

# Hands-On Lesson

to accompany

## *Curriculum Webs, 2<sup>nd</sup> edition*

*Weaving the Web into Teaching and Learning*

By Craig A. Cunningham and Marty Billingsley

Boston: Allyn & Bacon, 2006

# LESSON 3: Page Editing and Design, Part 1

## DREAMWEAVER MX 2004

This lesson was written by

Craig A. Cunningham

Copyright 2005. All rights reserved.

### **Goals for this lesson**

- Create a simple home page
- Apply various text formatting.
- Play with your software to get a sense of what it can do.
- Optionally, upload your new home page to your web server.

In this lesson, you will create a new “home” page and insert some information about yourself, and practice learning some of the formatting procedures of your web editing software.

If you have a web account (space on a web server on which you can put your home page), you can upload your new home page to the account after you complete this lesson. We have provided optional instructions for this process at the end of this Hands-On Lesson.

For this lesson, you can either start with a blank page, or you can download the Home Page template that we have provided at <http://curriculumwebs.com>. Click on “Hands on Lessons” and then the “Resources” link at the bottom of the page, then scroll down to Lesson 3. Right click the link “Template for your Home Page” (or CTRL-click on the Mac) and choose “Save Target as...” to download the Home Page template. Save it onto your desktop or a folder named “Webs” in [My] Documents.

---

---

### **Creating a new document**

Either follow the instructions below or open the Home Page template you saved following the instructions above.

---

#### ***Dreamweaver***

- Choose the blank window that appears when you opened the software (untitled document).

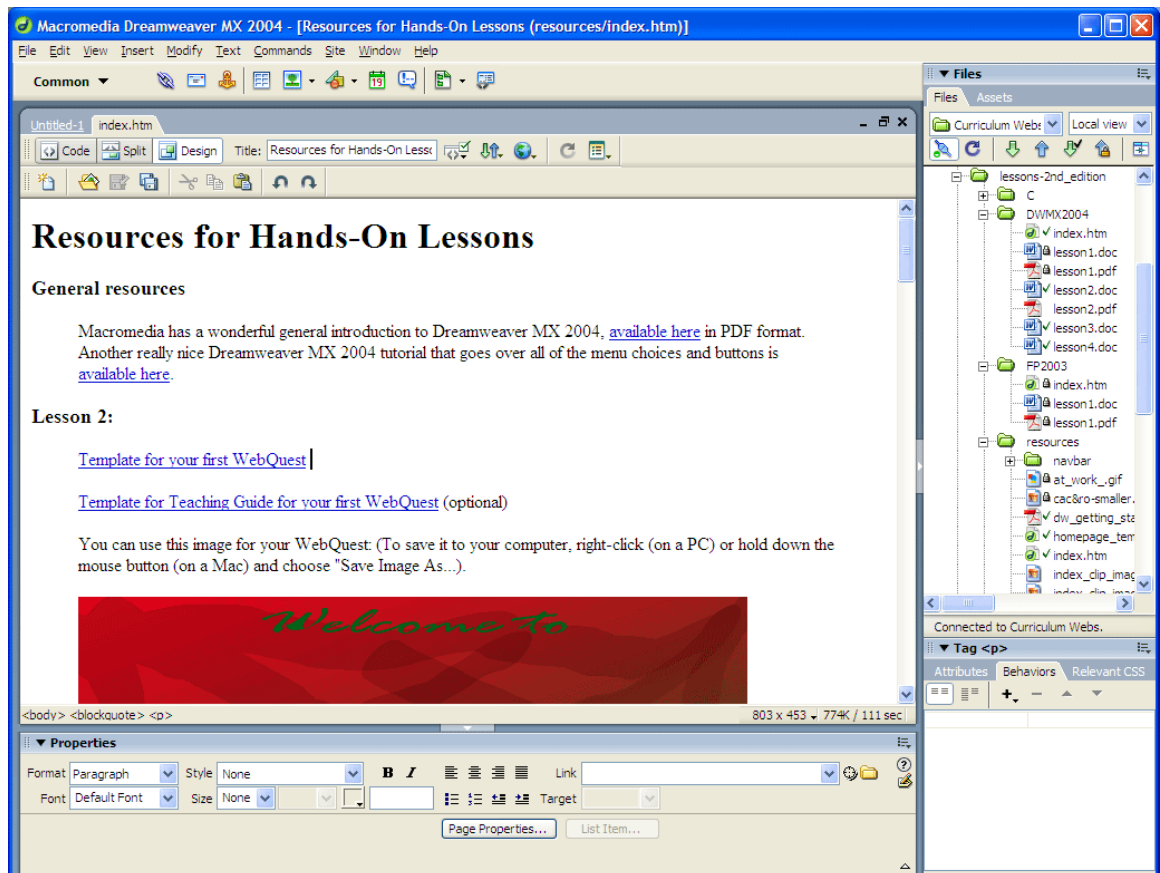
OR

- Use File|New|General|Basic Page, and then click the Create button.

---

## Setting up your work environment

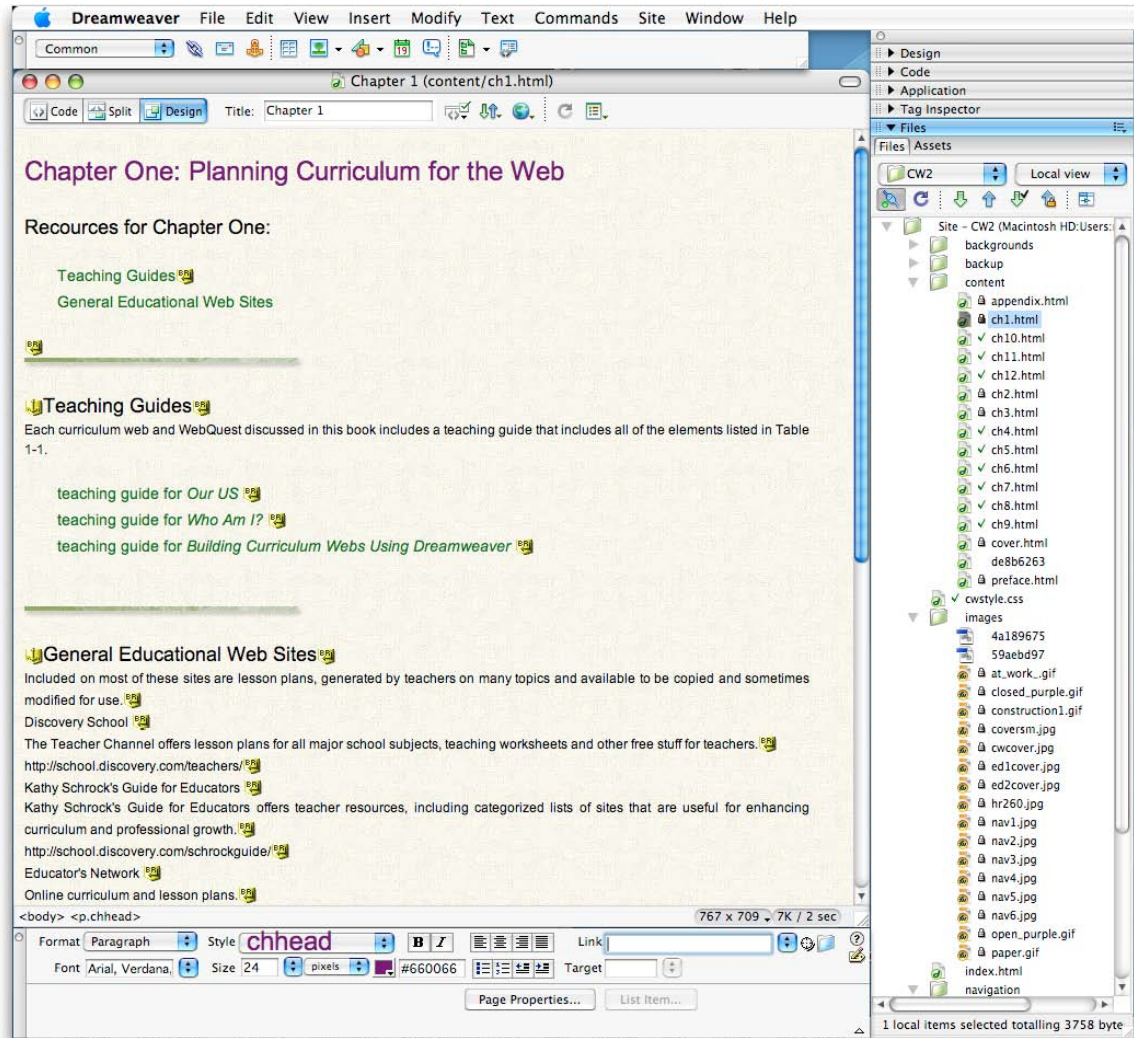
The PC and Mac versions of Dreamweaver are a little different. On a PC, all of the panels and toolbars sit within the Dreamweaver window and, they appear (if they are activated) when the main page editing window appears. (Macromedia calls it an “all-in-one-window integrated workspace”). Panels are activated using the Window menu (a check mark appears next to each active window), and are grouped in logical clusters that can either be activated or “hidden.” Toolbars are activated using View|Toolbars.



**The PC standard Dreamweaver workspace. Note that most panel groups are “hidden” rather than showing on the right side of the screen.**

On a Mac, Toolbars behave similarly to a PC, but each panel operates as a separate window (Macromedia says they “float”), and you can easily lose panels when they are separately minimized (in which case they appear on the right or bottom of the Dock) or

hidden behind other windows. To find a panel on the Mac, you may need to use the Window menu to select the panel you want to see. Another major difference is that on a Mac, there is no Files panel; the Site Files panel, which opens in a separate window from the page editing panel) has the same functions as the Files panel on a PC.



**The Mac standard Dreamweaver workspace.  
Note that the “standard” toolbar doesn’t show in this view.**

### *Dreamweaver*

- Make sure all three of your toolbars are showing by using View | Toolbars and clicking any that aren’t already checked.

OR

- Right-click (CTRL-click on a Mac) in the gray region of a toolbar that is showing, and select any that are not from the list.

Toolbars can be dragged and dropped to another place on the screen if you wish to rearrange them. For example, you can put the “Standard” toolbar to the right of the “Document” toolbar by dragging and dropping it.

Also, make sure that your Files and Property panels are showing and in the standard positions. Later, as you get used to the software, you might want to rearrange, but for now the standard positions are best.

---

---

## **Saving your file**

Type “Welcome to my home page,” or something like that, just to create some content. Save your file in a folder on your computer. Give the file a name and location that you will remember later.

---

### ***Dreamweaver***

- Use File | Save.
- Browse to the folder you wish to use to save the file.
- Type a filename and click Save.

---

---

## **Creating a simple home page**

Include your name, information about you, your job, your family, and your interests. If you are using the Home Page template, replace the italics text with your own information.

- Type text as you would in a word processor.

The Properties panel will show the properties of whatever you have selected, or, if the cursor is on a new line, what the properties of the text you are about to type will be.

- Use the settings on the Properties Panel to create some headings, alter the text size, and change the background color. Add bulleted and numbered lists. (Specific steps for these tasks are listed below.)

To change any properties, simply highlight what you want to change and change the settings on the Properties panel. (Some specific settings will be discussed later in these Hands-On Lessons.)

---

---

## Using headings

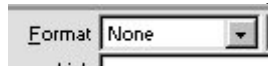
HTML includes six levels of predefined heading styles. Headings always have extra space before and after the line, and are bolded. Available headings from largest to smallest are Heading 1 through Heading 6. Heading 4 is the same size as regular type, but is bolded with space before and after.

First, make sure the cursor is in the paragraph you wish to turn into a heading.

---

### *Dreamweaver*

- Click the drop-down format box on the Properties Panel:



or use Text | Paragraph Format.

- Or press CTRL+x, where “x” is the level of the heading. Thus, CTRL+1 sets the selected paragraph to Heading 1. CTRL+0 sets to no style. CTRL+SHIFT+P sets to paragraph format. (Paragraph format differs from no style in that there is space between the paragraphs.)

---

---

## Changing text size

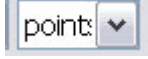
Fonts can be defined relatively (using words such as xx-small and large) or absolutely (using a variety of measurements, including pixels, points, inches, and centimeters).

Font sizes can also be defined in a Cascading Style Sheet (CSS). CSS's allow specific pixel dimensions (and various other font attributes) to be assigned to all instances of a given style appearing in a document. To find out more about CSS, see the topic “Using Cascading Style Sheets” in Help | Using Dreamweaver or see Chapter 4 in *Curriculum Webs*, or see our CSS reference on the companion web site at <http://curriculumwebs.com>.

## *Dreamweaver*

- Click on the font size drop-down box on the Properties Panel:




, and choose either a word or a number. If you choose a number, another drop-down box will appear, 

---

---

## **Making bulleted lists**

### *Dreamweaver*


- Create your list, then highlight the list, then click the bullet button on the Properties Panel: .
- Or press "enter" to go to new line, then click bullet button and start your list.
- You can also use Text|List and choose "unordered".
- Click the "List item..." button on Properties Panel to change to square bullets, or to use letters instead of numbers, or to start list at a number other than 1. Alternatively, you can right-click on a list item and choose List|Properties.

---

---

## **Making numbered lists**

### *Dreamweaver*

- Create your list, then highlight the list, then click the numbered list button on the Properties Panel: .
- Or press "enter" to go to new line, then click numbered list button and start your list.
- Click the "List item..." button on Properties Panel to change to square bullets, or to use letters instead of numbers, or to start list at a number other than 1. Alternatively, you can right-click on a list item and choose List|Properties.
- You can also use Text|List and choose "ordered".

- Save your file now.

---

---

### **(OPTIONAL) Uploading your home page to your web server**

In order to create a web site, you need to create a folder to store the individual files as you are working on them. This folder will be on your “local” machine, that is, the computer that is right in front of you as you work on your web pages. The folder can have sub-folders within it.

The top-level folder—the folder that has all the files in your web site within it—is known as the “Local Root Folder.” (The word “root” comes from the image of a tree, starting at the root, and then branching out to the individual leaves. The Local Root Folder is the main directory. Any subfolders within it are like the branches of the tree. The individual files are like the leaves on the tree.)

When you **upload** or **publish** your files to a web server, you need to be very specific about where those files are going to be stored on the web server. You will need to tell your software the exact location of the directory that will hold your files. This directory is known as the “Host Directory.” All the files on your web site will be stored within the Host Directory or within subdirectories of the Host Directory.

The **path**, or file path, is a way to indicate the location of a file on a computer. See the Appendix in *Curriculum Webs* for a complete discussion of paths.

---

---

### **(OPTIONAL) Defining your web site**

If you only want your web pages to be available on your local computer, then you do not need to “define” a web site; you can simply create and edit your individual pages. But if you are going to publish your file on a **web server**, you need to have an account on the server, and you need to tell your software how to access the server.

If you have a web account, you need the following information about the account in order to publish your web pages to the server:

- The server’s name or hostname. This is usually something like `cuip.net` or `serviceprovider.com`.

- Username. This is the account name or the name you use to log in to the server.
- The password for that username. This is necessary to give you permission to put your file into your directory.
- The name of the directory you use for storing web pages. Normally, you do not place web pages directly into your main account directory on the server. Rather, web pages go into a subdirectory usually named “www” or “public\_html.”
- **HTTP** address. This is the address that you use to browse to pages in your web account. It is usually something like `http://cuip.net/~cac/filename.htm` and often does not explicitly mention the (www or public\_html) subdirectory for web pages.
- An **FTP** address. This is constructed from some of the elements listed above for your particular server and account. For example: <ftp://cuip.net/~cac/www>. The full FTP address in this form is used by some web page editing packages. Other packages ask you to enter it a piece at a time.

Once you have all of this information, you can define your site so your software can communicate with the server.

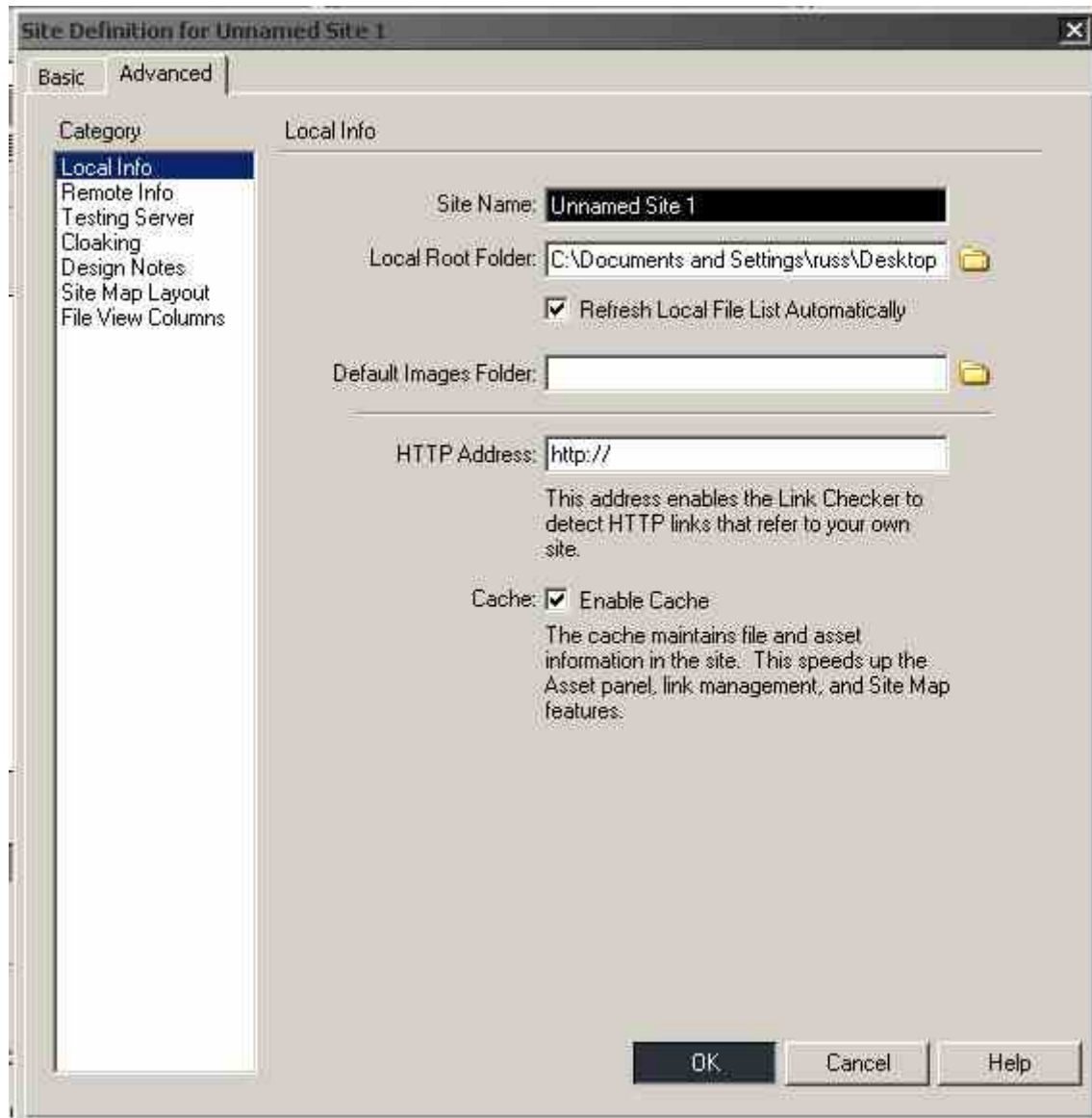
Note that most software refers to the computer you are using as the “local” computer, and the computer that is the web server (or any other computer away from your local computer) as the “remote” computer.

---

### ***Dreamweaver***



- Use Site | Manage Sites, and then choose New... and then choose Site.


The “Site Definition Window” will open up. At first, it will open in the “Basic” mode. You can use the Basic mode to control most of the important settings; however, we’ll take you through how to do it in the Advanced tab so you can see how to use that. See Figure 5-1. Along the left side are five different types of settings you will use only the first two: Local info and Remote info.



**Dreamweaver’s site definition dialog box. Notice the categories listed along the left.**

- Under “Local Info,” give the site a name (just call it something that makes sense to you, such as “Geography Lesson”)
- Next, choose the “Local Root Folder” where you will save all of the pages in your site (or where you have already saved some files. (Do not leave the default entry in this field. Otherwise, you may end up with all of the Dreamweaver program files in your web site!) You should have created a folder in Lesson 4 when you saved your edited bookmark file. To choose the folder, click on the little yellow folder next to the “Local Root Folder” field. This will open a standard file browser window and allow you to find the file and click OK. Or, you can create a new folder in the dialog box that opens

up, using the folder icon with the asterisk on it (on a pc: ) or the folder with “New” written next to it (on a Mac: )

- Enter the HTTP address of your site into the next field. This should be the HTTP address of your main web page directory on the server, such as <http://cuip.net/~cac.>
- If you want, you can define a folder that is the default folder for images in your site. (You might want to define a new folder called “Images” for this purpose.) To do this, click the yellow folder icon next to “Default Images Folder.” Browse to the Local Root Folder, then create a new folder within it called “Images.” Double click the new folder and click the “Select” button.
- Put a check mark in the “Enable Cache” check box. (There is no reason NOT to use the cache.)
- Do not click OK yet. Click on “Remote Info” in the list to the left.
- A drop-down box labeled “Access” will appear. Choose FTP. (Some situations will call for selecting a different choice from this list. Please talk to your technical coordinator or Internet Service Provider if you have questions about this.)
- Fill in the fields. “FTP host” will be the server name or hostname mentioned above, such as cuip.net or <ftp.servername.com>.
- The host directory will be “www” or “public\_html” or a path to a subdirectory of this directory.
- “Login” is your username on the server. Fill in the password. Check “Save password” only if the local computer you are working on is a secure or private computer not accessible to the public.
- Leave the check boxes the way they are (unless you know that you need to use them).
- Click OK. Click OK again when Dreamweaver asks you if you want the site cache to be created.
- Click Done.
- Test your settings by clicking the Connect button  in the Files Panel. If you did not enter your password (and did not check “Save Password”) while setting up the site, you will be asked for your password.

- If you have entered the settings correctly, the Files Panel will switch to a view of the files on the server (“Remote” files). You can tell you are looking at the remote files because the file folders will be YELLOW instead of GREEN. You can also tell because “Remove View” appears in the drop-down box on the upper right of the Files view.
- If you get an error message, you might try the following:
  - ❖ Use Site | Define Sites... and then double-click on the site you just created. Check the information in Local Info and Remote Info.
  - ❖ Check your login and password. It usually matters whether these are lower or upper case.
  - ❖ Make sure the directory you listed under “Host Directory” in the Remote Info window actually exists. (You can’t use the site definition settings to create a directory. To do that, you’ll need to connect to an existing directory and then use Dreamweaver’s commands to create a new directory.)



---

### **(OPTIONAL) Publishing your page to your web server**

Here are the steps for publishing a single web page or multiple web pages to your server.

---

#### ***Dreamweaver***

- Make sure you are connected to the server. The  button on the Files view should look like this: . If it does not, click it.
- Make sure you are looking at the Local view in the Files Panel.
- Highlight the file or files you want to publish and click on the Put button (it looks like a blue arrow pointing up), or right-click on the file and choose Put.
- If you want to publish the entire site, highlight the Local Root Folder and then click the Put button, or right-click the Local Root Folder and choose Put.
- When Dreamweaver asks you if you want to include dependent files, normally click No. Choose “Yes” only if there are images or templates or other files that should be uploaded along with the page itself.

- To test whether the publishing routine has worked, switch to your browser and type the expected HTTP address into the location bar and press Enter. If the page appears, then you've done it! If not, then there is something in either your Remote settings, or the HTTP address you typed into the browser, that is wrong.