The background of the slide features a light green, semi-transparent image of a hand holding a computer mouse. Behind the hand and mouse, there is a faint globe with several yellow lines radiating from it, suggesting a network or web theme. The overall color scheme is a soft, light green.

# **Web I**

## **Introduction to Dreamweaver and Web Publishing**

macromedia

**DREAMWEAVER 3**

# Agenda

1. How do Web pages work? (5 minutes)
2. Web Site Management Issues (3 minutes)
3. Word Processing versus Web (4 minutes)
4. Using Dreamweaver - Hands On (75 minutes)

# Objectives

- General understanding of Web pages
- Roles to be filled in Web development
- Working knowledge of Dreamweaver

# How do Web pages work?

- HyperText Markup Language = html
- Web addresses
- Desktop vs. Server

# Anatomy of a Web Address

- Web addresses are also referred to as “URL”s (uniform resource locators)
- The URL identifies a specific *machine* and a specific *directory and file* on that machine.

# Anatomy of a Web Address, *continued*

## Domain Name-

identifies the server you are contacting

## Directory(s)-

folders, like on a desktop machine

<http://www.reed.edu/~gronkep/index.html>

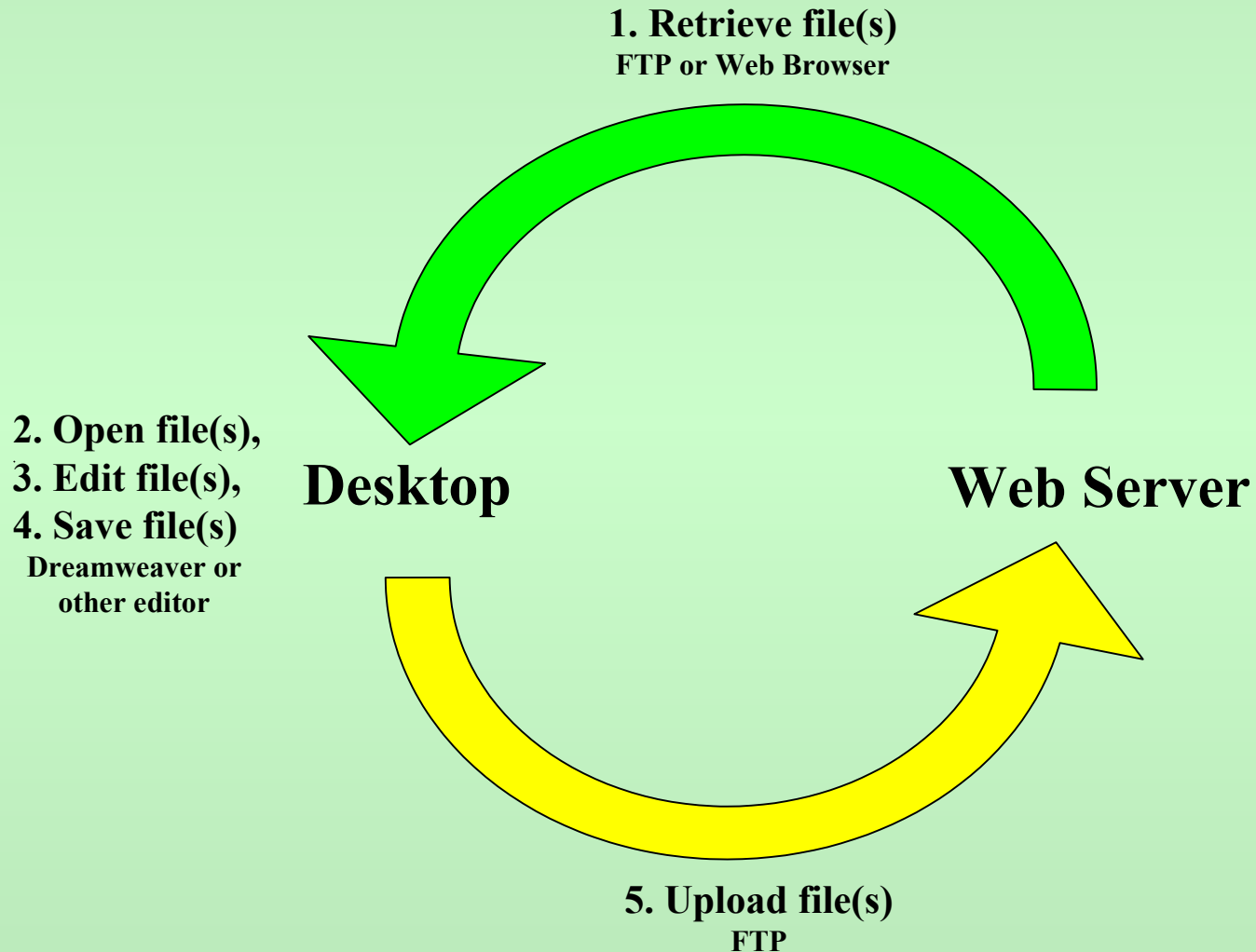
## File Name-

identifies the specific file you are viewing; HTML files can end .htm, .html, .shtml. Images can be .gif or .jpg

## HyperText Transfer Protocol-

tells server what kind of conversation we want to have.

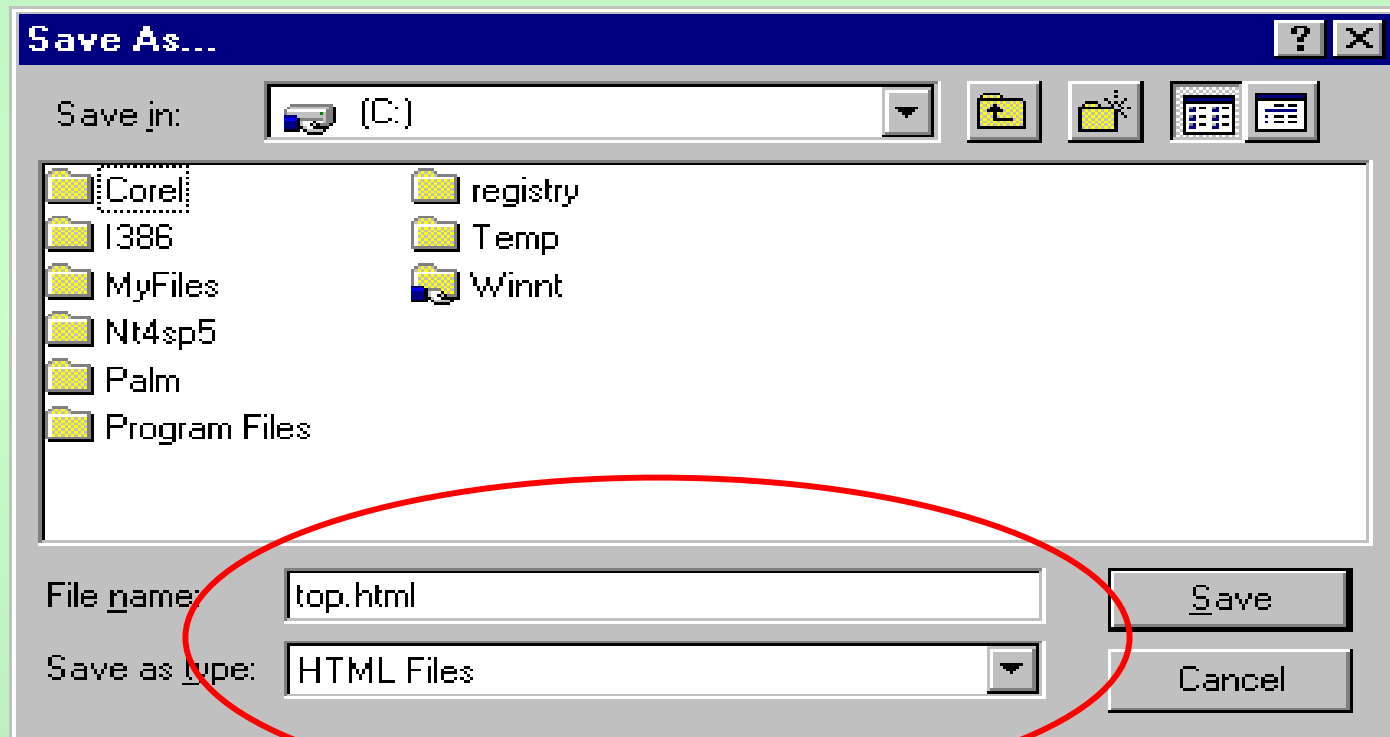
# Movement of Files Between the Desktop and the Web Server



# Saving HTML Files from the Web

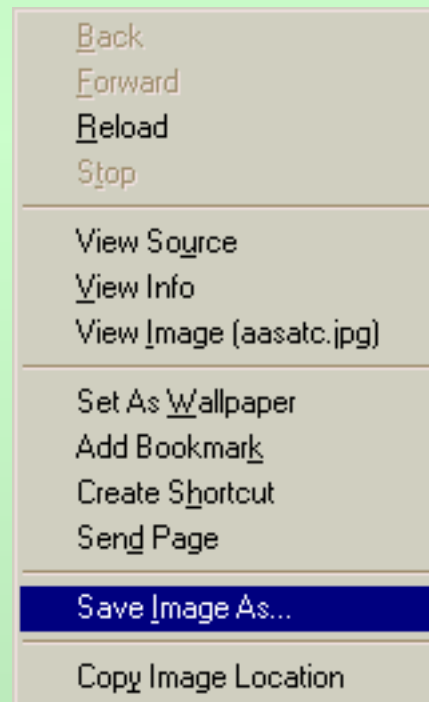
- File → Save As → Format: Source  
or
- File → Save As → Save as type: HTML Files

# Saving HTML Files from the Web, continued



# Saving Images from the Web

- Right click on the image in the Web page.
- Click “Save Image As...” and save the file:



# Uploading Files to a Web Server

- May be done by person who edits pages, or files may be delivered to another person
- For departmental sites, see local computer support personnel for details/assistance
- Instructions for uploading personal Web pages to Reed, contact CUS

# Agenda

1. How do Web pages work? (5 minutes)
- 2. Web Site Management Issues (3 minutes)**
3. Word Processing vs. Web (4 minutes)
4. Using Dreamweaver - Hands On (75 minutes)

# Web Site Management Issues

- Four aspects
  - **Social Conventions**
  - Design Issues
  - Content/Structure
  - Technical

# Social Conventions

## Roles

- Designer(s)
- Content Provider
- Liaison between department/content providers and designers
- Systems administrator

## Conventions

- Rules for decision-making
- Pre-publication review process
- Maintenance plan

# Agenda

1. How do Web pages work? (5 minutes)
2. Web Site Management Issues (3 minutes)
- 3. Word Processing vs. Web (4 minutes)**
4. Using Dreamweaver - Hands On (75 minutes)

# Word Processing vs. Web

- On Web line breaks come in different sizes
- No tabs
- Extra spaces between words need coding

# Word Processing vs. Web, *continued*

- Same Web page appears differently depending upon monitor, Web browser & operating system
- Limited number of “safe” fonts & colors

# Agenda

## Using Dreamweaver - Hands On (75 minutes)

- The Dreamweaver Desktop
- Paragraphs vs. Line Breaks
- Formatting Text
- Creating Lists
- Creating Tables
- Hyperlinks & mailto:
- Anchors
- Images

# The Dreamweaver Desktop

- The Properties Box
  - Window → Properties
- Menu Overview

# Paragraphs and Line Breaks

- Creating New Paragraph `<p>`
  - Press **Enter**
  - New text will be two lines down
- Creating Line break `<br>`
  - Press **Shift-Enter**
  - New text will be on next line
  - Both lines will be part of same paragraph

# Indents and Extra Spaces

- Indenting
  - No ‘tabs’ available in Dreamweaver
  - Indenting a paragraph creates a “blockquote” (indented equally on the right and left sides)
- Creating Extra Spaces
  - Dreamweaver will only allow one space between words
  - Press **Ctrl-Shift-Space** to force extra spaces

# Formatting Text

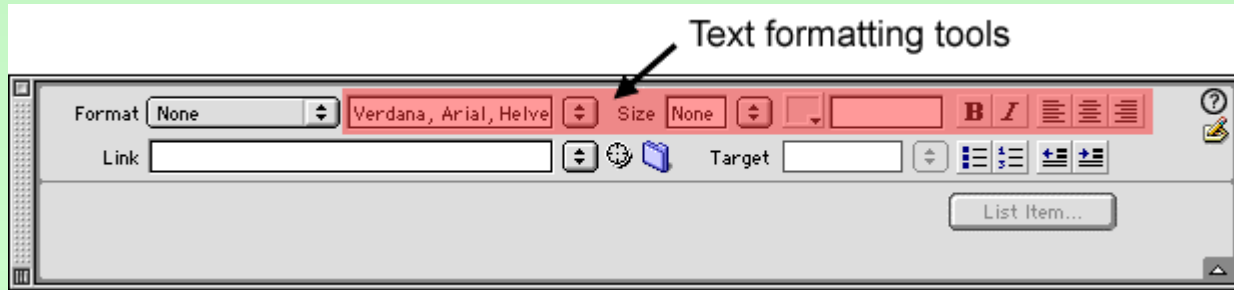
- Use Properties Box

Or

- 'Text' Menu

# Kinds of Formatting

- Format selected text



- Format paragraphs



# Formatting

- Selected text formatting
  - **bold**, *italic*, underline
  - size, color, font
- Paragraph formatting
  - Header: **header1**, **header2**, **header3**
  - Preformatted: `recognizes multiple spaces`
  - Alignment:  
left justify                      center                      right justify

# Creating Lists

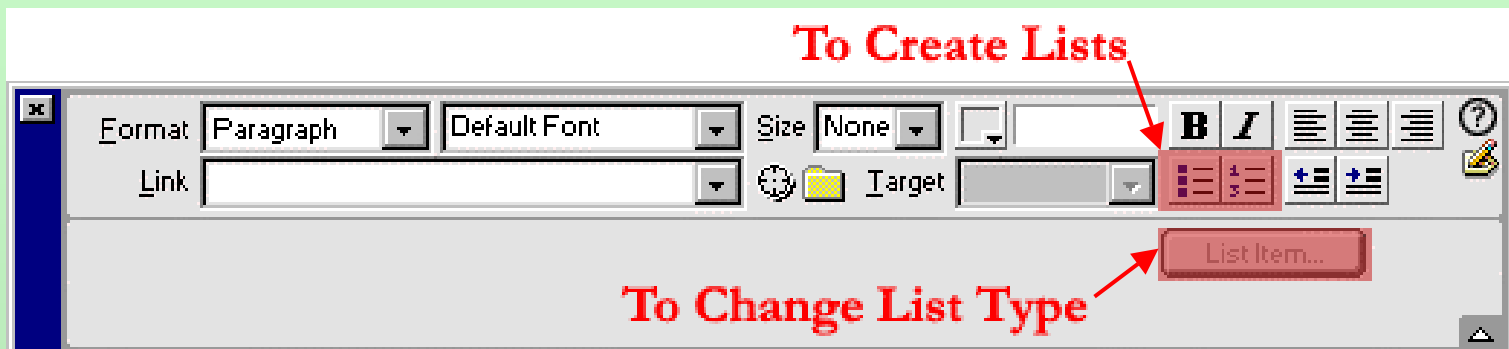
- Ordered List
  1. Numbered list of items
  2. Used when order of sequence matters
- Unordered List
  - List of items preceded by bullets
  - Used when order is unimportant

# Creating Lists, *continued*

- Creating Lists
  - Place list items in separate paragraphs
  - Highlight items and select a list button

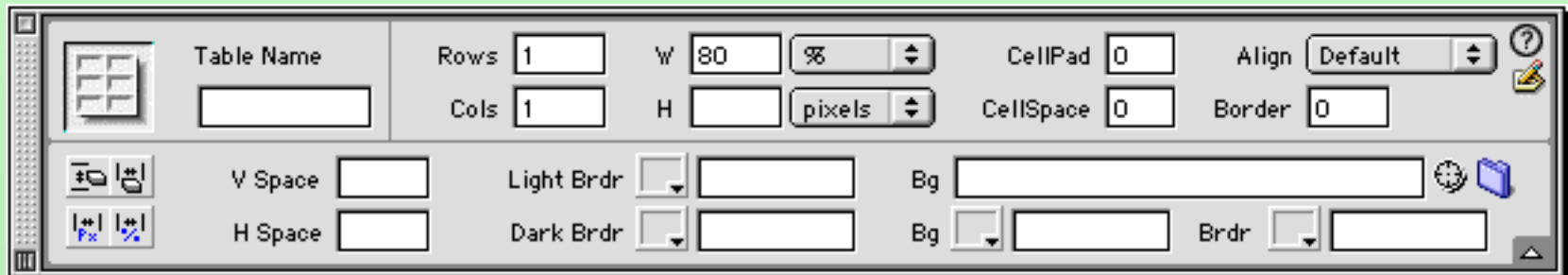
## Changing numbering

- Select the **List Items** button in Properties box



# Tables

- Click **Insert** → **Table**
- Choose the number of Rows, Columns, etc. (a width of 80 percent is good)
- Click anywhere inside the Table; then click **Modify** → **Table** → **Select Table**
- Notice that the Properties window now displays table information:



# Tables, *continued*

- Use the Properties Box to change your table

or

- Use **Modify** → **Table** Menu

# Options for Modifying Tables

- To modify entire table: Select table
  - Change border width
  - Alter row and column numbers
  - Change color of border (brdr) and background (bg)
- To modify cells of a table: Click in a cell or highlight group of cells
  - Change color of border or background
  - Change width, height, and alignment
  - Combine or split cells

# Hyperlinks

- Select text to be hyperlinked
- Type target address under ‘**Link**’ in Properties Box
- Use Folder Icon to find pages within your site (local pages)



# Hyperlinks, *continued*

- Absolute and Relative Links
  - Absolute link: <http://www.reed.edu/file.html>
  - Relative link: <file.html>
- Use relative links to pages within your Web site
- Use absolute links to other Web sites
  - <http://> prefix is required for absolute links

# Hyperlinks: mailto

- A “<mailto:>” is a special hyperlink that opens an e-mail message from the web page
- Message is sent to the address specified
- Examples
  - <mailto:user@reed.edu>
  - <mailto:myname@hotmail.com>

Note: It is best to include the e-mail address in the visible part of the page also, so users can write it down or print it out.

# Anchors

- A **Named Anchor** is a marker placed within a page to identify a precise location in that page
- Anchor names are used in hyperlinks, e.g., [mywebpage.html#top](#)

# Anchors, *continued*

Use anchors to:

- Create an index at the top of a page that links to different locations (anchors) in the page
- Link to a specific section of another page

# Creating an Anchor

- Place cursor at position of desired anchor
- Define the name of the anchor  
Insert → Named Anchor

# Linking to an Anchor

- Select text to be linked to anchor
- To link to an anchor within the same page:
  - In the Properties Box under ‘link’, type # followed by the name of the anchor
  - e.g. [#top](#) to take you to the top of the page.
- To link to an anchor in another page:
  - type the full address under ‘link’, including the anchor
  - e.g. <http://www.reed.edu/~gronkep/resume/#education>

# Images

- Inserting Image
  - Insert → Image
- Image location
  - Image file should be located in same directory as Web page or in a sub-directory called “images”
  - Image file is only linked from Web page, so image file must stay in same location relative to Web page

# Image Properties

- Size
  - Possible to set width and height in Properties Box or drag borders with mouse to change dimensions
  - **Not recommended** to resize graphics in Dreamweaver
- Linking
  - Enter link address in **Properties Link** box
- Alternate Text
  - Required element. Explains graphic for users who can't see the image; enter under '**Alt**' on Properties Box

# Image Properties

- Text alignment
  - Set alignment of image relative to text with ‘Align’ feature in the Properties Box
- VSpace & HSpace
  - Add a “buffer zone” around the picture
  - Thickness measured in pixels; good value= 5 - 20
- Border
  - Adds border around image
  - Enter “0” to turn border off (usual case)
  - Thickness measured in pixels; good values= 1 - 10

# Questions

# Appendix I:

## Using an Existing Page as a Template

- Open the original page
- Use “Save as” command to save it under a new name
- Delete content to be replaced
- Create or paste in content for new page

# Appendix II:

## Preparing existing Word docs for the Web

- Open document in Word
- File → Save as HTML
- Close file in Word
- Open html file in Dreamweaver
- Go to Commands → Clean up Word HTML
- Save in Dreamweaver

# Recommended Book

- Dreamweaver 3 for Windows and Macintosh: Visual Quickstart Guide
- Available from:
  - <http://www.fatbrain.com/>