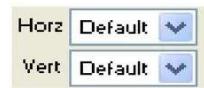


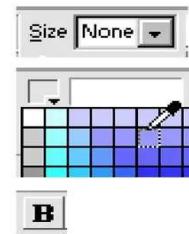
- Alignment. Selected text can be left-justified, centered or right-justified.
- Bullets and numbers. Select multiple lines of text then click one of these to make the list bulleted or numbered. To add to the list later, place the cursor at the end of a line and press the Enter key. Note that if you wish to format numbers and bullets, you may do so by going to the Text Menu and clicking on "List."
- Indent/Outdent. Selected text will be moved left or right.
- Text size. Drop menu of relative text sizes.
- Alignment within a cell. Click in the desired cell and use the Horizontal and Vertical Alignment drop menus on the Properties panel to set how everything in the cell aligns. Commonly, text will be aligned 'top' and 'left.'
- (You can also drag the mouse from one corner cell to the opposite corner, selecting all cells, and THEN set the alignments for all the cells at the same time.



*Continuing our little exercise...*

#### **Suggested formatting for the Home Page header text.**

1. Select "John Smith, PhD." by dragging the mouse across the text.
2. Click on the Size drop menu on the Properties palette and choose "+2"
3. Click on the Color palette and use the eyedropper to choose a color
4. Click on the Bold button on the Properties palette



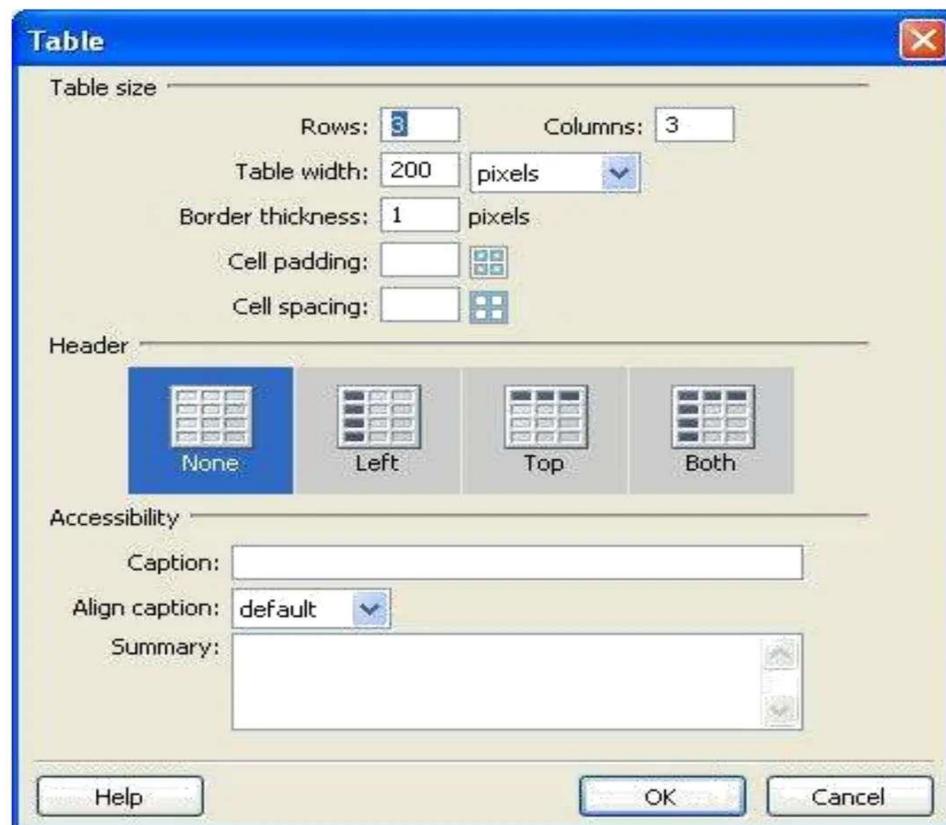
The selected text should now be a little larger, bolder, and have a different color than the rest of the text in the cell.

**John Smith, PhD.**  
 Professor of Webology  
 Room 1234  
 Phone x5678  
 Email: [jsmith@oakton.edu](mailto:jsmith@oakton.edu)

## Tables

Tables are great for organizing and giving structure to the page.

1. Place cursor where you want the table.
2. Choose the Table icon on the Insert bar or at the top choose Insert>Table.
3. Specify the number of columns and rows.



**Cell Padding** – specifies the amount of spacing between the content and the cell edge (wall) **Cell Spacing** – specifies the amount of spacing between each table cell, not including the border

**Table Width** – specifies the width of the table in pixels or as a percentage of the browser window. For precise layout of text and images, it is recommended that you specify tables in pixels.

**Nested tables:** When creating nested tables, i.e. table(s) within table(s), designate specific pixels on the outside table. 700 is one standard. Another option is to the outside table at 100%.

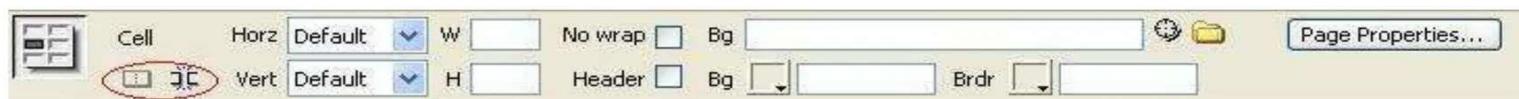
For tables inside main table percentages are generally used rather than pixels.

**Border thickness:** specifies the width of the table border. A border of “0” means the lines will appear invisible.

#### **Background Color of Table, Cell or Border:**

Select the entire table or a cell and click the Background color or Border button in the Property Inspector.

**Split/Merge Cells:** You can split (divide the selected cell) or merge (unify selected cells) by selecting the appropriate cell(s) and clicking either the split or merge icon in the properties inspector.



## **Inserting Images**

It is recommended that your image be the size you want it to appear on your Web page, rather than enlarging or shrinking the image in your HTML editor. You should set the image resolution to 72 dpi (close to standard computer display resolution) to hold down image file size. Photoshop can help you do this (use the “Save Images for the Web” option).

#### **To insert an image:**

- Place the cursor where you want the image to appear on the page and then click the Image icon on the Insert bar, or go to **Insert ➔ Image** on the top menu.
- In the dialog box that appears, click Browse to choose a file. It must be in your website folder.
- Click ‘OK’

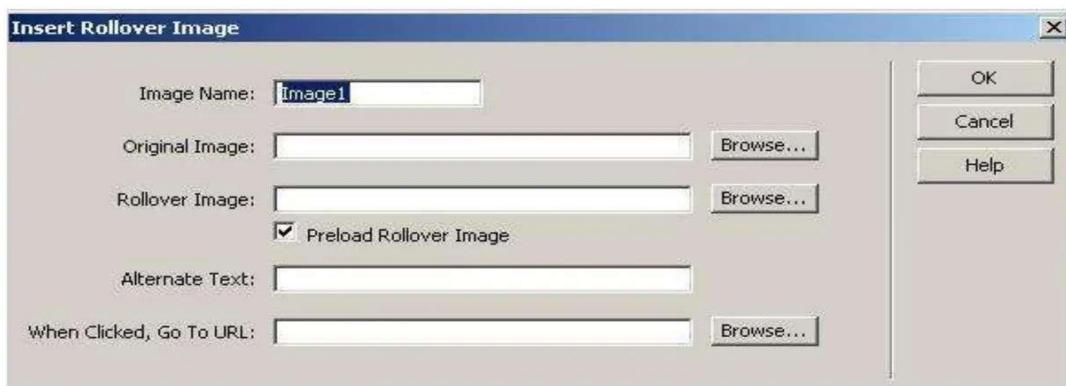
## **Inserting Rollovers page animation**

A rollover is an image that changes when the mouse cursor moves across it. A rollover consists of two images: the primary image (the image displayed when the page first loads) and the rollover image (the image that appears when the cursor rolls over the primary image).

### To create a rollover:

It is essential that both images are exactly the same size or the images will not appear correctly. You can do this in a drawing program.

- In Dreamweaver, place the cursor in the Document window where you want the rollover to appear.
- On the Insert bar, click the Rollover icon or go to **Insert** → **Image Objects** → **Rollover Image**.
- The Insert Rollover Image dialog box will appear. Browse to select an image file for the original and rollover image.



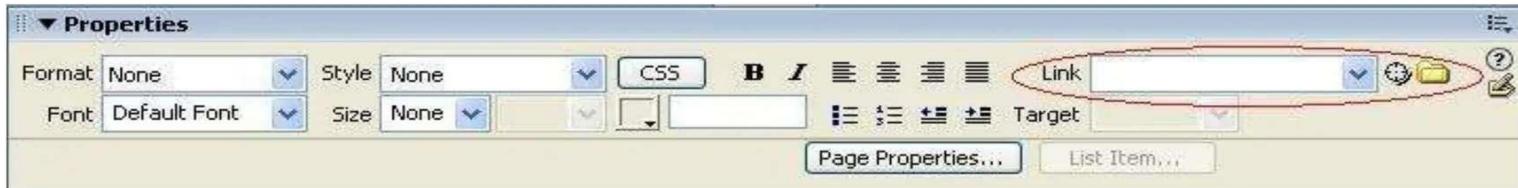
4. Make sure the Preload Rollover Image option is checked so that the rollover image loads when the page opens in a browser. This ensures a quick transition between the images.
5. To create link, in the 'When clicked go to URL' box, browse to select a file.
6. Click OK.

### Creating Links and Email Links

#### **Creating Links**

Links are used to navigate between pages in your site and to introduce material from other web sites.

## To create a link



- Highlight text or an image in the Document window.
- To link to a document inside your site, click the folder icon to the right of the Link field to browse and select a file. The path to the linked document appears in the URL field.
- To link to a document outside your site, enter an absolute path including the http:// (i.e., for a link to NASA, the absolute path is http://www.nasa.gov)

## Creating Email Links

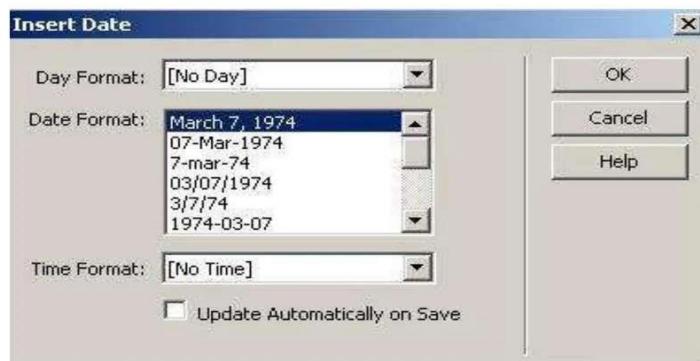
An email link opens a new message window (using the mail program associated with the user's browser) when clicked. In the email message window, the To: field is automatically filled with the address specified in the email link.

To create an email link:

- In the Document window, position the insertion point where you want the email link to appear, or select the text you want to appear as the email link.
- On the Insert bar, select the Email icon (looks like an addressed envelope). Or you can go to Insert  Email Link in the top menu.
- In the Text field of the Email Link dialog box, type or edit the text to appear in the document as an email link.
- In the Email field, type the email address that will appear in the To: field.
- Click OK.

## **Inserting a Last Updated Date**

- Place cursor where you want the date inserted.
- From the Insert bar, select the Date icon.
- A dialogue box will appear, choose the day, date and time format you desire. Check the box for "update automatically on save" to have the date change whenever you save the web page file.



## **Inserting Anchors**

Anchors mark specific positions in a page(s). Use named anchors to jump to a marked position in the current document or to link to a marked position in a different document.

To create a named anchor:

- In the Document window, place the cursor where you want the named anchor.
- Click on the Named Anchor icon on the Insert bar or go to Insert ➔ Named Anchor from the top menu.
- Enter a name (no spaces) for the anchor in the dialog box that appears. (If the anchor marker doesn't appear at the cursor location, choose View ➔ Visual Aids ➔ Invisible Elements.)

To link to a named anchor:

- Select text or an image in the Document window.
- In the Property inspector, enter a pound sign (#) and the name of the anchor in the Link box. For example to link to an anchor named "two" in the current file, type #two.

To link to an anchor named "two" in a different file in the same folder, type filename.html#two.

## **Saving**

It is good practice to save web pages without capitals, spaces, or funny characters. This will ensure that the page will appear on all browsers, as well as make it easier to type in the address correctly.

The homepage of your website should be saved as “index”. This means that instead of getting a file directory (where everyone can see ALL the files in your folder) your homepage automatically loads. In any folder, the file named “index” is the homepage.

You can tell if a page hasn’t been saved or not if the tag selector has an asterisk. “index.html”\*

A quick and dirty way to use a page as a template is to either create a copy with a different name or copy and paste the code.

## **NOTES:**

Photoshop and Illustrator are great for creating banners and images. We have workshops for that!

Resources: Don’t forget the Dreamweaver Help and tutorials. There are also numerous websites for html. Using a search engine to find a solution to a specific problem works pretty well. Consultants hold hours in the Info Commons. Come bother us.

## **Working with Layers**

We’re going to a **look at** some of the characteristics of **layers**, and then work with them and apply some behaviors to them.

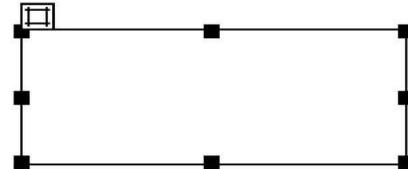
### **Introduction**

Layers are squares that can be placed wherever you want in the Page, we can insert HTML content in them. Those layers can be hidden and overlapped between them. This gives you a great variety to design.

Layers can be moved from their positions by just clicking on the white square in its left top corner, and whilst keeping the mouse pressed, dragging it to the new position.

They can also be resized by clicking on the black squares and dragging them until the size you want is reached.

You can insert text, tables, images, and flash animations inside the layer’s square, and also all the elements that an HTML file can contain.



This icon  is used to select the layer when you click on it, and when you clear it, you are also clearing the layer.

## Inserting a layer

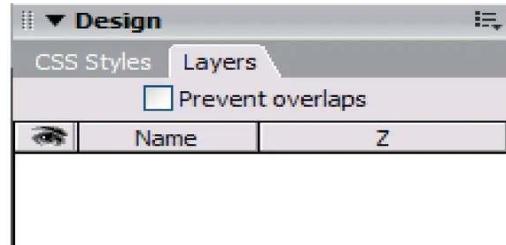
Layers can be inserted in a Page through the **Insert** menu, and then selecting the **Design object** option, and **Layer**.

Once the layer is inserted, you can edit its attributes by selecting it.

You can select layers through many different ways. One of them is clicking on the  icon. This is not useful when there are many layers in the same file because all layers have an image like this one associated, and it's very easy to select the wrong one.

When there are many layers in the same file, it's recommendable to select them through the **Layers** tab in the Design panel, which can be opened through the **Window** menu, and then the Layers option. If the **Layers** option isn't in the menu, it may possibly be in the **Others** option. Also, it can be opened just by pressing **F2**.

In the panel are the names of all existing layers in the actual file, and you only need to click on the layer name to select it.



## Layer format

Layer's properties are shown through its **properties inspector**



**Layer ID** is the layer's name. You can change it through the **Layers** panel, and double-clicking it.

**L** and **T** indicate the pixels distance between left and top limits of the document and the layer.

**W** and **H** indicate the layer's width and the height.

**Z-Index** is the depth order of the layer. This value can be changed through the **Layers** panel. A layer will be overlapped by others which greater Z-index.

**Vis** indicates the initial view of the layer. Visibility can accept four types.

**Default** (Browser view),

**Inherit** (the layer of the Page that is being displayed is shown)

**Visible** (It shows the layer although the Page isn't being seen)

**Hidden** (the layer is hidden).

You can also change the view through the **Layers** panel by clicking on the eye image. The open eye indicates **Visible**, and the closed eye indicates **Hidden**.

Through **Bg Image** and **Color** you can indicate an image or a background color for the layer.

Overflow controls how the layers appear in a browser when the content exceeds the specified size of the layer.

Visible indicates that the layer would be amplified to make its content fit.

Hidden specifies the additional content will not be shown in the browser.

Scroll specifies that the browser should add scrolling bars to the layer although they are or not needed.

Auto makes the browser show the scrolling bar when they are needed (when the layer content is bigger than its limit).

## Using Frames

We are going to **see** what **Frames** are and when they must be used. We will also see how to insert a simple frame into a website and how to work with it.

## Introduction

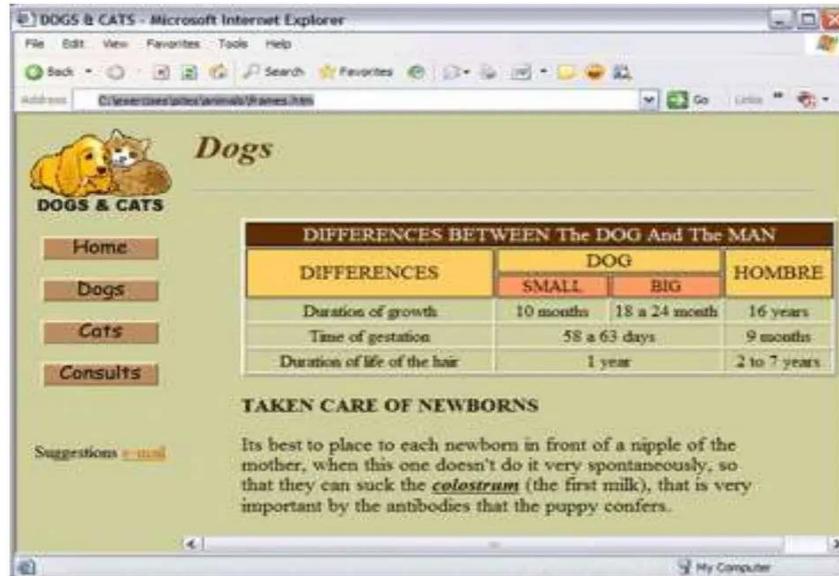
Frames are used to distribute the data in a web site. They help to keep some parts straight such as they are, as the logotype and the browser bar, while the others can change. In addition they usually improve the appearance. Each page's frame has its own HTML file. For example, in the image on the right you can see a page with two frames. The left frame has the **menu.htm** file, and the right frame has the **dogs.htm** file.

To see the page this way, we have opened the browser's file **frames.htm**, which is the page that has grouped the frames.

It is possible to edit the frame's files from the page that contains the set of frames. This simplifies the work as it is easier to figure what the final page is going to look like.

This is something that you cannot do if you edit each framed file individually.

Working with frames can be a bit complicated, and even more so in the beginning. We are not going to go too much into the theme, and we will only look at some of the basic concepts with a few easy examples.



## Creating frames

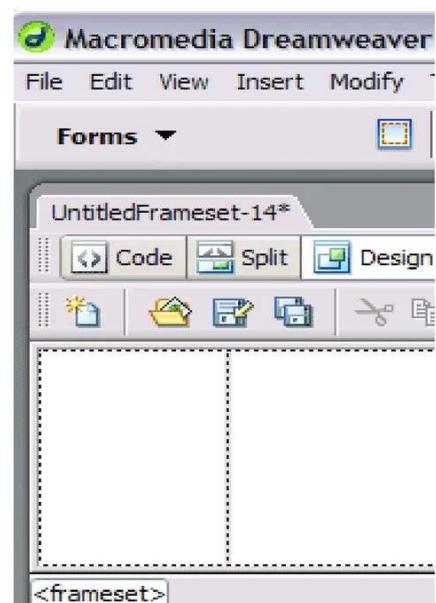
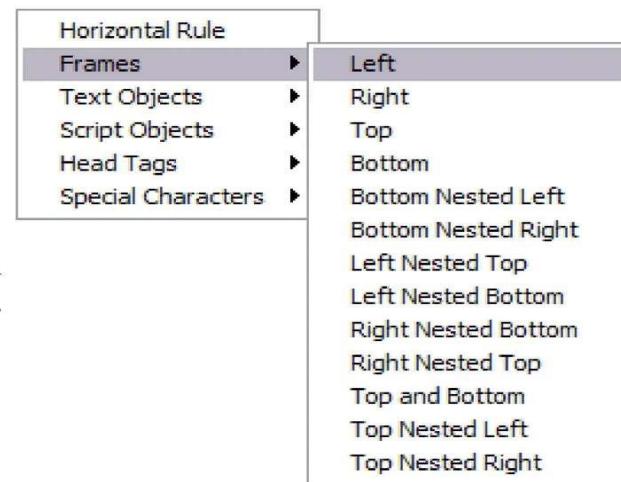
There are many ways of creating a frame. We will only learn one.

To create a frame, you first need to open a file. It can be new or an existing one.

After this, you need to go to the **Insert** menu, **HTML, and Frames**. Through this option you can select the type of frame you want to create.

We are going to look at the **Left** frame option.

If we click on **Left**, a new frame will be created in the left side of the current file.



As you can see in the image, there is a line splitting the document.

In this case we will have three files: the left one, the right one, and the one which has the set of frames. The right one is the file we had at the start. It is in the frame known as **Main Frame**.

To select the file that has the set of frames you have to click on the line that splits the frames. This is only possible in case of not having been previously saved.

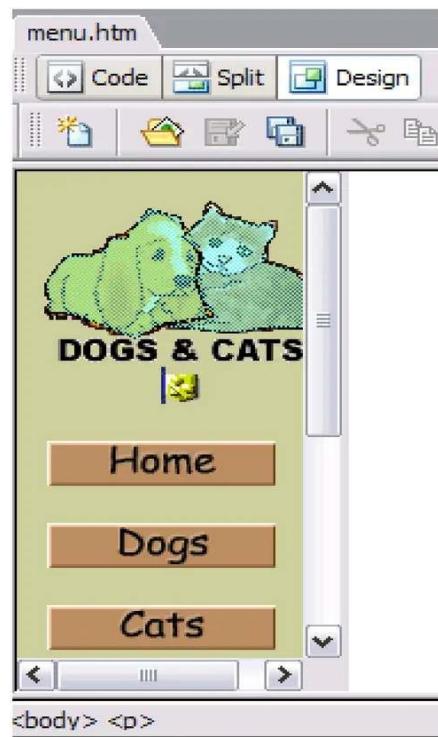
In case of inserting a right frame instead of a left frame, the empty frame will be shown to the right of the original file.

In this image you can see an example of a right frame.

A right frame has been inserted over an existing file, **menu.htm**.

As in the previous case, we have three files: the left, the right, and the one which has the set of frames. In this case the file we had at the beginning is the left one, while the previous was the right one. For this reason **Main frame** will be at the left.

**Main frame** is the frame that is always in the initial file, into which the rest of the frames have been inserted.



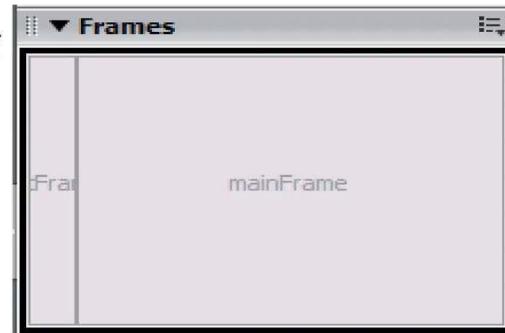
## Selecting frames

If you want to select the frames of a document you have to go to the **Frames** panel which can be opened through the **Window** menu. If the **Frame** option isn't in this menu, it may be in **Others** option. You can also open the **Frames** panel by pressing the combination of **Shift+F2** keys.

The frames that are in the frame document are found in the **Frames** panel, and we can go through them by clicking on them in the panel. You can also select the frame Page by clicking on the border that surrounds the frames.

Select the frames to edit the document they may contain.

Select the frames to specify the specific properties of each one of them.



## Saving Frames

All documents that have frames must have a Page inside each one of them. This is why when you create a frame, new pages are loaded by default in each one of them (apart from the frame that has the original page).

These new pages can be replaced later by other existing pages as we'll soon see.

If you save the page that has the set of frames, each one of the pages included in their frames we'll be saved too.

It is not recommendable to save the frames for the first time using the **Save all**  option, because we can make mistakes when naming the new files.

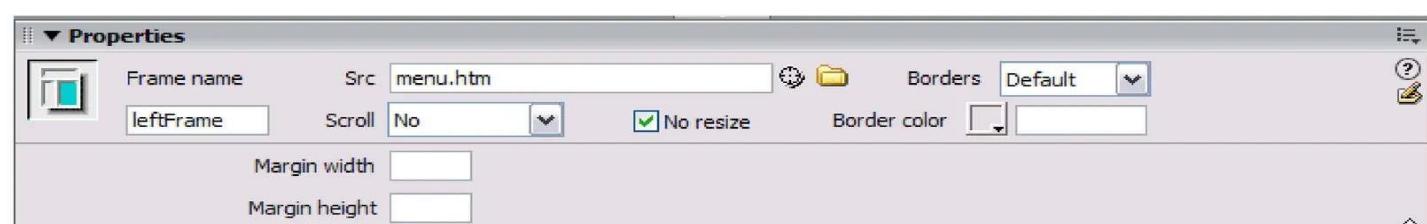
It's preferable saving each file (one by one) unless all the frames had an already existing page, because in this case the unique file that will have to be named will be the one that has the set of frames.

To save a file that has a set of frames, you have to previously select it.

To save each one of the documents, you just have to place the cursor on one of them and click on the **Save**  button.

## Setting up Frames

After selecting a frame through the **Frames** panel, its properties can be established through the **properties inspector**.



Each frame has a name assigned that can be changed through the **Frame name** option. The name cannot have blank spaces.

**Src** is the HTML file name that is displayed in the frame.

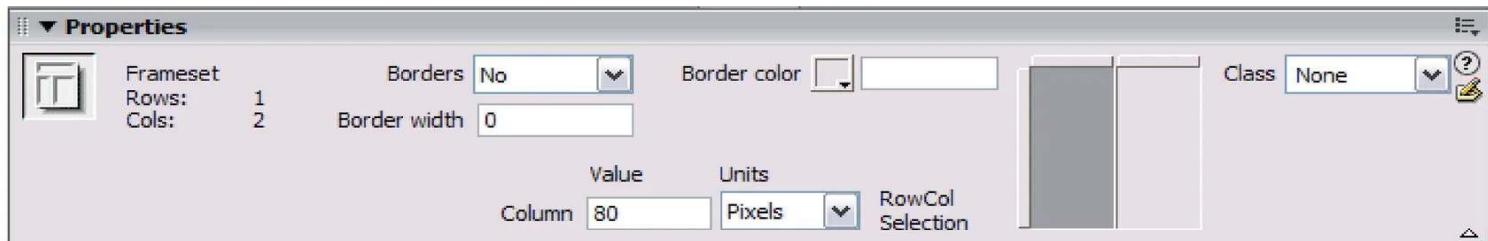
In **Borders** you can select a line that splits the frame from the rest of the frames. In case of showing the border, a color for this can be specified through **Border color**. You can also establish a width for the border through the **Width** option.

**Scroll** will indicate whether scrolling bars will be shown or not when the frame file cannot be completely seen.

If the **No resize** option is activated, it indicates that users won't be able to change the frame size in the browser.

The **Margin width** and **Margin height** set the separation between the content of the frame and its right-left and top-bottom borders.

If all the sets of frames are selected, then the **Properties inspector** will display the following options:



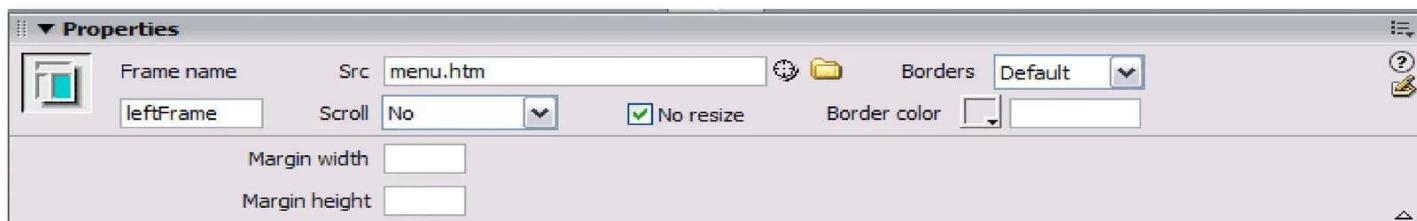
In **Borders** you can add a line to split the frame from the rest of the frames. In case of showing the border, a color for this can be specified through **Border color**. You can also establish a width for the border through the **Width** option.

The **Column** field (or **Row**) is used to set the frame size, and it can be introduced as **Pixels**, in **Percent** (of the window) or **Relative** (proportional to the rest of the frames).

You will usually use two frames, one of them with size in **Pixels**, which will contain the browser bar, and the other frame with a **Relative** size, to adjust it to the rest of the browser window.

## Frame content

As you have seen, the frame content can be established through the **Src** field of the **properties inspector**.



When we work with frames, our aim is to load different files in at least one of them.

Through the **Src** field of the **properties inspector**, it's only possible to specify the file that will be loaded in the frame in first time, but we can change this later using links.

As you remember, in the hyperlinks unit we learnt the possible links destinies. Those destinies could be **\_blank**, **\_parent**, **\_self**, and **\_top**. Let's see again what are they used for. You now know how to work with frames and they will be easier to understand.

- **\_blank:** Opens the file linked in a new browser window.
- **\_parent:** Opens the linked file in the frame window that has the link or the set of main frames. As you know, the **main frame** is the frame where the initial file is and where the rest of the frames have been inserted.
- **\_self:** Is the predetermined option. It opens the linked file in the same frame or window as the link.

*Opening the linked file in the whole browser window means that the window frames will disappear when you open the link in it.*

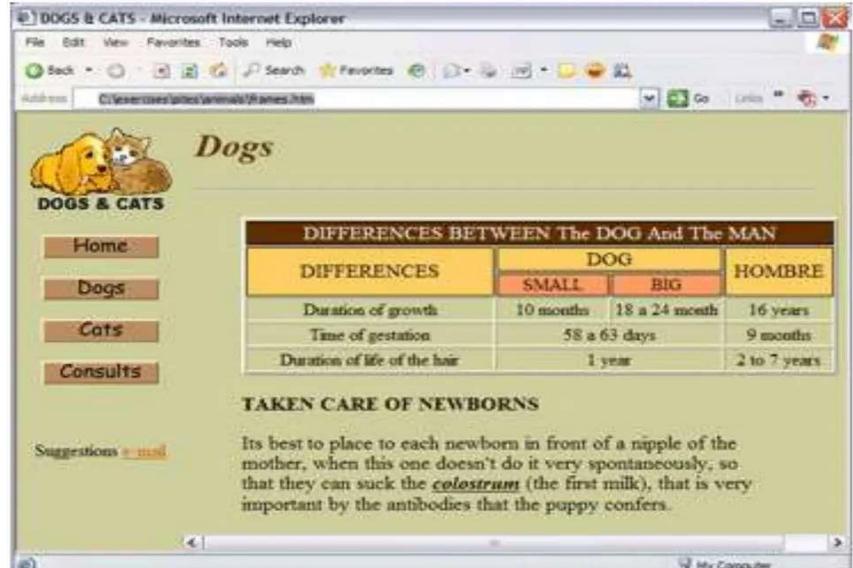
In addition to these destinies, you can also set the name of one of the frames in the Page as one of them, so the page will be loaded in that frame.

We can add all these destinies to any element of the Page that has any link, it can be a text, an image, an image map, a flash element, etc.

Thanks to this we can make our links work as we please, loading Pages in some of the frames, in a new window, in the whole window, etc.

This task can be difficult and complicated at the begining, but it leads to good final results.

teacherClick courses can be seen on the net using a top frame with pull-down panels



## Using behaviors

In this unit we're going to **learn** the basic characteristics of the **behaviors**, and also look at a pair of examples of possible applications.

### Introduction

behaviors are actions that happen when the user does something over an object, for example moving the mouse over an image, clicking on a text, double-clicking on an image map, etc.