

Dreamweaver: Creating Web Pages



Instructional Services at KU Libraries
A Division of Information Services
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Abstract: Learn how to create basic content for publishing to the World Wide Web. Using Dreamweaver's visual based interface, add text, images and files to your web pages as well as design the layout to your personal preference. You will also learn how to use Dreamweaver to edit existing pages and publish pages to the Internet.

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Introduction

Dreamweaver helps you create, modify publish and manage Web pages as well as organize them into a professional-quality Web site. The visual editing environment allows you to develop web pages without having to learn HyperText Markup Language (HTML) source code.

Objectives

Create, format, and publish a document ready for the World Wide Web. After today's workshop, participants will be able to:

- Insert and format text, including creating lists.
- Incorporate graphical images into Web documents.
- Use links to other pages or documents.
- Upload (publish) completed documents to a Web server.

Prerequisites

It is assumed that the participants in this workshop have completed *Dreamweaver: Getting Started* workshop and/or are already familiar with Dreamweaver's environment.

Definitions

Term	Definition
<u>Download</u>	<u>To download working copies of published pages to your local machine for editing. In Dreamweaver "get" (the green down arrow) downloads the file(s) to your local machine.</u>
<u>HTML (HyperText Markup Language)</u>	<u>The markup language of a document on the World Wide Web. HTML tags define the structure of text, graphics, and hyperlinking of a web page and are saved as plain text in a file.</u>
<u>SFTP (Secure File Transfer Protocol)</u>	<u>A method used to move files and folders from one computer to another over the Internet. Dreamweaver uses FTP to publish web content to the server. <i>KU requires that you select the option for SFTP to publish pages to a KU server.</i></u>
<u>Upload</u>	<u>To transfer data to a central computer; also publish. In Dreamweaver "put" (the blue arrow) uploads the file(s) to the server.</u> <u>Dreamweaver uses FTP to upload web pages and content to the server. <i>KU requires that you select the option for SFTP to publish pages to a KU server.</i></u>
<u>URL (Uniform</u>	<u>The URL is the address of a resource, or file, available on the</u>

Instructional Services

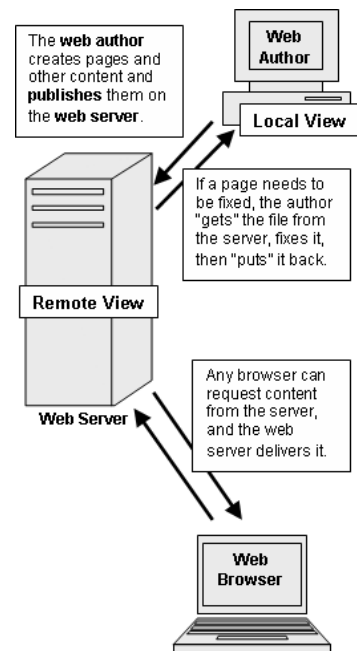
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<u>Resource Locator</u>	<u>Internet. The URL identifies the method of access, or protocol of the resource (e.g. http:// or ftp://), the domain name for the resource, and the hierarchical name for the file (address). For example, a page on the internet may be at the URL http://www.ku.edu/exchange/index.shtml. The beginning part, http://, provides the protocol; the next part, www.ku.edu, is the domain, where the main domain is ku.edu and www is a pointer to a specific web server or a location on a specific server. The rest, /exchange/index.shtml, references a specific folder (/exchange/) and a specific file (index.shtml) in that folder.</u>
<u>Web server</u>	<u>The computer that sends web browsers the web page content they request is also called the server; it has special software (Web server software) which gives it the ability to listen and respond to such requests. This server is where your published web page files actually reside.</u> <u>Dreamweaver refers to the web server as the <i>remote site</i>.</u>

Brief Review: How web pages work

Typing in a URL such as www.ku.edu initiates a request from your computer's Web browser to a remote computer called a *web server* to read an HTML file that is stored there. The browser reads the code in the file and translates it into the graphics and text that you look at on your desktop.

So, using Dreamweaver, you make HTML files on your computer and upload them to a remote computer that's connected to the Internet (the Web server) where anyone can request access to your files and view them on their local browser.



Dreamweaver environment: Code View, Design View or both

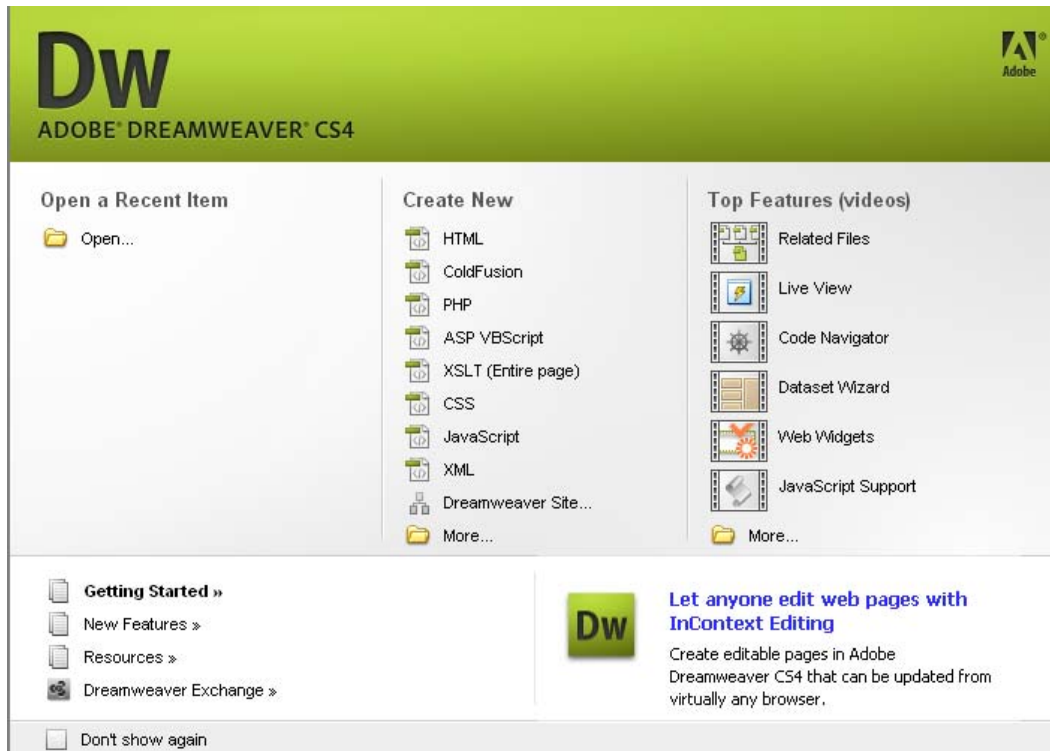
In Windows, Dreamweaver provides an all-in-one-window integrated workspace. In the integrated workspace, all windows and panels are combined into a single larger application window. You can choose between a designer-oriented layout and a layout oriented toward the needs of HTML-coders.

On the Macintosh, Dreamweaver provides a floating workspace layout, in which each document is in its own individual window. Panel groups are initially docked together, but can be undocked into their own windows. Windows “snap” automatically to each other, to the sides of the screen, and to the Document window as you drag or resize them.

Opening a new document in Dreamweaver

Dreamweaver presents splash screen with three categories of options from which to choose. For a new document, select HTML from the **Create New** category. If you are editing an existing document you may find it listed in the **Open a Recent Item** category.

When you select HTML Dreamweaver's HTML editor will default to XHTML 1.0 Transitional markup language, the current standard for web development and is compatible with the KU Template.



File naming and page titles

There are two labels associated with your web page.

The *file name* is the name you give your file when you save it. Use a name that indicates the purpose of your web page (example: lesson_outline.html).

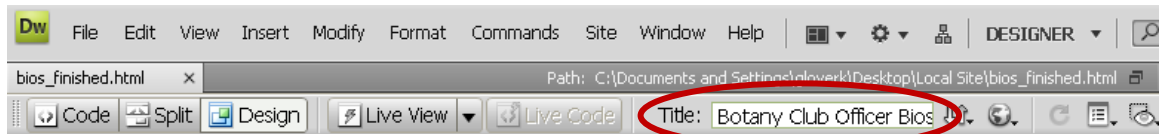
Note: For purposes of posting files on the Internet, the name must begin with a letter or number, letters should be in lowercase, and may not contain any spaces.

If you are saving your home page (first page of the site), you can simplify the Web address for your site by naming this document index.htm.

The *page title* is the name you will specify in the **Title** field on the Document toolbar and that will typically appear in a browser window's title bar. It can have upper case letters and spaces.

File name

File opened in Dreamweaver



Same file opened in Internet Explorer



Page Title

Saving a Web page

Saving a Web page with Dreamweaver is very similar to saving any other type of document.

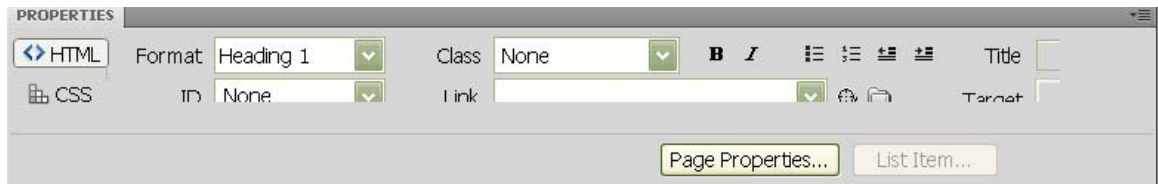
1. Click the **File** menu and choose **Save**.
2. Navigate to the folder in which you want to save your web site documents. Type a name for your document in the *File name:* field.

Note: Web document names **must not contain spaces**. If you are saving your home page (first page of the site), you can simplify the Web address for your site by naming this document **index.shtm**. See **What is the URL of my home page?** for further information. (This convention is specific to KU central Web servers and may not work on other Web servers).

3. Choose **HTML Documents** from the *Save as type:* field (if necessary).
4. Click **Save**.

Inserting and Formatting Text

Every item on your Web page, such as a paragraph, a heading, a list, or a table is some type of *structural element*. Use Dreamweaver to identify those elements. The following explanations assume that the **Property inspector** is displayed on your work area. (Click the **Window** menu and choose **Properties** to show the Property inspector if it is hidden.)

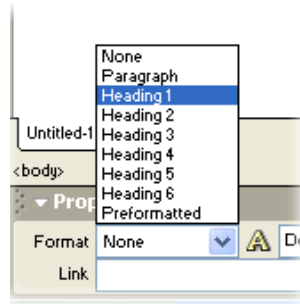


Headings

Web documents can have up to six levels of headings. **Heading 1** indicates the most important heading while **Heading 6** designates the lowest level heading. You use headings to designate the relative prominence of the information following them. Using Headings levels when formatting your web page is useful because it will allow you to make uniform changes across your website when you apply Cascading Style Sheets (CSS). (CSS is covered in the workshop *Dreamweaver: Visual Design using CSS*.)

Add a heading

To mark text as a heading, select the text and choose the desired heading level from the **Format** pop-up menu in the Property inspector, as shown below:



Note that the tag selector (in the status bar, lower left) now looks something like this:

`<body> <h1>`. Dreamweaver inserts these HTML tags in the document: `<h1>` at the beginning of the text designated as a level 1 heading, and `</h1>` at the end.

Change a heading level

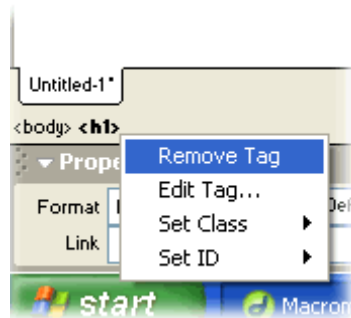
To change a heading level, select the heading and choose the desired heading level from the **Format** field in the Property inspector.

Remove a heading

The heading designation can be removed in several ways:

Place the cursor anywhere in the heading and choose **None** from the **Format** pop-up menu in the Property inspector.

Right-click on the `<h1>` in the tag selector and choose **Remove Tag** (with the left mouse button) as shown below:



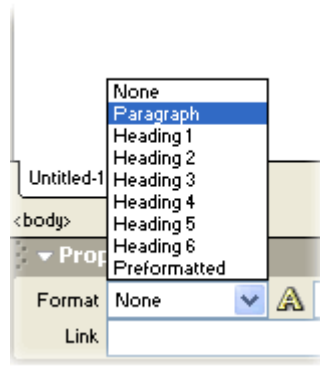
Paragraphs and Line Breaks

A paragraph can be as little as one word, or even one character, or as much as a page full of text. Within Dreamweaver, designating a given piece of text as a *paragraph* has the effect of setting that text apart from surrounding items on the page by inserting one blank line between the paragraph and the element below it.

Create a paragraph

To mark text as a paragraph, select the text and choose **Paragraph** from the **Format** pop-up menu in the Property inspector, as shown below:

Note: Dreamweaver is set to default to paragraph formatting when you type into a new document.



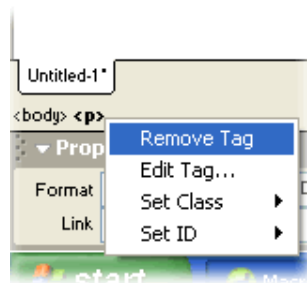
Notice that the tag selector now looks something like this: `<body> <p>`. Dreamweaver inserts these HTML tags in the document: `<p>` at the beginning of the text designated as a paragraph, and `</p>` at the end.

Remove a paragraph designation

The paragraph designation can be removed in several ways:

Place the cursor anywhere in the paragraph and choose **None** from the **Format** pop-up menu in the Property inspector.

Right-click on the `<p>` in the tag selector and choose **Remove Tag** (with left mouse button) as shown below:



Insert a line break

A line break causes the browser to display all text that follows the line break designation on the next line. Place your cursor at the location at which you want the line break. Insert a line break using one of these methods:

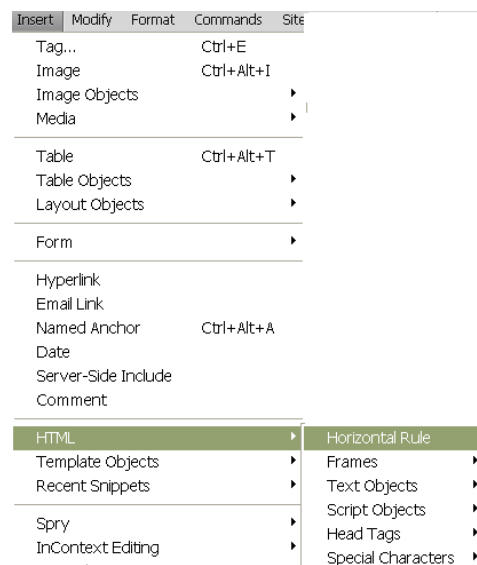
- Type Shift + Enter.
- Click the **Insert** menu on the menu bar and choose **HTML**, then **Special Characters**, and then **Line Break**.

Dreamweaver inserts a `
` HTML tag at the point at which you designated a line break.

Insert a horizontal rule

A horizontal rule is simply a horizontal line across the page. Determining how wide the line is, or its width or color is handled with CSS (not covered in this document). Place your cursor at the location at which you want the horizontal rule. Click the **Insert** menu, select **HTML**, and then select **Horizontal Rule**. Dreamweaver inserts an `<hr />` HTML tag at the point at which you designated a horizontal rule.

You can remove a horizontal rule by placing your cursor under the rule and using the Backspace key or by right-clicking on the horizontal rule and selecting **Remove Tag <hr>**.



Lists

HTML, and therefore Dreamweaver, allows for three types of lists: **ordered** (sequenced or numbered), **unordered** (bulleted), and **definition**. These list types can be nested to create lists within lists (sublists). We are only going to address **ordered** and **unordered** lists in this class.

Note: If you intend to learn about and use CSS it will be important to know that *lists* come under the category of *block-level elements*. A block-level element is set off from items before and after it by a blank line.

To create any type of list, it is important that each of the items in the list be designated as a paragraph first, before applying the list formatting.

Important: Do not separate list items from one another using a line break. Just use the Enter key to separate the list items.

Ordered (numbered) lists

Use an **ordered** list when the sequence in which the items are presented is important.

To create an ordered list, arrange the items in your list as sequential paragraphs as shown below:

Item one

Item two

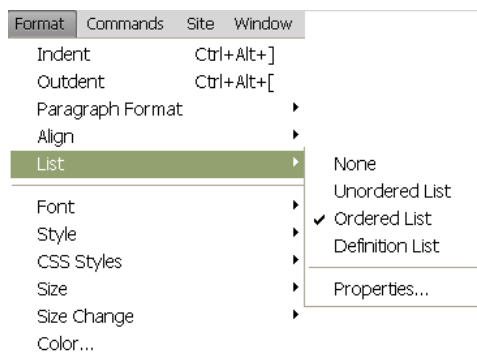
Item three

Select all of the items in the list and do **one** of the following:

- Click the numbered list button () on the Property inspector.

OR

- Click the **Format** menu and select **List**, then choose **Ordered List**.



Unordered (bulleted) lists

Use an **unordered** list when the sequence in which the items are presented is *not* important.


To create an unordered list, arrange the items in your list as sequential paragraphs as shown below:

Red

Purple

Yellow

Select all of the items in the list and do **one** of the following:

- Click the bulleted list button () on the Property inspector.

OR

- Click **Format** on the menu bar, choose **List**, then choose **Unordered List**.

Working with Images: GIFs, JPEGs, and PNGs

Two types of file formats are almost universally supported by visual browsers: **GIF** and **JPEG**. Any image in one of these formats can be placed on a Web page. If you have a graphic you would like to use and it is in some other format (e.g., BMP, TIFF, PICT, etc.), convert the image to GIF or JPEG using a graphic converter program (several shareware programs are available for download from graphics Web sites) or a graphics program (e.g., Photoshop, Fireworks, Image Composer, Paint Shop Pro, Preview, etc.).

Inserting images

Unlike in other software applications such as Word and PowerPoint, images inserted in Web pages are not stored with the document when the file is saved. Image files remain separate from the HTML document and must be independently published to the Web server. As separate files, they are referenced by a file name in your Web document.

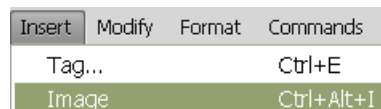
For more information on uploading files to a Web server, see the section entitled “*Publishing a Page with Dreamweaver*”.

To insert an image:

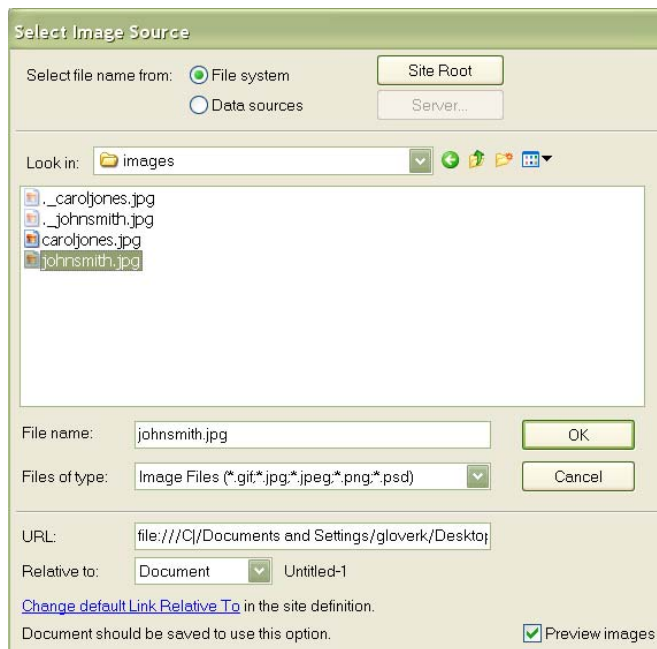
1. Save your page if you haven't already done so.

Note: You can insert an image into an unsaved document, but if you do, a dialog box appears, informing you that the URL used for the image will be the full local path to the image. Dreamweaver fixes the URL later, when you do save the document, but it is easiest to save the document before adding images.

2. Place your cursor at the point at which you want an image inserted.
3. Click the **Insert** menu and select **Image**.



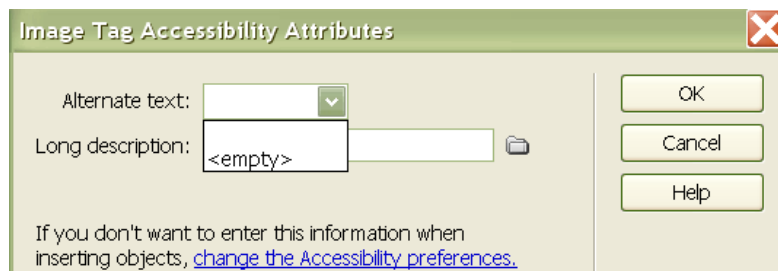
4. Select the image file you want to insert. (If the file is not shown, browse to the proper folder to find the image.)



5. Click **OK** or **Select** (Windows) or **Choose** (Macintosh) to insert the image. The image appears in the Document window.

Remember: The image is not stored as part of the page but remains a separate file that must be uploaded to the Web server separately. Dreamweaver will refer to the image as a *dependent file*. When uploading your website to the server you will want to include all *dependent files*.

Every image must have **alternative text** associated with it for use by non-graphical browsers. The text should provide meaningful information about the purpose of the image on the page. If the image is purely decorative, enter an “empty” for the alternative text as described below.



Positioning images – A quick and dirty method

Ideally, the positioning of images is handled with CSS. However, there are some quick tricks to get an image relatively close to where you want it. When working with images on the Web, it is important to understand that images are aligned relative to the text next to which they are placed. That is, an image can be aligned relative to the baseline, middle, or top of text as shown in the following examples:



In addition, an image can float along the left or right of the block element in which it is placed. If you put an image inside a table cell, in a paragraph or simply inside the body of your document, it can float to either the right or left edge of its containing box. The examples below are images inside of paragraph elements.

Note: The **X** marks the actual location of the image tag () in the paragraph.



X This image has an alignment value of “left.” That means that the browser fits as much text in the window as possible while leaving room for the image and aligns the image to the left of the associated text.

X This image has an alignment value of “right.” That means that the browser fits as much text in the window as possible while leaving room for the image and aligns the image to the right of the associated text. Experiment with this by making your browser window narrower. Watch how that affects the image/text relationship.



Get Connected - Hyperlinks

Hyperlinks connect Web pages. Hyperlinks can connect pages that are part of the same Web site, or they can link to other Web sites. A hyperlink can consist of text or images that have been encoded such that when a site visitor invokes the text or image (usually by clicking) a new page of material is presented by the browser.

External link A link to a Web page outside of your Web site. This type of link requires an absolute URL.

Local link A link to another page within your site. While not required, local links should use relative URLs. Dreamweaver will create

relative URLs by default.

Named anchor link	A link to a specific location within a page (other than the top of a page, which is the browser default).
Email link	While not technically a hyperlink (in that clicking an email link does not cause a new page of information to be opened in a browser), an email link causes the default email program on the viewer's computer to open, and inserts the email address specified in the link in the To: field of a new email message.

Making links

Regardless of the type of link, making links involves two main steps:

- Identify the text or image that is to serve as the link. For text links, choose the wording for the link carefully so as to clearly identify the target of the link. "Click here" is not a useful phrase for those who listen to a list of available links on a page.
- Identify the location of the page that is to open in the browser when the link is invoked.

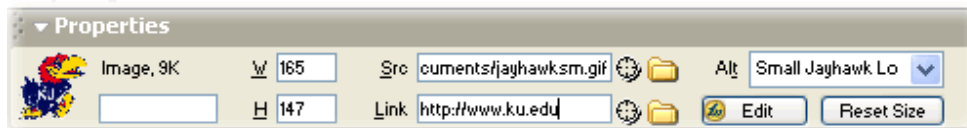
Linking to outside resources

Use the method described in this section to link to a Web page that is *not* part of your own site. That is, to link to another Web site.

To create such a link, select the text or image that is to serve as the link. Select text by clicking and dragging across it, or select an image by clicking on it:



Then, in the **Link** field of the Property inspector, type the Web address (URL) of the site or page to which you want to link.



Linking within your site

Use a *local link* in order to link pages of your own site together. The document being linked can be in the same folder as the current document or in another folder in your site.

The most common local link to include is the one that takes you back to the site's home page.

Because such links refer to other saved documents on your computer, you should always save a new document before creating local links.

To create a local link:

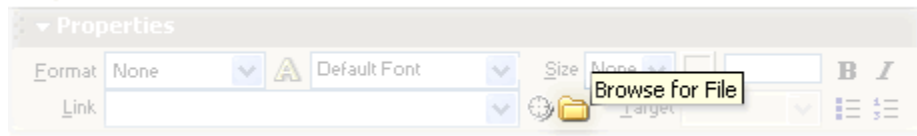
Select the text or image that is to serve as the link. Select text by clicking and dragging across it, or select an image by clicking on it.

Then, in the **Link** field of the Property Inspector, enter the Web address (URL) of the page to which you want to link in one of the following ways:

Type the path, if any, and filename directly into the **Link** field in the Property inspector.

OR Browse to the file:

1. Locate the file by clicking on the folder icon.



2. Navigate your way to the file to which you want to link.
3. Select the file name.
4. Click **Select** (Windows) or **Choose** (Macintosh).

OR Drag from the Point-to-File icon (📁) to another open document or a file in the **Files** panel.

Note: You can link to an open document only if your documents are not maximized in the Document window. When you point to an open document, that document moves to the foreground of your screen while you are making your selection.

Linking to a specific place within a page

Use a *named anchor link* to connect parts of the same Web page, or to link to a specific point in another Web page (rather than having the page display begin at the top of the page, which is the browser default). This type of link is very useful for creating cross-references on a page.

Creating named anchor links is a two-step process:

Step 1: Identify the location (on the page) **to** which you want to be able to link (called the named anchor).

Step 2: Identify the location (on the page) **from** which you want to link and create the named anchor link.

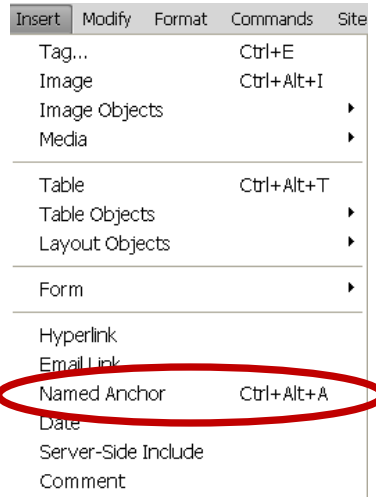
Step One: Identify the named anchor

1. Bring the portion of your page to which you want to be able to link into view in the document window.

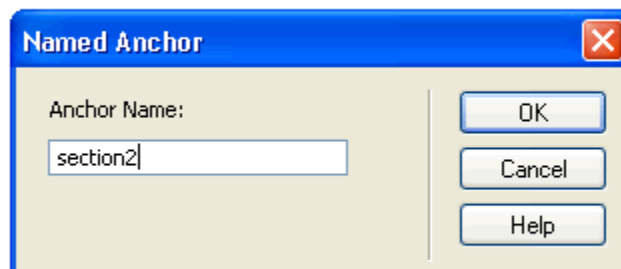
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2. Place your cursor at the location where you would like to link.
3. Click the **Insert** menu and choose **Named Anchor**.



4. In the *Named Anchor* dialog box, type a name for this location. The name can be any word or words you choose, but for best results choose something meaningful. **The name must begin with a letter or number, and may not contain any spaces.**



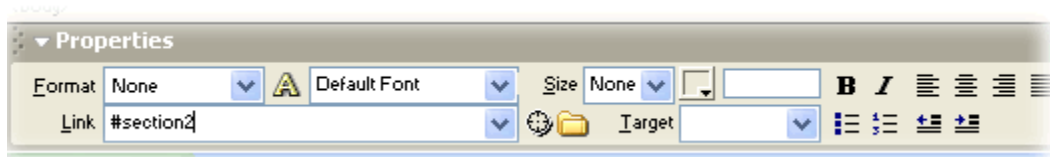
5. Click **OK**.

This inserts an invisible element (anchor ) icon on the page. This icon will **not** appear on your published page on the Web. It merely serves as a placeholder while you're working on your page.

Step Two: Create the named anchor link

1. Select the text that will serve as the link.

2. In the Property inspector, enter the URL in the **Link** field in one of these ways:
 - Type a pound sign (#) followed by the name of the anchor you used (this name is case sensitive, and must match **exactly** what you typed in the **Anchor Name** field previously):



OR

- Use the Point-to-File icon (📍) in the Property inspector:
 - a. Click-and-hold the Point-to-File icon.
 - b. Drag the mouse pointer to the yellow anchor icon (📌) that marks your desired named anchor, and release the mouse button.

Email links

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

To create an email link on your web page:

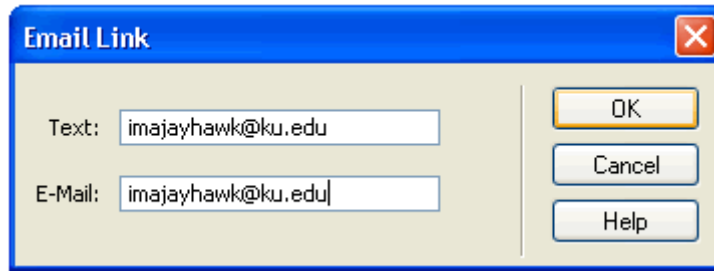
1. Select the text or image you want to appear as the email link
2. In the **Link** field of the Property inspector, type **mailto:** followed by an e-mail address. Do not type any spaces between the colon and the e-mail address.



OR

1. Select the text or image to serve as the link.
2. Click the **Insert** menu and select **Email Link**.

3. In the **Email Link** dialog box, type the email address in the **E-Mail** field.



4. Click **OK**.

Removing links

Regardless of the type of link (external, local, named anchor, or email), the method for removing a link is the same:

1. Select the text or image that contains the hyperlink information.
2. Highlight and delete the URL shown in the **Link** field on the Property inspector.
3. Press **Enter** (or **Return**).

Editing links

To change the URL associated with a hyperlink:

1. Select the text or image that contains the hyperlink information.
2. Highlight and change the URL shown in the **Link** field on the Property inspector:


OR

1. Select the text or image that contains the hyperlink information.
2. Browse to a different file name by clicking the folder icon.
3. Press **Enter** (or **Return**).

To change the clickable text associated with a hyperlink:

Highlight and retype the text.

Publishing a Page with Dreamweaver

1. In the **Files** panel, click to select the files you want to put (publish).
2. Click the “Put” button ().


Dependent Files

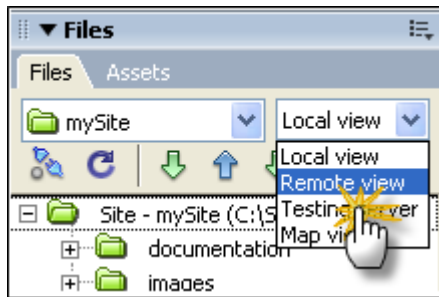
When you get or put pages, Dreamweaver may ask you whether you wish to include “dependent files.” Dependent files are any files needed by the web browser to render the web page correctly, such as images and stylesheets. **When you “put” a page, if you have added an image or stylesheet to it, click “Yes” when prompted.**


Editing Published pages in Dreamweaver

“Get” Pages to Edit/Fix

Get means downloading files so you can edit them.

1. In the **Files** panel, click the Connect button (.
2. Switch from **Local View** to **Remote View**, as shown:



3. Click to select the files you want to get, and click the “Get” button (.

Fixing Pages

1. Switch to **Local View**. (**Important:** this step ensures that you are changing the copy of the page on your local computer, not on the web server.)
2. Find the file you want to fix in the list and double-click it. The page will appear in the main (design) window of Dreamweaver.

Here you can replace, rearrange, or add text; change or insert images; reorder lists; change or add hyperlinks; and much more.


3. When you have made all the changes you want, click the **File** menu and click **Save**.

If you make a mistake, you can click **Edit** and choose **Undo**. Note: Even if you save unwanted changes in the file, as long as you don't “put” it, the published version on the web server won't be affected.

“Put” Fixed Pages

Put means publishing a web page to the web server so that anyone in the world can access it.

CAUTION: When you “put” pages that have already been published, you are **overwriting** the version of the page on the Web server with the version you've been working on in Dreamweaver

1. In the **Files** panel, click to select the files you want to put (publish),
2. Click the “Put” button (.

Additional sites and resources: HTML Info & Tutorials

www.w3.org/

www.webmonkey.com/

<http://www.htmlcodetutorial.com/>

www.htmlgoodies.com/tutors/

Related Training Available from Instructional Services

All workshops offered by Instructional Services are free to KU students, staff, faculty, and approved affiliates.

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit www.infotraining.ku.edu. For further workshop related questions, please email training@ku.edu.

Getting Additional Help

IT Customer Service Center staff are available for computing assistance seven days a week. Call, email, or stop by in person at the Computer Center to get help.

(785) 864-8080

itcsc@ku.edu

www.technology.ku.edu/~helpdesk

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