



# Creating Accessible Websites Using Dreamweaver CS5.5 and CSULA Web Templates

Spring 2014, Version 2.2

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# Introduction

Adobe Dreamweaver CS5.5 is the industry-leading web authoring and editing software that provides both visual and code-level capabilities for creating standards-based websites. For both beginners and experienced users, Dreamweaver offers the ease and flexibility to create a variety of websites. This handout provides an overview of the Dreamweaver CS5.5 user interface, and covers how to create accessible web pages using the Cal State L.A. web templates and how to repair common accessibility issues. This handout also includes numerous resources that web authors can use to learn about web accessibility.

## Downloading the Data Files

This handout includes sample data files that can be used for hands-on practice. The data files are stored in a self-extracting archive. The archive must be downloaded and executed in order to extract the data files.

- The data files used with this handout are available for download at <http://www.calstatela.edu/its/training/datafiles/dreamweavercs55cc.exe>.
- Instructions on how to download and extract the data files are available at <http://www.calstatela.edu/its/training/pdf/download.pdf>.

## Terminology

The table below includes a few web development terms and their definitions (see Table 1).

Table 1 – Terminology

Term	Definition
HTML	HTML stands for Hypertext Markup Language. It is the language for describing the structure of web pages.
CSS	CSS stands for Cascading Style Sheets. It is the language for describing the presentation of web pages, including colors, layout and fonts.
Site root	The site root is the main or top-level folder of a website. Like a tree, all the files of the website branch out from the site root. The site root is the folder that contains all the files (HTML, CSS, images, scripts, etc.) that make up the website.
Hyperlink	A hyperlink (or link) is text or a graphic that users can click to go to another web page or to another section within the same page.
URL	Every web page has a unique address called a Uniform Resource Locator (URL) which identifies where it is located on the web.
Unordered list	An unordered list is an HTML element that defines a bulleted list. The list is contained within the unordered list tags, <code>&lt;ul&gt;</code> and <code>&lt;/ul&gt;</code> . Each item in the list is contained within the list item tags, <code>&lt;li&gt;</code> and <code>&lt;/li&gt;</code> .
Ordered list	An ordered list is an HTML element that defines a numbered list. The list is contained within the ordered list tags, <code>&lt;ol&gt;</code> and <code>&lt;/ol&gt;</code> . Each item in the list is contained within the list item tags, <code>&lt;li&gt;</code> and <code>&lt;/li&gt;</code> .

# Getting Started with Dreamweaver CS5.5

Dreamweaver is a WYSIWYG (What You See Is What You Get) web development tool that allows web authors to develop and modify web pages as well as see their changes instantly without requiring extensive knowledge of HTML code.

## Starting the Program

The following steps are for starting Dreamweaver CS5.5 using the computers in the ITS Training Program computer labs. The steps for starting the program on other computers may vary.

To start Dreamweaver CS5.5:

1. Click the **Start** button, click **All Programs**, click **Adobe Design Premium CS5.5**, and then click **Adobe Dreamweaver CS5.5**.

## Exploring the User Interface

When Dreamweaver CS5.5 is started for the first time, the *Welcome Screen* appears in the center of the workspace (see Figure 1). This screen provides quick access to the most recently opened files and shortcuts for creating new documents of the most commonly used file types. Additionally, this screen offers access to useful support documentation and video tutorials.



Figure 1 – Dreamweaver CS5.5 Welcome Screen

The main Dreamweaver window is called the *workspace*. It contains all the toolbars and panel groups used to manipulate the website's content. Users can customize the placement of the toolbars and panels. See Figure 2 and Table 2 for a brief description of the various workspace elements.

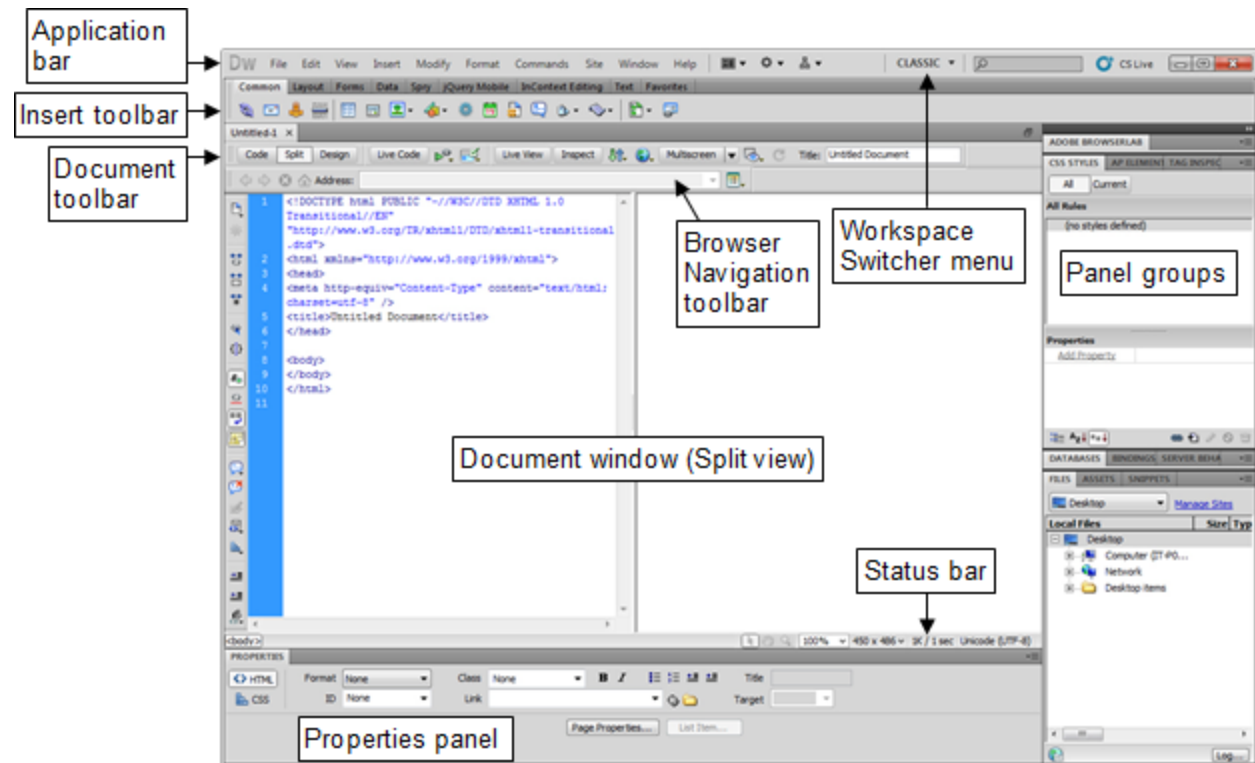


Figure 2 – Dreamweaver CS5.5 User Interface (Classic Workspace)

Table 2 – Elements of the Dreamweaver CS5.5 User Interface

Element	Description
Application bar	Contains menus and a number of additional icons for easily accessing commonly used features.
Insert toolbar	Contains buttons for inserting various types of objects (such as images, tables and media elements) into a document.
Document toolbar	Contains buttons that provide options for different views of the Document window (such as Design view and Code view), various viewing options, and some common operations (such as previewing in a browser).
Browser Navigation toolbar	Becomes active in Live view and shows the address of the page that is open in the Document window.
Document window	The main editing area that displays the current document. Each document opens in a separate tab. The Status bar at the bottom of the Document window displays the total file size and a tag hierarchy.
Panel groups	Sets of related panels grouped together into tabs. This includes the Files panel which lets users manage their files and folders. These panels can be moved, resized, docked and closed to suit the user's workflow.
Properties panel	Allows users to view and change a variety of properties for the selected object or text. Each object has different properties.

## Workspaces

Dreamweaver CS5.5 provides a variety of predefined workspaces geared towards different types of users. Each workspace arranges and displays panels to best suit individual user's needs. The default workspace layout is called *Designer*. The workspace layout familiar to users of earlier releases of Dreamweaver is called *Classic*. Users can create and save their own workspace to maximize their productivity.

To change the current workspace:

1. Click the **Workspace Switcher** menu on the **Application** bar, and then click **Classic** (see Figure 3). This is the workspace used in this handout.

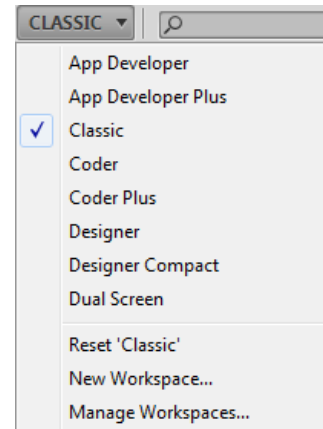


Figure 3 – Workspace Switcher Menu

## Panels

Panels provide in-depth information about the various elements of a web page. In the Classic workspace, panels (with the exception of the Properties panel) appear on the right side of the Dreamweaver window. When panels are grouped into a single frame, they appear as tabs, much like web pages in a tabbed browser. The most useful panels are the *Properties*, *Files* and *CSS Styles* panels.

**NOTE:** Pressing the *F4* key hides all panels. Pressing the *F4* key again will unhide all panels.

### Properties Panel

The *Properties* panel (also known as the Property inspector) appears at the bottom of the workspace. It provides context-sensitive information for any element selected in the Document window. This allows users to easily modify the properties of elements such as text, tables and images. The options available in this panel vary depending on the selected item. The Properties panel has two different editing options: *HTML* for editing the selected content's HTML code (see Figure 4), or *CSS* for editing the CSS code associated with the selected content (see Figure 5).

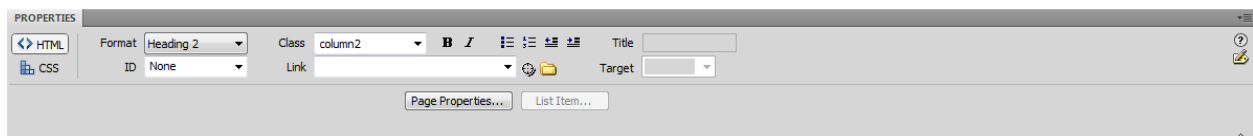


Figure 4 – Properties Panel for HTML Editing

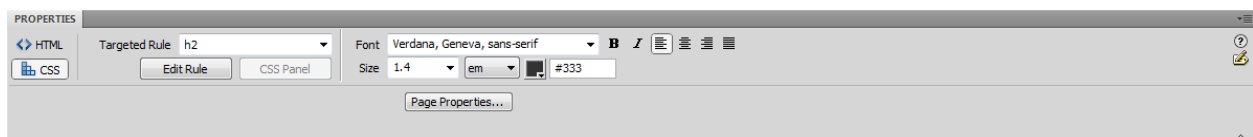


Figure 5 – Properties Panel for CSS Editing









## Toolbars

Dreamweaver offers web developers several useful toolbars. The two most useful toolbars are the *Document* and *Insert* toolbars; other available toolbars include the *Standard*, *Style Rendering* and *Coding* toolbars. Toolbars can be displayed or hidden from the *Toolbars* submenu of the *View* menu. The *Insert* toolbar can be displayed or hidden from the *Window* menu because Dreamweaver defines this toolbar as a panel. Because each pane on the *Insert* toolbar contains a series of buttons, it functions more like a toolbar than a panel.

### Insert Toolbar

In the Classic workspace, the *Insert* toolbar appears below the Application bar. Several tabs, each containing a different set of buttons, appear along the top of the toolbar. One of the most useful tabs is the *Common* tab which contains tools for adding hyperlinks, anchors, divisions, tables, images and plug-ins (see Table 3). Other useful tabs include the *Forms* and *Text* tabs which allow users to edit and create forms or change text properties and add list elements. The *Favorites* tab allows users to create their own custom toolbar consisting of any of the buttons found on the *Insert* toolbar.



Table 3 – Common Toolbar Buttons


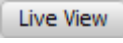
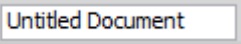

Name	Description
 Hyperlink	Inserts a hyperlink.
 Email Link	Inserts an e-mail link.
 Named Anchor	Inserts a named anchor. Hyperlinks can link to named anchors.
 Horizontal Rule	Inserts a horizontal line.
 Table	Inserts a table.
 Insert Div Tag	Inserts a <b>&lt;div&gt;</b> tag.
 Images	Clicking the down arrow displays a menu of options such as inserting an image or an image placeholder.
 Media	Clicking the down arrow displays a menu of options for inserting media files such as SWF (Flash), ActiveX and applets.

### Document Toolbar

The *Document* toolbar, located below the Insert toolbar, contains buttons that can be used to display a document in different views. It also allows users to easily change the document title and preview the page in a web browser (see Table 4).

Table 4 – Document Toolbar Buttons

Name	Description
 Code	Displays only the Code view in the Document window. Code view is a hand-coding environment for writing and editing HTML, JavaScript, CSS, PHP and other kinds of code.
 Split	Splits the Document window between the Code and Design views.

Name	Description
 Design	Displays only the Design view in the Document window. Design view is a design environment that displays a fully editable, visual representation of the document, similar to what users would see when viewing the page in a browser.
 Live View	Displays a non-editable, interactive, browser-based view of the document in the Document window.
Title:  Title	Allows users to enter a title for the document, to be displayed in a browser's Title bar.
 Preview/Debug in Browser	Allows users to preview or debug the document in a browser.

To switch to Design view:

1. With an HTML file open, click the **Design** button on the **Document** toolbar.

To switch Split view to split vertically:

1. With an HTML file open, click the **Split** button on the **Document** toolbar.
2. Click the **View** menu, and then click **Split Vertically**.

## **Saving Files**

When working on a website, it is good practice to save files frequently to prevent loss of content. To check if a file has unsaved changes, look for an asterisk next to the file name on the file tab above the Document toolbar. Whenever a user makes changes to a file, an asterisk appears next to the file name (see Figure 6). After the file is saved, the asterisk disappears (see Figure 7).

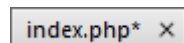


Figure 6 – File Name Before Saving

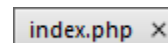


Figure 7 – File Name After Saving

To save a file:

1. Click the **File** menu, and then click **Save**.

**NOTE:** The **Save All** option allows users to save all open files that have been changed. The **Ctrl+S** keyboard shortcut saves the file currently open in the **Document** window.

## **Creating a Site Definition**



Dreamweaver provides web authors with an easy way to manage an entire website called the Site Definition. With a Site Definition, users can effectively manage files, automatically track and update hyperlinks, and synchronize files with a web server. Dreamweaver CS5.5 no longer uses the Site Definition Wizard of CS4, opting for a more streamlined Site Setup dialog box instead.

To create a site definition:

1. Click the **Site** menu, and then click **New Site**. The **Site Setup** dialog box opens.
2. Type **CalStateFuturistsClub** in the **Site Name** box (see Figure 8).

**NOTE:** The name of the site can be anything; it is just a reference and will only appear in the **Files** panel and **Manage Sites** dialog box. It is recommended, but not mandatory, to give the site and the local root folder the same name to reduce confusion. Remember that spaces are **not** allowed in web addresses (URLs). Avoid using spaces in file names or folder names. Instead, use underscores or hyphens, or capitalize the first letter in each new word to increase readability.



3. Click the folder icon  next to the **Local Site Folder** box.
4. In the **Choose Root Folder** dialog box, click the **Desktop** button in the left pane.
5. Click the **Create New Folder** button  to create a new folder, and then rename the folder to **CalStateFuturistsClub**.
6. With the **CalStateFuturistsClub** folder selected, click the **Open** button, and then click the **Select** button. This folder is now the local root folder.

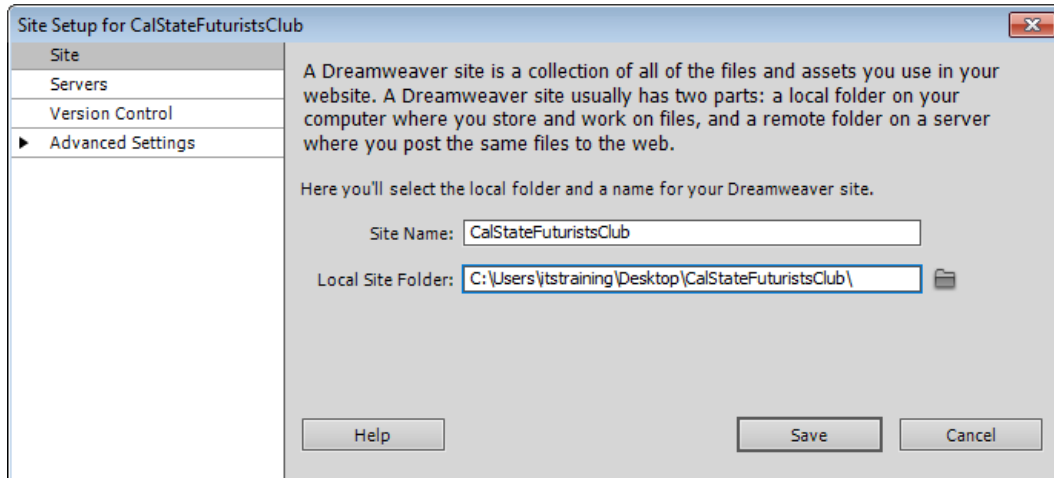




Figure 8 – Site Setup Dialog Box

7. Next, click **Advanced Settings** in the left pane of the **Site Setup** dialog box (see Figure 9).
8. Click the folder icon  next to the **Default Images folder** box.
9. In the **Choose Image Folder** dialog box, click the **Create New Folder** button , and then rename the new folder to **images**.
10. With the **images** folder selected, click the **Open** button, and then click the **Select** button.
11. Make sure the **Document** option is selected next to **Links relative to**.
12. Click the **Save** button. The **Files** panel displays the new local root folder for your current site (see Figure 10).

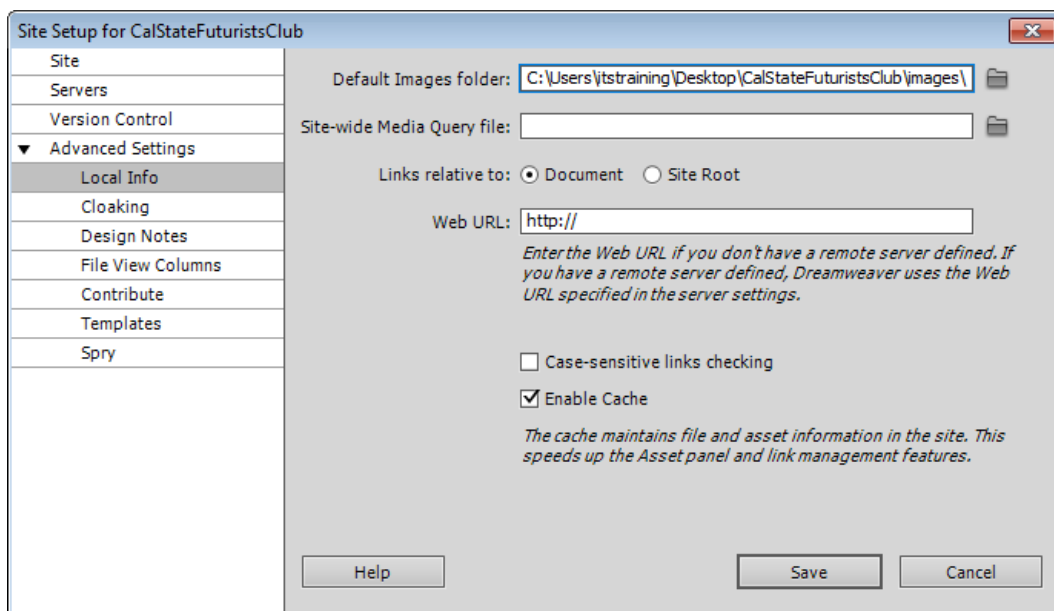


Figure 9 – Site Setup Dialog Box: Advanced Settings

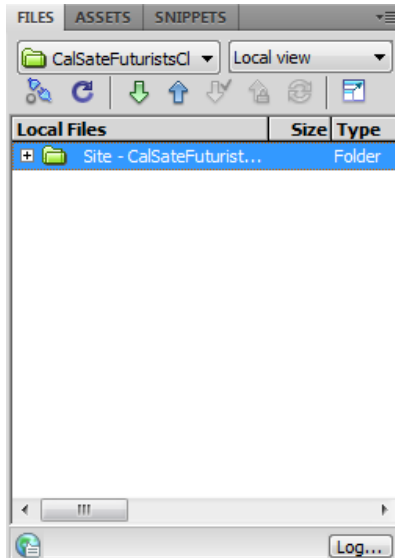


Figure 10 – Files Panel After Creating a Site Definition

## Exporting a Site Definition

Dreamweaver allows users to export the site definition for portability. Exporting a website is the process of making a site definition (.ste) file. This file is a summary of the website; it does not contain any website files, images, etc. To continue working with a website from another computer, make copies of both the .ste and the website files.

To export a site definition:

1. Click the **Site** menu, and then click **Manage Sites**.
2. In the **Manage Sites** dialog box, select the **CalStateFuturistsClub** site, and then click the **Export** button (see Figure 11).

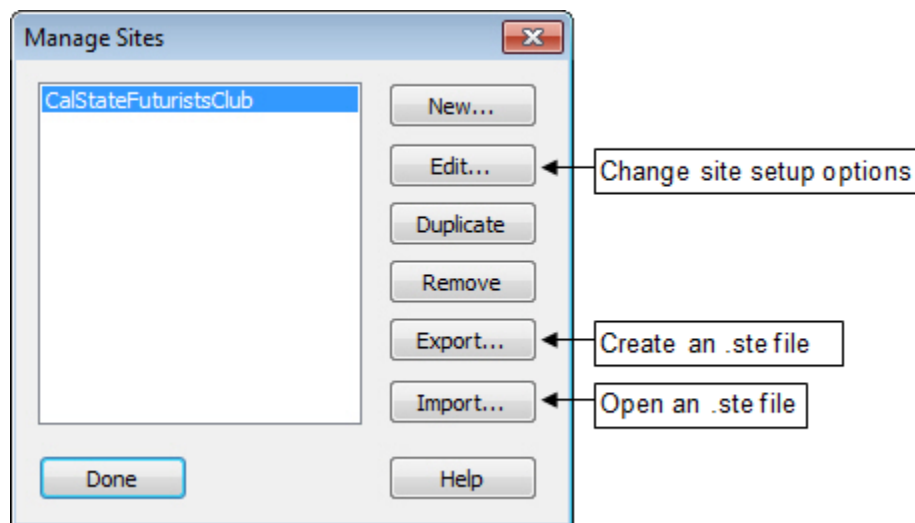


Figure 11 – Manage Sites Dialog Box

3. In the **Export Site** dialog box, navigate to the local root folder on the **Desktop**, and then click the **Save** button. The site information is saved in the **CalStateFuturistsClub.ste** file in the local root folder.
4. Click the **Done** button to close the **Manage Sites** dialog box.

## **Importing a Site Definition**

Importing a site definition allows Dreamweaver to manage a user's website. This is useful for web authors using multiple computers to work on a website. Users can export the site definition, save it on a flash drive along with the entire local root folder, then import the site on another computer and continue working. Remember that the site definition does not contain any web page files; it only contains the settings Dreamweaver uses to define the website.

**NOTE:** If the site to be imported carries the same name as a site already defined in Dreamweaver, the program will require that the site being imported be renamed.

To import a site into Dreamweaver:

1. Click the **Site** menu, and then click **Manage Sites**.
2. In the **Manage Sites** dialog box, click the **Import** button.
3. In the **Import Site** dialog box, navigate to the root folder, select the **CalStateFuturistsClub.ste** file, and then click the **Open** button.
4. If prompted for the local root folder, navigate to and open the **CalStateFuturistsClub** folder, and then click the **Select** button.
5. If prompted for the images folder, navigate to and open the **images** folder inside the root folder, and then click the **Select** button.
6. Click the **Done** button to import the files into the **Files** panel and close the **Manage Sites** dialog box.

**NOTE:** Do not try to import a site by double-clicking the .ste file. The website will not import correctly. Site definition files **must be imported** into Dreamweaver.

## **Working with the CSULA Web Templates**

To create a consistent look and feel across all University web pages, Cal State L.A. provides web authors with a set of web templates. These templates are available in several styles allowing web authors to decide which one best suits their needs. This section of the handout covers these templates, their uses, and creating web pages. More information about the templates can be found at <http://www.calstatela.edu/univ/templates/>.

The CSULA web templates are simple HTML files. Although advanced HTML knowledge is not needed to use Dreamweaver, it is recommended that users become familiar with the language. See the Getting Help section of this handout for more information about learning the basics of HTML.

## **Importing the CSULA Web Templates**

The most up-to-date CSULA web templates can be found on the Web Templates website located at <http://www.calstatela.edu/univ/templates/>. The web templates can also be found in this handout's Data Files package as a single archive named WebTemplates.zip. For the purpose of this handout, we will be using the templates located in the Data Files package. Once you have located the WebTemplates.zip file, the template pages must be placed in the Dreamweaver site.

To import the template files into a Dreamweaver site:

1. In the **Files** panel, right-click the first folder named **Site - CalStateFuturistClub**, and then click **New Folder**. Rename this folder to **templates**.
2. Navigate to the **Data Files** folder and double-click to open the **WebTemplates.zip** file.

3. Position the **WinZip** window over the **Dreamweaver** window, leaving the **Files** panel visible.
4. In the **WinZip** window, drag to select all the template files (see Figure 12).

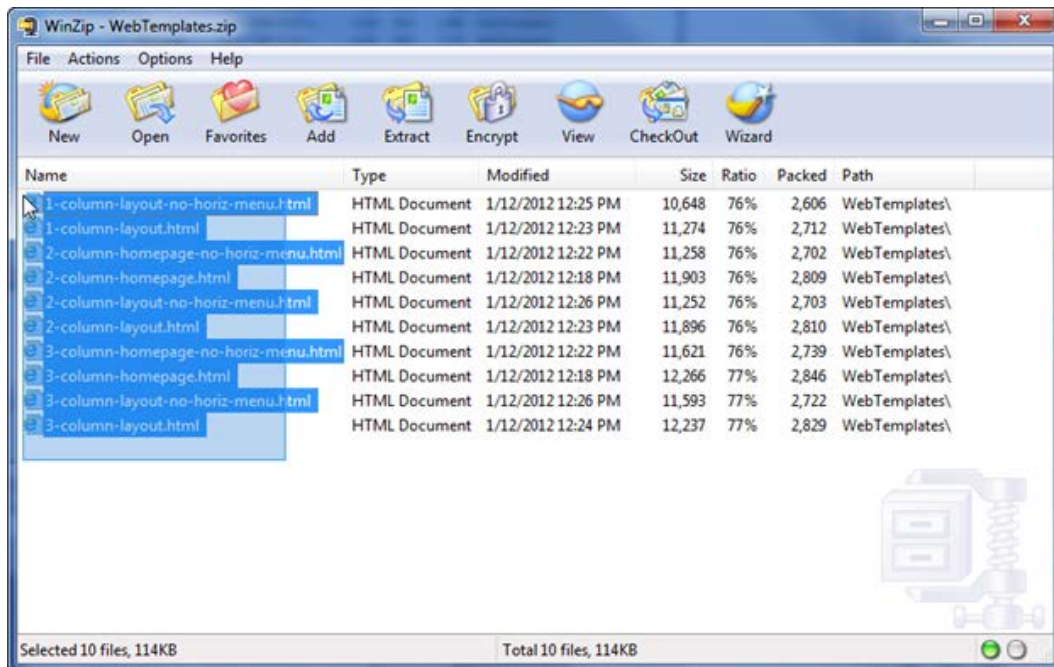


Figure 12 – WinZip Window with Selected Template Files

5. Drag the selected files from the **WinZip** window to the **templates** folder in the **Files** panel of the **Dreamweaver** window (see Figure 13). Make sure the mouse pointer is over the **templates** folder before releasing the mouse button.

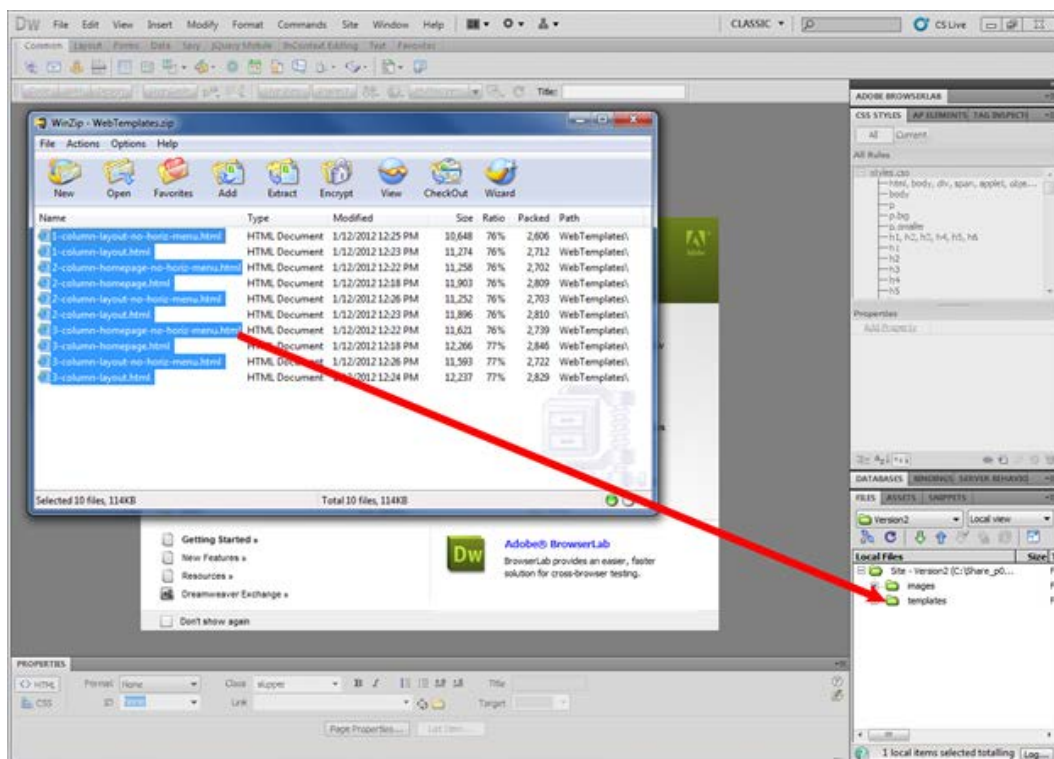


Figure 13 – Drag Selected Template Files to the Templates Folder

NOTE: Users who accidentally move the files into the wrong folder can move them to the correct folder using the **Files** panel.

## Template Types

There are two types of CSULA web templates: primary level and secondary level. The templates are available in one-column, two-column and three-column layouts. Each of these templates has an alternate version that contains a horizontal menu. All the templates contain a uniform banner and footer. These different variations make for a total of ten different files to choose from.

## Primary Templates vs. Secondary Templates

The primary level templates should be used to create the home page of a website; the secondary level templates should be used to create the subsequent content pages. The most notable difference between the two template types is the placement of the image across the top of the page. On the primary level template, the image spans the entire width of the page (see Figure 14); on the secondary level template, the vertical menu starts at the top of the page, reducing the size of the image (see Figure 15). Another difference between the two template types is that the page title is placed below the image on the primary level template and above the image on the secondary level template. When selecting a file to use, note that the primary level templates are named *#-column-homepage* and the secondary level templates are named *#-column-layout*.

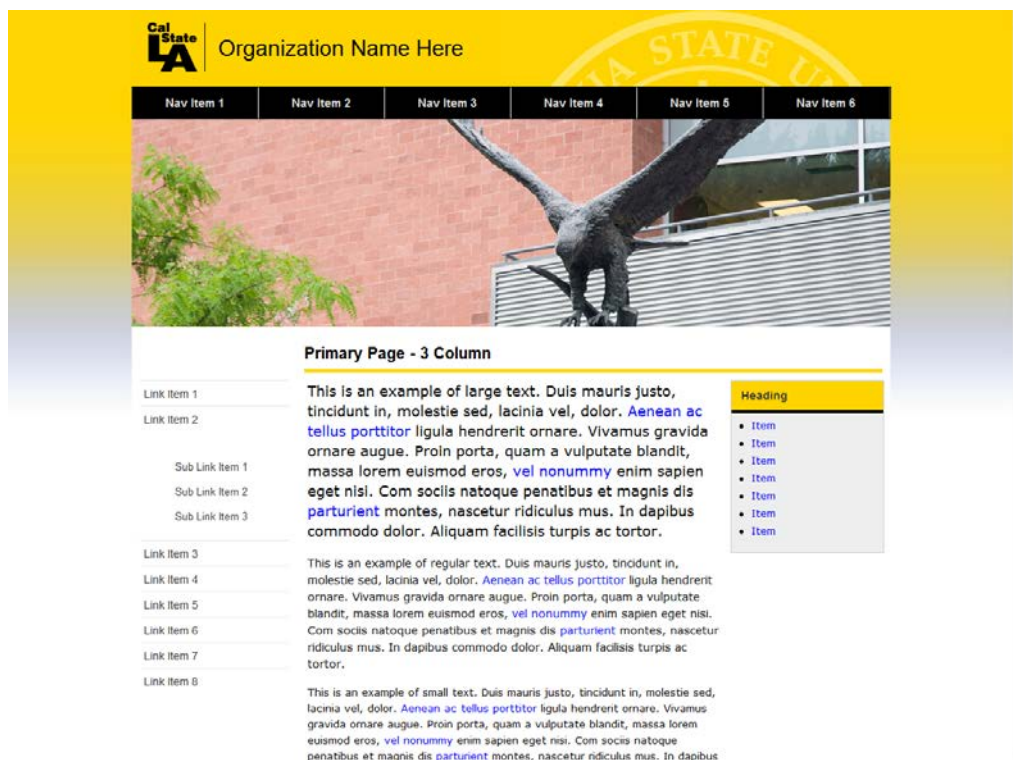


Figure 14 – Primary Level Template with Three Columns





Figure 15 – Secondary Level Template with Three Columns

## One, Two or Three Columns

The primary level template is available in two-column and three-column layouts; the secondary level template is available in one-column, two-column and three-column layouts. Each of these templates has an alternate version that contains a horizontal menu bar across the top of the page (see Figure 16). Remember to keep things consistent when creating a website. If you choose to use a template with a horizontal menu bar, then all the pages should contain the same horizontal menu with the same links in the same order.

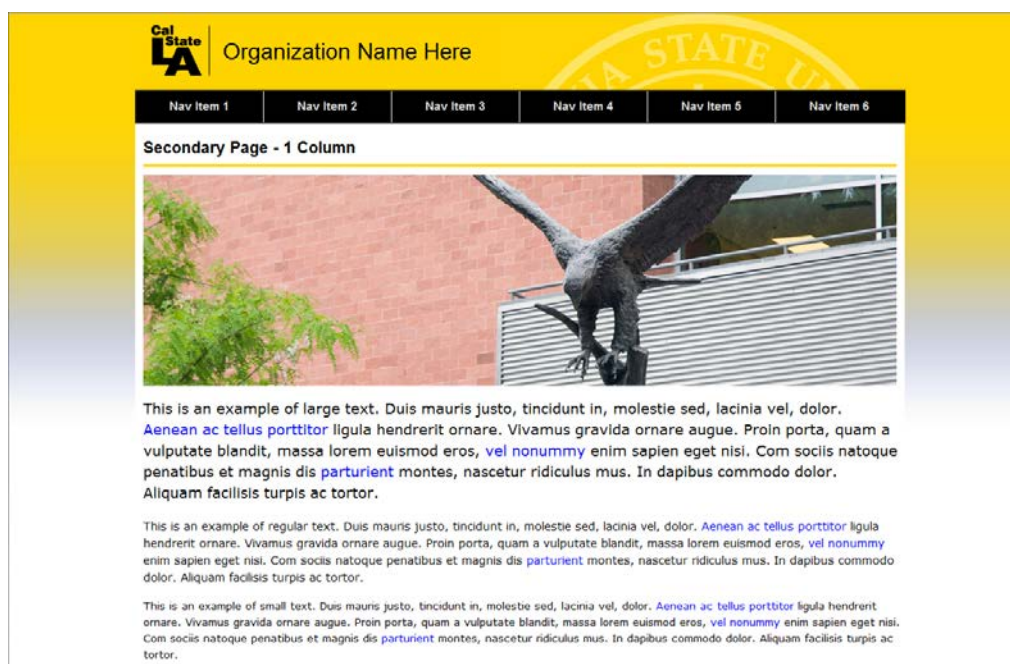


Figure 16 – Secondary Level Template with One Column

The one-column template is best used for creating pages with minimal navigation (see Figure 16). The two-column template is a design that provides substantial space for navigation as well as a large content area to house a broad range of information (see Figure 17). The three-column template can be used best as a division or department home page. This template is set up to allow for substantial space for navigation as well as an additional content section to hold specific information, such as office hours (see Figure 14 and Figure 15).

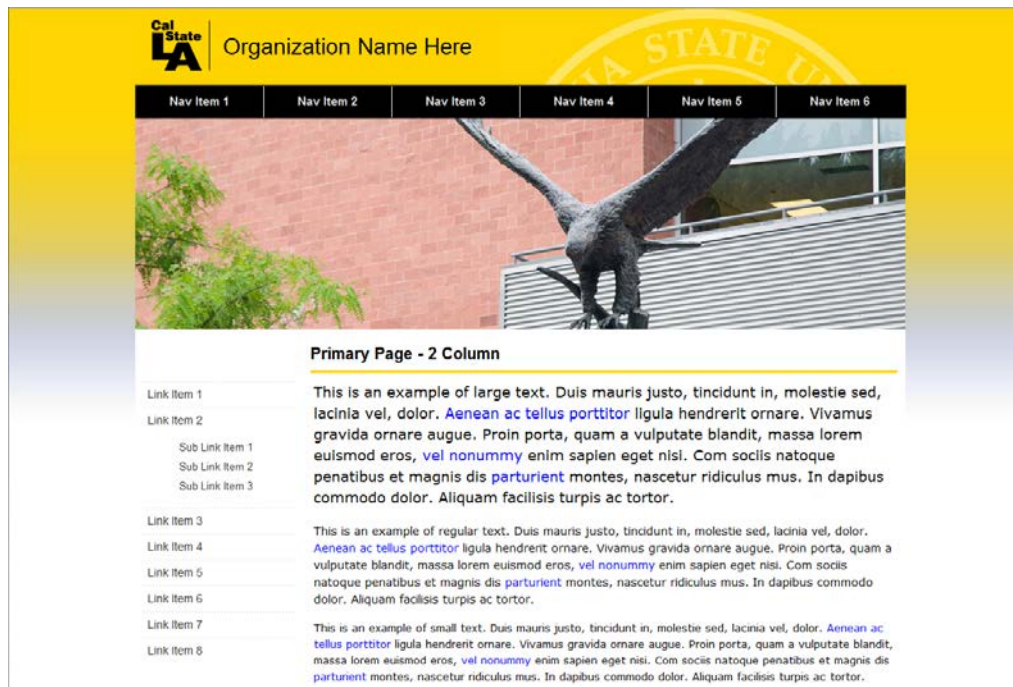


Figure 17 – Primary Level Template with Two Columns

## Customizing the CSULA Web Templates

Once a suitable template is selected, it must be customized before adding the main content. The most important items to customize are the banner, menus and footer. Creating a personalized master template simplifies future web page creation.

**NOTE:** When customizing a web template, you can undo any change by using the **Undo** command on the **Edit** menu or by pressing **Ctrl+Z**.

To create a master template from a template file:

1. In the **Files** panel, double-click the **2-column-homepage.html** file. The file opens in the **Document** window.
2. Click the **File** menu, and then click **Save As**. The **Save As** dialog box opens.
3. Click the **Site Root** button to navigate to the root folder.
4. Enter an appropriate file name (e.g., **Master\_2-column-homepage.html**) in the **File name** box, and then click the **Save** button.

**NOTE:** A web address (URL) **cannot** contain spaces. Keep web page file names short using dashes or underscores instead of spaces when needed.

5. A dialog box opens asking to update the links. Click the **No** button.
6. Close the original **2-column-homepage.html** template file to avoid making unwanted changes.

## Editing the Banner

Because the web templates are intended to create a uniform look across all University web pages, the majority of the banner must be left as is. The Cal State L.A. logo in the upper-left corner must be left unchanged and it must link to <http://www.calstatela.edu>. The text to the right of the logo should be changed to the department or organization name for which the website is being created. The banner image can be replaced with an image of equivalent size (see Figure 18). The default banner image height in all the web templates is 260 pixels, but there are no constraints or requirements regarding the image height. The image width varies depending on the type of template being used (see Table 5 for a list of banner image width requirements).

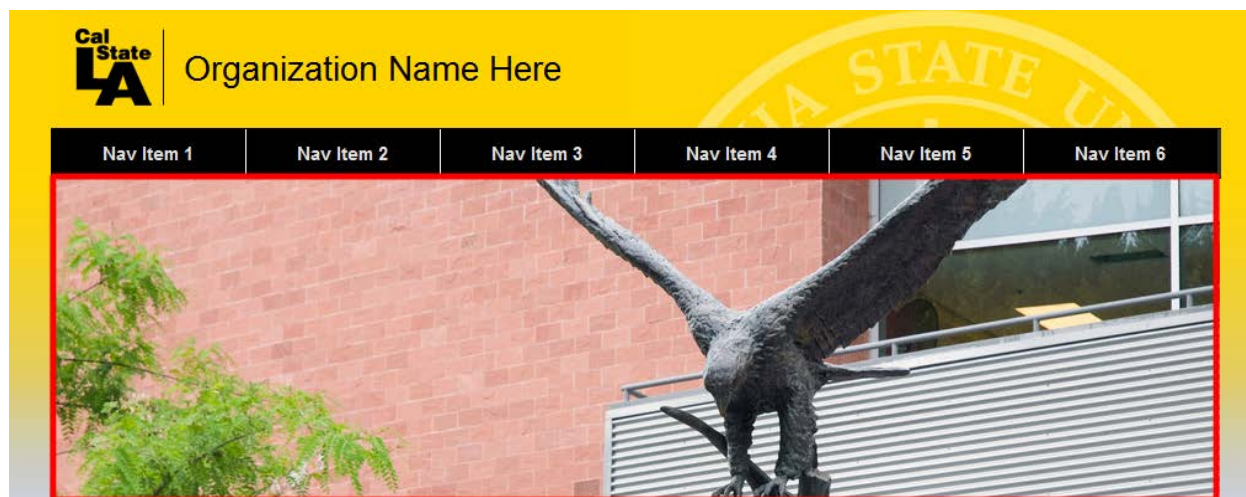


Figure 18 – Banner Image

Table 5 – Banner Image Width for Each Web Template

Web Template	Banner Image Width
All primary templates (two-column and three-column)	950 pixels
One-column secondary template (with or without horizontal menu)	930 pixels
Two-column secondary template (with or without horizontal menu)	716 pixels
Three-column secondary template (with or without horizontal menu)	520 pixels

NOTE: The Data Files package of this handout contains sample banner images in various sizes.

To change the organization name:

1. With the template open in **Design** view, triple-click to select the **Organization Name Here** text.
2. Type the department or organization name (e.g., **CSULA Futurists Club**).
3. Click the **File** menu, and then click **Save** to save the changes.

To change the banner image:

1. Double-click the banner image.
2. In the **Select Image Source** dialog box, locate and select the replacement image, and then click the **OK** button. The banner image is replaced and a copy of the image file is placed in the **images** folder within the site root.

NOTE: The alt text of the image must be changed as well. This topic is discussed later in this handout.



To remove the banner image:

1. Click the banner image.
2. On the **Status** bar at the bottom of the **Document** window, click the **<div>** tag.
3. Press the **Delete** key.

## Editing Menus

The CSULA web templates have three different menus that can be customized: horizontal, vertical and lower. The menus are constructed with the unordered list (**<ul>**) HTML element. The following three sections cover how to edit each menu.

NOTE: The horizontal menu is only included in the alternate templates. Web authors who are using templates that do not have a horizontal menu should skip the Horizontal Menu section and go to the Vertical Menu section of this handout.

### Horizontal Menu

The horizontal menu bar is located below the organization name and above the banner image (see Figure 18). By default, the horizontal menu has 6 items, but it can be edited to have between 5 to 10 items. In order to add or remove items from the horizontal menu, web authors need to edit the CSS class applied to the menu's unordered list, and then add or remove list items as needed.


To edit the horizontal menu text:

1. In **Design** view, drag to select the first menu item, **Nav Item 1**.
2. Type **Home**.
3. Click the **File** menu, and then click **Save** to save the changes.

NOTE: If all of the text of a menu item is deleted, Dreamweaver will remove the link tag. To avoid this, use the selection method above to replace text instead of deleting it.


To edit the horizontal menu links:

1. In **Design** view, click the first menu item, **Home**.
2. In the **Properties** panel, enter **index.html** in the **Link** box.

NOTE: To link to a page in your site, enter the relative path or file name of the page in the **Link** box, or click the folder icon  to the right of the **Link** box to browse to and select the file. To link to a page outside of your site, enter an absolute path, including the protocol (such as http://), in the **Link** box (e.g., <http://www.calstatela.edu>).

3. Click the **File** menu, and then click **Save** to save the changes.

To change the number of menu items:

1. In **Design** view, click the first menu item, **Home**.
2. Click the **Split** button  on the **Document** toolbar. The **Document** window splits between the **Code** and **Design** views.
3. Locate the code **<ul class="menu\_6">** and change the number **6** to **7**.
4. Place the cursor at the end of the line **<li id="item5">...</li>**, and then press the **Enter** key to create a new line.
5. Type the code **<li id="item6"><a href="#">Nav Item 6</a></li>**.
6. Change the number for the last menu item from **6** to **7** so that it matches the format.
7. Click the **File** menu, and then click **Save** to save the changes.

**NOTE:** Dreamweaver's *Code Hints* feature helps web authors insert and edit code quickly and without mistakes. As you type characters in *Code* view, a list of options beginning with those characters appears. Scroll through the list by using the *Up Arrow* and *Down Arrow* keys. To insert an item from the list, double-click it, or select it and press the *Enter* key. To close the list at any time, press the *Esc* key.

It is important to note the format of the horizontal menu code. Each list item in the unordered list has an **id** attribute; this identifies the item in the list and helps to correctly position it relative to the items around it. Also, the last item in the list has **class="last-item"** applied to it. If the **id** and **class** attributes are not applied correctly, the menu will not render properly. See Figure 19 and Figure 20 for examples of horizontal menus with different number of items.

```
<div id="main-nav-holder"><!--Main nav holder begins-->
  <div id="main-nav"> <!--Main navigation begins-->
    <ul class="menu_5">
      <li id="item1"><a href="#">Nav Item 1</a></li>
      <li id="item2"><a href="#">Nav Item 2</a></li>
      <li id="item3"><a href="#">Nav Item 3</a></li>
      <li id="item4"><a href="#">Nav Item 4</a></li>
      <li id="item5" class="last-item"><a href="#">Nav Item 5</a></li>
    </ul>
  </div><!--Main navigation ends-->
</div><!--Main nav holder ends-->
```

Figure 19 – Code for Horizontal Menu with 5 Items

```
<div id="main-nav-holder"><!--Main nav holder begins-->
  <div id="main-nav"> <!--Main navigation begins-->
    <ul class="menu_10">
      <li id="item1"><a href="#">Nav Item 1</a></li>
      <li id="item2"><a href="#">Nav Item 2</a></li>
      <li id="item3"><a href="#">Nav Item 3</a></li>
      <li id="item4"><a href="#">Nav Item 4</a></li>
      <li id="item5"><a href="#">Nav Item 5</a></li>
      <li id="item6"><a href="#">Nav Item 6</a></li>
      <li id="item7"><a href="#">Nav Item 7</a></li>
      <li id="item8"><a href="#">Nav Item 8</a></li>
      <li id="item9"><a href="#">Nav Item 9</a></li>
      <li id="item10" class="last-item"><a href="#">Nav Item 10</a></li>
    </ul>
  </div><!--Main navigation ends-->
</div><!--Main nav holder ends-->
```

Figure 20 – Code for Horizontal Menu with 10 Items

## Vertical Menu

The two-column and three-column templates are the only templates with the vertical navigation menu. This menu can have two levels, a top level menu and a submenu, created with nested lists. Nested lists are lists that contain other lists.


To edit the vertical menu text:

1. In **Design** view, triple-click to select the first menu item, **Link Item 1**.
2. Type **Welcome Futurists**.
3. Click the **File** menu, and then click **Save** to save the changes.

**NOTE:** If all of the text of a menu item is deleted, Dreamweaver will remove the link tag. To avoid this, use the selection method above to replace text instead of deleting it.



To edit the vertical menu links:

1. In **Design** view, click the first menu item, **Welcome Futurists**.
2. In the **Properties** panel, enter **welcome.html** in the **Link** box.

**NOTE:** To link to a page in your site, enter the relative path or file name of the page in the **Link** box, or click the folder icon  to the right of the **Link** box to browse to and select the file. To link to a page outside of your site, enter an absolute path, including the protocol (such as http://), in the **Link** box (e.g., <http://www.calstatela.edu>).




3. Click the **File** menu, and then click **Save** to save the changes.

To add a new item to the vertical menu:

1. In **Design** view, click to the right of **Link Item 3**, and then press the **Enter** key.
2. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.
3. In the **Text** box, type **New Link**.
4. In the **Link** box, type the URL of the link. Or, click the folder icon  to the right of the **Link** box to browse to and select a file.
5. Click the **OK** button.
6. Click the **File** menu, and then click **Save** to save the changes.

**NOTE:** The steps above can be used to add items to the main menu and submenus.

To create a new submenu:

1. In **Design** view, click to the right of **New Link**, and then press the **Enter** key.
2. Click the **Split** button  on the **Document** toolbar.
3. In the **Code** pane, click the non-flashing cursor between the opening **<li>** and closing **</li>** tags. Make sure the cursor is between the angle brackets (see Figure 21).
4. Type **<ul><li></li></ul>** to add a new unordered list with one list item.
5. Place the cursor between the opening **<li>** and closing **</li>** tags that were added in step 4 (see Figure 21).
6. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.
7. In the **Text** box, type **New Sub Item**.
8. In the **Link** box, type the URL of the link. Or, click the folder icon  to the right of the **Link** box to browse to and select a file.
9. Click the **OK** button.
10. Click the **File** menu, and then click **Save** to save the changes.

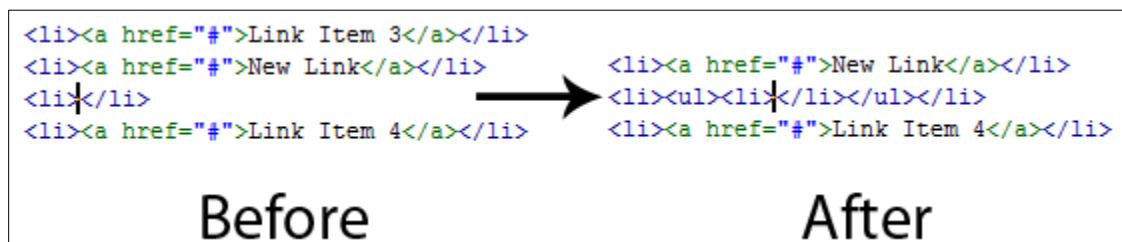


Figure 21 – Vertical Menu Code Before and After Adding a New Submenu

## Lower Menu




There is a third menu that allows web authors to add any links that do not quite belong in the vertical or horizontal menus. This menu is located at the bottom of the page, above the footer.

NOTE: Editing the menu text and links is the same process as specified for the horizontal and vertical menus.



To edit a menu list heading:

1. In **Design** view, triple-click to select the **Option 3** heading.
2. Type **Edited Heading**.
3. Click the **File** menu, and then click **Save** to save the changes.

To add a list below an existing heading:

1. In **Design** view, click to the right of **Edited Heading**, and then press the **Enter** key.
2. On the **Text** tab of the **Insert** toolbar, click the **Unordered List** button .
3. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.
4. In the **Text** box, type **New Link Item**.
5. In the **Link** box, type the URL of the link. Or, click the folder icon  to the right of the **Link** box to browse to and select a file.
6. Click the **OK** button.
7. Click the **File** menu, and then click **Save** to save the changes.

To add an item to an existing list:

1. In **Design** view, click to the right of **New Link Item**, and then press the **Enter** key.
2. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.
3. In the **Text** box, type **2nd Link Item**.
4. In the **Link** box, type the URL of the link. Or, click the folder icon  to the right of the **Link** box to browse to and select a file.
5. Click the **OK** button.
6. Click the **File** menu, and then click **Save** to save the changes.

To remove the lower menu entirely:

1. In **Design** view, scroll to the bottom of the page and click anywhere within the lower menu.
2. On the **Status** bar at the bottom of the **Document** window, click the **<div#lowerMenu>** tag, and then press the **Delete** key.
3. Click the **File** menu, and then click **Save** to save the changes.

## Editing the Footer

The footer is the large black box located at the bottom of the page. The only change that web authors need to make to the footer is to update the e-mail address that provides a way for users to report problems with the page.

To update the e-mail address:


1. In **Design** view, scroll down to the footer and click anywhere within the **Report a Problem With This Page** text.

2. In the **Properties** panel, change the e-mail address in the **Link** box to the CSULA e-mail account that will be handling comments regarding the website. Make sure that **mailto:** comes before the e-mail address.
3. Click the **File** menu, and then click **Save** to save the changes.

## Adding Metadata

Metadata provides information about a web page. Most search engines use this data when adding pages to their search index. Meta elements are inserted into the HTML document, but are not directly visible to users visiting the page.

To add metadata:

1. Click the **Split** button  on the **Document** toolbar.
2. In the **Code** pane, scroll to the top and locate the opening **<head>** tag (see Figure 22).
3. Locate the code **<meta name="description" content="" />** and place the cursor anywhere within the tag (see Figure 22).

```
1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/"
2 <html xmlns="http://www.w3.org/1999/xhtml">
3 <head>
4 <meta http-equiv="Content-Type" content="text/html; charset=UTF-8" />
5 <meta name="description" content="" />
6 <meta name="keywords" content="" />
7 <title>Page Title - California State University, Los Angeles</title>
8 <link rel="stylesheet" href="http://www.calstatela.edu/css/styles.css" type="text/css" />
9 <link rel="shortcut icon" href="http://www.calstatela.edu/favicon.ico" />
10 </head>
11 <body>
```

Figure 22 – Meta Tags in the Code Pane

4. In the **Properties** panel, type a description for the page in the **Description** box (see Figure 23). The description can be as long as needed to accurately describe the page.



Figure 23 – Description Box in the Properties Panel

5. In the **Code** pane, locate the code **<meta name="keywords" content="" />** and place the cursor anywhere within the tag.
6. In the **Properties** panel, type keywords for the page in the **Keywords** box (see Figure 24). Use commas to separate the keywords (e.g. CSULA, future, club).

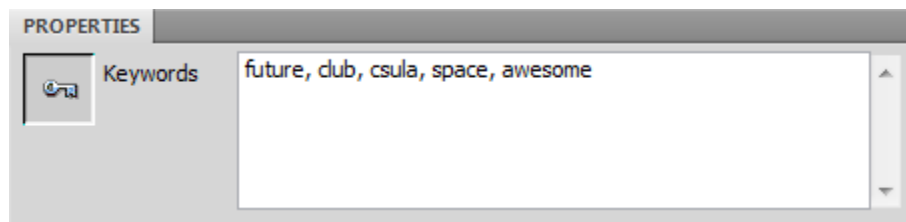


Figure 24 – Keywords Box in the Properties Panel

7. Click the **File** menu, and then click **Save** to save the changes.

## Creating Pages from the Master Template

Web authors now have a customized master template that they can use to create their entire site. To create a new web page, simply open the master template file and save it as a new page with a new file name and title.

To create the site's home page:

1. Open the master template file (**Master\_2-column-homepage.html**).
2. Click the **File** menu, and then click **Save As**. The **Save As** dialog box opens.
3. Navigate to the root folder, rename the file to **index.html**, and then click the **Save** button.

**NOTE:** By convention, a website's home page is named **index**. Any subsequent web pages should have short names describing the page content.

4. On the **Document** toolbar, replace the text in the **Title** box with **Welcome to CalStateLA Futurists Club** (see Figure 25 and Figure 26).
5. Click the **File** menu, and then click **Save** to save the changes.
6. Close the master template file to avoid making unwanted changes.

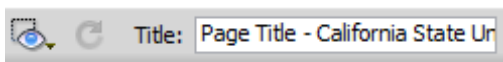


Figure 25 – Title Box with Default Title



Figure 26 – Title Box with Updated Title

## Adding Main Content

Dreamweaver makes adding new content to the main section of a web page very simple. In many cases, web authors can simply click and begin typing just as they would use a word processor.

All content must reside within the main content division, **<div#content>** (see Figure 27).

A division is a block of content on an HTML page. When editing in Dreamweaver's Design view, divisions are signified by dashed outlines. To check which division the cursor is currently located in, review the tag hierarchy on the Status bar at the bottom of the Document window (see Figure 28).

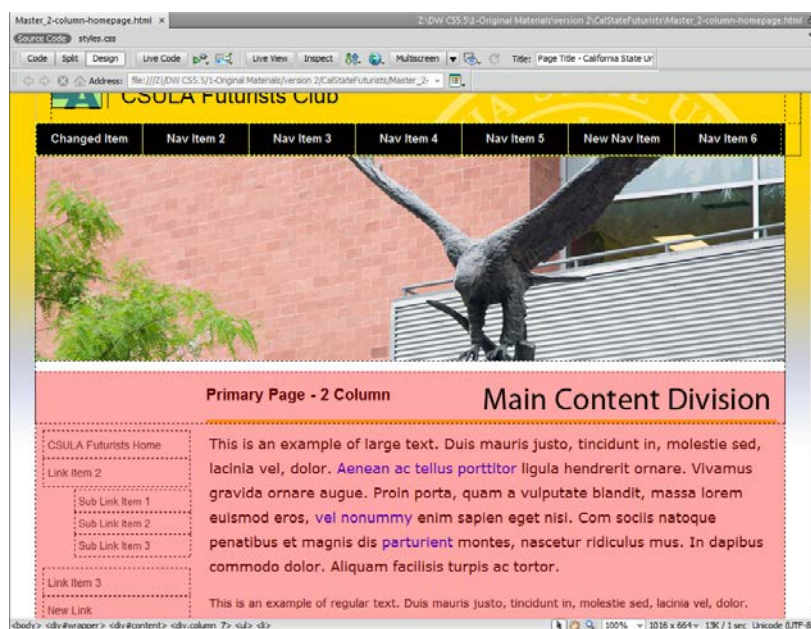


Figure 27 – Highlighted Main Content Division

```
<body> <div#wrapper> <div#content> <div.column 7> <p>
```

Figure 28 – Tag Hierarchy on the Status Bar



## Headings and Paragraphs

The most common elements on a web page are headings and paragraphs. Headings are elements that mark the beginnings of sections of a web page. There are various levels of headings which are defined with the `<h1>`, `<h2>`, `<h3>`, `<h4>`, `<h5>`, and `<h6>` tags; `<h1>` defines the most important heading, and `<h6>` defines the least important heading. As the heading number increases, the size of the text decreases. Paragraphs are blocks of text which are defined with the `<p>` tag. Browsers automatically add some space (margin) before and after each `<p>` tag.

**NOTE:** The heading styles applied to the CSULA web templates add a gold horizontal line below each heading.

To add a new heading:

1. In **Design** view, place the cursor where you want to insert the heading.
2. Type **This is my Heading**.
3. Click anywhere within the heading text.
4. On the **Text** tab of the **Insert** toolbar, click the button of the desired heading level (**h1**, **h2**, **h3**) (see Figure 29).
5. Click the **File** menu, and then click **Save** to save the changes.

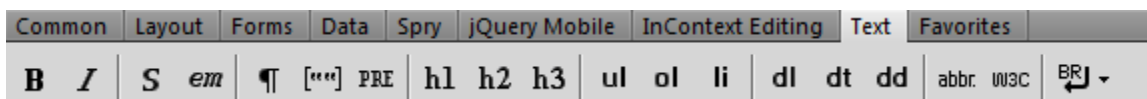


Figure 29 – Text Tab of the Insert Toolbar

To add a new paragraph after a heading:


1. In **Design** view, click to the right of the heading, press the **Enter** key, and then type the paragraph text.
2. To add a line break, press **Shift+Enter**.
3. Click the **File** menu, and then click **Save** to save the changes.

## Styling and Emphasizing Text


Much like a Word document, it is helpful to bold or italicize text on a web page to emphasize important information. The `<strong>` or `<em>` HTML tags can be used to make text stand out. Web authors can also use several CSS styles included with the CSULA web templates to adjust the size of text.

**NOTE:** Avoid setting large blocks of text in italics because the readability of italicized text is much lower than plain text.



To bold text:

1. In **Design** view, select the text you want to format.
2. On the **Text** tab of the **Insert** toolbar, click the **Strong** button  (see Figure 29).
3. Click the **File** menu, and then click **Save** to save the changes.



To italicize text:

1. In **Design** view, select the text you want to format.
2. On the **Text** tab of the **Insert** toolbar, click the **Emphasis** button  (see Figure 29).
3. Click the **File** menu, and then click **Save** to save the changes.

To increase the size of text:

1. In **Design** view, place the cursor anywhere within the paragraph you want to format.
2. In the **Properties** panel, make sure that the **HTML** button  is selected.
3. In the **Properties** panel, click the **Class** arrow and select **big** from the list. Note that the paragraph tag on the **Status** bar now has the class **big** applied to it .
4. Click the **File** menu, and then click **Save** to save the changes.

To decrease the size of text:



1. In **Design** view, place the cursor anywhere within the paragraph you want to format.
2. In the **Properties** panel, make sure that the **HTML** button  is selected.
3. In the **Properties** panel, click the **Class** arrow and select **smaller** from the list. Note that the paragraph tag on the **Status** bar now has the class **smaller** applied to it .
4. Click the **File** menu, and then click **Save** to save the changes.

## Hyperlinks



A hyperlink (or link) is text or a graphic that users can click to go to another web page or to another section within the same page. Hyperlinks are found on nearly all web pages, allowing users to click their way from page to page. For longer web pages, it is useful to include a Back to Top link, a link that helps users jump to the top of the current page.

**NOTE:** Text links are often blue and underlined. The CSS styles applied to the CSULA web templates display text links as blue text, without an underline; when users hover over the link, an underline appears below the text.



To add a link:

1. In **Design** view, select the text you want to link.
2. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.
3. In the **Link** box, do one of the following:
  - To link to a page in your site, enter the relative path or file name of the page in the **Link** box, or click the folder icon  to the right of the **Link** box to browse to and select the file.
  - To link to a page outside of your site, enter an absolute path, including the protocol (such as http://), in the **Link** box (e.g., <http://www.calstatela.edu>).
4. To have the link open in a new browser window, click the **Target** arrow and select **\_blank** from the list.
5. Click the **OK** button.
6. Click the **File** menu, and then click **Save** to save the changes.

To add a Back to Top link:

1. In **Design** view, scroll to the bottom of the page and click to the right of the **Submit** button.
2. Click the **Split** button  on the **Document** toolbar.
3. In the **Code** pane, locate the closing **</form>** tag, place the cursor to the right of the tag, and then press the **Enter** key.
4. On the **Text** tab of the **Insert** toolbar, click the **Paragraph** button .
5. Type **Back to Top**.



6. Click the **Design** button  on the **Document** toolbar.
7. Select the **Back to Top** text.
8. On the **Common** tab of the **Insert** toolbar, click the **Hyperlink** button . The **Hyperlink** dialog box opens.
9. In the **Link** box, type **#content**.
10. In the **Title** box, type **back to top of page**.
11. Click the **OK** button.
12. Click the **File** menu, and then click **Save** to save the changes.

## Working with Link Boxes

Sometimes, it is important to highlight a particular set of links or a small paragraph of information. To achieve this, web authors can use link boxes to separate text from the other content. Link boxes can be used in any of the columns found within the main content division.

Before utilizing link boxes, it is helpful to understand the HTML structure and CSS styles that define them. Link boxes are created using two divisions, a header, and an unordered list. The first division defines the total width of the link box. The second division signifies that this is, in fact, a link box and that the heading and list to follow should be styled as such (see Figure 30).

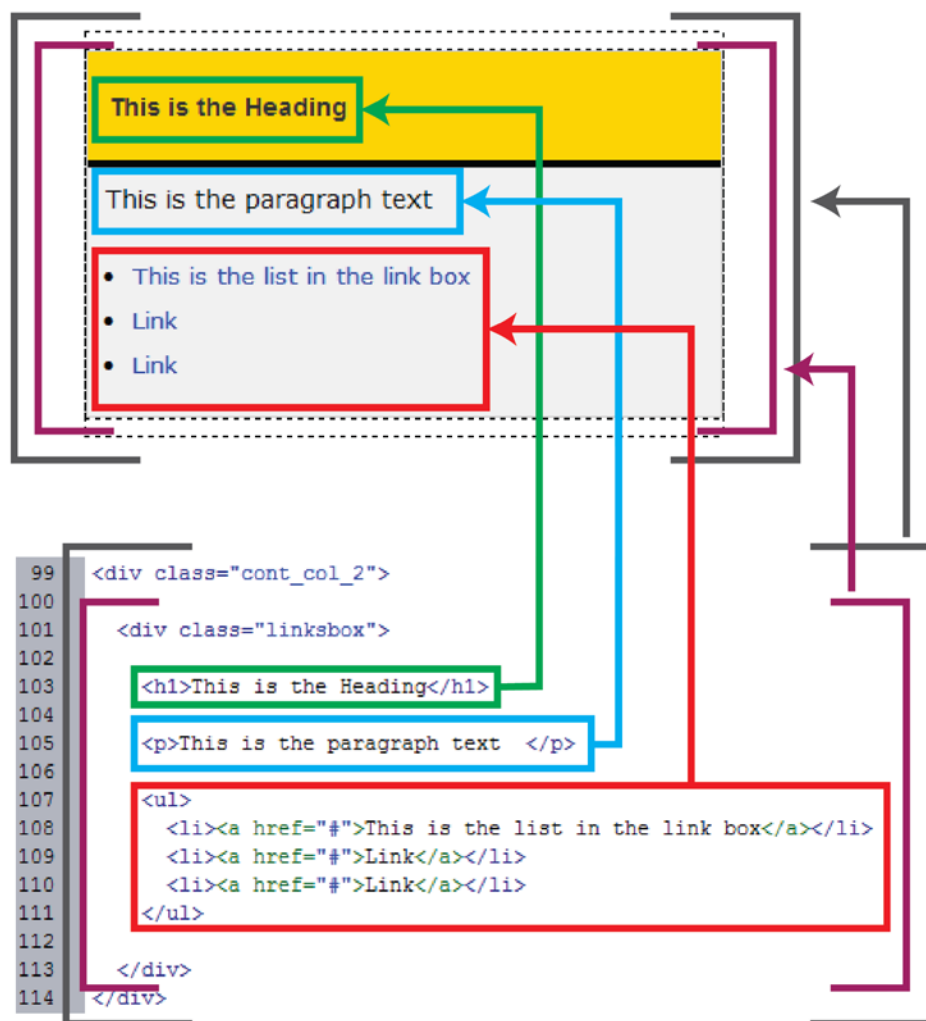


Figure 30 – Link Box Code Structure

Figure 30 shows a link box with a width that is half of the content column it resides in, signified by the first division `<div class="cont_col_2">`. The next division `<div class="linksbox">` defines the styles for the following header, paragraph and list. This particular link box contains the required heading (`<h1>`) followed by a paragraph (`<p>`) and an unordered list (`<ul>`). Note that after the heading, a link box can contain a paragraph, an unordered list, an ordered list, or any combination of the three.

The width of the link box will change based on which template it resides in, but the options for the width are the same for all the templates. Web authors can choose to split the main content division into two or three columns. This is done by setting the class of the first division for the link box to either `cont_col_2` or `cont_col_3` (see Figure 31).

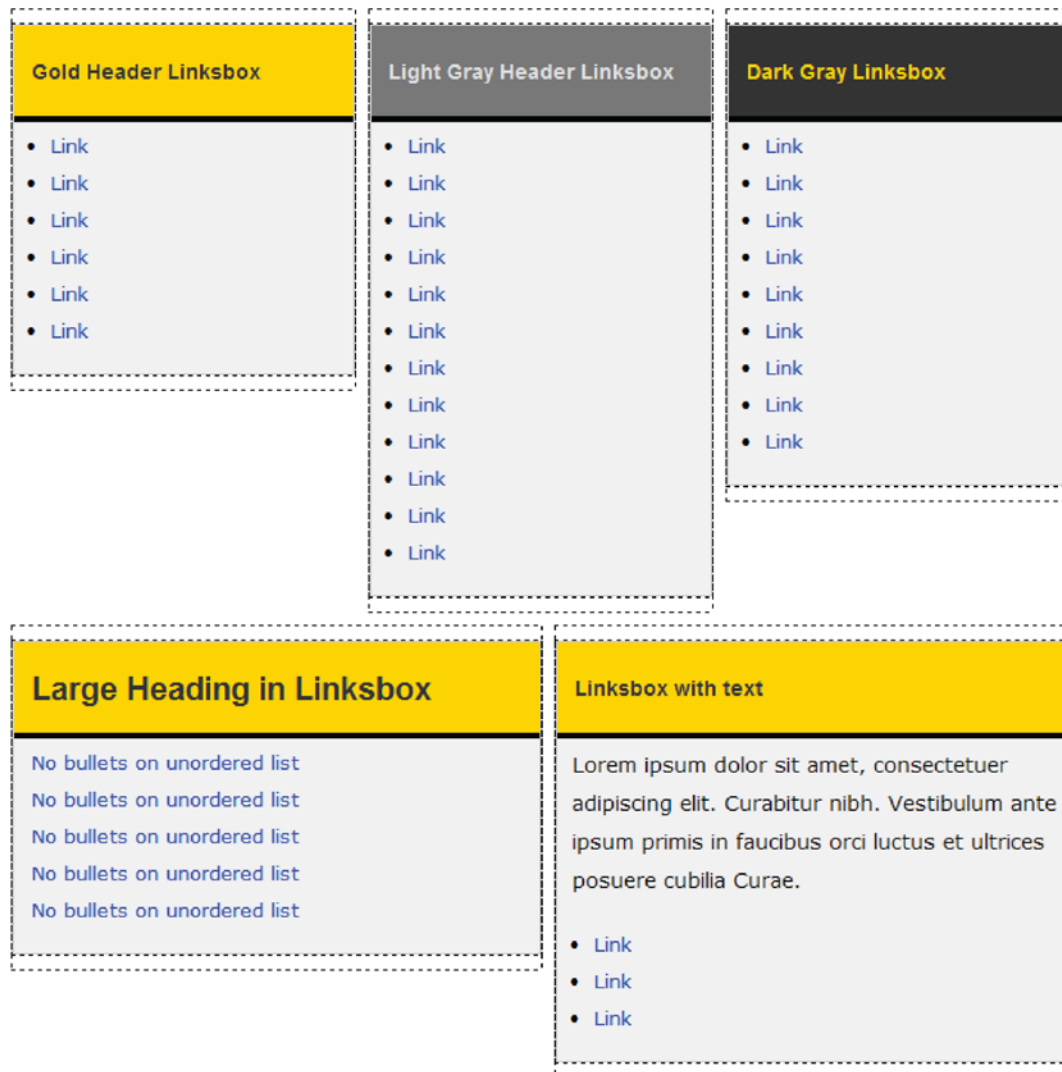






Figure 31 – Link Boxes

To create a new link box:

1. In **Design** view, place the cursor where you want to insert the link box.
2. On the **Common** tab of the **Insert** toolbar, click the **Insert Div Tag** button .
3. In the **Insert Div Tag** dialog box, click the **Class** arrow and do one of the following:
  - Select `cont_col_2` for a link box that takes up half the width of the content column.
  - Select `cont_col_3` for a link box that takes up one third of the content column.

4. Click the **OK** button.
5. On the **Common** tab of the **Insert** toolbar, click the **Insert Div Tag** button .
6. In the **Insert Div Tag** dialog box, click the **Class** arrow and select **linkbox** from the list.
7. Click the **OK** button.
8. Type the text for the link box heading.
9. On the **Text** tab of the **Insert** toolbar, click the **h1** button .
10. Press the **Enter** key.
11. To add a paragraph of plain text, type the text.
12. To add a list, click the **Unordered List** button  on the **Text** tab of the **Insert** toolbar, and then type the list items.
13. Click the **File** menu, and then click **Save** to save the changes.

### ***Options for Link Boxes and Lists***

There are a few ways to customize link boxes and lists on the web template pages. Link boxes can have various heading styles: a gray background, a dark gray background, or a large font size. Lists can be styled to display with or without bullets.

To remove bullets from an unordered list:

1. In **Design** view, click any item in the unordered list.
2. On the **Status** bar, click the **<ul>** tag.
3. In the **Properties** panel, click the **Class** arrow and select **nobullets** from the list.
4. Click the **File** menu, and then click **Save** to save the changes.

To remove the nobullets style from an unordered list:

1. In **Design** view, click any item in the unordered list.
2. On the **Status** bar, click the **<ul.nobullets>** tag.
3. In the **Properties** panel, click the **Class** arrow and select **none** from the list.
4. Click the **File** menu, and then click **Save** to save the changes.

To change a link box heading to a light gray header:

1. In **Design** view, click anywhere within the link box header.
2. On the **Status** bar, click the **<h1>** tag.
3. In the **Properties** panel, click the **Class** arrow and select **gray** from the list.
4. Click the **File** menu, and then click **Save** to save the changes.

To change a link box heading to a dark gray header:

1. In **Design** view, right-click anywhere within the link box header, point to **CSS Styles**, and then click **darkgray**.
2. Click the **File** menu, and then click **Save** to save the changes.

To increase the link box heading text size:


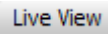
1. In **Design** view, click anywhere within the link box header.
2. On the **Status** bar, right-click the **<h1>** tag, point to **Set Class**, and then click **large**.
3. Click the **File** menu, and then click **Save** to save the changes.

### **Previewing Web Pages**

Previewing web pages is a very important part of web development. It is recommended that web authors preview their pages using a variety of web browsers (e.g., Internet Explorer, Firefox,

Chrome, Safari) to ensure a consistent look across different platforms. Dreamweaver allows web authors to preview a page without having to upload it to a web server. The *Preview in Browser* feature can be used to see how a page will look in specific browsers. *Live view* provides another way of seeing what a page will look like in a browser without having to leave the Dreamweaver workspace.

To preview a page in Live view:

1. Click the **Design** button  on the **Document** toolbar.
2. Click the **Live View** button  on the **Document** toolbar.
3. Browse the page in **Dreamweaver**. To follow a link, hold down the **Ctrl** key and click the link.

To preview a page in a web browser:

1. Click the **File** menu, point to **Preview in Browser**, and then select one of the listed browsers.

NOTE: Pressing **F12** displays the current page in the primary browser.

## Accessibility and Section 508 Requirements

Section 508 of the Rehabilitation Act of 1973 is a U.S. law requiring electronic technology used by government agencies to be accessible. The CSU has passed a mandate that all CSU systems must also adhere to these standards. This section of the handout covers several accessibility requirements and how to repair pages that do not meet accessibility standards.

Note that this handout covers only a fraction of the requirements set by the Section 508 standards. For more detailed information on Section 508 requirements and solutions, visit the CSULA web accessibility website (<http://www.calstatela.edu/accessibility/508.php>). The Getting Help section of this handout provides links to other training resources and how to get help on this topic.

### Screen Readers and Accessibility

The web is a vast landscape of information most of which is represented visually. Navigating a computer or the web can be difficult for people who are visually impaired. Screen readers are programs that read aloud the on-screen information. They can “read” any words found on the screen, including window titles, button names or any other plain text source. However, screen readers cannot “read” pictures, charts, graphs or other visual representations of information. Adding alternate text descriptions for pictures and tables, and using hidden descriptions to label sections of a web page are two easy ways to help screen readers “read” a web page.

### Alt and Longdesc Attributes (Standard A)

The first Section 508 standard is one of the easiest to follow. All images on an HTML page must include an alternate text description, also known as **alt text**. When a screen reader finds an image on a web page, it announces the text in the alt attribute of the image tag. The alt text should include a short description of the image. If the image is purely decorative and contains no important information, an empty alt attribute will suffice (e.g., **alt=""**). Images conveying important information should include appropriate alt text that explains the image’s content.

To set the banner image's alt text:

1. Click the banner image to select it.
2. In the **Properties** panel, click the **Alt** arrow and select **<empty>**.

Users can leave an alt attribute empty, provided they select **<empty>** as outlined above. Not selecting **<empty>** removes the alt attribute, resulting in a less accessible website. Screen readers skip any image with an empty alt attribute. The banner image is a perfect example of when to use an empty alt attribute because it is only used for decoration. If the banner image is used to advertise an upcoming event, then the alt attribute should contain a short description of the event and information displayed within the banner.

For more information about alt text, visit [http://www.calstatela.edu/accessibility/p\\_img.php](http://www.calstatela.edu/accessibility/p_img.php).

## **Colors and Contrast (Standard C)**

Section 508 standard C requires a contrast ratio of 5:1 between background and foreground colors. Testing a web page's color contrast requires the use of a program such as the *Color Contrast Analyzer*.

- For a video tutorial on using the Color Contrast Analyzer, visit <http://youtu.be/9rS6KIJ3bi4> (Web Page Color Contrast: Web Accessibility Manual Checks).


Although the color schemes used in the web templates should meet the color contrast requirements, web authors should carefully choose the color combinations used on their pages.

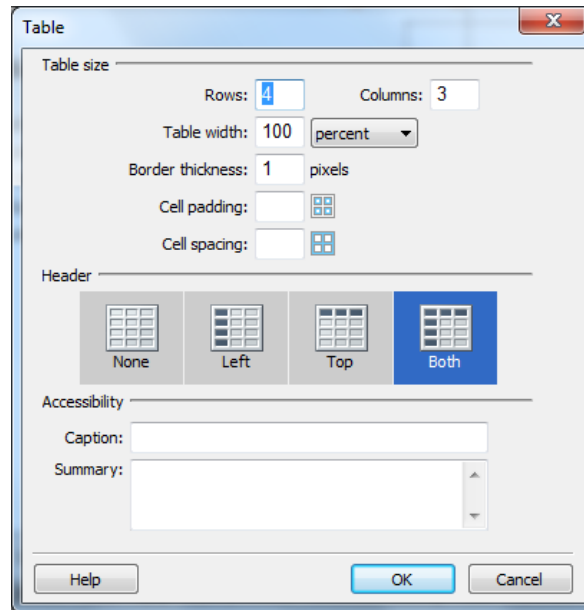
For more information about this standard, visit [http://www.calstatela.edu/accessibility/p\\_col.php](http://www.calstatela.edu/accessibility/p_col.php).

## **Tables (Standards G and H)**

Tables are a great way to visually organize information on a web page. However, tables can easily confuse screen readers or other assistive technology. The proper use of table heading **<th>** and table data **<td>** cell tags is a must. Use the scope attribute to properly associate a header cell with its associated data cells.

To create a table in Dreamweaver:

1. Place the cursor in the main content division where you want to insert the table.
2. Click the **Table** button  on the **Insert** toolbar. The **Table** dialog box opens (see Figure 32).
3. In the **Rows** and **Columns** boxes, enter the number of rows and columns for the table.
4. Change the value in the **Table width** box to **100 percent**.
5. In the **Header** section, select the option that matches the table layout you want to create (**Left** adds row headers, **Top** adds column headers, etc.).
6. In the **Summary** box, add a short summary of the table contents.  
  
**NOTE:** Text entered in the **Caption** box appears on the page. Text entered in the **Summary** box will only be read by screen readers.
7. Click the **OK** button to create the table. **Dreamweaver** automatically adds the scope attributes based on the selected **Header** option.



**Figure 32 – Table Dialog Box**

Web authors who want to change the layout of the header cells will have to manually edit the code to change the scope attributes accordingly. Another option is to create a new table with Dreamweaver's Table button and transfer the content.

For more information about the scope attribute and how to manually add it to tables, visit [http://www.calstatela.edu/accessibility/p\\_tab.php](http://www.calstatela.edu/accessibility/p_tab.php).

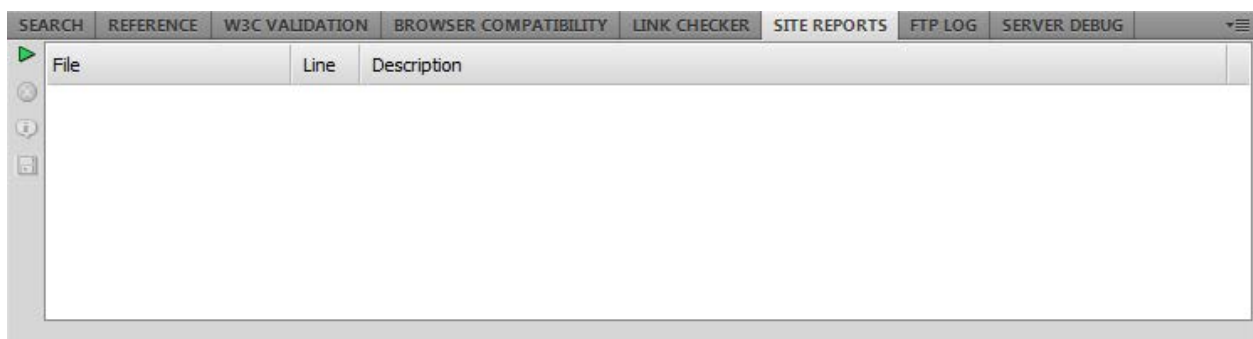
## **Dreamweaver CS5.5 Site Reports**

Dreamweaver's site reports allow users to check for several types of errors, including broken links, missing alt text, and untitled web pages. After finding and fixing the errors, web authors should run site reports again to ensure that all errors have been fixed.


**NOTE:** A site must be defined or imported before running a site report. Individual pages do not need to be opened before running a site report.

To run a site report:

1. Click the **Window** menu, point to **Results**, and then click **Site Reports**. The **Site Reports** tab of the **Results** panel displays (see Figure 33).



**Figure 33 – Site Reports Tab of the Results Panel**

2. Click the **Reports** button  located in the upper-left corner of the **Results** panel. The **Reports** dialog box opens (see Figure 34).

3. Click the **Report on** box and select **Entire Current Local Site** from the list.
4. Under **HTML Reports**, select the **Missing Alt Text**, **Removable Empty Tags**, and **Untitled Documents** check boxes.

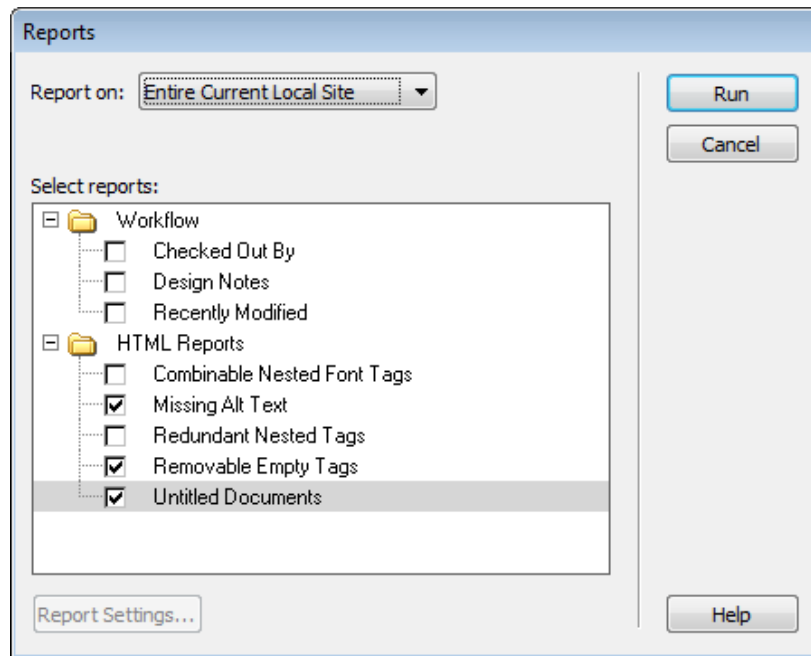


Figure 34 – Reports Dialog Box

5. Click the **Run** button. The errors are listed in the **Results** panel (see Figure 35).

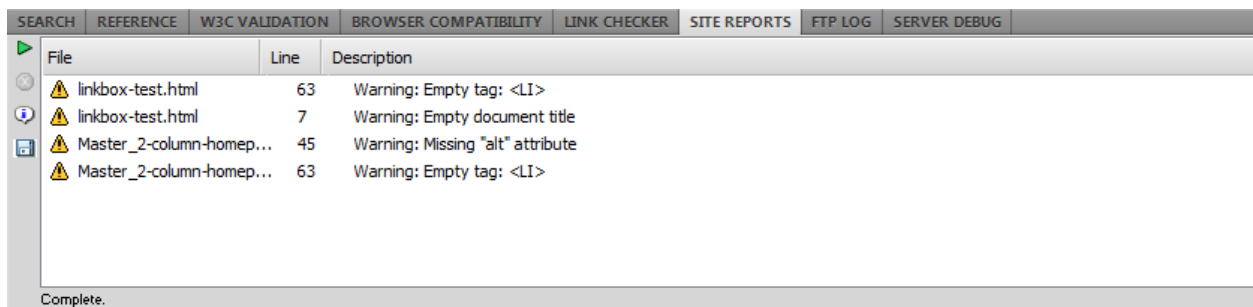


Figure 35 – Errors Report

**NOTE:** The web template files have generic text in their titles and may not show up in the site report as untitled documents.

To fix the errors:

1. In the **Results** panel, under the **File** column, double-click the file with the missing page title, alt attribute, or removable empty tags. The document opens in **Split** view and the code with errors is highlighted.
2. To fix a missing title, enter a page title in the **Title** box of the **Document** toolbar (see Figure 26).
3. To fix a missing alt attribute, enter an image description in the **Alt** box of the **Properties** panel (see Figure 36).
4. To fix empty tags, delete the start and end tags in **Code** view.






Figure 36 – Alt Attribute Box

## Checking Links

Broken links can occur throughout the duration of the web development process. They are often the result of forgetting to update links, renaming files outside of the Dreamweaver program, or linking to non-existent sites.

**NOTE:** When running the link checker, the files in the templates folder may show up with broken links. Any unused template files do not need to be fixed, but any template file that will be used to create more pages should be updated.

To check for broken links:

1. Click the **Window** menu, point to **Results**, and then click **Link Checker**. The **Link Checker** tab of the **Results** panel displays.
2. Click the **Check Links** button  located in the upper-left corner of the **Results** panel and select **Check Links For Entire Current Local Site**. The errors are listed in the **Results** panel (see Figure 37).

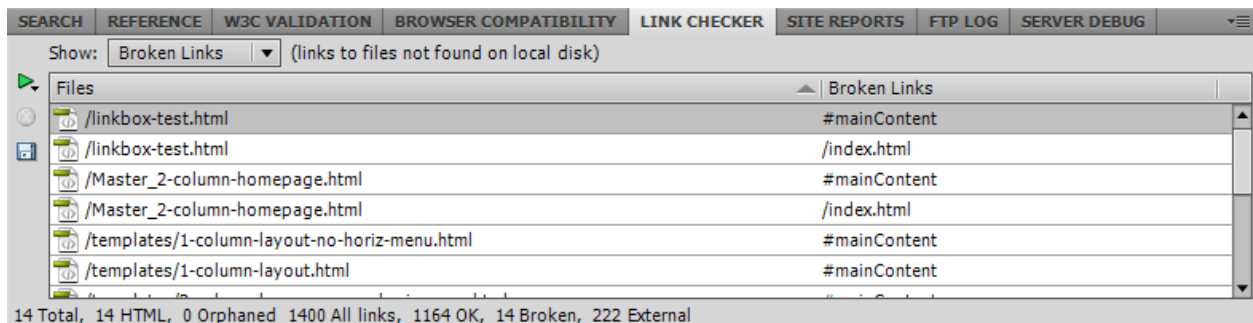


Figure 37 – Broken Links Report

3. In the **Results** panel, under the **Files** column, double-click a file with broken links to open the page. The code with errors is highlighted.
4. In the **Properties** panel, click the **HTML** button.
5. Change the link location in the **Link** box (see Figure 38).

**NOTE:** Links can also be fixed directly from the **Link Checker** by clicking the link location under the **Broken Links** column.

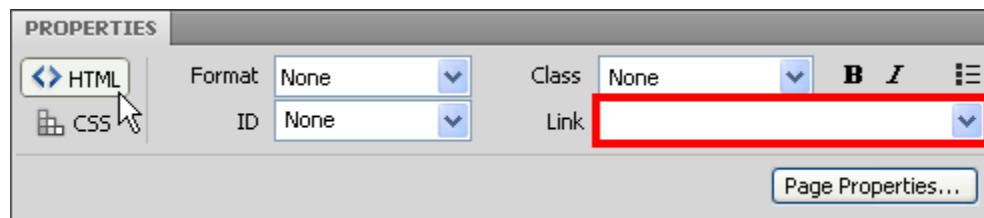


Figure 38 – HTML Properties

The *Link Checker* can also check for *External Links* and *Orphaned Files*. An *External Link* is any link that points to a website that is outside the scope of the defined page. It is good to double check external links on occasion to make sure they have not moved or been taken down by the



owner. *Orphaned Files* are web pages within the site definition that do not have any links pointing to them. *Orphaned Files* are essentially files that are not being used, and as such, should not be uploaded to a web server.

## **CSULA Accessibility Resources**

Web authors have many accessibility resources for getting help. The CSULA Web Accessibility Guidelines website located at <http://www.calstatela.edu/accessibility> provides information about the Section 508 guidelines, testing tools, and other resources. For tutorials on web accessibility, visit <http://www.calstatela.edu/accessibility/tutorials.php>. Before publishing pages, web authors should visit <http://www.calstatela.edu/accessibility/tools.php> to find free programs and web resources for testing the accessibility of their website. To help identify potential problems that automated programs are not able to catch, visit the Manual Evaluation Checklist page located at <http://www.calstatela.edu/accessibility/manual.php>.

## **Getting Help**

This section of the handout provides additional training resources on web accessibility as well as how to get in-person assistance. It also includes helpful links and information on web accessibility, HTML and Dreamweaver CS5.5.

## **Other Training Resources on Web Accessibility**

There are *Moodle* courses on web accessibility specifically developed for CSULA users and web authors. Visit <https://moodle.calstatela.edu> and log in with your *myCSULA Identity* account. These courses are listed under *Miscellaneous* or can be found by searching for *ITS Training Web Accessibility*.

- **HiSoftware Compliance Sheriff**  
<http://www.calstatela.edu/its/training/pdf/compliancesheriff.pdf>
- **Web Accessibility Awareness**  
<http://www.calstatela.edu/its/training/pdf/webaccessibility.pdf>
- **Web Accessibility Manual Checks**  
<http://www.calstatela.edu/its/training/pdf/webaccessibilitymc.pdf>

*lynda.com* also provides video tutorials on web accessibility. Use your *myCSULA Identity* account to log in at <https://lynda.calstatela.edu> and search for *Web Accessibility Principles*.

## **In-person Support**

Below is a list of the Cal State L.A. support groups that can provide in-person assistance with web accessibility issues.

- **ITS Help Desk:** <http://www.calstatela.edu/helpdesk>  
Location: Library Palmer Wing Lobby  
Phone: 323-343-6170  
E-mail: [helpdesk@calstatela.edu](mailto:helpdesk@calstatela.edu)
- **Center for Effective Teaching and Learning (CETL):** <http://www.calstatela.edu/cetl>  
Location: Fine Arts 138  
Phone: 323-343-6594  
E-mail: [CETL@calstatela.edu](mailto:CETL@calstatela.edu)
- **Information Technology Consultants (ITCs):** <http://www.calstatela.edu/itc>

## **Accessibility Help**

Below is a list of helpful links on web accessibility standards, awareness and tools.

### **Web Accessibility Laws and Standards**

- **Section 508** (<http://www.section508.gov>): The official Section 508 information website.
- **World Wide Web Consortium (W3C)**: An international consortium where members, full-time staff, and the public work together to develop web standards. Their mission is to lead the World Wide Web to its full potential by developing protocols and guidelines that ensure long-term growth for the web. W3C establishes its own set of Web Content Accessibility Guidelines (WCAG) containing additional measures for making pages more universally accessible. Web authors and developers are encouraged to also comply with the W3C guidelines.
  - **W3C** (<http://www.w3.org>)
  - **WCAG** (<http://www.w3.org/TR/WAI-WEBCONTENT>)
  - **Web Accessibility Initiative (WAI)** (<http://www.w3.org/WAI/>)

### **Web Accessibility Awareness**

- **CSU ATI** (<http://www.calstate.edu/accessibility>): A website that provides online tutorials for creating accessible content, a list of sister campus ATI websites, and ATI newsletters.
- **CSULA ATI** (<http://www.calstatela.edu/accessibility/ati>): A website that provides information on the progress of the ATI project at CSULA, outlining the responsibilities of the three working groups.
- **WebAim** (<http://webaim.org/intro/>): A website that provides extensive information on creating accessible content for web delivery, print and video/audio.

### **Web Accessibility Testing Tools**

- **CSULA web accessibility tools** (<http://www.calstatela.edu/accessibility/tools.php>): A list of tools and websites recommended by CSULA for testing websites for accessibility.
- **CSULA web accessibility tutorials** (<http://www.calstatela.edu/accessibility/tutorials.php>): A list of tutorials for developing accessible web content.
- **Manual testing tools:**
  - **CSULA manual evaluation checklist** (<http://www.calstatela.edu/accessibility/manual.php>): A simple online form that is designed to complement automated evaluation tools for website accessibility with an emphasis on areas that can only be evaluated realistically by human judgment. This checklist is based on Tom Jewett's manual accessibility evaluation and is edited to follow CSULA requirements.
  - **Web accessibility testing by Jim Thatcher** (<http://www.jimthatcher.com/testing.htm>)
- **Accessibility toolbars:**
  - **Web Accessibility toolbar** (<http://www.visionaustralia.org/digital-access-wat>): Free accessibility toolbar for Internet Explorer.
  - **Firefox Web Developer toolbar** (<http://addons.mozilla.org/en-US/firefox/addon/web-developer/>): Free accessibility toolbar for Mozilla Firefox.

- **Screen readers:** Free screen readers for download.
  - **NonVisual Desktop Access for Windows** (<http://www.nvda-project.org/>)
  - **Fire Vox for Firefox** (<http://www.firevox.cleworld.net/>)
- **W3C's complete list of web accessibility evaluation tools** (<http://www.w3.org/WAI/RC/tools/complete>)

## HTML Help

Some web authors may find it beneficial to learn the code used to create web pages. There are many tutorials on the web that can be used to learn HTML. A good place to start is with the organization that standardized the HTML language, the World Wide Web Consortium (W3C).

- **W3C HTML** (<http://www.w3.org/html/>)
- **w3schools.com** (<http://www.w3schools.com/>)
- **Step-by-step HTML handouts** (<http://www.calstatela.edu/handouts#H>)

## Dreamweaver CS5.5 Help

Complete product help is available on the Dreamweaver Help website (<http://helpx.adobe.com/dreamweaver.html>). Users can also access help topics by using the Help menu or the search box within the program.

To access Dreamweaver CS5.5 help:

1. Start **Dreamweaver CS5.5**.
2. Click the **Help** menu, and then click **Dreamweaver Help** (see Figure 39). Or, type a search term in the search box located on the right side of the **Application** bar, and then press the **Enter** key (see Figure 40). The **Adobe Community Help** window opens displaying help topics.

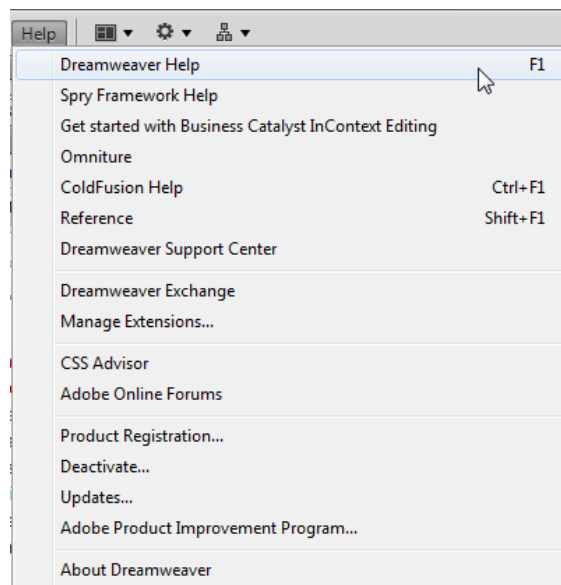


Figure 39 – Dreamweaver CS5.5 Help Menu



Figure 40 – Dreamweaver CS5.5 Search Box

## Useful Dreamweaver Shortcuts

Table 6 lists the most commonly used shortcuts in Dreamweaver CS5.5.

**Table 6 – Shortcuts in Dreamweaver CS5.5**

<b>Shortcut</b>	<b>Description</b>
Ctrl+N	New document
Ctrl+S	Save document
Ctrl+Alt+I	Insert image
Ctrl+F	Find and replace
Ctrl+J	Page properties
Shift+F7	Check spelling
Shift+Enter	Line break
F8	Show/Hide the Files panel
Ctrl+F2	Show/Hide the Insert panel
Ctrl+F3	Show/Hide the Properties panel
Shift+F10	Show/Hide the History panel
F10	Show/Hide the Code Inspector panel
Shift+F4	Show/Hide the Behaviors panel
F12	Preview in primary browser
Ctrl+F12	Preview in secondary browser
Double-click	Select a word
Triple-click	Select all content within container (div, paragraph, list item, etc.)