

# 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

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# LESSON 6:

# Completing Your

Curriculum Plan/

(Draft Teaching Guide)

DREAMWEAVER MX 2004

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### **Goals for this lesson**

- Use a simple Teaching Guide template to create your Curriculum Plan, based on the curriculum plan elements you have written in Chapter 3 – 6
- Learn how to use cascading style sheets to create new styles and apply them in your Curriculum Plan

By now, you have developed draft versions of all of the elements of your curriculum plan. This lesson guides you through taking those elements (which we assume you have collected into a word processing or HTML document) and creating a Curriculum Plan (also known as a “draft Teaching Guide”) out of them. Then, you will use that document to practice some ways of formatting web pages using cascading style sheets (CSS).

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### **A Template for your Curriculum Plan**

A “template” is a file that is used to control the appearance of another file or files on your web site. Templates contain formatting that affects every page that it is applied to, and also sometimes contain content or navigation links that remain constant among multiple pages.

We have created a template for your curriculum plan that includes both simple formatting and a menu and page structure that make it easy for you to plug the elements of your curriculum plan in. You can find this template by visiting <http://curriculumwebs.com>, clicking on Lessons, and scrolling to the bottom of the page where there is a link to resources for some of the lessons. Go to that page, then click on the link to Lesson 6 at the top of the page.

Note that you need to be careful when saving a template from the web. If you open the link into your browser and use “Save” or “Save As...”, the browser will replace the relative links (such as those that link the menu at the top of the page to the specific elements below) with absolute links. If this happens, when you apply the template to your curriculum

plan and upload it to your curriculum web site, instead of linking to the elements of *your* curriculum plan, the links will link to our template on <http://curriculumwebs.com>.

To avoid this, **right-click** (or control-click on a Mac) the link to the template found on the resources page, and choose “Save Link As...” or “Save Target As...”. Be sure to save the file without renaming it, and be especially sure to retain the “.htm” extension on the filename. This will save the template as it is, with relative links.

*Relative links* are always relative *to* the page that is currently being viewed in the browser, and usually have less specific information than absolute links. For example, a relative link within the curriculum plan is

```
<href a="#prerequisites">
```

whereas an absolute link would be something like:

```
<hrefa="http://curriculumwebs.com/lessons_2nd-  
edition/resources/curriculum_plan_template.htm  
#prerequisites" ).
```

In Dreamweaver and some other web-editing programs, the word “template” also has another, more specialized, meaning, as a file in a specialized format that controls the appearance of a number of pages on a web site. The template we’ve created for your curriculum plan is not one of those specialized files; it is simply an HTML file that you can use as the basis for your curriculum plan, saving you the work necessary to build the menu at the top of the page and the links within the page.

After you have saved the template to your local computer, open it up in your web-editing software.

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### ***Dreamweaver***

- Use File|Open.... and find the curriculum plan template file you saved earlier.
- Once the template file is open, immediately use File|Save As... to save a working copy of the file with a different name, such as curriculumplan.htm.

We recommend that you save your working copy of the curriculum plan template into a subfolder under My Documents/Webs. Name the subfolder something that describes your curriculum web. If you aren't sure, just call it curriculum\_web or something like that. We also recommend that you DON'T use spaces in your folder names. Rather, use an underscore character “\_” to separate individual words.

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## The structure of the curriculum plan template

Before you start editing the curriculum plan template by pasting or typing in the elements of your curriculum plan, take a look at the structure of the page.

To explore the structure of the file, click on each line of the file.


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### *Dreamweaver*

- In Dreamweaver, you can inspect the structure of the page by looking at the Properties Panel as you click on each section of the page.

The Properties Panel always reflects the properties of the current selection. If you place your cursor on a particular line of the file, you will see all of the formatting that applies to that line, as well as any character formatting that applies to the characters just after the cursor.

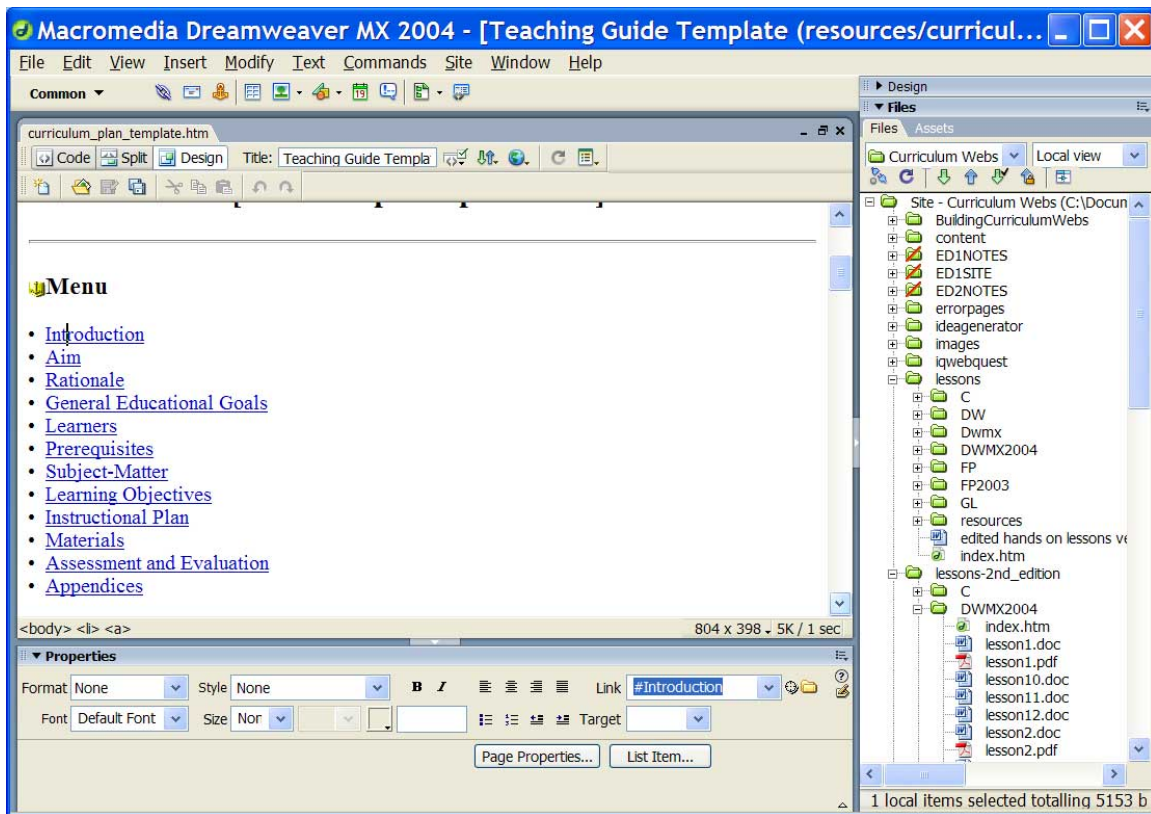
You'll notice that the top of the page has a series of different heading levels. This is followed by a “Menu” to the page that contains the names of each element of the curriculum plan linked to sections below that will contain each element.

Notice the little yellow symbol to the left of the word “Menu.” This symbol () indicates the placement of a “named anchor” or “target” in the file; that is, a *place that can be linked to*. (See page 88 in *Curriculum Webs* for more about named anchors.) You will also notice that there is a named anchor icon next to the name of each element in each section of the curriculum plan template.

- If you click once on the little symbol, you will see the name of the anchor revealed in the Properties Panel.

- Also click on one of the element names in the Menu. Look at the Properties Panel “Link” field. You will see a link similar to #Aim or #LearningObjectives.

The # sign indicates that this is a link *within* the current page, to a named anchor or target that is defined elsewhere in the page. Note that the # sign only appears in the *link* to the named anchor; it is *not* part of the name of the anchor itself.



**Dreamweaver screen showing link to named anchor (Introduction)**

After the menu and between each section of the template you'll see a horizontal rule. This is inserted in Dreamweaver by using Insert|HTML|Horizontal Rule. If you click once on a rule, you'll see that you can manipulate its attributes, including how wide and high it is, and its alignment, using the Properties Panel.

If you click on each section heading, you will see that it is formatted as H3, or Heading level 3. The text of each section is formatted as an HTML paragraph (using a <p> tag), and "Click here to return to Menu" is formatted with the <h4> tag and aligned to the right.

In the next section, you will learn how to adjust the formatting of and of these tags using CSSs. Before we move to that section, go ahead and fill in as much of the curriculum plan as you can, by either typing directly into Dreamweaver or copying and pasting from the document you have been using to build your curriculum plan.

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## Formatting your Curriculum Plan with CSSs

Cascading style sheets (CSSs) can be used to apply sets of formatting (styles) to multiple parts of a page or to parts of multiple pages. CSSs are defined in two ways: either they are defined in a separate file called a Cascading Style Sheet with the extension \*.css (hence the name) or they are defined in the Head of a given HTML file. The advantage of the first method is that styles can be defined and applied to many different pages at once (for example to all of the pages in a given curriculum web or web site). The second method is useful if you only want to define styles for a specific page.

While the full implementation of CSSs is beyond this Hands-On Lesson, or *Curriculum Webs* itself, we do want to show you enough about CSSs to be able to apply simple formatting to your curriculum web and for you to know whether or not it is worth your while to find out more about how to use CSSs.

First, we will explore how to define CSSs within a particular file, your curriculum plan (or draft teaching guide).

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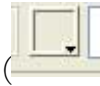
### *Dreamweaver*

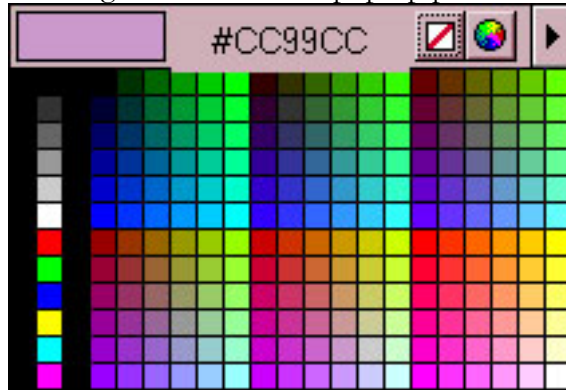
CSSs are defined automatically by Dreamweaver whenever you apply more than two formatting tag to any selection. For example, suppose you want to apply both *italics* and **red** formatting to the first line in the curriculum plan document.

- Select the top line of the file by clicking once on the far left-hand side of the page, just opposite the first line of the file, “Curriculum Plan/Teaching Guide.”
- Click the *I* button on the Properties Panel.

When you apply just one or two formats to a selection, Dreamweaver simply uses HTML to define the formatting. At this point, you have simply added the tags

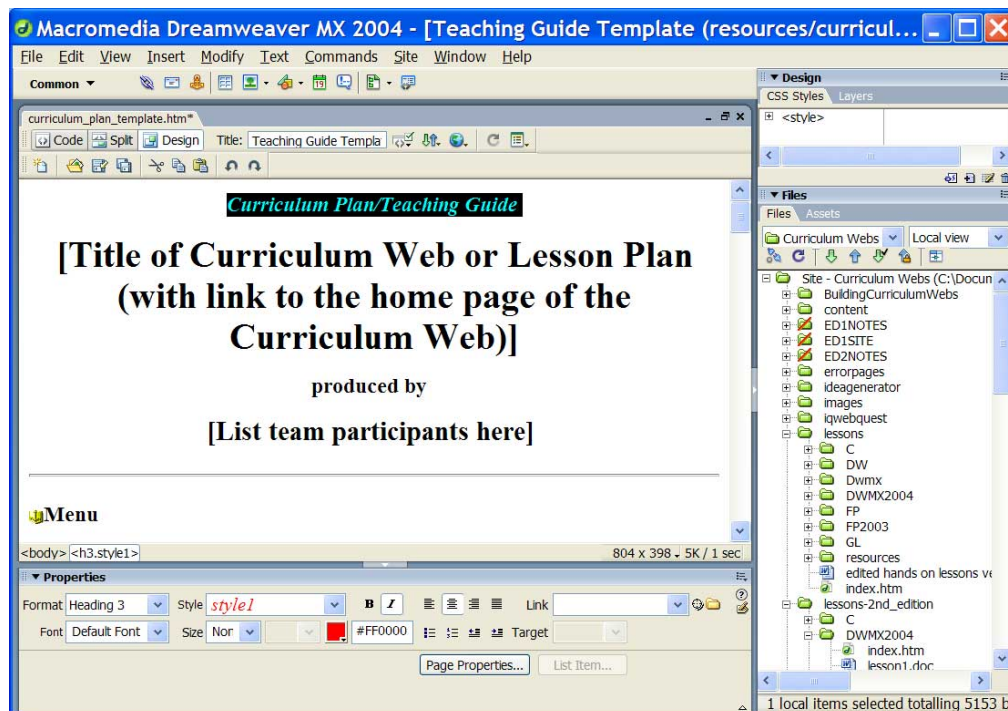
`<em></em>` (for *emphasis*, official HTML for italics) to the first line, which already had `<h3></h3>` tags.

➤ Now add color to the selection by clicking on the color picker () and selecting a color from the pop-up panel:



When you click a color, another pair of tags `<font color="xxxx"></font>` is added to the selection.

At this point, Dreamweaver is configured to automatically create a style including the three formatting tags defined for the selection (heading level 3, italics, and your color). Notice that Dreamweaver now shows “style1” in the Style drop-down box on the Properties Panel. The word “style1” is styled just like the text that you have just formatted.



➤ To see what has happened in the code, click the “Split” button near the top left of your page editing window.



This will reveal the HTML code behind your page, in a new “code” window above your regular editing window.

You will notice the following line of code just under the <body> tag:

```
<h3 align="center" class="style1">Curriculum  
Plan/Teaching Guide </h3>
```

A new CSS class named “style1” has been applied to the selected text. To see the definition of this new CSS class:

➤ Scroll up in the code window to near the top of the code.

You will see the following code in the Head section of your page:

```
<style type="text/css">  
<!--  
.style1 {  
    color: #FF0000;  
    font-style: italic;  
}  
-->  
</style>
```

This section defines the new formatting style, or class—called “style1” by default—that can now be applied to any selection in your document. (The specific code for the color will vary depending on what color you applied.)

To apply this new style to another section of your document:

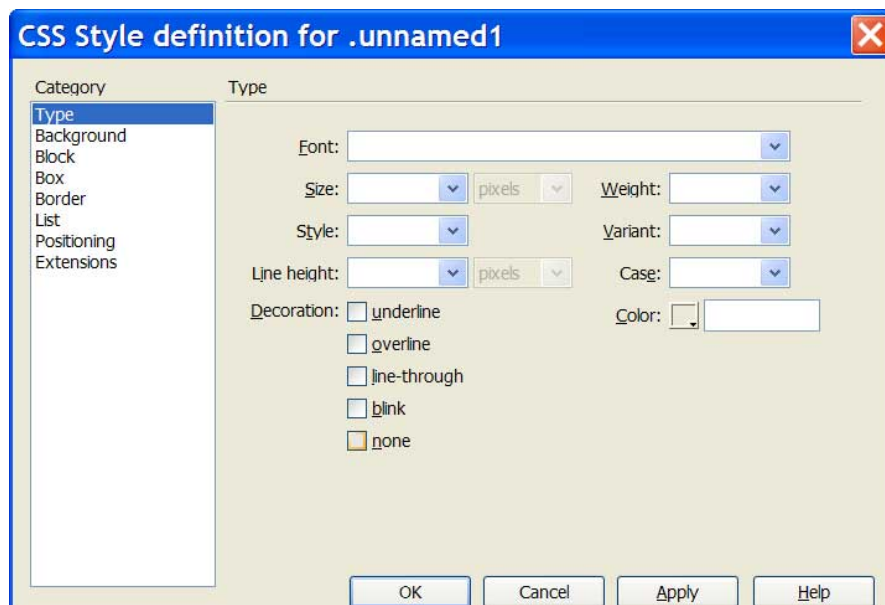
- Select some text, and then choose “style1” from the drop-down style menu on the Properties Panel.

So, as you can see, defining CSSs in Dreamweaver is simply a matter of applying multiple formatting styles to a selection. Dreamweaver automatically creates new styles as needed, which you can then apply simply by choosing them from the drop-down menu. There is no limit to the number of styles you can create in this way; each one is numbered sequentially and defined in the “style” section of the document Head.

However, using this technique, you *are* limited to defining styles whose constituent formats are defined in HTML. While this is a large and varied palette, you may want to do things that cannot easily be done with HTML.

Dreamweaver provides a tool for defining CSS styles that go beyond HTML.

- To access the CSS tool in Dreamweaver, use Text | CSS Styles | New....
- Type a name, for example “newstyle.”
- Choose whether you want to create a new class, modify the effects of a particular tag, or do something more advanced. For now, choose to create a new class.
- Click the radio button next to “This document only” in order to define the style for this file.
- Now, use the pop-up dialog box to apply formatting to suit your needs:



For example, you can use the background sub-menu to define a background color for a selection, which can be used to apply “highlighting” to a selection, such as **this text**. Or, you can define a specialized border for specific text, like this.

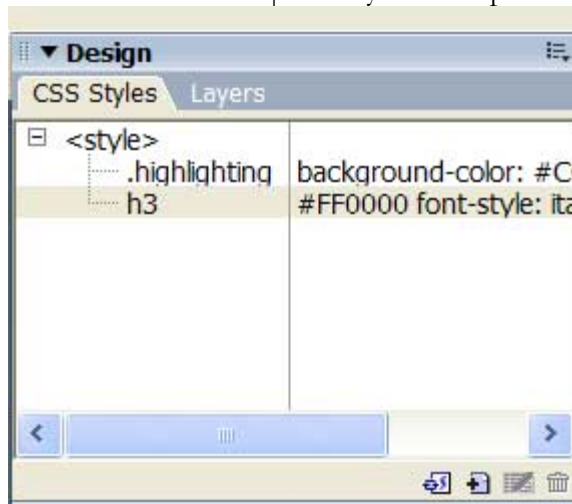
You can also modify the effect of a particular standard HTML tag. For example, in the curriculum plan template, we have applied the <H3> tag to each of the section headings. If you want all of those headings to be italicized and red, change the effect of the <H3> tag itself.

- Use Text | CSS Styles | New...
- Click the radio button next to “Tag (redefines the look of a specific tag)”
- Choose h3 from the drop-down menu labeled “Name” at the top of the dialog box.
- Choose the radio button next to “This document only”
- Click OK.
- Choose “Type” from the list of categories on the left.
- Choose “italic” from the Style drop-down menu.
- Use the color picker (next to the word “color”) to select the color red.
- Click OK.

Voila! All of the headings tagged with <H3> are now not only of the font size and spacing of Heading level 3, but are also italics and red. This technique can be used to modify *any* HTML tag to do whatever you want it to do, allowing you to make dramatic, global changes to the look of your page.

Once your styles are created, you can manage them by opening up the CSS panel.

- Use Window | CSS Styles. This panel opens up:




On this panel, you can add new styles, edit your existing styles, or link your page to an external cascading style sheet.

External cascading style sheets are simply files (with the \*.css extension) that define CSS styles for use in multiple documents. You can create external style sheets using any text editor (if you know CSS syntax), or you can export the styles you've created for an individual file. In other words, you can use Dreamweaver's built-in CSS techniques to create a set of styles that you like, and then create an external style sheet with those styles so that you can apply them to multiple pages in your curriculum web. To do this:

- Use Text | CSS Styles | Export...
- Choose a folder to create your style sheet, and give it a name.
- Click OK.

Once you have saved a CSS, you can apply it to multiple pages in your web. To apply it to a particular page:

- Make sure your CSS panel is visible by using Window | CSS Styles.
- Click the Attach External Page tool on the CSS panel (.
- Browse to the external style sheet you just created, and select it; click OK.

Instantly, the styles you created in another page, and saved as an external style sheet, are applied to the new page. You can also apply an external CSS to multiple pages by

including the CSS in a your site-wide template (that is, the specialized file that Dreamweaver can help you to create). We'll discuss this procedure in a later lesson.

Note again that there are a huge array of possibilities for using CSSs to format your web pages and sites. If you are interested in exploring these possibilities, consult a CSS manual for specific techniques and examples. We've given some references at the end of Chapter 6 of *Curriculum Webs*.