



# Dreamweaver 8

Build an E-portfolio or Website

Intermediate level






# Introduction

Dreamweaver is possibly the favourite piece of software for producing websites and E-portfolios. It is a web authoring package specially designed for producing **HTML** (hypertext mark-up language) pages.

## Where will I save my Eportfolio / website?

When you produce a new site it has all got to be saved in one main folder.



- ✓ This main folder is called the **root folder**.
- ✓ In this booklet we will call this root folder “**My Eportfolio**”.
- ✓ Inside this root folder there will be other folders specially made to hold different things. These folders will be called:

-  **HTML** – and will hold all of the pages that you make.
-  **Images** – this will hold all of your images that are used on the site.
-  **Templates** – this is automatically set up for you when you save your first template.
-  **Documents** – this can store documents that open when a hyperlink is clicked – such as PDF files.
-  **Library** – this is used to store regularly used items such as text and pictures. You can use these items many times and when you change the item in the library – all instances of it change automatically. We won't be using library items in this example but you should be aware of what that folder could be used for.

## Any other folders?

Yes. Because you may be producing documents to attach to your site whether it is a website or Eportfolio, you will be working on documents that want saving – but not in your root folder.

- ➡ Suppose a word document is to be converted to PDF later and attached to your site. The finished PDF document can be saved in the documents folder in the root folder.
- ➡ You will also have other source files such as databases, spreadsheets and DTP files that **don't** want to be in the root folder as they aren't finished yet. So where do you save them?

-  Make another folder called **Resources**. Don't save this in the root folder as it is a separate folder from the root folder.
-  Keep it in the same area as the root folder so you know where to find the source files needed for the site. When these documents are finished they can then be moved to the root folder and attached.

## How do I set up these folders?

I tend to set up the root folder and the resources folder using windows explorer so that when I start Dreamweaver they already exist. I then make the sub-folders inside the root folder from within Dreamweaver when I start the new site.

## Index V<sup>s</sup> Home page

The very first page that is searched for so your site can be used on the internet is called either **index** or **home**. When you search the internet and find a site this page will load first. **Index** is the preferred choice. So try and get into the habit of calling the first page – **index.html**

If the site is a web site for the internet, the index page needs to be in the root folder.

If it is an Eportfolio and is being sent to a moderator the index page can be saved in the HTML folder.

# Section 1

## Defining your site

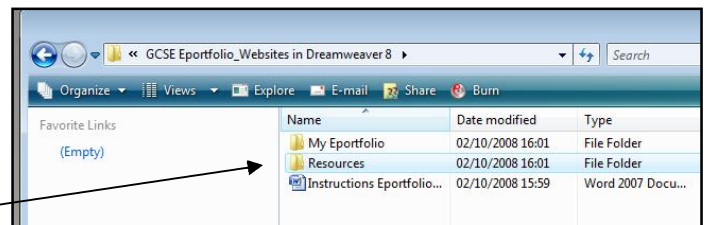
Defining the site is simply telling Dreamweaver where your root folder is, what it is called and which sub-folder to store images in – plus a few things about uploading to the internet which we won't do here.

On a school or company network that has lots of restrictions you may need to define the site each time you log on.

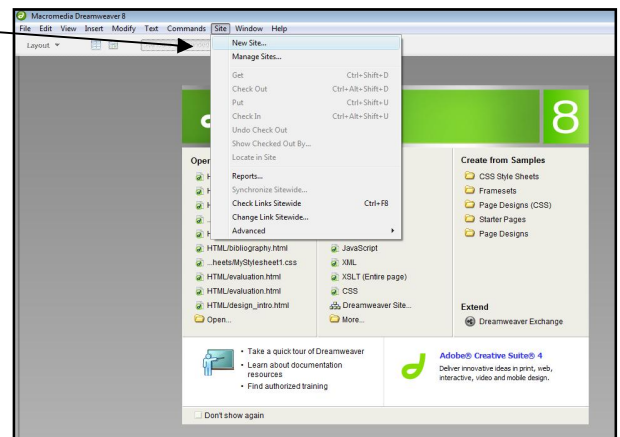
You will definitely need to define the site if it is on your USB and you use different computers each time.

## Let's get started

1. I have gone into an area where I want to save this work and produced a folder called **My Eportfolio** (root directory) and one called **Resources**.



2. When you open Dreamweaver you will be faced with the welcome screen. As we want to define a new site click on **site – new site**.



3. Click on the **advanced** tab as this shows all of the options on one screen.

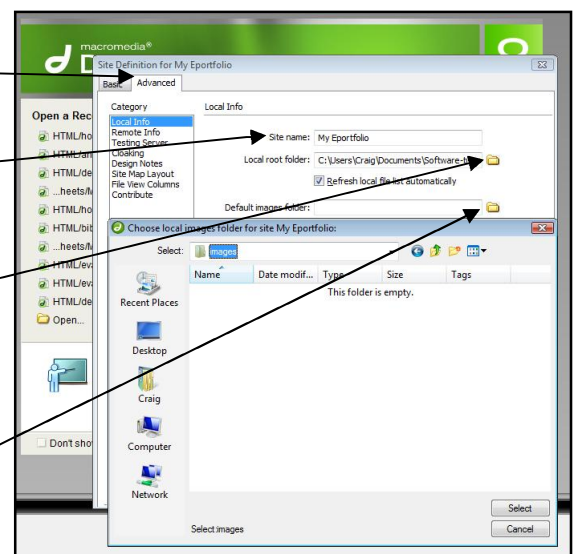
4. Where it says site name – type the name of your site which is **“My Eportfolio”** in my case.

5. You now need to tell it where the root folder is. Click on the yellow folder and navigate to your root folder. **Click OK** and it fills this section in properly for you.

- Local root folder means it isn't uploaded to your ISP.
- A remote folder is one that has been uploaded.

6. The next box you fill in is the images folder. It needs to know where it is. If you didn't make it in explorer you can make it here.

- Click on the yellow folder where it says **default images folder**.
- When the window opens navigate to the root folder and click on the **create new folder** button.



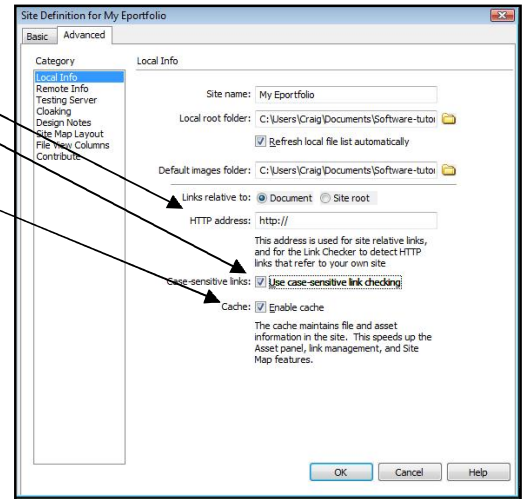
- Name it **images** – click on open so it appears in the top window – now **click select**.
- It should have filled in the images box with the correct address.

7. The other boxes to fill in are:

- **HTTP address** – leave alone as it isn't uploaded yet.
- **Tick the case sensitive links** so it distinguishes between the same word used in capitals or small case.
- **Tick the cache** as this helps Dreamweaver to load faster.

8. **Click OK** and then **done** on the next screen and it will set up Dreamweaver with your site in the panel down the right of the screen.

- If it takes you to the manage sites box – **click done**.

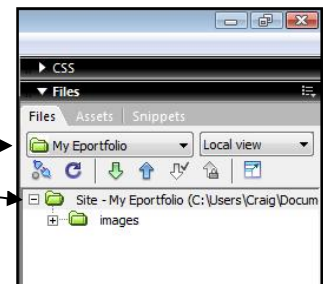


As you can see here, I have two panels docked in the panels' groups section.

My defined site is now open and ready to work on.

The root folder is at the top with the images folder inside it.

- If the files panel isn't there, you can open panels by clicking on **window** and selecting it in the list that drops down.



## Creating the other folders

We can do this within the files panel.

9. Right click on the **root folder** so that a menu appears.

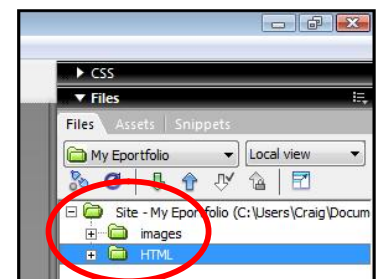
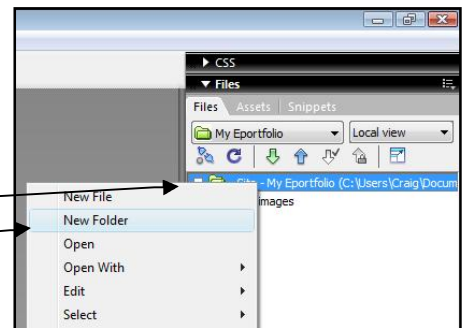
10. Click on **new folder**.

11. Name this new folder **HTML**.

- Because you right clicked on the root folder, this new folder is within the root folder.

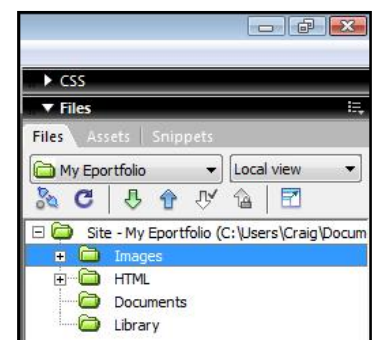
12. Make the other two folders called **Documents** and **Library**.

- The templates folder will be automatically made later.



Your root folder is now set up and defined with the folders we need inside it.

- If you want to edit a folder, right click on it and choose edit.
  - As long as you put everything in this root folder your site should work when it is sent to be marked or uploaded for use on the Internet.



# Section 2

## Why do we use a template?

One of the best things about Dreamweaver is that you can set up a template and make all of your pages from that template.

- ☺ If you then change something on the template – it changes all of the other pages instantly.
- ☺ You can also make a page from a template then detach it from that template so that page stays the same whatever you change on the template.

## Example

Let's say that you make a template with the page layout using a table. All colours are set and it looks perfect.

- It doesn't have any navigation buttons on it yet.
- You produce 20 pages from this template all saved as a different name.
- You then go back to the template and add the navigation buttons to these pages.
- Once you save the template again it updates every page made from it and the navigation buttons instantly get placed on every page. **What a time saver!**



One problem with a template is that you can't always view it in your browser. I usually make one page from it (possibly the home page) and open this in the browser whenever I want to see what the template looks like when run in a browser.

## Producing the template

In the template you are about to produce, I will be showing you the techniques and skills required to use Dreamweaver to produce E-Portfolios and Websites.

- Once you have seen how it is done you will be expected to use these skills to produce your own design.
- It is important to remember that **getting to pages** is very important. The buttons must be clear and work well.
- You can have as many pages as you wish – but make sure we can find them!



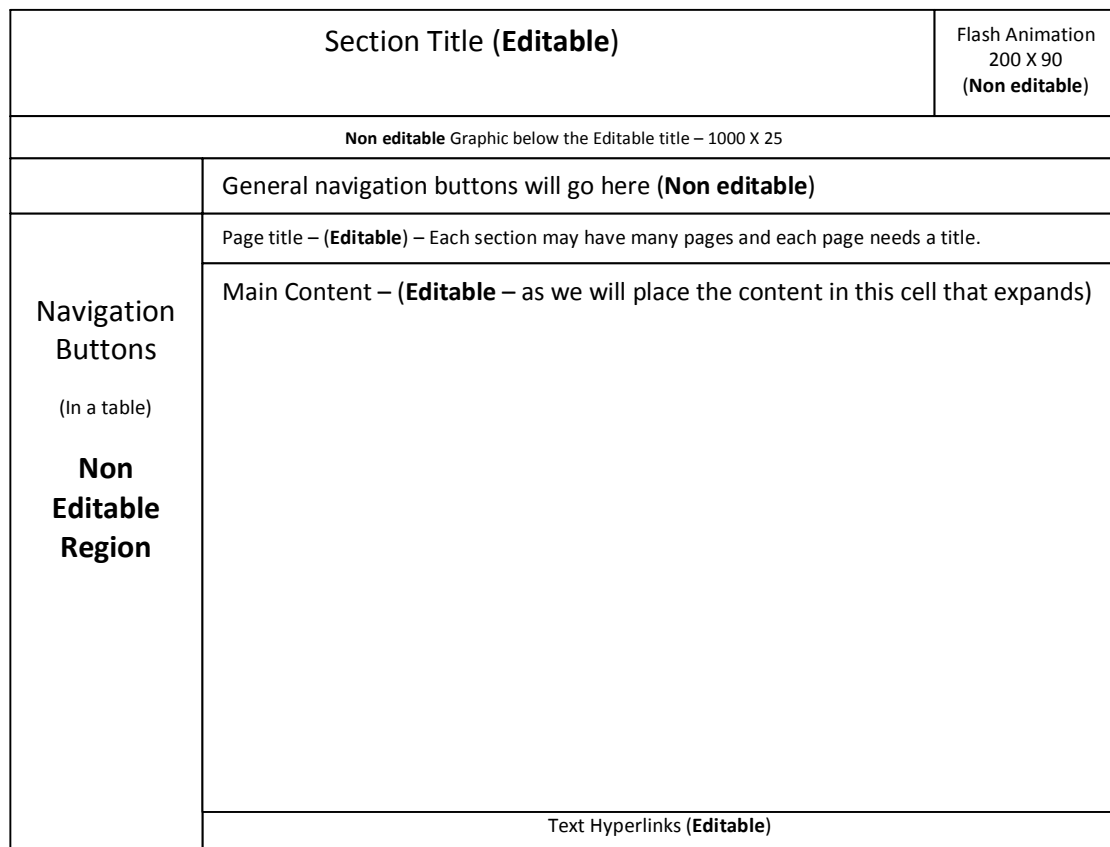
On the index (home) page you don't need a button for every page. You may have a button that takes you to a page called Analysis and on that page there could be other buttons for other pages within the analysis section. This way the index page only has the button to take you to a particular sections home page.

## What will it look like?

When you produce the template it will be made up of different areas called **regions**. These regions can be **editable** or **non editable**.

This means that when a page is produced from the template you can click in a particular region and change the content – such as the page title, or you can't click in it as it is locked – non editable – such as the cell that holds the logo or buttons.

This diagram shows the regions we are going to set up in this practice site.



- This site will be 1000 pixels wide X 695 pixels high. Just right for a 17" monitor.
- The **Section title** will be 800 X 90 – and will be editable so that when a new page is made from the template you can click in this region and name it Analysis, Design etc.
- I have produced an **animation in Flash** and saved it in the images folder. This will be placed in a non editable region as it won't change. This could have been a static graphic instead of an animation.
- Below the title there will be a **long thin graphic**. This will be 1000 X 25 and will be inserted into a non editable region as this won't change.
- Below this graphic will be a region to hold a horizontal set of buttons such as Home, Bibliography etc.
- The **Page title** will be set as an editable region as you may have many pages within the analysis section and each page needs its own title – such as analysis introduction, mind map etc.
- The **main content** area will clearly need to be editable as every page you make from the template will hold different content.
- The **navigation buttons region** will be set as non editable as you will add the buttons into the template and when the template is saved it will update every page made from it. Only you need to do this. The end user only needs to click on the buttons – not delete or edit them.
- At the bottom of the page we are going to have a set of **text hyperlinks** as seen on some web sites.

You will be making your template to the design above.

You will then produce a page from it every time you need a new page.

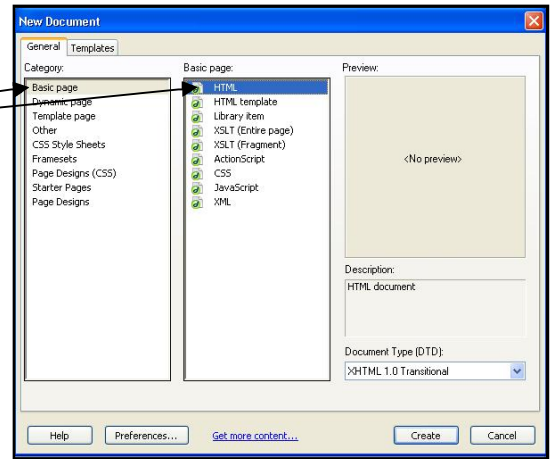
To change the layout of the pages you work on the template and it updates the pages for you.

To add content on each page – you add it in the editable regions on the individual pages.



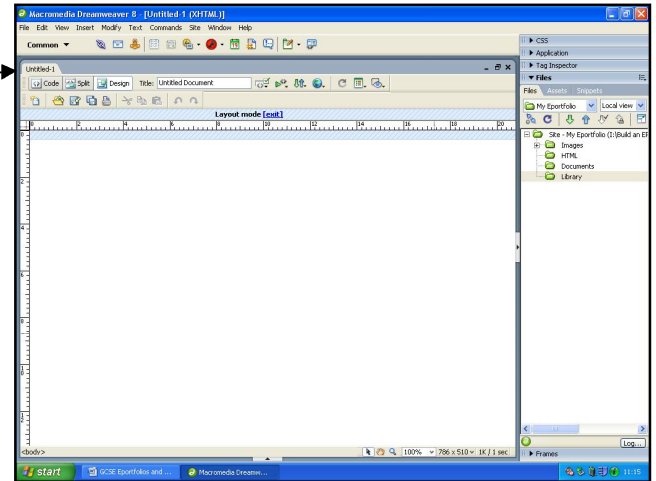
13. Click on **File – New** and the new document dialogue box will appear.

14. Choose **Basic Page – HTML**.



You will now see a blank page with no cells (regions).

➤ It says **untitled** as it isn't saved yet.

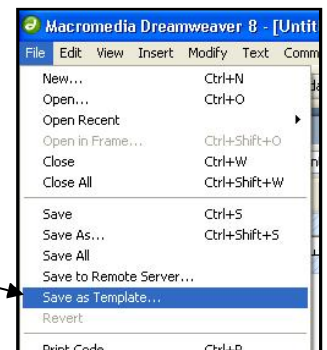


## Saving it as a template

When you save the template it has a different extension as a normal web page.

- A standard web page that appears in a browser ends with **.html** (**H**yper**T**ext **M**arkup **L**anguage)
- A Dreamweaver template ends with **.dwt**.
- The template is there just to make other pages from it and isn't uploaded to the ISP to be available on the internet.
- When you save your template, Dreamweaver will automatically make a folder called **templates** – if you haven't already made one when you made the html and images folders.

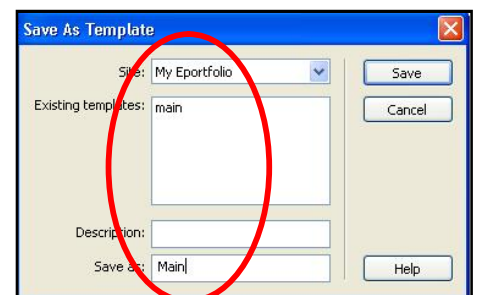
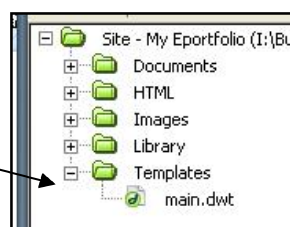
15. Select **file – save as template**.



16. Call the template "**main**".

17. **Click save.**

➤ Look how a new folder has been made and the template is inside it.



## Section 3

You will now work on this template and make standard **html** pages from it when you want a new page.

- ☺ Every time you add something to the template – such as navigation buttons, logos etc and save it – that content will be added to every page. So put your **standard** (wanted on every page) content on the template and it will save you lots of time.

### Laying out your template

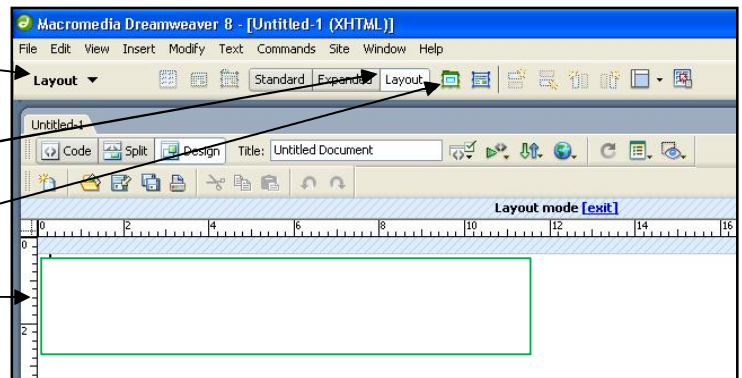
We are going to layout the page in **layout mode**. It will look similar to if you had inserted a table.

- ✓ But you are going to draw the cells individually.
- ✓ Always start at the top left corner and work towards the bottom right as you get less problems.

18. Change the insert bar from common to **layout**.

19. Click on the **layout** button as this is the way we will draw cells on the page.

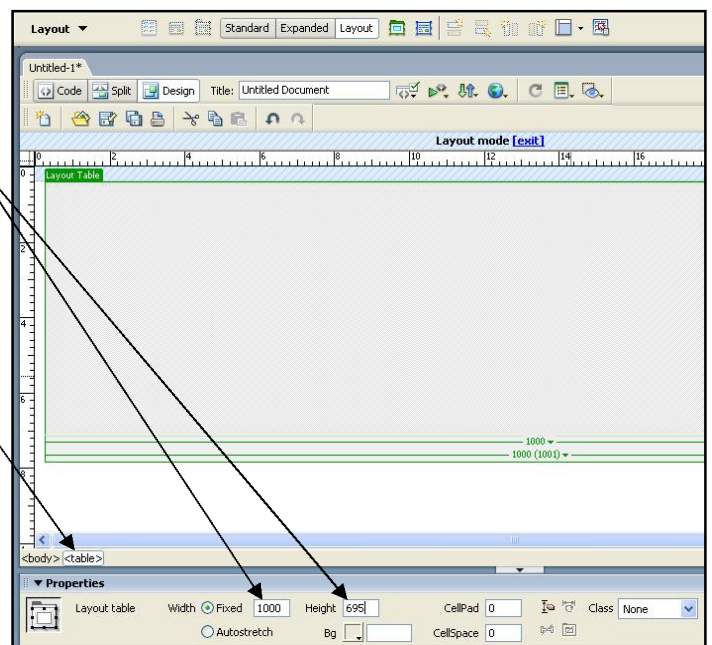
20. Now click on the **layout table** button and draw a rectangle – starting in the top left corner.



- Draw it any size first – we will set it to size next.
- You have effectively drawn a picture frame here that holds the cells within it.
- **Layout table** is the outline of the table.
- **Draw layout cell** button draws the individual cells within the layout table.
- You could draw your table using just the layout cells and let it put the green table outline in by itself – but I prefer to set my overall size first and then insert the cells within it.

21. Now use the properties inspector and set the size of the page (green table) to 1000 X 695.

- Check that the **Table tag** is selected as this will select the layout table properly.
- It will be a **green** line on screen.
- The cells are eventually drawn in **blue**.
- You now have a table at the correct size – without any cells in it.



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