

## Basic Web Page Authoring with Adobe Dreamweaver CS3

Dreamweaver is a sophisticated graphical HTML editor for the creation of professional-quality Web pages. Dreamweaver can be used to author a single Web page or to create and manage a multi-page site. The software allows the user to modify his or her work using a graphical WYSIWYG (What You See Is What You Get) interface while simultaneously viewing and editing the HTML source code.

This handout will walk you through the process of creating a single Web page.

### Objectives:

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Trainees will be able to use Dreamweaver to create a webpage by:

- Changing page properties
- Adding and manipulating text
- Saving a webpage
- Adding internal and external hyperlinks
- Adding email hyperlinks
- Inserting images
- Adding and formatting tables
- Uploading a webpage

### Steps:

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**Open the Web Page Creation Folder on the Desktop**

- Select Adobe Dreamweaver DS3
- Open the program
- Click on **File** then **New** at the left top of the screen
- Select Page Type **HTML**
- Click on **CREATE**

**You will now have an untitled page. To set properties for your page:**

- Select the **Modify** option at the top of the page and click on **Page Properties** (OR select the **Page Properties** button at the bottom of the screen)
- This will open your page property options. You may now:
  - Set your page's appearance (colors, fonts, etc.)
  - Set the appearance of your hyperlinks
  - Create a Title/encoding, i.e., naming your page
  - **Image Tracing**
- We will set the first three of these
  - Under Appearance:
    - Select font
    - Select font size
    - Select text color
    - Select background color
    - **CLICK on Apply**
  - Under Links:
    - Font will be preset to your choice for the page
    - Select Link color
    - Select Visited Link color (this is the color the link will appear once a user has clicked on it)
    - Select Link style
    - **CLICK on Apply**
  - **You may now choose the sizes for your headings if you wish**
  - Title/Encoding

- You must name your page NOW
- Notice how your page name changes from “Untitled” to your chosen name when you **Apply** and **OK** the name. This page name will appear in the browser’s header when the website goes live.

### Starting your Document:

- Write a title for your page (if you selected a Heading style, notice that you can select that under Format.)
- To space down ONE line, use shift enter. If you do not, you will automatically space down TWO lines when you press enter.
- Experiment with changing your font, putting it in BOLD or ITALICS.
- If you do not like your page’s look, you may go back and change the properties under **Page Properties**.

### Adding Hyperlinks:

- Type in the names of you of your favorite websites (or at least websites for which you know the URLs).
- Highlight the name of the first website on your document.
- Go to the link box at the lower right: Enter or copy and paste in the *full* URL for your web site (example: <http://www.library.arizona.edu/>).
- The link should change to your chosen color for hyperlinks when you click on the page.
- Following the same steps, create a second link of your choosing.

### Adding E-mail Addresses:

- Go to **Insert** at the top of the page.
- Select **Email Link**.
- A box will appear for you to enter the text you want to have on your page and the email address to which you wish message to be sent.
- (Note: Alternatively, you can follow the steps for creating a hyperlink but type <mailto:name@email.com> rather than a regular URL.)

### Inserting a Table

- Go to **Insert** at the top of the page
- Select **Table**
- A box will open which allows to you set the size and properties of your table.
- You may set the number of rows and columns, the size of the border, etc.
- Accessibility refers to your page’s ability to be used by people who may be unable to read a graphic screen.
- Once your table is inserted you may adjust its properties including the rows, columns, alignment on the page.
- You may also choose a border color and a background color.

### Inserting a Picture

- Go to **Insert** at the top of the page.
- Select **Image**.
- A box will open which allows you to select an image from a web site or an image from your computer. We will use the images supplied in **My Pictures** which is in the **My Documents** folder.
- Double click on the pictures to open a list of their names.
- You will be asked to save your picture in the same file as your page. **THIS MUST BE DONE** if the pictures are to be viewable on your website. You are working on the T drive so make sure the picture is saved there.
- Select one of the names and an **Image Tag Accessibility Attributes** box opens. This allows you to name your picture for those who may not be able to see it; describe the picture in a couple words.

- Now that the picture is on the page, you may adjust its size, placement on the page and alignment.

### Saving your Work

- Under file you will find the save command.
- You will need to name your page. Use a *simple* name with no spaces or symbols, because this will become a part of the website's URL. You may want to use the name **index.html**; then the website will become your homepage.
- It is important to save as you work so you do not lose your work.
- Save your final version on your cd-rom or other external device.

### Viewing your Work

- Under file there is an option to view your work in progress.
- Click on **Preview in Browser** (NOTE: if you have not saved recently, it will prompt you to save prior to previewing).
- Select the browser you wish to use.
- Test your links to see if they work.
- Note that the e-mail link will *not* work here in the Library, since it requires you have an e-mail account configured on the computer.

### Transferring Your Work to Your University Account:

- Open the **file transfer** folder on the desktop
- Open **SSH**
  - Type in the Host Name **u.arizona.edu** and then click open
  - You will be asked for **your UA e-mail login; this is your NetID**
  - Then it will want your UA password
  - Now you want to select **Menu** by entering the letter "**M**" and then **<enter>**
  - From the **Menu**, arrow down to **Misc** and hit **<enter>**
  - **Home page** will come up at the top of the list. Press **<enter>** again
  - In the middle of the screen, you will find your pre-assigned home page URL.
  - Mine is <http://www.u.arizona.edu/~heitshu>; yours will be identical but your own unique NetID after the ~.
  - Write this URL down!!!
  - Quit this database.
- Open WinSCP (in the **file transfer** folder)
  - Again, the Host Name is **u.arizona.edu**
  - User Name is still your UA e-mail login
  - Password is your UA email password
  - You may get a WARNING message. This is just a security feature. The response is YES!
  - A divided screen will open. On the left side is your computer, the T or Thaw space where you will find your html page and image. The other side is your space on the u.arizona.edu server.
  - Use your mouse to drag your html file AND your picture(s) from the T drive on the left to the **public.html** folder on the right (if you don't put the files in the **public.html** folder, they will not be visible to the public).
  - Now open a browser and put in your home page URL. If you used the file name **index.html** you should automatically see the page you created. If you used a different name, your page will be at a URL that looks something like this: <http://www.u.arizona.edu/~heitshu/pagename.html>

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