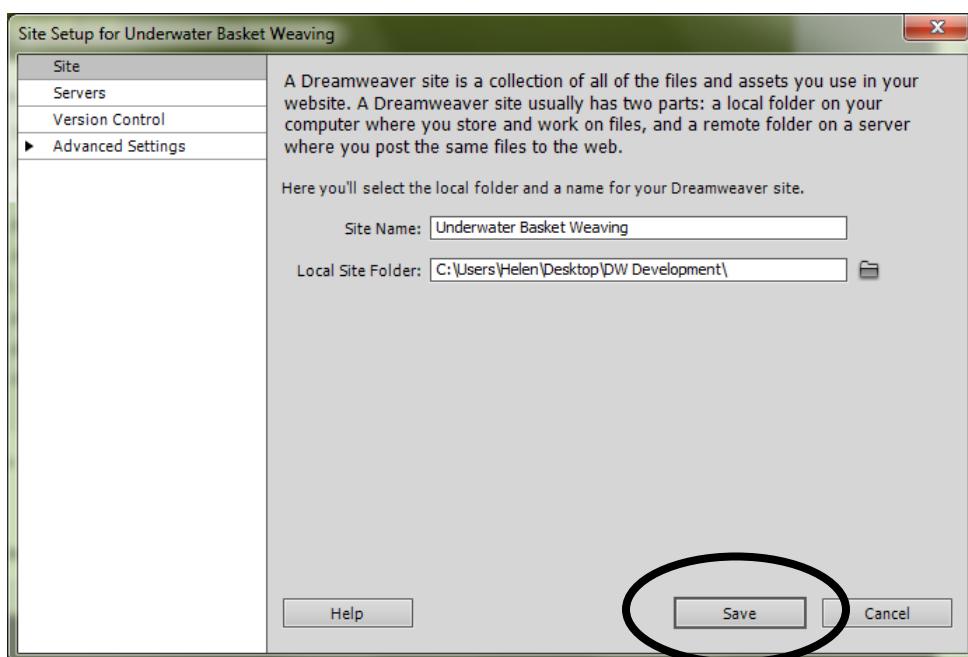


4. In the Choose Root Folder dialog box, navigate to find the folder that will contain your website files. Open that folder and make sure that the correct folder is selected in the lower left message.



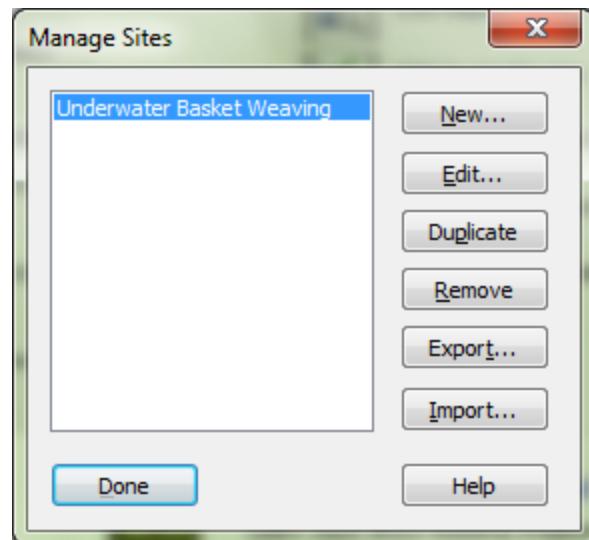
5. Click **Select**.

6. In the Site Setup window, click **Save**.



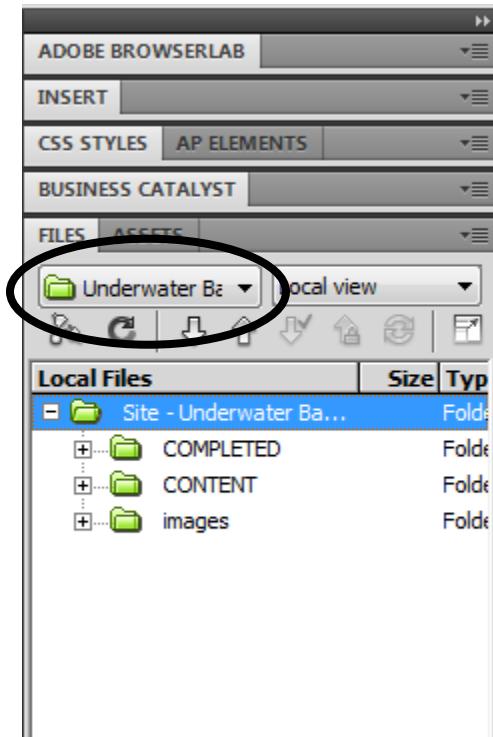
B. Managing your sites

1. In Dreamweaver, go to **Site → Manage Sites...**
2. In the Manage Sites dialog box, select a site and click the commands on the right side to edit an existing site definition, duplicate a site definition, or remove a site definition.
 - This does not edit, duplicate, or remove the actual site files or folder. This only changes the definition of the Local Site.
3. Click **Done**.



C. Switching between your sites

1. In the Files panel, click the current site name button.
2. Select any other site name in the drop-down list.



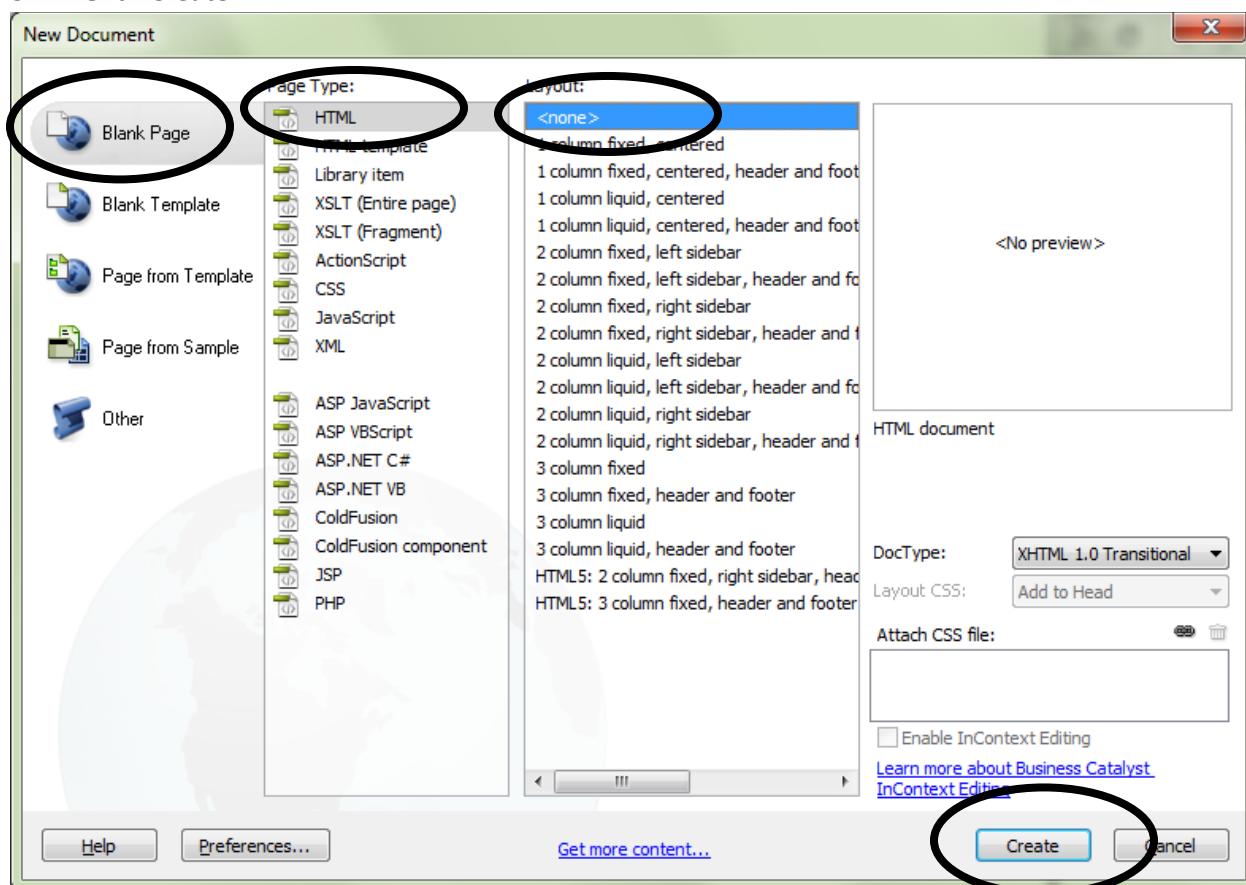
VI. Building a Basic Page

First, we will build some web pages without page layout to learn about basic features in Dreamweaver. In a later section in this course, we will create a page layout template and copy these temporary pages into our final pages.

A. Creating a HTML page

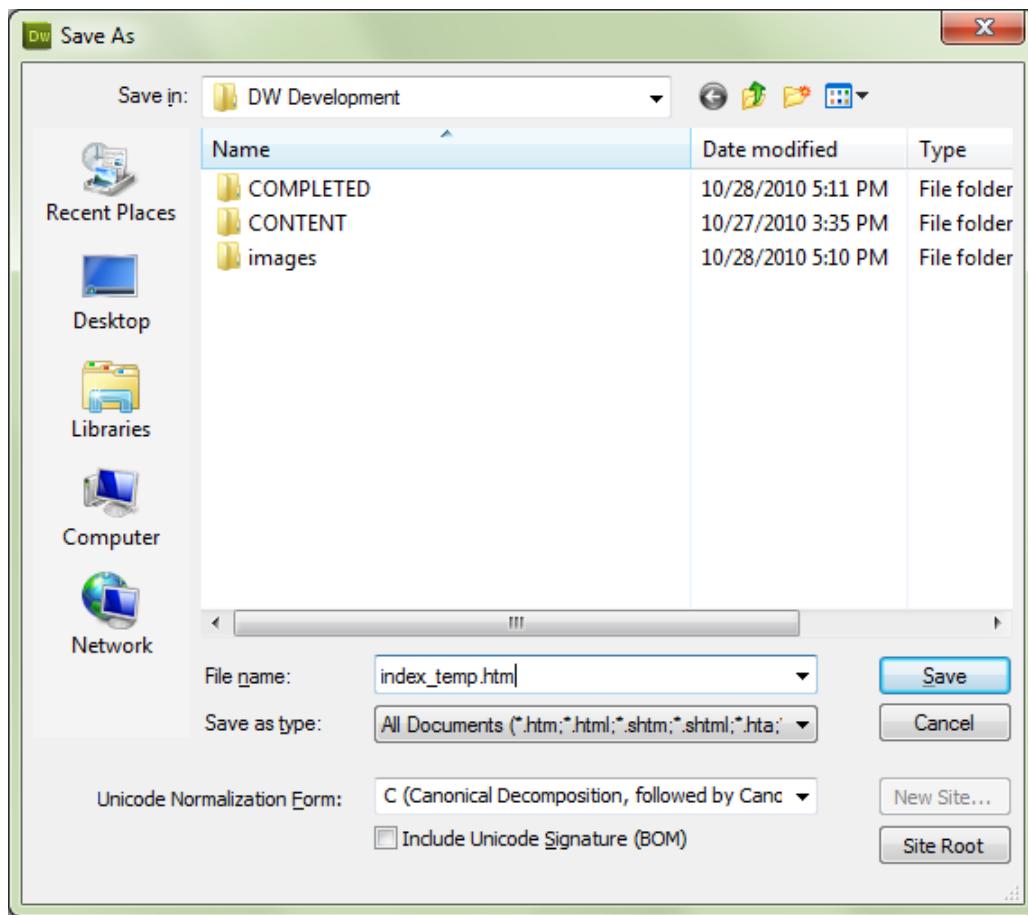
You may already have a new, blank document open in Dreamweaver. If you do not, do the following to create a new, blank HTML document.

1. In Dreamweaver, go to **File → New...**
2. In the New Document dialog box, make sure you have **Blank Page** selected in the left side.
3. Select the Page Type as **HTML**.
4. Select the Layout as **<none>**.
5. Click **Create**.



B. Saving a HTML page

1. Go to **File → Save**.
2. In the Save As dialog box, make sure that the location is the top level of your Local Site folder.
3. In the File name field, enter a file name.
4. Click **Save**.



C. Naming conventions

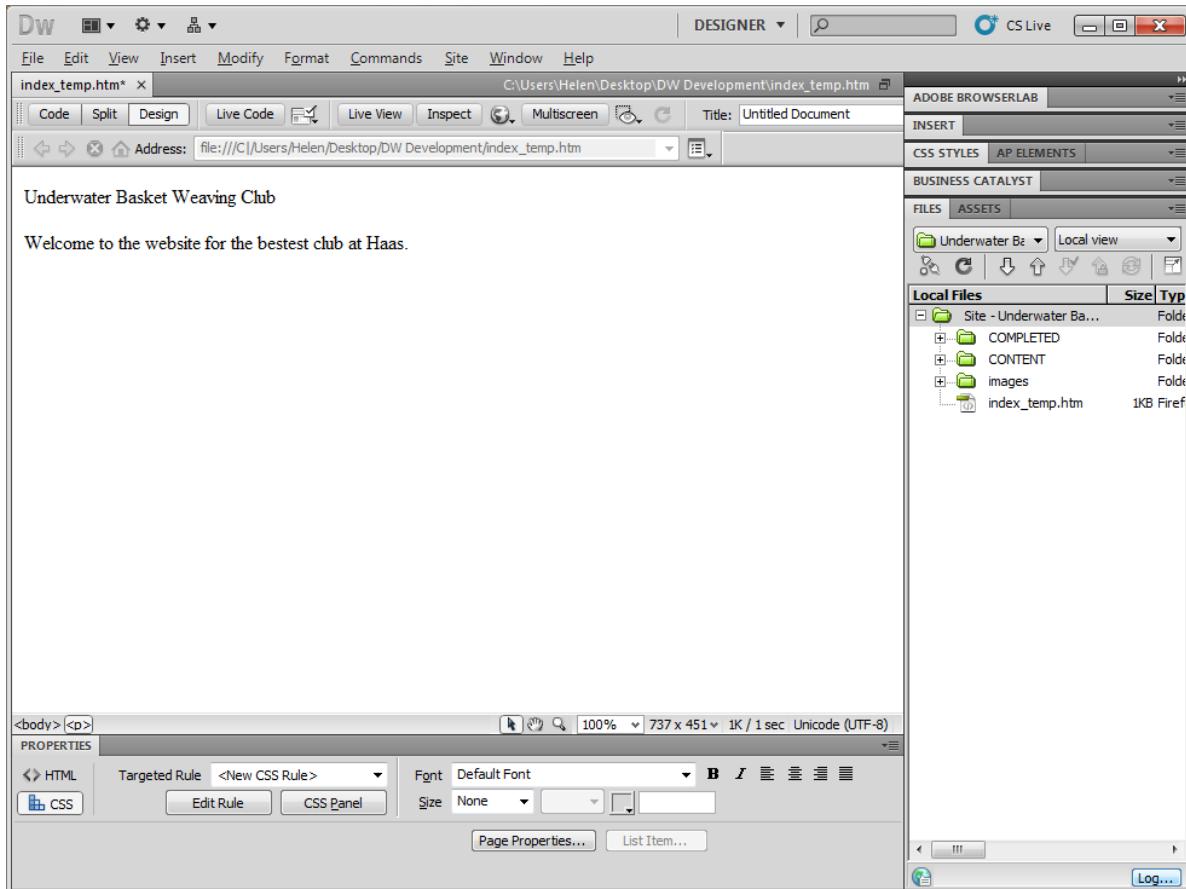
When saving a file to be used in a website, such as a HTML page or an image file, name the file using lower case and no spaces. For example, an image file should be named “portrait_smith.jpg” instead of “Portrait Smith.jpg”.

When naming HTML files, find out from the web server administrator whether the file name extension should be **.htm** or **.html**. Different web servers require one or the other ending. Whichever one you use, keep the ending consistent throughout the entire website.

Keep in mind that all file names and folder names are public. Use appropriate and descriptive terms.

D. Entering text

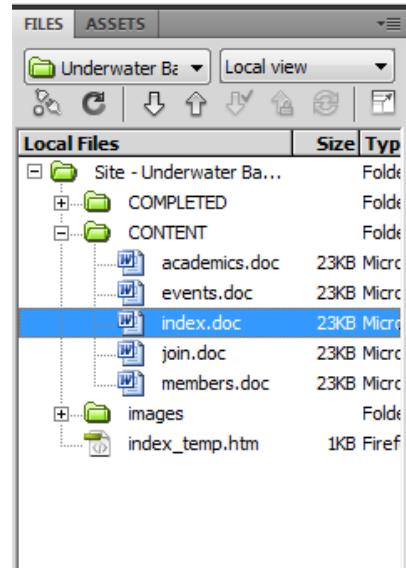
1. Click in the document window where you want to enter some text.
2. Type the text. Separate paragraphs with a **Return**.



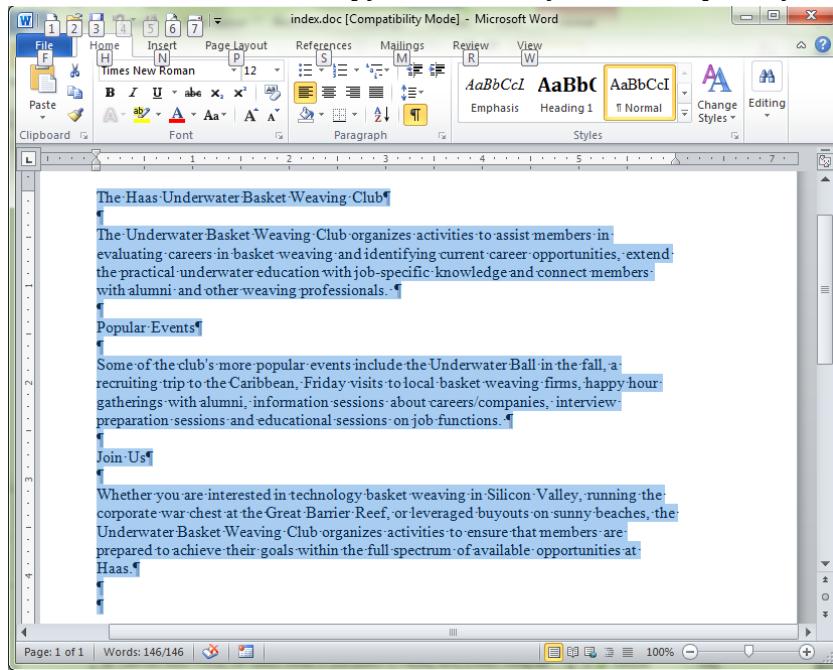
E. Copying text into a page

If you have text already typed into another document, such as a Microsoft Word document, you can copy and paste that into your HTML page. If your Word document is saved into a subfolder in the Local Site folder, you can easily open it through Dreamweaver.

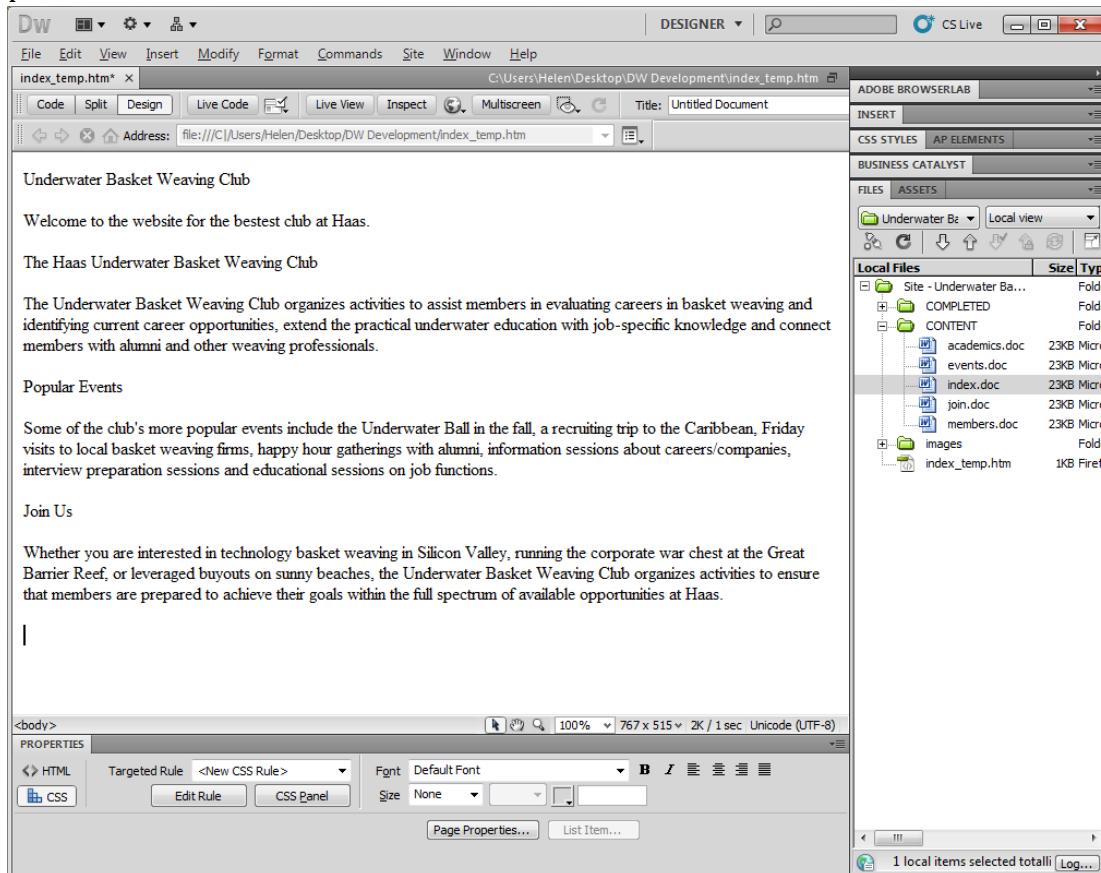
1. In the File panel, click the plus symbol to expand folders until you see the document that you want to open.
2. Double click the document name.
 - If it is a file type that Dreamweaver can manage, such as a CSS file or TXT file, the document will open in Dreamweaver.
 - If Dreamweaver cannot manage that file type, such as a Microsoft Word file, the document will open in an appropriate program.



- In the opened document, select and copy the text that you want to put in your HTML page.



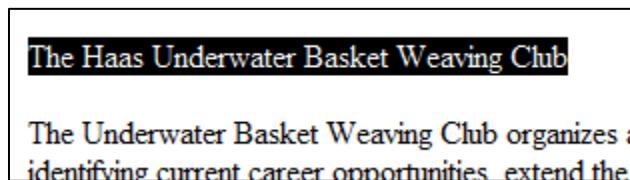
- In Dreamweaver, click in the HTML document where you want to place the text, and then paste the text.



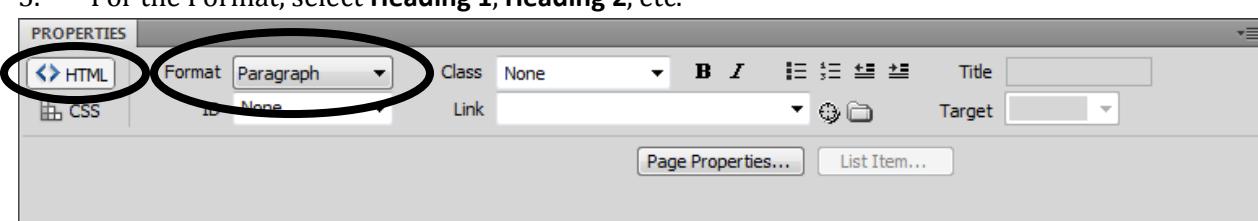
F. Applying Heading formatting

When you change a text from a regular paragraph to a Heading format, you are applying a logical structure to the content. This is very important for search engine optimization and accessibility.

1. Select the paragraph that you want to mark as a Heading.
 - You can select the entire paragraph or click inside the paragraph.



2. In the Properties Inspector, click **HTML** if necessary.
3. For the Format, select **Heading 1, Heading 2, etc.**



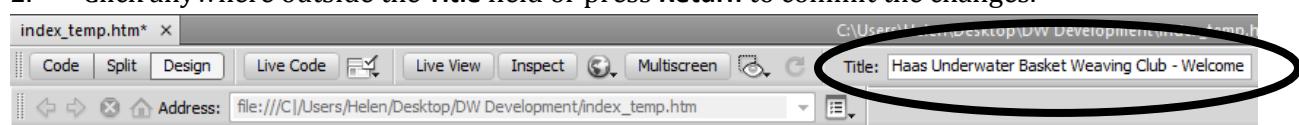
The Haas Underwater Basket Weaving Club

The Underwater Basket Weaving Club organizes activities to assist members in evaluating careers in ba
identifying current career opportunities, extend the practical underwater education with job-specific kno

G. Page document title

All web pages should have an appropriate and descriptive **page document title**. This title appears in the title bar of the browser and will be used as the name of a Favorite or Bookmark.

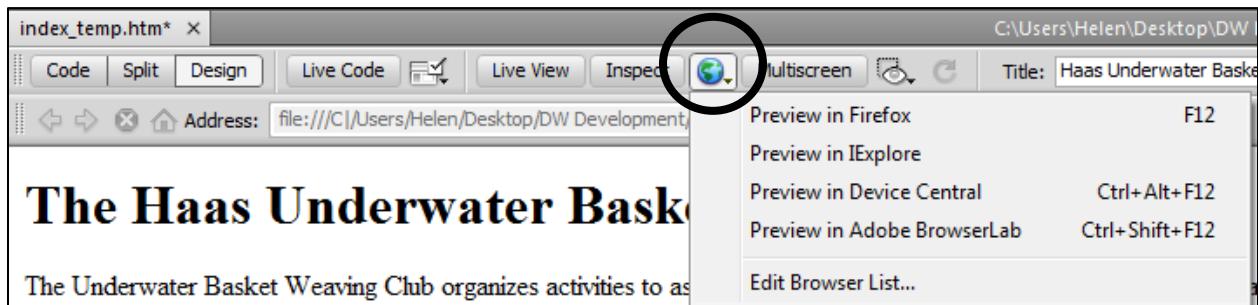
1. In the Document toolbar, click inside the **Title** field and enter an appropriate title.
2. Click anywhere outside the **Title** field or press **Return** to commit the changes.



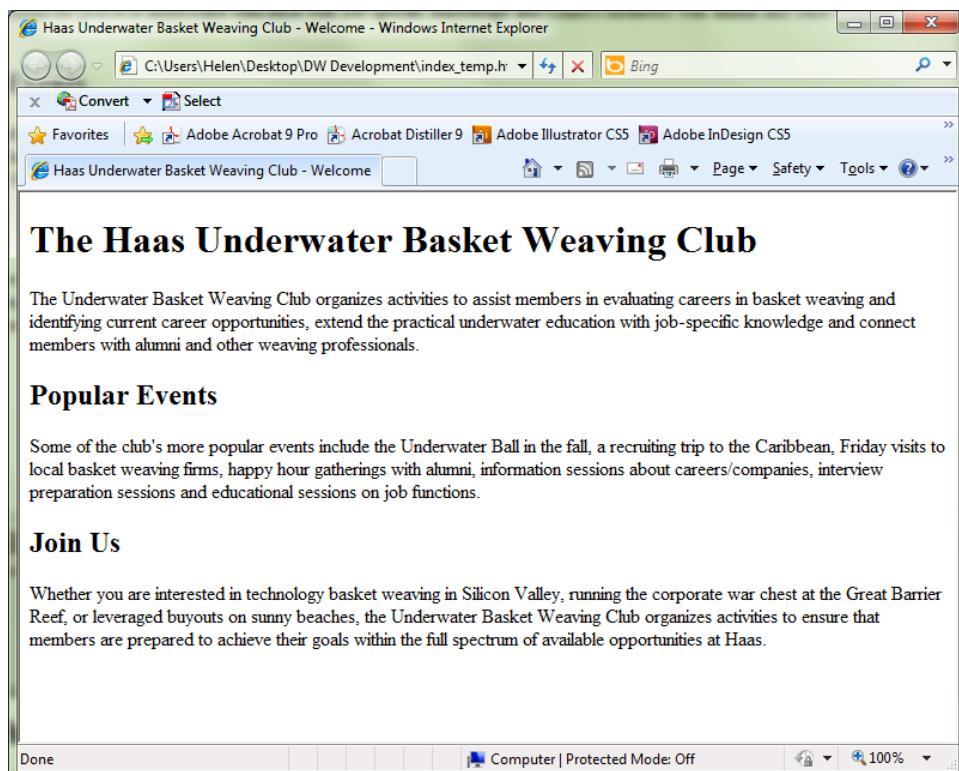
H. Previewing a page

To test whether a web page is well built, you should test it in the most popular browsers. You can test a page directly from Dreamweaver.

1. Save the page.
2. In the Document toolbar, click the **Preview/Debug in Browser** button.



3. From the drop-down list, select the browser that you want to use.
 - If the browser you want to use is not in the list, first make sure that you have it installed on your computer. Then, select Edit Browser List from the drop-down list and click the plus button to add another browser application.



VII. Basic Formatting using CSS

If you want to change the formatting of the paragraphs, headings, or background colors, you should use CSS. Dreamweaver CS5 will automatically create new CSS styles for any formatting changes that you attempt.

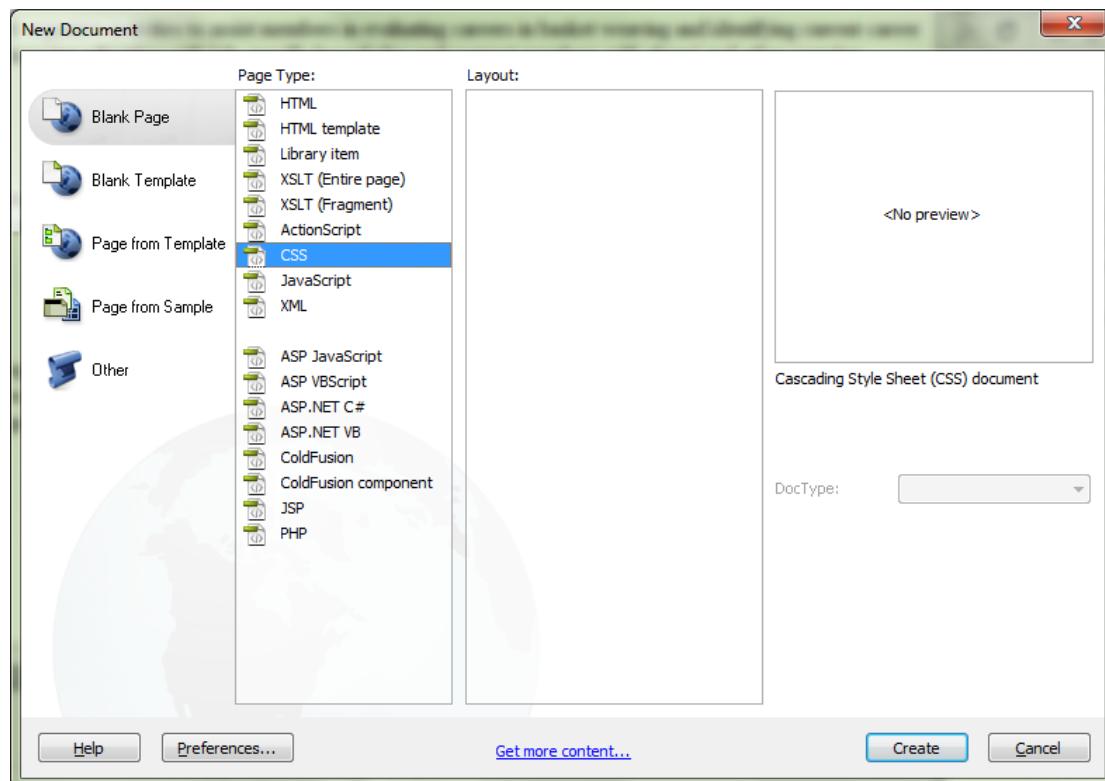
A. Internal and external stylesheets

CSS rules can be kept in an ***internal stylesheet*** in the HTML page, in which case the formatting is only available within that HTML page.

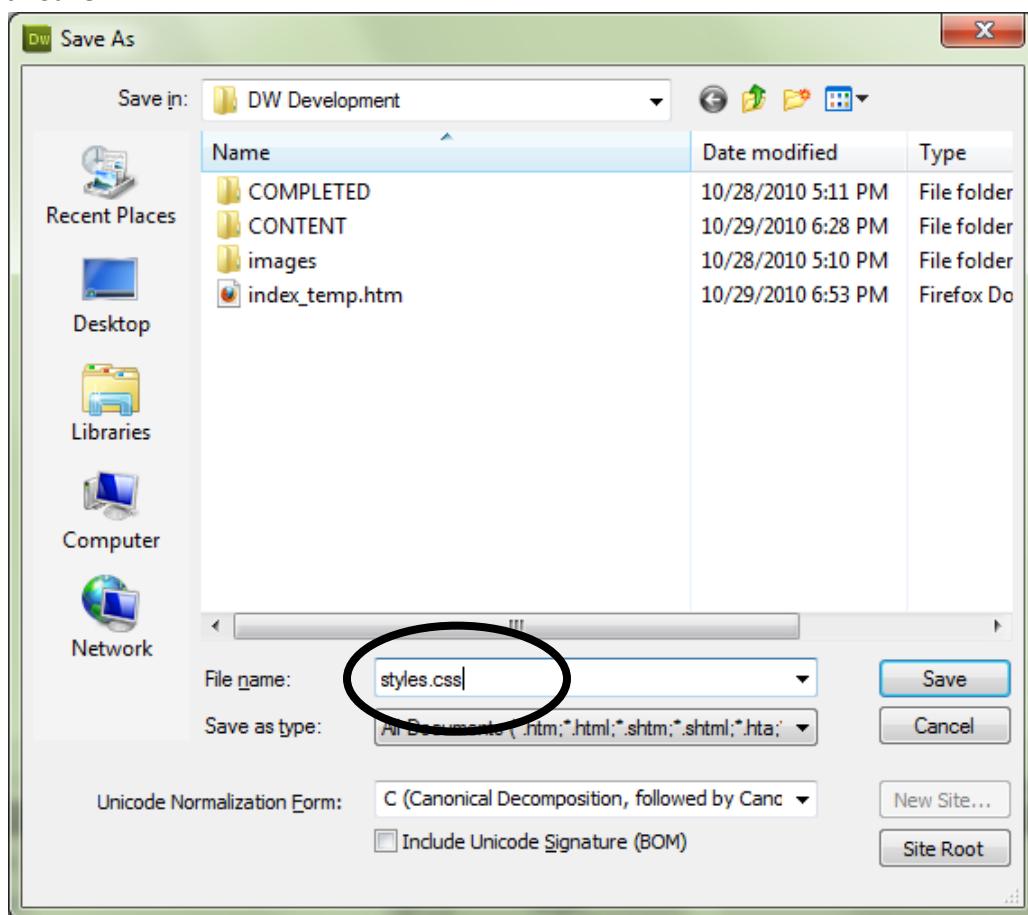
More commonly, CSS rules are kept in an ***external stylesheet***, which is a separate file that contains only CSS rules. This option provides more consistency, because all HTML pages which link to that external stylesheet will share the same rules. Also, if you update a CSS rule on an external stylesheet, all HTML pages which use that rule will also update automatically.

B. Creating and saving an external CSS stylesheet

1. Go to **File → New**.
2. In the New Document dialog box, select **Blank Page** from the left side.
3. Under Page Type, select **CSS**.
4. Click **Create**.



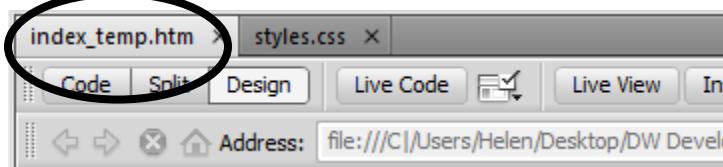
5. Go to **File → Save As**.
6. In the Save As dialog box, select a location in the Local Site folder.
 - If you have only one external stylesheet, it can be saved at the top level of the Local Site folder. If you have more than one external stylesheet, usually they are saved in a subfolder named “**css**”.
7. In the File name field, enter a file name with the ending **.css**, such as **styles.css**.
8. Click **Save**.



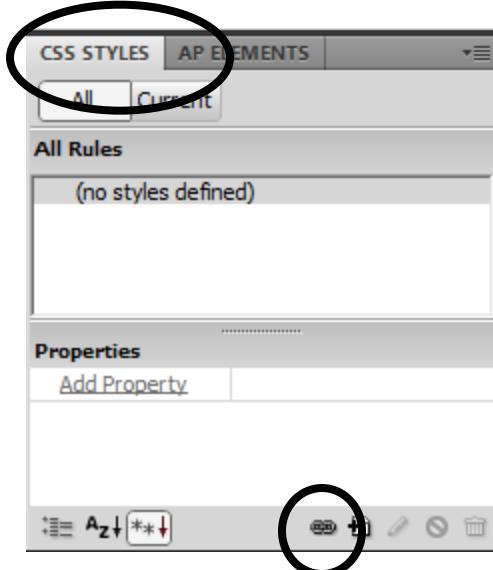
C. Attaching an external CSS stylesheet to a HTML page

To use the CSS styles saved into an external stylesheet, you must link to that stylesheet from the HTML page.

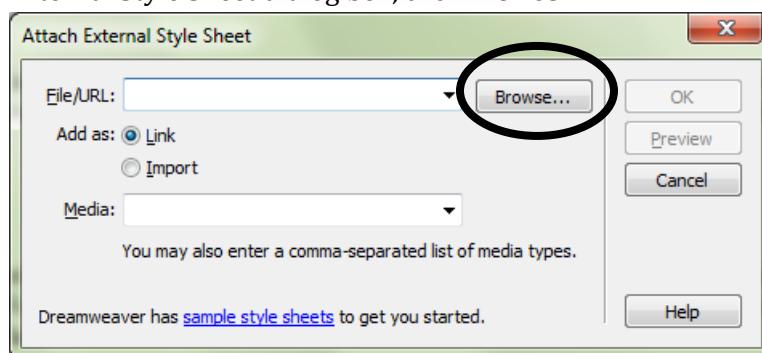
1. Click on the name of your HTML page above the Document toolbar to switch back to the HTML page.



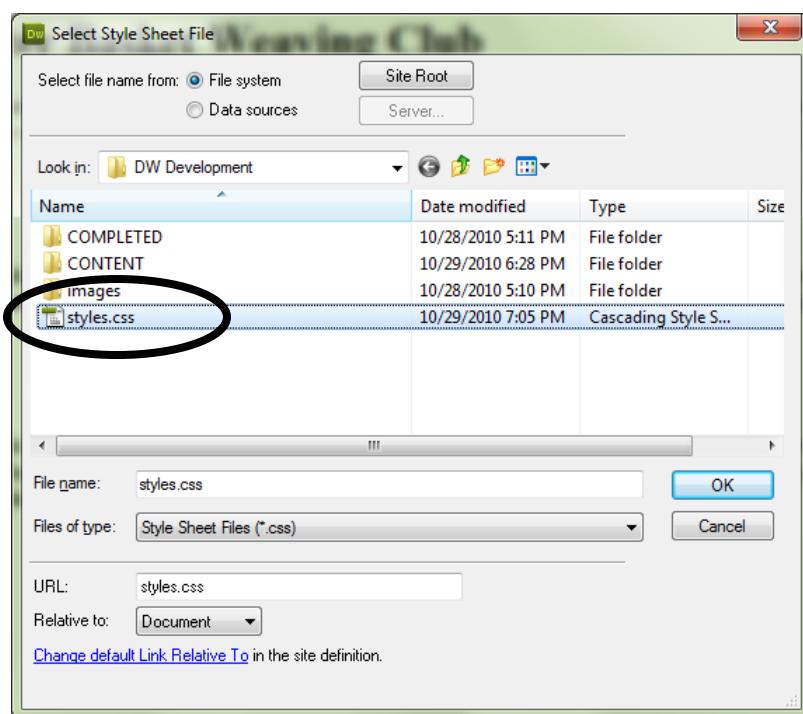
2. Click the **CSS Styles** panel name to open the panel.
3. At the bottom of the panel, click the **Attach Style Sheet** button.



4. In the Attach External Style Sheet dialog box, click **Browse**.



5. In the Select Style Sheet File dialog box, select the external stylesheet.
6. Click **OK**.
7. In the Attach External Style Sheet dialog box, click **OK**.



D. Basics of CSS Rules

There are three basic types of CSS rules:

Tag rules (also called **element rules**) are CSS rules that are applied to any content that has been marked with that particular HTML tag. For example, to make all Heading 1 text look bold and pink, create a CSS tag rule for the **h1** tag.

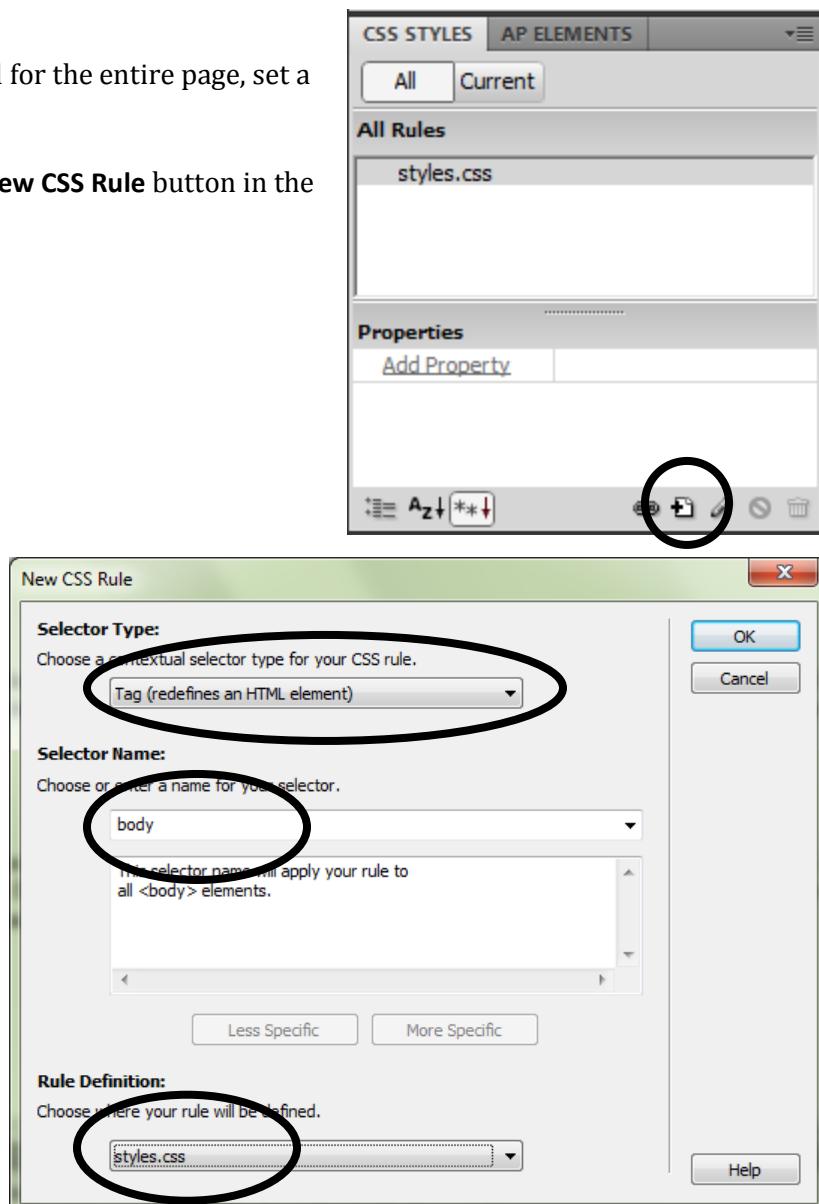
Class rules are CSS rules that are applied to any content that has been marked with that class name. For example, to make the club name italic and bold everywhere that the club name is used in a paragraph, create a class rule and apply that class rule to all the club names.

ID rules are CSS rules that are applied to any content that has been marked with that ID name. This is similar to a class rules, except that ID rules can only be applied to one item per page.

E. Creating a tag rule

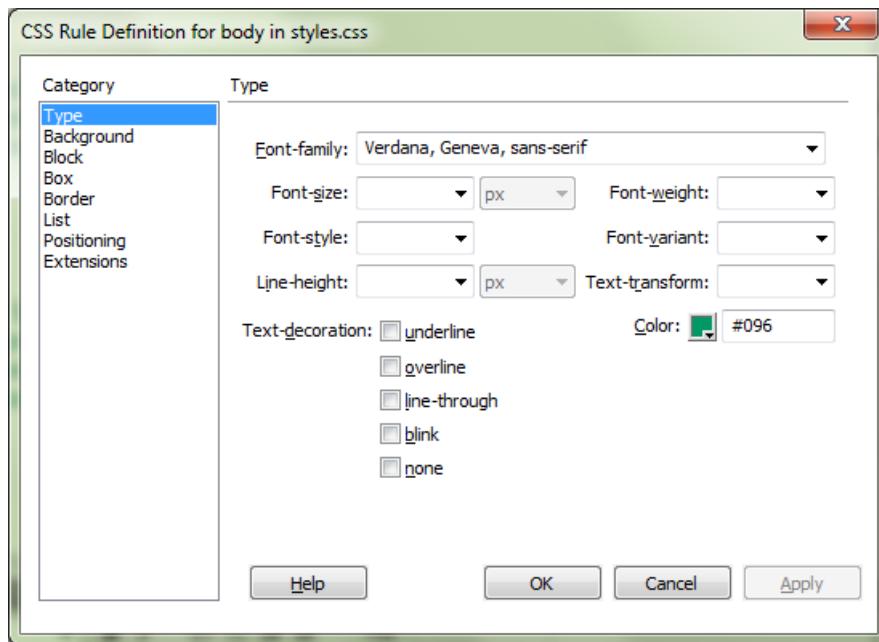
To change the font and background for the entire page, set a CSS rule for the **body** tag.

1. In the HTML page, click the **New CSS Rule** button in the CSS Styles panel.

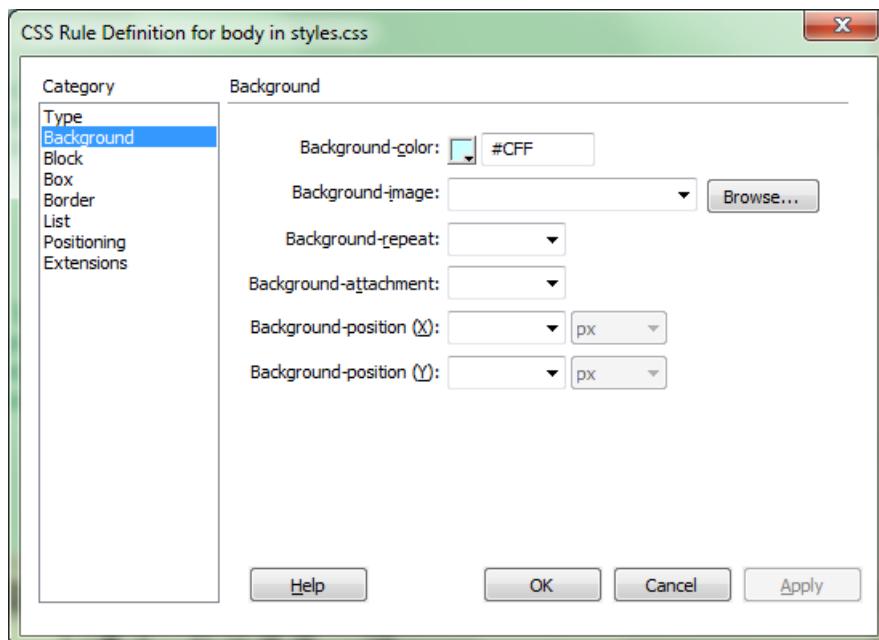


2. In the New CSS Rules dialog box, change the contextual selector type to **Tag**.
3. For the Selector Name, type **body** or select **body** from the drop-down list.
4. For the Rule Definition, make sure that **your external stylesheet** is selected.
5. Click **OK**.

6. In the CSS Rule Definition dialog box, select your options for this rule.
- Be minimal. Set only the options that you want to change.
 - For Font formatting, set options in the **Type** category.



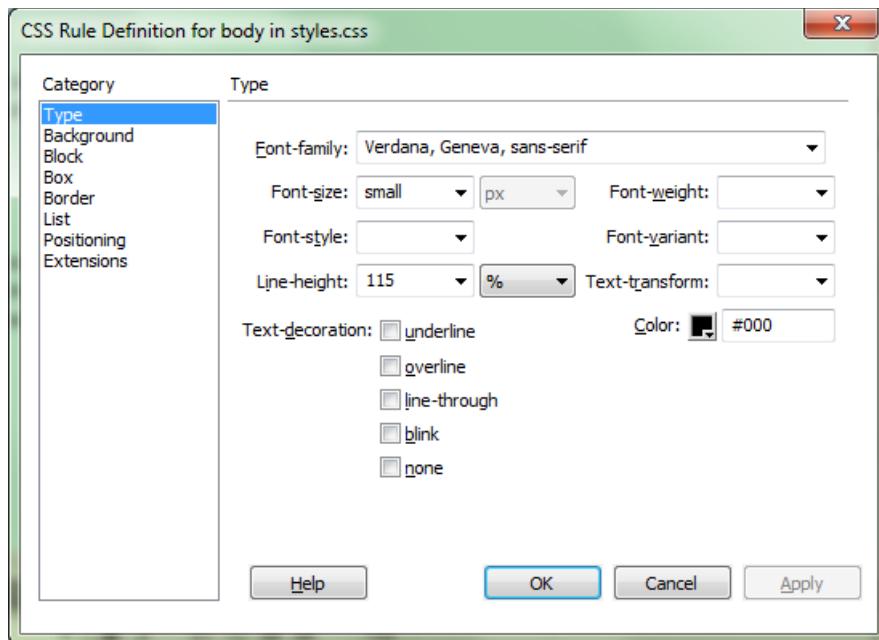
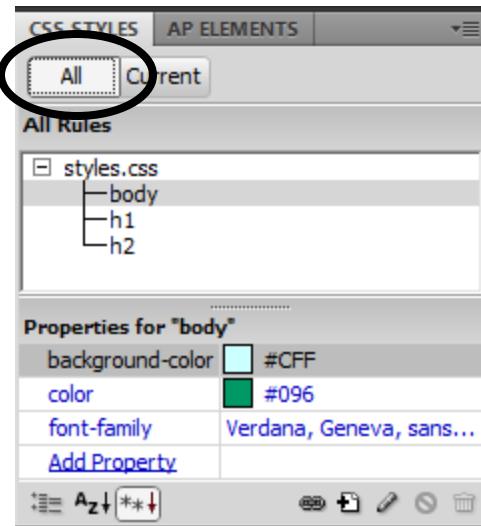
- For Background formatting, set options in the **Background** category.



7. Click **Apply** to preview your changes, or **OK** to save your changes.
- To change the formatting of Heading 1, set a CSS rule for the **h1** tag.
 - To change the formatting of Heading 2, set a CSS rule for the **h2** tag.

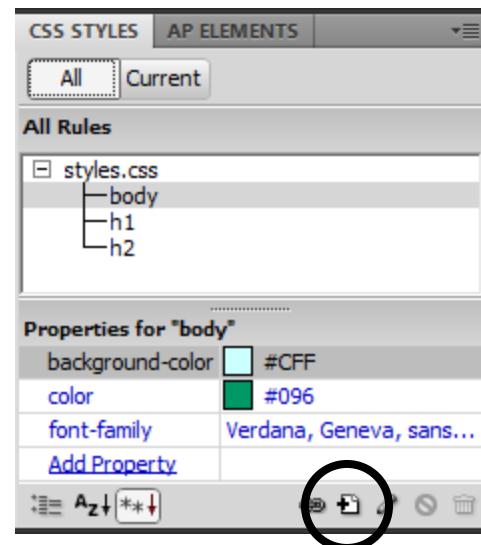
F. Modifying a rule

1. Find the rule that you want to change in the **CSS Styles** panel.
 - If you do not see the rule, you might need to click the **All** button to view all rules.
2. Double-click the rule name.
3. In the CSS Rule Definition dialog box, make your changes.
4. Click **OK**.

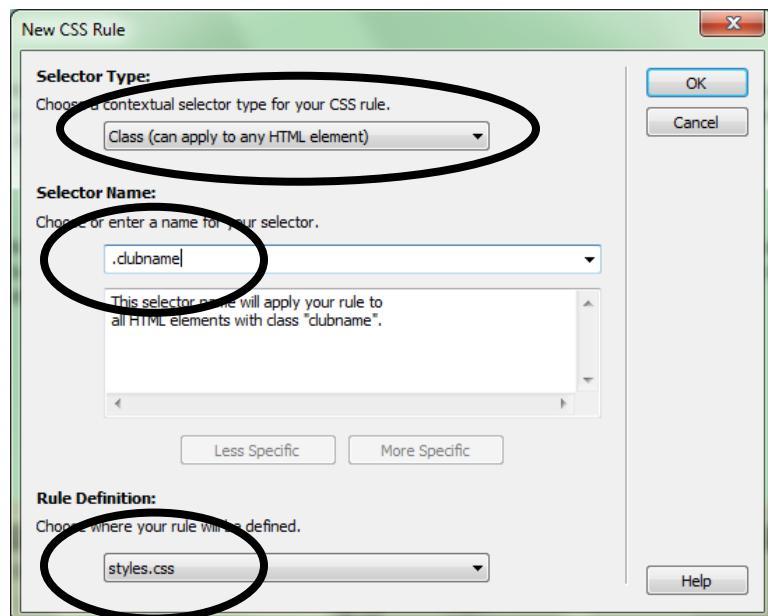


G. Creating a class rule

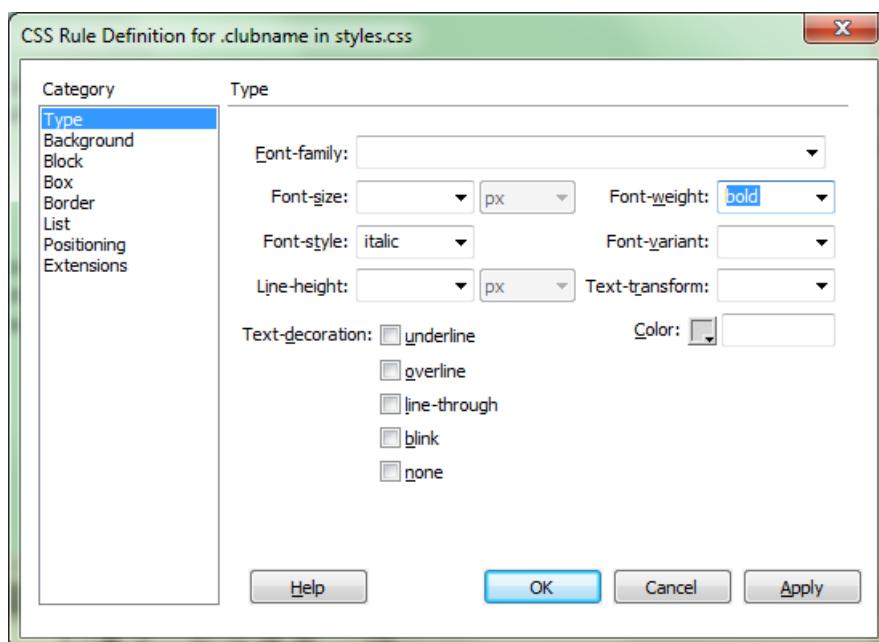
1. In the HTML page, click the **New CSS Rule** button in the CSS Styles panel.



2. In the New CSS Rules dialog box, change the contextual selector type to **Class**.
3. For the Selector Name, type a name for the class.
 - The name must start with a period and must contain no spaces.
4. For the Rule Definition, make sure that **your external stylesheet** is selected.
5. Click **OK**.



6. In the CSS Rule Definition dialog box, select your options for this rule.
7. Click **OK**.

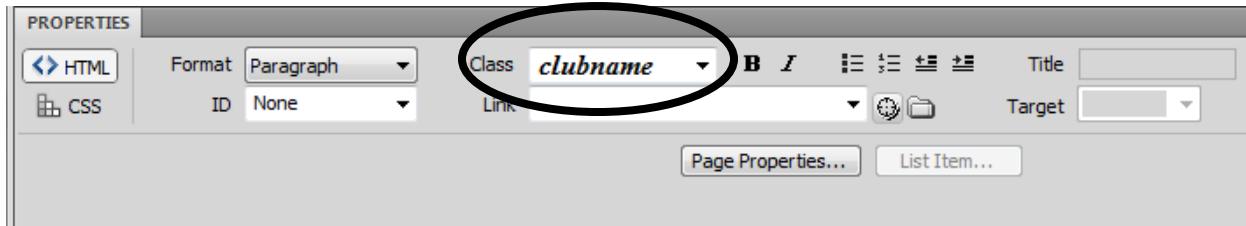


H. Applying a class rule

1. Select the text that you want to apply this rule to.

The **Underwater Basket Weaving Club** organ
current career opportunities. extend the pr

2. In the Property Inspector, change **Class** to the name of the class.



The **Underwater Basket Weaving Club** organ
identifvina current career opportunities. exten

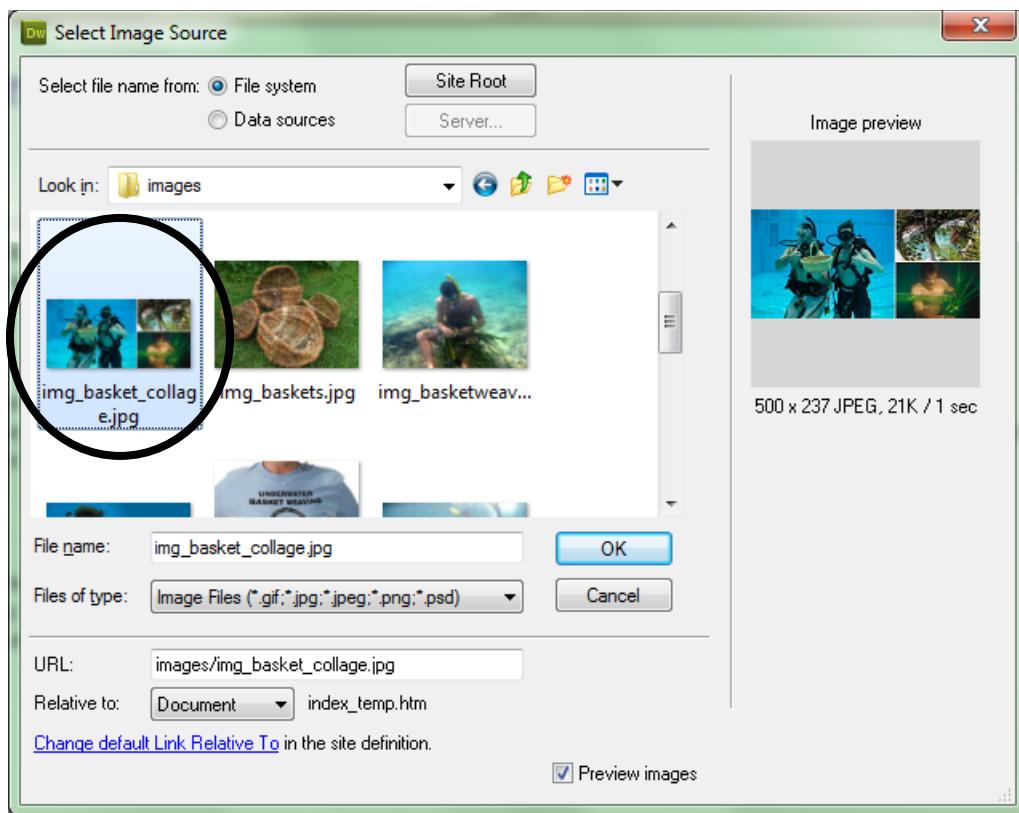
VIII. Managing Images

Image files must be prepared in a graphics program before you can use them in Dreamweaver. They should be the proper image size and be optimized for the web.

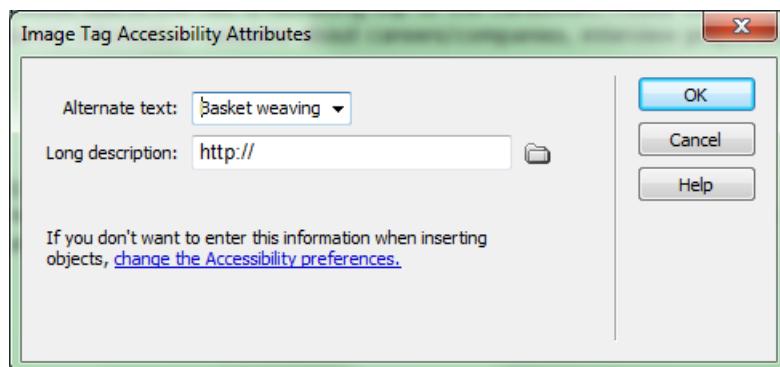
A. Inserting an image to be “in line with text”

An image that is “in line with text” will appear exactly where you insert it. The text will not wrap around it. This is a good method if you want the image to be on its own line.

1. Create an empty paragraph immediately below the Heading 1 title.
2. Go to **Insert → Image**.
3. In the Select Image Source dialog box, navigate to the **images** folder and select your image.
4. Click **OK**.



5. In the Image Tag Accessibility Attributes dialog box, enter an **Alternate text**.
• An “Alt Text” is essential for search engine optimization and accessibility for all significant images that you use in your web pages.



6. Click **OK**.

The Haas Underwater Basket Weaving Club

The **Underwater Basket Weaving Club** organizes activities to assist members in evaluating careers in basket weaving and identifying current career opportunities, extend the practical underwater education with job-specific knowledge and connect members with alumni and other weaving professionals.

Popular Events

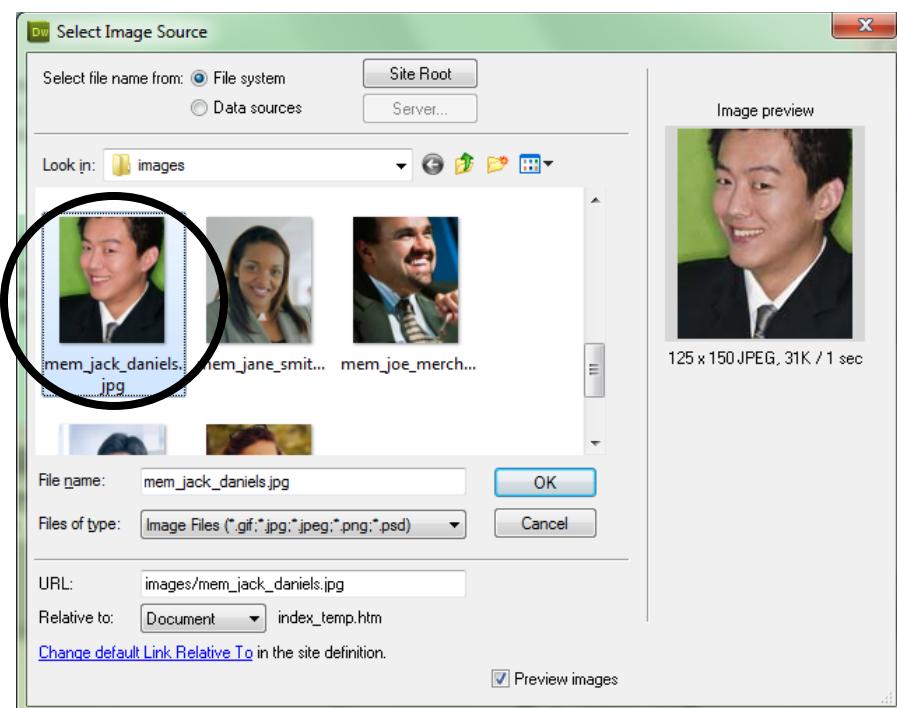
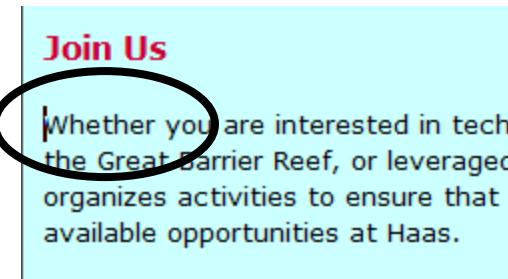
Some of the club's more popular events include the Underwater Ball in the fall, a recruiting trip to the Caribbean, Friday visits to local basket weaving firms, happy hour gatherings with alumni, information sessions about careers/companions, interview preparation sessions and educational sessions on job functions.

Detailed description: This screenshot shows the Dreamweaver CS5 interface with the 'DESIGNER' view selected. The main content area displays a website for 'The Haas Underwater Basket Weaving Club'. The page features a title, two images of divers, and a paragraph of text. The properties panel on the left shows CSS styles applied to the 'clubname' class, including 'font-style: italic' and 'font-weight: bold'. The 'CSS' tab is selected in the properties panel. The 'FILES' panel on the right shows the site structure with files like 'index_temp.htm', 'styles.css', 'index.doc', etc.

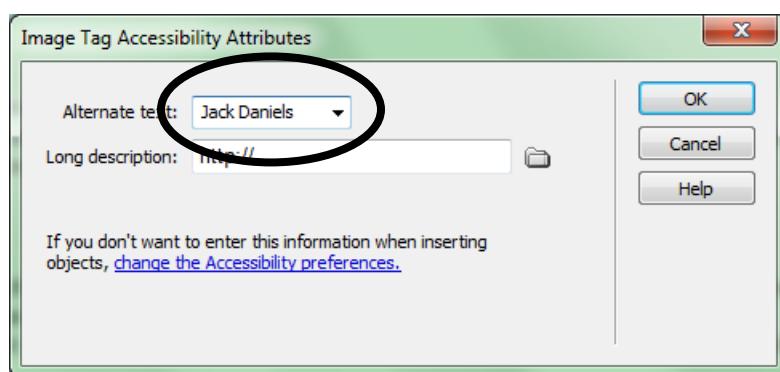
B. Inserting an image to be “floating” or “text-wrapped”

If you want to have text wrap around your image, you must set an alignment to your image. This alignment can be set using HTML or by creating a CSS class rule for the image.

1. Click at the beginning of the paragraph where you want the image to appear.
2. Go to **Insert → Image**.
3. In the Select Image Source dialog box, navigate to the **images** folder and select your image.
4. Click **OK**.



5. In the Image Tag Accessibility Attributes dialog box, enter an appropriate **Alternate Text**.
6. Click **OK**.



7. To make the text wrap around the image, select the image.



8. In the Properties Inspector, from the Align drop-down list, select **Left** or **Right**.



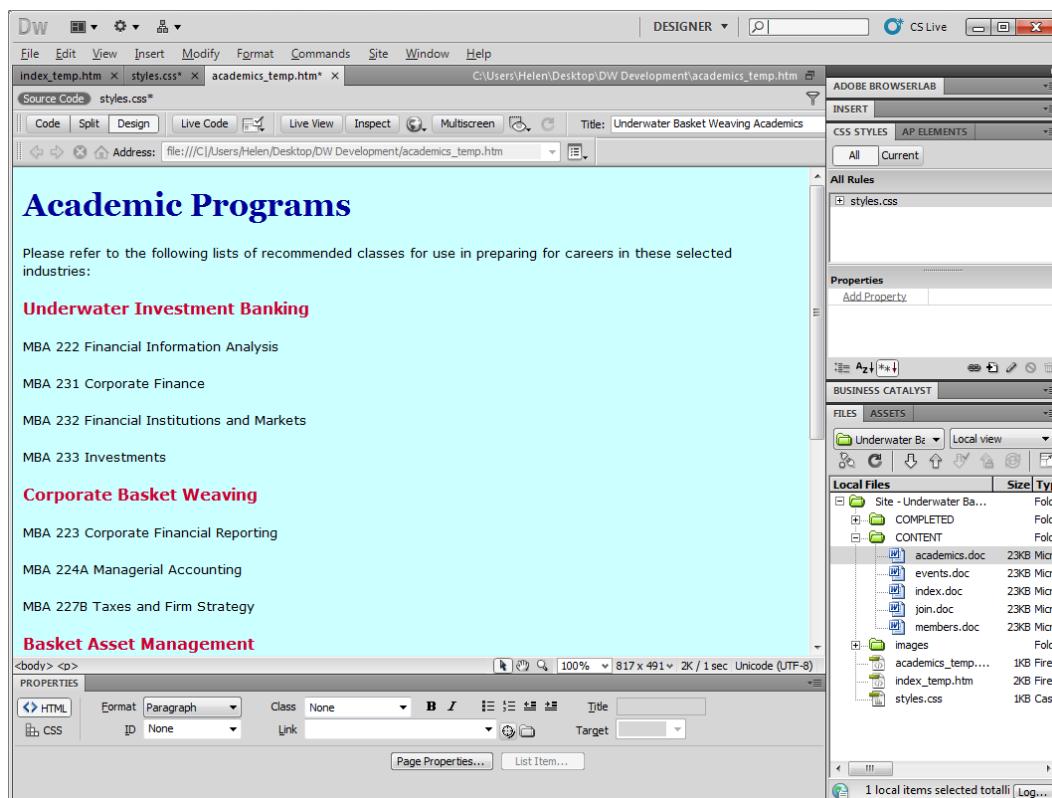
IX. Creating Lists

The two main types of lists used in web pages are **UL** (unordered lists), otherwise known as bulleted lists, and **OL** (ordered lists), otherwise known as numbered lists.

A. Creating a new web page for lists

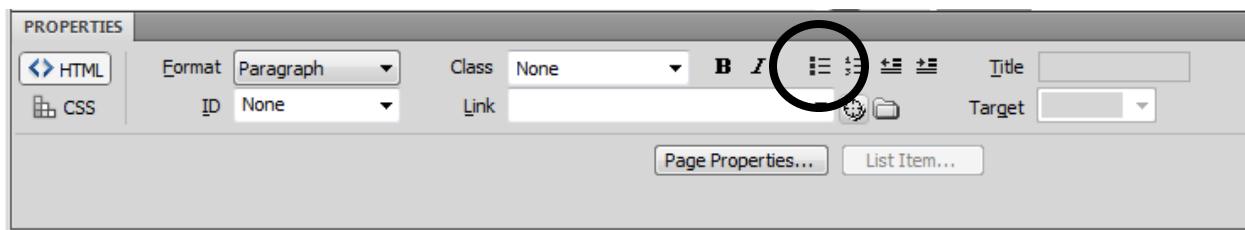
For our exercise, we will create a new web page for the Academics page.

1. Create a new, blank HTML page.
2. Save it at the top level of the Local Site folder as “**academics_temp.htm**”.
3. Provide an appropriate page document title.
4. Open the **Academics.doc** document from the CONTENTS folder, and copy and paste the text into the web page.
5. Attach the external stylesheet.
6. Apply any Heading 1 and Heading 2 formats as necessary.
7. Save the file.



B. Inserting an Unordered List

1. Select the paragraphs that you want to convert to an unordered list.
2. In the Properties Inspector, click the Unordered List button.



Underwater Investment Banking

- MBA 222 Financial Information Analysis
- MBA 231 Corporate Finance
- MBA 232 Financial Institutions and Markets
- MBA 233 Investments

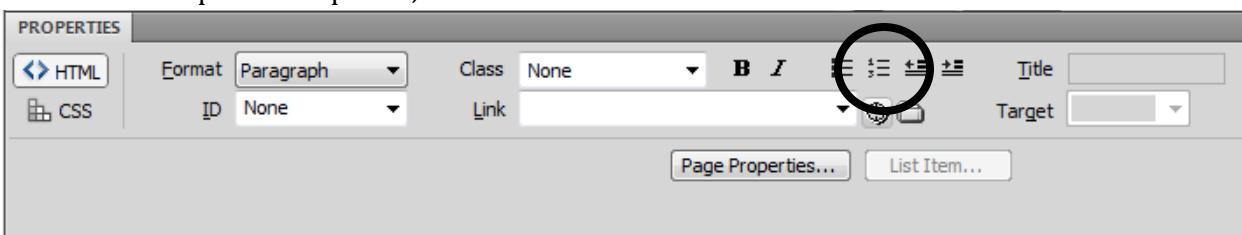
C. Inserting an Ordered List

1. Select the paragraphs that you want to convert to an ordered list.

Basket Asset Management

- MBA 222 Financial Information Analysis
- MBA 232 Financial Institutions and Markets
- MBA 233 Investments
- MBA 235 Risk Management
- MBA 235 Portfolio Management
- MBA 236A Options and Futures Markets
- MBA 236B Investment Styles and Strategies

2. In the Properties Inspector, click the Ordered List button.



Basket Asset Management

1. MBA 222 Financial Information Analysis
2. MBA 232 Financial Institutions and Markets
3. MBA 233 Investments
4. MBA 235 Risk Management
5. MBA 235 Portfolio Management
6. MBA 236A Options and Futures Markets
7. MBA 236B Investment Styles and Strategies

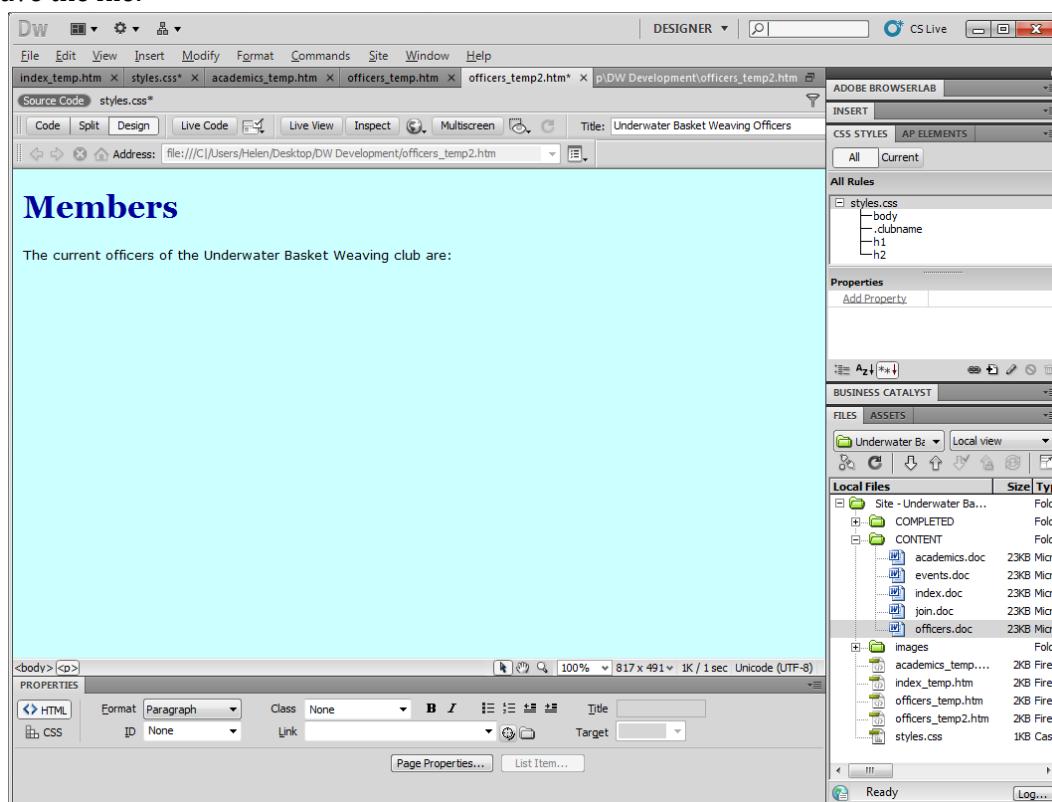
X. Using Tables for Data

If you want to display data in a well-structured format, create a table for data. For example, we can create a data table to display the pictures and names of the officers of our club.

A. Creating a new web page for tables

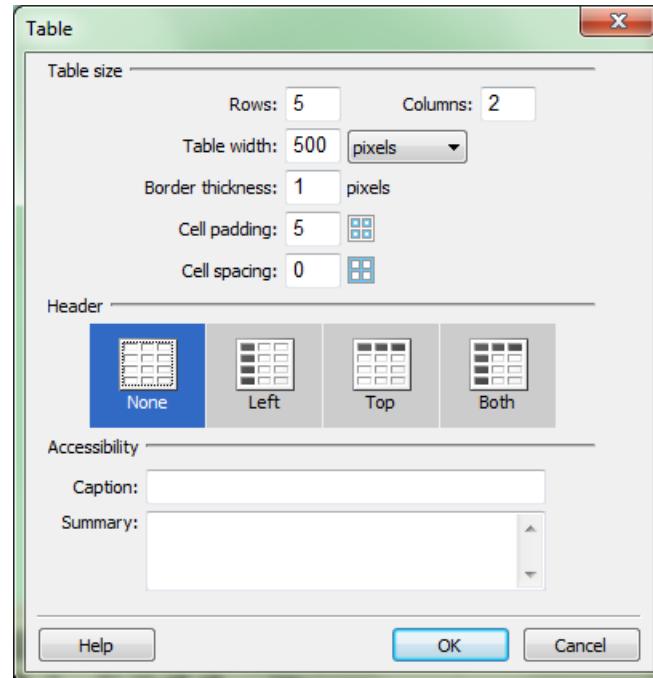
For our exercise, we will create a new web page for the Officers page.

1. Create a new, blank HTML page.
2. Save it at the top level of the Local Site folder as “**officers_temp.htm**”.
3. Provide an appropriate page document title.
4. Open the officers.doc document from the CONTENTS folder, and copy and paste title and first paragraph into the web page.
5. Attach the external stylesheet.
6. Apply any Heading 1 format as necessary.
7. Save the file.



B. Inserting a Table

1. Create a new paragraph where you want the data table to appear.
2. Go to **Insert → Table**.
3. In the Table dialog box, enter the following options:
 - Rows: 5
 - Columns: 2
 - Table width: 500 pixels
 - Border thickness: 1 pixel
 - Cell padding: 5
 - Cell spacing: 0
 - Header: None
4. Click **OK**.

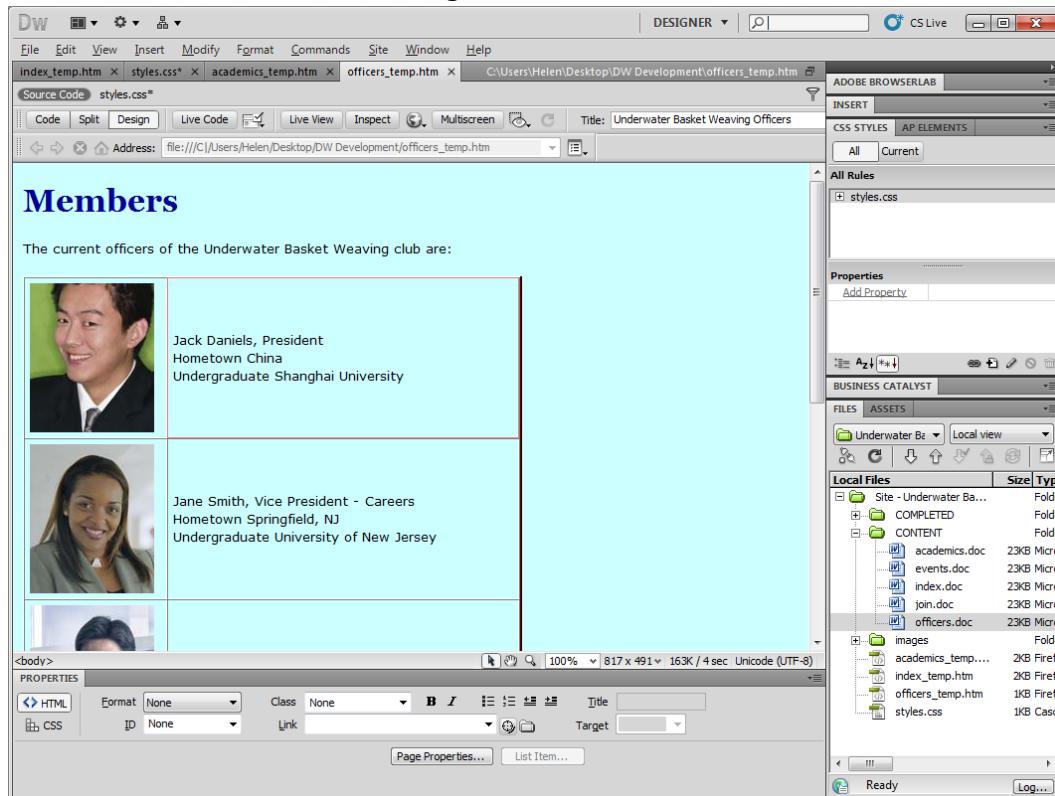


Members

The current officers of the Underwater Basket Weaving club are:

Officer	Role
President	Chairperson
Vice President	Deputy Chairperson
Treasurer	Financial Manager
Secretary	Administrative Assistant
Public Relations Officer	Media Liaison

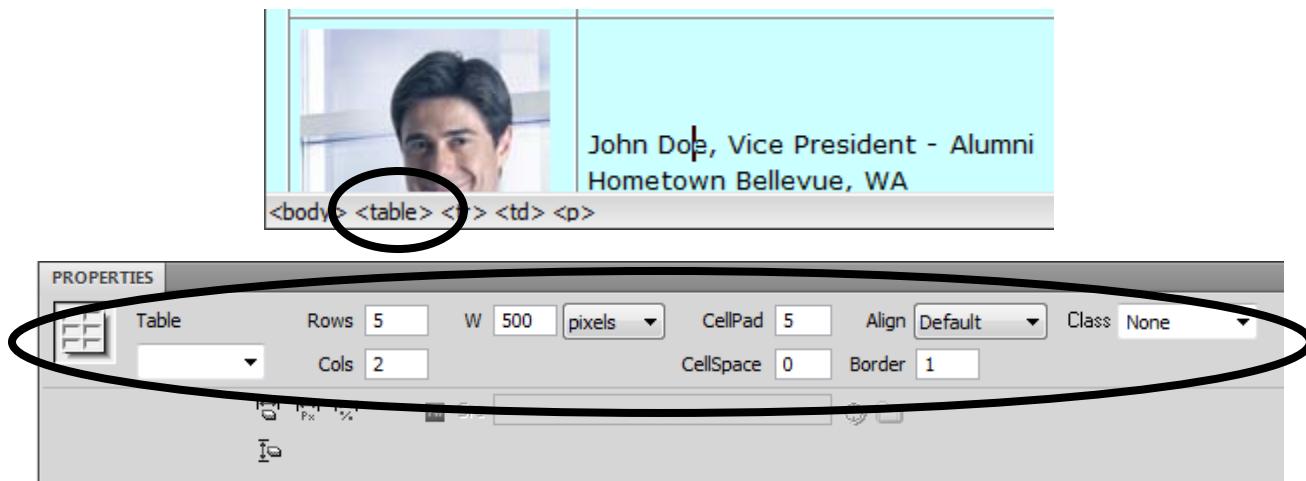
5. In cells on the right column, copy and paste the name and information for each officer from the officers.doc document.
6. In cells on the left column, insert images for each of the officers.



C. Managing table and cell properties

If you want to change the width, border, cell padding, cell spacing, or other properties of the table or table cells, you must select the HTML tag that controls that section.

To make changes for the ***entire table***, click inside the table and then select the **<table>** tag from the Tag Selector. Then, change the property in the Property Inspector.



To make changes for one cell, click inside the cell and then select the <td> or <th> tag from the Tag Selector. Then, change the property in the Property Inspector.

The screenshot shows a table with one row and two columns. The left column contains a portrait of a man. The right column contains text: "John Doe, Vice President - Alumni", "Hometown Bellevue, WA", and "Undergraduate Harvard University". The "td" tag is selected in the Tag Selector at the bottom of the screen, indicated by a black circle. The Properties panel is open, with the "Cell" icon highlighted, also circled in black. The "Horz" and "Vert" dropdown menus are set to "Default".

To make changes for several cells, drag to select several cells in the table. The cells should become outlined. Then, change the property in the Property Inspector.

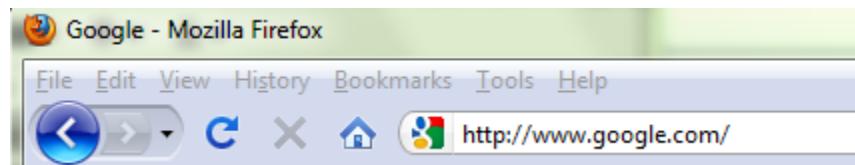
The screenshot shows a table with one row and two columns. The left column contains a portrait of a woman. The right column contains text: "Jane Smith, Vice President - Careers", "Hometown Springfield, NJ", and "Undergraduate University of New Jersey". Both cells in the row are selected, as indicated by a double-line border around the entire row. The Properties panel is open, with the "Cell" icon highlighted, circled in black. The "Horz" and "Vert" dropdown menus are set to "Default".

XI. Creating Links

You can create a link to an external website, or you can create a link to an internal web page.

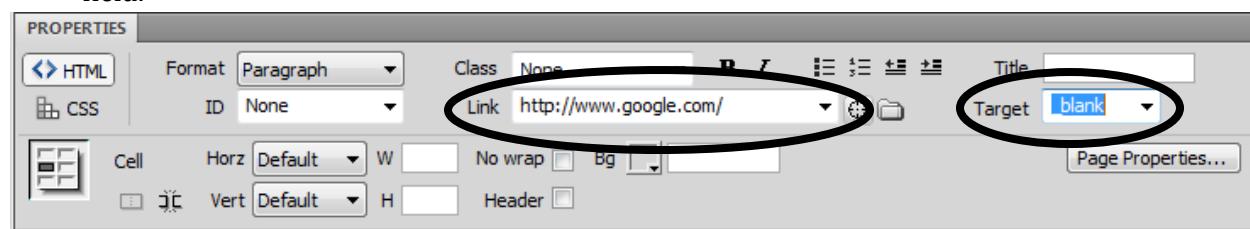
A. Creating an External Link

1. Open a browser and browse to the website to which you want to link.
2. In the browser's address bar, select the URL and copy it.
 - You need to right-click and select copy, or use the **Ctrl-C** keyboard shortcut. In most browsers, you cannot use the **Edit → Copy** command.



3. In Dreamweaver, select the text that you want to use as your link.
4. In the Property Inspector, paste the URL into the **Link** field.
5. If you want the external website to open in a separate window, select **_blank** from the **Target** field.

Jack Daniels, President
Hometown China
Undergraduate [Shanghai University](#)



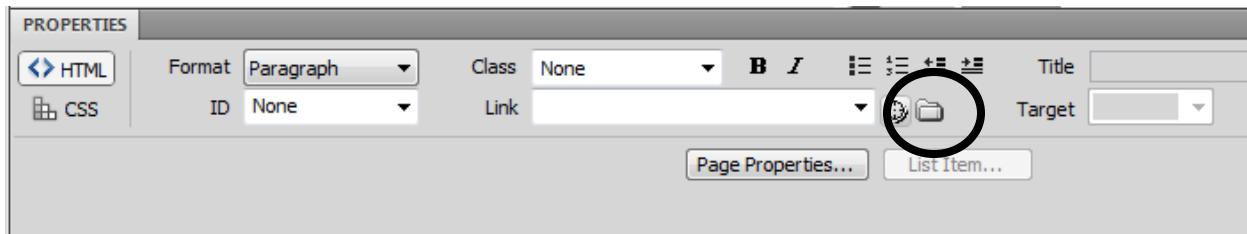
Jack Daniels, President
Hometown China
Undergraduate [Shanghai University](#)

B. Creating an Internal Link

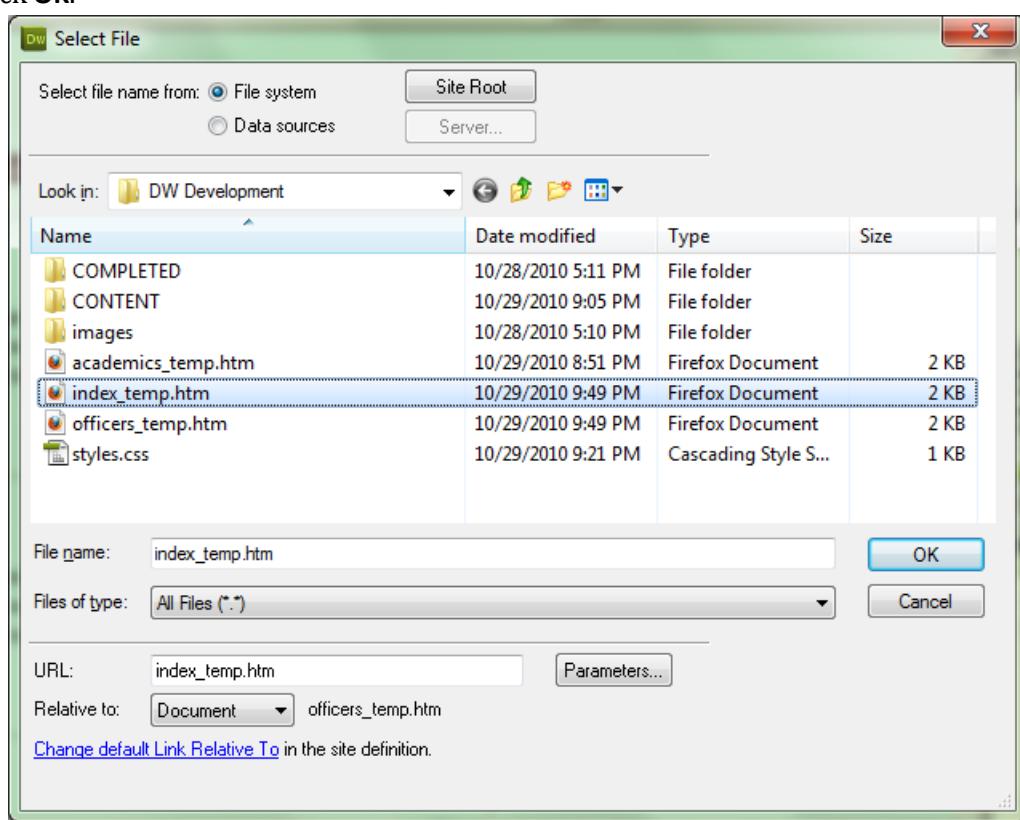
1. In Dreamweaver, select the text that you want to use as your link.

The current officers of the Underwater Basket Weaving club are:

2. In the Property Inspector, click the **Browse for File** button next to the **Link** field.



3. In the Select File dialog box, navigate to the file that you want to link to and select the file. The file must be inside the Local Site folder.
4. Click **OK**.



The current officers of the Underwater Basket Weaving club are:

XII. Basic Page Layout using CSS

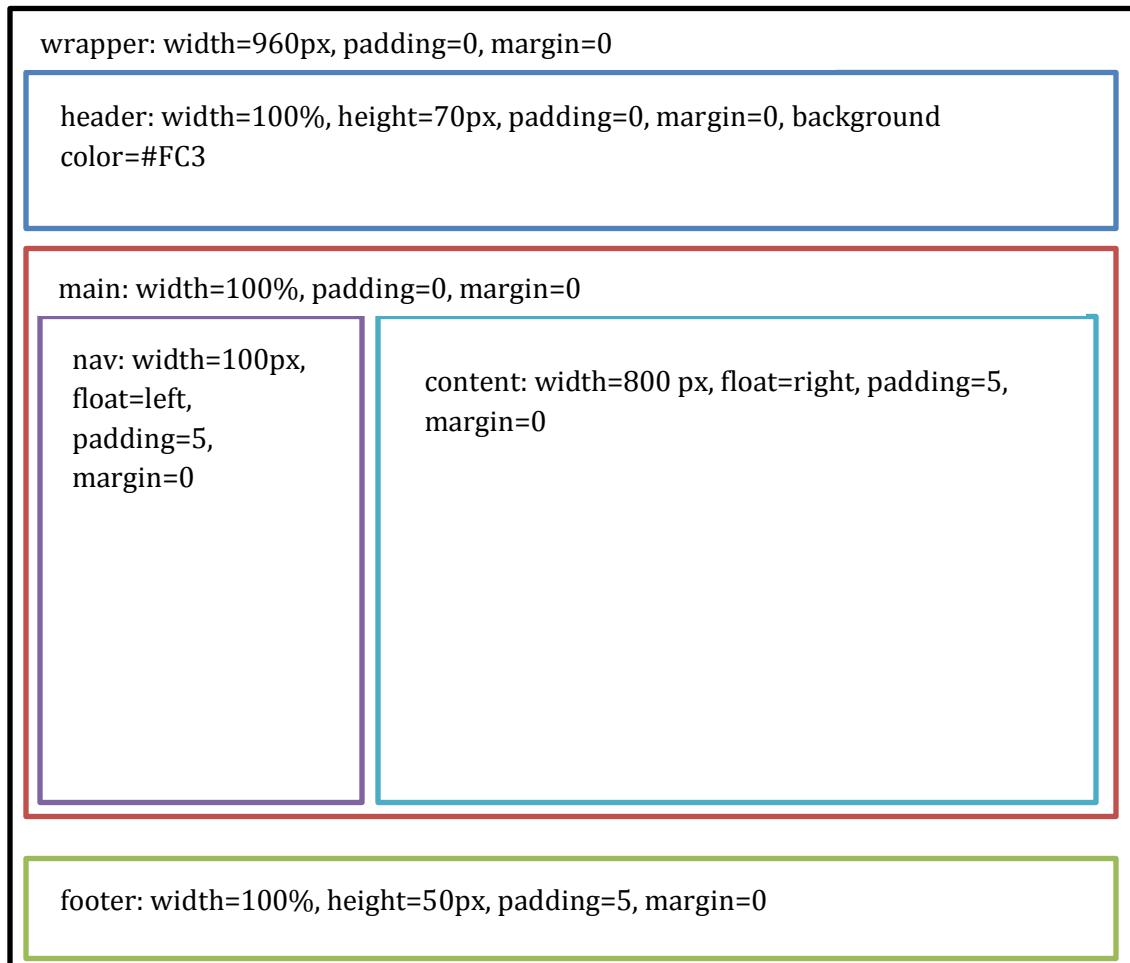
So far, we have been creating temporary pages that contain content, but they do not have the page layout that we sketched in our wireframe and mockup.

To create page layout, the old way was to use table structures in HTML. However, the current method is to use CSS. Sections of the HTML code are surrounded by **div** tags which are given a specific ID name, and a CSS ID rule defines the size and other properties of that div group.

A. Planning the Layout

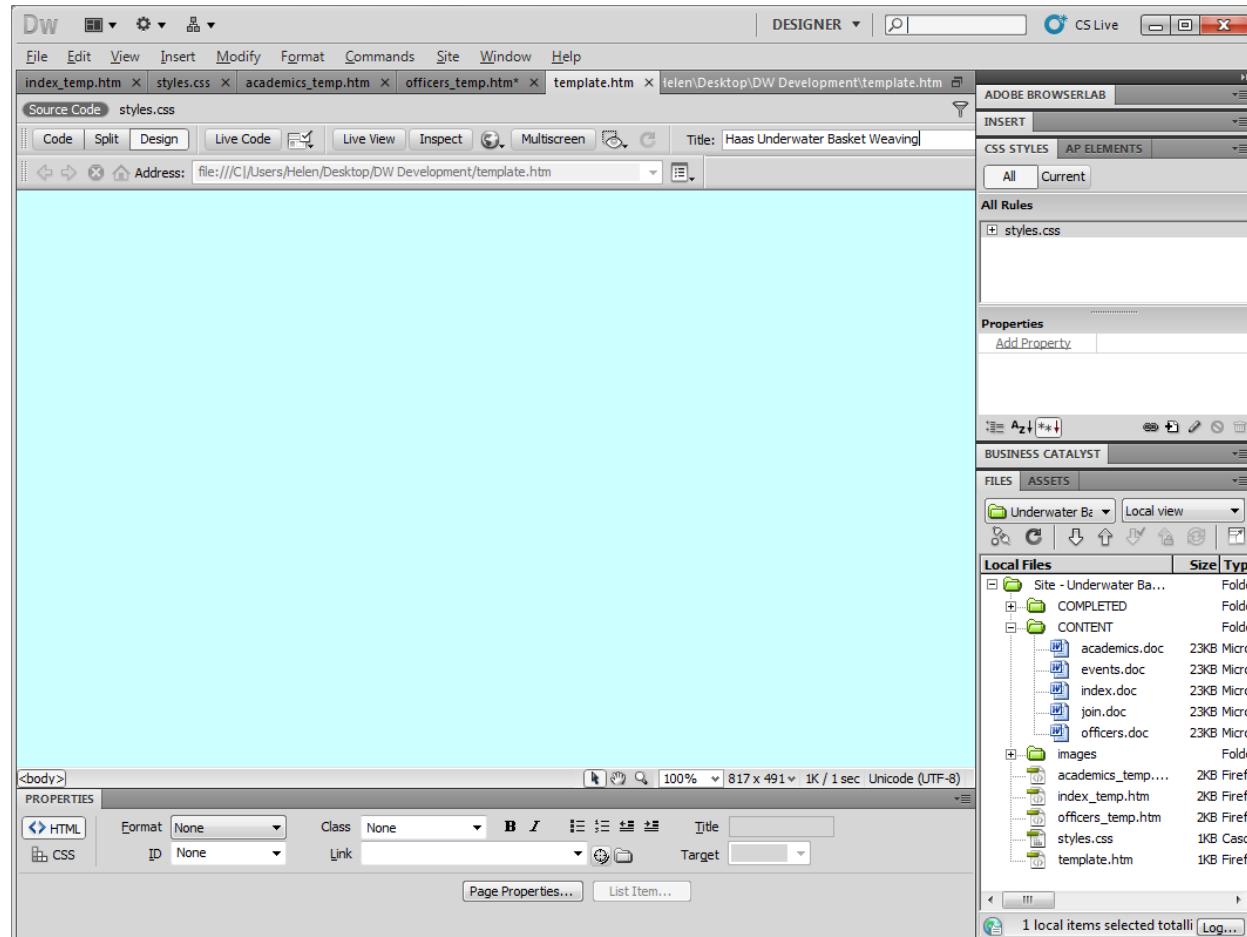
From the wireframe and mockup, decide how many div areas you need to create. You may need to nest div tags within each other to create certain layouts. Also decide what width and possibly what height each div must be.

For example, in our sample website, we might create these div areas:



B. Creating a new web page for page layout

1. Create a new, blank HTML page.
2. Save it at the top level of the Local Site folder as “**template.htm**”.
3. Provide an appropriate page document title.
4. Attach the external stylesheet.
5. Save the file.

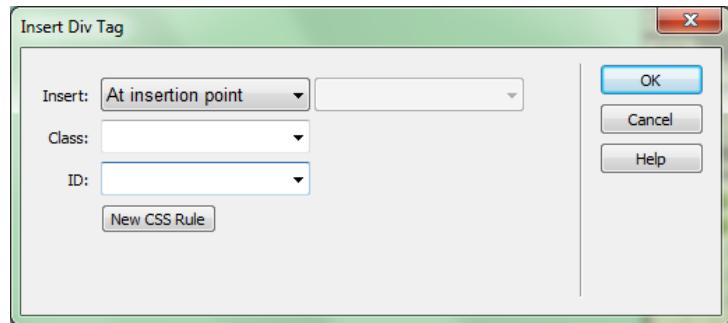


C. Creating the Wrapper

1. Click at the top of the page.
2. Go to **Insert → Layout Objects → Div tag**.



3. In the Insert Div Tag dialog box, click **New CSS Rule**.

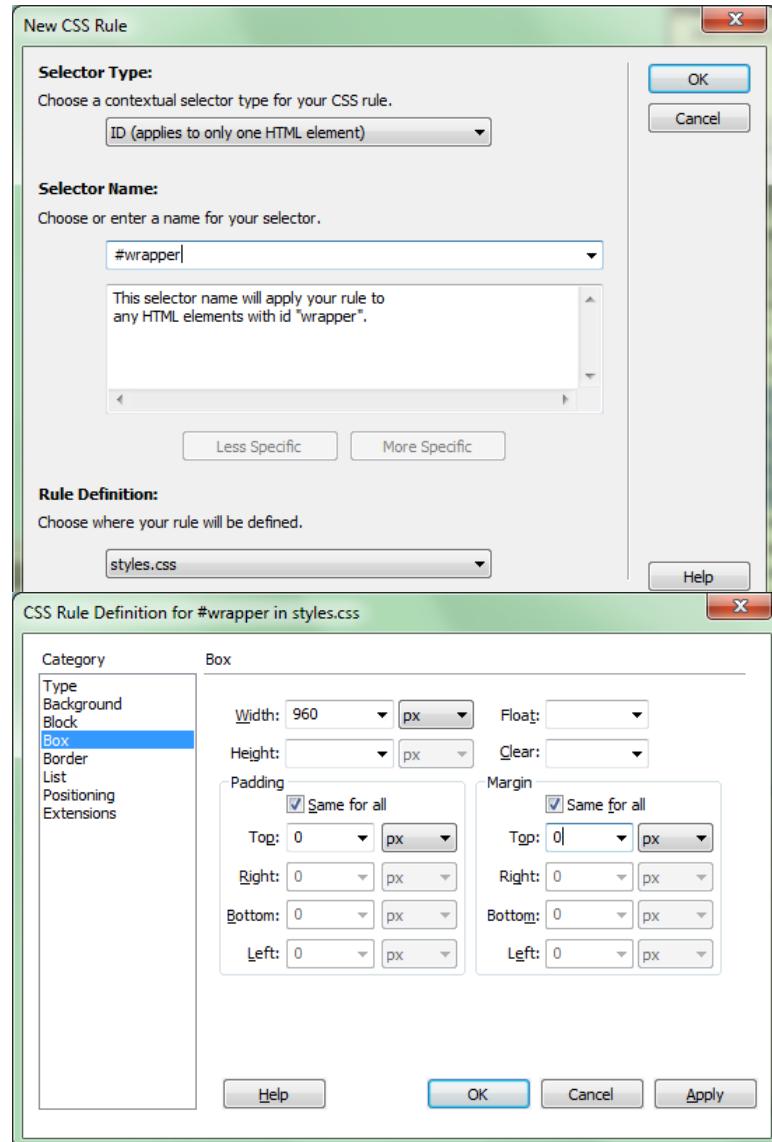


4. In the New CSS Rule dialog box, select the following options:
- Selector type: ID
 - Selector name: #wrapper
 - Rule Definition : styles.css

5. Click **OK**.

6. In the CSS Rule Definition dialog box, select the following **Box** category options:
- Width: 960px
 - Padding: 0
 - Margin: 0

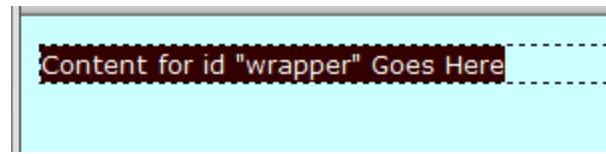
7. Click **OK**.



8. In the Insert Div Tag dialog box, make sure the **ID** field displays **wrapper**, then click **OK**.

D. Creating the Header

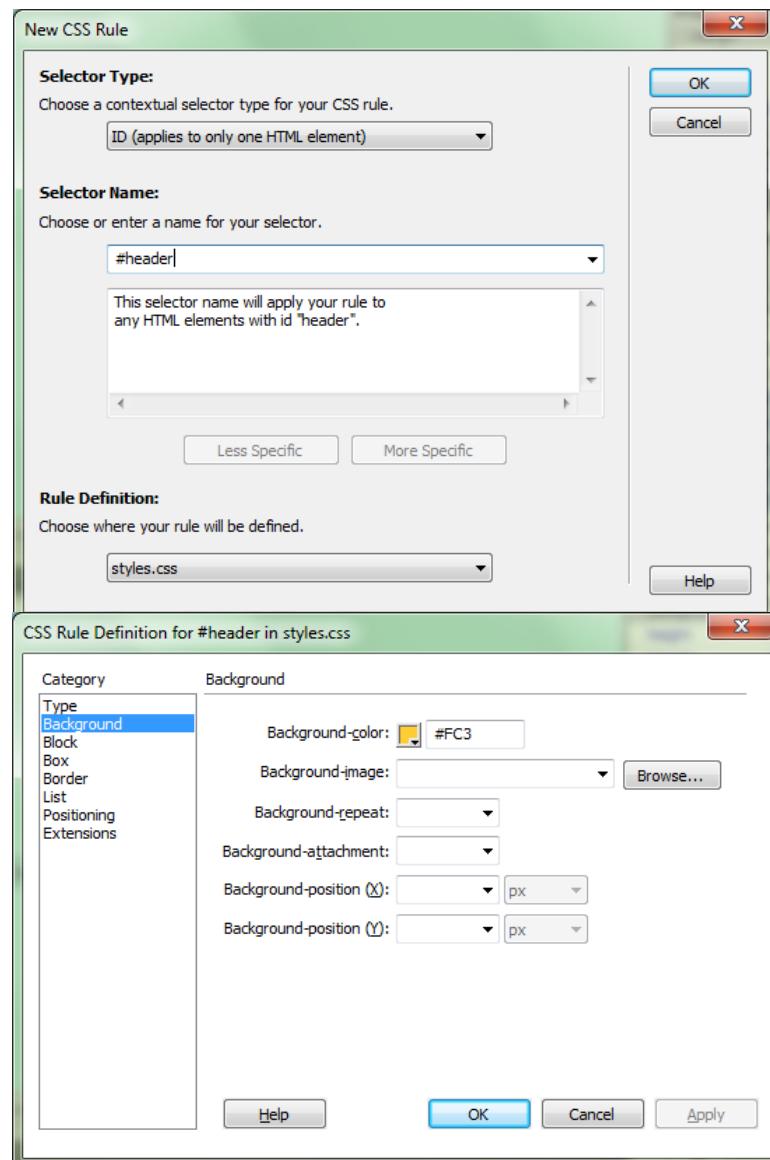
1. Select the contents of the wrapper div and delete it.



2. Go to **Insert → Layout Objects → Div tag**.
3. In the Insert Div Tag dialog box, click **New CSS Rule**.

4. In the New CSS Rule dialog box, select the following options:
 - Selector type: ID
 - Selector name: #header
 - Rule Definition : styles.css

5. Click **OK**.



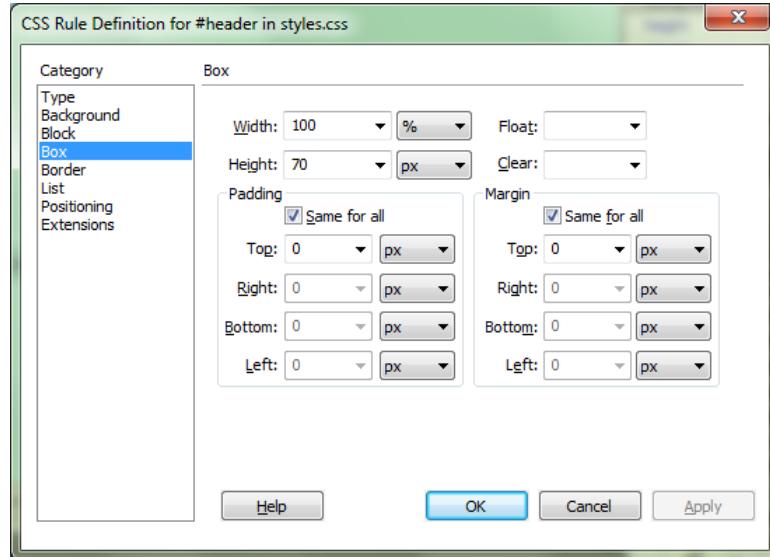
6. In the CSS Rule Definition dialog box, select the following **Background** category options:
 - Background color: #FC3

7. Select the following **Box**

category options:

- Width: 100%
- Height: 70px
- Padding: 0
- Margin: 0

8. Click **OK**.



9. In the Insert Div Tag dialog box, make sure the **ID** field displays **header**, then click **OK**.

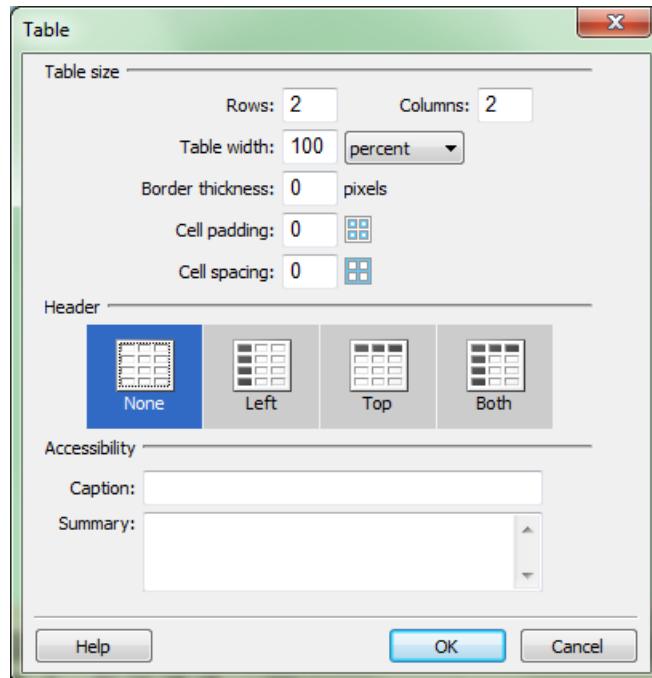
10. To create the structure within the header, we will use a table. Select the placeholder text and delete it.

11. Go to **Insert → Table**.

12. In the Table dialog box, select the following options:

- Rows: 2
- Columns: 2
- Table width: 100 percent
- Border thickness: 0
- Cell padding: 0
- Cell spacing: 0
- Header: None

13. Click **OK**.



14. Do the following:

- In the upper left cell, insert the image **hdr_logo.gif**.
- In the upper right cell, insert the image **hdr_studentclubs.gif**.
- Select both cells in the upper row and change the cell background color to **#001F5B**.
- In the lower left cell, type the title “Underwater Basket Weaving Club”.
- If there is time, create a CSS class rule called **.classtitle** to format the title.

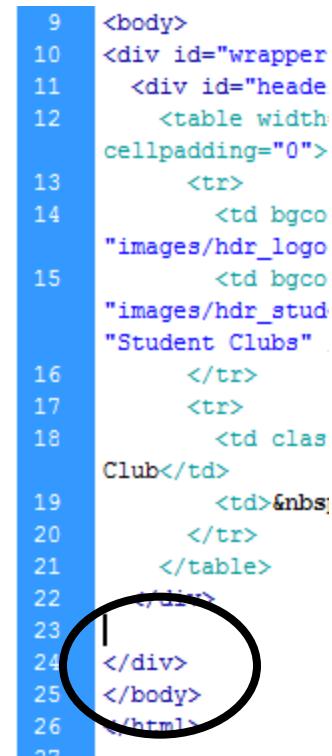


E. Creating the Main Area

At this point, we have to position this next div tag precisely, within the wrapper section but outside the header section. The best method is to go into the Code view or Split view.

1. In the Document toolbar, click the Split button to view both the design and the code view.

2. In the code view, click between the ending </div> tag of the header div and the ending </div> tag of the wrapper div. Press **Return** to create a new blank line.
3. Go to **Insert → Layout Objects → Div tag**.
4. In the Insert Div Tag dialog box, click **New CSS Rule**.
5. In the New CSS Rule dialog box, select the following options:
 - Selector type: ID
 - Selector name: #main
 - Rule Definition : styles.css
6. Click **OK**.
7. In the CSS Rule Definition dialog box, select the following **Box** category options:
 - Width: 100%
 - Padding: 0
 - Margin: 0
8. Click **OK**.
9. In the Insert Div Tag dialog box, make sure the **ID** field displays **main**, then click **OK**.

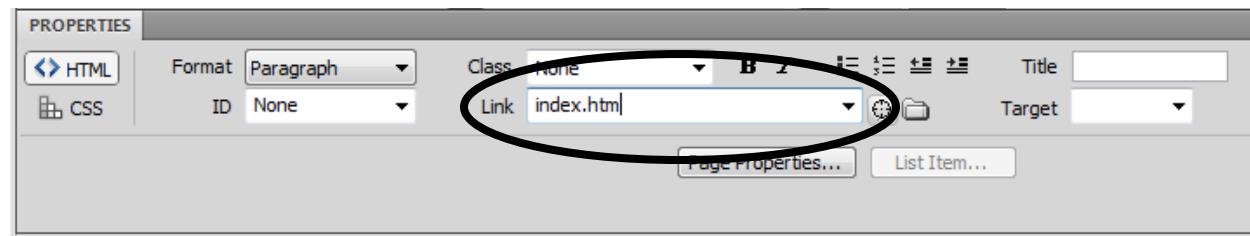
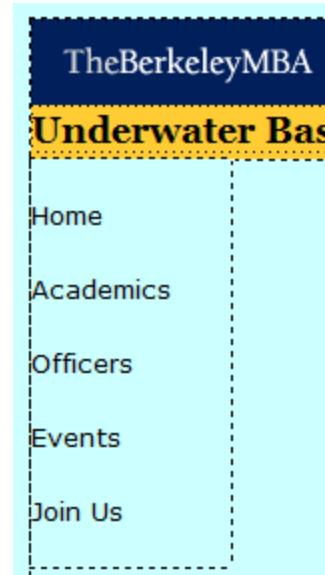


```
9  <body>
10 <div id="wrapper"
11   <div id="header"
12     <table width="100%" border="1">
13       <tr>
14         <td background="images/hdr_logo.jpg">
15         <td background="images/hdr_stud.jpg">
16           "Student Clubs"
17         </td>
18       </tr>
19       <tr>
20         <td class="club">
21           Club</td>
22         <td>&nbsp;
23       </tr>
24     </table>
25   </div>
26 </div>
27 </body>
</html>
```

F. Creating the Navigation Area

1. Select the placeholder text for the id “main” and delete it.
2. Go to **Insert → Layout Objects → Div tag**.
3. In the Insert Div Tag dialog box, click **New CSS Rule**.
4. In the New CSS Rule dialog box, select the following options:
 - Selector type: ID
 - Selector name: #nav
 - Rule Definition : styles.css
5. Click **OK**.

6. In the CSS Rule Definition dialog box, select the following **Box** category options:
 - Width: 100px
 - Float: left
 - Padding: 5
 - Margin: 0
7. Click **OK**.
8. In the Insert Div Tag dialog box, make sure the **ID** field displays **nav**, then click **OK**.
9. Select the placeholder text for id “nav”, and enter the following text:
 - Home
 - Academics
 - Officers
 - Events
 - Join Us
10. Select each text and type the name of the associated HTML file in the **Links** field of the Property Inspector.
 - Home = index.htm
 - Academics = academics.htm
 - Officers = officers.htm
 - Events = events.htm
 - Join Us = join.htm



G. Creating the Content Area

1. In the code view, click between the ending `</div>` tag of the nav div and the ending `</div>` tag of the main div. Press **Return** to create a new blank line.
2. Go to **Insert → Layout Objects → Div tag**.
3. In the Insert Div Tag dialog box, click **New CSS Rule**.

```

23 <div id="main">
24   <div id="nav">
25     <p>Home</p>
26     <p>Academics</p>
27     <p>Members</p>
28     <p>Events</p>
29     <p>Join Us</p>
30   </div>
31   |           </div>
32   |           </div>
33 </div>
34 </body>
35 </html>
36

```

4. In the New CSS Rule dialog box, select the following options:
 - Selector type: ID
 - Selector name: #content
 - Rule Definition : styles.css
5. Click **OK**.
6. In the CSS Rule Definition dialog box, select the following **Box** category options:
 - Width: 800px
 - Float: right
 - Padding: 5
 - Margin: 0
7. Click **OK**.
8. In the Insert Div Tag dialog box, make sure the **ID** field displays **content**, then click **OK**.

H. Creating the Footer

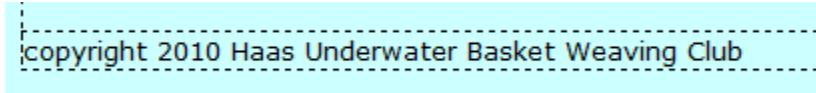
1. In the code view, click between the ending </div> tag of the main div and the ending </div> tag of the wrapper div. Press **Return** to create a new blank line.

```
23 <div id="main">
24   <div id="nav">
25     <p>Home</p>
26     <p>Academics</p>
27     <p>Members</p>
28     <p>Events</p>
29     <p>Join Us</p>
30   </div>
31   <div id="content">Content for id
32     "content" Goes Here</div>
33   </div>
34 </div>
```

2. Go to **Insert → Layout Objects → Div tag**.
3. In the Insert Div Tag dialog box, click **New CSS Rule**.

4. In the New CSS Rule dialog box, select the following options:
 - Selector type: ID
 - Selector name: #footer
 - Rule Definition : styles.css
5. Click **OK**.
6. In the CSS Rule Definition dialog box, select the following **Box** category options:
 - Width: 100%
 - Height: 50px
 - Clear: both
 - Padding: 5
 - Margin: 0

7. Click **OK**.
8. In the Insert Div Tag dialog box, make sure the **ID** field displays **content**, then click **OK**.
9. Select the placeholder text and type a copyright statement.



copyright 2010 Haas Underwater Basket Weaving Club

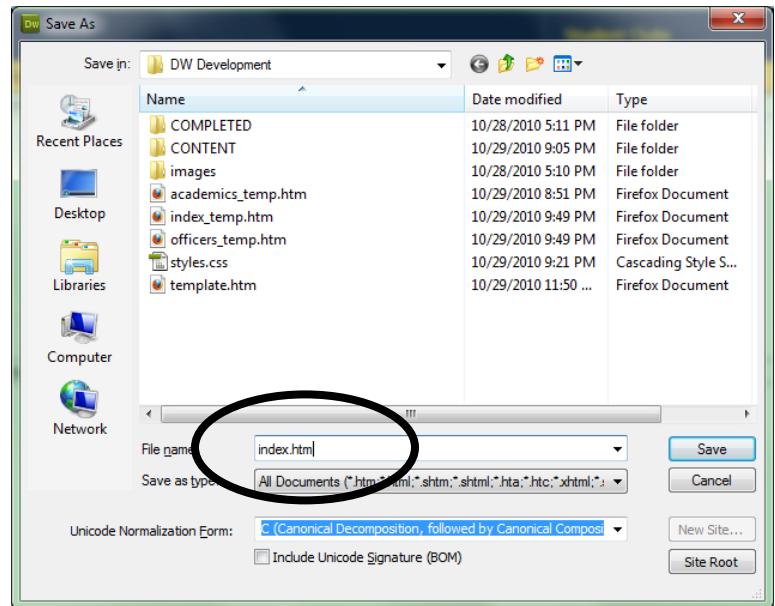
10. Save the file.

XIII. Creating More Pages

We can use the template that we created in the previous section to create our final pages.

A. Creating the Home page

1. In the **template.htm** page, go to **File** → **Save As**.
2. In the Save As dialog box, make sure the location is the top level of the Local Site folder.
3. For the File name, type **index.htm**.
4. Click **Save**.



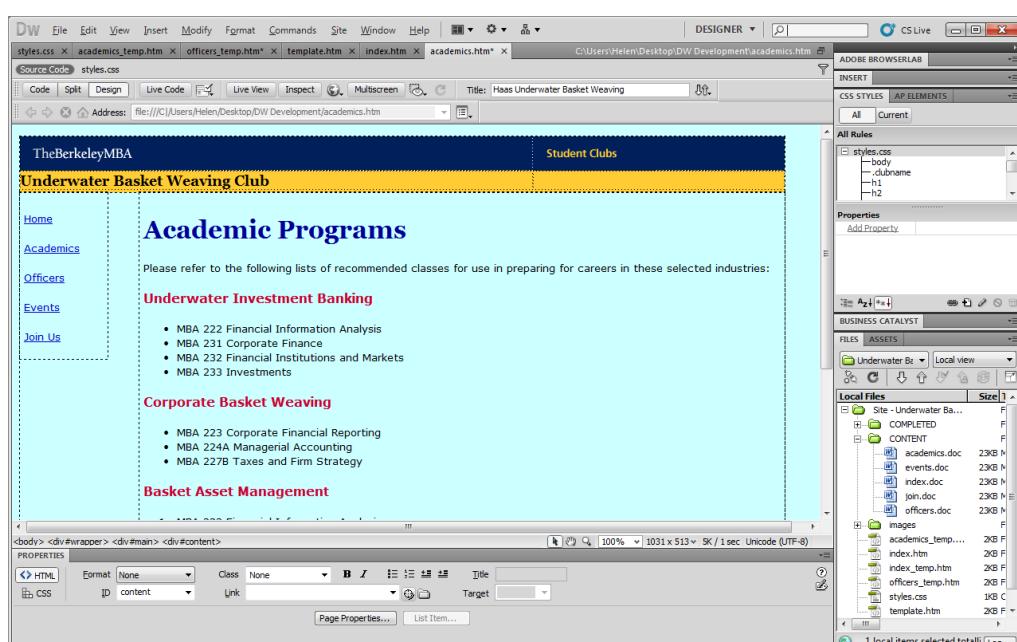
5. Go to the old **index_temp.htm** page.
6. Select all the content and copy it.

7. Go back to the new **index.htm** page.
8. Select the placeholder text for the content area, and delete it.
9. Paste the new content into the content area.
10. Save the file.



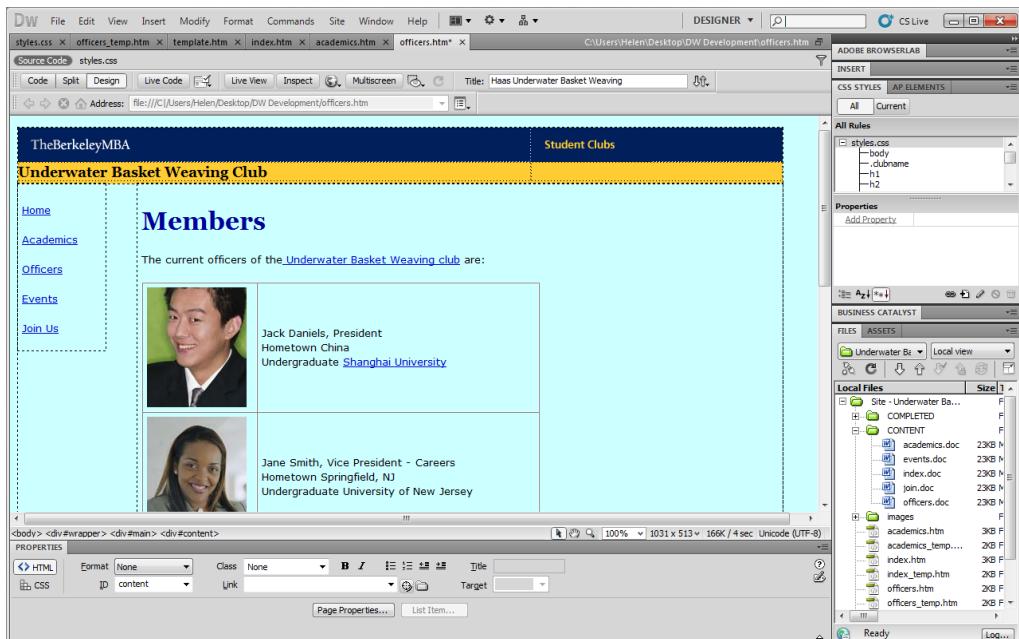
B. Creating the Academics page

1. Save another copy of the **template.htm** file as **academics.htm**.
2. Copy the old **academics_temp.htm** content into the **academics.htm** file.
3. Save the file



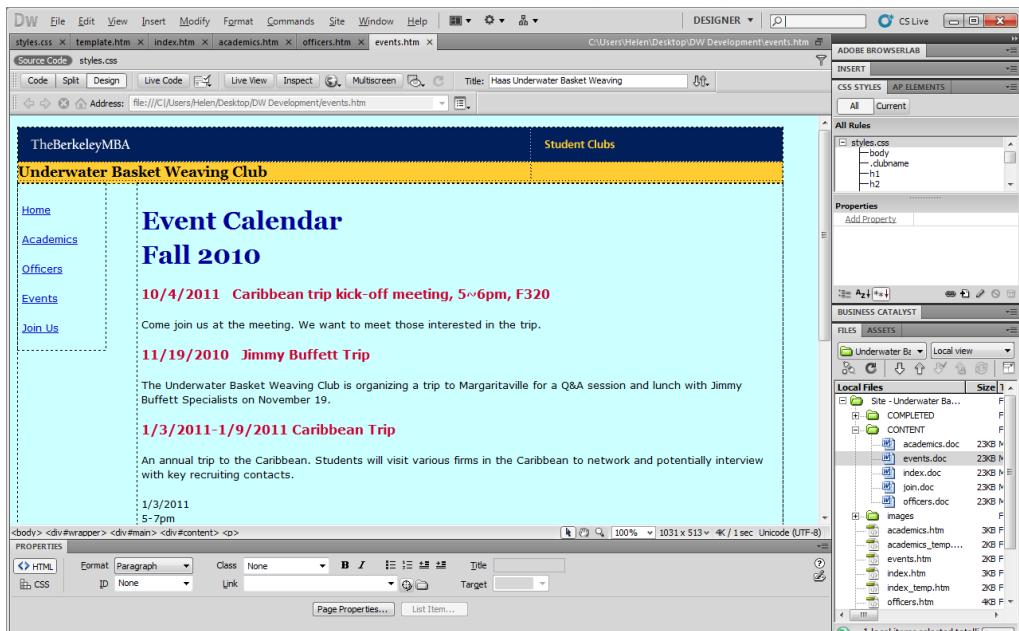
C. Creating the Officers page

1. Save another copy of the **template.htm** file as **officers.htm**.
2. Copy the old **officers_temp.htm** content into the **officers.htm** file.
3. Save the file



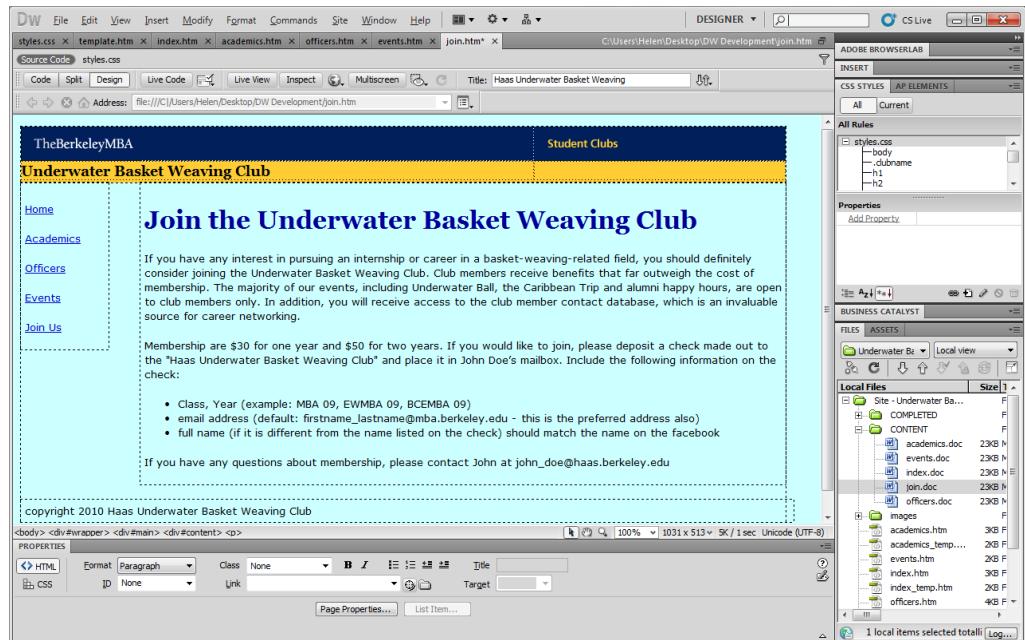
D. Creating the Events page

1. Save another copy of the **template.htm** file as **events.htm**.
2. From the File panel, open the events.doc file.
3. Copy text in events.doc into the **events.htm** file.
4. Save the file.



E. Creating the Join Us page

1. Save another copy of the **template.htm** file as **join.htm**.
2. From the File panel, open the **join.doc** file.
3. Copy text from **join.doc** into the **join.htm** file.
4. Save the file.



F. Previewing in a Browser

1. Go to the **index.htm** file.
2. In the Document toolbar, click the **Preview in Browser** button and select a browser.
3. Test the links in the navigation area.
4. If there are any problems, come back to Dreamweaver and make changes.

