Introduction to Dreamweaver 8

What do you want to do with a webpage?
- Updating existing pages
- Add .pdf to page
- Navigation
- New pages not just updating

What is a webpage?
- A way of displaying information Publicly
- Address / URL
- Links to different information easily
- Stored on a server and so people can view it

What is a website?
- A collection of pages combined together in sections with navigational links
- Hyperlinking -how to connect webpages together

What is a Server?
- A web-server is like a waiter, if you want page/food tell server/waiter, who goes and gets page/food and brings it back and displays it or serves it up.

## What makes a Good vs. Bad Website?

GOOD	BAD
KISS	To much information
Use high contrasting colours and readable fonts	Hard to read text
800 x 600 (think about user)	Poor Use of colours
Load time less than 50K good / 30 best	Scrolling <-> ^/v
Easy navigation / Good titles	Broken links
Standard -top left corner –home / consistency	Contact info hard to find
Content / organization	No consistency
Last updated date	No content or purpose
Consistency -colour. standard navigation bar	Not thinking about the user
Chunking of information (user don't read they scan)	Info out dated

Site Structure
- All the files that you want to use in your website must be put into a single directory or folder, that is to say stored in one area of your computer.
- Similar content should be grouped together to make it easier to find later. For example all you images should be put into the same folder.
- Folders don't add any size to your Website, they just help you organize the content in it.

Index.htm
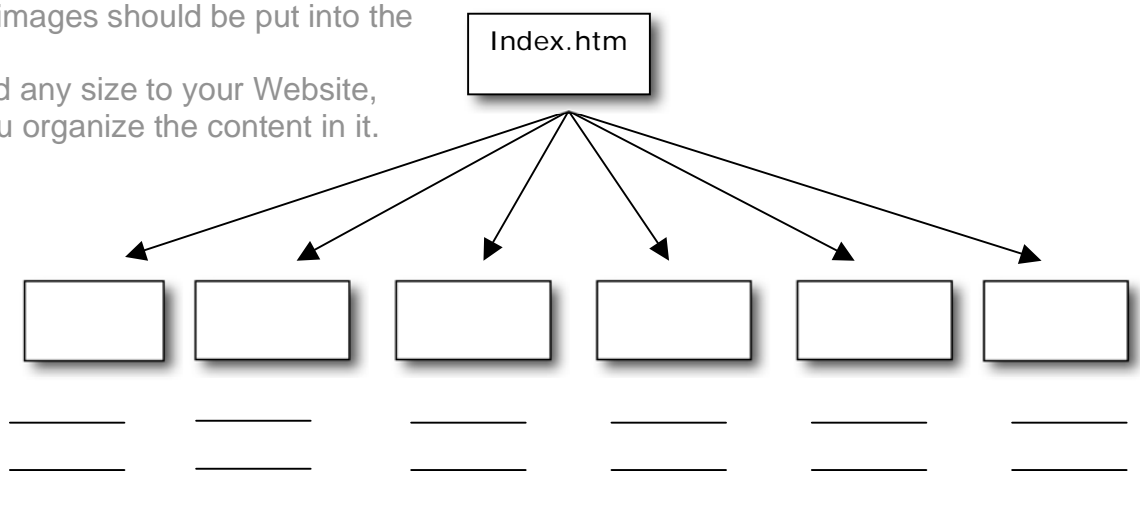
Activity 1 - Define Site Process

1. Go to the **Site** menu and select **New Site**.

2. A new window pops up with 2 tabs at the top Basic and Advanced. **Select the Advanced** tab.

Category	Local Info
Local Info	
Remote Info	
Testing Server	Site name: Practice Site
Cloaking	
Design Notes	Local root folder: C:\WINNT\Profiles\RyanKuhne\Desktop\p 📁

3. Now make sure you are on the **Local Info** Category and fill in the following:

   - **Site Name** = Give your website a name (only you will ever see this name)

   - **Local Root Folder** = Select the folder that you are going to store all you website materials in.

   - Leave the rest of the options blank under this category. We will be back later to fill out the Remote Info Category so that we can connect to the server.

4. **Click OK** to finish.

OPEN DW & Overview

Do you see what I see?
   - Toolbars
   - Code view vs. design view
   - Object Panels/ Properties tool box / Common tool bar

**The Insert bar** - contains buttons for inserting as images, tables, and layers, into a document

The Document toolbar - contains buttons and pop-up menus that provide different views of the Document window and some common operations such as previewing in a browser.

The Document window - displays the current document as you create and edit it.

The Property inspector - lets you view and change a variety of properties for the selected object or text. Each kind of object has different property inspector.

Panel groups - are sets of related panels grouped together under one heading. To expand a panel group, click the expander arrow at the left of the group's name.

The Files panel - enables you to manage your files and folders. The Files panel also enables you to access all the files on your local disk, much like Windows Explorer (Windows) or the Finder (Macintosh).
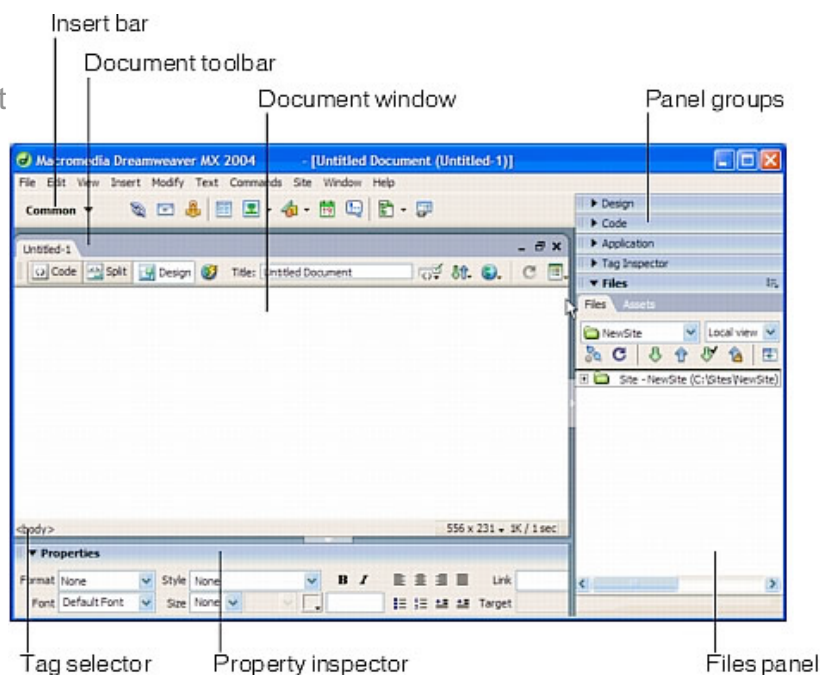
Activity 2 - Getting Content and Using the Site Map

   - **Get Content** -> Go download **source files** and save them to our Local Root Folder.

   http://www.carleton.ca/edc/dw/

   - **Set up the site structure** -use different folders for images and documents.

   - **Naming** - use lowercase, use _ instead of spaces, and don't use special char like * $ \ # ? !

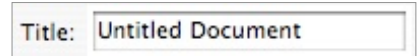## Activity 3 - Chunking Information and Creating Pages in DW

We will break apart the Biol1004.doc source files apart into three separate pages. There are two ways to get text into Dreamweaver from a .doc, either **A.** Copy & Paste the text or **B.** Save the file as an .html document. To get started **Open the Word document** from the files panel.

A. Copy & Paste text
Welcome / Home   (index.htm)
- Copy and past from Biol1004.doc into your blank DW window (note lost of formatting)
- Give the page a **Title**. This is what shows up at the top of the browser.
- **Save as index.htm**, use all lowercase & let DW automatically fill in the extension. The first page of any websight is always index.htm and it is the first page that the server looks for.
- **Close** window.
- Why .htm not .html? (basically the same thing)

Title: | Untitled Document

Schedule & readings   (schedule.htm)
- Open a **new page** by going to **File** and select **New**. From the new document window choose **Basic page** and **HTML** then **Create**.
- **Copy and past** from Biol1004.doc into your blank DW window (note lost of formatting)
- Give the page a **Title** and **Save as schedule** (let DW worry about extension)
- **Close** window.

B. Save as .html
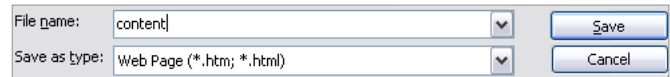Course Contents   (content.htm)
For small document loosing the formatting is no big deal, but for big docs with lots of pages it would be to time-consuming so we can save as HTML to keep all the formatting of the original document.
- **In Word** go to **File** and save and choose **Save as Web Page…**
- At the bottom of the Save As window fill in a **File Name** of content.html and then in the **Save as Type box** choose **Web Page (*.htm; *.html)**
- **Close** Word.

File name: | content
Save as type: | Web Page (*.htm; *.html)

- Look in your Files Panel, you should have 3 .htm files (index.htm, schedule.htm, content.htm)
- Copy/paste vs. save as html - benefits and disadvantages of both

Activity 4 - Format index.htm
- **Open index.htm** if not opened and **select all the text**.
- **Change font type** from the drop box on the property inspector to **Arial, Helvetica,…**
  Why use this option - If user does not have one font use other font that has almost the same formatting so your page will still look the same. Arial-Windows & Helvetica-MAC
- Change **body test to size 3** and make the **title size 5**
- **Bold** the titles on each line
- **Change colour** of proff's name (not blue as they are usually reserved for links)

- Visit **code view** againand show head, body, ..
- BR(break) vs P(new Paragraph), Headers, Font Tag, Ordered and Unordered Lists
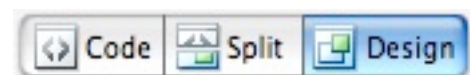
- Go to the **Modify** menu at the top and choose **Page Properties**.
- **Make an e-mail link** by highlighting the email address and selecting the mail icon
- **Save** your work and go to the world to preview (World Wide Web)

Activity 5 - Format content.htm
- Open content.htm if not opened
- Under the **Command Menu** use the DW command **Clean Up Word HTML** to fix the text.
- **Insert Horizontal rule** between paragraphs
  Explain Pixels vs. % in webpage layout

Activity 6 - Internal Links are used for same page or same site
Same Page
- Compile paragraph titles as a list at the top of the page
- Use the **Anchor** on the toolbar to place invisible page anchors beside paragraphs
- **Link titles** at top of page **to their paragraphs** by hyper linking with the crosshairs
- Put in **back to tops** and link to an anchor at the top of the page.
- **Save** your page and **preview** it. Close browser and the contents.htm DW window

Same Site - Common Navigation
- Make a Text Based navbar   **Home | Course Content | Schedule**
- Return to **index.htm**
- **Type in headings** and use folder or crosshairs to **link to the other pages**
- **Copy and Past the navbar** to the top of the page and other pages

Activity 7 - Images
- Copyrights, creation, and editing/resizing?
  - Jpeg = photo, gradients   gif = flat colour or text, memory hog

- Add book_sm.gif under text by putting you curser there and selecting the picture tool.
  Alt tags ->old CPU or Slow connect. Turn off pictures & visually impaired -> screen reader
- Make a **link to the big picture** by selecting the small book and make a link to the big book.
- **Save** and **preview** you work.
- Make a new page bigbook.htm with a link back to the index (alt tag) Save -> preview

Note on Root Directory and Structure
- www.carleton.ca/edc -> therefore edc is the root directory for the edc website (A: drive 4 us)

  root = building   all of our files are in the same root folder or Building
  folders = rooms   Rooms or subfolders   image room/folder

Absolute links
- Outside site
- **Like mailing address** very **specific** points to exactly where the file is
- http://www.carleton.ca/edc/   (WWW -> world wide web)
- 1125 Colonel By DriveOttawa, ON, Canada….

Relative links
- Inside site
- **General address** relative to the file you are in
- From index go to schdule.htm   **/schedule.htm**   in same folder or room
- From this room go to room 431 (don't need to say city or building understood in same building)

EXERCISE – Look at images src: links as compared to documents and other page links.

Activity 8 - Uploading site to server FTP

- From the **Files Panel** double click on your sites name in the dropdown box at the top.
- In local info switch to **Remote info** and from the drop box select **FTP**
- Fill in the Remote Info with the following information;

- From the **Files Panel** select the Local Root Folder and **click the blue Put Arrow**
- Go to site map explain remote vs. local upload site with **up arrow**
- Visit your webpage
  URL: **carleton.ca/edc/dw/test#**

Activity 9 - Tables for Displaying Info vs. Tables for design

Displaying Info
- Open **index.htm** if not opened and fix text
- Make a **Percentage table** from common toolbar for the information and fill it in.
  - 6 rows and 2 columns and 60%
- To select the table right click table or select edge or use tag selector
  - **Border** – note if any are left blank it does not mean 0
  - **Cell padding** – room between content and wall
  - **Cell spacing** – space between cells
  - **Bg colour** of the table
  - **Preview** your table and try and change the page size.

- Change it to a **fixed table**
  - Select the Table then change the **W to 400** pixels
  - Assign column widths of 150 and 250
- **Save** -> preview -> close browser and DW window

  Note: Might have cells that look popped out it is because there is nothing in that cell you must go and **Insert** menu > HTML > Special Characters a choose **non-breaking space**

For Design – creation of templates
- The Internet started as information based and now it is Art driven, layout, flare, interesting
- Tables gives us an excellent was to make templates and organize the site
- Some of you may just be updating sites that have pre-existing Templates.

Activity 10 - Templates

What is a template?

A template is a document you can use to create multiple pages that share the same layout. When you create a template, you can indicate which elements of a page should remain constant (non-editable, or locked) in documents based on that template, and which that elements can be changed.

A template allows changes to be made in both editable and non-editable regions. A page made from the template file can only have changes made in the editable regions. Any changes made to the template file will update all existing documents (so long as they are made using the template).

Parts of the template:

Non-Editable or Locked Regions are areas within the template that cannot be modified when the template has been applied to a page. Editable Regions are areas within the template that can be modified when the template has been applied to a page.

Template Creation   **http://www.carleton.ca/edc/dw/02/**
- Go to Site Map and make a **new folder called 'old site'** and **copy all files into that folder**.
- Open index.html
- Screen Size 800x600 = 760x420max since toolbars and things take room on your browser

1. Insert a table at the top of the page 2 Row by 2 Column, **format** and **insert images.**
   - carleton.gif   200x50   - alt tags
   - red_blurb.gif 560x50   - link to Carleton
   - biology.gif   - Click <- or -> to deselect the picture notice curser
   - campus.gif   - set cell width and height

2. Insert a table 3x3 and 760 Pixels
   Merge top (put black) and **bottom** (put Carleton navigation links) rows
   The **widths of the middle row** are as follows;
   - C1 = 200   For our navigation section
   - C2 = 10   White space between nav and text of C3
   - C3 = 550   Space for content

3. Nested Table
   - Insert **nested table** for navigation 6 rows by 2 columns
      - Column 1 Horz: centre Vert: middle and Column 2 Horz: left Vert: middle
   - Insert the navigation text that we are going to use as our links.
   - Can't make navigation text link to pages that don't exist yet so we have to go make them.

Editable region

Our template is almost complete, but we need somewhere to put the contents for the pages that we are going to make. We must add an **editable region** and lets call it **"body"**
- File -> **Save as template** call it **maintemplate**
- Bring curser in middle table and go to Insert > Template Objects > New Editable Region
- Close window

Remake pages   index.html, schedule.htm, content.htm   File -> New from Template
Open old site and copy and past to new template pages or apply template to existing pages.
- **Open** other pages and then go to the Modify menu > Templates > Apply Template to page
- Click on the name of **your template** you would like to use and then click Select.
- Match the Editable Regions, Document body to Body and click OK
- Fix the **page titles** then save all files and close all
- Open template file and **link navigation**
- **Save** -> you have changed the template, do you want to update all documents YES
- **Upload** to server and **View** you site.

Title: Untitled Document