

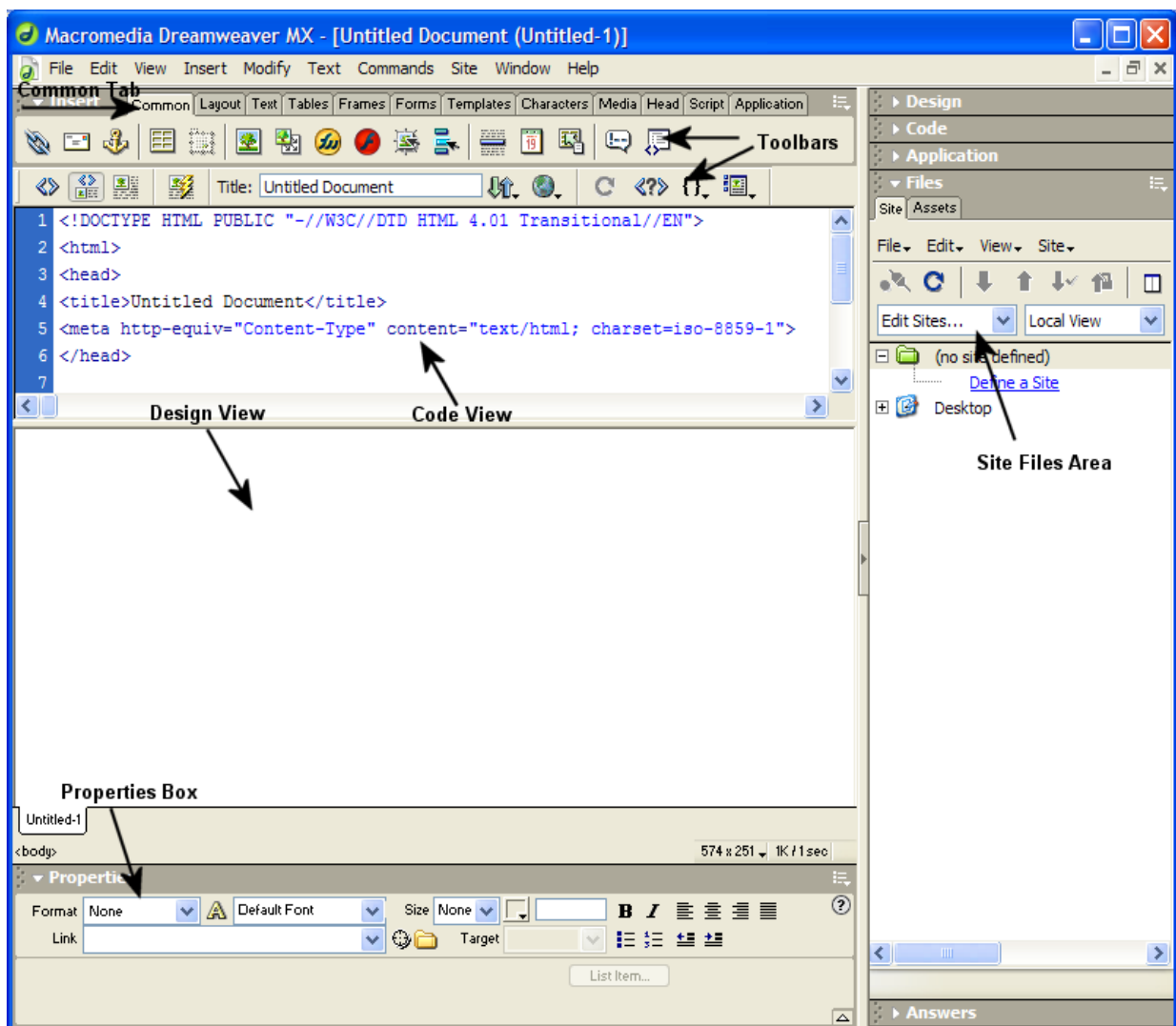
Using Dreamweaver To Edit the Campus Template

Version MX

Dreamweaver is an HTML (Hypertext Markup Language) editor that allows you to create HTML pages. This program can be used to create (or edit) content to upload to a web directory or transfer to WebCT.

Using HTML versus other types of documents online is simpler since people who are viewing your web site with a text browser or a graphical web browser do not need another program to open the pages as they would with a PDF, DOC, XLS and other documents.

1. Overview of Dreamweaver



2. Good Practices for Web Content

- *The reason you go to a web page is to get information or content right?*
Even entertainment pages, you go there specifically to see something, to get a message. Remember in Web Design that this is the number one goal.
- When you design your page, you want to have the most colorful page, with the coolest graphics and animation, right?
You want to show your personality. Great! But, you have to think about *the main goal of a web site is to communicate a message.*

Remember the following when creating your content for the web.

- Your site must be accessible.
- Keep it simple
- 50% of your page to be Useable content - Usable content is defined as what the visitor came there for: Entertainment, Information, Examples, etc...
- 20% of your site to be Navigation - A Logical Navigation is crucial to getting your message across: How easy is it to find what your looking for?
- 20% to be Banner - That's a personal identifier, to make your site unique and personalized.
- 10% to be dead space:
- Don't overwhelm your visitor. Sites that make you want to go on a killing spree with its animation and dancing monkeys and crazy colors aren't effective.

3. Introduction to Dreamweaver

Dreamweaver has a lot buttons and menus but we are only going to focus on the most frequently used ones.

a. Common Tab and Toolbar






The icons will learn in this session are shown in the picture above surrounded by a box.

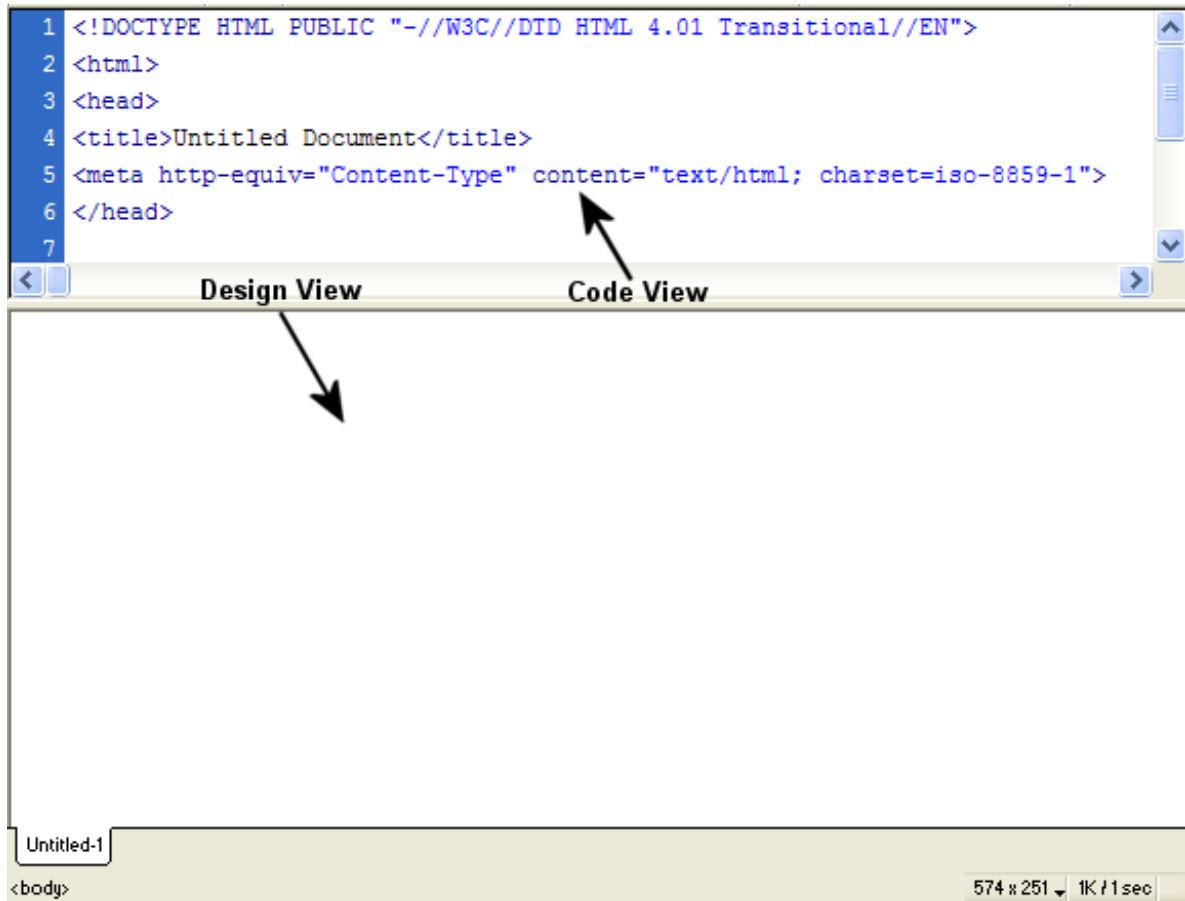
The *Common Tab* (the first tab found at the top of the page) contains the most frequently used tools from each of the tabs. Some of these include the hyperlink, table, image, and date tools.

The toolbar includes a few more icons we will use which include the view you would like to use to edit your web site, the document title, file management options, and preview in the browser.

b. Design views

Dreamweaver allows you to choose the view to edit your document in by choosing one of the following choices:

- **Code view** () - shows only the HTML code window
- **Code and Design view** () - shows both the HTML code window and the normal view or WYSIWYG (What you see is what you get) view.
- **Design view** () - shows only the normal or WYSIWYG view

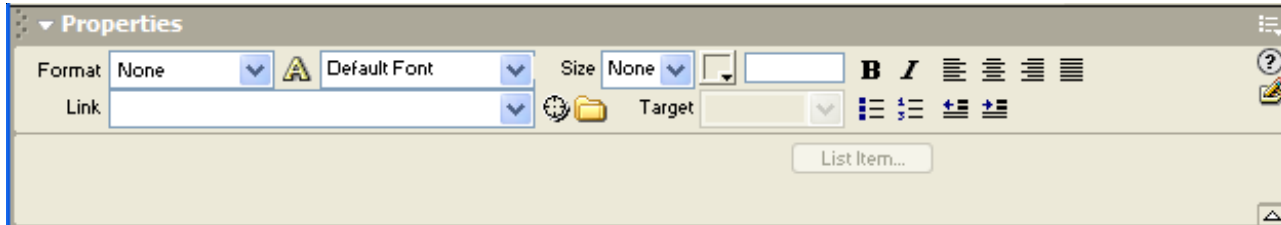


Above you see the **Code and Design view**.

c. Properties Box

The *Properties* box is located at the bottom of the window and it will contain different attributes that can be edited depending on the tool that you are using or editing.

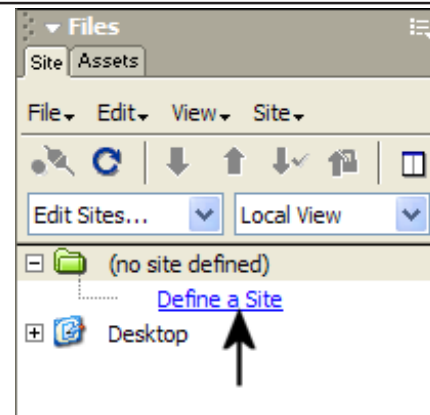
The *Properties* box below is the for editing text.



d. Site Files Area

The **Site Files Area** allows you to setup a web site folder on your machine and it will contain all the files you need for your web site. The files can be created directly in Dreamweaver and saved or you can save the files into the folder where your web site files are on your PC.

When you begin you will not have any sites setup and you will need to define a site.

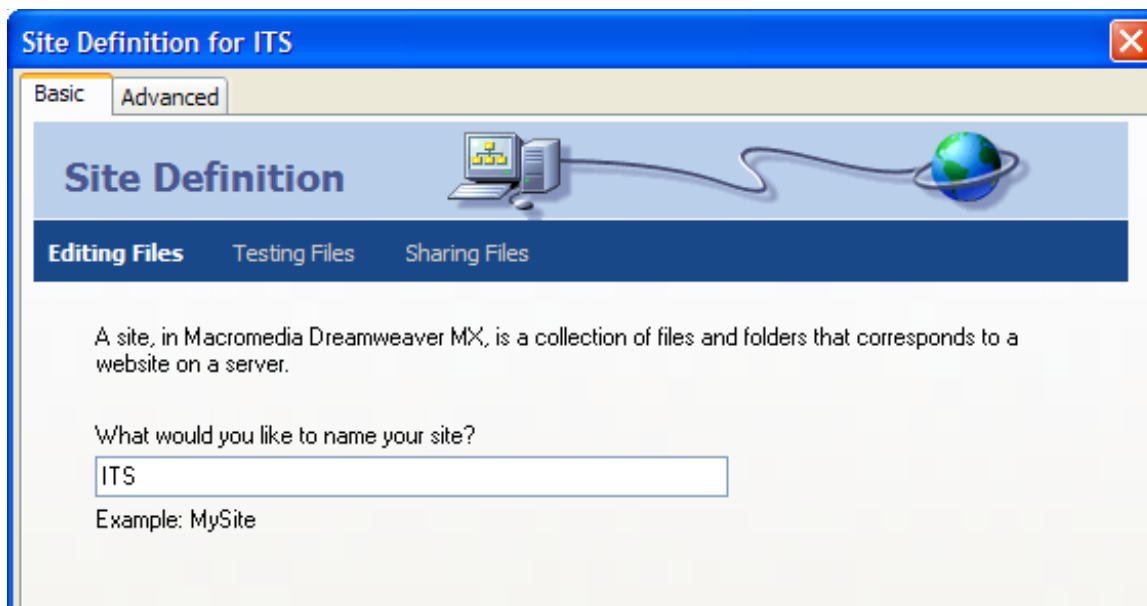
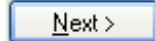


3. Define a site

- Select **Define a Site** from the *Site Files Area*

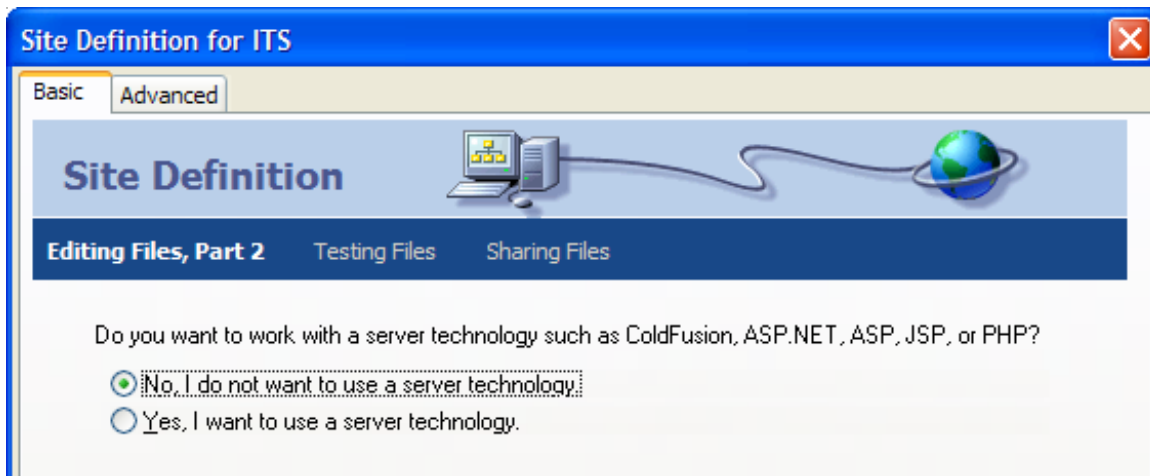
Follow the Basic Wizard through each step to setup the site on your machine.

- Give your site a name. (**Example:** ITS, English, Handbook)
- Click the **NEXT** button

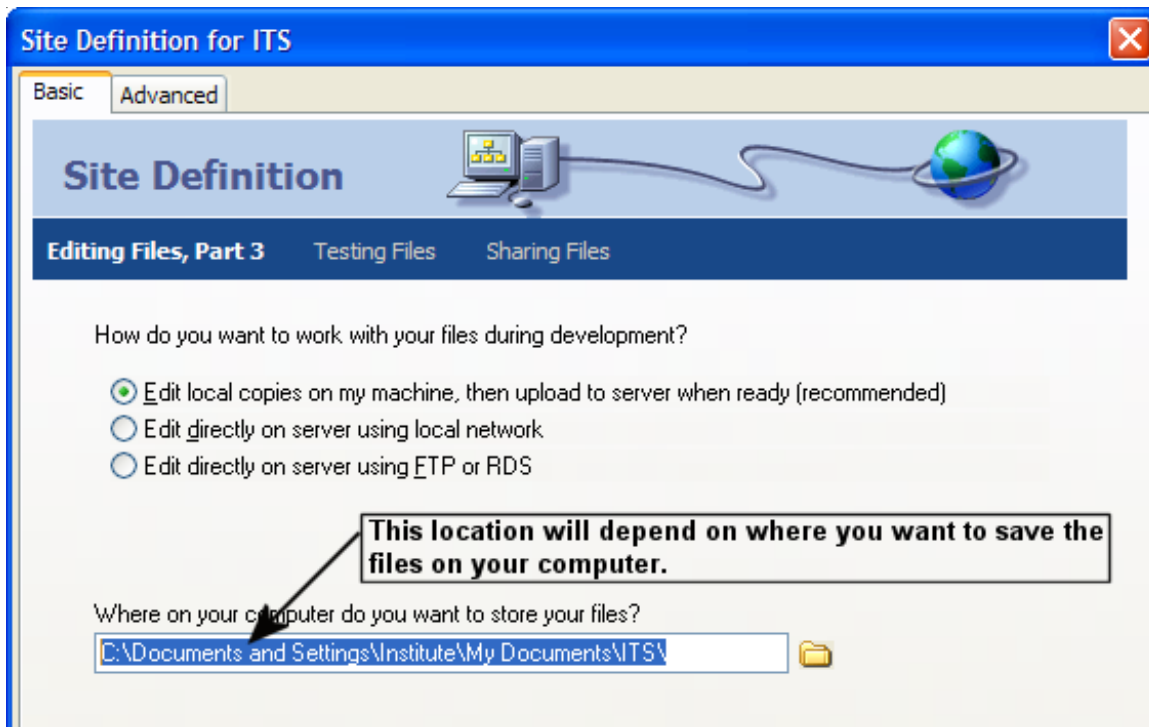


Follow the next few screen shots to complete the setup of your site.

Step 2: Server Technology



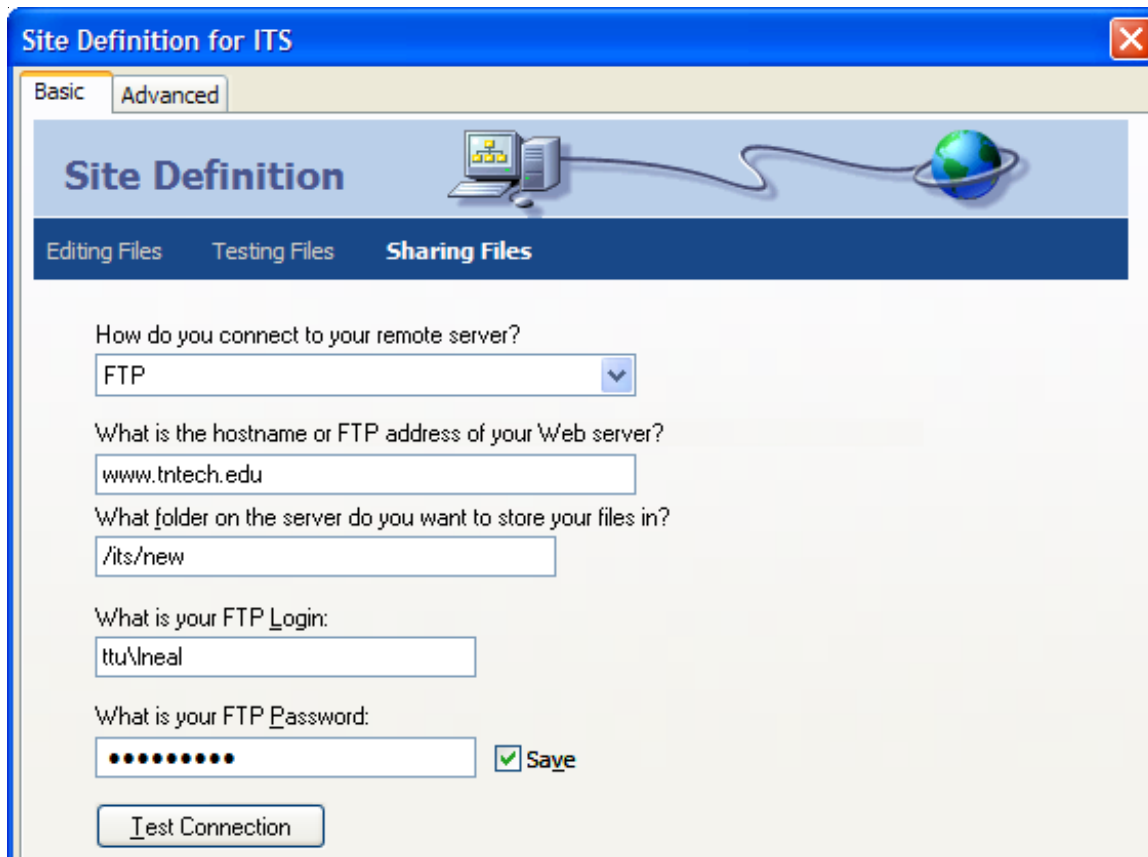
Step 3: Where your files will be stored on your machine
REMEMBER to click the **NEXT** button after each step.



To change the location of your files, select the folder icon (📁) to the right of the box.

Step 4: Setup FTP Connection

Choose FTP (File Transfer Protocol) from the How do you connect to your remote server? drop-down box.



Site Definition for ITS

Basic Advanced

Site Definition

Editing Files Testing Files **Sharing Files**

How do you connect to your remote server?
FTP

What is the hostname or FTP address of your Web server?
www.tntech.edu

What folder on the server do you want to store your files in?
/its/new

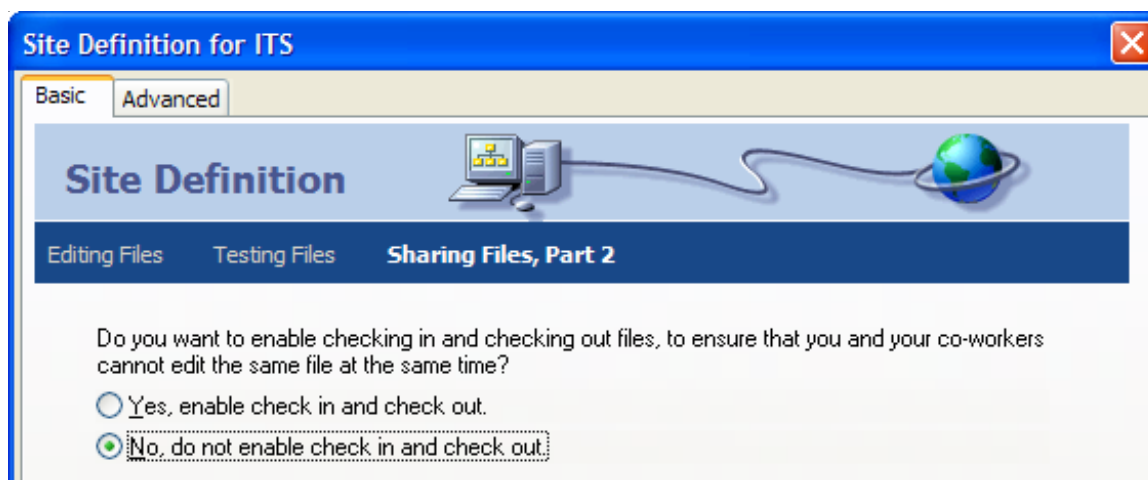
What is your FTP Login:
ttu\lneal

What is your FTP Password:
●●●●●●

Save

Test Connection

Step 5: Enable Check In and Check Out



Site Definition for ITS

Basic Advanced

Site Definition

Editing Files Testing Files **Sharing Files, Part 2**

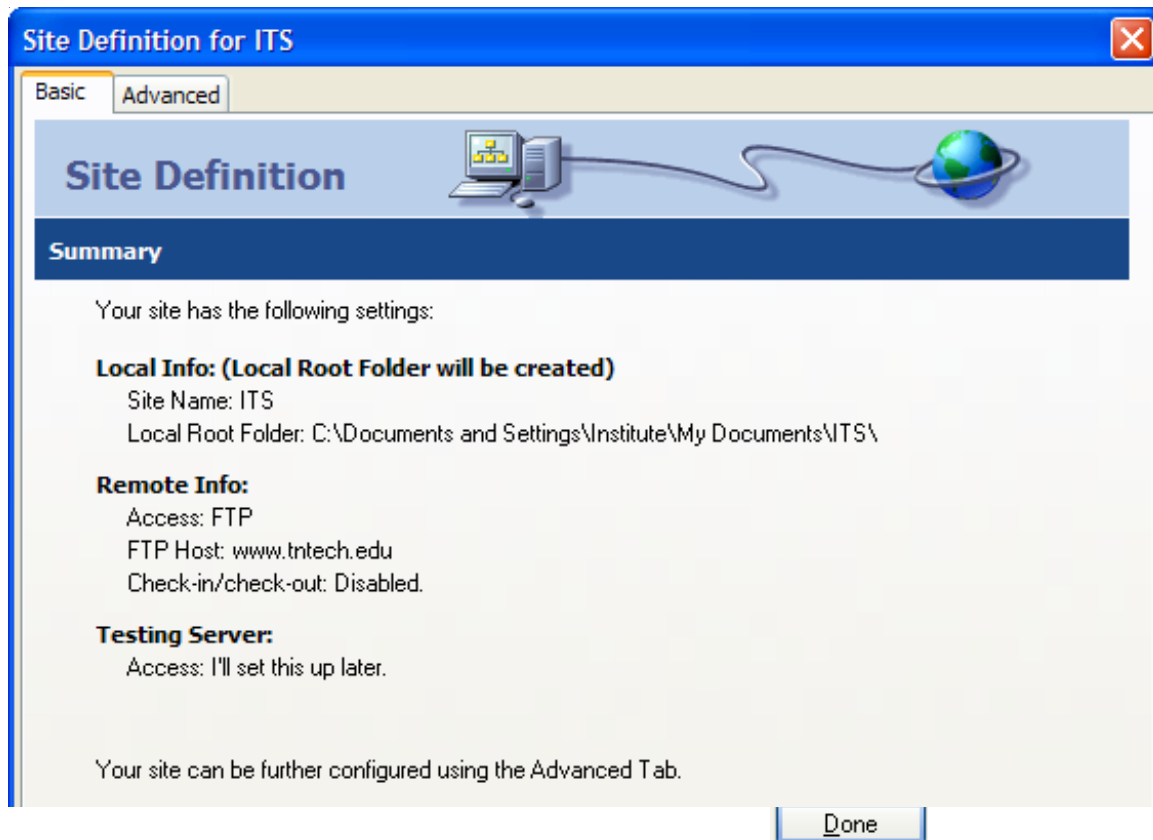
Do you want to enable checking in and checking out files, to ensure that you and your co-workers cannot edit the same file at the same time?

Yes, enable check in and check out.

No, do not enable check in and check out.

Check in and Check out should be enabled when you have more than one person maintaining your site from multiple computers.

Final Step: Summary of the settings you chose in setting up your Site.
Click the **DONE** button when you are ready to move on.



4. Copying the Template Files to your Local Site

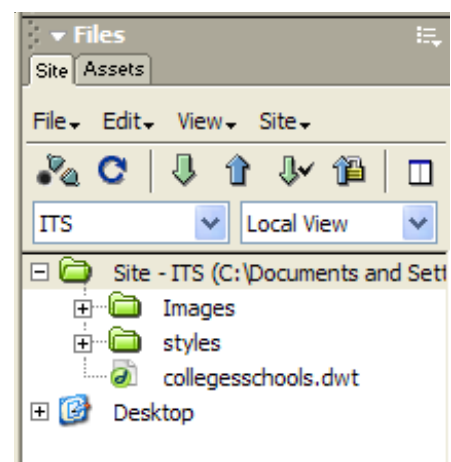
In the *Site Files Area*, select the **Get Files** icon (↓).

Dreamweaver will prompt you to make sure you want to *download the entire site*. Select **OK**.

The only items that will be downloaded will be a styles folder containing the main style sheet (to standardize the fonts) called **main.css** and the **collegesschool.dwt** template file.

You will need to create a folder called *Images* to help keep your files organized. Go to the *Site Files Area* and select the **File Menu - New Folder**.

Only put image files (.png, .gif, or .jpg) into this folder.

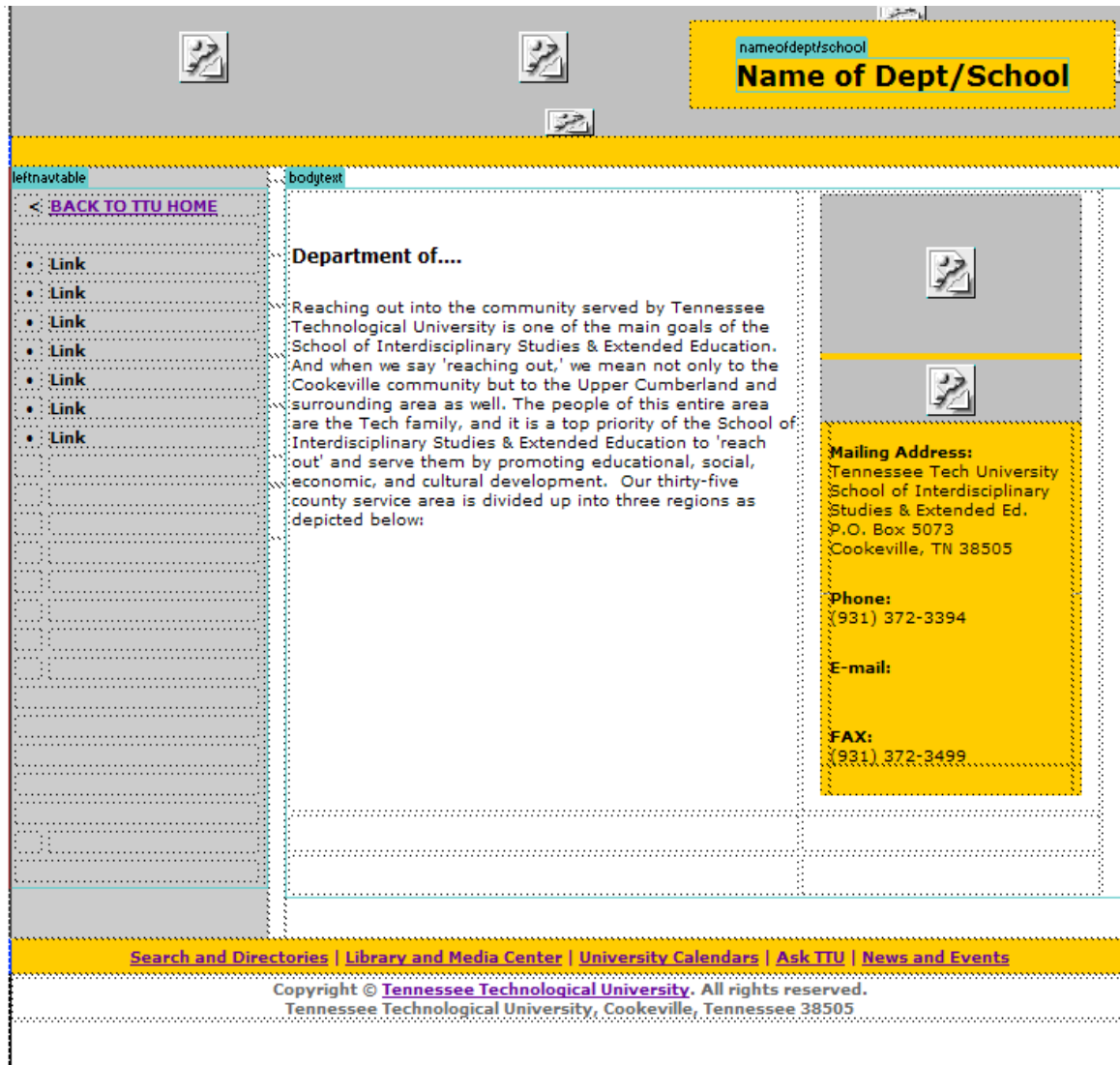


5. Adding a New Page to Your Site

Double-click on the file in the *Site Files Area* called *collegesschools.dwt*. Save the template file as a new file by going to the Dreamweaver **File Menu - Save As...** and give the file a name that corresponds to the content that will be on the page.

REMEMBER:

- Your homepage must be named either *index.htm(l)* or *default.htm*.
- DO NOT use spaces or symbols and keep your filenames short.



NOTE: The broken graphics in the template will be there when you are editing on your local machine, but once you upload the files to the server the graphics will appear.

There are *three editable* regions in the template:

- **nameofdept/school** (upper right box)
- **leftnavtable** (left grey area - for navigation links)
- **bodytext** (main text area and contact information to the right of the screen)

6. Editing the Template

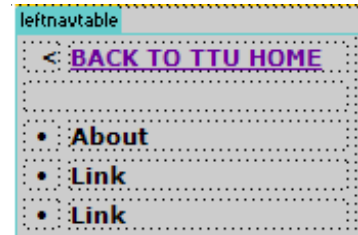
a. Name of Department or School

- Edit the **nameofdept/school** region by just highlighting the text “Name of Dept/School” and type in the name of your department or school.



b. Navigation Table

- Edit the **leftnavtable** region using your **Site Map**.
- You will need to highlight the word “Link” and type in the words that best represent the link that will take them to the content in your site.



- **Add more links into the navigation area**
 - Highlight the dot (•) that is located before the Link
 - Copy and paste it into the first cell on the row where you want to add a new link.
 - Once you copy the dot (•) make sure to set the **Horizontal Alignment** to **Center** in the *Cell Properties* box (more information about tables is located on page 14)
- **Add a new link to the navigation area**
 - Just place your cursor in the cell to the right of the dot (•) and begin typing your text
- **Create a link in the navigation area to a page or other site**
 - Highlight the text you want to make a link
 - In the Properties box, where it says Link (as on page 11) you can either:
 - ◆ Type the name of the page or URL into the box,
 - ◆ Select the Folder icon (📁) and select the file from your site files listed, or
 - ◆ Use the Target icon (🎯) by left-clicking on the target and dragging the pointer to the file listed in the Site Files Area listing.



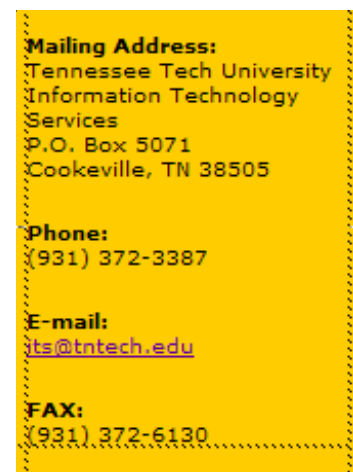
c. Body Text and Contact Information

- You can add text to your web page by either typing the text directly into the template or by copying and pasting from another program.



NOTE: If you copy and paste your text and the fonts do not look correct, make sure that you look at the *CSS (Cascading Style Sheet) section* below to see how to apply the fonts to the new text.

- To edit the **Contact Information** area in the bodytext region, just highlight and type in the correct information.
- To add the **Email Address**, just follow the directions on page 11 of the documentation.



7. Using the Cascading Style Sheet (CSS)

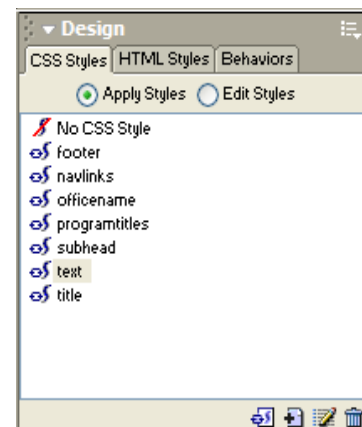
Make sure you have the CSS window open by going to the **Window** menu and make sure there is a checkmark next to the **CSS Styles** window.

The Cascading Style Sheet (.css file) defines the look of certain things in your web site by creating a class and in that class the font face, size, color, etc... are defined.

The styles that are listed in your style sheet are to the right.

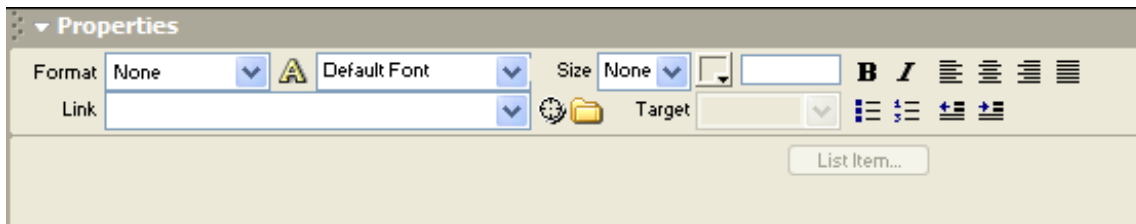
- Navlinks** - highlight your navigation links and select **navlink**
- Title** - For major headings within your content, type the heading, highlight the text and select **title**.
- Programtitles** or **Subhead** - For subheadings headings within your content, type the text, highlight the text and select **programtitles** or **subhead**
- Text** - Basic text is defined in this style. If your copied text doesn't look like the template text, highlight the paragraph and select **text**

You just need to highlight the text that corresponds to the CSS style and then select the style name from the CSS Styles window.



8. Creating and Editing in Dreamweaver

- **Editing Text/Font Styles:** Select the text you want to set font properties for and then use the *Properties* box in Dreamweaver to set the *Format*, *Face*, *Size*, *Color*, *Decoration*, *Alignment*, *Hyperlinks*, *Target*, *Lists*, and *Indentions*.

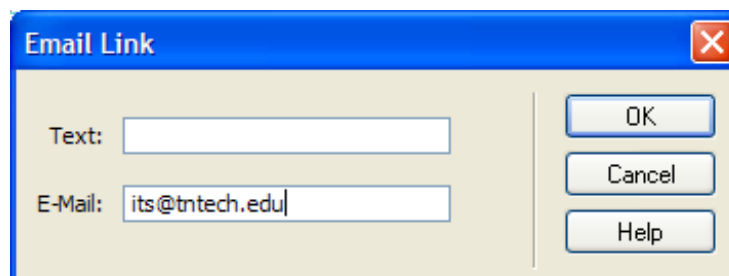


- **Hyperlink:** You can create a hyperlink to an external web page (outside of your own) or to an internal page (another page within your site).




Highlight the text or picture that you want to be a hyperlink. Select the **Folder** (📁) icon and choose the file you want to link to. If you are creating a link to another web site, enter the URL into the URL box. Or you can type the link into the *Link* box in the *Properties* box.


- **Email Link:** Put your cursor where you want to enter the *Email address link*. Select the **Email Link** icon (✉) and enter the text and email address. If you only want the email address to show, you do not have to add content within the Text box.

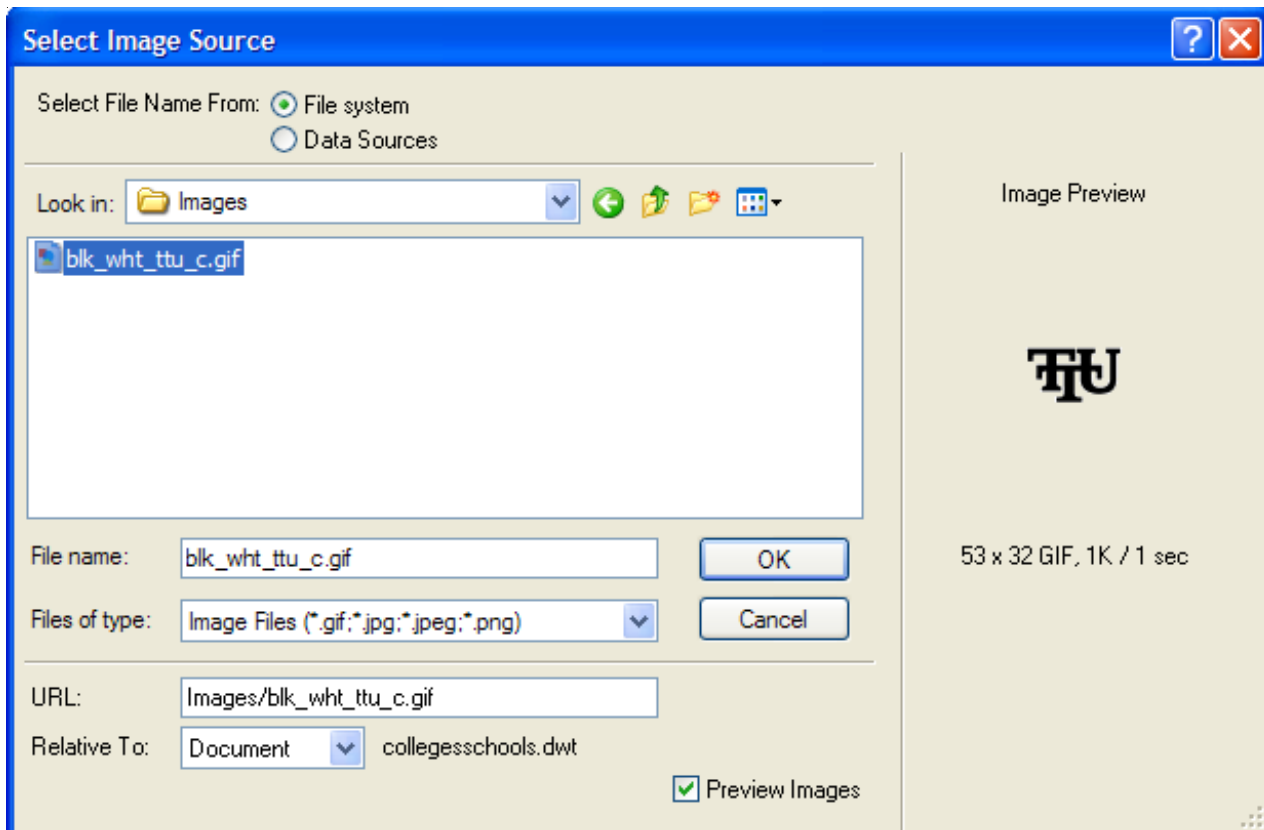


- **Horizontal Rule:** Use the **Horizontal rule** icon (—) to add a line that is useful for organizing information. On a page, you can visually separate headings, text, and objects with one or more rules.

- **Anchor:** The **Anchor** icon () will allow you to link to places in the same document or to specific places in other documents.

Example: You have an index for your site with everything in your site listed in alphabetical order. You can place an *Anchor* where you want the link to go, such as where each section begins according to the letter in the alphabet or at the bottom of the page. At the top of the page there would be a list of the letters in the alphabet, each linked to the area in the document that corresponds to that letter.

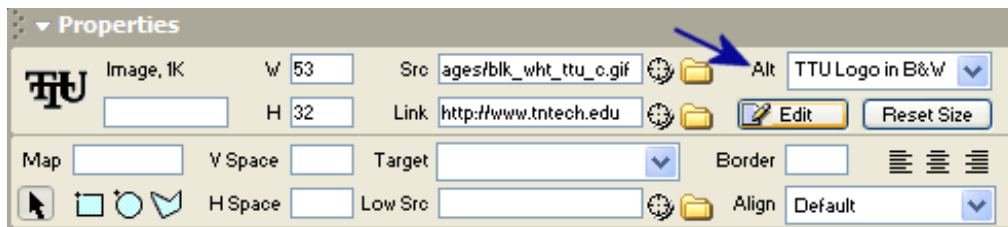
- **Insert Image:** The **Image** icon () will allow you to place pictures inside your page, while telling your computer where to locate the image file. If you just copy and paste the picture, it will not show up on the web because the page does not know where to go and get that picture. By inserting the picture you make sure that the picture will show up correctly.




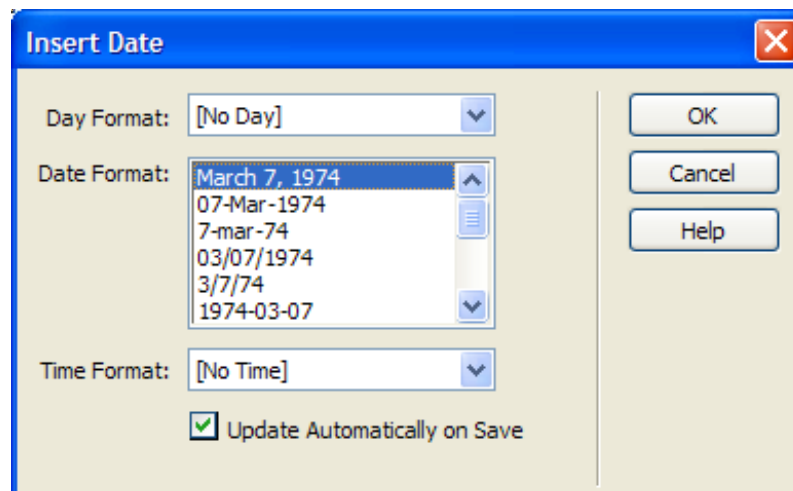
Once you place an image into your web page, make sure to go to the *Properties* box and add the **ALT** tag.

ALT specifies alternative text that appears in place of the image for text-only browsers or for browsers that have been set to download images manually. For visually impaired users who use speech synthesizers with text-only browsers, the text is spoken out loud. In some browsers, this text also appears when the pointer is over the image.
(*Macromedia Dreamweaver Help Definition*)

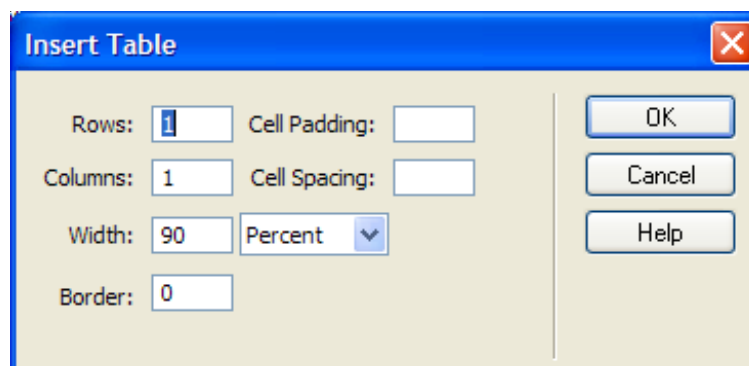
Image Properties Box:



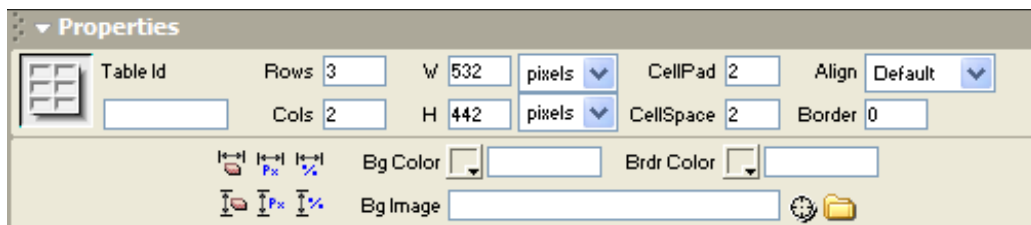
- **Insert Date:** The **Date** icon () in Dreamweaver provides a convenient date object, which inserts the current date in whatever format you prefer (with or without the time) and provides the option of updating that date whenever you save the file. This saves the date on which the page was last changed.



- **Insert Table:** The **Insert Table** icon () allows you to insert a table that can help you format the information on your web site better.



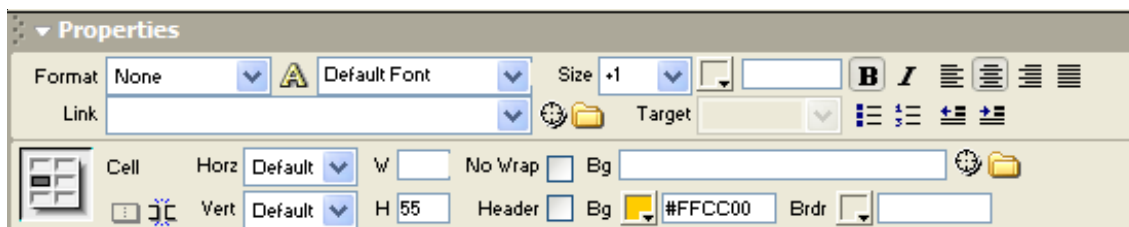
When the **Table** is selected you can use the *Table Properties* box to edit the number of rows and columns, width and height of the table, cellpadding and cellspacing, alignment, border size, background color, border color and background image.



Cellpadding is the space between the text in a cell and the edge of the cell.

Cellspacing is the space between each cell.

When the **Cell** is selected you can use the *Cell Properties* box to edit the horizontal and vertical alignment, width and height of the cell, and background information.



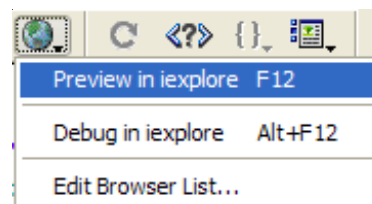
Horizontal Alignment will align the text or graphics horizontally within a single cell.

The options are *Default, Left, Center, Right*.



Vertical Alignment will align the text or graphics vertically within a single cell.

The options are *Default, Top, Middle, Bottom, Baseline*.

- **Save your Files:** Select the **File Menu** and choose
 - **Save** (to save the specific file),
 - **Save As...** (to save the specific file under another name), or
 - **Save All** (to save all the files that you have open in Dreamweaver - files with an asterisk (*) next to the name are changed but not saved).
- **Preview/Debug in Browser:** Preview your files in a browser by selecting the *Preview/Debug in Browser* icon (🌐).



9. Putting Web Site Files on the Server

Use the *File Management* icon () and select **Put** to transfer your files to the server. You can also select the **Put File(s)** icon () in the Sites area.

Since we already setup the web site and the FTP information, you will only need to enter your password when you start to Put your files on the server.

Go to a web browser (such as *Internet Explorer* or *Mozilla*) and view your web site online.

10. More Resources Available

- For **TTU web design policies** look at the Public Affairs site
 - Web Style Guidelines -
http://www.tntech.edu/publicaffairs/web_publish/style_guide2.html
 - Logos and Wordmark Usage -
http://www.tntech.edu/publicaffairs/web_publish/logos.html
<http://www.tntech.edu/logos/logos.htm>
 - Colors -
<http://www.tntech.edu/publicaffairs/colors.html>
- Check out the **Macromedia Help** area
- Contact the Institute for Technological Scholarship for more information and assistance.
 - Location: TTU, Campus Box 5071, Room 215
 - URL: <http://www.tntech.edu/institute>
 - Phone Number: 931-372-3675
 - Email Address: institute@tntech.edu
- Look for more workshops offered by the Institute

People to contact for further assistance with the template:

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