

# **Dreamweaver 4 for Visua Learners**



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# Dreamweaver 4 for Visua Learners

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First Edition

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# Introduction

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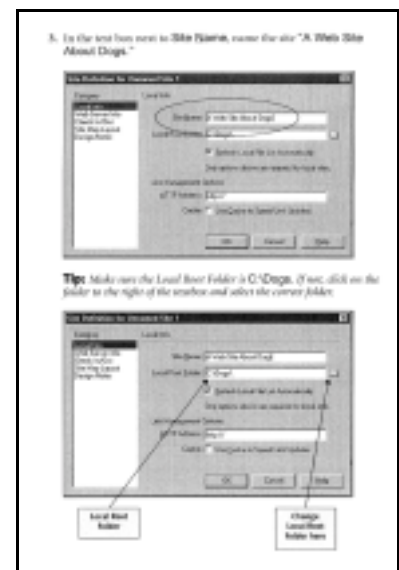
Welcome to *Dreamweaver 4 for Visual Learners*. If you've never used a Visibook before, you'll find that it contains several hundred illustrations, with comparatively little text. It presents essential tasks, breaks them down into steps, then walks you through them with illustrations.

## What you'll learn

You'll learn how to create a solid, attractive Web site that's easy to navigate. You'll also learn how to upload it to a Web server.

You won't become an expert in Web publishing—that takes practice and real-world experience. But you will learn the fundamentals of site-building using Dreamweaver, and get a good foundation on which to build expert-level skills.

Additional resources for acquiring expert-level Dreamweaver skills are found at the end of this book.



Follow the steps



See the results

## How you'll learn it

This book has five sections: Dreamweaver Basics, Layout & Navigation, Utilities, Interactivity, and Advanced Layout.

At the end of each section are practice exercises. Don't worry if you can't work through the whole book in a day or two. Take your time, and try to do the practice. You can check your work against examples posted on the Web.

## Before you begin

Before you begin, it's important that you know Windows well. A working knowledge of Windows makes it much easier to learn Dreamweaver. You should be familiar with:

- How directories work
- Windows Explorer
- Basic word processing

Make sure you can perform the following tasks:

- Create a folder on your computer's hard drive
- Create a folder within a folder
- Copy a paragraph from one document and paste it into another.

If you have trouble doing this, set aside a couple of hours to learn Windows basics. Have a friend or co-worker who is proficient with computers walk you through Windows Explorer, creating folders and becoming familiar with file extensions.

You should also practice using the Cut, Copy, and Paste commands in a standard word processing program. When you can do these things on your own, you're ready to learn Dreamweaver.





# Dreamweaver Basics

In this section, you'll learn how to:

- **Set up a Web site**
- **Format text**
- **Create links to new pages**
- **Create e-mail and external links**
- **Insert graphics**
- **Create a basic navigation system**
- **Change page and link colors**

You'll build a site that looks like this:

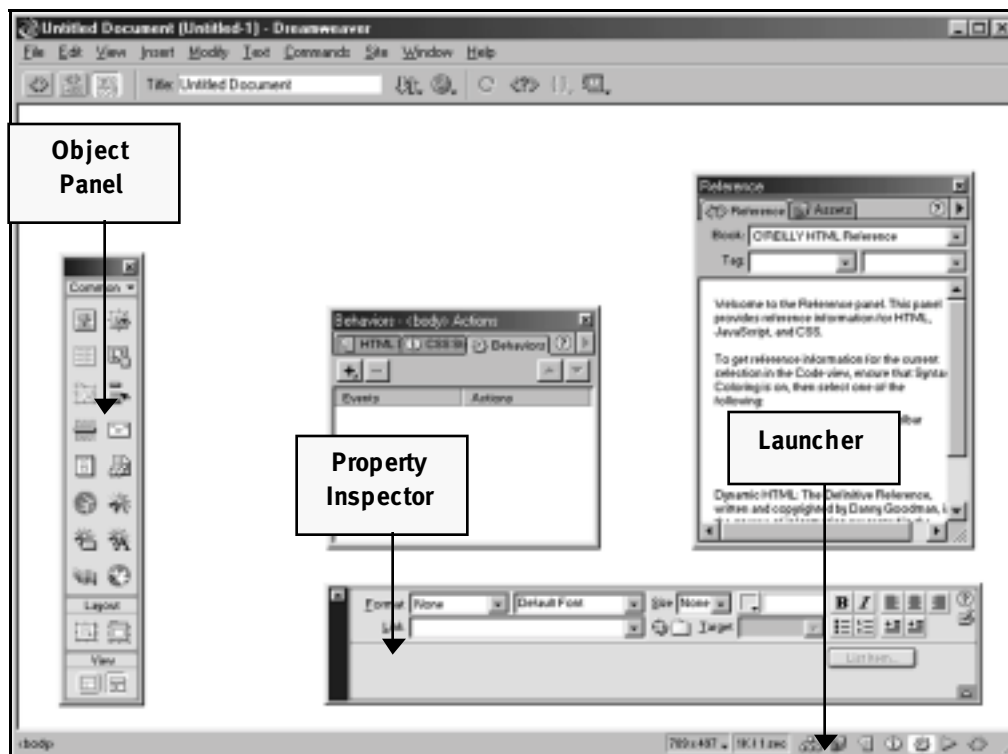


# Set up a Web site

---

## Create a home page

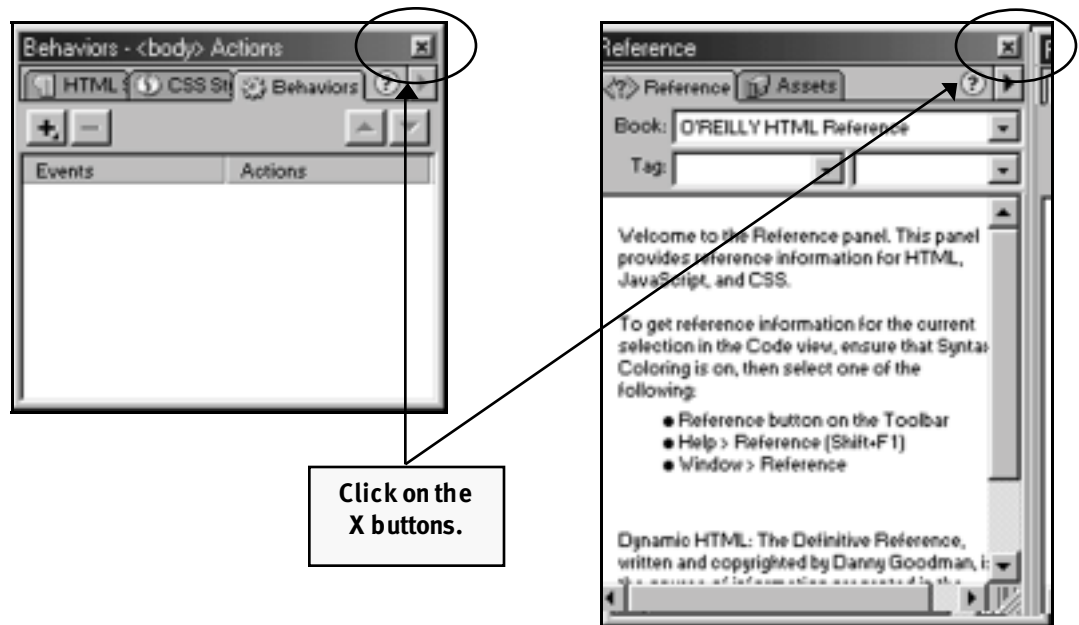
1. Start Dreamweaver 4. You should see a screen with three control bars and two windows:



**Tip:** Note the names of the controls:

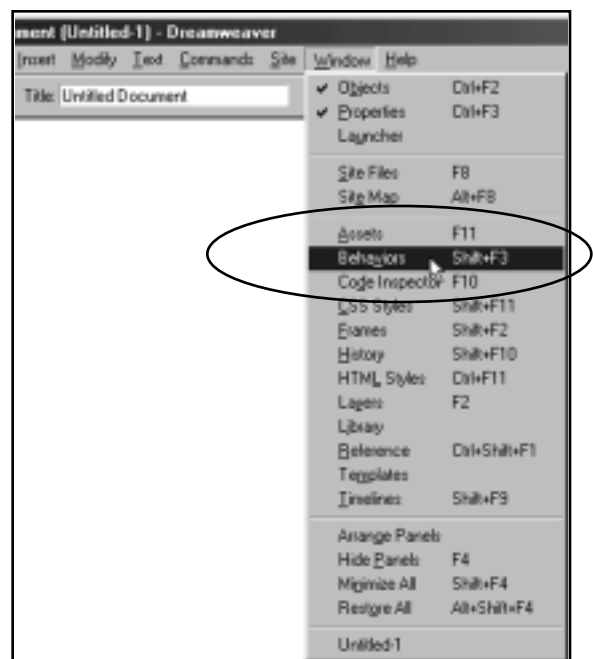
- *Object Panel*
- *Property Inspector*
- *Launcher*

## 2. Close the Behaviors and Reference windows.

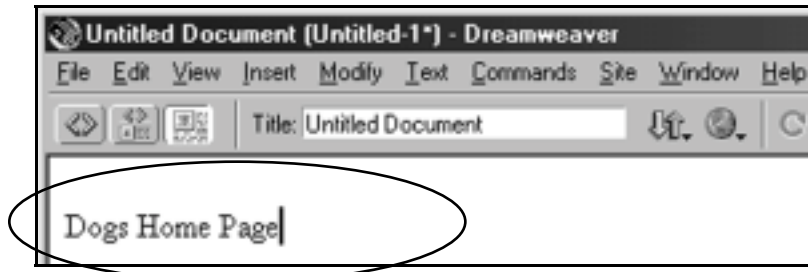


**Tip:** Both the Behaviors and Reference windows may be used later for advanced functions. They can be hidden now because they just get in the way when performing basic tasks.

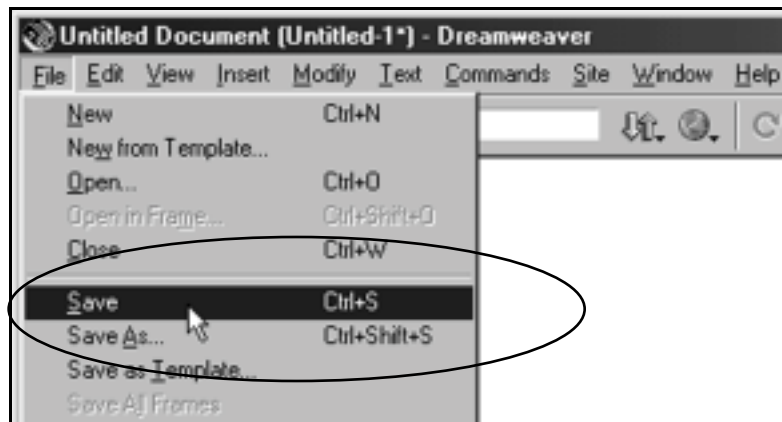
To retrieve them, go to the Dreamweaver menu bar, click **Window**, then select the window you want to appear.



3. Type the words “Dogs Home Page” on the page.

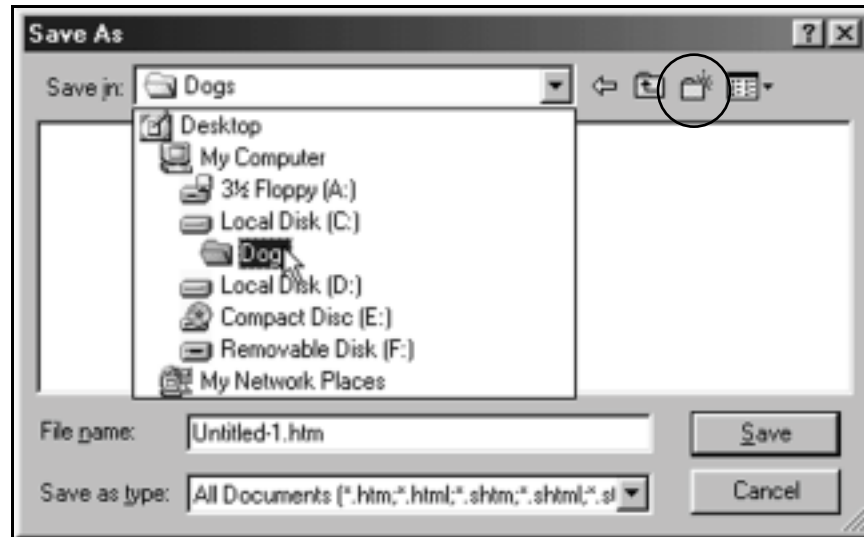



4. On the menu bar, click File, then Save.



## Create a folder to put the site's pages in

1. The **Save As** window will appear. Create a new folder on the C:\ drive called "Dogs."

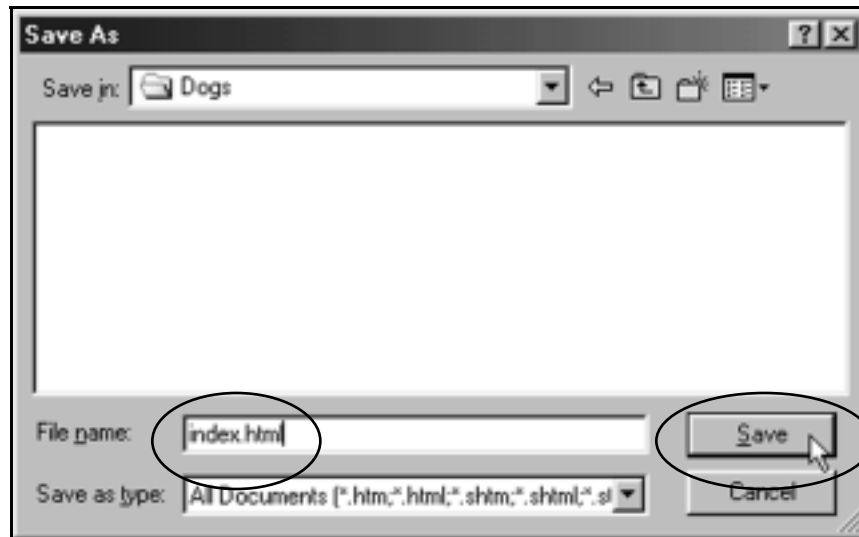


**Tip:** To create a new folder, select the C:\ drive in the **Save in** dropdown list, then click the  icon.

2. Double-click the **Dogs** folder so it appears in the **Save in** textbox.

## Name the home page

1. Enter index.html in the File name textbox.
2. Click the Save button.



### Home page file names

All Web pages have a .html extension (or .htm).

All home pages have the file name **index.html**. **index.html** comes up automatically when the address of a domain or directory where it's located is typed into a browser.

For instance, if you go to [www.visibooks.com](http://www.visibooks.com), the home page appears automatically. That's because its file name is **index.html**. If the file name of the Visibooks home page was **homepage.html**, you'd have to type **www.visibooks.com/homepage.html** in the browser to get it to appear.

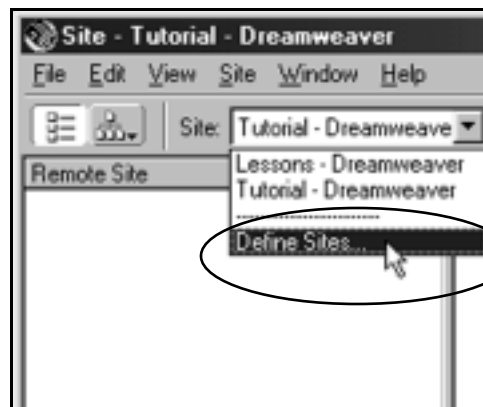
*The Microsoft exception:* to have the home page come up automatically on a Web server running Microsoft Internet Information Server (IIS), name it **default.htm**.

## Name the new site

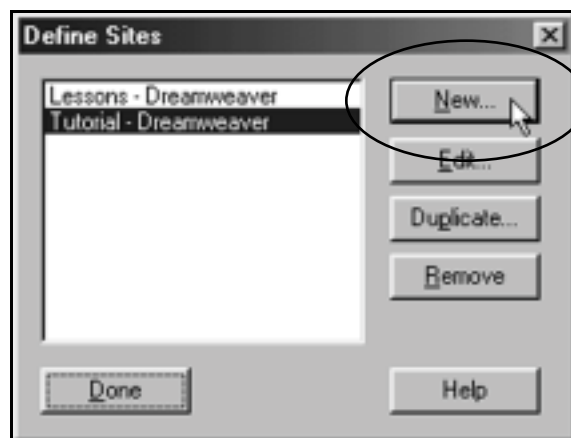
1. Click the  icon on the Launcher at the bottom right corner of the screen.




2. When the Site window appears, click on the Site drop-down list, then Define Sites.

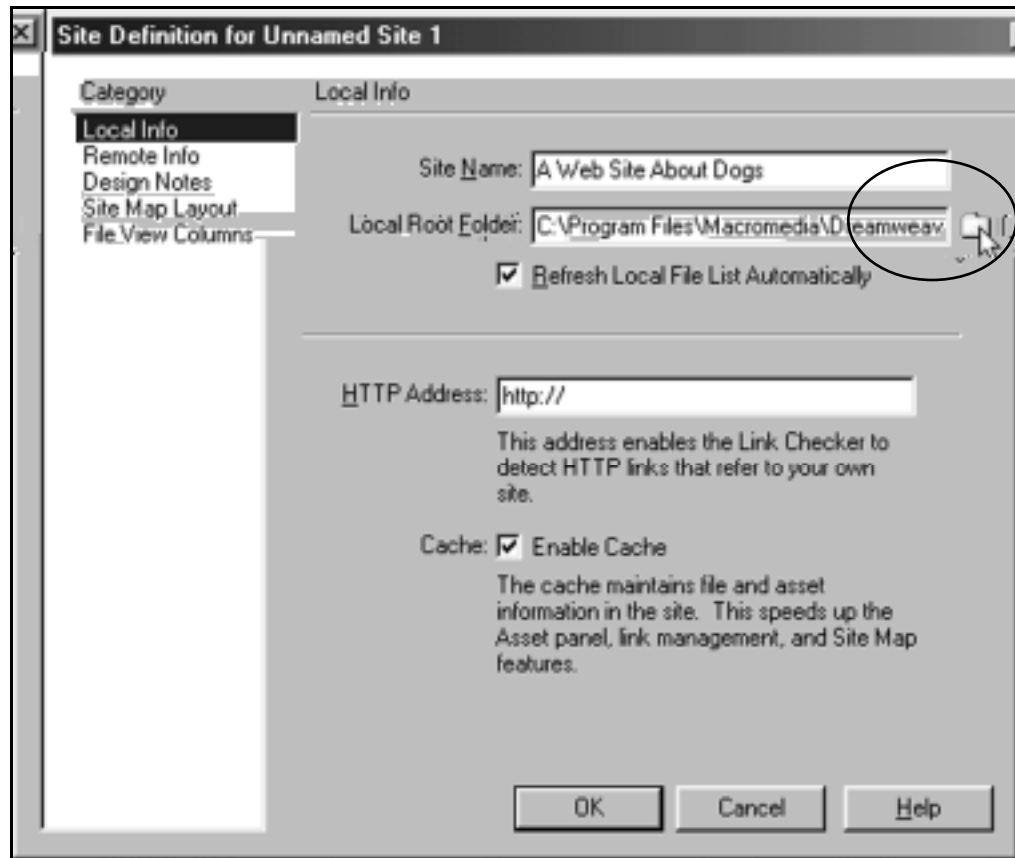


3. When the Define Sites window appears, click the New button.

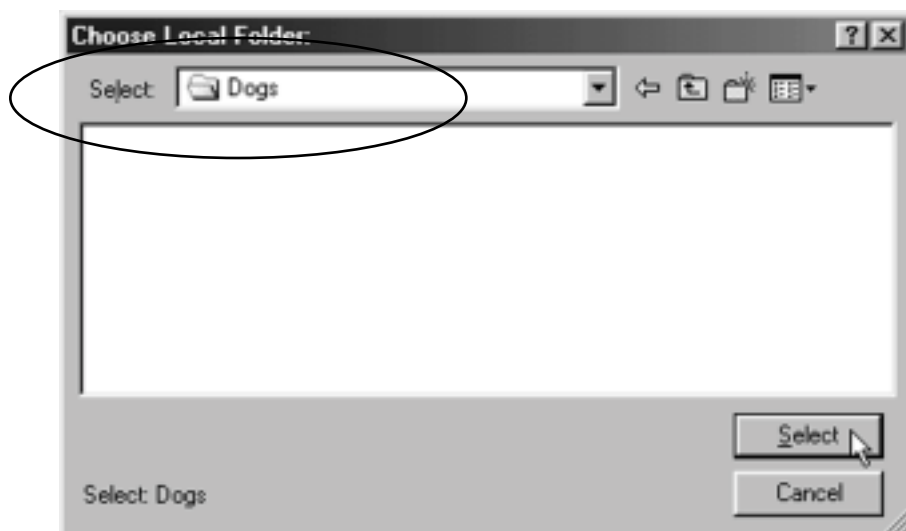


4. When the Site Definition window appears, name the site. In the text box next to Site Name, name the site "A Web Site About Dogs."

5. Now specify the folder in which the site is located: click the  next to the Local Root Folder textbox.

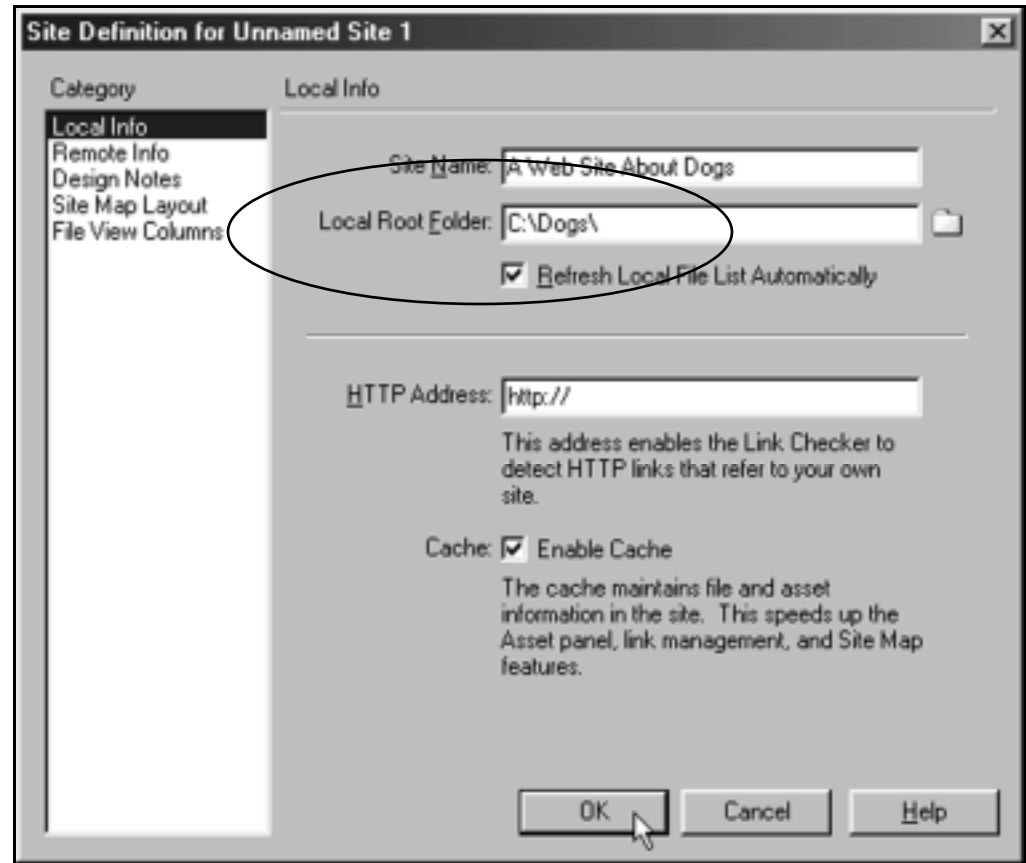


6. When the Choose Local Folder window appears, go to the C:\ drive, then click on the Dogs folder so it appears in the Select box.

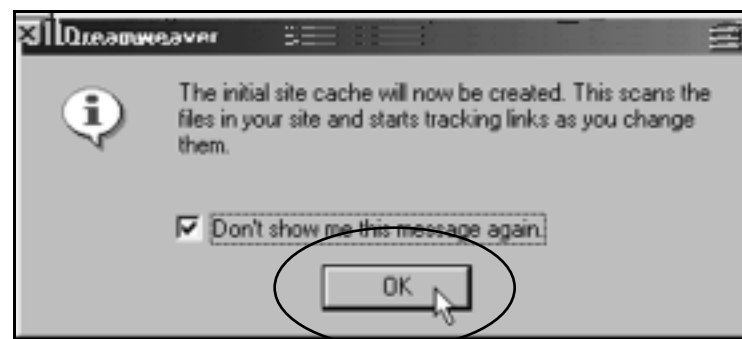




- Click the Select button.
- The Local Root Folder textbox should now show C:\Dogs\.



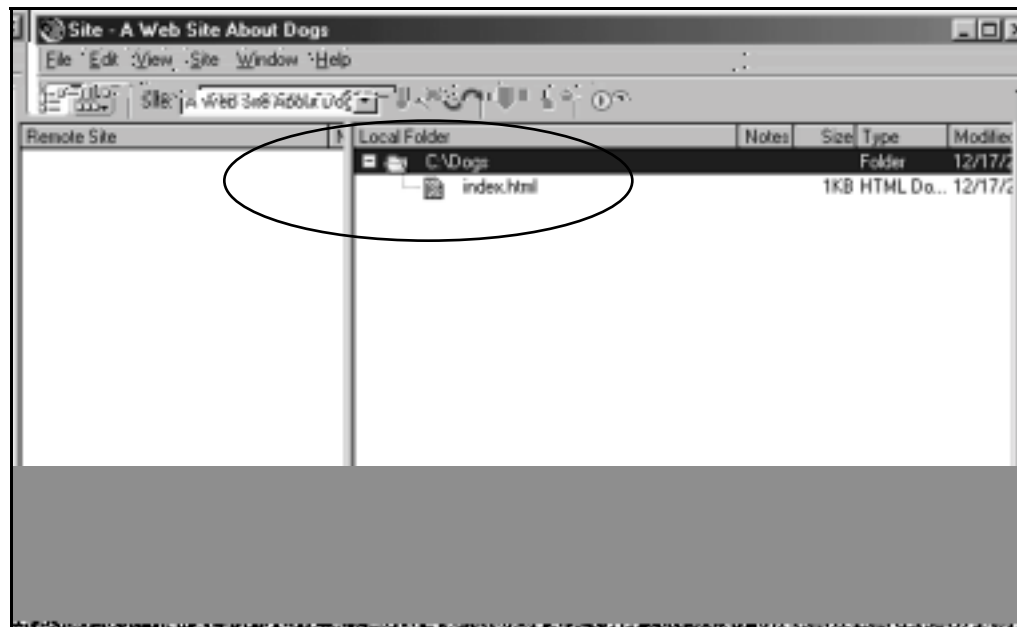
- Click the OK button. An alert window will appear asking if you'd like to create a cache file for the site. Check the Don't show me this message again checkbox, then click the OK button in the alert window.



10. In the Define Sites window, A Web Site About Dogs should now show up in the list of sites. Click the Done button.



11. In the Site window, your site should appear in the right-hand pane, with the home page underneath.



You have set up a new Web site named “A Web Site About Dogs.”

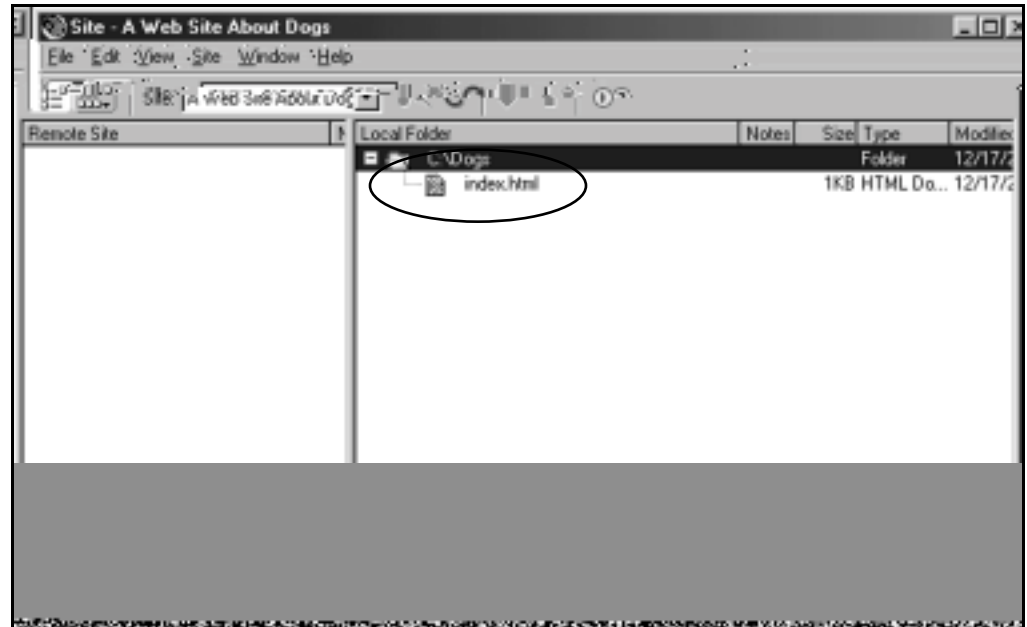
It contains a home page with the file name `index.html`.

The site is located in a folder called `Dogs` on the `C:\` drive.

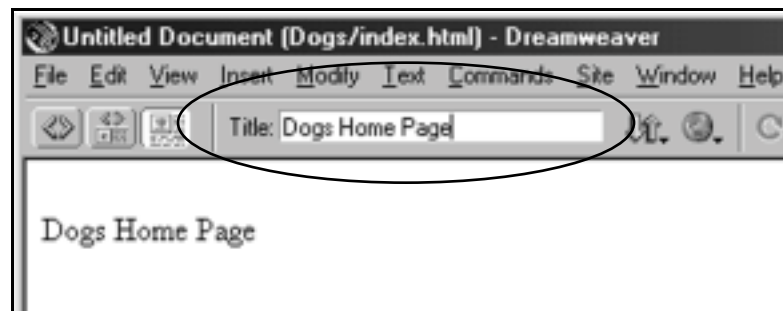
## Title a page

---

1. Double-click on the file `index.html` to open it.



2. A Dreamweaver window will appear with the page inside. On the button bar, type "Dogs Home Page" in the Title textbox.

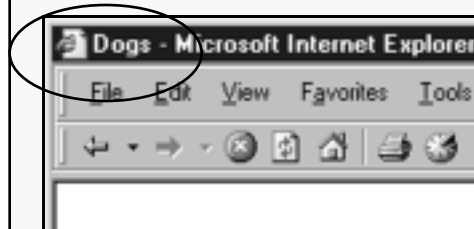


3. Save the page.

## Page titles

The title of a Web page describes the page. It's what appears in a browser's History list. The title also shows up as a link when a page comes up in a search engine. If all your pages have discrete, descriptive titles, they'll be easier for people to find.

The page title shows up in the top, or "title," bar of the browser used to view it. The title of this page is **Dogs**.



## Practice: Set up a Web site

A. Which control is the Launcher?

---

B. What is the correct file name for a home page?

---

C. Why is there a special file name for home pages?

---

D. Why is it important that the home page—and all other pages in a Web site—have accurate titles?

---

E. What is the difference between a page's title and its file name?

---

### Answers

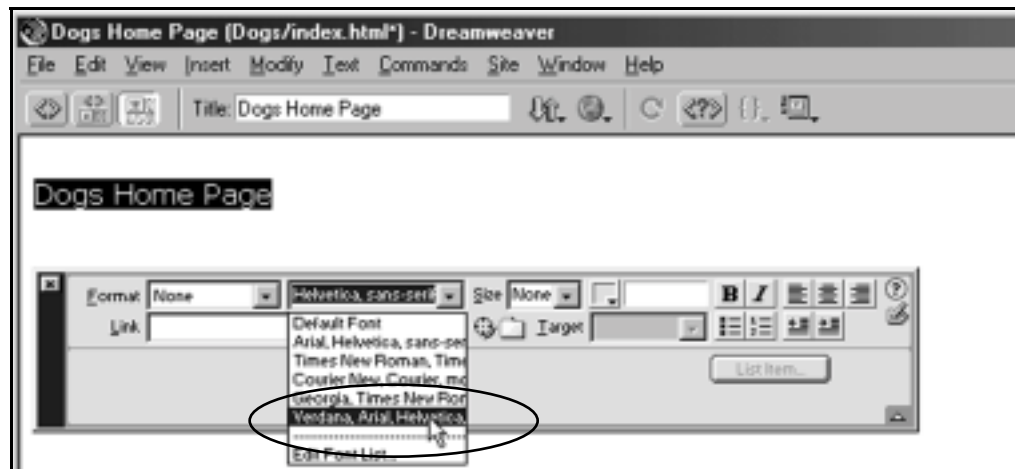
- A. The horizontal bar with seven buttons, including the Site button.
- B. `index.html`
- C. It allows home pages to appear in a browser without typing the file name as part of a Web address.
- D. Accurate titles allow people to find pages easier when bookmarking them or searching in a browser's History list.
- E. A page title appears in the Title bar at the top of the browser. It's plain text, such as "The Smith Family: Vacation Pictures," that makes it easy for people to keep track of a page. A page's file name, such as `vacpics.html`, is how the computer keeps track of it.

## Format text

---

### Change fonts

1. Highlight the words “Dogs Home Page,” then go to the Property Inspector, click on the drop-down list of font choices, and change it from Default Font to Verdana, Arial, Helvetica.



2. Click on any blank area of the page to de-select the text.

### Web fonts

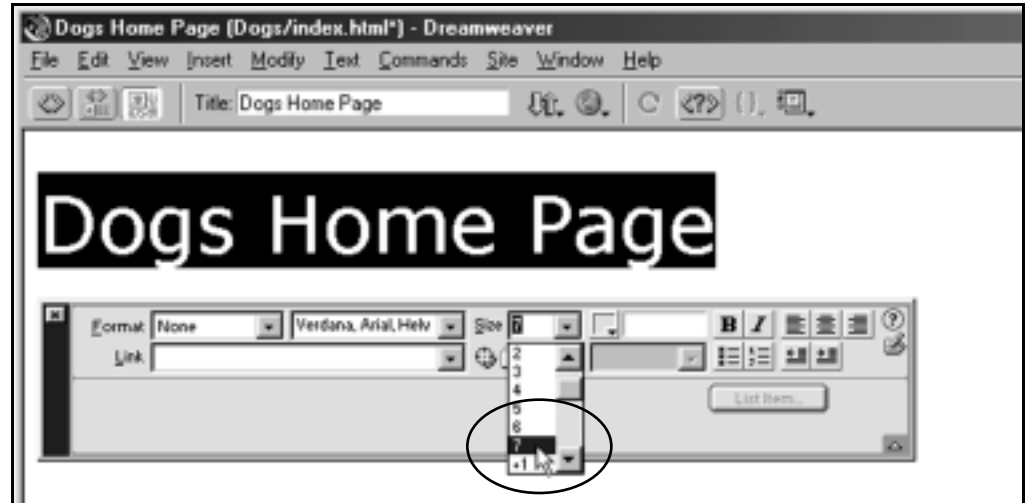
When text is viewed on a computer, only fonts installed on the computer can be seen. For instance, if someone created a page that specified the *Tekton* font, almost no one viewing it would see it in *Tekton* because very few computers have that font installed. Computers without *Tekton* would display text in the default font: Times New Roman.

Dreamweaver specifies three fonts at a time because if a computer doesn't have the first one installed, it looks for the next.

All Windows computers have the **Arial** font installed. Windows 95 and later computers have **Verdana**. Macintoshes have **Helvetica**, the font that **Arial** is based upon.

## Change text size

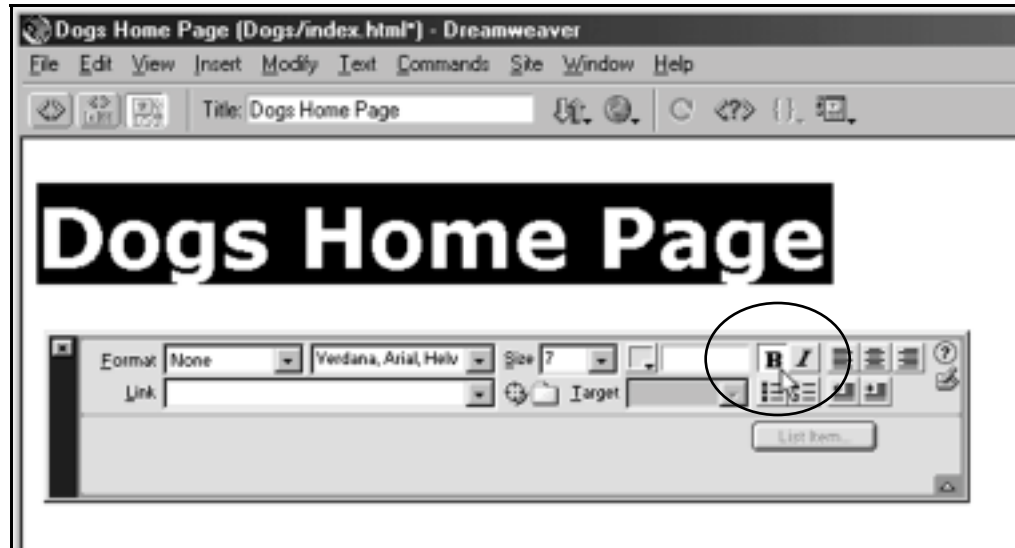
1. Highlight the text, then in the Size drop-down list, choose 7.



2. De-select the text.

## Change text weight

1. Highlight the text, then click on the **B** button.




2. Click on the page's white space to deselect the text. It should look like this:



3. Save the page.

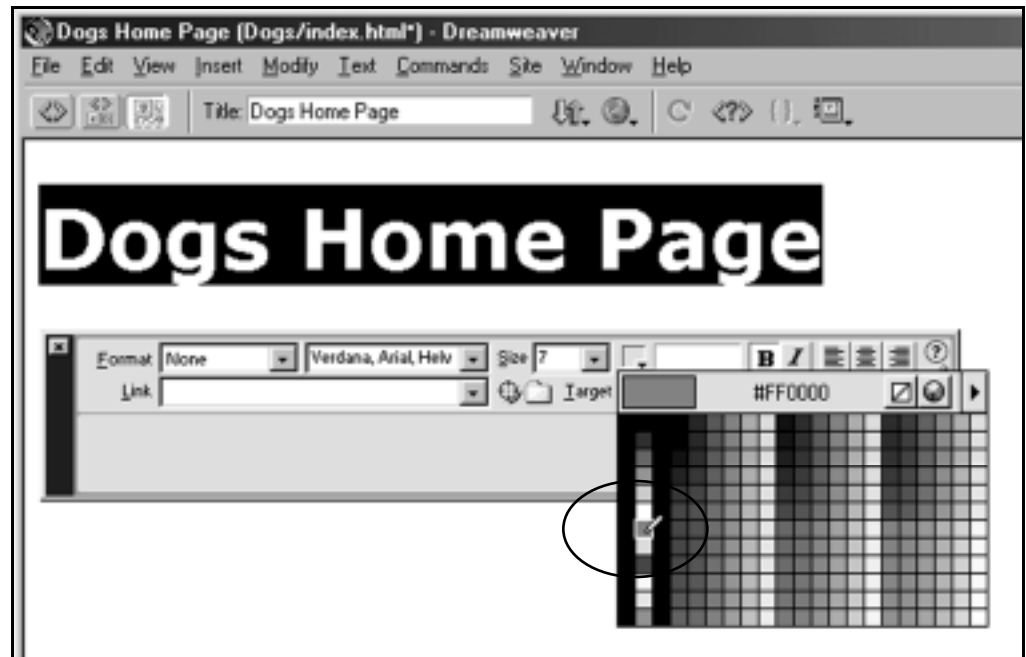


## Change text color

1. Highlight the text, then click the  button on the Property Inspector.




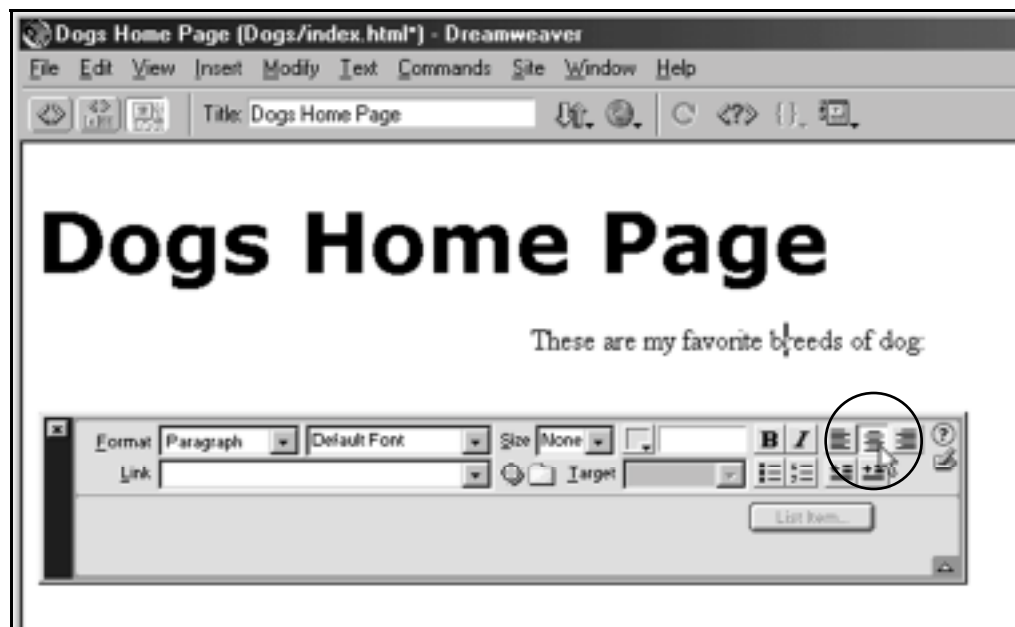
2. On the color selection grid, click on red with the dropper.



3. Click on the page's white space to deselect the text. After you've seen that the text is red, change the text color back to black.


## Align text

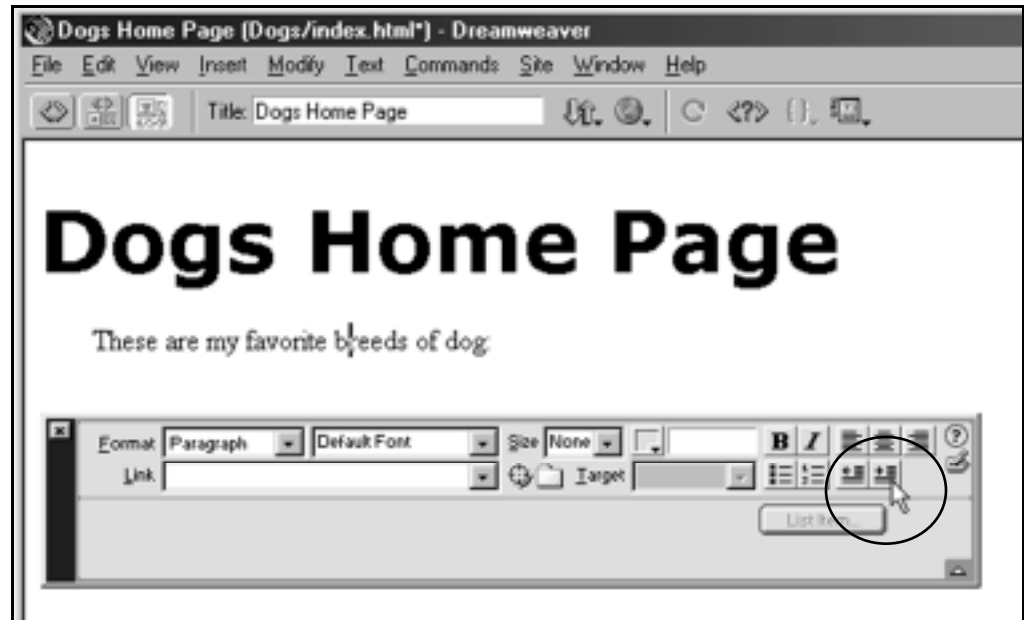
1. Start a new paragraph beneath the large, bold page heading by pressing the “Enter” key on your keyboard.
2. Type the words “These are my favorite breeds of dog:”
3. Click anywhere in the sentence to place your cursor in it.
4. On the Property Inspector, click the  button to center the sentence.



5. Click the  button again to un-center it.
6. Save the page.

## Indent text

1. Click in the sentence to place your cursor in it.
2. Click the  button to indent it.



3. Click the  button to un-indent it.

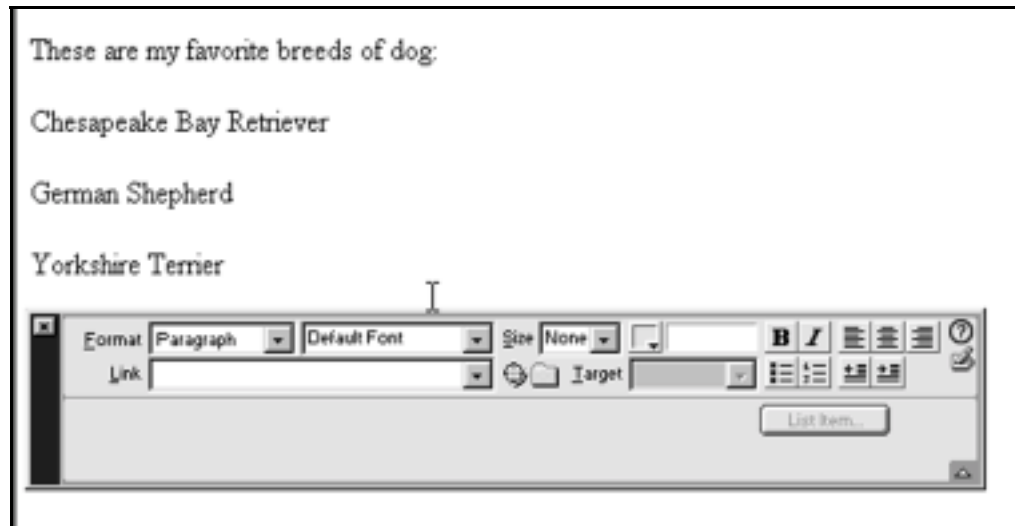
## Create lists

1. In three new paragraphs, type these three breeds of dog:

Chesapeake Bay Retriever

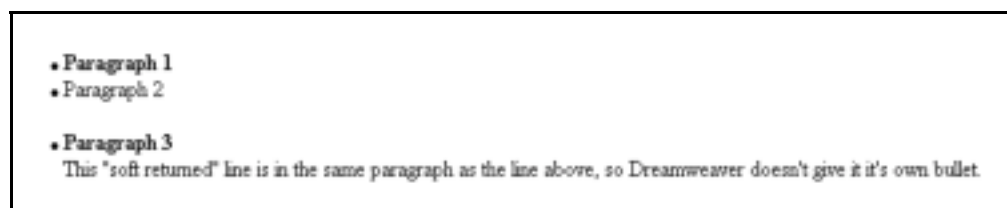
German Shepherd

Yorkshire Terrier

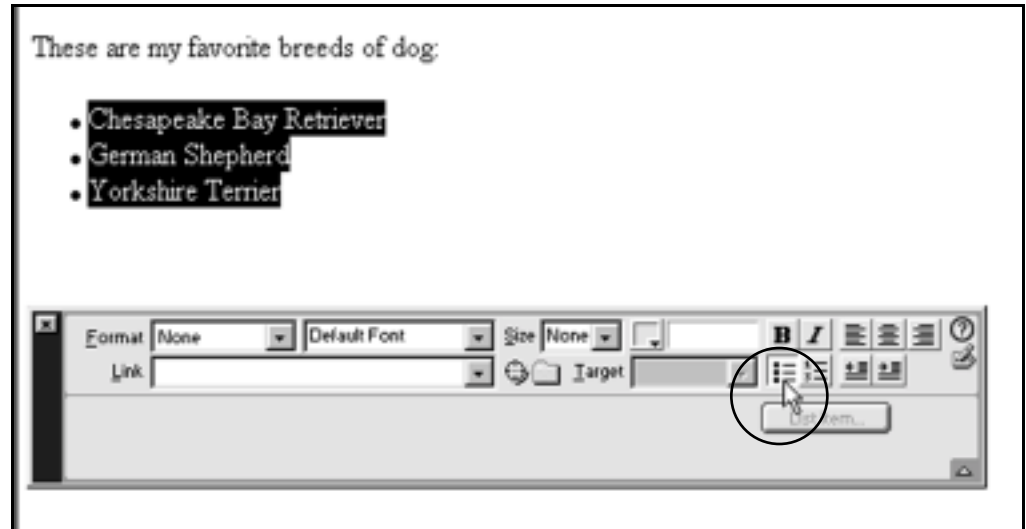


**Tip:** Sometimes you may not want to create a new paragraph, just a new line. To begin a new line right below the previous one, a “soft return” must be used. To do a soft return, hold down the “Shift” key on the keyboard while pressing the “Enter” key.

This should place the cursor directly below the previous line, single-spacing it. Dreamweaver considers a “soft” returned line to be in the same paragraph as the line above it:



2. Highlight them, then click the  button to create a bulleted list.



3. Save the page.

## Practice: Format text

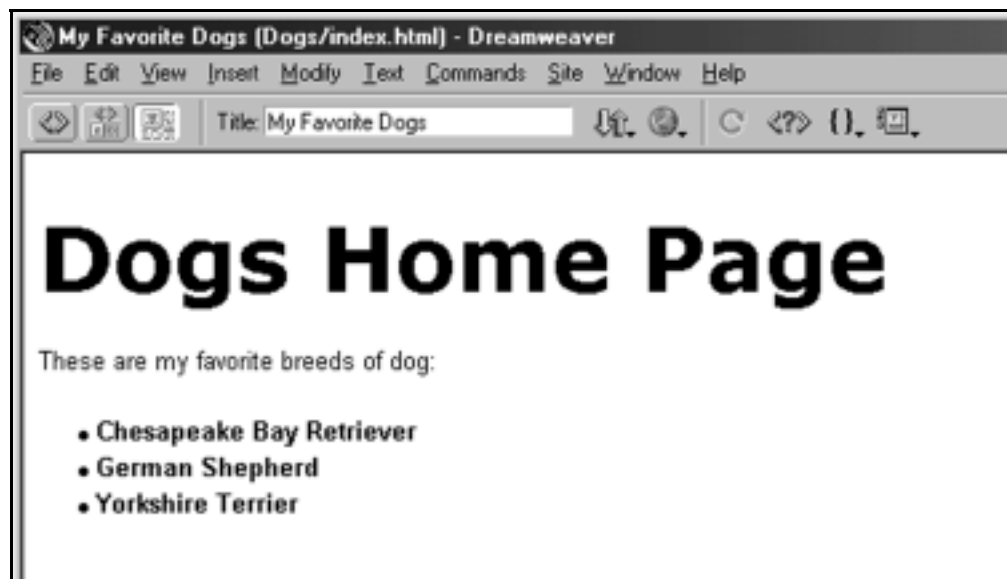
A. *Why are Dreamweaver's font choices limited to Arial, Verdana, Courier, Times, Helvetica and Georgia?*

---

B. *What kinds of computers have the font Arial installed? Which have Helvetica instead?*

---

1. Change the title of the home page to "My Favorite Dogs."
2. Change the text below the main heading to Arial, Helvetica, sans-serif, size 2.
3. Change the bulleted list to a numbered list. Change it back.
4. Make the list items bold. When you're done, save the page. It should look like this:




### Answers

- A. *Those are the fonts that most Windows computers have installed.*  
 B. *Windows computers have Arial, Macs have Helvetica.*

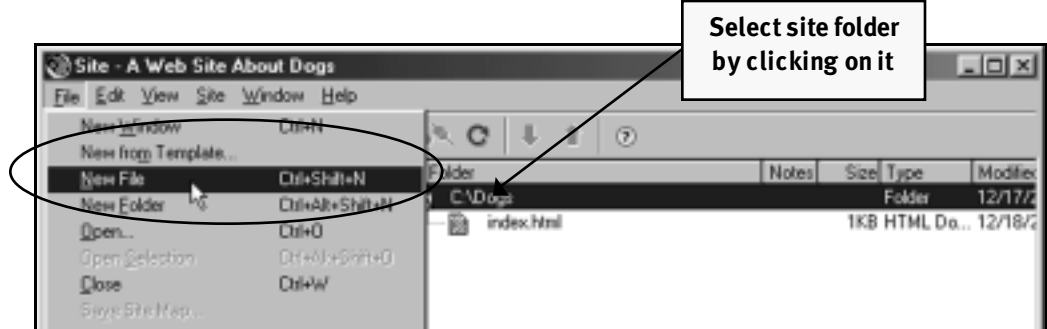
# Create links to new pages

## Step 1: Create a new page

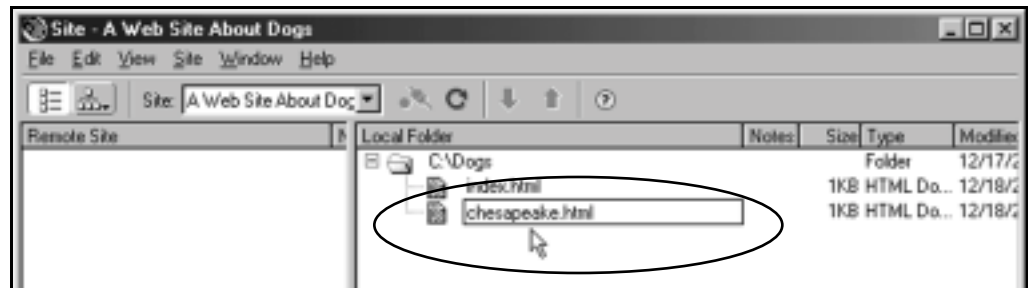
1. Go to the Launcher and click on the  icon to bring up the Site window.



2. In the Site window, select your site folder in the right-hand pane.
3. Click File, then New File.



4. Give this new page the file name chesapeake.html.



5. Double-click chesapeake.html to open the page.

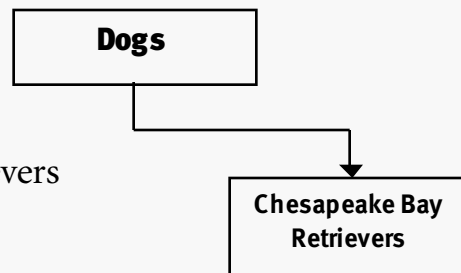
- Now that the window for it is open, title the page “Chesapeake Bay Retrievers” and type the words “Chesapeake Bay Retrievers” at the top of the page.
- Make the text Verdana, bold, size 6.



### Providing navigation clues with text size

The heading of the Chesapeake Bay Retriever page is made one size smaller than the heading of the home page. That's because the CBR page is one step down in the site hierarchy.

**Level 1:** Dogs  
(top level heading; **size 7**)



**Level 2:** Chesapeake Bay Retrievers  
(second-level heading; **size 6**)

Making the heading of the Chesapeake Bay Retriever page smaller than the home page's heading helps show people where they are in the site.



8. Save the page.

### **File names for the Web**

Most Web servers are Unix- or Linux-based, which don't deal cleanly with spaces in file names. For instance if you name a file **fido page.html**, it may show up in the address bar of the browser as **fido%20page.html**.

Also, Web servers are case-sensitive, so keeping file names lower-case eliminates a potential source of mistakes.

Make all file names in a Web site—pages, graphics and folders—lower-case, with no spaces.

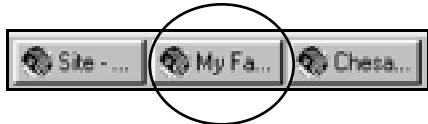
*Correct file name:* **german.html**


*Incorrect:* **German Shepherds.html**

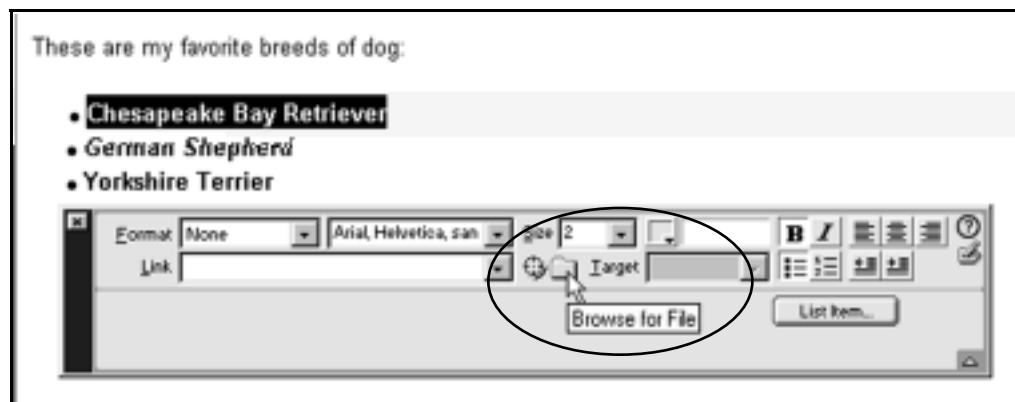
## Step 2: Link to the new page

1. Return to the home page.

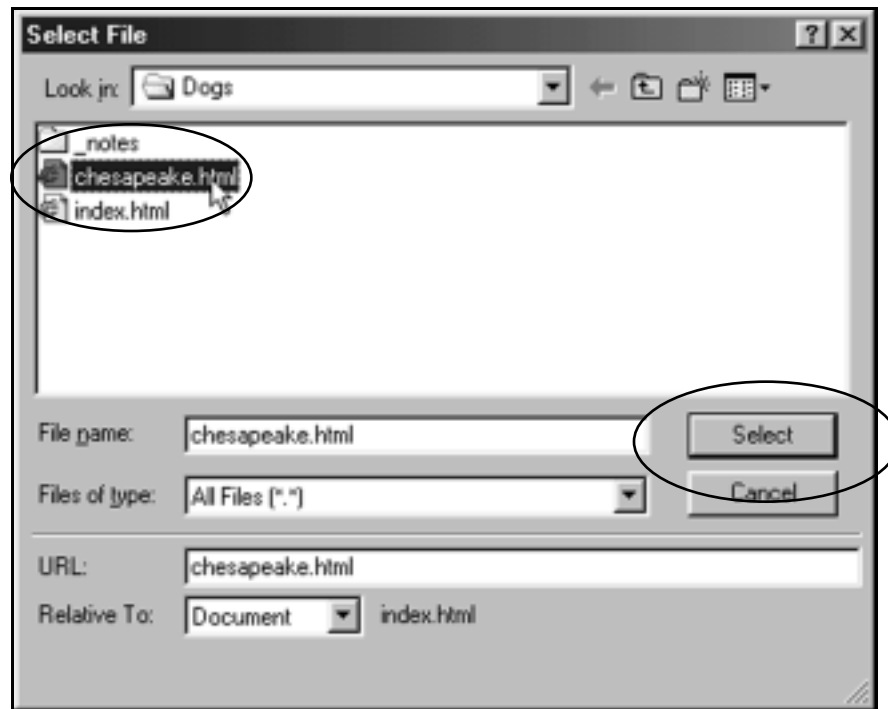
**Tip:** To get to the home page, click on the button for its Dreamweaver window. This button is one of three Dreamweaver buttons located on the Windows taskbar of your computer. (The other two are for the Site window and chesapeake.html.)



2. On the home page, highlight the first item, **Chesapeake Bay Retriever**.
3. On the Property Inspector, click on the  icon.




4. When the **Select File** window appears, click once on **chesapeake** to select the page, then click the **Select** button.



5. The words “**Chesapeake Bay Retriever**” on the home page should now be a link.
6. Save the page.

## View the site in a browser

1. On the button bar, click on the  icon, then click Preview in iexplore in the drop-down list.



### Tip:

## Practice: Create links to new pages

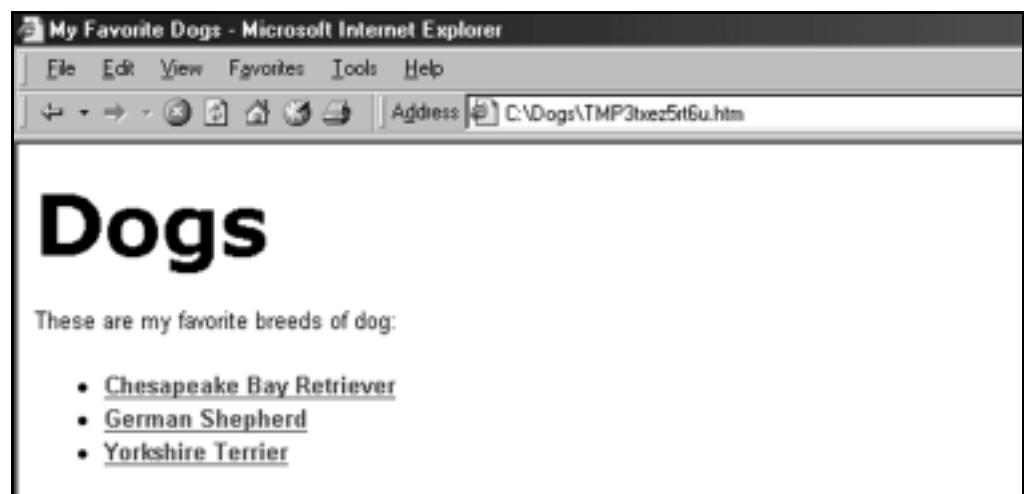
A. *Why should file names be lower-case and free of spaces?*

---

B. *Why should the headings on section pages (Chesapeake Bay Retrievers, German Shepherds) be smaller than the heading of the home page?*

---

1. Using the **Site** window, create new pages for German Shepherds and Yorkshire Terriers with file names `german.html` and `yorkshire.html`.
2. Title the pages “German Shepherds” and “Yorkshire Terriers,” respectively.
3. On the home page, link the words German Shepherd and Yorkshire Terrier to their pages.
4. On the home page, remove the words “**Home Page**” after “**Dogs.**”
5. Save the home page and preview it in the browser. It should look like this:



6. On the German Shepherd and Yorkshire Terrier pages, put the page headings in the same font and weight as the home page (Verdana, Arial, Helvetica; bold).
7. Make the page headings of these pages one size smaller than the heading on the home page.
8. Save all pages.
9. Preview the Yorkshire Terrier page in the browser. It should look like this:



#### Answers

- A. *Because most Web servers deal better with lower-case, spaceless file names.*
- B. *It provides site users with a visual distinction between first-level (home) pages and second-level (main section) pages.*
- C. *Create e-mail and external links*

# Create e-mail and external links

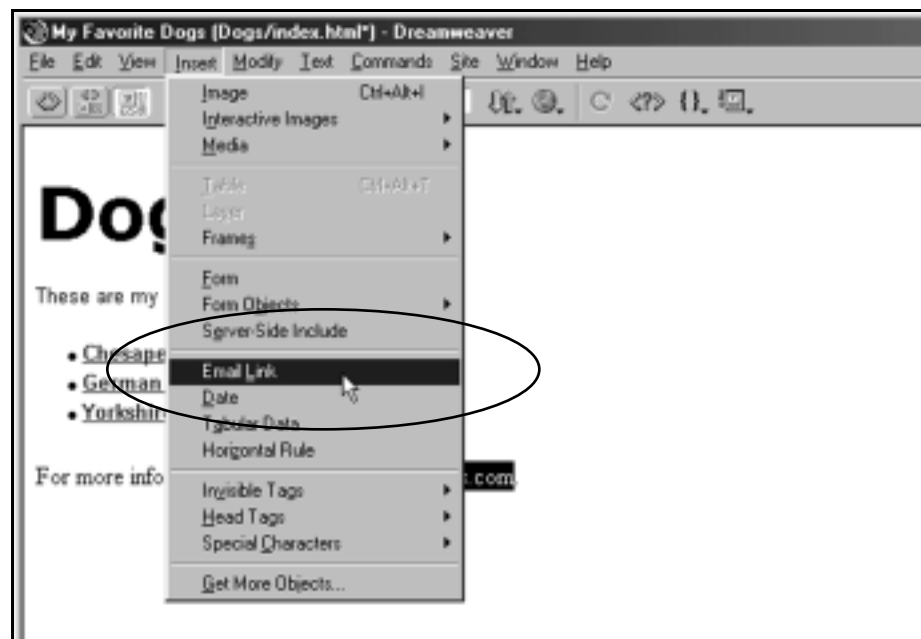
---

## Create an e-mail link

1. On the home page, type the sentence “For more information, contact info@visibooks.com” beneath the list. Highlight the e-mail address.



2. On the menu bar, click Insert, then E-Mail Link.



3. When the Insert E-Mail Link window appears, type the e-mail address into the E-Mail textbox.



4. Click the OK button.

### **How e-mail links work**

When someone goes to a Web site and clicks on an e-mail link, it's supposed to open the e-mail program on that person's computer and insert the address into a new message.

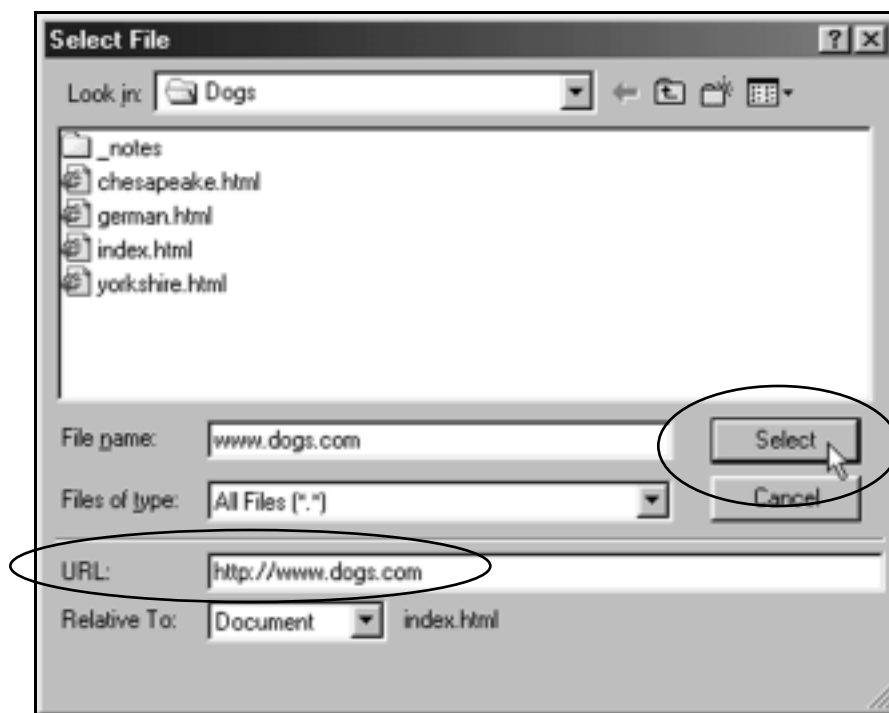
If the person's e-mail program isn't configured correctly, this won't work. That's why e-mail links should use the e-mail address as a link: so people can enter the address manually if they have to.

5. Make the sentence Arial, size 2.



## Link to an external site


1. Type the sentence “Please also visit [www.dogs.com](http://www.dogs.com)” after the sentence with the e-mail link.
2. Highlight the Web address [www.dogs.com](http://www.dogs.com).
3. On the Property Inspector, click the  icon to create a link.
4. When the Select File window appears, type “<http://www.dogs.com>” in the URL textbox.

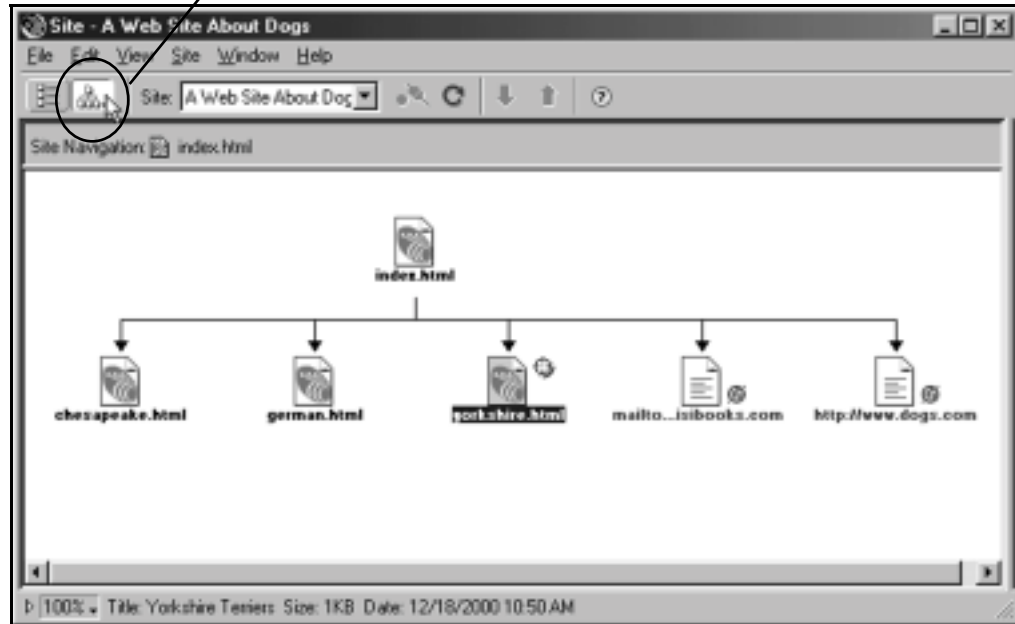



**Tip:** For an external link to work, you must type `http://` as part of the Web address.

5. Click the **Select** button.
6. Save the page, preview it in the browser, then click on the link to see if it links to the external site [www.dogs.com](http://www.dogs.com).
7. Close the browser.

## See a map of site links

1. Go to the Site window.
2. Click on the  button.



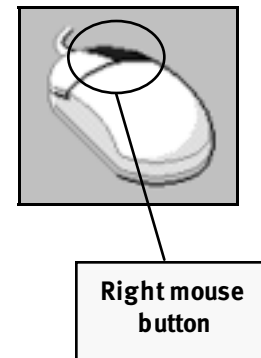
3. The site's links should be displayed as in the above picture.
4. Click on the  button to return to the regular view.

# Insert and align graphics

---

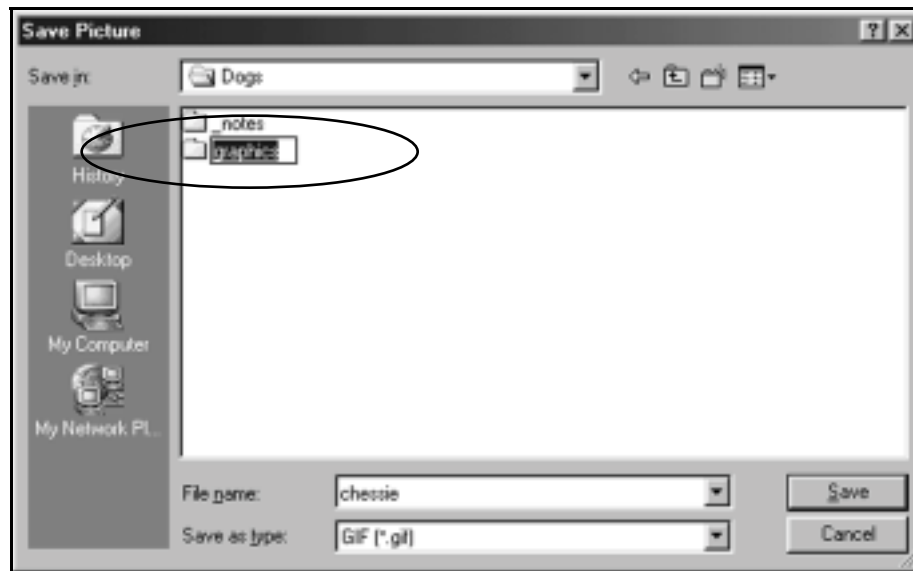
## Capture a graphic from the Web

1. Open a browser and go to the Web site [www.visibooks.com/dogpics](http://www.visibooks.com/dogpics).
2. Place your cursor on top of the picture of the Chesapeake Bay Retriever, then click with your right mouse button.



3. Click Save Picture As.
4. When the Save Picture window appears, go to the C:\ drive, then to the Dogs folder so it appears in the Save in drop-down list.

5. Create a new folder within Dogs called graphics.




6. Double-click on the graphics folder so it appears in the Save in drop-down list.

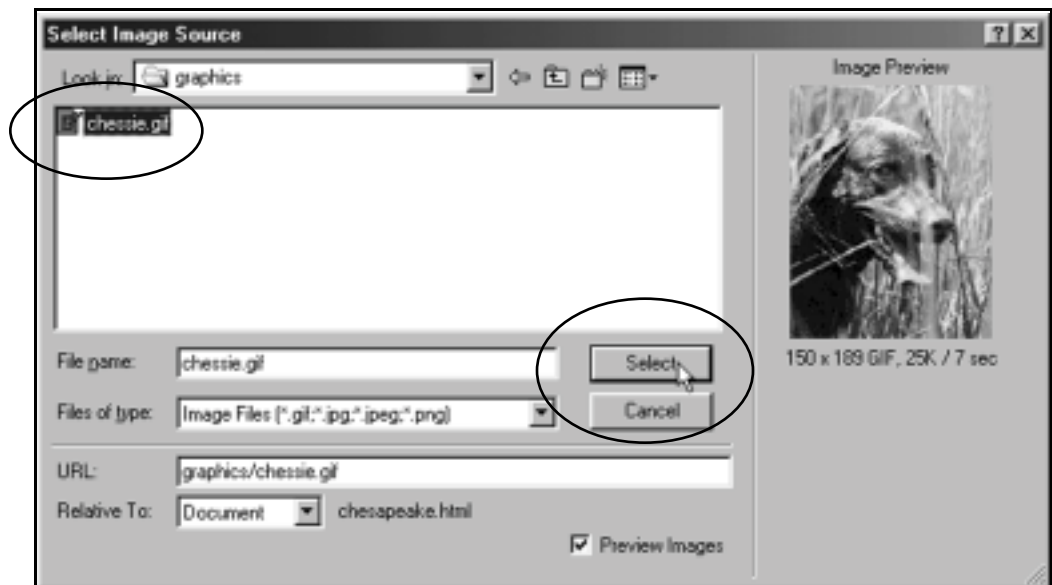


7. Click the Save button to save the graphic inside the graphics folder.

**Tip:** *Creating a separate sub-folder called graphics to hold your site's graphics makes the site easier to organize and update.*

## Insert a graphic

1. Go to the Chesapeake Bay Retriever page.
2. Place your cursor in a new paragraph underneath the main heading.
3. Using the Object Panel, click on the  icon. ←
4. When the Select Image Source window appears, navigate to C:\Dogs\graphics in the Look in drop-down list.
5. The chessie.gif graphic will appear in the graphics folder. Click the graphic to select it, then click the Select button.



6. The page should now look like this:

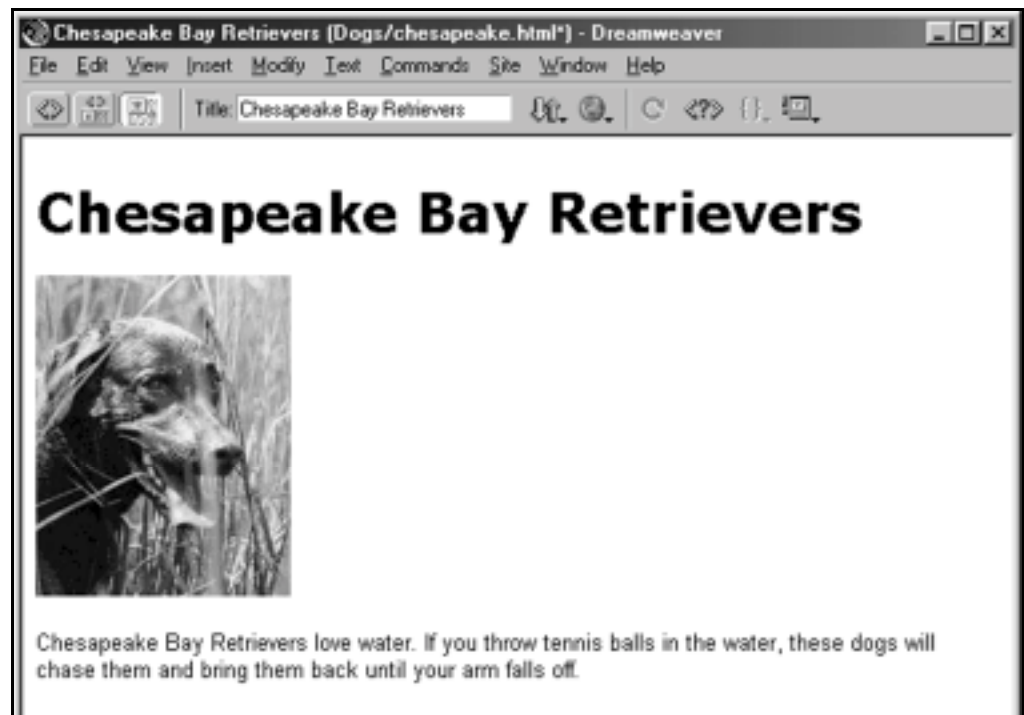


## Align a graphic

1. In a new paragraph below the graphic, type in:

Chesapeake Bay Retrievers love water. If you throw tennis balls in the water, these dogs will chase them and bring them back until your arm falls off.

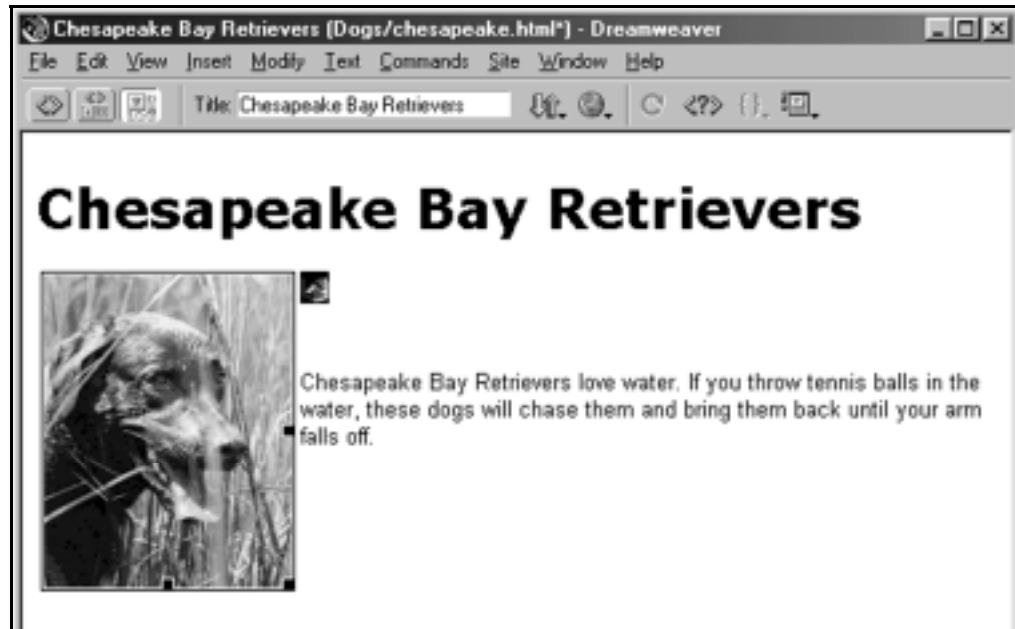
The page should look like this:



2. Click once on the graphic to select it. You'll notice that the Property Inspector changes: it now contains buttons for formatting graphics.
3. In the Align drop-down list, click Left.



The page should look like this:

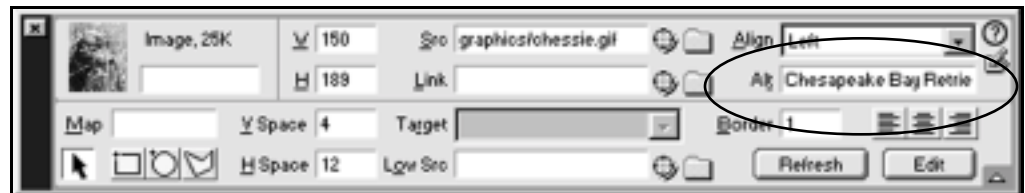


4. Save the page.
5. Using the Property Inspector, align the graphic to the **Right** to see what it looks like. Then change it back to **Left** alignment.



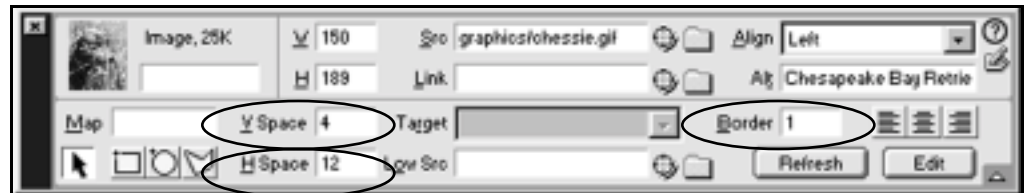
## Format a graphic

1. Click once on the graphic to select it.
2. In the Property Inspector, enter “Chesapeake Bay Retriever” in the Alt textbox.



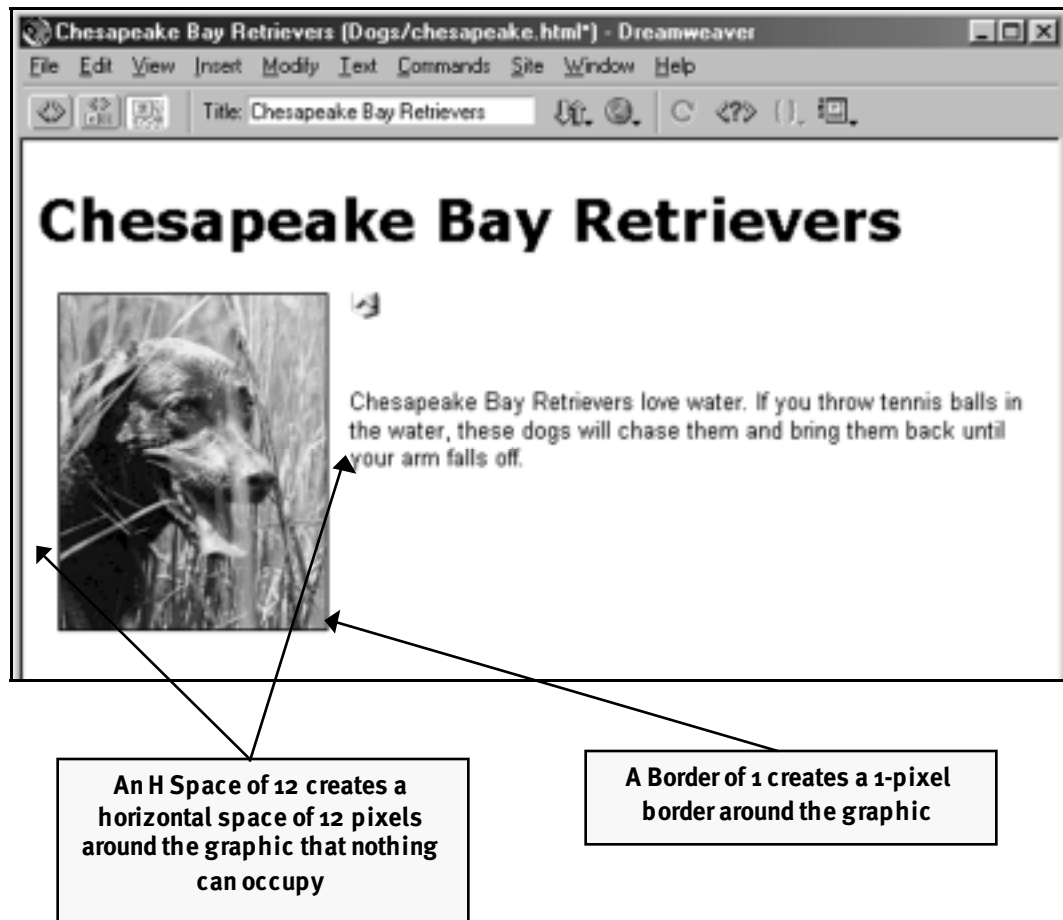
“Alt,” or Alternative text allows visually-impaired people to know what a graphic represents. Alt text also allows search engines to index visual content.

3. Enter 4 in the Y Space and 12 in the H Space textboxes. Enter a 1 in the Border textbox.



4. Click onto the page’s white space to deselect the graphic.

The page should now look like this:



5. Save the page and preview it in the browser.
6. Move your cursor onto the graphic. A small yellow box containing the “Alt” text—an alternative text description of the graphic—should pop up.

The text should be aligned with the top of the graphic.



The V Space of 4 creates a vertical space, or “cushion,” of 4 pixels around the graphic that nothing can occupy. This makes the top of the graphic level with the first line of text.

**Tip:** Pages look different in Dreamweaver than they do when viewed in a browser. That’s why the text aligns with the middle of the graphic when viewed in Dreamweaver, but aligns with the top of the graphic when viewed in a browser.

7. Close the browser.

## Practice: Insert graphics

A. *Why should you specify Alt text for each graphic you insert?*

---

1. Go to **www.visibooks.com/dogpics**. Save the German Shepherds graphic in **C:\dogs\graphics** with the file name **shepherds.gif**.
2. Save the Yorkshire Terrier graphic in **C:\dogs\graphics** with the file name **yorkie.gif**.
3. Insert **shepherds.gif** into the German Shepherds page right below the heading.
4. Insert **yorkie.gif** into the Yorkshire Terriers page right below the heading.
5. On the German Shepherds page, type “German Shepherds are smart dogs” below the graphic.
6. On the Yorkshire Terriers page, type “Yorkshire Terriers are cute” below the graphic.
7. On both pages, align the graphic to the left, as on the Chesapeake Bay Retrievers page.
8. On both pages, give the graphic a Border of 1, V Spacing of 4, and H Spacing of 12.
9. Save the pages and view them in the browser. They should look like the Chesapeake Bay Retriever page.


### Answers

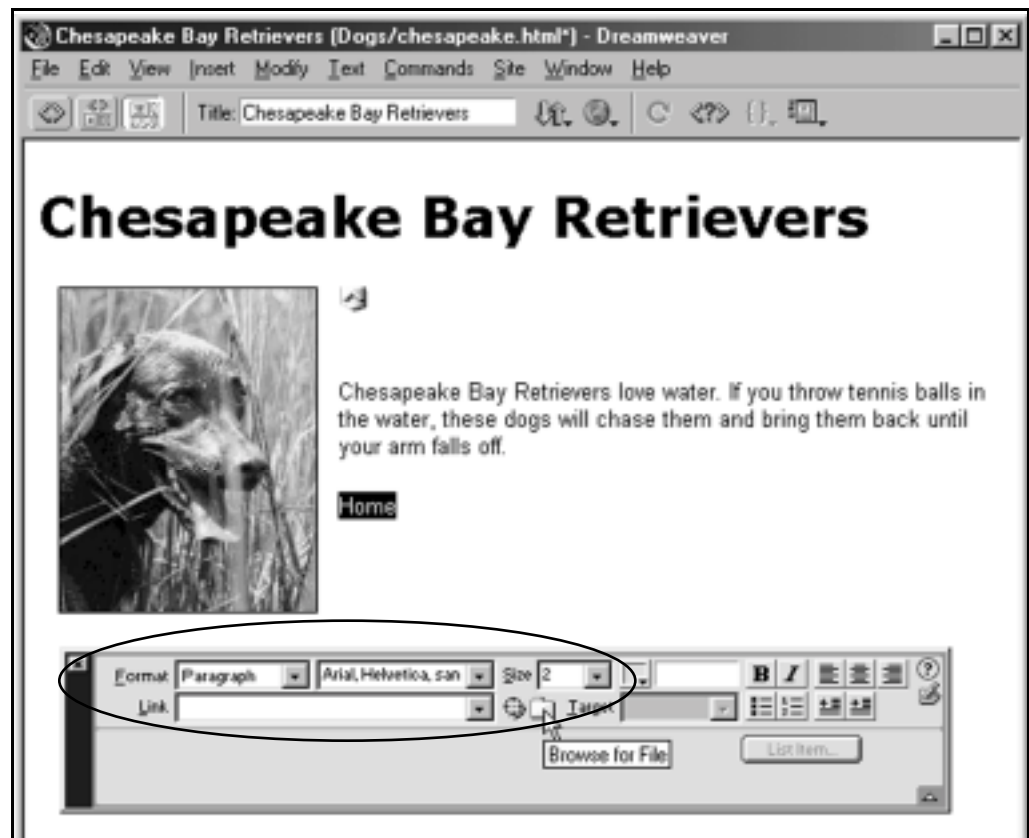
- A. *Alt text makes it easier for vision-impaired people to understand a page's content, and makes it easier for search engines to catalog it.*

# Create a basic navigation system

---

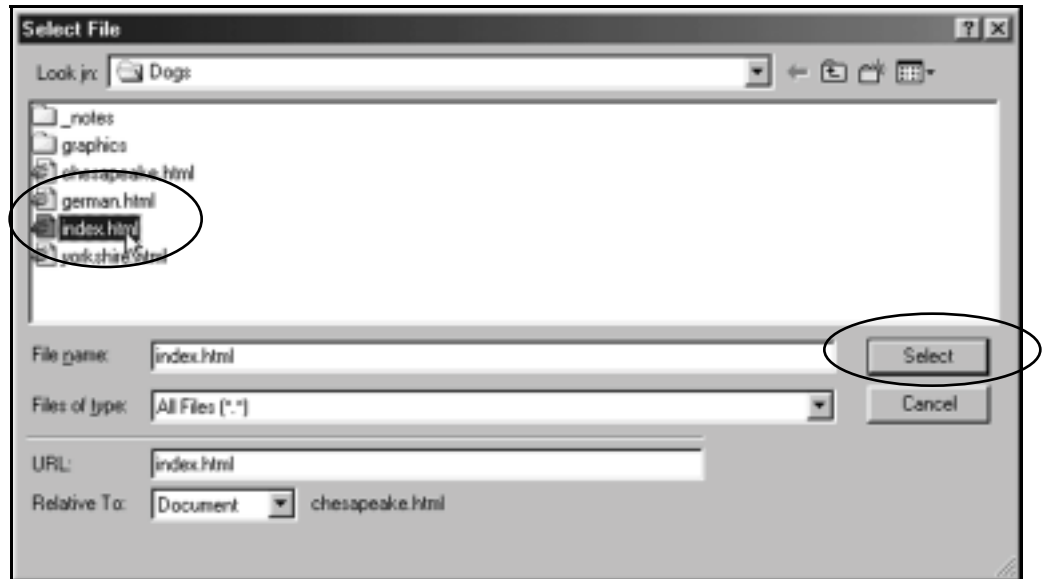
## Link back to the home page

1. Go to the Chesapeake Bay Retrievers page.
2. Type the word “Home” in a new paragraph beneath the first paragraph.
3. Highlight the word Home.
4. On the Property Inspector, click the  icon and locate the home page.



5. When the **Select File** window appears, click on `index.html`, then click the **Select** button.

**Tip:** Remember, `index.html` is the file name for the home page.



6. The word **Home** should now be a link. Save the page, preview it in the browser, then click on the link to make sure it works. It should look like this:

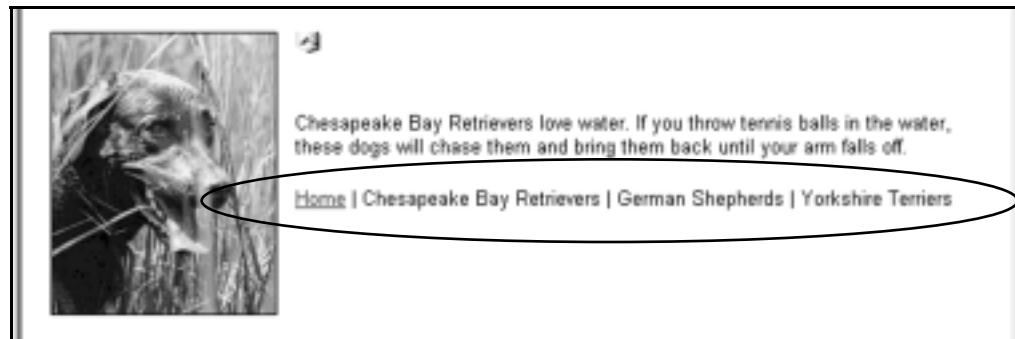


7. When finished previewing, close the browser.
8. On the German Shepherds page, create a link back to the home page. Do this the same way you created the link for the Chesapeake Bay retriever page.
9. On the Yorkshire Terriers page, create a link back to the home page in the same way.

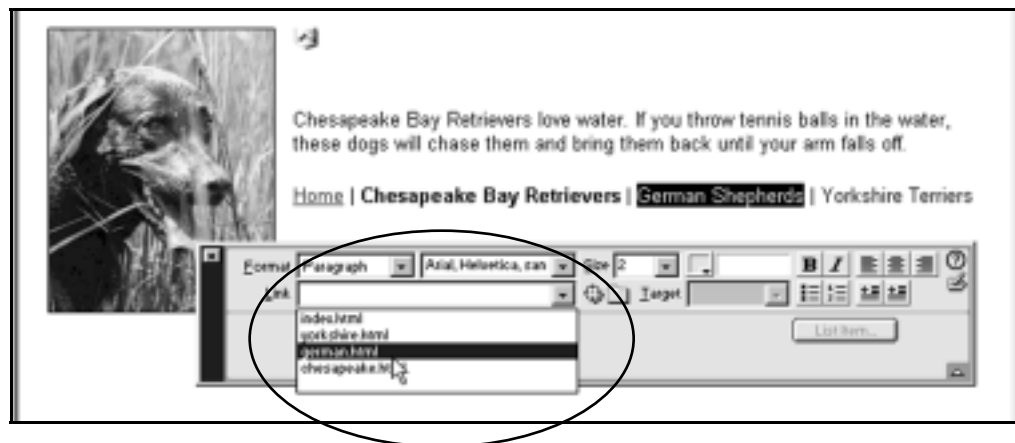
## Link pages to each other

1. Go to the Chesapeake Bay Retrievers page.
2. Following the Home link, type:

| Chesapeake Bay Retrievers | German Shepherds | Yorkshire Terriers



3. Make the words “Chesapeake Bay Retrievers” bold to show site users “You are here.”
4. Link the words “German Shepherds” to the German Shepherds page.



**Tip:** You can use the Link drop-down list on the Property Inspector to link words to pages. (Shown above)



5. Link the words “Yorkshire Terriers” to the Yorkshire Terriers page.
6. Save the page.

### Showing “you are here”

A site’s navigational system should show people two things: where they are, and where they can go.

To show people where they are, make the link corresponding to the current page into plain text. This lets users know that if they can’t go to that page, they must be looking at it.

[Home](#) | [Chesapeake Bay Retrievers](#) | [German Shepherds](#) | [Yorkshire Terriers](#)



**You are here**

Making the text bold reinforces the “you are here” message.

7. Preview the page in the browser and click on the [German Shepherds](#) and [Yorkshire Terrier](#) links to make sure they work.

## Use graphics as links

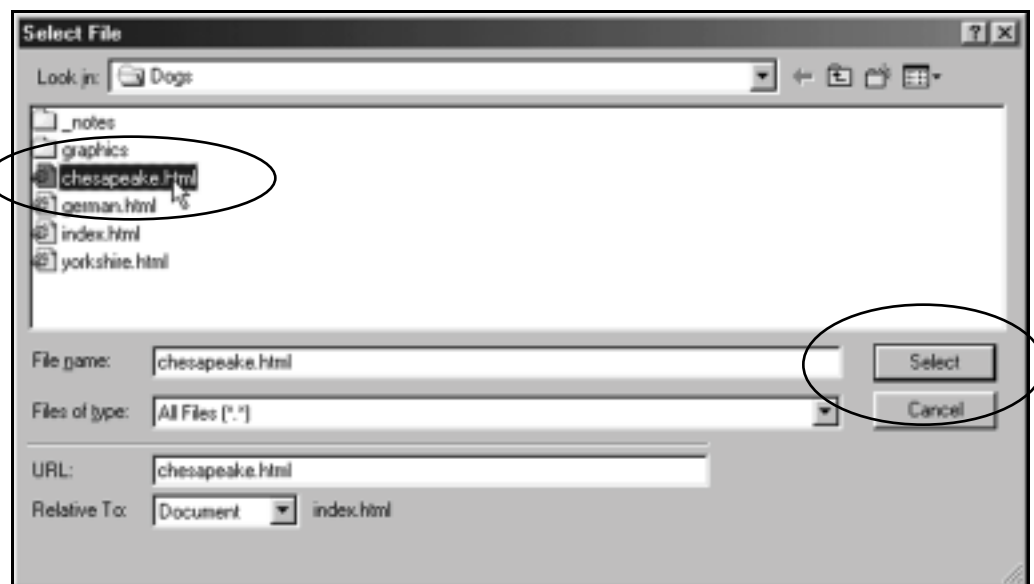
1. Go to the home page. Below the bulleted list of links, in a new paragraph, insert the Chesapeake Bay Retriever, German Shepherd and Yorkshire Terrier graphics.



- Click once on the Chesapeake Bay Retriever graphic to select it, then click the  icon on the Property Inspector.



- When the Select File window appears, select `chesapeake.html`, then click on the **Select** button.



- Save the home page and preview it in the browser. Click on the Chesapeake Bay Retriever graphic to go to `chesapeake.html`.

## Practice: Create a basic navigation system

A. *What's a good way to show site users "You are here?"*

---

**Task:** To make your Dogs site look like the site at [www.visibooks.com/dogs](http://www.visibooks.com/dogs).

1. Go to the German Shepherds page.
2. Following the Home link, type:  
  
| Chesapeake Bay Retrievers | German Shepherds |  
Yorkshire Terriers
3. Make the words German Shepherds bold to show "you are here."
4. Link the words Chesapeake Bay Retrievers and Yorkshire Terriers to their corresponding pages.
5. Using the same system, create navigation links for the Yorkshire Terriers page.
6. On the home page, link the German Shepherds graphic to the German Shepherds page. Do the same for the Yorkshire Terriers graphic.
7. When finished, preview the Dogs site. It should look like the site at [www.visibooks.com/dogs](http://www.visibooks.com/dogs).

Answers

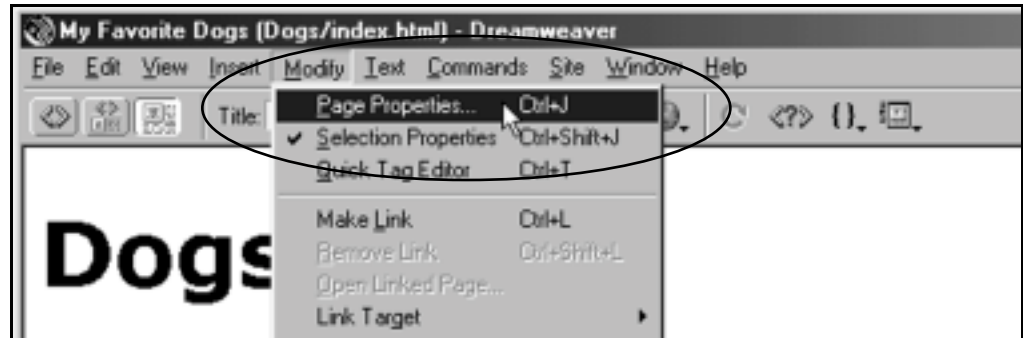
- A. *Make the link corresponding to the current page bold, and plain text (no longer a link).*


# Change page and link colors

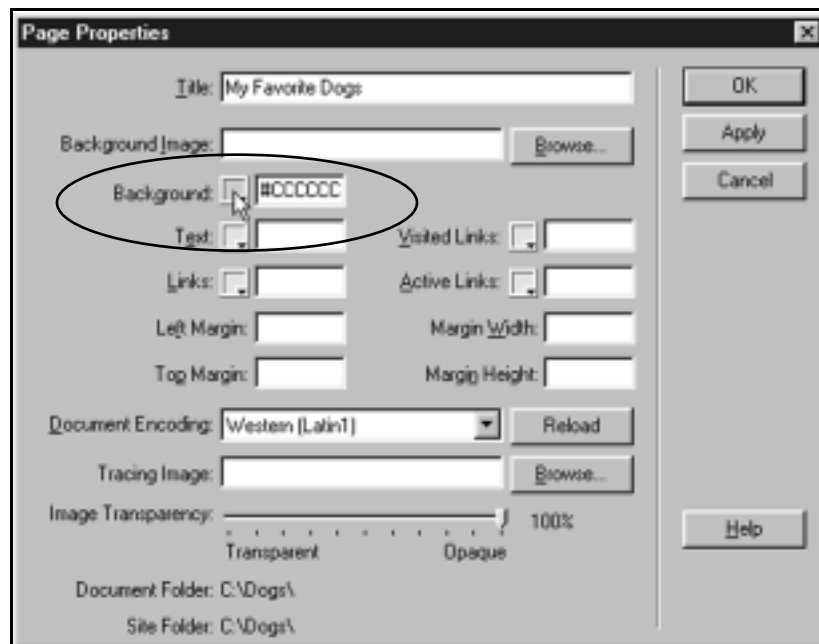
---

## Change background color of page

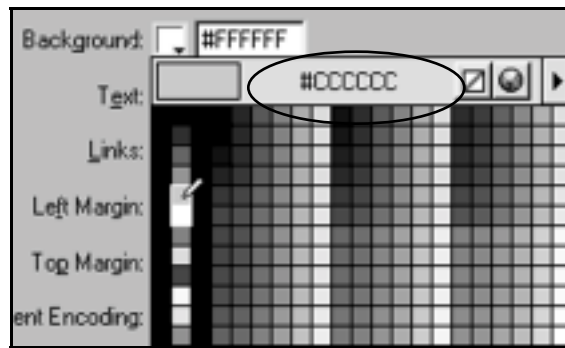
1. Go to the home page. On the menu bar, click **M**odify, then **P**age Properties.



2. When the Page Properties window appears, click on the  button in front of the Background textbox.




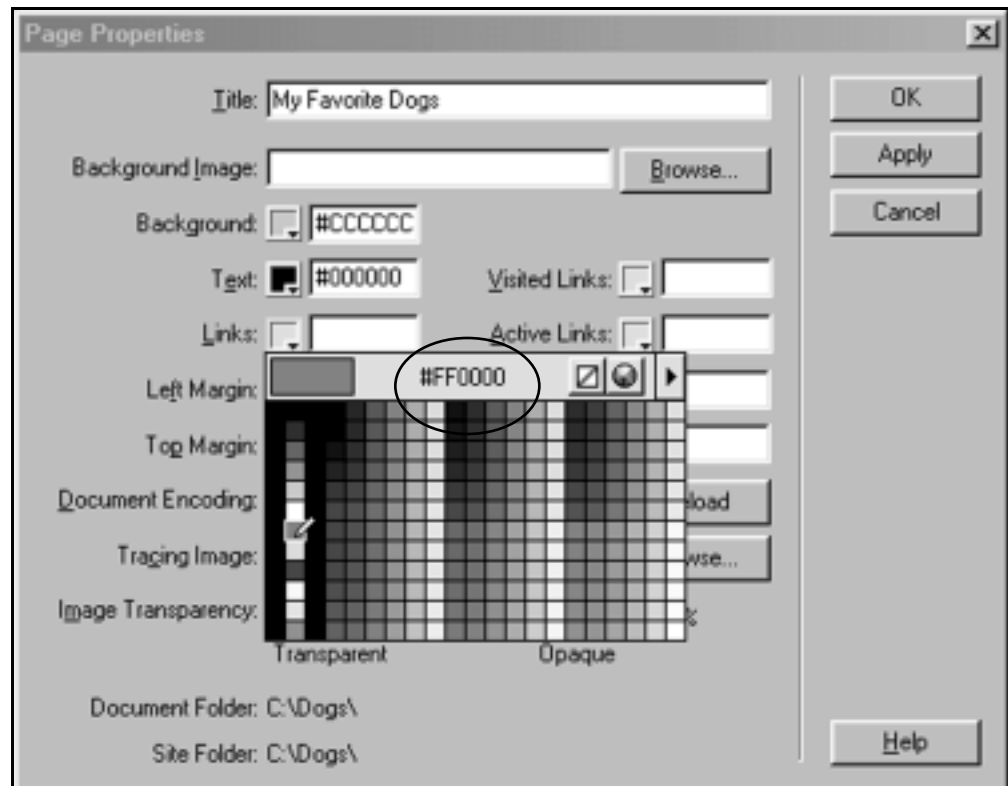
3. When the color grid appears, click the light grey square in the top row with the dropper. The value shown should be #CCCCCC.



4. Click the OK button in the Page Properties window. The background color of the page should now be light grey.

## Change link colors

1. Again, on the menu bar, click Modify, then Page Properties.
2. When the Page Properties window appears, click on the  button in front of the Links textbox.
3. When the color grid appears, click on the red square. The value shown below should be #FF0000.



4. Click the OK button in the Page Properties window. The links on the home page should now be red.

5. Repeat the process with **Visited Links**: change the visited link color green, to the value #00FF00.

**Tip:** *Visited links are links to pages that have already been viewed in the browser.*

6. After you've finished, close Dreamweaver.

### **Consistent link colors**

Link colors should be consistent throughout a Web site. If the links on one page are red, they should be red on every page.

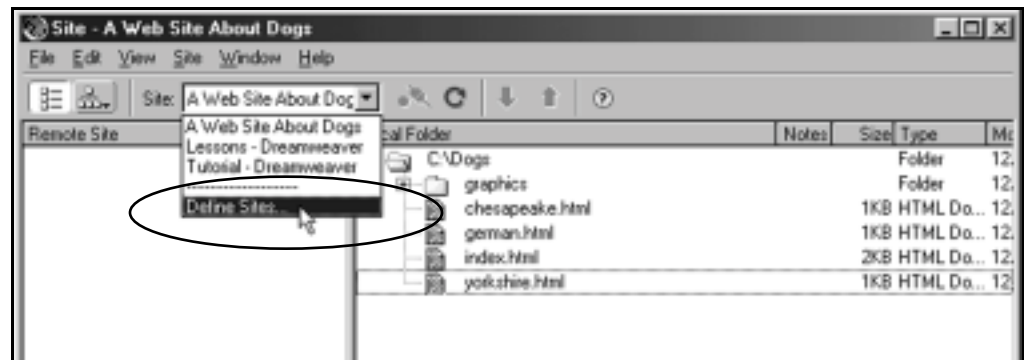
Learning “red equals link” once is much easier for people than having to figure out the link color for each page or section.




## Practice: Dreamweaver Basics

**Task:** To create a Web site about cats that looks like the site at [www.visibooks.com/cats](http://www.visibooks.com/cats).

1. Open Dreamweaver.
2. In the Site window, click Define Sites.



**Tip:** If the Site window isn't open, open it by clicking the  icon on the Launcher.

3. When the Define Sites window appears, click the New button.
4. Name the new site "Cat Site." Put it in a folder called "Cats":  
C:\Cats.
5. Create a home page and title it "The Wonderful World of Cats." Make this the heading of the page also.
6. Below the main heading on the home page, insert a bulleted list:
  - House Cats
  - Alley Cats
  - Big Cats
7. Make these items Arial, size 2.

8. Link each list item to a new page about it. For instance, link “House Cats” to a new page about house cats with file name housecats.html.
9. On each of these new pages, put a descriptive heading at the top of the page. For instance, put the words “House Cats” at the top of the house cats page.
10. Put the main headings of all four pages in the Arial font. Make them bold.
11. Make the home page’s heading size 6. Make the headings of the other pages size 5.
12. On each page, write a descriptive sentence or two in a new paragraph below the main heading. Make the sentences Arial, size 2.
13. Go to [www.visibooks.com/catpics](http://www.visibooks.com/catpics) and get the three cat graphics there. Put them in a folder called “graphics” within the C:\Cats folder.
14. Insert the appropriate graphic on each of the 3 pages between the main heading and the descriptive text below.
15. Align each graphic Left, then specify V Space of 4 and H Space of 16.

16. Link each of the three “cat” pages back to the home page, and to each other. On each page, make the “you are here” link into bold, plain text.
17. Make the background color of each page light grey.
18. Make the link color on each page bright red, with the visited link color orange.
19. Preview the site in the browser. It should look like the site at [www.visibooks.com/cats](http://www.visibooks.com/cats).



20. After you're finished, close Dreamweaver.

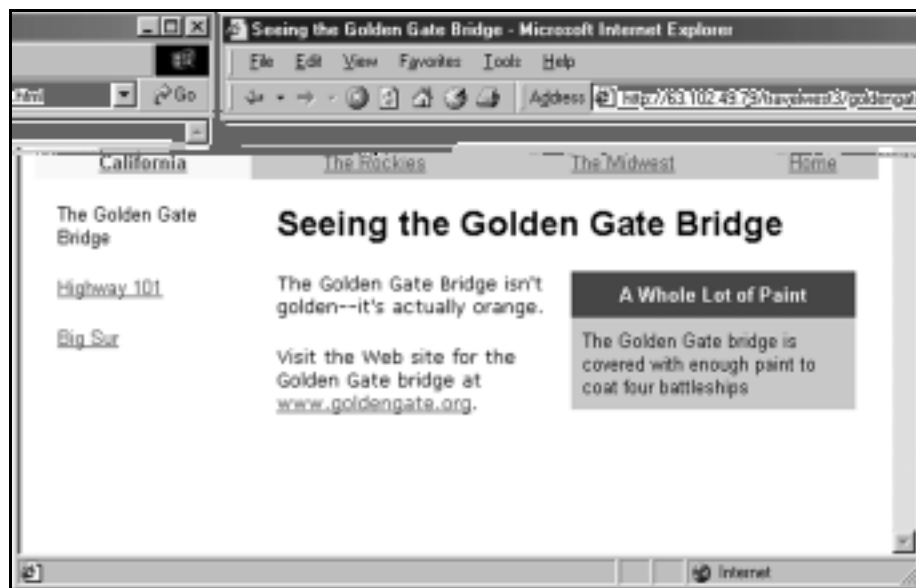


# Layout & Navigation

In this section, you'll learn how to:

- Lay out pages using tables
- Create navigation bars
- Add subsections to a site
- Place tables within tables
- Link to an external site using frames

You'll build a site that looks like this:

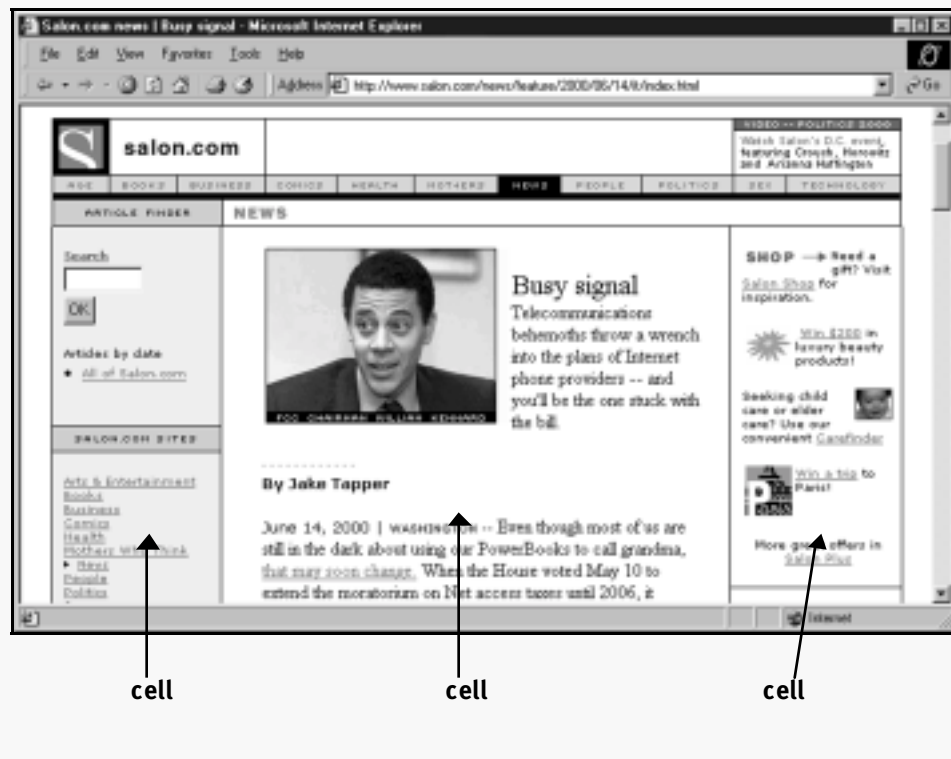


## Lay out pages using tables


### Tables and Web page layout

Almost all professional-quality Web sites are laid out using tables. Just like a spreadsheet has cells that contain numbers, a table on a Web page has cells that contain links, graphics, and text.

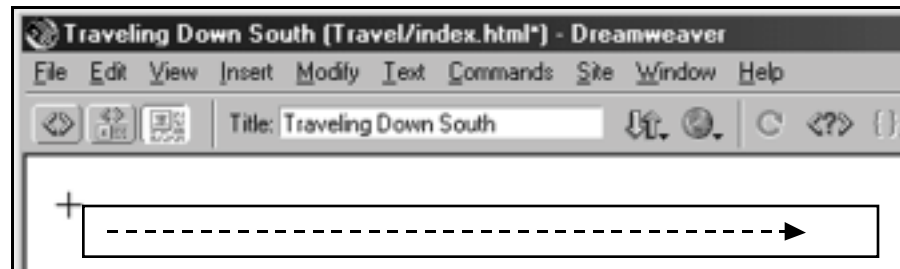
The lines on this page clearly show its layout with table cells:



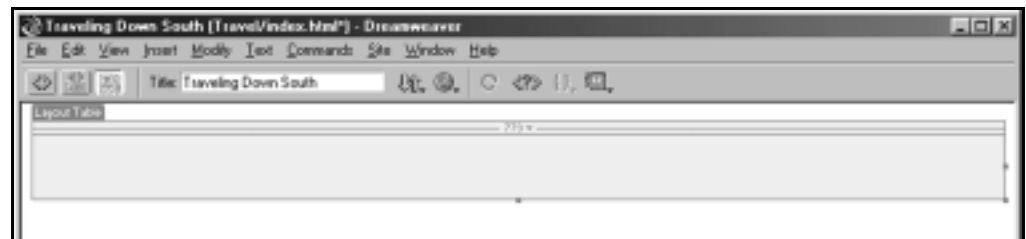
## Insert a table


1. Open Dreamweaver.
2. Set up a new Web site called "Travel South."  
Put it in a folder called "Travel" at C:\Travel.
3. Create a home page titled "Traveling Down South."
4. On the Objects Panel, click the  icon.
5. Click on the page in its upper left corner and hold down the mouse button. A cross should appear.

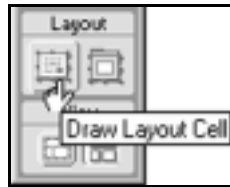
Drag across and slightly down to draw a long rectangle on the page.



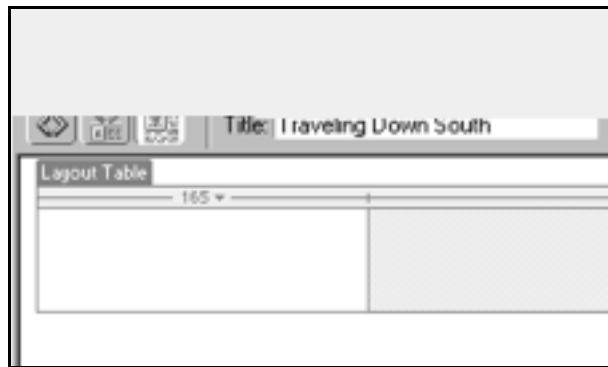
6. Release the mouse button after you've drawn the rectangle. When you're done, the page should look like this:




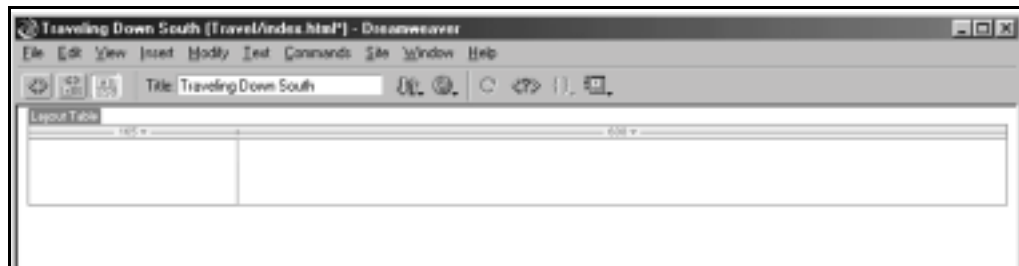
7. Go back to the Object Panel and click on the  (Draw Layout Cell) icon.



8. Click on the upper left corner of the table and drag, drawing a rectangle  $\frac{1}{4}$  of the way across the table. When you release the mouse button, it should create the first cell and look like this:



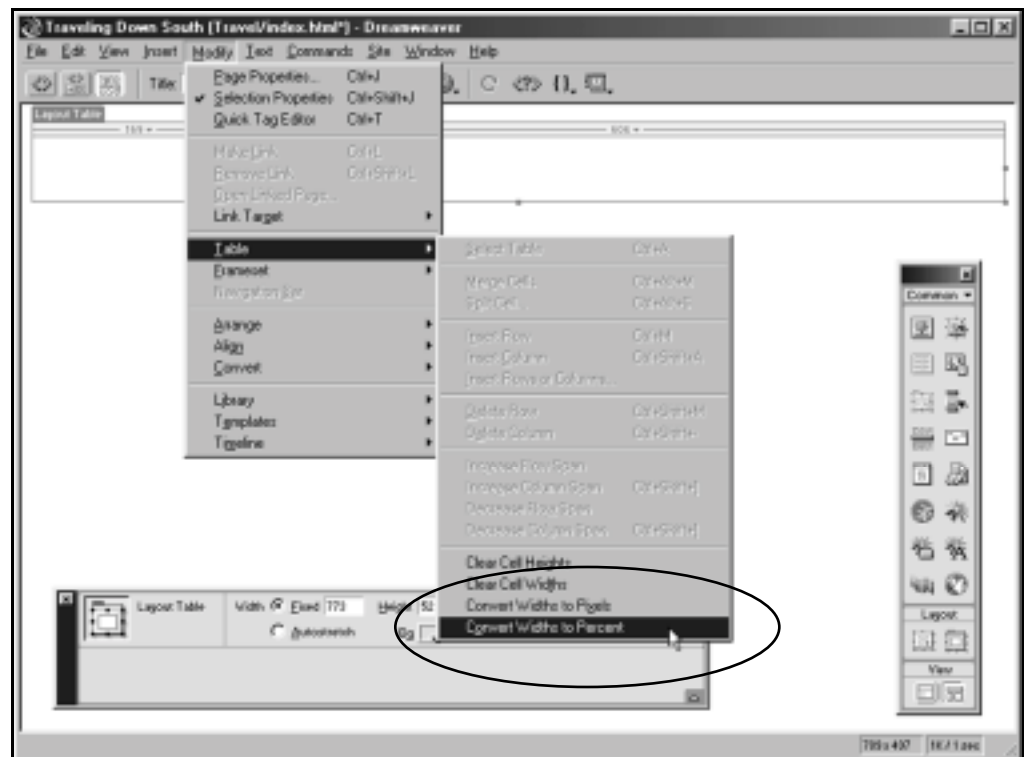
9. Click the  icon again and draw a second cell that takes up the rest of the table. It should look like this:





## Format a table

1. Click on the page's white space to select the table as a whole.
2. On the menu bar, click **M**odify, then **T**able, then **C**onvert Widths to Percent.



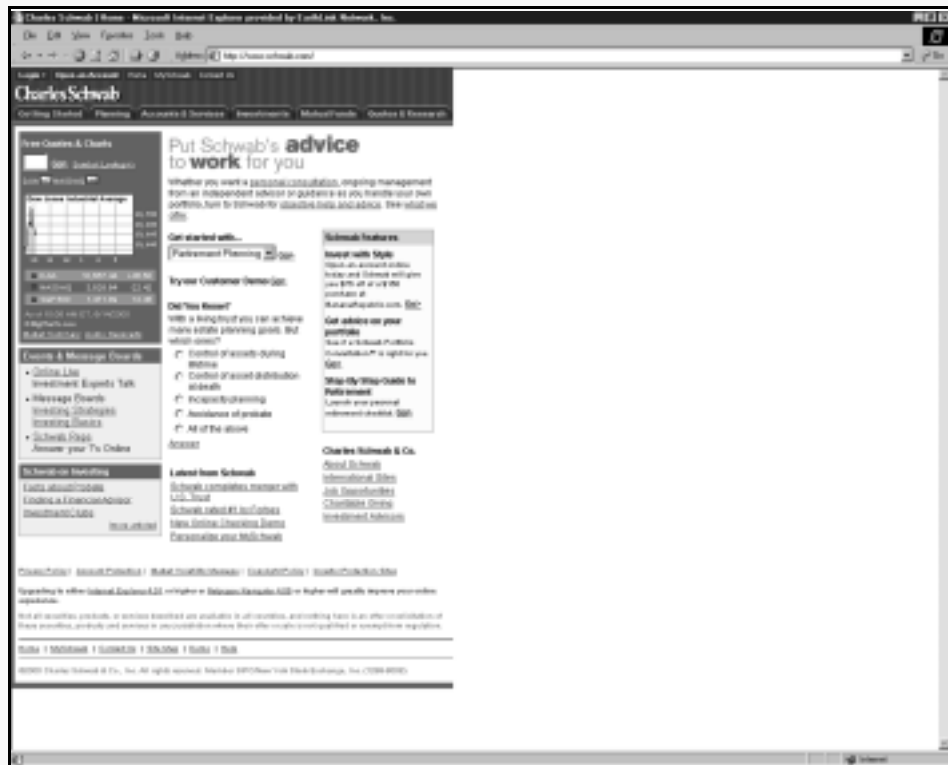
## Percentage vs. fixed-width tables

When laying out a page with a table, set the table's width at 100%. That way, the contents of the page can stretch to fill the whole monitor, regardless of the monitor's resolution.

If you want a fixed-width table to fit on all monitors, you're limited to a table 580 pixels wide:

$$\begin{array}{rclcl}
 \text{640 pixels} & & & & \\
 \text{width of} & - & & & \\
 \text{low-} & & & & \\
 \text{resolution} & & & & \\
 \text{monitor} & & \text{20 pixels} & - & \text{40 pixels} & = & \text{580 pixels} \\
 & & \text{browser offset: the} & & \text{20 for the} & & \text{width} \\
 & & \text{distance that page} & & \text{vertical} & & \text{available} \\
 & & \text{content is indented} & & \text{scroll bar,} & & \text{for table} \\
 & & \text{from the sides of the} & & \text{plus 20 extra} & & \\
 & & \text{browser} & & & & 
 \end{array}$$

Creating pages with fixed-width tables offers precise control, but wastes space on higher-resolution monitors:



**Page:** laid out using a table 580 pixels wide

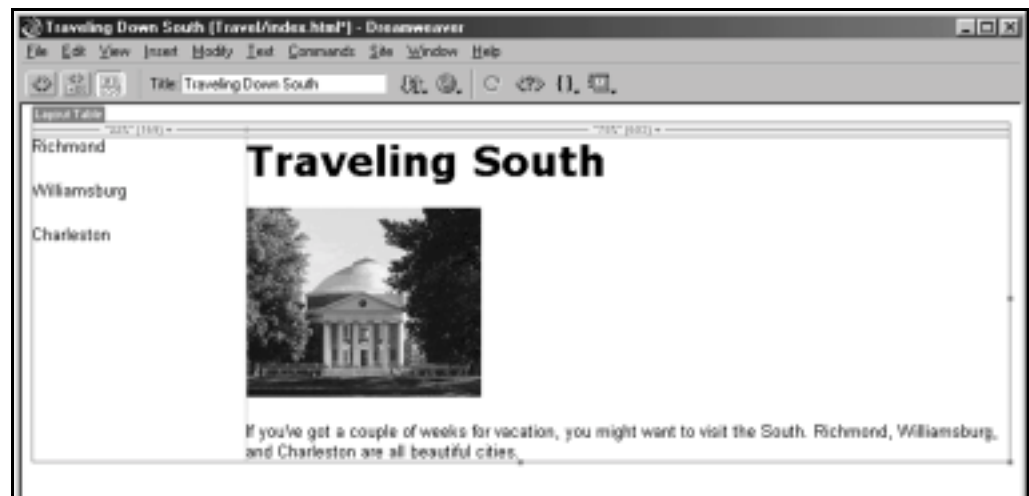
**Monitor used to view page:** 1280 pixels wide

3. In the right-hand cell, put the heading “Traveling South.” Make it size 6, Verdana, Bold.
4. In the left-hand cell, type the names of this site’s main sections: Richmond, Williamsburg and Charleston. Make this text Arial, size 2.
5. Go to [www.visibooks.com/travelpic](http://www.visibooks.com/travelpic). Create a folder called **graphics** inside the **Travel** folder, capture the graphic there, and put the graphic inside the **graphics** folder.
6. Insert the graphic beneath the heading **Traveling South**.
7. Under the graphic, type the following paragraph:

If you've got a couple of weeks for vacation, you might want to visit the South. Richmond, Williamsburg, and Charleston are all beautiful cities.

Make the text Arial, size 2.

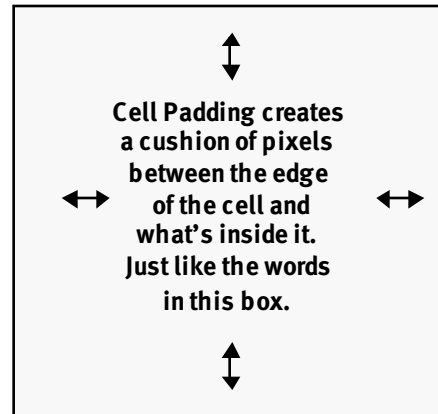
When you're done, the page should look like this:



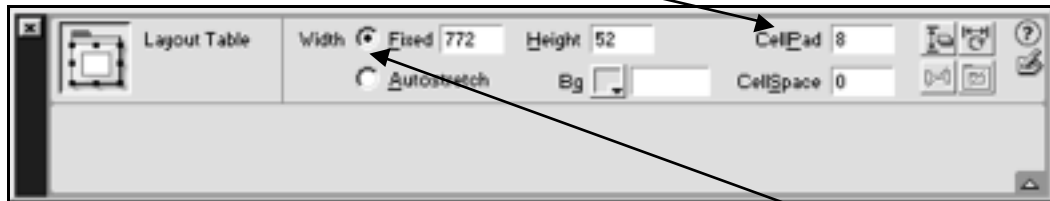
8. Save the page.

## Change cell padding

**Tip:** *The Property Inspector has a CellPad box where the table's cellpadding can be changed. However, when this is used, the table changes from percentage to fixed-width:*




Changing cell padding here...



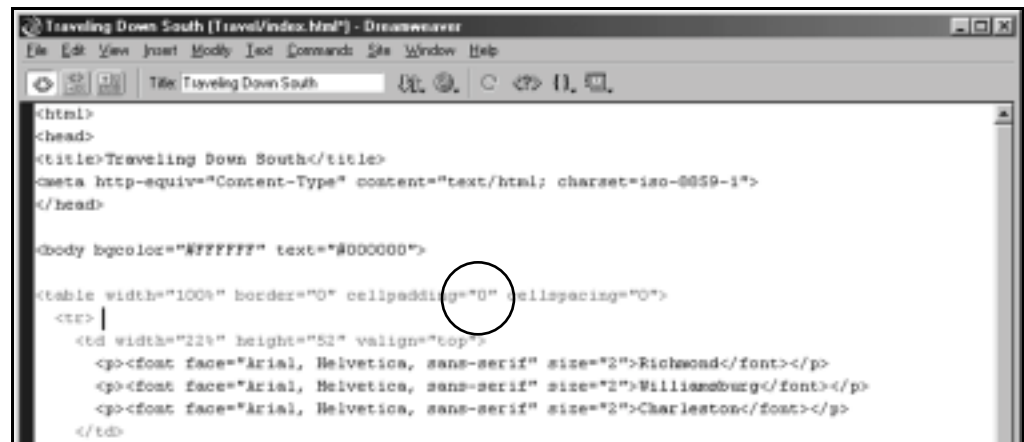
...makes the table fixed-width

To circumvent this, change the cell padding directly in the HTML code of the page:

1. On the button bar, click on the  icon.



2. The page's HTML code will fill the window. In the code, change the cellpadding from 0...



The screenshot shows the Dreamweaver interface with the title bar "Traveling Down South [Travel/index.html] - Dreamweaver". The menu bar includes File, Edit, View, Insert, Modify, Text, Commands, Site, Window, and Help. The title bar also shows "Title: Traveling Down South". The code editor displays the following HTML code:

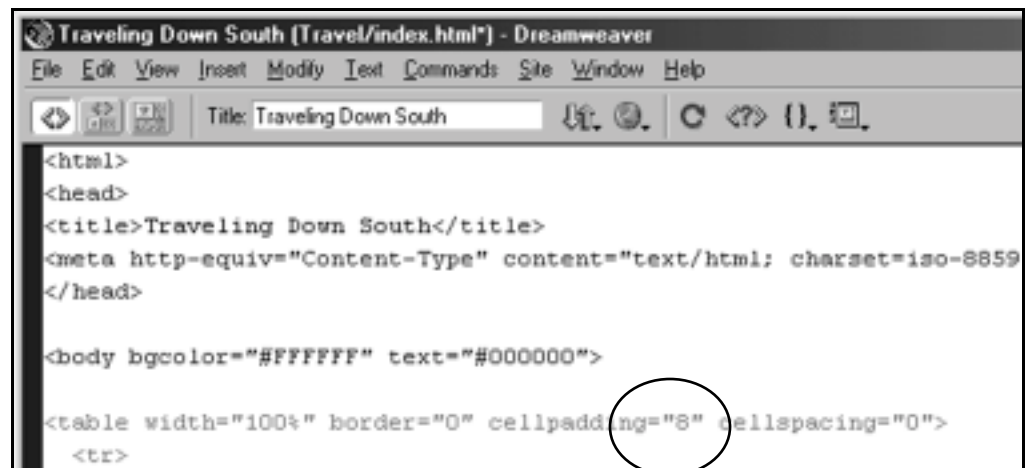
```
<html>
<head>
<title>Traveling Down South</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
</head>

<body bgcolor="#FFFFFF" text="#000000">

<table width="100%" border="0" cellpadding="0" cellspacing="0">
  <tr>
    <td width="22%" height="52" valign="top">
      <p><font face="Arial, Helvetica, sans-serif" size="2">Richmond</font></p>
      <p><font face="Arial, Helvetica, sans-serif" size="2">Williamsburg</font></p>
      <p><font face="Arial, Helvetica, sans-serif" size="2">Charleston</font></p>
    </td>
```

The value "0" in the cellpadding attribute of the table tag is circled in red.

...to 8:



The screenshot shows the Dreamweaver interface with the title bar "Traveling Down South [Travel/index.html] - Dreamweaver". The menu bar includes File, Edit, View, Insert, Modify, Text, Commands, Site, Window, and Help. The title bar also shows "Title: Traveling Down South". The code editor displays the following HTML code:

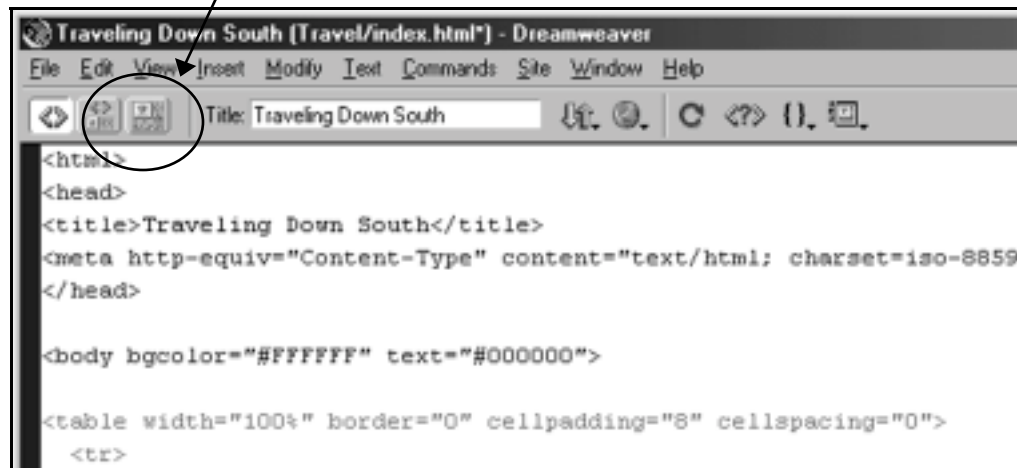
```
<html>
<head>
<title>Traveling Down South</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
</head>

<body bgcolor="#FFFFFF" text="#000000">

<table width="100%" border="0" cellpadding="8" cellspacing="0">
  <tr>
```

The value "8" in the cellpadding attribute of the table tag is circled in red.

3. Click on the  button to return to Layout view.



```
<html>
<head>
<title>Traveling Down South</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859
</head>

<body bgcolor="#FFFFFF" text="#000000">

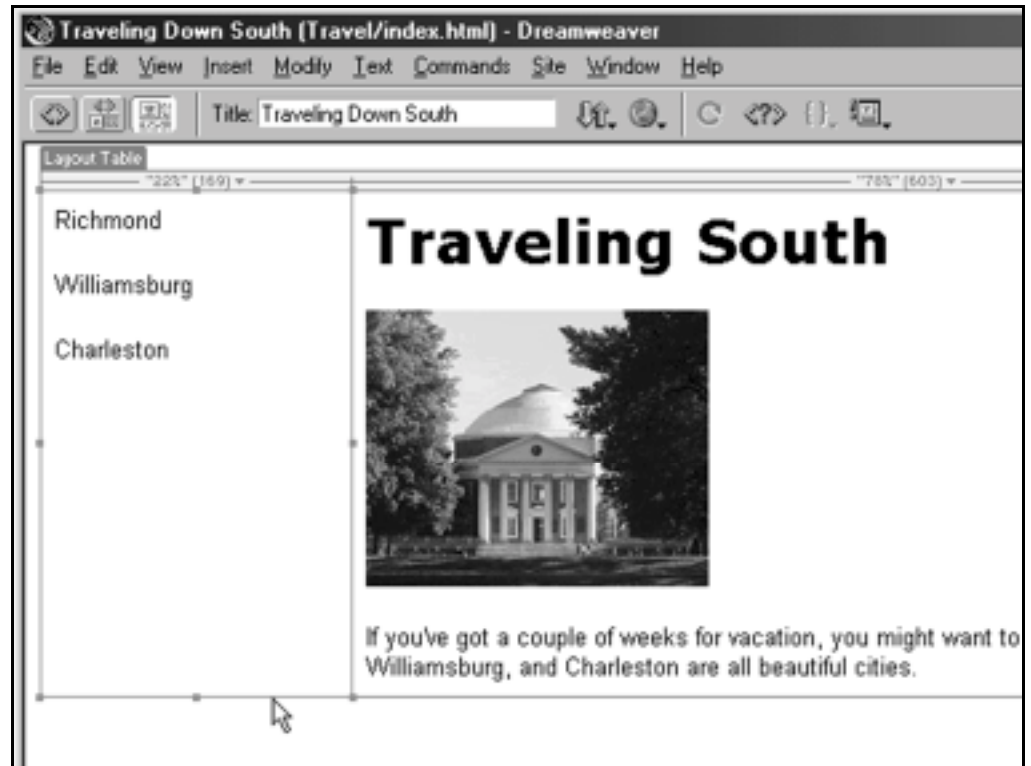
<table width="100%" border="0" cellpadding="8" cellspacing="0">
<tr>
```

When you're done, the page should look like this:

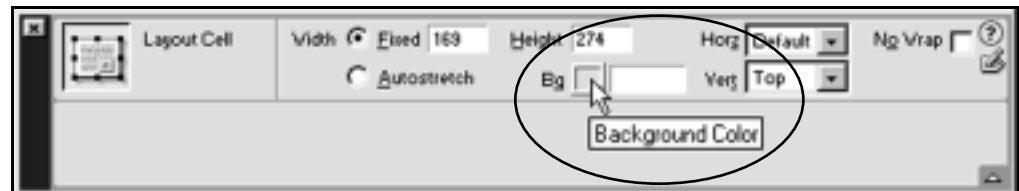


## Change background color

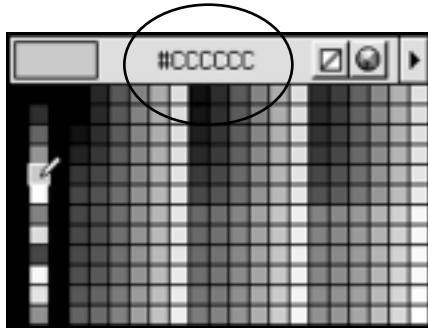
1. Click on the border of the left-hand cell (the one with the words Richmond, Williamsburg and Charleston inside it). It should turn blue, and show “handles” on its edges:



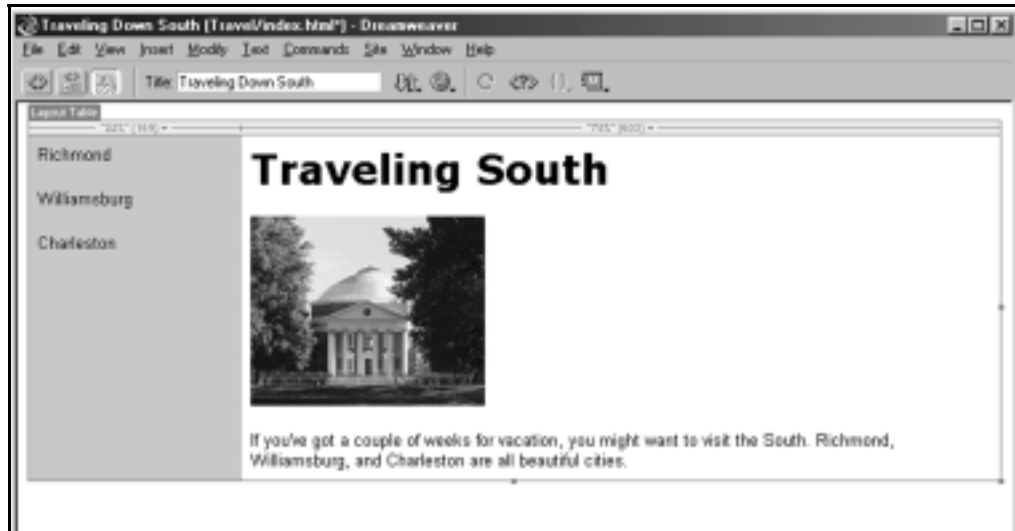
2. On the Property Inspector, click on the  button next to Bg.



- When the color grid appears, click the light grey color square on the left. The value shown should be #CCCCCC.



- Your page should now look like this:



- Save the page and preview it in the browser. After you've looked at it, close the browser.



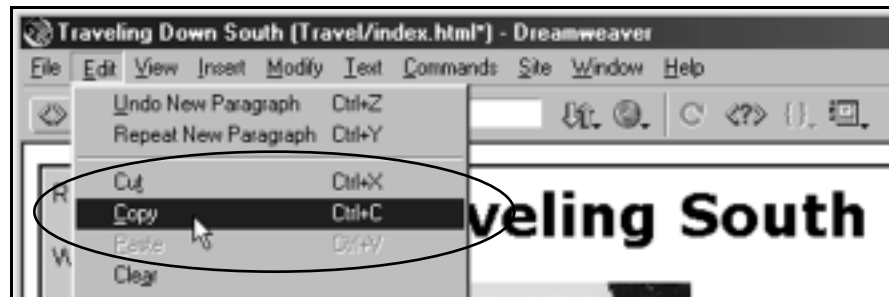
## Copy and paste tables

1. In the Object Panel, click on the  icon. This will take the page from Layout View to Standard View.

The page should now look like this:

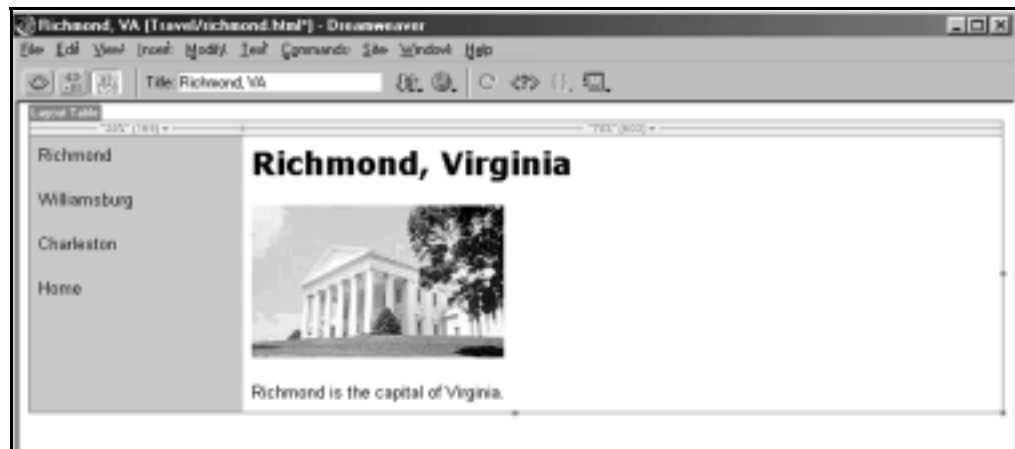


2. On the menu bar of the home page's window, click Edit, then Copy.



3. Create a new page with the file name richmond.html. Title it "Richmond, VA."
4. On the Richmond page, click Edit, then Paste. The home page's table and contents will appear.
5. Add the word "Home" below the words in the left-hand cell.
6. On the Richmond page, replace the "Traveling South" heading with one that reads "Richmond, Virginia." Make it size 5.

7. Open a browser and go to [www.visibooks.com/travelpic/richpic](http://www.visibooks.com/travelpic/richpic). Capture the Richmond graphic there and place it in the graphics folder.
8. Replace the home page graphic with the Richmond graphic. Beneath the graphic, type the sentence, “Richmond is the capital of Virginia.”
9. When you’re done pasting the table and modifying its contents, the Richmond page should look like this:



10. Save the page.

## Practice: Lay out pages using tables

- A. *Why do you usually want to create tables with a percentage width, rather than a fixed-pixel width?*
- 

**Task:** To make your Travel South site look and work like the one at [www.visibooks.com/travel](http://www.visibooks.com/travel).

1. Create pages for Williamsburg and Charleston just like the Richmond page.

Get the graphic and text for the Williamsburg page at [www.visibooks.com/travelpic/willpic](http://www.visibooks.com/travelpic/willpic). Get the Charleston graphic and text at [www.visibooks.com/travelpic/charpic](http://www.visibooks.com/travelpic/charpic).

2. Using the words Richmond, Williamsburg, Charleston, and Home in the left-hand cell of each page, link all the pages in this Web site to each other.

**Tip:** *Don't forget to transform the link that shows "You Are Here" into **bold, plain text**.*

3. Insert the text and graphics in their appropriate pages.
4. Align all graphics to the left. Give them V Space of 4 pixels and H Space of 12 pixels. Give each graphic appropriate Alt text.
5. When you're done, preview the site in the browser. It should look and work like [www.visibooks.com/travel](http://www.visibooks.com/travel).

### Answers

- A. *Fixed-width tables waste space and make pages look a bit sparse when viewed on higher-resolution monitors.*

## Create navigation bars

---

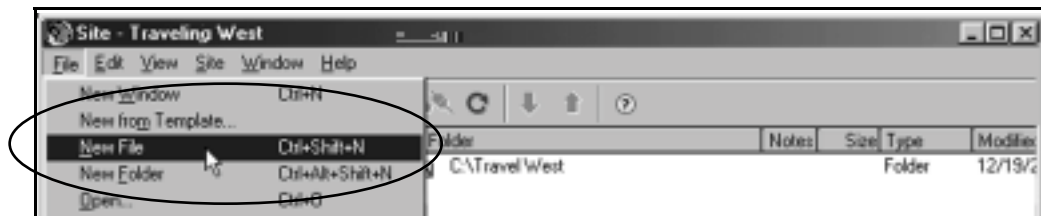
### Create a navigation bar for a home page


1. Set up a new Web site called “Traveling West.” Put it in a folder called “Travel West” at C:\Travel West.



**Tip:** Close the Travel South Web site before creating the new Traveling West site.

2. Create a home page titled “Traveling West for Vacation.”



**Tip:** You may find it easier to work in Standard View than Layout View. To work in Standard View, click the  icon on the Object Panel:

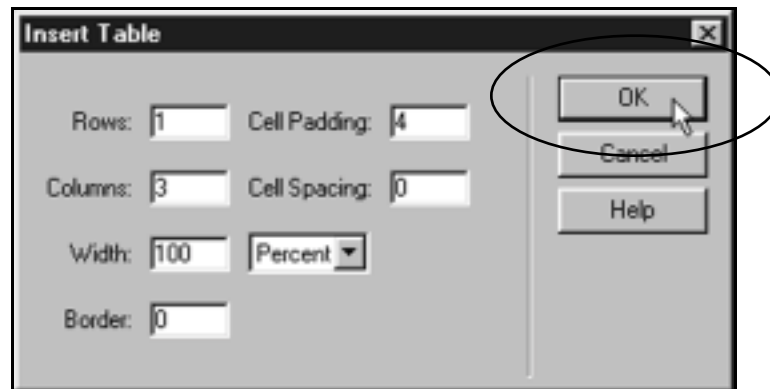


3. On the Objects Panel, click the Insert Table button: 

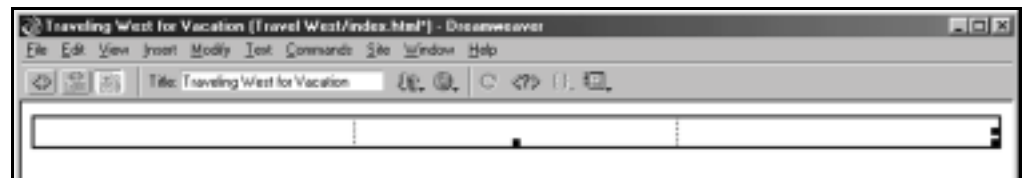
4. When the Insert Table window appears, specify:

Rows: 1  
Columns: 3  
Width: 100 Percent  
Border: 0  
Cell Padding 4  
Cell Spacing 0

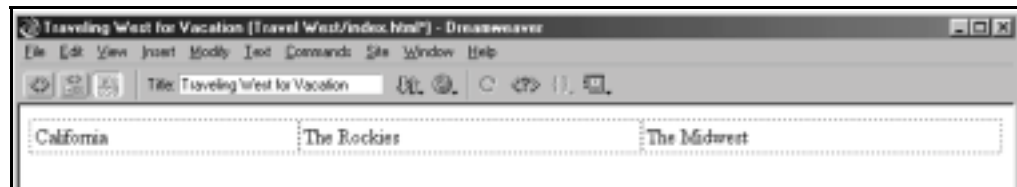
5. Click the OK button when done.





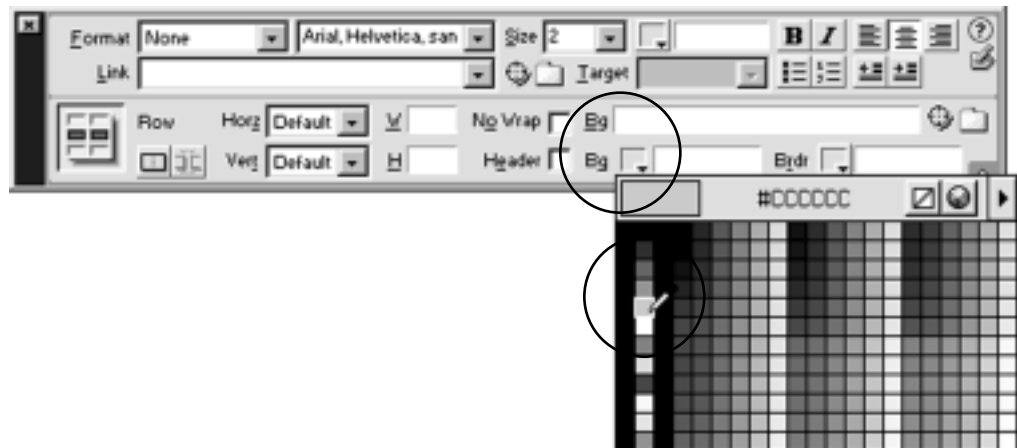
The page should now look like this:



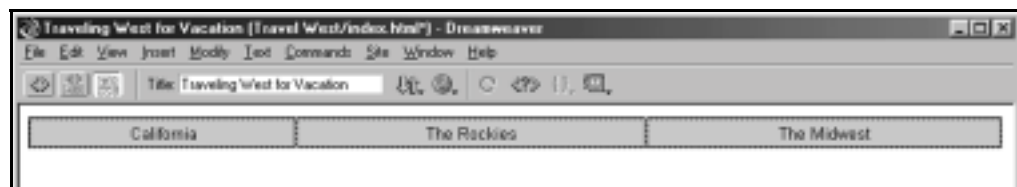
- In the table's first cell, put "California." In the second, "The Rockies," and in the third "The Midwest."



- Using the  button on the Property Inspector, center the words in each cell.
- Again using the Property Inspector, change the text to Arial, size 2.
- On the Property Inspector, click on the  button next to Bg. When the color grid appears, click on the light grey square at left to change the background color of all cells to light grey.



When you're done, the table should look like this:

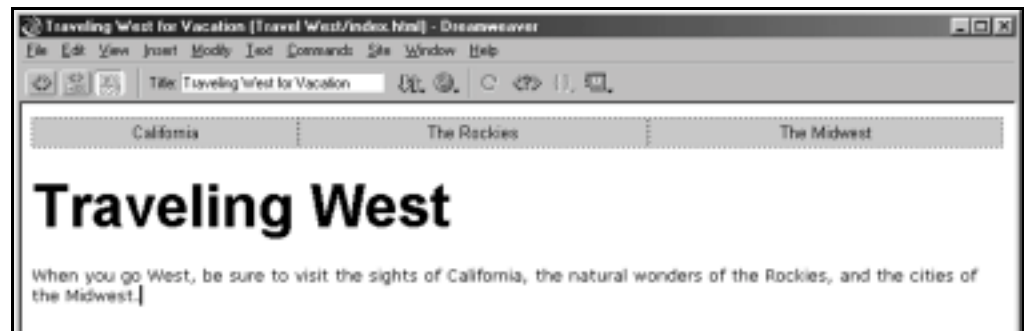


10. Below the table, enter the heading “Traveling West” in a new paragraph. Make the paragraph Arial, size 7, bold.

11. Below the heading, type the new paragraph:

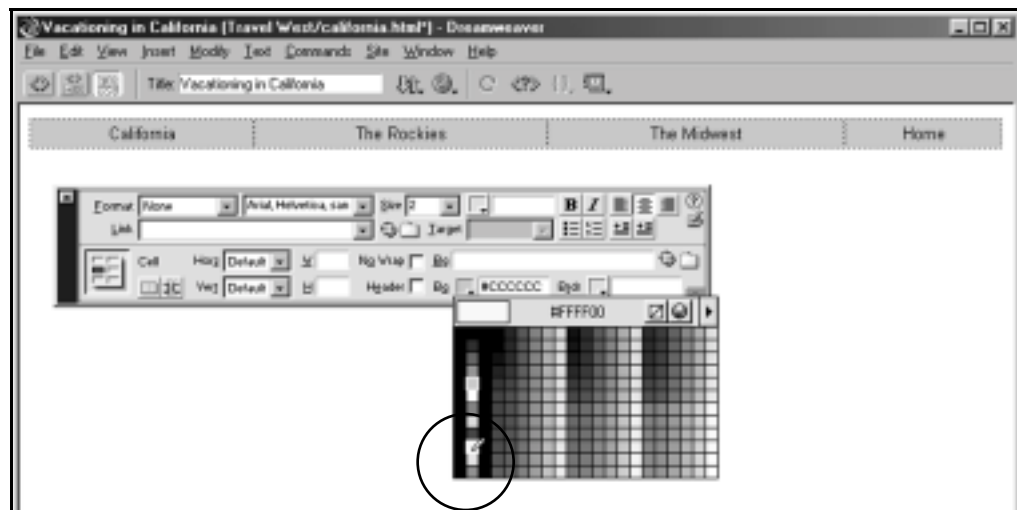
When you go West, be sure to visit the sights of California, the natural wonders of the Rockies, and the cities of the Midwest.

12. Make the paragraph Verdana, size 2, then save the home page.

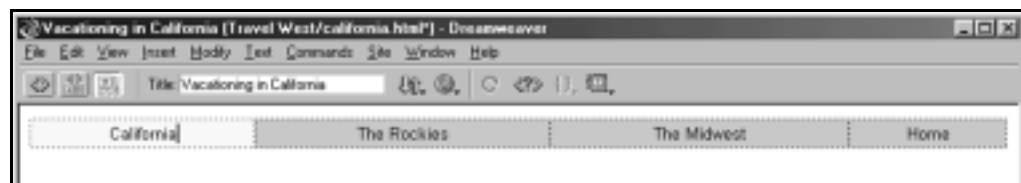


## Create a navigation bar for a main section page

1. Create a new page with file name `california.html`. Title it “Vacationing in California.”
2. Insert a table just like the one on the home page, except with 4 columns instead of 3.
3. Format the table and text just like on the home page, but put the word **Home** in the right-hand cell.
4. Put your cursor in the California cell, then use the Property Inspector to make it bright yellow (value `#FFFF00`), showing “You are here.”



When you're done, the table should look like this:



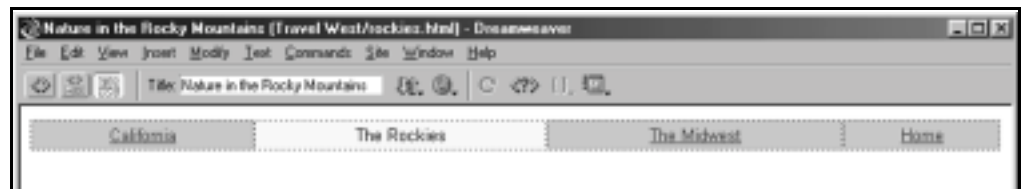
5. Link the word **Home** back to the home page, then save the page.
6. Go to the home page, then link the word **California** to the California page. Save the page.



## Practice: Create navigation bars

**Task:** To make your Travel West site look like the site at [www.visibooks.com/travelwest](http://www.visibooks.com/travelwest).

1. Create a new page for The Rockies with file name `rockies.html`. Title it “Nature in the Rocky Mountains.”
2. Create a new page for The Midwest with file name `midwest.html`. Title it “Cities of the Midwest.”
3. Highlight the table from the California page, copy it, and paste it on the Rockies page.
4. Change the “You are here” yellow color from the California cell to The Rockies cell.
5. Link **California** and **The Midwest** to their respective pages.
6. Save the page. When you’re done, the Rockies page should look like this:



7. Repeat this process with the California and Midwest pages.
8. Go to the home page and, in the navigation bar, link **The Rockies** and **The Midwest** to their respective pages.

**Tip:** When you want to unlink a group of words, delete them and retype them. They’ll come in as plain text.

9. Make all the “you are here” text that corresponds to the current page bold.
10. When you’re done, preview the site in the browser. It should look like the site at [www.visibooks.com/travelwest](http://www.visibooks.com/travelwest).

## Add subsections to site

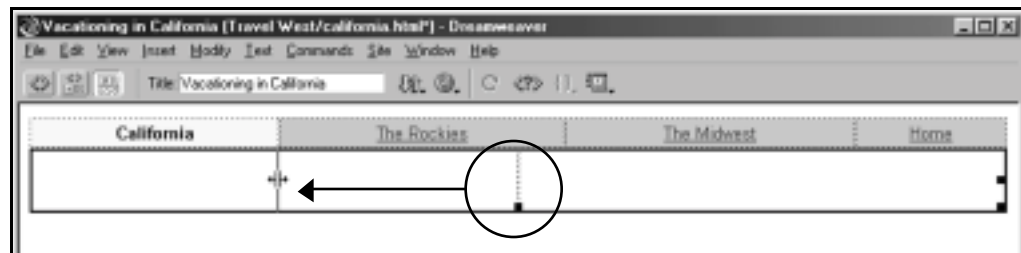
---

### Insert a table for content and subsection links

1. Go to the California page in the Traveling West Web site.
2. In a new paragraph below the navigation bar, insert a table with:

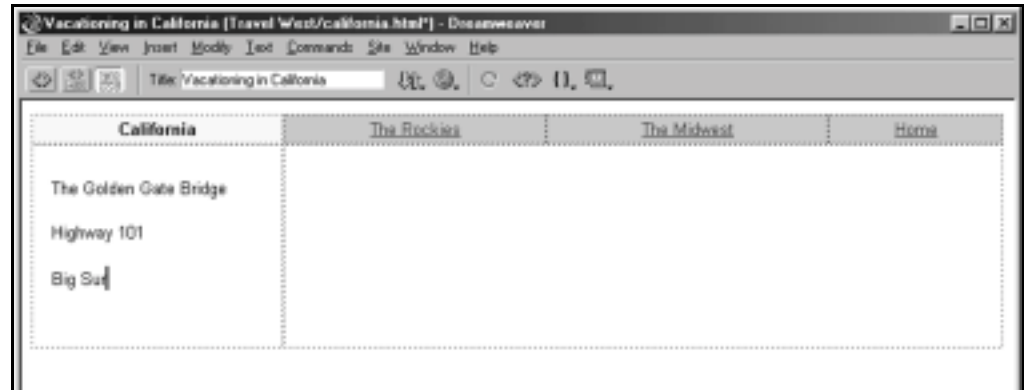
Rows: 1  
Columns: 2  
Width: 100 Percent  
Border: 0  
Cell Padding: 16  
Cell Spacing: 0

Move the cell divider left so it is aligned with the border between the first two cells in the top table:



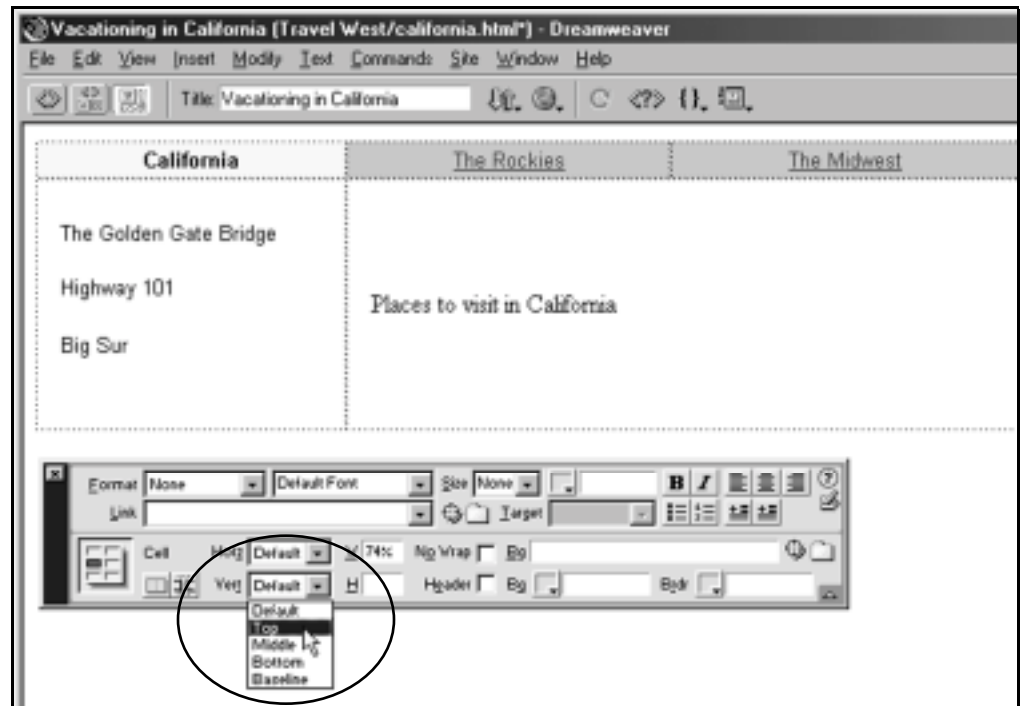
3. In the left-hand cell, put the subsections for the main California section. Make it Arial, size 2:

The Golden Gate Bridge  
 Highway 101  
 Big Sur



4. In the right-hand cell, put the heading “Places to visit in California.” Make it Arial, bold, size 6.

**Tip:** The text will come in at the middle of the cell. To align it to the top, choose **Top** from the **Vert** drop-down list:

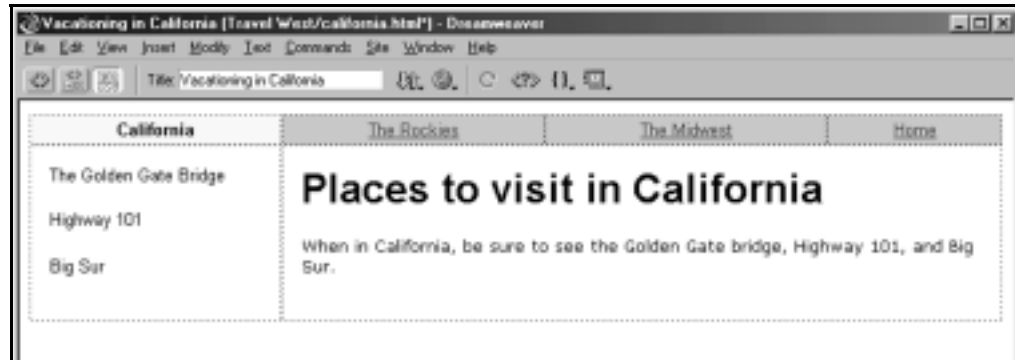


5. Below the heading, in a new paragraph, type the sentence :

When in California, be sure to see the Golden Gate bridge, Highway 101, and Big Sur.

Make the paragraph Verdana, size 2.

When you're done, the page should look like this:



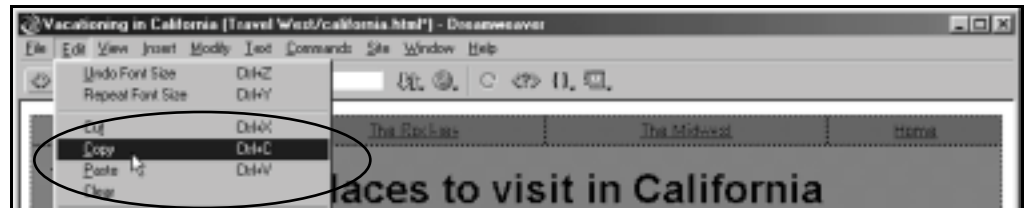
## Create subsection pages

1. Create new pages for The Golden Gate Bridge, Highway 101 and Big Sur:

Page	Title	File Name
The Golden Gate Bridge	Seeing the Golden Gate Bridge	goldengate.html
Highway 101	Driving Highway 101	highway101.html
Big Sur	Staying in Big Sur	bigsur.html

2. Copy both tables from the California page and paste them into the Golden Gate Bridge page.

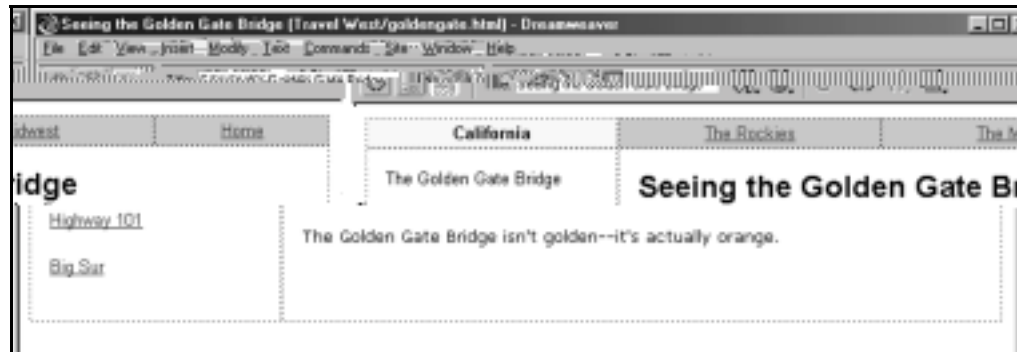
**Tip:** *Highlight the tables, then copy them:*



3. On the Golden Gate Bridge page, change the heading to say "Seeing the Golden Gate Bridge." Make it size 5.
4. Below the heading, change the paragraph to read:

The Golden Gate Bridge isn't golden--it's actually orange.

5. Link California, Highway 101 and Big Sur to their respective pages. Leave The Golden Gate Bridge as plain text to show “you are here.”
6. Save the page. When you’re done, it should look like this:



### **Consistent page layout**

Copying tables from one page and pasting them into new pages ensures that all pages share the same layout.

This consistency makes site navigation easier: no matter which page in the site is being viewed, people know where its links and content will be.

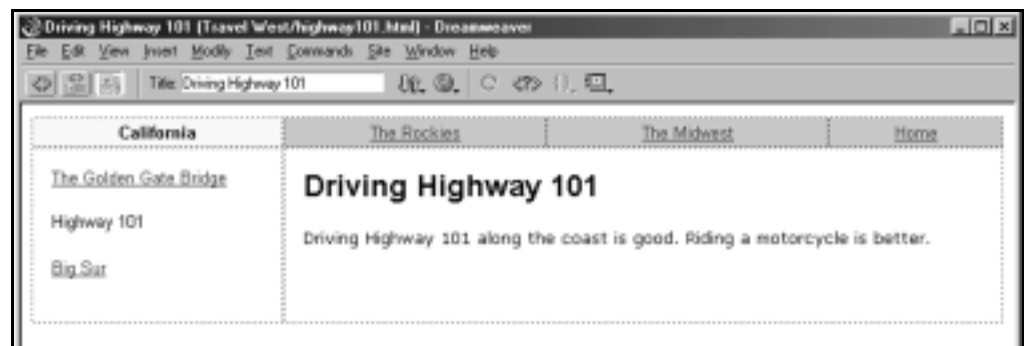
## Practice: Add subsections to site

A. *What's the best way to keep tables consistent from page to page?*

---

**Task:** To make your Travel West Web site look and work like the one at [www.visibooks.com/travelwest2](http://www.visibooks.com/travelwest2).

1. Go to the California page. Link **The Golden Gate Bridge**, **Highway 101** and **Big Sur** to their respective pages. Save it.
2. Go to the Golden Gate Bridge page. Copy both tables from the page and paste these tables into the Highway 101 page.
3. On the Highway 101 page, link the words **The Golden Gate Bridge** to the Golden Gate Bridge page. Delete the link for **Highway 101** and replace it with plain text.
4. Change the page's heading and descriptive text beneath it so it looks like this:



5. Save the page.

6. Format the Big Sur page so its layout and navigation are consistent with the Golden Gate Bridge and Highway 101 pages.

*Heading:*

### **Staying in Big Sur**

*Paragraph:*

There are many excellent hotels right on the ocean in Big Sur.

7. On the Golden Gate Bridge, Highway 101, and Big Sur pages, link California in the top nav bar to the California page.
8. Save all pages, then preview the site in a browser. It should look and work like [www.visibooks.com/travelwest2](http://www.visibooks.com/travelwest2).

Answers

- A. *Copying and pasting tables from one page to another.*




## Place tables within tables

---

### Step 1: Create a fixed-width table

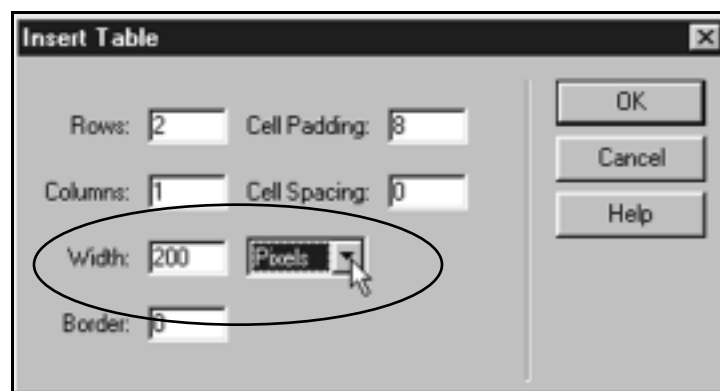
1. Go to the Golden Gate Bridge page.
2. Place your cursor directly in front of the paragraph below the main heading.



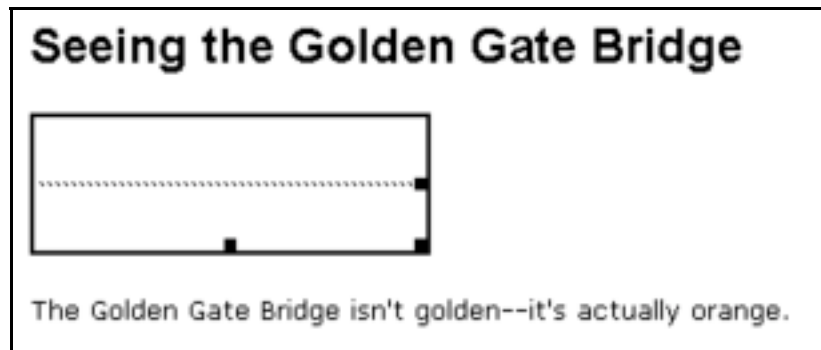
3. On the Object Panel, click on the Insert Table button: 
4. When the Insert Table window appears, specify:

Rows: 2  
 Columns: 1  
 Cell Padding: 8

Most importantly, change the width from percent to pixels and specify a width of 200 pixels:



5. Click the OK button. You should have a table on the page that looks like this:

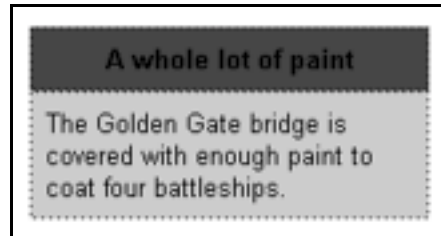


6. Color the top cell blue and the bottom cell grey. In the top cell, put the words, "A Whole Lot of Paint." Center the words and make them bold.

In the bottom cell, type the sentence:

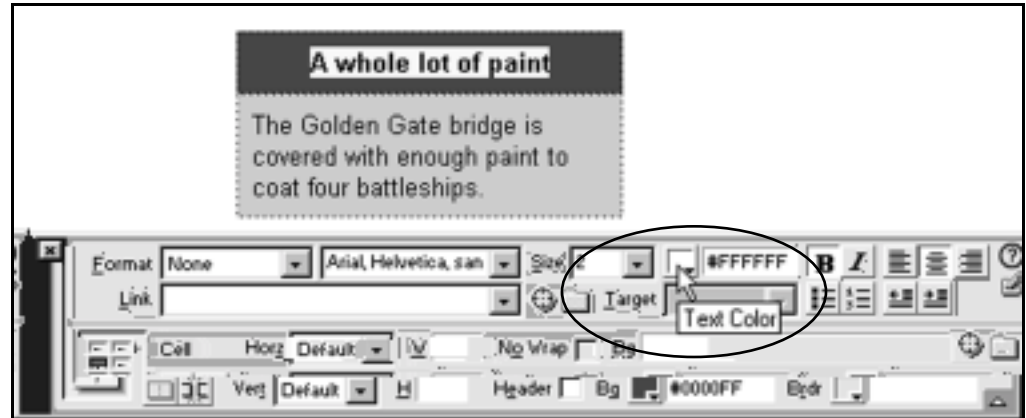
The Golden Gate bridge is covered with enough paint to coat four battleships.

7. Make the text Arial, size 2. When you're done, it should look like this:



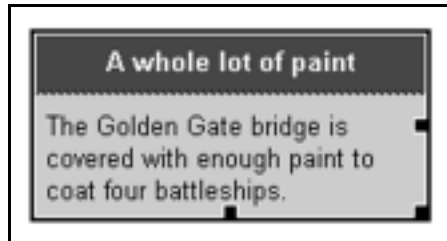
8. Make the text in the top cell white.

**Tip:** Use the Text Color button on the Property Inspector:



## Step 2: Align the table

1. Click on the table border so it has “handles.” It should look like this:



2. The Property Inspector changes to allow table formatting. Click the Align drop-down list, and select Right.



3. When you're done, the page should look like this:



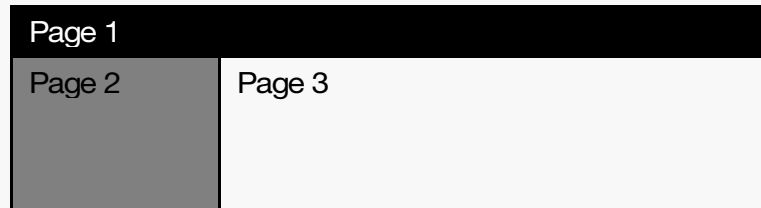
4. Save the page, then preview it in the browser. When finished, close the browser.

## Link to an external site using frames

---

### How to use frames

“Frames” are a way to put more than one Web page at a time on a computer’s screen:



A live example of frames can be seen at [www.visibooks.com/frames](http://www.visibooks.com/frames).

Many sites that used frames have now eliminated them, returning to single-page layouts. That’s because frames have serious drawbacks:

- Frames are difficult to update. Every screen involves three or more pages to keep track of: the frameset itself, and at least two others to go in the frames.
- Frame navigation is tricky. Links require special “targets” that go from page to frame.
- Frames often require people to scroll annoyingly in more than one place.

However, frames are useful for one thing: they allow a user to get back to a site with one click while clicking through other sites linked to it. An example of this can be seen in the external links at [www.charuhas.com/sites.html](http://www.charuhas.com/sites.html).

The following exercise demonstrates how to use frames when linking to external sites.

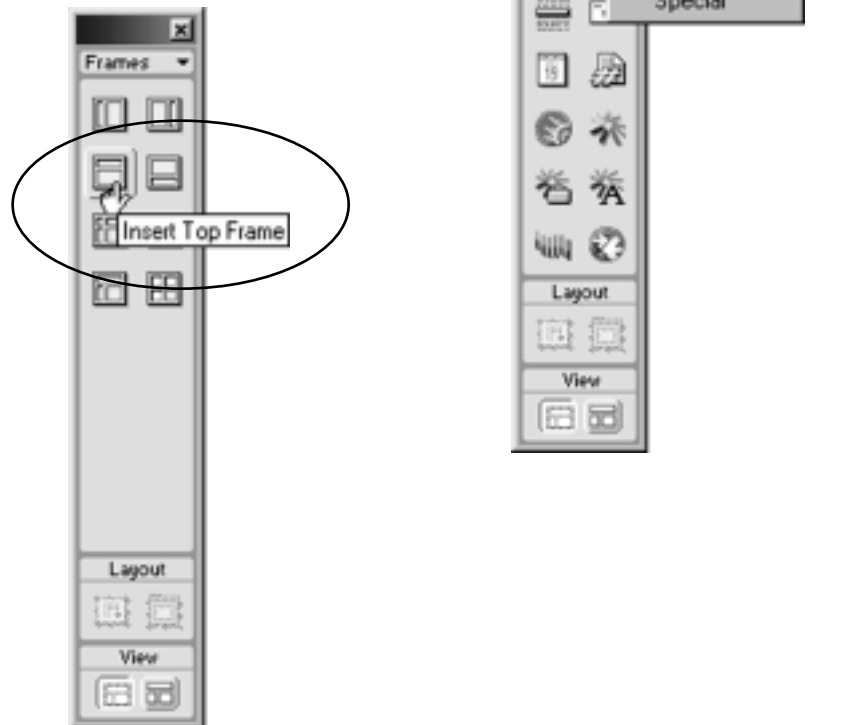
## Step 1: Create a frameset

1. On the Golden Gate Bridge page, in a new paragraph below the first one, type:

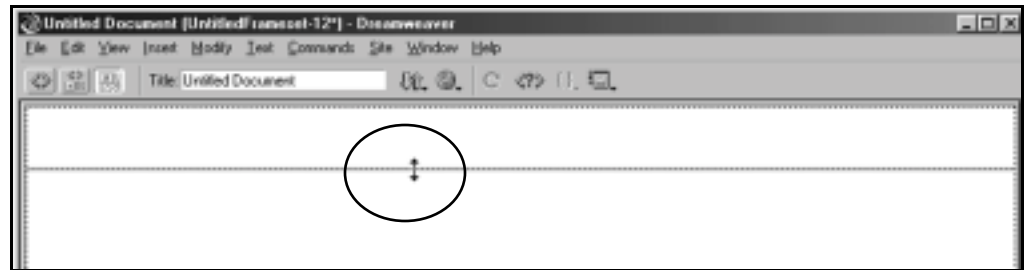
Visit the Web site for the Golden Gate bridge at [www.goldengate.org](http://www.goldengate.org).

The Web address in this sentence, [www.goldengate.org](http://www.goldengate.org), will eventually be linked to the frameset page.

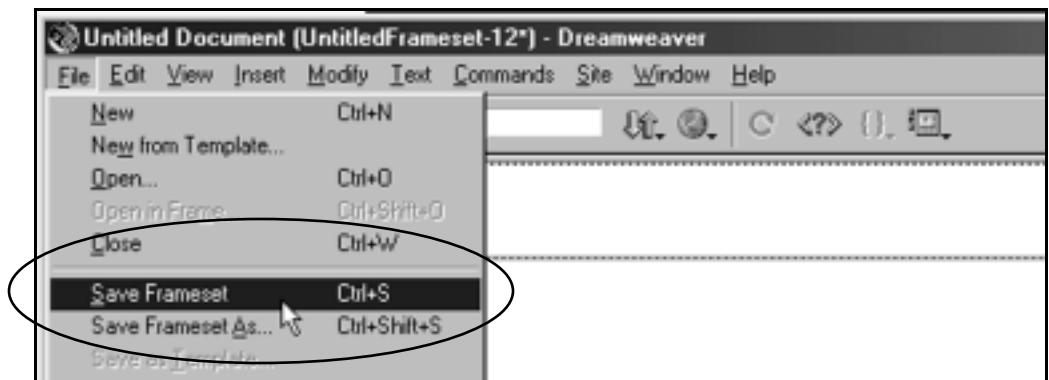
2. Create a new page. Leave it with the file name `untitled.htm`. This will be the “frameset” page that holds two other pages.
3. Open the new page.
4. In the Object Panel, change the selection from Common to Frames.
5. Click on the Insert Top Frame button.



6. When the frameset appears, drag the border up towards the top of the page:



7. Go to the menu bar, click File, then Save Frameset.



8. Save the frameset in the Travel West site with file name framesetgg.html.
9. Title it Golden Gate Frameset.

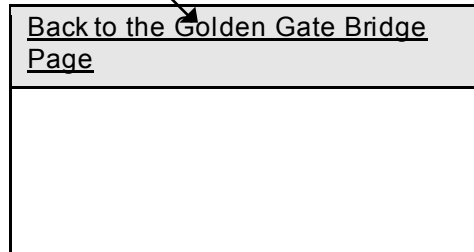
## Step 2: Specify pages in frames

- 1.



**Tip:** Specifying a link target of `_TOP` links to a page outside of the current frame...

Click here

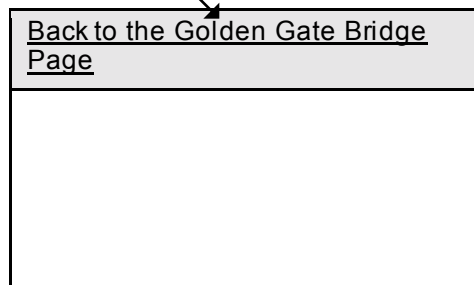


Go to new page outside frame

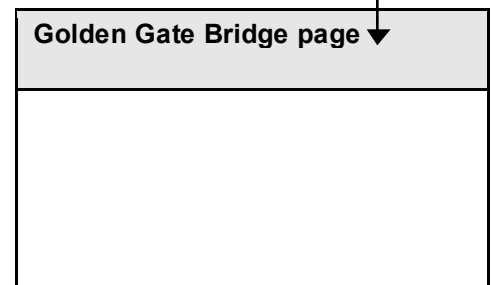


...which avoids clicking on the link and having the page come up in the same frame:

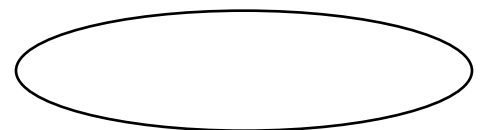
Click here

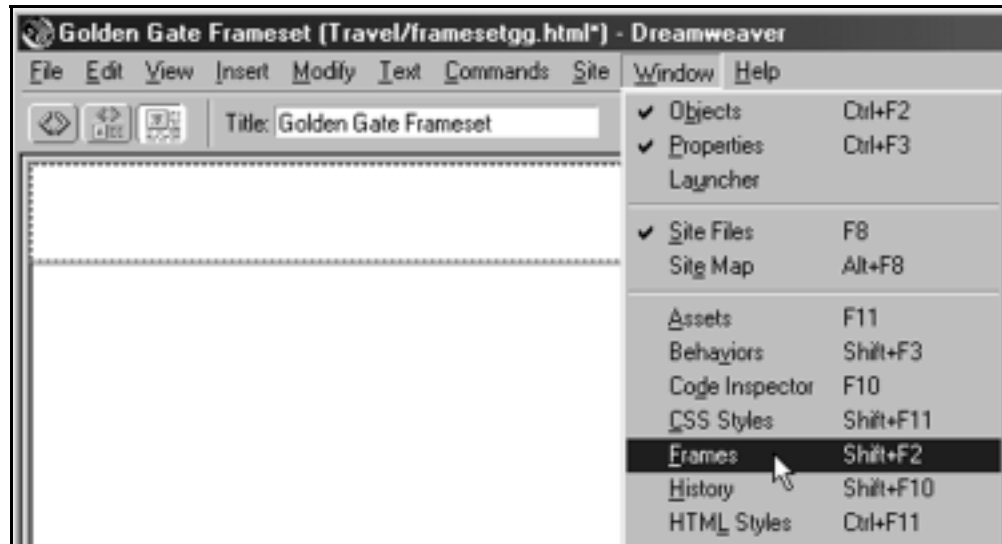


Page comes up in same frame

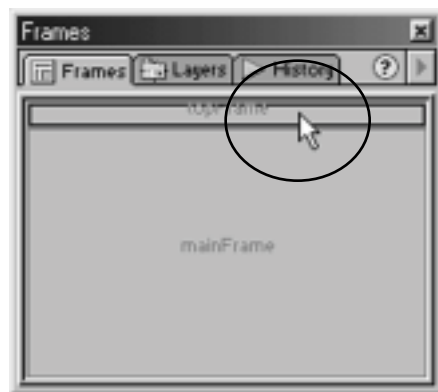


6. Go to the frameset page, the one with file name framesetgg.html.
7. On the menu bar, click Window, then Frames.

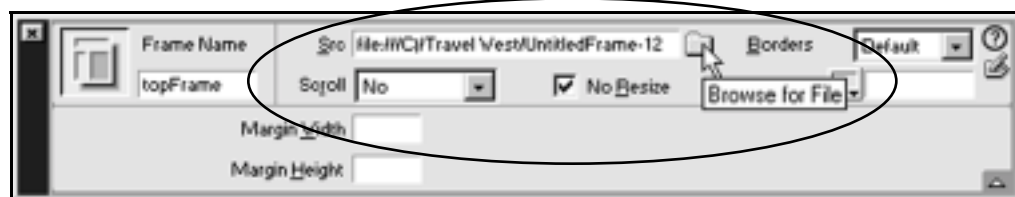




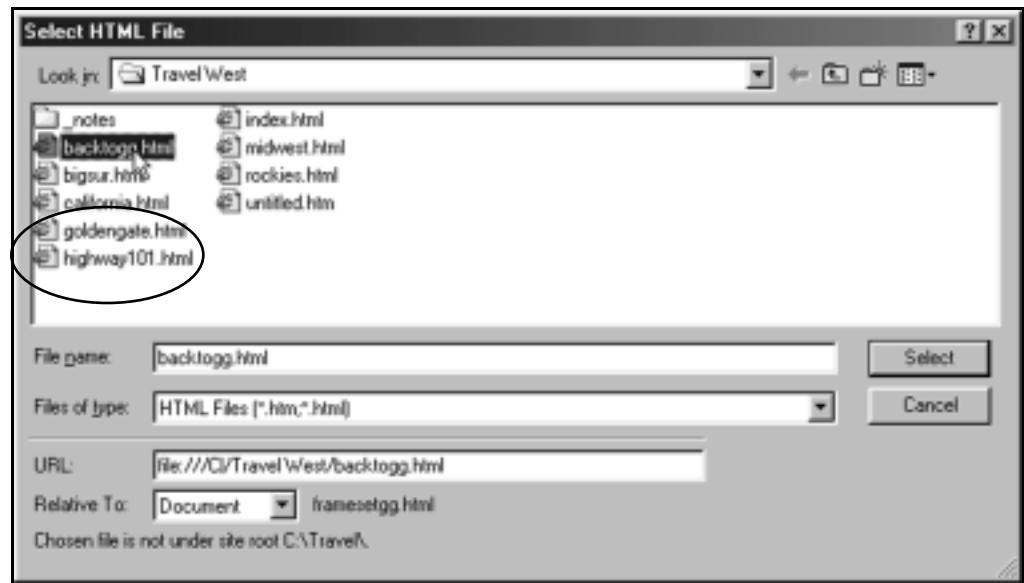
- When the Frames window appears, click on the top frame.



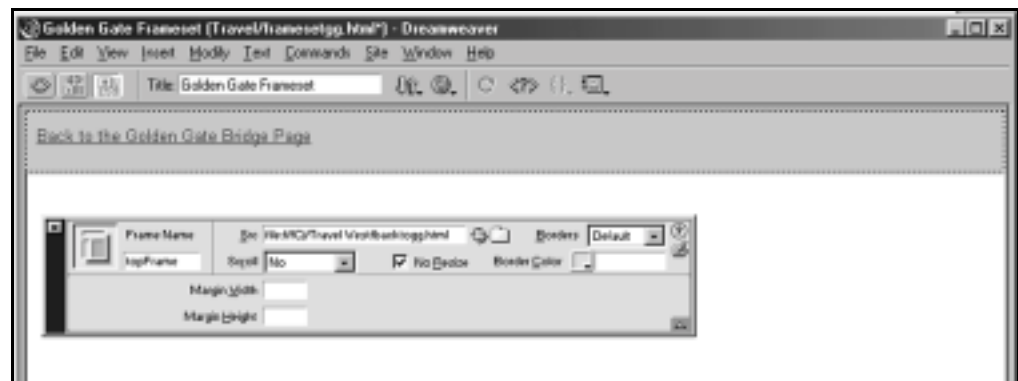
- On the Property Inspector, click the folder next to the Src textbox:



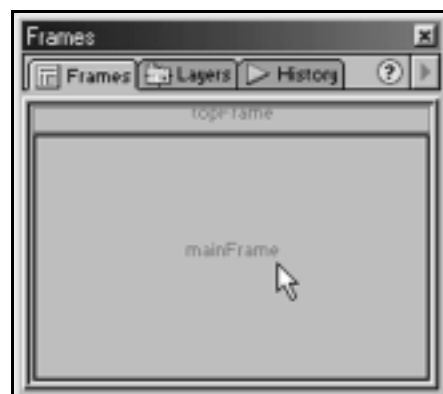
10. When the Select HTML File window appears, select `backtogg.html` to put that page in the top frame.



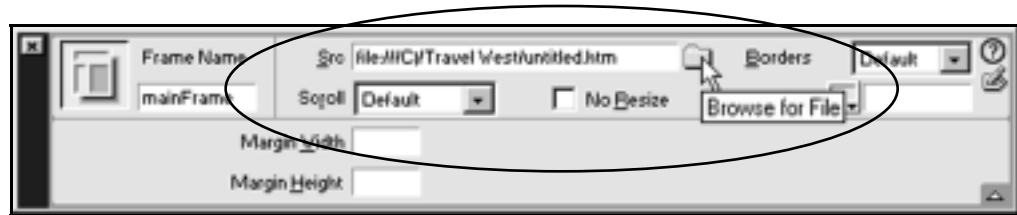
11. Click the **Select** button. The frameset should now look like this:



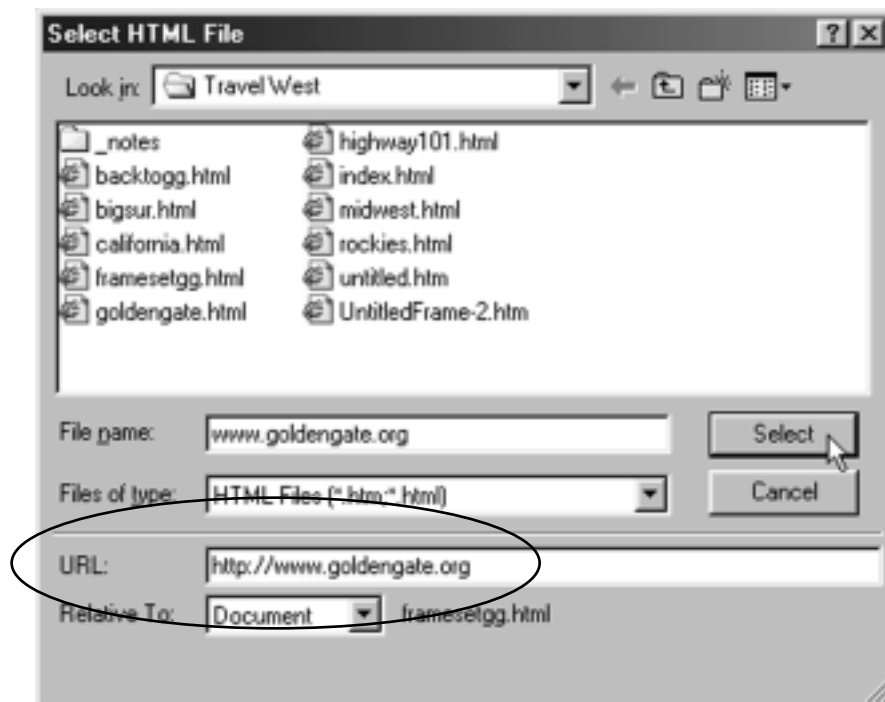
12. In the Frames window, click on the main frame:



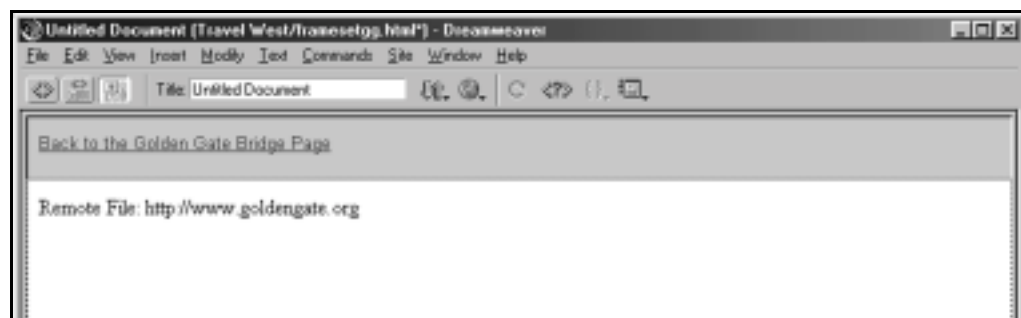
13. On the Property Inspector, click on the folder next to the Src textbox:



14. When the Select HTML File window appears, put <http://www.goldengate.org> in the URL textbox, then click the Select button.

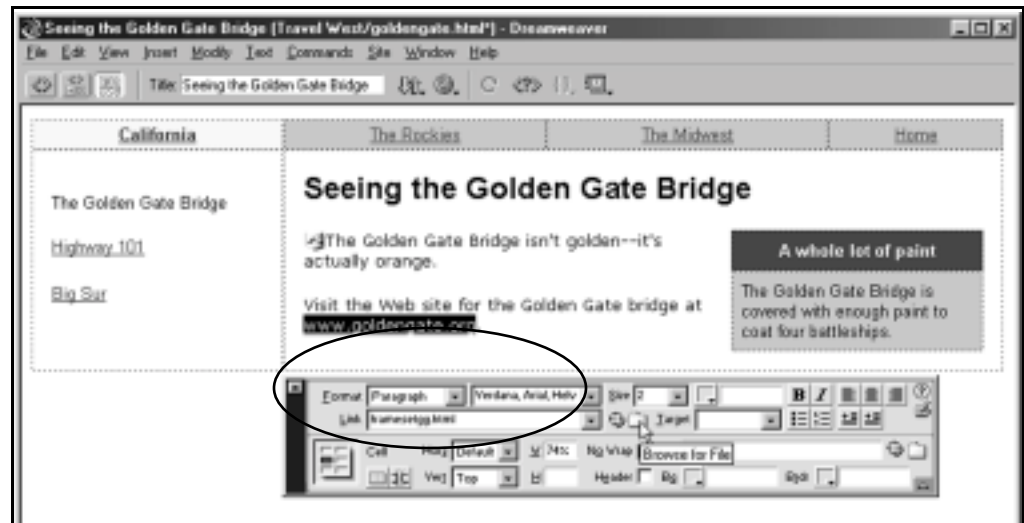


The page should now look like this:



15. Save the frameset.

16. Go back to the Golden Gate Bridge page and link the web address [www.goldengate.org](http://www.goldengate.org) to the frameset, framesetgg.html.



17. Save the Golden Gate Bridge page.

## Practice: Layout & Navigation

A. *Why is it important that navigational links stay in the same place and order on pages throughout a Web site?*

---

B. *What is the minimum number of files that must be used to make a frameset work?*

---

**Task:** Make your Travel West Web site look and function like the one at [www.visibooks.com/travelwest3](http://www.visibooks.com/travelwest3).

1. Lay out the Rockies main-section page using tables so it looks like the California page.

*Heading for the Rockies page:*

Nature in the Rocky Mountains

*Subsections:*

Streams

Snow

Rock Formations

2. Create pages for the three subsections: Streams, Snow, and Rock Formations.
3. Make sure that these pages are linked and laid out just like the Golden Gate Bridge, Highway 101 and Big Sur pages.

Page	File name	Heading
Streams	streams.html	Mountain Streams
Snow	snow.html	Snow in the Rockies
Rock Formations	rocks.html	Rock Formations

4. Repeat this process with the **Midwest** section of the site. The subsections of the **Midwest** section are:

St. Louis  
Chicago  
DeMoines

Page	File name	Heading
St. Louis	stlouis.html	St. Louis
Chicago	chicago.html	Chicago
DeMoines	demoines.html	DeMoines

5. On the Chicago page, insert a one-cell fixed-width table 200 pixels wide, with cell padding of 4. Color it pale yellow.
6. In this table, put the sentence, “In the past, Chicago was home to Al Capone, Mayor Daley, and the nation’s biggest stockyards.”
7. On the St. Louis page, link to the external Web site [www.stlouis.com](http://www.stlouis.com) using frames.

*Paragraph for St. Louis page:*

Find out what’s going on in St. Louis at [www.stlouis.com](http://www.stlouis.com).

8. When you’re done, preview the whole Travel West site in the browser. It should look and function like the one at [www.visibooks.com/travelwest3](http://www.visibooks.com/travelwest3).
9. Close Dreamweaver when you’re finished.

#### Answers

- A. *Making the location of links consistent throughout a site makes the site easier to navigate.*  
B. *Three.*



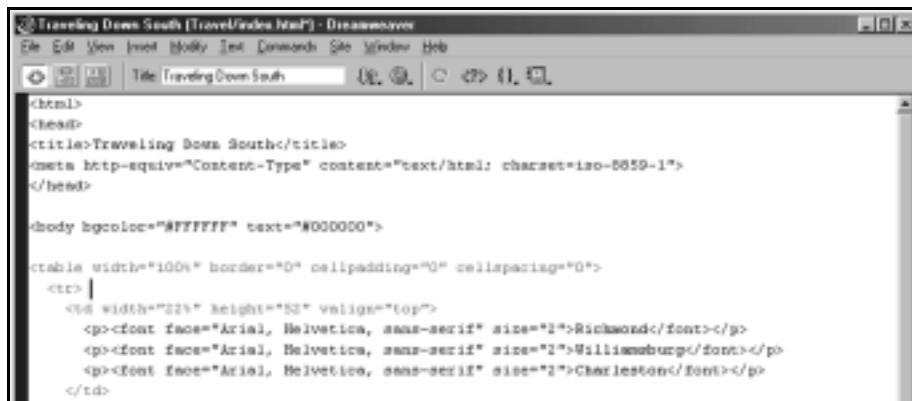


# Utilities

In this section, you'll learn how to:

- Open an existing Web site
- Find and replace
- Check spelling
- Insert META tags
- Change HTML code
- Check and change links

You'll work with code that looks like this:



```
<html>
<head>
<title>Traveling Down South</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
</head>

<body bgcolor="#FFFFFF" text="#000000">

<table width="100%" border="0" cellpadding="0" cellspacing="0">
  <tr>
    <td width="22%" height="52" valign="top">
      <p><font face="Arial, Helvetica, sans-serif" size="2">Richmond</font></p>
      <p><font face="Arial, Helvetica, sans-serif" size="2">Williamsburg</font></p>
      <p><font face="Arial, Helvetica, sans-serif" size="2">Charleston</font></p>
    </td>
```

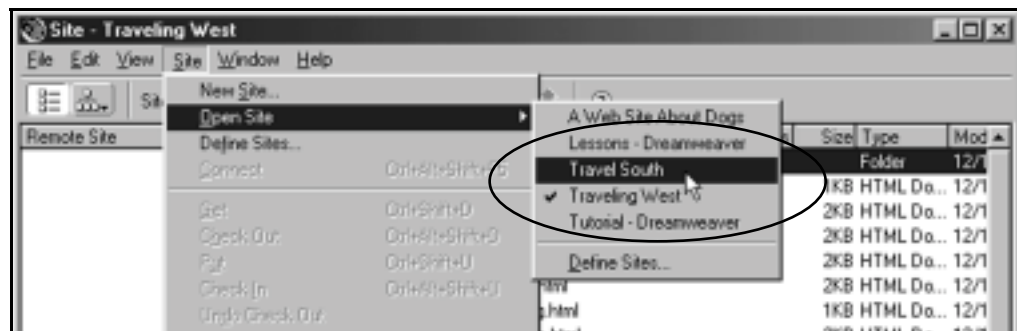
## Open an existing Web site

---

1. Open Dreamweaver.
2. Go to the Site window.

**Tip:** When Dreamweaver opens, it also opens an Untitled Document. To avoid confusion, close this document before opening an existing Web site.

3. In the Site window, go to the menu bar and click Site, then Open Site.
4. From the list of sites, select Travel South.

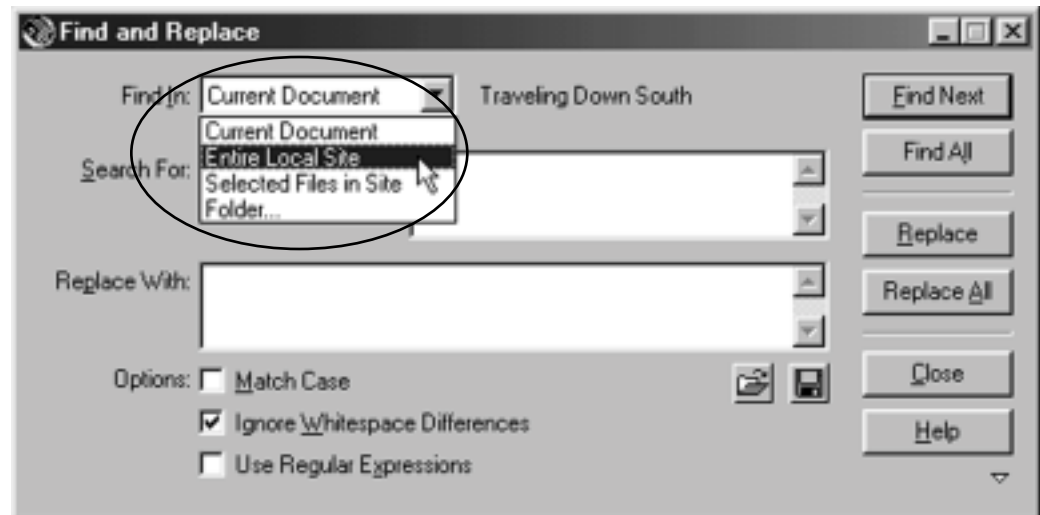


5. Double-click on index.html to open the home page.

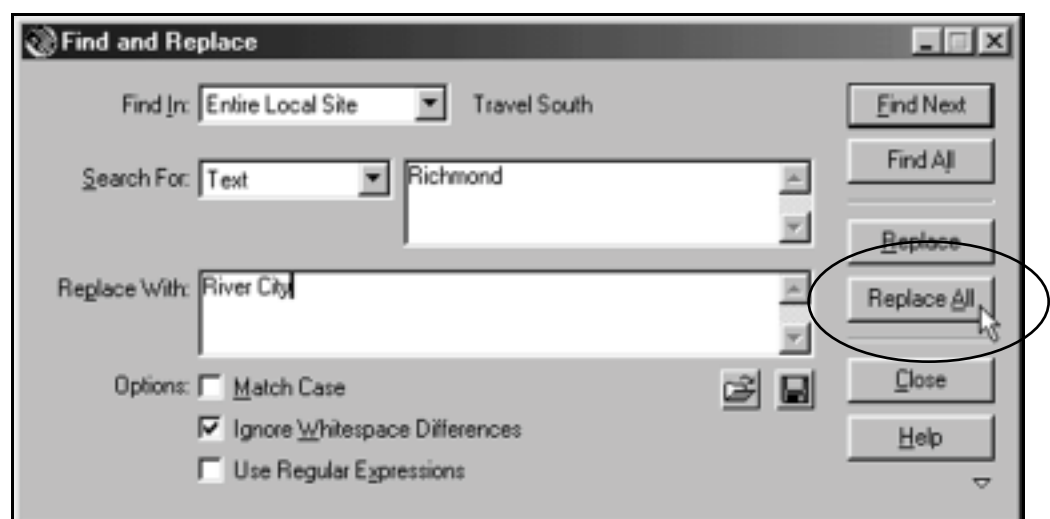
## Find and replace

---

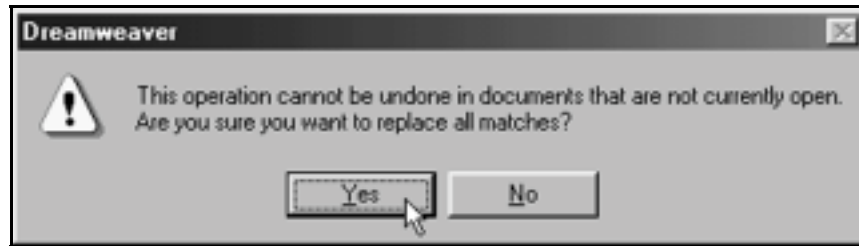
1. On the home page in the Travel South site, go to the menu bar. Click Edit, then Find and Replace.
2. In the Find and Replace window, choose Entire Local Site from the Find In drop-down list.



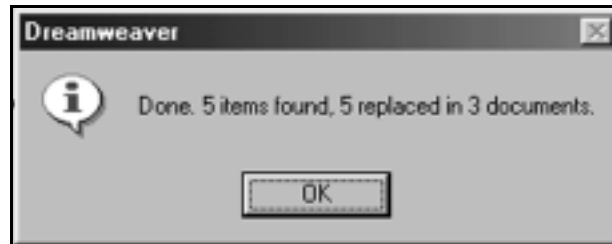
3. In the Search For textbox, enter “Richmond.”
4. In the Replace With textbox, enter “River City.”
5. Click the Replace All button.



6. When the alert window comes up, click Yes.



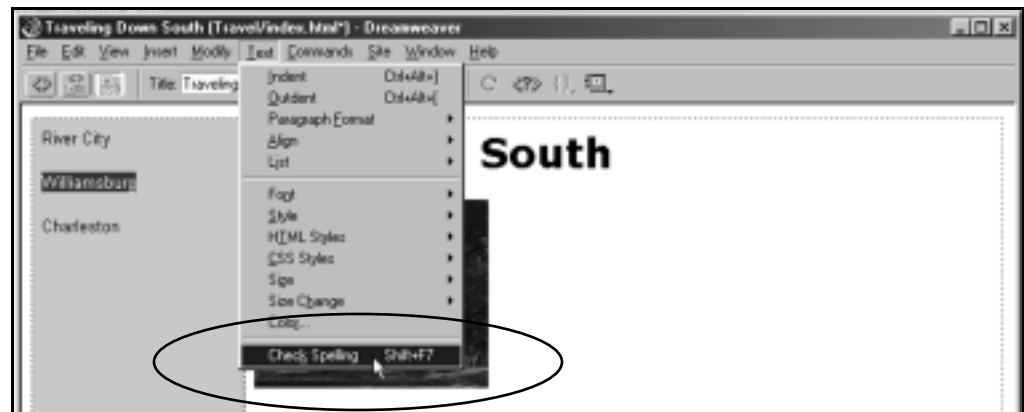
7. When the next alert window comes up, click OK.



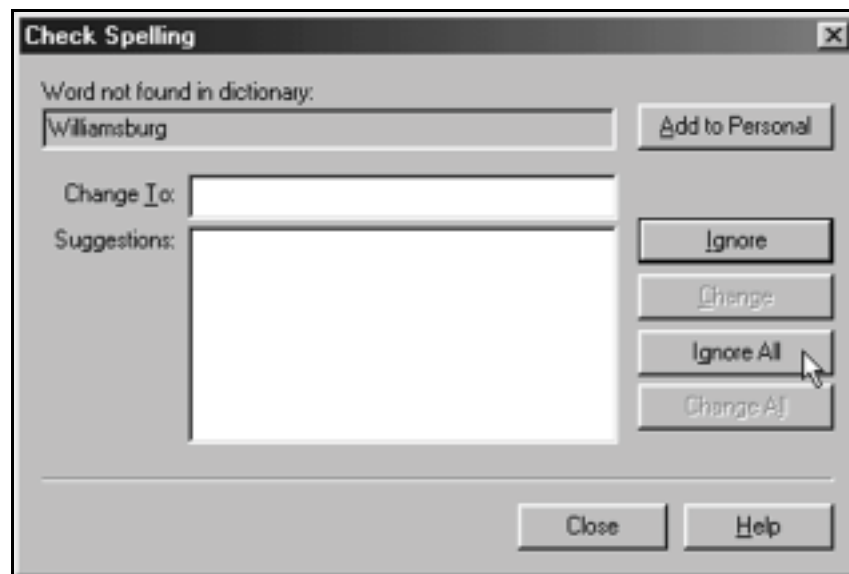
## Check spelling

---

1. Go to the home page.
2. On the menu bar, click **T**ext, then **C**heck Spelling.



3. When the Check Spelling window appears, change or ignore words according to your preferences.



## Insert META tags

---

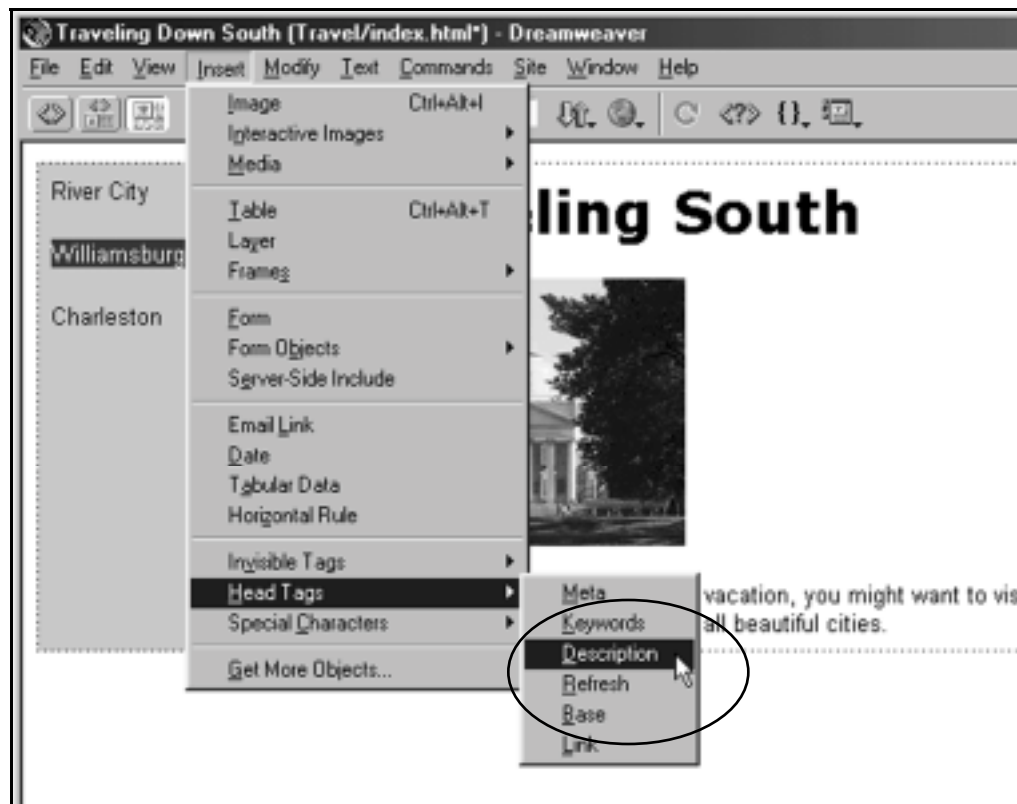
### META tags

META tags are HTML tags that can include a description of the page, as well as “keywords” that provide clues to its content. META tags make a page easier to find and index by search engines.

META tags don't show up on a Web page. Rather, they reside unseen in its HTML code.

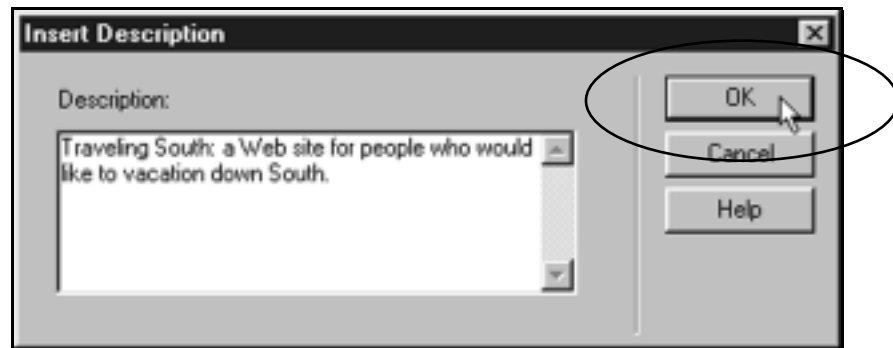
### Describe a page

1. Go to the home page. On the menu bar, click **I**nsert, then **H**ead Tags. Select **D**escription from the list.



2. When the Insert Description window appears, enter the following text in the Description textbox:

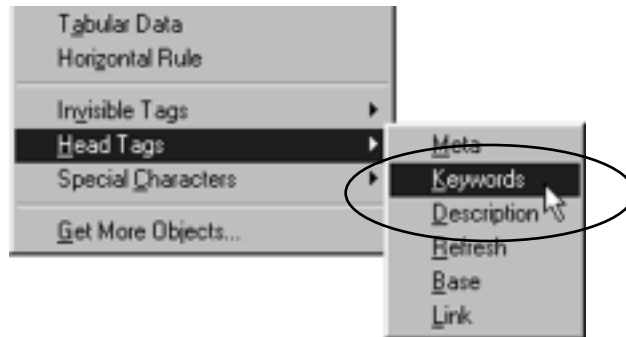
Traveling South: a Web site for people who would like to vacation down South.



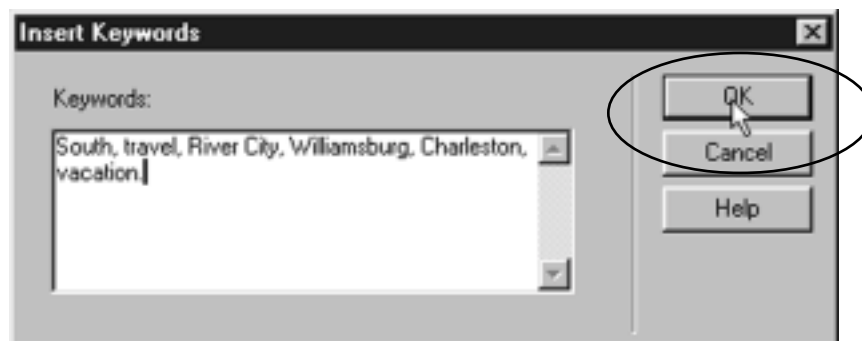
3. Click the OK button.

## Enter keywords for a page

1. On the home page's menu bar, again click **I**nsert and **H**ead Tags. This time, select **K**eywords from the list.



2. When the Insert Keywords window appears, enter in the **K**eywords textbox the words a search engine can use to index the page.



3. Click the OK button.





## Change HTML code

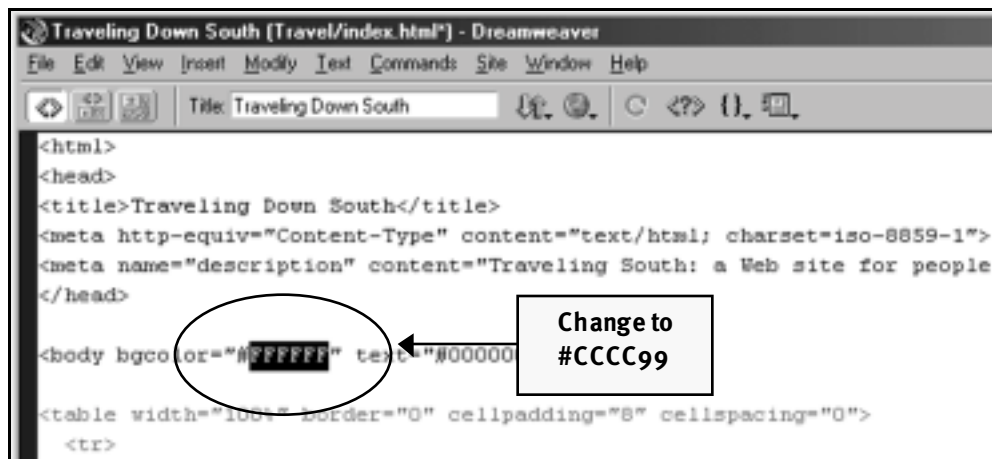
### Changing HTML


HTML stands for Hypertext Markup Language, a set of instructions that tells the browser how to display pages and text. For instance, typing the **<P>** instruction, or tag, in front of a block of text makes the following text a paragraph.

In the Web's early days, people used to have to write HTML to create Web pages, but now programs like Dreamweaver write HTML for you. However, sometimes you may want to bypass Dreamweaver's point-and-click interface to work directly with the HTML code it generates. For instance, you might want to change the HTML code of a table to render it with more precision, or delete a space that Dreamweaver insists on inserting.

The  button in Dreamweaver makes it easy to change the HTML code of a page.

1. As you did when you edited HTML code on page 73, click on the  button on the Dreamweaver button bar.
2. When the page's HTML code appears, change the **bgcolor** value in the **<body>** tag from **#FFFFFF** to **#CCCC99**.



3. Save the page.
4. Click the  button on the button bar to view the page in Dreamweaver. It should now have a olive green background.
5. Close Dreamweaver.

# Check and change links

---

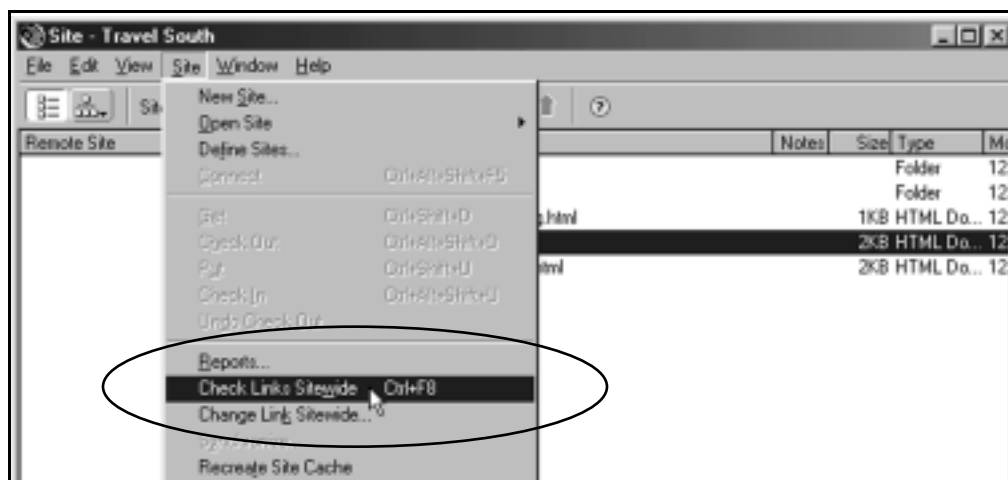
## Check links

### Link checking

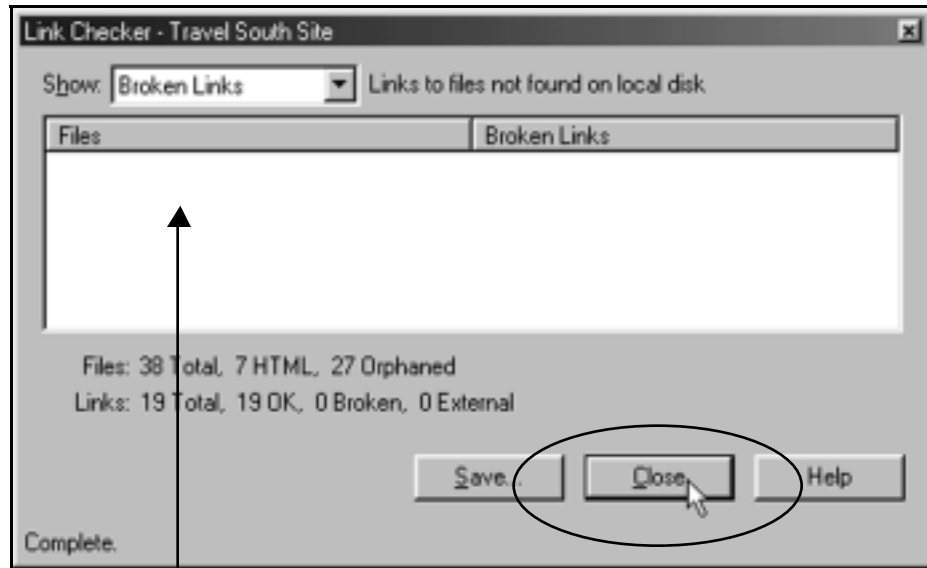
As a Web site gets larger and time passes, its links can become broken. Links point to pages that no longer exist, or to pages moved to different directories.

To check for broken links and correct them, use Dreamweaver's link checking capabilities described below.

1. Bring up the **Site** window, click **Site**, then **Check Links Sitewide**.



2. When the Link Checker window appears, broken links will be shown. Make necessary corrections by clicking on the files, then close the window.



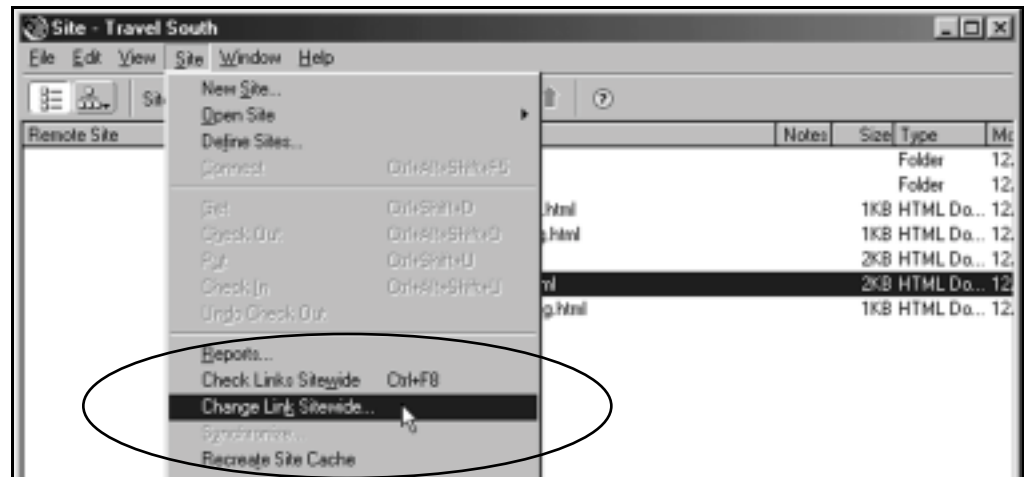
A blank window  
means no broken  
links

## Change link sitewide

1. Open the file richmond.html and save it as rivercity.html.

When the alert window appears, click the Don't Update button.

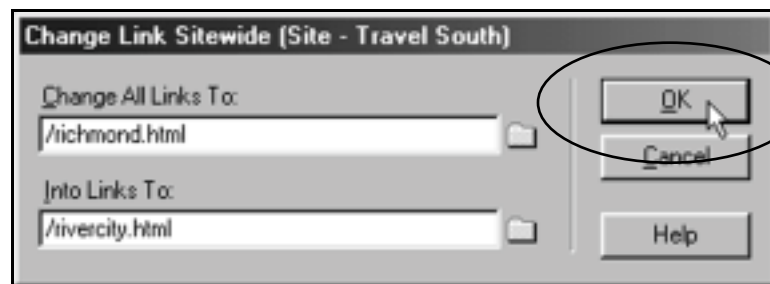
2. Open the Site window, click Site, then Change Link Sitewide.



3. The Change Link Sitewide window will appear. Enter the old and new file names:

Change All Links To: /richmond.html

Into Links To: /rivercity.html



4. Click the OK button.

5. When the Update Files window appears, click the Update button.



6. Delete richmond.html from the site.

## Practice: Utilities

1. Open Dreamweaver.
2. Open the site A Web Site About Dogs.
3. Throughout the site, replace all instances of the phrase “Yorkshire Terriers” with the word “Yorkies.”
4. Check the spelling of all pages in the site.
5. In the home page, insert this META tag description:  
  
This Web site is about dogs.
6. Insert these META tag keywords:  
  
Chessies  
Shepherds  
Yorkies
7. In the HTML source code of the home page, change its background color to olive green.
8. Check links for the entire site.
9. When finished, close Dreamweaver.





# Interactivity

In this section, you'll learn how to:

- Create forms
- Format text with style sheets
- Employ templates
- Create rollover graphic links
- Upload sites to a Web server

You'll build a Web site that looks like this:




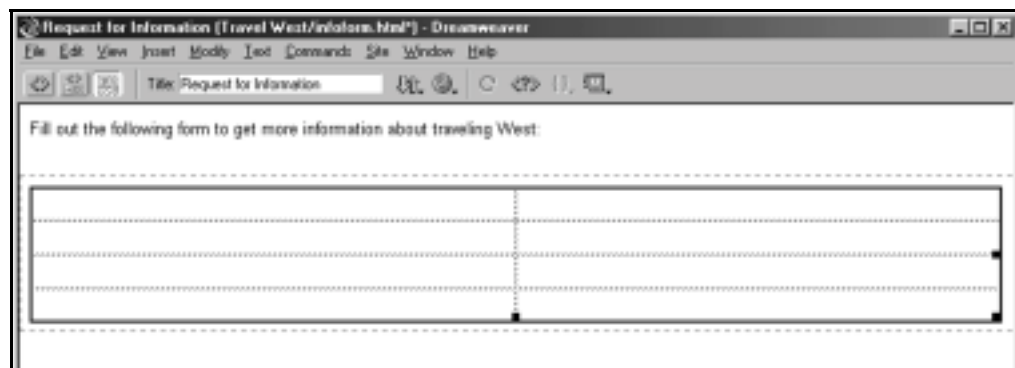
## Create a form

---

1. Open Dreamweaver.
2. Open the Traveling West Web site.
3. Create a new page with file name `infoform.html`. Title the page "Request for Information."
4. At the top of the page, type the sentence:

Fill out the following form to get more information about traveling West:

5. Place your cursor in a new paragraph below the sentence.
6. On the Object Panel, change it from **Common** to **Forms**, and click the  icon to insert a form.
7. A box with a dotted red border should appear on the page. Inside this box, insert a table with 4 rows, 2 columns, width 100%, and cell padding of 4. It should look like this:



8. Pull the cell divider towards the left, so the left cells are narrower than the right. In the top three left-hand cells, put:

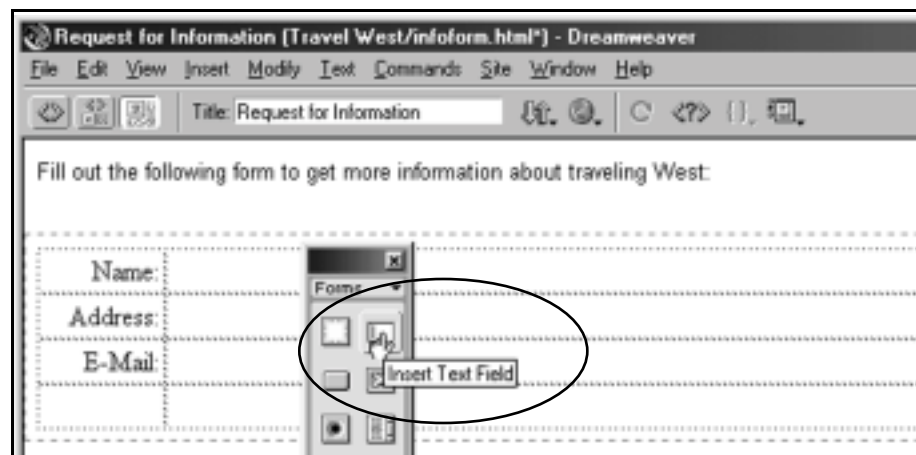
Name:

Address:

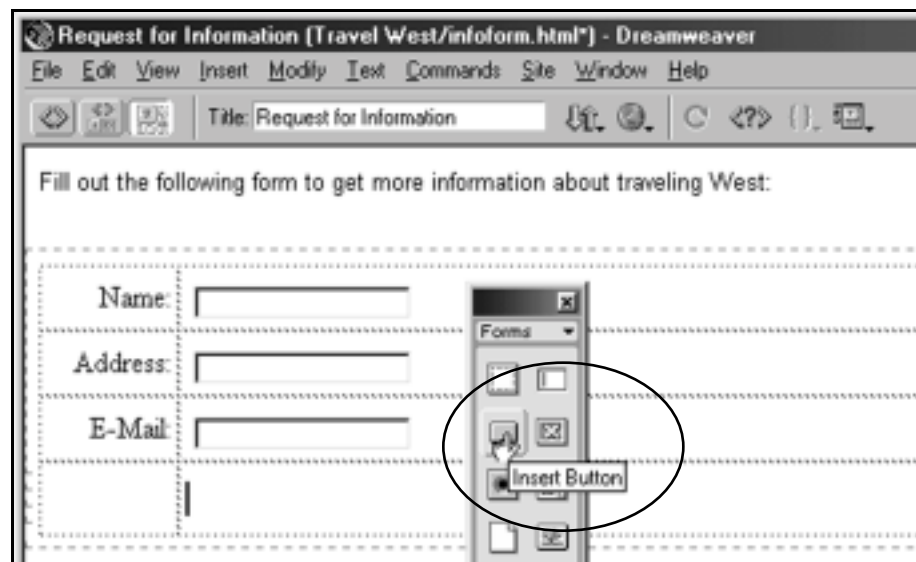
E-Mail:

Align them to the right within each cell.

9. Put your cursor in the top right-hand cell. Insert a text field by clicking on the  icon.



10. Insert a text field in the cells next to **Address:** and **E-mail:** as well. In the last row's right-hand cell, insert a button.



11. Save the page and preview it in the browser. It should look like this:

The screenshot shows a Microsoft Internet Explorer window titled "Request for Information - Microsoft Internet Explorer". The address bar displays "C:\Travel West\TMP21wsj5vgnh.htm". The main content area contains the following text and form elements:

Fill out the following form to get more information about traveling West:

Name:

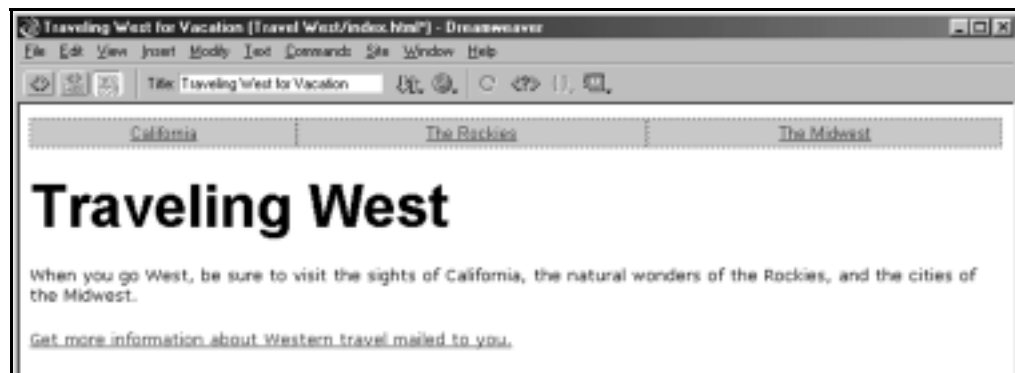
Address:

E-Mail:

12. Open the home page. On the home page, type in a new paragraph:

Get more information about Western travel mailed to you.

13. Link this sentence to infoform.html. The page should look like this:



14. Click the link Get more information about Western travel mailed to you to make sure it takes you to the form page.

## Making a form work

### Assigning an action to a form

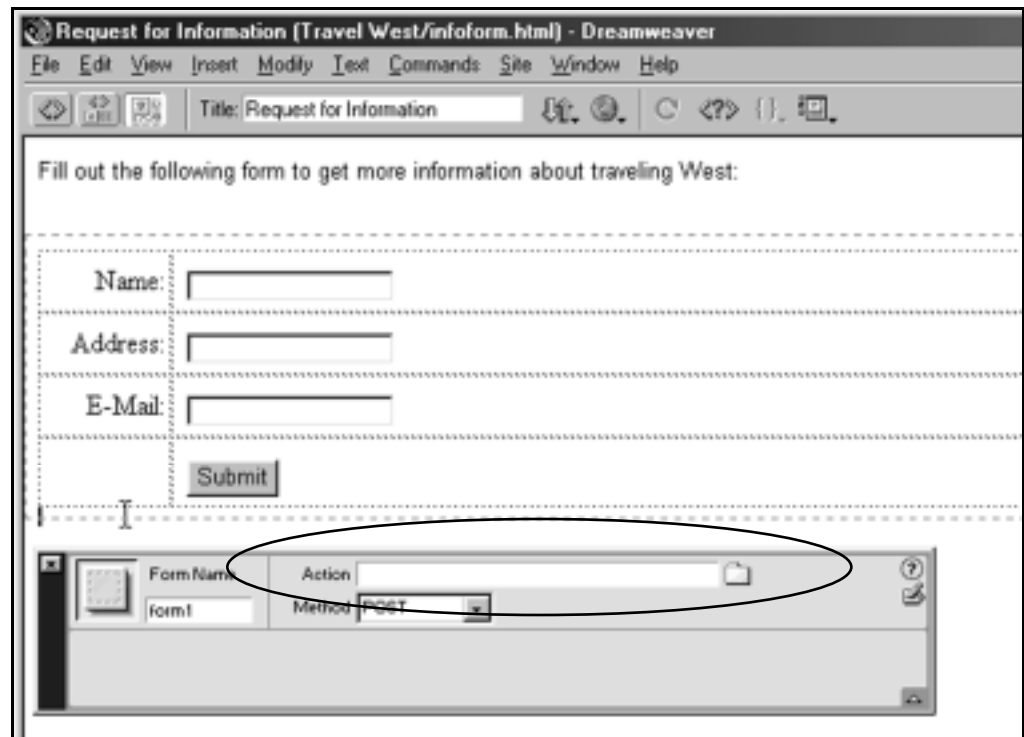
To make a form work, an action must be assigned to it.

Consult with your Web server administrator to specify what action you should assign. For example, in the HTML code of a page, an action for a form might look something like this:

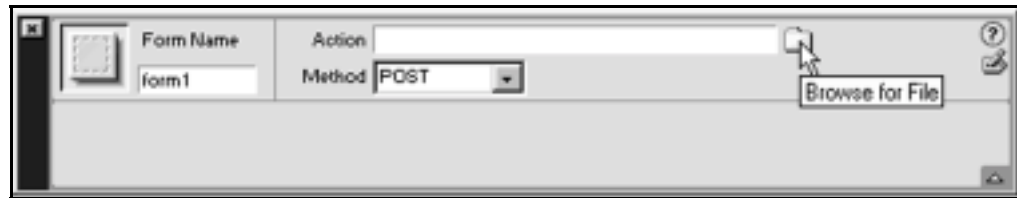
```
<FORM METHOD="POST"  
ACTION="http://www.yourdomain.com/cgi-  
bin/formmail.pl">
```

This tells the form to post its data to a program called `formmail.pl` on at `yourdomain.com`. The `formmail.pl` program takes the form data and e-mails it to whomever you choose.

1. Right-click on the form's red dashed border. When you do, the Property Inspector will change to include an **Action** for the form:



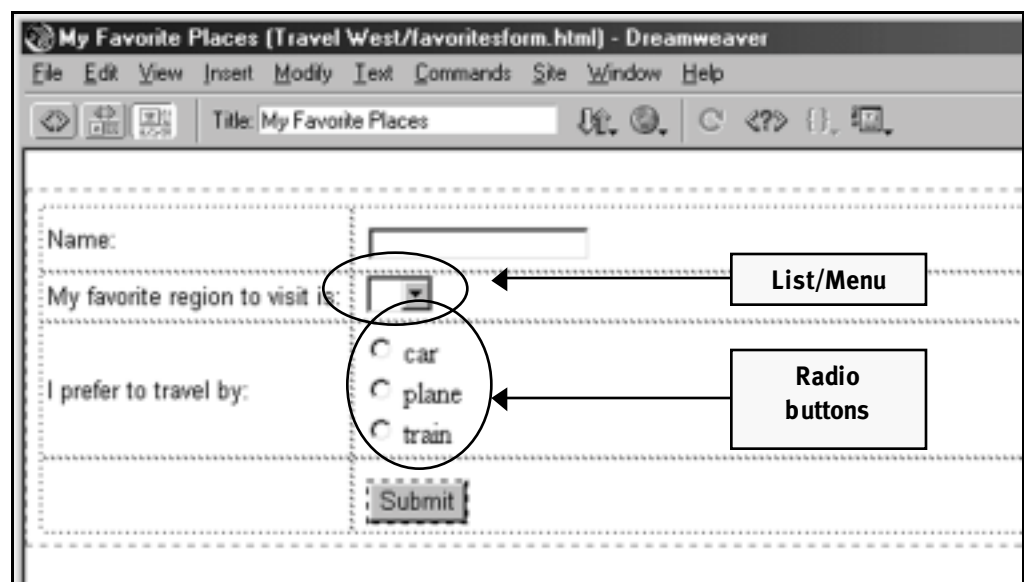
2. On the Property Inspector, click on the folder next to the Action box.



3. When the **Select File** window appears, enter the Web address of the form-handling program (in this case, <http://www.yourdomain.com/cgi-bin/formmail.pl>)



## Practice: Create forms

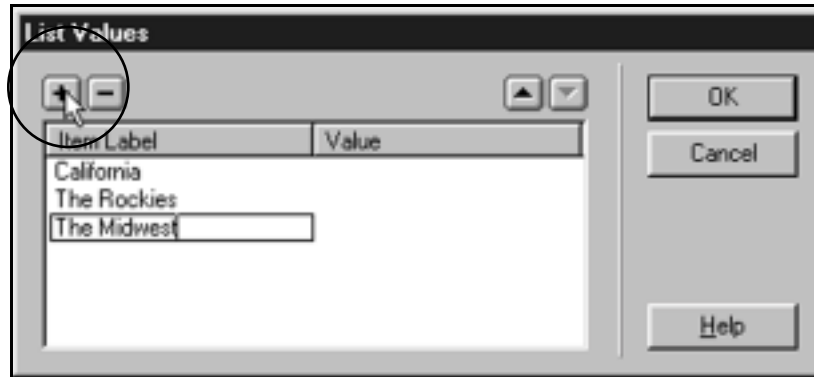
1. Create a new page with the file name `favoritesform.html`. Title it "My Favorite Places."
2. Insert a form, then insert a table with four rows and two columns inside it.
3. Use other buttons on the Object Panel to fill the cells with the text and form objects seen below:



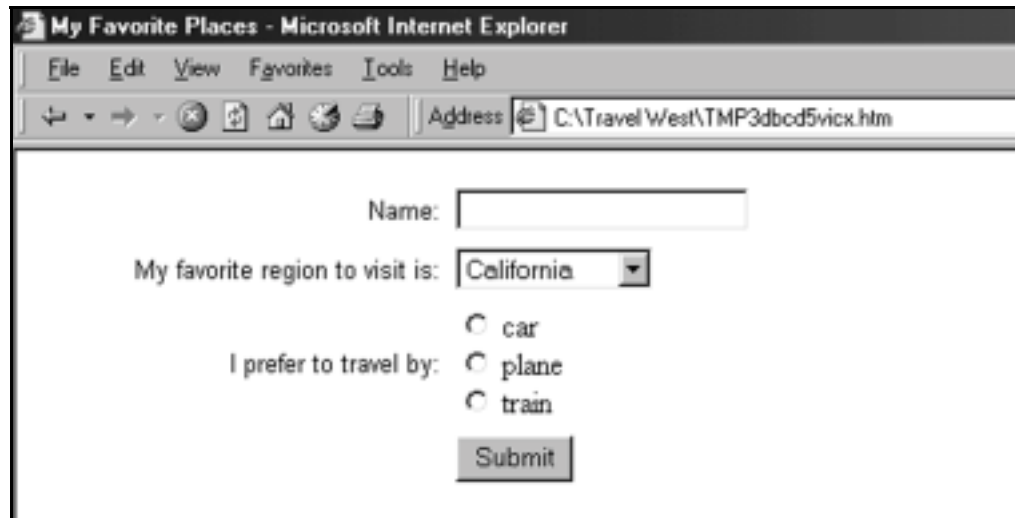
4. Put these values in the List/Menu:

California  
The Rockies  
The Midwest

**Tip:** Click on the List/Menu form object, then click the  button on the Property Inspector. Add values with the  button in the List Values window.



- When finished, save the page and preview it in the browser. It should look like this:



- Close Dreamweaver.



## Use style sheets

---

### **The pros and cons of style sheets**

Style sheets are a flexible, powerful tool for laying out and formatting Web pages. They allow every page in a site to get display instructions from just one style sheet.

For instance, if you created a 1,000 page Web site using style sheets, and you wanted to change the link color on every page, you'd only need to change the link color on one style sheet. Without style sheets, you'd have to change 1,000 individual pages.

Style sheets can also create display effects. An example of this is at [www.visibooks.com](http://www.visibooks.com). When you roll your cursor over links, they become underlined—if you're viewing the page with the Internet Explorer browser.

That's the disadvantage of using style sheets: they're interpreted differently by each browser. A style sheet-based page viewed in Internet Explorer may look different than it does in Netscape Navigator or other browsers.

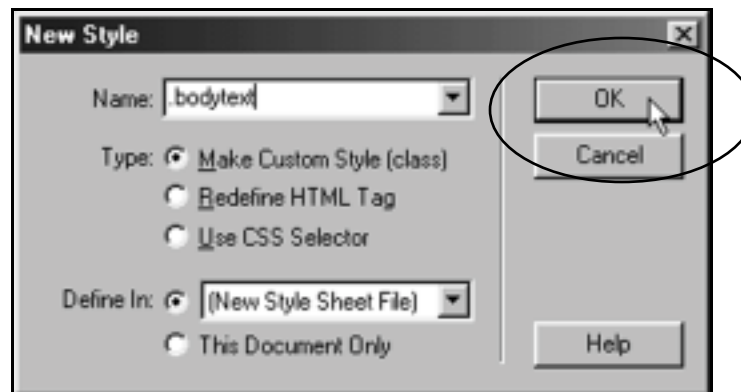


7. In the CSS Styles window, click on the New Style button.

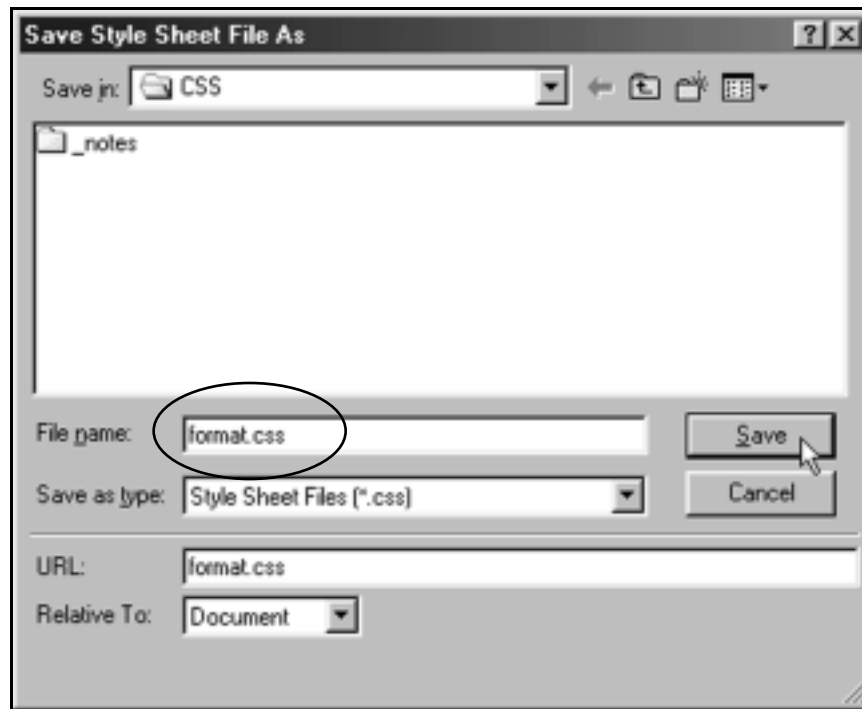


8. When the New Style window appears, make sure the Make Custom Style radio button is selected. Enter .bodytext in the Name drop-down list (a period must come before the name).

Make sure next to Define In that New Style Sheet File is selected, then click the OK button.



9. When the Save Style Sheet File As window appears, enter `format.css` in the File name textbox, then click the Save button.

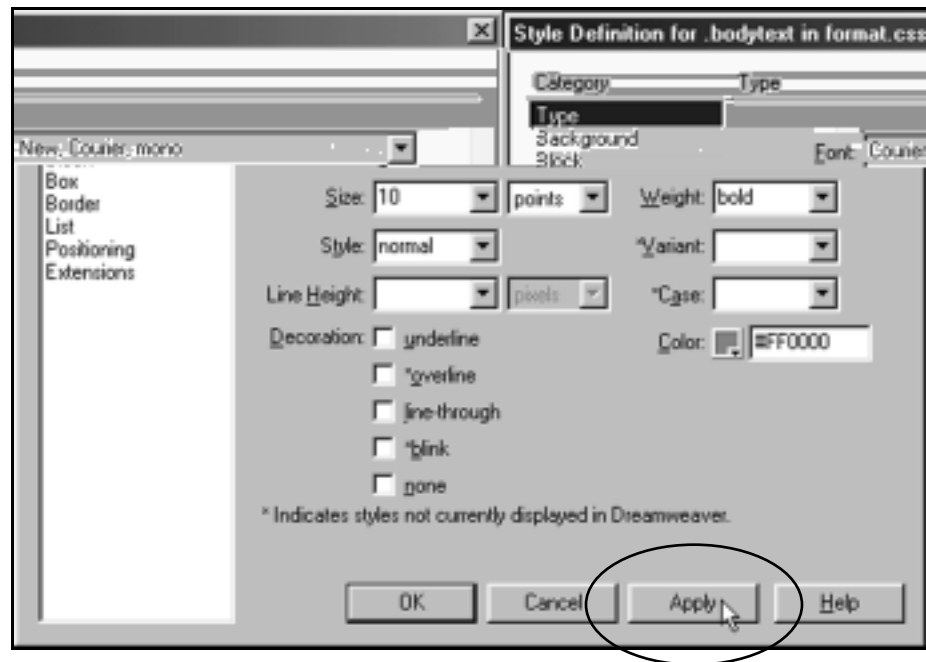


`format.css` is the new style sheet that will contain the `.bodytext` and other text styles.

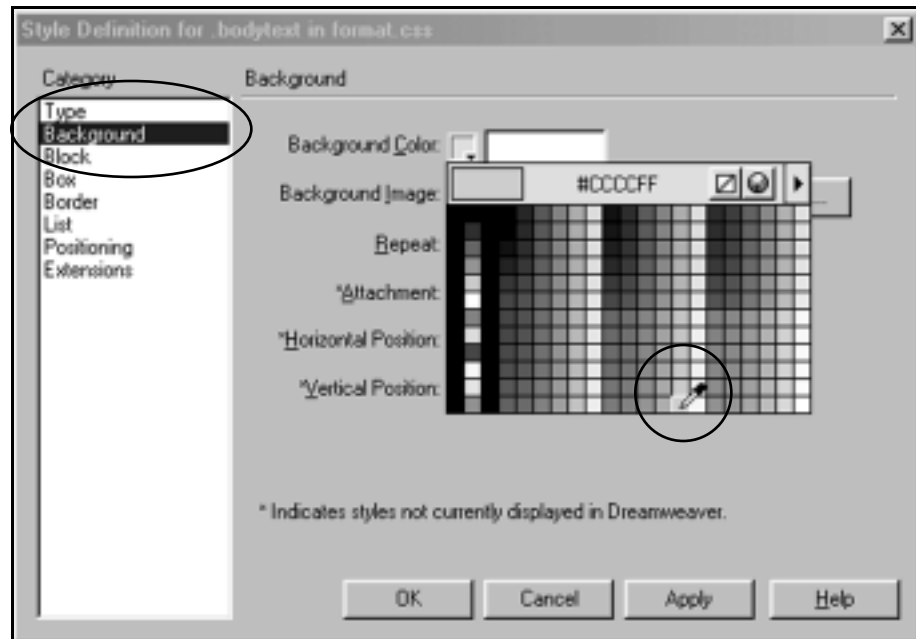
10. When the Style Definition window appears, select:

Font: Courier New, Courier, mono  
Size: 10 points  
Weight: bold  
Style: normal

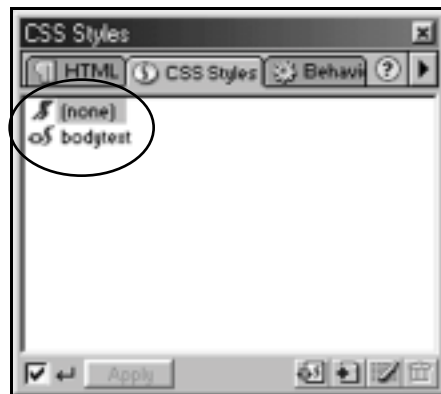
11. In the Color textbox, click the  button and select bright red (#FF0000). Then click the Apply button.



12. In the Category box, select Background. In the Background Color textbox, select lavender (#CCCCFF). Then click the OK button.



13. The CSS Styles window should now display the `bodytext` style.





## Practice: Use style sheets

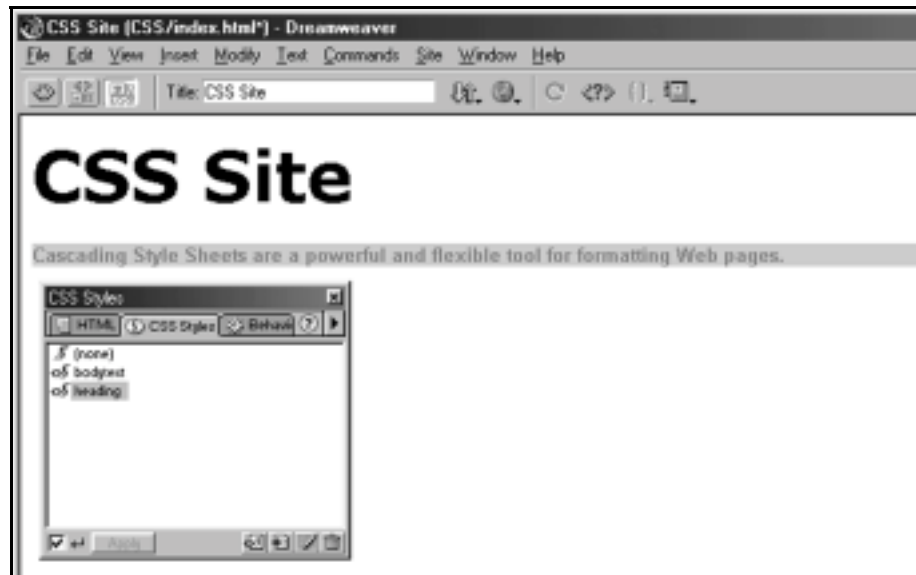
A. *Do style sheets work the same way on all browsers?*

---

1. Create a new style called `.heading` in the `format.css` style sheet.
2. For the `.heading` style, specify:

Font: Verdana  
Size: 36 points

3. Apply it to the page heading. The page should look like this:



4. Create a new page with file name `pagetwo.html`.
5. On the page type the paragraph, "This paragraph will also be formatted using the style sheet `format.css`."
6. Apply the `.bodytext` style to that paragraph. When finished, close Dreamweaver.

Answers

A. *No, which limits their utility.*



# Employ templates

---

## Dreamweaver templates

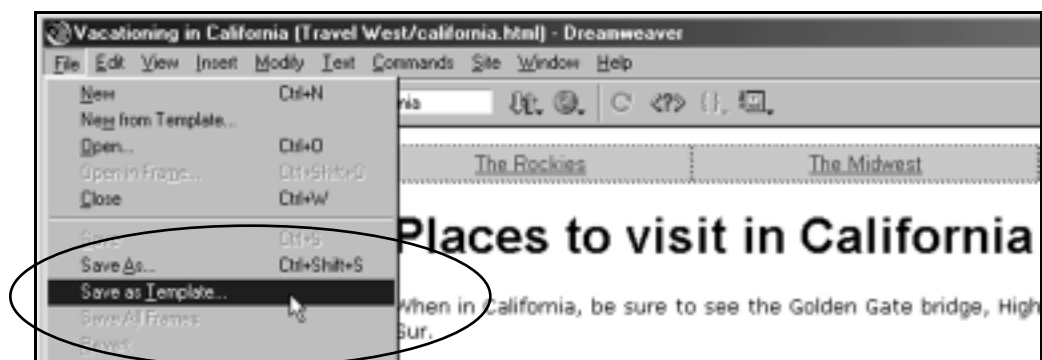
Creating a page from a template is like copying the layout from a page and pasting it into a new one. Unlike cutting and pasting, however, templates can be set so that some features can't be changed. This helps keep things consistent when different people are working on the same site.

Also, after a site is finished, the pages created from a template can be changed just by changing the template itself.

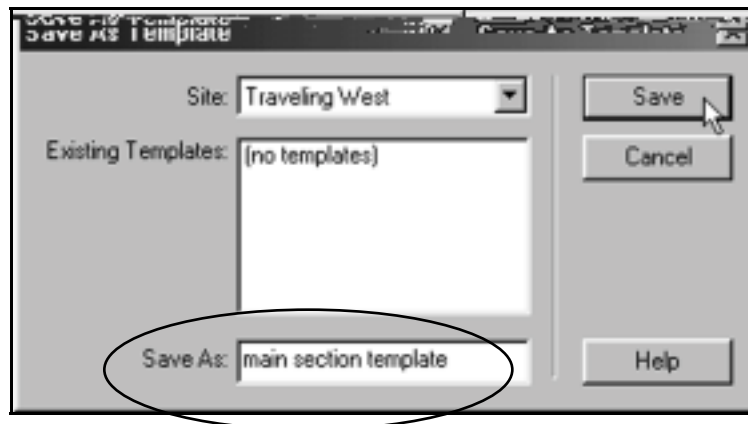
Dreamweaver templates enable better control of layout and content, and streamline site management.

## Create a template

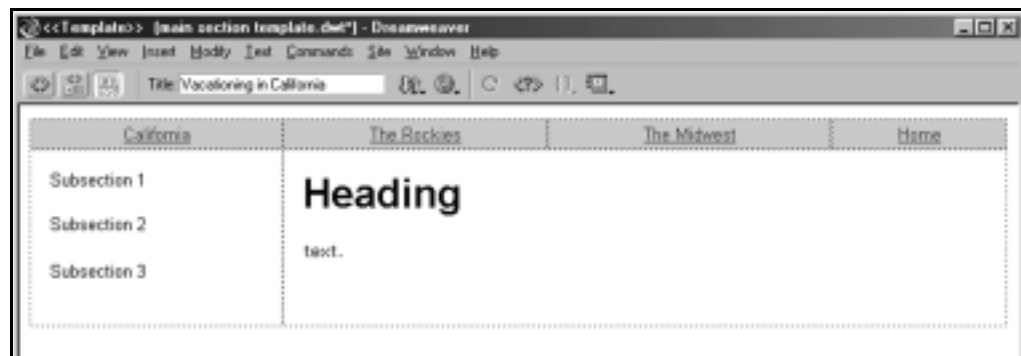
1. Open Dreamweaver, then open the Traveling West Web site.
2. Open the California page, `california.html`.
3. On the menu bar, click **F**ile, then **S**ave as **T**emplate.



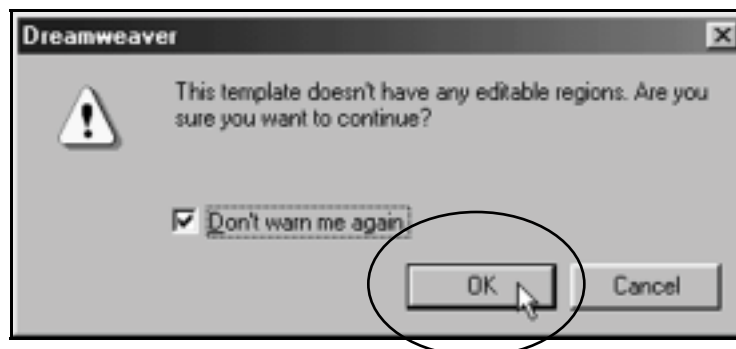
- When the **Save As Template** window appears, type “**Main Section**” in the **Save As** textbox. Then click the **Save** button.



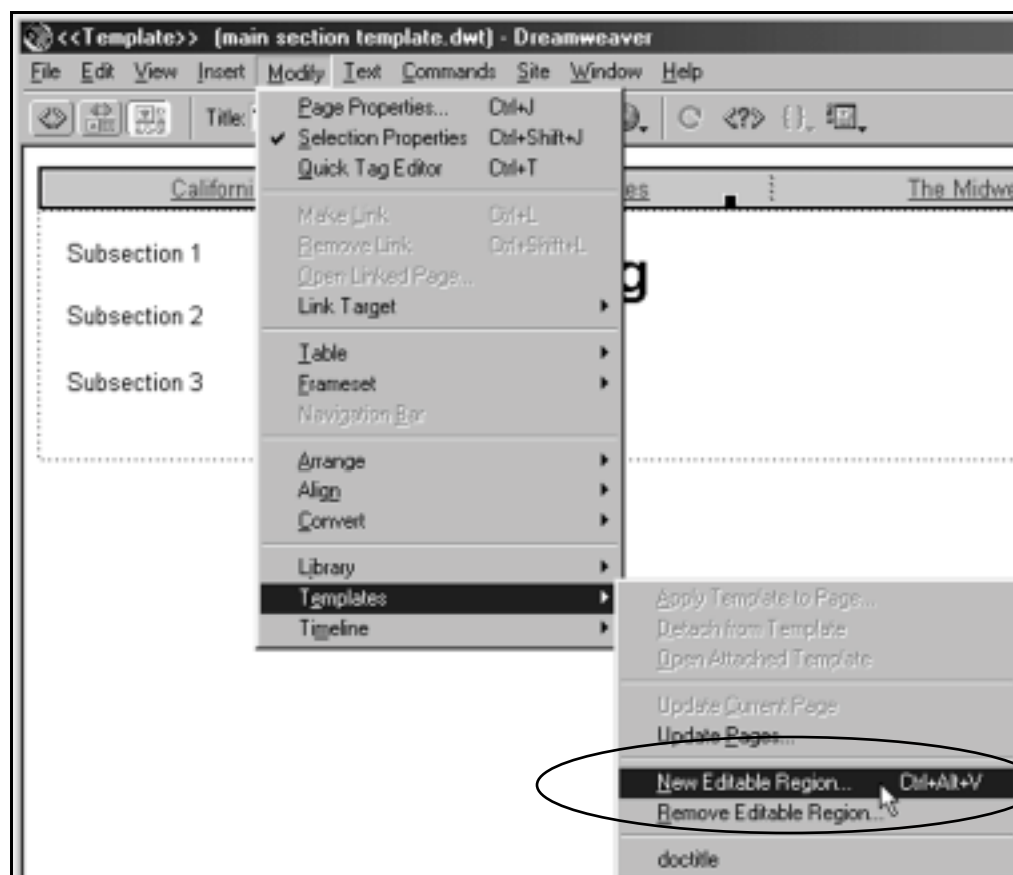
- The page is now saved as **main section template.dwt**. Change the navigation bar, subsection text, heading, and paragraph so the page is a “generic” main section page, as shown below:



- Save the template. When the alert window appears, click the **Don't warn me again** checkbox and the **OK** button.



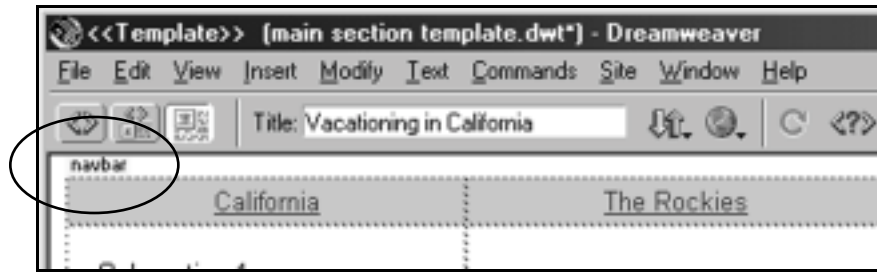
7. Highlight the entire navigation bar table.
7. Click **M**odify, **T**emplates, then **N**ew Editable Region.



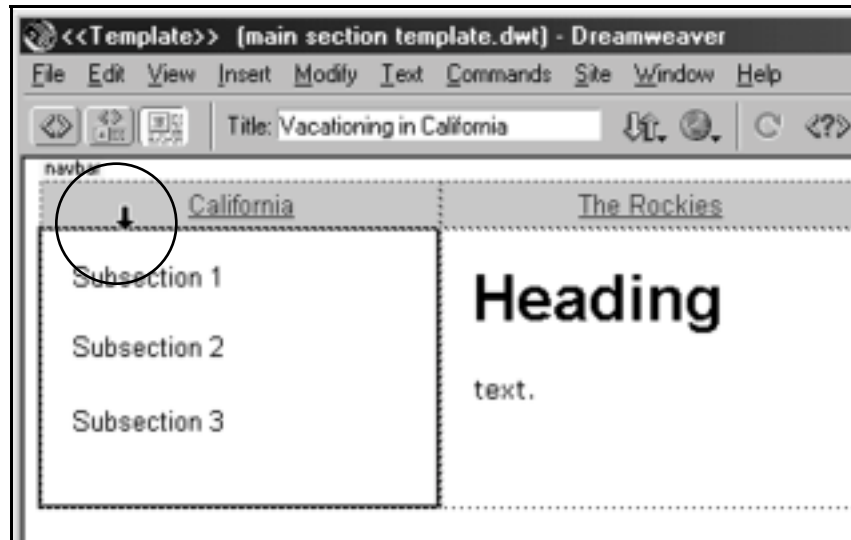
8. When the New Editable Region window appears, name it “navbar” and click the OK button.



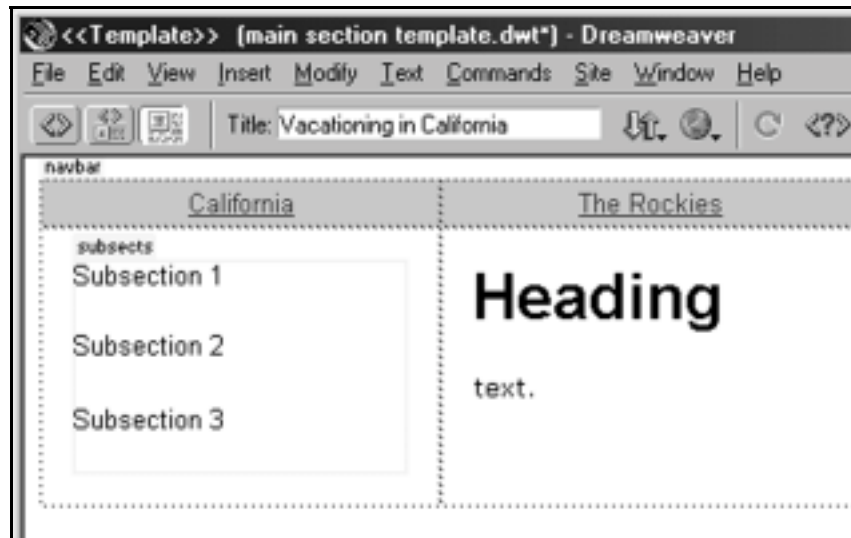
The template page should now look like this:



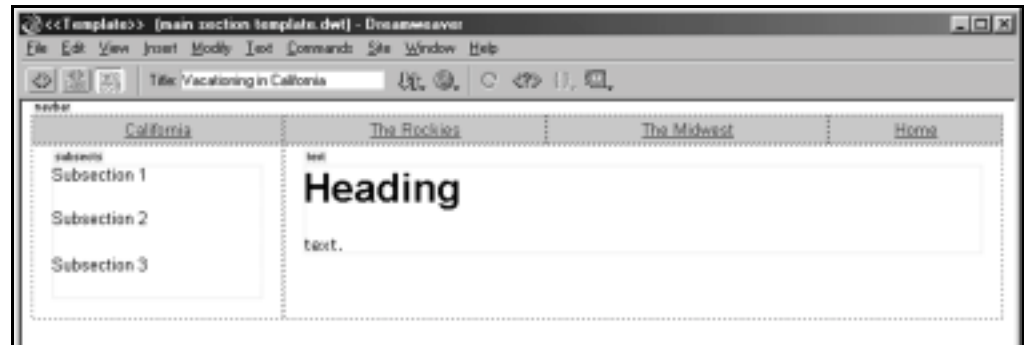
9. Select the entire left-hand cell in the lower table:



10. Make it a New Editable Region called subjects. When you're done, it should look like this:

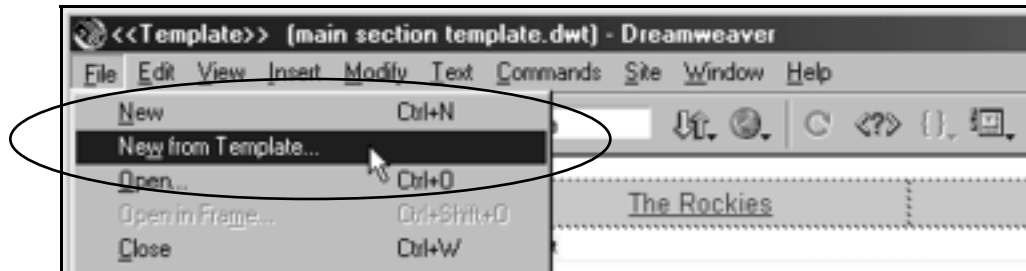


11. Select the right-hand cell in the lower table, and make it a **New Editable Region** called **text**.
12. Save the template. When you're done, it should look like this:

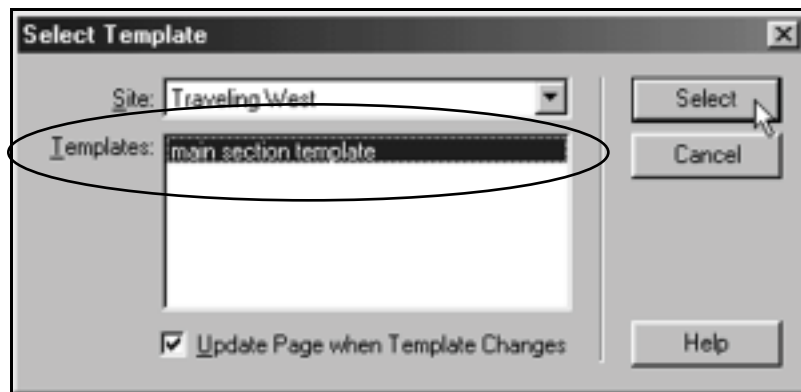


## Create a new page from a template

1. Go to the Site window and click File, then New from Template.

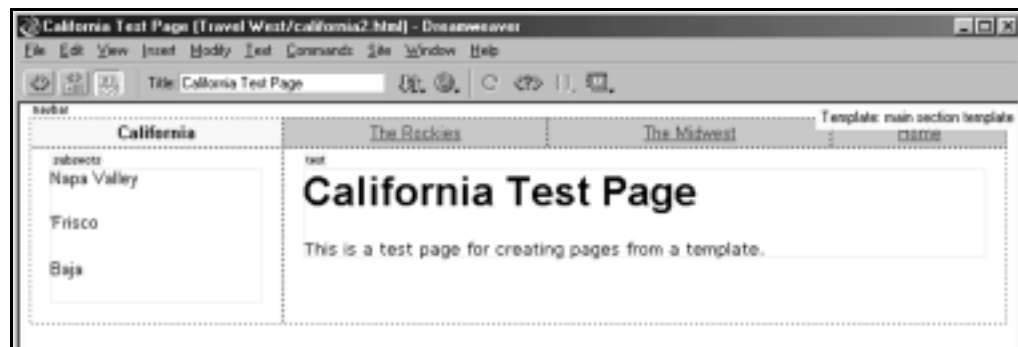


2. When the Select Template window appears, select the main section template, then click the Select button.



**Tip:** Make sure the Uppdate Page when Template Changes checkbox is checked. That way, all the pages you create from this template will be changed when you change the template.

3. Save the page generated as **california2.html** and modify the text so it looks like below:



## Practice: Employ templates

1. Open goldengate.html.
2. Save it as a template with file name calsub.html.
3. Make the left-hand cell in the lower table (the one containing The Golden Gate Bridge, Highway 101 and Big Sur) a New Editable Region.
4. Name the editable region “Subsections.”

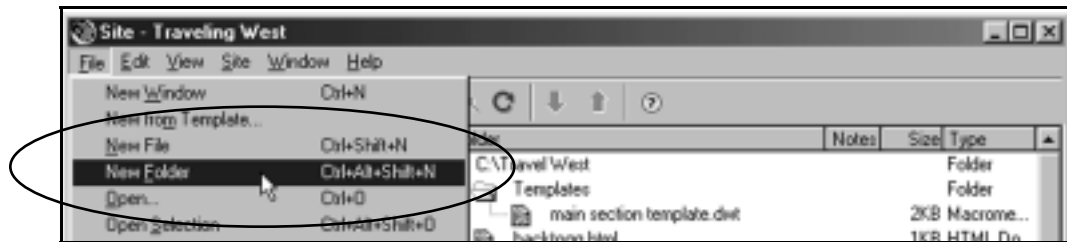
**Tip:** *Leave the navigation bar as a non-editable region in the template.*

5. Make the right-hand cell in the lower table an Editable Region.
6. Name it “Page Content.”
7. Save the template again.
8. Use the template to create another Big Sur page with file name bigsur2.html.

## Create rollover graphic links

---

1. Create a folder called “graphics” in the Traveling West site.

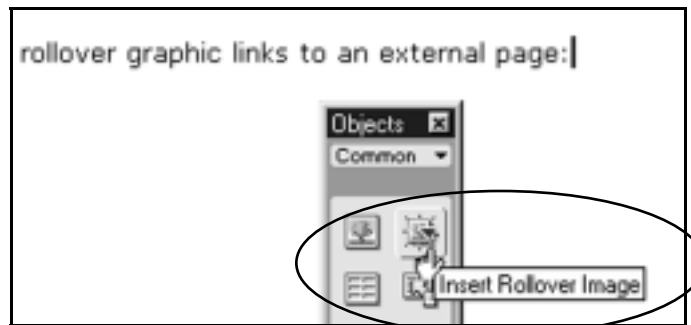


2. Go to [www.visibooks.com/rollpics](http://www.visibooks.com/rollpics). Capture both the “Off” and “On” graphics there, and put them in the graphics folder.

3. Open the home page. In a new paragraph, type:

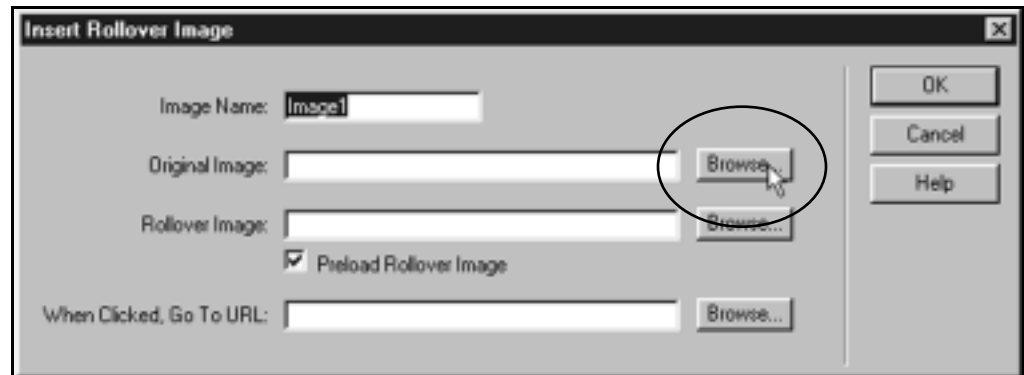
The following rollover graphic links to an external page:

4. With your cursor placed after the end of the sentence, click on the Insert Rollover Image icon on the Object palette.

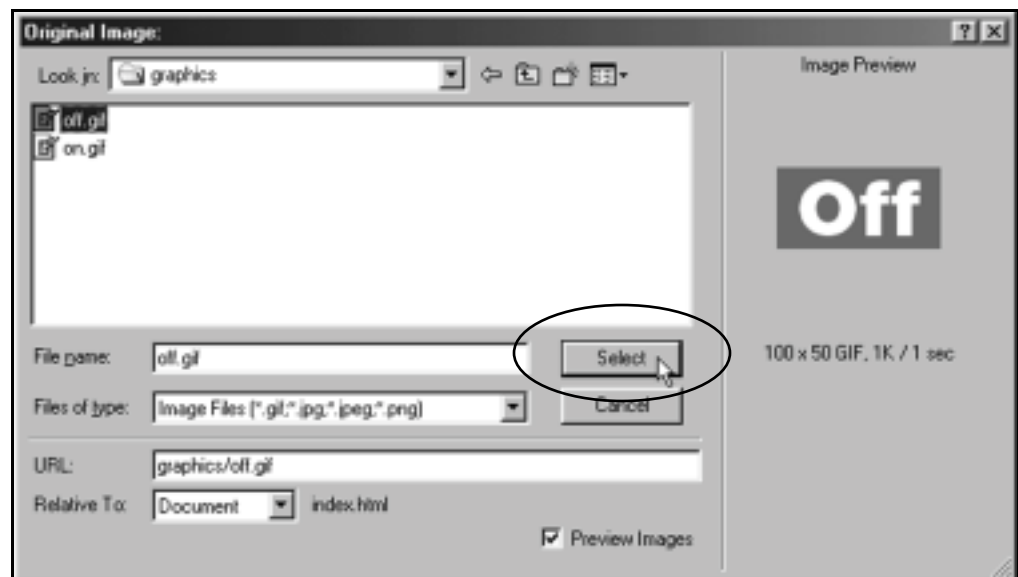




5. When the Insert Rollover Image window appears, leave the Image Name as Image 1, then click the Browse button beside the Original Image textbox.



6. When the Original Image window appears, go to the graphics folder, select the “Off” graphic, then click the Select button.

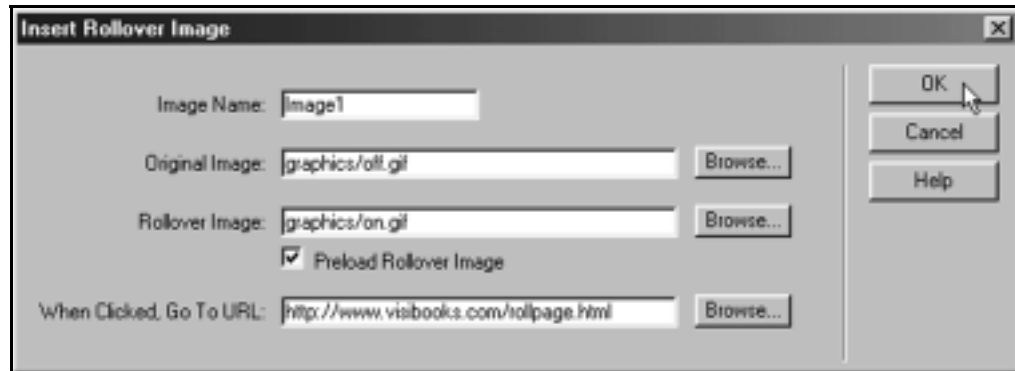


7. Do the same for the Rollover Image, linking to the “On” graphic.

8. Set the When Clicked, Go To URL textbox to:

<http://www.visibooks.com/rollpage.html>.

When you're done, the window should look like this:



9. Click the OK button.

10. Save the page. It should look like this:



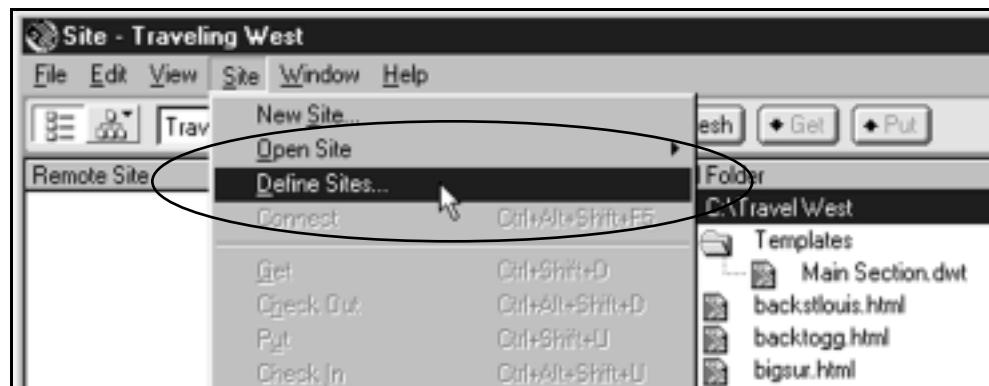
11. Preview the page in the browser. Mouse over the Off graphic, and it should change to the On graphic. Click it, and it should take you to this page:



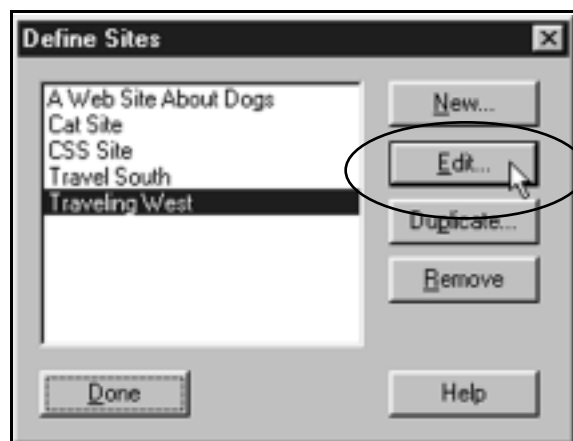
## Upload sites to a Web server

---

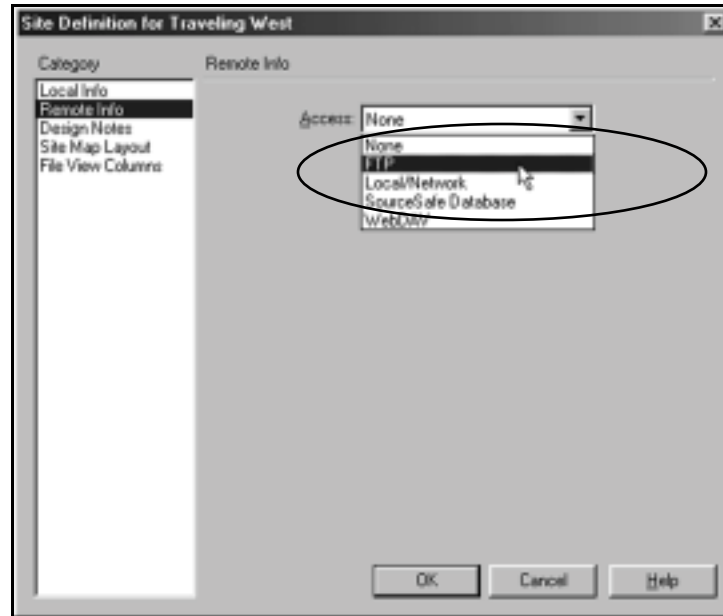
1. With the Traveling West site still open, go to the Site window.
2. In the Site window, click Site, then Define Sites.



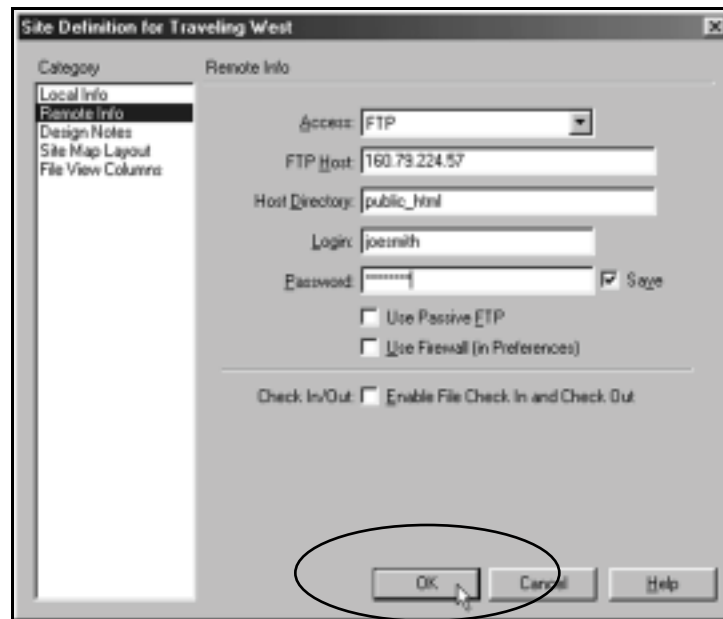
3. When the Define Sites window appears, make sure the Traveling West site is selected, and click the Edit button.



4. When the Site Definition window appears, select Remote Info in the Category box, then select FTP from the Access drop-down list.



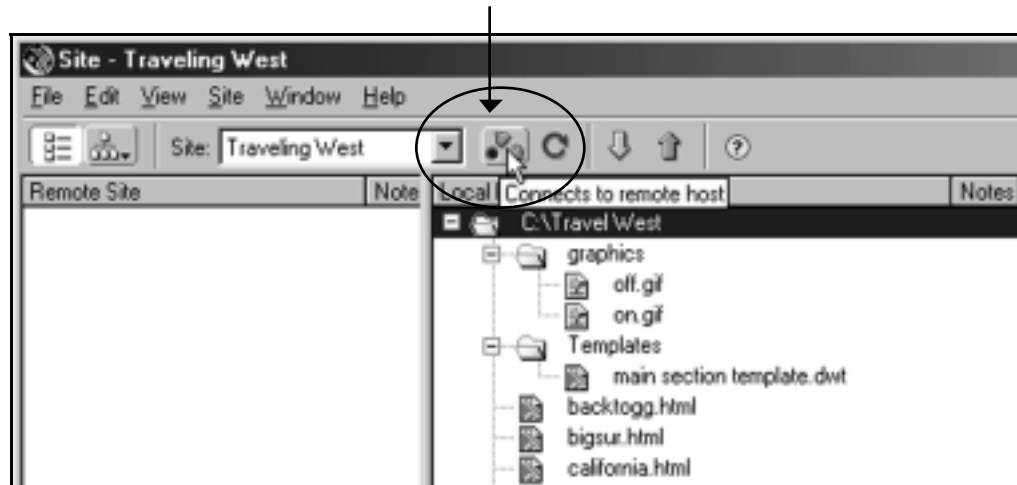
5. When you choose FTP, a series of text boxes appear, as shown below. Fill in the appropriate FTP Host, Host Directory, Login and Password information, then click the OK button.




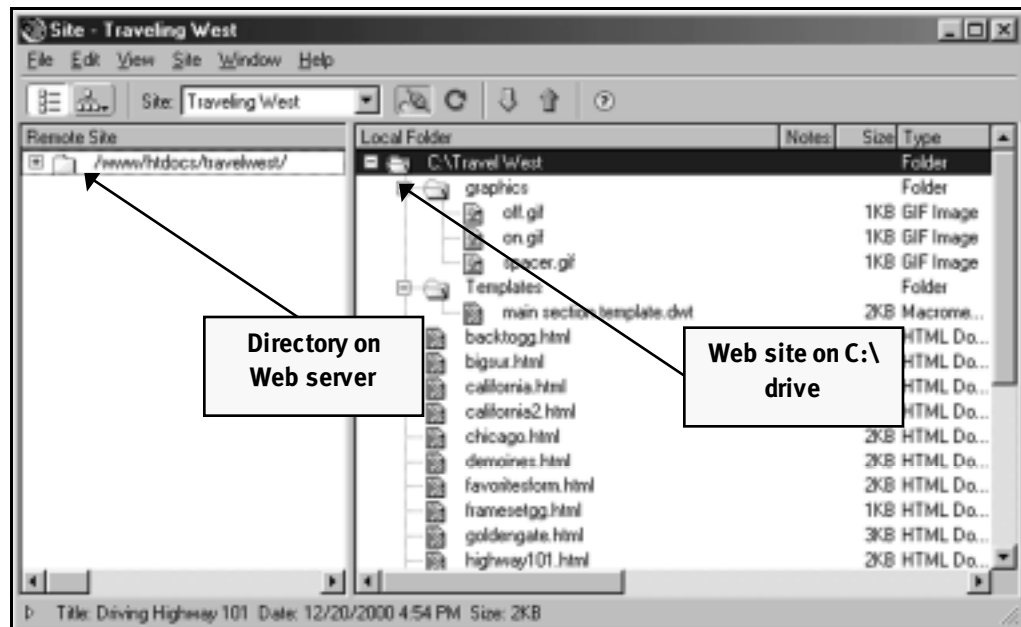
**Tip:** The FTP Host can be a number, as shown above, or it can be alphabetic, such as *washington.patriot.net*. Your server may or may not require specifying the **Host Directory**—ask your Web server administrator. Ask your Web server administrator for the **Login** and **Password** as well.

6. When the Define Sites window reappears, click the Done button.

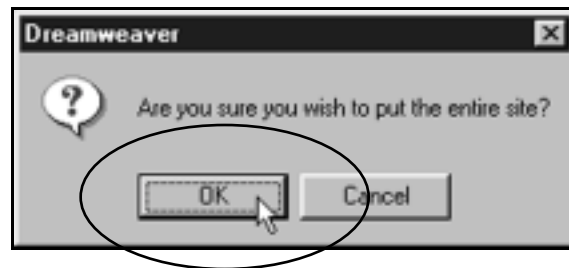
7. In the Site window, click the  icon.



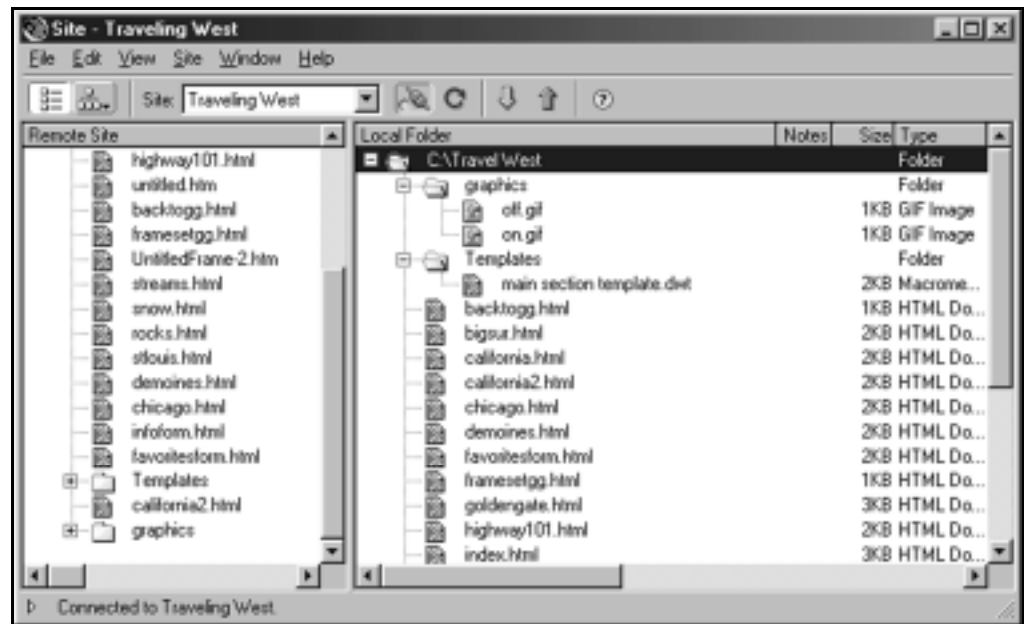
8. Highlight the Web site in the right-hand window, then click the  button.





9. When the alert window appears, click OK.



13. After the Web site is finished uploading, the Site window should look like this:



**Tip:** To disconnect from the site, click the  icon again. To get files from the Web server, highlight them in the Remote Site pane, highlight where you want them to go in the Local Folder pane, then click the  icon.

# Practice: Interactivity

## Create a new site and home page

1. Create a new Web site at C:\Dance. Call the site “World Dances.”
2. Create a home page for the site that looks like this:



**Tip:** Get the graphics and text for this page at [www.visibooks.com/dance](http://www.visibooks.com/dance).

3. At the bottom of this and every other page in the site, put an e-mail link to [info@worlddance.org](mailto:info@worlddance.org).



## Create main section pages

1. Link the words **American**, **Latin**, and **European** in the navigation bar to new main section pages on American, Latin, and European dance, respectively.

**Tip:** Get the graphics and text for these pages at [www.visibooks.com/dance](http://www.visibooks.com/dance).

2. Make the **Home** link a rollover graphic.

**Tip:** Use the regular home graphic and rollover home graphic at [www.visibooks.com/dance](http://www.visibooks.com/dance).

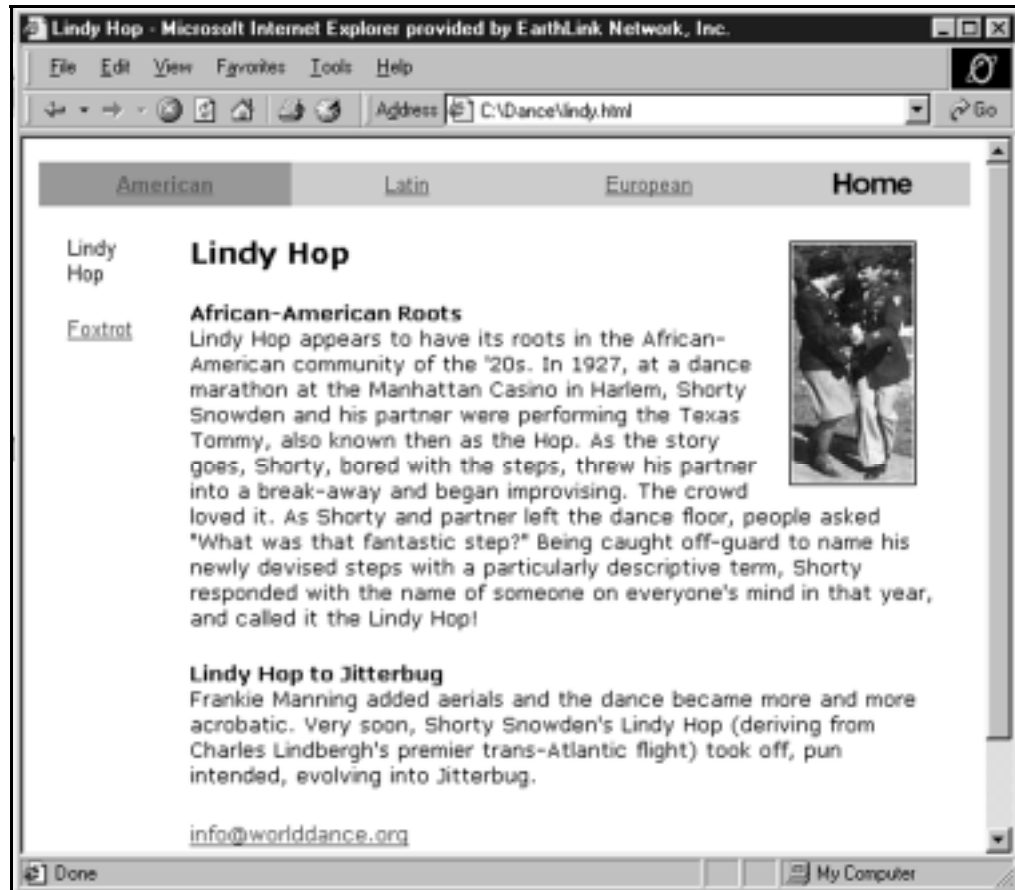
The American dance page should look like this:



3. Make the Latin and European pages look consistent with the American dance page.

## Create subsection pages

1. On the American dance page, link the words **Lindy Hop** and **Foxtrot** to new subsection pages on those dances. The Lindy Hop page should look like this:



**Tip:** Get the graphics and text for this and the other subsection pages at [www.visibooks.com/dancesub](http://www.visibooks.com/dancesub).

2. Make the Foxtrot page look consistent with the Lindy Hop page.
3. Create the subsection pages Tango, Merengue, and Salsa for the Latin section.
4. Create the subsection pages Waltz and Contra Dancing for the European section.

## Utilities

1. Spell-check the entire World Dances Web site.
2. Include this META description in the home page:

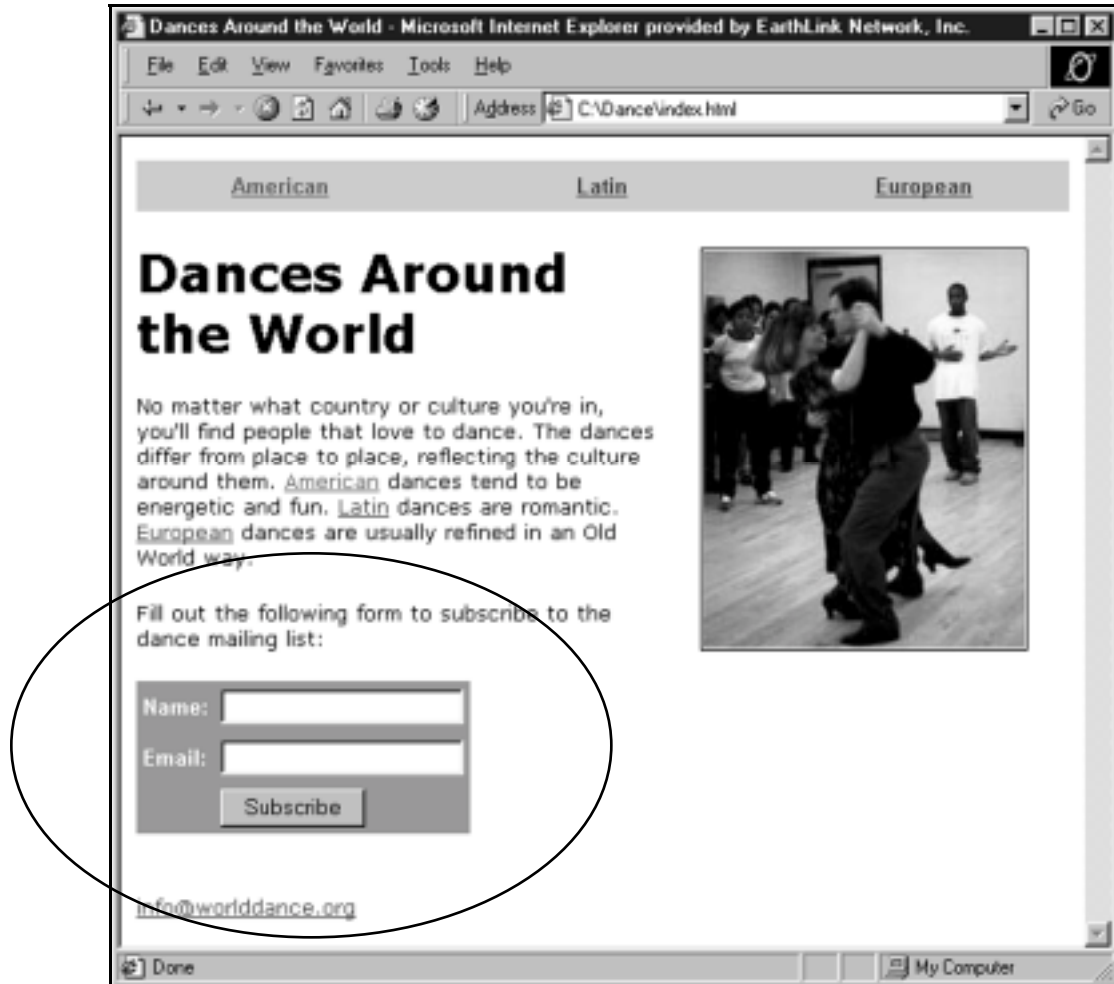
Dances Around the World includes information about American, Latin and European dances.

3. Include these META keywords in the home page:

dance, worldwide, tango, merengue, salsa, lindy hop, foxtrot, waltz, contra dancing.

## Creating forms

1. On the home page, insert a form that looks like this:



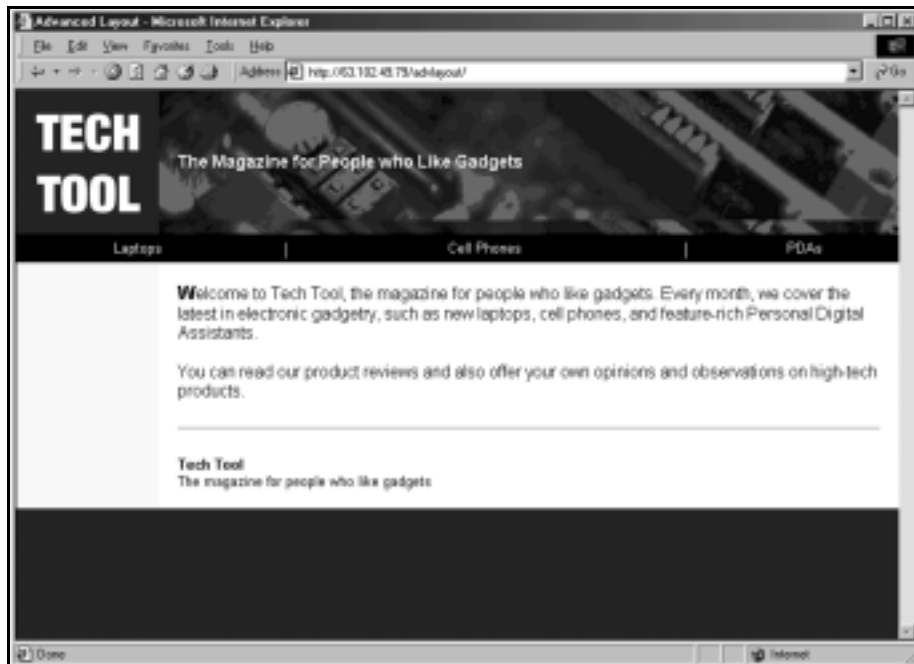
2. When you're done, preview the whole World Dances site in the browser. It should look like the site at [www.visibooks.com/worlddance](http://www.visibooks.com/worlddance).
3. Close Dreamweaver.

# Advanced Layout

In this section, you'll learn how to:

- Employ background images
- Split and merge cells
- Employ spacer GIFs
- Insert a horizontal rule
- Specify page margins

You'll create a page that looks like this:



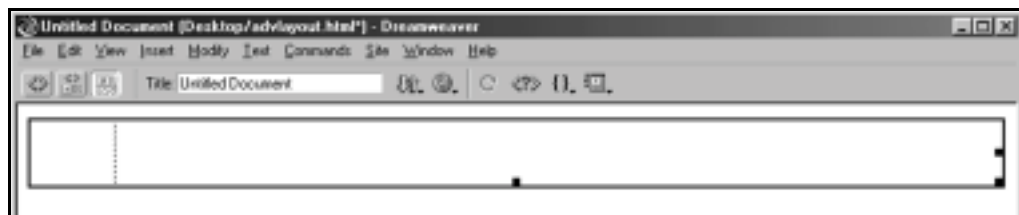
## Employ background graphics

---

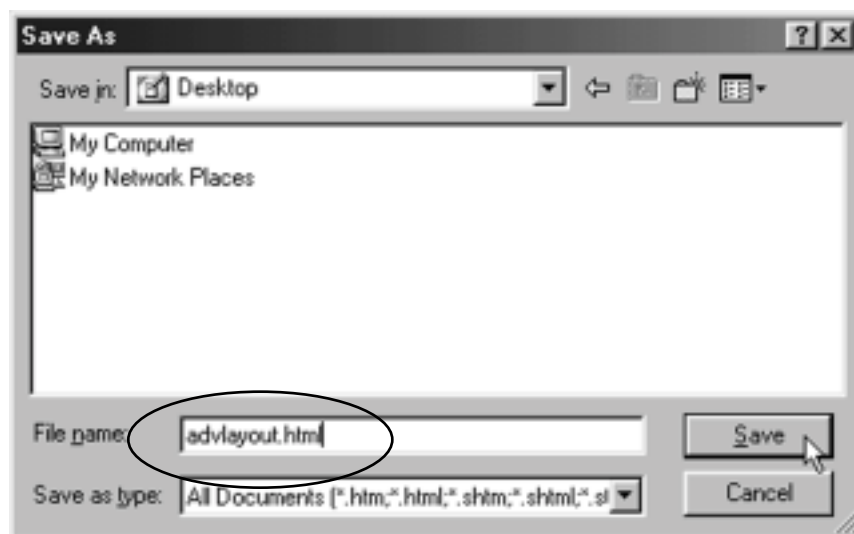
1. Open Dreamweaver.
2. On the blank untitled document, insert a two-cell table:

Rows: 1  
Columns: 2  
Width: 100 Percent  
Border: 0  
Cell Padding: 18  
Cell Spacing: 0

3. Pull the cell divider far to the left until the table looks like this:

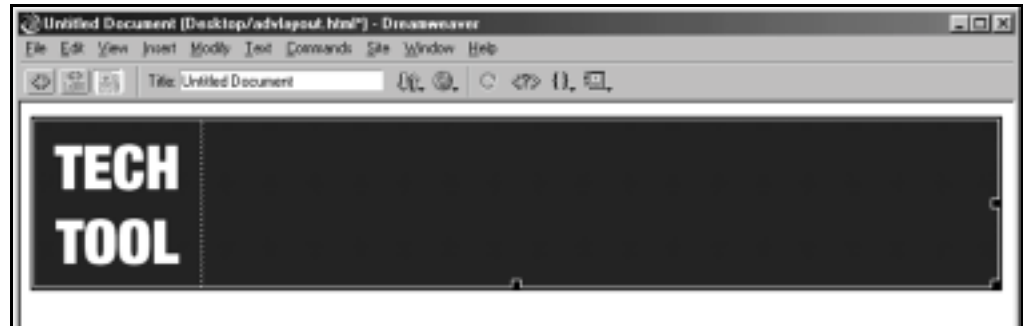



4. Save the file on your computer's Desktop with the file name `advlayout.html`. Title it **Advanced Layout**.



5. Give both cells in the table a dark blue background color (`#000099`).

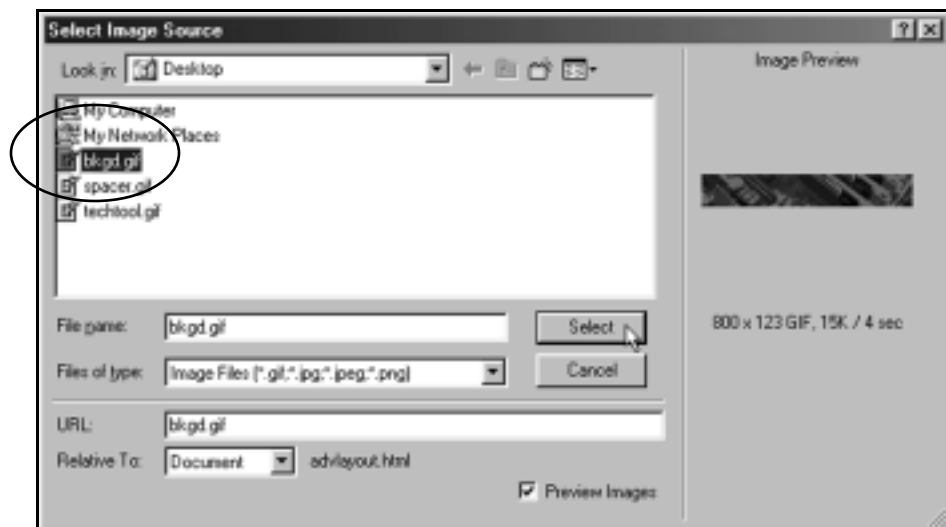
6. Go to [www.visibooks.com/advlayout/pics](http://www.visibooks.com/advlayout/pics) and save **techtool.gif** on your computer's Desktop. Insert it in the left-hand cell. The table should now look like this:



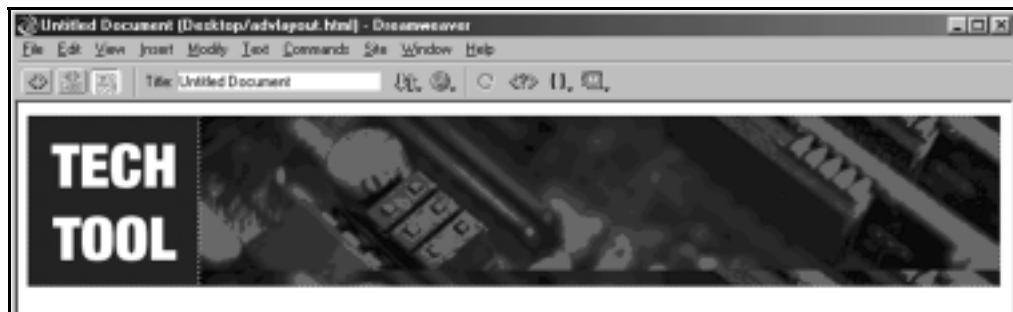
7. Go to [www.visibooks.com/advlayout/pics](http://www.visibooks.com/advlayout/pics) and save **bkgd.gif** on your computer's Desktop.
8. Click in the table's right-hand cell to select it.
9. On the Property Inspector, click the  icon beside the **Bg** textbox:



10. When the **Select Image Source** window appears, click on **bkgd.gif** to select it, then click the **Select** button.



11. Save the page. It should now look like this:



**Tip:** Notice the line towards the bottom of the cell where *bkgd.gif* begins repeating. It repeats because background graphics tile to fill all available space in a cell. The cell is 136 pixels tall: 100 pixels for *techtool.gif*, plus 36 for Cell Padding (18 pixels at the top and bottom of *techtool.gif*). *bkgd.gif* is only 123 pixels tall; therefore, there's 13 pixels of space left to fill.

To fix this, use an image editing program like Photoshop, Fireworks or Paint Shop pro to make the background image 136 pixels tall.

12. In the right-hand cell, type the text, "The Magazine for People Who Like Gadgets."

13. Make the text Arial, size 3, bold.

14. Color the text white.

15. Preview the page in the browser. It should look like this:






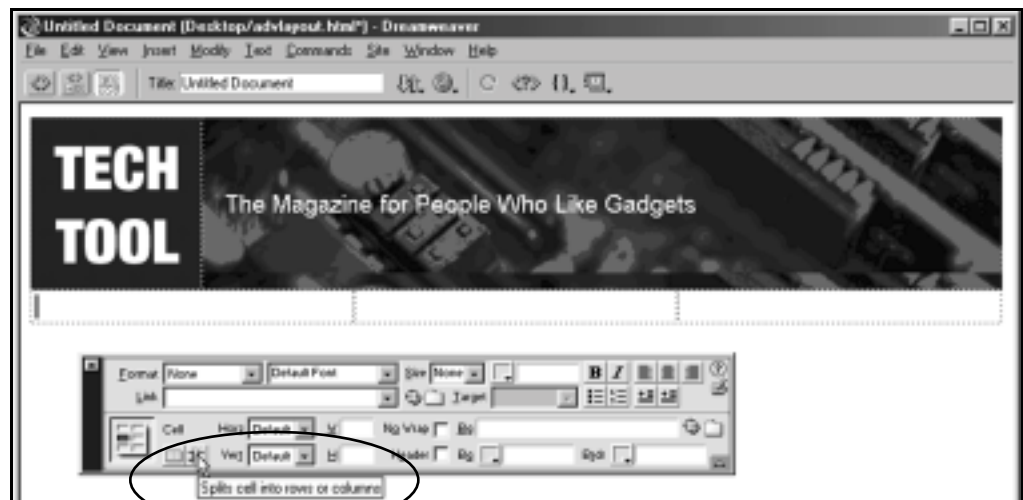
## Split and merge cells

---



1. Insert a new table beneath the first one. Give it:

Rows: 1  
Columns: 3  
Width: 100 Percent  
Border: 0  
Cell Padding: 4  
Cell Spacing: 0

2. Place your cursor in the first cell, then click the  button on the Property Inspector:



That splits the first cell, and there should now be four cells in the table.

3. Highlight the two rightmost cells in the table, then click the  button (to the immediate left of the  button) to merge them.

- The table should now have three cells. In the first cell, enter the word “Laptops;” in the second, “Cell Phones;” in the third, “PDAs.” Color all the cells black, and the text white.
- Make the text Arial, size 2. It should look like this:



- Save the page.

## Employ spacer GIFs

---


### Why use spacer GIFs?

Spacer GIFs are used to stretch table cells to an exact width. They are transparent, so they remain invisible regardless of the cell's background color.

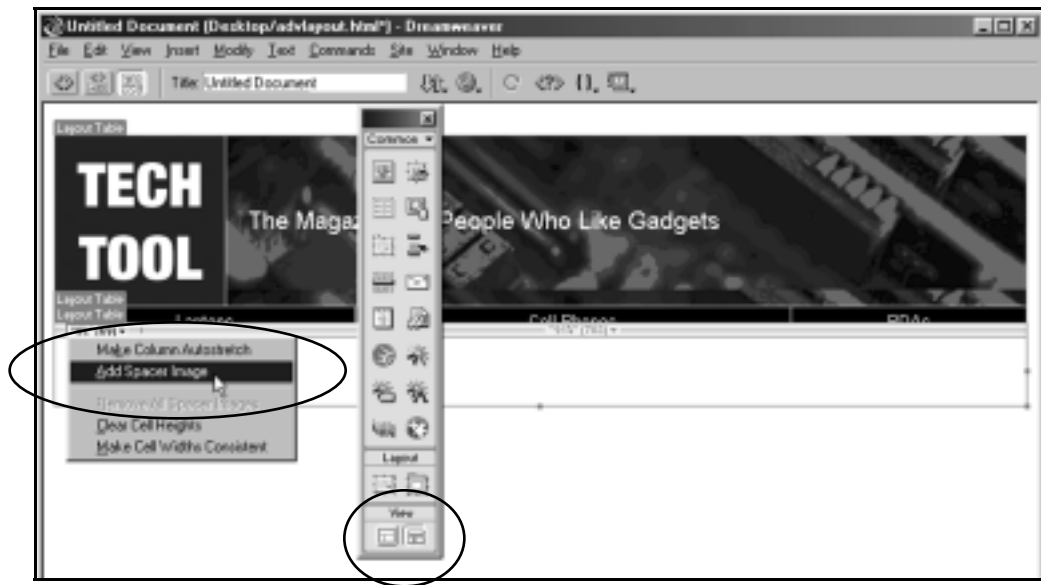
A spacer GIF is used in the exercise below. It keeps the width of the left-hand cell constant, regardless of the size or resolution of the screen used to view it.

1. Below the top two tables, insert a third table just like the first table, with Cell Padding of 18 and a narrow first cell:

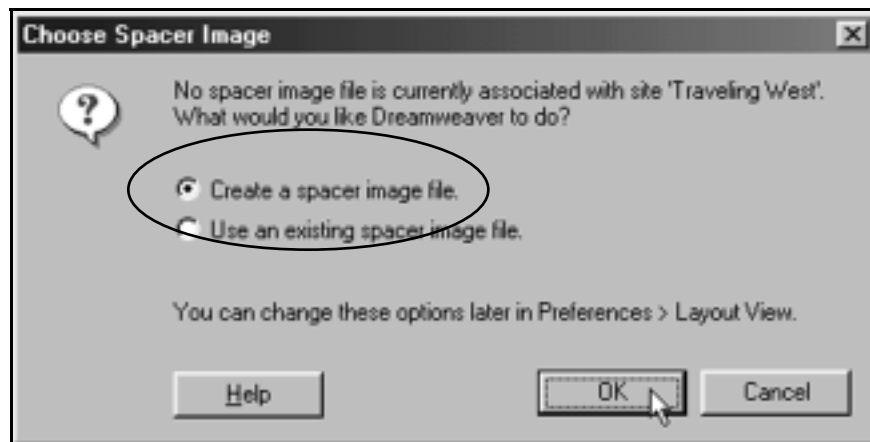


2. Go to the Object Panel and click the  icon to view the page in Layout view.

3. In the third table, click on the label at the top of the left-hand cell, then select **Add Spacer Image** from the drop-down menu.



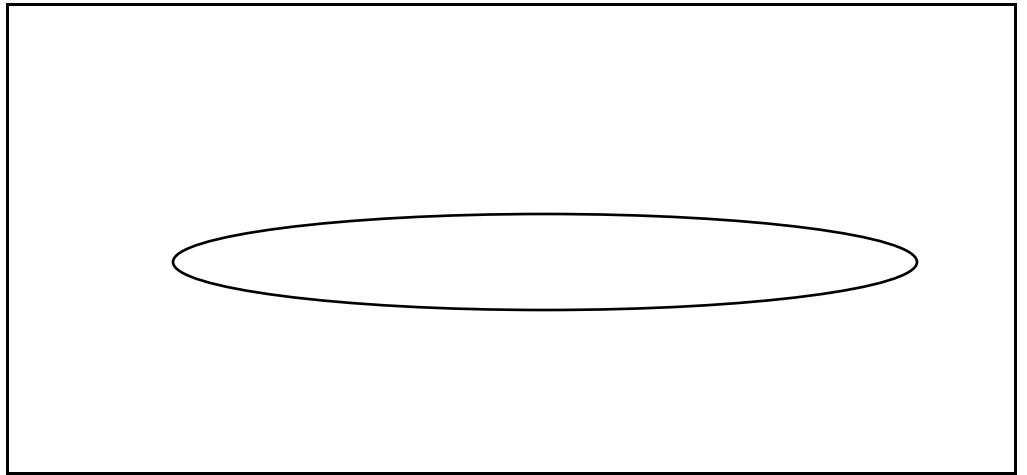
4. When the **Choose Spacer Image** window appears, make sure the **Create a spacer image file** radio button is selected, then click the **OK** button.



6 Save Spacer Image File As  
spacer.gif ,



! \$8& 4 \$8&  
100





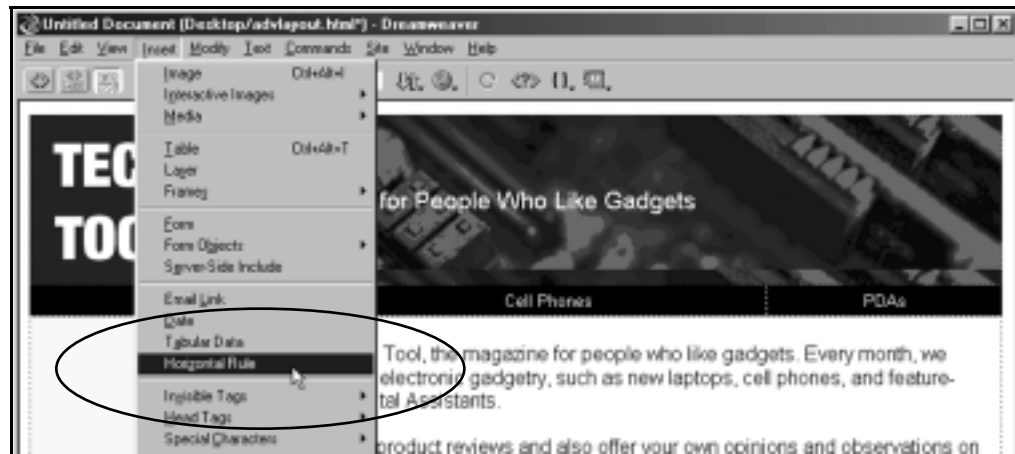
11. Save the page and preview it in the browser. Open the browser to full size. At high resolution—1024x768 pixels—the page should look like this:



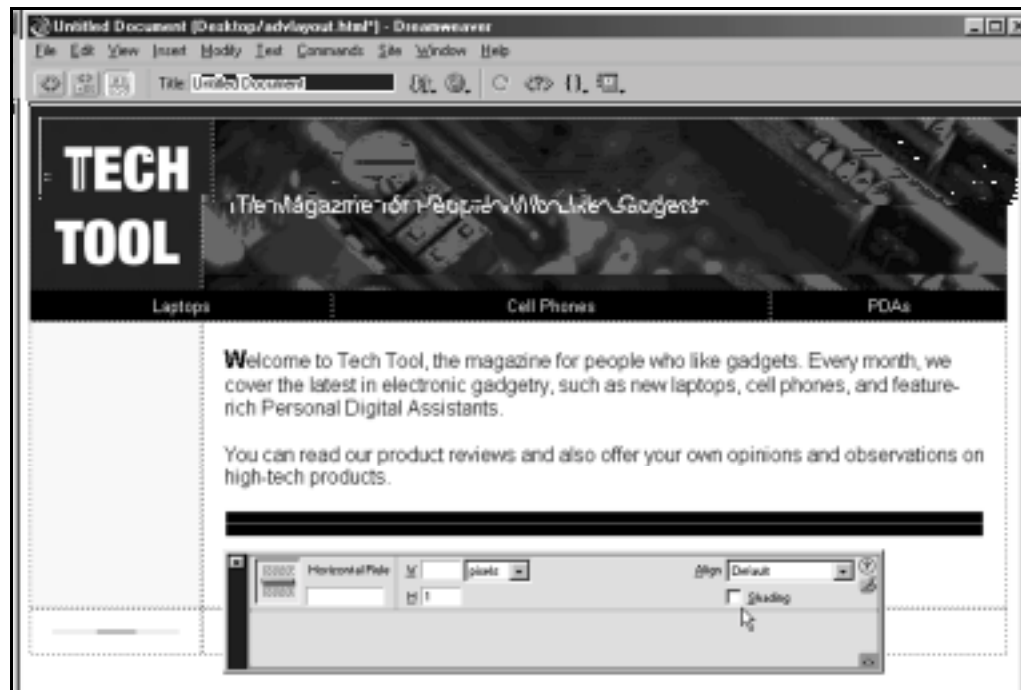
Notice how the left-hand cells in the top and bottom tables stay the same width, regardless of the width of the browser used to view them.

## Insert a horizontal rule

1. Place your cursor in a new paragraph below the page's two paragraphs of text. On the menu bar, click **I**nsert, then **H**orizontal Rule.

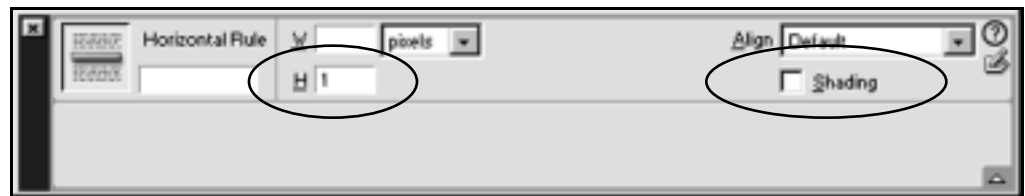


2. The page should now look like this, with the horizontal rule highlighted in black. Notice how the Property Inspector has changed:





3. In the Property Inspector, specify a height of one pixel in the **H** textbox, and uncheck the **Shading** box.



4. Below the horizontal rule, put this text:

**Tech Tool**

The Magazine for People Who Like Gadgets

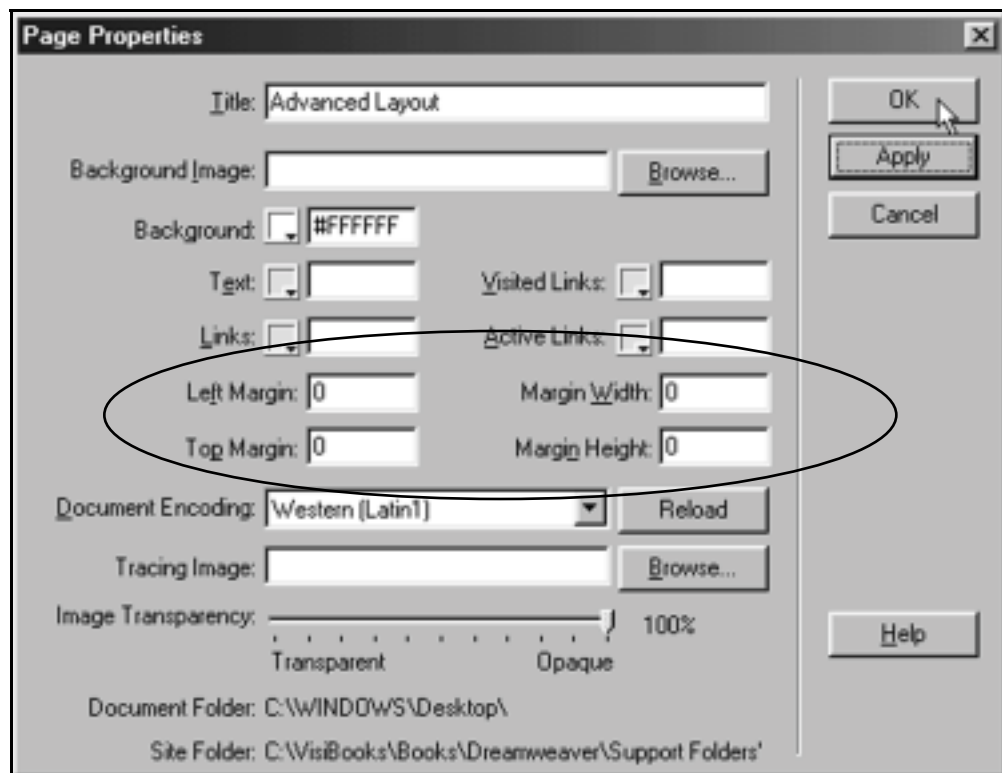
5. Make the text Arial, size 2, then save the page.

## Specify page margins

---

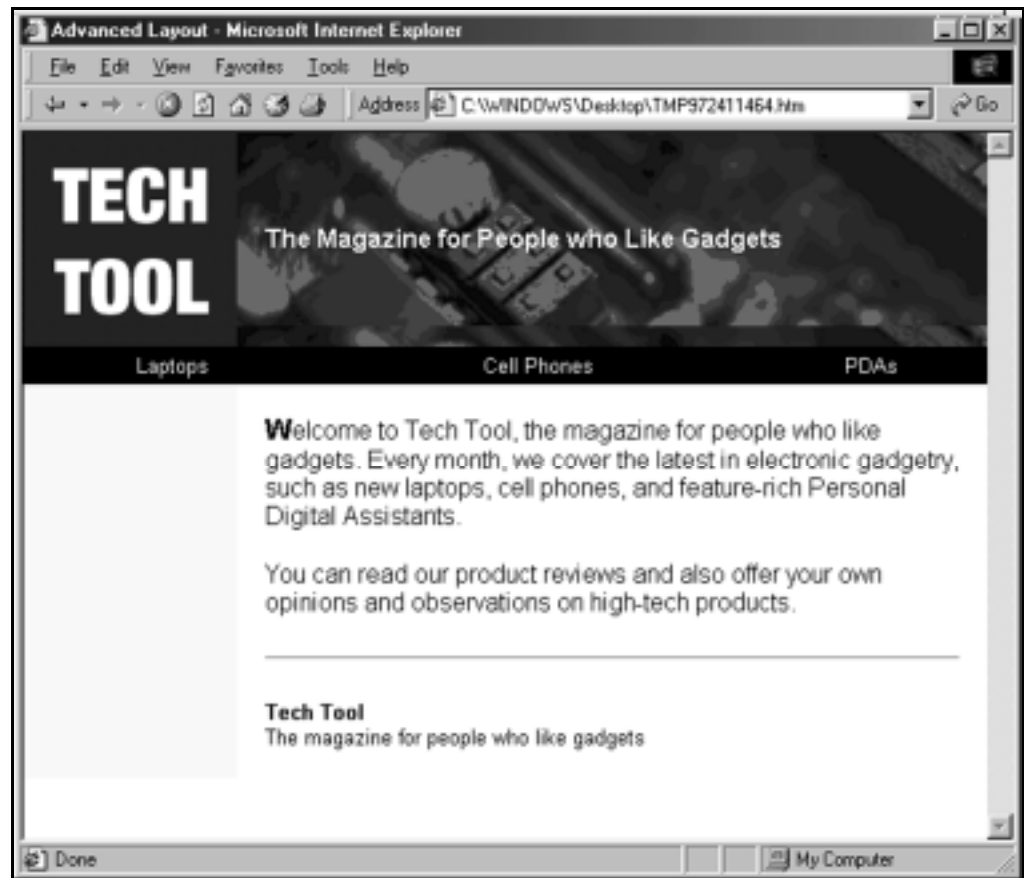
1. On the menu bar, click Modify, then Page Properties to bring up the Page Properties window. Once it appears, enter zeros in the margin boxes:

Left Margin: 0  
Top Margin: 0  
Margin Width: 0  
Margin Height: 0



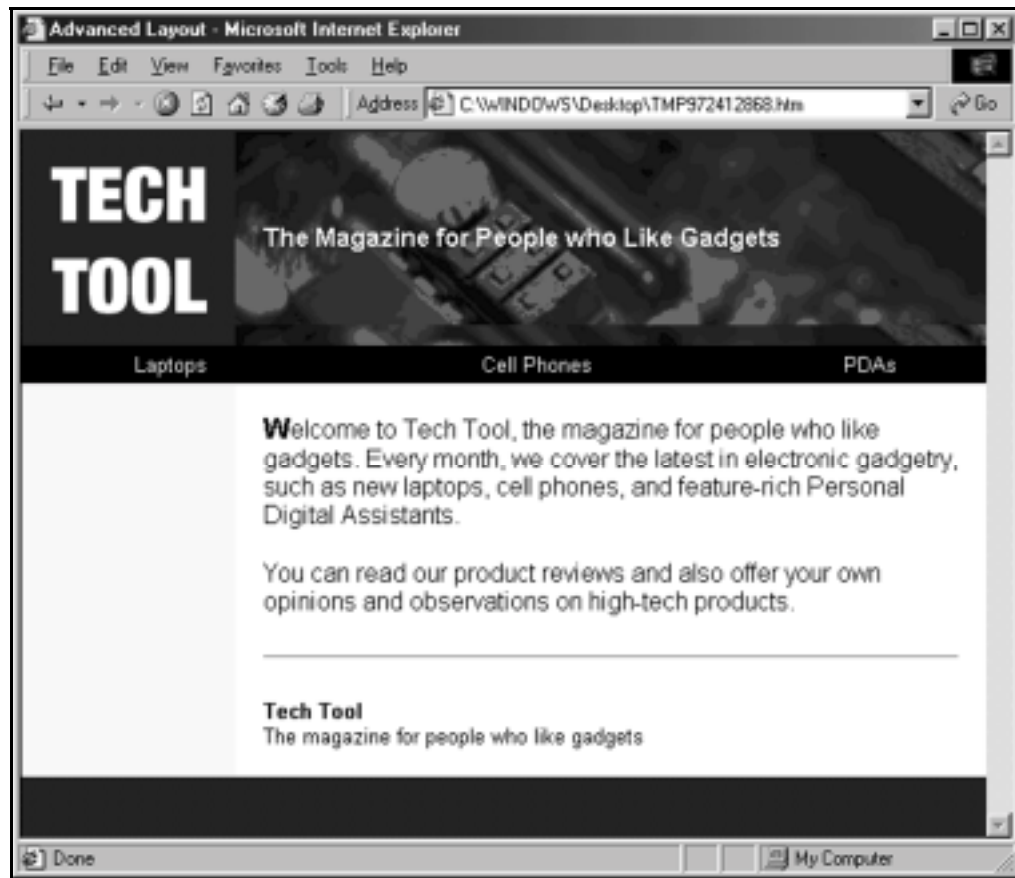
**Tip:** *The Left Margin and Margin Width (as well as Top Margin and Margin Height) boxes are redundant to account for browser differences: Internet Explorer recognizes Left Margin and Top Margin, while Netscape recognizes Margin Width and Margin Height.*

2. Click the OK button, then preview the page in the browser. It should now look like this:



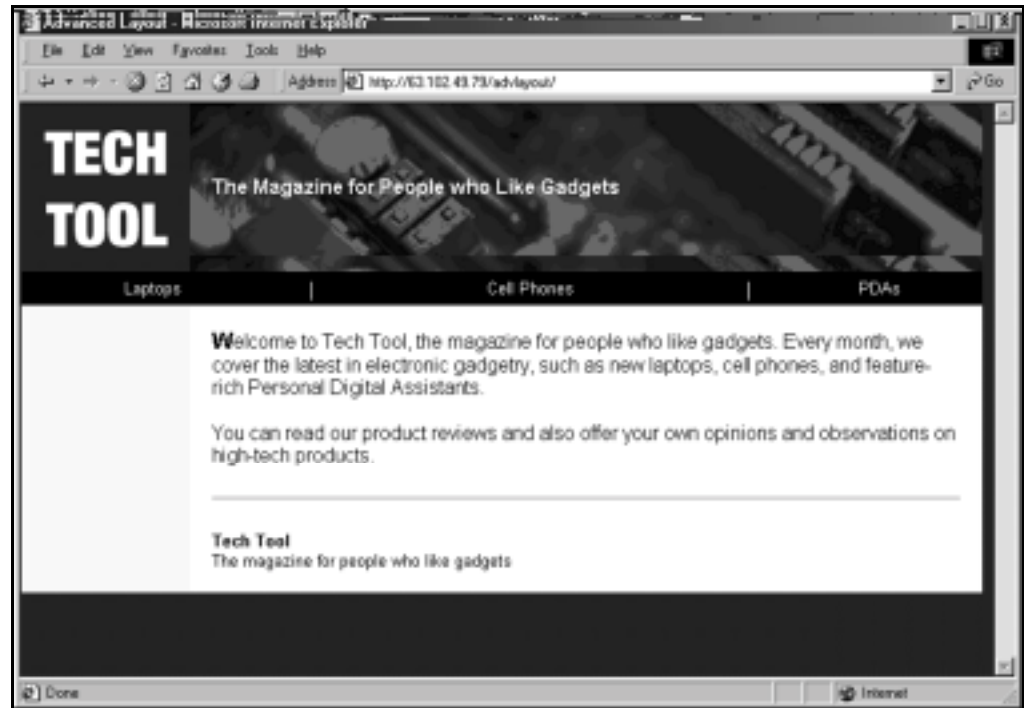
3. Specify a background color of white for the cell containing the page's paragraphs of text content.
4. Specify a background color of dark blue (#000099) for the page itself (use Page Properties to do this).

5. Save the page and view it in the browser. When you're done, the page should look like this:



## Practice: Advanced ayout

1. Split the middle cell in the navigation table (the one with Laptops, Cell Phones and PDAs) into three cells.
2. Put | characters (on the same key as the backslash \ character on your keyboard) in the cells surrounding the one that contains Cell Phones.
3. Color the | characters white. When you're done, the page should look like the one at [www.visibooks.com/advlayout/](http://www.visibooks.com/advlayout/):





# Additional Resources

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## Online Dreamweaver resources

**<news://forums.macromedia.com/macromedia.dreamweaver>**  
Newsgroup for Dreamweaver users. Covers features, functionality, installation, troubleshooting, and general usage.

**[macromedia.com/support/dreamweaver/technotes.html](http://macromedia.com/support/dreamweaver/technotes.html)**  
Dreamweaver tech notes. Information on how to use hundreds of Dreamweaver's advanced features. Also covers technical troubleshooting topics.

**[macromedia.com/software/dreamweaver/gallery/collection](http://macromedia.com/software/dreamweaver/gallery/collection)**  
Dreamweaver showcase. Profiles real-world sites created by professional Web developers using Dreamweaver. Smithsonian, Nokia, Nortel, etc.

**[webmonkey.com/webmonkey/99/11/index2a.html](http://webmonkey.com/webmonkey/99/11/index2a.html)**  
Article: "Extending Dreamweaver." How to "customize Dreamweaver to do almost anything, from automating repetitive tasks to customizing the program's interface."

## General site-building resources

### **Webmonkey ([www.webmonkey.com](http://www.webmonkey.com))**

A how-to site for people building Web sites, filled with excellent tutorials and resources.

### **EchoEcho ([www.echoecho.com](http://www.echoecho.com))**

Even more tutorials than Webmonkey, and all clear and detailed. Also, this site contains helpful statistics on the percentage of people using different browsers, monitor settings, platforms, and other technology used to view Web pages.

### **Project Cool ([www.projectcool.com](http://www.projectcool.com))**

As its proprietors put it, Project Cool is “a network of websites sharing the common belief that anyone can make a great website if given knowledge, guidance and inspiration.” An excellent section of the site is Sightings, featuring examples of cutting-edge Web design.

### **Web Review ([www.webreview.com](http://www.webreview.com))**

A sharp and informative site for Web developers, with sections on Authoring, Design, Development, E-Commerce, Multimedia, and Back-End Web server Programming.



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