

# Creating Webpages in Dreamweaver MX for PC

## Getting Started

Before you can create a webpage you need to think about where the page will be stored both locally (i.e., hard drive, CD, disk) and remotely (i.e., webserver). If you don't know where the remote site is located, you can add this later. You'll want to store all your documents in the same folder or directory. Let's open Dreamweaver and setup your site.

To setup your site:

Open Dreamweaver MX.

A new Untitled document will appear.

Or, you may need to click Create.

Pull down the Site menu, select New Site.

Enter a name for your site such as your name.

Click Next, Next.

Click the small folder icon to browse.

Locate your folder or make a new folder.

Name the folder a single, short word.

For example, use your last name.

Be sure to remember the folder's location.

Click Next.

Click Local/Network, choose FTP.

Enter the FTP information, if available.

This is used to upload your files to a web server.

Click Next, Next, Done.



## Setting Up Your Document

Before entering content, we need to set up the page. This includes giving the document a title, saving the page, and inserting a table and cells. The table provides the overall structure for the page. The cells provide a space to write and insert pictures.

To give the document a name:

Click in the area next to the word Title.

Remove the words Untitled Document.

Enter a title for your document.

This title can be long or short. It will appear in the title bar of your web browser. For example, you might name it The Wonderful World of...

Title:

To save the document:

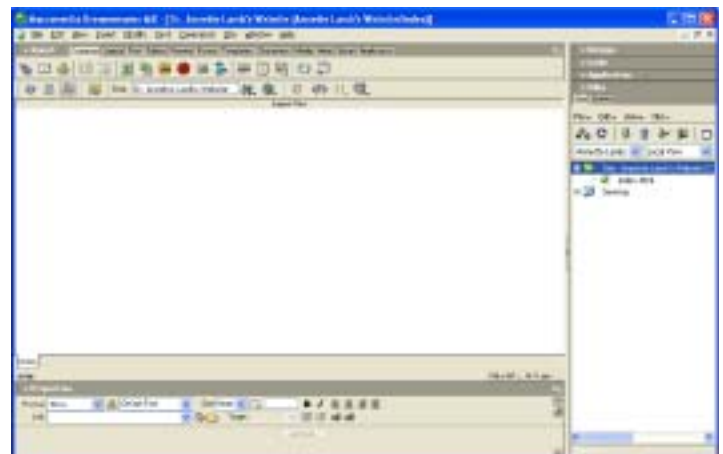
Pull down the File menu, select Save.

Locate your folder.

Enter the name index.html

This will be project's home or core page.

Click Save. The document name and file name will appear in the title bar.



To insert a table:

Click the Layout tab and the Layout View option.  
Click the Draw Layout Table option from the Object bar.  
Click and drag from the upper left to the lower right corner of the document.

A gray box with a green border will appear on the screen.

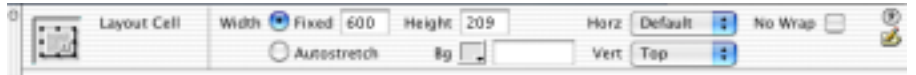
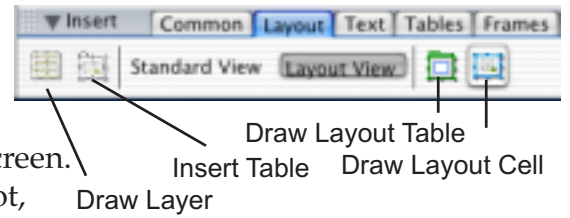
The Layout Table Properties box should appear. If not, pull down the Window menu, select properties.

Enter the fixed width of 600.

Set the height to 600 to start.

Press the Enter or Return key.

The table should resize. This width allows the oldest computers to view your web page.



To insert a cell:

Click the Draw Layout Cell option from the Object bar.

Click and drag from the upper left to the lower right corner of the document.

A white box with blue borders will appear.

To resize a cell:

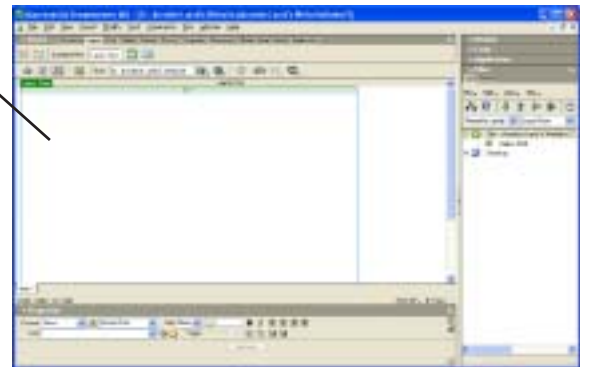
Click on the blue border to make the handles appear.

Drag from a handle on the corner or center of the border line.

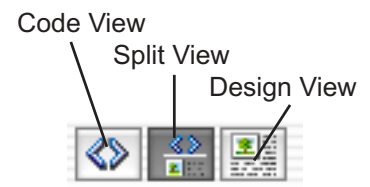
To move a cell:

Drag from the border line, not the blue border handle.

Or, use your arrow keys to move.



Click the correct button to move between Code View, split screen, and Design View:



## Inserting Text

The next step is to add text. This includes setting the font, type size, style, and formatting. Setting the font for the web is different than a word processor. The web browser has control over the text appearance, you just provide guidelines.

To insert and format text:

Click in a cell and type some words. You can also copy and paste text from other programs.

Drag over the text to select it.

The Text Format Properties window should appear.

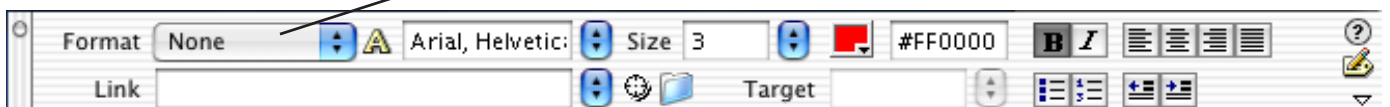
If not, pull down the Windows menu, select Properties.

Change the font by choosing from a short list of options.

Choose a font size from 1 to 7. Size 2 is standard. Size 3 is good for headings.

Choose formatting such as left, centered, or right. Or, bullets, number list, indent, or outdent.

You can also choose standard formats such as Paragraph, Heading 1, Heading 2, etc.



## Inserting Visuals

The next step is to add visuals to your project such as clipart and photographs. First, you need to locate visuals. You may want to use clipart from websites. Be sure to get permission to use the visuals or copy them only from public domain sources. Second, be sure that your pictures are saved in your web project folder. Third, make certain that they are in the .GIF or .JPG format. If you copied the visuals from the web, they are already in this format. If you used a digital camera, they are probably .JPG files. Fourth, consider the resolution and size of the picture. You only need visuals that are 72 DPI (dots per inch). Higher resolutions take more space and don't increase quality. Also, check the size. A visual that is much more than 200 pixels high or wide will take too long to load. If your pictures are too large or the wrong file format, you'll need to convert them to this format before proceeding. You can use a graphics package, shareware, or a web imaging package such as Fireworks or Image Ready to prepare the visuals.

To import images:

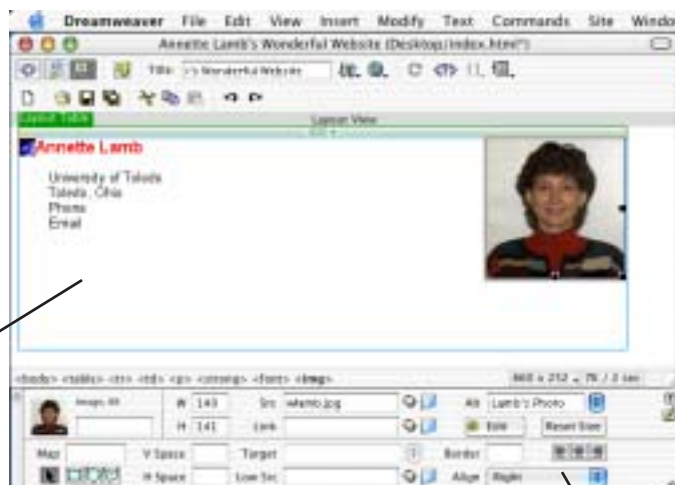
Click in the cell where you wish to place the picture.

Pull down the Insert menu, select Image.

Locate the image in your folder, click Open.

Remember, the image should already be in the same folder as the web page document. The picture should appear in the cell.

If you wish your picture to be right or left aligned, click the photo and choose Align from the Image box.



## Creating the Webpage Information Area

Books have title pages to provide basic information about the book. On a webpage, this information usually goes at the bottom of the screen under a horizontal line. You should include the date the page was created and updated as well as the author's name. Also include an email link.

To insert a horizontal line:

Pull down the Insert menu, select horizontal rule.

Or, click the Common Tab on the Insert bar. Click the horizontal rule.



To add an email link:

Type the author's name and the creation date.

Drag over the author's name to select it.

The Text Format Properties window should be open.

If not, pull down the Windows menu, select Properties.

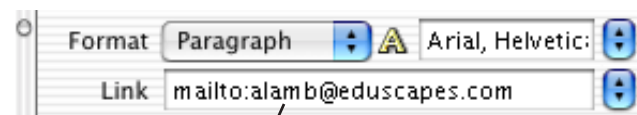
Type the word mailto: and the email address of the author into the Link box.

You can also click on the arrows next to Link and the words will appear.

Press the Enter or Return key.

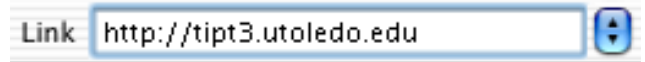
The words you selected should turn blue and underlined showing the new link.

Or, click the Common Tab on the Insert bar. Click the envelope.



## Adding Web Links

You may want to link to other websites. Although you can type the address into the Link area, it's best to copy the address from your web browser and paste it into the link space to avoid typos:



To add a web link:

Enter and select the word or words you'd like to make a "hot".

Click in the Link area on your Text Format Properties Window.

Type the web address (URL) or paste the address. Be sure to include the http://

Press the Enter or Return key.

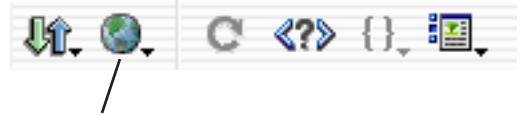
The words you selected should turn blue and underlined showing the new link.

## Previewing the Page

You'll want to check the webpage in the web browsers.

To preview the page:

Pull down the File menu, select Preview in Browser, choose a Browser.



## Creating Multiple Pages

Your project may involve multiple pages. If so, you need to make the pages, then link them together. You may also want a navigation area or buttons. First, let's make additional pages. Second, let's link between pages. Third, let's create some interactive pictures. If you'd like a button bar along the top, bottom, or side of your page, you'll need to create the graphic or graphics.

To make additional pages:

Pull down the File menu, select New.

Add a title to the document.

Create a table (600 width).

Create cells as needed. Enter text and graphics. Enter a URL / website information.

Create a navigation line across the top or bottom of the page.

A navigation line might look like: | Teaching | Research | Services | Home |

Save the document.



To create a local link:

Select the text you wish to make a hyperlink.

Enter the name of the file in the Link area of the Text Format Properties Window.

Press the Enter or Return key.

The text should become blue and underlined.

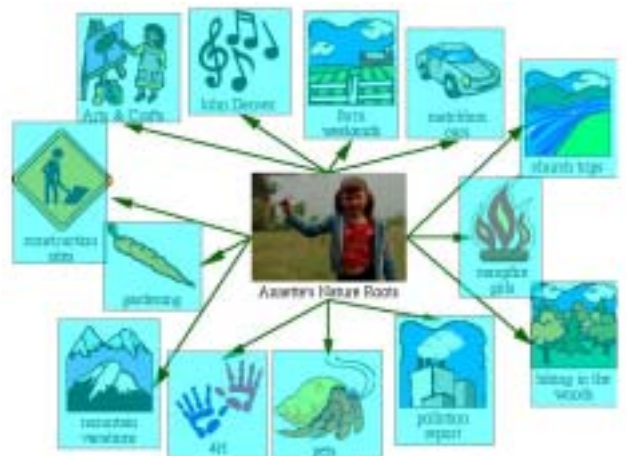
To create navigation buttons:

Insert the graphic.

Click on the graphic to select it.

Click next to Link in the Image Properties Window.

Enter or select the name of the file.



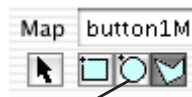
To create a graphic map:

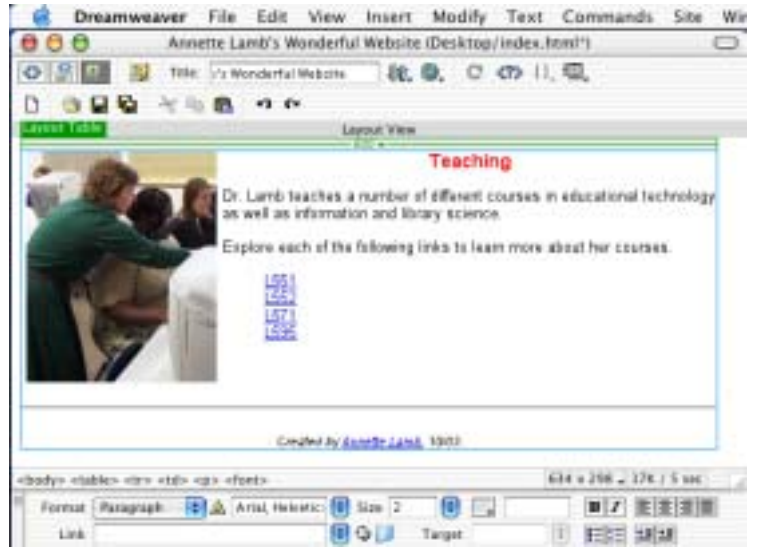
Insert the graphic.

Use down arrow in the lower right corner of the Image Properties Window to expand options.

Use the shape tools and draw an oval, rectangle, or shape over the hot area.

Click in the Link area, remove the # sign, and enter the file name or URL.





## Faculty Templates

Copy the Faculty Templates onto your computer or Zip Drive.

Or, copy them from the web at <http://tipt3.utoledo.edu/tools.html>

Open Dreamweaver.

Pull down the File menu, select Open, select one of the faculty folders and documents.

Modify documents as needed.

## Dreamweaver Templates

Dreamweaver comes with a number of templates.

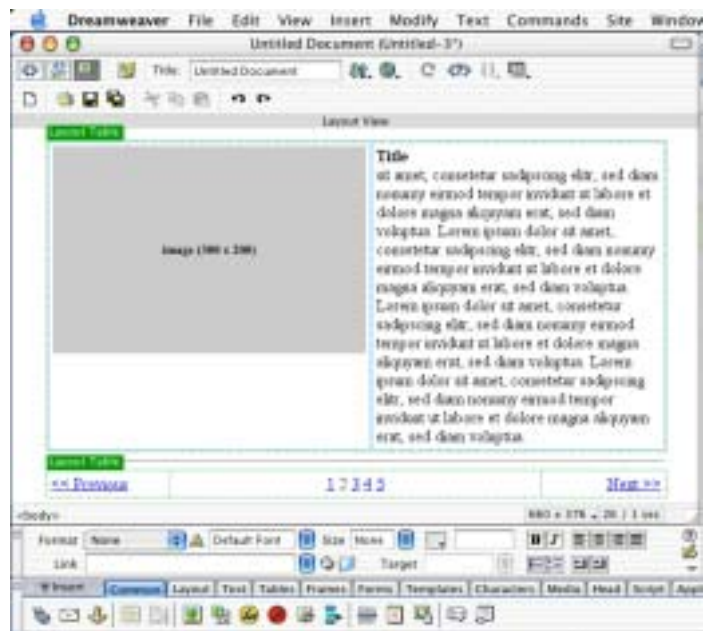
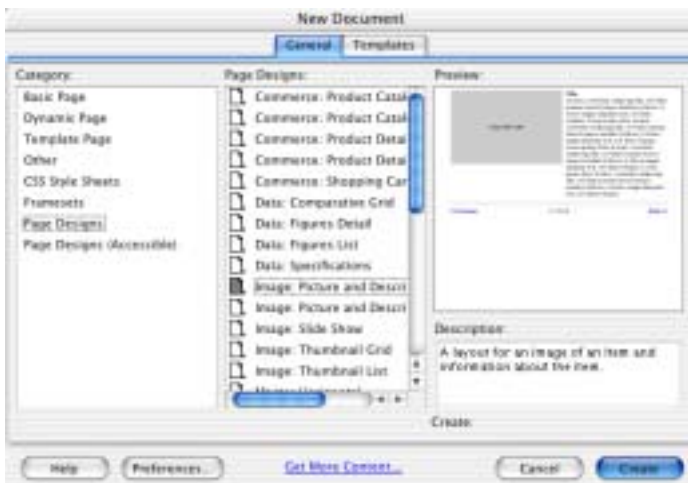
To use templates:

Open Dreamweaver.

Pull down the New menu, select Page template from the left side of the screen.

Choose a template.

Pull down the File menu, select Save As...



## Cascading Style Sheets

If you plan to have many web pages, it's a good idea to use a Cascading Style Sheet (CSS). A CSS will help you maintain consistency by creating named styles that you can reuse.

To create a new Style Sheet:

Pull down the Window menu, select CSS Styles.

The Design menu will appear with CSS Style selected.

Click the New New CSS Style button.

Enter the name of your first style such as mybody.

Click OK.

Give the Style Sheet a name such as mystyle.

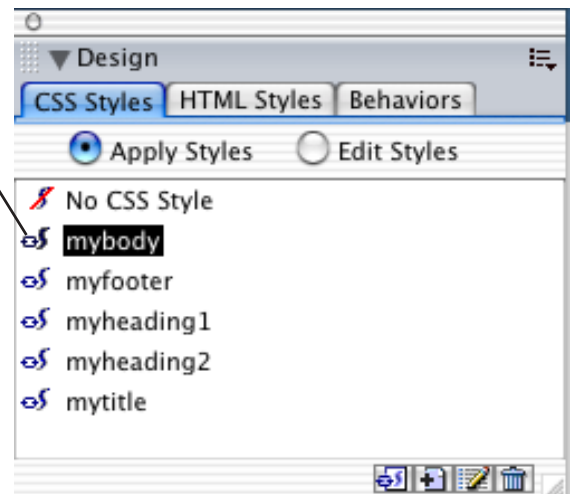
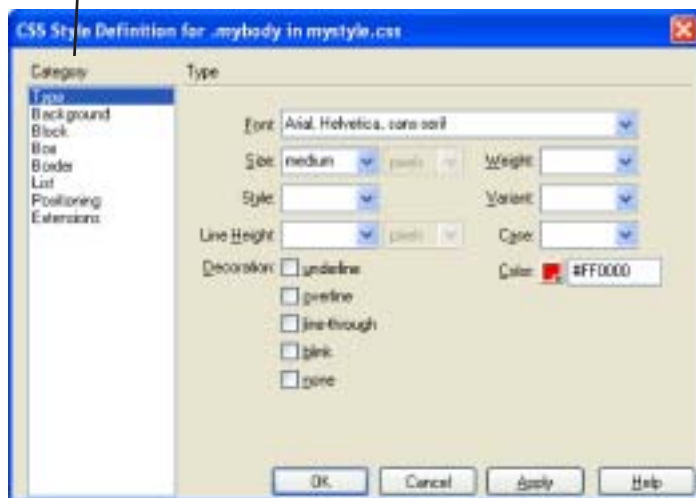
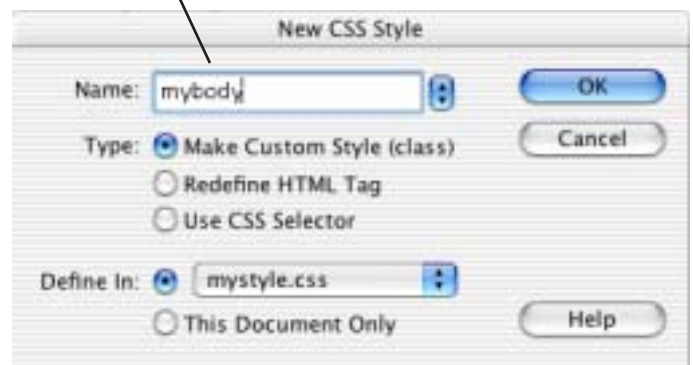
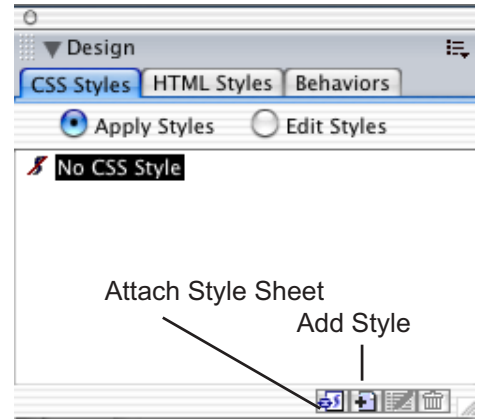
Save it in your folder with your web pages.

You need to remember to upload this document with your web pages and images.

Choose the Font, Size, Style, etc. you wish to apply to this style such as mybody.

Click OK.

Your styles will appear on the list.



To use a CSS:

Create the text in your document. Highlight (select) the text.

Choose the style from the Design menu.

Or, click the style button on the Properties menu, then select a style such as mybody.



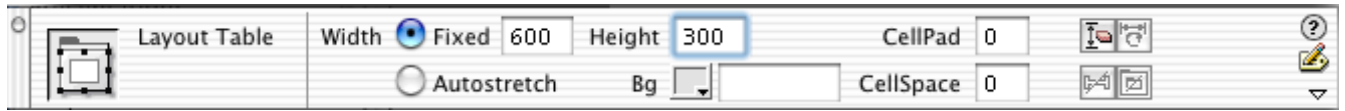
To edit a CSS:

Pull down the Window menu, select CSS Styles, double-click on the style.

Make your changes, click Apply, click OK.

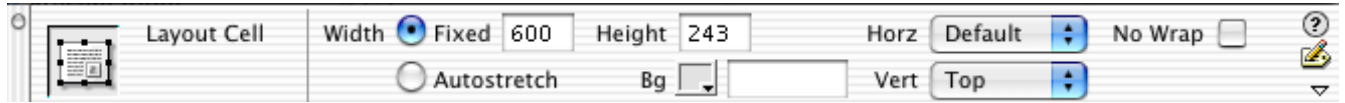
# Properties

Layout Table



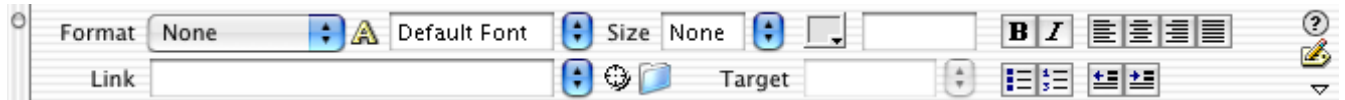
Layout Table properties panel. It includes a 'Layout Table' icon, a 'Width' dropdown set to 'Fixed' with a value of '600', a 'Height' dropdown set to '300', a 'CellPad' field set to '0', an 'Autostretch' radio button (unselected), a 'Bg' color selector, a 'CellSpace' field set to '0', and several utility icons including a help icon and a refresh icon.

Layout Cell



Layout Cell properties panel. It includes a 'Layout Cell' icon, a 'Width' dropdown set to 'Fixed' with a value of '600', a 'Height' dropdown set to '243', a 'Horz' dropdown set to 'Default', a 'No Wrap' checkbox (unchecked), an 'Autostretch' radio button (unselected), a 'Bg' color selector, a 'Vert' dropdown set to 'Top', and utility icons including a help icon and a refresh icon.

Text Format



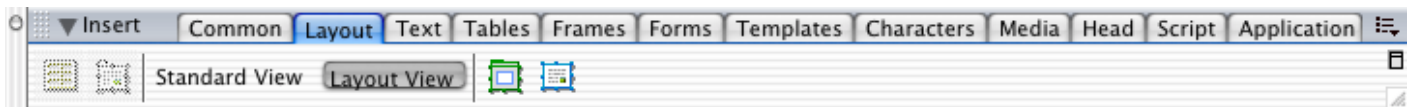
Text Format properties panel. It includes a 'Format' dropdown set to 'None', a 'Default Font' dropdown, a 'Size' dropdown set to 'None', a 'Link' field, a 'Target' field, and various text formatting icons such as bold, italic, underline, bulleted list, numbered list, and indent.

Image Format



Image Format properties panel. It includes an 'Image, 6K' thumbnail, a 'W' field set to '140', a 'H' field set to '141', a 'Src' field set to 'wlamb.jpg', a 'Link' field, an 'Alt' field set to 'Lamb's Photo', an 'Edit' button, a 'Reset Size' button, a 'Map' field, a 'V Space' field, a 'Target' field, a 'Border' field, an 'H Space' field, a 'Low Src' field, an 'Align' dropdown set to 'Right', and utility icons including a help icon and a refresh icon.

# Insert Menu



Insert menu bar with tabs: Insert, Common, Layout, Text, Tables, Frames, Forms, Templates, Characters, Media, Head, Script, Application. Below the tabs are icons for 'Standard View' and 'Layout View'.

# Tool Bar



Tool Bar with annotations. The top row includes icons for 'Code View', 'Split View', 'Design View', 'Document Title' (with text 'Title: Annette Lamb's Wonderfu'), 'File Management', 'Preview in Browser', and 'Reference'. The bottom row contains standard editing icons like file, copy, paste, cut, undo, and redo.